

Regular School Board Meeting

Tuesday, June 14, 2022 4:30 PM

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

I. Call to Order - Vice Chair Byron Schwab

II. Conduct Pledge of Allegiance - Vice Chair Byron Schwab

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

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

V. Welcome Chris Devine - DCALS Principal

VI. Updates from Student Services and DCALS - Dr. Melissa Schaller, Erin Mahnke

VII. Consent Items - Vice Chair Byron Schwab

VII.A.

- Minutes:
- Personnel:
- Policies:

VIII. Executive Director of Business Services Reports - Nicolle Roush

VIII.A.

- Bills
- Wire Transfers
- Investment Report

VIII.B. Donations - Dr. Melissa Schaller

IX. Reports

IX.A. Review and Approve Budget for 2022-2023 - Nicolle Roush

X. New Business - Vice Chair Byron Schwab

X.A. Resolution Terminating Support Staff Employees - Dr. Melissa Schaller

X.B. Resolution Terminating Probationary Teacher - Dr. Melissa Schaller

X.C. Review and Approve Clerical Full Year Contract for 2022-2024 - Nicolle Roush

X.D. Review and Approve Custodial Contract for 2022-2024 - Nicolle Roush

X.E. Review and Approve Contract for Executive Assistant for 2022-2024 - Nicolle Roush

X.F. Resolution to approve Superintendent Michael Favor and Linda Berg as the proxy, as the Identified Officials with Authority to approve access to the External user Access Recertification System for MDE - Vice Chair Byron Schwab

X.G. Review and Approve MOU for Story Circles for Union Groups - Nicolle Roush

X.H. Review and Approve MOU for adding a
Professional Development Day for
Paraprofessionals - Dr. Melissa Schaller

X.I. Review and Approve Annual Blood Borne Pathogens
Control Plan - Dr. Melissa Schaller

X.J. Review and Approve Joint Agreement with
District 191 for Food Service at Cedar School -
Nicolle Roush

X.K. Licensed Staff Extension of Probationary Period
- Dr. Melissa Schaller

XI. Policies - Dr. Melissa Schaller

**XII. Closed Session per Minnesota Chapter 13D.,
Subd. 3 - Open Meeting Law, to discuss
Superintendent's evaluation.**

XIII. Updates from Member Districts - All

XIV. Adjournment - Vice Chair Byron Schwab

Executive Director of Student Services
Board Update
June 2022

- **Returning to Learning:** The Returning to Learning committee had our last meeting of the year on May 16th. Cases of COVID have increased. Dakota County continues at a Medium (yellow) level. Masking is recommended.
- **Student transitions:** Part of our continuous improvement plan included a goal, based on feedback from our summer session with member districts, to develop procedures to ensure more seamless transitions back to member districts. The Least Restrictive Environment (LRE) Transitions Process has been developed, shared, and implemented to address this goal. This process prompts teams to start the discussion of LRE transition as part of their intake meeting, identifying what it will look like when a student is ready to return to their home school. An intentional conversation and review of data related to LRE transition will take place at least once per year, typically at the student's IEP meeting. Increased communication and collaboration with our member districts have been included in this process to create successful transitions for students from ISD 917 programming to resident districts. Teams have begun to implement this process as students have demonstrated their readiness for transition back to their home schools this spring.
- **Story Circles:** We are moving forward with our implementation of Story Circles as a district as a component of our District Strategic Plan and equity efforts, with a goal of having all staff and students participating in story circles during the 2022-2023 school year.

McGee and Fosco (2014) describe story circles as an "approach to educating, celebrating, and solving issues by sharing stories". Story circles can build relationships and create an opportunity for hidden narratives to have a voice. We are grateful for the partnership with the Minnesota Humanities Center.

We will be having 60 staff members trained in facilitating circles by the end of October. Future facilitators will attend two half-days of training this summer at the Minnesota Humanities Center and will have two additional half-day training sessions in September and October. The administrative team is working with the various union groups to create an MOU for staff who wish to become facilitators.

McGee, R. & Fosco, A. (2014). *Story Circle Stories: Featuring stories of convening in circle from 32 diverse voices and visual artists*. Belfry Books.

- **Summer event:** Our annual event with member districts will take place on **July 13, 2022** from **10-3:30** at the **Steeple Center in Rosemount**. We will present progress on our continuous improvement plans, engage in feedback with member district partners, have lunch, and enjoy a presentation with Laura Booth and Liz Meske from Ratwik, Roszak, and Maloney. Look for an RSVP for this event in the coming weeks.

INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, May 3, 2022, at 1300 145th Street East, Rosemount, MN, in the Board Room.

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

Members Absent: Cindy Nordstrom

Also Present: Nicolle Roush, Brooke Peterson, Erin Mahnke, and Linda Berg.

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

The Pledge of Allegiance was conducted.

There were no visitors to be heard.

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

In the absence of Clerk Cindy Nordstrom, Kathy Lewis was appointed Clerk for this meeting.

Fran Wood, BVI teacher and Patty Pladsen were presented with the 917 Employees of the Year.

Dr. Brooke Peterson reported on updates from Student Services.

Erin Mahnke report on updates from DCALS.

Dr. Favor reported on updates from the district.

1. Motion by Wendy Felton, seconded by Tom Bennett, to approve the consent items, as presented. All present voted aye. Motion passed.
 - **Minutes:** April 5, 2022 - Regular School Board Meeting
 - **Personnel:** *New Hires:* Mikayla Williams, Classroom Assistant, effective April 26, 2022. *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. *Resignations and terminations:* Alicia Beinbrech, Interpreter, effective July 30, 2022. Grace Deavan, Program Assistant, effective May 20, 2022. Julie Tong, Program Assistant, effective April 14, 2022.
 - **Policies:** *Final reading:* Policy 401 Equal Employment Opportunity, 402 Disability Nondiscrimination; 403 Discipline, Suspension and Dismissal of Employees; 404 Employment Background Checks; 405 Veteran's Preference; and 406 Public and Private Personnel Data. Addendum A.
2. Motion by Byron Schwab, seconded by Kathy Lewis, to approve the bills from March 31, 2022, through April 27, 2022, wire transfers, and investment report as presented. All present voted aye. Motion passed.

The Wellness Policy Goals for FY23 were review by Nicolle Roush.

3. Motion by Kathy Lewis, seconded by Tom Bennett, to approve the Pay Equity report for 2022, as presented. All present voted aye. Motion passed. Addendum B.
4. The date for the organizational meeting and regular meeting is July 12, 2022, at 4:30 PM.
5. Motion by Kathy Lewis, seconded by Tom Bennett, to approve the BCBAs, MHPCs and Licensed Psychologist, Intake Coordinator contracts for 2022-2024, as presented. All present voted aye. Motion passed. Addendum C.
6. Motion by Byron Schwab, seconded by Lisa Ehleringer, to approve the Finance, HR and IT Contracts for 2022-2024, as presented. All present voted aye. Motion passed. Addendum D.
7. Motion by Byron Schwab, seconded by Wendy Felton, to approve the Long-term Facilities Maintenance Plan as presented by the Director of Business Services. (Addendum E.) All present voted aye. Motion passed.
8. Board Member Kathy Lewis, seconded by Byron Schwab, introduced the following resolution: Resolution approving Intermediate District 917's Long-term facility maintenance program budget and authorizing the inclusion of those projects in the districts application for long-term facility maintenance program revenue. The motion for the adoption of the foregoing resolution was duly seconded by Byron Schwab and upon vote being taken thereon, the following voted in favor thereof: Tom Bennett, Leslie Chester, Wendy Felton, Kathy Lewis, Lisa Hedin, Lisa Ehleringer, Melissa Sauser, Byron Schwab. Voting naye: None. Motion passed. (Addendum F.)
9. Motion by Byron Schwab, seconded by Wendy Felton to approve the Lease Levies and SafeSchools Levy as presented by the Executive Director of Business Services. (Addendum G.) Voting aye: Tom Bennett, Leslie Chester, Wendy Felton, Kathy Lewis, Lisa Hedin, Lisa Ehleringer, Melissa Sauser, Byron Schwab. Voting naye: None. Motion passed.
10. Motion by Byron Schwab, seconded by Lisa Hedin, to approve writing off an outstanding invoice balance, as presented. All present voted aye. Motion carried. (Addendum H.)
11. Board member Byron Schwab introduced the following Resolution for Teacher Appreciate Week. Motion was seconded by Wendy Felton. (Addendum I.) Voting aye: Tom Bennett, Leslie Chester, Wendy Felton, Kathy Lewis, Lisa Hedin, Lisa Ehleringer, Melissa Sauser, Byron Schwab. Voting naye: None. Motion passed.
12. Board member Kathy Lewis introduced the following Resolution for School Nurse Day. Motion was seconded by Byron Schwab. (Addendum J.) Voting aye: Tom Bennett, Leslie Chester, Wendy Felton, Kathy Lewis, Lisa Hedin, Lisa Ehleringer, Melissa Sauser, Byron Schwab. Voting naye: None. Motion passed.
13. The following policies were reviewed on a first reading basis: 407 Employee Right to Know; 408 Subpoena of a School District Employee; 417 Chemical Use and Abuse; 419 Tobacco-Free Environment, Possession and Use of Tobacco; and 427 Workload Limits for Certain Special Education Teachers.

14. Motion by Byron Schwab, seconded by Kathy Lewis, to adjourn the meeting. All present voted aye. Motion passed. There being no further business the meeting adjourned at 5:55 PM.

The next regular School Board Meeting will be Tuesday, June 14, 2022, at 4:30 PM.

Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF June 14, 2022.**

NEW HIRES:

Julie Croissant, Classroom Assistant, effective May 16, 2022.

Christopher Devine, Principal, effective July 1, 2022.

Sarah Rowley, Physical Therapist, effective August 23, 2022.

Gina Running, Classroom Assistant, effective May 2, 2022.

Vanessa Schmitt, Occupational Therapist, effective August 23, 2022.

Sydney Seufer, Administrative Assistant I, effective June 13, 2022.

RE-HIRES:

Marissa Calander-Roll, Classroom Assistant, effective May 2, 2022.

Mark Hennager, Teacher, effective August 24, 2022.

CHANGE IN STATUS:

Paige Bjerke, Program Assistant to Administrative Assistant II, effective May 2, 2022.

LEAVES OF ABSENCE:

Kristin Engelhardt, Teacher, effective August 29, 2022, through May 1, 2023.

Michael Favor, Superintendent, effective May 9, 2022, through May 31, 2022.

RESIGNATION & TERMINATIONS:

Holly Abel, Teacher, Teacher, effective August 4, 2022.

Alicia Beinbrech, Interpreter, effective July 30, 2022.

Natalie Bump, Program Assistant, effective May 13, 2022.

Cherise, Haakana, Administrative Assistant I, effective May 24, 2022.

Jocelyn Jimenez, Teacher, effective May 3, 2022.

Tess Johnson, Classroom Assistant, effective June 9, 2022.

Laura Kvamme, Dean, effective July 1, 2022.

Kathryn Reuder, Program Assistant, effective June 9, 2022.

Emily Sanderson, Classroom Assistant, effective June 9, 2022.

Shay Smith, Classroom Assistant, effective May 6, 2022.

Krislyn Virnig, Classroom Assistant, effective April 29, 2022.

Christina Wilkin, Teacher, effective June 10, 2022.

RETIREMENTS:

Pamela Garretson, Network Specialist, effective August 12, 2022.



Intermediate School District 917

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

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

TO: School Board
FROM: Dr. Michael Favor
DATE: June 14, 2022
REGARDING: Policies

The attached policies are a final reading at the June 14, 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.

- **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.

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.
- 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)

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DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1905632	05/12/2022	TRIO SUPPLY COMPANY	V	-19189.87	VOID MANUAL CHECK
* 1905760	04/28/2022	ALL IN ONE TRANSLATION AGENCY, LLC	R	90.00	ACCOUNTS PAYABLE CHECK
1905761	04/28/2022	BOWLERO LAKEVILLE	R	328.63	ACCOUNTS PAYABLE CHECK
1905762	04/28/2022	BUCK HILL INC	R	731.00	ACCOUNTS PAYABLE CHECK
1905763	04/28/2022	CAPERNAUM PED PHYSICAL THERAPY	R	2830.49	ACCOUNTS PAYABLE CHECK
1905764	04/28/2022	CDWG	R	367.78	ACCOUNTS PAYABLE CHECK
1905765	04/28/2022	CENTURYLINK	R	1055.65	ACCOUNTS PAYABLE CHECK
1905766	04/28/2022	CENTURYLINK COMMUNICATONS, LLC	R	405.77	ACCOUNTS PAYABLE CHECK
1905767	04/28/2022	COMMERCIAL KITCHEN SERVICES	R	1611.70	ACCOUNTS PAYABLE CHECK
1905768	04/28/2022	DECKER EEQUIPMENT SCHOOL FIX	R	21.17	ACCOUNTS PAYABLE CHECK
1905769	04/28/2022	DELL MKTG L.P., C/O DELL USA L.P.	R	676.26	ACCOUNTS PAYABLE CHECK
1905770	04/28/2022	FASTSIGNS	R	81.23	ACCOUNTS PAYABLE CHECK
1905771	04/28/2022	FRONTIER COMMUNICATIONS	R	515.11	ACCOUNTS PAYABLE CHECK
1905772	04/28/2022	GOVCONNECTION INC	R	67.90	ACCOUNTS PAYABLE CHECK
1905773	04/28/2022	IND SCH DIST 191	R	27486.86	ACCOUNTS PAYABLE CHECK
1905774	04/28/2022	JKM TRAINING, INC	R	64.93	ACCOUNTS PAYABLE CHECK
1905775	04/28/2022	MARCO INC	R	1467.42	ACCOUNTS PAYABLE CHECK
1905776	04/28/2022	MASPA/STATE NEGOTIATORS	R	120.00	ACCOUNTS PAYABLE CHECK
1905777	04/28/2022	MENARDS	R	80.90	ACCOUNTS PAYABLE CHECK
1905778	04/28/2022	METRO ECSU-REGION 11 ISD #920	R	25.00	ACCOUNTS PAYABLE CHECK
1905779	04/28/2022	PAWS FOR LEARNING, INC	V	0.00	VOID: MULTI STUB CHECK
1905780	04/28/2022	PAWS FOR LEARNING, INC	R	3565.00	ACCOUNTS PAYABLE CHECK
1905781	04/28/2022	PROCARE THERAPY	R	7525.00	ACCOUNTS PAYABLE CHECK
1905782	04/28/2022	RATWICK, ROSZAK & MALONEY, P.A.	R	1502.00	ACCOUNTS PAYABLE CHECK
1905783	04/28/2022	ROSEMOUNT AUTO SERVICE	R	49.03	ACCOUNTS PAYABLE CHECK
1905784	04/28/2022	SAM'S CLUB/SYNCHRONY BANK	R	370.54	ACCOUNTS PAYABLE CHECK
1905785	04/28/2022	SO ST PAUL STEEL SUPPLY CO, INC	R	523.82	ACCOUNTS PAYABLE CHECK
1905786	04/28/2022	SUNBELT STAFFING, LLC	R	14073.00	ACCOUNTS PAYABLE CHECK
1905787	04/28/2022	SYSCO MINNESOTA	R	752.27	ACCOUNTS PAYABLE CHECK
1905788	04/28/2022	TEACHERS ON CALL	R	4686.07	ACCOUNTS PAYABLE CHECK
1905789	04/28/2022	TOLL GAS & WELDING SUPPLY	R	118.91	ACCOUNTS PAYABLE CHECK
1905790	04/29/2022	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1905791	04/29/2022	EDUCATION MINNESOTA, LOCAL 3904	R	9709.02	ACCOUNTS PAYABLE CHECK
1905792	04/29/2022	MESSERLI & KRAMER P.A.	R	101.76	ACCOUNTS PAYABLE CHECK
1905793	04/29/2022	O.P.E.I.U., LOCAL 12	R	487.88	ACCOUNTS PAYABLE CHECK
1905794	04/29/2022	RELATED SERVICES NURSES ESP	R	198.61	ACCOUNTS PAYABLE CHECK
1905795	04/29/2022	S.E.P., LOCAL 4242	R	3082.60	ACCOUNTS PAYABLE CHECK
1905796	04/29/2022	IVY FUNDS	R	1958.33	ACCOUNTS PAYABLE CHECK
1905797	05/05/2022	ALL IN ONE TRANSLATION AGENCY, LLC	R	270.00	ACCOUNTS PAYABLE CHECK
1905798	05/05/2022	BAYCOM, INC.	R	6354.21	ACCOUNTS PAYABLE CHECK
1905799	05/05/2022	CUSTOM EDUCATION SOLUTIONS, INC	R	2442.13	ACCOUNTS PAYABLE CHECK
1905800	05/05/2022	DAKOTA AWARDS & ENGRAVING	R	1268.50	ACCOUNTS PAYABLE CHECK
1905801	05/05/2022	INSPIRE TO CREATE, LLC	R	358.91	ACCOUNTS PAYABLE CHECK
1905802	05/05/2022	DOOR SERVICE CO	R	1298.00	ACCOUNTS PAYABLE CHECK
1905803	05/05/2022	FIDELITY SECURITY LIFE INS CO	R	1753.00	ACCOUNTS PAYABLE CHECK
1905804	05/05/2022	HONEST-1 AUTO CARE DIFFLEY77	R	47.86	ACCOUNTS PAYABLE CHECK
1905805	05/05/2022	IND SCH DIST 192	R	376.00	ACCOUNTS PAYABLE CHECK
1905806	05/05/2022	IND SCH DIST 199	R	30197.20	ACCOUNTS PAYABLE CHECK
1905807	05/05/2022	LOFFLER BUSINESS SYSTEMS	R	6034.88	ACCOUNTS PAYABLE CHECK
1905808	05/05/2022	MARCO INC	R	116.65	ACCOUNTS PAYABLE CHECK
1905809	05/05/2022	PROCARE THERAPY	R	1382.50	ACCOUNTS PAYABLE CHECK
1905810	05/05/2022	REPUBLIC SERVICES #923	R	833.55	ACCOUNTS PAYABLE CHECK
1905811	05/05/2022	SOCIAL THINKING	R	100.32	ACCOUNTS PAYABLE CHECK

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1905812	05/05/2022	SUNBELT STAFFING, LLC	R	9999.00	ACCOUNTS PAYABLE CHECK
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1905814	05/05/2022	TEACHERS PAY TEACHERS	R	70.59	ACCOUNTS PAYABLE CHECK
1905815	05/05/2022	TRIUMPH EDUCATIONAL CONSULTING	R	1690.00	ACCOUNTS PAYABLE CHECK
1905816	05/05/2022	TWIN CITY HARDWARE COMPANY INC	R	118.15	ACCOUNTS PAYABLE CHECK
1905817	05/05/2022	VERIZON WIRELESS	R	1240.47	ACCOUNTS PAYABLE CHECK
1905818	05/05/2022	WE SELL MATS	R	752.38	ACCOUNTS PAYABLE CHECK
1905819	05/05/2022	XCEL ENERGY	R	9534.18	ACCOUNTS PAYABLE CHECK
1905820	05/05/2022	YOUTHLIGHT, INC	R	236.11	ACCOUNTS PAYABLE CHECK
1905821	05/09/2022	AMAZON CAPITAL SERVICES	V	0.00	VOID: MULTI STUB CHECK
1905822	05/09/2022	AMAZON CAPITAL SERVICES	R	8088.36	ACCOUNTS PAYABLE CHECK
1905823	05/12/2022	ANCHOR PAPER	R	2994.60	ACCOUNTS PAYABLE CHECK
1905824	05/12/2022	ARVIG ENTERPRISES, INC	R	2525.71	ACCOUNTS PAYABLE CHECK
1905825	05/12/2022	BAYCOM, INC.	R	810.00	ACCOUNTS PAYABLE CHECK
1905826	05/12/2022	BLUUM OF MINNESOTA, LLC	R	177.11	ACCOUNTS PAYABLE CHECK
1905827	05/12/2022	CARQUEST AUTO PARTS STORES	R	94.29	ACCOUNTS PAYABLE CHECK
1905828	05/12/2022	CUB FOODS - APPLE VALLEY	R	104.53	ACCOUNTS PAYABLE CHECK
1905829	05/12/2022	CUB FOODS BLOOMINGTON	R	171.47	ACCOUNTS PAYABLE CHECK
1905830	05/12/2022	CUB FOODS - EAGAN	R	44.96	ACCOUNTS PAYABLE CHECK
1905831	05/12/2022	CUB FOODS - LAKEVILLE	R	67.94	ACCOUNTS PAYABLE CHECK
1905832	05/12/2022	CUB FOODS - ROSEMOUNT	R	262.53	ACCOUNTS PAYABLE CHECK
1905833	05/12/2022	DAKOTA COUNTY SHERIFF	R	78326.00	ACCOUNTS PAYABLE CHECK
1905834	05/12/2022	FLAGHOUSE	R	562.77	ACCOUNTS PAYABLE CHECK
1905835	05/12/2022	FRONTIER COMMUNICATIONS	R	809.93	ACCOUNTS PAYABLE CHECK
1905836	05/12/2022	LEARNING WITHOUT TEARS	R	120.73	ACCOUNTS PAYABLE CHECK
1905837	05/12/2022	LOFFLER BUSINESS SYSTEMS	R	123.75	ACCOUNTS PAYABLE CHECK
1905838	05/12/2022	MENARDS	R	554.23	ACCOUNTS PAYABLE CHECK
1905839	05/12/2022	MN CLN SERVICES, INC	R	6096.00	ACCOUNTS PAYABLE CHECK
1905840	05/12/2022	MN ENERGY RESOURCES CORPORATION	R	1036.03	ACCOUNTS PAYABLE CHECK
1905841	05/12/2022	PROFESSIONAL WIRELESS COMMUNICATION	R	126.41	ACCOUNTS PAYABLE CHECK
1905842	05/12/2022	SAINT PAUL PARKS AND RECREATION	R	181.18	ACCOUNTS PAYABLE CHECK
1905843	05/12/2022	SONOVA USA INC.	R	178.99	ACCOUNTS PAYABLE CHECK
1905844	05/12/2022	TEACHERS ON CALL	R	8103.18	ACCOUNTS PAYABLE CHECK
1905845	05/12/2022	TEAMWORKS INTERNATIONAL	R	1807.67	ACCOUNTS PAYABLE CHECK
1905846	05/12/2022	TECHNOLOGY BY DESIGN, LLC	R	640.00	ACCOUNTS PAYABLE CHECK
1905847	05/12/2022	THREE RIVERS PARK DISTRICT	R	137.50	ACCOUNTS PAYABLE CHECK
1905848	05/12/2022	TOLL GAS & WELDING SUPPLY	R	60.00	ACCOUNTS PAYABLE CHECK
1905849	05/12/2022	TRIO COMMUNITY MEALS, LLC	R	19189.87	ACCOUNTS PAYABLE CHECK
1905850	05/12/2022	WESTONE LABORATORIES INC.	R	726.19	ACCOUNTS PAYABLE CHECK
1905851	05/13/2022	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1905852	05/13/2022	EDUCATION MINNESOTA, LOCAL 3904	R	9709.02	ACCOUNTS PAYABLE CHECK
1905853	05/13/2022	MESSERLI & KRAMER P.A.	R	101.76	ACCOUNTS PAYABLE CHECK
1905854	05/13/2022	NCPERS GROUP LIFE INS	R	16.00	ACCOUNTS PAYABLE CHECK
1905855	05/13/2022	O.P.E.I.U., LOCAL 12	R	487.88	ACCOUNTS PAYABLE CHECK
1905856	05/13/2022	RELATED SERVICES NURSES ESP	R	198.61	ACCOUNTS PAYABLE CHECK
1905857	05/13/2022	S.E.P., LOCAL 4242	R	3038.96	ACCOUNTS PAYABLE CHECK
1905858	05/13/2022	IVY FUNDS	R	1958.33	ACCOUNTS PAYABLE CHECK
1905859	05/16/2022	ANNE HOFF, SAFE HARBOR COUNSELING	R	1800.00	ACCOUNTS PAYABLE CHECK
1905860	05/16/2022	MNATSA	R	550.00	ACCOUNTS PAYABLE CHECK
1905861	05/25/2022	AMAZON CAPITAL SERVICES	R	433.43	ACCOUNTS PAYABLE CHECK
1905862	05/26/2022	APPLE COMPUTER, INC	R	3579.50	ACCOUNTS PAYABLE CHECK
1905863	05/26/2022	BLUUM OF MINNESOTA, LLC	R	3244.00	ACCOUNTS PAYABLE CHECK
1905864	05/26/2022	CANON USA	R	208.51	ACCOUNTS PAYABLE CHECK
1905865	05/26/2022	CAPERNAUM PED PHYSICAL THERAPY	R	2651.76	ACCOUNTS PAYABLE CHECK
1905866	05/26/2022	CENTERPOINT ENERGY	R	566.13	ACCOUNTS PAYABLE CHECK
1905867	05/26/2022	CENTURYLINK	R	444.45	ACCOUNTS PAYABLE CHECK
1905868	05/26/2022	CUB FOODS - INVER GROVE HTS	R	186.81	ACCOUNTS PAYABLE CHECK

