

Regular School Board Meeting

Tuesday, April 5, 2022 4:30 PM

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

I. Call to Order - Vice Chair Byron Schwab

II. Conduct Pledge of Allegiance - Vice Chair Byron Schwab

III. Visitors Opportunity to be Heard - Vice Chair Byron Schwab

IV. Oath of office administered to newly elected Board member from Hastings Lisa Hedin - Linda Berg

V. Review and Approve the Agenda - Vice Chair Byron Schwab

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

VII. Reports

VII.A. 917 Employees of the Spring Quarter - Don Budach

VIII. Consent Items - Vice Chair Byron Schwab

VIII.A.

- Minutes:
- Personnel:
- Policies:

IX. Donations - Dr. Michael Favor

X. Executive Director of Business Services Reports - Nicolle Roush

X.A.

- Bills to be paid
- Wire Transfers
- Investment Report

XI. New Business - Vice Chair Byron Schwab

XI.A. Review and Approve Temporary Employee Report - Nicolle Roush

XI.B. Resolution Terminating Probationary Teachers - Dr. Michael Favor

XI.C. Review Accounts Receivable Aging Report - Nicolle Roush

XI.D. Review and Approve Calendar for 2022-2023 - Marcie Levy-Maguire

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

XI.F. Review and Approve Lead Teachers for DCALS - Andrew Woods

XI.G. Review and Approve Contract with CKC for Food Services for 2022-2023 - Nicolle Roush

XII. Policies - Supt. Dr. Michael Favor

XIII. Review Superintendent's Evaluation - Vice
Chair Byron Schwab

XIV. Updates from Member Districts - All

XV. Adjournment - Vice Chair Byron Schwab

Executive Director of Student Services
Board Update
April 2022

- **Returning to Learning:** The Returning to Learning committee will meet again on April 11. At this time, cases of COVID-19 have been low. As per our Returning to Learning Guide, masks are not required at this time at our sites.

- **Spring formal dances:** TESA's spring formal, themed the Roaring 20's, will be held on Friday, April 29. The grand march begins at 6 pm and the dance will conclude at 9 pm. You are welcome to attend the dance in the east commons at DCTC. This year, Concord Education Center will also be hosting a spring formal, themed Enchantment Under the Sea, for students grade 10 and older on Friday, April 29 at CEC. The grand march begins at 5:30 with the event concluding between 7 and 7:30 pm. If you are available, stop by and join the fun.

- **ESSER funds:** District administrators along with the business office, have been collaborating to develop a plan to utilize the ESSER funds for which the intermediate districts have qualified. Some dollars have been allocated to assist with recruitment, while others are focused on innovative programming with an emphasis on connections to the community among a few plans.

- **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
 - Staffing and budgeting
 - Planning professional development for the summer including for administrators and licensed staff as well as planning professional development for back-to-school. Of note, **July 13, 2022** is the tentative date for special education's member district annual event.

- **MnMTSS:** Intermediate School District 917, under the leadership of Dr. Brooke Peterson, Director of Teaching and Learning, is participating in a 15-month MnMTSS cohort. The focus of the cohort will be to understand the MnMTSS components, complete a self-assessment, and will culminate in an action plan. To learn more about the MnMTSS framework, click [here](#).

917 Licensed Employee of the Spring Quarter Jessica Randol

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

I am nominating Jessica because she is a champion for fostering a culture of reading throughout Cedar. During distance learning she set up virtual read aloud everyday. This school year Jessica had organized a World Read Aloud Day and a Read Across America Day. During school spirit week, one of the days was to get cozy and read and Jessica read a book to the building.

Nominated by: Kayleen Taffe

917 Employee of the Spring Quarter Patty Pladsen

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

I am new to district 917 this year in the BTC/TESA Program. Patty was assigned to me as a para. I was so lucky to have had Patty assigned to me. Patty is always kind, caring, punctual, attentive, helpful and diligent.

Nominated by: Jody Grote

INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, March 1, 2022, in the Dakota Room at Dakota County Technical College.

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

Members Absent: Kathy Lewis and Byron Schwab

Also Present: Nicolle Roush, Melissa Schaller, Brooke Peterson, Marci Levy-Maguire, Andrew Woods, Fran Wood, Pam Greengo, Taylor Thomas, Don Budach, and Linda Berg.

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

The Pledge of Allegiance was conducted.

There were no visitors to be heard.

1. Motion by Tom Bennett, seconded by Cindy Nordstrom, to approve the agenda. All present voted aye. Motion passed.
2. Don Budach introduced Pam Greengo, 917 Employee of the Quarter.
3. Taylor Thomas introduced Fran Wood, 917 Licensed Employee of the Quarter.

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

4. Motion by Cindy Nordstrom, seconded by Tom Bennett, to approve 917's District Strategic Action Plan as proposed by Ray Queener of Teamworks, with the change of the wording in the Core Values. (Addendum A.) All present voted aye. Motion passed.
5. District updates were given by:
 - Dr. Melissa Schaller reported on updates from Student Services.
 - Marci Levy-Maguire reported on updates from DCALS.
 - Dr. Michael Favor reported on district updates.
6. Motion by Wendy Felton, seconded by Lisa Ehleringer, to approve the consent items, as presented. All present voted aye.
 - **Minutes:** February 1, 2022, Regular School Board Meeting
 - **Minutes:** February 15, 2022, Special School Board Meeting
 - **Personnel: *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. *Leaves of Absence:* Melinda Thraen, Classroom Assistant, effective March 4, 2022, through March 21, 2022. *Resignations and 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.

- **Policies:** The following policies were reviewed on a final reading: 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. (Addendum B.)
7. Motion by Tom Bennett, seconded by Cindy Nordstrom, to approve the bills from January 24, 2022, to February 23, 2022, Investment Report and wire transfers, as presented by the Executive Director of Business Services. All present voted aye. Motion carried.
 8. Motion by Cindy Nordstrom, seconded by Wendy Felton, to approve the Assistant Directors’ Contracts for 2021-2023 as presented by the Executive Director of Business Services. (Addendum C.) All present voted aye. Motion passed.
 9. Motion by Tom Bennett, seconded by Lisa Ehleringer, to approve the Deans’ Contracts for 2021-2023 as presented by the Executive Director of Business Services. (Addendum D.) All present voted aye. Motion passed.
 10. Motion by Cindy Nordstrom, seconded by Wendy Felton, to approve the Directors’ Contracts for 2021-2023 as presented by the Executive Director of Business Services. (Addendum E.) All present voted aye. Motion passed.
 11. The following policies were reviewed on a first reading basis: 301 School District Administration; 302 Superintendent; 303 Superintendent Selection; 304 Superintendent Contract, Duties and Evaluation; 305 Policy Implementation; 306 Administrator Code of Ethics.
 12. Motion by Melissa Sauser, seconded by Tom Bennett to adjourn the meeting. All present voted aye. Motion passed.

There being no further business the meeting adjourned at 5:25 PM.

The next regular School Board Meeting will be Tuesday, April 5, 2022, at 4:30 PM.

Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF APRIL 5TH, 2022.**

NEW HIRES:

Aimee Boone, Academic Liaison, effective March 14, 2022.

Jackie Paulie, Dean, effective July 1, 2022.

Shannon Todnem, Classroom Assistant, effective March 25, 2022.

Shawn Zahn, Classroom Assistant, effective March 14, 2022.

Mallory Vaitkunas, Classroom Assistant, effective April 4, 2022.

RE-HIRES:

CHANGE IN STATUS:

LEAVES OF ABSENCE:

Lindsey Anderson, Teacher, effective February 1, 2022, through June 10, 2022.

Jamie Gasior, Program Assistant, effective February 1, 2022, through March 16, 2022.

Jenny Pangerl, Classroom Assistant, effective February 23, 2022, through March 23, 2022.

Michelle Vincent, Classroom Assistant, effective January 4, 2022, through April 4, 2022.

RESIGNATION & TERMINATIONS:

Tierra Cain, Classroom Assistant, effective March 14, 2022.

Christine David, Mental Health Professional, effective June 10, 2022.

Latricia Domally, Teacher, effective June 10, 2022.

Sarah Easley, Administrative Assistant II, effective June 15, 2022.

Lindsay Fitzgerald, Physical Therapist, effective June 10, 2022.

Kelsey Funk, Teacher, effective June 10, 2022.

Richelle Gernes, Administrative Assistant II, effective April 1, 2022.

Sarah Halstead, Occupational Therapist, effective June 10, 2022.

Taylor Lyden, Occupational Therapist, effective June 10, 2022.

Hannah Radant, Teacher, effective June 10, 2022.

Daniel Ross, School Psych, effective June 10, 2022.

Chelsea Schlegel, Program Assistant, effective March 18, 2022.

Michelle Shanley, Teacher, effective June 13, 2022.

Nichole Short, School Psych, effective June 10, 2022.

Colleen Weis, Teacher, effective June 10, 2022.

Andrew Woods, Principal, effective April 20, 2022.

RETIREMENTS:

Karen Hjermstad, Occupational Therapist, effective June 13, 2022.

Lucinda Hanson, Teacher, effective June 10, 2022.



Intermediate School District 917

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

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

TO: School Board
FROM: Dr. Michael Favor
DATE: April 5, 2022
REGARDING: Policies

The attached policies are a final reading at the April 5, 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: *At least annually, these written procedures, guidelines and directives shall be presented to the School Board for review.*
- Policy 306 – Administrator Code of Ethics – No changes

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)

Intermediate School District #917
School Board

Resolution to Accept Donations

Board member _____ introduced the following Resolution:

RESOLVED, that the School Board of Intermediate School District 917 accept the following donations, as indicated below, in the amount of .of \$1500.

1. Donation of \$1500 from the Minnesota Humanities Center (Kevin Lindsey/Director) to be used to honor the retirees for the school year of 2021-2022. This donation will fund a dinner for the retirees and their guest and administration. Value: \$1500.

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

Whereupon said resolution was duly passed and adopted.

