

Regular School Board Meeting

Tuesday, May 3, 2022 4:30 PM

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

I. Call to Order - Chair Melissa Sauser

II. Conduct Pledge of Allegiance - Chair Melissa Sauser

III. Visitors Opportunity to be Heard - Chair Melissa Sauser

IV. Review and Approve the Agenda - Chair Melissa Sauser

V. Reports

V.A. 917 Employee of the Year Patty Pladsen -
Melissa Schaller
917 Teacher of the Year Fran Wood - Melissa
Schaller

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

VII. Consent Items - Chair Melissa Sauser

VII.A.

- Minutes:
- Personnel:
- Policies:

VIII. Executive Director of Business Services Reports - Nicolle Roush

VIII.A.

- Bills
- Wire Transfers
- Investment Report

IX. New Business - Chair Melissa Sauser

IX.A. Review Annual Wellness Goals - Nicolle
Roush

IX.B. Review and Approve Pay Equity Report -
Nicolle Roush

IX.C. Set date for July Organizational and
Regular meeting - All

IX.D. Review and Approve BCBA/MHPC/Licensed
Psychologist/Centralized Intake Coordinator
Contracts for 2022-2024 - Dr. Michael Favor

IX.E. Review and Approve Finance, Human
Resources and Information Technology Classified
Full-Year Employees' Contracts for 2022-2024 -
Nicolle Roush

IX.F.

- Review and Approve LTFM (Long-term
Facilities Maintenance) Plan- Nicolle Roush
- Review and Approve Long-term Facility Plan

Revenue Resolution - Nicolle Roush

- Review and Approve Levy for Safe Schools
Levy, Lease Levies - Nicolle Roush

IX.G. Write off Outstanding Invoice - Nicolle
Roush

IX.H. Resolution Acknowledging Teacher
Appreciation Week - Dr. Favor

IX.I. Review and Approve Resolution for School
Nurse Day - Dr. Michael Favor

X. **Policies - Dr. Michael Favor**

XI. **Updates from Member Districts - All**

XII. **Adjournment - Chair Melissa Sauser**

Executive Director of Student Services
Board Update
May 2022

- **Returning to Learning:** The Returning to Learning committee met on April 25th. Cases of COVID have been increasing. You will find that transmission of COVID continues to be low according to the CDC. This is a measure of hospitalizations not of positive cases. It is clear that COVID is evolving. Reflecting changes to recommended practices per the CDC as well as public health and our member districts, we have updated our Returning to Learning Guide including relaxing some practices. The district will continue to track positive COVID cases and provide notification through the end of the school year. The team will meet one more time this school year on May 16th.

- **PREPaRE:** During the summer of 2020, various leaders and support personnel participated in PREPaRE training. PREPaRE is the National Association of School Psychologists' evidence-based approach for school crisis prevention and response. Our work to organize our efforts and update our plans related to school crisis prevention and response are back on track as we move away from our focus on COVID. We expect to have significant work completed by early fall of 2022.

- **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
 - 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. We expect to have something more detailed to share next month.

INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, April 5, 2022, at 1300 145th Street East, Rosemount, MN, in the Dakota Room.

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

Members Absent: Melissa Sauser.

Also Present: Nicolle Roush, Melissa Schaller, Don Budach, Lisa Hedin, Patty Pladsen, Jessica Randol, Jennifer Olson, and Linda Berg.

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

The Pledge of Allegiance was conducted.

There were no visitors to be heard.

School Board Notary Linda Berg administered the Oath of Office to newly appointed Board Member Lisa Hedin, representing Hastings.

1. Motion by Tom Bennett, seconded by Cindy Nordstrom, to approve the agenda as presented. All present voted aye. Motion passed.

Dr. Melissa Schaller reported on updates from Student Services.

Supt. Michael Favor reported on updates from DCALS and the district.

Don Budach introduced Patty Pladsen who was presented with the 917 Employee of the Spring Quarter.

Jennifer Olson introduced Jessica Randol who was presented with the 917 Teacher of the Spring Quarter.

1. Motion by Kathy Lewis, seconded by Wendy Felton, to approve the consent items, as presented. All present voted aye. Motion passed.
 - **Minutes:** March 5, 2022 , Regular School Board Meeting
 - **Personnel: *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. ***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. ***Resignations and 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.

- **Policies:** The following policies were approved on a final reading: (Addendum A.)

- Policy 301 – School District Administration
- Policy 302 – Superintendent
- Policy 303 – Superintendent Selection
- Policy 304 – Superintendent Contract, Duties, and Evaluation
- Policy 305 – Policy Implementation.
- Policy 306 – Administrator Code of Ethics

2. Motion by Tom Bennett, seconded by Lisa Hedin, to approve the bills from February 24, 2022, through March 30, 2022, wire transfers and investment report, as presented. All present voted aye. Motion passed.
3. Board Member Wendy Felton introduced the following resolution Donations in the amount of \$1500. Motion was seconded by Lisa Ehleringer. Voting aye: Tom Bennett, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Lesley Chester, Lisa Ehleringer, Lisa Hedin, Byron Schwab. Voting naye: None. Motion passed. (Addendum B.)
4. Motion by Kathy Lewis, seconded by Lesley Chester, to approve the Temporary Employee Report as presented. (Addendum C.) All present voted aye. Motion passed.
5. Board Member Cindy Nordstrom, introduced the following resolution terminating probationary teachers. Motion was seconded by Tom Bennett. (Addendum D.) Voting aye: Tom Bennett, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Lesley Chester, Lisa Ehleringer, Lisa Hedin, Byron Schwab. Voting naye: None. Motion passed.

Nicolle Roush reviewed the Aged Invoice Report.

6. Motion by Tom Bennett, seconded by Lisa Hedin, to approve the 917 2022-2023 calendar as proposed. (Addendum E.) All present voted aye. Motion passed.
7. Motion by Kathy Lewis, seconded by Cindy Nordstrom, to approve the Special Education Lead Teachers for 2022-2023, as presented. (Addendum F.) All present voted aye. Motion passed.
8. Motion by Cindy Nordstrom, seconded by Tom Bennett, to approve the Lead Teachers for DCALS for 2022-2023, as presented. (Addendum G.) All present voted aye. Motion passed.
9. Motion by Kathy Lewis, seconded by Lisa Ehleringer, to approve the Contract with CKF for Food Services for 2022-2023. (Addendum H.) All present voted aye. Motion passed.
10. The following policies were reviewed on a first reading basis: 401 Equal Employment Opportunity; 402 Disability Nondiscrimination; Discipline Suspension, and Dismissal of Employees; 404 Employment Background Checks; 405 Veteran's Preference; 406 Public and Private Personnel Data.
11. Motion by Tom Bennett, seconded by Kathy Lewis, to adjourn the meeting. All present voted aye. Motion passed. There being no further business the meeting adjourned at 6:29 PM.

School Board Vice-Chair Byron Schwab reviewed with the Board the Superintendents' goals and expectations that Dr. Favor presented.

The next regular School Board Meeting will be Tuesday, May 3, 2022, at 4:30 PM.

Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF May 3rd, 2022.**

NEW HIRES:

Mikayla Williams, Classroom Assistant, effective April 26, 2022.

RE-HIRES:

CHANGE IN STATUS:

Cindy Jacobs, Occupational Therapist, 1.0 FTE to .8 FTE, effective 2022-2023 School year.

Delaney Miller, Student Assistant to Program Assistant, effective April 21, 2022.

LEAVES OF ABSENCE:

Latricia Domally, Teacher, effective April 20, 2022, through June 10, 2022.

Steven Harrison, Classroom Assistant, effective April 10, 2022, through June 10, 2022.

Alissa Peanasky, School Social Worker, effective May 23, 2022, through June 7, 2022.

RESIGNATION & TERMINATIONS:

Alicia Beinbrech, Interpreter, effective July 30, 2022.

Grace Deavan, Program Assistant, effective May 20, 2022.

Julie Tong, Program Assistant, effective April 14, 2022.

RETIREMENTS:



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: May 3, 2022
REGARDING: Final review on policies

The attached policies are a final reading at the May 3, 2022, School Board meeting.

- **401 Equal Employment Opportunity**
 - Added including gender identity or expression.
- **402 Disability Nondiscrimination** – no changes.
 - **Notes from the attorney:** Federal law requires the District to name the ADA Coordinator. However, this does not mean that it has to be in the policy. The individual's name could be on the website. You do have to list the position title in the policy.
 - **Notes from Lauren:** We have several assistant directors of special education, so it would be hard to list the position only and not the person in order for people to actually know who they should contact and, we do not have this on our website (or not easy enough for me to find), therefore it may be best to leave it as is?
- **403 Discipline Suspension, and Dismissal of Employees** – no changes.
- **404 Employment Background Checks**
 - Under Procedures, added paragraphs C and I.
- **405 Veteran's Preference**
 - **Notes from Attorney:** As a District we are required to adhere to veteran's preference regardless of whether or not we have a policy, so it is best to keep the policy in place. As a side: This is something that the attorney and Lauen discussed back in the fall when he reviewed all our HR processes. We have it on our "to do" list to create the point system, but have not gotten to that. He stated that many districts do what we do, which is simply interview all veterans, so this is not a huge concern in his eyes but a project to undertake in the not-so-distant future.
- **406 Public and Private Personnel Data**
 - **Notes from attorney:** The attorney stated that it would be okay to remove the "election of a public body" section. This is outlined in state statute, so we would be required to do it even if it was removed. Should we ever have the need in the future, it should be put back into the policy. In terms of the personal information, that is determined by the data practices act. There are state statutes that require us to provide information regarding claims against a staff, etc. so that should be left as is in the policy. Finally, the superintendent should be referenced by position and by name. This is apparently what the Data Practices Act Advisory Committee at the Department of Administration advises.

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

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

Assistant Directors: Don Budach, Jamie Dalbesio, Terri Gulbransen, Jennifer Hetland, Brooke Peterson, Dave Stoll

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.
- 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)

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)

(CHECKING WITH LEGAL TO SEE IF WE CAN DELETE THIS POLICY.)

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)

DATE: 04/27/2022
TIME: 14:29:31

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
ACCTPA21
ACCOUNTING PERIOD: 10/22

SELECTION CRITERIA: chkstat.rundate between '20220331 00:00:00.000' and '20220427 00:00:00.000'

DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1905638	03/31/2022	AEP CONNECTIONS, LLC	R	95.00	ACCOUNTS PAYABLE CHECK
1905639	03/31/2022	BAMBOO PROFESSIONALS, LLC	R	2101.25	ACCOUNTS PAYABLE CHECK
1905640	03/31/2022	BATTERIES PLUS BULBS	R	45.00	ACCOUNTS PAYABLE CHECK
1905641	03/31/2022	CARQUEST AUTO PARTS STORES	R	496.97	ACCOUNTS PAYABLE CHECK
1905642	03/31/2022	CENTERPOINT ENERGY	R	1238.17	ACCOUNTS PAYABLE CHECK
1905643	03/31/2022	CENTURYLINK	R	1063.67	ACCOUNTS PAYABLE CHECK
1905644	03/31/2022	CENTURYLINK COMMUNICATONS, LLC	R	407.08	ACCOUNTS PAYABLE CHECK
1905645	03/31/2022	CITI CARDS	R	120.00	ACCOUNTS PAYABLE CHECK
1905646	03/31/2022	FIDELITY SECURITY LIFE INS CO	R	1668.00	ACCOUNTS PAYABLE CHECK
1905647	03/31/2022	FRONTIER COMMUNICATIONS	R	515.75	ACCOUNTS PAYABLE CHECK
1905648	03/31/2022	IND SCH DIST 191	R	27486.86	ACCOUNTS PAYABLE CHECK
1905649	03/31/2022	MARCO INC	R	1467.42	ACCOUNTS PAYABLE CHECK
1905650	03/31/2022	MENARDS	R	200.24	ACCOUNTS PAYABLE CHECK
1905651	03/31/2022	MN DEPT OF EDUCATION	R	28245.00	ACCOUNTS PAYABLE CHECK
1905652	03/31/2022	PROCARE THERAPY	R	1487.50	ACCOUNTS PAYABLE CHECK
1905653	03/31/2022	RATWICK, ROSZAK & MALONEY, P.A.	R	477.00	ACCOUNTS PAYABLE CHECK
1905654	03/31/2022	SAM'S CLUB/SYNCHRONY BANK	R	706.48	ACCOUNTS PAYABLE CHECK
1905655	03/31/2022	SUNBELT STAFFING, LLC	R	4691.00	ACCOUNTS PAYABLE CHECK
1905656	04/04/2022	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1905657	04/04/2022	EDUCATION MINNESOTA, LOCAL 3904	R	9642.01	ACCOUNTS PAYABLE CHECK
1905658	04/04/2022	MESSERLI & KRAMER P.A.	R	1589.26	ACCOUNTS PAYABLE CHECK
1905659	04/04/2022	O.P.E.I.U., LOCAL 12	R	519.14	ACCOUNTS PAYABLE CHECK
1905660	04/04/2022	RELATED SERVICES NURSES ESP	R	198.61	ACCOUNTS PAYABLE CHECK
1905661	04/04/2022	S.E.P., LOCAL 4242	R	3060.78	ACCOUNTS PAYABLE CHECK
1905662	04/04/2022	IVY FUNDS	R	1958.33	ACCOUNTS PAYABLE CHECK
1905663	04/07/2022	ARVIG ENTERPRISES, INC	R	2525.71	ACCOUNTS PAYABLE CHECK
1905664	04/07/2022	CAROLINA BIOLOGICAL SUPPLY	R	94.07	ACCOUNTS PAYABLE CHECK
1905665	04/07/2022	CDWG	R	3601.40	ACCOUNTS PAYABLE CHECK
1905666	04/07/2022	CITY OF ROSEMOUNT	R	983.00	ACCOUNTS PAYABLE CHECK
1905667	04/07/2022	CLIA LABORATORY PROGRAM	R	180.00	ACCOUNTS PAYABLE CHECK
1905668	04/07/2022	CUB FOODS - HASTINGS	R	54.29	ACCOUNTS PAYABLE CHECK
1905669	04/07/2022	CUSTOMER EDUCATION SOLUTIONS, INC	R	1102.79	ACCOUNTS PAYABLE CHECK
1905670	04/07/2022	DELL MKTG L.P., C/O DELL USA L.P.	R	4912.84	ACCOUNTS PAYABLE CHECK
1905671	04/07/2022	FRONTIER COMMUNICATIONS	R	1212.55	ACCOUNTS PAYABLE CHECK
1905672	04/07/2022	IND SCH DIST 192	R	376.00	ACCOUNTS PAYABLE CHECK
1905673	04/07/2022	LAURSEN PIANO SERVICE	R	110.00	ACCOUNTS PAYABLE CHECK
1905674	04/07/2022	MAD HATTER WELLNESS, LLC	R	10400.00	ACCOUNTS PAYABLE CHECK
1905675	04/07/2022	MN CLN SERVICES, INC	R	5791.20	ACCOUNTS PAYABLE CHECK
1905676	04/07/2022	OUTDOOR IMAGES, INC	R	1530.75	ACCOUNTS PAYABLE CHECK
1905677	04/07/2022	PELLICCI ACE HARDWARE	R	510.61	ACCOUNTS PAYABLE CHECK
1905678	04/07/2022	REPUBLIC SERVICES #923	R	833.55	ACCOUNTS PAYABLE CHECK
1905679	04/07/2022	SHRED-IT USA	R	274.92	ACCOUNTS PAYABLE CHECK
1905680	04/07/2022	SONOVA USA INC.	R	5104.29	ACCOUNTS PAYABLE CHECK
1905681	04/07/2022	SYSCO MINNESOTA	R	439.17	ACCOUNTS PAYABLE CHECK
1905682	04/07/2022	TEACHERS ON CALL	R	8492.68	ACCOUNTS PAYABLE CHECK
1905683	04/07/2022	TECHNOLOGY BY DESIGN, LLC	R	36.88	ACCOUNTS PAYABLE CHECK
1905684	04/07/2022	VERIZON WIRELESS	R	1240.35	ACCOUNTS PAYABLE CHECK
1905685	04/07/2022	WESTMINSTER TECHNOLOGIES, INC	R	1374.13	ACCOUNTS PAYABLE CHECK
1905686	04/07/2022	XCEL ENERGY	R	10654.94	ACCOUNTS PAYABLE CHECK
1905687	04/08/2022	AMAZON CAPITAL SERVICES	V	0.00	VOID: MULTI STUB CHECK
1905688	04/08/2022	AMAZON CAPITAL SERVICES	R	7698.55	ACCOUNTS PAYABLE CHECK
1905689	04/14/2022	ACCELERATED TECHNOLOGIES	R	1946.38	ACCOUNTS PAYABLE CHECK
1905690	04/14/2022	ANNE HOFF, SAFE HARBOR COUNSELING	R	1950.00	ACCOUNTS PAYABLE CHECK

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TIME: 14:29:31

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 2
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SELECTION CRITERIA: chkstat.rundate between '20220331 00:00:00.000' and '20220427 00:00:00.000'

1905691	04/14/2022	BAYCOM, INC.	R	3075.00	ACCOUNTS PAYABLE CHECK
1905692	04/14/2022	CARQUEST AUTO PARTS STORES	R	130.76	ACCOUNTS PAYABLE CHECK
1905693	04/14/2022	CDWG	R	132.00	ACCOUNTS PAYABLE CHECK
1905694	04/14/2022	LOVING GUIDANCE INC	R	9000.00	ACCOUNTS PAYABLE CHECK
1905695	04/14/2022	CUB FOODS BLOOMINGTON	R	109.49	ACCOUNTS PAYABLE CHECK
1905696	04/14/2022	CUB FOODS - INVER GROVE HTS	R	87.58	ACCOUNTS PAYABLE CHECK
1905697	04/14/2022	CUB FOODS - ROSEMOUNT	R	843.00	ACCOUNTS PAYABLE CHECK
1905698	04/14/2022	FRONTIER COMMUNICATIONS	R	805.95	ACCOUNTS PAYABLE CHECK
1905699	04/14/2022	KAREN CASS FELLING, M.A., LP	R	750.00	ACCOUNTS PAYABLE CHECK
1905700	04/14/2022	MARTIN LAW FIRM PLLC	R	616.00	ACCOUNTS PAYABLE CHECK
1905701	04/14/2022	MENARDS	R	215.15	ACCOUNTS PAYABLE CHECK
1905702	04/14/2022	MIDWEST SPECIAL INSTRUMENTS, CORP	R	59.00	ACCOUNTS PAYABLE CHECK
1905703	04/14/2022	MDE-MCIS	R	450.00	ACCOUNTS PAYABLE CHECK
1905704	04/14/2022	MN DEPT OF HEALTH, FOOD, POOLS AND	R	35.00	ACCOUNTS PAYABLE CHECK
1905705	04/14/2022	MN ENERGY RESOURCES CORPORATION	R	1725.12	ACCOUNTS PAYABLE CHECK
1905706	04/14/2022	OTICON	R	2119.99	ACCOUNTS PAYABLE CHECK
1905707	04/14/2022	PROCARE THERAPY	R	2450.00	ACCOUNTS PAYABLE CHECK
1905708	04/14/2022	ROSEMOUNT SAW & TOOL	R	142.69	ACCOUNTS PAYABLE CHECK
1905709	04/14/2022	RUPP ANDERSON SQUIRES & WALDSPURGER	R	382.50	ACCOUNTS PAYABLE CHECK
1905710	04/14/2022	SONOVA USA INC.	R	178.99	ACCOUNTS PAYABLE CHECK
1905711	04/14/2022	SOURCEWELL TECHNOLOGIES	R	1514.52	ACCOUNTS PAYABLE CHECK
1905712	04/14/2022	STRATEGIC STAFFING SOLUTIONS	R	10861.62	ACCOUNTS PAYABLE CHECK
1905713	04/14/2022	SUNBELT STAFFING, LLC	R	5278.00	ACCOUNTS PAYABLE CHECK
1905714	04/14/2022	SYSCO MINNESOTA	R	426.09	ACCOUNTS PAYABLE CHECK
1905715	04/14/2022	TEACHERS ON CALL	R	432.08	ACCOUNTS PAYABLE CHECK
1905716	04/14/2022	TEAMWORKS INTERNATIONAL	R	1182.67	ACCOUNTS PAYABLE CHECK
1905717	04/14/2022	TECHNOLOGY BY DESIGN, LLC	R	992.00	ACCOUNTS PAYABLE CHECK
1905718	04/14/2022	TGK AUTOMOTIVE OF ROSEMOUNT, LLC	R	197.48	ACCOUNTS PAYABLE CHECK
1905719	04/14/2022	TOLL GAS & WELDING SUPPLY	R	62.00	ACCOUNTS PAYABLE CHECK
1905720	04/14/2022	TRIUMPH EDUCATIONAL CONSULTING	R	7280.00	ACCOUNTS PAYABLE CHECK
1905721	04/18/2022	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1905722	04/18/2022	EDUCATION MINNESOTA, LOCAL 3904	R	9642.01	ACCOUNTS PAYABLE CHECK
1905723	04/18/2022	NCPERS GROUP LIFE INS	R	16.00	ACCOUNTS PAYABLE CHECK
1905724	04/18/2022	O.P.E.I.U., LOCAL 12	R	487.88	ACCOUNTS PAYABLE CHECK
1905725	04/18/2022	RELATED SERVICES NURSES ESP	R	198.61	ACCOUNTS PAYABLE CHECK
1905726	04/18/2022	S.E.P., LOCAL 4242	R	3082.60	ACCOUNTS PAYABLE CHECK
1905727	04/18/2022	IVY FUNDS	R	1958.33	ACCOUNTS PAYABLE CHECK
1905728	04/20/2022	AMAZON CAPITAL SERVICES	V	0.00	VOID: MULTI STUB CHECK
1905729	04/20/2022	AMAZON CAPITAL SERVICES	R	9680.79	ACCOUNTS PAYABLE CHECK
1905730	04/21/2022	APPLE COMPUTER, INC	R	1232.00	ACCOUNTS PAYABLE CHECK
1905731	04/21/2022	CANON USA	R	208.51	ACCOUNTS PAYABLE CHECK
1905732	04/21/2022	CDWG	R	15884.06	ACCOUNTS PAYABLE CHECK
1905733	04/21/2022	CENTERPOINT ENERGY	R	670.83	ACCOUNTS PAYABLE CHECK
1905734	04/21/2022	CONSTRUCTIVE PLAYTHINGS	R	151.79	ACCOUNTS PAYABLE CHECK
1905735	04/21/2022	DISTRICT 191 FOOD SERVICE	R	628.50	ACCOUNTS PAYABLE CHECK
1905736	04/21/2022	EDI-DOLEJS COSULTING ENGINEERS	R	5250.00	ACCOUNTS PAYABLE CHECK
1905737	04/21/2022	EDUCATION ASSOCIATES	R	6810.00	ACCOUNTS PAYABLE CHECK
1905738	04/21/2022	EDUCATORS BENEFIT CONSULTANTS, LLC	R	828.94	ACCOUNTS PAYABLE CHECK
1905739	04/21/2022	ENABLING DEVICES	R	241.95	ACCOUNTS PAYABLE CHECK
1905740	04/21/2022	ESTR PUBLICATIONS	R	278.00	ACCOUNTS PAYABLE CHECK
1905741	04/21/2022	FABRIFOAM PRODUCTS	R	66.75	ACCOUNTS PAYABLE CHECK
1905742	04/21/2022	FASTENAL	R	100.59	ACCOUNTS PAYABLE CHECK
1905743	04/21/2022	FRONTIER COMMUNICATIONS	R	1229.74	ACCOUNTS PAYABLE CHECK
1905744	04/21/2022	GRAYBAR ELECTRIC CO, INC	R	4998.62	ACCOUNTS PAYABLE CHECK
1905745	04/21/2022	LITERACY RESOURCES, LLC	R	1713.39	ACCOUNTS PAYABLE CHECK
1905746	04/21/2022	INVER HILLS COMMUNITY COLLEGE	R	227.56	ACCOUNTS PAYABLE CHECK
1905747	04/21/2022	MRI INTERMEDIATE HOLDINGS, LLC	R	20.00	ACCOUNTS PAYABLE CHECK