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1905869	05/26/2022	DAKOTA AWARDS & ENGRAVING	R	67.50	ACCOUNTS PAYABLE CHECK
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1905871	05/26/2022	DISTRICT 191 FOOD SERVICE	R	632.70	ACCOUNTS PAYABLE CHECK
1905872	05/26/2022	EDUCATORS BENEFIT CONSULTANTS, LLC	R	239.94	ACCOUNTS PAYABLE CHECK
1905873	05/26/2022	FRONTIER COMMUNICATIONS	R	1211.55	ACCOUNTS PAYABLE CHECK
1905874	05/26/2022	IND SCH DIST 191	R	27486.86	ACCOUNTS PAYABLE CHECK
1905875	05/26/2022	KAREN CASS FELLING, M.A., LP	R	1500.00	ACCOUNTS PAYABLE CHECK
1905876	05/26/2022	LAB MIDWEST	R	3646.00	ACCOUNTS PAYABLE CHECK
1905877	05/26/2022	MENARDS	R	362.32	ACCOUNTS PAYABLE CHECK
1905878	05/26/2022	METZGER BUILDING MATERIALS CO	R	15911.02	ACCOUNTS PAYABLE CHECK
1905879	05/26/2022	OFFICE OF MN.IT SERVICES	R	101.96	ACCOUNTS PAYABLE CHECK
1905880	05/26/2022	SONOVA USA INC.	R	100.00	ACCOUNTS PAYABLE CHECK
1905881	05/26/2022	STRATEGIC STAFFING SOLUTIONS	R	7952.00	ACCOUNTS PAYABLE CHECK
1905882	05/26/2022	SWEETWATER SOUND HOLDINGS, LLC	R	676.64	ACCOUNTS PAYABLE CHECK
1905883	05/26/2022	SYSCO MINNESOTA	R	904.10	ACCOUNTS PAYABLE CHECK
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1905885	05/26/2022	TEACHERS ON CALL	R	13820.26	ACCOUNTS PAYABLE CHECK
1905886	05/26/2022	TOLL GAS & WELDING SUPPLY	R	35.99	ACCOUNTS PAYABLE CHECK
1905887	05/26/2022	TRIO COMMUNITY MEALS, LLC	V	0.00	VOID: MULTI STUB CHECK
1905888	05/26/2022	TRIO COMMUNITY MEALS, LLC	R	18312.31	ACCOUNTS PAYABLE CHECK
1905889	05/26/2022	WESTERN PSYCHOLOGICAL SERVICES	R	2131.80	ACCOUNTS PAYABLE CHECK
1905890	05/31/2022	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1905891	05/31/2022	EDUCATION MINNESOTA, LOCAL 3904	R	9626.04	ACCOUNTS PAYABLE CHECK
1905892	05/31/2022	MESSERLI & KRAMER P.A.	R	101.76	ACCOUNTS PAYABLE CHECK
1905893	05/31/2022	O.P.E.I.U., LOCAL 12	R	487.88	ACCOUNTS PAYABLE CHECK
1905894	05/31/2022	RELATED SERVICES NURSES ESP	R	195.01	ACCOUNTS PAYABLE CHECK
1905895	05/31/2022	S.E.P., LOCAL 4242	R	2995.32	ACCOUNTS PAYABLE CHECK
1905896	05/31/2022	IVY FUNDS	R	1958.33	ACCOUNTS PAYABLE CHECK
1905897	06/02/2022	ACT	R	1240.00	ACCOUNTS PAYABLE CHECK
1905898	06/02/2022	BAKER TILLY MUNICIPAL ADVISORS. LLC	R	2630.70	ACCOUNTS PAYABLE CHECK
1905899	06/02/2022	BAMBOO PROFESSIONALS, LLC	R	2466.25	ACCOUNTS PAYABLE CHECK
1905900	06/02/2022	BAYADA HOME HEALTH CARE	R	325.00	ACCOUNTS PAYABLE CHECK
1905901	06/02/2022	CENTURYLINK	R	1055.65	ACCOUNTS PAYABLE CHECK
1905902	06/02/2022	FRONTIER COMMUNICATIONS	R	515.11	ACCOUNTS PAYABLE CHECK
1905903	06/02/2022	HILDI INCORPORATED	R	900.00	ACCOUNTS PAYABLE CHECK
1905904	06/02/2022	INVER HILLS COMMUNITY COLLEGE	R	367.48	ACCOUNTS PAYABLE CHECK
1905905	06/02/2022	MARCO INC	R	1467.42	ACCOUNTS PAYABLE CHECK
1905906	06/02/2022	MARSCHALL LINE, INC	R	394.88	ACCOUNTS PAYABLE CHECK
1905907	06/02/2022	RATWICK, ROSZAK & MALONEY, P.A.	R	240.00	ACCOUNTS PAYABLE CHECK
1905908	06/02/2022	REPUBLIC SERVICES #923	R	834.59	ACCOUNTS PAYABLE CHECK
1905909	06/02/2022	ROSEMOUNT SAW & TOOL	R	298.70	ACCOUNTS PAYABLE CHECK
1905910	06/02/2022	RUPP ANDERSON SQUIRES & WALDSPURGER	R	90.00	ACCOUNTS PAYABLE CHECK
1905911	06/02/2022	SAM'S CLUB/SYNCHRONY BANK	R	761.00	ACCOUNTS PAYABLE CHECK
1905912	06/02/2022	SONOVA USA INC.	R	100.00	ACCOUNTS PAYABLE CHECK
1905913	06/02/2022	STRATEGIC STAFFING SOLUTIONS	R	7455.00	ACCOUNTS PAYABLE CHECK
1905914	06/02/2022	SUNBELT STAFFING, LLC	R	17055.00	ACCOUNTS PAYABLE CHECK
1905915	06/02/2022	TEACHERS ON CALL	R	8283.18	ACCOUNTS PAYABLE CHECK
1905916	06/02/2022	USI INSURANCE SERVICES, LLC	R	15000.00	ACCOUNTS PAYABLE CHECK
1905917	06/02/2022	VERIZON WIRELESS	R	1240.43	ACCOUNTS PAYABLE CHECK
1905918	06/02/2022	XCEL ENERGY	R	3562.26	ACCOUNTS PAYABLE CHECK
*V4001377	05/13/2022	4IMPRINT, INC	R	1586.52	ACCOUNTS PAYABLE VOUCHER
*V4001378	05/13/2022	ABLENET INC.	R	724.00	ACCOUNTS PAYABLE VOUCHER
*V4001379	05/13/2022	AMBUTECH	R	343.81	ACCOUNTS PAYABLE VOUCHER
*V4001380	05/13/2022	BARNES & NOBLE	R	1298.84	ACCOUNTS PAYABLE VOUCHER
*V4001381	05/13/2022	BEND SHAPE MASK, LLC	R	517.99	ACCOUNTS PAYABLE VOUCHER
*V4001382	05/13/2022	WELLS FARGO	R	8507.82	ACCOUNTS PAYABLE VOUCHER
*V4001383	05/13/2022	CITY OF APPLE VALLEY	R	295.97	ACCOUNTS PAYABLE VOUCHER

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*V4001384	05/13/2022	CITY OF INVER GROVE HTS	R	238.71	ACCOUNTS PAYABLE VOUCHER
*V4001385	05/13/2022	COMPETITIVE CYCLIST	R	165.00	ACCOUNTS PAYABLE VOUCHER
*V4001386	05/13/2022	CRASCHE NEW YORK	R	175.20	ACCOUNTS PAYABLE VOUCHER
*V4001387	05/13/2022	CUB FOODS - ROSEMOUNT	R	290.00	ACCOUNTS PAYABLE VOUCHER
*V4001388	05/13/2022	DELEGARD TOOL CO	R	201.53	ACCOUNTS PAYABLE VOUCHER
*V4001389	05/13/2022	DISCOUNT SCHOOL SUPPLY	R	658.35	ACCOUNTS PAYABLE VOUCHER
*V4001390	05/13/2022	EDCLUB INC	R	211.50	ACCOUNTS PAYABLE VOUCHER
*V4001391	05/13/2022	ENABLING DEVICES	R	176.95	ACCOUNTS PAYABLE VOUCHER
*V4001392	05/13/2022	ENERGIZER HOLDINGS, INC	R	940.00	ACCOUNTS PAYABLE VOUCHER
*V4001393	05/13/2022	FREEDOM CONCEPTS INC	R	133.32	ACCOUNTS PAYABLE VOUCHER
*V4001394	05/13/2022	FUN AND FUNCTION	R	65.40	ACCOUNTS PAYABLE VOUCHER
*V4001395	05/13/2022	GOPHER SPORT	R	2206.78	ACCOUNTS PAYABLE VOUCHER
*V4001396	05/13/2022	GRAINGER W W INC.	R	1223.48	ACCOUNTS PAYABLE VOUCHER
*V4001397	05/13/2022	HEALTHIEST YOU	R	3660.00	ACCOUNTS PAYABLE VOUCHER
*V4001398	05/13/2022	INNOVATIVE OFFICE SOLUTIONS	V	0.00	VOID: MULTI STUB VOUCHER
*V4001399	05/13/2022	INNOVATIVE OFFICE SOLUTIONS	V	0.00	VOID: MULTI STUB VOUCHER
*V4001400	05/13/2022	INNOVATIVE OFFICE SOLUTIONS	R	4287.18	ACCOUNTS PAYABLE VOUCHER
*V4001401	05/13/2022	LAKESHORE LEARNING MATERIALS	R	3201.47	ACCOUNTS PAYABLE VOUCHER
*V4001402	05/13/2022	LIFESAVERS	R	198.00	ACCOUNTS PAYABLE VOUCHER
*V4001403	05/13/2022	MACKIN EDUCATIONAL RESOURCES	R	1541.74	ACCOUNTS PAYABLE VOUCHER
*V4001404	05/13/2022	MACMH (MN ASSOC FOR CHILDREN'S MENT	R	600.00	ACCOUNTS PAYABLE VOUCHER
*V4001405	05/13/2022	MADDEN BROTHERS, INC	R	547.32	ACCOUNTS PAYABLE VOUCHER
*V4001406	05/13/2022	MASE	R	319.00	ACCOUNTS PAYABLE VOUCHER
*V4001407	05/13/2022	MCKESSON MEDICAL	R	1133.24	ACCOUNTS PAYABLE VOUCHER
*V4001408	05/13/2022	NATIONAL ASSOCIATION OF SCHOOL PSYC	R	209.00	ACCOUNTS PAYABLE VOUCHER
*V4001409	05/13/2022	NUTCASE HELMETS	R	79.99	ACCOUNTS PAYABLE VOUCHER
*V4001410	05/13/2022	OFFICE DEPOT	R	1700.53	ACCOUNTS PAYABLE VOUCHER
*V4001411	05/13/2022	PESI	R	164.96	ACCOUNTS PAYABLE VOUCHER
*V4001412	05/13/2022	PITNEY BOWES	R	65.97	ACCOUNTS PAYABLE VOUCHER
*V4001413	05/13/2022	PLAY THERAPY SUPPLY	R	274.92	ACCOUNTS PAYABLE VOUCHER
*V4001414	05/13/2022	RATWICK, ROSZAK & MALONEY, P.A.	R	325.00	ACCOUNTS PAYABLE VOUCHER
*V4001415	05/13/2022	ROSEMOUNT PARKS & RECREATION	R	600.00	ACCOUNTS PAYABLE VOUCHER
*V4001416	05/13/2022	SCHOOL NURSE SUPPLY	R	2171.77	ACCOUNTS PAYABLE VOUCHER
*V4001417	05/13/2022	SCHOOL OUTFITTERS	R	3891.95	ACCOUNTS PAYABLE VOUCHER
*V4001418	05/13/2022	SCHOOL SPECIALTY, LLC	R	2690.31	ACCOUNTS PAYABLE VOUCHER
*V4001419	05/13/2022	SOUTHPAW ENTERPRISES	R	684.26	ACCOUNTS PAYABLE VOUCHER
*V4001420	05/13/2022	SUPER DUPER SCHOOL CO	R	707.60	ACCOUNTS PAYABLE VOUCHER
*V4001421	05/13/2022	TFH SPECIAL NEEDS TOYS	R	316.00	ACCOUNTS PAYABLE VOUCHER
*V4001422	05/13/2022	THE HOME DEPOT	R	151.56	ACCOUNTS PAYABLE VOUCHER
*V4001423	05/13/2022	THE HOME DEPOT PRO	R	1393.97	ACCOUNTS PAYABLE VOUCHER
*V4001424	05/13/2022	THERAPY NOTES, LLC	R	385.00	ACCOUNTS PAYABLE VOUCHER
*V4001425	05/13/2022	TOBII DYNAVOK LLC	R	345.95	ACCOUNTS PAYABLE VOUCHER
*V4001426	05/13/2022	TRANE U.S. INC.	R	468.00	ACCOUNTS PAYABLE VOUCHER
*V4001427	05/13/2022	ULINE	R	9783.45	ACCOUNTS PAYABLE VOUCHER
*V4001428	05/13/2022	UNIVERSAL CLEANING SERVICES	R	9618.35	ACCOUNTS PAYABLE VOUCHER
*V4001429	05/13/2022	VIRCO MFG CORP	R	2120.48	ACCOUNTS PAYABLE VOUCHER
*V6604386	05/11/2022	LAURA ANN ARMSTRONG	R	46.80	ACCOUNTS PAYABLE VOUCHER
*V6604387	05/11/2022	KIM MARIE AUSTIN	R	225.23	ACCOUNTS PAYABLE VOUCHER
*V6604388	05/11/2022	THOMAS RICHARD BENNETT	R	99.45	ACCOUNTS PAYABLE VOUCHER
*V6604389	05/11/2022	MICHAEL JASON BIBRO	R	281.97	ACCOUNTS PAYABLE VOUCHER
*V6604390	05/11/2022	TARA LYNN BRENNER	R	11.70	ACCOUNTS PAYABLE VOUCHER
*V6604391	05/11/2022	DON JAMES BUDACH	R	131.63	ACCOUNTS PAYABLE VOUCHER
*V6604392	05/11/2022	LESLEY ANNE CHESTER	R	15.21	ACCOUNTS PAYABLE VOUCHER
*V6604393	05/11/2022	KATHLEEN COLLINS	R	5.85	ACCOUNTS PAYABLE VOUCHER
*V6604394	05/11/2022	PEARL SUSAN DEVENOW	R	77.22	ACCOUNTS PAYABLE VOUCHER
*V6604395	05/11/2022	LISA A EHLERINGER	R	111.15	ACCOUNTS PAYABLE VOUCHER
*V6604396	05/11/2022	KATHERINE DIANE ENGEL	R	61.43	ACCOUNTS PAYABLE VOUCHER

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*V6604397	05/11/2022	MICHAEL LEONARD FAVOR	R	301.86	ACCOUNTS PAYABLE VOUCHER
*V6604398	05/11/2022	WENDY CATHERINE FELTON	R	32.76	ACCOUNTS PAYABLE VOUCHER
*V6604399	05/11/2022	LINDSAY MAE FITZGERALD	R	67.86	ACCOUNTS PAYABLE VOUCHER
*V6604400	05/11/2022	ANGELITA LEE FLEMING	R	72.54	ACCOUNTS PAYABLE VOUCHER
*V6604401	05/11/2022	SHERILYN FAYE FRISQUE	R	121.68	ACCOUNTS PAYABLE VOUCHER
*V6604402	05/11/2022	PAMELA VICK GARRETSON	R	93.02	ACCOUNTS PAYABLE VOUCHER
*V6604403	05/11/2022	LISA HEDIN	R	59.67	ACCOUNTS PAYABLE VOUCHER
*V6604404	05/11/2022	PETER ALLYN HENDRICKS	R	148.59	ACCOUNTS PAYABLE VOUCHER
*V6604405	05/11/2022	COURTNEY ELIZABETH INMAN	R	21.06	ACCOUNTS PAYABLE VOUCHER
*V6604406	05/11/2022	MONICA ANN JOUBERT	R	16.38	ACCOUNTS PAYABLE VOUCHER
*V6604407	05/11/2022	AMY TAMARAH WOLF KAUFMAN	R	205.34	ACCOUNTS PAYABLE VOUCHER
*V6604408	05/11/2022	ANNA MARIE LAMPHERE	R	14.04	ACCOUNTS PAYABLE VOUCHER
*V6604409	05/11/2022	BETSY SUE LARSEN	R	59.09	ACCOUNTS PAYABLE VOUCHER
*V6604410	05/11/2022	KATIE LYNN LAUER	R	5.85	ACCOUNTS PAYABLE VOUCHER
*V6604411	05/11/2022	KATHRYN ANN LEWIS	R	28.08	ACCOUNTS PAYABLE VOUCHER
*V6604412	05/11/2022	SARAH MARIE LUDEWIG	R	86.00	ACCOUNTS PAYABLE VOUCHER
*V6604413	05/11/2022	CINDY L NORDSTROM	R	9.95	ACCOUNTS PAYABLE VOUCHER
*V6604414	05/11/2022	HOLLY MARIE PEMBLE	R	90.68	ACCOUNTS PAYABLE VOUCHER
*V6604415	05/11/2022	JENNIFER MAE PETERSEN	R	56.16	ACCOUNTS PAYABLE VOUCHER
*V6604416	05/11/2022	EMILY ANN PFISTERER	R	242.78	ACCOUNTS PAYABLE VOUCHER
*V6604417	05/11/2022	WENDI MARLAINA RENKEN	R	138.65	ACCOUNTS PAYABLE VOUCHER
*V6604418	05/11/2022	JESSICA LYNN RICHTER	R	48.56	ACCOUNTS PAYABLE VOUCHER
*V6604419	05/11/2022	SHANNON DAWN ROSENBERG	R	67.86	ACCOUNTS PAYABLE VOUCHER
*V6604420	05/11/2022	MELISSA ANN SAUSER	R	21.06	ACCOUNTS PAYABLE VOUCHER
*V6604421	05/11/2022	MELISSA RAE SCHALLER	R	45.63	ACCOUNTS PAYABLE VOUCHER
*V6604422	05/11/2022	BYRON LEITH SCHWAB	R	87.75	ACCOUNTS PAYABLE VOUCHER
*V6604423	05/11/2022	SONIA LYNN TENDRICH	R	131.04	ACCOUNTS PAYABLE VOUCHER
*V6604424	05/11/2022	MICHAEL PATRICK ZICKRICK	R	93.60	ACCOUNTS PAYABLE VOUCHER
*V6604425	05/25/2022	MARTHA JOAN ALLEN	R	239.85	ACCOUNTS PAYABLE VOUCHER
*V6604426	05/25/2022	LAURA ANN ARMSTRONG	R	7.00	ACCOUNTS PAYABLE VOUCHER
*V6604427	05/25/2022	CARMEN RUTH BAKER	R	18.72	ACCOUNTS PAYABLE VOUCHER
*V6604428	05/25/2022	MICHAEL JASON BIBRO	R	357.93	ACCOUNTS PAYABLE VOUCHER
*V6604429	05/25/2022	TARA JO BLACKERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604430	05/25/2022	LOREEN M. BOHNERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604431	05/25/2022	MATTHEW KYLE BRUNS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604432	05/25/2022	DON JAMES BUDACH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604433	05/25/2022	ANNE LOUISE BYER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604434	05/25/2022	MARISSA ANN CALANDER-ROLL	R	12.29	ACCOUNTS PAYABLE VOUCHER
*V6604435	05/25/2022	JESSICA DAWN CHAMBLIN	R	468.60	ACCOUNTS PAYABLE VOUCHER
*V6604436	05/25/2022	JAMIE AUTUMN DALBESIO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604437	05/25/2022	JACOB MICHAEL DONALDSON	R	14.04	ACCOUNTS PAYABLE VOUCHER
*V6604438	05/25/2022	SHEREEN ALIA BOND	R	22.00	ACCOUNTS PAYABLE VOUCHER
*V6604439	05/25/2022	KATHERINE DIANE ENGEL	R	66.11	ACCOUNTS PAYABLE VOUCHER
*V6604440	05/25/2022	JONI KAY ERIE	R	70.20	ACCOUNTS PAYABLE VOUCHER
*V6604441	05/25/2022	ANGELITA LEE FLEMING	R	60.84	ACCOUNTS PAYABLE VOUCHER
*V6604442	05/25/2022	SHERILYN FAYE FRISQUE	R	304.21	ACCOUNTS PAYABLE VOUCHER
*V6604443	05/25/2022	PAMELA VICK GARRETSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604444	05/25/2022	ADDIE SUZANNE GESKE	R	224.64	ACCOUNTS PAYABLE VOUCHER
*V6604445	05/25/2022	CHRISTINA ANN GILLARD	R	130.46	ACCOUNTS PAYABLE VOUCHER
*V6604446	05/25/2022	PAMELA ANN GREENGO	R	26.91	ACCOUNTS PAYABLE VOUCHER
*V6604447	05/25/2022	CASSIE J. GROFF	R	99.45	ACCOUNTS PAYABLE VOUCHER
*V6604448	05/25/2022	JANA LEE HEIDEMANN	R	78.98	ACCOUNTS PAYABLE VOUCHER
*V6604449	05/25/2022	PETER ALLYN HENDRICKS	R	156.20	ACCOUNTS PAYABLE VOUCHER
*V6604450	05/25/2022	JENNIFER AMY HETLAND	R	209.93	ACCOUNTS PAYABLE VOUCHER
*V6604451	05/25/2022	MELISSA ROCHELL HO	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604452	05/25/2022	JUSTIN DAVID HOELSCHER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604453	05/25/2022	KATE SCHNEEWEIS HULSE	R	90.00	ACCOUNTS PAYABLE VOUCHER

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*V6604454	05/25/2022	EVA MARIE JOHNSON	R	19.49	ACCOUNTS PAYABLE VOUCHER
*V6604455	05/25/2022	SARAH LYNN JOHNSON	R	174.92	ACCOUNTS PAYABLE VOUCHER
*V6604456	05/25/2022	MONICA ANN JOUBERT	R	18.72	ACCOUNTS PAYABLE VOUCHER
*V6604457	05/25/2022	BEVIN ANNE KILPATRICK	R	14.04	ACCOUNTS PAYABLE VOUCHER
*V6604458	05/25/2022	LORI ANN KLEIN	R	3532.26	ACCOUNTS PAYABLE VOUCHER
*V6604459	05/25/2022	SHANNA MARIE KNUTSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604460	05/25/2022	AMBER LEIGH KURTEN	R	513.07	ACCOUNTS PAYABLE VOUCHER
*V6604461	05/25/2022	CAROL LEIGH KURTEN	R	23.40	ACCOUNTS PAYABLE VOUCHER
*V6604462	05/25/2022	LAURA MARIE KVAMME	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604463	05/25/2022	DANIELLE MARIE LAFRANCE-WARNKE	R	167.90	ACCOUNTS PAYABLE VOUCHER
*V6604464	05/25/2022	ANNA MARIE LAMPHERE	R	91.06	ACCOUNTS PAYABLE VOUCHER
*V6604465	05/25/2022	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604466	05/25/2022	BETSY SUE LARSEN	R	52.65	ACCOUNTS PAYABLE VOUCHER
*V6604467	05/25/2022	ERIN JEAN MAHNKE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604468	05/25/2022	MONIQUE NICOLE MARPLE	R	25.16	ACCOUNTS PAYABLE VOUCHER
*V6604469	05/25/2022	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604470	05/25/2022	SHANNON BRENNAN BRENNAN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604471	05/25/2022	JAMES ANTHONY MYRMAN	R	93.60	ACCOUNTS PAYABLE VOUCHER
*V6604472	05/25/2022	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604473	05/25/2022	JENNIFER LEE OLSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604474	05/25/2022	HOLLY MARIE PEMBLE	R	111.74	ACCOUNTS PAYABLE VOUCHER
*V6604475	05/25/2022	AMANDA LYNN PETERS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604476	05/25/2022	JENNIFER MAE PETERSEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604477	05/25/2022	BROOKE ALLYSON PETERSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604478	05/25/2022	CAROLINE ROSE PETERSON	R	367.38	ACCOUNTS PAYABLE VOUCHER
*V6604479	05/25/2022	EMILY ANN PFISTERER	R	324.68	ACCOUNTS PAYABLE VOUCHER
*V6604480	05/25/2022	HANNAH DUFFY RADANT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604481	05/25/2022	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604482	05/25/2022	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604483	05/25/2022	SUSAN LEE ROGERS	R	25.74	ACCOUNTS PAYABLE VOUCHER
*V6604484	05/25/2022	NICOLLE KATHERINE ROUSH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604485	05/25/2022	MELISSA RAE SCHALLER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604486	05/25/2022	AMBER GRACE SCHMITZ	R	146.84	ACCOUNTS PAYABLE VOUCHER
*V6604487	05/25/2022	IRENE ELIZABETH SCHULTZ-ALBERT	R	161.46	ACCOUNTS PAYABLE VOUCHER
*V6604488	05/25/2022	HEATHER LYNN STOESZ	R	114.66	ACCOUNTS PAYABLE VOUCHER
*V6604489	05/25/2022	MEGAN ELIZABETH STREED	R	18.14	ACCOUNTS PAYABLE VOUCHER
*V6604490	05/25/2022	AMY LYNN SWANEY	R	177.75	ACCOUNTS PAYABLE VOUCHER
*V6604491	05/25/2022	BRENDA JEAN SZOKA	R	58.76	ACCOUNTS PAYABLE VOUCHER
*V6604492	05/25/2022	KAYLEEN LAVONNE TAFFE	R	35.69	ACCOUNTS PAYABLE VOUCHER
*V6604493	05/25/2022	MARY ELIZABETH TAYLOR	R	111.74	ACCOUNTS PAYABLE VOUCHER
*V6604494	05/25/2022	SONIA LYNN TENDRICH	R	215.28	ACCOUNTS PAYABLE VOUCHER
*V6604495	05/25/2022	TAYLOR MAY THOMAS	R	3532.26	ACCOUNTS PAYABLE VOUCHER
*V6604496	05/25/2022	GRETCHEN ANN TOAY	R	12.29	ACCOUNTS PAYABLE VOUCHER
*V6604497	05/25/2022	SHANYN NICOLE TUFTEE	R	154.98	ACCOUNTS PAYABLE VOUCHER
*V6604498	05/25/2022	MICHELLE LYNN VOLLBRECHT	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604499	05/25/2022	JANEL LYNN VRIEZE	R	105.30	ACCOUNTS PAYABLE VOUCHER
*V6604500	05/25/2022	GREGORY ALEXANDER WALETSKI	R	109.40	ACCOUNTS PAYABLE VOUCHER
*V6604501	05/25/2022	TERESA LYNN WELCH	R	19.89	ACCOUNTS PAYABLE VOUCHER
*V6604502	05/25/2022	FRAN LOUISE WOOD	R	420.03	ACCOUNTS PAYABLE VOUCHER
*V6604503	05/25/2022	SCOTT MICHAEL ZEHNDER	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V6604504	05/25/2022	MICHAEL PATRICK ZICKRICK	R	70.20	ACCOUNTS PAYABLE VOUCHER
*V7702024	04/29/2022	MEDICA	R	48239.38	ACCOUNTS PAYABLE VOUCHER
*V7702025	04/29/2022	PLANSOURCE FLEX BEN.	R	729.19	ACCOUNTS PAYABLE VOUCHER
*V7702026	04/29/2022	AFLAC	R	1744.09	ACCOUNTS PAYABLE VOUCHER
*V7702027	04/29/2022	AMERIPRISE FINANCIAL ADVISORS	R	9146.45	ACCOUNTS PAYABLE VOUCHER
*V7702028	04/29/2022	AXA EQUITABLE LIFE INS CO	R	4033.66	ACCOUNTS PAYABLE VOUCHER
*V7702029	04/29/2022	FIDELITY INVSTMT TAX-EX SVC CO	R	7485.67	ACCOUNTS PAYABLE VOUCHER

