

Regular School Board Meeting

Tuesday, March 1, 2022 4:30 PM

917 Board Room, 130 145th Street East, Rosemount, MN 55068

I. Call to Order - Chair Melissa Sauser

II. Conduct Pledge of Allegiance - Chair Melissa Sauser

III. Visitors Opportunity to be Heard - Chair Melissa Sauser

IV. Review and Approve the Agenda - Chair Melissa Sauser

V. Reports:

V.A. 917 Licensed and Non-Licensed Staff of the Winter Quarter - Don Budach and Taylor Thomas

V.B. Review and Approve 917's Strategic Action Plan - Dr. Michael Favor and Ray Queener

VI. Updates from Student Services, DCALS, Superintendent - Dr. Melissa Schaller, Andrew Woods, Dr. Michael Favor

VII. Consent Items - Chair Melissa Sauser

VII.A.

- Minutes:
 - February 1, 2022 Regular School Board meeting
 - February 15, 2022, School Board Work Session
- Personnel:
- Policies:

VIII. Executive Director of Business Services Reports - Nicolle Roush

VIII.A.

- Bills
- Wire Transfers
- Investment Reports

IX. New Business - Chair Melissa Sauser

IX.A. Review and Approve Assistant Directors' Contracts for 2021-2023 - Nicolle Roush

IX.B. Review and Approve Deans' Contracts for 2021-2023 - Nicolle Roush

IX.C. Review and Approve Directors' Contracts for 2021-2023 - Nicolle Roush

X. Policies - Supt. Dr. Michael Favor

XI. Updates from Member Districts - All

XII. Adjournment - Chair Melissa Sauser

Licensed 917 Employee of the Quarter
Fran Wood – Vision Teacher

Fran Wood is an incredible teacher and teammate! She is always there when I have questions or concerns regarding a student. She brainstorms ways to problem solve through unique student needs with ease and shares her experiences and ideas with the teams she works with. She is kindhearted and motivates students to do their best each day. Fran has been an incredible mentor and partner in working with deafblind students and she will be deeply missed when she retires.

Fran is not only dedicated to her students, but also her co-workers. Fran is calm, helpful and will drop whatever she is doing to help others. She always asks how her co-workers are doing and listens to the good, the bad and the ugly. Fran is the kind of teacher that you want your own child to have as she is patient and always goes the extra mile to help students understand the concepts that are needed to be successful in the classroom.

Fran is an incredible mentor and resource to her colleagues. I know that if I have a question or don't know what to do, I can always ask Fran. She is always ready to lend an ear, be a resource, brainstorm the solution to a problem. I admire her devotion to her students and the staff she works with.

Unlicensed 917 Employee of the Quarter
Pam Greengo - Health Associate at Henry Middle School DASH

- Pam is a health associate at Hastings Middle School DASH. She is very organized, a strong team player and goes above and beyond in providing nursing care for her students. This year Pam has been asked to work in several different classrooms due to staffing shortages. She always has a willing and positive attitude and a desire to be as helpful as she can be for the classroom staff. She works beyond her normal day to learn about each student and classroom so she can be effective as possible. I know I speak for everyone who works with Pam when I say I'm so thankful I get to work with Pam every day! I know that our students are well cared for when they are at school.
- Pam and I have worked together for the past 12 years in the DASH program at Hastings Middle School. In all my years of teaching, Pam has stood out as one of the kindest, most genuine people I have ever worked with. Pam's number one priority are the students in the class. She provides thorough and gentle care each day. She always maintains a positive attitude and has the ability to make sure each student knows how important they are to the classroom. Pam is respectful and responsible. She is willing to help with any situation. She is about the nicest person I know! This year Pam has shown an even more dedication to her job during challenging situation. Pam fulfilled the health associate position at Pinecrest Elementary School DASH at the beginning of the school year until a replacement could be hired. She put in hours of extra time, outside of her duty day, to help organize health forms for those students and ensure they had a successful start to the school year. Then, after returning to her position at HMD DASH, she was asked to fulfill the health associate position at HHS DASH while the regular health associate recovered from surgery. Again, Pam has put in countless hours of extra time taking care of students from two DASH classrooms simultaneously – most always with a smile and kindness. ISD 917 is beyond fortunate to have Pam as a health associate in the DASH program.

- Pam has done a great job stepping up and helping with our classroom as our nurse is out on leave. Our room requires a lot of attention and she has done great filling in and still helping out her assigned classroom too. We are very thankful for her help and support!



INTERMEDIATE
SCHOOL DISTRICT #917

Strategic Plan
Strategic Roadmap

March 1, 2022

In partnership with



TeamWorks
International
Trusted. Proven. Unique.

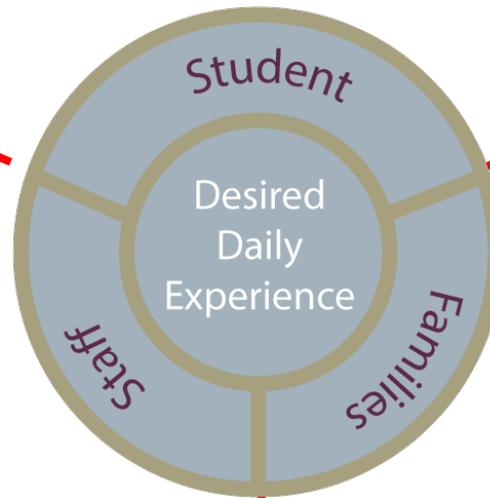
District Strategic Roadmap

<p>District Mission <i>Our Core Purpose</i></p> <p>In partnership with member districts, Intermediate School District 917 provides high quality, equitable and specialized programming to meet the needs of all students.</p>	<p>Core Values <i>Drivers of Our Words and Actions</i></p> <ul style="list-style-type: none"> ● Collaboration: Working together to achieve more collectively. ● Empathy: Considering and respecting the perspective and needs of member districts, students, families and staff. ● Innovation: Ongoing improvement of programs and services. ● Stewardship: Managing financial and human resources carefully and responsibly. ● Communication: Engaging and sharing information transparently that is direct, clear, and respectful. ● Integrity: Aligning our actions with our values and beliefs. ● Personalized: Building on the strengths and addressing the unique needs of individual students. ● Equity: Intentionally providing opportunities while removing barriers at all levels of the organization. ● Diversity: Appreciating and valuing everyone’s unique selves.
<p>Vision: <i>What We Intend to Create</i></p> <p>Intermediate School District 917 models an innovative culture with diverse pathways serving students and families through equitable practices with highly trained staff.</p>	<p>Strategic Directions: <i>Focus of Our Improvement Efforts</i></p> <ol style="list-style-type: none"> A. Increase student achievement and engagement B. Increase social/emotional learning and skills for students and staff C. Support and lead staff through continuous improvement D. Increase support for ALL through inclusive practices E. Deepen engagement of stakeholders through quality, equitable communication practices

Desired Daily Experiences

- I have opportunities for different learning and hands on experiences.
- Teachers know me and want to work with me.
- I am part of the decision-making process for my current and future education.
- I have a different set of course offerings like mental health and elective courses.
- My learning environment is safe.
- My school has activities for me to participate in

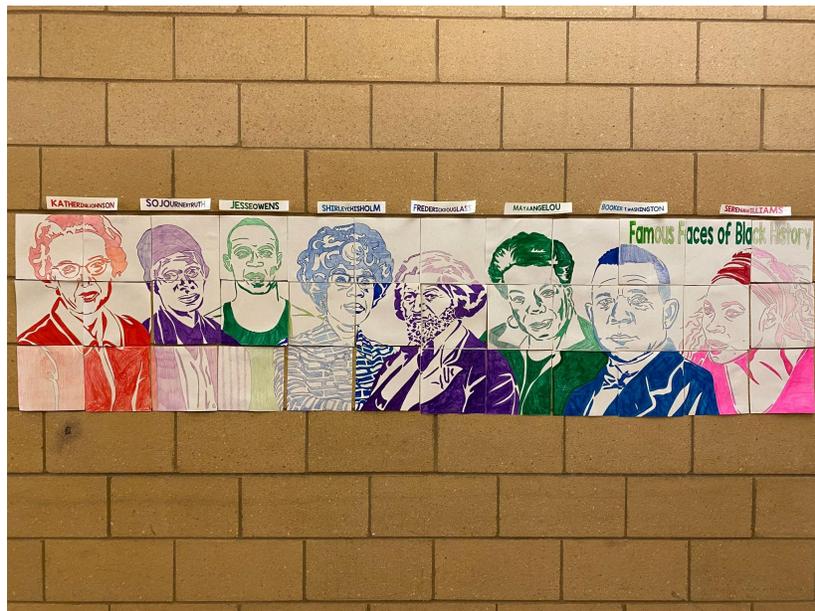
- I am valued, respected and trusted as a professional regardless of my position and my work makes a difference.
- I feel safe, accepted and welcomed as a member of my sites, school and district community
- I feel supported and respected, and my work is recognized.
- I can contribute to a culture that is inclusive, positive, and student focused.
- I have the time and resources to meet goals, deadlines and make an impact with students.
- I am heard and encouraged.
- I receive clear and timely communication from the district.
- I am a member of a collaborative district that supports students and staff success.
- I work in an environment that is fun, engaging and supportive.