Date Board Approved: April 5, 2022

DATE: 03/30/2022
TIME: 11:42:55

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
ACCTPA21
ACCOUNTING PERIOD: 9/22

SELECTION CRITERIA: chkstat.rundate between '20220224 00:00:00.000' and '20220330 00:00:00.000'

DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1905500	02/24/2022	BAYCOM, INC.	R	255.00	ACCOUNTS PAYABLE CHECK
1905501	02/24/2022	CDWG	R	443.40	ACCOUNTS PAYABLE CHECK
1905502	02/24/2022	CENTERPOINT ENERGY	R	1382.28	ACCOUNTS PAYABLE CHECK
1905503	02/24/2022	CENTURYLINK COMMUNICATONS, LLC	R	410.79	ACCOUNTS PAYABLE CHECK
1905504	02/24/2022	CITI CARDS	R	1650.00	ACCOUNTS PAYABLE CHECK
1905505	02/24/2022	CUB FOODS - INVER GROVE HTS	R	462.05	ACCOUNTS PAYABLE CHECK
1905506	02/24/2022	CSAM	R	400.00	ACCOUNTS PAYABLE CHECK
1905507	02/24/2022	EDUCATORS BENEFIT CONSULTANTS, LLC	R	239.94	ACCOUNTS PAYABLE CHECK
1905508	02/24/2022	IND SCH DIST 191	R	27486.86	ACCOUNTS PAYABLE CHECK
1905509	02/24/2022	MINNESOTA HUMANITIES CENTER	R	1500.00	ACCOUNTS PAYABLE CHECK
1905510	02/24/2022	ROOF TECH	R	518.54	ACCOUNTS PAYABLE CHECK
1905511	02/24/2022	SCHOLASTIC, INC	R	50.16	ACCOUNTS PAYABLE CHECK
1905512	02/24/2022	SONOVA USA INC.	R	1541.97	ACCOUNTS PAYABLE CHECK
1905513	02/24/2022	SOURCEWELL TECHNOLOGIES	R	11500.25	ACCOUNTS PAYABLE CHECK
1905514	02/24/2022	SUNBURST ACQUISITION LLC	R	229.95	ACCOUNTS PAYABLE CHECK
1905515	02/24/2022	SYSCO MINNESOTA	R	571.60	ACCOUNTS PAYABLE CHECK
1905516	02/24/2022	TEACHERS ON CALL	R	6719.77	ACCOUNTS PAYABLE CHECK
1905517	02/24/2022	USU CONFERENCE SERVICES	R	600.00	ACCOUNTS PAYABLE CHECK
1905518	03/02/2022	DAKOTA COUNTY TECH COLLEGE	R	215971.42	ACCOUNTS PAYABLE CHECK
1905519	03/02/2022	SYSCO MINNESOTA	R	987.37	ACCOUNTS PAYABLE CHECK
1905520	03/02/2022	FIDELITY SECURITY LIFE INS CO	R	1818.29	ACCOUNTS PAYABLE CHECK
1905521	03/03/2022	CAPERNAUM PED PHYSICAL THERAPY	R	2730.51	ACCOUNTS PAYABLE CHECK
1905522	03/03/2022	CDWG	R	1899.51	ACCOUNTS PAYABLE CHECK
1905523	03/03/2022	CENTURYLINK	R	1063.67	ACCOUNTS PAYABLE CHECK
1905524	03/03/2022	DELL MKTG L.P., C/O DELL USA L.P.	R	1480.48	ACCOUNTS PAYABLE CHECK
1905525	03/03/2022	DOOR SERVICE CO	R	1067.00	ACCOUNTS PAYABLE CHECK
1905526	03/03/2022	FRONTIER COMMUNICATIONS	R	515.75	ACCOUNTS PAYABLE CHECK
1905527	03/03/2022	IND SCH DIST 192	R	376.00	ACCOUNTS PAYABLE CHECK
1905528	03/03/2022	INT SCH DIST 287	R	2953.50	ACCOUNTS PAYABLE CHECK
1905529	03/03/2022	J.R.'S ADVANCED RECYCLERS	R	150.00	ACCOUNTS PAYABLE CHECK
1905530	03/03/2022	KAREN CASS FELLING, M.A., LP	R	750.00	ACCOUNTS PAYABLE CHECK
1905531	03/03/2022	MARCO INC	R	1467.42	ACCOUNTS PAYABLE CHECK
1905532	03/03/2022	OPG-3 INC	R	3885.00	ACCOUNTS PAYABLE CHECK
1905533	03/03/2022	OUTDOOR IMAGES, INC	R	275.00	ACCOUNTS PAYABLE CHECK
1905534	03/03/2022	RATWICK, ROSZAK & MALONEY, P.A.	R	397.50	ACCOUNTS PAYABLE CHECK
1905535	03/03/2022	REPUBLIC SERVICES #923	R	983.55	ACCOUNTS PAYABLE CHECK
1905536	03/03/2022	RUPP ANDERSON SQUIRES & WALDSPURGER	R	1480.83	ACCOUNTS PAYABLE CHECK
1905537	03/03/2022	SAM'S CLUB/SYNCHRONY BANK	R	541.76	ACCOUNTS PAYABLE CHECK
1905538	03/03/2022	SOURCEWELL TECHNOLOGIES	R	114.24	ACCOUNTS PAYABLE CHECK
1905539	03/03/2022	SUNBELT STAFFING, LLC	R	10655.00	ACCOUNTS PAYABLE CHECK
1905540	03/03/2022	TEACHERS ON CALL	R	5664.44	ACCOUNTS PAYABLE CHECK
1905541	03/03/2022	TRIO COMMUNITY MEALS, LLC	R	11843.19	ACCOUNTS PAYABLE CHECK
1905542	03/03/2022	WESTONE LABORATORIES INC.	R	119.05	ACCOUNTS PAYABLE CHECK
1905543	03/03/2022	WH SECURITY, LLC	R	68.85	ACCOUNTS PAYABLE CHECK
1905544	03/03/2022	XCEL ENERGY	R	12167.82	ACCOUNTS PAYABLE CHECK
1905545	03/04/2022	CALIFORNIA STATE DISBURSEMENT UNIT	R	132.50	ACCOUNTS PAYABLE CHECK
1905546	03/04/2022	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1905547	03/04/2022	EDUCATION MINNESOTA, LOCAL 3904	R	9676.40	ACCOUNTS PAYABLE CHECK
1905548	03/04/2022	MESSERLI & KRAMER P.A.	R	101.76	ACCOUNTS PAYABLE CHECK
1905549	03/04/2022	O.P.E.I.U., LOCAL 12	R	519.14	ACCOUNTS PAYABLE CHECK
1905550	03/04/2022	RELATED SERVICES NURSES ESP	R	198.61	ACCOUNTS PAYABLE CHECK
1905551	03/04/2022	S.E.P., LOCAL 4242	R	3104.42	ACCOUNTS PAYABLE CHECK
1905552	03/04/2022	IVY FUNDS	R	1958.33	ACCOUNTS PAYABLE CHECK

DATE: 03/30/2022
TIME: 11:42:55

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 2
ACCTPA21
ACCOUNTING PERIOD: 9/22

SELECTION CRITERIA: chkstat.rundate between '20220224 00:00:00.000' and '20220330 00:00:00.000'

1905553	03/09/2022	AMAZON CAPITAL SERVICES	V	0.00	VOID: MULTI STUB	CHECK
1905554	03/09/2022	AMAZON CAPITAL SERVICES	R	2323.39	ACCOUNTS PAYABLE	CHECK
1905555	03/10/2022	360 COMMUNITIES	R	16739.50	ACCOUNTS PAYABLE	CHECK
1905556	03/10/2022	ALL IN ONE TRANSLATION AGENCY, LLC	R	360.00	ACCOUNTS PAYABLE	CHECK
1905557	03/10/2022	APPLE COMPUTER, INC	R	3028.00	ACCOUNTS PAYABLE	CHECK
1905558	03/10/2022	ARVIG ENTERPRISES, INC	R	1173.95	ACCOUNTS PAYABLE	CHECK
1905559	03/10/2022	BAMBOO PROFESSIONALS, LLC	R	2168.75	ACCOUNTS PAYABLE	CHECK
1905560	03/10/2022	CUB FOODS - APPLE VALLEY	R	57.97	ACCOUNTS PAYABLE	CHECK
1905561	03/10/2022	CUB FOODS BLOOMINGTON	R	39.45	ACCOUNTS PAYABLE	CHECK
1905562	03/10/2022	DOOR SERVICE CO	R	795.75	ACCOUNTS PAYABLE	CHECK
1905563	03/10/2022	ESTR PUBLICATIONS	R	88.00	ACCOUNTS PAYABLE	CHECK
1905564	03/10/2022	FARMINGTON LANES	R	97.50	ACCOUNTS PAYABLE	CHECK
1905565	03/10/2022	FRONTIER COMMUNICATIONS	R	91.00	ACCOUNTS PAYABLE	CHECK
1905566	03/10/2022	GOPHER SPORT	R	87.67	ACCOUNTS PAYABLE	CHECK
1905567	03/10/2022	HITESMAN & WOLD, PA	R	2184.00	ACCOUNTS PAYABLE	CHECK
1905568	03/10/2022	MEDICA	R	955.66	ACCOUNTS PAYABLE	CHECK
1905569	03/10/2022	MENARDS	R	132.07	ACCOUNTS PAYABLE	CHECK
1905570	03/10/2022	MN CLN SERVICES, INC	R	5486.40	ACCOUNTS PAYABLE	CHECK
1905571	03/10/2022	MN ENERGY RESOURCES CORPORATION	R	3004.33	ACCOUNTS PAYABLE	CHECK
1905572	03/10/2022	MSOPA (METRO SUPT OFF PERSONNEL ASS	R	450.00	ACCOUNTS PAYABLE	CHECK
1905573	03/10/2022	PELLICCI ACE HARDWARE	R	19.78	ACCOUNTS PAYABLE	CHECK
1905574	03/10/2022	PROCARE THERAPY	R	1452.50	ACCOUNTS PAYABLE	CHECK
1905575	03/10/2022	RESILIENCE IMPACT, LLC	R	359.00	ACCOUNTS PAYABLE	CHECK
1905576	03/10/2022	ROSEMOUNT AUTO SERVICE	R	119.17	ACCOUNTS PAYABLE	CHECK
1905577	03/10/2022	ST PAUL PIONEER PRESS	R	22.56	ACCOUNTS PAYABLE	CHECK
1905578	03/10/2022	STRATEGIC STAFFING SOLUTIONS	R	9656.00	ACCOUNTS PAYABLE	CHECK
1905579	03/10/2022	SUNBELT STAFFING, LLC	R	5820.00	ACCOUNTS PAYABLE	CHECK
1905580	03/10/2022	TEACHERS ON CALL	R	4057.89	ACCOUNTS PAYABLE	CHECK
1905581	03/10/2022	TEAMWORKS INTERNATIONAL	R	1138.21	ACCOUNTS PAYABLE	CHECK
1905582	03/10/2022	TECHNOLOGY BY DESIGN, LLC	R	1187.50	ACCOUNTS PAYABLE	CHECK
1905583	03/10/2022	TGK AUTOMOTIVE OF ROSEMOUNT, LLC	R	500.00	ACCOUNTS PAYABLE	CHECK
1905584	03/10/2022	FLOCK HIES & ASSOCIATES INC.	R	657.00	ACCOUNTS PAYABLE	CHECK
1905585	03/10/2022	TRIUMPH EDUCATIONAL CONSULTING	R	1787.50	ACCOUNTS PAYABLE	CHECK
1905586	03/10/2022	VERIZON WIRELESS	R	1263.79	ACCOUNTS PAYABLE	CHECK
1905587	03/17/2022	ACCELERATED TECHNOLOGIES	R	350.00	ACCOUNTS PAYABLE	CHECK
1905588	03/17/2022	ALL IN ONE TRANSLATION AGENCY, LLC	R	990.00	ACCOUNTS PAYABLE	CHECK
1905589	03/17/2022	CENTRALREACH, LLC	R	139.22	ACCOUNTS PAYABLE	CHECK
1905590	03/17/2022	CUB FOODS - ROSEMOUNT	R	328.56	ACCOUNTS PAYABLE	CHECK
1905591	03/17/2022	DAKOTA TRUCK UNDERWRITERS	R	34465.00	ACCOUNTS PAYABLE	CHECK
1905592	03/17/2022	DISTRICT 191 FOOD SERVICE	R	570.30	ACCOUNTS PAYABLE	CHECK
1905593	03/17/2022	EDUCATORS BENEFIT CONSULTANTS, LLC	R	239.94	ACCOUNTS PAYABLE	CHECK
1905594	03/17/2022	EXCEPTIONAL TEACHING, INC.	R	309.20	ACCOUNTS PAYABLE	CHECK
1905595	03/17/2022	FRONTIER COMMUNICATIONS	R	717.10	ACCOUNTS PAYABLE	CHECK
1905596	03/17/2022	MINNESOTA BRAIN INJURY ALLIANCE	R	150.00	ACCOUNTS PAYABLE	CHECK
1905597	03/17/2022	OFFICE OF MN.IT SERVICES	R	278.71	ACCOUNTS PAYABLE	CHECK
1905598	03/17/2022	PELLICCI ACE HARDWARE	R	50.32	ACCOUNTS PAYABLE	CHECK
1905599	03/17/2022	PLANSOURCE BENEFITS ADMINISTRATION,	R	3638.82	ACCOUNTS PAYABLE	CHECK
1905600	03/17/2022	RUPP ANDERSON SQUIRES & WALDSPURGER	R	1283.46	ACCOUNTS PAYABLE	CHECK
1905601	03/17/2022	SCHOLASTIC, INC	R	29.98	ACCOUNTS PAYABLE	CHECK
1905602	03/17/2022	SONOVA USA INC.	R	478.99	ACCOUNTS PAYABLE	CHECK
1905603	03/17/2022	SOURCEWELL TECHNOLOGIES	R	3000.00	ACCOUNTS PAYABLE	CHECK
1905604	03/17/2022	SUNBELT STAFFING, LLC	R	5685.00	ACCOUNTS PAYABLE	CHECK
1905605	03/17/2022	SUNSHINE COTTAGE	R	218.00	ACCOUNTS PAYABLE	CHECK
1905606	03/17/2022	SYSCO MINNESOTA	R	1208.17	ACCOUNTS PAYABLE	CHECK
1905607	03/17/2022	TEACHERS ON CALL	R	7017.52	ACCOUNTS PAYABLE	CHECK
1905608	03/17/2022	ULINE	R	65.26	ACCOUNTS PAYABLE	CHECK
1905609	03/17/2022	WILDERNESS INQUIRY	R	500.00	ACCOUNTS PAYABLE	CHECK