DATE: 06/07/2022
TIME: 11:48:40

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 7
ACCTPA21
ACCOUNTING PERIOD: 12/22

SELECTION CRITERIA: chkstat.rundate between '20220428 00:00:00.000' and '20220607 00:00:00.000'

*V7702030	04/29/2022	HEALTHEQUITY, INC.	R	28525.33	ACCOUNTS PAYABLE VOUCHER
*V7702031	04/29/2022	HORACE MANN LIFE INS	R	1435.02	ACCOUNTS PAYABLE VOUCHER
*V7702032	04/29/2022	INTERNAL REVENUE SERVICE	R	237077.27	ACCOUNTS PAYABLE VOUCHER
*V7702033	04/29/2022	EDUCATION MN ESI BILLING TRUST	R	10124.46	ACCOUNTS PAYABLE VOUCHER
*V7702034	04/29/2022	MN DEPT OF REVENUE	R	39152.11	ACCOUNTS PAYABLE VOUCHER
*V7702035	04/29/2022	MN STATE RETIREMENT SYSTEM	R	1208.33	ACCOUNTS PAYABLE VOUCHER
*V7702036	04/29/2022	EXECUTIVE DIRECTOR	R	49388.65	ACCOUNTS PAYABLE VOUCHER
*V7702037	04/29/2022	STATE TREASURER, TRA	R	113094.08	ACCOUNTS PAYABLE VOUCHER
*V7702038	04/29/2022	VARIABLE ANNUITY LIFE INS CO	R	9612.68	ACCOUNTS PAYABLE VOUCHER
*V7702039	04/29/2022	VOYA	R	1293.18	ACCOUNTS PAYABLE VOUCHER
*V7702040	05/04/2022	MEDICA	R	25636.73	ACCOUNTS PAYABLE VOUCHER
*V7702041	05/04/2022	NATIONAL INSURANCE SERVICES OF WI,	R	12499.79	ACCOUNTS PAYABLE VOUCHER
*V7702042	05/09/2022	APPLE VALLEY ISD LLC	R	41815.67	ACCOUNTS PAYABLE VOUCHER
*V7702043	05/09/2022	SE ISD, DST	R	77415.98	ACCOUNTS PAYABLE VOUCHER
*V7702044	05/11/2022	MEDICA	R	72084.44	ACCOUNTS PAYABLE VOUCHER
*V7702045	05/13/2022	MEDICA	R	135542.05	ACCOUNTS PAYABLE VOUCHER
*V7702046	05/13/2022	AMERIPRISE FINANCIAL ADVISORS	R	9146.45	ACCOUNTS PAYABLE VOUCHER
*V7702047	05/13/2022	AXA EQUITABLE LIFE INS CO	R	4033.66	ACCOUNTS PAYABLE VOUCHER
*V7702048	05/13/2022	FIDELITY INVSTMT TAX-EX SVC CO	R	7485.67	ACCOUNTS PAYABLE VOUCHER
*V7702049	05/13/2022	HEALTHEQUITY, INC.	R	28357.11	ACCOUNTS PAYABLE VOUCHER
*V7702050	05/13/2022	HORACE MANN LIFE INS	R	1435.02	ACCOUNTS PAYABLE VOUCHER
*V7702051	05/13/2022	INTERNAL REVENUE SERVICE	R	239596.93	ACCOUNTS PAYABLE VOUCHER
*V7702052	05/13/2022	EDUCATION MN ESI BILLING TRUST	R	10124.46	ACCOUNTS PAYABLE VOUCHER
*V7702053	05/13/2022	MN DEPT OF REVENUE	R	39573.22	ACCOUNTS PAYABLE VOUCHER
*V7702054	05/13/2022	MN STATE RETIREMENT SYSTEM	R	1208.33	ACCOUNTS PAYABLE VOUCHER
*V7702055	05/13/2022	EXECUTIVE DIRECTOR	R	50989.86	ACCOUNTS PAYABLE VOUCHER
*V7702056	05/13/2022	STATE TREASURER, TRA	R	112093.49	ACCOUNTS PAYABLE VOUCHER
*V7702057	05/13/2022	VARIABLE ANNUITY LIFE INS CO	R	9300.18	ACCOUNTS PAYABLE VOUCHER
*V7702058	05/13/2022	VOYA	R	1293.18	ACCOUNTS PAYABLE VOUCHER
*V7702059	05/18/2022	MEDICA	R	48940.25	ACCOUNTS PAYABLE VOUCHER
*V7702060	05/20/2022	DELTA DENTAL OF MINNESOTA	R	46155.84	ACCOUNTS PAYABLE VOUCHER
*V7702061	05/20/2022	PLANSOURCE FLEX BEN.	R	1145.87	ACCOUNTS PAYABLE VOUCHER
*V7702062	05/25/2022	MEDICA	R	60069.25	ACCOUNTS PAYABLE VOUCHER
*V7702063	05/31/2022	FIDELITY SECURITY LIFE INS CO	R	1703.69	ACCOUNTS PAYABLE VOUCHER
*V7702064	05/31/2022	PLANSOURCE FLEX BEN.	R	1066.68	ACCOUNTS PAYABLE VOUCHER
*V7702065	05/31/2022	AFLAC	R	1690.14	ACCOUNTS PAYABLE VOUCHER
*V7702066	05/31/2022	AMERIPRISE FINANCIAL ADVISORS	R	9146.45	ACCOUNTS PAYABLE VOUCHER
*V7702067	05/31/2022	AXA EQUITABLE LIFE INS CO	R	4033.66	ACCOUNTS PAYABLE VOUCHER
*V7702068	05/31/2022	FIDELITY INVSTMT TAX-EX SVC CO	R	7485.67	ACCOUNTS PAYABLE VOUCHER
*V7702069	05/31/2022	HEALTHEQUITY, INC.	R	28628.55	ACCOUNTS PAYABLE VOUCHER
*V7702070	05/31/2022	HORACE MANN LIFE INS	R	1435.02	ACCOUNTS PAYABLE VOUCHER
*V7702071	05/31/2022	INTERNAL REVENUE SERVICE	R	239098.17	ACCOUNTS PAYABLE VOUCHER
*V7702072	05/31/2022	EDUCATION MN ESI BILLING TRUST	R	10124.46	ACCOUNTS PAYABLE VOUCHER
*V7702073	05/31/2022	MN DEPT OF REVENUE	R	39607.81	ACCOUNTS PAYABLE VOUCHER
*V7702074	05/31/2022	MN STATE RETIREMENT SYSTEM	R	1208.33	ACCOUNTS PAYABLE VOUCHER
*V7702075	05/31/2022	EXECUTIVE DIRECTOR	R	50892.82	ACCOUNTS PAYABLE VOUCHER
*V7702076	05/31/2022	STATE TREASURER, TRA	R	112135.06	ACCOUNTS PAYABLE VOUCHER
*V7702077	05/31/2022	VARIABLE ANNUITY LIFE INS CO	R	9300.18	ACCOUNTS PAYABLE VOUCHER
*V7702078	05/31/2022	VOYA	R	1293.18	ACCOUNTS PAYABLE VOUCHER
*V7702079	06/06/2022	MEDICA	R	52940.10	ACCOUNTS PAYABLE VOUCHER
*V7702080	06/06/2022	NATIONAL INSURANCE SERVICES OF WI,	R	9466.03	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				2771545.35	
TOTAL REPORT				2771545.35	

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

05/31/2022 DIRECT DEPOSITS REGULAR PAY (PR122)	\$	700,921.89
05/31/2022 CHECKS (PR122)	\$	-

NET PAYROLL **\$ 700,921.89**

Authorized Signature  Date 5/26/22

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

05/13/2022 DIRECT DEPOSITS REGULAR PAY (PR121)	\$	698,274.29
05/13/2022 CHECKS (PR121)	\$	-
05/02/2022 MANUAL CHECK (PR120)	\$	1,212.80

NET PAYROLL **\$ 699,487.09**

Authorized Signature  Date 5/12/22

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

April, 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	10,451,717.87	0.00	2,000,000.00	0.00	2,682.80	8,454,400.67	5,833.52
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		13,951,717.87	0.00	2,000,000.00	0.00	2,682.80	11,954,400.67	5,833.52

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: **April 2022** Average MSDLAF+MAX Average Rate was .35%. 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
April 30, 2022

INTERMEDIATE SCHOOL DISTRICT 917

Client Management Team

Amber Cannegieter

Key Account Manager
213 Market Street
Harrisburg, PA 17101-2141
1-888-4-MSDLAF
cannegietera@pfmam.com

Brian Johnson

Director
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johnsonb@pfmam.com

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600430 STATE PAYMENTS

Important Messages

MSDLAF will be closed on 05/30/2022 for Memorial Day.

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 April 30, 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 **April 30, 2022**

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

MSDLAF+ MAX Class

Opening Market Value	10,451,717.87
Purchases	2,682.80
Redemptions	(2,000,000.00)
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value **\$8,454,400.67**

Cash Dividends and Income 2,682.80

MSDLAF TERM

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

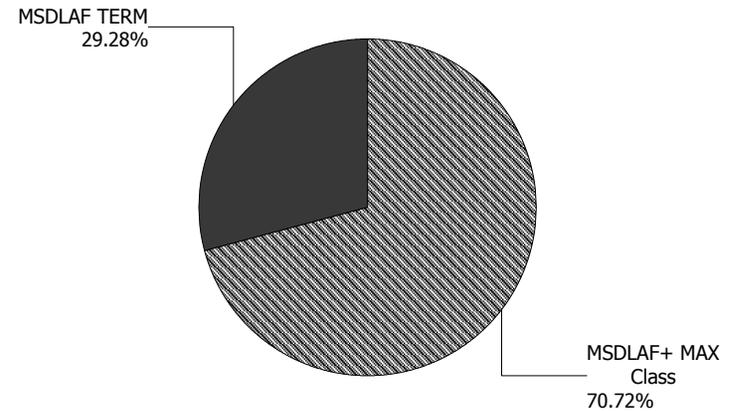
Closing Market Value **\$3,500,000.00**

Cash Dividends and Income 0.00

Asset Summary

	April 30, 2022	March 31, 2022
MSDLAF+ MAX Class	8,454,400.67	10,451,717.87
MSDLAF TERM	3,500,000.00	3,500,000.00
Total	\$11,954,400.67	\$13,951,717.87

Asset Allocation





Investment Holdings

For the Month Ending **April 30, 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	3,352.33	3,505,381.37
Total					\$3,500,000.00	\$3,352.33	\$3,505,381.37



Account Statement

For the Month Ending **April 30, 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					10,451,717.87
04/05/22	04/05/22	Redemption - ACH Redemption	1.00	(1,000,000.00)	9,451,717.87
04/22/22	04/22/22	Redemption - ACH Redemption	1.00	(1,000,000.00)	8,451,717.87
04/29/22	05/02/22	Accrual Income Div Reinvestment - Distributions	1.00	2,682.80	8,454,400.67

Closing Balance **8,454,400.67**

	Month of April	Fiscal YTD July-April		Closing Balance	Average Monthly Balance	Monthly Distribution Yield
Opening Balance	10,451,717.87	10,998,567.15	Closing Balance	8,454,400.67		
Purchases	2,682.80	9,705,833.52	Average Monthly Balance	9,285,230.06		
Redemptions (Excl. Checks)	(2,000,000.00)	(12,250,000.00)	Monthly Distribution Yield	0.35%		
Check Disbursements	0.00	0.00				
Closing Balance	8,454,400.67	8,454,400.67				
Cash Dividends and Income	2,682.80	5,833.52				

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

May, 2022

ACCOUNT NAME	ACCT NO	BEGINNING BALANCE	PURCHASES CREDITS	SALES TRANSFERS	INVESTMENT FEES	INTEREST EARNED	ENDING BALANCE	YEAR TO DATE INTEREST EARNED
MSDLAF + MAX	01	8,454,400.67	0.00	0.00	0.00	4,915.54	8,459,316.21	10,749.06
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		11,954,400.67	0.00	0.00	0.00	4,915.54	11,959,316.21	10,749.06

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: **May 2022** Average MSDLAF+MAX Average Rate was .68%. 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
May 31, 2022

INTERMEDIATE SCHOOL DISTRICT 917

Client Management Team

Amber Cannegieter

Key Account Manager
213 Market Street
Harrisburg, PA 17101-2141
1-888-4-MSDLAF
cannegietera@pfmam.com

Brian Johnson

Director
800 Nicollet Mall, 4th Floor
Minneapolis, MN 55402
612-338-3535
johnsonb@pfmam.com

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Important Messages

MSDLAF will be closed on 06/20/2022 for Juneteenth (Observed).
MSDLAF will be closed on 07/04/2022 for Independence Day.

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 **May 31, 2022**

Important Disclosures

Important Disclosures

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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 **May 31, 2022**

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

MSDLAF+ MAX Class

Opening Market Value	8,454,400.67
Purchases	4,915.54
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value **\$8,459,316.21**

Cash Dividends and Income 4,915.54

MSDLAF TERM

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

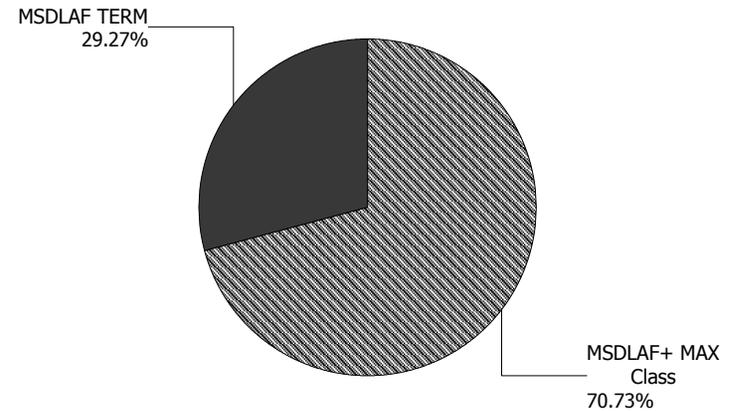
Closing Market Value **\$3,500,000.00**

Cash Dividends and Income 0.00

Asset Summary

	May 31, 2022	April 30, 2022
MSDLAF+ MAX Class	8,459,316.21	8,454,400.67
MSDLAF TERM	3,500,000.00	3,500,000.00
Total	\$11,959,316.21	\$11,954,400.67

Asset Allocation





Investment Holdings

For the Month Ending **May 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	4,036.03	3,505,381.37
Total					\$3,500,000.00	\$4,036.03	\$3,505,381.37



Account Statement

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

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
MSDLAF+ MAX Class					
Opening Balance					8,454,400.67
05/31/22	06/01/22	Accrual Income Div Reinvestment - Distributions	1.00	4,915.54	8,459,316.21
Closing Balance					8,459,316.21

	Month of May	Fiscal YTD July-May		
Opening Balance	8,454,400.67	10,998,567.15	Closing Balance	8,459,316.21
Purchases	4,915.54	9,710,749.06	Average Monthly Balance	8,454,559.24
Redemptions (Excl. Checks)	0.00	(12,250,000.00)	Monthly Distribution Yield	0.68%
Check Disbursements	0.00	0.00		
Closing Balance	8,459,316.21	8,459,316.21		
Cash Dividends and Income	4,915.54	10,749.06		

Intermediate School District #917
School Board

Resolution to Accept Donations

Board member _____ introduced the following Resolution:

RESOLVED, that the School Board of Intermediate School District 917 accept the following donations, as indicated below, in the amount of \$300.

1. Donation of plants to the Lebanon Education Center garden from Debra Kvamme of the Hennepin Technical College Horticulture Program in Brooklyn Park. Value: \$200.
2. Donation of \$100 to the ISD 917 Cedar School from Chad Zimmerman of Studenttreasures Publishing. This will be used towards expanding literacy opportunities for the students. Value: \$100.

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

Whereupon said resolution was duly passed and adopted.

Date Board Approved: _____, 2022



Intermediate School District #917

**Proposed Adopted Budget
2022 - 2023**

June 14, 2022

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

Secondary Technical Center Programs:

Secondary Career & Technical Programs Average Rate	2021-22 Est. Hourly Rates 12.31	2022-23 Est. Hourly Rates 13.60	% change 10.48%
Secondary Vocational Student Billable Hours	2021-22 Est. Billable Hours 83,520	2022-23 Est. Billable Hours 83,520	% change 0.00%
DCALS Student Billable Hours (unweighted)	198,360	182,700	-7.89%
DCALS South Student Billable Hours (unweighted)	20,880.00	-	-100.00%
DCALS North Student Billable Hours (unweighted)	78,300.00	79,344.00	1.33%
DCALS Ext. Day Student Billable Hours (unweighted)	51,156.00	51,156.00	0.00%
			(-15 ADM's)
			(-20 ADM's site closed FY23)
			(1 Adm)
			(Est. based on 3 yr avg.)
Total Student Billable Hours	432,216	396,720	-8.21%

Special Education Programs:

Special Education Resource Program Average Rate	2021-22 Est. Hourly Rates 68.18	2022-23 Est. Hourly Rates 69.49	% change 1.92%
Purchase of Services Agreements Average Cost per FTE	107990.44	112850.00	4.50%
Special Education Resource Student Billable Hours	2021-22 Est. Billable Hours 508,256	2022-23 Est. Billable Hours 507,256	% change -0.20%
Special Education Purchase of Service Billable Hrs	45,371	44,244	-2.48%
Total Student Billable Hours	553,627	551,500	-0.38%

Intermediate Rate Comparison

Updated 5-9-22

Intermediate School District 917

Fiscal Year	Ratio of Exp to Aid	Total Exp	Total Aid	Exp After Aid Applied	Billable Hours (sped only)	Hourly Rate Before Aid	Hourly Rate After Aid
FY17	0.59	\$17,225,860.82	\$10,175,078.03	\$7,050,782.79	414217	\$41.59	\$17.02
FY18	0.59	\$19,066,257.03	\$11,023,392.82	\$8,042,864.21	411310	\$46.35	\$19.55
FY19	0.53	\$22,340,890.73	\$11,914,173.81	\$10,426,716.92	439413	\$50.84	\$23.73
FY20	0.55	\$25,425,613.49	\$13,906,025.17	\$11,519,588.32	504435	\$50.40	\$22.84
FY21	0.61	\$26,596,637.00	\$16,346,094.00	\$10,250,542.00	533975	\$49.81	\$19.20

Northeast Metro 916

Fiscal Year	Ratio of Exp to Aid	Total Exp	Total Aid	Exp After Aid Applied	Billable Hours (sped only)	Hourly Rate Before Aid	Hourly Rate After Aid
FY17	0.55	\$25,287,089.71	\$13,932,241.21	\$11,354,848.50	513878	\$49.21	\$22.10
FY18	0.53	\$30,175,837.89	\$15,963,412.33	\$14,212,425.56	544881	\$55.83	\$26.08
FY19	0.58	\$31,767,389.21	\$18,467,206.95	\$13,300,182.26	513811	\$61.83	\$25.89
FY20	0.57	\$34,523,229.57	\$19,746,894.91	\$14,776,334.66	500704	\$68.95	\$29.51
FY21	0.62	\$35,570,000.37	\$22,204,397.66	\$13,365,602.71	512567	\$69.40	\$26.08

Intermediate School District 287

Fiscal Year	Ratio of Exp to Aid	Total Exp	Total Aid	Exp After Aid Applied	Billable Hours (sped only)	Hourly Rate Before Aid	Hourly Rate After Aid
FY17	0.53	\$38,769,097.33	\$20,498,074.16	\$18,271,023.17	638535	\$60.72	\$28.61
FY18	0.59	\$37,802,164.15	\$22,392,901.35	\$15,409,262.80	595009	\$63.53	\$25.90
FY19	0.55	\$39,985,087.36	\$22,093,865.99	\$17,891,221.38	579524	\$69.00	\$30.87
FY20	0.57	\$40,342,871.43	\$23,138,895.82	\$17,203,975.61	583679	\$69.12	\$29.48
FY21	0.59	\$41,275,184.14	\$24,467,392.79	\$16,807,791.35	536687	\$76.91	\$31.32

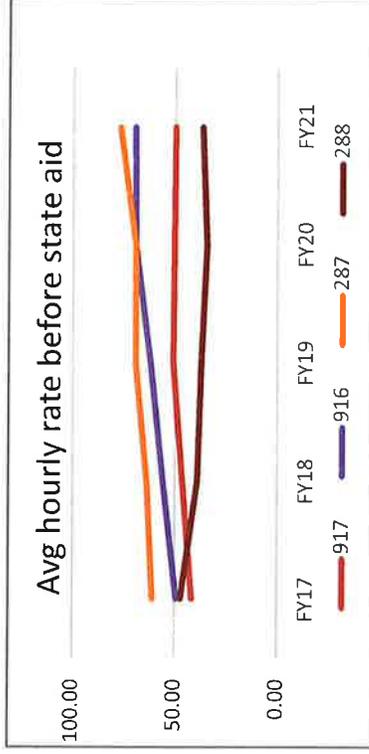
Southwest Metro Intermediate 288

Fiscal Year	Ratio of Exp to Aid	Total Exp	Total Aid	Exp After Aid Applied	Billable Hours (sped only)	Hourly Rate Before Aid	Hourly Rate After Aid
FY17	0.6	\$8,272,180.01	\$4,979,576.90	\$3,292,603.11	175906	\$47.03	\$18.72
FY18	0.56	\$7,810,512.17	\$4,352,978.93	\$3,457,533.24	200026	\$39.05	\$17.29
FY19	0.61	\$7,502,698.52	\$4,565,034.33	\$2,937,665.19	201676	\$37.20	\$14.57
FY20	0.52	\$8,585,672.72	\$4,444,266.43	\$4,141,406.29	249345	\$34.43	\$16.61
FY21	0.62	\$9,443,640.07	\$5,902,154.90	\$3,541,485.17	258179	\$36.58	\$13.72

Intermediate Rate Comparison

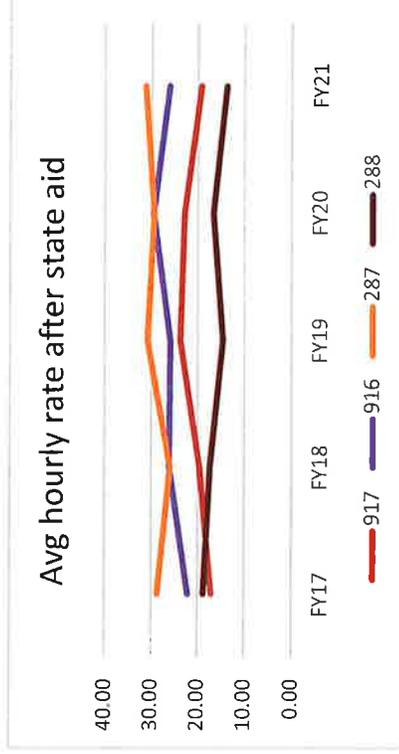
Hourly Rate Before State Aid

	FY17	FY18	FY19	FY20	FY21
917	41.59	46.35	50.84	50.40	49.81
916	49.21	55.83	61.83	68.95	69.40
287	60.72	63.53	69.00	69.00	76.91
288	47.03	39.05	37.13	34.43	36.58