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1905748	04/21/2022	OFFICE OF MN.IT SERVICES	R	140.43	ACCOUNTS PAYABLE CHECK
1905749	04/21/2022	PAWS FOR LEARNING, INC	V	0.00	VOID: MULTI STUB CHECK
1905750	04/26/2022	PAWS FOR LEARNING, INC	V	-2945.00	VOID MANUAL CHECK
* 1905750	04/21/2022	PAWS FOR LEARNING, INC	R	2945.00	ACCOUNTS PAYABLE CHECK
1905751	04/21/2022	PLANSOURCE BENEFITS ADMINISTRATION,	R	3640.32	ACCOUNTS PAYABLE CHECK
1905752	04/21/2022	SHRED-IT USA	R	598.00	ACCOUNTS PAYABLE CHECK
1905753	04/21/2022	SOCIAL THINKING	R	125.15	ACCOUNTS PAYABLE CHECK
1905754	04/21/2022	SUMMIT FIRE PROTECTION	R	2415.00	ACCOUNTS PAYABLE CHECK
1905755	04/21/2022	SYSCO MINNESOTA	R	676.87	ACCOUNTS PAYABLE CHECK
1905756	04/21/2022	TEACHERS ON CALL	R	6167.16	ACCOUNTS PAYABLE CHECK
1905757	04/21/2022	TRIO COMMUNITY MEALS, LLC	R	19347.55	ACCOUNTS PAYABLE CHECK
1905758	04/21/2022	TWIN PINES IMPRINTING, LLC	R	2000.00	ACCOUNTS PAYABLE CHECK
1905759	04/21/2022	WORLD POINT, INC	R	734.36	ACCOUNTS PAYABLE CHECK
*V4001340	04/13/2022	ARK THERAPEUTIC	R	184.92	ACCOUNTS PAYABLE VOUCHER
*V4001341	04/13/2022	BARNES & NOBLE	R	489.40	ACCOUNTS PAYABLE VOUCHER
*V4001342	04/13/2022	WELLS FARGO	R	6918.21	ACCOUNTS PAYABLE VOUCHER
*V4001343	04/13/2022	CITY OF APPLE VALLEY	R	301.06	ACCOUNTS PAYABLE VOUCHER
*V4001344	04/13/2022	CITY OF INVER GROVE HTS	R	247.20	ACCOUNTS PAYABLE VOUCHER
*V4001345	04/13/2022	LOVING GUIDANCE INC	R	533.60	ACCOUNTS PAYABLE VOUCHER
*V4001346	04/13/2022	CRICUT, INC	R	470.76	ACCOUNTS PAYABLE VOUCHER
*V4001347	04/13/2022	DICKS SPORTING GOODS	R	1799.98	ACCOUNTS PAYABLE VOUCHER
*V4001348	04/13/2022	DISCOUNT SCHOOL SUPPLY	R	934.28	ACCOUNTS PAYABLE VOUCHER
*V4001349	04/13/2022	EDHELPER	R	69.97	ACCOUNTS PAYABLE VOUCHER
*V4001350	04/13/2022	HEALTHIEST YOU	R	3890.00	ACCOUNTS PAYABLE VOUCHER
*V4001351	04/13/2022	HEARTCERT TWIN CITIES	R	85.00	ACCOUNTS PAYABLE VOUCHER
*V4001352	04/13/2022	INNOVATIVE OFFICE SOLUTIONS	V	0.00	VOID: MULTI STUB VOUCHER
*V4001353	04/13/2022	INNOVATIVE OFFICE SOLUTIONS	R	2954.66	ACCOUNTS PAYABLE VOUCHER
*V4001354	04/13/2022	INTEGRATED PROTECTION SYSTEMS	R	375.00	ACCOUNTS PAYABLE VOUCHER
*V4001355	04/13/2022	INTEREUM	R	5430.17	ACCOUNTS PAYABLE VOUCHER
*V4001356	04/13/2022	MACMH (MN ASSOC FOR CHILDREN'S MENT	R	1080.00	ACCOUNTS PAYABLE VOUCHER
*V4001357	04/13/2022	MAXI AIDS, INC	R	136.55	ACCOUNTS PAYABLE VOUCHER
*V4001358	04/13/2022	MCKESSON MEDICAL	R	1733.47	ACCOUNTS PAYABLE VOUCHER
*V4001359	04/13/2022	MINNESOTA ZOO	R	74.80	ACCOUNTS PAYABLE VOUCHER
*V4001360	04/13/2022	OFFICE DEPOT	R	126.33	ACCOUNTS PAYABLE VOUCHER
*V4001361	04/13/2022	PEARSON ASSESSMENT/NCS PEARSON	R	180.00	ACCOUNTS PAYABLE VOUCHER
*V4001362	04/13/2022	PROFESSIONAL CRISIS MANAGEMENT ASSO	R	8127.75	ACCOUNTS PAYABLE VOUCHER
*V4001363	04/13/2022	RIFTON EQ/COMMUNITY PRODUCTS LLC	R	4738.75	ACCOUNTS PAYABLE VOUCHER
*V4001364	04/13/2022	SCHOOL NURSE SUPPLY	R	888.55	ACCOUNTS PAYABLE VOUCHER
*V4001365	04/13/2022	SCHOOL SPECIALTY, LLC	R	1057.36	ACCOUNTS PAYABLE VOUCHER
*V4001366	04/13/2022	SKILLS SYSTEM, LLC	R	54.00	ACCOUNTS PAYABLE VOUCHER
*V4001367	04/13/2022	SOUTHPAW ENTERPRISES	R	104.88	ACCOUNTS PAYABLE VOUCHER
*V4001368	04/13/2022	STRONGER TREES, INC	R	60.00	ACCOUNTS PAYABLE VOUCHER
*V4001369	04/13/2022	SUPPORTING SUCCESS F/CHILDREN W/HEA	R	80.00	ACCOUNTS PAYABLE VOUCHER
*V4001370	04/13/2022	THE HOME DEPOT PRO	R	1522.31	ACCOUNTS PAYABLE VOUCHER
*V4001371	04/13/2022	THERAPY NOTES, LLC	R	385.00	ACCOUNTS PAYABLE VOUCHER
*V4001372	04/13/2022	TOLL GAS & WELDING SUPPLY	R	543.76	ACCOUNTS PAYABLE VOUCHER
*V4001373	04/13/2022	UNIVERSAL CLEANING SERVICES	R	11073.35	ACCOUNTS PAYABLE VOUCHER
*V4001374	04/13/2022	VIRCO MFG CORP	R	7232.40	ACCOUNTS PAYABLE VOUCHER
*V4001375	04/13/2022	WARNERS STELLIAN	R	569.99	ACCOUNTS PAYABLE VOUCHER
*V4001376	04/13/2022	ZANER-BLOSER	R	277.95	ACCOUNTS PAYABLE VOUCHER
*V6604266	04/13/2022	ALICIA MAE BEINBRECH	R	105.30	ACCOUNTS PAYABLE VOUCHER
*V6604267	04/13/2022	THOMAS RICHARD BENNETT	R	59.67	ACCOUNTS PAYABLE VOUCHER
*V6604268	04/13/2022	MICHAEL JASON BIBRO	R	376.74	ACCOUNTS PAYABLE VOUCHER
*V6604269	04/13/2022	DON JAMES BUDACH	R	94.19	ACCOUNTS PAYABLE VOUCHER
*V6604270	04/13/2022	MICHAEL HOMER CARNEVALE	R	22.23	ACCOUNTS PAYABLE VOUCHER
*V6604271	04/13/2022	JESSICA DAWN CHAMBLIN	R	354.52	ACCOUNTS PAYABLE VOUCHER
*V6604272	04/13/2022	LESLEY ANNE CHESTER	R	30.42	ACCOUNTS PAYABLE VOUCHER

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*V6604273	04/13/2022	LISA A EHLERINGER	R	66.69	ACCOUNTS PAYABLE VOUCHER
*V6604274	04/13/2022	JONI KAY ERIE	R	74.30	ACCOUNTS PAYABLE VOUCHER
*V6604275	04/13/2022	MICHAEL LEONARD FAVOR	R	156.78	ACCOUNTS PAYABLE VOUCHER
*V6604276	04/13/2022	WENDY CATHERINE FELTON	R	49.14	ACCOUNTS PAYABLE VOUCHER
*V6604277	04/13/2022	SHERILYN FAYE FRISQUE	R	115.83	ACCOUNTS PAYABLE VOUCHER
*V6604278	04/13/2022	PAMELA VICK GARRETSON	R	84.83	ACCOUNTS PAYABLE VOUCHER
*V6604279	04/13/2022	ADDIE SUZANNE GESKE	R	188.37	ACCOUNTS PAYABLE VOUCHER
*V6604280	04/13/2022	CHRISTINA ANN GILLARD	R	129.87	ACCOUNTS PAYABLE VOUCHER
*V6604281	04/13/2022	KELLY JEAN HANKES	R	118.76	ACCOUNTS PAYABLE VOUCHER
*V6604282	04/13/2022	LEAH HANISCH HARRIS	R	15.21	ACCOUNTS PAYABLE VOUCHER
*V6604283	04/13/2022	JANA LEE HEIDEMANN	R	86.00	ACCOUNTS PAYABLE VOUCHER
*V6604284	04/13/2022	PETER ALLYN HENDRICKS	R	95.35	ACCOUNTS PAYABLE VOUCHER
*V6604285	04/13/2022	JENNIFER AMY HETLAND	R	131.63	ACCOUNTS PAYABLE VOUCHER
*V6604286	04/13/2022	COURTNEY ELIZABETH INMAN	R	108.81	ACCOUNTS PAYABLE VOUCHER
*V6604287	04/13/2022	CINDY LOU JACOBS	R	128.12	ACCOUNTS PAYABLE VOUCHER
*V6604288	04/13/2022	EVA MARIE JOHNSON	R	53.43	ACCOUNTS PAYABLE VOUCHER
*V6604289	04/13/2022	MONICA ANN JOUBERT	R	18.72	ACCOUNTS PAYABLE VOUCHER
*V6604290	04/13/2022	AMY TAMARAH WOLF KAUFMAN	R	315.90	ACCOUNTS PAYABLE VOUCHER
*V6604291	04/13/2022	LORI ANN KLEIN	R	93.60	ACCOUNTS PAYABLE VOUCHER
*V6604292	04/13/2022	CAROL LEIGH KURTEN	R	66.69	ACCOUNTS PAYABLE VOUCHER
*V6604293	04/13/2022	DANIELLE MARIE LAFRANCE-WARNKE	R	176.09	ACCOUNTS PAYABLE VOUCHER
*V6604294	04/13/2022	ANNA MARIE LAMPHERE	R	7.00	ACCOUNTS PAYABLE VOUCHER
*V6604295	04/13/2022	BETSY SUE LARSEN	R	52.65	ACCOUNTS PAYABLE VOUCHER
*V6604296	04/13/2022	KATHRYN ANN LEWIS	R	28.08	ACCOUNTS PAYABLE VOUCHER
*V6604297	04/13/2022	TAYLOR LINDSEY LYDEN	R	154.44	ACCOUNTS PAYABLE VOUCHER
*V6604298	04/13/2022	EMMA IRENE KAE MAYES	R	78.81	ACCOUNTS PAYABLE VOUCHER
*V6604299	04/13/2022	ALISON KENNIS-LYNN MCCUSKER	R	24.87	ACCOUNTS PAYABLE VOUCHER
*V6604300	04/13/2022	JAMES ANTHONY MYRMAN	R	70.20	ACCOUNTS PAYABLE VOUCHER
*V6604301	04/13/2022	MATTHEW HARRISON NEWQUIST	R	18.14	ACCOUNTS PAYABLE VOUCHER
*V6604302	04/13/2022	CINDY L NORDSTROM	R	29.84	ACCOUNTS PAYABLE VOUCHER
*V6604303	04/13/2022	HOLLY MARIE PEMBLE	R	59.67	ACCOUNTS PAYABLE VOUCHER
*V6604304	04/13/2022	BRITT EMILY PENNINGTON	R	7.02	ACCOUNTS PAYABLE VOUCHER
*V6604305	04/13/2022	CAROLINE ROSE PETERSON	R	367.97	ACCOUNTS PAYABLE VOUCHER
*V6604306	04/13/2022	EMILY ANN PFISTERER	R	249.21	ACCOUNTS PAYABLE VOUCHER
*V6604307	04/13/2022	HANNAH DUFFY RADANT	R	29.25	ACCOUNTS PAYABLE VOUCHER
*V6604308	04/13/2022	WENDI MARLAINA RENKEN	R	25.16	ACCOUNTS PAYABLE VOUCHER
*V6604309	04/13/2022	SHANNON DAWN ROSENBERG	R	87.17	ACCOUNTS PAYABLE VOUCHER
*V6604310	04/13/2022	DANIEL STEPHEN ROSS	R	107.64	ACCOUNTS PAYABLE VOUCHER
*V6604311	04/13/2022	MELISSA ANN SAUSER	R	21.06	ACCOUNTS PAYABLE VOUCHER
*V6604312	04/13/2022	AMBER GRACE SCHMITZ	R	118.17	ACCOUNTS PAYABLE VOUCHER
*V6604313	04/13/2022	BYRON LEITH SCHWAB	R	35.10	ACCOUNTS PAYABLE VOUCHER
*V6604314	04/13/2022	MICHELLE JEAN SHANLEY	R	350.42	ACCOUNTS PAYABLE VOUCHER
*V6604315	04/13/2022	HEATHER LYNN STOESZ	R	122.85	ACCOUNTS PAYABLE VOUCHER
*V6604316	04/13/2022	BRENDA JEAN SZOKA	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V6604317	04/13/2022	MARY ELIZABETH TAYLOR	R	139.23	ACCOUNTS PAYABLE VOUCHER
*V6604318	04/13/2022	SONIA LYNN TENDRICH	R	152.10	ACCOUNTS PAYABLE VOUCHER
*V6604319	04/13/2022	GRETCHEN ANN TOAY	R	4.10	ACCOUNTS PAYABLE VOUCHER
*V6604320	04/13/2022	JANEL LYNN VRIEZE	R	93.60	ACCOUNTS PAYABLE VOUCHER
*V6604321	04/13/2022	GREGORY ALEXANDER WALETSKI	R	240.00	ACCOUNTS PAYABLE VOUCHER
*V6604322	04/13/2022	MARY ELIZABETH WILLMAN	R	32.76	ACCOUNTS PAYABLE VOUCHER
*V6604323	04/13/2022	LORI JAYNE WILSON	R	26.00	ACCOUNTS PAYABLE VOUCHER
*V6604324	04/13/2022	MICHAEL PATRICK ZICKRICK	R	128.70	ACCOUNTS PAYABLE VOUCHER
*V6604325	04/27/2022	MARTHA JOAN ALLEN	R	238.68	ACCOUNTS PAYABLE VOUCHER
*V6604326	04/27/2022	KIM MARIE AUSTIN	R	169.07	ACCOUNTS PAYABLE VOUCHER
*V6604327	04/27/2022	LINDA JO BERG	R	211.77	ACCOUNTS PAYABLE VOUCHER
*V6604328	04/27/2022	MICHAEL JASON BIBRO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604329	04/27/2022	TARA JO BLACKERT	R	45.00	ACCOUNTS PAYABLE VOUCHER

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*V6604330	04/27/2022	LOREEN M. BOHNERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604331	04/27/2022	MATTHEW KYLE BRUNS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604332	04/27/2022	DON JAMES BUDACH	R	281.27	ACCOUNTS PAYABLE VOUCHER
*V6604333	04/27/2022	ANNE LOUISE BYER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604334	04/27/2022	EMILY MARGARET CLARK	R	296.01	ACCOUNTS PAYABLE VOUCHER
*V6604335	04/27/2022	JAMIE AUTUMN DALBESIO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604336	04/27/2022	PEARL SUSAN DEVENOW	R	117.59	ACCOUNTS PAYABLE VOUCHER
*V6604337	04/27/2022	KATHERINE DIANE ENGEL	R	77.22	ACCOUNTS PAYABLE VOUCHER
*V6604338	04/27/2022	ELIZABETH KAY GARLOUGH	R	60.26	ACCOUNTS PAYABLE VOUCHER
*V6604339	04/27/2022	PAMELA VICK GARRETSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604340	04/27/2022	ADDIE SUZANNE GESKE	R	139.23	ACCOUNTS PAYABLE VOUCHER
*V6604341	04/27/2022	MEGAN MARIE HALEY	R	116.42	ACCOUNTS PAYABLE VOUCHER
*V6604342	04/27/2022	CASSIE J. GROFF	R	96.53	ACCOUNTS PAYABLE VOUCHER
*V6604343	04/27/2022	ERIN LYN HALE-SANFORD	R	99.00	ACCOUNTS PAYABLE VOUCHER
*V6604344	04/27/2022	KELLY JEAN HANKES	R	49.14	ACCOUNTS PAYABLE VOUCHER
*V6604345	04/27/2022	JENNIFER AMY HETLAND	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604346	04/27/2022	MELISSA ROCHELL HO	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604347	04/27/2022	JUSTIN DAVID HOELSCHER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604348	04/27/2022	DENISE ERIN HORVATH	R	19.89	ACCOUNTS PAYABLE VOUCHER
*V6604349	04/27/2022	KATE SCHNEEWEIS HULSE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604350	04/27/2022	EVA MARIE JOHNSON	R	66.65	ACCOUNTS PAYABLE VOUCHER
*V6604351	04/27/2022	SARAH LYNN JOHNSON	R	163.22	ACCOUNTS PAYABLE VOUCHER
*V6604352	04/27/2022	LORI ANN KLEIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604353	04/27/2022	SHANNA MARIE KNUTSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604354	04/27/2022	LAURA MARIE KVAMME	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604355	04/27/2022	CORY LEE LANGENFELD	R	451.53	ACCOUNTS PAYABLE VOUCHER
*V6604356	04/27/2022	BETSY SUE LARSEN	R	78.98	ACCOUNTS PAYABLE VOUCHER
*V6604357	04/27/2022	SARAH MARIE LUDEWIG	R	95.94	ACCOUNTS PAYABLE VOUCHER
*V6604358	04/27/2022	ERIN JEAN MAHNKE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604359	04/27/2022	MONIQUE NICOLE MARPLE	R	18.14	ACCOUNTS PAYABLE VOUCHER
*V6604360	04/27/2022	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604361	04/27/2022	SHANNON BRENNAN BRENNAN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604362	04/27/2022	JO ANN MARISKA NAGY	R	97.95	ACCOUNTS PAYABLE VOUCHER
*V6604363	04/27/2022	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604364	04/27/2022	JENNIFER LEE OLSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604365	04/27/2022	AMANDA LYNN PETERS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604366	04/27/2022	JENNIFER MAE PETERSEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604367	04/27/2022	BROOKE ALLYSON PETERSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604368	04/27/2022	HANNAH DUFFY RADANT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604369	04/27/2022	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604370	04/27/2022	MIRIAM JOY ALYSHA RESCH	R	2.34	ACCOUNTS PAYABLE VOUCHER
*V6604371	04/27/2022	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604372	04/27/2022	NICOLLE KATHERINE ROUSH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604373	04/27/2022	MELISSA RAE SCHALLER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604374	04/27/2022	BARBARA LYNN SCHMITZ	R	99.00	ACCOUNTS PAYABLE VOUCHER
*V6604375	04/27/2022	HEATHER LYNN STOESZ	R	99.00	ACCOUNTS PAYABLE VOUCHER
*V6604376	04/27/2022	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604377	04/27/2022	BRENDA JEAN SZOKA	R	23.75	ACCOUNTS PAYABLE VOUCHER
*V6604378	04/27/2022	KAYLEEN LAVONNE TAFFE	R	45.05	ACCOUNTS PAYABLE VOUCHER
*V6604379	04/27/2022	TAYLOR MAY THOMAS	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604380	04/27/2022	GRETCHEN ANN TOAY	R	4.10	ACCOUNTS PAYABLE VOUCHER
*V6604381	04/27/2022	SHANYN NICOLE TUFTEE	R	135.09	ACCOUNTS PAYABLE VOUCHER
*V6604382	04/27/2022	MICHELLE LYNN VOLLBRECHT	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604383	04/27/2022	FRAN LOUISE WOOD	R	320.00	ACCOUNTS PAYABLE VOUCHER
*V6604384	04/27/2022	ANDREW WOODS	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604385	04/27/2022	SCOTT MICHAEL ZEHNDER	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V7701987	04/04/2022	AFLAC	R	1719.20	ACCOUNTS PAYABLE VOUCHER