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1905610	03/18/2022	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1905611	03/18/2022	EDUCATION MINNESOTA, LOCAL 3904	R	9647.29	ACCOUNTS PAYABLE CHECK
1905612	03/18/2022	MESSERLI & KRAMER P.A.	R	101.76	ACCOUNTS PAYABLE CHECK
1905613	03/18/2022	NCPERS GROUP LIFE INS	R	16.00	ACCOUNTS PAYABLE CHECK
1905614	03/18/2022	O.P.E.I.U., LOCAL 12	R	519.14	ACCOUNTS PAYABLE CHECK
1905615	03/18/2022	RELATED SERVICES NURSES ESP	R	198.61	ACCOUNTS PAYABLE CHECK
1905616	03/18/2022	S.E.P., LOCAL 4242	R	3060.78	ACCOUNTS PAYABLE CHECK
1905617	03/18/2022	IVY FUNDS	R	1958.33	ACCOUNTS PAYABLE CHECK
1905618	03/24/2022	ANNE HOFF, SAFE HARBOR COUNSELING	R	1750.00	ACCOUNTS PAYABLE CHECK
1905619	03/24/2022	AUTISM-PRODUCTS	R	37.09	ACCOUNTS PAYABLE CHECK
1905620	03/24/2022	CANON USA	R	208.51	ACCOUNTS PAYABLE CHECK
1905621	03/24/2022	CAPERNAUM PED PHYSICAL THERAPY	R	2646.95	ACCOUNTS PAYABLE CHECK
1905622	03/24/2022	H WINDOW COMPANY, LLC	R	843.96	ACCOUNTS PAYABLE CHECK
1905623	03/24/2022	INVER HILLS COMMUNITY COLLEGE	R	579.38	ACCOUNTS PAYABLE CHECK
1905624	03/24/2022	MASA	R	430.00	ACCOUNTS PAYABLE CHECK
1905625	03/24/2022	OUTDOOR IMAGES, INC	R	475.00	ACCOUNTS PAYABLE CHECK
1905626	03/24/2022	PROCARE THERAPY	R	4462.50	ACCOUNTS PAYABLE CHECK
1905627	03/24/2022	PROFESSIONAL WIRELESS COMMUNICATION	R	1952.06	ACCOUNTS PAYABLE CHECK
1905628	03/24/2022	SUNBELT STAFFING, LLC	R	5685.00	ACCOUNTS PAYABLE CHECK
1905629	03/24/2022	TEACHERS ON CALL	V	0.00	VOID: MULTI STUB CHECK
1905630	03/24/2022	TEACHERS ON CALL	R	15471.81	ACCOUNTS PAYABLE CHECK
1905631	03/24/2022	TGK AUTOMOTIVE OF ROSEMOUNT, LLC	R	500.00	ACCOUNTS PAYABLE CHECK
1905632	03/24/2022	TRIO SUPPLY COMPANY	R	19189.87	ACCOUNTS PAYABLE CHECK
1905633	03/24/2022	TWIN PINES IMPRINTING, LLC	R	2000.00	ACCOUNTS PAYABLE CHECK
1905634	03/25/2022	AMAZON CAPITAL SERVICES	V	0.00	VOID: MULTI STUB CHECK
1905635	03/25/2022	AMAZON CAPITAL SERVICES	V	0.00	VOID: MULTI STUB CHECK
1905636	03/25/2022	AMAZON CAPITAL SERVICES	R	7766.44	ACCOUNTS PAYABLE CHECK
1905637	03/25/2022	BOGART'S ENTERTAINMENT CENTER	R	620.00	ACCOUNTS PAYABLE CHECK
*V4001305	03/03/2022	XCEL ENERGY	R	1.00	ACCOUNTS PAYABLE VOUCHER
*V4001305	03/03/2022	XCEL ENERGY	V	-1.00	VOID MANUAL CHECK
*V4001306	03/09/2022	ABLENET INC.	R	2240.00	ACCOUNTS PAYABLE VOUCHER
*V4001307	03/09/2022	SUPPLYWORKS	R	86.36	ACCOUNTS PAYABLE VOUCHER
*V4001308	03/09/2022	WELLS FARGO	R	7359.38	ACCOUNTS PAYABLE VOUCHER
*V4001309	03/09/2022	CITY OF APPLE VALLEY	R	306.14	ACCOUNTS PAYABLE VOUCHER
*V4001310	03/09/2022	CITY OF INVER GROVE HTS	R	402.08	ACCOUNTS PAYABLE VOUCHER
*V4001311	03/09/2022	CUB FOODS - ROSEMOUNT	R	290.00	ACCOUNTS PAYABLE VOUCHER
*V4001312	03/09/2022	GOPHER SPORT	R	139.90	ACCOUNTS PAYABLE VOUCHER
*V4001313	03/09/2022	GRAINGER W W INC.	R	428.40	ACCOUNTS PAYABLE VOUCHER
*V4001314	03/09/2022	HEALTHIEST YOU	R	3790.00	ACCOUNTS PAYABLE VOUCHER
*V4001315	03/09/2022	HEINEMANN	R	935.00	ACCOUNTS PAYABLE VOUCHER
*V4001316	03/09/2022	INNOVATIVE OFFICE SOLUTIONS	V	0.00	VOID: MULTI STUB VOUCHER
*V4001317	03/09/2022	INNOVATIVE OFFICE SOLUTIONS	V	0.00	VOID: MULTI STUB VOUCHER
*V4001318	03/09/2022	INNOVATIVE OFFICE SOLUTIONS	R	3693.51	ACCOUNTS PAYABLE VOUCHER
*V4001319	03/09/2022	LAKESHORE LEARNING MATERIALS	R	445.50	ACCOUNTS PAYABLE VOUCHER
*V4001320	03/09/2022	MICRO CENTER	R	148.96	ACCOUNTS PAYABLE VOUCHER
*V4001321	03/09/2022	OFFICE DEPOT	R	780.87	ACCOUNTS PAYABLE VOUCHER
*V4001322	03/09/2022	PROFESSIONAL CRISIS MANAGEMENT ASSO	R	1664.00	ACCOUNTS PAYABLE VOUCHER
*V4001323	03/09/2022	SCHOOL NURSE SUPPLY	R	43.33	ACCOUNTS PAYABLE VOUCHER
*V4001324	03/09/2022	SCHOOL SPECIALTY, LLC	R	2499.12	ACCOUNTS PAYABLE VOUCHER
*V4001325	03/09/2022	SOUTHWEST/WEST CENTRAL SERVICE CORP	R	120.00	ACCOUNTS PAYABLE VOUCHER
*V4001326	03/09/2022	SUDDORA	R	249.50	ACCOUNTS PAYABLE VOUCHER
*V4001327	03/09/2022	SUMMIT FIRE PROTECTION	R	830.00	ACCOUNTS PAYABLE VOUCHER
*V4001328	03/09/2022	SUPPORTING SUCCESS F/CHILDREN W/HEA	R	462.67	ACCOUNTS PAYABLE VOUCHER
*V4001329	03/09/2022	THE HOME DEPOT	R	312.48	ACCOUNTS PAYABLE VOUCHER
*V4001330	03/09/2022	THE HOME DEPOT PRO	R	3573.72	ACCOUNTS PAYABLE VOUCHER
*V4001331	03/09/2022	THE WASHINGTON POST	R	40.00	ACCOUNTS PAYABLE VOUCHER
*V4001332	03/09/2022	THERAPY NOTES, LLC	R	365.00	ACCOUNTS PAYABLE VOUCHER

