

Regular School Board Meeting
Tuesday, February 1, 2022 4:30 PM

Dakota Room, First Floor, West End of DCTC
130 145th Street East
Rosemount, MN 55068

Agenda

- I. **Call to Order - Chair Melissa Sauser**
- II. **Conduct Pledge of Allegiance - Chair Melissa Sauser**
- III. **Appoint new Board Member Mike Reis, representing Hastings School District - Linda Berg**
- IV. **Visitors Opportunity to be Heard - Chair Melissa Sauser**
- V. **Review and Approve the Agenda - Chair Melissa Sauser**
- VI. **Updates from Student Services, DCALS, Superintendent - Dr. Melissa Schaller, Andrew Woods, Dr. Michael Favor**
- VII. **Consent Items - Chair Melissa Sauser**
 - VII.A.
 - Minutes:
 - January 4, 2022 - Regular School Board Meeting
 - Personnel:
 - Policies:
- VIII. **Donations:**
- IX. **Executive Director of Business Services Reports - Nicolle Roush**
 - IX.A.
 - Bills
 - Wire Transfers
 - Investment Reports
- X. **Reports:**
 - **Legislative Update - Valerie Dosland - Lobbyist**
- XI. **New Business - Chair Melissa Sauser**
 - XI.A. Resolution Directing Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore - Dr. Michael Favor
 - XI.B. Review and Approve Revised Budget for 2021-2022 - Nicolle Roush
 - XI.C. Review and Approve Maintenance Payments to Member Districts - Nicolle Roush
 - XI.D. Appoint one or two more School Board Members to the Personnel Committee - Chair Melissa Sauser
 - XI.E. Dates for upcoming Strategic Planning Sessions - Chair Melissa Sauser
 - Feb 15 - 4:30-6:30 pm - Board work session on Strategic Roadmap (rescheduled from Jan 26)
 - March 1 - 4:30 - 6:30 pm - Regular Board meeting to approve strategic road map
 - April 19 - 4:30 - 6:30 pm - Board work session on three-year governance work plan.

- XII. Policies - Supt. Dr. Michael Favor**
- XIII. Review Superintendent's Evaluation - All School Board Members**
- XIV. Updates from Member Districts - All**
- XV. Adjournment - Chair Melissa Sauser**

Executive Director of Student Services
Board Update
February 2022

- **Returning to Learning:** Our committee continues to meet. We touched base on January 24th given the high COVID-19 case rates and subsequent moves to remote learning that have occurred in January. The group has had good discussions and understands our decision making processes. We will convene again on February 14th.
- **KN95 masks:** With grant funds, the district has purchased KN95 masks and distributed them to staff to use on a voluntary basis. Each staff member will receive more than 50 masks.
- **COVID-19 testing:** We continue to run our asymptomatic screening using Vault saliva tests every two weeks. We have moved this screening to DCTC only and are using a drive through model. The district has also ordered, through two sources, at-home rapid antigen tests for COVID-19 for distribution to staff as well as students. At this time, we have not received any of our orders.
- **Infinite Campus:** We have initiated our implementation plan with Infinite Campus to utilize online registration across all district programs. We should be ready to move forward by April 1st.
- **Planning for the 2022-2023 school year:** We are currently beginning our work to plan for the upcoming school year. We are working on Extended School Year plans for summer as well as some expanded opportunities for students in our secondary programs as well as special education programs. Further we are working with member districts to project our needs for the upcoming school year including staffing as well as broader budget needs.

INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, January 4, 2022, via Google Hangouts.

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

Members Absent: none.

Also Present: Nicolle Roush, Melissa Schaller, Brooke Peterson, Marci Levy-Maguire, Andrew Woods, and Linda Berg.

School Board Chair Melissa Sauser called the meeting to order at 4:30 PM.

The Pledge of Allegiance was conducted.

There were no visitors to be heard.

1. Motion by Kathy Lewis, seconded by Byron Schwab, to approve the agenda. All present voted aye. Motion passed.

— Dr. Melissa Schaller reported on updates from Student Services.

— Andrew Woods reported on updates from DCALS.

— Dr. Michael Favor reported on district updates.

2. Motion by Byron Schwab, seconded by Wendy Felton, to approve the consent items, as presented. All present voted aye.

- **Minutes:** December 7, 2021, Regular School Board Meeting
- **Minutes:** December 13, 2021, Special School Board Meeting
- **Personnel: *New Hires:*** Julie Black, Administrative Assistant III, effective December 13, 2021. Elizabeth Eskierka, Administrative Assistant III, effective January 3, 2022. Mark Hoornbeek, School Social Worker, effective January 3, 2022. Shelene Jones, Administrative Assistant I, effective December 13, 2021. Jason Kistic, Classroom Assistant, effective December 17, 2021. Steven Nasshan, Classroom Assistant, effective December 20, 2021. Krislyn Virnig, Classroom Assistant, effective December 13, 2021. ***Change in Status:*** Natallia Kastsechka, Administrative Assistant I to Classroom Assistant, effective December 13, 2021. ***Leaves of Absence:*** Lynette Spurgin, Program Assistant, effective January 4, 2022, through February 18, 2022. Michelle Vincent, Classroom Assistant, effective January 4, 2022, through March 3, 2022. ***Resignations and Terminations:*** Jennifer Bergstedt, Teacher, effective January 7, 2021. Meghan Dobson, Dean, effective January 14, 2021. Brock Frolik, Classroom Assistant, effective December 15, 2021. Elizabeth Garcia, Classroom Assistant, effective December 6, 2021. Jessica Montgomery, Program Assistant, effective December 6, 2021. Celicia Williams, Classroom Assistant, effective December 22, 2021.
- **Policies:** Final reading on Policy 208 Implementation of Policies and Policy 534 Student Meal Charges. (Addendum A.)

3. Board Member Wendy Felton, introduced the following resolution accepting Donations in the amount of \$1325. Motion was seconded by Byron Schwab. (Addendum B.) Voting aye: Tom Bennett, Lesley

Chester, Lisa Ehleringer, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Melissa Sauser, Byron Schwab.
Voting naye: None. Motion carried.

4. Motion by Byron Schwab, seconded by Kathy Lewis, to approve the bills from December 3, 2021 to December 28, 2022, Investment Report and wire transfers, as presented by the Executive Director of Business Services. All present voted aye. Motion carried.
5. Motion by Byron Schwab, seconded by Tom Bennett, to approve the Revised Lease Agreement for Cedar School, as presented by the Executive Director of Business Services. All present voted aye. Motion carried. (Addendum C.)
6. Motion by Cindy Nordstrom, seconded by Tom Bennett, to approve the Temporary Work Agreement, as presented by the Executive Director of Business Services. (Addendum D.) All present voted aye. Motion carried.

The Accounts Receivable Aging Invoice was reviewed.

7. Motion by Byron Schwab, seconded by Wendy Felton, to approve the Teacher Contract for 2021-2023, as presented. (Addendum E.) All present voted aye. Motion carried.
8. Board member Cindy Nordstrom introduced and read the following resolution: Resolution Recognizing Paraprofessional Week January 24-28, 2022. The motion for the adoption of the foregoing resolution was duly seconded by Tom Bennett and upon vote being taken thereon, the following voted in favor thereof: Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried. (Addendum F.)
9. The following policies were reviewed on a first reading basis:
 - Policy 102 Equal Education Opportunity. Although this was reviewed in the fall, there are changes on the MSBA policy that need to be incorporated into this policy.
 - Policy 110 School District Boundaries
 - Policy 201 Legal Status
 - Policy 202 School Board Officers
 - Policy 203 Operation of School Board – Governing Rules
 - Policy 203.1 School Board Procedures – Rules of Order
 - Policy 203.2 Order of the Regular School Board Meeting
 - Policy 203.5 School Board Meeting Agenda
 - Policy 203.6 Consent Agendas
 - Policy 820 Provisions for the Closing of Schools Weather. Add: Time of without pay will stay time off without pay.
10. Motion by Cindy Nordstrom, seconded by Tom Bennett, to review and approve new Policy 491 Mandatory COVID-19 Vaccination or Testing and Face Coverings, as presented, to comply with the Emergency Temporary Standards that is possibly going into effect on January 10, 2022. All present voted aye. Motion carried. (Addendum G.)

Dr. Michael Favor reviewed his perspective of his evaluation with the School Board. The School Board will present a full Superintendent evaluation at the February Board meeting.

11. Motion by Byron Schwab, seconded by Wendy Felton, to adjourn the meeting. There was a unanimous vote to adjourn.

There being no further business the meeting adjourned at 5:43 PM.

The next regular School Board Meeting will be Tuesday, February 1, 2022, at 4:30 PM.

Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF JANUARY 4, 2021**

NEW HIRES:

Hannah Engel, Classroom Assistant, effective January 31, 2022.

Karen Schulze, Classroom Assistant, effective January 18, 2022.

Riley Schouveller, Classroom Assistant, effective January 24, 2022.

Jackie Neri-Yang, Classroom Assistant, effective January 31, 2022.

RE-HIRES:

Shanetta Mitchell, Program Assistant, effective January 24, 2022.

CHANGE IN STATUS:

LEAVES OF ABSENCE:

RESIGNATION & TERMINATIONS:

Victoria Menzie, Classroom Assistant, effective January 20, 2022.

Jonathan King, Classroom Assistant, effective January 14, 2022.

James Horace, Classroom Assistant, effective January 10, 2022.

Reesa Waltman, Program Assistant, effective February 2, 2022.

RETIREMENTS:

Fran Wood, Teacher, effective June 10, 2022.

Valerie Enfiejian, Teacher, effective June 10, 2022.



Intermediate School District 917

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

Dr. Michael Favor, Superintendent

Nicolle Roush, Executive Director of Business Services

Dr. Melissa Schaller, Executive Director of Student Services

Andrew Woods, Principal of DCALS / Career Technical Center

Dr. Brooke Peterson, Director of Teaching and Learning

MEMORANDUM

TO: School Board
FROM: Dr. Michael Favor
DATE: February 1, 2022
REGARDING: Policies

The attached policies are a final reading at the February 1, 2022, School Board meeting.

- Policy 102 Equal Education Opportunity. Although this was reviewed in the fall, there are changes on the MSBA policy that need to be incorporated into this policy.
- Policy 110 School District Boundaries
- Policy 201 Legal Status
- Policy 202 School Board Officers
- Policy 203 Operation of School Board – Governing Rules
- Policy 203.1 School Board Procedures – Rules of Order
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- Policy 820 Provisions for the Closing of Schools Weather. Add: Time of without pay will stay time off without pay.

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

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

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 on Title IX sex nondiscrimination (Policy 522).**
- ~~C.~~E. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- ~~D.~~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. § 12101 *et seq.* (Americans with Disabilities Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)

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**)

110 School District Boundaries

The official School District 917 boundaries shall be inclusive of the total bounded area within the participating districts. The participating districts include District 191, Burnsville; District 192, Farmington; District 200, Hastings; District 199, Inver Grove Heights; District 194, Lakeville; District 195, Randolph; District 6, South St. Paul; District 197, West St. Paul/Mendota Heights/Eagan; and District 271, Bloomington.

School District 917 boundaries for tax levying purposes shall be inclusive of the areas within the boundaries of the aforementioned participating school districts.

201 LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

The responsibility for the care, fiduciary management and control of the programs and sites of the school district is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties and powers of the school board in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, fiduciary management, and control over programs and sites of the school district.
- B. Generally, appointed members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. DEFINITION

“School board” means the governing body of the school district.

IV. ORGANIZATION AND MEMBERSHIP

- A. As per the joint powers agreement, the membership of the Intermediate School District 917 School Board shall consist of one appointed person from each Member School District, and the Superintendent of Schools as an ex-officio member.
- B. The term of a School Board Member shall be three (3) years. If a School Board member is unable to complete the full term, a successor shall be appointed by the member district to complete the uncompleted term.
- C. Following the established rotational plan, one-third of the members are to be appointed each year on or before June 30.
- D. A majority of voting members constitutes a quorum. The act of the majority of a

quorum is the act of the school board.

The School Board is responsible for the fair and uniform application of all local, state and federal laws applicable in the operation of District 917 schools. The schools shall be operated for the educational benefit and service to all students served by district programs.

The School Board is the policy-making body of the school district. The School Board in its operation and organization will provide direction and exercise leadership primarily through the formulation and adoption of policies.