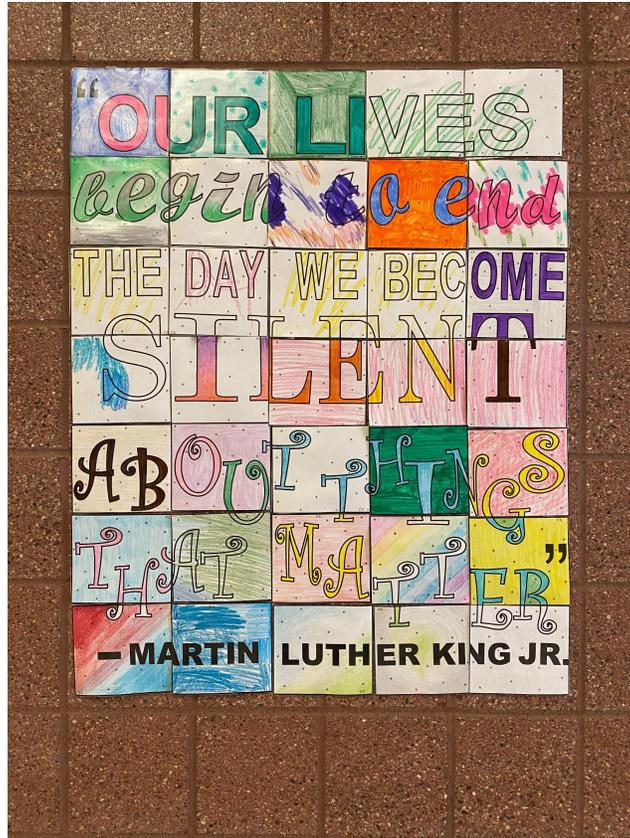


- My child receives real world expectations and guidance towards a meaningful, real career path and an understanding of what that means.
- I have open communication with my child's educational team.
- I have information about my child's performance and assignments.
- My child's team has high expectations and also recognizes my child's individual needs.
- My child has caring and quality staff.
- My child's program is appropriately staffed to meet their needs.
- My child's team, program and district are inclusive (seen, valued and heard) for all.

**Executive Director of Student Services
Board Update
March 2022**

- **Collaborative art at AEC:** Recently students at Alliance Education Center completed some collaborative art projects. See the photos below:





- **Returning to Learning:** At our latest meeting on February 24, adjustments were made to our quarantine period. The RTL Guide has been updated to reflect changes. Further, the group discussed our mask practices. At this time, there was overwhelming support to continue to mask. We will revisit this at our next meeting on March 14 unless guidance and actions of our member districts would indicate we should meet earlier.
- **Planning for the 2022-2023 school year:** We are continuing our work to plan for the upcoming school year. This includes:
 - Planning for extended school year and summer programming
 - Reviewing projections and planning staffing for the 2022-2023 school year
 - Beginning the budget process for FY23
 - Planning professional development for the summer including for administrators and licensed staff as well as planning professional development for back-to-school
- **District Update:** The monthly district update from Student Services and Teaching and Learning was sent February 17. Highlights this month include:
 - Collaboration with Local 3904 and Education Minnesota to plan a summer license renewal event
 - Updates to the Instructional Resource Center developed and maintained by the department of teaching and learning

If you don't have an ISD 917 email address and therefore don't receive these, please let Linda Berg know so that she can share them.

- **Due Process Monitoring:** We are in the process of completing monitoring of due process as required by the Minnesota Department of Education: Special Education Assistance and Compliance. At this time, we have three files to review with a focus on transition. MDE has been revising all of their monitoring systems and processes. We are hopeful that the results of these updates include significant streamlining.

INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, February 1, 2022, in the Dakota Room at 1300 145th Street, Rosemount, MN.

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

Members Absent: Tom Bennett, Lesley Chester

Also Present: Nicolle Roush, Andrew Woods, Brooke Peterson, Mari Levy-Maguire 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.

Motion by Byron Schwab, seconded by Cindy Nordstrom, to approve the agenda. Voting aye: Lisa Ehleringer, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.

Andrew Woods reported on updates from DCALS.

Dr. Michael Favor reports on district updates.

1. Motion by Byron Schwab, seconded by Wendy Felton to approve the consent items, as presented. Voting aye: Lisa Ehleringer, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
 - **Minutes:** January 3, 2022, Regular School Board Meeting
 - **Personnel:** *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. *Rehires:* Shanetta Mitchell, Program Assistant, effective January 24, 2022. *Resignations and 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. **Policies:** These policies were approved for a final reading: Policy 102 Equal Education Opportunity; 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. (Addendum A.)
2. Board Member Cindy Nordstrom introduced the following resolution accepting Donations in the amount of \$1130 and approve the bills from December 29, 2021, through January 26, 2022, Investment Report and wire transfers. Motion was seconded by Byron Schwab. (Addendum B.)

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

Valerie Dosland, Intermediate Lobbyist, reported on upcoming legislative issues.

3. Board Member Byron Schwab introduced the following resolution Directing Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore. Motion was seconded by Kathy Lewis. (Addendum C.) Voting aye: Lisa Ehleringer, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
4. Motion by Kathy Lewis, seconded by Byron Schwab, to approve the Revised Budget for 2021-2022 as presented by the Executive Director of Business Services. (Addendum D.) Voting aye: Lisa Ehleringer, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
5. Motion by Byron Schwab, seconded by Wendy Felton, to approve the maintenance payments to member districts, as presented by the Executive Director of Business Services. (Addendum E.) Voting aye: Lisa Ehleringer, Kathy Lewis, Wendy Felton, Cindy Nordstrom, , Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.

Board members Byron Schwab and Lisa Ehleringer were added to the Personnel Committee.

The School Board also needs one Board Member on the Calendar Committee. Linda will check with Tom Bennett to see if he would consider this. Kathy Lewis or Cindy Nordstrom can attend if needed.

Upcoming meeting dates for Strategic Planning are: February 15, March 1, and April 19, from 4:30 to 6:30 PM.

6. The following policies were reviewed on a first reading basis:
 - Policy 204 School Board Meeting Minutes;
 - Policy 205 Open Meetings and Closed Meetings;
 - Policy 206 Public Participation School Board Meetings/Complaints About Persons at School Board Meetings And Data Privacy Consideration;
 - Policy 207 Public Hearings;
 - Policy 209 Code of Ethics;
 - Policy 210 Conflict of Interest – School Board Members;
 - Policy 211 Criminal or Civil Action Against School District, School Board Member, Employee or Student;
 - Policy 212 School Board Member Development;
 - Policy 213 School Board Committees;
 - Policy 214 Out of State Travel by School Board Members;
 - Policy 418 Drug Free Workplace Drug Free School.
7. Dr. Michael favor shared with the Board his goals for 2021-2022.

Chair Melissa Sauser shared that she will be moving to Utah in May and will no longer be on the School Board.

8. Motion by Byron Schwab, seconded by Kathy Lewis, to adjourn the meeting. Voting aye: Lisa Ehleringer, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.

There being no further business the meeting adjourned at 5:55 PM.

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

Clerk

INTERMEDIATE SCHOOL DISTRICT 917

A School Board Work Session of the Intermediate School District 917 School Board was held on Tuesday, February 15, 2022, in the Dakota Room at Dakota County Technical College.