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INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 6
ACCTPA21
ACCOUNTING PERIOD: 10/22

SELECTION CRITERIA: chkstat.rundate between '20220331 00:00:00.000' and '20220427 00:00:00.000'

*V7701988	04/04/2022	AMERIPRISE FINANCIAL ADVISORS	R	9908.95	ACCOUNTS PAYABLE VOUCHER
*V7701989	04/04/2022	AXA EQUITABLE LIFE INS CO	R	4033.66	ACCOUNTS PAYABLE VOUCHER
*V7701990	04/04/2022	FIDELITY INVSTMT TAX-EX SVC CO	R	7485.67	ACCOUNTS PAYABLE VOUCHER
*V7701991	04/04/2022	HEALTHEQUITY, INC.	R	28697.18	ACCOUNTS PAYABLE VOUCHER
*V7701992	04/04/2022	HORACE MANN LIFE INS	R	1435.02	ACCOUNTS PAYABLE VOUCHER
*V7701993	04/04/2022	INTERNAL REVENUE SERVICE	R	256121.54	ACCOUNTS PAYABLE VOUCHER
*V7701994	04/04/2022	EDUCATION MN ESI BILLING TRUST	R	10124.46	ACCOUNTS PAYABLE VOUCHER
*V7701995	04/04/2022	MN DEPT OF REVENUE	R	42863.22	ACCOUNTS PAYABLE VOUCHER
*V7701996	04/04/2022	MN STATE RETIREMENT SYSTEM	R	32208.33	ACCOUNTS PAYABLE VOUCHER
*V7701997	04/04/2022	EXECUTIVE DIRECTOR	R	50064.90	ACCOUNTS PAYABLE VOUCHER
*V7701998	04/04/2022	STATE TREASURER, TRA	R	120501.22	ACCOUNTS PAYABLE VOUCHER
*V7701999	04/04/2022	VARIABLE ANNUITY LIFE INS CO	R	9612.68	ACCOUNTS PAYABLE VOUCHER
*V7702000	04/04/2022	VOYA	R	1363.18	ACCOUNTS PAYABLE VOUCHER
*V7702001	04/08/2022	MEDICA	R	70804.08	ACCOUNTS PAYABLE VOUCHER
*V7702002	04/08/2022	NATIONAL INSURANCE SERVICES OF WI,	R	9000.85	ACCOUNTS PAYABLE VOUCHER
*V7702003	04/12/2022	APPLE VALLEY ISD LLC	R	41815.67	ACCOUNTS PAYABLE VOUCHER
*V7702004	04/12/2022	SE ISD, DST	R	85455.74	ACCOUNTS PAYABLE VOUCHER
*V7702005	04/18/2022	AMERIPRISE FINANCIAL ADVISORS	R	9146.45	ACCOUNTS PAYABLE VOUCHER
*V7702006	04/18/2022	AXA EQUITABLE LIFE INS CO	R	4033.66	ACCOUNTS PAYABLE VOUCHER
*V7702007	04/18/2022	FIDELITY INVSTMT TAX-EX SVC CO	R	7485.67	ACCOUNTS PAYABLE VOUCHER
*V7702008	04/18/2022	HEALTHEQUITY, INC.	R	28815.51	ACCOUNTS PAYABLE VOUCHER
*V7702009	04/18/2022	HORACE MANN LIFE INS	R	1435.02	ACCOUNTS PAYABLE VOUCHER
*V7702010	04/18/2022	INTERNAL REVENUE SERVICE	R	242936.92	ACCOUNTS PAYABLE VOUCHER
*V7702011	04/18/2022	EDUCATION MN ESI BILLING TRUST	R	10124.46	ACCOUNTS PAYABLE VOUCHER
*V7702012	04/18/2022	MN DEPT OF REVENUE	R	40485.61	ACCOUNTS PAYABLE VOUCHER
*V7702013	04/18/2022	MN STATE RETIREMENT SYSTEM	R	1208.33	ACCOUNTS PAYABLE VOUCHER
*V7702014	04/18/2022	EXECUTIVE DIRECTOR	R	51457.57	ACCOUNTS PAYABLE VOUCHER
*V7702015	04/18/2022	STATE TREASURER, TRA	R	113381.42	ACCOUNTS PAYABLE VOUCHER
*V7702016	04/18/2022	VARIABLE ANNUITY LIFE INS CO	R	9612.68	ACCOUNTS PAYABLE VOUCHER
*V7702017	04/18/2022	VOYA	R	1293.18	ACCOUNTS PAYABLE VOUCHER
*V7702018	04/20/2022	DELTA DENTAL OF MINNESOTA	R	50057.76	ACCOUNTS PAYABLE VOUCHER
*V7702019	04/20/2022	MEDICA	R	61644.83	ACCOUNTS PAYABLE VOUCHER
*V7702020	04/20/2022	PLANSOURCE FLEX BEN.	R	1400.01	ACCOUNTS PAYABLE VOUCHER
*V7702021	04/20/2022	MEDICA	R	58295.22	ACCOUNTS PAYABLE VOUCHER
*V7702022	04/20/2022	MEDICA	R	46349.27	ACCOUNTS PAYABLE VOUCHER
*V7702023	04/20/2022	MEDICA	R	1608.45	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				1918404.52	
TOTAL REPORT				1918404.52	

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

04/15/2022 DIRECT DEPOSITS REGULAR PAY (PR119)	\$	711,507.47
04/15/2022 CHECKS (PR119)	\$	583.77

NET PAYROLL \$ **712,091.24**

Authorized Signature  Date 4/11/22

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

03/31/2022 DIRECT DEPOSITS REGULAR PAY (PR118)	\$	723,335.11
03/31/2022 CHECKS (PR118)	\$	-

NET PAYROLL **\$ 723,335.11**

Authorized Signature  Date 3/31/22

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

March 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	11,200,528.35	0.00	750,000.00	0.00	1,189.52	10,451,717.87	3,150.72
MSDLAF Liquid	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MSDLAF TERM (CD's, Term, Comm) maturity	01	3,500,000.00	0.00	0.00	0.00	0.00	3,500,000.00	0.00
TOTAL		14,700,528.35	0.00	750,000.00	0.00	1,189.52	13,951,717.87	3,150.72

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: **March 2022** Average MSDLAF+MAX Average Rate was .13%. MSDLAF Liquid Rate was .00% and the MSDLAF Term Average Rate estimate is .23%.



Customer Service
PO Box 11760
Harrisburg, PA 17108-11760

ACCOUNT STATEMENT

For the Month Ending
March 31, 2022

INTERMEDIATE SCHOOL DISTRICT 917

Client Management Team

Amber Cannegieter

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1-888-4-MSDLAF
cannegietera@pfmam.com

Melissa Shirk

Client Consultant
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Harrisburg, PA 17101-2141
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Director
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johnsonb@pfmam.com

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Individual Accounts

Accounts included in Statement

600430 STATE PAYMENTS

Important Messages

MSDLAF will be closed on 04/15/2022 for Good Friday.

INTERMEDIATE SCHOOL DISTRICT 917
AMY D ALEXANDER
1300 145TH STREET E
ROSEMOUNT, MN 55068

Online Access www.msdlaf.org

Customer Service 1-888-4-MSDLAF



Account Statement

For the Month Ending March 31, 2022

Important Disclosures

Important Disclosures

This statement is for general information purposes only and is not intended to provide specific advice or recommendations. PFM Asset Management LLC ("PFMAM") is an investment adviser registered with the U.S. Securities and Exchange Commission and a subsidiary of U.S. Bancorp Asset Management, Inc. ("USBAM"). USBAM is a subsidiary of U.S. Bank National Association ("U.S. Bank"). U.S. Bank is a separate entity and subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of PFMAM. PFMAM maintains a written disclosure statement of our background and business experience. If you would like to receive a copy of our current disclosure statement, please contact Service Operations at the address below.

Proxy Voting PFMAM does not normally receive proxies to vote on behalf of its clients. However, it does on occasion receive consent requests. In the event a consent request is received the portfolio manager contacts the client and then proceeds according to their instructions. PFMAM's Proxy Voting Policy is available upon request by contacting Service Operations at the address below.

Questions About an Account PFMAM's monthly statement is intended to detail our investment advisory activity as well as the activity of any accounts held by clients in pools that are managed by PFMAM. The custodian bank maintains the control of assets and executes (i.e., settles) all investment transactions. The custodian statement is the official record of security and cash holdings and transactions. PFMAM recognizes that clients may use these reports to facilitate record keeping and that the custodian bank statement and the PFMAM statement should be reconciled and differences resolved. Many custodians use a settlement date basis which may result in the need to reconcile due to a timing difference.

Account Control PFMAM does not have the authority to withdraw funds from or deposit funds to the custodian outside the scope of services provided by PFMAM. Our clients retain responsibility for their internal accounting policies; implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

Market Value Generally, PFMAM's market prices are derived from closing bid prices as of the last business day of the month as supplied by Refinitiv or Bloomberg. For certain short-term investments or where prices are not available from generally recognized sources the securities are priced using a yield-based matrix system to arrive at an estimated market value. Prices that fall between data points are interpolated. Non-negotiable FDIC-insured bank certificates of deposit are priced at par. Although PFMAM believes the prices to be reliable, the values of the securities may not represent the prices at which the securities could have been bought or sold. Explanation of the valuation methods for a registered investment company or local government investment program is contained in the appropriate fund offering documentation or information statement.

Amortized Cost The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short term securities (those with less than one year to maturity at time of issuance) is amortized on a straightline basis. Such discount or premium with respect to longer term securities is amortized using the constant yield basis.

Tax Reporting Cost data and realized gains / losses are provided for informational purposes only. Please review for accuracy and consult your tax advisor to determine the tax consequences of your security transactions. PFMAM does not report such information to the IRS or other taxing authorities and is not responsible for the accuracy of such information that may be required to be reported to federal, state or other taxing authorities.

Financial Situation In order to better serve you, PFMAM should be promptly notified of any material change in your investment objective or financial situation.

Callable Securities Securities subject to redemption prior to maturity may be redeemed in whole or in part before maturity, which could affect the yield represented.

Portfolio The securities in this portfolio, including shares of mutual funds, are not guaranteed or otherwise protected by PFMAM, the FDIC (except for certain non-negotiable certificates of deposit) or any government agency. Investment in securities involves risks, including the possible loss of the amount invested. Actual settlement values, accrued interest, and amortized cost amounts may vary for securities subject to an adjustable interest rate or subject to principal paydowns. Any changes to the values shown may be reflected within the next monthly statement's beginning values.

Rating Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed.

Shares of some local government investment programs and TERM funds are marketed through representatives of PFMAM's affiliate, PFM Fund Distributors, Inc. which is registered with the SEC as a broker/dealer and is a member of the Financial Industry Regulatory Authority ("FINRA") and the Municipal Securities Rulemaking Board ("MSRB"). You may reach the FINRA by calling the FINRA Hotline at 1-800-289-9999 or at the FINRA website address <https://www.finra.org/investors/investor-contacts>. A brochure describing the FINRA Regulation Public Disclosure Program is also available from FINRA upon request.

Key Terms and Definitions

Dividends on local government investment program funds consist of interest earned, plus any discount ratably amortized to the date of maturity, plus all realized gains and losses on the sale of securities prior to maturity, less ratably amortization of any premium and all accrued expenses to the fund. Dividends are accrued daily and may be paid either monthly or quarterly. The monthly earnings on this statement represent the estimated dividend accrued for the month for any program that distributes earnings on a quarterly basis. There is no guarantee that the estimated amount will be paid on the actual distribution date.

Current Yield is the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical fund account with a balance of one share over the seven-day base period including the statement date, expressed as a percentage of the value of one share (normally \$1.00 per share) at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by

365 and dividing the result by 7. The yields quoted should not be considered a representation of the yield of the fund in the future, since the yield is not fixed. **Average maturity** represents the average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. The stated maturity date of mortgage backed or callable securities are used in this statement. However the actual maturity of these securities could vary depending on the level or prepayments on the underlying mortgages or whether a callable security has or is still able to be called.

Monthly distribution yield represents the net change in the value of one share (normally \$1.00 per share) resulting from all dividends declared during the month by a fund expressed as a percentage of the value of one share at the beginning of the month. This resulting net change is then annualized by multiplying it by 365 and dividing it by the number of calendar days in the month.

YTM at Cost The yield to maturity at cost is the expected rate of return, based on the original cost, the annual interest receipts, maturity value and the time period from purchase date to maturity, stated as a percentage, on an annualized basis.

YTM at Market The yield to maturity at market is the rate of return, based on the current market value, the annual interest receipts, maturity value and the time period remaining until maturity, stated as a percentage, on an annualized basis.

Managed Account A portfolio of investments managed discretely by PFMAM according to the client's specific investment policy and requirements. The investments are directly owned by the client and held by the client's custodian.

Unsettled Trade A trade which has been executed however the final consummation of the security transaction and payment has not yet taken place.

Please review the detail pages of this statement carefully. If you think your statement is wrong, missing account information, or if you need more information about a transaction, please contact PFMAM within 60 days of receipt. If you have other concerns or questions regarding your account, or to request an updated copy of PFMAM's current disclosure statement, please contact a member of your client management team at PFMAM Service Operations at the address below.

PFM Asset Management LLC
Attn: Service Operations
213 Market Street
Harrisburg, PA 17101

NOT FDIC INSURED NO BANK GUARANTEE MAY LOSE VALUE



Account Statement - Transaction Summary

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

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

MSDLAF+ MAX Class

Opening Market Value	11,200,528.35
Purchases	1,189.52
Redemptions	(750,000.00)
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value **\$10,451,717.87**

Cash Dividends and Income 1,189.52

MSDLAF TERM

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

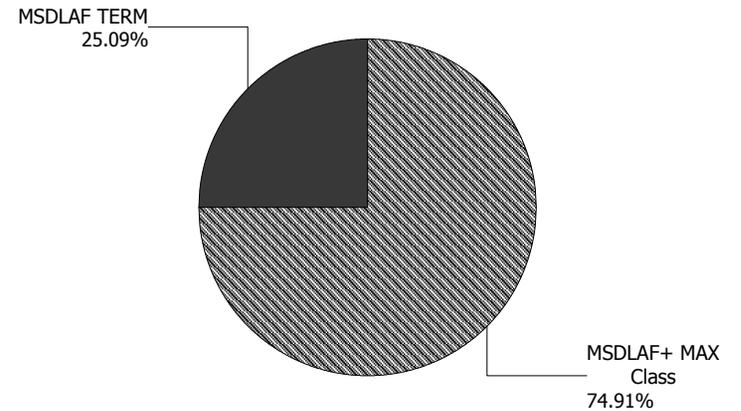
Closing Market Value **\$3,500,000.00**

Cash Dividends and Income 0.00

Asset Summary

	March 31, 2022	February 28, 2022
MSDLAF+ MAX Class	10,451,717.87	11,200,528.35
MSDLAF TERM	3,500,000.00	3,500,000.00
Total	\$13,951,717.87	\$14,700,528.35

Asset Allocation





Investment Holdings

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

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

Trade Date	Settlement Date	Security Description	Maturity Date	Rate	Investment Amount	Estimated Earnings	Est. Value at Maturity
MSDLAF TERM							
11/30/21	11/30/21	TERM - MSDLAF+ TERM Jun 23	08/01/22	0.2300	3,500,000.00	2,690.69	3,505,381.37
Total					\$3,500,000.00	\$2,690.69	\$3,505,381.37



Account Statement

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

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
MSDLAF+ MAX Class					
Opening Balance					11,200,528.35
03/04/22	03/04/22	Redemption - ACH Redemption	1.00	(750,000.00)	10,450,528.35
03/31/22	04/01/22	Accrual Income Div Reinvestment - Distributions	1.00	1,189.52	10,451,717.87
Closing Balance					10,451,717.87

	Month of March	Fiscal YTD July-March		
Opening Balance	11,200,528.35	10,998,567.15	Closing Balance	10,451,717.87
Purchases	1,189.52	9,703,150.72	Average Monthly Balance	10,523,147.37
Redemptions (Excl. Checks)	(750,000.00)	(10,250,000.00)	Monthly Distribution Yield	0.13%
Check Disbursements	0.00	0.00		
Closing Balance	10,451,717.87	10,451,717.87		
Cash Dividends and Income	1,189.52	3,150.72		

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

04/29/2022 DIRECT DEPOSITS REGULAR PAY (PR120)	\$	695,105.11
04/29/2022 CHECKS (PR120)	\$	-

NET PAYROLL **\$ 695,105.11**

Authorized Signature  Date 4/27/22

Board Policy 6.15 Wellness states the Food Service Program Administrator/Business manager will annually inform the community about district progress in attaining the goals of the Wellness Policy. This Policy was reviewed and approved by the board on April 7, 2014 (copy of complete policy enclosed). ISD 917 has made progress in attaining goals within this policy and I would like to summarize by location the reports provided by our Assistant Directors supervising these locations.

Goal 1 - Physical Activity:

Don Budach, Assistant Director

TESA:

Students participate in recreation and leisure activities in the community as well as a part of our curriculum in Health and Fitness and Lifetime Recreation classes. Students are engaged in a variety of activities such as bowling, bocce ball, kickball, yoga, walking, seasonal outdoor activities and utilizing the DCTC fitness center.

PACES:

Students participate in a variety of motor related activities throughout the school day. Specialists such as DAPE and OT provide services related to students' motor needs during DAPE and Occupational Therapy. In the elementary program recess is a part of the daily routine, allowing student's time to access playground equipment and interact with their non-disabled peers.

DASH:

Students participate in a variety of adapted motor related activities on a daily basis with the support of staff. Specialists such as DAPE, OT and PT also address the students motor needs based on their ability.

Jamie Dalbesio, Assistant Director

Concord Education Center:

30 minutes of physical education is provided to students daily during the school day. Developmental Adaptive Physical Education (DAPE) is provided if a need is determined within the students' Individual Education Plans (IEPs). A portion of the curriculum is dedicated to educate students on the benefits of a healthy lifestyle and what a healthy lifestyle means. 25 minutes of recess is provided to each student daily, as well as sensory integration and other gross-motor activities as determined by the students' IEPs.

Shannon Brennan, Assistant Director

Alliance Education Center:

Physical Education is offered each day to students. Developmental Adaptive Physical Education (DAPE) is provided if a need is determined within the students' Individual Education Plans (IEPs). A portion of the curriculum dedicated to educate students on the benefits of a healthy lifestyle and what a healthy lifestyle means. Short physical breaks are provided throughout the academic day. 20 minutes of recess is provided to each student daily as well.

Jennifer Hetland, Assistant Director

Options:

Teachers create opportunities for physical activity throughout the instructional day.

Juvenile Service Center/New Chance:

Physical Education/DAPE is offered each day/ a portion of the curriculum dedicated to educate students on the benefits of a healthy lifestyle and what a healthy lifestyle means. Short physical breaks are provided throughout the academic day.

Lebanon Education Center (TEA and IDEA):

Students in the group setting participate in a 30 Physical Education class each day. They also have breaks during the day for shorter periods (10-15 minutes) of physical activity such as walking, playing catch, shooting baskets in the gym, etc. Individual students participate in a Physical Education whenever possible and also have physical activity breaks incorporated into their schedule throughout the day. As part of the Physical Education class, students have participated in a cross fit program that was funded through a grant from Education Minnesota.

Taylor Thomas, Assistant Director

D/HH Preschool:

Learners participate daily in physical activity in the Lincoln Center Elementary recess room, and then also with another planned physical activity session either outside on the playground, or in the Lincoln Center Elementary gym, depending on the weather. Some learners with motor delays additionally receive PT services to develop their

balance, strength and coordination skills to be as physically active as they are able. In addition, the D/HH preschool has movement/sensory breaks provided throughout the school day per individual student's sensory/physical needs.

D/HH Lincoln Center Elementary:

Students participate in physical activity during their school day with regular physical education classes provided in the general education setting at Lincoln Center Elementary, which follows the District 6 PE curriculum. In addition, learners participate in physical activity by playing games and playing on playground equipment during daily recess. Staff promotes learners' participation during their supervision of students in both school PE classes and recess settings. Some learners with motor delays additionally receive PT and DAPE services to develop their balance, strength and coordination skills to be as physically active as they are able. In addition, movement/sensory breaks are provided throughout learners' school day per individual student's sensory/physical needs.

D/HH Inver Grove Heights Middle School:

Students participate in physical activity during their school day with regular physical education classes provided in the general education setting at Inver Grove Heights Middle School, which follows the District 199 PE curriculum.

D/HH Simley High School:

Students participate in physical education classes per high school credit requirements. Some learners with motor delays additionally receive PT and DAPE services to develop their balance, strength and coordination skills to be as physically active as they are able.

Jennifer Olson, Assistant Director

Cedar School (SUN):

Students in SUN group and individual programming participate in Physical Education class or DAPE service daily per student needs. Shorter movement breaks of 10 to 15 minutes of physical activity such as walking, playing catch, biking, or shooting baskets in the gym are also implemented. In addition, students access fields and playground equipment outside for recess, movement breaks, and structured physical education/ or DAPE activities.

Drew Woods, Principal

DCALS (DCTC Campus):

Students are given the opportunity to participate in Physical Education class on a quarter to quarter basis. We provide time during our daily advisory class for staff to get students involved in group activities such as dodgeball, kick ball, soccer and walking around the campus.

DCALS (North Campus):

Students are given the opportunity to participate in Physical Education class on a quarter to quarter basis. We provide time during our daily advisory class for staff to get students involved in group activities such as dodgeball, kick ball, soccer and walking around the campus.

