

## Regular School Board Meeting

Tuesday, December 6, 2022 5:15 PM

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

### I. Call to Order - Chair Cindy Nordstrom

II. Conduct Pledge of Allegiance - Chair Cindy Nordstrom *(This was conducted at the Board Work Session prior to this meeting.)*

III. Visitors Opportunity to be Heard - Chair Cindy Nordstrom *(Collaboration)*

IV. Review and Approve the Agenda - Chair Cindy Nordstrom

V. Updates from Student Services and Superintendent - Dr. Melissa Schaller, Dr. Michael Favor *(Communications)*

VI. Reports - *(Stewardship)*

VI.A. Teacher and Employee of the Fall Quarter - Jennifer Olson & Jennifer Hetland

VII. Consent Items - Chair Cindy Nordstrom *(Communications)*

VII.A.

- Minutes
- Personnel
- Donations

VIII. Executive Director of Business Services Reports - Nicolle Roush *(Stewardship)*

VIII.A.

- Bills
- Wire Transfers
- Investment Reports

IX. New Business - Chair Cindy Nordstrom *(Collaboration)*

IX.A. Review and Approve Classified School Year Contract for 2022-2024 - Nicolle Roush

IX.B. Approve MOU No. 2 for Joint Powers Agreement - Dr. Michael Favor

X. Policies - Supt. Dr. Michael Favor *(Integrity)*

XI. Updates from Member Districts - All

XII. Adjournment - Chair Cindy Nordstrom

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

**Values**

**Collaboration:** Working together to achieve more collectively.

- Inclusive Educator Awards: Once again, we are celebrating inclusive educators. Nominations closed and awarding will begin. This year in addition to our itinerant staff and D/HH programs participating, our setting III programs, DASH, PACES, and ECSE TEA are also taking part. Stay tuned for details about those that are being recognized for their work.

**Empathy:** Considering and respecting the perspective and needs of member districts, students, families and staff.

- November superintendent meeting: At the superintendents' November meeting with Dr. Favor, I was able to share four items we will be developing action plans for in the coming months to address concerns around our waiting lists. These include:
  - Evaluating our setting III programming for viability
  - Providing additional supports to member districts like BCBA services
  - Consider actions related to hiring/employment
  - Consider actions to increase district appeal like an alternative calendar
- Member district dashboard: Similar to our data hub for district staff, with the help of Eve Thomas Brook, we are developing a dashboard for our member districts to monitor status of current student enrollments as well as students that are on our waitlists. When we have this fully developed we will share a demonstration with you.

**Innovation:** Ongoing improvement of programs and services.

- BCBAs: Our BCBAs have been working to ensure students' needs are being met in spite of being short staffed. While they are reflecting on current needs and adjusting their assignments to meet them, they are also considering actions that can be taken moving forward to develop a more robust, effective team that will be able to better assist students receiving services at ISD 917 while also supporting our member districts.

**Stewardship:** Managing financial and human resources carefully and responsibly.

- Grants:
  - Nicolle Roush and I continue to work with our teams to deploy the funding we received from the Department of Human Resources targeted for Intermediate School Districts focused on our setting IV programs and supporting mental health services. We have several initiatives underway including supporting professional development in Conscious Discipline, Nurtured Heart, and play therapy. Additionally, several staff salaries have been covered.

- We were recently notified that we are receiving additional ESSER funding. In the coming weeks, Nicolle and I will meet to review our current grant expenditures and plan for utilizing the additional funding.

**Communication:** Multi-dimensional, transparent conversation focused on sharing information and creating a positive learning and working environment.

- District Update: Our most recent Smore for district staff from special education and teaching and learning was sent on November 17. You can click [here](#) to read the latest issue.

**Integrity:** Aligning our actions with our values and beliefs.

- Future planning- staffing ratios: As part of our efforts to consider how we can meet the needs of our member districts with students on our waitlists, we are reviewing Minnesota Rule related to staffing ratios, reflecting on the ratios we have developed to meet the needs of our students, and brainstorming ways to ensure we meet student needs and keep staff safe while at the same time being responsive to the demand of member districts.

**Personalization:** Building on the strengths and addressing the unique needs of individual students.

- Former DCALS student: Recently a staff member nominated a former DCALS student for something special. While I can't say much at the time this board report is being written, all will be able to be shared on December 6, 2022. Stay tuned!

**Equity:** Intentionally providing opportunities while removing barriers at all levels of the organization.

- Secondary professional development: DCALS and CTE staff participated in professional development on Friday, November 11th. During this time the staff participated in a Story Circle focused on "What is the current narrative of a DCALS/CTE student?" The team also met with their PLC to work on the actions steps for their goals in alignment with our CIP and participated in their next stage of their Mindset training which focused on external stressors and what we can control, influence, and need to let go.

**Diversity:** Appreciating and valuing everyone's unique selves.

- Staff highlight: Eve Thomas Brook is a member of the department of teaching and learning serving the district as a reading specialist. In addition to her work as a reading specialist, Eve has gone above and beyond to create a system using Data Studio to report our student data in an efficient and effective manner. She is continually seeking ways to enhance the data system she's developed so that our staff have the most useful information at their fingertips. She is now working on a reporting system for our member districts that will make getting the information they need easy. Eve is a valuable member of the ISD 917 team.

Your Name:	Name of Nominee:	Nominee's Email Address:	The nominee is a:	Please tell us in a brief statement why you are nominating this person:
Anne Byer	Dillon Eddy	dillon.eddy@isd917.org	Licensed Staff Member	<p>Dillon runs an exemplary middle school group classroom. He has learned the Nurtured Heart Approach and has been serious about implementing it with fidelity. He notices what his students are doing well, gives them feedback about this, ignores inconsequential behavior, while still holding firm expectations about classroom rules. When he is unsure about how to apply Nurtured Heart Approach, he asks thoughtful questions of the NHA coaches.</p> <p>Dillon's students are thriving in his classroom. One student has doubled the number of his mainstream classes from 2 to 4; another student is the most engaged academically and socially that he has been in the many years he has been enrolled in 917. Another student is in the planning stages of adding mainstream classes to her schedule.</p> <p>In addition to his implementation of the Nurtured Heart Approach, Dillon is organized and collaborative in all that he does. I participated in an IEP meeting he facilitated. He prepared organized, succinct slides for the meeting and sent them to the team members ahead of time, requesting feedback if they had any. During the meeting, he used the powerpoint to organize the meeting, stay focused on the content, and invite collaboration from the parent, mainstream teacher, district representative, and mental health professional. Everyone's voice was heard and supported.</p> <p>When Dillon presents a lesson, it is organized, engaging, and he elicits student participation. He regularly encourages and supports students in higher level learning- helping them to understand, organize, apply, analyze, synthesize, and evaluate information. I observed him doing this with his science lesson on conservation of matter. The students described the concept, linked one hypothetical experiment to a prior example, hypothesized what the outcome of the experiment would be, and then explained the scientific principle. He is clear, planful, consistent, and engaging. And he firmly believes that his students can understand grade-level complex tasks.</p> <p>One of the best things about Dillon's skills is that he is a role model for his paraprofessional staff.</p> <p>In all that Dillon does, he exemplifies calmness, caring, optimism, openness to learning, organization, collaboration, and a deep care for all of his students. I wholeheartedly endorse Dillon Eddy for Licensed Staff of the Quarter.</p>
Becky Wilkerson	Dillon Eddy	Dillon.edddy@isd917.org	Licensed Staff Member	<p>He is an amazing educator that can give instructions in many different ways, per our population. He is insightful and kind to students and staff. He runs a very organized room, and implements Nurtured Heart very well. In short he is awesome and an inspiration to everyone.</p>