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*V4001333	03/09/2022	TRANE U.S. INC.	R	3359.42	ACCOUNTS PAYABLE VOUCHER
*V4001334	03/09/2022	ULINE	R	666.22	ACCOUNTS PAYABLE VOUCHER
*V4001335	03/09/2022	UNIVERSAL CLEANING SERVICES	R	5353.35	ACCOUNTS PAYABLE VOUCHER
*V4001336	03/09/2022	USI	R	43.99	ACCOUNTS PAYABLE VOUCHER
*V4001337	03/10/2022	XCEL ENERGY	V	-4265.00	VOID MANUAL CHECK
*V4001337	03/09/2022	XCEL ENERGY	R	4265.00	ACCOUNTS PAYABLE VOUCHER
*V4001338	03/09/2022	INNOVATIVE OFFICE SOLUTIONS	R	3205.08	ACCOUNTS PAYABLE VOUCHER
*V4001339	03/10/2022	UNIVERSAL CLEANING SERVICES	R	4265.00	ACCOUNTS PAYABLE VOUCHER
*V6604153	03/09/2022	KIM MARIE AUSTIN	R	215.87	ACCOUNTS PAYABLE VOUCHER
*V6604154	03/09/2022	ALICIA MAE BEINBRECH	R	84.24	ACCOUNTS PAYABLE VOUCHER
*V6604155	03/09/2022	THOMAS RICHARD BENNETT	R	19.89	ACCOUNTS PAYABLE VOUCHER
*V6604156	03/09/2022	DON JAMES BUDACH	R	84.24	ACCOUNTS PAYABLE VOUCHER
*V6604157	03/09/2022	LESLEY ANNE CHESTER	R	15.21	ACCOUNTS PAYABLE VOUCHER
*V6604158	03/09/2022	EMILY MARGARET CLARK	R	307.13	ACCOUNTS PAYABLE VOUCHER
*V6604159	03/09/2022	PEARL SUSAN DEVENOW	R	342.81	ACCOUNTS PAYABLE VOUCHER
*V6604160	03/09/2022	KATHERINE DIANE ENGEL	R	82.49	ACCOUNTS PAYABLE VOUCHER
*V6604161	03/09/2022	JONI KAY ERIE	R	58.50	ACCOUNTS PAYABLE VOUCHER
*V6604162	03/09/2022	LINDSAY MAE FITZGERALD	R	14.04	ACCOUNTS PAYABLE VOUCHER
*V6604163	03/09/2022	PAMELA VICK GARRETSON	R	219.38	ACCOUNTS PAYABLE VOUCHER
*V6604164	03/09/2022	ADDIE SUZANNE GESKE	R	183.69	ACCOUNTS PAYABLE VOUCHER
*V6604165	03/09/2022	CHRISTINA ANN GILLARD	R	277.88	ACCOUNTS PAYABLE VOUCHER
*V6604166	03/09/2022	MEGAN MARIE HALEY	R	88.92	ACCOUNTS PAYABLE VOUCHER
*V6604167	03/09/2022	PAMELA ANN GREENGO	R	56.16	ACCOUNTS PAYABLE VOUCHER
*V6604168	03/09/2022	CASSIE J. GROFF	R	96.53	ACCOUNTS PAYABLE VOUCHER
*V6604169	03/09/2022	LEAH HANISCH HARRIS	R	64.35	ACCOUNTS PAYABLE VOUCHER
*V6604170	03/09/2022	PETER ALLYN HENDRICKS	R	99.45	ACCOUNTS PAYABLE VOUCHER
*V6604171	03/09/2022	JESSICA JOHANNA HUSS	R	73.13	ACCOUNTS PAYABLE VOUCHER
*V6604172	03/09/2022	COURTNEY ELIZABETH INMAN	R	48.56	ACCOUNTS PAYABLE VOUCHER
*V6604173	03/09/2022	CORA MAE JOHNSON	R	18.72	ACCOUNTS PAYABLE VOUCHER
*V6604174	03/09/2022	EVA MARIE JOHNSON	R	12.15	ACCOUNTS PAYABLE VOUCHER
*V6604175	03/09/2022	SARAH LYNN JOHNSON	R	260.91	ACCOUNTS PAYABLE VOUCHER
*V6604176	03/09/2022	MONICA ANN JOUBERT	R	18.72	ACCOUNTS PAYABLE VOUCHER
*V6604177	03/09/2022	AMY TAMARAH WOLF KAUFMAN	R	496.08	ACCOUNTS PAYABLE VOUCHER
*V6604178	03/09/2022	LORI ANN KLEIN	R	175.50	ACCOUNTS PAYABLE VOUCHER
*V6604179	03/09/2022	CAROL LEIGH KURTEN	R	46.80	ACCOUNTS PAYABLE VOUCHER
*V6604180	03/09/2022	DANIELLE MARIE LAFRANCE-WARNKE	R	161.47	ACCOUNTS PAYABLE VOUCHER
*V6604181	03/09/2022	ANNA MARIE LAMPHERE	R	25.74	ACCOUNTS PAYABLE VOUCHER
*V6604182	03/09/2022	BETSY SUE LARSEN	R	26.33	ACCOUNTS PAYABLE VOUCHER
*V6604183	03/09/2022	ABIGAIL MARIE EVANS LARSON	R	155.03	ACCOUNTS PAYABLE VOUCHER
*V6604184	03/09/2022	SARAH MARIE LUDEWIG	R	198.68	ACCOUNTS PAYABLE VOUCHER
*V6604185	03/09/2022	TAYLOR LINDSEY LYDEN	R	195.39	ACCOUNTS PAYABLE VOUCHER
*V6604186	03/09/2022	JAMES ANTHONY MYRMAN	R	88.92	ACCOUNTS PAYABLE VOUCHER
*V6604187	03/09/2022	JENNA ANN NACE	R	102.96	ACCOUNTS PAYABLE VOUCHER
*V6604188	03/09/2022	RACHEL LOIS NASAL	R	15.21	ACCOUNTS PAYABLE VOUCHER
*V6604189	03/09/2022	CINDY L NORDSTROM	R	77.52	ACCOUNTS PAYABLE VOUCHER
*V6604190	03/09/2022	HOLLY MARIE PEMBLE	R	113.49	ACCOUNTS PAYABLE VOUCHER
*V6604191	03/09/2022	JENNIFER MAE PETERSEN	R	30.42	ACCOUNTS PAYABLE VOUCHER
*V6604192	03/09/2022	CAROLINE ROSE PETERSON	R	187.20	ACCOUNTS PAYABLE VOUCHER
*V6604193	03/09/2022	EMILY ANN PFISTERER	R	514.81	ACCOUNTS PAYABLE VOUCHER
*V6604194	03/09/2022	SUSAN LEE ROGERS	R	15.21	ACCOUNTS PAYABLE VOUCHER
*V6604195	03/09/2022	SHANNON DAWN ROSENBERG	R	108.81	ACCOUNTS PAYABLE VOUCHER
*V6604196	03/09/2022	MELISSA ANN SAUSER	R	48.70	ACCOUNTS PAYABLE VOUCHER
*V6604197	03/09/2022	AMBER GRACE SCHMITZ	R	132.80	ACCOUNTS PAYABLE VOUCHER
*V6604198	03/09/2022	IRENE ELIZABETH SCHULTZ-ALBERT	R	156.20	ACCOUNTS PAYABLE VOUCHER
*V6604199	03/09/2022	MICHELLE JEAN SHANLEY	R	203.58	ACCOUNTS PAYABLE VOUCHER
*V6604200	03/09/2022	KATHERINE LOUISE SMITH	R	36.86	ACCOUNTS PAYABLE VOUCHER
*V6604201	03/09/2022	HEATHER LYNN STOESZ	R	122.85	ACCOUNTS PAYABLE VOUCHER