Members Present: Tom Bennett, Lesley Chester, Lisa Ehleringer, Wendy Felton, Kathy Lewis, Cindy Nordstrom, and Byron Schwab.

Members Absent: Melissa Sauser

Also Present: Dr. Michael Favor, Brooke Peterson, Nicolle Roush, Marci Levy-Maguire, Melissa Schaller, and Linda Berg.

School Board Vice Chair Byron Schwab called the meeting to order at 4:30 PM.

The Pledge of Allegiance was conducted.

1. Ray Queener of Teamworks, Int'l., reviewed the Strategic Plan with the School Board and administrators.

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

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

Clerk

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

NEW HIRES:

Melanie Reinardy, Program Assistant, effective February 15, 2022.

Kali Rencountre, Classroom Assistant, effective February 7, 2022.

Katherine Smith, Mental Health Professional, effective February 22, 2022.

RE-HIRES:

CHANGE IN STATUS:

LEAVES OF ABSENCE:

Melinda Thraen, Classroom Assistant, effective March 4, 2022, through March 21, 2022.

RESIGNATION & TERMINATIONS:

Mason Anderson, Classroom Assistant, effective February 7, 2022.

Breanna Baker, Licensed School Nurse, effective June 10, 2022.

Mary Blasack, Health Associate, effective February 8, 2022.

Carl Bourdon, Program Assistant, effective February 11, 2022.

Mary Lawrence, Classroom Assistant, effective February 4, 2022.

Kent Harrison, Teacher, effective June 10, 2022.

Kianna Martinson, Teacher, effective February 8, 2022.

Shanetta Mitchell, Program Assistant, effective February 16, 2022.

Amber Schmitz, Speech Language Pathologist, effective June 10, 2022.

Zoya Wahlstrom, Classroom Assistant, effective February 4, 2022.

RETIREMENTS:

Paul Landwehr, Teacher, effective June 10, 2022.

Mary Mulally, Teacher, effective June 9, 2022.



Intermediate School District 917

1300 145th Street East
Rosemount, MN 55068-2999
Phone: (651) 423-8229
Fax: (651) 423-8781
www.isd917.org

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: March 1, 2022
REGARDING: Policies

The attached policies are a final reading for the March 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—Changed “shall” to “may.”
- 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.~~ **2.** 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.~~ **3.** 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.~~ 4. 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.~~ 5. 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.~~ 6. 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.~~ 7. 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)
Dyppress 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)

Board Approved 12/5/2006
Board Reviewed 11/7/17

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)

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~~ **may** be:

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

The members of each standing committee ~~shall~~ **may** 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~~ **may** 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/>.

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

02/815/2022 DIRECT DEPOSITS REGULAR PAY (115)	\$	675,205.87
02/15/2022 CHECKS (115)	\$	-

NET PAYROLL \$ **675,205.87**

Authorized Signature  Date 2/11/22



Account Statement - Transaction Summary

For the Month Ending **January 31, 2022**

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

MSDLAF+ MAX Class

Opening Market Value	8,700,143.94
Purchases	187.75
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value **\$8,700,331.69**

Cash Dividends and Income 187.75

MSDLAF TERM

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

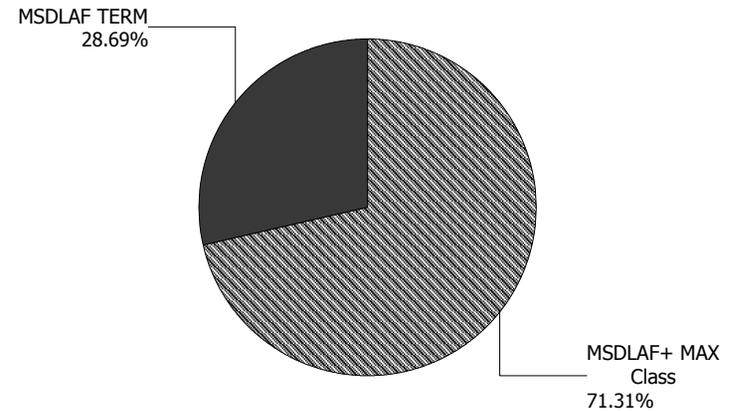
Closing Market Value **\$3,500,000.00**

Cash Dividends and Income 0.00

Asset Summary

	January 31, 2022	December 31, 2021
MSDLAF+ MAX Class	8,700,331.69	8,700,143.94
MSDLAF TERM	3,500,000.00	3,500,000.00
Total	\$12,200,331.69	\$12,200,143.94

Asset Allocation





Investment Holdings

For the Month Ending **January 31, 2022**

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	1,389.45	3,505,381.37
Total					\$3,500,000.00	\$1,389.45	\$3,505,381.37



Account Statement

For the Month Ending **January 31, 2022**

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					8,700,143.94
01/31/22	02/01/22	Accrual Income Div Reinvestment - Distributions	1.00	187.75	8,700,331.69
Closing Balance					8,700,331.69

	Month of January	Fiscal YTD July-January		Closing Balance	Average Monthly Balance	Monthly Distribution Yield
Opening Balance	8,700,143.94	10,998,567.15	Closing Balance	8,700,331.69		
Purchases	187.75	4,701,764.54	Average Monthly Balance	8,700,150.00		
Redemptions (Excl. Checks)	0.00	(7,000,000.00)	Monthly Distribution Yield	0.03%		
Check Disbursements	0.00	0.00				
Closing Balance	8,700,331.69	8,700,331.69				
Cash Dividends and Income	187.75	1,764.54				

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

January 2022								
ACCOUNT NAME	ACCT NO	BEGINNING BALANCE	PURCHASES CREDITS	SALES TRANSFERS	INVESTMENT FEES	INTEREST EARNED	ENDING BALANCE	YEAR TO DATE INTEREST EARNED
MSDLAF + MAX	01	8,700,143.94	0.00	0.00	0.00	187.75	8,700,331.69	1,764.54
MSDLAF Liquid	01	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		12,200,143.94	0.00	0.00	0.00	187.75	12,200,331.69	1,764.54

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: **January 2022** Average MSDLAF Liquid Rate was .03% and the MSDLAF+MAX Average Rate was .00%. MSDLAF Term Average Rate estimate is .23%.

DATE: 02/23/2022
TIME: 10:14:08

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
ACCTPA21
ACCOUNTING PERIOD: 8/22

SELECTION CRITERIA: chkstat.rundate between '20220127 00:00:00.000' and '20220223 00:00:00.000'

DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1905359	01/27/2022	ANNE HOFF, SAFE HARBOR COUNSELING	R	2000.00	ACCOUNTS PAYABLE CHECK
1905360	01/27/2022	APPLE COMPUTER, INC	R	1495.00	ACCOUNTS PAYABLE CHECK
1905361	01/27/2022	CANON USA	R	208.51	ACCOUNTS PAYABLE CHECK
1905362	01/27/2022	CARQUEST AUTO PARTS STORES	R	359.87	ACCOUNTS PAYABLE CHECK
1905363	01/27/2022	CDWG	R	34.13	ACCOUNTS PAYABLE CHECK
1905364	01/27/2022	CENTERPOINT ENERGY	R	1517.47	ACCOUNTS PAYABLE CHECK
1905365	01/27/2022	CENTURYLINK	R	1063.67	ACCOUNTS PAYABLE CHECK
1905366	01/27/2022	CENTURYLINK COMMUNICATONS, LLC	R	410.34	ACCOUNTS PAYABLE CHECK
1905367	01/27/2022	CINTAS CORPORATION	R	18250.00	ACCOUNTS PAYABLE CHECK
1905368	01/27/2022	CUB FOODS - APPLE VALLEY	R	48.38	ACCOUNTS PAYABLE CHECK
1905369	01/27/2022	CUB FOODS BLOOMINGTON	R	113.73	ACCOUNTS PAYABLE CHECK
1905370	01/27/2022	CUB FOODS - ROSEMOUNT	R	176.25	ACCOUNTS PAYABLE CHECK
1905371	01/27/2022	DAKOTA COUNTY LUMBER	R	216.74	ACCOUNTS PAYABLE CHECK
1905372	01/27/2022	EDUCATORS BENEFIT CONSULTANTS, LLC	R	239.94	ACCOUNTS PAYABLE CHECK
1905373	01/27/2022	EMERGENT PRESS, LLC	R	145.00	ACCOUNTS PAYABLE CHECK
1905374	01/27/2022	FIDELITY SECURITY LIFE INS CO	R	1521.36	ACCOUNTS PAYABLE CHECK
1905375	01/27/2022	FRONTIER COMMUNICATIONS	R	515.75	ACCOUNTS PAYABLE CHECK
1905376	01/27/2022	GRAYBAR ELECTRIC CO, INC	R	403.90	ACCOUNTS PAYABLE CHECK
1905377	01/27/2022	HOP OFF THE PRESS, LLC	R	250.00	ACCOUNTS PAYABLE CHECK
1905378	01/27/2022	IND SCH DIST 191	R	27486.86	ACCOUNTS PAYABLE CHECK
1905379	01/27/2022	IND SCH DIST 192	R	42266.51	ACCOUNTS PAYABLE CHECK
1905380	01/27/2022	IND SCH DIST 192	R	564.00	ACCOUNTS PAYABLE CHECK
1905381	01/27/2022	INVER HILLS COMMUNITY COLLEGE	R	283.05	ACCOUNTS PAYABLE CHECK
1905382	01/27/2022	KAREN CASS FELLING, M.A., LP	R	750.00	ACCOUNTS PAYABLE CHECK
1905383	01/27/2022	MALLOY, MONTAGUE, KARNOWSKI, RADOSE	R	6807.00	ACCOUNTS PAYABLE CHECK
1905384	01/27/2022	MASTER TECHNOLOGY GROUP INC	R	325.00	ACCOUNTS PAYABLE CHECK
1905385	01/27/2022	MENARDS	R	78.75	ACCOUNTS PAYABLE CHECK
1905386	01/27/2022	OFFICE OF MN.IT SERVICES	R	286.17	ACCOUNTS PAYABLE CHECK
1905387	01/27/2022	OUTDOOR IMAGES, INC	R	942.00	ACCOUNTS PAYABLE CHECK
1905388	01/27/2022	PAWS FOR LEARNING, INC	R	1550.00	ACCOUNTS PAYABLE CHECK
1905389	01/27/2022	PLANSOURCE BENEFITS ADMINISTRATION,	R	3644.58	ACCOUNTS PAYABLE CHECK
1905390	01/27/2022	RATWICK, ROSZAK & MALONEY, P.A.	R	164.50	ACCOUNTS PAYABLE CHECK
1905391	01/27/2022	ROSEMOUNT AUTO SERVICE	R	42.05	ACCOUNTS PAYABLE CHECK
1905392	01/27/2022	RUPP ANDERSON SQUIRES & WALDSPURGER	R	648.83	ACCOUNTS PAYABLE CHECK
1905393	01/27/2022	SCHOLASTIC CLASSROOM MAGAZINES	R	64.31	ACCOUNTS PAYABLE CHECK
1905394	01/27/2022	SONOVA USA INC.	R	414.82	ACCOUNTS PAYABLE CHECK
1905395	01/27/2022	SUNBELT STAFFING, LLC	R	3200.00	ACCOUNTS PAYABLE CHECK
1905396	01/27/2022	TEACHERS ON CALL	R	11784.40	ACCOUNTS PAYABLE CHECK
1905397	01/27/2022	TRIO COMMUNITY MEALS, LLC	R	10564.91	ACCOUNTS PAYABLE CHECK
1905398	01/31/2022	AMAZON CAPITAL SERVICES	V	0.00	VOID: MULTI STUB CHECK
1905399	01/31/2022	AMAZON CAPITAL SERVICES	R	8493.07	ACCOUNTS PAYABLE CHECK
1905400	01/31/2022	CALIFORNIA STATE DISBURSEMENT UNIT	R	132.50	ACCOUNTS PAYABLE CHECK
1905401	01/31/2022	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1905402	01/31/2022	EDUCATION MINNESOTA, LOCAL 3904	R	9676.40	ACCOUNTS PAYABLE CHECK
1905403	01/31/2022	MESSERLI & KRAMER P.A.	R	101.76	ACCOUNTS PAYABLE CHECK
1905404	01/31/2022	O.P.E.I.U., LOCAL 12	R	485.67	ACCOUNTS PAYABLE CHECK
1905405	01/31/2022	RELATED SERVICES NURSES ESP	R	198.61	ACCOUNTS PAYABLE CHECK
1905406	01/31/2022	S.E.P., LOCAL 4242	R	3148.06	ACCOUNTS PAYABLE CHECK
1905407	01/31/2022	IVY FUNDS	R	1958.33	ACCOUNTS PAYABLE CHECK
1905408	02/03/2022	ACCELERATED TECHNOLOGIES	R	330.00	ACCOUNTS PAYABLE CHECK
1905409	02/03/2022	ALL IN ONE TRANSLATION AGENCY, LLC	R	270.00	ACCOUNTS PAYABLE CHECK
1905410	02/03/2022	BARB CLARK	R	400.00	ACCOUNTS PAYABLE CHECK
1905411	02/03/2022	DAKOTA COUNTY RTLC	R	327.25	ACCOUNTS PAYABLE CHECK