Your Name:	Name of Nominee:	Nominee's Email Address:	The nominee is a:	Please tell us in a brief statement why you are nominating this person:
Sharlene Lynn Nagle	Amy Anderson	amy.anderson@isd917.org	Non-Licensed Staff Member	<p>Amy is a PA at Cedar Sun Individual. She has been with the district for over 10 years. Besides her regular classroom and PA duties. Amy has gone above and beyond. She is a leader among her peers and will help and offer assistance whenever necessary. Many of her co-workers rely on her knowledge of the students academic and behavioral plans in the individual program. We often seek out her advise when lead staff are not available. She has advocated for open staff communications on all levels her at Cedar. Allowing the Cedar staff to have a open and safe place to communicate what can sometimes be hard conversations. Amy has built good relationship with the students and is often able to step in and redirect or deescalate a situation for the safety of the students and staff. I am very proud to call her my friend and co-worker,</p>

## INTERMEDIATE SCHOOL DISTRICT 917

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

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

**Members Absent:** none.

Also Present: Nicolle Roush, Brooke Peterson, Melissa Schaller, and Linda Berg.

School Board Chair Cindy Nordstrom called the meeting to order at 5:35 PM.

The Pledge of Allegiance was conducted in the Board Work Session prior to this meeting.

1. Motion by Hannah Simmons, seconded by Byron Schwab, to approve the agenda. Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, Wendy Felton, Lisa Hedin, Kathy Lewis, Cindy Nordstrom, Byron Schwab, Hannah Simmons. Voting naye: none.

Dr. Melissa Schaller reported on Student Services and Dr. Favor reported on District updates.

2. Motion by Tom Bennett, seconded by Kathy Lewis, to approve the consent items, as presented. Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, Wendy Felton, Lisa Hedin, Kathy Lewis, Cindy Nordstrom, Byron Schwab, Hannah Simmons. Voting naye: none. Motion passed.
  - **Minutes:** October 4, 2022, Regular School Board Meeting
  - **Personnel:** *New Hires:* Shane Hall, Classroom Assistant, effective October 3, 2022. Machayla Millhouse, Classroom Assistant, effective October 10, 2022. Shanay O'Neal, Classroom Assistant, effective October 31, 2022. *Leave of Absences:* Gregory Waletski, Sign Language Interpreter, effective December 21, 2022, through January 3, 2023. Kathleen Everson, Program Assistant, effective September 19, 2022, through June 8, 2023. *Resignations and Terminations:* Amanda Edmonson, Classroom Assistant, effective October 12, 2022. Chad Dougherty, Teacher, effective June 9, 2022. *Retirements:* Peterson Joan, Program Assistant, effective October 28, 2022. Adam Rachuy, Teacher, effective June 9, 2022.
  - **Donations:** \$500 from Allian Health to the TEA Program and \$1,000 from the Kopp Family Foundation to the TEA Program. Thank you to those who have donated to the school district this past month. Your generosity in supporting our schools in the community is much appreciated as they make a difference for our students.
  - **Policies:** (Addendum A.)
    - Policy 210 Conflict of Interest;
    - Policy 404 Employment Background Checks;
    - Policy 420 Student and Employees with Sexually Transmitted Infections and diseases and certain other communicable diseases and infectious conditions;
    - Policy 603 Curriculum Development;
    - Policy 903 Visitors to Schools;
    - Policy 529 Violent Behavior by Students;
    - Policy 722 – Public Data Request.
3. Motion by Byron Schwab, seconded by Wendy Felton, to approve the bills from September 29, 2022, to October 26, 2022, investment report and wire transfers as presented by the Executive Director of

Business Services. Tom Bennett, Lesley Chester, Lisa Ehleringer, Wendy Felton, Lisa Hedin, Kathy Lewis, Cindy Nordstrom, Byron Schwab, Hannah Simmons. Voting naye: none. Motion passed.

4. Motion by Lisa Hedin, seconded by Hannah Simmons, to approve the Revenue and Expenditures Report as presented by the Executive Director of Business Services. (Addendum B.) Tom Bennett, Lesley Chester, Lisa Ehleringer, Wendy Felton, Lisa Hedin, Kathy Lewis, Cindy Nordstrom, Byron Schwab, Hannah Simmons. Voting naye: none. Motion passed.
5. Motion by Kathy Lewis, seconded by Byron Schwab, to discontinue the DCALS North Lunch program as presented by the Executive Director of Business Services, due to lack of participation. (Addendum C.) Tom Bennett, Lesley Chester, Lisa Ehleringer, Wendy Felton, Lisa Hedin, Kathy Lewis, Cindy Nordstrom, Byron Schwab, Hannah Simmons. Voting naye: none. Motion passed.
6. Motion by Hannah Simmons, seconded by Tom Bennett, to approve the first and final reading of policies 532 Use of Peace Officers and Crisis Teams; 601 School District Curriculum and Instruction Goals; 602 Credit for Learning; and 701 Establishment and Adoption of School District Budget. (Addendum D.) Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, Wendy Felton, Lisa Hedin, Kathy Lewis, Cindy Nordstrom, Byron Schwab, Hannah Simmons. Voting naye: none. Motion passed.
7. Motion by Byron Schwab, seconded by Hannah Simmons, to adjourn the meeting. Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, Wendy Felton, Lisa Hedin, Kathy Lewis, Cindy Nordstrom, Byron Schwab, Hannah Simmons. Voting naye: none. Motion passed.

There being no further business the meeting adjourned at 6:17 PM.

The next regular School Board Meeting will be Tuesday, December 6, 2022, at 5:15 PM in the Board Room of Dakota County Technical College.

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Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED  
FOR ACTION AT BOARD MEETING OF December 6, 2022**

**NEW HIRES:**

Andrew Hardyman, Classroom assistant, effective November 28, 2022.

Claire Wells, Classroom Assistant, effective November 28, 2022.

Julie Gomes, School Social Worker, effective November 7, 2022.

Kylie Peterson, Classroom Assistant, effective October 31, 2022.

Laura Miles, Classroom Assistant, effective November 7, 2022.

Sophie Devore, Sign Language Interpreter, effective December 2, 2022.

**RE-HIRES:**

**CHANGE IN STATUS:**

Adam Rachuy, Teacher, decrease to 0.8 FTE effective November 14, 2022.

**LEAVES OF ABSENCE:**

Danny Hoffman, Technical Tutor, effective November 7 – 23, 2022

**RESIGNATION & TERMINATIONS:**

Correction to year for Chad Dougherty, Teacher, change to effective date from June 9, 2022, to June 9, 2023.

Alissa Peanasky, School Social Worker, effective November 4, 2022.

Amanda Berger, Classroom Assistant, effective October 28, 2022.

Darla Donnelly, Technical Tutor, effective November 18, 2022.

Jason Kisic, Classroom Assistant, effective November 30, 2022.

Karisa Sorenson, Program Assistant, effective December 2, 2022.

Lisa Schmotter, Classroom assistant, effective November 23, 2022.

Lucretia Andrews, Classroom Assistant, effective October 28, 2022.

Martha Davis, Program Assistant, Resignation effective November 4, 2022.

Noah Berg, Classroom assistant, resignation effective November 10, 2022.

