

## **Agenda**

- I. **Call to Order - Chair Melissa Sauser**
- II. **Conduct Pledge of Allegiance - Chair Melissa Sauser**
- III. **Visitors Opportunity to be Heard - Chair Melissa Sauser**
- IV. **Review and Approve Agenda - Chair Sauser**
- V. **Reports - Chair Melissa Sauser**
  - A. Equity Audit Report - Dr. Michael Favor
  - B. Strategic Directives Planning - Ray Queener of Teamworks, Int'l.
- VI. **Updates from Student Services/DCALS/Superintendent - Dr. Melissa Schaller/Andrew Woods/Dr. Michael Favor**
- VII. **Consent Items - Chair Melissa Sauser**
  - A.
    - Minutes:- September 7, 2021- Regular School Board Meeting
    - Personnel:
    - Policies:
      - 101 Legal Status of the School District
      - 101.1 the Name of the School District
      - 102 Equal Educational Opportunity
      - 103 Complaints – Students, Employees, Parents, Other persons
      - 104 School District Mission Statement.
    - Teamworks, Int'l. Contract for Strategic Planning
- VIII. **Donations:**
- IX. **Executive Director of Business Services Reports - Nicolle Roush**
  - A.
    - Bills
    - Wire Transfers
    - Investment Reports
- X. **New Business - Chair Melissa Sauser**
  - A. Review and Approve Temporary Work Agreement - Nicolle Roush
  - B. Review and Approve Assurance of Compliance - Dr. Michael Favor
  - C. Review and Approve ISD 917 Flexible Benefits Plan - Nicolle Roush
  - D. Review and Approve Renewal of Medical and Dental Insurance - Nicolle Roush-TBA
  - E. Review October 1 Enrollment DCALS - Andrew Woods
  - F. Review October 1 Enrollment for Special Education - Dr. Melissa Schaller - TBA
  - G. Review and Approve Memorandum of Understanding for District's Strategic Plan for 2021-2023 - Dr. Michael Favor
- XI. Post-Meeting with Barb Dorn of MSBA - All Board Members
- XII. **Adjournment - Chair Melissa Sauser**



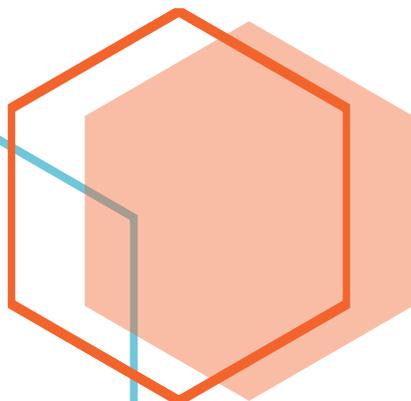


# Executive Summary

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## Intermediate School District 917 Equity Audit

A comprehensive Equity Audit was conducted in partnership between Intermediate School District 917 and Equity Alliance MN from February through April, 2021. The full report of this review was presented to the district upon completion in June 2021.





## Purpose

A comprehensive Equity Alliance MN (EAMN) Audit can provide insights into an institution’s current practices, may educate about systemic and programmatic inequities, and aspires to provide foundational information on which to plan and implement identified processes for change. An equity audit hopes to support organizations through data-gathering practices to inform decision-making. Information gathered from this audit was processed, analyzed and presented to assist Intermediate School District 917 to implement and develop context-specific strategies to address the unique configurations of its communities served. The audit process utilized an approach to identify systemic issues that EAMN believes can be addressed through Intermediate School District 917’s ongoing commitment to building relationships, confronting disparities, providing support, and focusing on results through continuous improvement.

## Methods

Equity Alliance MN’s framework was designed to provide voice for all stakeholders in districts and organizations. The framework underlying an EAMN equity audit is built upon the foundation of six dimensions that represent Equity Alliance MN’s research and theoretical scaffolding relative to factors that have been highly correlated with improving equity in educational institutions.

Data gathered throughout the equity audit were collected to reflect the perceived realities for students, staff, and leadership throughout programs supported by the district relative to these six EAMN categories: Systemic Equity for Students, Efficacy of Programs, Utilization of Resources, Curriculum Representation, Student Leadership, and Inclusive Communications.

- **Dimension #1: Systemic Equity for Students (SES)** is a shared, articulated vision for the system and systematic equity for students of color; this also includes other additional definitions of identity including, but not limited to, gender identity, social-economic status, emergent language status, and educational needs. When a system has collaboratively created, clearly articulated, and officially adopted its vision for equity, its stakeholders can aim at common goals. Systemic Equity for Students in highly functioning systems is defined by a culture wherein actions, practices, and purposes align with the common vision. Indicators of systemic equity can be found through interviews, surveys, observations, and reviews of policies and practices.

## INTERMEDIATE SCHOOL DISTRICT 917

### MISSION

To serve our member E-12 school districts’ students and families in the areas of special education, career & technical education, and alternative education

### VALUES

Passion for Service

Collaboration

Open Communication

Stewardship

Integrity

Equity

Continuous



## Methods

- **Dimension #2: Efficacy of Programs for Students (EPS)** is a systematic evaluation of effectiveness for programs and systems. When a system has instituted a schedule or cycle to continuously collect and analyze feedback on its programs regarding perceptions and outcomes relative to race equity, consciousness of the commitment becomes enculturated and measured. When a system is high performing in this dimension, all programs (activities, curriculum, services, policies, etc.) engage in collection and analysis of feedback, review of outcomes, and reflection on a predictable, published cycle and the cycle includes an examination of equity as a core element of evaluation. Efficacy of Programs for Students can be evidenced through surveys, interviews, and observations of stakeholder groups.
- **Dimension #3: Utilization of Resources (UR)** includes strategic and effective provision and utilization of resources for all learners to attain success. Utilization of Resources as a dimension of the framework provides information regarding equity and alignment of access and expectations. When a system is high performing in this dimension relative to equity, no student groups are disadvantaged or disenfranchised because of systemic racism or inequitable practices or policies. Data to inform this dimension can be gathered through observations, perceptions, and reviews of student performance.
- **Dimension #4: Curriculum Represents Equity (CUR)** reflects the arts, achievements, histories, perspectives, languages, and journeys of the community served, and learners grow to understand their roles in the global community. Curriculum Represents Equity as a dimension of the framework provides insight as to how and for whom the district's curriculum is representative. A high-performing system with representative equity as elements in the curriculum will reflect the literature, arts, philosophies, and world views of the learners and their families. In addition, best practices in this dimension will include articulated scope and sequence planned and delivered that introduces learners to history, art, culture, and thought from around the world. This dimension can be evidenced through examination of curriculum maps, choices of curriculum materials, visible representations of cultures, knowledge, and awareness, and expectations for learners.
- **Dimension #5: Student-Centered Leadership (SCL)** is regarded as stewardship and instruction in leadership, collaboration, relationships, and clarity of expectations practiced, evaluated, and rewarded across the system. High-performing systems in this dimension exhibit welcoming cultures, representation of all stakeholder groups in leadership opportunities, valuation of voice, and provision of choice. Student-Centered Leadership can be evidenced through observations, surveys, and examples.
- **Dimension #6: Inclusive Communication (COM)** includes both internal and external means by which the system connects with its constituents. Systems that are high performing in this dimension communicate in welcoming ways effectively through multiple modalities, provide clear direction, and offer multiple means through which to respond or request. Inclusive Communication can be evidenced through observed interactions, perceptions, instructional models, and engagement.

Data was collected through mixed methods, utilizing both qualitative and quantitative analysis of responses to surveys designed for identified constituent groups, Classroom Walkthroughs, Building Walkthroughs, and Focus Groups conducted by the Equity Alliance MN team.

## Executive Summary



EA MN surveys were administered to Intermediate School District 917 students, staff, and leadership. The surveys were available over a two-week period and all constituents were invited to respond. EA MN received responses from 97 students (use a percent for students), 85% of building leaders, 87% of district leaders, 44% of non-certified staff and 60% of certified staff. The surveys collected information aligned with the six dimensions of the Equity Alliance MN equity audit framework, as well as comments solicited from open-ended questions. Equity Alliance MN Framework, as well as comments solicited from open-ended questions. In addition to survey data collection, Equity Alliance MN was welcomed into the Intermediate School District 917 schools in April 2021.

The walkthroughs were strictly observational and not intended to be evaluative. The purpose of the walkthroughs was to provide an objective perspective from an external lens. The Equity Alliance MN team conducted building and classroom walk-throughs at the Alliance Education Center, DCALS-Main and DCALS-North. Eighteen classrooms from 3rd through 12th grade were visited and approximately 20 minutes was spent in each classroom.

EA MN Team members utilized a common tool that was calibrated to ensure levels of reliability. A similar tool was calibrated and employed for building walkthroughs. To add depth to the data collected, Equity Alliance MN randomly selected staff and students from rosters provided by Intermediate School District 917 and conducted focus groups of students, certified staff, non-certified staff, building leaders and district leaders. The number of stakeholders who were invited, compared to who attended, is as follows: 21 of 30 students, 21 of 31 certified staff, 9 of 20 non-certified staff, 9 of 10 building leaders and 5 of 8 district leaders.

## Analysis

Quantitative results from the surveys and walkthroughs were analyzed for preponderance of responses and significance in discrepancies noted across demographics and constituent groups. Qualitative responses and transcriptions were analyzed for themes and commonalities or discrepant themes across constituent groups relative to the EAMN Framework categories. The EAMN team reviewed the analysis, and after deliberation and consultation, came to consensus as to recommendations offered to ISD 917.

## General Findings

Included here are the general findings gathered from analysis of survey results, walkthroughs and focus group results analysis relative to the six Equity Alliance MN categories/dimensions identified in its framework, as well as composite summary remarks:

- *Systemic Equity for Students (SES)* in Intermediate School District 917 indicated a strong trajectory toward progress, however, centering systemic efforts on meeting the needs of each learner has not yet become an intentional, documented focus of the district.
- *Efficacy of Programs for Students (EPS)* results identified an overall welcoming climate for students. Results also indicated that definitions and employment of Multi-tiered Support Systems (MTSS) across member districts and schools had been less than uniform, resulting in some miscommunication as well as inconsistencies in being able to provide and implement the appropriate support academically, socially and emotionally for learners.

## Executive Summary



- *Utilization of Resources (UR)* in Intermediate School District 917 is generally perceived very positively. Walkthroughs, surveys and focus groups generated responses indicating an appreciation of technology resources that were available and the use of technology to assist in individualizing learning for students.
- *Curriculum Represents Equity (CUR)* in Intermediate School District 917's results indicated areas of strength and areas for growth. While the staff and leaders have made perceived strides and are working toward a representative curriculum, staff and students indicated that the scope, sequence, and content can be expanded to provide more relevant and inclusive material.
- *Student-Centered Leadership (SCL)* results analysis aim to provide windows to understanding what the students experience while in school. Results indicate that there is clear awareness that students need social-emotional and academic support, but it is unclear if students have access to the support they need. The district has a stated commitment for supporting all students, however there are inconsistencies in the district-wide data that indicate barriers that may limit student participation and representation.
- *Inclusive Communication (COM)* results indicated strong attempts to communicate across stakeholder groups. The data also revealed a vast range of perceptions in how different constituent groups felt voice was valued and included.

General findings also included observed variation along some constituent lines. Across all the EA MN Framework categories, the students' perceptions of equity were inconsistent from perceptions indicated by persons in leadership positions. In some areas, there were discrepancies between the perceptions and experiences of certified and non-certified staff. While most respondents in all groups were satisfied with work toward equity that had been done, there were also thoughtful suggestions for improvement and concerns expressed regarding stagnation within the current systems. Some students expressed desires for more culturally relevant, real-world learning experiences, while some staff expressed the desire for more opportunities to develop their curricular and pedagogical understanding.

The highest number of positive responses were reported when the stakeholders were asked to respond regarding the district's Utilization of Resources. Students and staff expressed gratitude for the technology available to them, especially during the unprecedented and tumultuous times of the pandemic. Technology appeared to be up-to-date and accessible. While technological resources highlighted an area of strength, resources utilized for a designated position to oversee equity efforts district-wide were voiced.

Despite a consistent presence of paraprofessionals noted during classroom and building walkthroughs, at times EA MN team members noted some paraprofessionals seemed highly engaged with students while some appeared disengaged. This observation, in conjunction with the team's observation that instruction observed was often teacher-focused, aligned with student focus group responses. Staff expressed that while they have a strong sense of camaraderie, opportunities to interact and increased awareness of the needs of new staff members were consistent requests.

It was obvious from observations and from student responses that the district's focus is uniquely and



effectively tailored to ensure success for each individual learner.

Walkthroughs, survey results, and focus groups indicated that there are discrepancies in perceptions related to respect in the schools. Data collected indicated there was some concern regarding rapport between students and School Resource Officers.

### Guiding Questions

The following questions may be considered when studying the Key Recommendations from the Equity Audit:

1. How will the board, in partnership with administration, leverage the district budget to make sure that each dollar is spent equitably to improve learning outcomes for each student? What process does the board use to prioritize the allocation of financial resources for all students?
2. What policies might the board re-examine through an equity lens to address any unintended outcomes that could be negatively impacting student achievement?
3. How can the newly identified Strategic Directives be used to drive action that leads to improved student outcomes for every learner in Intermediate School District 917?

### Key Recommendations

- Align the district's **Continuous Improvement Goals and Strategic Plan** to provide and include a documented clear vision for equity to guide each site.
- Review, revise or accelerate the use of the current MTSS framework that allows for systematic and intentional use of interventions for increased student success. Review the implemented **MTSS frameworks** across member districts to create unified systems to support students and staff.
- **Align the district's resources through an equity lens** to provide resources and access in critical areas of need including, mental health support and career pathways, and to strengthen and develop educational and community partnerships.
- **Provide professional development** for all staff, including certified, non-certified and leadership focused on the following: deepening understanding of culture, cultural competency, implicit bias, and prejudice and prepare them to engage in dialogue about race, gender identity, socioeconomic status, ability, and English Language Learning as it relates to the impact on student achievement and well-being.
- **Enact systematic curriculum review** to ensure cultural representation and relevance.
- **Intentionally solicit the voices of BIPOC students** by establishing a system of advisories and advocacy, creating student affinity groups, and actively engaging students in programs.
- **Ensure internal communications include all staff (Certified and Non-Certified).**



## Additional Recommendations\*

- Build a recruitment and retention plan for the hiring of BIPOC staff.
- Provide access to the purpose of the district to visitors as they enter the buildings through the mission and vision statements.
- Provide training for PLCs and staff development to focus on instructional strategies that support all learning.
- Add specific signage in multiple languages to support the student community and visitors into the district.

\*Further recommendations are included in the full report

## Considerations

- Equity Coordinator
  - Establish an Equity (lead) Director/Coordinator position for Intermediate School District 917. This role could be responsible for developing, coordinating, and facilitating all equity initiatives. This position could develop systems and structures to better serve BIPOC and historically marginalized youth who have been underserved in traditional educational settings.
- Equity Teams
  - Establish teams comprised of various stakeholders with the purpose of reviewing the following: current policies and procedures, current decision-making processes, and community engagement strategies to reduce inequities across the school and/or districts, increasing equity results in greater access for all students and helps reduce achievement, belief, delivery, and opportunity gaps, particularly for those students who have been historically marginalized.
- Equity Protocol
  - Identify and implement an equity protocol to guide and inform decision making throughout ISD 917. An equity protocol can serve as a tool to engage all stakeholders in a process to ensure all decisions are being made through a lens of equity.
  - An equity protocol can support systemic change throughout the entire organization as equity becomes fully operationalized throughout ISD 917.
  - An equity protocol, in conjunction with the Strategic Directives, can help inform all ISD 917 stakeholders of the priorities and goals set by the school board.

## Conclusion

The EA MN Team was encouraged by the commitment of the district to provide high-quality education for all learners and to engage critically with this work. Equity Alliance MN is encouraged that by continuing to hold all learners at the center of its purpose, Intermediate School District 917

## Executive Summary



will surely be successful moving forward in providing excellence and ensuring success for all learners in their care.

Equity Alliance Minnesota is grateful for the opportunity to have been part of Intermediate School District 917's improvement journey!



## Strategic Planning Session Outline

September 20, 2021

Revised September 30, 2021

In partnership with



## CLASSROOM TO BOARDROOM

### SESSION OUTLINE

Session / Topic	Purpose / Outcome	Who	When / Where	Notes
<b>A. Design</b>	Shared design development session	917 Leadership Team	September	1 TWI Consultant
<b>B. Storywall and Lifecycle</b>	Three-hour session - Introduction and Storywall Development:  Identify and honor the District's history and identify the events and trends that have shaped the District's development dating back to the longest-serving staff member in the room.	917 Leadership Team plus staff representatives → Becomes Strategic Planning Team + Representatives	October <del>19-21</del> <del>or</del> <del>12</del> at 3:30 PM-6:30	Report of meeting, illustrated/documented District Storywall  1 TWI consultant Cost \$3,375 (\$25/hr x 45 staff x. 3 hours)
<b>C. Strategic Directives Draft Revision</b>	Identify summary of suggestions and comments from feedback from 917 School Board and Superintendents.	Mike / Ray	<u>October 21</u> <u>8:30-10:00</u>	Report of meeting outcomes and development of draft strategic directives  1 TWI Consultant
<b>D. Engagement about Desired Daily Experience (DDE)</b>	Feedback survey of students (grades TBD ), families, and staff ensuring representation of demographics of district.	Survey Focus groups? Who? How many?	October <del>21</del> <u>10:00am - 8:00pm</u>	Report with thematic analysis of survey results  <i>TWI consultants</i>
<b>E. Environmental Scan</b>	Three-hour session – Environmental Scan and Insights for Desired Daily Experience:  Provides a baseline for the current reality of the school district as to what is well established, what is ebbing, what is emerging and what is on the edge of consideration and development. This process applies a Whole System View in the analysis.	Strategic Planning Team + Other staff representatives	Oct. <del>18</del> <del>or</del> <u>19</u> <u>26</u>  3:30 to 6:30 PM	Report of meeting, Environmental Scan  1 TWI consultant  Cost \$3,375 (\$25/hr x 45 staff x. 3 hours)
<b>F. Desired Daily Experience (DDE) - Draft and Revised Strategic Directives document</b>	90-minute session Develop DDE of the desired daily experience for students, staff and families that serves as a clear vision for the strategic plan. Revised strategic directives based upon feedback from board and superintendents	Strategic Planning Team	November 1– Have early admin and continue with this. <u>8:00-10:00</u>	Report of meeting outcomes and development of draft Theory of Action and refined draft DDE document  <i>TWI consultants</i>

Session / Topic	Purpose / Outcome	Who	When / Where	Notes
<b>G. Strategic Directives Draft Review and Refinement</b>	90-minute session to review draft document and engage in feedback session for refinement and enhancement	Strategic Planning Team	November 8. Have early admin and continue with this <u>8:00-10:00</u>	1 TWI Consultant
<b>H. District VisionCard</b>	90-minute session to identify key measurement areas and metrics to build draft VisionCard.	Strategic Planning Team	Nov. 15 3-5 PM or during admin	Report of meeting outcomes and development of draft VisionCard  1 TWI Consultant
<b>I. District VisionCard</b>	Utilize measurement areas and metrics from team meeting and develop draft VisionCard	Mike / Ray	<u>November 17</u> <u>8:00-9:30</u>	1 TWI Consultant
<b>J. 3-Year Operational Plan Part 1</b>	90-minute session for orientation to Strategic Growth and Change Framework, identify and refine standard work, identify initiatives for future implementation	Strategic Planning Team	Nov. 22, 9:30 – 11 AM	Report of meeting outcomes and development of draft operational plan framework  1 TWI Consultant
<b>K. 3-Year Operational Plan Part 2</b>	90-minute session to align strategies and initiatives, use Strategic Growth and Change Framework to finalize draft 3-year operational plan. <b>Develop key messages for organizational feedback.</b>	Strategic Planning Team	Nov. 30 11:30 to 1 PM	Report of meeting outcomes and development of draft operational plan  1 TWI Consultant
<b>L. Strategic Roadmap – Draft</b>	90-minute session with School Board for alignment of District Mission, Core Values, and Vision, with the Strategic Directions of the Operational Plan organized on one page. <b>Develop key messages for community and organizational feedback.</b>	School Board	December 8, <del>5:00-6:30</del> <u>6:30</u> PM	Draft Strategic Roadmap  1 TWI Consultant
<b>M. Strategic Roadmap Final</b>	One-hour session to: Refine Strategic Roadmap based upon community & staff feedback prior to board action	School Board	December 14 4:30 to 5:30 PM <u>(RQ potential conflict – will know soon)</u>	Report of meeting outcomes and development  1 TWI consultant
<b>N. Board 3-year Work Plan</b>	90-minute session to draft 3-year board work plan in context of strategic roadmap and directives.	Mike / Ray	December 15 <u>9:00-10:30</u>	Report of meeting and draft 3-year work plan

Session / Topic	Purpose / Outcome	Who	When / Where	Notes
<b>O. Board 3-year Work Plan</b>	One hour session to: Review the details of the key work of the Board of education in parallel to the District 3 Year Operational Plan, such as 1) District policy development, 2) Operational Oversight, 3) Board Self-Governance, 4) Superintendent Relations, and 5) Public Engagement.	School Board	January 4 Prior to or after Board meeting <u>4:30-6:00</u>	Report of meeting outcomes and development  1 TWI consultant
<b>P. Board Structures, Practices &amp; Governance Session</b>	Two-hour session for: Assessment and refinement of Board structures of meetings, workflow, and committees to best implement its 3-Year work plan and operate as a governing board	School Board	January 18 School Board Work Session 4:30 – 6:30 PM	Report of meeting outcomes and development  1 TWI consultant

## Intermediate School District 917 Strategic Planning Design Session

Next steps and work to be completed by ISD917 and sent to Ray Queener

1. Determine Strategic Planning Team membership (suggested number in each category in parenthesis)
  - a. Should include all of the ISD917 district leadership / cabinet team (8)
  - b. Should include representatives from other administration (assistant directors, coordinators, etc.) (4-6)
  - c. Should include teacher representatives from programs (not necessarily all of them) (6-8)
  - d. Should include support staff from programs, district office (2-5)
  - e. Other?
  - f. Total group size target of 20-30 members
  - g. Total Commitment:
    - i. 2 sessions (Storywall and Environmental Scan) of 3 hours each late afternoon or early evening
    - ii. 6-7 sessions of 90 minutes each late afternoon or early evening
2. Determine additional staff members for Storywall and Environmental Scan sessions
  - a. May add unlimited number of staff, but should include those most senior in 917 to historical perspective
  - b. Should also include representatives from every decade from most senior to present
  - c. Total Commitment:
    - i. 2 sessions (Storywall and Environmental Scan) of 3 hours each late afternoon or early evening
3. Engagement about Desired Daily Experience for students, family and staff
  - a. Should a survey be completed (3-5 questions)?
    - i. If so, when?
    - ii. Duration the survey will be open? (suggestion no longer than one week)
  - b. Should focus groups be utilized?
    - i. If so, how many and whom?
    - ii. If so, recommend cross section of students (1-2 groups)
    - iii. If so, recommend cross section of staff (1-2 groups)
    - iv. If so, recommend cross section of families (1-2 groups)
    - v. Utilize existing groups if possible
    - vi. Need to determine dates and times of groups
      1. Prefer to do on one or two days close together
4. Session Dates
  - a. Start with plan end date (session M) which is school board approval of strategic roadmap.
  - b. Note: Sessions N, O, and P can happen after board approval of strategic roadmap.
  - c. Coordinate desired dates with Ray's calendar

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

- **Staffing:** We continue to have openings, approximately 130, for non licensed staff. I am engaging with both the teacher and paraprofessional unions to problem solve around this issue. One area of particular interest to me is our absence rates. In reviewing this over the last few weeks, the number of absences district wide for the categories of program assistants, classroom assistants, and student assistants is more than 30 people each day. Our fill rates range from 5.9 and 13.6 percent. We are also considering long-term solutions that may assist in addressing this.
  
- **Returning to Learning:** The committee will meet again on October 11, 2021. We have had approximately 14 situations requiring quarantines due to exposures and positive cases. In a few cases this has required quarantining entire classrooms.
  
- **Reading screening:** As part of our continuous improvement efforts in special education, we are focusing on screening our students in reading to improve instruction. At least 80% of our students have taken part in screening to date. This is a great accomplishment! We are looking forward to monitoring progress throughout the year as this informs instruction.

## INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, September 7, 2021, at 1300 145<sup>th</sup> Street East, Rosemount, MN, in the 917 Board Room.

**Members Present:** Tom Bennett, Lesley Chester, Wendy Felton, Lisa Ehleringer, Kathy Lewis, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab and ex-officio member Superintendent Dr. Michael Favor.

**Members Absent:** None.

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

School Board Chair Melissa Sauser called the meeting to order at 4:35 PM.

There were no visitors to be heard.

1. Motion by Dave Pemble, seconded by Tom Bennett, to approve the agenda. Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.

Updates from Student Services, DCALS, and the Superintendent were given.

2. Motion by Byron Schwab, seconded by Kathy Lewis, to approve the consent items, as presented. Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
  - **Minutes:** August 24, 2021, Regular School Board Meeting
  - **Personnel: New hires:** Jessica Dipple, Math Teacher, effective August 31, 2021. Christina Gillard, Occupational Therapist, effective August 24, 2021. Ramla Hussein, Classroom Assistant, effective September 2, 2021. Jonathan King, Classroom Assistant, effective September 2, 2021. Katie Lauer, Special Education Teacher, effective August 24, 2021. Mary Willman, Special Education Teacher, effective August 24, 2021. Jennifer Williams, Classroom Assistant, effective September 2, 2021. Cassandra Wronka, Classroom Assistant, effective September 2, 2021. **Rehires:** Kaytlyn Knight, Classroom Assistant, effective September 2, 2021. **Change in status:** Nicholas Reding, Classroom Assistant to Special Education Teacher, effective August 24, 2021. **Resignations and Terminations:** Bruce Alexander, Delivery, effective June 30, 2021. Billie Edmonds, Program Assistant, effective June 7, 2021. Steven Hadrits, Classroom Assistant, effective August 20, 2021. Roselaine, Jozamar-Inoussa, Program Assistant, effective September 10, 2021. Ibrahim, Kalejaiye, Classroom Assistant, effective September 13, 2021. Jessica King, Classroom Assistant, effective September 15, 2021. Sarah Kruse, Classroom Assistant, effective September 19, 2021. Samantha Larsen, Classroom Assistant, effective July 22, 2021. Megan Petersen, Classroom Assistant, effective September 1, 2021. Kimberly Wiklund, Classroom Assistant, effective August 13, 2021.
3. Motion by Dave Pemble, seconded by Byron Schwab, to approve the payments of bills from August 20, 2021, to September 1, 2021, wire transfers, and investment report. Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.