Legal References: Minn. Stat. § 123B.02 (General Powers)
Minn. Stat. § 136D.81 to 136D.92 (Intermediate School Districts)

202 SCHOOL BOARD OFFICERS

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, fiduciary management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, vice chair, a clerk, a treasurer and such other officers as determined by the school board.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually in July, or as soon thereafter as practicable, and organize by selecting a chair, vice chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.
- C. At this Organizational Meeting the School Board shall:
 - 1. Elect its officers.
 - 2. Designate a District 917 depository.
 - 3. Designate the official newspaper of the district.
 - 4. Set the yearly salaries of its members and officers.
 - 5. Establish the yearly schedule for its regularly called Board Meetings.
 - 6. Renew memberships in organizations.
 - 7. Approve policies required or annual review.

ORDER OF BUSINESS FOR ORGANIZATIONAL MEETING

1. Call to order - Superintendent or retiring Chair.
2. Administer oaths of acceptance to appointed board members.
3. Election of Chair - New Chair conducts balance of meeting.
4. Election of Vice-Chair.
5. Election of Clerk.
6. Election of Treasurer.
7. Resolution pertaining to official depository.
8. Resolution pertaining to official publication.
9. Establishment of dates and time of Regular Board Meetings for the succeeding year.
10. Establish salaries for Board Members.
11. Adjournment.

IV. OFFICER'S RESPONSIBILITIES

A. Chair

1. The chair, when present, shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, and represent the school district in all actions and perform all duties a chair usually performs.
2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Vice Chair

1. The vice chair serves in the temporary absence of the chair to represent the school district in all actions and perform all duties a chair usually performs.

C. Treasurer

1. The treasurer or designee shall deposit the funds of the school district in the official depository.
2. The treasurer or designee shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process

the orders in accordance with Minn. Stat. § 123B.12.

D. Clerk

1. The clerk or designee shall keep a record of all meetings in the books provided.
2. On or before August 15 of each year, the clerk or designee shall:
 - a. file with the school board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the commissioner certified reports, showing:
 - (1) condition and value of school property;
 - (2) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
 - (3) length of school term and enrollment and attendance by grades; and
 - (4) other items of information as called for by the commissioner.
3. The clerk or designee shall enter into the clerk's record book copies of all reports and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
4. The clerk or designee shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;

- b. recommend to the school board employment and dismissal of teachers;
- c. make reports required by the commissioner; and
- d. perform other duties prescribed by the school board.

Legal References: Minn. Stat. § 123B.12 (Finance)
Minn. Stat. § 123B.14 (Officers)
Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board –
Governing Rules)
MSBA Service Manual, Chapter 1, School District Governance, Powers
and Duties

203 OPERATION OF THE SCHOOL BOARD – GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. QUORUM

One half of the board members plus one shall constitute a quorum. A quorum is necessary for official transaction of School Board and district business.

IV. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. Robert’s Rules of Order, Revised (latest edition) where not inconsistent with A. and B., above.

Legal References: Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (School Board Matters)
Minn. Stat. § 123B.14 (Officers)
Minn. Stat. Ch. 13D (Open Meeting Law)

203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

II. GENERAL STATEMENT OF POLICY

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.

- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.
- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board.
- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. One half of the board members plus one constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

Legal References: Minn. Stat. § 123B.09, Subds. 6 and 7 (School Board Powers)
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)
Minn. Stat. § 122A.40 (Employment Contracts, Termination)
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)
Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)
Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)
Minn. Stat. § 471.88 (Exceptions)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
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 207 (Public Hearings)

203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to order.
2. Approval of agenda.
3. Recognition of visitors and open forum.
4. Good News.
5. Approval of prior meeting minutes.
6. Presentation of bills for payment.
7. Reports.
8. Written communications.
9. Old or unfinished business.
10. New business.
11. Superintendent's announcements.
12. Adjournment.

B. Items in this order may be considered as part of a consent agenda.

- C. The school board may depart from the order of business with the consent of the majority of members present.

IV. REGULAR SCHOOL BOARD MEETINGS

Regular Meetings of the Board normally shall be the first Tuesday of each month unless otherwise posted on the Intermediate School District 917 website.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 203.6 (Consent Agendas)

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. It shall be the responsibility of the school board chair and superintendent to develop, prepare and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent six days prior to the school board meeting. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the school board members five (5) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

IV. VOTING PROCEDURES AT BOARD MEETINGS

- A. A majority vote of the Board Members present and casting votes of "Yes" or "No" is the legal and official action of that body, and should be supported by members as such. A member voting in opposition to the majority, however, has a legal right to the recording of his/her vote in the official Board minutes. Voting on decisions shall be oral unless otherwise specified.
- B. A roll call vote may be requested by any Board Member or at the discretion of the Board Chairperson.
- C. A member may abstain from voting on a particular ballot by casting a "present" or "abstain" as his/her vote is called for. If that vote is re-cast at a later time, he/she may then re-record his/her vote.
- D. The Chairperson shall be a voting member of the Board.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)
Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 207 (Public Hearings)

203.6 CONSENT AGENDAS

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

III. CONSENT AGENDAS

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References: MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)

MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)

MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

IV. MAKING THE DECISION TO CLOSE SCHOOL

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

V. PROCEDURES FOR CLOSING SCHOOL FOR ISD 917 STUDENTS

- A. On days when the weather forecast or early morning weather conditions are questionable, the superintendent will implement the Infinite Campus Messenger system for all staff, students and families. Messages will be received via text, voice, or email, depending on the choice of the family. The superintendent will also call or text the following staff:
 - 1. Executive Director of Student Services
 - 2. Principal DCALS
 - 3. Executive Director of Business Services
 - 4. Executive Assistant to the Superintendent
 - 5. President, Dakota County Technical College

- 6. Superintendent's Office of any member district that is not closed on that day
- B. In addition to making the official announcement, employees and parents should monitor WCCO Television, Channel #4; WCCORADIO.COM; or WCCO.COM for the official announcement.
- C. Department heads should remind staff of the closing procedures when serious inclement weather is forecast.
- D. Typically, when school is closed due to an emergency, all Intermediate School District 917 locations will be closed. The exception is when an emergency, (gas leak, pipe burst, etc.) only affects a single site.

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

- A. The superintendent will inform staff when school is cancelled whether or not they are expected to report to work. If staff are expected to report to work, employees are expected to report for work as soon as they safely can. Program supervisors will inform their employees of their work expectations for the day. Often, there may be tasks that can also be completed by working remotely.
 - 1. Employees who are unable to report for work on a day when school is closed and employees are expected to report, may use a vacation day, personal day, non-duty day or non-paid day and are to submit an absence report or time-sheet indicating the option chosen. Emergency leave will not be granted in these instances.
 - 2. Employees who have already reported in sick (prior to the public announcement or having been contacted on a day that school is cancelled but staff are to report will be charged for a sick day.
 - 3. Supervisors, deans, and lead teachers shall plan for staff assignments during days when schools are closed for students but employees must report. These activities may include: staff development, classroom preparation, paperwork, curriculum activities, cleaning, etc., depending upon the employee classification and assignment.
 - 4. All employees (salaried and hourly) will be paid their normal wages on a day when school is closed and employees are not required to report.
- B. If the announcement about a school closing communicates that staff should not report to work, then staff do not need to physically report to work. However, there may also be the expectation that remote working is required.

1. Emergency employees who are hourly employees will receive overtime pay for the time worked on a day when school is closed and other employees are not required to work. A minimum of four (4) hours will be worked on such a day.
2. Salaried employees shall be paid as though present at work. Salaried employees who are “emergency employees” and report for work will not receive any additional remuneration.
3. Hourly employees shall be paid as though present at work for the number of hours that they were scheduled to work on that day.
4. Employees who have already called in sick will not be charged for a sick day.
5. Employees who are on vacation, personal day or other paid absence will not be charged for that day.
6. **Time off without pay will stay time off without pay.**

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

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

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 \$1130.

1. Donation of the Lechey Squiggles Supine Stander from Zach House of Farmington to be used as part of the physical therapy services in programs with students who are at the correct height to work on weight bearing in a standing position. Value: \$750.
2. Donation of \$380 from Dan McNeil of PeaceMaker Minnesota, to the Riverside School. This will be used with students for Yoga Calm/Live Mindfully.

The motion for the adoption of the foregoing resolution was duly seconded _____ 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: 01/26/2022
TIME: 09:55:00

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
ACCTPA21
ACCOUNTING PERIOD: 7/22

SELECTION CRITERIA: chkstat.rundate between '20211229 00:00:00.000' and '20220126 00:00:00.000'

DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1904956	01/06/2022	CUB FOODS - INVER GROVE HTS	V	-53.22	VOID MANUAL CHECK
* 1905288	01/03/2022	CALIFORNIA STATE DISBURSEMENT UNIT	R	132.50	ACCOUNTS PAYABLE CHECK
1905289	01/03/2022	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1905290	01/03/2022	D.S. ERICKSON & ASSOCIATES, PLLC	R	132.93	ACCOUNTS PAYABLE CHECK
1905291	01/03/2022	EDUCATION MINNESOTA, LOCAL 3904	R	9676.40	ACCOUNTS PAYABLE CHECK
1905292	01/03/2022	MESSERLI & KRAMER P.A.	R	64.69	ACCOUNTS PAYABLE CHECK
1905293	01/03/2022	O.P.E.I.U., LOCAL 12	R	519.14	ACCOUNTS PAYABLE CHECK
1905294	01/03/2022	RELATED SERVICES NURSES ESP	R	236.44	ACCOUNTS PAYABLE CHECK
1905295	01/03/2022	S.E.P., LOCAL 4242	R	3191.70	ACCOUNTS PAYABLE CHECK
1905296	01/03/2022	IVY FUNDS	R	1958.33	ACCOUNTS PAYABLE CHECK
1905297	01/05/2022	ALL IN ONE TRANSLATION AGENCY, LLC	R	1575.00	ACCOUNTS PAYABLE CHECK
1905298	01/05/2022	APPLE COMPUTER, INC	R	640.00	ACCOUNTS PAYABLE CHECK
1905299	01/05/2022	ASL INTERPRETING SERVICES, INC	R	464.00	ACCOUNTS PAYABLE CHECK
1905300	01/05/2022	BAYADA HOME HEALTH CARE	R	390.00	ACCOUNTS PAYABLE CHECK
1905301	01/05/2022	BRO-TEX CO.	R	302.08	ACCOUNTS PAYABLE CHECK
1905302	01/05/2022	CENTURYLINK	R	1086.42	ACCOUNTS PAYABLE CHECK
1905303	01/05/2022	CENTURYLINK COMMUNICATONS, LLC	R	423.28	ACCOUNTS PAYABLE CHECK
1905304	01/05/2022	CITY OF ROSEMOUNT	R	1846.13	ACCOUNTS PAYABLE CHECK
1905305	01/05/2022	DOOR SERVICE CO	R	4529.00	ACCOUNTS PAYABLE CHECK
1905306	01/05/2022	FRONTIER COMMUNICATIONS	R	517.55	ACCOUNTS PAYABLE CHECK
1905307	01/05/2022	MARCO INC	R	1467.42	ACCOUNTS PAYABLE CHECK
1905308	01/05/2022	MEDCOM	R	875.00	ACCOUNTS PAYABLE CHECK
1905309	01/05/2022	MIDWEST SPECIAL INSTRUMENTS, CORP	R	55.00	ACCOUNTS PAYABLE CHECK
1905310	01/05/2022	MN CLN SERVICES, INC	R	8199.60	ACCOUNTS PAYABLE CHECK
1905311	01/05/2022	MN DEPT OF PUBLIC SAFETY	R	2701.90	ACCOUNTS PAYABLE CHECK
1905312	01/05/2022	OUTDOOR IMAGES, INC	R	2696.00	ACCOUNTS PAYABLE CHECK
1905313	01/05/2022	PELLICCI ACE HARDWARE	R	49.47	ACCOUNTS PAYABLE CHECK
1905314	01/05/2022	REPUBLIC SERVICES #923	R	831.60	ACCOUNTS PAYABLE CHECK
1905315	01/05/2022	SAM'S CLUB/SYNCHRONY BANK	R	847.30	ACCOUNTS PAYABLE CHECK
1905316	01/05/2022	SAM'S CLUB/SYNCHRONY BANK	R	100.00	ACCOUNTS PAYABLE CHECK
1905317	01/05/2022	STEALTHWEAR PROTECTIVE CLOTHING INC	R	523.90	ACCOUNTS PAYABLE CHECK
1905318	01/05/2022	STRATEGIC STAFFING SOLUTIONS	R	10224.00	ACCOUNTS PAYABLE CHECK
1905319	01/05/2022	SUNBELT STAFFING, LLC	R	1960.00	ACCOUNTS PAYABLE CHECK
1905320	01/05/2022	SUPER DUPER SCHOOL CO	R	35.85	ACCOUNTS PAYABLE CHECK
1905321	01/05/2022	TEACHERS ON CALL	R	2833.09	ACCOUNTS PAYABLE CHECK
1905322	01/05/2022	U OF WI RIVER FALLS	R	125.00	ACCOUNTS PAYABLE CHECK
1905323	01/05/2022	VERIZON WIRELESS	R	1334.98	ACCOUNTS PAYABLE CHECK
1905324	01/05/2022	XCEL ENERGY	R	11056.62	ACCOUNTS PAYABLE CHECK
1905325	01/06/2022	CUB FOODS - INVER GROVE HTS	R	53.22	ACCOUNTS PAYABLE CHECK
1905326	01/06/2022	SUMMIT FIRE PROTECTION	R	516.66	ACCOUNTS PAYABLE CHECK
1905327	01/06/2022	TEAMWORKS INTERNATIONAL	R	3167.56	ACCOUNTS PAYABLE CHECK
1905328	01/12/2022	AMAZON CAPITAL SERVICES	V	0.00	VOID: MULTI STUB CHECK
1905329	01/12/2022	AMAZON CAPITAL SERVICES	R	3813.04	ACCOUNTS PAYABLE CHECK
1905330	01/19/2022	CALIFORNIA STATE DISBURSEMENT UNIT	R	132.50	ACCOUNTS PAYABLE CHECK
1905331	01/19/2022	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1905332	01/19/2022	D.S. ERICKSON & ASSOCIATES, PLLC	R	127.18	ACCOUNTS PAYABLE CHECK
1905333	01/19/2022	EDUCATION MINNESOTA, LOCAL 3904	R	9676.40	ACCOUNTS PAYABLE CHECK
1905334	01/19/2022	MESSERLI & KRAMER P.A.	R	101.76	ACCOUNTS PAYABLE CHECK
1905335	01/19/2022	NCPERS GROUP LIFE INS	R	16.00	ACCOUNTS PAYABLE CHECK
1905336	01/19/2022	O.P.E.I.U., LOCAL 12	V	-519.14	VOID MANUAL CHECK
* 1905336	01/19/2022	O.P.E.I.U., LOCAL 12	R	519.14	ACCOUNTS PAYABLE CHECK
1905337	01/19/2022	RELATED SERVICES NURSES ESP	R	198.61	ACCOUNTS PAYABLE CHECK
1905338	01/19/2022	S.E.P., LOCAL 4242	R	3148.06	ACCOUNTS PAYABLE CHECK