DCALS (South Campus):

Students are given the opportunity to participate in Physical Education class on a quarter to quarter basis. We provide time during our daily advisory class for staff to get students involved in group activities such as dodgeball, kick ball, soccer and walking around the campus.

Goal #2 - Nutritional Education and Promotion:

Don Budach, Assistant Director

TESA:

Students are taught about healthy eating habits in Independent Living, Home Living Basics and Health and Fitness. Students also learn about serving sizes, reading labels, planning balanced meals and healthy food choices.

PACES:

Students have an opportunity for a healthy snack during break time. Students also learn about healthy eating through curriculum accessed in both special education and general education classrooms.

DASH:

Student's nutritional needs are met per their individualized plan.

Jamie Dalbesio, Assistant Director

Concord Education Center:

Health class is taught by a classroom teacher and standards are reinforced by our physical education teacher. Students have access daily to snacks during individual breaktimes and when determined by their Individual Education Plan. Students also participate in meal planning as part of transition-based programming. All students have access to an in-house food shelf that provides complete meals to families when needed. These items are distributed on a weekly basis.

Shannon Brennan, Assistant Director

Alliance Education Center:

Life skills curriculum includes nutrition education, students participate in creating healthy meals. Teachers are encouraged to incorporate nutritional information into subject lessons when appropriate. The school offers appropriate foods and snacks at the student store. Students also have the opportunity to participate in a mobile pantry program that provides healthy groceries 2 times per month to our students and their families at no cost.

Jennifer Hetland, Assistant Director

Options:

Teachers incorporate nutritional information into subject lessons when appropriate. Students are encouraged to bring healthy lunches to program.

Juvenile Service Center/New Chance:

Teachers incorporate nutritional information into subject lessons when appropriate.

Lebanon Education Center (TEA and IDEA): Students learned about healthy eating as part of their Life Skills classes. Cooking activities focused on healthy eating and snacks offered to students also focused on healthy items. Students also have the opportunity to participate in a mobile pantry program that provides healthy groceries 2 times per month to our students and their families at no cost.

Taylor Thomas, Assistant Director

D/HH Preschool:

The parents of learners are encouraged by staff to provide healthy snacks and lunches for their preschool-age children, and staff educates the young preschool learners about healthy food choices within the context of instruction during snack and lunch time.

D/HH Elementary (Lincoln Center Elementary):

Students are taught about healthy eating habits and making healthy food choices through the District 6 general education health education curriculum, through District 6's very proactive guidance of good nutrition through their breakfast and lunch programs, as well as District 6's deliberate instruction about this area in general education classrooms through special in-services. Staff encourages students to make healthy food choices.

D/HH Middle School (Inver Grove Heights Middle School):

Students are taught about healthy eating habits and making healthy food choices through the general education health education curriculum, and District 199's food service programs. Staff encourages students to make healthy food choices.

D/HH High School (Simley High School):

Students are taught about healthy eating habits and making healthy food choices through the general education health education curriculum, and District 199's food service programs. Staff encourages students to make healthy food choices.

Jennifer Olson, Assistant Director

Cedar School (SUN):

SUN group and individual instruction in nutrition and healthy eating occurs within health class per district standards-based curriculum, Life Skills class, and/ or within Transition Independent Living activities. Activities include meal planning and budgeting, meal preparation, and food safety and cleaning within our classroom kitchen.

Drew Woods, Principal

DCALS (DCTC Campus):

Students are provided the opportunity to enroll in a Health class throughout the year. Staff addresses healthy living choices during daily advisory class. Students are periodically involved in cooking activities that promote healthy choices in foods.

DCALS (North Campus):

Students are provided the opportunity to enroll in a Health class throughout the year. Staff addresses healthy living choices during daily advisory class. Students are periodically involved in cooking activities that promote healthy choices in foods.

DCALS (South Campus):

Students are provided the opportunity to enroll in a Health class throughout the year. Staff addresses healthy living choices during daily advisory class. Students are periodically involved in cooking activities that promote healthy choices in foods.

533 WELLNESS

I. PURPOSE

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and education.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of students, parents, teachers, school health professionals, the school board, school administrators and the general public in development, implementation, authority and period review and update of the school district's Wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. GOALS

- A. **Physical Activity**

1. Through district curriculum district 917 will educate students to recognize that physical education is an essential component of the educational process and that good health fosters student achievement.
2. Provide opportunities to strengthen the skills and knowledge needed to maintain a healthy lifestyle through the district's physical education and health curricula.
3. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;
4. Teachers will be encouraged to develop opportunities for physical activity that can be incorporated into subject lessons and are encouraged to provide short, physical activity breaks during class.

B. Nutrition Education and Promotion

1. Through district curriculum district 917 will provide nutrition education that follows national and state standards and focuses on understanding the relationship between personal behavior, individual health and the impact of food choices.
2. Provide nutrition education that is developmentally appropriate, culturally relevant and includes participatory activities.
3. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte [snack] lines, vending machines, fundraising events, concession stands, and student stores.
4. Teachers will be encouraged to incorporate nutritional information into subject lessons when appropriate.

IV. NUTRITION GUIDELINES

A. Competitive Foods and Beverages

1. All competitive foods and beverages made available on campus (including concessions and a la carte cafeteria items) will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods

during the school day, and create an environment that reinforces the development of healthy eating habits.

2. Food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.
3. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.
4. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
5. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
6. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
7. Food will not be used as a reward or punishment for academic performance or behavior. Per the Americans with Disabilities Act, special Consideration will be given for students with an Individual Education Plan, 504 accommodation or with special health and dietary requirements.

B. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
 - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
 - b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

C. School Food Service Program/Personnel

1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.
2. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.
3. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.
4. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
5. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
6. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
7. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.

D. Communications with Parents

1. The school district recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support

parents' efforts to provide their children with opportunities to be physically active outside of school.

V. IMPLEMENTATION AND MONITORING

- A. After approval by the school board, the wellness policy will be implemented throughout the school district.
- B. District 917 will maintain a Health and Wellness Committee to support the goals of the Wellness Policy. The committee will compile data reported from schools to assess compliance with the Wellness Policy and report to the superintendent on the progress made by the district in attaining the goals of the Wellness Policy.
- C. School food service staff, at the school or district level, will ensure compliance within the school's food service areas and will report to the food service program administrator, the building principal, or the superintendent's designee, as appropriate.
- D. The school district's food service program administrator will annually inform the community about district progress in attaining the goals of the Wellness Policy.
- E. The superintendent or designee will ensure compliance with the wellness policy and will provide an annual report of the school district's compliance with the policy to the school board.

Legal References: 42 U.S.C. § 1751 *et seq.* (Healthy and Hungry-Free Kids Act)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
42 U.S.C. § 175Bb (Local Wellness Policy)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org



Intermediate School District 917

1300 145th Street East
Rosemount, MN 55068-2999

Phone: (651) 423-8229

Fax: (651) 423-8781

www.isd917.org

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

Dr. Michael Favor, Superintendent

Nicolle Roush, Executive Director of Business Services

Dr. Melissa Schaller, Executive Director of Student Services

Andrew Woods, Principal of DCALS / Career Technical Center

Dr. Brooke Peterson, Director of Teaching and Learning

TO: Intermediate School District 917 School Board members
FROM: Dr. Michael Favor, ISD 917, Superintendent
DATE: May 3rd, 2022
REGARDING: 2022 Pay equity report review and approval

Pertinent Facts:

- Minnesota state law requires all political subdivisions, including counties, to ensure equality of pay for men and women. The Local Government Pay Equity Act (Minnesota Statutes §§ 471.991 - 471.999) serves to eliminate sex-based wage disparities in public employment in the state of Minnesota. Pay equity reporting is required of all Minnesota counties, every three years. This process examines local government pay structures for evidence of gender inequity and works to assist organizations in achieving pay equity.
- The final pay equity report requires board approval and distribution of this report to each exclusive representative, as outlined under Minnesota Statutes §§ 471.995.
- ISD 917 2022 pay equity report passed and there are no issues of inequity identified.

Recommendation: Board approval recommended for the 2022 pay equity report.



Notice of Pay Equity Compliance

Presented to

ISD No. 917 - Rosemount

For successfully meeting the requirements of the Local Government Pay Equity Act M.S. 471.991 - 471.999 and Minnesota rules Chapter 3920. This notice is a result of an official review of your 2022 pay equity report by Minnesota Management & Budget.

Your cooperation in complying with the local government pay equity requirements is greatly appreciated.

March 16, 2022

Date

A handwritten signature in black ink, reading 'Jim Schowalter'.

Jim Schowalter, Commissioner

Compliance Report

Jurisdiction: ISD No. 917 - Rosemount
1300 - 145th Street East

Report Year: 2022
Case: 1 - 2022 DATA (In Compliance)

Rosemount, MN 55068

Contact: Brooke Wiuff

Phone: (651) 423-8206

E-Mail: brooke.wiuff@isd917.org

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	6	38	4	48
# Employees	6	476	29	511
Avg. Max Monthly Pay per employee	8535.67	6064.81		6153.86

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 95 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	3	18
b. # Below Predicted Pay	3	20
c. TOTAL	6	38
d. % Below Predicted Pay (b divided by c = d)	50.00	52.63

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 480	Value of T = 0.977
-------------------------------	--------------------

a. Avg. diff. in pay from predicted pay for male jobs = -127

b. Avg. diff. in pay from predicted pay for female jobs = -536

III. SALARY RANGE TEST = 90.06 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 14.00

B. Avg. # of years to max salary for female jobs = 15.55

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 16.67 *

B. % of female classes receiving ESP = 55.26

*(If 20% or less, test result will be 0.00)

Results of Tests for Pay Equity Compliance

Date: March 16, 2022

Jurisdiction: ISD No. 917 - Rosemount

ID#: 2043

1. Completeness and Accuracy Test

Passed. Required information was submitted accurately and on time.

2. Statistical Analysis Test

Passed. Jurisdiction had more than three male classes and an underpayment ratio of 80% or more.

Passed. Jurisdiction had at least six male classes, at least one class with a salary range, an underpayment ratio below 80% but a t-test that was not statistically significant.

3. Salary Range Test

Passed. Too few classes had an established number of years to move through a salary range.

Passed. Salary range test showed a score of 80% or more.

4. Exceptional Service Pay Test

Passed. Too few classes received exceptional service pay.

Passed. Exceptional service pay test showed a score of 80% or more.

If you have questions or need assistance, please contact Dominique Murray at (651) 259-3805, or by email: pay.equity@state.mn.us



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Dr. Brooke Peterson, Director of Teaching and Learning

TO: Intermediate School District 917 School Board members
FROM: Dr. Michael Favor, ISD 917, Superintendent
DATE: April 26, 2022
REGARDING: Summary of proposed Board Certified Behavior Analysts (BCBAs) and Mental Health Professional Coordinators (MHPCs) contract and Independent Licensed Psychologist and Centralized Intake Coordinator for May 3, 2022 Board Approval

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

- For BCBAs and MHPCs - Duty days decreased from 195 to 190.
- Proposed salary increases of 3% year one and 1.5% year two (step advancements built in contract).
- Health insurance district contribution increase: effective January 1, 2023 Single/\$20; Family/\$25 and effective January 1, 2024 single/20.
- Longevity mirrored teachers longevity increases year 1 \$700, \$800, \$900 \$1,000 in the 4 tiers and year 2 \$500 across all tiers.
- Tax sheltered annuity matched 403b contributions of BCBA and MHP contracts.
- Language changes include:
 - Adding MHPCs to the BCBA contract, who were previously with Licensed Psychologist and Centralized Intake Coordinator
 - Adding clarifying language, the same as the teacher contract, to the way a leave of absence impacts PTO.
 - For BCBAs and MHPCs – Added more specific language outlining the schedule of the contract year, thus eliminating the need for individual duty day calendars
 - Moved some items to the “Miscellaneous” Article VII to align with other contracts and added language to address evaluation.
 - For BCBAs and MHPCs – Added lane change language for CEUs, to mirror teacher contract.
- Total Package Increase: 8.33%

Recommendation: Board approve BCBAs and MHPCs contract with a total package increase of 8.33%

INTERMEDIATE SCHOOL DISTRICT 917

TERMS AND CONDITIONS OF

EMPLOYMENT FOR

INDEPENDENT LICENSED PSYCHOLOGISTS,
~~MENTAL HEALTH PROFESSIONAL COORDINATORS,~~
and
CENTRALIZED INTAKE COORDINATORS

July 1, ~~2020-2022~~ – June 30, ~~2022~~2024

APPROVED BY THE SCHOOL BOARD

~~May 5, 2020~~May 3, 2022

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**INDEPENDENT LICENSED PSYCHOLOGISTS,
MENTAL HEALTH PROFESSIONAL COORDINATORS,
and
CENTRALIZED INTAKE COORDINATORS
AGREEMENT**

~~The terms and conditions provided herein, cover those employees who enter into this agreement with the School Board of Intermediate District 917, Rosemount, Minnesota (School District) beginning July 1, 2020, as an Independent Licensed Psychologist, a Mental Health Professional Coordinator, or a Centralized Intake Coordinator. A full-time (1.0 FTE) agreement calls for 195 workdays to be scheduled with the Director of Special Education. This agreement will continue through the week of June 30, 2022 or until otherwise amended.~~

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**ARTICLE I
DEFINITION OF ELIGIBLE EMPLOYEES**

These terms and conditions of employment as provided herein, cover those employees who enter into this agreement with the School Board of Intermediate School District 917, Rosemount, Minnesota (School District) beginning July 1, 2022 ~~who are employed~~ as an Independent Licensed Psychologist, ~~a Mental Health Professional Coordinator,~~ or a Centralized Intake Coordinator. These terms and conditions of employment as provided herein, will continue through the week of June 30, 2024, or until otherwise amended.

**ARTICLE II
LEAVES OF ABSENCE**

Section 1. PTO Leave: Personal Time Off (PTO) is defined as absence used for illness, bereavement, adoption, religious holidays, personal use and paid childcare leave. Personal Time Off does not include such absences as jury duty (Section 4) and unpaid childcare leave.

Subd. 1. All full-time employees as defined in Article III, Section 2, shall be credited with thirteen (13) days of Personal Time Off (PTO) per contract year. The credit shall be made at the beginning of each school year. Part-time and job share employees shall accrue PTO days on a pro-rata basis. Employees who take medical or parental leave of absence, under this article, shall retain their number of PTO and sick leave days up to the date of the employee's leave for use during the employee's leave of absence and accrual will continue so long as the employee is using paid leave. No additional PTO days shall accrue for the period of time that the employee is on unpaid leave. If an employee leaves the District having used more PTO days than he/she earned, the District shall reduce the employee's final paycheck for any unearned PTO days on a pro-rata basis.

Subd. 2. At the end of each contract year, unused PTO days will be processed as follows:

- a. If an employee's accrued sick leave balance equals forty-five (45) unused sick leave days or more as of the end of the contract year, then five (5) unused PTO days will be sold back at the rate of two hundred (\$200) per day (part-time employees will be prorated based on hours worked per week with 40 hours as the basis for full time). Any remaining PTO days beyond the five (5) days sold back will be added to each employee's previously accrued sick leave balance,

except as provided below. In the event a PTO sell back is required under this paragraph and the employee's unused PTO balance at the end of the contract year is less than five (5) days, the amount of PTO sold will be equal to the employee's accrued PTO balance.

- b. Employees who have used five (5) or less PTO days at the end of each contract year shall receive a District contribution of two hundred dollars (\$200) in their name to the Minnesota State Retirement System (MSRS) Health Care Savings Plan.
- c. Employees who use six (6) or less PTO days at the end of each contract year are eligible to be granted up to five (5) consecutive days of PTO leave in the next school year. This option may not be granted in consecutive school years.

Subd. 3. The first three (3) days used for illness each contract year will be deducted from that year's PTO days. Subsequent days used for illness will be deducted from an employee's accrued sick leave balance unless the employee wishes to have them taken from the current year's PTO days. An employee may use PTO days and accumulated sick leave for illness of the employee, and the employee's child under 18. For purposes of this subdivision, "child" includes stepchild, grandchild, biological, adopted and foster child. The employee may also use PTO days and accumulated sick leave not to exceed twenty (20) days per 12-month period for illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent, parent-in-law, or stepparent. In extenuating circumstances, an employee may make an additional request for use of Accumulated Sick Leave to the Superintendent/designee. Should the employee and their circumstance qualify for Family Medical Leave Act protection, the employee may be eligible for time-off beyond the twenty (20) days noted herein.

Subd. 4. After three (3) consecutive days of absence due to illness, or when there is probable cause to support the belief that an employee is misrepresenting the use of leave for illness, the District may require an employee to furnish a medical certificate from the attending physician indicating such absence was due to illness or disability. The District may require certification by the attending physician stating that the employee is in good health and able to resume the employee's duties upon return. In the event that a medical certification will be required, the employee will be so advised.

Subd. 5. In addition to other leaves and benefits provided for in this Continuing Bargaining Agreement, employees may take leaves under the provisions of all applicable state and federal laws, including the Family and Medical Leave Act. FMLA leaves shall run concurrently with any of the other leaves provided for in this Continuing Bargaining Agreement. Nothing in this contract shall be interpreted to diminish any benefit provided for in law, including those provided in the FMLA.

Subd. 6. To use PTO days without giving a reason for the absence, the employee must give at least a three (3) day notice and receive preapproval from their program administrator. For reasons of illness or bereavement, a three-day notice is not required. In the situation of a request for use of PTO with less than a three (3) day notice, an explanation of why a three (3) day notice was not possible and the reason for the absence is required. For reasons other than illness or bereavement, employees must receive pre-approval from their program administrator and the

approving administrator will consider the safety and operational continuity of the program. In circumstances when the program cannot be safely and effectively operated without the teacher, the program administrator may deny the request for use of PTO.

Subd. 7. PTO shall be granted in one-hour increments when no substitute is needed. If a substitute is needed, PTO shall be granted in ½ day or four-hour increments. PTO days ~~typically shall~~ may not be granted for the day preceding or the day following holidays, vacation periods and the first ten (10) and the last ten (10) student contact days of the school year except for reasons of illness or bereavement, depending on district need, but can be granted at the discretion of the supervisor. PTO days ~~shall may~~ not be granted during parent conference days or inservice days except for reasons of illness or bereavement, depending on district need, but can be granted at the discretion of the supervisor. PTO requests may be denied on a particular day if other employees in the same unit or educational site have already been granted PTO leave which would be disruptive to the functioning of the particular program. In addition, PTO will not be approved on any day for which the number of ~~teachers-staff~~ at a building site requesting the use of PTO exceeds the number needed to safely and effectively operate the program.

Any exceptions to or disagreement with the expectations herein require the approval of the superintendent or their designee.

Subd. 8. No more than three (3) consecutive PTO days may be granted except for childbirth, adoption, absence due to extended illness, bereavement and as described in Section 1, Subd. 2.c.

Subd. 9. An employee who is entitled to PTO leave pay, or has accumulated sick leave, who is then receiving Worker's Compensation, may not be paid PTO leave pay in an amount greater than the difference between such Worker's Compensation and the employee's basic salary. Under such circumstances, only that fraction of a PTO leave day not covered by Worker's Compensation insurance shall be deducted from accrued leave.

Subd. 10. A student related injury workers' compensation paid leave bank has been established by the District. The leave bank shall be administered by the President of the Association and the Superintendent. The student related injury workers' compensation paid leave bank shall be used for requests from unit members for up to three (3) days of pay if the injury is of such duration that it does not provide for a Minnesota Workers' compensation wage loss benefit. ~~Requests for use of paid leave from the bank will not be done on AESOP but will be made on the Employee Absence Report Form on the ISD 917 website in the section: For 917 Staff; District Forms; District, Business, and Employee Forms. Eligibility decisions are not subject to the grievance procedures.~~

Subd. 11. Upon termination of an employee's employment for any reason, all PTO days and accumulated sick leave shall be immediately and automatically cancelled. If the employee is rehired within one year, the previously accumulated PTO days and accumulated sick leave shall be reinstated.

Section 2. Medical Leave

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

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

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

- a) FMLA Eligibility: Over the twelve (12) months prior to leave, employees must have been employed with the School District for at least twelve (12) months and worked 1,250 hours within the twelve (12)-month period preceding the leave. Any use of PTO, sick leave, or unpaid time off are not be counted toward the 1,250-hour benchmark.
- b) Pursuant to law, FMLA Leave shall be granted for any of the following reasons:
 - i. The employee's own serious health condition, as defined by the FMLA.
 - ii. The employee's need to care for an immediate family member (spouse, child, parent) with a serious health condition, as defined by the FMLA.
 - iii. The placement (adoption or foster care) or birth of a child up to one year after the child's birth or placement.
- c) FMLA Leave will run concurrently, that is at the same time, with any paid leave and any and all of the employee's accrued paid leave must be exhausted before the employee transitions to an unpaid leave of absence.
- d) Spouses who work for the School District shall be allowed a combined total of twelve (12) weeks unpaid FMLA leave during any twelve (12)-month period for the birth or adoption of a child, or to care for a parent's serious health condition. However, the combined limitation does not apply to FMLA leave taken by one spouse in the School District to care for the other spouse in the School District.

Subd. 3. Notification and Request for Medical Leave: An employee must give written notice to human resources requesting a medical leave of absence at least three (3) calendar months before the beginning of the requested medical leave or within 24 hours of receipt of notice of arrival of an adopted child, if notice is received less than three (3) calendar months before the leave start date, or as soon as possible

following the onset of a serious health condition. The request for medical leave shall adhere to procedure outlined on the School District's website.

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

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

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

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

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

Subd. 6. Probationary Period: Periods of time for which the employee is on medical leave may extend the employee's probationary period ~~pursuant to Minnesota Statute (122A.41, Subdivision 1).~~

Section 3. Parental Leave

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

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

Subd. 3. Returning from Parental Leave: For partial school year leaves, an employee on a parental leave of absence under this Section must confirm with human resources his/her intention to return from parental leave at least two (2) weeks prior to his/her approved leave end date. For full school-year leaves, an employee on a parental leave of absence under this Section must confirm with

human resources or his/her administrative designee in writing, his/her intention to return from parental leave in August of the next school year by April 1 of the leave school year.