Hourly Rate After State Aid

	FY17	FY18	FY19	FY20	FY21
917	17.02	19.55	23.73	22.84	19.20
916	22.10	26.08	25.89	29.51	26.08
287	28.61	25.90	30.87	29.45	31.32
288	18.72	17.29	14.54	16.61	13.72



Intermediate School District 917

2022 - 2023

Overview of Proposed Adopted Budget

Fund #	Fund Name	Projected Fund Balance 6/30/2022	Projected Revenues	Projected Expenditures	Projected Fund Balance 6/30/2023
1	Secondary	3,624,135	4,154,587	4,285,773	3,492,949
2	Special Education	6,344,119	42,331,389	42,904,824	5,770,684
5	Gen Capital Exp.	8,171	524,500	528,500	4,171
10	Institutional Support	5,843	388,852	388,852	5,843
13	Secondary Resale	19,753	15,000	15,000	19,753
14	Special Ed Resale	11,467	7,000	7,300	11,167
15	917 Support Services	671	0	0	671
50	Student Activities	6,073	2,700	2,700	6,073
	Total Operating Fund	10,020,232	47,424,028	48,132,949	9,311,311
3	Food and Nutrition	0	163,000	163,000	0
20	Internal Service Fund	-803,989	144,000	159,000	-818,989
21	Self Funded Dental Ins. Plan	545,625	515,000	505,500	555,125
22	Self Funded Health Ins. Plan	5,097,936	5,208,109	4,679,430	5,626,615
	Total Funds	14,859,804	53,454,137	53,639,879	14,674,062

The general funds projected reserved/unassigned fund balance as of 6/30/2023
Preliminary operating fund balance \$ 9,311,311

Preliminary operating fund balance as a percentage of expenditures 19.34%
Excluding restricted fund balance (Fund 5) 19.55%

FY22 projected unassigned fund balance 21.32%

Intermediate School District 917														
Balance Sheet - GASB 54 Fund Balances														
Governmental Funds as of June 30, 2022														
	Fund 1	Fund 2	Fund 5	General Fund			Fund 14	Fund 15	Food Service Fund 3	Internal Service Fund 20	Self Funded Dental Fund 21	Self Funded Medical Fund 22	Student Activities Fund 50	Total Fund Balance
Nonspendable:														
inventories														
prepaid expenses														
Restricted for:														
health and safety														
basic skills compensatory														
deferred maintenance projects														
operating capitol/bond payment			4,171											4,171
safe schools levy														
OPEB														
other fund activities														
Committed for:														
fund balance for next year														
Assigned for:														
next year severance pay														
next year retiree health														
school carryover budgets														
scholarships														
encumbrances														
Unassigned for:														
unassigned	3,492,949	5,770,684	0	0	19,753	11,167	671		-818,989	555,125	5,626,615	6,073	14,664,048	
22-23 Projected Fund Balance	3,492,949	5,770,684	4,171	0	19,753	11,167	671	0	-818,989	555,125	5,626,615	6,073	14,668,219	
21-22 Final Fund Balance	3,624,135	6,344,119	8,171	0	19,753	11,467	671	0	-803,989	545,625	5,097,936	6,073	14,847,888	
Change	-131,186	-573,435	-4,000	0	0	-300	0	0	-15,000	9,500	528,679	0	-185,742	

Intermediate School District 917

Expenditure Comparison

2021-22 Revised Budget and 2022-23 Adopted Budget

updated 5 9 22

Fund #	Description	FY 21-22 Revised Exp. Budget	FY 22-23 Adopted Exp. Budget	Difference	Percent Change
1	Secondary	4,120,597	4,285,773	165,176	4.01%
2	Special Ed.	42,249,291	42,904,824	655,533	1.55%
5	Capital Improvements	529,400	528,500	-900	-0.17%
10	Institutional Support	62,780	388,852	326,072	519.39%
13	Secondary Resale	20,388	15,000	-5,388	-26.43%
14	Special Ed Resale	7,250	7,300	50	0.69%
15	917 Support Services	0	0	0	0.00%
50	Student Activities	3,100	2,700	-400	-12.90%
	Total Operating Fund	46,992,806	48,132,949	1,140,143	2.43%
3	Food and Nutrition	184,970	163,000	-21,970	-11.88%
20	Internal Service Fund	164,500	159,000	-5,500	-3.34%
21	Self Funded Dental Ins. Plan	505,670	505,500	-170	-0.03%
22	Self Funded Health Ins. Plan	4,827,720	4,679,430	-148,290	-3.07%
	Total Funds	52,675,666	53,639,879	964,213	1.83%

Highlight of significant changes between 2021-22 revised exp vs 2022-23 adopted exp:

- Fund 1 Salary and benefit increases built in for estimated and actual contract settlements. Additional budget adjustment detail enclosed on page 7 and 8.
- Fund 2 Salary and benefit increases built in for estimated and actual contract settlements. Additional budget adjustment detail enclosed on page 7 and 8.
- Fund 10 Increase new grant funding from Expanded Summer Learning F164 and and Learning Recovery F169 in the amount of \$360,987 and decrease in Dakota County funding \$30,000.
- Fund 3 Decrease assumptions on meals served until staffing increases and students served increases.
- Fund 22 Decreased assumptions on participation until staffing increases.

FY23 Intermediate School District 917 Revised Budget Assumptions

0% increase in General Ed formula per ADM

2022-24 Contracts unsettled:

Paraprofessionals contract	4.30%	Estimate
Health Associate contract		
Interpreters contract		
Classified School Year contract		

2021-23 Contracts settled:

Assistant Director/Principal contract	3.18%	Actuals for 22-23
Coordinator contract	3.54%	Actuals for 22-23
Dean contract	3.96%	Actuals for 22-23
Executive Director contract	2.63%	Actuals for 22-23
Teachers	3.57%	Actuals for 22-23

2022-24 Contracts settled:

Classified Full Year contract	3.97%	Actuals for 22-23
Clerical contract	4.37%	Actuals for 22-23
Custodians contract	3.82%	Actuals for 22-23
Executive Assistant costs for salary and benefits	3.68%	Actuals for 22-23
BCBA & MHPC	4.64%	Actuals for 22-23
Licensed Psych & Centralized Intake Coordinator	4.64%	Actuals for 22-23

Enrollment Assumptions:

Secondary Vocational Programs	Enrollment	0	ADM's
DCALS South	Enrollment decrease	-20	ADM's
DCALS	Enrollment decrease	-15	ADM's
DCALS North	Enrollment increase	1	ADM's
Ext Year On-line	Enrollment	0	ADM's
Special Education	Enrollment decrease	-1	ADM's

Total ADM Changes -35

**HIGHLIGHT OF SIGNIFICANT CHANGES BETWEEN
2021-22 REVISED EXPENSES VS 2022-23 ADOPTED EXPENSES**

Fund 1					
DCALS South	Closing of DCALS South campus resulted in decrease 1.0 FTE Administrative assistant and 1.0 FTE math teacher, supplies, equipment and facility maintenance costs	-2	FTE		(\$183,200)
Secondary Vocational	Decrease FY23 did not have any vacation payouts due to resignations as in FY22				(\$46,715)
District Wide	Increase in Safe Schools Levy, ESSER III, Exp. Summer Prog., and ARP fed funds				\$148,462
	Decrease Basic Skills Compensatory				(\$14,690)
	Increase due to purchasing a van in FY23				\$32,000
	Increase in sq footage occupied with DCTC for due to change in Dakota County Technical College joint powers agreement				\$126,493
	(Cost basis in FY23 will be sq. footage occupied instead of actual costs)				
	Total Changes in Fund 1	-2	FTE		\$62,350
Fund 2					
Open compliments	Decrease of 30 open compliments compared to FY22 revised budgets (overall district wide open compliments reflected on organizational charts are 152 FTE)	-30	FTE		(\$1,213,000)
District Wide	Increase in overhead allocation-communication specialist full compliment this year (no offsetting with county funds)				\$133,000
	Increase in sq footage occupied with DCTC for due to change in Dakota County Technical College joint powers agreement				\$37,500
	Increase in leases				\$31,000
	Increase in maintenance budget- 4 HVAC units replaces at Alliance Education Center				\$165,000
	Increase in ESSER III, Exp. Summer Prog., and ARP fed funds				\$329,697
	Increase paraprofessional level 4 sites daily hours to 7.5 hours a days				\$248,000
	Decrease in Safe Schools, Basic Skills Comp., COVID prog., and ESSER II funds				(\$342,174)
	Decrease in sub costs, contracted services and out of state travel				(\$173,500)
	Decrease in workers compensation due to improved mod. factor of 1.64 and unfilled positions				(\$143,981)
	Total Changes in Fund 2	-30	FTE		-\$928,458
	Net Changes	-32	FTE		-\$866,108

ISD 917 Levies FY22 vs. FY23

District	FY22 Lease Levy payable 2022	FY23 Lease Levy payable 2023	FY23 AEC Levy payable 2022	FY24 AEC Levy payable 2023	FY22 Safe School Levy payable 2022	FY23 Safe School Levy payable 2023	FY23 LTFM payable 2022	FY24 LTFM payable 2023	\$ change from prior year levies	% Change from prior year levies
6	\$87,131.78	\$93,656.65	\$36,084.25	\$36,015.23	\$49,455.93	\$46,131.00	\$5,664.41	\$8,359.39	\$5,825.90	3.27%
191	\$173,569.82	\$174,036.76	\$68,255.20	\$71,195.41	\$106,050.60	\$109,950.00	\$19,473.84	\$28,739.02	\$16,571.73	4.51%
192	\$214,588.19	\$218,430.30	\$66,173.86	\$70,417.65	\$119,769.34	\$100,875.00	\$12,863.22	\$18,983.23	(\$4,688.43)	-1.13%
194	\$255,505.90	\$273,917.67	\$92,891.10	\$96,328.58	\$210,477.04	\$198,519.00	\$24,383.86	\$35,985.09	\$21,492.44	3.68%
195	\$14,578.62	\$16,657.43	\$4,593.52	\$5,035.66	\$12,254.52	\$12,729.00	\$1,508.81	\$2,226.66	\$3,713.28	11.27%
197	\$161,112.57	\$150,822.96	\$58,055.44	\$61,334.61	\$76,549.82	\$82,110.00	\$15,305.44	\$22,587.39	\$5,831.69	1.88%
199	\$109,186.88	\$106,905.09	\$51,784.36	\$49,382.80	\$52,917.55	\$52,953.00	\$8,311.23	\$12,265.50	(\$693.63)	-0.31%
200	\$128,570.16	\$139,531.41	\$52,430.17	\$42,939.62	\$66,588.75	\$67,581.00	\$9,756.10	\$14,397.81	\$7,104.66	2.76%
271	\$250,361.14	\$249,809.44	\$94,232.10	\$93,975.44	\$175,392.54	\$157,878.00	\$30,598.09	\$45,155.91	(\$3,765.08)	-0.68%
Totals	\$1,394,605.06	\$1,423,767.71	\$524,500.00	\$526,625.00	\$869,456.09	\$828,726.00	\$127,865.00	\$188,700.00	\$51,392.56	1.76%

*Lease Levy allocated based on 4 variables: TNTC, APU's, Five Year Average Special Education Tuition Costs, and 20-21 Student Utilization.

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

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

FY23 Proposed REVENUE Budget
14-Jun-22

Fund	Sum of FY21 Previous Year Budget Rev	Sum of FY22 Adopted Budget	Sum of FY22 Revised Budget	Sum of FY23 Next Year Budget
01	3,959,332	3,819,077	4,186,118	4,154,587
02	40,099,850	45,943,456	41,871,129	42,331,389
03	116,310	202,270	184,970	163,000
05	528,800	526,700	526,700	524,500
10	37,606	32,225	62,225	388,852
13	10,287	18,670	18,670	15,000
14	6,600	7,550	7,550	7,000
20	155,000	135,000	135,000	144,000
21	503,000	520,250	510,350	515,000
22	4,764,100	5,438,450	5,776,450	5,208,109
50	2,450	3,600	3,600	2,700
Grand Total	\$50,183,335	\$56,647,248	\$53,282,762	\$53,454,137

FY23 Proposed EXPENDITURE Budget
14-Jun-22

Fund	Sum of FY21 Prior Year Budget	Sum of FY22 Adopted Budget	Sum of FY22 Revised Budget	Sum of FY23 Next Year Budget
01	4,442,090	3,946,188	4,120,597	4,285,773
02	39,991,881	45,764,617	42,249,291	42,904,824
03	116,310	202,270	184,970	163,000
05	530,100	527,900	529,400	528,500
10	37,606	32,225	62,780	388,852
13	10,287	24,388	20,388	15,000
14	6,100	7,050	7,250	7,300
20	142,500	115,000	164,500	159,000
21	485,000	485,000	505,670	505,500
22	4,114,560	4,654,660	4,827,720	4,679,430
50	2,300	3,600	3,100	2,700
Grand Total	\$49,878,734	\$55,762,898	\$52,675,666	\$53,639,879

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

RESOLUTION PERTAINING TO THE TERMINATION OF EMPLOYMENT
SUPPORT SERVICE EMPLOYEES

WHEREAS, the School Board of Intermediate School District 917 had received on June 14, 2022, from the administration, recommendations on program reductions and termination of support service employees,

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

That the following listed employees be terminated from their position/employment with Intermediate School District 917 effective at the end of the 2021-2022 school year:

Miranda Barnhart – Interpreter
Julie Croissant - Classroom Assistant
Miriam Resch – Interpreter
Johanna Koprowicz-Schwarz – Student Assistant
Lois Willford – Health Associate

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: Tom Bennett, Lesley Chester, Lisa Ehleringer, Wendy Felton, Lisa Hedin, Kathy Lewis, Cindy Nordstrom, Byron Schwab, and the following voted against same: none.

Whereupon said resolution was declared duly passed and adopted.

Dated: June 14, 2022

RESOLUTION

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

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF KATHERINE SMITH

WHEREAS, **KATHERINE SMITH** is a probationary teacher in Intermediate School District 917.

BE IT RESOLVED by the School Board of Intermediate School District No. 917, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contracts of **KATHERINE SMITH**, probationary teacher in Intermediate School District No. 917, is hereby terminated at the close of the current 2021-2022 school year.

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

**NOTICE OF TERMINATION
AND NONRENEWAL**

NAME
STREET
CITY, STATE ZIP

Dear NAME:

You are hereby notified that at a special meeting of the School Board of Intermediate School District No. 917 held on June 14, 2022, a resolution was adopted by a majority roll call vote of the Board to terminate your contract effective at the end of the current school year and not to renew your contract for the 2021-2022 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

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

Yours very truly,

SCHOOL BOARD OF
INTERMEDIATE SCHOOL DISTRICT NO. 917

Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon, the following voted in favor thereof _____, and the following voted against the same: none.

Whereupon said resolution was declared duly passed and adopted.

Dated: _____



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 31, 2022
REGARDING: Summary of proposed Office and Professional Employees International Union, Local 12 AFLCIO contract for June 14, 2022 Board Approval

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

- Proposed salary increases of 2.2% year one and 2.2% year two (step advancements built in contract).
- Longevity added \$.25 each tier year one and \$.10 each tier year 2
- Health insurance district contribution increase: effective January 1, 2023; Single/\$50 and \$Family/\$35 and effective January 1, 2024; single/\$40 and Family/\$30.
- Tax sheltered annuity restructured tiers and increased 403b contributions in year one from \$100-\$250 depending on tier (please contract for details).
- Moved 2 personal leave days to vacation leave; added one additional vacation day; changed language to allow vacation to accrue from 15 days to 20 days.
- Total Package Increase: 8.01%

Recommendation: Board approve Office and Professional Employees International Union, Local 12 AFLCIO contract with a total package increase of 8.01%

AGREEMENT

between

INTERMEDIATE SCHOOL DISTRICT NO. 917

and

OFFICE AND PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION, LOCAL 12
AFLCIO, CLC

Effective July 1, ~~2020~~2022, through June 30, ~~2022~~2024

~~Board Approved July 7, 2020~~ Approved by the School Board: June 14, 2022

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**ARTICLE I
PURPOSE**

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Section 1. Parties: This Agreement is entered into between the Intermediate School District No. 917, Rosemount, Minnesota, (hereinafter referred to as the School District) and the Office and Professional Employees International Union, Local 12, AFLCIO, CLC (hereinafter referred to as the union) pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, (hereinafter referred to as PELRA) to provide the terms and conditions of employment for office and clerical employees during the duration of this Agreement.

**ARTICLE II
RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

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Section 1. Recognition: In accordance with the PELRA the School District recognizes the Office and Professional Employees International Union, Local 12, AFLCIO, CLC as the exclusive representative for office and clerical employees employed by the School District of Intermediate School District No. 917, which exclusive representative shall have those rights and duties as prescribed by PELRA and as described in the provisions of this Agreement.

**ARTICLE III
APPROPRIATE UNIT**

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Section 1. Appropriate Unit: The union shall represent all such employees of the School District contained in the appropriate unit as defined in Article 4 of this Agreement and the PELRA and in certification by the Director of Mediation Services, Case No. 75R603A.

**ARTICLE IV
DEFINITIONS**

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Section 1. Terms and Conditions of Employment: Terms and conditions of employment means the hours of employment, the compensation therefore, including fringe benefits, except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees.

Section 2. Description of Appropriate Unit: For purposes of this Agreement, the appropriate unit shall mean office and clerical employees employed by the School District, excluding the following: confidential employees, such as human resources, supervisory employees, essential employees, part-time employees whose services do not exceed fourteen (14) hours per week or thirty-five percent (35%) of the work week in the employee bargaining unit whichever is lesser, employees who hold the positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year and emergency employees.

Section 3. School District: Any reference to the School District in this Agreement shall mean the School District or its designated officials or representatives.

Section 4. Definition of First Year of Employment: The first year of employment shall be defined as any days of employment prior to or on the last ~~student~~ day of the ~~regular school~~fiscal calendar in the first employment agreement. The next ~~regular school~~fiscal calendar becomes the second year of employment with each successful ~~school~~fiscal calendar adding to the years of employment.

Section 5. Other Items: Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

ARTICLE V
SCHOOL BOARD RIGHTS

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Section 1. Inherent Managerial Rights: The exclusive representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities: The exclusive representative recognizes the right and obligation of the School District to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School District and shall be governed by the laws of the State of Minnesota, and by School Board rules, regulations, policy, directives and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School District and its duly designated officials to promulgate rules, regulations, directives, policy and orders from time to time as deemed necessary by the School District insofar as such rules, regulations, directives, policy and orders are not inconsistent with the terms of this Agreement, and recognizes that the School District, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the state. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of School District rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

ARTICLE VI
EMPLOYEE RIGHTS

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Section 1. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to

and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Rights to Dues Check-Off:

Subd. 1. Employees shall have the right to dues check off to the union, provided that dues check off and the proceeds thereof shall not be allowed any organization that has lost its right to dues check off pursuant to Minn. Stat. § 179A.06, Subd. 6.

Subd. 2. The School District from September 15 to June 15 shall deduct monthly from each paycheck the employee's membership dues in the union and pay the same to the union within ten (10) days following said pay periods provided that the School District shall have received from each employee on whose account such deductions are made a written assignment. The union agrees to file an initiation fee and dues deduction assignment form with the School District for each employee prior to such deductions. The dues checkoff authorization shall continue in effect until termination of the employee or of revocation by the employee. Revocation shall be in writing to the Local and allowed only during the window provided by law. The Union will notify the District if this window changes from the prior year by June 30th.

**ARTICLE VII
HOURS OF SERVICE**

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Section 1. Basic Work Week and Day: The regular Monday through Friday work week shall consist of thirty-five (35) to forty (40) hours, dependent on position type, exclusive of duty-free lunch period for full-time employees. The normal workday for all regular full-time employees shall be seven (7) to eight (8) consecutive hours per day, dependent on position type, exclusive of duty-free lunch period.

Section 2. Duty Days: A full-time (1.0 FTE) employee hired or transferred into positions ~~on or after July 1, 2020~~ shall be defined, dependent of position, as the following:

Administrative Assistant I/Information Management I	210 days/year	7 hours/day
Administrative Assistant II/Information Management II	226 days/year	8 hours/day
Administrative Assistant III/Information Management III	241 days/year	8 hours/day
Accounts Payable/Accounts Receivable Clerks	241 days/year	8 hours/day

~~Employees hired, transferred, or approved of duty day increases prior to July 1, 2020 shall be granted those days. Changes to duty day counts to match the above definition of full time employees for those hired or transferred into positions on or after July 1, 2020 shall be adjusted or changed by agreement between the District and the employee.~~

Section 3. Part-time Employees: The School District shall have the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis.

Section 4. Starting Time: All employees will be assigned starting times as determined by the School District.

Section 5. Lunch Period: Employees shall be provided a duty-free lunch period of thirty (30) minutes.

Section 6. School Closings: Provisions for the closing of schools due to inclement weather or other exigency shall be as addressed in District Policy 466.

Section 7. Breaks: All full-time employees covered by this Agreement shall receive a fifteen (15) minute break in the morning and a fifteen (15) minute break in the afternoon at a time determined by the supervisor.

Section 8. Overtime: ~~Generally, employees shall not be required to work the eleven (11) district holidays listed below. However, All~~all employees covered by this Agreement shall be paid at the rate of time and one-half (1.5x) for any work over forty (40) hours per week or if required to work on the following days:~~President's Day; Good Friday; Day after Thanksgiving; and Christmas Eve Day.~~

1. Day after the Fourth (4th) Thursday in November
2. December 24
3. Third (3rd) Monday in January
4. Third (3rd) Monday in February
5. The Friday before the full moon that follows the northern Spring equinox (Good Friday)

Double time (2x) shall be paid for all work performed on Sunday and on the following days: ~~New Year's Day; Memorial Day; July 4th; Labor Day; Thanksgiving Day and Christmas Day.~~

1. July 4
2. First (1st) Monday of September
3. Fourth (4th) Thursday in November
4. December 25
5. January 1
6. Last Monday in May

Section 9. Modifications in Calendar, Length of Duty Day:

Subd. 1: Notwithstanding any other provisions of this Article, in the event of energy shortage, severe weather or other exigency, the School District may modify the duty day or duty week as appropriate, but with the understanding that the total number of hours shall not be increased, i.e., a four (4) day week with increased hours per day, but the total weekly hours not more than the regular five (5) day week.

Subd. 2. Prior to modifying the scheduled length of the duty day pursuant to Subd. 1 hereof, the School District shall afford to the union the opportunity to meet and confer on such matters.

**ARTICLE VIII
COMPENSATION**

Section 1. Basic Salaries Regular Full-Time Employees:

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Subd. 1. For purposes of this Article, the term regular full-time employee shall mean an employee who is paid for 940 or more hours during the fiscal year (July 1 to June 30).

Subd. 2. ~~Effective July 1, 2022, all employees will advance one step on Salary Schedule A over their placement as of June 30, 2022, unless otherwise prescribed by Section 4 of this Article. Fulltime employees as defined herein shall be compensated on Salary Schedule A, on a level and step for the 2020-2021 contract year, effective July 1, 2020, that is one step below their 2019-2020 placement. Between the 2019-2020 and the 2020-2021 salary schedules, the first two steps in the 2019-2020 salary schedule were dropped. For example, step four (4) on the 2019-2020 salary schedule is equivalent to step two (2) on the 2020-2021 salary schedule, due to the removal of steps one (1) and two (2). Thus, by placing an employee who was on step four (4) in the 2019-2020 school year, on step three (3) in the 2020-2021 school year, it is equivalent to increasing by one (1) step.~~

~~For employees who were placed at step one (1) or two (2) on the 2019-2020 salary schedule, those employees will be placed at step one (1) on the 2020-2021 salary schedule, which is effect is equivalent to increasing by one (1) or two (2) steps. For employees who were placed at step nineteen (19) or twenty (20) on the 2019-2020 salary schedule, those employees will all be placed at step eighteen (18) on the 2020-2021 salary schedule.~~

Subd. 3. ~~Fulltime employees as defined herein shall be compensated on Salary Schedule B, on such level and step for the 2021-2022 contract year, effective July 1, 2021, at one (1) step over their 2020-2021 placement~~ Effective July 1, 2023, all employees will advance one step on Salary Schedule B over their placement as of June 30, 2023, unless otherwise prescribed by Section 4 of this Article.