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1905412	02/03/2022	DISTRICT 191 FOOD SERVICE	R	501.30	ACCOUNTS PAYABLE CHECK
1905413	02/03/2022	KAREN CASS FELLING, M.A., LP	R	750.00	ACCOUNTS PAYABLE CHECK
1905414	02/03/2022	MARCO INC	R	1467.42	ACCOUNTS PAYABLE CHECK
1905415	02/03/2022	MASPA/STATE NEGOTIATORS	R	240.00	ACCOUNTS PAYABLE CHECK
1905416	02/03/2022	NASCO	R	77.23	ACCOUNTS PAYABLE CHECK
1905417	02/03/2022	PLANSOURCE BENEFITS ADMINISTRATION,	R	1500.00	ACCOUNTS PAYABLE CHECK
1905418	02/03/2022	REPUBLIC SERVICES #923	R	833.55	ACCOUNTS PAYABLE CHECK
1905419	02/03/2022	SAM'S CLUB/SYNCHRONY BANK	R	609.92	ACCOUNTS PAYABLE CHECK
1905420	02/03/2022	SCHOLASTIC CLASSROOM MAGAZINES	R	412.06	ACCOUNTS PAYABLE CHECK
1905421	02/03/2022	SOCIALSCHOOL4EDU	R	354.00	ACCOUNTS PAYABLE CHECK
1905422	02/03/2022	STRATEGIC STAFFING SOLUTIONS	R	8165.00	ACCOUNTS PAYABLE CHECK
1905423	02/03/2022	SUNBELT STAFFING, LLC	R	2560.00	ACCOUNTS PAYABLE CHECK
1905424	02/03/2022	TEACHERS ON CALL	R	4677.33	ACCOUNTS PAYABLE CHECK
1905425	02/03/2022	FLOCK HIES & ASSOCIATES INC.	R	1358.00	ACCOUNTS PAYABLE CHECK
1905426	02/03/2022	VERIZON WIRELESS	R	1455.74	ACCOUNTS PAYABLE CHECK
1905427	02/03/2022	XCEL ENERGY	R	12769.12	ACCOUNTS PAYABLE CHECK
1905428	02/07/2022	AMAZON.COM, LLC	R	285.49	ACCOUNTS PAYABLE CHECK
1905429	02/10/2022	AESA	R	890.00	ACCOUNTS PAYABLE CHECK
1905430	02/10/2022	ALL IN ONE TRANSLATION AGENCY, LLC	R	600.00	ACCOUNTS PAYABLE CHECK
1905431	02/10/2022	ARVIG ENTERPRISES, INC	R	3877.47	ACCOUNTS PAYABLE CHECK
1905432	02/10/2022	BAMBOO PROFESSIONALS, LLC	R	1943.75	ACCOUNTS PAYABLE CHECK
1905433	02/10/2022	CONSTRUCTIVE PLAYTHINGS	R	269.07	ACCOUNTS PAYABLE CHECK
1905434	02/10/2022	CUB FOODS BLOOMINGTON	R	30.65	ACCOUNTS PAYABLE CHECK
1905435	02/10/2022	CUB FOODS - ROSEMOUNT	R	160.46	ACCOUNTS PAYABLE CHECK
1905436	02/10/2022	DELL MKTG L.P., C/O DELL USA L.P.	R	1752.21	ACCOUNTS PAYABLE CHECK
1905437	02/10/2022	EDUCATION.COM HOLDINGS, INC.	R	600.00	ACCOUNTS PAYABLE CHECK
1905438	02/10/2022	ESTR PUBLICATIONS	R	130.00	ACCOUNTS PAYABLE CHECK
1905439	02/10/2022	FRONTIER COMMUNICATIONS	R	91.00	ACCOUNTS PAYABLE CHECK
1905440	02/10/2022	HANDI MEDICAL SUPPLY	R	123.50	ACCOUNTS PAYABLE CHECK
1905441	02/10/2022	IND SCH DIST 192	R	22276.52	ACCOUNTS PAYABLE CHECK
1905442	02/10/2022	IND SCH DIST 194	R	27845.65	ACCOUNTS PAYABLE CHECK
1905443	02/10/2022	IND SCH DIST 197	R	5569.13	ACCOUNTS PAYABLE CHECK
1905444	02/10/2022	IND SCH DIST 199	R	16707.39	ACCOUNTS PAYABLE CHECK
1905445	02/10/2022	IND SCH DIST 200	R	16707.39	ACCOUNTS PAYABLE CHECK
1905446	02/10/2022	IND SCH DIST 271	R	5569.13	ACCOUNTS PAYABLE CHECK
1905447	02/10/2022	INNOVATIVE OFFICE SOLUTIONS	R	22080.00	ACCOUNTS PAYABLE CHECK
1905448	02/10/2022	MENARDS	R	26.97	ACCOUNTS PAYABLE CHECK
1905449	02/10/2022	MN CLN SERVICES, INC	R	6096.00	ACCOUNTS PAYABLE CHECK
1905450	02/10/2022	MN SCHOOL BOARDS ASSN	R	76.00	ACCOUNTS PAYABLE CHECK
1905451	02/10/2022	OUTDOOR IMAGES, INC	R	365.00	ACCOUNTS PAYABLE CHECK
1905452	02/10/2022	RUPP ANDERSON SQUIRES & WALDSPURGER	R	2556.50	ACCOUNTS PAYABLE CHECK
1905453	02/10/2022	SO. ST. PAUL SPECIAL SCHOOL DIST 6	R	27845.65	ACCOUNTS PAYABLE CHECK
1905454	02/10/2022	ST PAUL PIONEER PRESS	R	101.52	ACCOUNTS PAYABLE CHECK
1905455	02/10/2022	SUNBELT STAFFING, LLC	R	3200.00	ACCOUNTS PAYABLE CHECK
1905456	02/10/2022	SYSCO MINNESOTA	R	1284.80	ACCOUNTS PAYABLE CHECK
1905457	02/10/2022	TEACHERS ON CALL	R	7063.77	ACCOUNTS PAYABLE CHECK
1905458	02/10/2022	TEAMWORKS INTERNATIONAL	R	1250.00	ACCOUNTS PAYABLE CHECK
1905459	02/10/2022	TOTAL ACCESS GROUP	R	325.81	ACCOUNTS PAYABLE CHECK
1905460	02/10/2022	TRUSTED EMPLOYEES	R	2.00	ACCOUNTS PAYABLE CHECK
1905461	02/10/2022	VOYAGER SOPRIS LEARNING, INC	R	52.00	ACCOUNTS PAYABLE CHECK
1905462	02/10/2022	WESTONE LABORATORIES INC.	R	1452.47	ACCOUNTS PAYABLE CHECK
1905463	02/16/2022	CALIFORNIA STATE DISBURSEMENT UNIT	R	132.50	ACCOUNTS PAYABLE CHECK
1905464	02/16/2022	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1905465	02/16/2022	EDUCATION MINNESOTA, LOCAL 3904	R	9676.40	ACCOUNTS PAYABLE CHECK
1905466	02/16/2022	MESSERLI & KRAMER P.A.	R	101.76	ACCOUNTS PAYABLE CHECK
1905467	02/16/2022	NCPERS GROUP LIFE INS	R	16.00	ACCOUNTS PAYABLE CHECK
1905468	02/16/2022	O.P.E.I.U., LOCAL 12	R	519.14	ACCOUNTS PAYABLE CHECK

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1905469	02/16/2022	RELATED SERVICES NURSES ESP	R	198.61	ACCOUNTS PAYABLE CHECK
1905470	02/16/2022	S.E.P., LOCAL 4242	R	3104.42	ACCOUNTS PAYABLE CHECK
1905471	02/16/2022	IVY FUNDS	R	1958.33	ACCOUNTS PAYABLE CHECK
1905472	02/16/2022	AMAZON CAPITAL SERVICES	V	0.00	VOID: MULTI STUB CHECK
1905473	02/16/2022	AMAZON CAPITAL SERVICES	V	0.00	VOID: MULTI STUB CHECK
1905474	02/16/2022	AMAZON CAPITAL SERVICES	V	0.00	VOID: MULTI STUB CHECK
1905475	02/16/2022	AMAZON CAPITAL SERVICES	R	6986.61	ACCOUNTS PAYABLE CHECK
1905476	02/17/2022	ANNE HOFF, SAFE HARBOR COUNSELING	R	1950.00	ACCOUNTS PAYABLE CHECK
1905477	02/17/2022	AUTISM-PRODUCTS	R	159.90	ACCOUNTS PAYABLE CHECK
1905478	02/17/2022	BAYADA HOME HEALTH CARE	R	390.00	ACCOUNTS PAYABLE CHECK
1905479	02/17/2022	CANON USA	R	208.51	ACCOUNTS PAYABLE CHECK
1905480	02/17/2022	CDWG	R	2583.30	ACCOUNTS PAYABLE CHECK
1905481	02/17/2022	DAKOTA TRUCK UNDERWRITERS	R	34465.00	ACCOUNTS PAYABLE CHECK
1905482	02/17/2022	DELL MKTG L.P., C/O DELL USA L.P.	R	6601.08	ACCOUNTS PAYABLE CHECK
1905483	02/17/2022	DISTRICT 191 FOOD SERVICE	R	457.20	ACCOUNTS PAYABLE CHECK
1905484	02/17/2022	FRONTIER COMMUNICATIONS	R	1929.65	ACCOUNTS PAYABLE CHECK
1905485	02/17/2022	INVER HILLS COMMUNITY COLLEGE	R	644.75	ACCOUNTS PAYABLE CHECK
1905486	02/17/2022	MASA	R	329.00	ACCOUNTS PAYABLE CHECK
1905487	02/17/2022	METRO ECSU-REGION 11 ISD #920	R	100.00	ACCOUNTS PAYABLE CHECK
1905488	02/17/2022	MN DEPT OF PUBLIC SAFETY	R	40.00	ACCOUNTS PAYABLE CHECK
1905489	02/17/2022	MN ENERGY RESOURCES CORPORATION	R	4322.49	ACCOUNTS PAYABLE CHECK
1905490	02/17/2022	NASCO	R	27.27	ACCOUNTS PAYABLE CHECK
1905491	02/17/2022	OFFICE OF MN.IT SERVICES	R	283.10	ACCOUNTS PAYABLE CHECK
1905492	02/17/2022	PEARSON ASSESSMENT/NCS PEARSON	R	110.00	ACCOUNTS PAYABLE CHECK
1905493	02/17/2022	PLANSOURCE BENEFITS ADMINISTRATION,	R	3643.32	ACCOUNTS PAYABLE CHECK
1905494	02/17/2022	SCHOLASTIC CLASSROOM MAGAZINES	R	62.59	ACCOUNTS PAYABLE CHECK
1905495	02/17/2022	SOUTHWEST/WEST CENTRAL SERVICE CORP	R	24.00	ACCOUNTS PAYABLE CHECK
1905496	02/17/2022	STRATEGIC STAFFING SOLUTIONS	R	11434.48	ACCOUNTS PAYABLE CHECK
1905497	02/17/2022	SUNBELT STAFFING, LLC	R	5805.00	ACCOUNTS PAYABLE CHECK
1905498	02/17/2022	TEACHERS ON CALL	R	5785.26	ACCOUNTS PAYABLE CHECK
1905499	02/17/2022	TECHNOLOGY BY DESIGN, LLC	R	1408.00	ACCOUNTS PAYABLE CHECK
*V4001275	02/09/2022	AED SUPERSTORE	R	1617.30	ACCOUNTS PAYABLE VOUCHER
*V4001276	02/09/2022	BEHAVIORLIVE, LLC	R	30.00	ACCOUNTS PAYABLE VOUCHER
*V4001277	02/09/2022	BUG BUSTERS, INC.	R	341.00	ACCOUNTS PAYABLE VOUCHER
*V4001278	02/09/2022	WELLS FARGO	R	5473.41	ACCOUNTS PAYABLE VOUCHER
*V4001279	02/09/2022	CITY OF APPLE VALLEY	R	290.88	ACCOUNTS PAYABLE VOUCHER
*V4001280	02/09/2022	ESSENTIAL FOR LIVING	R	287.90	ACCOUNTS PAYABLE VOUCHER
*V4001281	02/09/2022	EVERYDAY SPEECH	R	299.99	ACCOUNTS PAYABLE VOUCHER
*V4001282	02/09/2022	GOPHER SPORT	R	193.36	ACCOUNTS PAYABLE VOUCHER
*V4001283	02/09/2022	GRAINGER W W INC.	R	168.44	ACCOUNTS PAYABLE VOUCHER
*V4001284	02/09/2022	HEALTHIEST YOU	R	3820.00	ACCOUNTS PAYABLE VOUCHER
*V4001285	02/09/2022	INNOVATIVE OFFICE SOLUTIONS	V	0.00	VOID: MULTI STUB VOUCHER
*V4001286	02/09/2022	INNOVATIVE OFFICE SOLUTIONS	V	-3233.07	VOID MANUAL CHECK
*V4001286	02/09/2022	INNOVATIVE OFFICE SOLUTIONS	R	3233.07	ACCOUNTS PAYABLE VOUCHER
*V4001287	02/09/2022	JOHNSON CONTROLS FIRE PROTECTION LP	R	540.00	ACCOUNTS PAYABLE VOUCHER
*V4001288	02/09/2022	NATL ASSO OF SCHOOL PSYCHOLOGIST	R	950.00	ACCOUNTS PAYABLE VOUCHER
*V4001289	02/09/2022	PITNEY BOWES	R	65.97	ACCOUNTS PAYABLE VOUCHER
*V4001290	02/09/2022	PROFESSIONAL CRISIS MANAGEMENT ASSO	R	4450.00	ACCOUNTS PAYABLE VOUCHER
*V4001291	02/09/2022	RYONET CORPORATION	R	161.73	ACCOUNTS PAYABLE VOUCHER
*V4001292	02/09/2022	SCRIP HESSCO	R	4219.46	ACCOUNTS PAYABLE VOUCHER
*V4001293	02/09/2022	SMORE	R	140.00	ACCOUNTS PAYABLE VOUCHER
*V4001294	02/09/2022	SUMMIT FIRE PROTECTION	R	600.00	ACCOUNTS PAYABLE VOUCHER
*V4001295	02/09/2022	SUMMIT PROFESSIONAL EDUCATION	R	1159.92	ACCOUNTS PAYABLE VOUCHER
*V4001296	02/09/2022	THE HOME DEPOT PRO	R	1403.56	ACCOUNTS PAYABLE VOUCHER
*V4001297	02/09/2022	THE MOOG CENTER FOR DEAF EDUCATIN	R	83.65	ACCOUNTS PAYABLE VOUCHER
*V4001298	02/09/2022	THERAPY NOTES, LLC	R	360.00	ACCOUNTS PAYABLE VOUCHER
*V4001299	02/09/2022	TRANE U.S. INC.	R	2376.50	ACCOUNTS PAYABLE VOUCHER