DATE: 01/26/2022
TIME: 09:55:00

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 2
ACCTPA21
ACCOUNTING PERIOD: 7/22

SELECTION CRITERIA: chkstat.rundate between '20211229 00:00:00.000' and '20220126 00:00:00.000'

1905339	01/19/2022	IVY FUNDS	R	1958.33	ACCOUNTS PAYABLE CHECK
1905340	01/19/2022	O.P.E.I.U., LOCAL 12	R	485.67	ACCOUNTS PAYABLE CHECK
1905341	01/20/2022	ARVIG ENTERPRISES, INC	R	2525.71	ACCOUNTS PAYABLE CHECK
1905342	01/20/2022	AUTISM-PRODUCTS	R	594.95	ACCOUNTS PAYABLE CHECK
1905343	01/20/2022	BAYADA HOME HEALTH CARE	R	373.75	ACCOUNTS PAYABLE CHECK
1905344	01/20/2022	CDWG	R	374.89	ACCOUNTS PAYABLE CHECK
1905345	01/20/2022	DAKOTA TRUCK UNDERWRITERS	R	34465.00	ACCOUNTS PAYABLE CHECK
1905346	01/20/2022	DELL MKTG L.P., C/O DELL USA L.P.	R	685.43	ACCOUNTS PAYABLE CHECK
1905347	01/20/2022	FRONTIER COMMUNICATIONS	R	2020.65	ACCOUNTS PAYABLE CHECK
1905348	01/20/2022	HANDI MEDICAL SUPPLY	R	1162.20	ACCOUNTS PAYABLE CHECK
1905349	01/20/2022	LAKESHORE LEARNING MATERIALS	R	40.84	ACCOUNTS PAYABLE CHECK
1905350	01/20/2022	MARCO INC	R	75.00	ACCOUNTS PAYABLE CHECK
1905351	01/20/2022	MN ENERGY RESOURCES CORPORATION	R	3292.47	ACCOUNTS PAYABLE CHECK
1905352	01/20/2022	OFFICE DEPOT	R	380.67	ACCOUNTS PAYABLE CHECK
1905353	01/20/2022	OPG-3 INC	R	17775.00	ACCOUNTS PAYABLE CHECK
1905354	01/20/2022	SAVVAS LEARNING COMPANY LLC	R	272.69	ACCOUNTS PAYABLE CHECK
1905355	01/20/2022	SUNBELT STAFFING, LLC	R	3480.00	ACCOUNTS PAYABLE CHECK
1905356	01/20/2022	SYSCO MINNESOTA	R	1580.99	ACCOUNTS PAYABLE CHECK
1905357	01/20/2022	TOBII DYNAVOX LLC	R	55.00	ACCOUNTS PAYABLE CHECK
1905358	01/20/2022	U.S. BANK	R	1800.00	ACCOUNTS PAYABLE CHECK
*V4001231	01/07/2022	ACCELERATIONS EDUCATIONAL SOFTWARE	R	720.00	ACCOUNTS PAYABLE VOUCHER
*V4001232	01/07/2022	AEP CONNECTIONS, LLC	R	150.00	ACCOUNTS PAYABLE VOUCHER
*V4001233	01/07/2022	BARNES & NOBLE	R	1180.65	ACCOUNTS PAYABLE VOUCHER
*V4001234	01/07/2022	BIO CORPORATION	R	121.60	ACCOUNTS PAYABLE VOUCHER
*V4001235	01/07/2022	WELLS FARGO	R	8480.16	ACCOUNTS PAYABLE VOUCHER
*V4001236	01/07/2022	CITY OF APPLE VALLEY	R	646.83	ACCOUNTS PAYABLE VOUCHER
*V4001237	01/07/2022	CITY OF INVER GROVE HTS	R	208.01	ACCOUNTS PAYABLE VOUCHER
*V4001238	01/07/2022	COMO LUBE & SUPPLIES	R	165.00	ACCOUNTS PAYABLE VOUCHER
*V4001239	01/07/2022	DOCHUB	R	59.88	ACCOUNTS PAYABLE VOUCHER
*V4001240	01/07/2022	ENERGIZER HOLDINGS, INC	R	564.00	ACCOUNTS PAYABLE VOUCHER
*V4001241	01/07/2022	ESPECIAL NEEDS, LLC	R	124.95	ACCOUNTS PAYABLE VOUCHER
*V4001242	01/07/2022	GOPHER SPORT	R	176.78	ACCOUNTS PAYABLE VOUCHER
*V4001243	01/07/2022	GRAINGER W W INC.	R	240.23	ACCOUNTS PAYABLE VOUCHER
*V4001244	01/07/2022	HEALTHIEST YOU	R	3600.00	ACCOUNTS PAYABLE VOUCHER
*V4001245	01/07/2022	INNOVATIVE OFFICE SOLUTIONS	V	0.00	VOID: MULTI STUB VOUCHER
*V4001246	01/07/2022	INNOVATIVE OFFICE SOLUTIONS	V	0.00	VOID: MULTI STUB VOUCHER
*V4001247	01/07/2022	INNOVATIVE OFFICE SOLUTIONS	V	0.00	VOID: MULTI STUB VOUCHER
*V4001248	01/07/2022	INNOVATIVE OFFICE SOLUTIONS	R	8264.76	ACCOUNTS PAYABLE VOUCHER
*V4001249	01/07/2022	LAKESHORE LEARNING MATERIALS	R	1117.36	ACCOUNTS PAYABLE VOUCHER
*V4001250	01/07/2022	LOCKGUARD, INC	R	195.00	ACCOUNTS PAYABLE VOUCHER
*V4001251	01/07/2022	MCKESSON MEDICAL	R	1943.40	ACCOUNTS PAYABLE VOUCHER
*V4001252	01/07/2022	NATIONAL ACADEMY OF SCIENCES	R	228.12	ACCOUNTS PAYABLE VOUCHER
*V4001253	01/07/2022	NATL ASSO OF SCHOOL PSYCHOLOGIST	R	150.00	ACCOUNTS PAYABLE VOUCHER
*V4001254	01/07/2022	OFFICE DEPOT	V	0.00	VOID: MULTI STUB VOUCHER
*V4001255	01/07/2022	OFFICE DEPOT	V	0.00	VOID: MULTI STUB VOUCHER
*V4001256	01/07/2022	OFFICE DEPOT	R	953.11	ACCOUNTS PAYABLE VOUCHER
*V4001257	01/07/2022	OMEGA LABS INC	R	420.00	ACCOUNTS PAYABLE VOUCHER
*V4001258	01/07/2022	PEAR DECK, INC	R	3315.00	ACCOUNTS PAYABLE VOUCHER
*V4001259	01/07/2022	POWTOON	R	72.72	ACCOUNTS PAYABLE VOUCHER
*V4001260	01/07/2022	PRECISION ROLLER	R	20.04	ACCOUNTS PAYABLE VOUCHER
*V4001261	01/07/2022	PRIOHEALTH	R	596.00	ACCOUNTS PAYABLE VOUCHER
*V4001262	01/07/2022	PROFESSIONAL CRISIS MANAGEMENT ASSO	R	1504.00	ACCOUNTS PAYABLE VOUCHER
*V4001263	01/07/2022	REALLY GOOD STUFF	R	300.34	ACCOUNTS PAYABLE VOUCHER
*V4001264	01/07/2022	RIFTON EQ/COMMUNITY PRODUCTS LLC	R	198.75	ACCOUNTS PAYABLE VOUCHER
*V4001265	01/07/2022	SCHOOL NURSE SUPPLY	R	232.03	ACCOUNTS PAYABLE VOUCHER
*V4001266	01/07/2022	SCHOOL SPECIALTY, LLC	R	826.96	ACCOUNTS PAYABLE VOUCHER
*V4001267	01/07/2022	SOUTHERN OREGON EDUCATION SERVICE D	R	171.00	ACCOUNTS PAYABLE VOUCHER

DATE: 01/26/2022
TIME: 09:55:00

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 3
ACCTPA21
ACCOUNTING PERIOD: 7/22

SELECTION CRITERIA: chkstat.rundate between '20211229 00:00:00.000' and '20220126 00:00:00.000'