Subd. 4. Longevity: Employees whose years of continuous employment in the ~~union~~ District fall in the following categories will receive a longevity salary increase beyond the rates delineated in Schedules A and B effective July 1, ~~2020/2022~~, or July 1, ~~2022/2023~~, 2020/2022-2021-2023

~~2021-2022~~

In years 10-11 of continuous employment in the District	\$0.50	\$1.00
In years 12-17 of continuous employment in the District	\$1.40	\$1.40
In years 18-20 of continuous employment in the District	\$2.80	\$2.80
In years 21+ of continuous employment in the District	\$3.50	\$3.75

<u>Years of Service</u>	<u>2022-23</u>	<u>2023-24</u>
<u>In years 10-11 of continuous employment in the District</u>	<u>\$1.25</u>	<u>\$1.35</u>
<u>In years 12-17 of continuous employment in the District</u>	<u>\$1.65</u>	<u>\$1.75</u>
<u>In years 18-20 of continuous employment in the District</u>	<u>\$3.05</u>	<u>\$3.15</u>
<u>In years 21+ of continuous employment in the District</u>	<u>\$4.00</u>	<u>\$4.10</u>

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Section 2. Basic Salaries – Regular Part-Time Employees:

Subd. 1. For purposes of this Article, the term regular part-time employee shall mean an employee who is paid for less than 940 hours but more than 728 hours in the fiscal year (July 1 – June 30).

Subd. 2. Regular part-time employees shall be compensated on salary Schedule A, effective July 1, ~~2020~~2022, and on Salary Schedule B, effective July 1, ~~2021~~2023. Part-time employees shall advance one (1) step on the effective salary schedule after completion of 940 paid hours. A step advancement may occur on July 1 or January 1 of the fiscal year. A regular part-time employee may not advance more than two (2) steps during the two-year contract period.

Subd. 3. On the July 1 or January 1 that a regular part-time employee becomes eligible for a step advancement paid hours in excess of 940 shall be carried forward and applied to the employees next 940 paid hours qualifying period for a step advancement.

Section 3. Successor Agreement: In the event a successor agreement is not entered into prior to July 1, ~~2022~~2024, an employee shall remain at the same step as compensated during the ~~2021~~2023-~~2022~~-2024 contract year until a successor agreement is reached. The successor agreement shall govern step advancement.

Section 4. New Employees: A new employee shall be placed on the salary schedule as agreed between the employer and the employee and shall be eligible for step advancement on the following July 1 if employed prior to January 1. An employee hired after January 1 shall be eligible for any increase in the current rate on July 1 but shall not be eligible for step advancement until the following July 1. Thereafter, such a new employee shall be subject to all provisions of this Article, including the basic rules for regular part-time and regular full-time employees.

Notwithstanding the above (Article VIII, Section 4), the School District will not hire union bargaining unit members who are new to the District above the lowest paid employee in the classification within the salary schedule without notifying the Union Business Representative by e-mail prior to making the wage offer. Initial compensation for a new employee hire above the lowest paid employee in the classification within the union will be discussed with the union prior to final disposition.

Section 5. Mentor Training Stipend: Each probationary employee will be paired by the School District with a non-probationary employee who will serve as a mentor and trainer to the probationary employee throughout ~~his/her~~their first year of employment in their new position. The School District will make a reasonable attempt to identify one (1) non-probationary employee to serve as mentor and trainer. Those employees who agree to participate as a mentor/trainer shall commit to one year. Should the mentor employee leave the District or should the mentor employee or the District determine that the mentor role is not a fit for that employee, the stipend amount shall be prorated. Shall the probationary employee leave the District prior to completing the first full year of training, the mentor employee shall retain the full stipend amount. The mentor/trainer will receive a \$300 stipend for one full year. The stipend will be paid at the end of the training year, through ~~a temporary work agreement generated by the non-probationary employee's supervisor~~the submission of a form initiated by the mentor and approved by the probationary employee's supervisor and the executive director.

Section 6. Change of Position Description Category: In the event an employee changes Position Description Categories (Information Management I, Information Management II, Information Management III, Administrative Assistant I, Administrative Assistant II, Administrative Assistant III), the employee moving categories will move laterally to the same step on the salary schedule as the employee's previous categorical placement. The total number of hours the employee has worked under this contract will be considered in regard to the employee's eligibility for a step increase. For example, a change in category on or after January 1 shall not prevent an employee from being eligible for a step increase on July 1, if the employee was working in this union contract in another category prior to January 1. This applies to changes in position description category starting July 1, 2020 and is not retroactive for previous changes.

Section 6. Salary Increases: Salary increases are not automatic and are effective only upon affirmative action by the School Board. The School Board reserves the right to withhold salary increases based upon employee performance in individual cases for cause. Withholding of salary increases based upon employee performance shall not be done without giving the employee and the union such notice two (2) weeks prior to the point in time when District 917 service salary increases are due. An action withholding a salary increase shall be subject to the grievance procedure. It is further understood that nothing in this Agreement shall be construed to prevent the School District from paying an employee at a rate higher than as provided in this Agreement, as long as such discretion is exercised in a fair and reasonable manner.

**ARTICLE IX
403B MATCHING CONTRIBUTION**

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Section 1. Eligibility: ~~To be eligible for contribution under this Article, an employee must have completed three years of continuous employment in the District and thus will be eligible for contribution in the employee's fourth year of service in the District. Further, to be eligible for this contribution, an employee must be regularly employed at least 940 hours during the fiscal 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 as listed in the following schedule, according to year of employment.

<u>Year of Continuous Employment in District</u>	<u>Contribution</u>
	<u>2020-21 & 2021-22</u>
4-9	\$300
10-14	\$325
15+	\$350

<u>Years of Continuous Employment in the District</u>	<u>2022-2024</u>
<u>Years 1-3</u>	<u>\$200</u>
<u>Years 4-6</u>	<u>\$300</u>
<u>Years 7-9</u>	<u>\$400</u>
<u>Years 10-12</u>	<u>\$500</u>
<u>Years 13 and beyond</u>	<u>\$600</u>

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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. Unpaid Leaves: 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 X
GROUP INSURANCE**

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Section 1. Health and Hospitalization Insurance:

Subd. 1. Individual Coverage: Effective July 1, ~~2020~~2022, the School District shall contribute a sum not to exceed ~~\$605-660~~ per month for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, ~~2021~~2023, the School District shall contribute a sum not to exceed ~~\$650-710~~ per month for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, ~~2022~~2024, the School District shall contribute a sum not to exceed ~~\$660-750~~ per month for individual coverage for 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. Dependent Coverage: Effective July 1, ~~2020~~2022, the School District shall contribute a sum not to exceed ~~-\$1540-1565~~ per month for dependent coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan and who qualifies for dependent coverage. Effective January 1, ~~2021~~2023, the School District shall contribute a sum not to exceed ~~-\$1550-1600~~ per month for dependent coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan and who qualifies for dependent coverage. Effective January 1, ~~2022~~2024, the School District shall contribute a sum not to exceed ~~-\$1565-1630~~ per month for dependent coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan and who qualifies for dependent coverage. 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:

- (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"). 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 ~~\$605-660~~ beginning July 1, ~~2020~~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 ~~\$650-710~~ beginning January 1, ~~2021-2023~~ and shall not exceed ~~\$660-750~~ beginning January 1, ~~2022~~2024.
- (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 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. 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”). 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 ~~1540~~ 1565 beginning July 1, ~~2020~~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 ~~1550-1600~~ beginning January 1, ~~2021-2023~~ and shall not exceed ~~1565~~ 1630 beginning January 1, ~~2022~~2024.

- (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 family 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.

Subd. 5. Changes in Coverage under High Deductible Coverage: If an eligible employee who qualifies for and is enrolled in coverage under the high deductible coverage option of the school district’s health and hospitalization plan changes the type of coverage during a calendar year (e.g., from individual coverage under the high deductible coverage option to family coverage under the high deductible coverage option; from family coverage under the high deductible coverage option to individual coverage under the high deductible coverage option; from family or individual coverage under the high deductible coverage option to no coverage under the high deductible coverage option), the school district’s contribution to the employee’s HSA shall change accordingly. The change in the amount of HSA contributions shall be effective coincident with the change in the type of coverage under the high deductible coverage option.

Section 2. Dental Insurance:

Subd. 1. Individual Coverage: Effective July 1, ~~2020~~2022, the School District shall contribute a sum not to exceed \$~~42-46~~ 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. ~~Effective January 1, 2021, the School District shall contribute a sum not to exceed \$46 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.~~ The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction.

Subd. 2. Dependent Coverage: Effective July 1, ~~2020~~2022, the School District shall contribute a sum not to exceed \$~~95-106~~ per month toward the cost of the premium for dependent coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. ~~Effective January 1, 2021, the School District shall contribute a sum not to exceed \$106 per month toward the cost of the premium for dependent coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan.~~ The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction.

Section 3. Life Insurance: Effective ~~September 1, 2020~~July 1, 2022, the School District will provide a \$50,000 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. Group Income Protection: The School District will pay each month the premium for income protection insurance for each eligible employee. The income protection plan shall include the following:

1. Benefits begin after ninety (90) calendar days of total disability.
2. The monthly income benefit shall be 66²/₃ percent of basic monthly earnings (exclusive of any additional compensation from this district or any other source).

Section 5. Claims Against the School District: It is 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 6. Description of Benefits: The parties agree that 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.

Section 7. Eligibility: Fulltime and permanent part-time employees regularly employed 940 or more hours per year, shall be eligible for School District insurance contributions as provided in

this Article. Employees employed for a lesser period of time shall not be entitled to any contribution under this Article.

**ARTICLE XI
LEAVES OF ABSENCE**

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Section 1. Sick Leave:

Subd. 1. An eligible employee shall earn sick leave at the rate of one (1) day for each month of service in the employ of the school district. For purposes of this section an employee shall accrue sick leave annually based upon the number of hours that employee works as follows:

- 221 or more workdays per year – twelve (12) days sick leave per year
- 201 and 220 workdays per year – eleven (11) days sick leave per year
- 200 or less workdays per year – ten (10) days sick leave per year

Subd. 2. Annual sick leave shall accrue at the beginning of the fiscal year. Employees using sick days in excess of those earned and accredited to their account shall have compensation for those excess days used withheld from their pay.

Subd. 3. Unused sick leave days may accumulate without limit.

Subd. 4. Sick leave with pay shall be allowed by the School District whenever an employee's absence is found to have been due to illness, which prevented his/her attendance and performance of duties on that day or days. The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 5. An employee may use one (1) day of accumulated sick leave for each day of illness or disability of the employee's child who is under eighteen (18) years old or under age 20 and still attending secondary school, for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness. Up to twenty (20) days accumulated sick leave in any 12-month period will be granted for the illness or injury of the following: employee's spouse, parent, adult child, sibling, grandparent, step-parents, step-child, grandchild or spouse's mother or father (Minn. Stat. 181.9413) for reasonable periods of time as the employee's attendance with the respective relative may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness or injury. Additional absence for severe illness may be granted at the sole discretion of the superintendent, whose decision is final and binding and is not subject to the grievance procedure.

Subd. 6. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 7. Sick leave pay shall be approved only upon submission on the online absence system.

Subd. 8. Each school year, it shall be the option of each bargaining unit member to contribute one (1) ~~personal leave~~vacation day to establish and maintain a paid sick leave bank up to 150 days. On or before June 1, the business office will electronically prompt bargaining unit members to indicate whether or not they wish to contribute to the sick leave bank. The paid sick leave bank shall be administered by the President of the Association and the Superintendent. Paid sick leave days shall be available only for serious illness or injury of bargaining unit members who have exhausted all of their paid leave options. No bargaining unit member may be granted from the pool of sick leave days more than is needed to become eligible for long-term disability. Eligibility decisions are not subject to the grievance procedure.

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 non-duty days, 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 vacation, sick leave, or unpaid time off (non-duty days) 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 -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 at least six (6) weeks prior to the end of his/her leave.

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 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 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 year, shall notify the Superintendent in writing of his/her intention to return at least two (2) months prior to his/her approved leave end date. For partial school year leaves, 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 vacation, personal, and sick leave days, 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 paid leave days, 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 vacation, personal, and sick leave days, 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 paid leave days or other benefits shall accrue for the period that the employee is on unpaid leave.

Section 8. Death and Illness:

Subd. 1. An employee may be granted up to five (5) days absence with pay due to the death of the employee's spouse, child, step-child, parent, sister, brother, parent-in-law, son or daughter-in-law, and grandchild. Up to three (3) days absence may be granted with pay for the death of the employee's grandparent, brother or sister-in-law, or significant person of the immediate household. The leave set forth in this section is non-accumulative and shall not be deducted from sick leave.

Subd. 2. Upon approval of the superintendent or his/her designee, up to twenty (20) days sick leave per year will be granted for the illness or injury of the following: employee's spouse or parent or spouse's parent, or child over 18, or grandchild or sibling and/or grandparent and/or step-parent. An employee may use one (1) day of accumulated sick leave for each day of illness or disability of the employee's child who is less than eighteen (18) years old, for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness (Minn. Stat. § 181.9413).

Subd. 3. Additional absence for bereavement may be granted at the sole discretion of the superintendent, whose decision is final and binding and is not subject to the grievance procedure.

ARTICLE XII
VACATION AND PERSONAL LEAVE

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Section 1. Eligible Employee: Full-time and permanent part-time employees regularly employed by the School District who meet the conditions of Article IV, Section 2, for inclusion in the unit, shall be eligible for vacation as outlined in this Article. A day shall be credited based upon the number of hours per day that the employee works on a regular basis.

Section 2. Vacation Leave: Commencing in the second year of employment within this union contract, an employee shall receive vacation days as part of their assigned number of duty/workdays, which shall accrue at the beginning of the school year. The employee shall request,

through the district-used attendance tracking system, the specific day(s) to be used as vacation and that request shall be subject to approval by the employee's supervisor, based upon the needs of the School District. The following workday schedule will be applied to determine the number of vacation days assigned:

- 236 days to 241 days – ~~14~~17 vacation days
- 215 days to 235 days – ~~13~~16 vacation days
- 194 days to 214 days – ~~4~~7 vacation days
- 173 days to 193 days – ~~3~~6 vacation days
- 152 days to 172 days – ~~2~~5 vacation days
- 131 days to 151 days – ~~1~~4 vacation day

An employee's accrued personal leave as of June 30, 2022, will be converted into vacation leave and added to the vacation day leave bank in addition to the amounts listed above.

Vacation days may be carried over to the next year to a maximum of ~~fifteen (15)~~twenty (20) days. Unused days will be paid at regular salary at time of resignation if the district receives two weeks' notice of the resignation.

Vacation days will typically not be granted for those working as an Administrative Assistant I or II or as Information Management I or II staff during new licensed and all licensed staff workshop week at the start of each new school year, during the first ten (10) and the last ten (10) student contact days, during parent conference days, inservice days, or other days that are critical for the employee to be in attendance. Exceptions may be made with approval of the employee's direct supervisor. For all employees, vacation may be denied based on the needs of the District.

Section 3. Personal Leave

~~Subd. 1. Effective July 1, 2020, employees who are in their first year of employment with the school district shall be eligible for one (1) day of personal leave. Employees in their second year of continuous employment in the union with the School District and thereafter shall be eligible for two (2) days of personal leave per year. Personal leave shall be allowed to accumulate to a total of four (4) days.~~

~~Subd. 2. The use of a personal leave day is subject to the approval of the School District to ensure a minimum disruption for the educational program. Accordingly, the following limitations shall apply:~~

- ~~a) A personal leave day normally shall not be granted for the day preceding or the day following holidays or vacation periods and the first ten (10) duty days and the last ten (10) duty days of the school year. Exceptions may be made with the approval of the superintendent.~~
- ~~b) Personal leaves shall not be granted during parent conference days, in service days or other days when it is critical that the employee be in attendance.~~
- ~~c) Personal leave requests may be denied on a particular day if other employees in the same unit/department have already been granted personal leave which would be disruptive of the functioning of the particular program/department.~~

~~Subd. 3. At the beginning of each employment year, employees will be credited with the number of days of personal leave specified in Section 10, Subd. 1, herein. Those employees who have accumulated three (3) days of personal leave or more prior to the beginning of any year shall receive a lump sum payment of \$100.00 for each day beyond four for which they become eligible in lieu of being granted additional days beyond four.~~

~~Subd. 4. Usage of personal leave shall be requested as early as practicable.~~

ARTICLE XIII DISCIPLINE, DISCHARGE AND PROBATIONARY PERIOD

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Section 1. Probationary Period: An employee, under the provisions of this Agreement, shall serve a probationary period of one calendar year during which time the School District shall have the unqualified right to suspend without pay, ~~discharged~~discharge, or otherwise discipline such employee.

Section 2. Completion of Probationary Period: An employee who has completed the probationary period may be suspended without pay, ~~discharged~~discharged, or disciplined only for just cause by the School District, subject to the grievance procedure.

Section 3. Trial Period, Change of Classification: An employee transferred or promoted to a different classification shall serve a trial period of two (2) months in any such new classification. During this two (2) month trial period, if it is determined by the School District that the employee's performance in the new classification is unsatisfactory, the School District shall have the right to reassign the employee to his/her former classification. However, upon the mutual consent of the School District and the union, this trial period may be extended for an additional one (1) month.

ARTICLE XIV VACANCIES AND JOB POSTING

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Section 1. Posting of Vacancies: Prior to all permanent position vacancies being posted by the District, a draft of the intended posting will be sent to the Union Business Representative forty-eight (48) hours prior to the job being posted publicly. All permanent position vacancies will be posted for a one (1) week period via the District's online application process and an announcement will be emailed district-wide to inform employees of the posted vacancy. A permanent position vacancy is defined as one lasting more than six (6) months. A permanent position vacancy may be filled temporarily pending completion of posting and application procedures.

Section 2. Application for Vacancies: All employees under this Agreement, including those on layoff status, may submit application in writing for any vacancy which is posted pursuant to this Article.

Section 3. Filling of Vacancies: In filling a vacancy within the appropriate unit, the School District will first consider the applications of qualified employees of the unit who have made application. Determination and assessment of qualifications shall be as determined by the School District. In cases of promotion, the seniority of the employee shall be considered and applied,

along with other relevant factors. If qualifications are substantially equal, as determined by the School District, the senior employee shall be given preference. An unsuccessful candidate may seek review of the matter providing a written appeal is made to the superintendent within ten (10) calendar days after notice has been posted. However, the decision of the superintendent shall be final and binding and such decision shall not be subject to the grievance procedure.

Section 4. Voluntary Administrative Transfers: Seniority and posting shall not apply in voluntary transfers involving permanent employees in the union within the same position description category. Position description categories are Information Management I, Information Management II, Information Management III, Administrative Assistant I, Administrative Assistant II, and Administrative Assistant III.

Section 5. Involuntary Administrative Transfers:

Subd. 1. Notice of involuntary administrative transfer within the same position description category shall be given to the employee as soon as practicable. A list of open positions in the bargaining unit, if open positions are available, shall be made available to employees being involuntarily transferred.

Subd. 2. Involuntary transfers will be given to the least senior employee in the position description category, subject to the employee's ability to perform the essential functions of the assignment.

Subd. 3. Employees not selected for vacant or open positions or employees being involuntarily transferred shall, upon written request, be afforded an opportunity to meet with the Superintendent regarding such decision.

Subd. 4. Notwithstanding the provisions of this Article, it is understood and agreed that the final choice relating to position assignment decisions remains at the discretion of the School District.

Section 6. New Positions. In the event the School District creates new positions in the union bargaining unit that are not covered by the present classification structure in the Agreement, prior to establishing the position, the School District shall notify the Union Business Representative by e-mail of the compensation to be paid for such position. In the event of disagreement, the union shall have the right to meet and negotiate pursuant to PELRA on the compensation for such position. For purposes of this position, and in the event of impasse, the impasse procedures of PELRA may be utilized.

ARTICLE XV
SENIORITY AND LAYOFF

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Section 1. Recognition:

Subd. 1. The parties to this Agreement recognize the principle of seniority in the application of this Agreement within classifications concerning layoff and shift preference.

Subd. 2. Seniority is defined as the length of continuous service, both part-time and fulltime, in the School District in the appropriate unit commencing on the most recent date an employee began work in a position within the unit. There shall be one master seniority list. Such list shall contain names and seniority dates of all employees within the unit in the order of their seniority.

Subd. 3. The seniority list shall be updated twice a year, on February 15th and August 1st. Seniority status on that date shall prevail until the generation of the next seniority list.

Subd. 4. In computing employee seniority, continuous part-time employment shall be prorated as it relates to fulltime employment and included in the fulltime employment seniority computation.

Section 2. Date: Employees within the appropriate unit shall acquire seniority upon completion of the probationary period as defined in this Agreement and upon acquiring seniority, the seniority date shall relate back to the most recent date of employment within the appropriate unit and shall be accumulative only within this appropriate unit. If more than one employee is hired on the same date, seniority shall be determined by lot.

Section 3. Employees Leaving Unit: Employees who leave this unit but remain in the employ of the School District will retain seniority accrued while a member of the unit but will not accrue additional seniority until returning to the unit. Such accrued seniority rights may be exercised to return to the bargaining unit only if their non-unit position with the School District has been eliminated.

Section 4. Layoff: The parties agree that seniority within the collective bargaining unit shall be the basis for reductions in staff. If a reduction of the office and clerical staff is necessary due to economic or other reasons and one or more employees are to be laid off, the employee(s) so affected may first accept any open permanent position(s) within one (1) calendar week of the date of notification by the District. If no such position is available or accepted, the affected employee may accept the layoff or elect to replace: (1) the employee with the least seniority in the same classification provided the employee is qualified to satisfactorily perform the duties of such position, or (2) in the event the duties of the employee with least seniority are greatly dissimilar to those of the affected employee, the affected employee may replace the next least senior employee in the same classification provided the employee is qualified to satisfactorily perform the duties of such position. For purposes of this paragraph, the School District shall determine whether or not positions are greatly dissimilar and any grievance related to this question may be processed by an employee only through the School Board review as provided in Section 6 of this Article. On this issue the decision of the School Board shall be final and binding and such decision may not be appealed to the arbitrator.

In the event no such replacement opportunity exists in the same classification, the affected employee may elect to replace the employee with the least seniority in the next or successively lower classification, provided the employee is qualified to satisfactorily perform the duties of such position.

Subd. 1. In the event of a demotion as a result of bumping or other circumstances, an employee so demoted shall be compensated on the same step on the salary schedule as occupied prior to the demotion in the new classification.

Subd. 2. Notice of such layoffs shall be given at least two (2) weeks before the scheduled layoff, except twenty-four (24) hours in cases of emergency, including labor disputes, or at the sole discretion of the District shall receive ten (10) days' pay in lieu thereof.

Subd. 3. Employees shall be recalled in order of seniority for a position within the same classification held prior to layoff or a lower classification for which qualified. If a position becomes available for a qualified employee on layoff, the School District shall mail by certified mail the notice to such employee who shall have seven (7) calendar days from the date of mailing of such notice to accept the reemployment. If written acceptance is not received by the district within such seven (7) calendar day period, it shall constitute a waiver on the part of such employee to any further rights of employment or reinstatement and (the employee) shall forfeit any future reinstatement or employment rights. The employee must accept the first offer of rehiring at same classification from which the employee was laid off or the employee shall be removed from the recall list. The employee may refuse an offer for a lower classification position without losing recall rights to a position at the same classification from which the employee was laid off. However, once an employee is offered a lower classification position and refuses such offer, only higher classification positions need be offered.

Subd. 4. An employee recalled and reinstated shall receive the rate of pay corresponding to the step the employee was receiving at the time of layoff and in the classification of the new position to which recalled.

Subd. 5. All employees on the layoff list should be considered for all openings for which qualified prior to hiring a person not employed by the School District.

Subd. 6. An employee on layoff shall retain his/her seniority and right to recall within classification in seniority order for a period of one (1) year after the date of layoff.

Section 5. Loss of Seniority: Seniority shall be lost due to resignation, discharge for cause, failure to return from layoff in the time required, or absence for any reason for more than one (1) year.

ARTICLE XVI
SEVERANCE/RETIREMENT

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Section 1. Retiree Health Coverage: Health coverage following the termination of employment shall be made available to the extent required under, and in accordance with, Minnesota Statutes Section 471.61, subd. 2b. The District makes no contribution towards the premium cost of such coverage.

Section 42. Severance Eligibility: Full-time employees who have completed at least fifteen (15) years of continuous service with the School District, who were hired by the District prior to July 1, 2020, and who are at least fifty-five (55) years of age, shall be eligible for severance pay pursuant to the provisions of this Article upon submission of a written resignation accepted by the School Board. Severance pay shall not be granted to any employee who is discharged for cause by the School District. This Article shall apply only to employees who retire after the execution of this contract and shall not be retroactive to any employee who retired prior to said execution date.

Section 23. Amount of Severance: Eligible employees, upon retirement, shall receive as severance pay unused sick leave days, not to exceed thirty-five (35) days.

Section 34. Method of Pay-out:

- a) Subject to the limitations listed below, the School District will contribute an amount equal to the value of the employee's severance pay directly into the School Board approved 403(b) vendor account. The retiree will not receive any direct payment from the school district for the severance pay.
- b) The School District's annual contribution into the School Board approved 403b vendor account must not exceed the IRS contribution limit. If the amount calculated in a. exceeds the available limits in the year of separation, the excess amount will be paid out in cash and not be tax sheltered.
- c) The school district contribution(s) (into the approved 403b vendor account) will be made according to the same timeline as was provided for the direct payment of the severance pay.
- d) The school district will make the severance pay contributions to the School Board approved 403b vendor. For purposes of calculating the maximum deferral limit, the School District will provide the retiree or approved vendor with contribution information for the previous twelve (12) months of employment. The vendor has agreed to calculate the maximum deferral limit.