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*V6604202	03/09/2022	KAYLEEN LAVONNE TAFFE	R	69.03	ACCOUNTS PAYABLE VOUCHER
*V6604203	03/09/2022	MARY ELIZABETH TAYLOR	R	100.62	ACCOUNTS PAYABLE VOUCHER
*V6604204	03/09/2022	SONIA LYNN TENDRICH	R	181.36	ACCOUNTS PAYABLE VOUCHER
*V6604205	03/09/2022	GRETCHEN ANN TOAY	R	8.19	ACCOUNTS PAYABLE VOUCHER
*V6604206	03/09/2022	SHANYN NICOLE TUFTEE	R	152.69	ACCOUNTS PAYABLE VOUCHER
*V6604207	03/09/2022	JESSICA KATHRYN VAILLANCOURT	R	8.19	ACCOUNTS PAYABLE VOUCHER
*V6604208	03/09/2022	JANEL LYNN VRIEZE	R	70.20	ACCOUNTS PAYABLE VOUCHER
*V6604209	03/09/2022	GREGORY ALEXANDER WALETSKI	R	67.28	ACCOUNTS PAYABLE VOUCHER
*V6604210	03/09/2022	LORI JAYNE WILSON	R	20.48	ACCOUNTS PAYABLE VOUCHER
*V6604211	03/09/2022	FRAN LOUISE WOOD	R	225.23	ACCOUNTS PAYABLE VOUCHER
*V6604212	03/09/2022	MICHAEL PATRICK ZICKRICK	R	58.50	ACCOUNTS PAYABLE VOUCHER
*V6604213	03/23/2022	MARTHA JOAN ALLEN	R	222.89	ACCOUNTS PAYABLE VOUCHER
*V6604214	03/23/2022	KIM MARIE AUSTIN	R	120.51	ACCOUNTS PAYABLE VOUCHER
*V6604215	03/23/2022	MICHAEL JASON BIBRO	R	462.65	ACCOUNTS PAYABLE VOUCHER
*V6604216	03/23/2022	TARA JO BLACKERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604217	03/23/2022	LOREEN M. BOHNERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604218	03/23/2022	MATTHEW KYLE BRUNS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604219	03/23/2022	DON JAMES BUDACH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604220	03/23/2022	ANNE LOUISE BYER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604221	03/23/2022	EMILY MARGARET CLARK	R	365.04	ACCOUNTS PAYABLE VOUCHER
*V6604222	03/23/2022	JAMIE AUTUMN DALBESIO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604223	03/23/2022	MICHAEL LEONARD FAVOR	R	180.77	ACCOUNTS PAYABLE VOUCHER
*V6604224	03/23/2022	ANGELITA LEE FLEMING	R	56.16	ACCOUNTS PAYABLE VOUCHER
*V6604225	03/23/2022	SHERILYN FAYE FRISQUE	R	690.90	ACCOUNTS PAYABLE VOUCHER
*V6604226	03/23/2022	KIRSTIE LEANN GABBERT	R	25.74	ACCOUNTS PAYABLE VOUCHER
*V6604227	03/23/2022	PAMELA VICK GARRETSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604228	03/23/2022	CASSIE J. GROFF	R	98.28	ACCOUNTS PAYABLE VOUCHER
*V6604229	03/23/2022	JANA LEE HEIDEMANN	R	73.13	ACCOUNTS PAYABLE VOUCHER
*V6604230	03/23/2022	JENNIFER AMY HETLAND	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604231	03/23/2022	MELISSA ROCHELL HO	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604232	03/23/2022	JUSTIN DAVID HOELSCHER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604233	03/23/2022	KATE SCHNEEWEIS HULSE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604234	03/23/2022	JESSICA JOHANNA HUSS	R	35.69	ACCOUNTS PAYABLE VOUCHER
*V6604235	03/23/2022	LORI ANN KLEIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604236	03/23/2022	SHANNA MARIE KNUTSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604237	03/23/2022	LAURA MARIE KVAMME	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604238	03/23/2022	DANIELLE MARIE LAFRANCE-WARNKE	R	187.79	ACCOUNTS PAYABLE VOUCHER
*V6604239	03/23/2022	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604240	03/23/2022	ABIGAIL MARIE EVANS LARSON	R	248.63	ACCOUNTS PAYABLE VOUCHER
*V6604241	03/23/2022	ERIN JEAN MAHNKE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604242	03/23/2022	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604243	03/23/2022	SHANNON BRENNAN BRENNAN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604244	03/23/2022	JACKIE NERI-YANG	R	22.23	ACCOUNTS PAYABLE VOUCHER
*V6604245	03/23/2022	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604246	03/23/2022	JENNIFER LEE OLSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604247	03/23/2022	AMANDA LYNN PETERS	R	73.67	ACCOUNTS PAYABLE VOUCHER
*V6604248	03/23/2022	JENNIFER MAE PETERSEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604249	03/23/2022	BROOKE ALLYSON PETERSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604250	03/23/2022	HANNAH DUFFY RADANT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604251	03/23/2022	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604252	03/23/2022	AMY SUE RIESGRAF	R	46.28	ACCOUNTS PAYABLE VOUCHER
*V6604253	03/23/2022	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604254	03/23/2022	NICOLLE KATHERINE ROUSH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604255	03/23/2022	MELISSA RAE SCHALLER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604256	03/23/2022	KEITH BRIAN SPYCHALLA	R	12.87	ACCOUNTS PAYABLE VOUCHER
*V6604257	03/23/2022	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604258	03/23/2022	TAYLOR MAY THOMAS	R	90.00	ACCOUNTS PAYABLE VOUCHER

DATE: 03/30/2022
TIME: 11:42:55

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 6
ACCTPA21
ACCOUNTING PERIOD: 9/22

SELECTION CRITERIA: chkstat.rundate between '20220224 00:00:00.000' and '20220330 00:00:00.000'

*V6604259	03/23/2022	SHANYN NICOLE TUFTEE	R	116.37	ACCOUNTS PAYABLE VOUCHER
*V6604260	03/23/2022	ANTHONY JOSEPH VILLELLI	R	36.27	ACCOUNTS PAYABLE VOUCHER
*V6604261	03/23/2022	MICHELLE LYNN VOLLBRECHT	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604262	03/23/2022	ANDREW JACOB WEBSTER	R	239.79	ACCOUNTS PAYABLE VOUCHER
*V6604263	03/23/2022	FRAN LOUISE WOOD	R	360.95	ACCOUNTS PAYABLE VOUCHER
*V6604264	03/23/2022	ANDREW WOODS	R	249.71	ACCOUNTS PAYABLE VOUCHER
*V6604265	03/23/2022	SCOTT MICHAEL ZEHNDER	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V7701945	02/25/2022	MEDICA	R	35187.92	ACCOUNTS PAYABLE VOUCHER
*V7701946	03/04/2022	AFLAC	R	1749.76	ACCOUNTS PAYABLE VOUCHER
*V7701947	03/04/2022	AMERIPRISE FINANCIAL ADVISORS	R	9908.95	ACCOUNTS PAYABLE VOUCHER
*V7701948	03/04/2022	AXA EQUITABLE LIFE INS CO	R	4033.66	ACCOUNTS PAYABLE VOUCHER
*V7701949	03/04/2022	FIDELITY INVSTMT TAX-EX SVC CO	R	7529.43	ACCOUNTS PAYABLE VOUCHER
*V7701950	03/04/2022	HEALTH EQUITY, INC.	R	28128.79	ACCOUNTS PAYABLE VOUCHER
*V7701951	03/04/2022	HORACE MANN LIFE INS	R	1435.02	ACCOUNTS PAYABLE VOUCHER
*V7701952	03/04/2022	INTERNAL REVENUE SERVICE	R	315215.86	ACCOUNTS PAYABLE VOUCHER
*V7701953	03/04/2022	EDUCATION MN ESI BILLING TRUST	R	10704.06	ACCOUNTS PAYABLE VOUCHER
*V7701954	03/04/2022	MN DEPT OF REVENUE	R	51294.47	ACCOUNTS PAYABLE VOUCHER
*V7701955	03/04/2022	MN STATE RETIREMENT SYSTEM	R	8808.33	ACCOUNTS PAYABLE VOUCHER
*V7701956	03/04/2022	EXECUTIVE DIRECTOR	R	50916.66	ACCOUNTS PAYABLE VOUCHER
*V7701957	03/04/2022	STATE TREASURER, TRA	R	167543.06	ACCOUNTS PAYABLE VOUCHER
*V7701958	03/04/2022	VARIABLE ANNUITY LIFE INS CO	R	9612.68	ACCOUNTS PAYABLE VOUCHER
*V7701959	03/04/2022	VOYA	R	1363.18	ACCOUNTS PAYABLE VOUCHER
*V7701960	03/08/2022	APPLE VALLEY ISD LLC	R	41815.67	ACCOUNTS PAYABLE VOUCHER
*V7701961	03/08/2022	SE ISD, DST	R	77415.98	ACCOUNTS PAYABLE VOUCHER
*V7701962	03/09/2022	MEDICA	R	175841.80	ACCOUNTS PAYABLE VOUCHER
*V7701963	03/09/2022	MEDICA	R	47178.18	ACCOUNTS PAYABLE VOUCHER
*V7701964	03/09/2022	PLANSOURCE FLEX BEN.	R	3215.90	ACCOUNTS PAYABLE VOUCHER
*V7701965	03/16/2022	MEDICA	R	70449.27	ACCOUNTS PAYABLE VOUCHER
*V7701966	03/16/2022	NATIONAL INSURANCE SERVICES OF WI,	R	9000.85	ACCOUNTS PAYABLE VOUCHER
*V7701967	03/18/2022	DELTA DENTAL OF MINNESOTA	R	37218.37	ACCOUNTS PAYABLE VOUCHER
*V7701968	03/18/2022	MEDICA	R	32292.52	ACCOUNTS PAYABLE VOUCHER
*V7701969	03/18/2022	PLANSOURCE FLEX BEN.	R	3963.92	ACCOUNTS PAYABLE VOUCHER
*V7701970	03/18/2022	MEDICA	R	1742.68	ACCOUNTS PAYABLE VOUCHER
*V7701971	03/18/2022	AMERIPRISE FINANCIAL ADVISORS	R	9908.95	ACCOUNTS PAYABLE VOUCHER
*V7701972	03/18/2022	AXA EQUITABLE LIFE INS CO	R	4033.66	ACCOUNTS PAYABLE VOUCHER
*V7701973	03/18/2022	FIDELITY INVSTMT TAX-EX SVC CO	R	7485.67	ACCOUNTS PAYABLE VOUCHER
*V7701974	03/18/2022	HEALTH EQUITY, INC.	R	28113.87	ACCOUNTS PAYABLE VOUCHER
*V7701975	03/18/2022	HORACE MANN LIFE INS	R	1435.02	ACCOUNTS PAYABLE VOUCHER
*V7701976	03/18/2022	INTERNAL REVENUE SERVICE	R	233364.65	ACCOUNTS PAYABLE VOUCHER
*V7701977	03/18/2022	EDUCATION MN ESI BILLING TRUST	R	10124.46	ACCOUNTS PAYABLE VOUCHER
*V7701978	03/18/2022	MN DEPT OF REVENUE	R	38674.70	ACCOUNTS PAYABLE VOUCHER
*V7701979	03/18/2022	MN STATE RETIREMENT SYSTEM	R	1208.33	ACCOUNTS PAYABLE VOUCHER
*V7701980	03/18/2022	EXECUTIVE DIRECTOR	R	49380.32	ACCOUNTS PAYABLE VOUCHER
*V7701981	03/18/2022	STATE TREASURER, TRA	R	111893.32	ACCOUNTS PAYABLE VOUCHER
*V7701982	03/18/2022	VARIABLE ANNUITY LIFE INS CO	R	9612.68	ACCOUNTS PAYABLE VOUCHER
*V7701983	03/18/2022	VOYA	R	1363.18	ACCOUNTS PAYABLE VOUCHER
*V7701984	03/25/2022	MEDICA	R	51851.70	ACCOUNTS PAYABLE VOUCHER
*V7701985	03/30/2022	MEDICA	R	42630.22	ACCOUNTS PAYABLE VOUCHER
*V7701986	03/30/2022	PLANSOURCE FLEX BEN.	R	331.64	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				2430235.91	
TOTAL REPORT				2430235.91	

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

February 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	8,700,331.69	5,000,000.00	2,500,000.00	0.00	196.66	11,200,528.35	1,961.20
MSDLAF Liquid	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MSDLAF TERM (CD's,Term,Comm) maturity	01	3,500,000.00	0.00	0.00	0.00	0.00	3,500,000.00	0.00
TOTAL		12,200,331.69	5,000,000.00	2,500,000.00	0.00	196.66	14,700,528.35	1,961.20

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

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

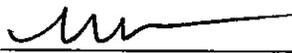
NOTE: **February 2022** Average MSDLAF Liquid Rate was .00% and the MSDLAF+MAX Average Rate was .03%. MSDLAF Term Average Rate estimate is .23%.