*V4001268	01/07/2022	SOUTHPAW ENTERPRISES	R	597.97	ACCOUNTS PAYABLE VOUCHER
*V4001269	01/07/2022	TELIN TRANSPORTATION GROUP, LLC	R	3054.11	ACCOUNTS PAYABLE VOUCHER
*V4001270	01/07/2022	THE HOME DEPOT PRO	R	3415.78	ACCOUNTS PAYABLE VOUCHER
*V4001271	01/07/2022	THERAPY NOTES, LLC	R	385.00	ACCOUNTS PAYABLE VOUCHER
*V4001272	01/07/2022	UNIVERSAL CLEANING SERVICES	R	9618.35	ACCOUNTS PAYABLE VOUCHER
*V4001273	01/07/2022	USI	R	653.65	ACCOUNTS PAYABLE VOUCHER
*V4001274	01/07/2022	VIRCO MFG CORP	R	2626.68	ACCOUNTS PAYABLE VOUCHER
*V6603955	01/12/2022	MARTHA JOAN ALLEN	R	143.36	ACCOUNTS PAYABLE VOUCHER
*V6603956	01/12/2022	MARGARET M. ALTMAN	R	13.44	ACCOUNTS PAYABLE VOUCHER
*V6603957	01/12/2022	DON JAMES BUDACH	R	134.40	ACCOUNTS PAYABLE VOUCHER
*V6603958	01/12/2022	JAYNE Z. CIODARU	R	40.32	ACCOUNTS PAYABLE VOUCHER
*V6603959	01/12/2022	KATHERINE DIANE ENGEL	R	87.36	ACCOUNTS PAYABLE VOUCHER
*V6603960	01/12/2022	JONI KAY ERIE	R	44.80	ACCOUNTS PAYABLE VOUCHER
*V6603961	01/12/2022	MICHAEL LEONARD FAVOR	R	210.56	ACCOUNTS PAYABLE VOUCHER
*V6603962	01/12/2022	JORDAN M FISCHER	R	97.44	ACCOUNTS PAYABLE VOUCHER
*V6603963	01/12/2022	ANGELITA LEE FLEMING	R	107.52	ACCOUNTS PAYABLE VOUCHER
*V6603964	01/12/2022	SHERILYN FAYE FRISQUE	R	229.60	ACCOUNTS PAYABLE VOUCHER
*V6603965	01/12/2022	ELIZABETH KAY GARLOUGH	R	62.72	ACCOUNTS PAYABLE VOUCHER
*V6603966	01/12/2022	RICHELLE E. GERNES	R	50.40	ACCOUNTS PAYABLE VOUCHER
*V6603967	01/12/2022	CHRISTINA ANN GILLARD	R	231.84	ACCOUNTS PAYABLE VOUCHER
*V6603968	01/12/2022	LEAH HANISCH HARRIS	R	25.76	ACCOUNTS PAYABLE VOUCHER
*V6603969	01/12/2022	PETER ALLYN HENDRICKS	R	201.60	ACCOUNTS PAYABLE VOUCHER
*V6603970	01/12/2022	KAREN LYNNE HJERMSTAD	R	119.28	ACCOUNTS PAYABLE VOUCHER
*V6603971	01/12/2022	CINDY LOU JACOBS	R	143.92	ACCOUNTS PAYABLE VOUCHER
*V6603972	01/12/2022	EVA MARIE JOHNSON	R	43.83	ACCOUNTS PAYABLE VOUCHER
*V6603973	01/12/2022	SARAH LYNN JOHNSON	R	110.30	ACCOUNTS PAYABLE VOUCHER
*V6603974	01/12/2022	CAROL LEIGH KURTEN	R	24.64	ACCOUNTS PAYABLE VOUCHER
*V6603975	01/12/2022	BETSY SUE LARSEN	R	50.40	ACCOUNTS PAYABLE VOUCHER
*V6603976	01/12/2022	SARAH MARIE LUDEWIG	R	103.04	ACCOUNTS PAYABLE VOUCHER
*V6603977	01/12/2022	TAYLOR LINDSEY LYDEN	R	75.04	ACCOUNTS PAYABLE VOUCHER
*V6603978	01/12/2022	KRISTA MARIE MEYEN	R	26.88	ACCOUNTS PAYABLE VOUCHER
*V6603979	01/12/2022	JAMES ANTHONY MYRMAN	R	44.80	ACCOUNTS PAYABLE VOUCHER
*V6603980	01/12/2022	AMANDA LYNN PETERS	R	38.08	ACCOUNTS PAYABLE VOUCHER
*V6603981	01/12/2022	JENNIFER MAE PETERSEN	R	29.68	ACCOUNTS PAYABLE VOUCHER
*V6603982	01/12/2022	SUSAN LEE ROGERS	R	2.24	ACCOUNTS PAYABLE VOUCHER
*V6603983	01/12/2022	AMBER GRACE SCHMITZ	R	132.16	ACCOUNTS PAYABLE VOUCHER
*V6603984	01/12/2022	IRENE ELIZABETH SCHULTZ-ALBERT	R	154.56	ACCOUNTS PAYABLE VOUCHER
*V6603985	01/12/2022	HEATHER LYNN STOESZ	R	154.56	ACCOUNTS PAYABLE VOUCHER
*V6603986	01/12/2022	BRENDA JEAN SZOKA	R	50.78	ACCOUNTS PAYABLE VOUCHER
*V6603987	01/12/2022	SONIA LYNN TENDRICH	R	118.72	ACCOUNTS PAYABLE VOUCHER
*V6603988	01/12/2022	MANDI LEA THILL	R	28.56	ACCOUNTS PAYABLE VOUCHER
*V6603989	01/12/2022	GRETCHEN ANN TOAY	R	17.36	ACCOUNTS PAYABLE VOUCHER
*V6603990	01/12/2022	ADRIENNE KATE TURZYNSKI	R	6.72	ACCOUNTS PAYABLE VOUCHER
*V6603991	01/12/2022	JESSICA KATHRYN VAILLANCOURT	R	12.32	ACCOUNTS PAYABLE VOUCHER
*V6603992	01/12/2022	JANEL LYNN VRIEZE	R	78.40	ACCOUNTS PAYABLE VOUCHER
*V6603993	01/12/2022	JERYN LEE WALDERA	R	10.08	ACCOUNTS PAYABLE VOUCHER
*V6603994	01/12/2022	MICHAEL PATRICK ZICKRICK	R	33.60	ACCOUNTS PAYABLE VOUCHER
*V6603995	01/26/2022	KIM MARIE AUSTIN	R	143.92	ACCOUNTS PAYABLE VOUCHER
*V6603996	01/26/2022	ALICIA MAE BEINBRECH	R	100.80	ACCOUNTS PAYABLE VOUCHER
*V6603997	01/26/2022	MICHAEL JASON BIBRO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603998	01/26/2022	TARA JO BLACKERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603999	01/26/2022	LOREEN M. BOHNERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604000	01/26/2022	CARL RAYMOND BOURDON	R	66.11	ACCOUNTS PAYABLE VOUCHER
*V6604001	01/26/2022	MATTHEW KYLE BRUNS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604002	01/26/2022	DON JAMES BUDACH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604003	01/26/2022	ANNE LOUISE BYER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604004	01/26/2022	JESSICA DAWN CHAMBLIN	R	481.60	ACCOUNTS PAYABLE VOUCHER

DATE: 01/26/2022
TIME: 09:55:00

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 4
ACCTPA21
ACCOUNTING PERIOD: 7/22

SELECTION CRITERIA: chkstat.rundate between '20211229 00:00:00.000' and '20220126 00:00:00.000'

*V6604005	01/26/2022	EMILY MARGARET CLARK	R	198.90	ACCOUNTS PAYABLE VOUCHER
*V6604006	01/26/2022	ANNA JEANNE CORSELLO	R	285.00	ACCOUNTS PAYABLE VOUCHER
*V6604007	01/26/2022	JAMIE AUTUMN DALBESIO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604008	01/26/2022	PEARL SUSAN DEVENOW	R	204.40	ACCOUNTS PAYABLE VOUCHER
*V6604009	01/26/2022	LINDSAY MAE FITZGERALD	R	33.60	ACCOUNTS PAYABLE VOUCHER
*V6604010	01/26/2022	SHERILYN FAYE FRISQUE	R	112.56	ACCOUNTS PAYABLE VOUCHER
*V6604011	01/26/2022	PAMELA VICK GARRETSON	R	182.40	ACCOUNTS PAYABLE VOUCHER
*V6604012	01/26/2022	RICHELLE E. GERNES	R	27.12	ACCOUNTS PAYABLE VOUCHER
*V6604013	01/26/2022	ADDIE SUZANNE GESKE	R	150.08	ACCOUNTS PAYABLE VOUCHER
*V6604014	01/26/2022	CASSIE J. GROFF	R	84.56	ACCOUNTS PAYABLE VOUCHER
*V6604015	01/26/2022	SARA ELIZABETH GROVE	R	19.31	ACCOUNTS PAYABLE VOUCHER
*V6604016	01/26/2022	KELLY JEAN HANKES	R	81.20	ACCOUNTS PAYABLE VOUCHER
*V6604017	01/26/2022	LEAH HANISCH HARRIS	R	56.00	ACCOUNTS PAYABLE VOUCHER
*V6604018	01/26/2022	JANA LEE HEIDEMANN	R	68.32	ACCOUNTS PAYABLE VOUCHER
*V6604019	01/26/2022	JENNIFER AMY HETLAND	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604020	01/26/2022	MELISSA ROCHELL HO	R	122.28	ACCOUNTS PAYABLE VOUCHER
*V6604021	01/26/2022	JUSTIN DAVID HOELSCHER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604022	01/26/2022	KATE SCHNEEWEIS HULSE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604023	01/26/2022	AMY TAMARAH WOLF KAUFMAN	R	241.36	ACCOUNTS PAYABLE VOUCHER
*V6604024	01/26/2022	LORI ANN KLEIN	R	180.16	ACCOUNTS PAYABLE VOUCHER
*V6604025	01/26/2022	SHANNA MARIE KNUTSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604026	01/26/2022	LAURA MARIE KVAMME	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604027	01/26/2022	DANIELLE MARIE LAFRANCE-WARNKE	R	134.40	ACCOUNTS PAYABLE VOUCHER
*V6604028	01/26/2022	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604029	01/26/2022	BETSY SUE LARSEN	R	42.71	ACCOUNTS PAYABLE VOUCHER
*V6604030	01/26/2022	ABIGAIL MARIE EVANS LARSON	R	376.88	ACCOUNTS PAYABLE VOUCHER
*V6604031	01/26/2022	ERIN JEAN MAHNKE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604032	01/26/2022	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604033	01/26/2022	SHANNON BRENNAN BRENNAN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604034	01/26/2022	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604035	01/26/2022	JENNIFER LEE OLSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604036	01/26/2022	HOLLY MARIE PEMBLE	R	80.08	ACCOUNTS PAYABLE VOUCHER
*V6604037	01/26/2022	AMANDA LYNN PETERS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604038	01/26/2022	JENNIFER MAE PETERSEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604039	01/26/2022	BROOKE ALLYSON PETERSON	R	118.00	ACCOUNTS PAYABLE VOUCHER
*V6604040	01/26/2022	CAROLINE ROSE PETERSON	R	189.28	ACCOUNTS PAYABLE VOUCHER
*V6604041	01/26/2022	EMILY ANN PFISTERER	R	334.88	ACCOUNTS PAYABLE VOUCHER
*V6604042	01/26/2022	HANNAH DUFFY RADANT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604043	01/26/2022	WENDI MARLAINA RENKEN	R	74.12	ACCOUNTS PAYABLE VOUCHER
*V6604044	01/26/2022	JESSICA LYNN RICHTER	R	75.60	ACCOUNTS PAYABLE VOUCHER
*V6604045	01/26/2022	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604046	01/26/2022	DANIEL STEPHEN ROSS	R	37.16	ACCOUNTS PAYABLE VOUCHER
*V6604047	01/26/2022	NICOLLE KATHERINE ROUSH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604048	01/26/2022	MELISSA RAE SCHALLER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604049	01/26/2022	MICHELLE JEAN SHANLEY	R	126.00	ACCOUNTS PAYABLE VOUCHER
*V6604050	01/26/2022	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604051	01/26/2022	KAYLEEN LAVONNE TAFFE	R	24.08	ACCOUNTS PAYABLE VOUCHER
*V6604052	01/26/2022	MARY ELIZABETH TAYLOR	R	90.72	ACCOUNTS PAYABLE VOUCHER
*V6604053	01/26/2022	SONIA LYNN TENDRICH	R	114.59	ACCOUNTS PAYABLE VOUCHER
*V6604054	01/26/2022	TAYLOR MAY THOMAS	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604055	01/26/2022	SHANYN NICOLE TUFTEE	R	93.72	ACCOUNTS PAYABLE VOUCHER
*V6604056	01/26/2022	ANTHONY JOSEPH VILLELLI	R	68.82	ACCOUNTS PAYABLE VOUCHER
*V6604057	01/26/2022	MICHELLE LYNN VOLLBRECHT	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604058	01/26/2022	SARAH MICHELLE WEILER	R	21.06	ACCOUNTS PAYABLE VOUCHER
*V6604059	01/26/2022	FRAN LOUISE WOOD	R	155.68	ACCOUNTS PAYABLE VOUCHER
*V6604060	01/26/2022	ANDREW WOODS	R	194.16	ACCOUNTS PAYABLE VOUCHER
*V6604061	01/26/2022	SCOTT MICHAEL ZEHNDER	R	20.00	ACCOUNTS PAYABLE VOUCHER

DATE: 01/26/2022
TIME: 09:55:00

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 5
ACCTPA21
ACCOUNTING PERIOD: 7/22

SELECTION CRITERIA: chkstat.rundate between '20211229 00:00:00.000' and '20220126 00:00:00.000'