There was a first reading on the following policies: Policies 101 Legal Status of the School District, 101.1 the Name of the School District, 102 Equal Educational Opportunity, 103 Complaints – Students, Employees, Parents, Other persons and 104 School District Mission Statement.

4. Motion by Byron Schwab, seconded by Wendy Felton to adjourn the meeting. Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.

There being no further business the meeting adjourned at 5:40 PM.

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

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Clerk

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

**NEW HIRES:**

Mason Anderson, Classroom Assistant, effective September 20, 2021.

Dawn Charbonneau, Classroom Assistant, effective September 27, 2021.

Grace Deavan, Program Assistant, effective September 2, 2021.

Leah Harris, Occupational Therapist, effective September 13, 2021.

Steven Harrison, Classroom Assistant, effective September 7, 2021.

Cassidy Hayhurst, Classroom Assistant, effective September 2, 2021.

YuYao Hu, Classroom Assistant, effective September 7, 2021.

Lily Hull, Program Assistant, effective October 11, 2021.

Sarina Madrid, Classroom Assistant, effective September 8, 2021.

Jo Ann Nagy, Licensed School Nurse, effective October 4, 2021.

Ursula Rumann, Classroom Assistant, effective September 20, 2021.

Knao Vang, Classroom Assistant, effective September 27, 2021.

Rozalyn Wenger-Vaughn, Classroom Assistant, effective September 7, 2021.

Lois Willford, Health Associate, effective September 1, 2021.

Abigail Wisneski, Classroom Assistant, effective September 7, 2021.

Andrew Woods, Principle Secondary Programs, effective September 16, 2021.

**RE-HIRES:**

Theresa Gulbransen, Long Term Substitute, effective September 20,2021.

Robert Menge, Classroom Assistant, effective September 7, 2021.

**CHANGE IN STATUS:**

**LEAVES OF ABSENCE:**

Meredith Fancher-White, Student Assistant, effective August 26, 2021 through October 2, 2021.

Dawn Keenan, Classroom Assistant, effective August 25, 2021 through September 16, 2021.

Whitney Swaner, Classroom Assistant, effective August 24, 2021 through December 5, 2021.

**RESIGNATION & TERMINATIONS:**

Alexandra Bisping, Classroom Assistant, effective October 1, 2021.

Patricia Cooper, Classroom Assistant, effective September 7, 2021.

Sabreena Darveaux, Classroom Assistant, effective June 21, 2021.

Andrea Ellis, Health Associate, effective September 29, 2021.

Lily Hull, Program Assistant, effective October 11, 2021.

Katherine Johns, Classroom Assistant, effective September 8, 2021.

Ojoon Kwon, Math Teacher, effective August 31, 2021.

Nicole Oberg-Peters, Classroom Assistant, effective September 22, 2021.

Bethany Thorson, Classroom Assistant, effective September 24, 2021.

Nkao Vang, Classroom Assistant, effective September 27, 2021.

Shanna Wright, Classroom Assistant, effective September 13, 2021.

**RETIREMENTS:**



## 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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**Dr. Michael Favor**, 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

### MEMORANDUM

TO: School Board  
FROM: Dr. Michael Favor  
DATE: September 29, 2021  
REGARDING: Policies – final reading

The attached policies are a final reading at the October 5, 2021, School Board meeting.

- Policy 101 Legal Status of the School District – No changes
- Policy 101.1 The Name of the School District – No changes
- Policy 102 Equal Educational Opportunity – two changes:
  - Add including gender identity or expression to section A.
  - Added a couple paragraphs on special education students.
  - Add MSBA/MASA Model Policy 821 and 822 for cross references
- Policy 103 Complaints – Students, Employees, Parents, Other Persons – No changes
- Policy 104 School District Mission Statement – one change
  - Remove E-12 in the mission statement

Please accept these policies for a final reading.

## **101 Legal Status of the School District**

The following is reproduced from Minnesota Statutes, 1994, 136D.81, Subdivision 136D.81 Dakota, Goodhue County District, (also Scott, Rice, and Washington Counties).

Subdivision 1. Agreements. Two or more of the special school district numbered 6 and the independent school districts numbered 191-Burnsville, 192-Farmington, 194-Lakeville, 195-Randolph, 196-Rosemount/Apple Valley/Eagan, 197-West St. Paul/Mendota Heights/Eagan, 199-Inver Grove Heights, 200-Hastings, 252-Cannon Falls, and 256-Red Wing, located wholly or partly in the counties of Dakota or Goodhue, whether or not contiguous, may enter into agreements to accomplish jointly and cooperatively the acquisition, betterment, construction, maintenance, and operation of technical colleges. Each school district which becomes a party to such an agreement is hereinafter referred to as "participating school district." The agreement may provide for the exercise of such powers by the school board of one of the school districts on behalf of and for the benefit of other school districts, or by a joint school board created as set forth in sections 136D.81 to 136D.92. If the powers are to be carried out by one of the school districts, it shall in doing so have the same powers and duties and be subject to the same limitations as are herein provided for joint school boards.

In addition to the districts noted above, legislation passed in 1971 enables districts 716-Belle Plaine, 717-Jordan, 719-Prior Lake, 720-Shakopee, 721-New Prague, and 394-Montgomery to join Intermediate School District 917. Legislation passed in 1973 enables District 659-Northfield to join District 917. Legislation passed in 1995, 136D.93, Other Memberships and Powers, provides for membership of the school districts defined in section 471.59.

### **I. PURPOSE**

A primary principal of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

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

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.

- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

**III. RELATIONSHIP TO OTHER ENTITIES**

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

**IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT**

A. Funds

- 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools, and authority to manage and expend such funds, subject to applicable law.
- 2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
- 3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

- 1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
- 2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
- 3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. Section 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials or other property, including real property.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

*Legal References:* Minn. Const. art. 13, § 1

Minn. Stat. Ch. 123B (School Districts, Powers and Duties) Minn. Stat. Ch. 179A (Public Employment Labor Relations) Minn. Stat. § 465.035 (Conveyance or Lease of Land) Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties of Political Subdivisions) *Minnesota Association of Public Schools v. Hanson*, 287 Minn. 415, 178 N.W.2d 846 (1970) *Independent School District No. 581 v. Mattheis*, 275 Minn. 383, 147 N.W.2d 374 (1966) *Village of Blaine v. Independent School District No. 12*, 272 Minn. 343, 138 N.W.2d 32 (1965) *Huffman v. School Board*, 230 Minn. 289, 41 N.W.2d 455 (1950) *State v. Lakeside Land Co.*, 71 Minn. 283, 73 N.W.970 (1898)

*ISD 917 The Name of the School District Policy 101.1*  
*Board Approved 12/15/87*  
*Board Reviewed 5/2/17*  
*Board Reviewed 10/5/2021*

### **101.1 The Name of the School District**

The name of the school district shall be Intermediate School District 917. It is this name that the school district shall use in the conduct of all its business including titles, contract, signs, letterheads, publications and official notices; and in all litigation and conveyance of property.

The official school district legal identification is Intermediate School District 917, as designated by the Minnesota commissioner of Education authorized under Minnesota Statute 122.03.

## 102 EQUAL EDUCATIONAL OPPORTUNITY

### I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

### II. GENERAL STATEMENT OF POLICY

- A. It is the school district's policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, **including gender identity or expression**, or age. The school district also makes reasonable accommodations for ~~disabled~~ students **with disabilities**.
- B. The school district prohibits ~~the~~ harassment **and discrimination** of any individual ~~for any of the categories~~ **based on any of the protected classifications** listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence. **(Policy 413.)**
- C. **The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).**
- D. **The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination refer to the school district's policy Title IX sex nondiscrimination (Policy 522).**
- ~~E.~~ E. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- ~~F.~~ F. It is the responsibility of every school district employee to comply with this policy ~~conscientiously~~.

- E. G. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
**42 U.S.C. § 2000d et seq. (Title VI of the Civil Rights Act of 1964)**  
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)  
20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)

**Cross References:** ~~Policy 402 (Disability Nondiscrimination)~~  
Policy 413 (Harassment and Violence)  
**MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)**  
**MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)**

**103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS**

**I. PURPOSE**

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

**II. GENERAL STATEMENT OF POLICY**

- A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building or program level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. In a matter where the superintendent is the subject of the investigation, the school board chairperson shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken when appropriate. Because both student discipline and employee discipline are private matters, it is frequently the case that significant limitations exist regarding data sharing. For this reason, the complainant will not necessarily be able to receive information

regarding the findings of the report that they submitted, or the subsequent discipline regarding the alleged matter. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

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

***Cross References:*** MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 514 (Bullying Prohibition)  
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

## **104 SCHOOL DISTRICT MISSION STATEMENT**

### **I. PURPOSE**

The purpose of this policy is to establish a clear statement of the purpose for which the school district exists.

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

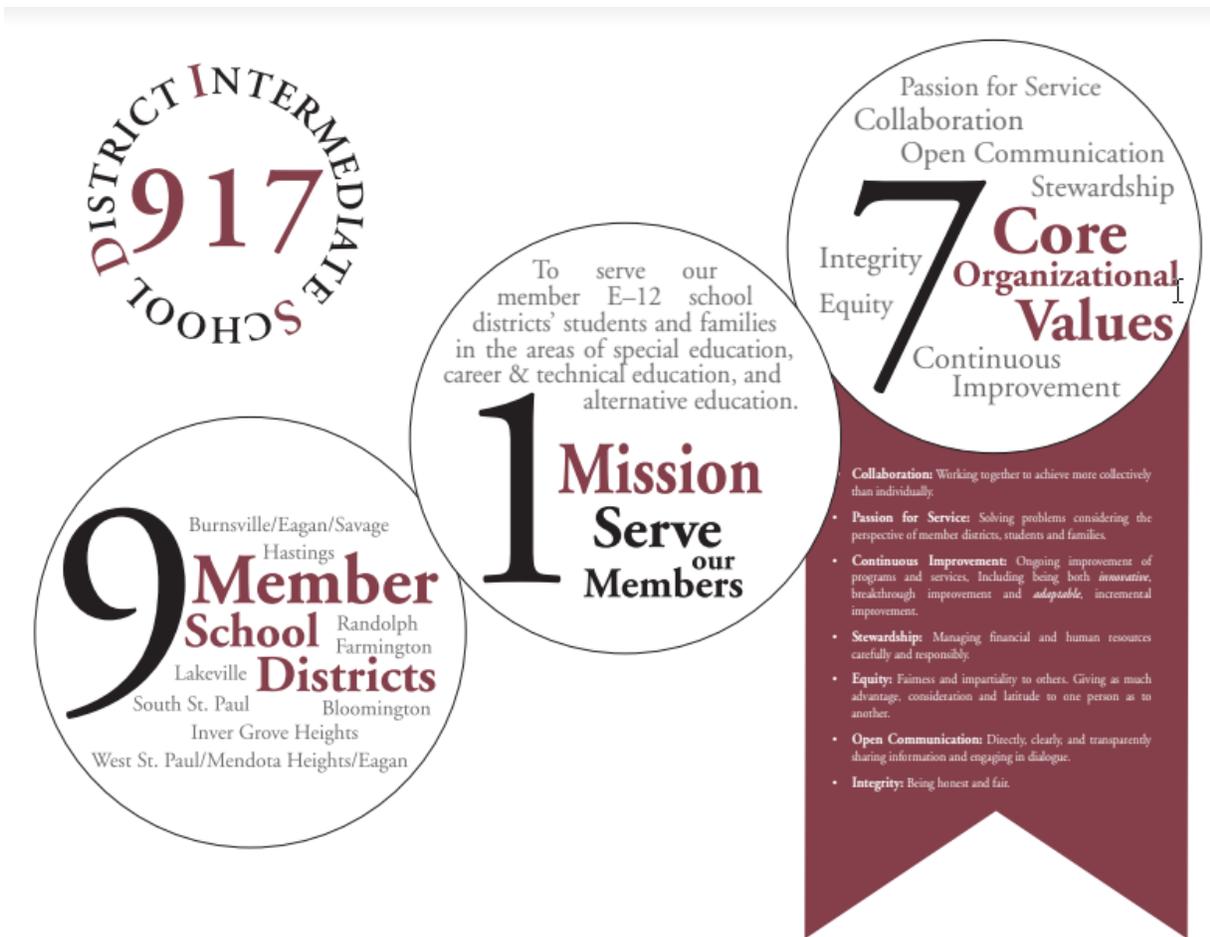
The school board believes that a mission statement should be adopted. The mission statement should be based on the beliefs and values of the community, should direct any change effort and should be the basis on which decisions are made. The school board, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the enterprise the school board governs, the purposes it serves, the constituencies it should consider, including student representation, and the results it intends to produce.

### **III. MISSION STATEMENT**

The Mission of Intermediate School District 917 is to serve our member ~~E-12~~ school districts' students and families in the areas of special education, career and technical education, and education.

The Core Values of ISD 917 are collaboration, passion for service, continuous improvement, stewardship, equity, open communication, and integrity.

The graphic portrayal of vision, mission and beliefs is represented in the graphic below.



#### IV. REVIEW

The school board will review the school district’s mission every two years, especially when members of the board change. The school board will conduct a comprehensive review of the mission, including the beliefs and values of the community, every five to seven years.

**Legal References:** Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement)  
Minn. Rule Parts 3501.0010-3501.0180  
Minn. Rule Parts 3501.0200-3501.0270

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 \$1400.

1. \$1000 from the Kopp Family Foundation (Random Acts of Kindness) which will be used for students in need at the TEA Program at Lebanon Education Center. (Value: \$1000.)
2. Donation of \$400 from the South Robert Street Business Association of West St. Paul to be used for DCALS North lunch program/snacks and student incentives. (Value: \$400.)

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 duly passed and adopted.

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

DATE: 09/30/2021  
TIME: 15:15:56

INTERMEDIATE SCHOOL DISTRICT 917  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1  
ACCTPA21  
ACCOUNTING PERIOD: 3/22

SELECTION CRITERIA: chkstat.rundate between '20210901 00:00:00.000' and '20210930 00:00:00.000'

DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1904786	09/30/2021	IND SCH DIST 271	V	-195355.50	VOID MANUAL CHECK
* 1904831	09/01/2021	RUPP ANDERSON SQUIRES & WALDSPURGER	R	8904.50	ACCOUNTS PAYABLE CHECK
1904832	09/01/2021	RUPP ANDERSON SQUIRES & WALDSPURGER	R	3769.61	ACCOUNTS PAYABLE CHECK
1904833	09/09/2021	ARVIG ENTERPRISES, INC	R	2525.71	ACCOUNTS PAYABLE CHECK
1904834	09/09/2021	CADAN ASSISTIVE TECHNOLOGIES	R	703.50	ACCOUNTS PAYABLE CHECK
1904835	09/09/2021	ELLEN LETOURNEAU	R	43.20	ACCOUNTS PAYABLE CHECK
1904836	09/09/2021	FRONTIER COMMUNICATIONS	R	92.83	ACCOUNTS PAYABLE CHECK
1904837	09/09/2021	GRAINGER W W INC.	R	203.60	ACCOUNTS PAYABLE CHECK
1904838	09/09/2021	INCLUSIVE TLC INC	R	444.40	ACCOUNTS PAYABLE CHECK
1904839	09/09/2021	INVER HILLS COMMUNITY COLLEGE	R	747.64	ACCOUNTS PAYABLE CHECK
1904840	09/09/2021	MACMH (MN ASSOC FOR CHILDREN'S MENT	R	400.00	ACCOUNTS PAYABLE CHECK
1904841	09/09/2021	MASE	R	500.00	ACCOUNTS PAYABLE CHECK
1904842	09/09/2021	MASTER TRANSMISSION	R	66.03	ACCOUNTS PAYABLE CHECK
1904843	09/09/2021	MENARDS	R	48.93	ACCOUNTS PAYABLE CHECK
1904844	09/09/2021	MN CLN SERVICES, INC	R	254.00	ACCOUNTS PAYABLE CHECK
1904845	09/09/2021	MN ENERGY RESOURCES CORPORATION	R	94.82	ACCOUNTS PAYABLE CHECK
1904846	09/09/2021	OUTDOOR IMAGES, INC	R	1084.45	ACCOUNTS PAYABLE CHECK
1904847	09/09/2021	PACER CENTER INC	R	200.00	ACCOUNTS PAYABLE CHECK
1904848	09/09/2021	PEARSON ASSESSMENT/NCS PEARSON	R	528.08	ACCOUNTS PAYABLE CHECK
1904849	09/09/2021	TIERNEY BROS. INC	R	676.00	ACCOUNTS PAYABLE CHECK
1904850	09/09/2021	WH SECURITY, LLC	R	68.85	ACCOUNTS PAYABLE CHECK
1904851	09/16/2021	APPLE COMPUTER, INC	R	1358.00	ACCOUNTS PAYABLE CHECK
1904852	09/16/2021	FRONTIER COMMUNICATIONS	R	729.80	ACCOUNTS PAYABLE CHECK
1904853	09/16/2021	MARTIN LAW FIRM PLLC	R	1408.00	ACCOUNTS PAYABLE CHECK
1904854	09/16/2021	MASE	R	1065.00	ACCOUNTS PAYABLE CHECK
1904855	09/16/2021	MENARDS	R	77.53	ACCOUNTS PAYABLE CHECK
1904856	09/16/2021	SCHOLASTIC, INC	R	65.22	ACCOUNTS PAYABLE CHECK
1904857	09/16/2021	SONOVA USA INC.	R	337.99	ACCOUNTS PAYABLE CHECK
1904858	09/16/2021	SUNBELT STAFFING, LLC	R	3740.00	ACCOUNTS PAYABLE CHECK
1904859	09/16/2021	TEACHERS ON CALL	R	1234.44	ACCOUNTS PAYABLE CHECK
1904860	09/16/2021	TECHNOLOGY BY DESIGN, LLC	R	4448.00	ACCOUNTS PAYABLE CHECK
1904861	09/16/2021	TIERNEY BROS. INC	R	4295.28	ACCOUNTS PAYABLE CHECK
1904862	09/16/2021	WESTONE LABORATORIES INC.	R	115.95	ACCOUNTS PAYABLE CHECK
1904863	09/20/2021	AMAZON CAPITAL SERVICES	V	0.00	VOID: MULTI STUB CHECK
1904864	09/20/2021	AMAZON CAPITAL SERVICES	R	7893.13	ACCOUNTS PAYABLE CHECK
1904865	09/21/2021	CALIFORNIA STATE DISBURSEMENT UNIT	R	132.50	ACCOUNTS PAYABLE CHECK
1904866	09/21/2021	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1904867	09/21/2021	MESSERLI & KRAMER P.A.	R	64.49	ACCOUNTS PAYABLE CHECK
1904868	09/21/2021	NCPERS GROUP LIFE INS	R	16.00	ACCOUNTS PAYABLE CHECK
1904869	09/21/2021	O.P.E.I.U., LOCAL 12	R	519.14	ACCOUNTS PAYABLE CHECK
1904870	09/21/2021	S.E.P., LOCAL 4242	R	3100.49	ACCOUNTS PAYABLE CHECK
1904871	09/21/2021	IVY FUNDS	R	608.33	ACCOUNTS PAYABLE CHECK
1904872	09/23/2021	360 COMMUNITIES	R	16739.50	ACCOUNTS PAYABLE CHECK
1904873	09/23/2021	ALL IN ONE TRANSLATION AGENCY, LLC	R	180.00	ACCOUNTS PAYABLE CHECK
1904874	09/23/2021	BLUECROSS BLUESHIELD OF MINNESOTA	R	856.50	ACCOUNTS PAYABLE CHECK
1904875	09/23/2021	CANON USA	R	208.51	ACCOUNTS PAYABLE CHECK
1904876	09/23/2021	CENTERPOINT ENERGY	R	58.92	ACCOUNTS PAYABLE CHECK
1904877	09/23/2021	DELL MKTG L.P., C/O DELL USA L.P.	R	14037.56	ACCOUNTS PAYABLE CHECK
1904878	09/23/2021	EDUCATORS BENEFIT CONSULTANTS, LLC	R	232.24	ACCOUNTS PAYABLE CHECK
1904879	09/23/2021	FRONTIER COMMUNICATIONS	R	1221.35	ACCOUNTS PAYABLE CHECK
1904880	09/23/2021	KUMIE WONG	R	157.60	ACCOUNTS PAYABLE CHECK
1904881	09/23/2021	MEDICAREBLUE RX	R	66.40	ACCOUNTS PAYABLE CHECK
1904882	09/23/2021	MN SCHOOL BOARDS ASSN	R	210.00	ACCOUNTS PAYABLE CHECK

DATE: 09/30/2021  
TIME: 15:15:56

INTERMEDIATE SCHOOL DISTRICT 917  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 2  
ACCTPA21  
ACCOUNTING PERIOD: 3/22

SELECTION CRITERIA: chkstat.rundate between '20210901 00:00:00.000' and '20210930 00:00:00.000'

1904883	09/23/2021	PLANSOURCE BENEFITS ADMINISTRATION, R	3768.00	ACCOUNTS PAYABLE CHECK
1904884	09/23/2021	ROSEMOUNT AUTO SERVICE	313.46	ACCOUNTS PAYABLE CHECK
1904885	09/23/2021	SAVVAS LEARNING COMPANY LLC	12019.23	ACCOUNTS PAYABLE CHECK
1904886	09/23/2021	SCHOLASTIC, INC	204.93	ACCOUNTS PAYABLE CHECK
1904887	09/23/2021	SONOVA USA INC.	744.22	ACCOUNTS PAYABLE CHECK
1904888	09/23/2021	STRIVVEN MEDIA, LLC	17320.00	ACCOUNTS PAYABLE CHECK
1904889	09/23/2021	SUNBELT STAFFING, LLC	2580.00	ACCOUNTS PAYABLE CHECK
1904890	09/23/2021	SYSCO MINNESOTA	1066.37	ACCOUNTS PAYABLE CHECK
1904891	09/23/2021	TEACHERS ON CALL	4001.16	ACCOUNTS PAYABLE CHECK
1904892	09/30/2021	APPLE COMPUTER, INC	1982.00	ACCOUNTS PAYABLE CHECK
1904893	09/30/2021	CENTURYLINK	1105.33	ACCOUNTS PAYABLE CHECK
1904894	09/30/2021	CENTURYLINK COMMUNICATONS, LLC	321.18	ACCOUNTS PAYABLE CHECK
1904895	09/30/2021	CITY OF ROSEMOUNT	3208.37	ACCOUNTS PAYABLE CHECK
1904896	09/30/2021	FRONTIER COMMUNICATIONS	525.36	ACCOUNTS PAYABLE CHECK
1904897	09/30/2021	IND SCH DIST 191	27486.86	ACCOUNTS PAYABLE CHECK
1904898	09/30/2021	INFINITE CAMPUS, INC	4275.00	ACCOUNTS PAYABLE CHECK
1904899	09/30/2021	MARCO INC	1467.42	ACCOUNTS PAYABLE CHECK
1904900	09/30/2021	MASPA	120.00	ACCOUNTS PAYABLE CHECK
1904901	09/30/2021	MENARDS	499.98	ACCOUNTS PAYABLE CHECK
1904902	09/30/2021	MINNESOTA ALLIANCE WITH YOUTH	6300.00	ACCOUNTS PAYABLE CHECK
1904903	09/30/2021	MN SCHOOL BOARDS ASSN	85.00	ACCOUNTS PAYABLE CHECK
1904904	09/30/2021	NARDINI FIRE EQUIP CO	146.25	ACCOUNTS PAYABLE CHECK
1904905	09/30/2021	REPUBLIC SERVICES #923	646.66	ACCOUNTS PAYABLE CHECK
1904906	09/30/2021	SAM'S CLUB/SYNCHRONY BANK	285.09	ACCOUNTS PAYABLE CHECK
1904907	09/30/2021	SAVVAS LEARNING COMPANY LLC	5041.58	ACCOUNTS PAYABLE CHECK
1904908	09/30/2021	SCHOLASTIC, INC	377.39	ACCOUNTS PAYABLE CHECK
1904909	09/30/2021	SHAWNEE SCIENTIFIC PRESS	290.00	ACCOUNTS PAYABLE CHECK
1904910	09/30/2021	SOURCEWELL TECHNOLOGIES	4545.04	ACCOUNTS PAYABLE CHECK
1904911	09/30/2021	SUNSHINE COTTAGE	109.00	ACCOUNTS PAYABLE CHECK
1904912	09/30/2021	SYSCO MINNESOTA	767.06	ACCOUNTS PAYABLE CHECK
1904913	09/30/2021	TIERNEY BROS. INC	3269.04	ACCOUNTS PAYABLE CHECK
1904914	09/30/2021	VORT CORPORATION	38.50	ACCOUNTS PAYABLE CHECK
1904915	09/30/2021	XCEL ENERGY	10980.19	ACCOUNTS PAYABLE CHECK
1904916	09/30/2021	IND SCH DIST 271	195355.50	ACCOUNTS PAYABLE CHECK
*V4001067	09/09/2021	ABLENET INC.	1978.00	ACCOUNTS PAYABLE VOUCHER
*V4001068	09/09/2021	AM PRINTING HOUSE FOR BLIND, INC	173.65	ACCOUNTS PAYABLE VOUCHER
*V4001069	09/09/2021	BARNES & NOBLE	644.61	ACCOUNTS PAYABLE VOUCHER
*V4001070	09/09/2021	BEHAVIOR UNIVERSITY	39.00	ACCOUNTS PAYABLE VOUCHER
*V4001071	09/09/2021	CALENDLY LLC	94.66	ACCOUNTS PAYABLE VOUCHER
*V4001072	09/09/2021	WELLS FARGO	9067.26	ACCOUNTS PAYABLE VOUCHER
*V4001073	09/09/2021	CITY OF APPLE VALLEY	646.27	ACCOUNTS PAYABLE VOUCHER
*V4001074	09/09/2021	CITY OF INVER GROVE HTS	450.33	ACCOUNTS PAYABLE VOUCHER
*V4001075	09/09/2021	CLEVER PROTOTYPES, LLC	299.00	ACCOUNTS PAYABLE VOUCHER
*V4001076	09/09/2021	DISCOUNT SCHOOL SUPPLY	1836.01	ACCOUNTS PAYABLE VOUCHER
*V4001077	09/09/2021	ENABLING DEVICES	494.85	ACCOUNTS PAYABLE VOUCHER
*V4001078	09/09/2021	ENERGIZER HOLDINGS, INC	1216.20	ACCOUNTS PAYABLE VOUCHER
*V4001079	09/09/2021	FOLLETT SCHOOL SOLUTIONS, INC	453.48	ACCOUNTS PAYABLE VOUCHER
*V4001080	09/09/2021	GOPHER SPORT	1135.58	ACCOUNTS PAYABLE VOUCHER
*V4001081	09/09/2021	HEALTHIEST YOU	3910.00	ACCOUNTS PAYABLE VOUCHER
*V4001082	09/09/2021	HEARTCERT TWIN CITIES	425.00	ACCOUNTS PAYABLE VOUCHER
*V4001083	09/09/2021	HEINEMANN	125.00	ACCOUNTS PAYABLE VOUCHER
*V4001084	09/09/2021	ILLINOIS ASSOC FOR INFANT MENTAL HE	55.00	ACCOUNTS PAYABLE VOUCHER
*V4001085	09/09/2021	INCLUSIVE TLC INC	669.00	ACCOUNTS PAYABLE VOUCHER
*V4001086	09/09/2021	INNOVATIVE OFFICE SOLUTIONS	1976.46	ACCOUNTS PAYABLE VOUCHER
*V4001087	09/09/2021	IXL LEARNING	1350.00	ACCOUNTS PAYABLE VOUCHER
*V4001088	09/09/2021	LAKESHORE LEARNING MATERIALS	2563.97	ACCOUNTS PAYABLE VOUCHER
*V4001089	09/09/2021	LEARNING A-Z	1179.50	ACCOUNTS PAYABLE VOUCHER