Renee Hieb-Vaughn, Classroom Assistant, Resignation effective November 3, 2022.

Riley Schouveller, Intervener, resignation effective December 22, 2022.

Srilatha Tippaluri, Classroom Assistant, Resignation effective November 4, 2022.

**RETIREMENTS:**

Correction to year for Adam Rachuy, Teacher, change to effective date from June 9, 2022, to June 9, 2023.



## Intermediate School District 917

1300 145<sup>th</sup> Street East  
Rosemount, MN 55068-2999  
Phone: (651) 423-8229  
Fax: (651) 423-8781  
[www.isd917.org](http://www.isd917.org)

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

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

December 1<sup>st</sup>, 2022

Katie and Keith Rasmussen  
20343 Hampton Avenue  
Lakeville, MN 55044

Dear Mr. and Mrs. Rasmussen,

Thank you for your generous donation of the Leckey Squiggles Stander. It will be used by physical therapists with students who utilize this equipment in the school setting in any of our 917 programs. Your donation is greatly appreciated!

Sincerely,

Melissa Schaller  
Executive Director of Student Services  
651-423-8204

DATE: 11/30/2022  
TIME: 09:24:42

INTERMEDIATE SCHOOL DISTRICT 917  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1  
ACCTPA21  
ACCOUNTING PERIOD: 5/23

SELECTION CRITERIA: chkstat.rundate between '20221027 00:00:00.000' and '20221130 00:00:00.000'

DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1906431	10/27/2022	ACCELERATED TECHNOLOGIES	R	2112.43	ACCOUNTS PAYABLE CHECK
1906432	10/27/2022	CANON USA	R	208.51	ACCOUNTS PAYABLE CHECK
1906433	10/27/2022	CENTERPOINT ENERGY	R	86.82	ACCOUNTS PAYABLE CHECK
1906434	10/27/2022	CONSCIOUS DISCIPLINE	R	2810.00	ACCOUNTS PAYABLE CHECK
1906435	10/27/2022	CUB FOODS - INVER GROVE HTS	R	628.89	ACCOUNTS PAYABLE CHECK
1906436	10/27/2022	ENABLING DEVICES	R	281.95	ACCOUNTS PAYABLE CHECK
1906437	10/27/2022	IND SCH DIST 191	R	27486.85	ACCOUNTS PAYABLE CHECK
1906438	10/27/2022	KAREN CASS FELLING, M.A., LP	R	750.00	ACCOUNTS PAYABLE CHECK
1906439	10/27/2022	LEARNING A-Z	R	1917.16	ACCOUNTS PAYABLE CHECK
1906440	10/27/2022	MINNESOTA HUMANITIES CENTER	R	4000.00	ACCOUNTS PAYABLE CHECK
1906441	10/27/2022	PROCARE THERAPY	R	24540.00	ACCOUNTS PAYABLE CHECK
1906442	10/27/2022	RATWICK, ROSZAK & MALONEY, P.A.	R	530.00	ACCOUNTS PAYABLE CHECK
1906443	10/27/2022	SCHOLASTIC CLASSROOM MAGAZINES	R	29.70	ACCOUNTS PAYABLE CHECK
1906444	10/27/2022	SCHOLASTIC INC.	R	200.64	ACCOUNTS PAYABLE CHECK
1906445	10/27/2022	SCHOLASTIC, INC	R	381.45	ACCOUNTS PAYABLE CHECK
1906446	10/27/2022	SUMMIT FIRE PROTECTION	R	782.00	ACCOUNTS PAYABLE CHECK
1906447	10/27/2022	TEACHERS ON CALL	R	6393.35	ACCOUNTS PAYABLE CHECK
1906448	10/27/2022	TOLL GAS & WELDING SUPPLY	R	150.26	ACCOUNTS PAYABLE CHECK
1906449	10/27/2022	TRANE U.S. INC.	R	1439.00	ACCOUNTS PAYABLE CHECK
1906450	10/27/2022	ZANER-BLOSER	R	120.45	ACCOUNTS PAYABLE CHECK
1906451	10/31/2022	AMAZON CAPITAL SERVICES	V	0.00	VOID: MULTI STUB CHECK
1906452	10/31/2022	AMAZON CAPITAL SERVICES	R	10915.82	ACCOUNTS PAYABLE CHECK
1906453	10/31/2022	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1906454	10/31/2022	917 PROGRAM ASST EDU ASSOCIATION	R	3131.39	ACCOUNTS PAYABLE CHECK
1906455	10/31/2022	D.S. ERICKSON & ASSOCIATES, PLLC	R	280.50	ACCOUNTS PAYABLE CHECK
1906456	10/31/2022	EDUCATION MINNESOTA, LOCAL 3904	R	9439.73	ACCOUNTS PAYABLE CHECK
1906457	10/31/2022	FTC	R	1730.83	ACCOUNTS PAYABLE CHECK
1906458	10/31/2022	O.P.E.I.U., LOCAL 12	R	435.11	ACCOUNTS PAYABLE CHECK
1906459	10/31/2022	RELATED SERVICES NURSES ESP	R	196.86	ACCOUNTS PAYABLE CHECK
1906460	11/03/2022	BAYCOM, INC.	R	1548.45	ACCOUNTS PAYABLE CHECK
1906461	11/03/2022	CENTURYLINK	R	1084.87	ACCOUNTS PAYABLE CHECK
1906462	11/03/2022	CENTURYLINK COMMUNICATONS, LLC	R	470.18	ACCOUNTS PAYABLE CHECK
1906463	11/03/2022	DELL MKTG L.P., C/O DELL USA L.P.	R	2308.64	ACCOUNTS PAYABLE CHECK
1906464	11/03/2022	IND SCH DIST 192	R	10039.04	ACCOUNTS PAYABLE CHECK
1906465	11/03/2022	IND SCH DIST 195	R	1571.32	ACCOUNTS PAYABLE CHECK
1906466	11/03/2022	IND SCH DIST 200	R	6205.25	ACCOUNTS PAYABLE CHECK
1906467	11/03/2022	MARCO INC	V	0.00	VOID: MULTI STUB CHECK
1906468	11/03/2022	MARCO INC	R	1467.42	ACCOUNTS PAYABLE CHECK
1906469	11/03/2022	MASSP	R	175.00	ACCOUNTS PAYABLE CHECK
1906470	11/03/2022	MINNESOTA HUMANITIES CENTER	V	-7767.50	VOID MANUAL CHECK
* 1906470	11/03/2022	MINNESOTA HUMANITIES CENTER	R	7767.50	ACCOUNTS PAYABLE CHECK
1906471	11/03/2022	MN DEPT OF HEALTH - CERTIFIED FOOD	R	2800.00	ACCOUNTS PAYABLE CHECK
1906472	11/03/2022	REPUBLIC SERVICES #923	R	651.81	ACCOUNTS PAYABLE CHECK
1906473	11/03/2022	ROSEMOUNT AUTO SERVICE	R	56.00	ACCOUNTS PAYABLE CHECK
1906474	11/03/2022	SAFETYFIRST PLAYGROUND MAINTENANCE	R	6020.00	ACCOUNTS PAYABLE CHECK
1906475	11/03/2022	SAM'S CLUB/SYNCHRONY BANK	R	790.50	ACCOUNTS PAYABLE CHECK
1906476	11/03/2022	SAVVAS LEARNING COMPANY LLC	R	45.99	ACCOUNTS PAYABLE CHECK
1906477	11/03/2022	SCHOLASTIC CLASSROOM MAGAZINES	R	0.67	ACCOUNTS PAYABLE CHECK
1906478	11/03/2022	SCIENCE MUSEUM OF MN	R	270.00	ACCOUNTS PAYABLE CHECK
1906479	11/03/2022	STRATEGIC STAFFING SOLUTIONS	R	10368.00	ACCOUNTS PAYABLE CHECK
1906480	11/03/2022	TECHNOLOGY BY DESIGN, LLC	R	64.00	ACCOUNTS PAYABLE CHECK
1906481	11/03/2022	TRIUMPH EDUCATIONAL CONSULTING	R	260.00	ACCOUNTS PAYABLE CHECK
1906482	11/03/2022	VERIZON WIRELESS	R	1166.97	ACCOUNTS PAYABLE CHECK