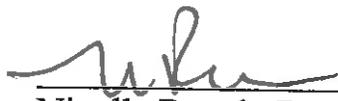
*V6604062	01/26/2022	MICHAEL PATRICK ZICKRICK	R	46.80	ACCOUNTS PAYABLE VOUCHER
*V7701869	01/03/2022	MEDICA	R	166873.33	ACCOUNTS PAYABLE VOUCHER
*V7701870	01/03/2022	PLANSOURCE FLEX BEN.	R	1149.95	ACCOUNTS PAYABLE VOUCHER
*V7701871	01/03/2022	MEDICA	R	70119.86	ACCOUNTS PAYABLE VOUCHER
*V7701872	01/03/2022	NATIONAL INSURANCE SERVICES OF WI,	R	10150.58	ACCOUNTS PAYABLE VOUCHER
*V7701873	01/03/2022	AFLAC	R	1749.76	ACCOUNTS PAYABLE VOUCHER
*V7701874	01/03/2022	AMERIPRISE FINANCIAL ADVISORS	R	9765.21	ACCOUNTS PAYABLE VOUCHER
*V7701875	01/03/2022	AXA EQUITABLE LIFE INS CO	R	4033.66	ACCOUNTS PAYABLE VOUCHER
*V7701876	01/03/2022	FIDELITY INVSTMT TAX-EX SVC CO	R	7529.43	ACCOUNTS PAYABLE VOUCHER
*V7701877	01/03/2022	HEALTH EQUITY, INC.	R	26802.68	ACCOUNTS PAYABLE VOUCHER
*V7701878	01/03/2022	HORACE MANN LIFE INS	R	1435.02	ACCOUNTS PAYABLE VOUCHER
*V7701879	01/03/2022	INTERNAL REVENUE SERVICE	R	227592.42	ACCOUNTS PAYABLE VOUCHER
*V7701880	01/03/2022	EDUCATION MN ESI BILLING TRUST	R	17124.46	ACCOUNTS PAYABLE VOUCHER
*V7701881	01/03/2022	MN DEPT OF REVENUE	R	37869.34	ACCOUNTS PAYABLE VOUCHER
*V7701882	01/03/2022	MN STATE RETIREMENT SYSTEM	R	1108.33	ACCOUNTS PAYABLE VOUCHER
*V7701883	01/03/2022	EXECUTIVE DIRECTOR	R	51196.83	ACCOUNTS PAYABLE VOUCHER
*V7701884	01/03/2022	STATE TREASURER, TRA	R	108393.02	ACCOUNTS PAYABLE VOUCHER
*V7701885	01/03/2022	VARIABLE ANNUITY LIFE INS CO	R	9693.94	ACCOUNTS PAYABLE VOUCHER
*V7701886	01/03/2022	VOYA	R	1328.76	ACCOUNTS PAYABLE VOUCHER
*V7701887	01/04/2022	APPLE VALLEY ISD LLC	R	41815.67	ACCOUNTS PAYABLE VOUCHER
*V7701888	01/04/2022	SE ISD, DST	R	77415.98	ACCOUNTS PAYABLE VOUCHER
*V7701889	01/12/2022	MEDICA	R	72928.60	ACCOUNTS PAYABLE VOUCHER
*V7701890	01/12/2022	MEDICA	R	56003.26	ACCOUNTS PAYABLE VOUCHER
*V7701891	01/14/2022	PLANSOURCE FLEX BEN.	R	12934.02	ACCOUNTS PAYABLE VOUCHER
*V7701892	01/19/2022	AMERIPRISE FINANCIAL ADVISORS	R	9673.67	ACCOUNTS PAYABLE VOUCHER
*V7701893	01/19/2022	AXA EQUITABLE LIFE INS CO	R	4033.66	ACCOUNTS PAYABLE VOUCHER
*V7701894	01/19/2022	FIDELITY INVSTMT TAX-EX SVC CO	R	7529.43	ACCOUNTS PAYABLE VOUCHER
*V7701895	01/19/2022	HEALTH EQUITY, INC.	R	28455.66	ACCOUNTS PAYABLE VOUCHER
*V7701896	01/19/2022	HORACE MANN LIFE INS	R	1435.02	ACCOUNTS PAYABLE VOUCHER
*V7701897	01/19/2022	INTERNAL REVENUE SERVICE	R	233041.11	ACCOUNTS PAYABLE VOUCHER
*V7701898	01/19/2022	EDUCATION MN ESI BILLING TRUST	R	20646.86	ACCOUNTS PAYABLE VOUCHER
*V7701899	01/19/2022	MN DEPT OF REVENUE	R	38107.70	ACCOUNTS PAYABLE VOUCHER
*V7701900	01/19/2022	MN STATE RETIREMENT SYSTEM	R	1108.33	ACCOUNTS PAYABLE VOUCHER
*V7701901	01/19/2022	EXECUTIVE DIRECTOR	R	52041.46	ACCOUNTS PAYABLE VOUCHER
*V7701902	01/19/2022	STATE TREASURER, TRA	R	108239.48	ACCOUNTS PAYABLE VOUCHER
*V7701903	01/19/2022	VARIABLE ANNUITY LIFE INS CO	R	9693.94	ACCOUNTS PAYABLE VOUCHER
*V7701904	01/19/2022	VOYA	R	1363.18	ACCOUNTS PAYABLE VOUCHER
*V7701905	01/19/2022	MEDICA	R	47187.65	ACCOUNTS PAYABLE VOUCHER
*V7701906	01/24/2022	DELTA DENTAL OF MINNESOTA	R	31894.21	ACCOUNTS PAYABLE VOUCHER
*V7701907	01/26/2022	MEDICA	R	41290.87	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				1888129.16	
TOTAL REPORT				1888129.16	

Intermediate School District 917
1300 E. 145th Street
Rosemount, MN 55068

Re: Sales Tax Wire Transfer

Date: 1/12/22

This memo serves as authorization for the wire transfer of funds for payment of sales tax in the amount of \$ 244.00, from Wells Fargo Bank Account No. 3805702167.

 1-12-22
Nicolle Roush, Business Manager

Revised

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

01/14/2022 DIRECT DEPOSITS REGULAR PAY (113)	\$	694,393.68
01/14/2022 CHECKS (113)	\$	149.37

NET PAYROLL \$ **694,543.05**

Authorized Signature  Date 1/13/22

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

01/14/2022 DIRECT DEPOSITS REGULAR PAY (113)	\$	694,393.68
01/14/2022 CHECKS (113)	\$	149.37

NET PAYROLL **\$ 694,543.05**

Authorized Signature  Date 1/13/22

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

December 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	10,699,942.43	0.00	2,000,000.00	0.00	201.51	8,700,143.94	1,576.79
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	3,500,000.00	0.00	0.00	0.00	0.00	3,500,000.00	0.00
TOTAL		14,199,942.43	0.00	2,000,000.00	0.00	201.51	12,200,143.94	1,576.79

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

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

NOTE: **December 2021** Average MSDLAF Liquid Rate was .03% and the MSDLAF+MAX Average Rate was .00%. MSDLAF Term Average Rate estimate is .23%.



Account Statement - Transaction Summary

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

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

MSDLAF+ MAX Class

Opening Market Value	10,699,942.43
Purchases	201.51
Redemptions	(2,000,000.00)
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value **\$8,700,143.94**

Cash Dividends and Income 201.51

MSDLAF TERM

Opening Market Value	3,500,000.00
Purchases	0.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

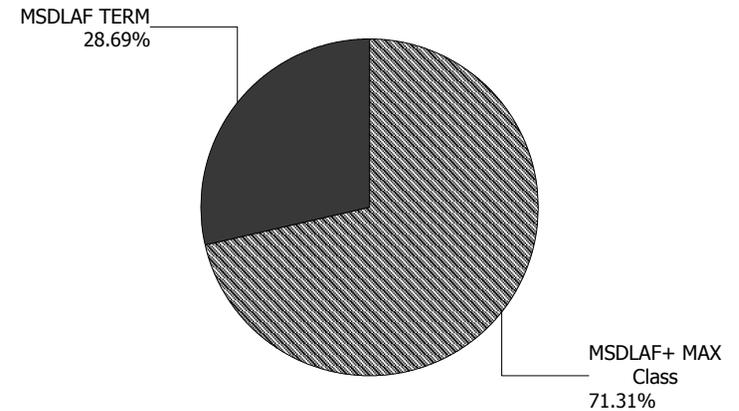
Closing Market Value **\$3,500,000.00**

Cash Dividends and Income 0.00

Asset Summary

	December 31, 2021	November 30, 2021
MSDLAF+ MAX Class	8,700,143.94	10,699,942.43
MSDLAF TERM	3,500,000.00	3,500,000.00
Total	\$12,200,143.94	\$14,199,942.43

Asset Allocation





Investment Holdings

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

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

Trade Date	Settlement Date	Security Description	Maturity Date	Rate	Investment Amount	Estimated Earnings	Est. Value at Maturity
MSDLAF TERM							
11/30/21	11/30/21	TERM - MSDLAF+ TERM Jun 23	08/01/22	0.2300	3,500,000.00	705.75	3,505,381.37
Total					\$3,500,000.00	\$705.75	\$3,505,381.37



Account Statement

For the Month Ending **December 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
MSDLAF+ MAX Class					
Opening Balance					10,699,942.43
12/01/21	12/01/21	Redemption - ACH Redemption	1.00	(1,000,000.00)	9,699,942.43
12/22/21	12/22/21	Redemption - ACH Redemption	1.00	(1,000,000.00)	8,699,942.43
12/31/21	01/03/22	Accrual Income Div Reinvestment - Distributions	1.00	201.51	8,700,143.94

Closing Balance **8,700,143.94**

	Month of December	Fiscal YTD July-December	
Opening Balance	10,699,942.43	10,998,567.15	Closing Balance
Purchases	201.51	4,701,576.79	Average Monthly Balance
Redemptions (Excl. Checks)	(2,000,000.00)	(7,000,000.00)	Monthly Distribution Yield
Check Disbursements	0.00	0.00	0.03%
Closing Balance	8,700,143.94	8,700,143.94	
Cash Dividends and Income	201.51	1,576.79	

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

01/31/2022 DIRECT DEPOSITS REGULAR PAY (114)	\$	682,318.99
01/31/2022 CHECKS (114)	\$	-

NET PAYROLL \$ **682,318.99**

Authorized Signature  Date 1/27/22

Member _____ the following resolution and moved its adoption:

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

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

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

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

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

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

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

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

Dated: _____



Intermediate School District #917

Proposed Revised Budget

2021 - 2022

February 01, 2022

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

Secondary Technical Center Programs:

	2020-21 Final Hrly Rates	2021-22 Est. Hrly Rates	% change	
* Secondary Career and Technical Programs Average Rate	\$ 15.05	\$ 14.67	-2.52%	
Career Exploration Program Rate	\$ 9.32	\$ -	-100.00%	Discontinued
Food Industry Careers Program Rate	\$ 8.44	\$ -	-100.00%	Discontinued
	2020-21 Final Billable Hours	2021-22 Est. Billable Hours	% change	
Secondary Vocational Student Billable Hours	75,082	68,508	-8.76%	(Est. based on 3 yr avg.)
DCALS Student Billable Hours (unweighted)	193,764.50	198,360	2.37%	(Est. based on 3 yr avg.)
DCALS South Student Billable Hours (unweighted)	19,088.82	20,880.00	9.38%	(Est. based on 3 yr avg.)
DCALS North Student Billable Hours (unweighted)	82,365.30	78,300.00	-4.94%	(Est. based on 3 yr avg.)
DCALS Ext. Day Student Billable Hours (unweighted)	56,404.92	51,156.00	-9.31%	(Est. based on 3 yr avg.)
Total Student Billable Hours	426,706	417,204	-2.23%	

Special Education Programs:

	2020-21 Actual Hrly Rates	2021-22 Est. Hrly Rates	% change	
Special Education Resource Program Average Rate	\$ 54.72	\$ 68.18	24.60%	
Purchase of Services Agreements Average Cost per F.T.E.	\$ 106,215.35	\$ 108,397.00	2.05%	
	2020-21 Actual Billable Hours	2021-22 Est. Billable Hours	% change	
Special Education Resource Student Billable Hours	567,432	508,256	-10.43%	based on Oct 1 counts
Special Education Purchase of Service Billable Hrs	44,173	45,032	1.94%	
Total Student Billable Hours	611,605	553,287	-9.54%	