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

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

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

Subd. 6. Probationary Period: Periods of time for which the employee is on parental leave may extend the employee's probationary period ~~pursuant to Minnesota Statute (122A.41, Subdivision 1).~~

Section 4. Civic Duty/Military Leave

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

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

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

Section 5. General Unpaid Personal Leave

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

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

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

Subd. 3. An employee on an approved general leave of absence for a full school year or the spring semester of the school year, shall notify the Superintendent in writing of his/her intention to return for the upcoming school year no later than April 1 of the leave school year. For leaves that do not end at the conclusion of a school year, an employee on a general leave of absence under this Section must notify the Superintendent in writing, of his/her intention to return from general leave at least one (1) month prior to his/her approved leave end date.

Section 6. Insurance Implications

Subd. 1. Qualified FMLA Leaves: An employee on a leave under this article that qualifies per the Family Medical Leave Act (FMLA) is eligible to continue to participate in group insurance programs, if permitted under the insurance policy provisions, and shall continue to pay the employee contribution to the insurance premium for any month during which the FMLA-qualified leave falls.

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

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

Section 7. Accrued Benefits:

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

Subd. 2. Employees on General Leaves: An employee on a general leave under this article shall retain his/her number of PTO and sick leave days, experience credit for pay purposes, and other accrued benefits, if any, up to the date that the employee went on leave for use upon the employee's return from leave. No additional PTO

days, experience credit for pay purposes, or other benefits shall accrue for the period that the employee is on unpaid leave.

Section 8. Seniority: For purposes of seniority standing, an employee on leave, pursuant to this Article, shall retain the employee's original seniority date during such leave of absence.

~~Section 9. Eligibility: Leave benefits as outlined in this Article shall apply only to employees regularly employed at least 185 days per year and at least forty (40) hours per week. Employees regularly employed for a lesser period of time, but at least an average of fourteen (14) hours per week and 65 days per year, shall be entitled to leave benefits on a pro rata basis. Employees employed less than an average of fourteen (14) hours per week and 65 days per year, shall not be eligible for the benefits of this Article.~~

ARTICLE III
CONTRACT YEAR

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Section 1. Standard Work Year: A full-time (1.0 FTE) employee's duty year shall be 195 paid days to be scheduled as outlined in Section 2 of this article. When it is necessary to compute a per day salary, the employee's base salary will be divided by the number of paid days (195 for full-time) per year. When it is necessary to compute a per hour salary, the employee's base salary will be divided by the number of paid days (195 for full-time) per year then divided by the number of hours worked per day (eight (8) for full-time).

Section 2: Calendar and Work Schedule: All employees under this contract, regardless of their full-time equivalent, shall complete a duty day calendar reflecting their total days worked (195 for full-time) between July and the following June of a given fiscal year, which they must get approved by their supervisor and provide to human resources.

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ARTICLE IV
403B MATCHING CONTRIBUTION

Section 1. Eligibility: ~~To be eligible for contribution under this Article, an employee must have completed one year of service and thus will be eligible for contribution in the employee's second year of continuous service.~~ The first year of employment shall be defined as any days of employment prior to the last student day of the regular school calendar in the first employment agreement. The next regular school calendar becomes the second year of employment with each successive school year adding to the years of employment. Further, to be eligible for this contribution, an employee must be regularly employed at least at a 0.80.75 FTE (456-146.25 of 195 days) during the contract year, and such benefits shall not apply to employees employed for a lesser time or substitute employees.

Section 2. Contribution: The School District will match eligible employee contributions up to a maximum dollar as listed in the following schedule, according to year of ~~service~~continuous employment.

<u>Year of Service</u>	<u>Contribution</u>
2-4	\$360
5	\$560
6-9	\$860
10-15	\$1060
16-20	\$1260

<u>21+ ————— \$1460</u>	<u>2022-2024</u>
<u>Year of continuous employment in the district</u>	
<u>Years 1 to 4</u>	<u>360</u>
<u>Years 5 to 9</u>	<u>860</u>
<u>Years 10 to 15</u>	<u>1060</u>
<u>Years 16 to 20</u>	<u>1260</u>
<u>Years 21+</u>	<u>1460</u>

Section 3. Authorization: A salary reduction authorization agreement must be completed by the eligible employee by October 1 and each year thereafter for the employee to participate in the 403B matching contribution plan.

Section 4. Leaves of Absence: Employees on unpaid leaves may not participate in the matching program while on leave.

Section 5. Matching Requirement: The School District's contribution, in any event, shall not exceed the employee's matching contribution within the limitations of this Article.

**ARTICLE ~~IV~~
INSURANCE BENEFITS**

Section 1. Health and Hospitalization Insurance: All insurance benefits in this article are available to employees who are working in a position on a 0-80.75 (146.25 of 195 days) up to a 1.0 FTE contract. An employee working 0.54 FTE up to/not equal or exceeding 0.75 shall be granted benefits contributions at 76% of the contributions dollar amounts listed herein.

Subd. 1: Individual Coverage

Effective January-July 1, 2021-2022, the School District shall contribute a sum not to exceed \$735 per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. Effective January 1, 2023, the School District shall contribute a sum not to exceed \$755 per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. Effective January 1, 2024, the School District shall contribute a sum not to exceed \$775 per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3.

Subd. 2: Family Coverage

Effective ~~January–July 1, 2024~~2022, the School District shall contribute a sum not to exceed \$1575 per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. Effective January 1, 2023, the School District shall contribute a sum not to exceed \$1,600 per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

Subd. 3: Individual High Deductible Coverage

Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). Effective ~~January–July 1, 2024~~2022, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$755. Effective January 1, 2024, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$775.

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

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

Subd. 4: Family High Deductible Coverage

(a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). Effective ~~January-July 1, 2024~~~~2022~~, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$1600.

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

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

Section 2. Group Income Protection: The School District will pay each month 100 percent of the premium for income protection insurance for each eligible employee. The income protection plan shall include the following:

- a. Benefits begin after ninety (90) calendar days of total disability.
- b. The monthly income benefit shall be 66-2/3 percent of basic monthly earnings (exclusive of any additional compensation from this district or any other source).

Section 3. Life Insurance: The School District will pay each month all of the life insurance premium for an \$100,000 term life insurance policy for each eligible employee. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

Section 4. Dental Insurance:

Subd. 1: Individual Coverage

Effective ~~January–July 1, 2024~~2022, the School District shall contribute a sum not to exceed \$56 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District’s dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

Subd. 2: Family Coverage

Effective ~~January–July 1, 2024~~2022, the School District shall contribute a sum not to exceed \$124 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District’s dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

Section 5. Claims Against the School District: Any description of insurance benefits contained in this Article is intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Article. It is further understood that the School District’s only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

~~Section 5. Professional Liability Insurance: The School District provides the insurance coverage for professional liability for the employees within this contract.~~

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**ARTICLE V
OTHER BENEFITS**

Section 1. Mileage: Employees required to use their personal vehicle in the performance of employment responsibilities shall be reimbursed for such travel pursuant to School District policy.

Section 2. Trainer/Inservice Presenter: An employee who is assigned to train, teach, or otherwise inservice other staff members outside of their typical job responsibilities (i.e. does not include trainings for the buildings/programs to which the employee is assigned) shall be compensated at the hourly rate of the employee’s contract. If the training occurs during a time that the employee would otherwise be scheduled for their contracted duties for which the given training/inservice is not a part, then this hourly compensation is in addition to their contracted pay. All such training assignments must be made in writing by the appropriate director, assistant director, principal, or by the superintendent.

The employee will be compensated at the hourly rate of the employee’s contract for preparation for the initial training only; if preparation occurs outside of the employee’s normal duty days/hours. For each professional development training presented, an employee may be compensated up to one (1) hour of prep time for each one (1) hour of the length of the training session per fiscal year. The employee must provide documentation for time spent in preparation outside of the employee’s duty day.

Section 3. Reimbursement for Additional Certification: Employees in the contract will be awarded an annual stipend of \$250 to help offset their additional expenses for CEU’s and/or certification and licensing fees. This will be distributed automatically on a paycheck within the month of May of each contract year.

**ARTICLE VII
MISCELLANEOUS**

Section 1. Probationary Period: Employees shall serve a probationary period from the date of hire until a minimum of 12 months and will extend until the June 30th of the subsequent year during which time the School District shall have the unqualified right to suspend without pay, discharge, or otherwise discipline such employee.

Section 2. Evaluation: Employees shall be evaluated once annually by administration.

Section 3. Years of Employment: For purposes of calculating years of service or the year in relation to 403B, longevity, and other benefits herein, the first year of employment shall be defined as any workdays of employment prior to the last student day of the fiscal year in the first employment agreement. The next regular fiscal calendar becomes the second year of employment with each successive school year adding to the years of employment.

Section 4. Right of Assignment: The district has the managerial right to assign employees to sites and/or programs based on the needs of the district.

Section 5. Renewal of Contract: The employee is considered an at-will employee and shall have no right to continued employment. The employee group herein and the district shall provide notice to the other by April 1 of the year in which the current contract ends that they intend to renew the contract, and any new terms of the contract will be negotiated between the parties prior to the commencement of the new contract in July of the given year. If a new contract is not finalized prior to the commencement of the date the new contract should begin (July), once finalized, items negotiated within the new contract shall be retroacted to the beginning of the new contract year, unless otherwise specified within the contract. If the District does not provide notice of their intent to renew the contract, the failure to provide notice of non-renewal shall not provide any basis for continuing rights to employment.

Section 6. Resignation Notice: During the term of this contract, the employee may terminate the contract by providing 30 days written notice to the District. Upon termination, the parties will have no further obligation to the other.

**ARTICLE VI
RENEWAL AND TERMINATION OF CONTRACT**

~~Section 1. Renewal: This contract is for a term of two years, and unless otherwise required by Minn. Stat. section 122A.40 for employees required to be licensed by the Minnesota Board of Teaching, the Employee shall have no right to continued employment beyond the term of this contract. The parties shall provide notice to the other by April 1 that they intend to renew the contract, and any new terms of the contract will be negotiated between the parties prior to the commencement of the new contract. If the Employer does not provide notice of renewal, the failure to provide notice of non renewal shall not provide any basis for continuing rights to employment.~~

~~Section 2. Termination: During the term of this contract, either party may terminate the contract by 30 days' written notice to the other party. Upon termination, the parties will have no further obligation to the other.~~

ARTICLE ~~V~~VIII
SALARIES

Section 1: Salary Increases for New Employees: A new employee shall be given a salary as agreed between the School District and the employee. An employee hired prior to January 1 shall be eligible for a salary step increase effective the following July 1. An employee hired after January 1 shall not be eligible for a salary step increase until the second following July 1. These salary terms may only be modified by mutual agreement in writing between the School District and the Employee at the time of initial employment.

Section 2. Base Salary: Employee shall receive a salary based on education and experience as agreed upon by each employee and the District for the duration of this contract as noted on each employee's individual agreement for School Board approval. The salary shall be taken from Addendum A for the ~~2020-2021~~2022-2023 school year and from Addendum B for the ~~2021-2022~~2023-2024 school year.

Subd. 1. Placement: Placement on the salary schedule at the time of initial hire to the position will be made by the Executive Director and will not be open to appeal. The factors that will be used in the placement determination include: degree earned, graduate credits earned beyond a Master's degree, years of experience while employed in the same or similar role (although it will not necessarily be a year-to-year match), applicability and transferability of skills and experience, and market forces at the time of hire. The initial placement may be determined at any step; however, lane/range placement will be determined based on graduate-level credits provided to the District via an official transcript. In each subsequent year of employment, the employee will progress along the steps of the salary schedule. This placement has no bearing on seniority for the purposes of either longevity, 403B match, or other related items.

Subd. 2. Lane/Range Changes: Annually, employees have the opportunity to provide the District with an additional or updated official transcript to move to a new lane/range. The employee must provide the District with this official transcript by June 15 of a given year and the credits earned on the official transcript will be applied to a lane/range improvement for the following fiscal year. This will be recorded through the updating of the employee's individual agreement, requiring signatures from the employee and the School Board.

Section 3. Longevity: Where years of employment is defined in Article VII, Section 3, ~~E~~employees shall receive a longevity stipend beyond the salaries delineated in Addendums A and B as follows:

~~Beginning in the 16-17 years of employment in the district: \$1,000
Beginning in the 18-20 years of employment in the district: \$1,500
Beginning in the 21-25 years of employment in the district: \$3,000
Beginning at 26+ years of employment in the district: \$4,000~~

<u>Year of continuous employment in the district</u>	<u>2022-2023</u>	<u>2023-2024</u>
<u>Years 16 & 17</u>	<u>1700</u>	<u>2200</u>
<u>Years 18, 19, & 20</u>	<u>2300</u>	<u>2800</u>

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Years 21, 22, 23, 24, & 25	3900	4400
Years 26+	5000	5500

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~~The first year of employment shall be defined as any days of employment prior to the last student day of the regular school calendar in the first employment agreement. The next regular school calendar becomes the second year of employment.~~

~~Subd. 2. Withholding of Salary Increases: An individual employee's advancement on the salary schedule is subject to the right of the school district to withhold increments, lane changes, or other salary increases.~~

~~Subd. 3. Step Advancement: Employees must be employed in an assignment prior to January 15 of a school year in order to be eligible to receive a year of credit for purposes of step advancement the next July.~~

**Board-Certified Behavior Analysts Licensed Psychologist & Centralized Intake
Coordinator – Intermediate School District 917
Addendum A
Salary Schedule for ~~2020-2024~~2022-2023**

Step	Range				
	MA (01)	MA+10 (02)	MA+20 (03)	MA+30 (04)	MA+40 (05)
1	48,558	49,912	51,268	52,623	53,978
2	50,256	51,659	53,060	54,464	55,866
3	52,015	53,467	54,918	56,371	57,823
4	53,836	55,338	56,841	58,343	59,846
5	55,720	57,275	58,830	60,385	61,941
6	57,948	59,565	61,184	62,801	64,418
7	60,266	61,949	63,631	65,313	66,995
8	62,677	64,426	66,176	67,925	69,674
9	65,184	67,003	68,823	70,641	72,462
10	67,792	69,683	71,575	73,468	75,359
11	70,842	72,820	74,797	76,774	78,751
12	74,031	76,097	78,162	80,229	82,295
13	77,363	79,521	81,680	83,840	85,999
14	81,231	83,497	85,764	88,031	90,298
15	85,292	87,671	90,052	92,434	94,813

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Step	MA (Range 1)	MA+10 (Range 2)	MA+20 (Range 3)	MA+30 (Range 4)	MA+40 (Range 5)
1	49996	51377	52759	54141	55522
2	51727	53157	54586	56017	57447
3	53521	55001	56481	57962	59442
4	55377	56909	58441	59972	61505
5	57299	58884	60469	62056	63641
6	59571	61219	62870	64517	66167
7	61934	63649	65364	67079	68794
8	64392	66175	67959	69743	71525
9	66948	68802	70658	72512	74369
10	69606	71535	73465	75395	77322
11	72717	74733	76748	78764	80781
12	75968	78074	80180	82288	84393
13	79365	81565	83766	85970	88170
14	83308	85620	87931	90243	92554
15	87450	89875	92303	94732	97157

~~Licensed Psychologist & Centralized Intake Coordinator Board-Certified Behavior Analysts~~ – Intermediate School District 917
Addendum B
Salary Schedule for ~~2021-2022~~2023-2024

Step	Range				
	MA (01)	MA+10 (02)	MA+20 (03)	MA+30 (04)	MA+40 (05)
1	49,335	50,711	52,088	53,465	54,841
2	51,060	52,485	53,909	55,335	56,760
3	52,847	54,322	55,797	57,273	58,748
4	54,697	56,223	57,750	59,276	60,803
5	56,612	58,191	59,771	61,352	62,932
6	58,876	60,518	62,163	63,805	65,449
7	61,231	62,940	64,649	66,358	68,067
8	63,680	65,457	67,235	69,012	70,788
9	66,227	68,075	69,924	71,772	73,622
10	68,876	70,798	72,721	74,644	76,565
11	71,976	73,985	75,993	78,002	80,011
12	75,215	77,314	79,413	81,513	83,611
13	78,600	80,793	82,986	85,182	87,375
14	82,530	84,833	87,136	89,440	91,743
15	86,657	89,074	91,493	93,913	96,330

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Step	MA (Range 1)	MA+10 (Range 2)	MA+20 (Range 3)	MA+30 (Range 4)	MA+40 (Range 5)
1	50746	52148	53550	54953	56355
2	52503	53955	55405	56858	58309
3	54323	55826	57328	58832	60334
4	56208	57762	59318	60872	62427
5	58158	59767	61376	62986	64596
6	60464	62137	63813	65485	67160
7	62863	64604	66345	68086	69826
8	65358	67168	68979	70789	72598
9	67952	69834	71718	73600	75484
10	70650	72608	74567	76525	78482
11	73808	75854	77900	79946	81992
12	77107	79245	81383	83522	85659
13	80555	82789	85022	87259	89493
14	84558	86904	89250	91596	93942
15	88762	91224	93688	96153	98614

INTERMEDIATE SCHOOL DISTRICT 917

TERMS AND CONDITIONS OF
EMPLOYMENT FOR
BOARD CERTIFIED BEHAVIOR ANALYSTS

and

MENTAL HEALTH PROFESSIONAL COORDINATORS

July 1, ~~2020-2022~~ – June 30, ~~2022~~2024

APPROVED BY THE SCHOOL BOARD

~~May 5, 2020~~TBD

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~~BOARD-CERTIFIED BEHAVIOR ANALYST AGREEMENT~~

~~The terms and conditions provided herein, cover those employees who enter into this agreement with the School Board of Intermediate District 917, Rosemount, Minnesota (School District) beginning July 1, 2020, as a Board-Certified Behavior Analyst. A full-time (1.0 FTE) agreement calls for 195 workdays to be scheduled with the Director of Special Education. This agreement will continue through the week of June 30, 2022 or until otherwise amended.~~

ARTICLE I DEFINITION OF ELIGIBLE EMPLOYEES

~~The terms and conditions provided herein, cover those employees who enter into this agreement with the School Board of Intermediate District 917, Rosemount, Minnesota (School District) beginning July 1, 2022, as a Board-Certified Behavior Analyst or a Mental Health Professional Coordinator. These terms and conditions of employment as provided herein, will continue through the week of June 30, 2024, or until otherwise amended. ever these employees of Intermediate School District 917 who are employed as a Board-Certified Behavior Analyst.~~

ARTICLE II LEAVES OF ABSENCE

Section 1. PTO Leave: Personal Time Off (PTO) is defined as absence used for illness, bereavement, adoption, religious holidays, personal use, and paid childcare leave. Personal Time Off does not include such absences as jury duty (Section 4) and unpaid childcare leave.

Subd. 1. All full-time employees as defined in Article III, Section ~~21~~, shall be credited with thirteen (13) days of Personal Time Off (PTO) per contract year. The credit shall be made at the beginning of each school year. Part-time and job share employees shall accrue PTO days on a pro-rata basis. Employees who take medical or parental leave of absence, under this article, shall retain their number of PTO and sick leave days up to the date of the employee's leave for use during the employee's leave of absence and accrual will continue so long as the employee is using paid leave. No additional PTO days shall accrue for the period of time that the employee is on unpaid leave. If an employee leaves the District having used more PTO days than he/she earned, the District shall reduce the employee's final paycheck for any unearned PTO days on a pro-rata basis.

Subd. 2. At the end of each contract year, unused PTO days will be processed as follows:

- a. If an employee's accrued sick leave balance equals forty-five (45) unused sick leave days or more as of the end of the contract year, then five (5) unused PTO days will be sold back at the rate of two hundred (\$200) per day (part-time employees will be prorated based on hours worked per week with 40 hours as the basis for full time). Any remaining PTO days beyond the five (5) days sold back will be added to each employee's previously accrued sick leave balance, except as provided below. In the event a PTO sell back is required under this paragraph and the employee's unused PTO balance at the end of the contract year is less than five (5) days, the amount of PTO sold will be equal to the employee's accrued PTO balance.

- b. Employees who have used five (5) or less PTO days at the end of each contract year shall receive a District contribution of two hundred dollars (\$200) in their name to the Minnesota State Retirement System (MSRS) Health Care Savings Plan.
- c. Employees who use six (6) or less PTO days at the end of each contract year are eligible to be granted up to five (5) consecutive days of PTO leave in the next school year. This option may not be granted in consecutive school years.

Subd. 3. The first three (3) days used for illness each contract year will be deducted from that year's PTO days. Subsequent days used for illness will be deducted from an employee's accrued sick leave balance unless the employee wishes to have them taken from the current year's PTO days. An employee may use PTO days and accumulated sick leave for illness of the employee, and the employee's child under 18. For purposes of this subdivision, "child" includes stepchild, grandchild, biological, adopted and foster child. The employee may also use PTO days and accumulated sick leave not to exceed twenty (20) days per 12-month period for illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent, parent-in-law, or stepparent. In extenuating circumstances, an employee may make an additional request for use of Accumulated Sick Leave to the Superintendent/designee. Should the employee and their circumstance qualify for Family Medical Leave Act protection, the employee may be eligible for time-off beyond the twenty (20) days noted herein.

Subd. 4. After three (3) consecutive days of absence due to illness, or when there is probable cause to support the belief that an employee is misrepresenting the use of leave for illness, the District may require an employee to furnish a medical certificate from the attending physician indicating such absence was due to illness or disability. The District may require certification by the attending physician stating that the employee is in good health and able to resume the employee's duties upon return. In the event that a medical certification will be required, the employee will be so advised.

Subd. 5. In addition to other leaves and benefits provided for in this Continuing Bargaining Agreement, employees may take leaves under the provisions of all applicable state and federal laws, including the Family and Medical Leave Act. FMLA leaves shall run concurrently with any of the other leaves provided for in this Continuing Bargaining Agreement. Nothing in this contract shall be interpreted to diminish any benefit provided for in law, including those provided in the FMLA.