Section 45. Notice: To be eligible for the benefits of this section, unless waived by the School District, an employee must notify the School District not less than 45 calendar days prior to the proposed retirement date.

ARTICLE XVII GRIEVANCE PROCEDURE

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Section 1. Grievance Definition: A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the School District as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Agreement.

Section 2. Representative: The employee, administrator or School District may be represented during any step of the procedure by any person or agent designated by such parties to this Agreement to act in their behalf.

Section 3. Definitions and Interpretations:

Subd 1. Extension: Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to calendar days.

Subd. 3. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provisions of the Agreement allegedly violated and the particular relief sought within twenty (20) days after the date the event giving rise to the grievance occurred or within twenty (20) days of the date the employee(s) through use of reasonable diligence, should have had knowledge of such event. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the School District's designee.

Section 5. Adjustments of Grievance: The School District and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee with the School District in the following manner:

Subd. 1. Level I: If the grievance is not resolved through informal discussions, the School District designee shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the superintendent, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the superintendent, the superintendent, or his/her designee, shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the superintendent, or his/her designee, shall issue a decision in writing to the parties involved.

Section 6. School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative notify the parties of its intention to review within ten (10) days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

Section 7. Denial of Grievance: Failure by the School District or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

Section 8. Arbitration Procedures: In the event that the employee and the School District are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the superintendent

within ten (10) days following the decision in Level 11 or School Board review, whichever is applicable, of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services to appoint an arbitrator, pursuant to Minn Stat. § 179A.21, Subd. 2, providing such request is made within twenty (20) days after the request for arbitration. The request shall ask that the appointment be made within thirty (30) days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the BMS within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information: Upon appointment of the arbitrator, the parties shall provide the arbitrator the submission of the grievance which shall include the following:

- a) The issues involved.
- b) Statement of the facts.
- c) Position of the grievant.
- d) The written documents relating to Section 5 of this grievance procedure.

Subd. 5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such a person or persons they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 6. Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in the PELRA.

Subd. 7. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party or if the request is mutual, the cost shall be shared. The parties shall share equally fees and expenses of the arbitrator and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement, nor

shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters limited or excluded by PELRA.

Subd. 9. Election of Remedies and Waiver: A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined herein, the employee shall waive his/her right to initiate a grievance pursuant to this Article, or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

**ARTICLE XVIII
MISCELLANEOUS**

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Section 1. Tax Sheltered Annuity: The employer will make available to employees a tax shelter annuity program pursuant to Minn. Stat. §123.25, Subd. 12, and School Board policy.

Section 2. Union Stewards: The employer recognizes the right of the union to designate job stewards or job committees from the employees to handle such union business as may from time to time be delegated to such stewards or committee by the union.

Section 3. Notice to Union: The Union Business representative and ISD 917 Local Steward shall be notified via e-mail relative to layoffs, leaves of absence, job postings, job titles by levels, job descriptions, and the semiannual seniority list.

Section 4. Pay Days: Regularly employed part-time and fulltime employees shall be paid twice monthly.

Section 5. Temporary Assignments: An employee who is temporarily assigned by the School District the major duties and responsibilities of another employee at a higher level shall receive an additional twenty-five cents (.25) per hour if assigned to such position five (5) or more consecutive days, retroactive to the first day.

**ARTICLE XIX
DURATION**

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Section 1. Terms and Reopening Negotiations: This Agreement shall remain in full force and effect from July 1, ~~2020~~2022, through June 30, ~~2022~~2024. It is understood that in the event Agreement negotiations extend beyond June 30, ~~2022~~2024, salary increases shall be held in abeyance until ratification of a new Agreement occurs. If either party desires to modify or amend this Agreement commencing on July 1, ~~2022~~2024, it shall give written notice of such intent no

later than May 1, ~~2022~~2024. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) calendar days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School District and the exclusive representative. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, School Board policies, rules or regulations, concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality: Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement, except if mutually agreed by the parties.

Section 4. Severability: The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

OFFICE AND PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION, LOCAL 12
AFLCIO, CLC

INTERMEDIATE SCHOOL DISTRICT
NO. 917

Negotiating Committee

Chair

Business Representative

Clerk

Dated: ~~July 7, 2020~~ June 2022
2022

~~_____~~ Dated: ~~July 7, 2020~~ June 14,

SALARY SCHEDULE AS

~~2020-2021~~ 2022-2023 Account Clerk Salary Schedule

- Safe Points	ACCT PAYABLE CLERK 141-181	ACCT RECEIVABLE CLERK 223-263	-	-
Step-1	21.42	23.38	-	-
Step-2	21.85	23.85	-	-
Step-3	22.29	24.33	-	-
Step-4	22.73	24.81	-	-
Step-5	23.19	25.31	-	-
Step-6	23.65	25.82	-	-
Step-7	24.13	26.33	-	-
Step-8	24.61	26.86	-	-
Step-9	25.10	27.40	-	-
Step-10	25.60	27.94	-	-
Step-11	26.12	28.50	-	-
Step-12	26.64	29.07	-	-
Step-13	27.17	29.65	-	-
Step-14	27.71	30.25	-	-
Step-15	28.27	30.85	-	-
Step-16	28.83	31.47	-	-
Step-17	29.41	32.10	-	-
Step-18	30.98	33.80	-	-

Step	ACCT PAYABLE CLERK 141-181	ACCT RECEIVABLE CLERK II 223-263
	1	22.35
2	22.80	24.88
3	23.25	25.38
4	23.72	25.88
5	24.19	26.40
6	24.67	26.93
7	25.17	27.47
8	25.67	28.02
9	26.18	28.58
10	26.71	29.15
11	27.24	29.73
12	27.79	30.33
13	28.34	30.93
14	28.91	31.55
15	29.49	32.18
16	30.08	32.83
17	30.68	33.48
18	32.32	35.26

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SALARY SCHEDULE B

2021-2023-2022-2024 Account Clerk Salary Schedule

Safe Points	ACCT PAYABLE CLERK 141-181	ACCT RECEIVABLE CLERK 223-263
	Step 1	21.87
Step 2	22.30	24.34
Step 3	22.75	24.83
Step 4	23.21	25.33
Step 5	23.67	25.83
Step 6	24.14	26.35
Step 7	24.63	26.88
Step 8	25.12	27.41
Step 9	25.62	27.96
Step 10	26.13	28.52
Step 11	26.66	29.09
Step 12	27.19	29.67

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Step 13	27.73	30.27
Step 14	28.29	30.87
Step 15	28.85	31.49
Step 16	29.43	32.12
Step 17	30.02	32.76
Step 18	31.62	34.50

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<u>- Step</u>	<u>ACCT PAYABLE CLERK 141-181</u>	<u>ACCT RECEIVABLE CLERK II 223-263</u>
<u>1</u>	<u>22.84</u>	<u>24.93</u>
<u>2</u>	<u>23.30</u>	<u>25.43</u>
<u>3</u>	<u>23.76</u>	<u>25.93</u>
<u>4</u>	<u>24.24</u>	<u>26.45</u>
<u>5</u>	<u>24.72</u>	<u>26.98</u>
<u>6</u>	<u>25.22</u>	<u>27.52</u>
<u>7</u>	<u>25.72</u>	<u>28.07</u>
<u>8</u>	<u>26.24</u>	<u>28.63</u>
<u>9</u>	<u>26.76</u>	<u>29.21</u>
<u>10</u>	<u>27.30</u>	<u>29.79</u>
<u>11</u>	<u>27.84</u>	<u>30.39</u>
<u>12</u>	<u>28.40</u>	<u>30.99</u>
<u>13</u>	<u>28.97</u>	<u>31.61</u>
<u>14</u>	<u>29.55</u>	<u>32.25</u>
<u>15</u>	<u>30.14</u>	<u>32.89</u>
<u>16</u>	<u>30.74</u>	<u>33.55</u>
<u>17</u>	<u>31.35</u>	<u>34.22</u>
<u>18</u>	<u>33.03</u>	<u>36.04</u>

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SALARY SCHEDULE A

~~2020~~2022-2021-2023 Information Management Salary Schedule

- Safe Points	INFO MGMT I 100-140	INFO MGMT II 141-181	INFO MGMT III 182-222
Step 1	20.01	21.42	23.16
Step 2	20.41	21.85	23.62
Step 3	20.82	22.29	24.09
Step 4	21.24	22.73	24.57
Step 5	21.66	23.19	25.07
Step 6	22.09	23.65	25.57
Step 7	22.54	24.13	26.08
Step 8	22.99	24.61	26.60
Step 9	23.45	25.10	27.13
Step 10	23.92	25.60	27.67
Step 11	24.39	26.12	28.23
Step 12	24.88	26.64	28.79
Step 13	25.38	27.17	29.37
Step 14	25.89	27.71	29.96
Step 15	26.40	28.27	30.55
Step 16	26.93	28.83	31.17
Step 17	27.47	29.41	31.79
Step 18	28.94	30.98	33.49

Step	IMFO MGMT I 100-140	INFO MGMT II 141-181	INFO MGMT III 182-222
1	20.87	22.35	24.16
2	21.29	22.80	24.64
3	21.72	23.25	25.13
4	22.15	23.72	25.63
5	22.60	24.19	26.15
6	23.05	24.67	26.67
7	23.51	25.17	27.20
8	23.98	25.67	27.75
9	24.46	26.18	28.30
10	24.95	26.71	28.87
11	25.45	27.24	29.45

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<u>12</u>	<u>25.96</u>	<u>27.79</u>	<u>30.03</u>
<u>13</u>	<u>26.47</u>	<u>28.34</u>	<u>30.64</u>
<u>14</u>	<u>27.00</u>	<u>28.91</u>	<u>31.25</u>
<u>15</u>	<u>27.54</u>	<u>29.49</u>	<u>31.87</u>
<u>16</u>	<u>28.09</u>	<u>30.08</u>	<u>32.51</u>
<u>17</u>	<u>28.66</u>	<u>30.68</u>	<u>33.16</u>
<u>18</u>	<u>30.19</u>	<u>32.32</u>	<u>34.93</u>

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SALARY SCHEDULE B

2021-2023-2022-2024 Information Management Salary Schedule

	INFO MGMT-I	INFO MGMT-II	INFO MGMT-III
- Safe Points	100-140	141-181	182-222
Step-1	20.43	21.87	23.64
Step-2	20.83	22.30	24.11
Step-3	21.25	22.75	24.59
Step-4	21.68	23.21	25.08
Step-5	22.11	23.67	25.58
Step-6	22.55	24.14	26.10
Step-7	23.00	24.63	26.62
Step-8	23.46	25.12	27.15
Step-9	23.93	25.62	27.69
Step-10	24.41	26.13	28.25

Step 11	<u>24.90</u>	<u>26.66</u>	<u>28.81</u>
Step 12	<u>25.40</u>	<u>27.19</u>	<u>29.39</u>
Step 13	<u>25.90</u>	<u>27.73</u>	<u>29.98</u>
Step 14	<u>26.42</u>	<u>28.29</u>	<u>30.58</u>
Step 15	<u>26.95</u>	<u>28.85</u>	<u>31.19</u>
Step 16	<u>27.49</u>	<u>29.43</u>	<u>31.81</u>
Step 17	<u>28.04</u>	<u>30.02</u>	<u>32.45</u>
Step 18	<u>29.54</u>	<u>31.62</u>	<u>34.18</u>

<u>Step</u>	<u>INFO MGMT I 100-140</u>	<u>INFO MGMT II 141-181</u>	<u>INFO MGMT III 182-222</u>
<u>1</u>	<u>21.33</u>	<u>22.84</u>	<u>24.69</u>
<u>2</u>	<u>21.76</u>	<u>23.30</u>	<u>25.18</u>
<u>3</u>	<u>22.20</u>	<u>23.76</u>	<u>25.68</u>
<u>4</u>	<u>22.64</u>	<u>24.24</u>	<u>26.20</u>
<u>5</u>	<u>23.09</u>	<u>24.72</u>	<u>26.72</u>
<u>6</u>	<u>23.55</u>	<u>25.22</u>	<u>27.26</u>
<u>7</u>	<u>24.03</u>	<u>25.72</u>	<u>27.80</u>
<u>8</u>	<u>24.51</u>	<u>26.24</u>	<u>28.36</u>
<u>9</u>	<u>25.00</u>	<u>26.76</u>	<u>28.93</u>
<u>10</u>	<u>25.50</u>	<u>27.30</u>	<u>29.50</u>
<u>11</u>	<u>26.01</u>	<u>27.84</u>	<u>30.09</u>
<u>12</u>	<u>26.53</u>	<u>28.40</u>	<u>30.70</u>
<u>13</u>	<u>27.06</u>	<u>28.97</u>	<u>31.31</u>
<u>14</u>	<u>27.60</u>	<u>29.55</u>	<u>31.94</u>
<u>15</u>	<u>28.15</u>	<u>30.14</u>	<u>32.57</u>
<u>16</u>	<u>28.71</u>	<u>30.74</u>	<u>33.23</u>
<u>17</u>	<u>29.29</u>	<u>31.35</u>	<u>33.89</u>
<u>18</u>	<u>30.85</u>	<u>33.03</u>	<u>35.70</u>

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SALARY SCHEDULE A

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2020-2022-2021-2024 Administrative Assistant Salary Schedule

Safe Points	ADMIN ASST I 80-120	ADMIN ASST II 121-161	ADMIN ASST III 162-202
Step 1	19.81	21.21	22.92
Step 2	20.21	21.63	23.38
Step 3	20.61	22.07	23.85
Step 4	21.02	22.51	24.32
Step 5	21.44	22.96	24.81
Step 6	21.87	23.42	25.30
Step 7	22.31	23.89	25.81
Step 8	22.75	24.36	26.33
Step 9	23.21	24.85	26.85
Step 10	23.67	25.35	27.39
Step 11	24.15	25.85	27.94
Step 12	24.63	26.37	28.50
Step 13	25.12	26.90	29.07
Step 14	25.63	27.44	29.65
Step 15	26.14	27.99	30.24
Step 16	26.66	28.55	30.85
Step 17	27.19	29.12	31.46
Step 18	28.65	30.67	33.14

Step	ADMIN ASST I 80-120	ADMIN ASST II 121-161	ADMIN ASST III 162-202
1	20.66	22.13	23.91
2	21.08	22.57	24.39
3	21.50	23.02	24.87
4	21.93	23.48	25.37
5	22.37	23.95	25.88
6	22.82	24.43	26.40
7	23.27	24.92	26.92

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<u>8</u>	<u>23.74</u>	<u>25.42</u>	<u>27.46</u>
<u>9</u>	<u>24.21</u>	<u>25.92</u>	<u>28.01</u>
<u>10</u>	<u>24.70</u>	<u>26.44</u>	<u>28.57</u>
<u>11</u>	<u>25.19</u>	<u>26.97</u>	<u>29.14</u>
<u>12</u>	<u>25.69</u>	<u>27.51</u>	<u>29.73</u>
<u>13</u>	<u>26.21</u>	<u>28.06</u>	<u>30.32</u>
<u>14</u>	<u>26.73</u>	<u>28.62</u>	<u>30.93</u>
<u>15</u>	<u>27.27</u>	<u>29.19</u>	<u>31.55</u>
<u>16</u>	<u>27.81</u>	<u>29.78</u>	<u>32.18</u>
<u>17</u>	<u>28.37</u>	<u>30.37</u>	<u>32.82</u>
<u>18</u>	<u>29.88</u>	<u>31.99</u>	<u>34.57</u>

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SALARY SCHEDULE B

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2021-2023-2022-2024 Administrative Assistant Salary Schedule

	ADMIN ASST I	ADMIN ASST II	ADMIN ASST III
- -Safe Points	80-120	121-161	162-202
Step 1	20.22	21.65	23.39
Step 2	20.62	22.08	23.86
Step 3	21.04	22.52	24.34
Step 4	21.46	22.97	24.83
Step 5	21.89	23.43	25.32
Step 6	22.32	23.90	25.83
Step 7	22.77	24.38	26.34

Step 8	<u>23.23</u>	<u>24.87</u>	<u>26.87</u>
Step 9	<u>23.69</u>	<u>25.37</u>	<u>27.41</u>
Step 10	<u>24.16</u>	<u>25.87</u>	<u>27.96</u>
Step 11	<u>24.65</u>	<u>26.39</u>	<u>28.52</u>
Step 12	<u>25.14</u>	<u>26.92</u>	<u>29.09</u>
Step 13	<u>25.64</u>	<u>27.46</u>	<u>29.67</u>
Step 14	<u>26.16</u>	<u>28.01</u>	<u>30.26</u>
Step 15	<u>26.68</u>	<u>28.57</u>	<u>30.87</u>
Step 16	<u>27.21</u>	<u>29.14</u>	<u>31.48</u>
Step 17	<u>27.76</u>	<u>29.72</u>	<u>32.11</u>
Step 18	<u>29.24</u>	<u>31.31</u>	<u>33.83</u>

<u>Step</u>	<u>ADMIN ASST I 80-120</u>	<u>ADMIN ASST II 121-161</u>	<u>ADMIN ASST III 162-202</u>
<u>1</u>	<u>21.12</u>	<u>22.61</u>	<u>24.43</u>
<u>2</u>	<u>21.54</u>	<u>23.06</u>	<u>24.92</u>
<u>3</u>	<u>21.97</u>	<u>23.53</u>	<u>25.42</u>
<u>4</u>	<u>22.41</u>	<u>24.00</u>	<u>25.93</u>
<u>5</u>	<u>22.86</u>	<u>24.48</u>	<u>26.45</u>
<u>6</u>	<u>23.32</u>	<u>24.97</u>	<u>26.98</u>
<u>7</u>	<u>23.78</u>	<u>25.46</u>	<u>27.52</u>
<u>8</u>	<u>24.26</u>	<u>25.97</u>	<u>28.07</u>
<u>9</u>	<u>24.74</u>	<u>26.49</u>	<u>28.63</u>
<u>10</u>	<u>25.24</u>	<u>27.02</u>	<u>29.20</u>
<u>11</u>	<u>25.74</u>	<u>27.56</u>	<u>29.79</u>
<u>12</u>	<u>26.26</u>	<u>28.12</u>	<u>30.38</u>
<u>13</u>	<u>26.78</u>	<u>28.68</u>	<u>30.99</u>
<u>14</u>	<u>27.32</u>	<u>29.25</u>	<u>31.61</u>
<u>15</u>	<u>27.87</u>	<u>29.84</u>	<u>32.24</u>
<u>16</u>	<u>28.42</u>	<u>30.43</u>	<u>32.89</u>
<u>17</u>	<u>28.99</u>	<u>31.04</u>	<u>33.54</u>
<u>18</u>	<u>30.54</u>	<u>32.70</u>	<u>35.33</u>

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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: May 26, 2022
REGARDING: Summary of proposed Custodian contract for June 14, 2022 Board Approval

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

- Proposed salary increases of 2.5% year one and 2% year two (step advancements built in contract).
- Longevity increases year two \$.25 each tier.
- Health insurance district contribution increase: effective January 1, 2023; Family/\$100 and effective January 1, 2024; single/\$15 and Family/\$100.
- Total Package Increase: 7.99%

Recommendation: Board approve Custodian contract with a total package increase of 7.99%



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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: May 26, 2022
REGARDING: Summary of proposed Executive Assistant to the Superintendent contract for June 14, 2022 Board Approval

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

- Proposed salary increases of 4% year one and 3.75% year two (no step advancements built in contract).
- Health insurance district contribution increase: effective January 1, 2023; Family/\$100 and effective January 1, 2024; single/\$25 and Family/\$100.
- Tax sheltered annuity increased 403b contributions \$300 year one and \$300 year two.
- Total Package Increase: 7.25%

Recommendation: Board approve Executive Assistant to the Superintendent contract with a total package increase of 7.25%



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Dr. Brooke Peterson, Director of Teaching and Learning

June 14, 2022

Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: **Intermediate School District 917**
6-Digit or 9-Digit Organization Number: **091706**

The Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: **Dr. Michael Favor**
Title: **Superintendent**

Board Member Signature: _____
Name: **Byron Schwab, Vice Chair**
Date: **June 14, 2022**

Once the EDIAM Board Resolution is completed, scan and email it to: useraccess.mde@state.mn.us

Memorandum of Understanding

Between

The School Board of Intermediate School District 917

and

EDUCATION MINNESOTA TEACHERS

LOCAL 3904

and

DISTRICT 917 SPECIAL EDUCATION PROGRAM ASSISTANTS' FEDERATION

LOCAL 4242 AFT

NEA, EDUCATION MINNESOTA, AFLCIO

and

OFFICE AND PROFESSIONAL EMPLOYEES

INTERNATIONAL UNION, LOCAL 12

AFLCIO, CLC

and

DAKOTA COUNTY FEDERATION OF INTERPRETERS

LOCAL #3904A - AFT, NEA, EDUCATION MINNESOTA

and

917 RELATED SERVICES NURSES EDUCATIONAL SUPPORT PROFESSIONALS

EDUCATION MINNESOTA, LOCAL 7333

WHEREAS, the leadership team at Intermediate School District 917 ("District") seeks staff to be Story Circle facilitators in an effort to advance equity and hidden narratives; and

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

WHEREAS, the parties agree that the voluntary participation by staff to participate in this training is not addressed in the current collective bargaining agreements already established between the parties; and

WHEREAS, the purpose of this MOU is to set forth the parties' mutual understanding and agreement as to the voluntary participation of unionized employees in the District's implementation of Story Circles.

NOW THEREFORE, the parties resolve as follows:

1. An employee, who is a member of a bargaining unit represented by one of the exclusive representatives identified above, and who volunteers and is selected to participate in all or part of the Story Circle implementation process during trainings that occur outside of the staff's regular working day, shall receive payment of \$25.00 per hour of scheduled involvement as outlined below:
 - a. The Story Circle implementation process will comprise of roughly 60 ISD 917 staff, with roughly 30 of those being staff from the union groups designated in this MOU.

- b. The Story Circle implementation is anticipated to meet and be paid for:
 - i. Four (4) sessions of three-hour (3) duration.
 - ii. Additional training to be determined, not to exceed 20 total hours per person.
- 2. The District will maintain sole discretion to determine the process and decision-making for selecting the individuals who will be members of the Story Circle implementation process.
- 3. This MOU will apply from June 1, 2022, through the end of the day on June 30, 2023, or as soon as the Story Circle implementation project has been completed, whichever comes first. Unused hours under this MOU are not available for use following the expiration of this MOU. This MOU will automatically expire with no further action by the parties upon expiration of the term set forth in this paragraph.
- 4. For those non-exempt employees (paraprofessionals, office professionals, interpreters, and health associates) who surpass 40 work hours in a week due to participation in this Story Circle implementation process, the time worked over 40 hours shall be paid at one-and-one-half (1.5) times \$25.00 per hour. Pursuant to the Fair Labor Standards Act's regulations governing situations in which a non-exempt employee performs two or more different kinds of work, the parties agree that the hourly rate applicable to the Story Circle implementation work addressed in this MOU will be \$25.00 per hour. Individual employees who volunteer to participate in the Story Circle implementation process will separately agree in writing that the hourly rate to be used for any overtime associated with strategic planning development work will be \$25.00 per hour.
- 5. Based on the above session durations and number of staff planned to be involved at \$25.00 per hour, the anticipated number of hours to be paid for this project is a maximum of 1,200 hours for a salary cost of approximately \$30,000 and standard deduction cost of approximately \$4,545 for a total cost of approximately \$34,545, which does not include any potential overtime costs for non-exempt employees listed in number four (4) above.
- 6. The parties recognize and agree that this MOU is arising out of the unique project-based need for the Story Circle implementation. Nothing herein shall create a past practice or be deemed precedent setting for either party. The parties agree that this MOU may not be used to contradict the other party's position or introduced as evidence of a past practice in any future proceeding including a grievance arbitration. This MOU addresses the collective bargaining agreement in effect in 2022-2023 only. This MOU will sunset as described in bullet number three (3).

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

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

Education Minnesota: Local 3904
Intermediate School District 917

Intermediate School District
DISTRICT NO. 917

President
Dated: May ____, 2022

Chair

DISTRICT #917 SPECIAL EDUCATION
PROGRAM ASSISTANTS FEDERATION,

Clerk
Dated: June 14, 2022

LOCAL 4242

President

Dated: May ____, 2022

OFFICE AND PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION, LOCAL 12

President

Dated: May ____, 2022

DAKOTA COUNTY FEDERATION OF
INTERPRETERS, LOCAL 3904A

President

Dated: May ____, 2022

917 RELATED SERVICE NURSES EDUCATIONAL
SUPPORT PROFESSIONALS, LOCAL 7333

President

Dated: May ____, 2022

MEMORANDUM OF UNDERSTANDING

BETWEEN

ISD 917

AND

SPECIAL EDUCATION PROGRAM ASSISTANTS FEDERATION
LOCAL #4242

WHEREAS the district and the union agree that the current collective bargaining agreement between the parties governs terms and conditions of employment; and

WHEREAS there is a need to notify Local #4242 employees on the new agreed requirement in a timely manner; and

WHEREAS the negotiation process of bargaining a new contract might not be done in a timely manner to notify employees of this requirement.