Intermediate School District 917

Fiscal year	Ratio of	Total exp	Total aid	Exp after aid applied	Billable hours (sped only)	Hrly rate before aid	Hrly rate after aid
	Exp to Aid						
FY17	0.59	\$17,225,861	\$10,175,078	\$7,050,783	414217	\$41.59	\$17.02
FY18	0.59	\$19,066,257	\$11,023,393	\$8,042,864	411310	\$46.35	\$19.55
FY19	0.53	\$22,340,891	\$11,914,174	\$10,426,717	439413	\$50.84	\$23.73
FY20	0.55	\$25,425,613	\$13,906,025	\$11,519,588	504435	\$50.40	\$22.84 as of 4/20/21
FY21	0.61	\$26,603,914	\$16,356,606	\$10,247,308	533975	\$49.82	\$19.19 as of 10/12/21

Northeast Metro 916

Fiscal year	Ratio of	Total exp	Total aid	Exp after aid applied	Billable hours (sped only)	Hrly rate before aid	Hrly rate after aid
	Exp to Aid						
FY17	0.55	\$25,287,090	\$13,932,241	\$11,354,849	513878	\$49.21	\$22.10
FY18	0.53	\$30,175,838	\$15,963,412	\$14,212,426	544881	\$55.83	\$26.08
FY19	0.58	\$31,767,389	\$18,467,207	\$13,300,182	513811	\$61.83	\$25.89
FY20	0.57	\$34,523,230	\$19,746,895	\$14,776,335	500704	\$68.95	\$29.51 as of 4/20/21
FY21	0.63	\$35,830,020	\$22,702,443	\$13,127,577	510645	\$70.17	\$25.71 as of 10/12/21

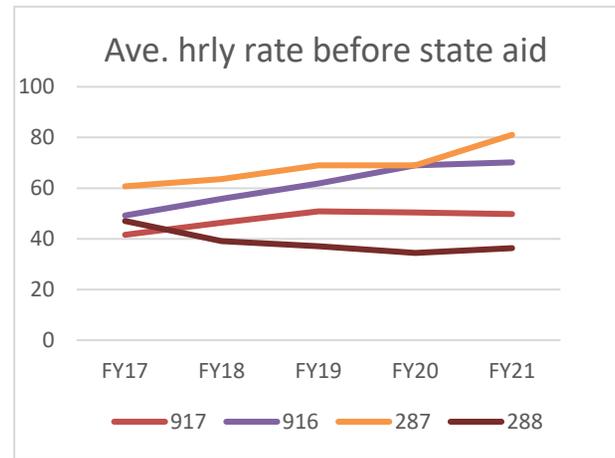
Intermediate School District 287

Fiscal year	Ratio of	Total exp	Total aid	Exp after aid applied	Billable hours (sped only)	Hrly rate before aid	Hrly rate after aid
	Exp to Aid						
FY17	0.53	\$38,769,097	\$20,498,074	\$18,271,023	638535	\$60.72	\$28.61
FY18	0.59	\$37,802,164	\$22,392,901	\$15,409,263	595009	\$63.53	\$25.90
FY19	0.55	\$39,985,087	\$22,093,866	\$17,891,221	579524	\$69.00	\$30.87
FY20	0.57	\$40,342,871	\$23,138,896	\$17,203,976	583679	\$69.12	\$29.48 as of 4/20/21
FY21	0.62	\$43,487,404	\$26,965,199	\$16,522,205	536678	\$81.03	\$30.79 as of 10/12/21

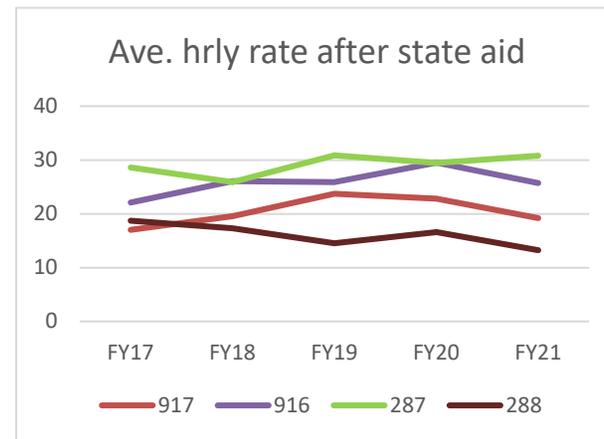
Southwest Metro Intermediate 288

Fiscal year	Ratio of	Total exp	Total aid	Exp after aid applied	Billable hours (sped only)	Hrly rate before aid	Hrly rate after aid
	Exp to Aid						
FY17	0.6	\$8,272,180	\$4,979,577	\$3,292,603	175906	\$47.03	\$18.72
FY18	0.56	\$7,810,512	\$4,352,979	\$3,457,533	200026	\$39.05	\$17.29
FY19	0.61	\$7,502,699	\$4,565,034	\$2,937,665	201676	\$37.20	\$14.57
FY20	0.52	\$8,585,673	\$4,444,266	\$4,141,406	249345	\$34.43	\$16.61 as of 4/20/21
FY21	0.63	\$9,325,758	\$5,919,118	\$3,406,640	257208	\$36.26	\$13.24 as of 10/12/21

Hourly rate before aid	FY17	FY18	FY19	FY20	FY21
917	41.59	46.35	50.84	50.40	49.82
916	49.21	55.83	61.83	68.95	70.17
287	60.72	63.53	69.00	69.00	81.03
288	47.03	39.05	37.13	34.43	36.26



Hourly rate after aid	FY17	FY18	FY19	FY20	FY21
917	17.02	19.55	23.73	22.84	19.19
916	22.10	26.08	25.89	29.51	25.71
287	28.61	25.90	30.87	29.45	30.79
288	18.72	17.29	14.54	16.61	13.24



Intermediate School District 917

2021-2022

Overview of Proposed Revised Budget

Fund #	Fund Name	Actual Fund Balance 6/30/2021	Projected Revenues	Projected Expenditures	Projected Fund Balance 6/30/2022
1	Secondary	3,558,614	4,186,118	4,120,597	3,624,135
2	Special Education	6,722,281	41,871,129	42,249,291	6,344,119
5	Gen Capital Exp.	10,871	526,700	529,400	8,171
10	Institutional Support	6,398	62,225	62,780	5,843
13	Secondary Resale	21,471	18,670	20,388	19,753
14	Special Ed Resale	11,167	7,550	7,250	11,467
15	917 Support Services	671	0	0	671
50	Student Activities	5,573	3,600	3,100	6,073
	Total Operating Fund	10,337,046	46,675,992	46,992,806	10,020,232
3	Food and Nutrition	0	184,970	184,970	0
20	Internal Service Fund	-774,489	135,000	164,500	-803,989
21	Self Funded Dental Ins. Plan	540,945	510,350	505,670	545,625
22	Self Funded Health Ins. Plan	4,149,206	5,776,450	4,827,720	5,097,936
	Total Funds	14,252,708	53,282,762	52,675,666	14,859,804

The general funds projected reserved/unassigned fund balance as of 6/30/2022

Preliminary operating fund balance

\$ 10,020,232

Preliminary operating fund balance as a percentage of expenditures

21.32%

Excluding restricted fund balance (Fund 5)

21.55%

FY21 unassigned fund balance actuals per final audit

23.60%

Intermediate School District 917														
Balance Sheet - GASB 54 Fund Balances														
Governmental Funds as of June 30, 2022														
					General Fund				Food Service	Internal Service Fund	Self Funded Dental	Self Funded Medical	Student Activities	
		Fund 1	Fund 2	Fund 5	Fund 10	Fund 13	Fund 14	Fund 15	Fund 3	Fund 20	Fund 21	Fund 22	Fund 50	
Nonspendable:														
	Inventories													
	Prepaid Expenses													
Restricted for:														
	Health and Safety													
	Basic Skills Compensatory													
	Deferred Maintenance Projects													
	Operating Capitol/Bond Payment			8,171										
	Safe Schools Levy													
	OPEB													
	Other Fund Activities													
Committed for:														
	Fund Balance for Next Year Operations													
Assigned for:														
	Next Year Severance Pay													
	Next Year Retiree Health Insurance													
	School Carryover Budgets													
	Scholarships													
	Encumbrances													
Unassigned for:														
	Unassigned	3,624,135	6,344,119	0	0	19,753	11,467	671		-803,989	545,625	5,097,936	6,073	
	21-22 Projected Fund Balance	\$ 3,624,135	6,344,119	8,171	5,843	19,753	11,467	671	0	-803,989	545,625	5,097,936	6,073	14,859,804
	20-21 Actual Fund Balance	\$ 3,558,614	6,722,281	10,871	6,398	21,471	11,167	671	0	-774,489	540,945	4,149,206	5,573	14,252,708
	Change	65,521	-378,162	-2,700	-555	-1,718	300	0	0	-29,500	4,680	948,730	500	607,096

Intermediate School District 917

Expenditure Comparison

2021-22 Adopted Budget and 2021-22 Revised Budget

Fund #	Description	FY 21-22 Adopted Expenditures	FY 21-22 Revised Exp. Budget	Difference	Percent Change
1	Secondary	3,946,188	4,120,597	174,409	4.42%
2	Special Ed.	45,764,617	42,249,291	-3,515,326	-7.68%
5	Capital Improvements	527,900	529,400	1,500	0.28%
10	Institutional Support	32,225	62,780	30,555	94.82%
13	Secondary Resale	24,388	20,388	-4,000	-16.40%
14	Special Ed Resale	7,050	7,250	200	2.84%
15	917 Support Services	0	0	0	0.00%
50	Student Activities	3,600	3,100	-500	0.00%
	Total Operating Fund	50,305,968	46,992,806	-3,313,162	-6.59%
3	Food and Nutrition	202,270	184,970	-17,300	-8.55%
20	Internal Service Fund	115,000	164,500	49,500	43.04%
21	Self Funded Dental Ins. Plan	485,000	505,670	20,670	4.26%
22	Self Funded Health Ins. Plan	4,654,660	4,827,720	173,060	3.72%
	Total Funds	55,762,898	52,675,666	-3,087,232	-5.54%

Highlight of significant changes between 2021-22 adopted exp vs. revised exp:

- Fund 1 Shift in Safe Schools Revenue from fund 02 \$49,650 to cover .50 counselor, increase in Basic Skills Revenue \$2,614, vacation payoffs for early retirees \$46,715, adding open Academic Liaison position .50 FTE \$68,820, salaries and benefits with staff replacements and final teacher contract settlements \$41,427, and decrease with change in Principal (\$34,817).

- Fund 2 Increase in Basic Skills Compensatory \$63,930, MA \$45,491, Sub contracts \$62,750, repairs \$21,962, contracted services for nurses \$213,626, TWA 's \$250,000 and covid grant \$40,000. Decrease Safe Schools Revenue (\$49,650), supplies and equipment (\$12,775), fees for services (\$35,000), overhead (\$16,100) salary and benefits for 85 non-licensed and 8 licensed (\$4.05 million).

- Fund 10 Increase estimated support of \$30,000 from Dakota County who will pay for portion of shared services for Communications, Innovation and Public Relations Coordinator.

- Funds 13 Decrease anticipated due to anticipated reduction in sales.

- Fund 3 Decrease assumption meal order will decrease with inability to bring back students on wait list.

- Funds 21 & 22 Increase in participation, expected claims and stop loss insurance rates services with improvement of Covid situation.

Intermediate School District 917

Expenditure Comparison

2020-21 Actuals vs. 2021-22 Revised Budget

Fund #	Description	FY 20-21 Actual Expenditures	FY 21-22 Revised Exp. Budget	Difference	Percent Change
1	Secondary	4,258,341	4,120,597	-137,744	-3.23%
2	Special Ed.	37,529,096	42,249,291	4,720,195	12.58%
5	Capital Improvements	530,500	529,400	-1,100	-0.21%
10	Institutional Support	26,955	62,780	35,825	132.91%
13	Secondary Resale	988	20,388	19,400	1963.56%
14	Special Ed Resale	1,069	7,250	6,181	578.20%
15	917 Support Services	0	0	0	0.00%
50	Student Activities	1,620	3,100	1,480	0.00%
	Total Operating Fund	42,348,569	46,992,806	4,644,237	10.97%
3	Food and Nutrition	91,491	184,970	93,479	102.17%
20	Internal Service Fund	206,445	164,500	-41,945	-20.32%
21	Self Funded Dental Ins. Plan	501,630	505,670	4,040	0.81%
22	Self Funded Health Ins. Plan	4,033,999	4,827,720	793,721	19.68%
	Total Funds	47,182,134	52,675,666	5,493,532	11.64%

Highlight of significant changes between 2020-21 actuals vs. 2021-22 revised exp:

- Fund 1 Salary and benefit increases built in for estimated and actual contract settlements, additional budget adjustments enclosed on the 6th page of this document.
- Fund 2 Salary and benefit increases built in for estimated and actual contract settlements, additional budget adjustments enclosed on the 6th page of this document.
- Fund 10 Increase due to Health and Safety and wellness exp \$5,730 and Dakota County contract \$30,000.
- Fund 13 Increase anticipated with in-person learning model back in place.
- Funds 21 & 22 Anticipating an increase in participation with increase in staff resulting in a increase in fees to administer program and claims.