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

03/15/2022 DIRECT DEPOSITS REGULAR PAY (117)	\$	692,472.46
03/15/2022 CHECKS (117)	\$	-

NET PAYROLL	\$	692,472.46
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Authorized Signature  Date 3-18-22

RESOLUTION

Member _____, introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACTS OF NICHOLAS REDING, BRIANA WALTER, MARY WILMAN, RYLEE KNIPS, BENJAMIN HANSON, BRITTANY SWANSON, MELISSA HINKLE, JESSICA DIPPEL, MICAH VANCE, SARAH WALDHAUSER, ANNA ZAPPETILLO, JOSEPH HEANEY, REBECCA ALBERS, SHARRI MCGIBBON, MANDI THILL, MORGAN KENNEALY, MONICA JOUBERT, JOHN VOLKERT, AMBER SCHERER, LORI WILSON, CHRISTINE CHESSLER, MARK HENNAGER.

WHEREAS, NICHOLAS REDING, BRIANA WALTER, MARY WILMAN, RYLEE KNIPS, BENJAMIN HANSON, BRITTANY SWANSON, MELISSA HINKLE, JESSICA DIPPEL, MICAH VANCE, SARAH WALDHAUSER, ANNA ZAPPETILLO, JOSEPH HEANEY, REBECCA ALBERS, SHARRI MCGIBBON, MANDI THILL, MORGAN KENNEALY, MONICA JOUBERT, JOHN VOLKERT, AMBER SCHERER, LORI WILSON, CHRISTINE CHESSLER, MARK HENNAGER are probationary teachers in Intermediate School District 917.

BE IT RESOLVED by the School Board of Intermediate School District No. 917, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contracts of NICHOLAS REDING, BRIANA WALTER, MARY WILMAN, RYLEE KNIPS, BENJAMIN HANSON, BRITTANY SWANSON, MELISSA HINKLE, JESSICA DIPPEL, MICAH VANCE, SARAH WALDHAUSER, ANNA ZAPPETILLO, JOSEPH HEANEY, REBECCA ALBERS, SHARRI MCGIBBON, MANDI THILL, MORGAN KENNEALY, MONICA JOUBERT, JOHN VOLKERT, AMBER SCHERER, LORI WILSON, CHRISTINE CHESSLER, MARK HENNAGER, probationary teachers in Intermediate School District No. 917, is hereby terminated at the close of the current 2021-2022 school year.

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

NOTICE OF TERMINATION
AND NONRENEWAL

NAME
STREET
CITY, STATE ZIP

Dear NAME:

You are hereby notified that at a regular meeting of the School Board of Intermediate School District No. 917 held on April 5, 2022, a resolution was adopted by a majority roll call vote of the Board to terminate your contract effective at the end of the current school year and not to renew your contract for the 2022-2023 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

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

Yours very truly,

SCHOOL BOARD OF
INTERMEDIATE SCHOOL DISTRICT NO. 917

Clerk of the School Board

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

Whereupon said resolution was declared duly passed and adopted.

Dated: April 5, 2022

**Intermediate School District 917
Accounts Receivable Aged Report As of 3/25/22**

Member Districts	31-60 Days		61-90 Days		Over 90 Days		Totals
Special District 6	\$	-	\$	-	\$	-	\$ -
ISD 191	\$	-	\$	-	\$	-	\$ -
ISD 192	\$	-	\$	-	\$	-	\$ -
ISD 197	\$	-	\$	-	\$	-	\$ -
ISD 199	\$	-	\$	-	\$	-	\$ -
ISD 200	\$	-	\$	-	\$	-	\$ -
ISD 271	\$	-	\$	-	\$	-	\$ -
Totals	\$	-	\$	-	\$	-	\$ -
All Others							
MDE	\$	-	\$	-	\$	577,665.81	\$ 577,665.81
Misc employee receivables	\$	-	\$	-	\$	4,081.66	\$ 4,081.66
ISD 196	\$	-	\$	-	\$	-	\$ -
ISD 625	\$	-	\$	-	\$	-	\$ -
Totals	\$	-	\$	-	\$	581,747.47	\$ 581,747.47
Grand Total	\$	-	\$	-	\$	581,747.47	\$ 581,747.47
Total Receivables							\$ 679,734.51

2022-2023 CALENDAR

4/5/22 DRAFT

8/23/22 - 1st Year Licensed Staff PD

8/24/22 - 1st & 2nd Year Licensed Staff PD

8/29/22 - 8/31/22 - All Licensed Staff PD

AUGUST 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

2/20/23 - Holiday observance (No school for students or staff)

9/1/22 - All Staff PD

9/2/22 - All Licensed Staff PD

9/5/22 - Holiday observance (No school for students or staff)

9/6/22 - 1st Day of School

SEPTEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3/2/23 - Evening Open House/Conferences (CTE & DCALS only)

3/24/23 - PD for CTE & DCALS (No school for CTE & DCALS students ONLY)

3/27/23 - 3/31/23 - Spring Break (No school for students or staff)

10/6/22 - Evening Open House/Conferences (CTE & DCALS only)

10/19/22 - All Staff PD (No school for students)

10/20/22 - 10/21/22 - MN Education Association Conference (No school for students or staff)

OCTOBER 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4/7/23 - Holiday observance (No school for students or staff)

4/13/23 - Evening Conferences for special education

4/14/23 - Licensed staff PD for Special Education ONLY (No school for special education students)

11/10/22 - Evening Conferences (Special Education Only)

11/11/22 - Daytime Conferences (Special Education)/PD (CTE & DCALS) (No school for students)

11/24/22 - 11/25/22 - Holiday observance (No school for students or staff)

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5/29/23 - Holiday observance (No school for students or staff)

12/23/22 - 12/30 - Winter Break (No school for students or staff)

DECEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

6/7/23 - DCALS Graduation

6/8/22 - Last Day of School

6/9/22 - .5 Licensed Staff Day

6/12/23 - 6/19/23 - JSC in session

6/9/22 - .5 Licensed Staff Day (JSC ONLY)

1/2/23 - Holiday observance (No school for students or staff)

1/16/23 - Holiday observance (No school for students or staff)

1/23/23 - Licensed staff PD (No school for students)

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	8/1	8/2	8/3	8/4	

7/5/23 - 8/4/23 - JSC in session

Paraprofessional Professional Development Dates

District	PD Date
ISD 917	10/19/22
SSD 6	10/14/22
ISD 192	10/14/22 *10/19/22 For ECSE TEA
ISD 194	10/19/22
ISD 197	10/3/22
ISD 199	12/2/2022 *10/19/22 For ECSE TEA
ISD 200	11/28/22
ISD 271	1/17/2023 *10/19/22 For ECSE TEA



To: Dr. Michael Favor
Superintendent

From: Dr. Melissa Schaller *ms*
Executive Director of Student Services

Re: 2022-2023 Special Education Lead Teacher Assignments

Date: March 30, 2022

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

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

Based on a review of interested applicants, I am recommending that the following individuals be appointed as lead staff according to the ISD 917 Local 3904 contract for the 2022-2023 school year:

Name	Program
Matt Bruns	DCALS-Special Education
Heidi Helm	DASH, PACES, and TESA
Melissa Ho	Nursing
Justin Hoelscher	CASE, IDEA, and SUN-Alliance Education Center
Cathy Mattice	SUN-Concord Education Center
Rachel Novy	CASE, IDEA, and SUN-Alliance Education Center
Amanda Peters	Physical Health Disabilities
Wendi Renken	DASH, PACES, and TESA
Melanie Rix	JSC, Options, Speech, TEA, and ECSE TEA
Shanyn Tufte	Physical Therapy

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



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: Dr. Michael Favor, Supt.

FROM: Andrew Woods, Principal

RE: Lead Teacher positions

DATE: March 30, 2022

I am writing to respectfully recommend the following staff members for the lead teacher positions for the 2022-2023 school year.

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

Vended Meal Contract Agreement Page

This bidder certified that he/she shall operate in accordance with all applicable State and Federal laws and regulations. This solicitation/contract, attachments, and the IFB of the successful bidder, with addenda, if any, constitute the entire agreement between the SFA and the Vendor. The parties shall not execute any additional contractual documents pertaining to this IFB, except as permitted by applicable law.

This Agreement shall be in effect for one year and may be renewed by mutual agreement for four additional one-year periods for nonpublic schools and two additional one-year periods for public schools.

In Witness Whereof, the parties hereto have caused this Agreement to be signed by their duly authorized representative on this day and year.

SFA Section

Signature of SFA Representative: _____

Signature of Witness for SFA: _____

Date of Signature: _____

Name of SFA (district, school, etc.): Intermediate School District 917

CLiCS Sponsor ID Number: 2000010011

Name and Title of SFA Representative: Nicolle Roush, Executive Director of Business Services

Vendor Section

Email and Phone of SFA Representative: nicolle.roush@isd917.org, 651-423-8227

Signature of Vendor Representative: Nancy Clise

Signature of Witness for Vendor: Barbara J. Benhold-Dummer

Date of Signature: 3/10/2022

Name of Vendor: CKC Good Food

Name and Title of Vendor Representative: Nancy Clise CEO

Email and Phone of Vendor Representative: nancy@ckcgoodfood.com 651.338.7786

Vendor Address: 2919 West Service Road Eagan, MN 55068

Attachment 5: Bid Sheet-Vended School Meals Contract Form

Name of School Food Authority: Intermediate School District 917

Name of Vendor: CKC Good Food

This document contains a bid solicitation for the furnishing of vended meals for school nutrition programs and sets forth the terms and conditions applicable to the proposed procurement. Upon acceptance, this document shall constitute the contract between the bidder and school food authority. The bidder shall not plead misunderstanding or deception because of such estimates of quantities or of the character, location or other conditions pertaining to the bid solicitation/contract.

The price per meal must be quoted as if no USDA donated foods will be received.

This bid is offered by CKC Good Food (Vended Meal Company) based upon:

Meal Type	Number of Meals (SFA to complete)	Rate	Total
Breakfasts (Does not include milk)	24360	\$ 2.05	49,938
Lunches (Does not include milk)	30450	\$ 3.55	108,097.5
After School Snacks	—		
Special Milk	—		
Minnesota Kindergarten Milk	—		

All totals must be carried out to the second decimal place and must not be rounded. No additional fees, costs or expenses may be charged to the SFA above the fixed price cost.