DATE: 11/30/2022  
TIME: 09:24:42

INTERMEDIATE SCHOOL DISTRICT 917  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 2  
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ACCOUNTING PERIOD: 5/23

SELECTION CRITERIA: chkstat.rundate between '20221027 00:00:00.000' and '20221130 00:00:00.000'

1906483	11/03/2022	XCEL ENERGY	R	10511.50	ACCOUNTS PAYABLE CHECK
1906484	11/03/2022	MINNESOTA HUMANITIES CENTER	R	6500.00	ACCOUNTS PAYABLE CHECK
1906485	11/03/2022	MINNESOTA HUMANITIES EVENT CENTER	R	1267.50	ACCOUNTS PAYABLE CHECK
1906486	11/10/2022	AI TECHNOLOGIES, LLC	R	2577.50	ACCOUNTS PAYABLE CHECK
1906487	11/10/2022	ARVIG ENTERPRISES, INC	R	2525.71	ACCOUNTS PAYABLE CHECK
1906488	11/10/2022	BENEFIT EXTRAS, INC	R	956.62	ACCOUNTS PAYABLE CHECK
1906489	11/10/2022	BLUUM OF MINNESOTA, LLC	R	3099.00	ACCOUNTS PAYABLE CHECK
1906490	11/10/2022	CARQUEST AUTO PARTS STORES	R	962.53	ACCOUNTS PAYABLE CHECK
1906491	11/10/2022	CDWG	R	966.53	ACCOUNTS PAYABLE CHECK
1906492	11/10/2022	CKC GOOD FOOD	R	13956.30	ACCOUNTS PAYABLE CHECK
1906493	11/10/2022	CUB FOODS - APPLE VALLEY	R	23.18	ACCOUNTS PAYABLE CHECK
1906494	11/10/2022	CUB FOODS BLOOMINGTON	R	236.86	ACCOUNTS PAYABLE CHECK
1906495	11/10/2022	CUB FOODS - ROSEMOUNT	R	151.63	ACCOUNTS PAYABLE CHECK
1906496	11/10/2022	DAKOTA COUNTY TREASURER	R	179.88	ACCOUNTS PAYABLE CHECK
1906497	11/10/2022	HASTINGS CREAMERY LLC	R	888.70	ACCOUNTS PAYABLE CHECK
1906498	11/10/2022	IND SCH DIST 197	R	2223.90	ACCOUNTS PAYABLE CHECK
1906499	11/10/2022	MN CLN SERVICES, INC	R	5022.00	ACCOUNTS PAYABLE CHECK
1906500	11/10/2022	OUT SOURCE PROJECTS	R	1100.00	ACCOUNTS PAYABLE CHECK
1906501	11/10/2022	PROCARE THERAPY	R	4081.00	ACCOUNTS PAYABLE CHECK
1906502	11/10/2022	SONOVA USA INC.	R	434.78	ACCOUNTS PAYABLE CHECK
1906503	11/10/2022	ST PAUL PIONEER PRESS	R	105.75	ACCOUNTS PAYABLE CHECK
1906504	11/10/2022	SYSCO MINNESOTA	R	1433.54	ACCOUNTS PAYABLE CHECK
1906505	11/10/2022	TEACHERS ON CALL	R	8325.01	ACCOUNTS PAYABLE CHECK
1906506	11/10/2022	WESTONE LABORATORIES INC.	R	813.96	ACCOUNTS PAYABLE CHECK
1906507	11/14/2022	AMAZON CAPITAL SERVICES	V	0.00	VOID: MULTI STUB CHECK
1906508	11/14/2022	AMAZON CAPITAL SERVICES	R	3481.25	ACCOUNTS PAYABLE CHECK
1906509	11/16/2022	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1906510	11/16/2022	917 PROGRAM ASST EDU ASSOCIATION	R	3333.71	ACCOUNTS PAYABLE CHECK
1906511	11/16/2022	D.S. ERICKSON & ASSOCIATES, PLLC	R	239.44	ACCOUNTS PAYABLE CHECK
1906512	11/16/2022	EDUCATION MINNESOTA, LOCAL 3904	R	9332.73	ACCOUNTS PAYABLE CHECK
1906513	11/16/2022	FTC	R	1730.83	ACCOUNTS PAYABLE CHECK
1906514	11/16/2022	NCPERS GROUP LIFE INS	R	16.00	ACCOUNTS PAYABLE CHECK
1906515	11/16/2022	O.P.E.I.U., LOCAL 12	R	435.11	ACCOUNTS PAYABLE CHECK
1906516	11/16/2022	RELATED SERVICES NURSES ESP	R	189.04	ACCOUNTS PAYABLE CHECK
1906517	11/17/2022	ADAPTIVE TECH SOLUTIONS LLC	R	406.98	ACCOUNTS PAYABLE CHECK
1906518	11/17/2022	ANNE HOFF, SAFE HARBOR COUNSELING	R	1700.00	ACCOUNTS PAYABLE CHECK
1906519	11/17/2022	APPLE COMPUTER, INC	R	960.00	ACCOUNTS PAYABLE CHECK
1906520	11/17/2022	CDWG	R	1558.13	ACCOUNTS PAYABLE CHECK
1906521	11/17/2022	CHRIS MILLER	R	23.93	ACCOUNTS PAYABLE CHECK
1906522	11/17/2022	DAKOTA AWARDS & ENGRAVING	R	36.00	ACCOUNTS PAYABLE CHECK
1906523	11/17/2022	DAKOTA TRUCK UNDERWRITERS	R	29102.00	ACCOUNTS PAYABLE CHECK
1906524	11/17/2022	DISTRICT 191 FOOD SERVICE	R	1298.15	ACCOUNTS PAYABLE CHECK
1906525	11/17/2022	EDUCATORS BENEFIT CONSULTANTS, LLC	R	239.94	ACCOUNTS PAYABLE CHECK
1906526	11/17/2022	FARMINGTON COMMUNITY ED	R	193.00	ACCOUNTS PAYABLE CHECK
1906527	11/17/2022	FLAGHOUSE	R	35.00	ACCOUNTS PAYABLE CHECK
1906528	11/17/2022	GRAYBAR ELECTRIC CO, INC	R	565.06	ACCOUNTS PAYABLE CHECK
1906529	11/17/2022	THE HANOVER INSURANCE GROUP	R	25.00	ACCOUNTS PAYABLE CHECK
1906530	11/17/2022	IND SCH DIST 191	R	27486.85	ACCOUNTS PAYABLE CHECK
1906531	11/17/2022	KAREN CASS FELLING, M.A., LP	R	750.00	ACCOUNTS PAYABLE CHECK
1906532	11/17/2022	MAKESTICKERS	R	442.43	ACCOUNTS PAYABLE CHECK
1906533	11/17/2022	MN ENERGY RESOURCES CORPORATION	R	447.96	ACCOUNTS PAYABLE CHECK
1906534	11/17/2022	OFFICE OF MN.IT SERVICES	R	170.55	ACCOUNTS PAYABLE CHECK
1906535	11/17/2022	OMEGA LABS INC	R	580.00	ACCOUNTS PAYABLE CHECK
1906536	11/17/2022	PROCARE THERAPY	R	15430.00	ACCOUNTS PAYABLE CHECK
1906537	11/17/2022	SO ST PAUL PUBLIC SCHOOLS	R	32206.36	ACCOUNTS PAYABLE CHECK
1906538	11/17/2022	SONOVA USA INC.	R	239.99	ACCOUNTS PAYABLE CHECK
1906539	11/17/2022	SOUTHWEST/WEST CENTRAL SERVICE CORP	R	60.00	ACCOUNTS PAYABLE CHECK