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SELECTION CRITERIA: chkstat.rundate between '20210901 00:00:00.000' and '20210930 00:00:00.000'

*V4001090	09/09/2021	MCGRAW HILL LLC	R	4795.20	ACCOUNTS PAYABLE VOUCHER
*V4001091	09/09/2021	MINNESOTA READING ASSOCIATION	R	350.00	ACCOUNTS PAYABLE VOUCHER
*V4001092	09/09/2021	MNABA	R	188.61	ACCOUNTS PAYABLE VOUCHER
*V4001093	09/09/2021	NEWS-2-YOU INC	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V4001094	09/09/2021	OFFICE DEPOT	R	713.22	ACCOUNTS PAYABLE VOUCHER
*V4001095	09/09/2021	OMEGA LABS INC	R	580.00	ACCOUNTS PAYABLE VOUCHER
*V4001096	09/09/2021	PRC-SATILLO	R	3595.00	ACCOUNTS PAYABLE VOUCHER
*V4001097	09/09/2021	PRO-ED, INC	R	300.30	ACCOUNTS PAYABLE VOUCHER
*V4001098	09/09/2021	SCHOOL NURSE SUPPLY	R	71.20	ACCOUNTS PAYABLE VOUCHER
*V4001099	09/09/2021	SCHOOL SPECIALTY, LLC	R	74.99	ACCOUNTS PAYABLE VOUCHER
*V4001100	09/09/2021	SECURLY, INC	R	3785.00	ACCOUNTS PAYABLE VOUCHER
*V4001101	09/09/2021	SUDDORA	R	249.50	ACCOUNTS PAYABLE VOUCHER
*V4001102	09/09/2021	SUPER DUPER SCHOOL CO	R	690.45	ACCOUNTS PAYABLE VOUCHER
*V4001103	09/09/2021	THE HOME DEPOT	R	516.32	ACCOUNTS PAYABLE VOUCHER
*V4001104	09/09/2021	THE HOME DEPOT PRO	R	82.06	ACCOUNTS PAYABLE VOUCHER
*V4001105	09/09/2021	THERAPY NOTES, LLC	R	360.00	ACCOUNTS PAYABLE VOUCHER
*V4001106	09/09/2021	TOBII DYNAVOK LLC	R	1334.00	ACCOUNTS PAYABLE VOUCHER
*V4001107	09/09/2021	ULINE	R	58.52	ACCOUNTS PAYABLE VOUCHER
*V4001108	09/09/2021	UNIVERSAL CLEANING SERVICES	R	9618.35	ACCOUNTS PAYABLE VOUCHER
*V4001109	09/09/2021	USI	R	1161.95	ACCOUNTS PAYABLE VOUCHER
*V4001110	09/09/2021	VORT CORPORATION	R	207.24	ACCOUNTS PAYABLE VOUCHER
*V4001111	09/09/2021	WALMART	R	442.88	ACCOUNTS PAYABLE VOUCHER
*V4001112	09/09/2021	WESTERN PSYCHOLOGICAL SERVICES	R	1294.10	ACCOUNTS PAYABLE VOUCHER
*V4001113	09/09/2021	ZANER-BLOSER	R	440.85	ACCOUNTS PAYABLE VOUCHER
*V6603549	09/22/2021	THOMAS RICHARD BENNETT	R	78.40	ACCOUNTS PAYABLE VOUCHER
*V6603550	09/22/2021	MICHAEL JASON BIBRO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603551	09/22/2021	TARA JO BLACKERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603552	09/22/2021	LOREEN M. BOHNERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603553	09/22/2021	MATTHEW KYLE BRUNS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603554	09/22/2021	DON JAMES BUDACH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603555	09/22/2021	ANNE LOUISE BYER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603556	09/22/2021	LESLEY ANNE CHESTER	R	42.56	ACCOUNTS PAYABLE VOUCHER
*V6603557	09/22/2021	EMILY MARGARET CLARK	R	50.40	ACCOUNTS PAYABLE VOUCHER
*V6603558	09/22/2021	JAMIE AUTUMN DALBESIO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603559	09/22/2021	MEGHAN LOUISE DOBSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603560	09/22/2021	LISA A EHLERINGER	R	42.56	ACCOUNTS PAYABLE VOUCHER
*V6603561	09/22/2021	MICHAEL LEONARD FAVOR	R	254.80	ACCOUNTS PAYABLE VOUCHER
*V6603562	09/22/2021	WENDY CATHERINE FELTON	R	39.20	ACCOUNTS PAYABLE VOUCHER
*V6603563	09/22/2021	PAMELA VICK GARRETSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603564	09/22/2021	RICHELLE E. GERNES	R	39.00	ACCOUNTS PAYABLE VOUCHER
*V6603565	09/22/2021	KELLY JEAN HANKES	R	8.96	ACCOUNTS PAYABLE VOUCHER
*V6603566	09/22/2021	JENNIFER AMY HETLAND	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603567	09/22/2021	MELISSA ROCHELL HO	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603568	09/22/2021	JUSTIN DAVID HOELSCHER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603569	09/22/2021	CORALEE ANN HUDDLE	R	540.00	ACCOUNTS PAYABLE VOUCHER
*V6603570	09/22/2021	KATE SCHNEEWEIS HULSE	R	147.79	ACCOUNTS PAYABLE VOUCHER
*V6603571	09/22/2021	LORI ANN KLEIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603572	09/22/2021	SHANNA MARIE KNUTSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603573	09/22/2021	LAURA MARIE KVAMME	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603574	09/22/2021	CORY LEE LANGENFELD	R	317.36	ACCOUNTS PAYABLE VOUCHER
*V6603575	09/22/2021	BETSY SUE LARSEN	R	9.52	ACCOUNTS PAYABLE VOUCHER
*V6603576	09/22/2021	KATHRYN ANN LEWIS	R	50.40	ACCOUNTS PAYABLE VOUCHER
*V6603577	09/22/2021	ERIN JEAN MAHNKE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603578	09/22/2021	MONIQUE NICOLE MARPLE	R	56.20	ACCOUNTS PAYABLE VOUCHER
*V6603579	09/22/2021	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603580	09/22/2021	SHANNON BRENNAN BRENNAN	R	103.44	ACCOUNTS PAYABLE VOUCHER
*V6603581	09/22/2021	VICTORIA R MENZIE	R	227.97	ACCOUNTS PAYABLE VOUCHER

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INTERMEDIATE SCHOOL DISTRICT 917  
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*V6603582	09/22/2021	CINDY L NORDSTROM	R	19.60	ACCOUNTS PAYABLE VOUCHER
*V6603583	09/22/2021	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603584	09/22/2021	JENNIFER LEE OLSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603585	09/22/2021	DAVID R PEMBLE	R	39.20	ACCOUNTS PAYABLE VOUCHER
*V6603586	09/22/2021	AMANDA LYNN PETERS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603587	09/22/2021	JENNIFER MAE PETERSEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603588	09/22/2021	BROOKE ALLYSON PETERSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603589	09/22/2021	HANNAH DUFFY RADANT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603590	09/22/2021	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603591	09/22/2021	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603592	09/22/2021	NICOLLE KATHERINE ROUSH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603593	09/22/2021	MELISSA ANN SAUSER	R	48.72	ACCOUNTS PAYABLE VOUCHER
*V6603594	09/22/2021	MELISSA RAE SCHALLER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603595	09/22/2021	SAMANTHA KAY SCHULZ	R	31.36	ACCOUNTS PAYABLE VOUCHER
*V6603596	09/22/2021	BYRON LEITH SCHWAB	R	42.00	ACCOUNTS PAYABLE VOUCHER
*V6603597	09/22/2021	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603598	09/22/2021	BRITTANY IRENE SWANSON	R	51.86	ACCOUNTS PAYABLE VOUCHER
*V6603599	09/22/2021	TAYLOR MAY THOMAS	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603600	09/22/2021	SHANYN NICOLE TUFTEE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603601	09/22/2021	ADRIENNE KATE TURZYNSKI	R	17.92	ACCOUNTS PAYABLE VOUCHER
*V6603602	09/22/2021	ERIC JOSEPH VAN BROCKLIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603603	09/22/2021	MICHELLE LYNN VOLLBRECHT	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603604	09/22/2021	SCOTT MICHAEL ZEHNDER	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V7701728	09/02/2021	APPLE VALLEY ISD LLC	R	42302.67	ACCOUNTS PAYABLE VOUCHER
*V7701729	09/02/2021	SE ISD, DST	R	78727.10	ACCOUNTS PAYABLE VOUCHER
*V7701730	09/02/2021	MEDICA	R	90323.80	ACCOUNTS PAYABLE VOUCHER
*V7701731	09/02/2021	NATIONAL INSURANCE SERVICES OF WI,	R	7967.27	ACCOUNTS PAYABLE VOUCHER
*V7701732	09/08/2021	MEDICA	R	85176.26	ACCOUNTS PAYABLE VOUCHER
*V7701733	09/08/2021	PLANSOURCE FLEX BEN.	R	600.00	ACCOUNTS PAYABLE VOUCHER
*V7701734	09/10/2021	MEDICA	R	61247.66	ACCOUNTS PAYABLE VOUCHER
*V7701735	09/15/2021	MEDICA	R	51928.21	ACCOUNTS PAYABLE VOUCHER
*V7701736	09/15/2021	PLANSOURCE FLEX BEN.	R	1550.52	ACCOUNTS PAYABLE VOUCHER
*V7701737	09/20/2021	DELTA DENTAL OF MINNESOTA	R	52463.92	ACCOUNTS PAYABLE VOUCHER
*V7701738	09/21/2021	AMERIPRISE FINANCIAL ADVISORS	R	3737.54	ACCOUNTS PAYABLE VOUCHER
*V7701739	09/21/2021	AXA EQUITABLE LIFE INS CO	R	1374.25	ACCOUNTS PAYABLE VOUCHER
*V7701740	09/21/2021	FIDELITY INVSTMT TAX-EX SVC CO	R	3371.67	ACCOUNTS PAYABLE VOUCHER
*V7701741	09/21/2021	HEALTH EQUITY, INC.	R	24869.30	ACCOUNTS PAYABLE VOUCHER
*V7701742	09/21/2021	HORACE MANN LIFE INS	R	633.33	ACCOUNTS PAYABLE VOUCHER
*V7701743	09/21/2021	INTERNAL REVENUE SERVICE	R	237117.44	ACCOUNTS PAYABLE VOUCHER
*V7701744	09/21/2021	EDUCATION MN ESI BILLING TRUST	R	3029.62	ACCOUNTS PAYABLE VOUCHER
*V7701745	09/21/2021	MN DEPT OF REVENUE	R	39933.28	ACCOUNTS PAYABLE VOUCHER
*V7701746	09/21/2021	MN STATE RETIREMENT SYSTEM	R	370.83	ACCOUNTS PAYABLE VOUCHER
*V7701747	09/21/2021	EXECUTIVE DIRECTOR	R	45009.68	ACCOUNTS PAYABLE VOUCHER
*V7701748	09/21/2021	STATE TREASURER, TRA	R	113725.91	ACCOUNTS PAYABLE VOUCHER
*V7701749	09/21/2021	VARIABLE ANNUITY LIFE INS CO	R	3230.90	ACCOUNTS PAYABLE VOUCHER
*V7701750	09/21/2021	VOYA	R	506.24	ACCOUNTS PAYABLE VOUCHER
*V7701751	09/22/2021	MEDICA	R	33243.54	ACCOUNTS PAYABLE VOUCHER
*V7701752	09/23/2021	PLANSOURCE FLEX BEN.	R	528.04	ACCOUNTS PAYABLE VOUCHER
*V7701753	09/30/2021	MEDICA	R	37386.08	ACCOUNTS PAYABLE VOUCHER
*V7701754	09/30/2021	PLANSOURCE FLEX BEN.	R	1283.49	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				1291174.42	
TOTAL REPORT				1291174.42	

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

09/30/2021 DIRECT DEPOSITS REGULAR PAY (106)	\$	717,620.54
09/30/2021 CHECKS (106)	\$	-

**NET PAYROLL** \$ **717,620.54**

Authorized Signature  Date 9/30/21

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

09/15/2021 DIRECT DEPOSITS REGULAR PAY (105)	\$	699,653.70
09/15/2021 CHECKS (105)	\$	207.76

**NET PAYROLL** **\$ 699,861.46**

Authorized Signature  Date 9/15/21



## Account Statement - Transaction Summary

For the Month Ending **August 31, 2021**

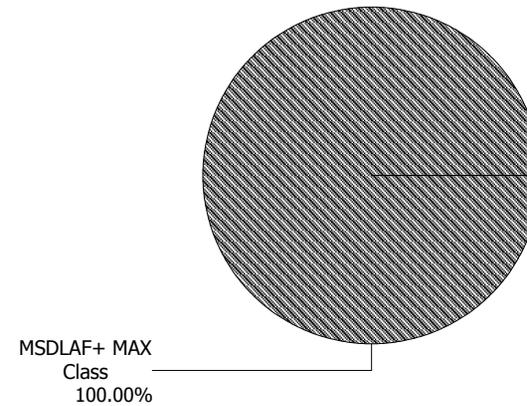
### INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

MSDLAF+ MAX Class	
Opening Market Value	9,498,848.88
Purchases	248.02
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$9,499,096.90</b>
Cash Dividends and Income	248.02

Asset Summary		
	August 31, 2021	July 31, 2021
<b>MSDLAF+ MAX Class</b>	9,499,096.90	9,498,848.88
<b>Total</b>	<b>\$9,499,096.90</b>	<b>\$9,498,848.88</b>

Asset Allocation	
MSDLAF+ MAX Class	100.00%





## Account Statement

For the Month Ending **August 31, 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+ MAX Class</b>					
<b>Opening Balance</b>					<b>9,498,848.88</b>
08/31/21	09/01/21	Accrual Income Div Reinvestment - Distributions	1.00	248.02	9,499,096.90
<b>Closing Balance</b>					<b>9,499,096.90</b>

	Month of August	Fiscal YTD July-August	
<b>Opening Balance</b>	9,498,848.88	10,998,567.15	<b>Closing Balance</b>
<b>Purchases</b>	248.02	529.75	<b>Average Monthly Balance</b>
<b>Redemptions (Excl. Checks)</b>	0.00	(1,500,000.00)	<b>Monthly Distribution Yield</b>
<b>Check Disbursements</b>	0.00	0.00	0.03%
<b>Closing Balance</b>	<b>9,499,096.90</b>	<b>9,499,096.90</b>	
<b>Cash Dividends and Income</b>	248.02	529.75	

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

**August 2021**

ACCOUNT NAME	ACCT NO	BEGINNING BALANCE	PURCHASES CREDITS	SALES TRANSFERS	INVESTMENT FEES	INTEREST EARNED	ENDING BALANCE	YEAR TO DATE INTEREST EARNED
MSDLAF + MAX	01	9,498,848.88	0.00	0.00	0.00	248.02	9,499,096.90	529.75
MSDLAF Liquid	01	0.00	0.00	0.00	0.00	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	0.00
<b>TOTAL</b>		<b>9,498,848.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>248.02</b>	<b>9,499,096.90</b>	<b>529.75</b>

<b>FINANCIAL INSTITUTION</b>	<b>DATE PURCHASED</b>	<b>YIELD</b>	<b>DATE OF MATURITY</b>	<b>PURCHASE VALUE</b>
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**MINNESOTA SCHOOL DISTRICT MAX INVESTMENT (MSDMAX) RECAP:**

General Fund	Various	Various	Open	9,499,096.90
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**MINNESOTA SCHOOL DISTRICT CERTIFICATE OF DEPOSIT:**

End of month balance:	0.00
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**MINNESOTA SCHOOL DISTRICT LIQUID ASSETS RECAP:**

	ACCT NO 1	ACCT NO 2	TOTAL
MSDLAF BEGINNING BALANCE	0.00	0.00	0.00
CASH RECEIPTS	0.00	0.00	0.00
CASH DISBURSEMENTS	0.00	0.00	0.00
MSDLAF ENDING BALANCE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

<b>Last Name</b>	<b>First Name</b>	<b>Position/Title</b>	<b>Assignment</b>
Aalgaard	Maren	Program Assistant	PA
Abel	Holly	DHH - Teacher	Teacher
Abel	Holly	DHH - Teacher	Moves
Adelmann	Angela	Program Assistant	Training
Adolphson	Mary	Program Assistant	PA
Anderson	Nicole	Program Assistant	PA
Anderson	Lindsey	SPED Teacher	Training
Annoni	Elizabeth	SLP - Speech Language Pathologist	Teacher
Armstrong	Laura	Social Worker	Extra Duty
Baker	Kristin	SPED Teacher	Teacher
Baker	Breanna	Health Associate	Extra Duty
Baker	Breanna	Nurse	Nurse
Baker	Breanna	Nurse	Extra Duty
Bauer	Beverly	Program Assistant	PA
Bauer	Beverly	Program Assistant	Training
Behnke	Stephanie	Classroom Assistant	CA
Beinbrech	Alicia	SLI - Interpreter	Extra Duty
Berger	Amanda	Classroom Assistant	CA
Biegler	Pam	Other	Teacher
Biegler	Pam	Other	Teacher
Bisping	Alexandra	Classroom Assistant	Training
Boehmer	Amanda	SPED Teacher	Teacher
Bourdon	Carl	Program Assistant	PA
Bourdon	Carl	Program Assistant	Training
Bowen	Ryo 'Zayn'	Classroom Assistant	CA
Bray	Laura	DHH - Teacher	Extra Duty
Brittain	Donna	Occupational Therapist	Extra Duty
Bruce	Janet	Classroom Assistant	CA
Bruns	Matthew	SPED Teacher	Teacher
Bump	Natalie	Program Assistant	PA
Burgio	Michael	SPED Teacher	Teacher
Busch	Anna	Other	Extra Duty
Buttedal	Alex	SPED Teacher	Extra Duty
Buttedal	Alex	SPED Teacher	Training
Calamrese	Damian	Program Assistant	PA
Calander-Roll	Marissa	Classroom Assistant	CA
Canedy	Lexi	Classroom Assistant	CA
Carnevale	Michael	SPED Teacher	PA
Carnevale	Michael	Classroom Assistant	Training
Cecchini	Lisa	Classroom Assistant	CA
Chamblin	Jessica	Vision-TVI	Teacher
Chamblin	Jessica	Vision-TVI	Extra Duty
Christiansen	John	District Business Office	Training
Ciodaru	Jayne	Psychologist	Training
Ciodaru	Jayne	Psychologist	Extra Duty
Collins	Kathleen	SPED Teacher	Teacher
Corsello	Anna	Classroom Assistant	CA
Dame	Lauren	SPED Teacher	Teacher
David	Christine	Mental Health Practitioner	Training
Davis	Martha	Program Assistant	PA
Deavan	Grace	Program Assistant	Training
Dodge	Michelle	SLI - Interpreter	Extra Duty
Domally	Latricia	SPED Teacher	Teacher
Donkers	Danielle	Program Assistant	Training
Drobney	Ashley	Student Assistant	SA
Dumer	Maria	Classroom Assistant	CA
Eaton	Carmen	Other	Prof. Dev.

Eddy	Dillon	Program Assistant	PA
Eddy	Dillon	Program Assistant	PA
Eddy	Dillon	SPED Teacher	Moves
Enfiejian	Valerie	Psychologist	Extra Duty
Engel	Victoria	Mental Health Practitioner	Teacher
Engel	Victoria	Mental Health Practitioner	Training
Engel	Victoria	Mental Health Practitioner	Training
Epps	Dawn	SPED Teacher	Teacher
Erickson	Jodi	Program Assistant	Training
Fancher-White	Meredith	Student Assistant	SA
Faye	Bassirou	Program Assistant	PA
Flom	Alice	Program Assistant	PA
Flom	Alice	Program Assistant	PA
Fonseca	Andrea	Classroom Assistant	CA
Frisque	Sherilyn	Vision-TVI	Teacher
Frisque	Sherilyn	Vision-TVI	Teacher
Frolik	Brock	Classroom Assistant	Training
Frolik	Brock	Classroom Assistant	CA
Gabbert	Kirstie	SPED Teacher	Teacher
Garding	Amanda	SPED Teacher	Teacher
Garding	Thomas	SPED Teacher	Teacher
Garlough	Elizabeth	Occupational Therapist	Extra Duty
Goeser	Kristin	DAPE Teacher	Teacher
Groff	Cassie	Physical Therapist	Training
Hankes	Kelly	BCBA	Extra Duty
Hanson	Cindy	SPED Teacher	Teacher
Hart	Amy	Program Assistant	Training
Hayhurst	Cassidy	Classroom Assistant	Training
Heaney	Joseph	SPED Teacher	Teacher
Helm	Heidi	SPED Teacher	Teacher
Hemminger	Jenae	Classroom Assistant	CA
Henriott	Ryan	Program Assistant	PA
Henry	Kathleen	Mental Health Practitioner	Teacher
Henry	Cathy	Mental Health Practitioner	Training
Hereford	Jessica	SPED Teacher	Teacher
Herzog	Christine	Mental Health Practitioner	Teacher
Herzog	Christine	Mental Health Practitioner	Training
Herzog	Christine	Mental Health Practitioner	Training
Hild	Alison	Classroom Assistant	CA
Hild	Alison	Classroom Assistant	Extra Duty
Ho	Melissa	Nurse	Extra Duty
Ho	Melissa	Nurse	Extra Duty
Ho	Melissa	Nurse	Nurse
Hoelscher	Justin	Lead Teacher	Lead Teacher
Hoelscher	Justin	SPED Teacher	Teacher
Hoelscher	Justin	Lead Teacher	Extra Duty
Horace	James	Classroom Assistant	CA
Horrmann	Ann	Classroom Assistant	CA
Horrmann	Ann	Student Assistant	SA
Huddle	Coralee	Classroom Assistant	CA
Hull	Lily	Classroom Assistant	CA
Inman	Courtney	Psychologist	Extra Duty
Jacobs	Madalyn	Classroom Assistant	CA
Jeffries	Diane	District Business Office	Extra Duty
Jimenez	Jocelyn	SPED Teacher	Teacher
Jimenez	Jocelyn	SPED Teacher	Teacher
Johnson	Tandra	Classroom Assistant	Training
Johnson	Brecken	Program Assistant	PA

Johnson	Jennifer	Program Assistant	PA
Johnson	Roxann	DHH - Teacher	Teacher
Jonasen	Jana	SPED Teacher	Teacher
Jozamar-Inoussa	Roselaine	Program Assistant	PA
Jozamar-Inoussa	Roselaine	Program Assistant	PA
Kalejaiye	Ibrahim	Classroom Assistant	CA
Karnes	Emma	Program Assistant	PA
Kaufman	Amy	Vision-TVI	Teacher
Kaufman	Amy	Vision-TVI	Extra Duty
Kendall	Emily	Classroom Assistant	CA
Kenow	Joshua	Classroom Assistant	CA
Kent	Lisa	DHH - Teacher	Extra Duty
Kerkhoff	Jennifer	SPED Teacher	Teacher
Kinneman	Melissa	Classroom Assistant	CA
Kipatrick	Bevin	Classroom Assistant	CA
Klaustermeier	Kate	Classroom Assistant	CA
Klaustermeier	Jennifer	SPED Teacher	Teacher
Klimek	Lorilea	Program Assistant	PA
Kndel	Alysha	Classroom Assistant	CA
Kneer	Adam	Classroom Assistant	CA
Knight	Robin	Classroom Assistant	CA
Knips	Rylee	SPED Teacher	Teacher
Knips	Rylee	SPED Teacher	Teacher
Koprowicz-Schw	Johanna	Classroom Assistant	CA
Koprowicz-Schw	Johanna	Student Assistant	SA
Kraft	Joan	Nurse	Nurse
Kraft	Joan	Nurse	Extra Duty
Kruse	Sarah	Classroom Assistant	CA
Kuntz	Meghan	Classroom Assistant	CA
Kurten	Amber	PHD Teacher	Extra Duty
Kustrich	Kristin	Admin. Assistant	Extra Duty
Lamphere	Anna	Mental Health Practitioner	Teacher
Lamphere	Anna	Mental Health Practitioner	Extra Duty
Lamphere	Anna	Mental Health Practitioner	Training
Larsen	Samantha	Classroom Assistant	CA
Larsen	Betsy	SPED Teacher	Teacher
Larsen	Betsy	SPED Teacher	Teacher
Larsen	Betsy	SPED Teacher	Teacher
Larsen	Betsy	SPED Teacher	Teacher
Larsen	Betsy	SPED Teacher	Teacher
Larsen	Betsy	SPED Teacher	Teacher
Larson	Abigail	Vision-TVI	Teacher
Lavell	Tiffani	Classroom Assistant	CA
Lawrence	Mary	Classroom Assistant	CA
Lawrence	Mary	Student Assistant	SA
Lazaretti	Kearston	Program Assistant	Training
Locke	Maggie	Social Worker	Extra Duty
Locke	Margaret	Social Worker	Extra Duty
Locke	Margaret	Classroom Assistant	CA
Lundin	Karin	Classroom Assistant	CA
Lyden	Taylor	Occupational Therapist	Extra Duty
Mai	Sophia	Classroom Assistant	CA
Malloy	Katie	Classroom Assistant	Training
Malone	Keith	Classroom Assistant	CA
Manninen	Melanie	SPED Teacher	Teacher
Martin	Kim	SPED Teacher	Extra Duty
Martinson	Kianna	SPED Teacher	Teacher
Mattice	Cathleen	Lead Teacher	Lead Teacher