By submission of this bid, the bidder certifies that, in the event the bidder receives an award under this solicitation, the bidder shall operate in accordance with all applicable program laws and regulations. This contract shall be in effect for one year and may be renewed by mutual agreement according to the terms specified in the contract.

Nancy Close
Signature of Vended Meal Company Representative

3-15-2022
Date

* Please see milk proposal (ors) on last sheet of our Bid proposal information

TO: School Board Members
Dr. Michael Favor, Superintendent

FROM: Nicolle Roush, Executive Director of Business Services

DATE: April 5, 2022

RE: Review and approval of School Nutrition Programs Contract for Vended Meals

Pertinent Facts:

1. 2022-23 will have five program sites that need a school nutrition program provided by an external vendor. None of the sites have preparation kitchen facilities because the expense of equipment, space and staff is not cost effective for the number of meals served. The five sites are Lebanon TEA Program, Cedar SUN Program, Alliance IDEA/SUN program, Concord SUN program and TESA at DCTC.
2. As 2021-2022 was the final year of our contract with Lancer Dining Services, we sent an informal Invitation for Bid to eight different Food Service Management Companies as well as two Independent School Districts. Our contract is under \$175,000 so a formal bid process was not required per statutory requirement Minn. Stat 123B.52. Both school districts and three of the contacted vendors declined to bid immediately. Two vendors expressed interest but did not submit bids. Two vendors made no response. We received one bid from CKC Good Food. Although Lancer was unable to bid, we were notified of their estimated prices and found the bid from CKC Good Food to be competitive. They are an approved vendor through MDE and we received extremely positive responses from their references.
3. Enclosed for your review is the 2022-23 CKC Good Food contract which proposes a 7.25% increase in Lunch and 3.4% increase in Breakfast meal prices compared to 2021-22. The bidding process allows vendors the opportunity to correct their pricing to their actual expenditures without the annual 2.9% cap on increases in contract renewal years. Although this is a higher than normal increase, it reflects the current challenges of staffing, supply chain and fuel expenses.
4. The CKC Good Food contract would provide for meals at four of the five sites listed above. Meals at our Cedar SUN program are currently provided by ISD 191 as it is within their district. We anticipate receiving a 2022-2023 contract from ISD 191 for your consideration at the May board meeting.

Recommendation: Board members approve the contract with CKC Good Food.



Intermediate School District 917

1300 145th Street East
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Phone: (651) 423-8229

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

Dr. Michael Favor, Superintendent

Nicolle Roush, Executive Director of Business Services

Dr. Melissa Schaller, Executive Director of Student Services

Andrew Woods, Principal of DCALS / Career Technical Center

Dr. Brooke Peterson, Director of Teaching and Learning

TO: School Board
FROM: Dr. Michael Favor
DATE: April 5, 2022
REGARDING: Policies

The attached policies are a first reading at the April 5, 2022, School Board meeting.

- **401 Equal Employment Opportunity**

Added **including gender identity or expression**, and changed the following: ~~employees with disabilities.~~ **for disabled employees.**

- **402 Disability Nondiscrimination** – no changes

- **403 Discipline Suspension, and Dismissal of Employees** – no changes.

- **404 Employment Background Checks**

- Under Procedures, added paragraphs C and I.

- **405 Veteran's Preference**

- Veterans Points---We do not use these points.

- **406 Public and Private Personnel Data**

- Many changes. Please review thoroughly. Some change we may not want or need.

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

401 EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

II. GENERAL STATEMENT OF POLICY

- A. It is the school district's policy to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, **including gender identity or expression**, age, family care leave status or veteran status. The school district also makes reasonable accommodations ~~employees with disabilities.~~ **for disabled employees.**
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.
- D. It is the responsibility of every school district employee to follow this policy.
- E. Any person having any questions regarding this policy should discuss it with Human Resources.

- Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4301 *et seq.* (Vietnam Era Veterans' Readjustment Assistance Act)
38 U.S.C. § 4211 *et seq.* (Veterans' Reemployment Rights Act)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
- Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 405 (Veteran's Preference)
MSBA/MASA Model Policy 413 (Harassment and Violence)

402 DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact Don Budach, Assistant Director of Special Education. This individual is the school district's appointed ADA/Section 504 coordinator.

Legal References: 29 U.S.C. 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)
29 C.F.R. Part 32
34 C.F.R. Part 104

Cross References: MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

400 PERSONNEL

403 DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES

I. PURPOSE

The purpose of this policy is to achieve the effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

III. DISCIPLINE

A. Violation of School Laws and Rules

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for

correction of the employee's deficiency.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

IV. FORMS OF DISCIPLINE

- A. The forms of discipline that may be imposed by the school district include, but are not limited to:

1. oral warning;
 2. written warning or reprimand;
 3. probation;
 4. disciplinary suspension, demotion or leave of absence with pay;
 5. disciplinary suspension, demotion or leave of absence without pay; and
 6. dismissal/termination or discharge from employment.
- B. Other forms of discipline, including any combination of the forms described in Paragraph A., above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

- A. In an instance where any form of discipline is imposed, the employee's supervisor will:
1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time and nature of the oral warning.
 2. Provide directives to the employee to correct the conduct or performance.
 3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
 4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
 5. Specify the expected level of performance or modification of conduct to be required from the employee.
- B. The school district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

Legal References: Minn. Stat. § 122A.40 (Teachers – Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure)

Minn. Stat. § 122A.44 (Contracting with Teachers)
Minn. Stat. § 122A.58 (Coaches)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 197.46 *et seq.* (Veterans Preference Act)

Cross References: None

404 EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district or such other background checks as provided by this policy. The school district may also elect to do background checks of volunteers, independent contractors and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment submit to a criminal history background check. The offer of employment shall be conditioned upon a determination by the school district that an applicant's criminal history does not preclude the applicant from employment with the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees or applicants without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, independent contractors and student employees.

III. PROCEDURES

- A. The school district may conditionally hire an applicant pending completion of the background check, but shall notify the applicant that the applicant's employment may be terminated based on the result of the background check. Background checks will be performed by an external company contracted with the school district specializing in criminal history background checks.
- B. An applicant who is offered employment must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide funds to cover the cost of conducting the criminal history background check. If the applicant fails to provide the school district with a

signed Informed Consent Form and fee at the time the applicant receives a job offer, the applicant will be considered to have voluntarily withdrawn the application for employment.

- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the commissioner of education within the 12 months preceding an offer of employment or permission to provide services.**
- ~~C.-D.~~ The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 3. the applicant executes a written consent form giving the school district access to the results of the check; and
 4. there is no reason to believe that the applicant has committed an act subsequent to the check that would disqualify the applicant for employment.
- ~~D.-E.~~ When required, applicants must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the applicant are unusable, the applicant will be required to submit another set of prints.
- ~~E.-F.~~ Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment in the job posting and job advertisements.
- ~~F.-G.~~ The applicant will be informed of the results of the criminal background check(s) to the extent required by law.
- ~~G.-H.~~ If the criminal history background check precludes employment with the school district, the applicant will be so advised.
- ~~H.-I.~~ The school district may apply these procedures to volunteers, independent contractors or student employees as though they were applicants for employment.
- ~~I.-J.~~ **At the beginning of each school year or when a student enrolls, the school**

district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

To obtain consent for a criminal history background check, the employee is sent a link from the District to complete their background screening online.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)
Minn. Stat. § 123B.03 (Background Checks)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

405 VETERAN'S PREFERENCE

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference will be applied pursuant to applicable law as follows:

This is in MSBA Policy but I don't believe we use points: (KEEP IT OUT?)

- 1. **A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.**
- 2. **A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.**
- 3. **A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.**

- 1. When claiming veterans' preference, the perspective candidate must

provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other acceptable documentation.

2. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
 - E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
 - F. All veteran applicants who have proper licensure for the position for which they are applying, will be granted an interview for the position.
 - G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
 - H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
 - I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board of school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 *et seq.* (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (1990)
Young v. City of Duluth, 410 N.W. 2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

POLICY 406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its **employees, volunteers, independent contractors, and applicants (“personnel”)**. ~~personnel.~~

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. “Public” means that the data is available to anyone who requests it.
- ~~B. “Private” means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.~~
- B. “Private” means the data is not public and is accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.**
- C. “Confidential” means the data **are not public and are** ~~is not accessible available~~ to the subject.
- D. “Parking space leasing data” means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment location of parking space, and work telephone number.
- E. “Personnel data” means data on individuals collected because they are or were

employees of the school district, applicants for employment, volunteers for the school district, or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. The identity of the employee making the suggestion will not be considered personnel data and will be private data.

F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.

~~G. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by FERPA (the federal Family Educational Rights and Privacy Act) and employment records held by a school district in its role as employer.~~

G. “Protected health information” means individually identifiable health information as defined in 45 C.F.R. § 160.103, that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 C.F.R. Parts 160, 162 and 164. “Protected health information” excludes individually identifiable health information in education records covered by the Family Educational Rights and Privacy Act, employment records held by a school district in its role as employer; and records regarding a person who has been deceased for more than fifty (50) years.

H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

A. The following information on employees, including volunteers and independent contractors, is public:

1. Name;
2. Employee identification number, which may not be the employee’s social security number;
3. Actual gross salary;
4. Salary range;
5. Terms and conditions of employment relationship;
6. Contract fees;

7. Actual gross pension;
8. The value and nature of employer-paid fringe benefits;
9. The basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. Job title;
11. Bargaining unit;
12. Job description;
13. Education and training background;
14. Previous work experience;
15. Date of first and last employment;
16. The existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. The final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, subd. 2(b), 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 school district;
18. The complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. Work location;
20. Work telephone number;
21. Badge number;
22. Honors and awards received;
23. payroll time sheets or other comparable data that are used only 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.

B. The following information on applicants for employment is public:

1. Veteran status;
2. Relevant test scores;
3. Rank on eligible list;
4. Job history;
5. Education and training; and
6. Work availability.

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or ~~when they become finalists for an employment position.~~ **when applicants are considered by the school board to be finalists for public employment.**

- D. Names and district, community, company, or agency of applicants for appointment to and members of an advisory board/commission are public.

DO WE NEED THIS???