NOW THEREFORE, be it resolved; that for the 2022-23 school year, the following language supplements the language in the collective bargaining agreement between the parties until the new 2022-2024 contract is ratified.

Article VI: Section 2. Duty Year

Section 2. Duty Year: The duty year for full-time employees under this Agreement shall be as annually determined by the School District prior to July 1 and will be the number of student days plus three (3) additional days as described in Subd. 1, below. The School District may employ such part-time employees as it deems appropriate.

Subd. 1. Three (3) days will be scheduled in whole or in part by administration to provide any number of preparation, training, or team meeting opportunities. Both Union and School District designees will have input into the content of the training for the day scheduled in the school year calendar.

ISD NO.917

Dated: _____, 2022

By: _____
Board Chair

By: _____
Clerk

Local 4242 Representative

Dated: _____, 2022

By: _____
Association President

By: _____
Association Head Negotiator



BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Board Approved ~~May 4, 2021~~

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**BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN
INTERMEDIATE SCHOOL DISTRICT 917**

A. EXPOSURE CONTROL PLAN – OVERVIEW

Most school personnel can reasonably anticipate exposure to blood or other potentially infectious material during their day-to-day work duties. In general, school employees incur a very low risk of exposure to bloody fluids due to the nature of casual contact with individuals in the school environment. However, some employees, especially special education employees, should take extra caution when working with special needs children. Many of these students are more vulnerable to injury, likely to have extraordinary medical needs, be more dependent on adults for personal care, be more involved in risky behaviors, be self injurious and easily agitated and/or combative. It is imperative that all school employees understand the danger of exposure to bloodborne pathogens and ways to minimize their risk.

An exposure incident is defined as a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious body fluid that occurs during the performance of an employee's duties or tasks. Work practice controls are used to reduce the risk to the worker by minimizing or eliminating employee exposure incidents to bloodborne pathogens. The bloodborne pathogen (BBP) exposure control plan is the District's written policy for determination of exposure and implementation of procedures relating to control of infectious disease hazards. It is reviewed annually and includes the following components:

- A. Exposure Control Plan Overview/Policy
- B. Program Administration
- C. Definitions
- D. Exposure Determination in the School Setting
- E. Engineering and Work Practice Controls
 - 1. Universal Precautions
 - 2. Hand washing
 - 3. Sharps handling
 - 4. Sharps containers
 - 5. Body fluid clean up
 - 6. Self management
 - 7. First Aid and Health Care
 - 8. Eating, Drinking and Smoking
- F. Personal Protective Equipment & Work Practice
- G. Housekeeping
- H. Hepatitis B Vaccine & Post Exposure
- I. Exposure Incident, Evaluation & Follow Up
- J. Information and Training
- K. Record Keeping
- L. Evaluation and Review of Exposure Control Plan
- M. Appendix
 - 1. OSHA (Occupational Safety and Health Act) Standard 29 CFR 1910.1030
 - 2. Assessment Tool
 - 3. Employee Instructions on Obtaining Hepatitis B Immunizations

POLICY

Intermediate School District 917 is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens (BBPs) in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

B. PROGRAM ADMINISTRATION

The Bloodborne Pathogen Exposure Control Committee, a sub-committee of the Health, Safety and Wellness Committee, will be appointed annually and will be responsible for the implementation of the ECP. They will maintain, review, update and monitor compliance with the ECP at least annually, and whenever necessary, to include new or modified tasks and procedures. **It is reviewed annually staff and School Board.**

Supervisors are responsible for exposure control in their work areas. All supervisors ~~work directly with the exposure control committee members and their employees~~ are to ensure that proper exposure control procedures are followed.

Committee members are responsible for the overall management and support of the ECP, including post exposure incidents.

At the time of an employee's hire, human resources maintains a record of the Hepatitis B vaccination/declination form. ~~The Exposure Control Committee will be responsible for training, documentation of training, maintenance of records and, when requested, making the training records available to OSHA representatives. They will also maintain records of Hepatitis B vaccination program and declination forms. Written copies of this ECP will be made available to all employees and, as requested, to OSHA representatives.~~

C. DEFINITIONS

Blood: Human blood, human blood components and products made from human blood.

Other Potentially Infectious Materials (OPIM): The following human body fluids are to be considered potentially infectious: semen, vaginal secretions, cerebrospinal fluid, synovial (joints) fluid, peritoneal (abdominal) fluid, amniotic (pregnancy) fluid, saliva in dental procedures, and body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids. OPIMs also include any unfixed tissue or organ other than intact skin from a human (living or dead).

Bloodborne Pathogens: Pathogenic microorganisms that are present in human blood and body fluids that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C, Human Immunodeficiency (HIV), malaria, syphilis, and tuberculosis.

Personal Protective Equipment (PPE) and Supplies: Specialized clothing or equipment worn by an employee for protection against a hazard.

Contaminated: The presence or reasonably anticipated presence of blood or other potentially infectious human body fluids on an item or surface.

Decontamination: The use of physical or chemical means to remove, inactivate or destroy bloodborne pathogens on surfaces or objects to the point where they are no longer capable of transmitting infectious particles, and the surface or item is rendered safe for handling, use or disposal.

Engineering controls: Means a control that isolates or removes the bloodborne pathogen hazard from the workplace.

Parental: Piercing mucous membranes or skin barriers through such events as needle sticks, human bites, cuts and abrasions.

Universal Precautions: An approach to infection control where all human blood and certain body fluids are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens.

Exposure Incident: A specific eye, mouth, other mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious material that results from the performance of an employee's duties. An exposure incident includes a human bite.

Occupational Exposure: Means reasonably anticipated skin, eye, mucous membrane, or parental contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Regulated Waste: Means liquid, semi-liquid or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious material and are capable of releasing these materials during handling; contaminated sharps; and pathological and micro biological wastes other potentially infectious materials.

SESIP: Sharps with engineered sharps injury protection, defined as a non-needle sharp or needle device used for withdrawing body fluids, or administering medications or other fluids, with a built-in safety feature that reduces the risk of exposure.

Needle-less systems: means a device that does not use needles for the collection or withdrawal of body fluids, the administration of medication or fluids, any other procedure involving the potential for occupational exposure to bloodborne pathogens due to injuries from contaminated sharps.

D. EXPOSURE ASSESSMENT/ DETERMINATION

When an employee is hired or an employee changes jobs within the District, the following assessment process takes place to ensure that they are assessed, and if necessary, trained in the appropriate work practice controls:

1. The employee's job classification and the tasks and the procedures he/she will perform are evaluated by the classification and tasks list which are identified in the ECP.
2. If the employee is transferring from one job to another within the District, the job classifications and tasks/procedures pertaining to the previous position are also checked against these lists.
3. Based on the assessment, the employees occupational exposure risk will be identified and documented. And necessary training will follow.

Those employees who are determined to have occupational exposure risk to blood or other potentially infectious materials (OPIM) **MUST COMPLY** with the procedures and work practices outlined in this Exposure Control Plan (ECP).

Classification 1: Employees who provide first aid or healthcare as a primary component of their position are potentially exposed to blood or other potentially infectious material (OPIM). It is recommended that employees in this classification receive a pre-exposure vaccination and comply with all components of the regulation. All employees in this job classification are covered under this regulation.

- Health Service Employees
- Nurses

Classification 2: Employees who provide first aid, healthcare or are required to clean up blood or other potentially infectious material (OPIM) as an auxiliary component of their position are potentially exposed to blood or other potentially infectious material (OPIM). It is recommended that employees in this classification receive a pre-exposure vaccination and comply with all components of the regulation. Identify specific employees in this job

classification and the tasks they perform where potential exposure to blood or OPIM occurs. Also included are employees who have potential for other occupational exposure to bloodborne pathogens such as blood/OPIM contact with mucous membranes (eyes, nose, mouth) or blood/OPIM contact with skin or the piercing of mucous membranes of the skin barrier through such events as needle sticks, bites, cuts, abrasions, etc.

Employees identified under Classification 2 are fully covered under the Bloodborne Pathogen Standard.

Any other employee who reasonably expects exposure to blood or other potentially infectious materials should contact Human Resources immediately.

E. ENGINEERING & WORK PRACTICES CONTROLS

Work practice controls will be utilized to eliminate or minimize exposure to employees. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. The following work practices shall be followed:

- Wear disposable gloves. Do not reuse disposable gloves and wash your hands with soap and water after removing gloves. If utility gloves are used, decontaminate them appropriately by washing with detergent and water and disinfecting according to procedure.
- Wear safety goggles if there is potential for contaminants splashing in the eyes.
- Wear a mask if there is potential for contaminants splashing in the mouth or nose.
- If your skin is not covered, wear additional protective clothing.
- Use an absorbent material as a barrier between you and the blood source.
- In the event you become exposed to any blood or OPIM, wash the area with soap and water or flush mucous membranes immediately and report it to the Nurse and/or appropriate Supervisor so an evaluation can be made and professional medical attention can be provided.

UNIVERSAL PRECAUTIONS

Universal precautions will be observed in the school district to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. Any employee encountering blood or other body fluids is to treat them as being infectious, and use necessary personal protection and work practice controls listed in this section.

- Assume everyone is infected with HIV, Hepatitis B or other bloodborne pathogens.
- Avoid skin exposure to body fluids.
- Use a barrier to keep fluids from contact with your skin (i.e. gloves, masks, aprons, sleeves).
- Be careful with sharps and dispose of sharps such as needles, lancets or contaminated broken glass in a puncture-resistant container. Use tongs or other equipment to pick up broken glass contaminated with blood or OPIM. Use disposable equipment whenever possible.
- Dispose of items soiled with potentially infected fluids in leak-proof bags or containers.
- Wash hands thoroughly for 15-20 seconds, minimum, with soap and water.
- Clean up spills of potentially infected fluids with soap and water and disinfect spill area

HAND WASHING

Hand-washing facilities (running water, liquid soap, single use towels or air dryers) are readily accessible to all employees. In the event hand-washing facilities are not immediately available, antiseptic hand cleaner will be provided. Hand and/or skin will be washed with soap and water as soon as possible.

Hand washing is the first line of defense against infectious disease and is one of the universal precautions. Proper hand washing procedures include the use of warm water and soap, hands should be wetted and soap applied to hands and wrists, scrubbing between fingers and using a nail brush for fingernails, wash a minimum of 15 seconds. Air dry or single use towels should be used to dry hands.

SHARPS HANDLING

- Intermediate School District 917, except in extraordinary circumstances, does not provide needles for student or staff use. The designation of an extraordinary circumstance will be determined by a Licensed School Nurse with approval of their supervisor. Students needing injections/blood testing will provide their own supplies to do their own testing/injections. Students with limitations that prevent them from self-administration may be provided assistance by district staff after appropriate staff training.
- Sharps will not be removed or recapped unless it is demonstrated that an alternative is not feasible (i.e. EpiPens) and approval from the Licensed School Nurse Lead is obtained. Needles and other contaminated sharps will not be bent, recapped or removed. Shearing or breaking of the contaminated needles is absolutely prohibited. As soon as possible after use, contaminated sharps should be placed in appropriate marked storage/disposal containers.
- Mechanical devices such as tongs or dustpan and broom will be available to pick up contaminated sharps to avoid any direct contact. Contaminated glass will not be picked up by hand. Appropriate gloves as provided by the employer should be used when handling any contaminated sharps.

SHARPS CONTAINERS

- Sharps containers are provided in the health office at each school.
- Contaminated needles or other contaminated sharps will not be bent, recapped, removed, sheared or purposely broken unless it is demonstrated that an alternative is not feasible.
- Contaminated sharps are discarded immediately or as soon as feasible in containers that are closable, puncture resistant, leak proof on sides and bottom, and labeled or color-coded. Containers are easily accessible and located in each health office. The containers are maintained upright throughout use and replaced when full and at the end of the school year.
- Licensed School Nurse will be responsible for sharps disposal.
- When sharps containers are filled, the Licensed School Nurse will be contacted for final disposal.
- When moving containers of contaminated sharps from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport or shipping.
- All facility containers for reusable sharps are puncture-resistant, labeled with a biohazard label and are leak-proof.
- All full sharps containers are taken to a local health care facility for disposal.

BODY FLUID CLEAN UP

Body fluid clean up is to be performed as soon as possible. In the event a custodian is not available, body fluid clean up supplies are available to employees for clean up use.

- Use gloves. Do not reuse disposable gloves. If utility gloves are used, decontaminate after use with soap and water and appropriate disinfectant.
- Use disposable towels and other absorbent materials to absorb spill.
- Clean spill area with soap and water or approved cleaning agent. Immediately utilize proper Environmental Protection Agency (EPA) registered disinfectant.
- Clean, followed by disinfection, any contaminated object/items using approved solutions as already described.
- Dispose of waste in proper container.
- Discard contaminated items that cannot be cleaned into a lined container.
- If object is to be placed in mouth, e.g. mouth guard for football players, use applicable disinfectant and follow manufacturer's disinfectant directions
- Dispose of contaminated cleaning material in a lined container.

SELF MANAGEMENT

The principle of self management is that the person whose blood or other body fluids are exposed should themselves, where possible, manage treat, clean and dispose of the contaminated materials, to avoid contact and exposure to other parties involved in cleanup, treatment or help.

FIRST AID/HEALTHCARE

- Use gloves or other personal protective equipment.
- Use paper toweling or other absorbent material to wipe injury, if appropriate, allow person to rinse injury with running water.
- Place soiled materials into a lined waste container and direct person to perform as much of these procedures as possible.
- Soiled clothing should be removed and placed into a plastic bag for laundering, if feasible.
- Assist in cleaning affected area: use cotton swabs to apply medicine, if appropriate.
- Follow other procedures for care in minimizing direct contact with blood or body fluids.
- Wash hands thoroughly.

Note: If you do not have access to personal protective equipment (PPE) or exposure control kits, assist the injured person on self-care for him/herself where feasible. Place a barrier between yourself and the injury if you need to provide assistance.

- Mouth Pipetting and Suctioning of Blood or OPIM is prohibited by employees.

EATING, DRINKING, SMOKING

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or handle contact lenses. Food and beverages shall not be stored in close proximity to where blood or OPIM may be present.

F. PERSONAL PROTECTIVE EQUIPMENT AND WORK PRACTICES

All personal protective equipment used in District 917 will be provided without cost to employees. Personal protective equipment (PPE) will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employees' clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used. District 917 will ensure that employees use appropriate PPE through proper training and procurement. Under rare and extraordinary circumstances, an employee may decline to use PPE; these cases will be investigated and documented. We will repair, replace, clean and dispose of PPE at no costs to the employee. Hypoallergenic gloves and or cleansers shall be provided to employees that may be allergic/sensitive to materials normally provided.

PPE includes, but is not limited to:

GLOVES- used for first aid, cleanup, handling of the sharps, and when in contact with any blood or OPIM.

Disposable or single use gloves

If possible, before putting on gloves, wash your hands. After you have put gloves on, check for proper fit and punctures. Pull snug to ensure a good fit. To remove gloves, they shall be rolled down or pulled from the wrist to the fingers so that the glove is inside out. This minimizes contamination. Disposable gloves shall be placed in lined container and never reused.

Utility gloves

Can be used for blood clean up. They must be inspected prior to each use and discarded if their integrity is compromised. They must be cleaned and disinfected after use.

FACE SHIELD/ MASK- may be used during serious accident or clean up to prevent the splashing of fluids to the mucous membranes including nose, mouth and eyes.

CPR MASKS/MOUTHPIECES- used for resuscitation; may be used to avoid direct contact with blood or saliva during resuscitation.

OTHER- AS APPROPRIATE for example

Disposable gowns/lab coats, shoe covering generally may be used to prevent potential contamination, in case of an accident is advisable where the potential for blood splashing exists or contamination from handling materials.

G. HOUSEKEEPING

Clean and sanitary conditions shall be maintained at the work site.

- All contaminated equipment, environmental and work surfaces, will be cleaned and disinfected after contact with blood or OPIM as already noted under “Body Fluid Clean Up”.
- Broken glass which may be contaminated will not be picked up directly with the hands. Tongs, forceps or a brush and dustpan will be used and the material disposed of in a sharps container. After contact with blood or OPIM this equipment will be cleaned and disinfected in “Body Fluid Clean Up”.
- In the event that clothing or other washable materials are contaminated with blood or OPIM, the following conditions are applicable:
- Gloves are used throughout the handling process
- Contaminated laundry is handled as little as possible and bagged immediately. If laundered at District 917, appropriate cleaning and disinfection process will be utilized.
- Regulated Waste-

Few items in a school setting are deemed regulated waste. If a material is saturated to the point of dripping or would release fluid if compressed, then it would be considered regulated waste. All other contaminated items (gauze, Band-Aids, facial tissues) should be placed in a trash container designated for materials not meeting the definition of regulated waste.

Regulated waste shall be placed in containers that are closeable and constructed to contain all contents and prevent fluid leaks during handling, storage and transport.

Waste will be labeled or color coded and closed prior to removal. Disposal is done according to federal, state and local regulations. When possible, if 911 is called, the regulated waste will be sent with the ambulance.

H. HEPATITIS B VACCINE AND POST-EXPOSURE AND FOLLOW UP

Intermediate District 917 shall make available the Hepatitis B vaccine and vaccination series to all identified employees who have occupational exposure, and post exposure follow-up to employees who have had an exposure incident.

Intermediate District 917 shall ensure that all medical evaluations and procedures, including the Hepatitis B vaccine and vaccination series and post exposure follow-up, including prophylaxis, are:

- a) Made available at no cost to the employee;
- b) Made available to the employee at a reasonable time and place;
- c) Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional;
- d) Provided according to the recommendations of the U.S. Public Health

- Service; and
- e) Hepatitis B vaccine titer will be provided at no cost to Classification 1 Employees who receive their Hepatitis B vaccines after February 2000 and with ongoing exposure to blood and injuries from sharps. Titer needs to be drawn within two months after completion of the three vaccination series to be accurate.

All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

Hepatitis B vaccination shall be made available to all identified employees who have occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

If the employee initially declines Hepatitis B vaccination, but at a later date, while still covered under the standard, decides to accept the vaccination, the vaccination shall then be made available.

Employees who decline the Hepatitis B vaccination are requested to sign a declination statement.

If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available.

I. EXPOSURE INCIDENTS

Intermediate District 917 Bloodborne Incident Procedure:

The employee will report all incidents to their supervisor. They will also call the Alaris Nurse Care Line at 1-844-847-8708 to determine if exposure occurred. The nurse care line will provide referral for further medical treatment per their protocol.

The employee will receive extensive counseling and necessary follow-up by the healthcare provider. Records will be maintained at the clinic site as per OSHA guidelines.

If a student is involved as the source person, either the student or the student's parent (if student is under age 18) will be contacted to have the source tested for HIV and Hepatitis B serological status. A consent form will also be requested.

A copy of the incident report is to be retained in a confidential file in the office of the employee designated to handle the Worker's Compensation Program.

Post Exposure Evaluation and Follow-up

The exposed employee shall immediately receive a confidential medical evaluation and follow-up done by the healthcare provider, including at least the following elements:

- a) Provision for a Hepatitis B Vaccination.
- b) Documentation of the route of exposure, and the circumstances under which the exposure incident occurred.
- c) Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law.
- d) The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, Intermediate District 917 shall establish that legally required consent cannot be obtained.
- e) When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.

- f) Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collections and testing of blood for HBV and HIV serological status will comply with the following:

- a) The employee will be offered the option of having their blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.
- b) The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.

Healthcare Professional's Written Opinion

Within 15 days of the completion of the evaluation, the employee will provide Intermediate School District 917 a copy of the evaluating healthcare professional's written opinion for post-exposure follow-up. This information provided to the employer shall be limited to the following information:

- a) Whether Hepatitis B vaccination is indicated.
- b) Whether Hepatitis B vaccination was given.
- c) A statement that the employee has been informed of the results of the evaluation.
- d) A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

All other information shall remain confidential and not be included in the written report to the employer.

J. INFORMATION AND TRAINING

Intermediate District 917 shall ensure that training is provided at the time of initial assignment to task where occupational exposure may occur, and that it shall be repeated annually. Training will be interactive and cover the following:

- a) An explanation of the standard and how to get a copy.
- b) A discussion of the epidemiology and symptoms of bloodborne disease.
- c) An explanation of the modes of transmission of bloodborne pathogen.
- d) An explanation of the District 917 Bloodborne Pathogen Exposure Control Plan and a method of obtaining a copy.
- e) The recognition of tasks that may involve exposure.
- f) An explanation of the use and limitations of methods to reduce exposure, for example engineering controls, work practices and personal protective equipment (PPE).
- g) Information on the use of gloves.
- h) Information of the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge.
- i) Information on the appropriate action and persons to contact in an emergency involving blood or other potentially infectious materials.
- j) An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up.
- k) Information on the evaluation and follow-up required after an employee exposure incident.
- l) An explanation of the signs and labels.

K. RECORDKEEPING

Medical Records

The employer shall establish and maintain an accurate record for each employee with occupational exposure in accordance with 29 CFR 1910.1020.

This record shall include:

- a) The name and social security number of the employee.
- b) A copy of the employee's Hepatitis B vaccination status including the dates of all Hepatitis B vaccinations.
- c) The employer's copy of the healthcare professional's written opinion.
- d) A copy of information provided to the healthcare professional.

This information cannot be released without written consent of the employee as required by OSHA regulations or by law.

The employer shall maintain this record for at least the duration of employment plus 30 years in accordance with 29 CFR 1910.1020.

Training Records

Intermediate District 917 is responsible for maintaining the following training records. Bloodborne pathogens training is done through SafeSchools Online courses. Linda Berg, Health and Safety Coordinator, maintains these records in the District Office. Training is done annually by all staff. These records will be kept by the Bloodborne Pathogen Exposure Control Committee and maintained in the District Office. Training records shall be maintained for three years from the date of training. The following information shall be documented:

- a) The dates of the training session.
- b) An outline describing the material presented.
- c) The names and qualifications of persons conducting the training.
- d) The names and job titles of all persons completing the training sessions.

Transfer of Records

If the employer ceases to do business and there is no successor employer to receive and retain the records for the prescribed period, the employer shall notify the Director, at least three months prior to their disposal and transmit them to the Director, if required by the Director to do so, within that three-month period.

Sharps Injury Log

The employer shall establish and maintain a sharps injury log for the recording of percutaneous injuries from contaminated sharps. The information in the sharps injury log shall be recorded and maintained in such manner as to protect the confidentiality of the injured employee. The sharps injury log shall contain, at a minimum:

- a) The type and brand of device involved in the incident.
- b) The department or work area where the exposure incident occurred, and,
- c) An explanation of how the incident occurred.

The requirement to establish and maintain a sharps injury log shall apply to any employer who is required to maintain a log of occupational injuries and illnesses under 29 CFR 1904. The sharps injury log shall be maintained for the period required by 29 CFR 1904.6.

Availability

A copy of this plan and the current OSHA standard will be available for review in the District Personnel Office, and the Health Office at Alliance Education Center and Dakota County Technical College. Also, each Special Education Assistant Director has a copy. The OSHA standard for bloodborne pathogens is also available at www.osha.gov.

All employee records shall be made available to the employee, employee's representatives, the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health, or designated representative, upon request.

L. EVALUATION AND REVIEW OF EXPOSURE CONTROL PLAN

The Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update of such plans shall also:

- a) Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens, if that technology is appropriate to tasks/procedures performed in Intermediate School District 917.
- b) Include documentation of annual consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure from tasks/procedures performed in ISD 917.
- c) Non-managerial employees directly responsible for tasks/procedures that create a potential exposure for injuries from contaminated sharps shall be solicited for input. The input shall be utilized in the identification, evaluation and selection of effective engineering work practice controls and will be documented in the exposure control plan.

M. Appendix

- Bloodborne Pathogens-Post-Exposure Incident Packet
- Post-Exposure Instructions and Response Actions
- BBP 1: Exposed Employee Declination of Medical Evaluation
- BBP 2: Source Individual Consent/Declination for Blood Testing
- BBP 3: Cleaning and Disinfection Procedures for Blood and Body Fluids

Board Approved May 6, 2008
Board Approved May 5, 2009
Board Approved May 4, 2010
Board Approved May 1, 2012
Board Approved May 7, 2013
Board Approved May 6, 2014
Board Approved May 5, 2015
Board Approved May 3, 2016
Board Approved May 2, 2017
Board Approved June 12, 2018
Board Approved May 7, 2019
Board Approved May 5, 2020

Intermediate School District 917

Section 1: Bloodborne Pathogens-Post-Exposure to Incident Packet

This packet has been developed as an informational guide on what to do when an employee is actually (or potentially) exposed to blood or other potentially infectious materials (OPIM). This packet contains the following important documents:

- BBP1: Exposed Employee Declination of Medical Evaluation
- BBP2: Source Individual consent/Declination for Blood Testing
- BBP3: Cleaning and Disinfection Procedures for Blood and Body Fluids

The injured employee will begin to use this packet by reading and working through the BBP Exposure Self-Assessment and Response Process.