Mayes	Emma	SPED Teacher	Teacher
Mayes	Emma	SPED Teacher	Moves
McGibbon	Sharri	SPED Teacher	Teacher
McGibbon	Sharri	SPED Teacher	Teacher
Menge	Robert	Program Assistant	Training
Meyer	Jennifer	Classroom Assistant	CA
Michael	Rice	Classroom Assistant	Training
Miller	Elizabeth	Program Assistant	PA
Minick	Amber	Program Assistant	Training
Mitchell	Tammy	Classroom Assistant	CA
Monson	Jodi	SLI - Interpreter	Extra Duty
Monson	Jodi	SLI - Interpreter	Extra Duty
Montgomery	Carrissa	Social Worker	Extra Duty
Moon	Heather	Student Assistant	SA
Moulton	Emily	SPED Teacher	Teacher
Nace	Jenna	PHD Teacher	Extra Duty
Nelson	Cherie	Program Assistant	Training
Nero	Shelby	DHH - Teacher	Teacher
Newquist	Matt	BCBA	Training
Newquist	Matthew	BCBA	Extra Duty
Novy	Rachel	Lead Teacher	Lead Teacher
Novy	Rachel	Lead Teacher	Extra Duty
Novy	Rachel	SPED Teacher	Teacher
Nwokeuku	Pattijo	Social Worker	Extra Duty
Nygaard	Taryn	Classroom Assistant	CA
O'Neil	Diana	SPED Teacher	Teacher
Ophus	Samantha	Program Assistant	PA
Opseth	Rachael	Other	Prof. Dev.
OPSETH	RACHAEL	Other	Teacher
Pangerl	Jenny	Classroom Assistant	CA
Peanasky	Alissa	Program Assistant	PA
Peanasky	Alissa	Social Worker	Extra Duty
Peanasky	Alissa	SPED Teacher	Extra Duty
Peanasky	Alissa	Social Worker	Extra Duty
Pemble	Holly	SPED Teacher	Teacher
Peters	Amanda	Lead Teacher	Lead Teacher
Peters	Amanda	PHD Teacher	Extra Duty
Petersen	Megan	Classroom Assistant	CA
Petersen	Jennifer	Mental Health Practitioner	Extra Duty
Peterson	Justin	Custodian	Extra Duty
Pfisterer	Emily	Audiologist	Extra Duty
Platz	Ashley	Program Assistant	PA
Porter	Michelle	Classroom Assistant	CA
Priebe	Cally	Health Associate	Extra Duty
Priebe	Cally	Health Associate	Moves
Radant	Hannah	Lead Teacher	Extra Duty
Radant	Hannah	Lead Teacher	Extra Duty
Randol	Jessica	SPED Teacher	Teacher
Rank	Christina	Classroom Assistant	CA
Rao	Anjali	Program Assistant	PA
Rasmussen	Shannon	DHH - Teacher	Teacher
Rasmussen	Shannon	DHH - Teacher	Extra Duty
Renken	Wendi	Lead Teacher	Extra Duty
Renken	Wendi	Lead Teacher	Extra Duty
Rensch	Amy	Classroom Assistant	CA
Resch	Miriam	SLI - Interpreter	Extra Duty
Retzlaff	Billie	BCBA	Training
Retzlaff	Billie	BCBA	Extra Duty

Reuder	Kathryn	Classroom Assistant	CA
Reuder	Kathryn	Program Assistant	Moves
Reuder	Kathryn	Program Assistant	Training
Rice	Michael	Classroom Assistant	Training
Richard	Emma	Program Assistant	PA
Richter	Jessica	Social Worker	Extra Duty
Richter	Jessica	Classroom Assistant	CA
Richter	Jessica	Social Worker	Extra Duty
Riesgraf	Amy	Mental Health Practitioner	Training
Rix	Melanie	Lead Teacher	Lead Teacher
Robinson	Jane	SPED Teacher	Teacher
Rogers	Susan	Student Assistant	SA
Rosenberg	Shannon	DHH - Teacher	Extra Duty
Ross	Alyssa	SPED Teacher	Training
Ross	Alyssa	SPED Teacher	Teacher
Salazar	Araceli	Program Assistant	PA
Savage	Dawn	Classroom Assistant	Extra Duty
Savage	Dawn	SLI - Interpreter	Extra Duty
Schlegel	Chelsea	Program Assistant	PA
Schlegel	Chelsea	Program Assistant	Training
Schmitz	Amber	Classroom Assistant	CA
Schultz-Albert	Irene	Occupational Therapist	Extra Duty
Schulz	Samantha	Mental Health Practitioner	Teacher
Schulz	Samantha	Mental Health Practitioner	Training
Settell	Mariah	Program Assistant	Training
Settell	Mariah	Program Assistant	Extra Duty
Settell	Mariah	Program Assistant	PA
Settell	Mariah	Program Assistant	Training
Sheppard	Tina	Program Assistant	Extra Duty
Short	Nichole	Psychologist	Extra Duty
Sittarich	Jenna	Classroom Assistant	CA
Sixl	Susanne	Health Associate	SA
Smith	Shay	Classroom Assistant	CA
Smith III	Norman	Other	Prof. Dev.
Sorensen	Karisa	Program Assistant	PA
Sorensen	Karisa	Program Assistant	Training
Sprouls	William	SPED Teacher	Moves
Spurgin	Lynette	Classroom Assistant	CA
Stanley	Patty	SLI - Interpreter	Extra Duty
Staples	Ann	Classroom Assistant	CA
Steller	Nate	SPED Teacher	Teacher
Stiff	Rachel	Classroom Assistant	CA
Stoeklen	Matthew	Program Assistant	PA
Stoesz	Heather	SLP - Speech Language Pathologist	Extra Duty
Stoesz	Heather	SLP - Speech Language Pathologist	Moves
Stoos	Judy	Classroom Assistant	CA
Streed	Megan	SPED Teacher	Teacher
Strese	Deb	Classroom Assistant	CA
Strickland	Rebeccah	Classroom Assistant	CA
Strouth	Stephanie	Program Assistant	PA
Swanson	Brittany	SPED Teacher	Training
Swanson	Brittany	SPED Teacher	Teacher
Taffe	Kayleen	Other	Prof. Dev.
Tarmann	Phillip	Mental Health Practitioner	Extra Duty
Tendrich	Sonia	DHH - Teacher	Teacher
Tenessen	Laura	Psychologist	Extra Duty
Terrazas	Selena	Classroom Assistant	CA
Thames	Deric	SPED Teacher	Teacher

Thames	Deric	SPED Teacher	Extra Duty
Thams	Deric	SPED Teacher	Extra Duty
Thill	Mandi	SPED Teacher	Extra Duty
Thomas Brook	Eve	Other	Prof. Dev.
Thorson	Bethany	Classroom Assistant	CA
Toay	Gretchen	SLI - Interpreter	Extra Duty
Traynor	Anita	Health Associate	Nurse
Tuftee	Shanyn	Lead Teacher	Lead Teacher
Tuvey	Sara	SPED Teacher	Teacher
Vang	Ibnplongsab	Classroom Assistant	Training
Volkert	John	SPED Teacher	Teacher
Vollmuth	Laura	Classroom Assistant	CA
Vrieze	Janel	SPED Teacher	Teacher
Vrieze	Janel	SPED Teacher	Extra Duty
Vrieze	Janel	SPED Teacher	Extra Duty
Waldhauser	Sarah	SPED Teacher	Teacher
Waletski	Gregory	SLI - Interpreter	Extra Duty
Waller	Emily	Classroom Assistant	Training
Waltman	Reesa	Program Assistant	Training
Watson	Susan	Program Assistant	PA
Webb	Heather	SPED Teacher	Teacher
Weiler	Sarah	Classroom Assistant	CA
Weis	Colleen	SPED Teacher	Teacher
Wilger	Melinda	Classroom Assistant	CA
Wilkerson	Becky	Classroom Assistant	CA
Wilkerson	Becky	Classroom Assistant	Training
Wilkerson	Becky	Classroom Assistant	Training
Wilkin	Christina	SPED Teacher	Teacher
Wilson	Lori	SPED Teacher	Teacher
Wilson	Lori	SPED Teacher	Moves
Wilson	Lori	SPED Teacher	Training
Witt	Brytani	Classroom Assistant	CA
Witt	Brytani	Classroom Assistant	Training
Witt	Brytani	Classroom Assistant	Training
Wood	Fran	Vision-TVI	Teacher
Youngdahl	Alisha	Classroom Assistant	CA
Zehnder	Scott	Custodian	Extra Duty
Zickrick	Michael	SPED Teacher	Teacher
Zickrick	Michael	SPED Teacher	Extra Duty
Zickrick	Mike	SPED Teacher	Extra Duty
Lamphere	Anna	Mental Health Practitioner	Extra Duty
Henry	Kathleen	Mental Health Practitioner	Extra Duty
Bjerke	Paige	Classroom Assistant	Extra Duty

<b>Details of Assignment</b>	<b>Assignme</b>	<b>End Date</b>	<b># of</b>	<b>Hours</b>	<b>Total of</b>	<b>Hourly</b>	<b>Est. Total</b>
LC DHH Resource Program	7/6/2021	7/29/2021	15	8	120	19.79 \$	<b>2,374.80</b>
LC DHH Resource Program	7/6/2021	7/29/2021	15	8	120	28.57 \$	<b>3,428.40</b>
Moving from one space to	8/17/2021	8/27/2021	1	4	4	20 \$	<b>80.00</b>
Conscious Discipline Training	8/31/2021	8/31/2021	1	6	6	21.38 \$	<b>128.28</b>
ESY paraprofessional	7/6/2021	7/29/2021	15	4	60	20.52 \$	<b>1,231.20</b>
AEC ESY Program Assistant	7/6/2021	7/29/2021	15	8	120	19.79 \$	<b>2,374.80</b>
CEC New Teacher Training	8/1/2021	8/31/2021	4	4	16	27.03 \$	<b>432.48</b>
ESY for PACES Program	7/1/2021	8/31/2021	8	1.75	14	48.62 \$	<b>680.68</b>
Dept planning/team building	8/2/2021	8/13/2021	1	4	4	51.05 \$	<b>204.20</b>
CEC ESY Teacher	7/6/2021	7/29/2021	15	8	120	51.05 \$	<b>6,126.00</b>
CEC ESY Nurse	7/6/2021	7/8/2021	3	8	24	29.27 \$	<b>702.48</b>
Reviewing and updating	7/1/2021	8/31/2021	10.5	8	84	29.27 \$	<b>2,458.68</b>
Contact tracing for COVID	9/7/2021	6/10/2022	80	1	80	29.27 \$	<b>2,341.60</b>
Summer Session 2	7/6/2021	8/6/2021	24	7	168	25.55 \$	<b>4,292.40</b>
Control Tactics Training	9/3/2021	9/3/2021	1	8	8	25.55 \$	<b>204.40</b>
ESY	7/6/2021	7/29/2021	15	8	120	20.95 \$	<b>2,514.00</b>
Interp before/after school	9/2/2021	6/10/2022	50	2	100	25 \$	<b>2,500.00</b>
PACES ESY	7/6/2021	7/29/2021	15	8	120	19.37 \$	<b>2,324.40</b>
online summer school	7/1/2021	8/6/2021	26	4	120	48.72 \$	<b>5,846.40</b>
DCALS/ONLINE PROGRAM	8/30/2021	6/10/2022	41	4	164	48.72 \$	<b>7,990.08</b>
Conscious Discipline	8/31/2021	8/31/2021	1	6	6	19.79 \$	<b>118.74</b>
Summer Session 2	7/6/2021	8/6/2021	24	8	192	36.42 \$	<b>6,992.64</b>
Summer Session 2	7/6/2021	8/6/2021	24	7.5	180	20.52 \$	<b>3,693.60</b>
Control Tactics Training	9/3/2021	9/3/2021	1	1	8	20.52 \$	<b>164.16</b>
Itinerant CA at Christa	7/12/2021	7/30/2021	15	3.75	56.25	19.79 \$	<b>1,113.19</b>
Eval for learner moving from	7/6/2021	7/30/2021	2	5	10	54.8 \$	<b>548.00</b>
Interviewing CEC OT	7/9/2021	8/30/2021	4	1	4	56.31 \$	<b>225.24</b>
TESA ESY	7/6/2021	7/29/2021	15	8	120	23.64 \$	<b>2,836.80</b>
Covering for DCALS South	9/7/2021	6/10/2022	186	1	186	37.88 \$	<b>7,045.68</b>
Conscious Discipline	7/1/2021	8/31/2021	3	8	24	20.95 \$	<b>502.80</b>
CEC ESY Teacher	7/6/2021	7/29/2021	15	8	120	53.9 \$	<b>6,468.00</b>
Brochure for Nicole	7/30/2021	8/3/2021	2	2.5	5	34.47 \$	<b>172.35</b>
PBIS Action Plan	8/1/2021	8/31/2021	1	2	2	32.69 \$	<b>65.38</b>
PBIS Booster Training	8/2/2021	8/2/2021	1	4	4	32.69 \$	<b>130.76</b>
ESY	7/6/2021	7/29/2021	15	8	120	20.52 \$	<b>2,462.40</b>
LC DHH Resource Program	7/6/2021	7/29/2021	15	8	120	19.79 \$	<b>2,374.80</b>
AEC ESY Classroom	7/6/2021	7/29/2021	15	8	120	19.79 \$	<b>2,374.80</b>
ESY Paraprofessional	7/6/2021	7/29/2021	15	8	120	20.52 \$	<b>2,462.40</b>
Nurtured Heart Meetings	9/7/2021	6/9/2022	19	0.5	9.5	20.52 \$	<b>194.94</b>
TESA ESY	7/6/2021	7/29/2021	15	8	120	19.37 \$	<b>2,324.40</b>
ESY VI ITIN JULY AUGUST	8/9/2021	8/27/2021	4	2	8	32.69 \$	<b>261.52</b>
IEP Meeting - ISD 194	7/22/2021	8/20/2021	2	2	4	32.69 \$	<b>130.76</b>
Training on Interest Based	8/23/2021	11/1/2021	4	4	16	115 \$	<b>1,840.00</b>
Behavior Tools Training Prep	8/1/2021	8/25/2021	1	7	7	37.61 \$	<b>263.27</b>
Conscious Discipline	7/1/2021	8/31/2021	5	8	40	37.61 \$	<b>1,504.40</b>
PD Nurtured Heart	8/9/2021	8/27/2021	2	6.5	13	35.02 \$	<b>455.26</b>
LC Preschool DHH Resource	7/6/2021	7/29/2021	15	3	45	21.05 \$	<b>947.25</b>
CEC ESY Teacher	7/6/2021	7/29/2021	15	8	120	29.11 \$	<b>3,493.20</b>
Nurtured Heart Training	8/26/2021	8/26/2021	1	3	3	36.22 \$	<b>108.66</b>
Breakfast and lunch prep	9/7/2021	6/9/2022	174	0.75	130.5	20.52 \$	<b>2,677.86</b>
NH Training	9/20/2021	9/20/2021	1	0.75	0.75	18.54 \$	<b>13.91</b>
Interp staff	8/30/2021	6/10/2022	3	2	6	32.18 \$	<b>193.08</b>
ESY Teacher	7/6/2021	7/29/2021	15	4	60	29.09 \$	<b>1,745.40</b>
Nurtured Heart Meetings	9/7/2021	6/9/2022	19	0.5	9.5	19.37 \$	<b>184.02</b>
Student Assistant for Tyson	8/26/2021	6/2/2022	176	7.5	1320	18.95 \$	<b>25,014.00</b>
AEC ESY Classroom	7/6/2021	7/29/2021	7	8	56	18.95 \$	<b>1,061.20</b>
meeting	7/28/2021	7/28/2021	1	3	3	53.6 \$	<b>160.80</b>

ESY Paraprofessional	7/6/2021	7/29/2021	15	4	60	19.79	\$	1,187.40
Nurtured Heart Training	8/26/2021	8/26/2021	1	3	3	19.79	\$	59.37
Moving into new classroom	8/1/2021	8/23/2021	1	4	4	20	\$	80.00
Woodcock Johnson prep	8/3/2021	8/27/2021	1	4	4	59.59	\$	238.36
ESY for ECSE TEA students	7/1/2021	8/31/2021	4	4	16	33.65	\$	538.40
CPP Training	7/1/2021	8/31/2021	1	4	4	33.65	\$	134.60
ECSE Summer Meeting /	7/1/2021	8/31/2021	1	3.5	3.5	33.65	\$	117.78
Summer Session 2	7/6/2021	8/6/2021	24	8	192	48.62	\$	9,335.04
Conscious Discipline Training	8/31/2021	8/31/2021	1	6	6	19.79	\$	118.74
SA for AJ Beal	9/2/2021	6/9/2022	171	7.25	1239.75	20.52	\$	25,439.67
ESY	7/6/2021	7/29/2021	15	8	120	20.52	\$	2,462.40
ESY	7/6/2021	7/29/2021	15	8	120	23.22	\$	2,786.40
Moving supplies from CEC to	8/23/2021	8/27/2021	1	2	2	20	\$	40.00
CEC ESY Classroom	7/6/2021	7/29/2021	15	8	120	19.79	\$	2,374.80
ESY VI ITIN JULY AUGUST	7/1/2021	8/31/2021	23	4	125	59.59	\$	7,448.75
ESY VI-ECC	7/5/2021	8/27/2021	14.5	6	87	59.59	\$	5,184.33
Nurtured Heart PD	8/23/2021	8/23/2021	1	7	7	18.95	\$	132.65
AEC ESY Classroom	7/6/2021	7/29/2021	15	8	120	18.95	\$	2,274.00
Nurtured Heart PD	8/5/2021	8/26/2021	2	6.5	13	32.69	\$	424.97
CEC ESY Teacher	7/6/2021	7/29/2021	15	8	120	27.62	\$	3,314.40
ESY	7/6/2021	7/29/2021	15	8	120	33.83	\$	4,059.60
PBIS Action Plan	8/1/2021	8/31/2021	1	2	2	40.97	\$	81.94
District-wide DAPE ESY	7/6/2021	7/29/2021	15	8	120	35.02	\$	4,202.40
ESY - Training for staff on	7/6/2021	7/8/2021	2	8	16	53.6	\$	857.60
PBSP Mtg. from Conciliation	8/11/2021	8/11/2021	1	1.5	1.5	40.35	\$	60.53
TESA ESY	7/6/2021	7/29/2021	15	8	120	59.59	\$	7,150.80
Nurtured Heart PD	8/23/2021	8/23/2021	1	7	7	20.52	\$	143.64
NH Training	9/20/2021	9/20/2021	1	0.75	0.75	18.54	\$	13.91
CEC ESY Teacher	7/6/2021	7/29/2021	15	8	120	27.03	\$	3,243.60
Summer Session 2	7/6/2021	8/6/2021	24	8	192	53.6	\$	10,291.20
CEC ESY Classroom	7/6/2021	7/29/2021	15	8	120	18.95	\$	2,274.00
CEC ESY Program Assistant	7/6/2021	7/29/2021	15	8	120	19.37	\$	2,324.40
Covering as MHP for one	7/8/2021	7/8/2021	1	8	8	40.75	\$	326.00
Nurtured Heart Training	8/23/2021	8/23/2021	1	3	3	53.03	\$	159.09
CEC New Teacher Training	8/1/2021	8/31/2021	4	4	16	19.37	\$	309.92
ESY for ECSE TEA students	7/1/2021	8/31/2021	4	4	16	39.18	\$	626.88
CPP Training	7/1/2021	8/31/2021	1	4	4	39.18	\$	156.72
ECSE Summer meeting /	7/1/2021	8/31/2021	1	3.5	3.5	39.18	\$	137.13
ESY	7/6/2021	7/29/2021	15	8	120	20.95	\$	2,514.00
Moving supplies from CEC to	8/23/2021	8/27/2021	1	2	2	20	\$	40.00
Summer Extra Duty	7/1/2021	8/27/2021	12	8	96	35.08	\$	3,367.68
Contact Tracing for COVID-	9/7/2021	6/10/2022	80	1	80	35.08	\$	2,806.40
Coverage for LSN that hasn't	9/7/2021	6/9/2022	80	1	80	35.08	\$	2,806.40
Lead Support (intakes, due	7/5/2021	8/27/2021	19	5	90	30.29	\$	2,726.10
ESY summer school	7/6/2021	7/29/2021	15	8	120	30.29	\$	3,634.80
PCM prep	8/10/2021	8/10/2021	1	7	7	30.29	\$	212.03
AEC ESY Classroom	7/6/2021	7/29/2021	7	8	56	18.95	\$	1,061.20
DASH ESY	7/6/2021	7/29/2021	15	4	60	19.79	\$	1,187.40
SA for Kollette Kinsley	9/2/2021	6/9/2022	172	7	1204	19.79	\$	23,827.16
CEC ESY Classroom	7/6/2021	7/29/2021	15	4	60	19.79	\$	1,187.40
ESY	7/6/2021	7/29/2021	15	8	120	18.54	\$	2,224.80
PBIS Action Plan	8/1/2021	8/31/2021	1	2	2	32.05	\$	64.10
ESY ONLY	7/6/2021	7/29/2021	15	8	120	18.54	\$	2,224.80
Assisting HR with data entry.	8/1/2021	10/31/2021	13	6	78	33.24	\$	2,593.00
ESY Summer School	7/6/2021	7/29/2021	15	8	120	32.69	\$	3,922.80
PD Nurtured Heart	8/9/2021	8/25/2021	2	6.5	13	32.69	\$	424.97
Conscious Discipline	8/31/2021	8/31/2021	1	6	6	18.95	\$	113.70
CEC ESY Program Assistant	7/6/2021	7/29/2021	15	8	120	18.95	\$	2,274.00

AEC ESY Program Assistant	7/6/2021	7/29/2021	15	8	120	19.37	\$	<b>2,324.40</b>
Covering Emily Clark's	9/27/2021	11/5/2021	28	8	224	53.6	\$	<b>12,006.40</b>
CEC ESY Teacher	7/6/2021	7/29/2021	15	1.67	25.05	33.83	\$	<b>847.44</b>
AEC ESY Program Assistant	7/6/2021	7/29/2021	15	8	120	19.79	\$	<b>2,374.80</b>
PD Nurtured Heart	8/26/2021	8/26/2021	1	7	7	19.79	\$	<b>138.53</b>
CEC ESY Classroom	7/6/2021	7/29/2021	15	8	120	19.79	\$	<b>2,374.80</b>
CEC ESY Program Assistant	7/6/2021	7/29/2021	15	8	120	19.79	\$	<b>2,374.80</b>
ESY VI ITIN JULY AUGUST	7/5/2021	8/27/2021	15	2	30	59.59	\$	<b>1,787.70</b>
IEP Meeting - ISD 194	7/22/2021	8/20/2021	2	2	4	59.59	\$	<b>238.36</b>
DASH ESY	7/6/2021	7/29/2021	15	8	120	19.37	\$	<b>2,324.40</b>
AEC ESY Classroom	7/6/2021	7/29/2021	7	8	56	18.95	\$	<b>1,061.20</b>
Learn-collaborate team tch	7/1/2021	8/31/2021	8	1	8	35.27	\$	<b>282.16</b>
AEC ESY Teacher	7/19/2021	7/29/2021	7	8	56	29.9	\$	<b>1,674.40</b>
AEC ESY Classroom	7/6/2021	7/29/2021	15	8	120	20.95	\$	<b>2,514.00</b>
TESA ESY	7/6/2021	7/29/2021	15	4	60	19.79	\$	<b>1,187.40</b>
PACES ESY	7/6/2021	7/29/2021	15	8	120	18.54	\$	<b>2,224.80</b>
ESY Teacher Sub	7/22/2021	7/22/2021	1	8	8	60.79	\$	<b>486.32</b>
CEC ESY Program Assistant	7/6/2021	7/29/2021	15	8	120	29.76	\$	<b>3,571.20</b>
CEC ESY Classroom	7/6/2021	7/29/2021	15	8	120	19.37	\$	<b>2,324.40</b>
AEC ESY Classroom	7/6/2021	7/29/2021	15	8	120	19.79	\$	<b>2,374.80</b>
ESY	7/6/2021	7/29/2021	15	8	120	21.38	\$	<b>2,565.60</b>
AEC ESY Teacher	7/6/2021	7/8/2021	3	8	24	29.27	\$	<b>702.48</b>
AEC ESY TEACHER	7/22/2021	7/29/2021	4.5	8	36	29.27	\$	<b>1,053.72</b>
PACES ESY	7/6/2021	7/29/2021	15	8	120	18.95	\$	<b>2,274.00</b>
SA for Carson Winters	9/2/2021	6/9/2022	171	7.25	1239.75	18.95	\$	<b>23,493.26</b>
ESY Nursing duties @ AEC	7/6/2021	7/29/2021	15	8	120	32.51	\$	<b>3,901.20</b>
Contact Tracing for COVID	9/8/2021	6/10/2022	80	1	80	32.51	\$	<b>2,600.80</b>
CEC ESY Classroom	7/6/2021	7/29/2021	15	8	120	19.37	\$	<b>2,324.40</b>
LC DHH Resource Program	7/6/2021	7/29/2021	15	8	120	19.79	\$	<b>2,374.80</b>
Self-Advocacy Curriculum	7/5/2021	5/31/2022	10	2	10	33.83	\$	<b>338.30</b>
Do some of the DCALS	7/1/2021	7/31/2021	8	2	16	28.59	\$	<b>457.44</b>
ESY Mental Health	7/6/2021	7/29/2021	15	8	120	53.6	\$	<b>6,432.00</b>
IEP Meeting	8/10/2021	8/10/2021	1	1	1	53.6	\$	<b>53.60</b>
Play Therapy Training=8/IEP	8/10/2021	8/29/2021	2	8	9	53.6	\$	<b>482.40</b>
CEC ESY Classroom	7/6/2021	7/29/2021	15	8	120	19.79	\$	<b>2,374.80</b>
PACES ESY	7/6/2021	7/29/2021	15	8	120	54.28	\$	<b>6,513.60</b>
Homebound ESY - Finley	7/6/2021	7/29/2021	5	1	5	54.28	\$	<b>271.40</b>
Homebound ESY - Simones	7/6/2021	7/29/2021	5	1	5	54.28	\$	<b>271.40</b>
DASH Classroom Coverage	8/30/2021	6/10/2022	200	2	400	54.28	\$	<b>21,712.00</b>
Homebound for Aidan	8/30/2021	6/10/2022	38	1.75	66.5	54.28	\$	<b>3,609.62</b>
Homebound for Joseph	8/30/2021	6/10/2022	38	1.75	66.5	54.28	\$	<b>3,609.62</b>
ESY BVI ITIN HRS	7/5/2021	7/15/2021	4	1	4	32.69	\$	<b>130.76</b>
CEC ESY Classroom	7/6/2021	7/29/2021	15	8	120	19.37	\$	<b>2,324.40</b>
TESA ESY	7/6/2021	7/29/2021	15	4	60	19.79	\$	<b>1,187.40</b>
SA for Brian Patterson	9/2/2021	6/9/2022	176	6.75	1188	19.79	\$	<b>23,510.52</b>
Nurtured Heart Training	9/7/2021	6/9/2022	19	0.5	9.5	19.79	\$	<b>188.01</b>
Dept. building/team building	8/3/2021	8/13/2021	1	4	4	31.41	\$	<b>125.64</b>
Social work supports for 21-	7/1/2021	8/31/2021	6	4	24	31.41	\$	<b>753.84</b>
CEC ESY Substitute	7/7/2021	7/29/2021	10	8	80	24.55	\$	<b>1,964.00</b>
TESA ESY	7/6/2021	7/29/2021	15	8	120	19.37	\$	<b>2,324.40</b>
Sensory Pathway/ Task	7/1/2021	8/31/2021	5	4	20	31.58	\$	<b>631.60</b>
CEC ESY Classroom	7/6/2021	7/29/2021	15	8	120	18.95	\$	<b>2,274.00</b>
Nurtured Heart PD	8/23/2021	8/23/2021	1	7	7	20.52	\$	<b>143.64</b>
CEC ESY Classroom	7/6/2021	7/29/2021	15	8	120	20.52	\$	<b>2,462.40</b>
CEC ESY Teacher	7/6/2021	7/29/2021	11	8	88	51.05	\$	<b>4,492.40</b>
Nurtured Heart Program	9/7/2021	6/9/2021	197	1	158	51.05	\$	<b>8,065.90</b>
CEC ESY Teacher	7/6/2021	7/29/2021	15	8	120	30.19	\$	<b>3,622.80</b>
Lead Teacher Duties	7/1/2021	8/31/2021	10	8	80	53.6	\$	<b>4,288.00</b>