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*V4001300	02/09/2022	ULINE	R	305.72	ACCOUNTS PAYABLE VOUCHER
*V4001301	02/09/2022	UNIVERSAL CLEANING SERVICES	R	9618.35	ACCOUNTS PAYABLE VOUCHER
*V4001302	02/09/2022	UNIVERSITY OF ST. THOMAS	R	125.00	ACCOUNTS PAYABLE VOUCHER
*V4001303	02/09/2022	ZIGGURAT GROUP	R	43.65	ACCOUNTS PAYABLE VOUCHER
*V4001304	02/09/2022	OFFICE DEPOT	R	27.99	ACCOUNTS PAYABLE VOUCHER
*V6604063	02/07/2022	GINA MARIE ASHLEY	R	10.53	ACCOUNTS PAYABLE VOUCHER
*V6604064	02/07/2022	DON JAMES BUDACH	R	85.41	ACCOUNTS PAYABLE VOUCHER
*V6604065	02/09/2022	MARTHA JOAN ALLEN	R	177.84	ACCOUNTS PAYABLE VOUCHER
*V6604066	02/09/2022	KIM MARIE AUSTIN	R	160.29	ACCOUNTS PAYABLE VOUCHER
*V6604067	02/09/2022	JENNIFER MARIE BAXTER	R	10.53	ACCOUNTS PAYABLE VOUCHER
*V6604068	02/09/2022	MICHAEL JASON BIBRO	R	508.84	ACCOUNTS PAYABLE VOUCHER
*V6604069	02/09/2022	CARL RAYMOND BOURDON	R	66.11	ACCOUNTS PAYABLE VOUCHER
*V6604070	02/09/2022	KATHLEEN COLLINS	R	17.55	ACCOUNTS PAYABLE VOUCHER
*V6604071	02/09/2022	LISA A EHLERINGER	R	44.46	ACCOUNTS PAYABLE VOUCHER
*V6604072	02/09/2022	MICHAEL LEONARD FAVOR	R	185.89	ACCOUNTS PAYABLE VOUCHER
*V6604073	02/09/2022	WENDY CATHERINE FELTON	R	32.76	ACCOUNTS PAYABLE VOUCHER
*V6604074	02/09/2022	LINDSAY MAE FITZGERALD	R	33.93	ACCOUNTS PAYABLE VOUCHER
*V6604075	02/09/2022	ANDREA LYNNE FONSECA	R	59.67	ACCOUNTS PAYABLE VOUCHER
*V6604076	02/09/2022	ADDIE SUZANNE GESKE	R	143.33	ACCOUNTS PAYABLE VOUCHER
*V6604077	02/09/2022	MEGAN MARIE HALEY	R	147.52	ACCOUNTS PAYABLE VOUCHER
*V6604078	02/09/2022	SARA ELIZABETH GROVE	R	10.53	ACCOUNTS PAYABLE VOUCHER
*V6604079	02/09/2022	KELLY JEAN HANKES	R	83.66	ACCOUNTS PAYABLE VOUCHER
*V6604080	02/09/2022	JANA LEE HEIDEMANN	R	61.43	ACCOUNTS PAYABLE VOUCHER
*V6604081	02/09/2022	COURTNEY ELIZABETH INMAN	R	7.02	ACCOUNTS PAYABLE VOUCHER
*V6604082	02/09/2022	BRECKEN WHEELLOCK JOHNSON	R	31.59	ACCOUNTS PAYABLE VOUCHER
*V6604083	02/09/2022	SARAH LYNN JOHNSON	R	159.12	ACCOUNTS PAYABLE VOUCHER
*V6604084	02/09/2022	JANE MARIE KLEMZ	R	47.97	ACCOUNTS PAYABLE VOUCHER
*V6604085	02/09/2022	ALYSHA KRISTINE KNADEL	R	53.82	ACCOUNTS PAYABLE VOUCHER
*V6604086	02/09/2022	NATHANIEL DAVID GONNERMAN KOCH	R	52.65	ACCOUNTS PAYABLE VOUCHER
*V6604087	02/09/2022	JOAN MARGARET KRAFT	R	40.32	ACCOUNTS PAYABLE VOUCHER
*V6604088	02/09/2022	CAROL LEIGH KURTEN	R	46.80	ACCOUNTS PAYABLE VOUCHER
*V6604089	02/09/2022	BETSY SUE LARSEN	R	46.22	ACCOUNTS PAYABLE VOUCHER
*V6604090	02/09/2022	KATHRYN ANN LEWIS	R	28.08	ACCOUNTS PAYABLE VOUCHER
*V6604091	02/09/2022	SOPHIA KIM MAI	R	56.16	ACCOUNTS PAYABLE VOUCHER
*V6604092	02/09/2022	PATTIJO ELIZABETH NWOKEUKU	R	78.90	ACCOUNTS PAYABLE VOUCHER
*V6604093	02/09/2022	DIANA LEE ONEIL	R	148.76	ACCOUNTS PAYABLE VOUCHER
*V6604094	02/09/2022	MIRIAM JOY ALYSHA RESCH	R	285.00	ACCOUNTS PAYABLE VOUCHER
*V6604095	02/09/2022	SUSAN LEE ROGERS	R	72.54	ACCOUNTS PAYABLE VOUCHER
*V6604096	02/09/2022	SHANNON DAWN ROSENBERG	R	73.95	ACCOUNTS PAYABLE VOUCHER
*V6604097	02/09/2022	MELISSA ANN SAUSER	R	21.06	ACCOUNTS PAYABLE VOUCHER
*V6604098	02/09/2022	AMBER GRACE SCHMITZ	R	93.02	ACCOUNTS PAYABLE VOUCHER
*V6604099	02/09/2022	BYRON LEITH SCHWAB	R	35.10	ACCOUNTS PAYABLE VOUCHER
*V6604100	02/09/2022	MICHELLE JEAN SHANLEY	R	141.12	ACCOUNTS PAYABLE VOUCHER
*V6604101	02/09/2022	MARY ELIZABETH TAYLOR	R	91.85	ACCOUNTS PAYABLE VOUCHER
*V6604102	02/09/2022	SONIA LYNN TENDRICH	R	42.71	ACCOUNTS PAYABLE VOUCHER
*V6604103	02/09/2022	MELINDA MORCO WILGER	R	28.08	ACCOUNTS PAYABLE VOUCHER
*V6604104	02/09/2022	ANDREW WOODS	R	111.74	ACCOUNTS PAYABLE VOUCHER
*V6604105	02/23/2022	MICHAEL JASON BIBRO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604106	02/23/2022	TARA JO BLACKERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604107	02/23/2022	LOREEN M. BOHNERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604108	02/23/2022	MATTHEW KYLE BRUNS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604109	02/23/2022	DON JAMES BUDACH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604110	02/23/2022	ANNE LOUISE BYER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604111	02/23/2022	JAMIE AUTUMN DALBESIO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604112	02/23/2022	JONI KAY ERIE	R	50.90	ACCOUNTS PAYABLE VOUCHER
*V6604113	02/23/2022	MICHAEL LEONARD FAVOR	R	232.25	ACCOUNTS PAYABLE VOUCHER
*V6604114	02/23/2022	ANGELITA LEE FLEMING	R	63.18	ACCOUNTS PAYABLE VOUCHER