FY22 Intermediate School District 917 Revised Budget Assumptions

2.45% increase in General Ed formula per ADM

2021-23 Contracts unsettled:

Administrators (includes Directors, Asst Directors/Principals, and Deans,)	3.00%	Average
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2021-23 Contracts settled:

Teachers	4.87%	Actual
Coordinators		

2020-22 Contracts settled:

BCBA's Mental Health	3.47%	Average
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2020-22 Contracts settled:

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

Enrollment Assumptions:

Secondary Vocational Programs	Enrollment decrease	-6.33	ADMs
DCALS South	Enrollment increase	1.72	ADMs
DCALS	Enrollment increase	4.42	ADMs
DCALS North	Enrollment decrease	-3.91	ADMs
Ext Year On-line	Enrollment decrease	-5.06	ADMs
Special Education	Enrollment decrease	-57	ADMs
Total ADM Changes		-66	

**HIGHLIGHT OF SIGNIFICANT CHANGES BETWEEN
2020-21 ACTUAL VS 2021-22 REVISED EXPENDITURES**

Fund 1

DCALS	Decrease 1.0 FTE guidance counselor adding .50 FTE Academic Liaison anticipating hiring mid year.	-0.5	(\$43,980)
	Increase .5 counselor	0.50	\$49,650
Secondary Vocational	Decrease 1.0 FTE career exploration teacher, .33 work exp. teacher, .33 FTE food industry career teacher, .25 FTE medical careers teacher, .40 mechatronics teacher and .33 FTE fund chef teacher	-2.64	FTE (\$317,066)
District Wide	Increase due to vacation payoffs mid year		\$46,715
	Increase operating leases		\$13,635
	Increase in Carl Perkins Grant		\$51,926
	Increase in overhead		\$16,337
	Decrease in workers compensation insurance		(\$7,308)
	Decrease in basic skills compensatory		(\$31,816)
	Decrease Safe Schools Levy		(\$3,395)
	Total Changes in Fund 1	-2.64	(\$225,302)

Fund 2

IDEA Program	Increase 1 FTE teacher, 1 FTE non-licensed staff	2.00	FTE \$108,500 x
Sun Program	Increase 1 FTE teacher and 6 FTE non-licensed staff	7.00	FTE \$313,500 x
TESA Program	Increase 1 FTE teacher and 6 FTE non-licensed at BTC location and -9 non-licensed staff DCTC	-2.00	FTE (\$55,500) x
DHH Program	Increase 1 FTE assistant director and decrease 1 FTE dean		\$20,000 x
DCALS Program	Decrease .5 FTE teacher	-0.50	(\$33,750) x
Extended Day Programming			\$191,960 x
Across All Programs	Overall increase in non-licensed built in compared to FY21 and additional TWA's for training	43.30	\$1,732,684 x

**HIGHLIGHT OF SIGNIFICANT CHANGES BETWEEN
2020-21 ACTUAL VS 2021-22 REVISED EXPENDITURES**

District Wide	Increase in overhead allocation			\$212,766
	Increase in leases			\$74,814
	Increase in fees for services, sub cost, legal fees, custodial services, utilities, maintenance repairs. Travel, student field tr			\$749,264
	Increase in contracted staff (PT, OT and nursing)			\$116,798
	Increase in instructional supplies and curriculum			\$305,334
	Increase in equipment and technology			\$111,164
	Net change in basic skills, safe schools, MA funds, Title and LCTS			\$97,111
	Increase in ESSER II and Covid funds			\$143,106
	Decrease in ESSER I, GEER, and CRF funds			-\$370,436
	Decrease in Grow Your Own Grant			-\$72,852
		Total Changes in Fund 2	49.8	\$3,644,463
			Net Changes	47.16
				\$3,419,161

ISD 917 Levies FY21 vs. FY22

District	FY21 Lease Levy payable 2021	FY22 Lease Levy payable 2022	FY22 AEC Levy payable 2021	FY23 AEC Levy payable 2022	FY21 Safe School Levy payable 2021	FY22 Safe School Levy payable 2022	FY22 LTFM payable 2021	FY23 LTFM payable 2022	\$ change from prior year levies	% Change from prior year levies
6	\$83,128.71	\$87,244.97	\$36,870.76	\$36,084.25	\$49,005.17	\$49,395.00	\$1,249.85	\$5,664.41	\$8,134.14	4.78%
191	\$171,801.29	\$173,842.55	\$65,004.43	\$68,255.20	\$124,966.52	\$119,967.00	\$4,212.15	\$19,473.84	\$15,554.20	4.25%
192	\$208,559.41	\$214,918.68	\$73,268.54	\$66,173.86	\$117,963.01	\$115,374.00	\$2,705.30	\$12,863.22	\$6,833.50	1.70%
194	\$254,092.02	\$255,864.66	\$90,060.33	\$92,891.10	\$187,154.40	\$194,985.00	\$5,085.96	\$24,383.86	\$31,731.91	5.92%
195	\$14,103.00	\$14,607.12	\$4,202.54	\$4,593.52	\$11,074.68	\$11,466.00	\$305.70	\$1,508.81	\$2,489.53	8.39%
197	\$156,569.77	\$161,324.26	\$56,486.03	\$58,055.44	\$83,537.23	\$85,605.00	\$3,205.78	\$15,305.44	\$20,491.33	6.84%
199	\$120,471.67	\$109,385.92	\$47,630.30	\$51,784.36	\$56,233.13	\$54,135.00	\$1,774.68	\$8,311.23	(\$2,493.27)	-1.10%
200	\$130,111.38	\$128,767.96	\$56,744.09	\$52,430.17	\$69,552.95	\$69,279.00	\$2,053.32	\$9,756.10	\$1,771.49	0.69%
271	\$249,838.84	\$250,735.46	\$95,432.98	\$94,232.10	\$163,508.62	\$165,255.00	\$6,460.26	\$30,598.09	\$25,579.95	4.96%
Totals	\$1,388,676.09	\$1,396,691.58	\$525,700.00	\$524,500.00	\$862,995.71	\$865,461.00	\$27,053.00	\$127,865.00	\$110,092.78	3.93%

*Lease Levy allocated based on 4 variables: TNTC, APU's, Five Year Average Special Education Tuition Costs, and 18-19 Student Utilization

*Safe School Levy allocated based on member district APU's

*LTFM levy allocated based on 2 variables: TNTC and APU's

ISD 917 2021-22 Maintenance Projects by building location:

Alliance Education Center:			
General repairs/maintenance	\$36,000	Fund 2	
Fire panels	\$33,000	Fund 2	
Concord Education Center			
General repairs/maintenance	\$35,000	Fund 2	
Cedar:			
General repairs/maintenance	\$22,000	Fund 2	
Lebanon Education Center:			
General repairs/maintenance/hvac unit	\$63,000	Fund 2	
	Grand Total		\$189,000

Revised Revenue Budget as of 1-24-2022

Internal Fund	FY 22 YTP Revenues	FY 22 Budget Adopted	FY 22 Budget Revised
01	368,327	3,819,077	4,186,118
02	18,278,405	45,943,456	41,871,129
03	70,447	202,270	184,970
05	525,702	526,700	526,700
10	2,724	32,225	62,225
13	6,966	18,670	18,670
14	3,456	7,550	7,550
20	143,248	135,000	135,000
21	251,315	520,250	510,350
22	2,289,557	5,438,450	5,776,450
50	1,110	3,600	3,600
Grand Total	\$21,941,255	\$56,647,248	\$53,282,762

Revised Expenditure Budget as of 1-24-2022

Internal Fund	FY 22 YTD Expenses	FY 22 Budget Adopted	FY 22 Budget Revised
01	1,665,626	3,946,188	4,120,597
02	17,833,227	45,764,617	42,249,291
03	61,961	202,270	184,970
05	111,750	527,900	529,400
10	-1,019,623	32,225	62,780
13	7,137	24,388	20,388
14	3,209	7,050	7,250
20	28,399	115,000	164,500
21	187,328	485,000	505,670
22	2,045,549	4,654,660	4,827,720
50	695	3,600	3,100
Grand Total	\$20,925,258	\$55,762,898	\$52,675,666



Intermediate School District 917

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 Rosemount, MN 55068-2999
 Phone: (651) 423-8229
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Working in Partnership with Students, School Districts, Communities, and Industries

Nicolle Roush, Executive Director of Business Services

TO: School Board Members
 Dr. Michael Favor, Superintendent

FROM: Nicolle Roush, Executive Director of Business Services

DATE: February 1, 2022

SUBJECT: Cost for FY 2022 satellite special education classrooms

Each year Intermediate School District #917 reimburses school districts for the maintenance costs of the classrooms that are used by #917. The amount of reimbursement is determined by increasing or decreasing the previous year's rate per classroom by the current consumer price index (Bureau of Labor Statistics reported a 7.0 % increase).

Below is a cost summary indicating the amount payable by District #917 for the maintenance cost of the special education classrooms we utilize in the member districts. Please also refer to attached detail report.

This is a summary of our cost per district:

<i>Superintendent</i>	<i>Business Official</i>	<i>Special Ed Director</i>	<i>District</i>	<i>Class-rooms</i>	<i>Amount Due</i>
Dave Webb	Brady Hoffman	Kelly Tetrick	006	5	\$27,845.65
Jason Berg (Intern)	Jane Houska	Sarah Kloeckl	192	4	\$22,276.52
Michael Baumann	Bill Holmgren	Renae Ouillette	194	5	\$27,845.65
Peter Olson-Skog	Brian Schultz	Sara Lein	197	1	\$5,569.13
Dave Bernhardson	Heather Aune	Abel Riodique	199	3	\$16,707.39
Robert McDowell	Jennifer Suebert	Megan Miller	200	3	\$16,707.39
Eric Melbye	Rod Zivkovich	Jennifer McIntyre	271	1	\$5,569.13
TOTAL				22	\$122,520.86

Recommendation: Approve the maintenance payments listed above.
 cc: Accounts Payable



**Classroom Utilization
2021-2022**

Member District Space

District	Number of Classrooms Owned by ISD 917	ISD 917 Program	Local District Location	Number of Classrooms Occupied for 2020-2021	Number of Classrooms Occupied for 2021-2022	Comments
SSD 6	4	D/HH	Lincoln Center	4	5	
ISD 191	6					
				4	4	
ISD 192	3	PACES	Boeckman Middle School	1	1	
		PACES	Farmington High School	1	1	
		PACES	Meadowview Elementary	1	0	
		PACES	Akin Road Elementary	0	1	
		ECSE TEA	Riverview Elementary	1	1	
				4	4	
ISD 194	4	PACES	Lakeville North High School	1	1	
		DASH	Lakeville North High School	1	1	
		PACES	McGuire Middle School	1	1	
		PACES	Cherry View Elementary School	2	1	
		PACES	Christina Huddleston Elementary School	0	1	
				5	5	
ISD 197	4	DASH	Henry Sibley High School	1	1	
				1	1	

ISD 199	4	ECSE TEA	Pine Bend Elementary	1	1	
		D/HH	Inver Grove Heights Middle School	.5	.5	
		D/HH	Simley High School	1.5	1.5	
				3	3	
ISD 200	3	DASH	Pine Crest Elementary	1	1	
		DASH	Hastings High School	2	2	
				3	3	
ISD 271	0	ECSE TEA	Pond Family Center	1	1	
				1	1	
Total	28			22	22	



Intermediate School District 917

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

Dr. Michael Favor, Superintendent
Nicolle Roush, Executive Director of Business Services
Dr. Melissa Schaller, Executive Director of Student Services
Andrew Woods, Principal of DCALS / Career Technical Center
Dr. Brooke Peterson, Director of Teaching and Learning

TO: School Board
FROM: Dr. Michael Favor
DATE: February 1, 2022
REGARDING: Policies

The attached policies are a first reading at the February 1, 2022, School Board meeting.