DASH ESY	7/6/2021	7/29/2021	15	4	60	29.9	\$	1,794.00
Moving items back to	8/2/2021	8/2/2021	1	4	4	20	\$	80.00
Nurtured Heart PD	8/5/2021	8/26/2021	2	6.5	13	29.11	\$	378.43
AEC ESY Teacher	7/7/2021	7/15/2021	5	8	40	29.11	\$	1,164.40
NH training	9/20/2021	9/20/2021	1	0.75	0.75	18.95	\$	14.21
CEC ESY Classroom	7/6/2021	7/29/2021	15	8	120	19.79	\$	2,374.80
Nurtured Heart Meetings	9/7/2021	6/25/2022	19	0.5	9.5	18.54	\$	176.13
CEC ESY Program Assistant	7/6/2021	7/29/2021	13	8	104	19.79	\$	2,058.16
Nurtured Heart PD	8/23/2021	8/23/2021	1	7	7	20.95	\$	146.65
CEC ESY Classroom	7/6/2021	7/29/2021	15	8	120	19.79	\$	2,374.80
Interp Marching Band for Dist	7/26/2021	8/31/2021	20	3	60	25.72	\$	1,543.20
Interp extracurricular	9/1/2021	6/10/2022	15	2	30	25.72	\$	771.60
Dept. planning/team building	8/3/2021	8/13/2021	1	4	4	30.35	\$	121.40
Stu Asst for Dist 271 Stu-A	9/2/2021	6/8/2022	172	7.5	1290	18.95	\$	24,445.50
TESA ESY	7/6/2021	7/29/2021	15	4	60	34.83	\$	2,089.80
Self-Advocacy Curriculum	7/5/2021	8/31/2021	5	2	10	46.53	\$	465.30
Nurtured Heart PD	8/23/2021	8/23/2021	1	7	7	27.55	\$	192.85
IGH Middle School DHH	7/6/2021	7/29/2021	15	3	45	35.08	\$	1,578.60
Nurtured Heart PD	8/23/2021	8/23/2021	1	7	7	48.21	\$	337.47
PCM Trainer Prep	7/1/2021	8/27/2021	7	4	28	48.21	\$	1,349.88
Intakes, due process	7/1/2021	8/27/2021	26	4.5	112	51.05	\$	5,717.60
BTT training prep	8/1/2021	8/25/2021	1	7	7	51.05	\$	357.35
AEC ESY Teacher	7/6/2021	7/12/2021	3	8	24	51.05	\$	1,225.20
Dept. planning/team building	8/3/2021	8/13/2021	1	4	4	53.6	\$	214.40
PACES ESY	7/6/2021	7/29/2021	15	8	120	18.95	\$	2,274.00
DASH & TESA ESY	7/6/2021	7/29/2021	15	8	120	53.6	\$	6,432.00
ESY	7/6/2021	7/29/2021	15	8	120	20.52	\$	2,462.40
meeting	7/20/2021	7/20/2021	1	3	3	33.83	\$	104.49
ENROLLMENT MEETINGS	8/16/2021	8/17/2021	2	3	6	33.83	\$	202.98
AEC ESY Classroom	7/6/2021	7/29/2021	15	8	120	20.95	\$	2,514.00
CEC ESY Program Assistant	7/6/2021	7/29/2021	15	8	120	24.55	\$	2,946.00
Dept. planning/team building	8/3/2021	8/13/2021	1	4	4	32.25	\$	129.00
PCM Trainer prep	7/1/2021	8/27/2021	7	4	28	32.25	\$	903.00
Social work supports for 21-	7/1/2021	8/31/2021	6	4	24	32.25	\$	774.00
PACES ESY	7/6/2021	7/29/2021	15	8	120	59.59	\$	7,150.80
PowerSchools, CIP,	7/1/2021	8/31/2021	40	5	200	46.02	\$	9,204.00
Self-Advocacy Curriculum	7/5/2021	8/31/2021	5	2	10	46.02	\$	460.20
AEC ESY Classroom	7/6/2021	7/29/2021	15	8	120	19.79	\$	2,374.80
PCM trainer	8/10/2021	8/12/2021	3	7	21	56.19	\$	1,179.99
Custodian/Mail Delivery	8/1/2021	8/31/2021	7	5	35	17.06	\$	597.10
IEP Meeting - ISD 914	7/22/2021	8/20/2021	2	2	4	53.6	\$	214.40
CEC ESY Program Assistant	7/6/2021	7/29/2021	8	4	32	19.79	\$	633.28
AEC ESY Classroom	7/6/2021	7/29/2021	15	8	120	19.79	\$	2,374.80
Health Associate DASH ESY	7/6/2021	7/29/2021	15	8	120	29.42	\$	3,530.40
Moving items back to	8/2/2021	8/2/2021	1	4	4	20	\$	80.00
Summer Extra Duty	7/1/2021	8/27/2021	19	4	61	55.32	\$	3,374.52
Continuous Improvement	8/2/2021	8/3/2021	2	8	16	55.32	\$	885.12
Esy teacher @ Cedar SUN	7/7/2021	7/29/2021	10	3.4	34	36.42	\$	1,238.28
CEC ESY Classroom	7/6/2021	7/29/2021	15	8	120	19.37	\$	2,324.40
AEC ESY Program Assistant	7/6/2021	7/29/2021	15	8	120	20.95	\$	2,514.00
LC Preschool DHH Resource	7/6/2021	7/29/2021	15	3	45	55.63	\$	2,503.35
Write eval for learner going	7/6/2021	7/30/2021	1	4	4	55.63	\$	222.52
Summer Extra Duty	7/1/2021	8/27/2021	21	4	84	53.6	\$	4,502.40
Continuous Improvement	8/2/2021	8/3/2021	2	8	16	53.6	\$	857.60
ESY - week 1	7/6/2021	7/8/2021	6	8	48	20.95	\$	1,005.60
Interp for stu at Pond Early	7/6/2021	7/30/2021	19	2.5	47.5	21.05	\$	999.88
Nurtured Heart PD	8/5/2021	8/26/2021	2	6.5	13	45.38	\$	589.94
PBSP Meeting from	8/11/2021	8/11/2021	1	1.5	1.5	45.38	\$	68.07

ESY Paraprofessional	7/6/2021	7/29/2021	15	8	120	19.79	\$	<b>2,374.80</b>
Helping move classrooms	8/3/2021	8/3/2021	1	2	2	20	\$	<b>40.00</b>
Nurtured Heart Meetings	9/7/2021	6/9/2022	19	0.5	9.5	19.79	\$	<b>188.01</b>
Nurtured Heart Training	9/20/2021	9/27/2021	2	0.75	1.5	18.54	\$	<b>27.81</b>
ESY	7/6/2021	7/29/2021	15	8	120	20.52	\$	<b>2,462.40</b>
Dept. planning/team building	8/3/2021	8/23/2021	1	4	4	32.69	\$	<b>130.76</b>
ESY	7/6/2021	7/29/2021	15	8	120	24.55	\$	<b>2,946.00</b>
Mandated Reporter Project	8/11/2021	8/30/2021	1	5	5	32.68	\$	<b>163.40</b>
PBIS Booster Training	8/2/2021	8/2/2021	1	4	4	41.42	\$	<b>165.68</b>
Assist with ESY planning-	7/1/2021	8/31/2021	20	4	80	54.28	\$	<b>4,342.40</b>
PACES ESY	7/6/2021	7/29/2021	15	60	120	33.91	\$	<b>4,069.20</b>
Student Assistant for Ben	8/26/2021	6/2/2022	176	7.25	1276	18.54	\$	<b>23,657.04</b>
IEP Meeting ISD 194	7/22/2021	8/20/2021	2	2	4	31.58	\$	<b>126.32</b>
Nurtured Heart PD	8/5/2021	8/26/2021	2	6.5	13	45.76	\$	<b>594.88</b>
ESY summer school	7/6/2021	7/29/2021	15	8	120	45.76	\$	<b>5,491.20</b>
ESY	7/6/2021	7/29/2021	15	8	120	19.79	\$	<b>2,374.80</b>
Itinerant CA for Hastings HS	7/12/2021	7/30/2021	15	3.25	48.75	24.05	\$	<b>1,172.44</b>
Interp D/HH interviews and	7/6/2021	8/31/2021	6	5	30	31.24	\$	<b>937.20</b>
AEC ESY Program Assistant	7/6/2021	7/29/2021	15	4	60	18.95	\$	<b>1,137.00</b>
PD Nurtured Heart	8/9/2021	8/23/2021	3.5	7	24.5	18.95	\$	<b>464.28</b>
CEC ESY Classroom	7/6/2021	7/29/2021	11	8	88	24.55	\$	<b>2,160.40</b>
Sensory Pathway/ Task	7/1/2021	8/31/2021	5	4	20	55.1	\$	<b>1,102.00</b>
ESY for ECSE TEA students	7/1/2021	8/31/2021	4	4	16	35.02	\$	<b>560.32</b>
ECSE Summer Meeting /	7/1/2021	8/31/2021	1	3.5	3.5	35.02	\$	<b>122.57</b>
Nurtured Heart Training	8/26/2021	8/26/2021	1	3	3	19.79	\$	<b>59.37</b>
PBIS Action Plan	8/1/2021	8/31/2021	1	2	2	19.79	\$	<b>39.58</b>
ESY Paraprofessional	7/6/2021	7/29/2021	15	4	60	19.79	\$	<b>1,187.40</b>
Nurtured Heart Meetings	9/7/2021	6/9/2022	19	0.5	9.5	19.79	\$	<b>188.01</b>
Classroom prep for D/HH	9/7/2021	9/9/2021	3	6	18	24.63	\$	<b>443.34</b>
Woodcock Johnson prep	8/3/2021	8/27/2021	1	4	4	47.36	\$	<b>189.44</b>
DASH ESY	7/6/2021	7/29/2021	15	8	120	23.76	\$	<b>2,851.20</b>
Health Associate for Andrew	9/2/2021	6/9/2022	176	6.75	1188	30.18	\$	<b>35,853.84</b>
ESY Paraprofessional	7/6/2021	7/29/2021	15	4	60	23.22	\$	<b>1,393.20</b>
Meeting	7/28/2021	7/28/2021	1	3	3	53.6	\$	<b>160.80</b>
Summer Session 2	7/6/2021	8/6/2021	24	6.75	162	19.37	\$	<b>3,137.94</b>
Control Tactics Training	9/3/2021	9/3/2021	1	8	8	19.37	\$	<b>154.96</b>
Moving classroom from MVE	7/13/2021	7/14/2021	2	4	8	20	\$	<b>160.00</b>
ESY Sub	7/14/2021	7/28/2021	5	8	25	24.13	\$	<b>603.25</b>
Interp before/aft sch act for	9/1/2021	6/10/2022	5	1	5	28.14	\$	<b>140.70</b>
PACES ESY	7/6/2021	7/29/2021	15	8	120	30.55	\$	<b>3,666.00</b>
ESY	7/6/2021	7/29/2021	15	8	120	33.83	\$	<b>4,059.60</b>
ESY	7/6/2021	7/29/2021	15	8	120	19.79	\$	<b>2,374.80</b>
AEC ESY Program Assistant	7/6/2021	7/22/2021	9	8	72	19.79	\$	<b>1,424.88</b>
IEP Meeting - ISD 194	7/22/2021	8/20/2021	2	2	4	55.63	\$	<b>222.52</b>
Moving from one space to	8/17/2021	8/27/2021	1	4	4	20	\$	<b>80.00</b>
TESA ESY	7/6/2021	7/29/2021	15	8	120	20.95	\$	<b>2,514.00</b>
DASH ESY	7/6/2021	7/29/2021	15	4	60	34.47	\$	<b>2,068.20</b>
PACES ESY	7/6/2021	7/29/2021	15	8	120	25.05	\$	<b>3,006.00</b>
AEC ESY Classroom	7/6/2021	7/29/2021	15	8	120	18.95	\$	<b>2,274.00</b>
AEC - ESY Program	7/6/2021	7/29/2021	15	8	120	21.38	\$	<b>2,565.60</b>
Nurtured Heart Training	8/26/2021	8/26/2021	1	3	3	31.58	\$	<b>94.74</b>
ESY Teacher	7/6/2021	7/29/2021	15	4	60	31.58	\$	<b>1,894.80</b>
Planning and Providing PD,	7/1/2021	8/31/2021	20	5	100	59.59	\$	<b>5,959.00</b>
PBIS Action Plan	8/1/2021	8/31/2021	1	2	2	47.82	\$	<b>95.64</b>
ESY DHH ITIN JULY	7/12/2021	7/30/2021	12	0.75	9	47.26	\$	<b>425.34</b>
Woodcock Johnson prep	8/3/2021	8/27/2021	1	4	4	59.59	\$	<b>238.36</b>
CEC ESY Classroom	7/6/2021	7/29/2021	15	8	120	18.95	\$	<b>2,274.00</b>
ESY Teacher	7/6/2021	7/29/2021	15	4	60	38.78	\$	<b>2,326.80</b>

IEP Meeting	8/4/2021	8/10/2021	1	1	1	38.78	\$	<b>38.78</b>
IEP Meeting for ARM	8/13/2021	8/13/2021	1	1	1	38.78	\$	<b>38.78</b>
PBSP Meeting from	8/11/2021	8/11/2021	1	1.5	1.5	27.03	\$	<b>40.55</b>
Planning and Providing PD,	7/5/2021	8/31/2021	20	5	100	47.57	\$	<b>4,757.00</b>
CEC ESY Classroom	7/6/2021	7/29/2021	15	8	120	19.79	\$	<b>2,374.80</b>
Interp staff	8/30/2021	6/10/2022	50	2	100	28.14	\$	<b>2,814.00</b>
HA for ESY	7/7/2021	7/13/2021	8	7.25	45.5	30.24	\$	<b>1,375.92</b>
Lead Support - CIP, Planning	7/5/2021	8/31/2021	16	5	80	59.59	\$	<b>4,767.20</b>
CEC ESY Teacher	7/6/2021	7/29/2021	15	8	120	54.62	\$	<b>6,554.40</b>
PD Nurtured Heart	8/23/2021	8/23/2021	1	7	18.27	18.95	\$	<b>346.22</b>
PACES ESY	7/6/2021	7/29/2021	15	4	60	28.28	\$	<b>1,696.80</b>
ESY Sub	7/12/2021	7/20/2021	4	4	16	21.38	\$	<b>342.08</b>
TESA ESY	7/6/2021	7/29/2021	15	8	120	60.26	\$	<b>7,231.20</b>
WBL Planning	7/1/2021	8/27/2021	7	5	35	60.26	\$	<b>2,109.10</b>
BT Trainer prep	8/1/2021	8/25/2021	1	4	4	60.26	\$	<b>241.04</b>
CEC ESY Substitute	7/7/2021	7/29/2021	5	8	40	27.18	\$	<b>1,087.20</b>
Interp before/aft sch activities	9/2/2021	6/10/2022	65	1	65	25.15	\$	<b>1,634.75</b>
Nurtured Heart PD	8/23/2021	8/23/2021	1	7	7	18.95	\$	<b>132.65</b>
Conscious Discipline	8/31/2021	8/31/2021	1	6	6	20.52	\$	<b>123.12</b>
CEC ESY Program Assistant	7/6/2021	7/29/2021	15	8	120	19.79	\$	<b>2,374.80</b>
ESY Teacher Sub @ PACES	7/22/2021	7/22/2021	1	4	4	33.83	\$	<b>135.32</b>
TESA/SUN ESY	7/6/2021	7/29/2021	15	8	120	20.52	\$	<b>2,462.40</b>
ESY Summer School	7/6/2021	7/29/2021	15	8	120	54.72	\$	<b>6,566.40</b>
CEC ESY Classroom	7/6/2021	7/29/2021	15	8	120	20.95	\$	<b>2,514.00</b>
ESY Paraprofessional	7/6/2021	7/29/2021	15	4	60	20.52	\$	<b>1,231.20</b>
Nurtured Heart Meetings	9/7/2021	6/9/2022	19	0.5	19.5	20.52	\$	<b>194.94</b>
Nurtured Heart Training	8/23/2021	8/23/2021	1	3	3	20.52	\$	<b>61.56</b>
CEC ESY Teacher	7/6/2021	7/29/2021	15	8	120	33.83	\$	<b>4,059.60</b>
ESY Teacher	7/6/2021	7/29/2021	15	8	120	35.4	\$	<b>4,248.00</b>
Helping move classrooms	7/24/2021	7/24/2021	1	2	2	20	\$	<b>40.00</b>
PBIS Booster Training	8/2/2021	8/2/2021	1	4	4	35.4	\$	<b>141.60</b>
ESY Paraprofessional LEC	7/6/2021	7/29/2021	15	4	60	18.95	\$	<b>1,137.00</b>
Nurtured Heart Training	9/7/2021	6/25/2022	19	0.5	9.5	18.95	\$	<b>180.03</b>
NH Meeting	9/20/2021	9/20/2021	1	0.75	0.75	18.95	\$	<b>14.21</b>
ESY VI ITIN JULY AUGUST	7/5/2021	7/15/2021	2	2	4	48.28	\$	<b>193.12</b>
CEC ESY Classroom	7/6/2021	7/29/2021	15	8	120	19.79	\$	<b>2,374.80</b>
Check mysterious smell in	9/10/2021	9/10/2021	1	2	2	31.3	\$	<b>62.60</b>
TESA/SUN ESY	7/6/2021	7/29/2021	15	8	120	53.6	\$	<b>6,432.00</b>
WBL Planning	7/1/2021	8/27/2021	7	5	35	53.6	\$	<b>1,876.00</b>
PCMTrainer Prep	7/1/2021	8/27/2021	7	4	28	53.6	\$	<b>1,500.80</b>
Parent Group	9/27/2021	6/9/2022	9	2	18	53.6	\$	<b>964.80</b>
Parent Group	9/27/2021	6/9/2022	9	2	18	40.75	\$	<b>733.50</b>
Child Care for parent group	9/27/2021	6/9/2022	9	2	18	19.79	\$	<b>356.22</b>
<b>TOTAL</b>							<b>\$</b>	<b>817,321.93</b>



Berg, Linda <linda.berg@isd917.org>

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## Assurance of Compliance Submission Received

1 message

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**MDE.Compliance-Assistance@state.mn.us** <MDE.Compliance-Assistance@state.mn.us>  
To: linda.berg@isd917.org

Tue, Sep 28, 2021 at 9:38 AM

This email is confirmation that the Assurance of Compliance (AOC) submission for Intermediate School District 917 0917-06 has been received and is complete for the 21-22 school year. If you have any questions, please feel free to reach out to Virginia Davis at 651-582-8338 or [Virginia.L.Davis@state.mn.us](mailto:Virginia.L.Davis@state.mn.us).

Virginia Davis

E-mail:  
mde.compliance-assistance@state.mn.us

Phone: 651-582-8338

Address:  
1500 Highway 36 West, Roseville, MN  
55113

## Assurance of Compliance

0917-06 Intermediate School District 917

-INFORMATION NEEDED TO EVIDENCE COMPLIANCE-

School Year: 21-22

\* - Indicates required fields.

### Coordinator Identification Information

	Human Rights Coordinator	Title IX Coordinator	504 Coordinator
Name*	Don Budach	Don Budach	Don Budach
Telephone Number*	651-423-8426	651-423-8426	651-423-8426
Fax Number*	651-423-8776	651-423-8776	651-423-8776
E-Mail Address*	don.budach@isd917.org	don.budach@isd917.org	don.budach@isd917.org

### Mandated Reporter Training

Minnesota Chapter 260E.30, Subd. 2(b). Districts must inform all mandated reporters of the duties.

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

Date of Verification \*

09/28/2021

As part of the Minnesota Department of Education's data collection for the Minnesota Olmstead Plan related to the topic area Prevent Abuse and Neglect, please provide the following information;

Total number of school district employees who have received mandated reporter training as of verification date? 497

Number of licensed staff? 212

Number of unlicensed staff? 285

\*This information is requested to assist in the prevention of abuse and neglect of students with disabilities through increased awareness and education of all school personnel and their duties associated with mandated reporting requirements.

### Document Submission Verification

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

Document	Last Submitted Date	Upload Document*
Harassment and Violence policy	09/28/2021	Select Upload Document: <input type="button" value="Choose File"/> No file chosen

### District Compliance Requirements Checklist

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

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

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

#### Federal Laws:

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

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

- Title VII of the Civil Rights Act of 1964 Pregnancy Discrimination Act (within Title VII) (42 USC § 2000e(k)).
- Title IX of the Education Amendments of 1972 (20 USC § 1681; 34 C.F.R. Part 106), which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.
- The Age Discrimination in Employment Act of 1967 (29 USC § 621; 42 USC § 6101; 29 C.F.R. Part 621), which prohibits discrimination on the basis of age (over 40 years).
- Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. part 104) prohibiting discrimination on the basis of disability.
- The American with Disabilities Act (42 USC § 12101, et seq.), also prohibiting discrimination on the basis of disability.
- Denial of Equal Educational Opportunity Prohibited (20 USC § 1703).
- The Fair Housing Act (42 USC § 3601 et seq.; 24 C.F.R. part 100).
- The Age Discrimination Act of 1975 (42 USC § 6101 and 6102; 34 C.F.R. part 110).
- Prohibition of Discrimination Based on Blindness (20 USC § 1684).

**State Laws:**

- The Minnesota Human Rights Act (Minn. Stat. § 363A), which prohibits discrimination in education programs and activities on grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual orientation, disability or age.
- Minnesota Statutes, section 121A.031, which requires school districts to have a written policy to prevent and to prohibit student bullying.
- Minnesota Statutes, section 121A.03, which requires school districts to have a policy prohibiting sexual/racial/religion harassment and violence which applies to students, teachers, administrators and other school personnel.
- Minnesota Statutes, section 121A.04, which prohibits sex discrimination in athletic programs.
- Minnesota Rules, part 3500.0550, relating to the Inclusive Educational Program Plan.
- Minnesota Rules, Chapter 3535.0100-.0180; 3535.2300-.2800; 3535.3000-.3700, relating to equality of educational opportunity and school desegregation, and prohibition of discriminatory practices.

By clicking "Submit" you are affirming that these laws are available in each building in the district, that the information that you have provided is accurate and that you have the authority to submit this assurance on behalf of the district. Clicking "Cancel" will clear data entered.

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

TO: School Board Members  
Superintendent Michael Favor

FROM: Nicolle Roush, Executive Director of Business Services

DATE: September 29, 2021

RE: New Section 125 Plan Document

**Pertinent Facts:**

1. In June of 2021, the district performed a discrimination test on our benefit plans. This test looked at enrollment of all employees to determine if benefits were discriminatory towards any employee groups.
  - a. This test was performed by Medcom in coordination with our broker (OneDigital) and results were received 9/3/21. This was to test our cafeteria plan, flexible spending account (FSA) and Section 105 (medical and dental) plans.
2. There are three cafeteria plan nondiscrimination tests an employer must generally satisfy to avoid adverse consequences to the highly compensated individuals.
  - a. There are three elements considered in this test: (1) an employment requirement limiting how long employees can be required to wait before being eligible; (2) an entry date requirement limiting how long an employee can be required to wait before participating; (3) a nondiscriminatory classification test requiring (a) a bona fide business classification for those included or excluded from the plan; and (b) a sufficient ratio of eligible non-highly compensated individuals to highly compensated individuals.
  - b. The district passed all requirements for our cafeteria plan offerings.
3. Section 105 (h) – Self Funded Medical and Dental test resulted in passing scores.
  - a. This test consisted of two parts an Eligibility Test (1) and a Benefits Test (2).
  - b. The medical plan passed both testing requirement and were found non-discriminatory.
4. Flexible Spending Account (FSA) plans [Medical Flex, Limited Medical Flex and Dependent Care Flex were tested next.
  - a. There are two FSA nondiscrimination tests an employer must generally satisfy to avoid adverse consequences to the highly compensated individuals. An eligibility test made up of 3 parts and a benefits test.
  - b. For medical and limited medical flexible spending accounts, this review failed to pass testing requirements in the eligibility section.
    - i. A plan must pass one of the following three tests to pass: (1) the 70% test - requiring 70% or more of all nonexcludable employees to benefit; (2) the 70%/80% test - if 70% or more of all nonexcludable employees are eligible to benefit under the plan and the plan benefits 80% or more of all nonexcludable employees who are eligible; and (3) the nondiscriminatory classification test - requiring (a) a bona fide business classification for those included or excluded from the plan; and (b) a sufficient ratio of eligible non-highly compensated individuals to highly compensated individuals.
    - ii. In these tests the district scored 19% on test (1), 19% on test (2) and a ratio of 10% on test (3).
    - iii. All failing marks that show the plan is more beneficial to highly compensated employees.
  - c. For the benefits test, the test ensures highly compensated individuals are not receiving better benefits or are not required to make lower contributions.