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1906540	11/17/2022	STRATEGIC STAFFING SOLUTIONS	R	2673.00	ACCOUNTS PAYABLE CHECK
1906541	11/30/2022	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1906542	11/30/2022	917 PROGRAM ASST EDU ASSOCIATION	R	3237.08	ACCOUNTS PAYABLE CHECK
1906543	11/30/2022	D.S. ERICKSON & ASSOCIATES, PLLC	R	239.44	ACCOUNTS PAYABLE CHECK
1906544	11/30/2022	EDUCATION MINNESOTA, LOCAL 3904	R	9332.73	ACCOUNTS PAYABLE CHECK
1906545	11/30/2022	FTC	R	1730.83	ACCOUNTS PAYABLE CHECK
1906546	11/30/2022	O.P.E.I.U., LOCAL 12	R	435.11	ACCOUNTS PAYABLE CHECK
1906547	11/30/2022	RELATED SERVICES NURSES ESP	R	189.04	ACCOUNTS PAYABLE CHECK
*V4001585	11/18/2022	ARROWWOOD LODGE AT BRAINERD LAKES	R	333.72	ACCOUNTS PAYABLE VOUCHER
*V4001586	11/18/2022	BILINGUAL GRAMMAR CURRICULUM LLC	R	2000.00	ACCOUNTS PAYABLE VOUCHER
*V4001587	11/18/2022	BUG BUSTERS, INC.	R	345.00	ACCOUNTS PAYABLE VOUCHER
*V4001588	11/18/2022	WELLS FARGO	V	0.00	VOID: MULTI STUB VOUCHER
*V4001589	11/18/2022	WELLS FARGO	R	6958.89	ACCOUNTS PAYABLE VOUCHER
*V4001590	11/18/2022	CITY OF APPLE VALLEY	R	505.28	ACCOUNTS PAYABLE VOUCHER
*V4001591	11/18/2022	CITY OF INVER GROVE HTS	R	528.37	ACCOUNTS PAYABLE VOUCHER
*V4001592	11/18/2022	LOVING GUIDANCE INC	R	2396.00	ACCOUNTS PAYABLE VOUCHER
*V4001593	11/18/2022	COUNCIL FOR EXCEP CHILDREN	R	900.00	ACCOUNTS PAYABLE VOUCHER
*V4001594	11/18/2022	DELTA AIRLINES	R	2365.99	ACCOUNTS PAYABLE VOUCHER
*V4001595	11/18/2022	ESTR PUBLICATIONS	R	665.00	ACCOUNTS PAYABLE VOUCHER
*V4001596	11/18/2022	FRONTIER COMMUNICATIONS	R	2634.75	ACCOUNTS PAYABLE VOUCHER
*V4001597	11/18/2022	FUN AND FUNCTION	R	698.66	ACCOUNTS PAYABLE VOUCHER
*V4001598	11/18/2022	GOPHER SPORT	R	861.31	ACCOUNTS PAYABLE VOUCHER
*V4001599	11/18/2022	GRAINGER W W INC.	R	316.11	ACCOUNTS PAYABLE VOUCHER
*V4001600	11/18/2022	HEALTHIEST YOU	R	6910.00	ACCOUNTS PAYABLE VOUCHER
*V4001601	11/18/2022	IMAGINE LEARNING LLC	R	22000.00	ACCOUNTS PAYABLE VOUCHER
*V4001602	11/18/2022	INNOVATIVE OFFICE SOLUTIONS	V	0.00	VOID: MULTI STUB VOUCHER
*V4001603	11/18/2022	INNOVATIVE OFFICE SOLUTIONS	V	0.00	VOID: MULTI STUB VOUCHER
*V4001604	11/18/2022	INNOVATIVE OFFICE SOLUTIONS	R	2589.15	ACCOUNTS PAYABLE VOUCHER
*V4001605	11/18/2022	LAKESHORE LEARNING MATERIALS	R	31.34	ACCOUNTS PAYABLE VOUCHER
*V4001606	11/18/2022	MASBO	R	160.00	ACCOUNTS PAYABLE VOUCHER
*V4001607	11/18/2022	MAXI AIDS, INC	R	445.65	ACCOUNTS PAYABLE VOUCHER
*V4001608	11/18/2022	MCGRAW-HILL EDUCATION	R	913.85	ACCOUNTS PAYABLE VOUCHER
*V4001609	11/18/2022	MINNESOTA CONTINUING LEGAL EDUC	R	395.00	ACCOUNTS PAYABLE VOUCHER
*V4001610	11/18/2022	MRI INTERMEDIATE HOLDINGS, LLC	R	12.42	ACCOUNTS PAYABLE VOUCHER
*V4001611	11/18/2022	OFFICE DEPOT	V	0.00	VOID: MULTI STUB VOUCHER
*V4001612	11/18/2022	OFFICE DEPOT	V	0.00	VOID: MULTI STUB VOUCHER
*V4001613	11/18/2022	OFFICE DEPOT	R	3377.85	ACCOUNTS PAYABLE VOUCHER
*V4001614	11/18/2022	OFFICEMAX INC	R	31.97	ACCOUNTS PAYABLE VOUCHER
*V4001615	11/18/2022	OMEGA LABS INC	R	580.00	ACCOUNTS PAYABLE VOUCHER
*V4001616	11/18/2022	PROFESSIONAL CRISIS MANAGEMENT ASSO	R	1920.00	ACCOUNTS PAYABLE VOUCHER
*V4001617	11/18/2022	RIFTON EQ/COMMUNITY PRODUCTS LLC	R	616.00	ACCOUNTS PAYABLE VOUCHER
*V4001618	11/18/2022	SCENARIO LEARNING LLC	R	3377.00	ACCOUNTS PAYABLE VOUCHER
*V4001619	11/18/2022	SCHOOL NURSE SUPPLY	R	1334.40	ACCOUNTS PAYABLE VOUCHER
*V4001620	11/18/2022	SCHOOL SPECIALTY, LLC	R	1087.53	ACCOUNTS PAYABLE VOUCHER
*V4001621	11/18/2022	SOUTHPAW ENTERPRISES	R	58.85	ACCOUNTS PAYABLE VOUCHER
*V4001622	11/18/2022	SUPER DUPER SCHOOL CO	R	370.50	ACCOUNTS PAYABLE VOUCHER
*V4001623	11/18/2022	TEACHING STRATEGIES, LLC	R	306.60	ACCOUNTS PAYABLE VOUCHER
*V4001624	11/18/2022	THE HOME DEPOT	R	58.99	ACCOUNTS PAYABLE VOUCHER
*V4001625	11/18/2022	THE HOME DEPOT PRO	R	904.81	ACCOUNTS PAYABLE VOUCHER
*V4001626	11/18/2022	THERAPY NOTES, LLC	R	325.00	ACCOUNTS PAYABLE VOUCHER
*V4001627	11/18/2022	ULINE	R	456.09	ACCOUNTS PAYABLE VOUCHER
*V4001628	11/18/2022	UNIVERSAL CLEANING SERVICES	R	10487.50	ACCOUNTS PAYABLE VOUCHER
*V4001629	11/18/2022	WESTERN PSYCHOLOGICAL SERVICES	R	339.90	ACCOUNTS PAYABLE VOUCHER
*V4001630	11/18/2022	ZOLL MEDICAL CORPORATION	R	368.90	ACCOUNTS PAYABLE VOUCHER
*V6604970	11/09/2022	ANGELA ELIZABETH ADELMANN	R	46.25	ACCOUNTS PAYABLE VOUCHER
*V6604971	11/09/2022	MARTHA JOAN ALLEN	R	240.63	ACCOUNTS PAYABLE VOUCHER
*V6604972	11/09/2022	SAMANTHA JO BECK	R	27.50	ACCOUNTS PAYABLE VOUCHER