For assistance with this packet or process, please seek help from the district OSHA consultant:

Amy Alexander
651-423-8229
amy.alexander@isd917.org

Section 2: Additional Post-Exposure Instructions and Response Actions

Steps ISD 917 employees will take when there is potential BBP exposure:

1. Inform supervisor of incident.
2. Fill out First Report of Injury document and submit it to supervisor.
3. Call the Alaris Nurse Care Line (NCL)
4. NCL makes initial assessment for follow up which may include sending employee to healthcare provider.
5. NCL facilitates employee's appointment with healthcare provider.
6. Employee will obtain from healthcare provider written treatment given and any follow up plan (Healthcare Professional Written Opinion).
7. Employee will be responsible for all follow up treatment including additional testing.

Intermediate School District 917 (ISD 917) employees who experience a work-related exposure to blood or any other potentially infectious agent (OPIM) are encouraged to seek medical care immediately. Exposed employees are allowed to seek a medical evaluation through a provider of their choice, at no cost to the employee.

Additionally, ISD 917 has identified Allina Health Apple Valley as an optional, primary provider for post-exposure health care services.

Contact Information:

Allina Health Apple Valley
14655 Galaxie Avenue
Apple Valley, MN 55124
952-432-6161

The purpose of medical care is to discuss the event with a qualified healthcare professional and obtain baseline blood antibody levels for Hepatitis B and HIV (Human Immunovirus). Based on the health care provider's recommendation, the exposed employee and source individual may be given an opportunity to accept or decline having their blood drawn and tested, or drawn and held for future testing. In addition, the exposed employee

could be offered and provided with a hepatitis vaccine and/or gamma globulin to prevent development of hepatitis or medication to deter disease development, if deemed necessary.

Form BBP1: Post Exposure: Exposed Employee Declination of Medical Evaluation

The exposed employee must complete this form if she /he chooses not to receive medical care for a work-related exposure involving blood involving blood or OPIMs.

Employee Name: _____ **Job Title:** _____

Date of Exposure: _____ **School and Program Area:** _____

I understand that I have been involved in a workplace encounter with blood or body fluids that may place me at risk for HBV (Hepatitis B virus that causes liver disease) or HIV (Human Immunodeficiency Virus- the virus which causes AIDS).

I have been given the opportunity for a post-exposure follow up examination. Including testing of my blood for HBV and HIV.

I understand that I may have this examination through the physician/health care provider of my choice or at:

Allina Health Apple Valley
14655 Galaxie Avenue
Apple Valley, MN 55124
952-432-6161

Medical services will provided at no cost to me for work related incidents involving exposure to blood or other potentially infectious material. I understand that I am eligible for this examination even if I have been previously vaccinated against HBV.

I have been offered the opportunity to have a sample of my blood drawn and preserved for 90 days in the event that I might choose to have that sample tested at some point within 90 days.

Understanding the written information above, I decline any post exposure medical evaluation, blood sampling, blood testing, or follow-up examination at this time.

Employee signature

Date

Witness

Date

Form BBP2: Source Individual Consent or Declination for Blood Testing

Name of Source Individual: _____ Today's Date: _____

Date of Incident: _____ Date of Birth: _____

On the above date, an exposure incident as defined by the Federal and Minnesota State Bloodborne Pathogen Regulations occurred involving an employee performing his/her duties.

The regulation requires that a sample of blood be drawn as soon as possible from the source of the exposure and the exposed employee to determine if any infectious diseases (Hepatitis B and HIV) are present.

We are requesting to have your blood drawn and tested for HBV and HIV in order to provide the appropriate medical direction. If you are a minor, consent to have your blood drawn and tested must be given by your parent or guardian. You are not legally required to consent to having your blood drawn and tested. In the event that you decline to have your blood drawn and tested, however, we will not be able to determine whether you have been infected by either the Hepatitis B Virus (HBV) or the human immunodeficiency virus (HIV) or advise or counsel you on appropriate steps to take as a result of such infections.

Please read the following and, if you consent, sign and date the form. Directions will be provided on the location for the test and the cost, if not covered, will be paid by the district. You will be provided with the test results as soon as possible.

If you know you are infected with HBV or HIV and can provide medical records or documentation, no blood test is necessary.

1. I authorize and consent to testing of a sample of my blood for the following: (check only one)
 - Human Immunodeficiency Virus (HIV)
 - Hepatitis B Virus (HBV)
 - Both the Human Immunodeficiency Virus (HIV) and the Hepatitis B Virus (HBV)
 - Other: _____ (please indicate)

2. I understand that a positive HIV test does not necessarily mean a person has AIDS; testing can assist healthcare personnel in medical management and infectious disease control of the virus.

3. I understand that I should rely on my physician for information regarding the nature and purpose of the HIV/HBV test and the meaning and significance of the result of the test.

4. I understand that HIV/HBV testing is not always 100% accurate and that results may be "false negative" (negative results when the virus is actually present) or "false positive" (positive results when the virus is not present). If a positive result is obtained, additional tests will be done to attempt to confirm the test results.

5. I understand the results of the test will be confidential and will not be disclosed unless necessary for ISD # 917 to comply with the provisions of OSHA's Bloodborne Pathogen Regulation (29 CFR 1910.1030). If you

are a source individual, disclosure will be made to the exposed employee and their healthcare professional.

6. I understand I can personally make arrangements to have my blood drawn, as authorized, or that arrangements will be made for me, with the assistance of district personnel or other designated parties.
7. I certify that this form has been fully explained to me, that I have read it or had it read to me, and that I understand its contents. I have been given an opportunity to ask questions about the test and I believe that I have sufficient information to give informed consent/declination.

Section 1		
Name	Witness	
_____	_____	
(Print Name/Other Legally Responsible Person)	(Print Name/Witness)	

Signature		Signature
_____	_____	_____
Date	Time	Date

Section 2

I HAVE READ ALL INFORMATION CONTAINED ON THIS FORM, HAVE ASKED QUESTIONS WHERE ADDITIONAL INFORMATION WAS NECESSARY AND FULLY UNDERSTAND THE ISSUES INVOLVED IN THIS MATTER.

I REFUSE TO HAVE MY BLOOD DRAWN AND TESTED AT THIS TIME OR DRAWN AND STORED FOR UP TO 90 DAYS FOR POSSIBLE FUTURE TESTING, UPON MY WRITTEN CONSENT.

Signature

Date

Time

Form BBP3: Cleaning & Disinfecting Procedures for Blood and Body Fluids

Materials Needed

- _____ “Caution Wet Floor” or “Do Not Enter” signs, as needed
- _____ Disposable vinyl or nitrile gloves.
- _____ Disposable cloth or paper towels or absorbent granules or disposable cardboard pieces.
- _____ Pail containing soap & water (or spray bottle of general cleaner).
- _____ Pail (or spray bottle) of rinse water.
- _____ EPA approved disinfectant (tuberculocidal disinfectant) or Lysol Brand II™ Spray Disinfectant (MUST use for all body fluid clean up involving possible blood)

1. PROTECT YOURSELF AND THE AREA

- Secure the area with “Wet Floor” or “Do Not Enter” signs.
- Put on the disposable gloves.

2. REMOVE BODY FLUIDS SAFELY

- Soak up liquids with absorbent, disposable towels.
- If there is a large volume, use absorbing granules. Pick up debris with cardboard pieces.
- For carpet, vacuum granular remains if necessary.
- Place debris and disposable materials used in plastic bag.

3. CLEAN AND DISINFECT THE AREA

- CLEAN the area with soap and water or general cleaning agent. Use disposable towels.
- RINSE WITH CLEAR WATER. Use disposable towels.
- APPLY DISINFECTANT ** and allow to air dry (at least 10 minutes).
- CARPET Use the same process as above. Extra agitation, cleaning agent, and water may be necessary. Repeat wash until blood or body fluids are gone. Rinse and apply disinfectant. Allow to air dry.

****AN APPROPRIATE DISINFECTANT IS:**

- EPA APPROVED (Environmental Protection Agency Approved as “sterilant”) or
- Tuberculocidal (lists on the bottle that it is capable of killing tuberculosis) or Lysol Spray Disinfectant
- Bleach & Water Solution

To prepare bleach solution, mix 2 teaspoonfuls bleach to one quart water.

BLEACH SOLUTION MUST BE MIXED DAILY.

DO NOT MIX BLEACH WITH ANY OTHER CHEMICALS OR PRODUCTS.

LABEL BLEACH SOLUTIONS AND KEEP OUT OF REACH OF CHILDREN.

4. FINISHING

Clean and disinfect any mops, brooms, brushes, dust pans, etc. used in the cleaning process. Remove your gloves and dispose of in plastic trash bag and seal. Discard in regular trash.

WASH YOUR HANDS COMPLETELY.



Intermediate School District 917

1300 145th Street East
Rosemount, MN 55068-2999

Phone: (651) 423-8229

Fax: (651) 423-8781

www.isd917.org

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

Dr. Michael Favor, Superintendent

Nicolle Roush, Executive Director of Business Services

Dr. Melissa Schaller, Executive Director of Student Services

Andrew Woods, Principal of DCALS / Career Technical Center

Dr. Brooke Peterson, Director of Teaching and Learning

TO: School Board Members
Dr. Michael Favor, Superintendent

FROM: Nicolle Roush, Executive Director of Business Services

DATE: June 14, 2022

RE: Review and approval of School Nutrition Program Joint Agreement with I.S.D. 191

Pertinent Facts:

1. 2022-23 we will have one program site Cedar Sun program which has meals provided by I.S.D. 191 member district. This has worked well to have ISD 191 prepare the meals because we do not have preparation kitchen facilities because the expense of equipment, space and staff is not cost effective for the number of meals served.
2. Enclosed for your review is the 2022-23 ISD 191 Joint Agreement Addendum and 2nd year of the addendum to the original contract. ISD 917 did not receive any price increases in 2021-2022, but ISD 191 has been faced with significant cost increases and is proposing a increase to the contract pricing. Breakfast meal pricing will go from \$.60 to \$.80 or 33% increase. Lunch meal pricing will go from \$1.50 to \$1.95 which proposes a 30%. Although this is a higher-than-normal increase, it reflects the current challenges of staffing, supply chain and fuel expenses.

Recommendation: Board members approve the renewal joint agreement with ISD 191

School Nutrition Programs
Renewal of Joint Agreement
School Year 2023

A school food authority (SFA) and Site may mutually agree to renew a joint agreement for up to four (4) one-year periods after the end of the original one-year joint agreement.

ISD 191 Burnsville Eagan Savage Food and Nutrition Services (SFA)
100003550 Cyber-Linked Interactive Child Nutrition System (CLiCS) sponsor ID
number and Intermediate School District 917 at Cedar Building (site)
9000001281 CLiCS Site ID number agree to renew the original School Nutrition
programs joint agreement, which ended 6/30/21, for the period of
7/1/2022 through 6/30/2023 (not to exceed one year).

The total number of times that the original joint agreement has been renewed, including this renewal, is
2 (may not exceed four).

The terms of the original joint agreement remain in effect during this renewal, except for any adjustment to the original contract terms as described here:

Student and Adult Meal Prices, including milk will be established later in the summer of 2022. Administrative and operational surcharges will be listed separately from this document.

SFA and Site have caused this agreement to be executed by their duly authorized representatives:

SFA _____

Authorized Representative Title of Authorized Representative

Telephone _____

Signature _____ Date _____

Site _____

Authorized Representative Title of Authorized Representative

Telephone _____

Signature _____ Date _____



April 29, 2022

Intermediate School District 917
Attn: Nicolle Roush, Business Manager
1300 East 145th Street
Rosemount, MN 55068

Addendum to School Nutrition Programs Joint Agreement

ISD 191 is pleased to renew with Intermediate School District 917 for one additional year, following our 2020-2021 school year agreement. This would be the 2nd year of a renewal. Please see the attachment. We are waiting for the USDA to release school year 2023 reimbursement rates and the Paid Lunch Equity tool in order to determine if we will need to increase breakfast and lunch meal prices for paid students for the next school year.

Food, supply, and labor costs have risen significantly in the past year. We work extremely hard at keeping rising costs to a minimum, however, our administrative and operational surcharges need to increase. These costs include, but are not limited to costs related to: processing meal applications, mailing notifications, maintaining client meal accounts, collecting data, processing state and federal claims, menu planning, completing production records, labor, and obtaining food and supplies to provide meals to students.

We require Intermediate School District 917 to pay administrative and operational surcharges of \$.80 for each breakfast meal and \$1.95 for each lunch meal. At the end of each month, we will invoice Intermediate School District 917 for the designated fee per/meal based on the agreement between both parties. Additionally, our meal accounting software program has an annual \$395 support fee per site and we will invoice for this amount in July.

Every 3-5 years the Food & Nutrition Services program undergoes a State and/or Federal Administrative Review. Sites are chosen randomly by state authorities. If a site, where meals are prepared or served as part of this agreement, is chosen for a review, additional fees may be charged to Intermediate School District 917, related to the cost of collecting documents and preparing for the review. Our next review is anticipated to be in SY 2025 or later.

I have attached the School Nutrition Programs Renewal of Joint Agreement for the 2022-23 school year. If you wish for District 191 to continue meal service, please print the agreement, sign it and return to me by June 10, 2022. If you are not able to meet this timeline, please let me know.

Please contact me at 952-707-2032 or jkronabetter@isd191.org if you have any questions or concerns. Thank you.

Julie Kronabetter
Director, Food & Nutrition Services

AGREEMENT TO EXTEND PROBATIONARY PERIOD

This Agreement is entered into by and between Intermediate School District No. 917, (“District”), Lori Wilson (“Wilson”), and Education Minnesota Intermediate School District 917 Local 3904 (“Union”).

WHEREAS, the District and the Union are parties to a collective bargaining agreement (“CBA”) governing the negotiated terms and conditions of employment for teachers employed by the District;

WHEREAS, Minnesota Statutes section 122A.40, subdivision 5, states: “The first three consecutive years of a teacher’s first teaching experience in Minnesota in a single district is deemed to be a probationary year of employment, and after completion thereof, the probationary period in each district in which the teacher is thereafter employed shall be one year”;

WHEREAS, Wilson is a probationary teacher in the District and is currently teaching pursuant to an out-of-field permission;

WHEREAS, Wilson’s out-of-field permission cannot be renewed beyond the 2022-2023 school year;

WHEREAS, to date the District’s School Board has not decided whether it will renew Wilson’s annual teaching contract for the 2022-2023 school year;

WHEREAS, Wilson’s annual contract will automatically renew and she will attain non-probationary status under Minnesota Statutes section 122A.40, unless the School Board gives her written notice before July 1, 2022, that it is not renewing her annual contract;

WHEREAS, Wilson understands that she is under no obligation to sign this Agreement; and

WHEREAS, Wilson has reviewed her rights under the CBA and Minnesota Statutes section 122A.40, and she has carefully considered her options;

NOW, THEREFORE, IN CONSIDERATION OF the foregoing and the mutual promises contained in this Agreement, including the relinquishment of certain rights, Wilson, the Union, and the District agree as follows:

1. **Options.** Wilson understands that her options include, but are not necessarily limited to, the following:

- a. Wilson can choose to sign this Agreement. If she signs this Agreement, Wilson understands that she will be agreeing to extend her probationary period of employment for one year, and that she will be waiving certain rights under the CBA and Minnesota Statutes section 122A.40. If Wilson signs this Agreement, the School Board would then have the following options: (a) approve this Agreement and, thereby, renew Wilson’s annual contract for one year; (b) reject this Agreement and give Wilson written notice of non-

renewal before July 1, 2022; or (c) take no action, in which case Wilson would attain non-probationary status after July 1, 2022.

b. Wilson can choose not to sign this Agreement. The School Board would then have the following options: (a) give Wilson written notice of non-renewal before July 1, 2022; (b) take no action, in which case Wilson would attain non-probationary status after July 1, 2022; or (c) take affirmative action to renew Wilson's annual contract, in which case Wilson would attain non-probationary status after July 1, 2022.

2. **Waiver of Rights and Extension of Probationary Period.** Wilson knowingly and voluntarily waives her right to the probationary period described in Minnesota Statutes section 122A.40. Wilson agrees to extend the statutory probationary period for one additional year, which will run from July 1, 2022 through June 30, 2023. In addition, for the 2022-2023 school year, Wilson waives all rights that are afforded to non-probationary teachers (sometimes referred to as "continuing contract teachers" or "tenured teachers") under Minnesota law or the CBA.

3. **Contract for 2022-2023 School Year.** The District will offer Wilson an annual contract for the 2022-2023 school year. During the 2022-2023 school year, Wilson's employment rights will be the same, and no greater than, the employment rights of a probationary teacher under the CBA and Minnesota Statutes section 122A.40.

4. **Right to Non-Renew or Discharge.** This Agreement does not constitute a guarantee of employment. The School Board may or may not renew Wilson's 2022-2023 contract as it sees fit, provided it gives notice of non-renewal before July 1, 2023. In addition, at any time during the 2022-2023 school year, the District may terminate Wilson's annual contract by discharging her for cause, effective immediately, after a hearing held upon due notice, or as otherwise permitted by law for a probationary teacher.

5. **No Undue Influence.** Wilson affirms that neither the District nor any of its officers, employees, agents or representatives has in any way pressured, coerced, or unduly influenced her to sign this Agreement. Wilson further affirms that she has asked to extend her probationary period and is voluntarily signing this Agreement because of the benefits it provides.

6. **Knowledge of Rights.** Wilson has had the opportunity to consult with a Union representative or with legal counsel regarding this Agreement, the CBA, and her rights under Minnesota Statutes section 122A.40. Wilson affirms that she has a full and complete understanding of her rights, her options, and the terms of this Agreement.

7. **No Precedent or Practice.** This Agreement may not be deemed to establish a precedent or practice or to alter any established precedent or practice arising out of or relating to the CBA. No party may submit this Agreement in any proceeding as evidence of a precedent or practice.

8. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties relating to the extension of Wilson's probationary period of employment. The terms of this Agreement are contractual and legally binding. This Agreement supersedes any and all prior agreements between the parties relating to the extension of Wilson's probationary period of employment. No party has relied upon any statements, representations, or promises that are not

set forth in this Agreement. No changes to this Agreement will be valid or enforceable unless they are in writing and signed by all parties.

IN WITNESS WHEREOF, the parties have knowingly and voluntarily entered into this Agreement on the dates shown by their signatures. This Agreement will not take effect unless and until it is approved by the District's School Board and is fully executed.

EMPLOYEE

Lori Wilson

Date

UNION

President

Date

INTERMEDIATE SCHOOL DISTRICT NO. 917

School Board Chair

Date

School Board Clerk

Date



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: June 14, 2022
REGARDING: Policies

The attached policies are a first reading:

- Policy 302 Superintendent. Adding a clause on in the absence of the superintendent.
- Policy 516 Student Medication. Adding in yellow: "The administration of prescription medication or drugs at school requires **a licensed healthcare providers written order and** a signed request from the student's parent or guardian."

And these next attached policies are a first and final reading at the June 14, 2022, School Board meeting.
Per MSBA: The following MSBA model policies should be updated in a single meeting to reflect this change:

The Minnesota Legislature reorganized the Maltreatment of Minors Act by moving it from a criminal law chapter (Ch. 626) to a public health chapter (Ch. 260E).

- 206 Public Participation
- 211 Criminal or Civil Action
- 423 Employee-Student Relations
- 532 Use of Peace Officers and Crisis Teams

There are no other changes to these policies.

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

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

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

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

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

IV. RIGHTS TO PRIVACY

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

3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, ~~Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)~~ and Minn. Stat. Ch. 363 (Minnesota Human Rights Act). **Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).**

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

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

VI. PROCEDURES

A. Agenda Items

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

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

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

B. Complaints

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

C. Open Forum

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

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures;
Closed or Open Meeting)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head
Coach; Notice of Nonrenewal; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination;
Hearing Procedures)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School
Districts; Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts
or Contract is Void)
~~Minn. Stat. Ch. 363A (Minnesota Human Rights Act)~~
~~Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)~~
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil
Records)

MSBA School Law Bulletin “C” (Minnesota’s Open Meeting Law)
MSBA School Law Bulletin “I” (School Records – Privacy – Access to
Data)

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. CIVIL ACTIONS

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

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

C. Data Practices

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

D. Service of Subpoenas

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

E. Leave to Testify

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

IV. **CRIMINAL CHARGES OR CONDUCT**

A. Employees

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

B. Students

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

C. Criminal Investigations

1. The policy of the school district is to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless there are extenuating circumstances or the matter being investigated is school-related, or as otherwise provided by law.
2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law ~~(Minn. Stat. § 626.556, Subd. 10)~~, **(Minnesota Statutes section 260E.22)**, or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

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

V. **STATEMENTS WHEN LITIGATION IS PENDING**

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel; Reimbursement)
Minn. Stat. § 123B.25(b) (Actions Against Teachers)
Minn. Stat. § 260E.22 (Interviews)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

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

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

423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding and direction, while maintaining a standard of professionalism, and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal

act or act of immoral conduct which may be harmful to others or bring discredit to the school district.

4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensure and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/ or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed, or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)
Minn. Stat. § 122A.20, Subd 2 (Mandatory Reporting to Minnesota Board of Teaching)
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)
Minn. Stat. §§ 609.341-609.352 (Defining “intimate parts” and “position of authority” as well as detailing various sex offenses)
~~Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)~~
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8700.7500 (Code of Ethics for Minnesota Teachers)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 421 (Gifts to Employees)
MSBA/MASA Model Policy 507 (Corporal Punishment)

*ISD 917 School Board Policy 532 Use of Peace Officers and
Crisis Teams to Remove Students with IEPs from School Grounds
Replaces 6.39 Peace Officers and Special Education Students
Board Reviewed January 7, 2020
Board reviewed, first and final reading, June 14, 2022*

532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has

the full power of arrest. The term “peace officer” includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.

- C. “Police liaison officer” is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. “Crisis team” means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “Emergency” means a situation where immediate intervention is needed to protect a child or other individual from physical injury.
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student’s behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student’s behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team, building administrator, or the building

administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

1. Corporal punishment prohibited by Minn. Stat. § 121A.58;
2. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
3. Totally or partially restricting a child's senses as punishment;
4. Denying or restricting a child's access to equipment and devices such as walkers, wheel chairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or

serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;

5. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under ~~Minn. Stat. § 626.556~~; **Minnesota Statutes Chapter 260E.**
6. Physical holding (as defined in Minn. Stat. § 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
7. Withholding regularly scheduled meals or water; and/or
8. Denying a child access to toilet facilities.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minn. Stat § 125A.0942, Subd. 5, and otherwise comply with the requirements of § 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must

submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report, in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67, Subd. 2 (Aversive and Deprivation Procedures)
Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)

Minnesota Statutes Chapter 260E.

Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))
34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

302 SUPERINTENDENT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall be responsible for the supervision and evaluation of those staff reporting directly to the superintendent.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. **If the superintendent ~~because becomes~~ incapacitated ~~and unable~~ to ~~serve due to health or other emergency situations~~, the school board will appoint a qualified district employee ~~licensed as a superintendent to serve~~ act as interim acting superintendent for the duration of the incapacitation. A ~~priority~~ list of district employees who hold a superintendent license will be maintained by the Human Resources Department and the school board will determine which employee, if any, has the qualifications that can to fulfill this role. In the ~~event, there that event that no is not a~~ district employee licensed as a superintendent to act as interim superintendent meets the qualifications as defined by the board, the board will work with the Human Resources Department to recruit an individual to act as an interim superintendent, that will serve until the incapacitation ends or the board decides to hire a permanent replacement for the incapacitated superintendent. A per diem rate for the acting/interim superintendent will be negotiated with the support of the Executive Director of Business Services and paid to the acting/interim superintendent through the duration of the leave/incapacitation. The Human Resources Department will notify the Board of School Administrators of all personnel changes in the superintendent position.**

Ð. E. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

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

516 STUDENT MEDICATION

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, or trained staff designee will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires **a licensed healthcare providers written order and** a signed request from the student's parent or guardian. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Authorization and Request for Administration of Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or guardian or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).

- F. The school must be notified immediately by the parent or guardian or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Authorization and Request for Administration of Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
 - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
 - 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
 - 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
 - 5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:

- a. the school district has received a written authorization from the pupil's parent or guardian permitting the student to self-administer the medication;
- b. the inhaler is properly labeled for that student; and
- c. the parent or guardian has not requested school personnel to administer the medication to the student.

The parent or guardian must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:

- a. that are used off school grounds;
- b. that are used in connection with athletics or extracurricular activities; or
- c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

7. Nonprescription Medication.

The school district will not purchase or have a supply of any over the counter (nonprescription) medications for distribution to students. If a parent or guardian requests that their child have access to a nonprescription medication, it must be provided by the parent or guardian and will be kept in and distributed by the health office.

Nonprescriptive medication provided by a parent or guardian for students through 8th grade, will be kept in the health office.

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication, unless prohibited by program procedures. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent or guardian, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
 - a. possess epinephrine auto-injectors; or
 - b. if the parent or guardian and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.
- K. "Parent or guardian" for students 18 years old or older is the student, unless the student has an appointed guardian.
- L. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless

of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

- Legal References:**
- Minn. Stat. § 13.32 (Student Health Data)
 - Minn. Stat. § 121A.21 (Hiring of Health Personnel)
 - Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
 - Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
 - Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
 - Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine AutoInjectors; Model Policy)
 - Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
 - Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
 - Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
 - Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
 - Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
 - 20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
 - 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

- Cross References:**
- MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)