- i. The test found that all benefits provided to highly compensated individuals are provided to all other participants and passed.
  - d. In summary, the review found that 52 highly compensated individuals participated in the FSA plans. To have a passing ratio of near 1/3 being highly compensated vs 2/3 not highly compensated, the district would need to have only 18 highly compensated individuals be enrolled.
  - e. With this plan failing to meet passing requirements by a large margin, immediate actions were recommended.
  - f. To correct this, employees who enrolled in the plan for 2021 to set aside tax-free dollars will have to realize those funds as taxable income. No future enrollments in the plan will be made.
- 5. Dependent Care Spending Accounts were tested last and also had 4 parts to test, an eligibility test (1), a contributions & benefits standard (2), More-Than-5% Owner Standard (3) and a 55% Average Benefits Test (4).
  - i. The district passed 3 tests while failing the 55% Average Benefits Standard Test that ensures highly compensated individuals do not participate disproportionately.
  - ii. This test resulted in a non-passing score of 47%. With missing the passing grade by one highly compensated individual, this plan could be amended to reach compliance.
  - iii. To correct this, it was recommended lowering the amount you can set aside in the pre-tax dependent care spending account to \$2,500 maximum. This will bring the plan into compliance while still being able to offer it as a tax-free benefit to employees.
- 6. Based on the findings of the discriminatory testing, recommendations were made to have district plan offerings be in compliance as follows.
  - a. Do not offer the medical or limited medical flexible spending accounts to any employee group.
    - i. This was the measure agreed upon as participation in the plans by lower compensated employees was too low to try and bring the plan into compliance.
    - ii. Any funds in the pre-tax accounts for medical and limited medical flex will need to be taxed by the district thus removing the pre-tax benefit of the plan so it would not discriminate between lower and higher compensated employees. With the plan no longer being a tax benefit to enroll in, it is recommended this plan should not be offered going forward at this time.
  - b. Lower the limit of the dependent care spending account to \$2,500.
    - i. This will help ensure equal benefit between lower compensated employees based on current enrollment and highly compensated individuals.
- 7. To capture these changes, we needed to have a new Section 125 Document created that captures these updates.
  - a. The plan document has been created by Medcom outlining these changes to bring our plan into compliance and will need to be signed into effect.
  - b. Outlined in the document are the recommended changes to the medical, limited medical and dependent care flexible spending accounts.

**Recommendation:**

It is recommended the school board sign the new Section 125 plan document that outlines changes made to our flexible spending account plans. Signing the new document into effect will remove enrollment in the medical and limited medical flexible spending accounts as outlined and lower the dependent care spending account limit to \$2,500 annually.

# INTERMEDIATE SCHOOL DISTRICT 917

## SECTION 125 PLAN

### PLAN DOCUMENT

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### Plan Number 550

Established as of January 1, 1990  
Amended and Restated as of October 1, 2021



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**INTERMEDIATE SCHOOL DISTRICT 917  
SECTION 125 PLAN**

**INTRODUCTION**

The Employer has amended this Plan effective October 1, 2021, to recognize the contribution made to the Employer by its Employees. Its purpose is to reward them by providing benefits for those Employees who shall qualify hereunder and their Dependents and beneficiaries. The concept of this Plan is to allow Employees to choose among different types of benefits based on their own particular goals, desires and needs. This Plan is a restatement of a Plan which was originally effective on January 1, 1990. The Plan shall be known as Intermediate School District 917 Section 125 Plan (the "Plan").

The intention of the Employer is that the Plan qualify as a "Cafeteria Plan" within the meaning of Section 125 of the Internal Revenue Code of 1986, as amended, and that the benefits which an Employee elects to receive under the Plan be excludable from the Employee's income under Section 125(a) and other applicable sections of the Internal Revenue Code of 1986, as amended.

**ARTICLE I  
DEFINITIONS**

1.1 **"Administrator"** means the Employer unless another person or entity has been designated by the Employer pursuant to Section 8.1 to administer the Plan on behalf of the Employer. If the Employer is the Administrator, the Employer may appoint any person, including, but not limited to, the Employees of the Employer, to perform the duties of the Administrator. Any person so appointed shall signify acceptance by filing written acceptance with the Employer. Upon the resignation or removal of any individual performing the duties of the Administrator, the Employer may designate a successor.

1.2 **"Affiliated Employer"** means the Employer and any corporation which is a member of a controlled group of corporations (as defined in Code Section 414(b)) which includes the Employer; any trade or business (whether or not incorporated) which is under common control (as defined in Code Section 414(c)) with the Employer; any organization (whether or not incorporated) which is a member of an affiliated service group (as defined in Code Section 414(m)) which includes the Employer; and any other entity required to be aggregated with the Employer pursuant to Treasury regulations under Code Section 414(o).

1.3 **"Benefit" or "Benefit Options"** means any of the optional benefit choices available to a Participant as outlined in Section 4.1.

1.4 **"Cafeteria Plan Benefit Dollars"** means the amount available to Participants to purchase Benefit Options as provided under Section 4.1. Each dollar contributed to this Plan shall be converted into one Cafeteria Plan Benefit Dollar.

1.5 **"Code"** means the Internal Revenue Code of 1986, as amended or replaced from time to time.

1.6 **"Compensation"** means the amounts received by the Participant from the Employer during a Plan Year.

1.7 **"Dependent"** means any individual who qualifies as a dependent under the self-funded plan for purposes of that plan and under Code Section 152 (as modified by Code Section 105(b)). Any child of a Plan Participant who is determined to be an alternate recipient under a qualified medical child support order under ERISA Sec. 609 shall be considered a Dependent under this Plan.

**"Dependent"** shall include any Child of a Participant who is covered under an Insurance Contract, as defined in the Contract and under Code Section 152 (as modified by Code Section 105(b)), or as allowed by reason of the Affordable Care Act.

1.8 **"Effective Date"** means January 1, 1990.

1.9 **"Election Period"** means the period immediately preceding the beginning of each Plan Year established by the Administrator, such period to be applied on a uniform and nondiscriminatory basis for all Employees and Participants. However, an Employee's initial Election Period shall be determined pursuant to Section 5.1.

1.10 **"Eligible Employee"** means any active full-time Employee who has satisfied the provisions of Section 2.1. The number of hours worked per week to be considered full time depends on the employment contract.

An individual shall not be an "Eligible Employee" if such individual is not reported on the payroll records of the Employer as a common law employee. In particular, it is expressly intended that individuals not treated as common law employees by the Employer on its payroll records are not "Eligible Employees" and are excluded from Plan participation even if a court or administrative agency determines that such individuals are common law employees and not independent contractors.

1.11 **"Employee"** means any person who is employed by the Employer. The term Employee shall include leased employees within the meaning of Code Section 414(n)(2).

1.12 **"Employer"** means Intermediate School District 917 and any successor which shall maintain this Plan; and any predecessor which has maintained this Plan. In addition, where appropriate, the term Employer shall include any Participating, Affiliated or Adopting Employer.

1.13 **"Grace Period"** means, with respect to any Plan Year, the time period ending on the fifteenth day of the third calendar month after the end of such Plan Year, during which Employment-Related Dependent Care Expenses incurred by a Participant will be deemed to have been incurred during such Plan Year.

1.14 **"Insurance Contract"** means any contract issued by an Insurer underwriting a Benefit.

1.15 **"Insurer"** means any insurance company that underwrites a Benefit under this Plan or, with respect to any self-funded benefits, the Employer.

1.16 **"Key Employee"** means an Employee described in Code Section 416(i)(1) and the Treasury regulations thereunder.

1.17 **"Participant"** means any Eligible Employee who elects to become a Participant pursuant to Section 2.3 and has not for any reason become ineligible to participate further in the Plan.

1.18 **"Plan"** means this instrument, including all amendments thereto.

1.19 **"Plan Year"** means the 12-month period beginning January 1 and ending December 31. The Plan Year shall be the coverage period for the Benefits provided for under this Plan. In the event a Participant commences participation during a Plan Year, then the initial coverage period shall be that portion of the Plan Year commencing on such Participant's date of entry and ending on the last day of such Plan Year.

1.20 **"Premium Expenses"** or **"Premiums"** mean the Participant's cost for the Benefits described in Section 4.1.

1.21 **"Premium Expense Reimbursement Account"** means the account established for a Participant pursuant to this Plan to which part of his Cafeteria Plan Benefit Dollars may be allocated and from which Premiums of the Participant may be paid or reimbursed. If more than one type of insured or self-funded Benefit is elected, sub-accounts shall be established for each type of insured or self-funded Benefit.

1.22 **"Salary Redirection"** means the contributions made by the Employer on behalf of Participants pursuant to Section 3.1. These contributions shall be converted to Cafeteria Plan Benefit Dollars and allocated to the funds or accounts established under the Plan pursuant to the Participants' elections made under Article V.

1.23 **"Salary Redirection Agreement"** means an agreement between the Participant and the Employer under which the Participant agrees to reduce his Compensation or to forego all or part of the increases in such Compensation and to have such amounts contributed by the Employer to the Plan on the Participant's behalf. The Salary Redirection Agreement shall apply only to Compensation that has not been actually or constructively received by the Participant as of the date of the agreement (after taking this Plan and Code Section 125 into account) and, subsequently does not become currently available to the Participant.

1.24 **"Spouse"** means spouse as determined under Federal law.

## **ARTICLE II PARTICIPATION**

### **2.1 ELIGIBILITY**

Any Eligible Employee shall be eligible to participate hereunder as of his date of employment (or the Effective Date of the Plan, if later). However, any Eligible Employee who was a Participant in the Plan on the effective date of this amendment shall continue to be eligible to participate in the Plan.

### **2.2 EFFECTIVE DATE OF PARTICIPATION**

An Eligible Employee shall become a Participant effective as of the first day of the month following the date on which he met the eligibility requirements of Section 2.1.

### **2.3 APPLICATION TO PARTICIPATE**

An Employee who is eligible to participate in this Plan shall, during the applicable Election Period, complete an application to participate in a manner set forth by the Administrator. The election shall be irrevocable until the end of the applicable Plan Year unless the Participant is entitled to change his Benefit elections pursuant to Section 5.4 hereof.

An Eligible Employee shall also be required to complete a Salary Redirection Agreement during the Election Period for the Plan Year during which he wishes to participate in this Plan. Any such Salary Redirection Agreement shall be effective for the first pay period beginning on or after the Employee's effective date of participation pursuant to Section 2.2.

### **2.4 TERMINATION OF PARTICIPATION**

A Participant shall no longer participate in this Plan upon the occurrence of any of the following events:

- (a) **Termination of employment.** The Participant's termination of employment, subject to the provisions of Section 2.5;
- (b) **Death.** The Participant's death, subject to the provisions of Section 2.6; or
- (c) **Termination of the plan.** The termination of this Plan, subject to the provisions of Section 9.2.

### **2.5 TERMINATION OF EMPLOYMENT**

If a Participant's employment with the Employer is terminated for any reason other than death, his participation in the Benefit Options provided under Section 4.1 shall be governed in accordance with the following:

- (a) **Insurance Benefit.** With regard to Benefits provided under Section 4.1, the Participant's participation in the Plan shall cease, subject to the Participant's right to continue coverage under any Insurance Contract or self-funded benefit for which premiums have already

been paid. A terminated employee will lose coverage per the timeframe determined in the underlying documents for each benefit.

(b) **Dependent Care FSA.** With regard to the Dependent Care Flexible Spending Account, the Participant's participation in the Plan shall cease and no further Salary Redirection contributions shall be made. However, such Participant may submit claims for employment related Dependent Care Expense reimbursements for claims incurred up to midnight of the date of termination and submitted within 90 days after the end of the Plan Year in which they were terminated, based on the level of the Participant's Dependent Care Flexible Spending Account as of the date of termination.

## **2.6 DEATH**

If a Participant dies, his participation in the Plan shall cease. However, such Participant's spouse or Dependents may submit claims for expenses or benefits for the remainder of the Plan Year or until the Cafeteria Plan Benefit Dollars allocated to each specific benefit are exhausted. In no event may reimbursements be paid to someone who is not a spouse or Dependent. If the Plan is subject to the provisions of Code Section 4980B, then those provisions and related regulations shall apply for purposes of the Health Flexible Spending Account.

# **ARTICLE III CONTRIBUTIONS TO THE PLAN**

## **3.1 SALARY REDIRECTION**

Benefits under the Plan shall be financed by Salary Redirections sufficient to support Benefits that a Participant has elected hereunder and to pay the Participant's Premium Expenses. The salary administration program of the Employer shall be revised to allow each Participant to agree to reduce his pay during a Plan Year by an amount determined necessary to purchase the elected Benefit Options. The amount of such Salary Redirection shall be specified in the Salary Redirection Agreement and shall be applicable for a Plan Year. Notwithstanding the above, for new Participants, the Salary Redirection Agreement shall only be applicable from the first day of the pay period following the Employee's entry date up to and including the last day of the Plan Year. These contributions shall be converted to Cafeteria Plan Benefit Dollars and allocated to the funds or accounts established under the Plan pursuant to the Participants' elections made under Article IV.

Any Salary Redirection shall be determined prior to the beginning of a Plan Year (subject to initial elections pursuant to Section 5.1) and prior to the end of the Election Period and shall be irrevocable for such Plan Year. However, a Participant may revoke a Benefit election or a Salary Redirection Agreement after the Plan Year has commenced and make a new election with respect to the remainder of the Plan Year, if both the revocation and the new election are on account of and consistent with a change in status and such other permitted events as determined under Article V of the Plan and consistent with the rules and regulations of the Department of the Treasury. Salary Redirection amounts shall be contributed on a pro rata basis for each pay period during the Plan Year. All individual Salary Redirection Agreements are deemed to be part of this Plan and incorporated by reference hereunder.

## **3.2 APPLICATION OF CONTRIBUTIONS**

As soon as reasonably practical after each payroll period, the Employer shall apply the Salary Redirection to provide the Benefits elected by the affected Participants. Any contribution made or

withheld for the Dependent Care Flexible Spending Account shall be credited to such fund or account. Amounts designated for the Participant's Premium Expense Reimbursement Account shall likewise be credited to such account for the purpose of paying Premium Expenses.

### **3.3 PERIODIC CONTRIBUTIONS**

Notwithstanding the requirement provided above and in other Articles of this Plan that Salary Redirections be contributed to the Plan by the Employer on behalf of an Employee on a level and pro rata basis for each payroll period, the Employer and Administrator may implement a procedure in which Salary Redirections are contributed throughout the Plan Year on a periodic basis that is not pro rata for each payroll period.

## **ARTICLE IV BENEFITS**

### **4.1 BENEFIT OPTIONS**

Each Participant may elect any one or more of the following optional Benefits:

- (1) Dependent Care Flexible Spending Account
- (2) Insurance Premium Payment Plan
  - (i) Health Insurance Benefit
  - (ii) Dental Insurance Benefit
  - (iii) Vision Insurance Benefit
- (3) Health Savings Account Benefit

### **4.2 DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT BENEFIT**

Each Participant may elect to participate in the Dependent Care Flexible Spending Account option, in which case Article VI shall apply.

### **4.3 HEALTH INSURANCE BENEFIT**

- (a) **Coverage for Participant and Dependents.** Each Participant may elect to be covered under a health Contract for the Participant, his or her Spouse, and his or her Dependents.
- (b) **Employer selects contracts.** The Employer may select suitable health Contracts for use in providing this health insurance benefit, which policies will provide uniform benefits for all Participants electing this Benefit.
- (c) **Contract incorporated by reference.** The rights and conditions with respect to the benefits payable from such health Contract shall be determined therefrom, and such Contract shall be incorporated herein by reference.

#### 4.4 DENTAL INSURANCE BENEFIT

(a) **Coverage for Participant and/or Dependents.** Each Participant may elect to be covered under the Employer's dental Insurance Contract. In addition, the Participant may elect either individual or family coverage under such Insurance Contract.

(b) **Employer selects contracts.** The Employer may select suitable dental Insurance Contracts for use in providing this dental insurance benefit, which policies will provide uniform benefits for all Participants electing this Benefit.

(c) **Contract incorporated by reference.** The rights and conditions with respect to the benefits payable from such dental Insurance Contract shall be determined therefrom, and such dental Insurance Contract shall be incorporated herein by reference.

#### 4.5 VISION INSURANCE BENEFIT

(a) **Coverage for Participant and/or Dependents.** Each Participant may elect to be covered under the Employer's vision Insurance Contract. In addition, the Participant may elect either individual or family coverage.

(b) **Employer selects contracts.** The Employer may select suitable vision Insurance Contracts for use in providing this vision insurance benefit, which policies will provide uniform benefits for all Participants electing this Benefit.

(c) **Contract incorporated by reference.** The rights and conditions with respect to the benefits payable from such vision Insurance Contract shall be determined therefrom, and such vision Insurance Contract shall be incorporated herein by reference.

#### 4.6 HEALTH SAVINGS ACCOUNT BENEFIT

Each Participant may elect to have a portion of his Salary Redirections contributed to a Health Savings Account, as defined in Code Section 223. The amounts contributed shall be subject to the terms of the Health Savings Account as established. The maximum amount that may be contributed to the Health Savings Account shall be subject to the provisions of Code Section 223, as modified or adjusted from time to time by the Internal Revenue Service (IRS), and shall be automatically adjusted to the maximum annual contribution amounts established by the IRS for each calendar year.

#### 4.7 NONDISCRIMINATION REQUIREMENTS

(a) **Intent to be nondiscriminatory.** It is the intent of this Plan to provide benefits to a classification of employees which the Secretary of the Treasury finds not to be discriminatory in favor of the group in whose favor discrimination may not occur under Code Section 125.

(b) **25% concentration test.** It is the intent of this Plan not to provide qualified benefits as defined under Code Section 125 to Key Employees in amounts that exceed 25% of the aggregate of such Benefits provided for all Eligible Employees under the Plan. For purposes of the preceding sentence, qualified benefits shall not include benefits which (without regard to this paragraph) are includible in gross income.

(c) **Adjustment to avoid test failure.** If the Administrator deems it necessary to avoid discrimination or possible taxation to Key Employees or a group of employees in whose

favor discrimination may not occur in violation of Code Section 125, it may, but shall not be required to, reject any election or reduce contributions or non-taxable Benefits in order to assure compliance with the Code and regulations. Any act taken by the Administrator shall be carried out in a uniform and nondiscriminatory manner. With respect to any affected Participant who has had Benefits reduced pursuant to this Section, the reduction shall be made proportionately among Dependent Care Flexible Spending Account Benefits, and once all these Benefits are expended, proportionately among insured and self-funded Benefits. Contributions which are not utilized to provide Benefits to any Participant by virtue of any administrative act under this paragraph shall be forfeited and deposited into the benefit plan surplus.

## **ARTICLE V PARTICIPANT ELECTIONS**

### **5.1 INITIAL ELECTIONS**

An Employee who meets the eligibility requirements of Section 2.1 on the first day of, or during, a Plan Year may elect to participate in this Plan for all or the remainder of such Plan Year, provided he elects to do so on or before his effective date of participation pursuant to Section 2.2.

### **5.2 SUBSEQUENT ANNUAL ELECTIONS**

During the Election Period prior to each subsequent Plan Year, each Participant shall be given the opportunity to elect, on an election of benefits form to be provided by the Administrator, which Benefit options he wishes to select. Any such election shall be effective for any Benefit expenses incurred during the Plan Year which follows the end of the Election Period. With regard to subsequent annual elections, the following options shall apply:

(a) A Participant or Employee who failed to initially elect to participate may elect different or new Benefits under the Plan during the Election Period;

(b) A Participant may terminate his participation in the Plan by notifying the Administrator in writing during the Election Period that he does not want to participate in the Plan for the next Plan Year;

(c) An Employee who elects not to participate for the Plan Year following the Election Period will have to wait until the next Election Period before again electing to participate in the Plan, except as provided for in Section 5.4.

### **5.3 FAILURE TO ELECT**

With regard to Benefits available under the Plan for which no Premium Expenses apply, any Participant who fails to complete a new benefit election form pursuant to Section 5.2 by the end of the applicable Election Period shall be deemed to have elected not to participate in the Plan for the upcoming Plan Year. No further Salary Redirections shall therefore be authorized or made for the subsequent Plan Year for such Benefits.

With regard to Benefits available under the Plan for which Premium Expenses apply, any Participant who fails to complete a new benefit election form pursuant to Section 5.2 by the end of the applicable Election Period shall be deemed to have made the same Benefit elections as are then in effect

for the current Plan Year. The Participant shall also be deemed to have elected Salary Redirection in an amount necessary to purchase such Benefit options.

#### 5.4 CHANGE IN STATUS

(a) **Change in status defined.** Any Participant may change a Benefit election after the Plan Year (to which such election relates) has commenced and make new elections with respect to the remainder of such Plan Year if, under the facts and circumstances, the changes are necessitated by and are consistent with a change in status which is acceptable under rules and regulations adopted by the Department of the Treasury, the provisions of which are incorporated by reference. Notwithstanding anything herein to the contrary, if the rules and regulations conflict, then such rules and regulations shall control.

In general, a change in election is not consistent if the change in status is the Participant's divorce, annulment or legal separation from a Spouse, the death of a Spouse or Dependent, or a Dependent ceasing to satisfy the eligibility requirements for coverage, and the Participant's election under the Plan is to cancel accident or health insurance coverage for any individual other than the one involved in such event. In addition, if the Participant, Spouse or Dependent gains or loses eligibility for coverage, then a Participant's election under the Plan to cease or decrease coverage for that individual under the Plan corresponds with that change in status only if coverage for that individual becomes applicable or is increased under the family member plan.

Regardless of the consistency requirement, if the individual, the individual's Spouse, or Dependent becomes eligible for continuation coverage under the Employer's group health plan as provided in Code Section 4980B or any similar state law, then the individual may elect to increase payments under this Plan in order to pay for the continuation coverage. However, this does not apply for COBRA eligibility due to divorce, annulment or legal separation.

Any new election shall be effective at such time as the Administrator shall prescribe, but not earlier than the first pay period beginning after the election form is completed and returned to the Administrator. All new elections must be submitted via the form determined by the Administrator within 30 days of the change in status, notwithstanding any rule or regulation to the contrary. For the purposes of this subsection, a change in status shall only include the following events or other events permitted by Treasury regulations:

- (1) **Legal Marital Status:** events that change a Participant's legal marital status, including marriage, divorce, death of a Spouse, legal separation or annulment;
- (2) **Number of Dependents:** Events that change a Participant's number of Dependents, including birth, adoption, placement for adoption, or death of a Dependent;
- (3) **Employment Status:** Any of the following events that change the employment status of the Participant, Spouse, or Dependent: termination or commencement of employment, a strike or lockout, commencement or return from an unpaid leave of absence, or a change in worksite. In addition, if the eligibility conditions of this Plan or other employee benefit plan of the Employer of the Participant, Spouse, or Dependent depend on the employment status of that individual and there is a change in that individual's employment status with the consequence that the individual becomes (or ceases to be) eligible under the plan, then that change constitutes a change in employment under this subsection;

(4) Dependent satisfies or ceases to satisfy the eligibility requirements: An event that causes the Participant's Dependent to satisfy or cease to satisfy the requirements for coverage due to attainment of age, student status, or any similar circumstance; and

(5) Residency: A change in the place of residence of the Participant, Spouse or Dependent, that would lead to a change in status (such as a loss of HMO coverage).

For the Dependent Care Flexible Spending Account, a Dependent becoming or ceasing to be a "Qualifying Dependent" as defined under Code Section 21(b) shall also qualify as a change in status.

Notwithstanding anything in this Section to the contrary, the gain of eligibility or change in eligibility of a child, as allowed under Code Sections 105(b) and 106, and guidance thereunder, shall qualify as a change in status.

(b) **Special enrollment rights.** Notwithstanding subsection (a), the Participants may change an election for group health coverage during a Plan Year and make a new election that corresponds with the special enrollment rights provided in Code Section 9801(f), including those authorized under the provisions of the Children's Health Insurance Program Reauthorization Act of 2009 (SCHIP); provided that such Participant meets the sixty (60) day notice requirement imposed by Code Section 9801(f) (or such longer period as may be permitted by the Plan and communicated to Participants). Such change shall take place on a prospective basis, unless otherwise required by Code Section 9801(f) to be retroactive.

(c) **Qualified Medical Support Order.** Notwithstanding subsection (a), in the event of a judgment, decree, or order (including approval of a property settlement) ("order") resulting from a divorce, legal separation, annulment, or change in legal custody which requires accident or health coverage for a Participant's child (including a foster child who is a Dependent of the Participant):

(1) The Plan may change an election to provide coverage for the child if the order requires coverage under the Participant's plan; or

(2) The Participant shall be permitted to change an election to cancel coverage for the child if the order requires the former Spouse to provide coverage for such child, under that individual's plan and such coverage is actually provided.

(d) **Medicare or Medicaid.** Notwithstanding subsection (a), a Participant may change elections to cancel or reduce accident or health coverage for the Participant or the Participant's Spouse or Dependent if the Participant or the Participant's Spouse or Dependent is enrolled in the accident or health coverage of the Employer and becomes entitled to coverage (i.e., enrolled) under Part A or Part B of the Title XVIII of the Social Security Act (Medicare) or Title XIX of the Social Security Act (Medicaid), other than coverage consisting solely of benefits under Section 1928 of the Social Security Act (the program for distribution of pediatric vaccines). If the Participant or the Participant's Spouse or Dependent who has been entitled to Medicaid or Medicare coverage loses eligibility, that individual may prospectively elect coverage under the Plan if a benefit package option under the Plan provides similar coverage.

(e) **Cost increase or decrease.** If the cost of a Benefit provided under the Plan increases or decreases during a Plan Year, then the Plan shall automatically increase or decrease,

as the case may be, the Salary Redirections of all affected Participants for such Benefit. Alternatively, if the cost of a benefit package option increases significantly, the Administrator shall permit the affected Participants to either make corresponding changes in their payments or revoke their elections and, in lieu thereof, receive on a prospective basis coverage under another benefit package option with similar coverage, or drop coverage prospectively if there is no benefit package option with similar coverage.

A cost increase or decrease refers to an increase or decrease in the amount of elective contributions under the Plan, whether resulting from an action taken by the Participants or an action taken by the Employer.

(f) **Loss of coverage.** If the coverage under a Benefit is significantly curtailed or ceases during a Plan Year, affected Participants may revoke their elections of such Benefit and, in lieu thereof, elect to receive on a prospective basis coverage under another plan with similar coverage, or drop coverage prospectively if no similar coverage is offered.

(g) **Addition of a new benefit.** If, during the period of coverage, a new benefit package option or other coverage option is added, an existing benefit package option is significantly improved, or an existing benefit package option or other coverage option is eliminated, then the affected Participants may elect the newly-added option, or elect another option if an option has been eliminated prospectively and make corresponding election changes with respect to other benefit package options providing similar coverage. In addition, those Eligible Employees who are not participating in the Plan may opt to become Participants and elect the new or newly improved benefit package option.

(h) **Loss of coverage under certain other plans.** A Participant may make a prospective election change to add group health coverage for the Participant, the Participant's Spouse or Dependent if such individual loses group health coverage sponsored by a governmental or educational institution, including a state children's health insurance program under the Social Security Act, the Indian Health Service or a health program offered by an Indian tribal government, a state health benefits risk pool, or a foreign government group health plan.