Subd. 6. To use PTO days without giving a reason for the absence, the employee must give at least a three (3) day notice and receive preapproval from their program administrator. For reasons of illness or bereavement, a three-day notice is not required. In the situation of a request for use of PTO with less than a three (3) day notice, an explanation of why a three (3) day notice was not possible and the reason for the absence is required. For reasons other than illness or bereavement, employees must receive pre-approval from their program administrator and the approving administrator will consider the safety and operational continuity of the program. In circumstances when the program cannot be safely and effectively operated without the teacher, the program administrator may deny the request for use of PTO.

Subd. 7. PTO shall be granted in one-hour increments when no substitute is needed. If a substitute is needed, PTO shall be granted in ½ day or four-hour increments. PTO days typically shall not be granted for the day preceding or the day following holidays, vacation periods and the first ten (10) and the last ten (10) student contact days of the school year except for reasons of illness or bereavement. PTO days shall not be granted during parent conference days or inservice days except for reasons of illness or bereavement. PTO requests may be denied on a particular day if other employees in the same unit or educational site have already been granted PTO leave which would be disruptive to the functioning of the particular program. In addition, PTO will not be approved on any day for which the number of ~~teachers-staff~~ at a building site requesting the use of PTO exceeds the number needed to safely and effectively operate the program.

Any exceptions to the expectations herein require the approval of the superintendent or their designee.

Subd. 8. No more than three (3) consecutive PTO days may be granted except for childbirth, adoption, absence due to extended illness, bereavement and as described in Section 1, Subd. 2.c.

Subd. 9. An employee who is entitled to PTO leave pay, or has accumulated sick leave, who is then receiving Worker's Compensation, may not be paid PTO leave pay in an amount greater than the difference between such Worker's Compensation and the employee's basic salary. Under such circumstances, only that fraction of a PTO leave day not covered by Worker's Compensation insurance shall be deducted from accrued leave.

Subd. 10. A student related injury workers' compensation paid leave bank has been established by the District. The leave bank shall be administered by the President of the Association and the Superintendent. The student related injury workers' compensation paid leave bank shall be used for requests from unit members for up to three (3) days of pay if the injury is of such duration that it does not provide for a Minnesota Workers' compensation wage loss benefit. ~~Requests for use of paid leave from the bank will not be done on AESOP but will be made on the Employee Absence Report Form on the ISD-917 website in the section: For 917 Staff; District Forms; District, Business, and Employee Forms. Eligibility decisions are not subject to the grievance procedures.~~

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Subd. 11. Upon termination of an employee's employment for any reason, all PTO days and accumulated sick leave shall be immediately and automatically cancelled. If the employee is rehired within one year, the previously accumulated PTO days and accumulated sick leave shall be reinstated.

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Section 2. Medical Leave

Subd. 1. Personal Medical Leave of Absence: An employee who is unable to work because of a personal illness or disability may, upon written request to human resources per procedure outlined on the School District's website, be granted a medical leave of absence. Such leave shall run concurrently, that is at the same time, with Family Medical Leave Act (FMLA) provisions, if the employee is eligible under FMLA as noted in subdivision two (2) of this section. The employee's accrued

paid leave must be exhausted before the employee transitions to an unpaid personal medical leave of absence.

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

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

- a) **FMLA Eligibility:** Over the twelve (12) months prior to leave, employees must have been employed with the School District for at least twelve (12) months and worked 1,250 hours within the twelve (12)-month period preceding the leave. Any use of PTO, sick leave, or unpaid time off are not be counted toward the 1,250-hour benchmark.
- b) Pursuant to law, FMLA Leave shall be granted for any of the following reasons:
 - i. The employee's own serious health condition, as defined by the FMLA.
 - ii. The employee's need to care for an immediate family member (spouse, child, parent) with a serious health condition, as defined by the FMLA.
 - iii. The placement (adoption or foster care) or birth of a child up to one year after the child's birth or placement.
- c) FMLA Leave will run concurrently, that is at the same time, with any paid leave and any and all of the employee's accrued paid leave must be exhausted before the employee transitions to an unpaid leave of absence.
- d) Spouses who work for the School District shall be allowed a combined total of twelve (12) weeks unpaid FMLA leave during any twelve (12)-month period for the birth or adoption of a child, or to care for a parent's serious health condition. However, the combined limitation does not apply to FMLA leave taken by one spouse in the School District to care for the other spouse in the School District.

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

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

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

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

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

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

Subd. 6. Probationary Period: Periods of time for which the employee is on medical leave may extend the employee's probationary period ~~pursuant to Minnesota Statute (122A.41, Subdivision 1)~~.

Section 3. Parental Leave

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

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

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

Upon return from a parental leave, the employee shall be returned to the former position held from which the employee was granted the leave, or an equivalent

position should that position no longer be available or the School District determines the timing of the employee's return would interfere with student achievement.

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

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

Subd. 6. Probationary Period: Periods of time for which the employee is on parental leave may extend the employee's probationary period ~~pursuant to Minnesota Statute (122A.41, Subdivision 1).~~

Section 4. Civic Duty/Military Leave

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

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

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

Section 5. General Unpaid Personal Leave

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

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

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

Subd. 3. An employee on an approved general leave of absence for a full school year or the spring semester of the school year, shall notify the Superintendent in writing of his/her intention to return for the upcoming school year no later than April 1 of the leave school year. For leaves that do not end at the conclusion of a school year, an employee on a general leave of absence under this Section must notify the Superintendent in writing, of his/her intention to return from general leave at least one (1) month prior to his/her approved leave end date.

Section 6. Insurance Implications

Subd. 1. Qualified FMLA Leaves: An employee on a leave under this article that qualifies per the Family Medical Leave Act (FMLA) is eligible to continue to participate in group insurance programs, if permitted under the insurance policy provisions, and shall continue to pay the employee contribution to the insurance premium for any month during which the FMLA-qualified leave falls.

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

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

Section 7. Accrued Benefits:

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

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

Section 8. Seniority: For purposes of seniority standing, an employee on leave, pursuant to this Article, shall retain the employee's original seniority date during such leave of absence.

~~Section 9. Eligibility: Leave benefits as outlined in this Article shall apply only to employees regularly employed at least 185 days per year and at least forty (40) hours per week. Employees regularly employed for a lesser period of time, but at least an average of fourteen (14) hours per week and 65 days per year, shall be entitled to leave benefits on a pro rata basis. Employees employed less than an average of fourteen (14) hours per week and 65 days per year, shall not be eligible for the benefits of this Article.~~

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ARTICLE III
403B MATCHING CONTRIBUTION CONTRACT YEAR

~~Section 1. Standard Work Year: A full-time (1.0 FTE) employee's duty year shall be 190 paid days to be scheduled as outlined in Section 2 of this article. When it is necessary to compute a per day salary, the employee's base salary will be divided by the number of paid days (190 for full-time) per year. When it is necessary to compute a per hour salary, the employee's base salary will be divided by the number of paid days (190 for full-time) per year then divided by the number of hours worked per day (eight (8) for full-time).~~

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~~Section 2: Calendar and Work Schedule;~~

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~~Subd. 1. First-Year Employees: An employee in their first year of full-time employment with the District will follow Intermediate School District 917's 187-day calendar for all new licensed staff (i.e. teacher calendar). In addition, the employee will work three (3) days during the Extended School Year (ESY) program, which will be schedule with their site/program supervisor and recorded in the District's absence tracking system.~~

~~Subd. 2. Second-Year Employees: An employee in their second year or any other year following of full-time employment with the District will follow Intermediate School District 917's 186-day calendar for all new licensed staff (i.e. teacher calendar). In addition, the employee will work four (4) days during the Extended School Year (ESY) program, which will be schedule with their site/program supervisor and recorded in the District's absence tracking system.~~

~~Subd. 2. Third-Year and Beyond Employees: An employee in their second year or any other year following of full-time employment with the District will follow Intermediate School District 917's 185-day calendar for all new licensed staff (i.e. teacher calendar). In addition, the employee will work five (5) days during the Extended School Year (ESY) program, which will be schedule with their site/program supervisor and recorded in the District's absence tracking system.~~

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~~Subd. 3. Part-Time Employees: An employee working less than full-time with the District will follow Intermediate School District 917's calendar for all new licensed staff (i.e. teacher calendar) as outlined above in Subd. 1, Subd. 2, or Subd. 3 based on their year of employment. However, their days worked will be prorated based on their full-time equivalent (FTE) and they will be required to create a duty day calendar outlining their specific number of days worked (ex: 152 days for 0.8 FTE), which they must get approved by their site/program supervisor and provide to human resources.~~

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ARTICLE IV
403B MATCHING CONTRIBUTION

Section 1. Eligibility: ~~To be eligible for contribution under this Article, an employee must have completed one year of service and thus will be eligible for contribution in the employee's second year of continuous service.~~ The first year of employment shall be defined as any days of employment prior to the last student day of the regular school calendar in the first employment agreement. The next regular school calendar becomes the second year of employment with each successive school year adding to the years of employment. Further, to be eligible for this contribution, an employee must be regularly employed at least at a ~~0.80.75~~ FTE (~~156-142.5~~ of ~~195-190~~ days) during the contract year, and such benefits shall not apply to employees employed for a lesser time or substitute employees.

Section 2. Contribution: The School District will match eligible employee contributions up to a maximum dollar as listed in the following schedule, according to year of ~~service~~continuous employment.

<u>Year of Service</u>	<u>Contribution</u>
2-4	\$210
5	\$420
6-9	\$735
10-15	\$945
16-20	\$1155
21+	\$1365

<u>Year of continuous employment in the district</u>	<u>2022-2024</u>
<u>Years 1 to 4</u>	<u>360</u>
<u>Years 5 to 9</u>	<u>860</u>
<u>Years 10 to 15</u>	<u>1060</u>
<u>Years 16 to 20</u>	<u>1260</u>
<u>Years 21+</u>	<u>1460</u>

Section 3. Authorization: A salary reduction authorization agreement must be completed by the eligible employee by October 1 and each year thereafter for the employee to participate in the 403B matching contribution plan.

Section 4. Leaves of Absence: Employees on unpaid leaves may not participate in the matching program while on leave.

Section 5. Matching Requirement: The School District's contribution, in any event, shall not exceed the employee's matching contribution within the limitations of this Article.

ARTICLE ~~IV~~V
INSURANCE BENEFITS

Section 1. Health and Hospitalization Insurance: All insurance benefits are available to employees who are working in a position on a ~~0.80.75~~ (~~142.5~~ of ~~190~~ days) up to a 1.0 FTE contract.

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Subd. 1: Individual Coverage

Effective ~~January–July 1, 2024~~~~2022~~, the School District shall contribute a sum not to exceed ~~\$735~~~~735~~ per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. Effective January 1, 2023, the School District shall contribute a sum not to exceed \$755 per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. Effective January 1, 2024, the School District shall contribute a sum not to exceed \$775 per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3.

Subd. 2: Family Coverage

Effective ~~January–July 1, 2024~~~~2022~~, the School District shall contribute a sum not to exceed \$1575 per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. Effective January 1, 2023, the School District shall contribute a sum not to exceed \$1,600 per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

Subd. 3: Individual High Deductible Coverage

Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). Effective ~~January–July 1, 2024~~~~2022~~, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$755. Effective January 1, 2024, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$775.

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

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

Subd. 4: Family High Deductible Coverage

(a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). Effective ~~January-July 1, 2024~~2022, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$1600.

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

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

be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

Section 2. Group Income Protection: The School District will pay each month 100 percent of the premium for income protection insurance for each eligible employee. The income protection plan shall include the following:

- a. Benefits begin after ninety (90) calendar days of total disability.
- b. The monthly income benefit shall be 66-2/3 percent of basic monthly earnings (exclusive of any additional compensation from this district or any other source).

Section 3. Life Insurance: The School District will pay each month all of the life insurance premium for an \$100,000 term life insurance policy for each eligible employee. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

Section 4. Dental Insurance:

Subd. 1: Individual Coverage

Effective ~~January-July 1, 2024-2022~~, the School District shall contribute a sum not to exceed \$56 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

Subd. 2: Family Coverage

Effective ~~January-July 1, 2024-2022~~, the School District shall contribute a sum not to exceed \$124 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

~~Section 5. Claims Against the School District: Any description of insurance benefits contained in this Article is intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Article. It is further understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.~~

~~Section 5. Professional Liability Insurance: The School District provides the insurance coverage for professional liability for the Board-Certified Behavior Analyst employees.~~

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ARTICLE ~~VVI~~
OTHER BENEFITS

Section 1. Mileage: Employees required to use their personal vehicle in the performance of employment responsibilities shall be reimbursed for such travel pursuant to School District policy.

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Section 2. Trainer/Inservice Presenter: An employee who is assigned to train, teach, or otherwise inservice other staff members outside of their typical job responsibilities (i.e. does not include trainings for the buildings/programs to which the employee is assigned) shall be compensated at the hourly rate of the employee's contract. If the training occurs during a time that the employee would otherwise be scheduled for their contracted duties for which the given training/inservice is not a part, then this hourly compensation is in addition to their contracted pay. All such training assignments must be made in writing by the appropriate director, assistant director, principal, or by the superintendent.

The employee will be compensated at the hourly rate of the employee's contract for preparation for the initial training ~~only, if only if~~ preparation occurs outside of the employee's normal duty days/hours. For each professional development training presented, an employee may be compensated up to one (1) hour of prep time for each one (1) hour of the length of the training session per fiscal year. The employee must provide documentation for time spent in preparation outside of the employee's duty day.

Section 3. Reimbursement for Additional Certification: Employees in this contract will be awarded an annual stipend of \$250 to help offset their additional expenses for CEU's and/or certification and licensing fees. This will be distributed automatically on a paycheck within the month of May of each contract year.

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Section 34. Mentorship of a First-Year ~~Board-Certified Behavior Analyst~~ Employee: Those employees who are approved by the School District to mentor a new ~~Board-Certified Behavior Analyst~~ employee hired under this contract in his/her first year of service to the District will receive a \$500 stipend for each first-year ~~Board-Certified Behavior Analyst~~ employee mentored.

ARTICLE VII
MISCELLANEOUS

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Section 1. Probationary Period: Employees shall serve a probationary period from the date of hire until a minimum of 12 months and will extend until the June 30th of the subsequent year during which time the School District shall have the unqualified right to suspend without pay, discharge, or otherwise discipline such employee.

Section 2. Evaluation: Employees shall be evaluated once annually by administration. Employees may also elect to participate in peer-reviews, which shall be initiated by the employee with a same-position peer (i.e. a Board-Certified Behavior Analyst conducts a peer review/evaluation of a fellow Board-Certified Behavior Analyst).

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Section 3. Years of Employment: For purposes of calculating years of service or the year in relation to 403B, longevity, and other benefits herein, the first year of employment shall be defined as any workdays of employment prior to the last student day of the fiscal year in the first employment agreement. The next regular fiscal calendar becomes the second year of employment with each successive school year adding to the years of employment.

Section 4. Right of Assignment: The district has the managerial right to assign employees to sites and/or programs based on the needs of the district.

Section 5. Renewal of Contract: The employee is considered an at-will employee and shall have no right to continued employment. The employee group herein and the district shall provide notice to the other by April 1 of the year in which the current contract ends that they intend to renew the contract, and any new terms of the contract will be negotiated between the parties prior to the commencement of the new contract in July of the given year. If a new contract is not finalized prior to the commencement of the date the new contract should begin (July), once finalized, items negotiated within the new contract shall be retroacted to the beginning of the new contract year, unless otherwise specified within the contract. If the District does not provide notice of their intent to renew the contract, the failure to provide notice of non-renewal shall not provide any basis for continuing rights to employment.

Section 6. Resignation Notice: During the term of this contract, the employee may terminate the contract by providing 30 days written notice to the District. Upon termination, the parties will have no further obligation to the other.

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ARTICLE VI RENEWAL AND TERMINATION OF CONTRACT

Section 1. Renewal: This contract is for a term of two years, and unless otherwise required by Minn. Stat. section 122A.40 for employees required to be licensed by the Minnesota Board of Teaching, the Employee shall have no right to continued employment beyond the term of this contract. The parties shall provide notice to the other by April 1 that they intend to renew the contract, and any new terms of the contract will be negotiated between the parties prior to the commencement of the new contract. If the Employer does not provide notice of renewal, the failure to provide notice of non-renewal shall not provide any basis for continuing rights to employment.

Section 2. Termination: During the term of this contract, either party may terminate the contract by 30 days' written notice to the other party. Upon termination, the parties will have no further obligation to the other.

ARTICLE VII/VIII SALARIES

Section 1. Salary Increases for New Employees: A new employee shall be given a salary as agreed between the School District and the employee. An employee hired prior to January 1 shall be eligible for a salary step increase effective the following July 1. An employee hired after January 1 shall not be eligible for a salary step increase until the second following July 1. These salary terms may only be modified by mutual agreement in writing between the School District and the Employee at the time of initial employment.

Section 2. Base Salary: Employee shall receive a salary based on education and experience as agreed upon by each employee and the District for the duration of this contract as noted on each employee's individual agreement for School Board approval. The salary shall be taken from Addendum A for the ~~2020-2024~~2022-2023 school year and from Addendum B for the ~~2021-2022~~2023-2024 school year.

Subd. 1. Placement: Placement on the salary schedule at the time of initial hire to the position will be made by the Executive Director and will not be open to appeal. The factors that will be used in the placement determination include: degree earned, graduate credits earned beyond a Master's degree, years of experience while employed as a Board-Certified Behavior Analyst or Mental Health Professional or related employment experience (although it will not necessarily be a year-to-year match), applicability and transferability of skills and experience, and market forces at the time of hire. The initial placement may be determined at any step; however, lane/range placement will be determined based on graduate-level credits provided to the District via an official transcript. In each subsequent year of employment, the employee will progress along the steps of the salary schedule. This placement has no bearing on seniority for the purposes of either longevity, 403B match, or other related items.

Subd. 2. Lane/Range Changes Via Transcript: Annually, employees have the opportunity to provide the District with an additional or updated official transcript to move to a new lane/range. The employee must provide the District with this official transcript by June 15 of a given year and the credits earned on the official transcript will be applied to a lane/range improvement for the following fiscal year. This will be recorded through the updating of the employee's individual agreement, requiring signatures from the employee and the School Board. The following procedures apply:

- a. Definition: Reference to credits in this section shall mean semester credits.
- b. Employees will use the same process as the teachers to request prior approval for graduate credits to be used toward a lane change. Therefore:
 - i. All graduate credits, in order to be considered for application on the salary schedule, must be approved by the superintendent or his/her designee in writing prior to the taking of the course.
 - ii. All graduate credits applied to lanes/ranges beyond a Master's degree lane/range, must be earned subsequent to the earning of the degree.
 - iii. All credits must carry a grade equivalent of "B" or higher. If a course is offered only with a pass or no pass grade, such pass grade shall be deemed equivalent to a "B."

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Subd. 3. Lane/Range Changes Via Continuing Education Units (CEUs): Annually, employees may apply to have Continuing Education Units (CEUs) recognized for a lane/range change. The employee must provide the District with proof of completion of the CEUs by June 15 of a given year and the CEUs earned will be applied to a lane/range improvement for the following fiscal year. This will be recorded through the updating of the employee's individual agreement, requiring signatures from the employee and the School Board. The following procedures apply:

- a. CEU course work must be approved by the appropriate professional association.
- b. Fifteen (15) CEUs will equal one (1) semester credit of graduate work.
- c. Employees will use the same process as the teachers to request prior approval for CEUs to be used toward a lane change. Therefore:
 - i. All CEU hours, in order to be considered for application on the salary schedule, must be approved by the superintendent or his/her designee in writing prior to the taking of the course. Thus, no CEUs may be used or approved if taken in advance of the effective date of this contract (July 1, 2022).
 - ii. All CEUs applied to lanes/ranges beyond a Master's degree lane/range, must be earned subsequent to the earning of the degree.