- Policy 204 School Board Meeting Minutes – No changes
- Policy 205 Open Meetings and Closed Meetings – Added legal reference
- Policy 206 Public Participation School Board Meetings/Complaints About Persons at School Board Meetings And Data Privacy Consideration – changed “citizens” to “persons.” Followed MSBA working on V. Rights.
- Policy 207 Public Hearings – Remove Truth in Taxation in statute
- Policy 209 Code of Ethics – No changes
- Policy 210 Conflict of Interest – School Board Members – Changed III.D and legal reference.
- Policy 211 Criminal or Civil Action Against School District, School Board Member, Employee or Student. Changed he/she to they and minor changes in wording on III.D and IV.C.
- Policy 212 School Board Member Development – No changes
- Policy 213 School Board Committees—Need to revamp or use MSBA policy.
- Policy 214 Out of State Travel by School Board Members – Remove annual review.
- Policy 418 Drug Free Workplace Drug Free School – changed his or her supervisor to Human Resources.

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

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

204 SCHOOL BOARD MEETING MINUTES

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

A. The clerk **or designee** shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
 - a. Meetings closed to discuss labor negotiations strategy shall be

- preserved for two (2) years after the contract is signed.
- b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
 - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
- a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
- a. The date of the closed meeting;

- b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district and added to the school district website within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

Legal References: Minn. Stat. § 13D.01, Subds. 4-6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)

Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)

Minn. Stat. § 331A.01 (Definition)

Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)

Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)

Op. Atty. Gen. 161-a-20, December 17, 1970

Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

205 OPEN MEETINGS AND CLOSED MEETINGS

I. PURPOSE

- A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

“Meeting” means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require

immediate consideration.

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

B. Votes

The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public data.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy
 - a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
 - b. The time and place of the closed meeting shall be announced at the

public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d. an individual's personal medical records.

- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Purchase and Sale of Property

- a. The school board may close a meeting:
 - (1) to determine the asking price for real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

9. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.

- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

10. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Minn. Rules Part 5510.2810 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn.

1983)

Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.*
(Minn. 1993)

Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)

Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)

Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)

Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)

Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)

Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)

Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)

Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References:

MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

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 207 (Public Hearings)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA Service Manual, Chapter 13, School Law Bulletin “C”
(Minnesota’s Open Meeting Law)

**206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS
ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY
CONSIDERATIONS**

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to encourage discussion by ~~citizens~~ **persons** of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means data on individuals collected because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the social security number; actual gross salary; salary range; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and

status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the terms of any agreement settling any dispute arising out of the employment relationship, including a superintendent buyout agreement, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; a work telephone number; badge number; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.
- F. Data on applicants for election or appointment to a public body, including a school board, are public. That data includes: name; city of residence; education and training; employment history; volunteer work; awards and honors; and prior government service or experience.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);

3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363 (Minnesota Human Rights Act).

V. ~~RIGHTS OF THE PUBLIC~~ THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all ~~All citizens persons of the school district have a right to~~ an opportunity to be heard and to have complaints considered and evaluated by the school board, within the limits of the law and this policy and subject to reasonable time, place and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

1. ~~Citizens~~ **Persons** who wish to have a subject on the agenda at a public school board meeting must notify the superintendent's office six days in advance of the school board meeting. The ~~citizen~~ **person** should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. ~~Citizens~~ **Persons** who wish to address the school board on a particular subject may speak during the discussion of that item.
3. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a

group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.

5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee shall first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint shall be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district shall be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time where ~~citizens~~ **persons** may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 122A.44 (Contracting with Teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 13D.05 (Open Meeting Law)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

Board Approved 12/5/2006

Board Reviewed 11/7/17

207 PUBLIC HEARINGS

I. PURPOSE

The school board recognizes the importance of obtaining public input on matters properly before the school board. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

In order for the school board to efficiently receive public input on matters properly before the school board, the procedures set forth in this policy are established by the school board.

III. PROCEDURES

A. Public Hearings

Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minn. Stat. § 123B.51), truth in taxation (Minn. Stat. § 275.065), education district establishment (Minn. Stat. § 123A.15), and agreements for secondary education (Minn. Stat. § 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the discretion of the school board.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

C. Public Participation

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card prior to the commencement of the hearing if the school board utilizes this procedure. In that case, any request to address the school board after the commencement of the

hearing will be granted only at the discretion of the school board.

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name and address of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.
2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.
3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. In the event that the school board requires the designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as otherwise determined by the school board.
4. Privilege to Speak: A school board member should direct any remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
5. Personal Attacks: Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.

Legal References: **Minn. Stat. § 123A.15 (Education District Establishment)**
Minn. Stat. § 123A.30 (Agreements for Secondary Education) **Minn. Stat. § 123B.51 (School Closings)**

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

209 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.

4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.

3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the school board. Disclosure must be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;

2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member must file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is

used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. (*Note: This section applies only where the school district has a population of 1,000 or less according to the last federal census.*)

6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.

C. In the following circumstances, the school board may as an exception, by majority vote at a meeting where all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$8,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all school board members are present, that employment must be immediately terminated and that school board member will have no further rights to employment while serving as a school board member in the school district.

D. The school board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. In order for the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

A. The school board can hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.

B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (Teacher Hiring, Dismissal)
Minn. Stat. § 123B.195 (Board Member’s Right to Employment)
Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, ~~and~~ 13, **and 21** (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT

I. PURPOSE

The purpose of this policy is to provide guidance as to the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and employees who are sued in connection with performance of school district duties. Collective bargaining agreement and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minn. Stat. § 466.07, Subd. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that ~~he or she was~~ **they were** acting in the performance of the duties of the position and ~~was~~ **were** not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minn. Stat. §123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district shall provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical

injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.

C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, ~~he or she is~~ **they are** to inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.

D. Service of Subpoenas

~~It is the~~ **The** policy of the school district **is** that its officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. **CRIMINAL CHARGES OR CONDUCT**

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature, by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes and provisions of applicable collective bargaining agreements.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. In order to further that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. ~~It is the~~ **The** policy of the school district **is** to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless there are extenuating circumstances or the matter being investigated is school-related, or as otherwise provided by law.
2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minn. Stat. § 626.556, Subd. 10), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C. § 1232g (FERPA).

V. **STATEMENTS WHEN LITIGATION IS PENDING**

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.25(b) (Actions Against Teachers)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Depriving Rights)
Op. Atty. Gen. 169 (Minn, Mar. 7, 1963)
Op. Atty. Gen. 169 (Minn, Nov. 3, 1943)
Dypress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308, 95 S.Ct. 992, 43 L.Ed.2d 214 (1975)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 408 (Subpoena of a School District Employee)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

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212 SCHOOL BOARD MEMBER DEVELOPMENT

I. PURPOSE

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA.
- B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state and national school boards associations, as well as in the activities of other educational groups.
- C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

NOTE: MSBA Policy 213 is more detailed in nature. Not sure which way we want to proceed.

213 SCHOOL BOARD COMMITTEES

In order to facilitate the Board policy-making responsibilities, the Board shall establish committees for the purpose of allowing more extensive study or work on specific issues than would be possible by the Board as a whole.

Standing Committees of the Board shall be:

- Budget & Finance
- Buildings and Grounds
- Instructional Programs
- Insurance
- Personnel
- Policy

The members of each standing committee shall be appointed annually by the Board Chair.

School Board Committee membership is reviewed annually and voted upon by the Board. No member shall serve longer than three consecutive years on a committee without the formal approval of the majority of the Board.

The Board Chair shall appoint a committee chair.

The Chair may appoint temporary committees at the request of the Board. These temporary committees will be dissolved when their purpose has been accomplished.

The Board Chair shall be an ex-officio member of all committees, standing and temporary. The Superintendent shall be an ex-officio member of all committees except for the exclusion provided in 002.54, Executive sessions.

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to provide structure for out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings is presumed to fulfill this purpose. Out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses. (Policy 412 Expense Reimbursement.)

V. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

~~VII. ANNUAL REVIEW~~

~~This policy must be annually reviewed by the school board.~~

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

Cross References: MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, controlled substances, or medical cannabis in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) any other method, excluding smoking,

approved by the commissioner.

- D. “Toxic substances” includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- E. “Use” includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- F. “Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.
- G. “School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. EXCEPTIONS

- A. It shall not be a violation of this policy for a person to bring onto a school location, for such person’s own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician’s prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. It shall not be a violation of this policy for a person to possess an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district’s student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform **human resources** ~~his or her supervisor~~. The

employee may be required to provide a copy of the prescription.

- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

A. Students

- 1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
- 2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

B. Employees

- 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify **human resources** ~~his or her supervisor~~ in writing of ~~his or her~~ **their** conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
 Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
 Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
 Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
 Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
 Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
 Minn. Stat. § 624.701 (Liquor in Certain Buildings or Grounds)
 41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
 20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
 21 U.S.C. § 812 (Schedules of Controlled Substances)
 21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
 34 C.F.R. Part 85 (Government-wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
 MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
 MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 516 (Student Medication)

418.1 EMPLOYEE ASSISTANCE PROGRAM

I. PURPOSE

Intermediate School District 917 recognizes that a wide range of personnel problems not directly associated with one's job function can influence an employee's job performance.

It is also recognized that almost any human problem can be successfully dealt with, provided it is identified in its early stages and referral is made through an appropriate helping resource. This applies to a broad range of problems including such developments as physical illness, mental or emotional problems, financial difficulties, marital or family distress, alcohol and other drug abuse problems, legal problems, and many other concerns. Therefore, Intermediate School District No. 917 believes it is in the best interest of the employee, the employee's family and the School District as an employer, to provide an employee service which will assist in dealing with problems of a personal nature. The policy under which such problems will be handled is set forth in the following framework.

- A. The School Board is concerned with an employee's personal problems only when job performance is adversely affected. Therefore, the Board wishes to emphasize that while it is generally concerned with the health and well-being of its employees, it has no desire to interfere in their private lives.
- B. This policy applies to all employees of Intermediate School District 917.
- C. The program is also available to families or dependents of employees since it is recognized that problems at home can have adverse effects on an employee's ability to function while at work.
- D. If an employee or their dependents realize that they have personal problems that may benefit from the assistance provided by the Employee Assistance Program, they are encouraged to seek assistance on their own and will be supported in efforts to do so.
- E. Participation in the program will not jeopardize an employee's job security, promotional opportunities, or reputation.
- F. All records and discussions of personal problems will be handled in a confidential manner as are other medical records.
- G. Past experience shows that a significant portion of the problems encountered in such programs are related to problems involving the use of alcohol and other drugs. It will be the policy of Intermediate School District 917 that chemical dependence is recognized as a treatable illness and will be dealt with as such.

- H. The program is designed to provide early identification, motivation and referral to appropriate care-giving resources in order to facilitate the resolution of any serious personal problems the employee might have. It is not designed to provide treatment or counseling.
- I. The School Board or its designees will make every reasonable effort to assist and encourage the employee to make the decision to accept the recommended form of treatment. If the employee refuses to accept treatment or continually does not respond to treatment or the significant indication or poor job performance persists, the situation will be handled as any other case which adversely affects job performance.
- J. The District has contracted with an Employee Assistance Service provider, Sand Creek Workplace Wellness at www.sandcreekeap.com. The information for accessing the employee assistance program is available on the District's website, and in the staff handbook. Additional confidential support is also provided in association with the District's health care insurance through Healthiest You at <https://member.healthiestyou.com/>.



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ISD 917 Superintendent Goals

Year 1 Goals 2021-2022

SEL Comprehensive Needs Assessment:

- Identify SEL needs across programs, students, & staff (*in collaboration with students and staff)
- Evaluate social-emotional curricula, instruction, assessments, & services

Strategic Plan Development & Implementation:

- Finalize Strategic Plan in collaboration with Board
- Work with district leadership to implement outlined plans & actions
- Provide ongoing feedback
- Monitor progress

Professional Development:

- **Leadership Development:** Align leadership goals, development, and evaluations to Strategic Plan, equity, systemic improvement, & staff recruitment and retention
- **Staff Development:** Align staff professional development to Strategic Plan, equity, compliance requirements, and continuous improvement