(i) **Change of coverage due to change under certain other plans.** A Participant may make a prospective election change that is on account of and corresponds with a change made under the plan of a Spouse's, former Spouse's or Dependent's employer if (1) the cafeteria plan or other benefits plan of the Spouse's, former Spouse's or Dependent's employer permits its participants to make a change; or (2) the cafeteria plan permits participants to make an election for a period of coverage that is different from the period of coverage under the cafeteria plan of a Spouse's, former Spouse's or Dependent's employer.

(j) **Change in dependent care provider.** A Participant may make a prospective election change that is on account of and corresponds with a change by the Participant in the dependent care provider. The availability of dependent care services from a new childcare provider is similar to a new benefit package option becoming available. A cost change is allowable in the Dependent Care Flexible Spending Account only if the cost change is imposed by a dependent care provider who is not related to the Participant, as defined in Code Section 152(a)(1) through (8).

(k) **Health Savings Account changes.** With regard to the Health Savings Account Benefit specified in Section 4.6, a Participant who has elected to make elective contributions

under such arrangement may modify or revoke the election prospectively, provided such change is consistent with Code Section 223 and the Treasury regulations thereunder.

## **ARTICLE VI DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT**

### **6.1 ESTABLISHMENT OF ACCOUNT**

This Dependent Care Flexible Spending Account is intended to qualify as a program under Code Section 129 and shall be interpreted in a manner consistent with such Code Section. Participants who elect to participate in this program may submit claims for the reimbursement of Employment-Related Dependent Care Expenses. All amounts reimbursed shall be paid from amounts allocated to the Participant's Dependent Care Flexible Spending Account.

### **6.2 DEFINITIONS**

For the purposes of this Article and the Cafeteria Plan the terms below shall have the following meaning:

(a) **"Dependent Care Flexible Spending Account"** means the account established for a Participant pursuant to this Article to which part of his Cafeteria Plan Benefit Dollars may be allocated and from which Employment-Related Dependent Care Expenses of the Participant may be reimbursed for the care of the Qualifying Dependents of Participants.

(b) **"Earned Income"** means earned income as defined under Code Section 32(c)(2), but excluding such amounts paid or incurred by the Employer for dependent care assistance to the Participant.

(c) **"Employment-Related Dependent Care Expenses"** means the amounts paid for expenses of a Participant for those services which if paid by the Participant would be considered employment related expenses under Code Section 21(b)(2). Generally, they shall include expenses for household services and for the care of a Qualifying Dependent, to the extent that such expenses are incurred to enable the Participant to be gainfully employed for any period for which there are one or more Qualifying Dependents with respect to such Participant. Employment-Related Dependent Care Expenses are treated as having been incurred when the Participant's Qualifying Dependents are provided with the dependent care that gives rise to the Employment-Related Dependent Care Expenses, not when the Participant is formally billed or charged for, or pays for the dependent care. The determination of whether an amount qualifies as an Employment-Related Dependent Care Expense shall be made subject to the following rules:

(1) If such amounts are paid for expenses incurred outside the Participant's household, they shall constitute Employment-Related Dependent Care Expenses only if incurred for a Qualifying Dependent as defined in Section 6.2(d)(1) (or deemed to be, as described in Section 6.2(d)(1) pursuant to Section 6.2(d)(3)), or for a Qualifying Dependent as defined in Section 6.2(d)(2) (or deemed to be, as described in Section 6.2(d)(2) pursuant to Section 6.2(d)(3)) who regularly spends at least 8 hours per day in the Participant's household;

(2) If the expense is incurred outside the Participant's home at a facility that provides care for a fee, payment, or grant for more than 6 individuals who do not regularly reside

at the facility, the facility must comply with all applicable state and local laws and regulations, including licensing requirements, if any; and

(3) Employment-Related Dependent Care Expenses of a Participant shall not include amounts paid or incurred to a child of such Participant who is under the age of 19 or to an individual who is a Dependent of such Participant or such Participant's Spouse.

(d) **"Qualifying Dependent"** means, for Dependent Care Flexible Spending Account purposes,

(1) a Participant's Dependent (as defined in Code Section 152(a)(1)) who has not attained age 13;

(2) a Dependent or the Spouse of a Participant who is physically or mentally incapable of caring for himself or herself and has the same principal place of abode as the Participant for more than one-half of such taxable year; or

(3) a child that is deemed to be a Qualifying Dependent described in paragraph (1) or (2) above, whichever is appropriate, pursuant to Code Section 21(e)(5).

(e) The definitions of Article I are hereby incorporated by reference to the extent necessary to interpret and apply the provisions of this Dependent Care Flexible Spending Account.

### **6.3 DEPENDENT CARE FLEXIBLE SPENDING ACCOUNTS**

The Administrator shall establish a Dependent Care Flexible Spending Account for each Participant who elects to apply Cafeteria Plan Benefit Dollars to Dependent Care Flexible Spending Account benefits.

### **6.4 INCREASES IN DEPENDENT CARE FLEXIBLE SPENDING ACCOUNTS**

A Participant's Dependent Care Flexible Spending Account shall be increased each pay period by the portion of Cafeteria Plan Benefit Dollars that he has elected to apply toward his Dependent Care Flexible Spending Account pursuant to elections made under Article V hereof.

### **6.5 DECREASES IN DEPENDENT CARE FLEXIBLE SPENDING ACCOUNTS**

A Participant's Dependent Care Flexible Spending Account shall be reduced by the amount of any Employment-Related Dependent Care Expense reimbursements paid or incurred on behalf of a Participant pursuant to Section 6.12 hereof.

### **6.6 ALLOWABLE DEPENDENT CARE REIMBURSEMENT**

Subject to limitations contained in Section 6.9 of this Program, and to the extent of the amount contained in the Participant's Dependent Care Flexible Spending Account, a Participant who incurs Employment-Related Dependent Care Expenses shall be entitled to receive from the Employer full reimbursement for the entire amount of such expenses incurred during the Plan Year or portion thereof during which he is a Participant.

## 6.7 ANNUAL STATEMENT OF BENEFITS

On or before January 31st of each calendar year, the Employer shall furnish to each Employee who was a Participant and received benefits under Section 6.6 during the prior calendar year, a statement of all such benefits paid to or on behalf of such Participant during the prior calendar year. This statement is set forth on the Participant's Form W-2.

## 6.8 FORFEITURES

The amount in a Participant's Dependent Care Flexible Spending Account as of the end of any Plan Year (and after the processing of all claims for such Plan Year pursuant to Section 6.12 hereof) shall be forfeited and credited to the benefit plan surplus. In such event, the Participant shall have no further claim to such amount for any reason.

## 6.9 LIMITATION ON PAYMENTS

(a) **Plan limits.** Notwithstanding any provision contained in this Dependent Care Flexible Spending Account to the contrary, the following limits apply. The maximum amount that may be allocated to the Dependent Care Flexible Spending Account by a Participant in or on account of any Plan Year is \$2500.

(b) **Code limits.** Notwithstanding any provision contained in this Article to the contrary, amounts paid from a Participant's Dependent Care Flexible Spending Account in or on account of any taxable year of the Participant shall not exceed the lesser of the Earned Income limitation described in Code Section 129(b) or \$5,000 (\$2,500 if a separate tax return is filed by a Participant who is married as determined under the rules of paragraphs (3) and (4) of Code Section 21(e)).

## 6.10 NONDISCRIMINATION REQUIREMENTS

(a) **Intent to be nondiscriminatory.** It is the intent of this Dependent Care Flexible Spending Account that contributions or benefits not discriminate in favor of the group of employees in whose favor discrimination may not occur under Code Section 129(d).

(b) **25% test for shareholders.** It is the intent of this Dependent Care Flexible Spending Account that not more than 25 percent of the amounts paid by the Employer for dependent care assistance during the Plan Year will be provided for the class of individuals who are shareholders or owners (or their Spouses or Dependents), each of whom (on any day of the Plan Year) owns more than 5 percent of the stock or of the capital or profits interest in the Employer.

(c) **Adjustment to avoid test failure.** If the Administrator deems it necessary to avoid discrimination or possible taxation to a group of employees in whose favor discrimination may not occur in violation of Code Section 129 it may, but shall not be required to, reject any elections or reduce contributions or non-taxable benefits in order to assure compliance with this Section. Any act taken by the Administrator under this Section shall be carried out in a uniform and nondiscriminatory manner. If the Administrator decides to reject any elections or reduce contributions or Benefits, it shall be done in the following manner. First, the Benefits designated for the Dependent Care Flexible Spending Account by the affected Participant that elected to contribute the highest amount to such account for the Plan Year shall be reduced until the nondiscrimination tests set forth in this Section are satisfied, or until the amount designated for

the account equals the amount designated for the account of the affected Participant who has elected the second highest contribution to the Dependent Care Flexible Spending Account for the Plan Year. This process shall continue until the nondiscrimination tests set forth in this Section are satisfied. Contributions which are not utilized to provide Benefits to any Participant by virtue of any administrative act under this paragraph shall be forfeited.

#### **6.11 COORDINATION WITH CAFETERIA PLAN**

All Participants under the Cafeteria Plan are eligible to receive Benefits under this Dependent Care Flexible Spending Account. The enrollment and termination of participation under the Cafeteria Plan shall constitute enrollment and termination of participation under this Dependent Care Flexible Spending Account. In addition, other matters concerning contributions, elections and the like shall be governed by the general provisions of the Cafeteria Plan.

#### **6.12 DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT CLAIMS**

The Administrator shall direct the payment of all such Dependent Care claims to the Participant upon the presentation to the Administrator of documentation of such expenses in a form satisfactory to the Administrator. However, in the Administrator's discretion, payments may be made directly to the service provider. In its discretion in administering the Plan, the Administrator may utilize forms and require documentation of costs as may be necessary to verify the claims submitted. At a minimum, the form shall include a statement from an independent third party as proof that the expense has been incurred during the Plan Year including the Grace Period and the amount of such expense. In addition, the Administrator may require that each Participant who desires to receive reimbursement under this Program for Employment-Related Dependent Care Expenses submit a statement which may contain some or all of the following information:

- (a) The Dependent or Dependents for whom the services were performed;
- (b) The nature of the services performed for the Participant, the cost of which he wishes reimbursement;
- (c) The relationship, if any, of the person performing the services to the Participant;
- (d) If the services are being performed by a child of the Participant, the age of the child;
- (e) A statement as to where the services were performed;
- (f) If any of the services were performed outside the home, a statement as to whether the Dependent for whom such services were performed spends at least 8 hours a day in the Participant's household;
- (g) If the services were being performed in a day care center, a statement:
  - (1) that the day care center complies with all applicable laws and regulations of the state of residence,
  - (2) that the day care center provides care for more than 6 individuals (other than individuals residing at the center), and

- (3) of the amount of fee paid to the provider.
- (h) If the Participant is married, a statement containing the following:
  - (1) the Spouse's salary or wages if he or she is employed, or
  - (2) if the Participant's Spouse is not employed, that
    - (i) he or she is incapacitated, or
    - (ii) he or she is a full-time student attending an educational institution and the months during the year which he or she attended such institution.

(i) **Grace Period.** Notwithstanding anything in this Section to the contrary, Employment-Related Dependent Care Expenses incurred during the Grace Period, up to the remaining account balance, shall also be deemed to have been incurred during the Plan Year to which the Grace Period relates.

(j) **Claims for reimbursement.** If a Participant fails to submit a claim within 90 days after the end of the Plan Year, those claims shall not be considered for reimbursement by the Administrator.

### 6.13 DEBIT AND CREDIT CARDS

Participants may, subject to a procedure established by the Administrator and applied in a uniform nondiscriminatory manner, use debit and/or credit (stored value) cards ("cards") provided by the Administrator and the Plan for payment of Employment-Related Dependent Care Expenses, subject to the following terms:

(a) **Card only for dependent care expenses.** Each Participant issued a card shall certify that such card shall only be used for Employment-Related Dependent Care Expenses. The Participant shall also certify that any Employment-Related Dependent Care Expense paid with the card has not already been reimbursed by any other plan covering dependent care benefits and that the Participant will not seek reimbursement from any other plan covering dependent care benefits.

(b) **Card issuance.** Such card shall be issued upon the Participant's Effective Date of Participation and reissued for each Plan Year the Participant remains a Participant in the Dependent Care Flexible Spending Account. Such card shall be automatically cancelled upon the Participant's death or termination of employment, or if such Participant has a change in status that results in the Participant's withdrawal from the Dependent Care Flexible Spending Account.

(c) **Only available for use with certain service providers.** The cards shall only be accepted by such service providers as have been approved by the Administrator. The cards shall only be used for Employment-Related Dependent Care Expenses from these providers.

(d) **Substantiation.** Such purchases by the cards shall be subject to substantiation by the Administrator, usually by submission of a receipt from a service provider describing the service, the date and the amount. The Administrator shall also follow the requirements set forth in Revenue Ruling 2003-43 and Notice 2006-69. All charges shall be conditional pending confirmation and substantiation.

(e) **Correction methods.** If such purchase is later determined by the Administrator to not qualify as an Employment-Related Dependent Care Expense, the Administrator, in its discretion, shall use one of the following correction methods to make the Plan whole. Until the amount is repaid, the Administrator shall take further action to ensure that further violations of the terms of the card do not occur, up to and including denial of access to the card.

- (1) Repayment of the improper amount by the Participant;
- (2) Withholding the improper payment from the Participant's wages or other compensation to the extent consistent with applicable federal or state law;
- (3) Claims substitution or offset of future claims until the amount is repaid; and
- (4) if subsections (1) through (3) fail to recover the amount, consistent with the Employer's business practices, the Employer may treat the amount as any other business indebtedness.

## **ARTICLE VII BENEFITS AND RIGHTS**

### **7.1 CLAIM FOR BENEFITS**

(a) **Insurance claims.** Any claim for Benefits underwritten by the self-funded plan shall be made to the Employer. If the Employer denies any claim, the Participant or beneficiary shall follow the Employer's claims review procedure. Any claim for Benefits underwritten by Insurance Contract(s) shall be made to the Insurer. If the Insurer denies any claim, the Participant or beneficiary shall follow the Insurer's claims review procedure.

(b) **Dependent Care Flexible Spending Account claims.** Any claim for Dependent Care Flexible Spending Account Benefits shall be made to the Administrator. For the Dependent Care Flexible Spending Account, if a Participant fails to submit a claim within 90 days after the end of the Plan Year, those claims shall not be considered for reimbursement by the Administrator. If the Administrator denies a claim, the Administrator may provide notice to the Participant or beneficiary, in writing, within 90 days after the claim is filed unless special circumstances require an extension of time for processing the claim. The notice of a denial of a claim shall be written in a manner calculated to be understood by the claimant and shall set forth:

- (1) specific references to the pertinent Plan provisions on which the denial is based;
- (2) a description of any additional material or information necessary for the claimant to perfect the claim and an explanation as to why such information is necessary; and
- (3) an explanation of the Plan's claim procedure.

(c) **Appeal.** Within 60 days after receipt of the above material, the claimant shall have a reasonable opportunity to appeal the claim denial to the Administrator for a full and fair review. The claimant or his duly authorized representative may:

- (1) request a review upon written notice to the Administrator;

- (2) review pertinent documents; and
- (3) submit issues and comments in writing.

(d) **Review of appeal.** A decision on the review by the Administrator will be made not later than 60 days after receipt of a request for review, unless special circumstances require an extension of time for processing (such as the need to hold a hearing), in which event a decision should be rendered as soon as possible, but in no event later than 120 days after such receipt. The decision of the Administrator shall be written and shall include specific reasons for the decision, written in a manner calculated to be understood by the claimant, with specific references to the pertinent Plan provisions on which the decision is based.

(e) **Forfeitures.** Any balance remaining in the Participant's Dependent Care Flexible Spending Account as of the end of the time for claims reimbursement for each Plan Year and Grace Period (if applicable) shall be forfeited and deposited in the benefit plan surplus of the Employer pursuant to Section 6.8, unless the Participant had made a claim for such Plan Year, in writing, which has been denied or is pending; in which event the amount of the claim shall be held in his account until the claim appeal procedures set forth above have been satisfied or the claim is paid. If any such claim is denied on appeal, the amount held beyond the end of the Plan Year shall be forfeited and credited to the benefit plan surplus.

## **7.2 APPLICATION OF BENEFIT PLAN SURPLUS**

Any forfeited amounts credited to the benefit plan surplus by virtue of the failure of a Participant to incur a qualified expense or seek reimbursement in a timely manner may, but need not be, separately accounted for after the close of the Plan Year (or after such further time specified herein for the filing of claims) in which such forfeitures arose. In no event shall such amounts be carried over to reimburse a Participant for expenses incurred during a subsequent Plan Year for the same or any other Benefit available under the Plan; nor shall amounts forfeited by a particular Participant be made available to such Participant in any other form or manner, except as permitted by Treasury regulations. Amounts in the benefit plan surplus shall be used to defray any administrative costs and experience losses or used to provide additional benefits under the Plan. No amounts attributable to the Health Savings Account shall be subject to the benefit plan surplus.

## **ARTICLE VIII ADMINISTRATION**

### **8.1 PLAN ADMINISTRATION**

The Employer shall be the Administrator, unless the Employer elects otherwise. The Employer may appoint any person, including, but not limited to, the Employees of the Employer, to perform the duties of the Administrator. Any person so appointed shall signify acceptance by filing acceptance in writing (or such other form as acceptable to both parties) with the Employer. Upon the resignation or removal of any individual performing the duties of the Administrator, the Employer may designate a successor.

If the Employer elects, the Employer shall appoint one or more Administrators. Any person, including, but not limited to, the Employees of the Employer, shall be eligible to serve as an Administrator. Any person so appointed shall signify acceptance by filing acceptance in writing (or such

other form as acceptable to both parties) with the Employer. An Administrator may resign by delivering a resignation in writing (or such other form as acceptable to both parties) to the Employer or be removed by the Employer by delivery of notice of removal (in writing or such other form as acceptable to both parties), to take effect at a date specified therein, or upon delivery to the Administrator if no date is specified. The Employer shall be empowered to appoint and remove the Administrator from time to time as it deems necessary for the proper administration of the Plan to ensure that the Plan is being operated for the exclusive benefit of the Employees entitled to participate in the Plan in accordance with the terms of the Plan and the Code.

The operation of the Plan shall be under the supervision of the Administrator. It shall be a principal duty of the Administrator to see that the Plan is carried out in accordance with its terms, and for the exclusive benefit of Employees entitled to participate in the Plan. The Administrator shall have full power and discretion to administer the Plan in all of its details and determine all questions arising in connection with the administration, interpretation, and application of the Plan. The Administrator may establish procedures, correct any defect, supply any information, or reconcile any inconsistency in such manner and to such extent as shall be deemed necessary or advisable to carry out the purpose of the Plan. The Administrator shall have all powers necessary or appropriate to accomplish the Administrator's duties under the Plan. The Administrator shall be charged with the duties of the general administration of the Plan as set forth under the Plan, including, but not limited to, in addition to all other powers provided by this Plan:

- (a) To make and enforce such procedures, rules and regulations as the Administrator deems necessary or proper for the efficient administration of the Plan;
- (b) To interpret the provisions of the Plan, the Administrator's interpretations thereof in good faith to be final and conclusive on all persons claiming benefits by operation of the Plan;
- (c) To decide all questions concerning the Plan and the eligibility of any person to participate in the Plan and to receive benefits provided by operation of the Plan;
- (d) To reject elections or to limit contributions or Benefits for certain highly compensated participants if it deems such to be desirable in order to avoid discrimination under the Plan in violation of applicable provisions of the Code;
- (e) To provide Employees with a reasonable notification of their benefits available by operation of the Plan and to assist any Participant regarding the Participant's rights, benefits or elections under the Plan;
- (f) To keep and maintain the Plan documents and all other records pertaining to and necessary for the administration of the Plan;
- (g) To review and settle all claims against the Plan, to approve reimbursement requests, and to authorize the payment of benefits if the Administrator determines such shall be paid if the Administrator decides in its discretion that the applicant is entitled to them. This authority specifically permits the Administrator to settle disputed claims for benefits and any other disputed claims made against the Plan;
- (h) To appoint such agents, counsel, accountants, consultants, and other persons or entities as may be required to assist in administering the Plan.

Any procedure, discretionary act, interpretation or construction taken by the Administrator shall be done in a nondiscriminatory manner based upon uniform principles consistently applied and shall be consistent with the intent that the Plan shall continue to comply with the terms of Code Section 125 and the Treasury regulations thereunder.

## **8.2 EXAMINATION OF RECORDS**

The Administrator shall make available to each Participant, Eligible Employee and any other Employee of the Employer such records as pertain to their interest under the Plan for examination at reasonable times during normal business hours.

## **8.3 PAYMENT OF EXPENSES**

Any reasonable administrative expenses shall be paid by the Employer unless the Employer determines that administrative costs shall be borne by the Participants under the Plan or by any Trust Fund which may be established hereunder. The Administrator may impose reasonable conditions for payments, provided that such conditions shall not discriminate in favor of highly compensated employees.

## **8.4 INSURANCE CONTROL CLAUSE**

In the event of a conflict between the terms of this Plan and the terms of an Insurance Contract of an independent third party Insurer whose product is then being used in conjunction with this Plan, the terms of the Insurance Contract shall control as to those Participants receiving coverage under such Insurance Contract. For this purpose, the Insurance Contract shall control in defining the persons eligible for insurance, the dates of their eligibility, the conditions which must be satisfied to become insured, if any, the benefits Participants are entitled to and the circumstances under which insurance terminates.

## **8.5 INDEMNIFICATION OF ADMINISTRATOR**

The Employer agrees to indemnify and to defend to the fullest extent permitted by law any Employee serving as the Administrator or as a member of a committee designated as Administrator (including any Employee or former Employee who previously served as Administrator or as a member of such committee) against all liabilities, damages, costs and expenses (including attorney's fees and amounts paid in settlement of any claims approved by the Employer) occasioned by any act or omission to act in connection with the Plan, if such act or omission is in good faith.

# **ARTICLE IX AMENDMENT OR TERMINATION OF PLAN**

## **9.1 AMENDMENT**

The Employer, at any time or from time to time, may amend any or all of the provisions of the Plan without the consent of any Employee or Participant. No amendment shall have the effect of modifying any benefit election of any Participant in effect at the time of such amendment, unless such amendment is made to comply with Federal, state or local laws, statutes or regulations.

## **9.2 TERMINATION**

The Employer reserves the right to terminate this Plan, in whole or in part, at any time. In the event the Plan is terminated, no further contributions shall be made. Benefits under any Contract shall be paid in accordance with the terms of the Contract.

No further additions shall be made to the Dependent Care Flexible Spending Account, but all payments from such fund shall continue to be made according to the elections in effect until 90 days after the termination date of the Plan. Any amounts remaining in any such fund or account as of the end of such period shall be forfeited and deposited in the benefit plan surplus after the expiration of the filing period.

## **ARTICLE X MISCELLANEOUS**

### **10.1 PLAN INTERPRETATION**

All provisions of this Plan shall be interpreted and applied in a uniform, nondiscriminatory manner. This Plan shall be read in its entirety and not severed except as provided in Section 10.11.

### **10.2 GENDER, NUMBER AND TENSE**

Wherever any words are used herein in one gender, they shall be construed as though they were also used in all genders in all cases where they would so apply; whenever any words are used herein in the singular or plural form, they shall be construed as though they were also used in the other form in all cases where they would so apply; and whenever any words are used herein in the past or present tense, they shall be construed as though they were also used in the other form in all cases where they would so apply.

### **10.3 WRITTEN DOCUMENT**

This Plan, in conjunction with any separate written document which may be required by law, is intended to satisfy the written Plan requirement of Code Section 125 and any Treasury regulations thereunder relating to cafeteria plans.

### **10.4 EXCLUSIVE BENEFIT**

This Plan shall be maintained for the exclusive benefit of the Employees who participate in the Plan.

### **10.5 PARTICIPANT'S RIGHTS**

This Plan shall not be deemed to constitute an employment contract between the Employer and any Participant or to be a consideration or an inducement for the employment of any Participant or Employee. Nothing contained in this Plan shall be deemed to give any Participant or Employee the right to be retained in the service of the Employer or to interfere with the right of the Employer to discharge any Participant or Employee at any time regardless of the effect which such discharge shall have upon him as a Participant of this Plan.

## **10.6 ACTION BY THE EMPLOYER**

Whenever the Employer under the terms of the Plan is permitted or required to do or perform any act or matter or thing, it shall be done and performed by a person duly authorized by its legally constituted authority.

## **10.7 NO GUARANTEE OF TAX CONSEQUENCES**

Neither the Administrator nor the Employer makes any commitment or guarantee that any amounts paid to or for the benefit of a Participant under the Plan will be excludable from the Participant's gross income for federal or state income tax purposes, or that any other federal or state tax treatment will apply to or be available to any Participant. It shall be the obligation of each Participant to determine whether each payment under the Plan is excludable from the Participant's gross income for federal and state income tax purposes, and to notify the Employer if the Participant has reason to believe that any such payment is not so excludable. Notwithstanding the foregoing, the rights of Participants under this Plan shall be legally enforceable.

## **10.8 INDEMNIFICATION OF EMPLOYER BY PARTICIPANTS**

If any Participant receives one or more payments or reimbursements under the Plan that are not for a permitted Benefit, such Participant shall indemnify and reimburse the Employer for any liability it may incur for failure to withhold federal or state income tax or Social Security tax from such payments or reimbursements. However, such indemnification and reimbursement shall not exceed the amount of additional federal and state income tax (plus any penalties) that the Participant would have owed if the payments or reimbursements had been made to the Participant as regular cash compensation, plus the Participant's share of any Social Security tax that would have been paid on such compensation, less any such additional income and Social Security tax actually paid by the Participant.

## **10.9 FUNDING**

Unless otherwise required by law, contributions to the Plan need not be placed in trust or dedicated to a specific Benefit, but may instead be considered general assets of the Employer. Furthermore, and unless otherwise required by law, nothing herein shall be construed to require the Employer or the Administrator to maintain any fund or segregate any amount for the benefit of any Participant, and no Participant or other person shall have any claim against, right to, or security or other interest in, any fund, account or asset of the Employer from which any payment under the Plan may be made.

## **10.10 GOVERNING LAW**

This Plan is governed by the Code and the Treasury regulations issued thereunder (as they might be amended from time to time). In no event shall the Employer guarantee the favorable tax treatment sought by this Plan. To the extent not preempted by Federal law, the provisions of this Plan shall be construed, enforced and administered according to the laws of the State of Minnesota.

## **10.11 SEVERABILITY**

If any provision of the Plan is held invalid or unenforceable, its invalidity or unenforceability shall not affect any other provisions of the Plan, and the Plan shall be construed and enforced as if such provision had not been included herein.