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~~d. CEUs applied to this subdivision must be paid for by the employee and not by the District.~~

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~~Subd. 4~~Section 3. Longevity: Where years of employment is defined in Article VII, Section 3, ~~E~~employees shall receive a longevity stipend beyond the salaries delineated in Addendums A and B as follows:

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~~Beginning in the 16-17 years of employment in the district: \$1,000
Beginning in the 18-20 years of employment in the district: \$1,500
Beginning in the 21-25 years of employment in the district: \$3,000
Beginning at 26+ years of employment in the district: \$4,000~~

Year of continuous employment in the district	2022-2023	2023-2024
Years 16 & 17	1700	2200
Years 18, 19, & 20	2300	2800
Years 21, 22, 23, 24, & 25	3900	4400
Years 26+	5000	5500

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~~The first year of employment shall be defined as any days of employment prior to the last student day of the regular school calendar in the first employment agreement. The next regular school calendar becomes the second year of employment.~~

~~Subd. 2. Withholding of Salary Increases: An individual employee's advancement on the salary schedule is subject to the right of the school district to withhold increments, lane changes, or other salary increases.~~

~~Subd. 3. Step Advancement: Employees must be employed in an assignment prior to January 15 of a school year in order to be eligible to receive a year of credit for purposes of step advancement the next July.~~

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**Board Certified Behavior Analysts and Mental Health Professional Coordinators –
Intermediate School District 917
Addendum A
Salary Schedule for ~~2020-2021~~2022-2023**

Step	Range				
	MA (01)	MA+10 (02)	MA+20 (03)	MA+30 (04)	MA+40 (05)
1	48,558	49,912	51,268	52,623	53,978
2	50,256	51,659	53,060	54,464	55,866
3	52,015	53,467	54,918	56,371	57,823
4	53,836	55,338	56,841	58,343	59,846
5	55,720	57,275	58,830	60,385	61,941
6	57,948	59,565	61,184	62,801	64,418
7	60,266	61,949	63,631	65,313	66,995
8	62,677	64,426	66,176	67,925	69,674
9	65,184	67,003	68,823	70,641	72,462
10	67,792	69,683	71,575	73,468	75,359
11	70,842	72,820	74,797	76,774	78,751
12	74,031	76,097	78,162	80,229	82,295
13	77,363	79,521	81,680	83,840	85,999
14	81,231	83,497	85,764	88,031	90,298
15	85,292	87,671	90,052	92,434	94,813

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Step	MA (Range 1)	MA+10 (Range 2)	MA+20 (Range 3)	MA+30 (Range 4)	MA+40 (Range 5)
1	49996	51377	52759	54141	55522
2	51727	53157	54586	56017	57447
3	53521	55001	56481	57962	59442
4	55377	56909	58441	59972	61505
5	57299	58884	60469	62056	63641
6	59571	61219	62870	64517	66167
7	61934	63649	65364	67079	68794
8	64392	66175	67959	69743	71525
9	66948	68802	70658	72512	74369
10	69606	71535	73465	75395	77322
11	72717	74733	76748	78764	80781
12	75968	78074	80180	82288	84393
13	79365	81565	83766	85970	88170
14	83308	85620	87931	90243	92554
15	87450	89875	92303	94732	97157

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**Board Certified Behavior Analysts and Mental Health Professional Coordinators –
Intermediate School District 917
Addendum B
Salary Schedule for ~~2021-2022~~2023-2024**

Step	Range				
	MA (01)	MA+10 (02)	MA+20 (03)	MA+30 (04)	MA+40 (05)
1	49,335	50,711	52,088	53,465	54,841
2	51,060	52,485	53,909	55,335	56,760
3	52,847	54,322	55,797	57,273	58,748
4	54,697	56,223	57,750	59,276	60,803
5	56,612	58,191	59,771	61,352	62,932
6	58,876	60,518	62,163	63,805	65,449
7	61,231	62,940	64,649	66,358	68,067
8	63,680	65,457	67,235	69,012	70,788
9	66,227	68,075	69,924	71,772	73,622
10	68,876	70,798	72,721	74,644	76,565
11	71,976	73,985	75,993	78,002	80,011
12	75,215	77,314	79,413	81,513	83,611
13	78,600	80,793	82,986	85,182	87,375
14	82,530	84,833	87,136	89,440	91,743
15	86,657	89,074	91,493	93,913	96,330

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Step	MA (Range 1)	MA+10 (Range 2)	MA+20 (Range 3)	MA+30 (Range 4)	MA+40 (Range 5)
1	50746	52148	53550	54953	56355
2	52503	53955	55405	56858	58309
3	54323	55826	57328	58832	60334
4	56208	57762	59318	60872	62427
5	58158	59767	61376	62986	64596
6	60464	62137	63813	65485	67160
7	62863	64604	66345	68086	69826
8	65358	67168	68979	70789	72598
9	67952	69834	71718	73600	75484
10	70650	72608	74567	76525	78482
11	73808	75854	77900	79946	81992
12	77107	79245	81383	83522	85659
13	80555	82789	85022	87259	89493
14	84558	86904	89250	91596	93942
15	88762	91224	93688	96153	98614

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Intermediate School District 917

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

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

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

TO: Intermediate School District 917 School Board members
FROM: Dr. Michael Favor, ISD 917, Superintendent
DATE: April 27, 2022
REGARDING: Summary of proposed Finance, Human Resources, and Information Technology Contract for May 3, 2022 Board Approval

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

- Combined contract from three (3) contracts for the finance, human resources, and information technology employees to one (1) contract due to the similarity in the contracts and for equity.
- Proposed salary increases of 4.15-4.4% (based on employee preference in relation to other costed components) in year one and 4.4% in year two.
- Health insurance district contribution increase: effective January 1, 2023 - Family/\$100 and effective January 1, 2024 - single/\$25 and family/\$100.
- TSA/403B contribution increase of \$0 for all positions except Payroll Specialist, which will increase TSA by \$200 in year 1 (this resulted in 4.15% vs. 4.4% salary increase in year 1 – see above).
- Life insurance change from \$80,000 to \$100,000 requiring approval from the insurance carrier.
- Language changes include:
 - Vacation: Added one day vacation to each tier. Minor change to vacation years of service structure: Years 7-19 will change to Years 7-15 and Year 20+ will change to Yr 16+. This change is not costed as staff do not get substitutes or others to cover their duties.
 - Personal leave: Removal of personal leave from the contract and incorporating the previous two days of personal leave into vacation days.
 - Vacation Pay-Out: Changing the previous two weeks' notice to four weeks' notice for vacation pay-out, if/when resigning from the district.
- Total Package Increase: 8.04%

Recommendation: Board approve finance, human resources, and information technology contract with a total package increase of 8.04%



Division of School Finance
1500 Highway 36 West
Roseville, MN 55113-4266

Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells.

District Info.	Enter Information	District Info.	Enter Information
District Name:	Intermediate School District 917	Date:	5/4/2022
District Number:	917-06	Email:	nicolle.roush@isd917.org
District Contact Name:	Nicolle Roush		
Contact Phone #	651-423-8227		

Expenditure Categories		Fiscal Year (FY) Ending June 30							
		2020 (base year)	2021	2022	2023	2024	2025	2026	2027
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.									
Finance Code	Category (1)								
347	Physical Hazards	\$2,000	\$2,060	\$2,122	\$2,186	\$2,251	\$2,318	\$2,388	\$2,460
349	Other Hazardous Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
352	Environmental Health and Safety Management	\$23,500	\$24,205	\$24,931	\$25,679	\$26,449	\$27,243	\$28,060	\$28,902
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects		\$25,500	\$26,265	\$27,053	\$27,865	\$28,700	\$29,561	\$30,448	\$31,362
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year									
Finance Code	Category (2)								
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151									
Finance Code	Category (3)								
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner,	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility									
Finance Code	Category (4)								
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Accessibility Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects									
Finance Code	Category (5)								
368	Building Envelope	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
369	Building Hardware and Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
370	Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000
379	Interior Surfaces	\$43,700	\$0	\$0	\$0	\$0	\$0	\$0	\$43,000
380	Mechanical Systems	\$0	\$0	\$0	\$100,000	\$160,000	\$190,000	\$180,000	\$210,000
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
384	Site Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Deferred Capital Expense and Maintenance		\$43,700	\$0	\$0	\$100,000	\$160,000	\$190,000	\$180,000	\$283,000
Total Annual 10-Year Plan Expenditures		\$69,200	\$26,265	\$27,053	\$127,865	\$188,700	\$219,561	\$210,448	\$314,362

 DEPARTMENT OF EDUCATION		Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266	Projects Only	ED - 02478-06
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesprovidied.				
District Info.		Enter Information		
District Name:	Intermediate School District 917			
District Number:	917-06			
District Contact Name:	Nicolle Roush			
Contact Phone #	651-423-8227			
Expenditure Categories				
		2028	2029	2030
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.				
Finance Code	Category (1)			
347	Physical Hazards	\$2,534	\$2,610	\$2,680
349	Other Hazardous Materials	\$0	\$0	\$0
352	Environmental Health and Safety Management	\$29,769	\$30,662	\$31,580
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0
Total Health and Safety Capital Projects		\$32,303	\$33,272	\$34,260
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year				
Finance Code	Category (2)			
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151				
Finance Code	Category (3)			
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0
Accessibility				
Finance Code	Category (4)			
367	Accessibility	\$0	\$0	\$0
Total Accessibility Projects		\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects				
Finance Code	Category (5)			
368	Building Envelope	\$0	\$0	\$0
369	Building Hardware and Equipment	\$0	\$0	\$0
370	Electrical	\$0	\$119,000	\$129,000
379	Interior Surfaces	\$44,000	\$45,000	\$41,000
380	Mechanical Systems	\$0	\$127,000	\$185,000
381	Plumbing	\$118,000	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0
383	Roof Systems	\$0	\$0	\$488,000
384	Site Projects	\$0	\$0	\$0
Total Deferred Capital Expense and Maintenance		\$162,000	\$291,000	\$843,000
Total Annual 10-Year Plan Expenditures		\$194,303	\$324,272	\$877,260

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING INTERMEDIATE DISTRICT 917'S LONG TERM FACILITY MAINTENANCE PROGRAM BUDGET AND AUTHORIZING THE INCLUSION OF THOSE PROJECTS IN THE DISTRICT'S APPLICATION FOR LONG TERM FACILITY MAINTENANCE PROGRAM REVENUE

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

1. The School Board of Intermediate District 917 hereby approves a long term facility maintenance program budget for its facilities for the 2023-24 school year in an amount not to exceed \$188,700. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference and District administration is directed to apply to the Commissioner of the Department of Education for approval.
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate district's long term facility maintenance budget is approved by the school boards of each of the intermediate's member districts, each member district may include its proportionate share of the costs of the intermediate program in its long term facility maintenance revenue application.
3. It is proposed that the proportionate share of the costs of the Intermediate's long term facility maintenance program for each member district to be included in its application shall be determined by multiplying the total cost of the Intermediate long term facility maintenance program times a formula that weights two components equally between the member districts; total net tax capacity and Adjusted pupil units attached as Exhibit B. The long term facility maintenance costs are funded through annual levy.
4. Upon receipt of the proportionate share of long term facility maintenance program revenue attributable to the Intermediate program, a member district shall promptly pay to the Intermediate the applicable levy proceeds.

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

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF HENNEPIN

I, the undersigned, being the duly qualified and acting Clerk of Intermediate School District No. 917, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Intermediate School District No. 917 held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Intermediate School District 917's long term facility maintenance program budget and authorizing the inclusion of the Intermediate School District's long term facility maintenance projects in the district's application for long term facility revenue.

WITNESS MY HAND officially as such Clerk this 3rd day of May, 2022.

Clerk
Intermediate School District 917

Intermediate School District #917
Proposed Health and Safety Plan FY24
Approved May 3, 2022 Board meeting

Appendix A

Environmental Health and Safety - Finance Code 352		
Numerous expenditures covered in this area please see attachment # 3 page 12-14 for details on allowable expenditures		
Project	Object Co Description	Expenditures
305	Fees For Services (Hepatitis A & B, Metro ECSU, Safe Schools ti	\$7,000.00
366	CPR training and mileage reimbursements	\$0.00
401	Supplies (personal protective equipment disposable gloves,cloths,pads, masks, pest control, chemical storage (20% Secondary & 80% Special ed)	\$10,382.00
170	IAQ Coordinator	\$4,400.00
200	benefits	\$667.00
820	Mgmt asst. prog. And Metro ECSU H&S Memb	\$4,000.00
		\$26,449.00
Physical Hazard Control - Finance Code 347		
Project	Object Co Description	Expenditures
	401 PPE for shop areas (harness, boots, safety glasses etc)	\$2,251.00
		\$2,251.00
Mechanical Systems - Finance Code 380		
Project	Object Co Description	Expenditures
	520 HVAC Unit replacements	\$160,000.00
		\$160,000.00

28700

\$188,700.00

Intermediate School District No. 917
Levy by Member District, 2021 Payable 2022

Exhibit B
 (using last years TNTC because 2022 payable 2023 is still unavailable)

Participating Districts (9):

ISD #	Name	Pay 2021 Taxable Net Tax Capacity					Combined Total	District %
		Dakota (19)	Scott (70)	Goodhue (25)	Washington (82)	Hennepin (27)		
6	South St. Paul	16,891,359	-	-	-	-	16,891,359	3.06%
191	Burnsville	66,073,095	23,138,065	-	-	-	89,211,160	16.18%
192	Farmington	38,401,186	-	-	-	-	38,401,186	6.96%
194	Lakeville	74,523,322	15,229,562	-	-	-	89,752,884	16.28%
195	Randolph	5,089,734	-	756,418	-	-	5,846,152	1.06%
197	West St. Paul	79,678,842	-	-	-	-	79,678,842	14.45%
199	Inver Grove Heights	36,486,618	-	-	-	-	36,486,618	6.62%
200	Hastings	35,652,253	-	39,743	4,951,195	-	40,643,191	7.37%
271	Bloomington	-	130,059	-	-	154,317,554	154,447,613	28.01%
		352,796,409	38,497,686	796,161	4,951,195	154,317,554	551,359,005	100%

Note: The Taxable Net Tax Capacity (TNTC) consists of net tax capacity, less captured tax increment and fiscal disparities contribution.

FY23 Levy: \$188,700.00

ISD #	Name	APU Est 2022-23	APU District %	Combined TNTC	NTC District %	50/50 Blended %	District's Portion LTFM Levy	NTC Rate
6	South St. Paul	3293.00	5.71%	16,891,359	3.06%	4.43%	8,359.39	
191	Burnsville	7997.90	13.86%	89,211,160	16.18%	15.23%	28,739.02	
192	Farmington	7691.60	13.33%	38,401,186	6.96%	10.06%	18,983.23	
194	Lakeville	12999.00	22.53%	89,752,884	16.28%	19.07%	35,985.09	
195	Randolph	764.40	1.32%	5,846,152	1.06%	1.18%	2,226.66	
197	West St. Paul	5707.00	9.89%	79,678,842	14.45%	11.97%	22,587.39	
199	Inver Grove Heig	3609.00	6.26%	36,486,618	6.62%	6.50%	12,265.50	
200	Hastings	4618.60	8.00%	40,643,191	7.37%	7.63%	14,397.81	
271	Bloomington	11017.00	19.09%	154,447,613	28.01%	23.93%	45,155.91	
		57,697.50	100.0%	551,359,005	100.0%	100.0%	188,700.00	

To: School Board Members
Superintendent Michael Favor

From: Nicolle Roush

Date: May 3, 2022

Subject: Levy Allocation for 2022 payable 2023

Pertinent Facts:

1. Intermediate School District #917 will continue leasing space at three locations for Special Education: Cedar, Lebanon Education Center, and Concord Education Center. In addition, we will be requesting the annual building levy cost for Alliance Education Center in Rosemount. The total requested lease-levy amount for inclusion in fiscal year 2023 is **\$1,950,392.71**. This is a \$31,287.65 increase over fiscal year 2022 due to increase lease payments. The basis of the distribution for the lease-levy is a formula that weights four components equally between the member school districts as follows: Total Net Tax Capacity (TNTC), Adjusted Cost Pupil Units (ACPU's), 5 year average tuition, and student F.T.E.'s by building (see attached for further details).
2. The 2022 payable 2023 safe schools levy request will be **\$828,726**. This is a (\$40,730.09) decrease over fiscal year 2022. Intermediate School District 917 is currently utilizing the \$15 per APU's. Member district's APU's estimated for FY23 are less than FY22 by 2715.34 (see attached for further details).
3. The 2022 payable 2023 LTFM for fiscal year 2023-24 levy request will be **\$188,700**. A separate board resolution is required to approve the LTFM levy request and a ten-year maintenance plan each year. This is a \$60,835 increase over fiscal year 2023. The basis of the distribution for the LTFM levy is a formula that weights two components equally between the member school districts as follows; Total Net Tax Capacity (TNTC) and Adjusted Pupil Units (APU's) (see further details under board resolution for LTFM).

Recommendation: Requesting board approval for the 2022 payable 2023 levies in the amount of \$2,967,818.71 resulting in an overall increase of \$51,392.56 or 1.76% over payable 2022.

Intermediate School District 917 Estimated Lease Expenditures for FY23

LEASED PROPERTY	ADDRESS	CONTRACT EXPIRATION DATE	SQ FOOTAGE OCCUPIED	BASE RENT PER SQ FT	CAMS PER SQ FT EXCLUDING TAX	TAX PER SQ FT	TOTAL ELIGIBLE LEVY AMOUNT (BASE RENT AND	TOTAL ANNUAL COSTS	
Cedar - ISD 191		6/30/2024	21629	\$ 12.00	\$ 3.25	\$ -	\$ 259,548.00	\$ 329,842.25	updated 4/5/22
	start 7-1-15						\$ 259,500.00		
02-400-810-000-370-000 68% 542									
903	5800 149th Street Apple Valley, MN 55124	8/1/2030	23000	\$ 12.19	\$ 3.40	\$ 2.60	\$ 340,170.00	\$ 418,370.00	Updated 4/5/22
02-700-810-000-370-000 502		Over 10 yrs	additional base rent for improvements	\$ 3.48			\$ 80,040.00	\$ 80,040.00	
	Start 8-1-15						\$ 420,000.00	\$ 498,410.00	
Concord	Inver Grove		56202	\$ 12.23	\$ 2.96	\$ 1.80	\$ 788,514.06	\$ 954,871.98	Updated 4/5/22
02-400-810-000-370-000 540	Start 9-1-18	8/31/2033					\$ 788,000.00		
	first year only 11 months								
							\$ 1,467,500.00	\$ 1,783,124.23	
							\$ (43,732.29)	ISD 191 portion of lease	
							\$ 1,423,767.71	FY23 Proposed operating levy	

District #	FY 23 Proposed Operating Levy Amounts 2022 payable 2023	FY24 Proposed Building Levy Amount (25 yrs) 2022 payable 2023	Proposed Total Levy Amounts Payable 2023
6	\$ 93,656.65	\$ 36,015.23	\$ 129,671.88
191	\$ 174,036.76	\$ 71,195.41	\$ 245,232.17
192	\$ 218,430.30	\$ 70,417.65	\$ 288,847.95
194	\$ 273,917.67	\$ 96,328.58	\$ 370,246.25
195	\$ 16,657.43	\$ 5,035.66	\$ 21,693.09
197	\$ 150,822.96	\$ 61,334.61	\$ 212,157.57
199	\$ 106,905.09	\$ 49,382.80	\$ 156,287.89
200	\$ 139,531.41	\$ 42,939.62	\$ 182,471.03
271	\$ 249,809.44	\$ 93,975.44	\$ 343,784.88
	\$ 1,423,767.71	\$ 526,625.00	\$ 1,950,392.71

*check pennies before finalizing

Total Levy Amounts Payable 2022	% change from prior year	\$ change fr prior year
\$ 123,216.03	5.24%	\$ 6,455.85
\$ 241,826.02	1.41%	\$ 3,406.15
\$ 280,762.04	2.88%	\$ 8,085.91
\$ 348,397.00	6.27%	\$ 21,849.25
\$ 19,172.13	13.15%	\$ 2,520.96
\$ 219,168.01	-3.20%	\$ (7,010.44)
\$ 160,971.24	-2.91%	\$ (4,683.35)
\$ 181,000.33	0.81%	\$ 1,470.70
\$ 344,593.24	-0.23%	\$ (808.36)
\$ 1,919,106.04	1.63%	\$ 31,286.65

Contact: PBK
Investments (Sue)
#952-857-2590

FY23 Proposed Levy Amount	\$	1,423,767.71
FY24 Proposed AEC Building Levy	\$	526,625.00
Estimated Total Annual Levy Amount	\$	1,950,392.71

Method for

- distributing levy**
- *Total Net Tax Capacity (TNTC)
 - *Adjusted Pupil Units (APU's)
 - *5 Year Average Special Ed Tuition Utilization
 - *Prior Yr Student FTE's by building

District #	APU's as of 1-27-22	Allowable Levy		Proposed AEC		Remaining Unused	
		Authority (\$65.00 per APU's)	Proposed Operating Levy Amounts	Building Levy Amount (25 yrs)	Proposed Total Levy Amounts	Levy Amounts	Levy Amounts
6	3274.56	\$ 212,846.40	\$ 93,656.65	\$ 36,015.23	\$ 129,671.88	\$ 83,174.52	
191	7836.20	\$ 509,353.00	\$ 174,036.76	\$ 71,195.41	\$ 245,232.17	\$ 264,120.83	
192	6725.00	\$ 437,125.00	\$ 218,430.30	\$ 70,417.65	\$ 288,847.95	\$ 148,277.05	
194	12871.80	\$ 836,667.00	\$ 273,917.67	\$ 96,328.58	\$ 370,246.25	\$ 466,420.75	
195	858.80	\$ 55,822.00	\$ 16,657.43	\$ 5,035.66	\$ 21,693.09	\$ 34,128.91	
197	5474.00	\$ 355,810.00	\$ 150,822.96	\$ 61,334.61	\$ 212,157.57	\$ 143,652.43	
199	3648.83	\$ 237,173.95	\$ 106,905.09	\$ 49,382.80	\$ 156,287.89	\$ 80,886.06	
200	4497.80	\$ 292,357.00	\$ 139,531.41	\$ 42,939.62	\$ 182,471.03	\$ 109,885.97	
271	10773.96	\$ 700,307.40	\$ 249,809.44	\$ 93,975.44	\$ 343,784.88	\$ 356,522.52	
	55960.95	\$ 3,637,461.75	\$ 1,423,767.71	\$ 526,625.00	\$ 1,950,392.71	\$ 1,687,069.06	

ISD 917 Variables used for Distributing levy

2021 payable 2022		
Taxable Net Tax Capacity Prepared by Springsted 4-28-21		
(dakota,scott,goodhue, washin		Percent of Total
6	16,891,359	3.06%
191	89,211,160	16.18%
192	38,401,186	6.97%
194	89,752,884	16.28%
195	5,846,152	1.06%
197	79,678,842	14.45%
199	36,486,618	6.62%
200	40,643,191	7.37%
271	154,447,613	28.01%
TOTAL	551,359,005	100.00%

using pay 2022 TNTC

MN Department APU's provided by MDE as of 1-27-22		
	APU est 2022-23	Percent of Total
6	3274.56	5.86%
191	7836.20	14.00%
192	6725.00	12.02%
194	12871.80	23.00%
195	858.80	1.53%
197	5474.00	9.78%
199	3648.83	6.52%
200	4497.80	8.04%
271	10773.96	19.25%
TOTAL	55960.95	100.00%

Updated

provided by 197

provided by 197

20-21 Site counts	Alliance Education Center	Lebanon Education Center	Cedar School	Concord Education Center				
Updated 3/9/2022								
		Percent of Total	Percent of Total	Percent of Total	Percent of Total			
6	7	11.68%	2	5.01%	2	7.14%	8	13.34%
191	7	11.67%	5	12.50%	7	25.00%	10	16.67%
192	9	15.00%	10	25.00%	5	17.86%	12	20.00%
194	9	15.00%	4	10.00%	6	21.43%	11	18.33%
195	0	0.00%	1	2.50%	0	0.00%	0	0.00%
197	7	11.67%	1	2.50%	3	10.71%	4	6.67%
199	9	15.00%	5	12.50%	2	7.14%	2	3.33%
200	4	6.67%	6	15.00%	1	3.57%	8	13.33%
271	8	13.33%	6	15.00%	2	7.14%	5	8.33%
TOTAL	60	100.00%	40	100.00%	28	100.00%	60	100.00%