D. Applicants for appointment to a public body.

1. **Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:**
 - a. **name;**
 - b. **city of residence, except when the appointment has a residency requirement that requires the entire address to be public;**
 - c. **education and training;**
 - d. **employment history;**
 - e. **volunteer work;**
 - f. **awards and honors;**
 - g. **prior government service;**
 - h. **any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minnesota Statutes, section 15.0597; and**
 - i. **veteran status.**
2. **Once an individual is appointed to a public body, the following additional items of data are public:**
 - a. **residential address;**
 - b. **either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;**
 - c. **first and last dates of service on the public body;**

- d. **the existence and status of any complaints or charges against an appointee; and**
 - e. **upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.**
 - 3. **Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.**
- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources. **Data relating to a complaint or charge against a public official is public only if:**
- 1. **the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or**
 - 2. **potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement**
- F. ~~Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement.~~ Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.

- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. ~~Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.~~
- F. **Personnel data may be disseminated to labor organizations to the extent the responsible authority determines is the dissemination is necessary for the labor organization to conduct elections, notify employees of fair share fee assessments and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS.**
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, subd. 1; or
 3. A court, law enforcement agency or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purposes of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime, **committed by an employee.**
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

K. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:

1. threaten the personal safety of the complainant or a witness; or
2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

L. The school district shall make any report to the Minnesota Professional Educator Licensing and Standards Board ("**PELSB**") ~~or the state board of education~~ **the Board of School Administrators ("**BOSA**")**, **whichever has jurisdiction over the teacher's or administrator's license**, as required by Minn. Stat. § 122A.20, subd. 2, and shall, upon written request from the licensing board having jurisdiction over ~~a teacher's license~~, provide the licensing board with information about the teacher **or administrator** from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, subd. 2.

M. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.

N. When a report of alleged maltreatment of a student in a school is made to the ~~Commissioner of Education~~, **Commissioner of the Minnesota Department of Education ("**MDE**") under Minnesota Statutes Chapter 260E**, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of ~~informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.~~ **providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines.**

~~O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the~~

~~data; or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.~~

- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if**
- 1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or**
 - 2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes Chapter 13.**

Data that are released under this paragraph must not include data on the student.

- ~~P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.~~
- P. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.**
- ~~Q. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.~~

- Q. **Protected health information, as defined in 45 C.F.R. Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required by law.**
- R. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption ~~to ensure continuity of operation for the school district or government entity.~~ **affecting continuity of school district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.**
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- ~~T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Minnesota Professional Educator Licensing and Standards Board and the licensing division at MDE with the necessary and relevant information to enable the Minnesota Professional Educator Licensing and Standards Board and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Minnesota Professional Educator Licensing and Standards Board and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.~~

- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or when the Commissioner of the MDE makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4 or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, section 13.41, subdivision. 5, and must provide PELSB and the licensing division at MDE with the necessary and relevant information to enable PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, section 123B.03, a school board or other school hiring authority must contact PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated Superintendent ~~Mark Zuzek~~ **Michael Favor** as the authority responsible for personnel data. If you have any questions, contact ~~Mark Zuzek~~ **Michael Favor** at (651) 423-8226.

The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to

whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 13.02 (Definitions)

Minn. Stat. § 13.37 (General Nonpublic Data)

Minn. Stat. § 13.39 (Civil Investigation Data)

Minn. Stat. § 13.43 (Personnel Data)

Minn. Stat. § 122A.20, subd. 2 (Mandatory Reporting)

P.L. 104-191 (HIPAA)

45.C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References:

Policy 6.4 (Protection and Privacy of Pupil Records)

MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records-Privacy-Access to Data)

2022-2023 Superintendent Essential Functions Template

Essential Functions	Superintendent/Board Relations	Policy	Leadership
Essential Functions Description	<ul style="list-style-type: none"> · Support and facilitate the work of the Board of Education · Maintain open and appropriate communication with the Board of Education · Oversee the management of the district according to Board policy · Ensure complete compliance with all state/federal laws/regulations and Board policy · Communicate appropriate district needs, activities, accomplishments, critical issues to the Board of Education in a timely fashion · Present information and recommendations to assist the Board in performing its duties, effectively · Schedule, post, attend, and conduct all meetings of the Board of Education · Advise and recommend action by the Board as appropriate concerning student and staff disciplinary issues · Assist the Board in annually developing short and long-range goals for the school district · Represent the school district to media and other groups as deemed appropriate by the Board of Education 	<ul style="list-style-type: none"> · Ensure the policies/procedures/operational protocol/administrative guidelines and school law regulations are carried out and promote a safe, respectful, and healthy school environment · Utilize a defined process to review and revise policy · Ensure administrative and board input when designing new policy · Ensure administrators enforce and regulate policy according to the approved administrative guidelines in place · Delegate with discretion the powers and duties as appropriate, with the knowledge that such delegation does not relieve the Superintendent of final responsibilities for action taken 	<ul style="list-style-type: none"> · Motivate, lead, guide and direct administration, staff, students, and community members. · Implement the district mission statement · Provide leadership to the Board of Education for the purpose of implementing the district’s vision, mission, and goals · Ensure the Board reviews, adopts and receives updates on 917’s focus and goals · Collaborate with the Board to establish and sustain long and short term operational and achievement goals
Dr. Favor's Self-Reflection			
Dr. Favor's Self-Rating	3 = Very Evident 2 = Evident 1 = Not Evident	3 = Very Evident 2 = Evident 1 = Not Evident	3 = Very Evident 2 = Evident 1 = Not Evident
Board Comments/ Questions			

Essential Functions	School Finance Planning/Management	Curriculum and Instruction	Staff Development
Essential Functions Description	<ul style="list-style-type: none"> · Demonstrate the ability to provide effective financial forecasting and long and short-term financial planning · Establish and maintain efficient procedures and effective controls for operations and all expenditures of district funds in accordance with the adopted budget, policy, applicable state/federal laws and regulations · Ensure that an annual audit is performed and report findings to the Board of Education · Provide prior notice and justification for expenditures and/or the need to depart from the board-adopted budget/policy related to any and all financial matters 	<ul style="list-style-type: none"> · Oversee the planning and evaluation of curriculum and instruction to ensure student achievement meets the outcome goals established by the board and administrative leadership team · Maintain a working knowledge of current research and educational issues · Recommend curriculum needs, appropriate instructional practice, and professional development to support the educational standards of the district · Educate and advise the Board regarding the educational programs and instructional practices utilized in the school district · Ensure the adopted curriculum and instruction methods comply with policy and applicable state/federal laws/regulations · Ensure the district communicates student progress and curriculum standards to parents on a scheduled basis 	<ul style="list-style-type: none"> · Foster an environment that encourages continuous learning and improvement on the part of all district staff and administrators · Develop and implement an effective system of staff development focused on improving the educational and operational programs of the district, with appropriate input from the Board, administration, and staff · Provide opportunities for staff to participate in conferences, visitations, and coursework within the framework of the approved budget and overall goals for curriculum and instruction · Provide the board with a staff development plan developed based upon district priorities, needs, and budget
Dr. Favor's Self-Reflection			
Dr. Favor's Self-Rating	3 = Very Evident 2 = Evident 1 = Not Evident	3 = Very Evident 2 = Evident 1 = Not Evident	3 = Very Evident 2 = Evident 1 = Not Evident
Board Comments/ Questions			

Essential Functions	Communication	District/Community Relations	Personnel Management
Essential Functions Description	<ul style="list-style-type: none"> · Communicate clearly with staff, students, parents, and community both verbally and in written form · Communicate appropriate district information and in a timely manner with all staff · Communicate to all staff members, directly through delegation, actions of the Board relating to personnel matters · Conduct meetings as necessary with administrators, certificated staff, and support staff concerning the improvement and welfare of the school district 	<ul style="list-style-type: none"> · Establish and maintain a program of public relations to ensure a cooperative working relationship between the school district and community. Provide continuous and current communications regarding school district activities, educational needs, policy, and district challenges/successes · Communicate with and understand the needs and perspectives of various community groups · Establish a working relationship with the mayor, city council, and other city government officials to ensure open lines of communication and engagement is built and sustained between the school district and the community leadership · Maintain a presence in all buildings throughout the district on a regular and appropriate basis · Maintain a connection to the community to sustain a working knowledge of the community, community events, concerns, accomplishments, and direction 	<ul style="list-style-type: none"> · Develop and implement a hiring process that complies with applicable state and federal law and enables the district to attract the most qualified applicants · Develop and maintain job descriptions for all staff, subject to Board review and approval. · Assign and adjust staffing of employees in the best interest of the school district reporting such actions to the Board for approval · Participate, as deemed appropriate by the Board, in negotiations with recognized employee bargaining groups · Handle employee grievances or problems in accordance to Board policy, collective bargaining agreements, and/or state/federal laws and regulations · Establish and implement personnel policies and procedures for non-certificated staff members · Establish personnel procedures to advance the quality of the school district, through climate surveys, employee focus group discussions on specific aspects of job performance and duties, questionnaires and/or other means of eliciting staff member feedback · Ensure administrators maintain an effective and appropriate evaluation instrument that addresses clear performance standards for all certificated and non-certificated staff. Each district employee will be evaluated and resolve performance issues will be addressed if identified · Ensure district administrators under the direct supervision of the superintendent will be evaluated with an appropriate evaluation instrument addressing clear performance standards and goals on an annual basis and resolve performance issues will be addressed if identified
Dr. Favor's Self-Reflection			
Dr. Favor's Self-Rating	3 = Very Evident 2 = Evident 1 = Not Evident	3 = Very Evident 2 = Evident 1 = Not Evident	3 = Very Evident 2 = Evident 1 = Not Evident
Board Comments/ Questions			

Essential Functions	Organizational Management	District Facilities Management
Essential Functions Description	<ul style="list-style-type: none"> · Utilize a systematic approach to managing continuous improvement throughout the district · Maintain, directly or through delegation, personnel, pupil, business, and other records as required by law and/or board policy · File all reports required by state or federal law/regulations · Follow the superintendent job description and contract provisions while administering the superintendent roles and responsibilities 	<p>Provide recommendations/proposals to the Board regarding new learning facilities, additions/improvement to existing facilities</p> <p>Collaborate with the Board of Education to implement short and long-term maintenance plans for building and grounds, delegating duties, as the Superintendent deems appropriate</p> <p>Maintain appropriate funding in the annual budget to support the maintenance and upkeep of facilities and equipment throughout the district</p> <p>Develop and implement guidelines and procedures governing the use and care of district facilities and property</p>
Dr. Favor's Self-Reflection		
Dr. Favor's Self-Rating	<p>3 = Very Evident</p> <p>2 = Evident</p> <p>1 = Not Evident</p>	<p>3 = Very Evident</p> <p>2 = Evident</p> <p>1 = Not Evident</p>
Board Comments/Questions		