## 10.12 CAPTIONS

The captions contained herein are inserted only as a matter of convenience and for reference, and in no way define, limit, enlarge or describe the scope or intent of the Plan, nor in any way shall affect the Plan or the construction of any provision thereof.

## 10.13 CONTINUATION OF COVERAGE (COBRA)

Notwithstanding anything in the Plan to the contrary, in the event any benefit under this Plan subject to the continuation coverage requirement of Code Section 4980B becomes unavailable, each Participant will be entitled to continuation coverage as prescribed in Code Section 4980B, and related regulations. This Section shall only apply if the Employer employs at least twenty (20) employees on more than 50% of its typical business days in the previous calendar year.

## 10.14 FAMILY AND MEDICAL LEAVE ACT (FMLA)

Notwithstanding anything in the Plan to the contrary, in the event any benefit under this Plan becomes subject to the requirements of the Family and Medical Leave Act and regulations thereunder, this Plan shall be operated in accordance with Regulation 1.125-3.

## 10.15 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Notwithstanding anything in this Plan to the contrary, this Plan shall be operated in accordance with HIPAA and regulations thereunder.

## 10.16 UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)

Notwithstanding any provision of this Plan to the contrary, contributions, benefits and service credit with respect to qualified military service shall be provided in accordance with the Uniform Services Employment And Reemployment Rights Act (USERRA) and the regulations thereunder.

## 10.17 COMPLIANCE WITH HIPAA PRIVACY STANDARDS

(a) **Application.** If any benefits under this Cafeteria Plan are subject to the Standards for Privacy of Individually Identifiable Health Information (45 CFR Part 164, the "Privacy Standards"), then this Section shall apply.

(b) **Disclosure of PHI.** The Plan shall not disclose Protected Health Information to any member of the Employer's workforce unless each of the conditions set out in this Section are met. "Protected Health Information" shall have the same definition as set forth in the Privacy Standards but generally shall mean individually identifiable information about the past, present or future physical or mental health or condition of an individual, including genetic information and information about treatment or payment for treatment.

(c) **PHI disclosed for administrative purposes.** Protected Health Information disclosed to members of the Employer's workforce shall be used or disclosed by them only for purposes of Plan administrative functions. The Plan's administrative functions shall include all Plan payment functions and health care operations. The terms "payment" and "health care operations" shall have the same definitions as set out in the Privacy Standards, but the term "payment" generally shall mean activities taken to determine or fulfill Plan responsibilities with

respect to eligibility, coverage, provision of benefits, or reimbursement for health care. Protected Health Information that consists of genetic information will not be used or disclosed for underwriting purposes.

(d) **PHI disclosed to certain workforce members.** The Plan shall disclose Protected Health Information only to members of the Employer's workforce who are designated and authorized to receive such Protected Health Information, and only to the extent and in the minimum amount necessary for that person to perform his or her duties with respect to the Plan. "Members of the Employer's workforce" shall refer to all employees and other persons under the control of the Employer. The Employer shall keep an updated list of those authorized to receive Protected Health Information.

(1) An authorized member of the Employer's workforce who receives Protected Health Information shall use or disclose the Protected Health Information only to the extent necessary to perform his or her duties with respect to the Plan.

(2) In the event that any member of the Employer's workforce uses or discloses Protected Health Information other than as permitted by this Section and the Privacy Standards, the incident shall be reported to the Plan's privacy official. The privacy official shall take appropriate action, including:

(i) investigation of the incident to determine whether the breach occurred inadvertently, through negligence or deliberately; whether there is a pattern of breaches; and the degree of harm caused by the breach;

(ii) appropriate sanctions against the persons causing the breach which, depending upon the nature of the breach, may include oral or written reprimand, additional training, or termination of employment;

(iii) mitigation of any harm caused by the breach, to the extent practicable; and

(iv) documentation of the incident and all actions taken to resolve the issue and mitigate any damages.

(e) **Certification.** The Employer must provide certification to the Plan that it agrees to:

(1) Not use or further disclose the information other than as permitted or required by the Plan documents or as required by law;

(2) Ensure that any agent or subcontractor, to whom it provides Protected Health Information received from the Plan, agrees to the same restrictions and conditions that apply to the Employer with respect to such information;

(3) Not use or disclose Protected Health Information for employment-related actions and decisions or in connection with any other benefit or employee benefit plan of the Employer;

(4) Report to the Plan any use or disclosure of the Protected Health Information of which it becomes aware that is inconsistent with the uses or disclosures permitted by this Section, or required by law;

- (5) Make available Protected Health Information to individual Plan members in accordance with Section 164.524 of the Privacy Standards;
- (6) Make available Protected Health Information for amendment by individual Plan members and incorporate any amendments to Protected Health Information in accordance with Section 164.526 of the Privacy Standards;
- (7) Make available the Protected Health Information required to provide an accounting of disclosures to individual Plan members in accordance with Section 164.528 of the Privacy Standards;
- (8) Make its internal practices, books and records relating to the use and disclosure of Protected Health Information received from the Plan available to the Department of Health and Human Services for purposes of determining compliance by the Plan with the Privacy Standards;
- (9) If feasible, return or destroy all Protected Health Information received from the Plan that the Employer still maintains in any form, and retain no copies of such information when no longer needed for the purpose for which disclosure was made, except that, if such return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible; and
- (10) Ensure the adequate separation between the Plan and members of the Employer's workforce, as required by Section 164.504(f)(2)(iii) of the Privacy Standards and set out in (d) above.

## **10.18 COMPLIANCE WITH HIPAA ELECTRONIC SECURITY STANDARDS**

Under the Security Standards for the Protection of Electronic Protected Health Information (45 CFR Part 164.300 et. seq., the "Security Standards"):

- (a) **Implementation.** The Employer agrees to implement reasonable and appropriate administrative, physical and technical safeguards to protect the confidentiality, integrity and availability of Electronic Protected Health Information that the Employer creates, maintains or transmits on behalf of the Plan. "Electronic Protected Health Information" shall have the same definition as set out in the Security Standards, but generally shall mean Protected Health Information that is transmitted by or maintained in electronic media.
- (b) **Agents or subcontractors shall meet security standards.** The Employer shall ensure that any agent or subcontractor to whom it provides Electronic Protected Health Information shall agree, in writing, to implement reasonable and appropriate security measures to protect the Electronic Protected Health Information.
- (c) **Employer shall ensure security standards.** The Employer shall ensure that reasonable and appropriate security measures are implemented to comply with the conditions and requirements set forth in Section 10.17.

IN WITNESS WHEREOF, this Plan document is hereby executed this date:

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**INTERMEDIATE SCHOOL DISTRICT 917:**

Signature: \_\_\_\_\_

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

Title/Position: \_\_\_\_\_

TO: School Board Members  
Superintendent Michael Favor

FROM: Nicolle Roush, Executive Director of Business Services

DATE: September 29, 2021

RE: Medical and Dental Insurance Plan Renewal

**Pertinent Facts:**

1. Intermediate School District 917's medical insurance and dental insurance policies renew on January 1, 2022.
2. For fiscal year 2021, ISD 917 was not required to bid our medical insurance. In accordance with the Health Insurance Transparency Act, we are required to go out to bid every two years.
3. The district insurance committee met on September 22, 2021 with our representative Chase Ambrosia from OneDigital to review our claims history, which continues to remain stable.
4. Medical insurance premiums.
  - a. We do have three claims that are hitting the "stop-loss" insurance mark where they have exceeded \$75,000 but that is within expectations.
  - b. Based on a partial pandemic year, overall claims were down compared to a 'normal' year. It is expected these will rebound to make up for low usage and settle back to normal claim levels.
  - c. Current unaudited plan year funding exceeds costs of the plan by \$1.18 million through July 2021.
  - d. The projected fund balance for the self-funded medical plan is at \$3.0 million as of 6/30/2021.
  - e. Based on the lower usage, renewal estimates with preliminary underwriting are showing a 10% decrease over our current plan year for costs.
  - f. Due to these factors, it was proposed a 0% increase on premiums be enacted for the 2022 benefit plan year.
5. Dental insurance premiums.
  - a. Last year's move to lower the deductible coupled with dental offices opening after being closed for the pandemic saw an increase in plan usage.
  - b. Current plan year funding is \$48,245 over plan costs through July 2021.
  - c. The projected fund balance for the self-funded dental plan is \$492,700 as of 6/30/2021.
  - d. Based on the above factors, it was recommended to propose a 0% increase on dental premiums for the 2022 benefit plan year.
6. At the end of last enrollment, we spoke about the desire by union groups to review adding vision insurance as a benefit offering.
  - a. Chase with OneDigital provided rates for vision insurance providers of EyeMed, Guardian and VSP.

- b. Based on the quotes, EyeMed came in as the most competitive quote that provided the greatest benefit offered for 917.
  - i.* The quote contained a basic level coverage with benefits available once every 24 months or once every 12 months. The committee agreed they would recommend seeing the benefit available once every 12 months for employees.
  - ii.* The quotes provided reflected premiums that were 100% paid for by the employee and included coverage tiers of employee only (\$8.38/mo.), employee + spouse (\$15.92/mo.), employee + Children (\$16.76/mo.) and family (\$24.64/mo.) level coverage.
  - iii.* Rates would be guaranteed through 2026.
- c. The committee would like to recommend adding EyeMed vision insurance for the 2022 benefit plan year.

**Recommendation:**

Based on claim usage, fund balance and trending underwriting, the committee recommends a 0% increase to premiums for medical and dental insurance. In listening to prior year requests to offer vision insurance, review of offers for 100% employee paid vision resulted in the committee recommending offering the richer EyeMed vision plan for the 2022 benefit plan year.

**DCALS****ISD #917****HOME DISTRICT ENROLLMENT REPORT****2021-2022****All Secondary Programs**

<b>MEMBER DISTRICTS</b>	<b>DCALS STC</b>	<b>DCALS</b>	<b>DCALS NORTH</b>	<b>DCALS SOUTH</b>	<b>TOTAL</b>
<b>#006 – South St Paul</b>	<b>1</b>		<b>9</b>		<b>10</b>
<b>#191 – Burnsville</b>	<b>25</b>	<b>12</b>			<b>37</b>
<b>#192 – Farmington</b>	<b>69</b>	<b>23</b>		<b>12</b>	<b>104</b>
<b>#194 – Lakeville</b>	<b>45</b>	<b>3</b>			<b>48</b>
<b>#195 – Randolph</b>	<b>18</b>	<b>2</b>			<b>20</b>
<b>#197 – West St Paul</b>	<b>13</b>	<b>1</b>	<b>37</b>		<b>51</b>
<b>#199 – Inver Grove Heights</b>	<b>48</b>	<b>5</b>	<b>12</b>		<b>65</b>
<b>#200 – Hastings</b>	<b>4</b>	<b>18</b>	<b>2</b>		<b>24</b>
<b>#271 – Bloomington</b>		<b>1</b>			<b>1</b>
<b>TOTAL</b>	<b>223</b>	<b>65</b>	<b>60</b>	<b>12</b>	<b>360</b>
<b>NON MEMBER DISTRICTS</b>					
<b>#196 AV, Eagan, Rosemount</b>	<b>12</b>	<b>50</b>		<b>4</b>	<b>66</b>
<b>#001 - Minneapolis</b>	<b>1</b>	<b>1</b>	<b>2</b>		<b>4</b>
<b>#625 – St Paul</b>	<b>1</b>		<b>11</b>		<b>12</b>
<b>#252 – Cannon Falls</b>	<b>1</b>	<b>1</b>			<b>2</b>
<b>#2172 – Kenyon-Wanamingo</b>	<b>1</b>	<b>1</b>			<b>2</b>
<b>#281 – Robbinsdale</b>		<b>1</b>			<b>1</b>
<b>#721 -</b>	<b>1</b>				<b>1</b>
<b>#833 – South Washington Cty</b>			<b>3</b>		<b>3</b>
<b>TOTAL</b>	<b>17</b>	<b>54</b>	<b>16</b>	<b>4</b>	<b>91</b>
<b>GRAND TOTAL</b>	<b>240</b>	<b>119</b>	<b>76</b>	<b>16</b>	<b>451</b>

**DCALS**  
**Technical**  
**Programs**  
**October 1st Count**

<b>MEMBER DISTRICTS</b>	<b>17-18</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>21-22</b>
#006 - South St Paul	6	4	3	4	1
#191 - Burnsville	35	11	17	15	25
#192 - Farmington	105	123	108	77	69
#194 - Lakeville	39	22	35	39	45
#195 - Randolph	4	6	12	12	18
#197 - Henry Sibley (West St Paul)	17	22	23	13	13
#199 - Simley (Inver Grove Hgts)	48	45	44	30	48
#200 - Hastings	13	14	15	6	4
#271 - Bloomington	66	60	44	0	0
<b>TOTAL</b>	<b>333</b>	<b>307</b>	<b>301</b>	<b>196</b>	<b>223</b>
<b>NON MEMBER DISTRICTS</b>					
#196 - Apple Valley, Eagan, Rosemount	7	6	27	16	12
#256 - Red Wing	1				
# 719 - Prior Lake		1	1	1	
#621 - Mounds View			2		
#622 - North St Paul, Maplewood			2		
#625 - St Paul		3	5	2	1
#831 - Forest Lake		1	1		
#833 South Washington County			1		
#656 - Faribault	1	1			
#761 - Owatonna	1				
#001 - Minneapolis					1
#720 -				1	
#721 -				1	1
#2172 - Kenyon/Wanamingo					1
#252 - Cannon Falls					1
<b>TOTAL</b>	<b>10</b>	<b>12</b>	<b>39</b>	<b>21</b>	<b>17</b>
<b>GRAND TOTAL</b>	<b>343</b>	<b>319</b>	<b>340</b>	<b>217</b>	<b>240</b>

DAKOTA COUNTY AREA LEARNING SCHOOL, ISD #917  
SOUTH CAMPUS  
RESIDENT DISTRICT ENROLLMENT REPORT  
2021-2022  
Unduplicated Count

<b>RESIDENT DISTRICT (seat-based)</b>	<i>10/1/2021</i>
#192 - Farmington	12
#196 Rosemount/AV/Eagan	4
<b>TOTAL</b>	16

DAKOTA COUNTY AREA LEARNING SCHOOL, ISD #917  
 RESIDENT DISTRICT ENROLLMENT REPORT  
 2021-2022  
 Unduplicated Count

<b>RESIDENT DISTRICT</b>	<i>SEAT BASED</i>	<i>IS ONLY</i>	
#1 - Minneapolis	1	2	
#6 - South St Paul	0	1	
#191 - Burnsville	12	11	
#192 - Farmington	23	20	
#194 - Lakeville	3	1	
#195 - Randolph	2	2	
#196 - Apple Valley/Eagan/Rosemount	50	50	
#197 - West St. Paul	1	0	
#199 - Inver Grove Heights	5	2	
#200 - Hastings	18	6	
#21720 - Kenyon Wanamingo	1	0	
#252 - Cannon Falls	1	0	
#271 - Bloomington	1	0	
#281 - Robbinsdale	1	0	
#625 - St Paul	0	0	
#659 - Northfield	0	0	
#719 - Prior Lake	0	1	
#720 - Shakopee	0	1	
<b>TOTAL</b>	<b>119</b>	<b>97</b>	<b>216</b>

**RESIDENT DISTRICT (seat-based)***10/1/2021*

#001 Minneapolis	2
#006 South St. Paul	9
#197 West St. Paul/Mendota Heights/Eagan	37
#199 Inver Grove Heights	12
#200 Hastings	2
#625 St. Paul	11
#833 South Washington County	3

<b>TOTAL</b>	76
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**Online Only**

#196 Rosemount/Apple Valley/Eagan	1
#197 West St. Paul/Mendota Heights/Eagan	12
#199 Inver Grove Heights	3
#622 North St. Paul - Maplewood	1
#625 St. Paul	15
#831 Forest Lake	1

<b>TOTAL</b>	33
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**PSEO Full-time**

#196	1
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<b>TOTAL</b>	1
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# DCALS TECHNICAL STUDENTS

Prepared 10/1/2021

October 1, 2021

PROGRAM	DCAL	191	192	200	194	195	197	199	917	917	917	917	DCAL	TOTAL				
	BURN	FARM	HAST	LAKE	RAND	TRIV	SIM	IDEA	TESA	SUN	TEA	SOUTH						
COM. NETWORKING	2		3		1			2						8				
COM. SER & REPAIR					1									1				
COM. GAMING	2		5	1			2	6	2			1		19				
CONST. TRADES	2	3	10		10		1	10	1	2	1			40				
FUNDAMENTAL CHEF	4	5			4		2	11	1	7	1	1	1	37				
GRAPHICS		2			2		6	2	4	1			3	20				
HEAVY DUTY TRUCK	7	1	8		1	5		1	1				1	25				
MECHATRONICS		2		1										3				
MEDICAL CAREERS	5	1	10		2	4	2		1					25				
WORK EXPERIENCE	10													10				
TOTAL AUTO CARE	2		20		10	8		8	2			1	1	52				
<b>TOTAL (Technical)</b>	<b>34</b>	<b>14</b>	<b>56</b>	<b>2</b>	<b>31</b>	<b>17</b>	<b>13</b>	<b>40</b>	<b>3</b>	<b>18</b>	<b>3</b>	<b>2</b>	<b>7</b>	<b>240</b>				
TOTAL OF ALL SPECIAL PROGRAMS STUDENTS IN SECONDARY TECHNICAL PROGRAMS BY DISTRICT																		
DISTRICT	196	191	192	200	194	197	6	199	195	1	831	252	721	621	2172	625	TOTAL	
IDEA					1			1									1	3
TEA		2																2
SUN								3										3
TESA			4		11		1	1					1					18
DCALS	10	4	9	2	2			3	1	1		1			1			34
DCALS SOUTH	2	5																7
<b>TOTAL</b>	<b>12</b>	<b>11</b>	<b>13</b>	<b>2</b>	<b>14</b>	<b>0</b>	<b>1</b>	<b>8</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>67</b>

**Intermediate School District 917  
Special Education Programs  
2021-2022**

Duplicated Count 10/1/21

Center Based Programs	School District:											Total	Difference from 20-21
	6	191	192	194	195	196	197	199	200	271	Other		
Customized Alt. Solutions Educ. (CASE)	0	2	2	0	0	0	2	0	1	1	1	9	-3
Options	1	3	1	1	0	0	0	2	0	0	6	14	-6
Transition (TESA)	5	1	11	29	1	1	1	13	0	32	4	98	-24
Multi-Disabled (DASH)	2	0	2	2	0	0	2	1	11	1	2	23	2
Deaf/Hard of Hearing	0	3	3	1	0	2	7	1	1	3	5	26	-3
Autism (PACES)	0	2	9	24	1	1	0	0	0	0	0	37	-2
Students W/Unique Needs (SUN)	11	20	24	20	0	0	12	10	10	12	7	126	-20
Emotional/Beh. Dis. (IDEA)	7	3	2	8	0	2	2	8	6	8	2	48	-12
Riverside (residential corrections)	1	1	1	0	0	3	0	0	1	0	7	14	1
New Chance (day corrections)	1	0	0	1	0	0	1	0	0	0	0	3	0
Therapeutic Education Alternative (TEA)	2	5	12	5	1	2	1	5	6	8	1	48	-9
SUBTOTAL												446	-78
<b>Purchase of Service and Itinerant Programs</b>													
OT	0	0	0	0	8	0	0	0	0	0	0	8	1
Vision	4	11	11	18	2	0	10	10	9	27	0	102	-5
Deaf and Hard of Hearing	12	24	18	41	7	0	20	23	23	1	0	169	0
Audiology	13	25	27	48	7	0	23	24	23	43	0	233	-26
Physically Impaired	7	27	20	45	2	0	19	13	15	0	0	148	1
Physical Therapy	0	0	47	85	4	0	0	0	14	0	0	150	-2
DCALS/DCALS NORTH/DCALS SOUTH	4	4	17	1	0	16	6	2	9	0	9	68	-7
SUBTOTAL												878	-47
<b>TOTAL</b>	<b>70</b>	<b>131</b>	<b>207</b>	<b>329</b>	<b>33</b>	<b>27</b>	<b>106</b>	<b>112</b>	<b>129</b>	<b>136</b>	<b>44</b>	<b>1324</b>	<b>-118</b>

School Districts

6 So. St. Paul	196 Rosemount/Apple Valley/Eagan
191 Burnsville/Eagan/Savage	197 West St. Paul/Mendota Hghts/Eagan
192 Farmington	199 Inver Grove Heights
194 Lakeville	200 Hastings
195 Randolph	271 Bloomington

**Memorandum of Understanding**  
Between  
The School Board of Intermediate School District #917  
and  
EDUCATION MINNESOTA TEACHERS  
LOCAL 3904  
and  
DISTRICT 917 SPECIAL EDUCATION PROGRAM ASSISTANTS' FEDERATION  
LOCAL 4242 AFT  
NEA, EDUCATION MINNESOTA, AFLCIO  
and  
OFFICE AND PROFESSIONAL EMPLOYEES  
INTERNATIONAL UNION, LOCAL 12  
AFLCIO, CLC  
and  
DAKOTA COUNTY FEDERATION OF INTERPRETERS  
LOCAL #3904A - AFT, NEA, EDUCATION MINNESOTA  
and  
917 RELATED SERVICES NURSES EDUCATIONAL SUPPORT PROFESSIONALS  
EDUCATION MINNESOTA, LOCAL 7333

WHEREAS, the leadership team at Intermediate School District 917 (“District”) seeks input from staff on the development of the District’s Strategic Plan for 2021-2023; and

WHEREAS the parties to this Memorandum of Understanding (“MOU”) are the District and the exclusive representatives for each of the bargaining units whose terms and conditions of employment are outlined in a collective bargaining agreement negotiated between the District and an exclusive representative pursuant to Minnesota’s Public Employment Labor Relations Act; and

WHEREAS, the parties agree that the voluntary participation by staff to provide this input in the process of strategic planning is not addressed in the current collective bargaining agreements already established between the parties; and

WHEREAS, the purpose of the strategic plan development process is to provide a baseline for the current reality of the school district as to what is well established, what is ebbing, what is emerging and what is on the edge of consideration and development;

WHEREAS, the purpose of this MOU is to set forth the parties’ mutual understanding and agreement as to the voluntary participation of unionized employees in the District’s strategic planning process.

NOW THEREFORE, the parties resolve as follows:

1. An employee, who is a member of a bargaining unit represented by one of the exclusive representatives identified above, and who volunteers and is selected to participate in all or part of the strategic plan development process during meetings that occur outside of the staff’s

regular working day, shall receive payment of \$25.00 per hour of scheduled involvement as outlined below:

- a. The 'Strategic Planning Team' will comprise of nine (9) union-designated members consisting of:
    - i. Two (2) teachers from the Special Education Department;
    - ii. One (1) teacher from the Dakota County Area Learning School (DCALS);
    - iii. One (1) teacher from Career & Technical Education;
    - iv. Two (2) paraprofessionals from the Special Education Department;
    - v. One (1) member of the Office and Professional Employees Union;
    - vi. One (1) member of the Interpreters Union; and
    - vii. One (1) member of the Related Services Nurses Union.
  - b. The 'Strategic Planning Team' is anticipated to meet and be paid for:
    - i. Two (2) sessions of three-hour (3) duration.
    - ii. Up to seven (7) sessions of one-and-one-half-hours (1.5) in duration.
  - c. Additionally, the nine (9) members of the 'Strategic Planning Team' will be joined during the two (2) three-hour (3) sessions by the following staff per session:
    - i. Storywall Session: Comprising of up to 35 of the District's most veteran staff.
    - ii. Environmental Scan Session: Comprising of up to 65 staff from all areas of the District and a variety of lengths of tenure.
2. The District will maintain sole discretion to determine the process and decision-making for selecting the individuals who will be members of the "Strategic Planning Team." The additional group of up to 35 employees who may voluntarily participate in the Storywall Session and the additional group of up to 65 employees who may voluntarily participate in the Environmental Scan Session will be selected in the District's sole discretion using a process to be determined by the District.
  3. This MOU will apply from October 6, 2021, through the end of the day on June 9, 2022, or as soon as the strategic planning project has been completed, whichever comes first. Unused hours under this MOU are not available for use following the expiration of this MOU. This MOU will automatically expire with no further action by the parties upon expiration of the term set forth in this paragraph.
  4. For those non-exempt employees (paraprofessionals, office professionals, interpreters, and health associates) who surpass 40 work hours in a week due to participation in this strategic planning project, the time worked over 40 hours shall be paid at one-and-one-half (1.5) times \$25.00 per hour. Pursuant to the Fair Labor Standards Act's regulations governing situations in which a non-exempt employee performs two or more different kinds of work, the parties agree that the hourly rate applicable to the strategic planning development work addressed in this MOU will be \$25.00 per hour. Individual employees who volunteer to participate in the strategic planning project will separately agree in writing that the hourly rate to be used for any overtime associated with strategic planning development work will be \$25.00 per hour.
  5. Based on the above session durations and number of staff planned to be involved at \$25.00 per

hour, the anticipated number of hours to be paid for this project is 448.5 for a salary cost of \$11,212.50 and standard deduction cost of \$1,794 for a total cost of \$13,006.50, which does not include any potential overtime costs for non-exempt employees listed in number four (4) above.

6. The parties recognize and agree that this MOU is arising out of the unique project-based need for the development of the District's Strategic Plan. Nothing herein shall create a past practice or be deemed precedent setting for either party. The parties agree that this MOU may not be used to contradict the other party's position or introduced as evidence of a past practice in any future proceeding including a grievance arbitration. This MOU addresses the collective bargaining agreement in effect in 2021-2022 only. This MOU will sunset as described in bullet number three (3).

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

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

Education Minnesota: Local 3904  
Intermediate School District 917

Intermediate School District  
DISTRICT NO. 917

\_\_\_\_\_  
President  
Dated: October \_\_\_\_, 2021

\_\_\_\_\_  
Chair

DISTRICT #917 SPECIAL EDUCATION  
PROGRAM ASSISTANTS FEDERATION,  
LOCAL 4242

\_\_\_\_\_  
Clerk  
Dated: October 5, 2021

\_\_\_\_\_  
President  
Dated: October \_\_\_\_, 2021

OFFICE AND PROFESSIONAL EMPLOYEES  
INTERNATIONAL UNION, LOCAL 12

\_\_\_\_\_  
President  
Dated: October \_\_\_\_, 2021

DAKOTA COUNTY FEDERATION OF  
INTERPRETERS, LOCAL 3904A

\_\_\_\_\_  
President  
Dated: October \_\_\_\_, 2021

917 RELATED SERVICE NURSES EDUCATIONAL  
SUPPORT PROFESSIONALS, LOCAL 7333

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President

Dated: October \_\_\_\_, 2021