District Wide 5 Year Tuition History - Updated 1/19/2022								Percent of Total
	FY17 Tuition	FY18 Tuition	FY19 Tuition	FY20 Tuition	FY21 Tuition	5 Year average		Percent of Total
6	\$1,026,552.54	\$1,100,539.37	\$1,127,405.08	\$1,256,646.80	\$1,169,350.76	\$1,136,098.91		6.78%
191	\$1,485,334.60	\$1,946,269.22	\$2,398,895.35	\$2,286,923.19	\$2,120,970.96	\$2,047,678.66		12.23%
192	\$2,557,462.93	\$2,857,776.93	\$3,406,002.55	\$3,856,269.47	\$3,637,654.74	\$3,263,033.32		19.49%
194	\$2,785,132.10	\$2,595,843.98	\$3,149,324.86	\$3,803,830.16	\$3,481,126.67	\$3,163,051.55		18.89%
195	\$135,462.28	\$133,572.19	\$205,193.72	\$255,088.26	\$300,560.11	\$205,975.31		1.23%
197	\$1,219,377.68	\$1,708,344.07	\$2,041,589.21	\$2,071,440.53	\$1,899,910.12	\$1,788,132.32		10.69%
199	\$1,112,141.12	\$1,714,017.52	\$1,687,507.99	\$1,779,708.29	\$1,553,603.46	\$1,569,395.68		9.37%
200	\$1,659,122.33	\$1,649,517.45	\$1,786,454.16	\$1,890,610.66	\$1,839,689.85	\$1,765,078.89		10.54%
271	\$1,531,399.91	\$1,528,530.05	\$1,864,186.33	\$2,055,358.75	\$2,065,151.42	\$1,808,925.29		10.80%
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0		
excel:levy03	\$13,511,985.49	\$15,234,410.78	\$17,666,559.25	\$19,255,876.11	\$18,068,018.09	\$16,747,369.94		100.00%

Updated

Cedar School Distribution of Levy by member district

District #	TNTC	APU'S	5 yr ave. Special Ed Tuition	Student counts by building	District % based on split 1/4 each TNTC,APU's, Special Ed tuition and FTE's
6	3.06%	5.86%	6.78%	7.14%	5.7029%
191	16.18%	14.00%	12.23%	25.00%	16.8525%
192	6.97%	12.02%	19.49%	17.86%	14.0858%
194	16.28%	23.00%	18.89%	21.43%	19.8988%
195	1.06%	1.53%	1.23%	0.00%	0.9562%
197	14.45%	9.78%	10.69%	10.71%	11.4086%
199	6.62%	6.52%	9.37%	7.14%	7.4129%
200	7.37%	8.04%	10.54%	3.57%	7.3799%
271	28.01%	19.25%	10.80%	7.14%	16.3022%
	100.00%	100.00%	100.00%	100.00%	100.0000%
					83.1475%

Use to distribute allowable levies
 6.8588%
 16.9407%
 23.9320%
 1.1500%
 13.7210%
 8.9154%
 8.8757%
 19.6064%
 100.00%

Estimated Annual Levy excluding ISD 191 portion not allowable to \$ 215,767.71
 Estimated Annual Levy Amount for Cedar. \$ 259,500.00

updated

District #	District % based on split 1/4 each TNTC,AMCPU's, Special Ed tuition and FTE's	Cedar School Levy amount
6	5.7029%	\$ 14,799.09
191	16.8525%	\$ 43,732.29
192	14.0858%	\$ 36,552.61
194	19.8988%	\$ 51,637.46
195	0.9562%	\$ 2,481.37
197	11.4086%	\$ 29,605.42
199	7.4129%	\$ 19,236.57
200	7.3799%	\$ 19,150.92
271	16.3022%	\$ 42,304.28
	100.00%	\$ 259,500.00

District #	District % based on split 1/4 each TNTC,AMCPU's, Special Ed tuition and FTE's	Cedar School Levy amount
6	6.8588%	\$ 14,799.09
191	0.0000%	
192	16.9407%	\$ 36,552.61
194	23.9320%	\$ 51,637.46
195	1.1500%	\$ 2,481.37
197	13.7210%	\$ 29,605.42
199	8.9154%	\$ 19,236.57
200	8.8757%	\$ 19,150.92
271	19.6064%	\$ 42,304.28
	100.00%	\$ 215,767.71

***responsible for their share of lease not included in levy

actual levy

Concord Education Center Distribution of Levy by member district

District #	TNTC	APU'S	5 yr ave. Special Ed Tuition	Student counts by building	District % based on split 1/4 each TNTC,APU's, Special Ed tuition and FTE's
6	3.06%	5.86%	6.78%	13.34%	7.2505%
191	16.18%	14.00%	12.23%	16.67%	14.7692%
192	6.97%	12.02%	19.49%	20.00%	14.6215%
194	16.28%	23.00%	18.89%	18.33%	19.1250%
195	1.06%	1.53%	1.23%	0.00%	0.9562%
197	14.45%	9.78%	10.69%	6.67%	10.3967%
199	6.62%	6.52%	9.37%	3.33%	6.4606%
200	7.37%	8.04%	10.54%	13.33%	9.8204%
271	28.01%	19.25%	10.80%	8.33%	16.5998%
	100.00%	100.00%	100.00%	100.00%	100.0000%

Estimated Annual Levy Amount for Concord.

\$ 788,000.00 updated

District #	District % based on split 1/4 each TNTC,AMCPU' s, Special Ed tuition and FTE's	Concord School Levy amount
6	7.2505%	\$ 57,134.28
191	14.7692%	\$ 116,381.18
192	14.6215%	\$ 115,217.40
194	19.1250%	\$ 150,705.14
195	0.9562%	\$ 7,534.96
197	10.3967%	\$ 81,926.26
199	6.4606%	\$ 50,909.18
200	9.8204%	\$ 77,384.79
271	16.5998%	\$ 130,806.80
	100.00%	\$ 788,000.00

Lebanon Education Center Distribution of Levy by member district

District #	TNTC	APU'S	5 yr ave. Special Ed Tuition	Student counts by building	District % based on split 1/4 each TNTC,APU's, Special Ed tuition and FTE's
6	3.06%	5.86%	6.78%	5.01%	5.1722%
191	16.18%	14.00%	12.23%	12.50%	13.7275%
192	6.97%	12.02%	19.49%	25.00%	15.8715%
194	16.28%	23.00%	18.89%	10.00%	17.0417%
195	1.06%	1.53%	1.23%	2.50%	1.5812%
197	14.45%	9.78%	10.69%	2.50%	9.3551%
199	6.62%	6.52%	9.37%	12.50%	8.7522%
200	7.37%	8.04%	10.54%	15.00%	10.2371%
271	28.01%	19.25%	10.80%	15.00%	18.2615%
	100.00%	100.00%	100.00%	100.00%	100.000%

Estimated Annual Levy Amount for the Lebanon

\$ 420,000.00 updated

District #	% based on split 1/4 each TNTC,AMCP U's, Special Ed tuition	Lebanon Education Center Levy amount
6	5.1722%	\$ 21,723.28
191	13.7275%	\$ 57,655.58
192	15.8715%	\$ 66,660.29
194	17.0417%	\$ 71,575.07
195	1.5812%	\$ 6,641.10
197	9.3551%	\$ 39,291.28
199	8.7522%	\$ 36,759.34
200	10.2371%	\$ 42,995.70
271	18.2615%	\$ 76,698.36
	100.00%	\$ 420,000.00

Alliance Education Distribution of Levy by member district

District #	TNTC	APU'S	5 yr ave. Special Ed Tuition	Student counts by building	District % based on split 1/4 each TNTC,APU's, Special Ed tuition and FTE's
6	3.06%	5.86%	6.78%	11.68%	6.8389%
191	16.18%	14.00%	12.23%	11.67%	13.5192%
192	6.97%	12.02%	19.49%	15.00%	13.3715%
194	16.28%	23.00%	18.89%	15.00%	18.2917%
195	1.06%	1.53%	1.23%	0.00%	0.9562%
197	14.45%	9.78%	10.69%	11.67%	11.6467%
199	6.62%	6.52%	9.37%	15.00%	9.3772%
200	7.37%	8.04%	10.54%	6.67%	8.1537%
271	28.01%	19.25%	10.80%	13.33%	17.8448%
	100.00%	100.00%	100.00%	100.00%	100.0000%

Estimated Annual Levy Amount for Alliance.

\$ 526,625.00 updated 4/25/22

District #	District % based on split 1/4 each TNTC,AMCPU 's, Alliance Special Ed Education Center tuition Building Levy and FTE's	amount
6	6.8389%	\$ 36,015.23
191	13.5192%	\$ 71,195.41
192	13.3715%	\$ 70,417.65
194	18.2917%	\$ 96,328.58
195	0.9562%	\$ 5,035.66
197	11.6467%	\$ 61,334.61
199	9.3772%	\$ 49,382.80
200	8.1537%	\$ 42,939.62
271	17.8448%	\$ 93,975.44
	100.00%	\$ 526,625.00

Intermediate School district #917
Safe Schools Levy Estimate for FY23 Expenditure Budget
2022 payable 2023
finalized 4.25.22

1.0 Guidance Counselor	\$ 120,491.00
01-071-710-342-165-000	\$ -
Guidance counselor	\$ 74,000.00
01-080-210-342-165-000	
4.0 FTE Licensed School Nurse	\$ 276,190.00
02-350-720-342-154-000	
1.2 School Psychologist	\$ 196,045.00
02-350-730-342-157-000	
.75 FTE School Liaison Officer Lebanon Education Center	\$ 81,000.00
.75 FTE School Liaison Officer Alliance Education Center	\$ 81,000.00

02-350-720-342-310-000
ISD 917 Internal Expenditures **\$828,726.00**

School District #	2023-24 EST. APU's as reported on 3/17/22 by MDE	Maximum levy authority based on \$15 per APU's	\$ Amount per APU's	Levy payable 2023 on behalf of ISD 917 for FY23 Expenditures
6	3075.40	\$ 46,131.00	\$ 15.00	\$ 46,131.00
191	7330.00	\$ 109,950.00	\$ 15.00	\$ 109,950.00
192	6725.00	\$ 100,875.00	\$ 15.00	\$ 100,875.00
194	13234.60	\$ 198,519.00	\$ 15.00	\$ 198,519.00
195	848.60	\$ 12,729.00	\$ 15.00	\$ 12,729.00
197	5474.00	\$ 82,110.00	\$ 15.00	\$ 82,110.00
199	3530.20	\$ 52,953.00	\$ 15.00	\$ 52,953.00
200	4505.40	\$ 67,581.00	\$ 15.00	\$ 67,581.00
271	10525.2	\$ 157,878.00	\$ 15.00	\$ 157,878.00
TOTAL	55248.4	\$ 828,726.00		\$ 828,726.00

Prior Year levy amount	\$ 865,461.00
plus reconciliation of payable 2020	\$ 3,995.09
	\$ 869,456.09
\$ change	\$ (40,730.09)
% change	-5%



Intermediate School District 917

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

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

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

TO: Intermediate School District 917 School Board members
FROM: Dr. Michael Favor, ISD 917, Superintendent
DATE: May 3, 2022
REGARDING: Summary of debt collection write off request

Listed below is history of outstanding balance for invoice #249:

Assistant Director's

- In November 2018 ISD 917 finance department was notified of an employee who had resigned in August 2018. The significant oversight in communication from the supervisor resulted in a net pay overpayment of \$4,847.40 to the employee.
- December 5, 2018 a certified letter was sent after numerous attempts to contact the termed employee via email and phone.
- January 29, 2019 contact was made with employee's mother (emergency contact) who agreed to work with us on a payment plan since she was manage the employee's finance.
- ISD 917 received payments in the amount of \$3,847.40 during the course of two years. As of April 9, 2021, all payments and communication ceased and ISD 917 has been unable to reach employee or their mother.
- The outstanding balance remaining on invoice #249 is \$1,000 and would request permission to write off uncollected debt.

Recommendation: Board approve writing off invoice #249 in fiscal year 2022



Intermediate School District 917
1300 145th Street East, Rosemount, MN 55068
(651) 423-8229 * <http://www.isd917.org>

**Intermediate School District 917
School Board**

RESOLUTION

Board member _____ introduced the following Resolution:

WHEREAS, Intermediate School District #917 provides educational services to member and non-member districts throughout Dakota County and beyond, and

WHEREAS, the quality of these educational opportunities offered by Intermediate School District #917 are unquestionably high, and

WHEREAS, Intermediate School District #917 students have demonstrated a high degree of success as a result of their participation in Intermediate School District #917 programs, and

WHEREAS, the success of Intermediate School District #917 programs and student achievement can be directly attributed to the talents and efforts of our licensed educators, and

WHEREAS, the week of May 2nd-6th, 2022, has been designated as “Teacher Appreciation Week,”

NOW, THEREFORE, BE IT RESOLVED, by the School Board of Intermediate School District #917 and on behalf of the participating school districts, parents and students as follows:

That the School Board of Intermediate School District 917 formally recognizes the outstanding efforts and performance of its licensed staff and thanks these talented professionals for their service and dedication to the students of this intermediate district, particularly while continuing to face the challenges of the COVID-19 pandemic.

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 declared duly passed and adopted.

Enacted by the School Board of Intermediate School District 917 this 3rd day of May, two thousand and twenty-two.



Intermediate School District 917
1300 145th Street East, Rosemount, MN 55068
(651) 423-8229 * <http://www.isd917.org>

**Intermediate School District 917
School Board**

RESOLUTION

Board member _____ introduced the following Resolution:

WHEREAS, the COVID-19 pandemic has emphasized the essential role school nurses play in student health and academic success, and

WHEREAS, the quality of the services provided by Intermediate School District #917 is unquestionably high, and

WHEREAS, Intermediate School District #917 school nurses have played a critical role in the health and well-being of students, staff, and families, and

WHEREAS, Intermediate School District #917 has depended on school nurses to track, review, and implement the most recent COVID-19 research and guidance to become trusted sources of information to reduce the spread of the virus, and

WHEREAS, school nurses have worked tirelessly to eliminate the opportunity gap and improve educational outcomes for all our children, and

WHEREAS, Intermediate School District #917 school nurses continue to model the idea, “We belong to each other” as they advise and support their school communities, and

WHEREAS, May 11th, 2022, has been designated as “School Nurse Day,”

NOW, THEREFORE, BE IT RESOLVED, by the School Board of Intermediate School District #917 and on behalf of the participating school districts, parents and students as follows:

That the School Board of Intermediate School District 917 formally recognizes the outstanding efforts and performance of its school nurses and thanks these talented professionals for their service and dedication to the students, families, and staff of this intermediate district, particularly while continuing to face the challenges of the COVID-19 pandemic.

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 declared duly passed and adopted.

Enacted by the School Board of Intermediate School District 917 this 3rd day of May, two thousand and twenty-two.



Intermediate School District 917

1300 145th Street East
Rosemount, MN 55068-2999
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: May 3, 2022
REGARDING: Policies

The attached policies are a first reading at the May 3, 2022, School Board meeting.

- **POLICY 407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES**
 - Minor language changes

- **POLICY 408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE**

Changes:

The state statute provides that private data on individuals may not be released, except pursuant to ~~informed consent by the subject of the data or a parent/guardian of the subject of the data is a minor, or pursuant to a valid court order. A subpoena is not a court order under the MGDPA,~~ **a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.**

Added Personnel data

- **POLICY 417 Chemical Use and Abuse – No Changes**
- * **POLICY 419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; **VAPING AWARENESS AND PREVENTION INSTRUCTION****

Changes:

- B. Add: “Heated tobacco product” means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.**

Add information on Vaping.

FYI—MSBA Policy uses the word “Indian” instead of Indigenous. MSBA policy was revised in 2022. Do we want to change this?

- **POLICY 427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS**

Changes:

~~Board of Teaching~~ to **Professional Educator Licensing and Standards Board**
Under “B. Direct Services” add **or related service professional.**

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

POLICY 407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, subd. 2)

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to provide information and training to employees who may be routinely exposed to a hazardous substance, harmful physical agent or infectious agent, or blood borne pathogen.

III. DEFINITIONS

- A. “Commissioner” means the Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
 - 3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant

risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.

- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes but is not limited to radiation, whether ionizing or nonionizing.
- E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which according to documented medical or scientific evidence causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. “Blood borne pathogens” means a pathogenic microorganisms that ~~are is~~ present in human blood and can cause disease in humans. ~~These pathogens include, but are~~ **This definition includes, but is** not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full and part-time employees who are routinely exposed to a hazardous substance, harmful physical agent or infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly-hired employee assigned to a work area where he or she is determined to be “routinely exposed” under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be routinely exposed under the above guidelines. (Minn. Stat. § 182.673)

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Safety and Health Standards)
Minn. Rules Ch. 5206 (Employee Right to Know Standards)

Cross References: MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
MSBA/MASA Model Policy 807 (Health and Safety Policy)

POLICY 408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Education Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that private data on individuals may not be released, except pursuant to ~~informed consent by the subject of the data or a parent/guardian of the subject of the data is a minor, or pursuant to a valid court order. A subpoena is not a court order under the MGDPA.~~ **a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.**

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent/guardian of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information

pursuant to the subpoena.

B. Personnel Data

The MGDPA, Minn. Stat. Ch. 13, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.

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IV. APPLICATION AND PROCEDURES

- A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.
- B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.
- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subd. 5 (Minnesota Rules Regarding Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

417 CHEMICAL USE AND ABUSE

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, medical cannabis, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The policy of this school district is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. The school district shall establish and maintain a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The school district shall establish and maintain processes to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

III. DEFINITIONS

- A. “Chemical abuse” means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student’s normal function in academic, school, or social activities is chronically impaired.
- B. “Chemicals” includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.

- C. “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. “Program location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business; or during the school day when a student may be off campus during open-lunch.

IV. STUDENTS

A. Instruction

1. Each program shall have age-appropriate and developmentally-based activities that:
 - a. address the consequences of violence and the illegal use of drugs, as appropriate;
 - b. promote a sense of individual responsibility;
 - c. teach students that most people do not illegally use drugs;
 - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
 - e. teach students about the dangers of emerging drugs;
 - f. engage students in the learning process; and
 - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
2. Each program shall disseminate drug and violence prevention information within the school and to the community.
3. Each program shall have professional development and training for, and involvement of, school personnel, student services personnel, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
4. Each program shall have drug and violence prevention activities that may include the following:

- a. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
- b. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
- c. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

B. Reports of Chemical Use and Abuse

1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location:
 - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
 - b. The administrator will notify the student's parents or guardians. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
 - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:

- a. The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents or guardians, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
 - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
3. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56, and proposed for expulsion.
 4. Searches by school district officials in connection with the abuse, possession, transfer, distribution, or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Preassessment Team

1. Where appropriate, every program shall have access to a chemical abuse preassessment team designated by the superintendent or designee. The team will be composed of administrators and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents or guardians with information about school and community services in connection with chemical abuse.

D. Data Practices

1. Student data may be disclosed without consent in health and safety

emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.

2. Destruction of Records

- a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents or guardians with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
- b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents or guardians with such information, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
- c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

V. EMPLOYEES

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students, and others about:
 1. The dangers and health risks of chemical abuse in the workplace/school.
 2. The school district's drug-free workplace/drug-free school policy.
 3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry, and/or assistance programs available to employees and/or students.
 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 138.163 (Records Management Act)
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. §§ 7101-7165 (Safe and Drug-Free Schools and Communities Act)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minnesota Statutes section 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate. Additionally, Minnesota Statutes section 120B.238 requires that vaping prevention instruction be provided as set forth in this policy.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased by Intermediate School District 917. This prohibition extends to all vehicles that the District owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation. This prohibition includes all school district property, parking lots or facilities owned or leased for use by Intermediate School District 917 and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

- A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose.
- B. “Heated tobacco product” means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.**
- ~~B-C.~~ “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- ~~C-D.~~ “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- ~~D-E.~~ “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. “Vaping” means using an activated electronic delivery device or heated tobacco product.**

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indigneous adult lights tobacco on school district property as a part of a traditional Indigneous spiritual or cultural ceremony. An Indigneous person is a person who is a member of an Indigneous tribe as defined under Minnesota law.

FYI—MSBA Policy uses the word “Indian” instead of Indigneous. MSBA policy was revised in 2022.

- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. VAPING PREVENTION INSTRUCTION

- A. **The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.**
- B. **The school district may use instructional materials based upon the Minnesota Department of Health’s school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district’s locally developed health standards.**

[NOTE: In addition, school districts may choose to require (a) evidence-based vaping prevention instruction to students in grades 9 through 12; and/or (b) a peer-to-peer education program to provide vaping prevention instruction.]

V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal

law, and school district policies.

- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: **Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)**
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Children)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

[Note: School districts are required by Minnesota Rule 3525.2340, art 4.B., to have a policy for determining the workload limits of special education staff who provide services to students who receive direct special education services 60 percent or less of the instructional day.]

[Note: Minnesota Statutes section 179A.07, Subd. 1, of the Public Employment Labor Relations Act (PELRA) provides that a public employer is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, the organizational structure, selection of personnel, and direction and number of personnel. MSBA's position is that this policy is not a mandatory subject of bargaining. School districts, therefore, are cautioned to not relinquish their inherent managerial right to determine workload limits for special education teachers.]

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota ~~Board of Teaching~~ **Professional Educator Licensing and Standards Board** to instruct children with specific disabling conditions.

B. Direct Services

“Direct services” means special education services provided by a special education teacher **or related service professional** when the services are related to instruction, including cooperative teaching.

C. Indirect Services

“Indirect services” means special education services provided by a special

education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact ~~with children with disabilities~~ **with the pupil** to monitor and observe.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers’ exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employers Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers’ exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of “Direct Services,” “Indirect Services,” “Teacher,” and “Workload”)
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)