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*V6604973	11/09/2022	THOMAS RICHARD BENNETT	R	70.00	ACCOUNTS PAYABLE VOUCHER
*V6604974	11/09/2022	AMANDA JO BOEHMER	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V6604975	11/09/2022	AIMEE BOONE	R	105.00	ACCOUNTS PAYABLE VOUCHER
*V6604976	11/09/2022	MATTHEW KYLE BRUNS	R	55.00	ACCOUNTS PAYABLE VOUCHER
*V6604977	11/09/2022	KAYLA NICOLE BUCHMANN	R	16.88	ACCOUNTS PAYABLE VOUCHER
*V6604978	11/09/2022	MARISSA ANN CALANDER-ROLL	R	6.25	ACCOUNTS PAYABLE VOUCHER
*V6604979	11/09/2022	LESLEY ANNE CHESTER	R	30.63	ACCOUNTS PAYABLE VOUCHER
*V6604980	11/09/2022	BETHANY LEIGH CHRISTIANSON	R	6.88	ACCOUNTS PAYABLE VOUCHER
*V6604981	11/09/2022	JAYNE Z. CIODARU	R	68.13	ACCOUNTS PAYABLE VOUCHER
*V6604982	11/09/2022	ANNA JEANNE CORSELLO	R	17.50	ACCOUNTS PAYABLE VOUCHER
*V6604983	11/09/2022	CRAIG ALAN CURTIS	R	338.75	ACCOUNTS PAYABLE VOUCHER
*V6604984	11/09/2022	PEARL SUSAN DEVENOW	R	476.25	ACCOUNTS PAYABLE VOUCHER
*V6604985	11/09/2022	CHRISTOPHER GORDON DEVINE	R	45.63	ACCOUNTS PAYABLE VOUCHER
*V6604986	11/09/2022	MEGAN ROSE DIETRICH	R	17.50	ACCOUNTS PAYABLE VOUCHER
*V6604987	11/09/2022	LISA A EHLERINGER	R	75.00	ACCOUNTS PAYABLE VOUCHER
*V6604988	11/09/2022	DAWN MARIE EPPS	R	10.00	ACCOUNTS PAYABLE VOUCHER
*V6604989	11/09/2022	MICHAEL LEONARD FAVOR	R	104.38	ACCOUNTS PAYABLE VOUCHER
*V6604990	11/09/2022	WENDY CATHERINE FELTON	R	46.25	ACCOUNTS PAYABLE VOUCHER
*V6604991	11/09/2022	AMANDA FERNELIUS	R	23.13	ACCOUNTS PAYABLE VOUCHER
*V6604992	11/09/2022	SHERILYN FAYE FRISQUE	R	423.14	ACCOUNTS PAYABLE VOUCHER
*V6604993	11/09/2022	CHRISTINA ANN GILLARD	R	116.25	ACCOUNTS PAYABLE VOUCHER
*V6604994	11/09/2022	MEGAN MARIE HALEY	R	41.25	ACCOUNTS PAYABLE VOUCHER
*V6604995	11/09/2022	PAMELA ANN GREENGO	R	30.63	ACCOUNTS PAYABLE VOUCHER
*V6604996	11/09/2022	CASSIE J. GROFF	R	177.50	ACCOUNTS PAYABLE VOUCHER
*V6604997	11/09/2022	SARA ELIZABETH GROVE	R	6.25	ACCOUNTS PAYABLE VOUCHER
*V6604998	11/09/2022	MEGAN KRISTINE HAROLDSON	R	240.63	ACCOUNTS PAYABLE VOUCHER
*V6604999	11/09/2022	LISA HEDIN	R	70.00	ACCOUNTS PAYABLE VOUCHER
*V6605000	11/09/2022	JANA LEE HEIDEMANN	R	68.75	ACCOUNTS PAYABLE VOUCHER
*V6605001	11/09/2022	HEIDI LEE HELM	R	239.33	ACCOUNTS PAYABLE VOUCHER
*V6605002	11/09/2022	SARA ASHLEY HENRY	R	208.13	ACCOUNTS PAYABLE VOUCHER
*V6605003	11/09/2022	JENNIFER AMY HETLAND	R	156.25	ACCOUNTS PAYABLE VOUCHER
*V6605004	11/09/2022	COURTNEY ELIZABETH INMAN	R	29.38	ACCOUNTS PAYABLE VOUCHER
*V6605005	11/09/2022	EVA MARIE JOHNSON	R	44.44	ACCOUNTS PAYABLE VOUCHER
*V6605006	11/09/2022	JENNIFER M. KLAUSTERMEIER	R	90.27	ACCOUNTS PAYABLE VOUCHER
*V6605007	11/09/2022	LORI ANN KLEIN	R	173.75	ACCOUNTS PAYABLE VOUCHER
*V6605008	11/09/2022	ANDREA MARIE KRANZ	R	10.00	ACCOUNTS PAYABLE VOUCHER
*V6605009	11/09/2022	BETSY SUE LARSEN	R	26.88	ACCOUNTS PAYABLE VOUCHER
*V6605010	11/09/2022	MARCI LEVY-MAGUIRE	R	302.50	ACCOUNTS PAYABLE VOUCHER
*V6605011	11/09/2022	KATHRYN ANN LEWIS	R	48.75	ACCOUNTS PAYABLE VOUCHER
*V6605012	11/09/2022	ERIN JEAN MAHNKE	R	100.00	ACCOUNTS PAYABLE VOUCHER
*V6605013	11/09/2022	MELANIE FAY MANNINEN	R	33.13	ACCOUNTS PAYABLE VOUCHER
*V6605014	11/09/2022	EMMA IRENE KAE MAYES	R	14.13	ACCOUNTS PAYABLE VOUCHER
*V6605015	11/09/2022	JODI KAY MONSON	R	13.75	ACCOUNTS PAYABLE VOUCHER
*V6605016	11/09/2022	CINDY L NORDSTROM	R	37.50	ACCOUNTS PAYABLE VOUCHER
*V6605017	11/09/2022	PATTIJO ELIZABETH NWOKEUKU	R	75.00	ACCOUNTS PAYABLE VOUCHER
*V6605018	11/09/2022	JENNIFER LEE OLSON	R	56.25	ACCOUNTS PAYABLE VOUCHER
*V6605019	11/09/2022	EMILY ANN PFISTERER	R	274.38	ACCOUNTS PAYABLE VOUCHER
*V6605020	11/09/2022	JESSICA LYNN RICHTER	R	102.50	ACCOUNTS PAYABLE VOUCHER
*V6605021	11/09/2022	JESSICA RACHAEL ROWLEY	R	10.00	ACCOUNTS PAYABLE VOUCHER
*V6605022	11/09/2022	SARAH CATHERINE ROWLEY	R	130.63	ACCOUNTS PAYABLE VOUCHER
*V6605023	11/09/2022	MELISSA RAE SCHALLER	R	249.38	ACCOUNTS PAYABLE VOUCHER
*V6605024	11/09/2022	BYRON LEITH SCHWAB	R	48.13	ACCOUNTS PAYABLE VOUCHER
*V6605025	11/09/2022	HANNAH GRACE SIMMONS	R	21.25	ACCOUNTS PAYABLE VOUCHER
*V6605026	11/09/2022	LYNETTE C. SPURGIN	R	8.13	ACCOUNTS PAYABLE VOUCHER
*V6605027	11/09/2022	KAYLEEN LAVONNE TAFFE	R	85.00	ACCOUNTS PAYABLE VOUCHER
*V6605028	11/09/2022	MARY ELIZABETH TAYLOR	R	139.38	ACCOUNTS PAYABLE VOUCHER
*V6605029	11/09/2022	LAURA J. TENNESSEN	R	36.25	ACCOUNTS PAYABLE VOUCHER