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INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

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SELECTION CRITERIA: chkstat.rundate between '20220127 00:00:00.000' and '20220223 00:00:00.000'

*V6604115	02/23/2022	PAMELA VICK GARRETSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604116	02/23/2022	PETER ALLYN HENDRICKS	R	309.47	ACCOUNTS PAYABLE VOUCHER
*V6604117	02/23/2022	JENNIFER AMY HETLAND	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604118	02/23/2022	MELISSA ROCHELL HO	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604119	02/23/2022	JUSTIN DAVID HOELSCHER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604120	02/23/2022	KATE SCHNEEWEIS HULSE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604121	02/23/2022	EVA MARIE JOHNSON	R	64.42	ACCOUNTS PAYABLE VOUCHER
*V6604122	02/23/2022	MONICA ANN JOUBERT	R	18.72	ACCOUNTS PAYABLE VOUCHER
*V6604123	02/23/2022	LORI ANN KLEIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604124	02/23/2022	SHANNA MARIE KNUTSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604125	02/23/2022	CAROL LEIGH KURTEN	R	35.10	ACCOUNTS PAYABLE VOUCHER
*V6604126	02/23/2022	LAURA MARIE KVAMME	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604127	02/23/2022	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604128	02/23/2022	BETSY SUE LARSEN	R	32.76	ACCOUNTS PAYABLE VOUCHER
*V6604129	02/23/2022	ERIN JEAN MAHNKE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604130	02/23/2022	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604131	02/23/2022	SHANNON BRENNAN BRENNAN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604132	02/23/2022	JAMES ANTHONY MYRMAN	R	58.50	ACCOUNTS PAYABLE VOUCHER
*V6604133	02/23/2022	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604134	02/23/2022	JENNIFER LEE OLSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604135	02/23/2022	AMANDA LYNN PETERS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604136	02/23/2022	JENNIFER MAE PETERSEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604137	02/23/2022	BROOKE ALLYSON PETERSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604138	02/23/2022	HANNAH DUFFY RADANT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604139	02/23/2022	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604140	02/23/2022	AMY SUE RIESGRAF	R	27.28	ACCOUNTS PAYABLE VOUCHER
*V6604141	02/23/2022	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604142	02/23/2022	SUSAN LEE ROGERS	R	11.70	ACCOUNTS PAYABLE VOUCHER
*V6604143	02/23/2022	NICOLLE KATHERINE ROUSH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604144	02/23/2022	MELISSA RAE SCHALLER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604145	02/23/2022	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604146	02/23/2022	TAYLOR MAY THOMAS	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604147	02/23/2022	SHANYN NICOLE TUFTEE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604148	02/23/2022	MICHELLE LYNN VOLLBRECHT	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604149	02/23/2022	JANEL LYNN VRIEZE	R	117.00	ACCOUNTS PAYABLE VOUCHER
*V6604150	02/23/2022	ANDREW WOODS	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604151	02/23/2022	SCOTT MICHAEL ZEHNDER	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V6604152	02/23/2022	MICHAEL PATRICK ZICKRICK	R	128.70	ACCOUNTS PAYABLE VOUCHER
*V7701908	01/28/2022	PLANSOURCE FLEX BEN.	R	2093.40	ACCOUNTS PAYABLE VOUCHER
*V7701909	01/31/2022	AFLAC	R	1749.76	ACCOUNTS PAYABLE VOUCHER
*V7701910	01/31/2022	AMERIPRISE FINANCIAL ADVISORS	R	9908.95	ACCOUNTS PAYABLE VOUCHER
*V7701911	01/31/2022	AXA EQUITABLE LIFE INS CO	R	4033.66	ACCOUNTS PAYABLE VOUCHER
*V7701912	01/31/2022	FIDELITY INVSTMT TAX-EX SVC CO	R	7529.43	ACCOUNTS PAYABLE VOUCHER
*V7701913	01/31/2022	HEALTH EQUITY, INC.	R	28517.59	ACCOUNTS PAYABLE VOUCHER
*V7701914	01/31/2022	HORACE MANN LIFE INS	R	1435.02	ACCOUNTS PAYABLE VOUCHER
*V7701915	01/31/2022	INTERNAL REVENUE SERVICE	R	228453.78	ACCOUNTS PAYABLE VOUCHER
*V7701916	01/31/2022	EDUCATION MN ESI BILLING TRUST	R	10124.46	ACCOUNTS PAYABLE VOUCHER
*V7701917	01/31/2022	MN DEPT OF REVENUE	R	37258.13	ACCOUNTS PAYABLE VOUCHER
*V7701918	01/31/2022	MN STATE RETIREMENT SYSTEM	R	1108.33	ACCOUNTS PAYABLE VOUCHER
*V7701919	01/31/2022	EXECUTIVE DIRECTOR	R	50436.67	ACCOUNTS PAYABLE VOUCHER
*V7701920	01/31/2022	STATE TREASURER, TRA	R	108875.42	ACCOUNTS PAYABLE VOUCHER
*V7701921	01/31/2022	VARIABLE ANNUITY LIFE INS CO	R	9650.18	ACCOUNTS PAYABLE VOUCHER
*V7701922	01/31/2022	VOYA	R	1350.68	ACCOUNTS PAYABLE VOUCHER
*V7701923	02/04/2022	MEDICA	R	31392.34	ACCOUNTS PAYABLE VOUCHER
*V7701924	02/04/2022	NATIONAL INSURANCE SERVICES OF WI,	R	7780.89	ACCOUNTS PAYABLE VOUCHER
*V7701925	02/08/2022	APPLE VALLEY ISD LLC	R	41815.67	ACCOUNTS PAYABLE VOUCHER
*V7701926	02/08/2022	SE ISD, DST	R	77415.98	ACCOUNTS PAYABLE VOUCHER