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*V6605030	11/09/2022	GRETCHEN ANN TOAY	R	13.75	ACCOUNTS PAYABLE VOUCHER
*V6605031	11/09/2022	ADRIENNE KATE TURZYNSKI	R	76.25	ACCOUNTS PAYABLE VOUCHER
*V6605032	11/22/2022	JOAN MARIE ABDULKADIR	R	73.13	ACCOUNTS PAYABLE VOUCHER
*V6605033	11/22/2022	KIM MARIE AUSTIN	R	315.63	ACCOUNTS PAYABLE VOUCHER
*V6605034	11/22/2022	KEITH JAMES BARTHOLOMAUS	R	188.13	ACCOUNTS PAYABLE VOUCHER
*V6605035	11/22/2022	EUGENE BENHART III	R	10.63	ACCOUNTS PAYABLE VOUCHER
*V6605036	11/22/2022	LINDA JO BERG	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605037	11/22/2022	STEPHANIE BETLEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605038	11/22/2022	MICHAEL JASON BIBRO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605039	11/22/2022	TARA JO BLACKERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605040	11/22/2022	LOREEN M. BOHNERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605041	11/22/2022	MATTHEW KYLE BRUNS	R	127.50	ACCOUNTS PAYABLE VOUCHER
*V6605042	11/22/2022	KAYLA NICOLE BUCHMANN	R	34.38	ACCOUNTS PAYABLE VOUCHER
*V6605043	11/22/2022	DON JAMES BUDACH	R	175.00	ACCOUNTS PAYABLE VOUCHER
*V6605044	11/22/2022	ANNE LOUISE BYER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605045	11/22/2022	JESSICA DAWN CHAMBLIN	R	410.63	ACCOUNTS PAYABLE VOUCHER
*V6605046	11/22/2022	EMILY MARGARET CLARK	R	326.88	ACCOUNTS PAYABLE VOUCHER
*V6605047	11/22/2022	ANNA JEANNE CORSELLO	R	4.38	ACCOUNTS PAYABLE VOUCHER
*V6605048	11/22/2022	CRAIG ALAN CURTIS	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605049	11/22/2022	JAMIE AUTUMN DALBESIO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605050	11/22/2022	CHRISTOPHER GORDON DEVINE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605051	11/22/2022	CHAD MICHAEL DOUGHERTY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605052	11/22/2022	KATHERINE DIANE ENGEL	R	83.75	ACCOUNTS PAYABLE VOUCHER
*V6605053	11/22/2022	JONI KAY ERIE	R	149.38	ACCOUNTS PAYABLE VOUCHER
*V6605054	11/22/2022	ADDIE SUZANNE GESKE	R	332.50	ACCOUNTS PAYABLE VOUCHER
*V6605055	11/22/2022	CASSIE J. GROFF	R	83.13	ACCOUNTS PAYABLE VOUCHER
*V6605056	11/22/2022	MEGAN KRISTINE HAROLDSON	R	215.63	ACCOUNTS PAYABLE VOUCHER
*V6605057	11/22/2022	HEIDI LEE HELM	R	113.75	ACCOUNTS PAYABLE VOUCHER
*V6605058	11/22/2022	PETER ALLYN HENDRICKS	R	180.00	ACCOUNTS PAYABLE VOUCHER
*V6605059	11/22/2022	SARA ASHLEY HENRY	R	414.38	ACCOUNTS PAYABLE VOUCHER
*V6605060	11/22/2022	JENNIFER AMY HETLAND	R	186.88	ACCOUNTS PAYABLE VOUCHER
*V6605061	11/22/2022	MELISSA ROCHELL HO	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605062	11/22/2022	JUSTIN DAVID HOELSCHER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605063	11/22/2022	KATE SCHNEEWEIS HULSE	R	341.88	ACCOUNTS PAYABLE VOUCHER
*V6605064	11/22/2022	SARAH LYNN JOHNSON	R	154.38	ACCOUNTS PAYABLE VOUCHER
*V6605065	11/22/2022	AMY TAMARAH WOLF KAUFMAN	R	358.76	ACCOUNTS PAYABLE VOUCHER
*V6605066	11/22/2022	LORI ANN KLEIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605067	11/22/2022	SHANNA MARIE KNUTSON	R	183.13	ACCOUNTS PAYABLE VOUCHER
*V6605068	11/22/2022	AMBER LEIGH KURTEN	R	58.13	ACCOUNTS PAYABLE VOUCHER
*V6605069	11/22/2022	CAROL LEIGH KURTEN	R	62.50	ACCOUNTS PAYABLE VOUCHER
*V6605070	11/22/2022	DANIELLE MARIE LAFRANCE-WARNKE	R	164.38	ACCOUNTS PAYABLE VOUCHER
*V6605071	11/22/2022	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605072	11/22/2022	ABIGAIL MARIE EVANS LARSON	R	172.50	ACCOUNTS PAYABLE VOUCHER
*V6605073	11/22/2022	CHARITY JOY LAST	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V6605074	11/22/2022	SARAH MARIE LUDEWIG	R	260.63	ACCOUNTS PAYABLE VOUCHER
*V6605075	11/22/2022	ERIN JEAN MAHNKE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605076	11/22/2022	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605077	11/22/2022	SHANNON BRENNAN BRENNAN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605078	11/22/2022	JO ANN MARISKA NAGY	R	176.88	ACCOUNTS PAYABLE VOUCHER
*V6605079	11/22/2022	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605080	11/22/2022	ALICIA JOY ODELL	R	5.63	ACCOUNTS PAYABLE VOUCHER
*V6605081	11/22/2022	JENNIFER LEE OLSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605082	11/22/2022	SHANAY L O'NEAL	R	16.25	ACCOUNTS PAYABLE VOUCHER
*V6605083	11/22/2022	JACKIE MARIE PAULEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605084	11/22/2022	HOLLY MARIE PEMBLE	R	148.13	ACCOUNTS PAYABLE VOUCHER
*V6605085	11/22/2022	AMANDA LYNN PETERS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605086	11/22/2022	JENNIFER MAE PETERSEN	R	45.00	ACCOUNTS PAYABLE VOUCHER