DATE: 02/23/2022
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INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

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*V7701927	02/11/2022	MEDICA	R	71802.88	ACCOUNTS PAYABLE VOUCHER
*V7701928	02/11/2022	MEDICA	R	52119.18	ACCOUNTS PAYABLE VOUCHER
*V7701929	02/11/2022	PLANSOURCE FLEX BEN.	R	2407.94	ACCOUNTS PAYABLE VOUCHER
*V7701930	02/16/2022	AMERIPRISE FINANCIAL ADVISORS	R	9908.95	ACCOUNTS PAYABLE VOUCHER
*V7701931	02/16/2022	AXA EQUITABLE LIFE INS CO	R	4033.66	ACCOUNTS PAYABLE VOUCHER
*V7701932	02/16/2022	FIDELITY INVSTMT TAX-EX SVC CO	R	7529.43	ACCOUNTS PAYABLE VOUCHER
*V7701933	02/16/2022	HEALTH EQUITY, INC.	R	28194.58	ACCOUNTS PAYABLE VOUCHER
*V7701934	02/16/2022	HORACE MANN LIFE INS	R	1435.02	ACCOUNTS PAYABLE VOUCHER
*V7701935	02/16/2022	INTERNAL REVENUE SERVICE	R	225908.26	ACCOUNTS PAYABLE VOUCHER
*V7701936	02/16/2022	EDUCATION MN ESI BILLING TRUST	R	10124.46	ACCOUNTS PAYABLE VOUCHER
*V7701937	02/16/2022	MN DEPT OF REVENUE	R	36959.52	ACCOUNTS PAYABLE VOUCHER
*V7701938	02/16/2022	MN STATE RETIREMENT SYSTEM	R	1108.33	ACCOUNTS PAYABLE VOUCHER
*V7701939	02/16/2022	EXECUTIVE DIRECTOR	R	49995.64	ACCOUNTS PAYABLE VOUCHER
*V7701940	02/16/2022	STATE TREASURER, TRA	R	106829.53	ACCOUNTS PAYABLE VOUCHER
*V7701941	02/16/2022	VARIABLE ANNUITY LIFE INS CO	R	9562.68	ACCOUNTS PAYABLE VOUCHER
*V7701942	02/16/2022	VOYA	R	1363.18	ACCOUNTS PAYABLE VOUCHER
*V7701943	02/18/2022	DELTA DENTAL OF MINNESOTA	R	35331.07	ACCOUNTS PAYABLE VOUCHER
*V7701944	02/18/2022	MEDICA	R	30061.62	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				1882439.74	
TOTAL REPORT				1882439.74	

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

02/28/2022 DIRECT DEPOSITS REGULAR PAY (116)	\$	704,892.51
02/28/2022 CHECKS (116)	\$	-
02/28/2022 DIRECT DEPOSITS TEACHER RETRO PAY (150)	\$	257,500.35

NET PAYROLL \$ **962,392.86**

Authorized Signature  Date 2/25/22



Intermediate School District 917

1300 145th Street East
Rosemount, MN 55068-2999

Phone: (651) 423-8229

Fax: (651) 423-8781

www.isd917.org

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: Intermediate School District 917 School Board members
FROM: Dr. Michael Favor, ISD 917, Superintendent
DATE: February 1, 2022
REGARDING: Summary of proposed Assistant Director contract for March 1, 2022 Board Approval

Listed below is the summary of the contract changes for board approval:

Assistant Director's

- Added contract language to have 100% of vacation payout go to MSRS HCSP instead of cash payment.
- Proposed salary increases of 2% year one and 2% year two (step advancements built in contract).
- Health insurance district contribution increase: effective January 1, 2023 Single/\$20; Family/\$200.
- Longevity added \$250 each tier each year.
- Total Package Increase: 6.22%

Recommendation: Board approve Assistant Director's contract with a total package increase of 6.22%



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TO: Intermediate School District 917 School Board members
FROM: Dr. Michael Favor, ISD 917, Superintendent
DATE: March 1, 2022
REGARDING: Summary of proposed Dean/liaison's contract for March 1, 2022 Board Approval

Listed below is the summary of the contract changes for board approval:

Dean/liaison's

- Added new vacation leave days from 0 to 4 days, cumulative to 20 days; changed personal leave from 3 days to 2 days non-cumulative.
- Duty days decreased from 225 to 220
- Proposed salary increases of 1.2% year one and 0% year two (step advancements built in contract).
- Converted salary minimum – maximum range to 6 step schedules.
- Health insurance district contribution increase: effective January 1, 2023 Single/\$35; Family/\$170.
- Dental insurance district contribution increase: effective January 1, 2023 Family/\$14
- Longevity added tiers in school years 11-15 and 16-20 \$1000 each tier 2nd year; tier 26 year and beyond added \$1500 2nd year.
- Tax sheltered annuity tiers to be 1-6 years \$3,500 and 7 years and beyond \$5,000 to align with coordinators contract.
- Added Liaison position to this contract
- Total Package Increase: 7.96%

Recommendation: Board approve Dean/Liaison's contract with a total package increase of 7.96%



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Dr. Brooke Peterson, Director of Teaching and Learning

TO: Intermediate School District 917 School Board members
FROM: Dr. Michael Favor, ISD 917, Superintendent
DATE: March 1, 2022
REGARDING: Summary of proposed Director's contract for March 1, 2022 Board Approval

Listed below is the summary of the contract changes for board approval:

Director's

- Proposed salary increases of 2.8% year one and 2.8% year two (No step advancements built in contract).
- Proposed increase to Executive Director's stipend by \$250 in year 1.
- Adding language to contribute to Minnesota State Retirement System contribution \$1,000 year 1 and \$1,500 year 2.
- Health insurance district contribution increase: effective January 1, 2023 Single/\$20; Family/\$200.
- Total Package Increase: 6.03%

Recommendation: Board approve Director's contract with a total package increase of 6.03%



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Dr. Brooke Peterson, Director of Teaching and Learning

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

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

- Policy 301 – School District Administration – No changes
- Policy 302 – Superintendent – No changes
- Policy 303 – Superintendent Selection – No changes
- Policy 304 – Superintendent Contract, Duties, and Evaluation – No changes
- Policy 305 – Policy Implementation. Add maybe: *At least annually, these written procedures, guidelines and directives shall be presented to the School Board for review.* (Not sure what procedures, etc. we have??)
- Policy 306 – Administrator Code of Ethics – No changes

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

301 SCHOOL DISTRICT ADMINISTRATION

I. PURPOSE

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services.
- B. The school board expects all activities related to the operation of the school district to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district, the school board also recognizes the direct responsibility of all district administrators for educational results and effective administration, supervisory, and instructional leadership at all our sites and programs.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

302 SUPERINTENDENT

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall be responsible for the supervision and evaluation of those staff reporting directly to the superintendent.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

303 SUPERINTENDENT SELECTION

I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

III. QUALIFICATIONS

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for a superintendent.
- C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Rules, Chapter 3512

304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

305 POLICY IMPLEMENTATION

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school board policy.

II. GENERAL STATEMENT OF POLICY

- A. It shall be the responsibility of the superintendent to implement school board policy and to recommend additions or modifications thereto. The administration is authorized to develop guidelines and directives to effectuate the implementation of school board policies. These guidelines and directives shall not be inconsistent with said policies. **At least annually, these written procedures, guidelines, and directives shall be presented to the school board for review.**
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
- C. Administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school board policy and shall be approved by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)

306 ADMINISTRATOR CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. GENERAL STATEMENT OF POLICY

- A. An educational administrator’s professional behavior must conform to a code of ethics. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator’s actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.
- B. The Educational Administrator:
1. Makes the well-being of students the fundamental value of all decision-making and actions.
 2. Fulfills professional responsibilities with honesty and integrity.
 3. Supports the principle of due process and protects the civil and human rights of all individuals.
 4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
 5. Implements the school board’s policies.
 6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
 7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.

8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

Legal References: Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)