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*V6605087	11/22/2022	BROOKE ALLYSON PETERSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605088	11/22/2022	EMILY ANN PFISTERER	R	308.75	ACCOUNTS PAYABLE VOUCHER
*V6605089	11/22/2022	MELANIE LAVONNE REINARDY	R	38.76	ACCOUNTS PAYABLE VOUCHER
*V6605090	11/22/2022	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605091	11/22/2022	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605092	11/22/2022	SARAH CATHERINE ROWLEY	R	78.75	ACCOUNTS PAYABLE VOUCHER
*V6605093	11/22/2022	MELISSA RAE SCHALLER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605094	11/22/2022	IRENE ELIZABETH SCHULTZ-ALBERT	R	193.13	ACCOUNTS PAYABLE VOUCHER
*V6605095	11/22/2022	ROLAND ARTHUR SESSIONS III	R	63.13	ACCOUNTS PAYABLE VOUCHER
*V6605096	11/22/2022	KEITH BRIAN SPYCHALLA	R	88.75	ACCOUNTS PAYABLE VOUCHER
*V6605097	11/22/2022	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605098	11/22/2022	SONIA LYNN TENDRICH	R	117.50	ACCOUNTS PAYABLE VOUCHER
*V6605099	11/22/2022	TAYLOR MAY THOMAS	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605100	11/22/2022	SHANYN NICOLE TUFTEE	R	136.25	ACCOUNTS PAYABLE VOUCHER
*V6605101	11/22/2022	IBNPLONGSAB SUNSHINE VANG	R	48.75	ACCOUNTS PAYABLE VOUCHER
*V6605102	11/22/2022	JANEL LYNN VRIEZE	R	50.00	ACCOUNTS PAYABLE VOUCHER
*V6605103	11/22/2022	ASHLEY LYNNETTE WARD	R	426.25	ACCOUNTS PAYABLE VOUCHER
*V6605104	11/22/2022	SARAH MICHELLE WEILER	R	119.99	ACCOUNTS PAYABLE VOUCHER
*V6605105	11/22/2022	SCOTT MICHAEL ZEHLER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V7702323	10/31/2022	MEDICA	R	32469.23	ACCOUNTS PAYABLE VOUCHER
*V7702324	10/31/2022	AFLAC	R	1512.62	ACCOUNTS PAYABLE VOUCHER
*V7702325	10/31/2022	AMERIPRISE FINANCIAL ADVISORS	R	8898.09	ACCOUNTS PAYABLE VOUCHER
*V7702326	10/31/2022	AXA EQUITABLE LIFE INS CO	R	4413.88	ACCOUNTS PAYABLE VOUCHER
*V7702327	10/31/2022	FIDELITY INVSTMT TAX-EX SVC CO	R	8909.16	ACCOUNTS PAYABLE VOUCHER
*V7702328	10/31/2022	HEALTHQUITY, INC.	R	25901.97	ACCOUNTS PAYABLE VOUCHER
*V7702329	10/31/2022	HORACE MANN LIFE INS	R	2356.66	ACCOUNTS PAYABLE VOUCHER
*V7702330	10/31/2022	INTERNAL REVENUE SERVICE	R	238401.95	ACCOUNTS PAYABLE VOUCHER
*V7702331	10/31/2022	EDUCATION MN ESI BILLING TRUST	R	10991.37	ACCOUNTS PAYABLE VOUCHER
*V7702332	10/31/2022	MN DEPT OF REVENUE	R	40974.02	ACCOUNTS PAYABLE VOUCHER
*V7702333	10/31/2022	MN DEPT OF REVENUE(C)	R	250.00	ACCOUNTS PAYABLE VOUCHER
*V7702334	10/31/2022	MN STATE RETIREMENT SYSTEM	R	2145.83	ACCOUNTS PAYABLE VOUCHER
*V7702335	10/31/2022	EXECUTIVE DIRECTOR	R	53836.65	ACCOUNTS PAYABLE VOUCHER
*V7702336	10/31/2022	STATE TREASURER, TRA	R	110794.99	ACCOUNTS PAYABLE VOUCHER
*V7702337	10/31/2022	VARIABLE ANNUITY LIFE INS CO	R	8690.89	ACCOUNTS PAYABLE VOUCHER
*V7702338	10/31/2022	VOYA	R	1826.94	ACCOUNTS PAYABLE VOUCHER
*V7702339	10/31/2022	PLANSOURCE FLEX BEN.	R	1232.34	ACCOUNTS PAYABLE VOUCHER
*V7702340	11/03/2022	APPLE VALLEY ISD LLC	R	42161.47	ACCOUNTS PAYABLE VOUCHER
*V7702341	11/03/2022	SE ISD, DST	R	78266.67	ACCOUNTS PAYABLE VOUCHER
*V7702342	11/04/2022	FIDELITY SECURITY LIFE INS CO	R	1947.66	ACCOUNTS PAYABLE VOUCHER
*V7702343	11/04/2022	NATIONAL INSURANCE SERVICES OF WI,	R	9330.82	ACCOUNTS PAYABLE VOUCHER
*V7702344	11/09/2022	MEDICA	R	64518.69	ACCOUNTS PAYABLE VOUCHER
*V7702345	11/09/2022	MEDICA	R	61838.22	ACCOUNTS PAYABLE VOUCHER
*V7702346	11/11/2022	MEDICA	R	70989.57	ACCOUNTS PAYABLE VOUCHER
*V7702347	11/16/2022	AMERIPRISE FINANCIAL ADVISORS	R	8648.09	ACCOUNTS PAYABLE VOUCHER
*V7702348	11/16/2022	AXA EQUITABLE LIFE INS CO	R	4413.88	ACCOUNTS PAYABLE VOUCHER
*V7702349	11/16/2022	FIDELITY INVSTMT TAX-EX SVC CO	R	8909.16	ACCOUNTS PAYABLE VOUCHER
*V7702350	11/16/2022	HEALTHQUITY, INC.	R	25697.74	ACCOUNTS PAYABLE VOUCHER
*V7702351	11/16/2022	HORACE MANN LIFE INS	R	2356.66	ACCOUNTS PAYABLE VOUCHER
*V7702352	11/16/2022	INTERNAL REVENUE SERVICE	R	236008.80	ACCOUNTS PAYABLE VOUCHER
*V7702353	11/16/2022	EDUCATION MN ESI BILLING TRUST	R	11261.37	ACCOUNTS PAYABLE VOUCHER
*V7702354	11/16/2022	MN DEPT OF REVENUE	R	40697.70	ACCOUNTS PAYABLE VOUCHER
*V7702355	11/16/2022	MN DEPT OF REVENUE(C)	R	250.00	ACCOUNTS PAYABLE VOUCHER
*V7702356	11/16/2022	MN STATE RETIREMENT SYSTEM	R	2145.83	ACCOUNTS PAYABLE VOUCHER
*V7702357	11/16/2022	EXECUTIVE DIRECTOR	R	52930.78	ACCOUNTS PAYABLE VOUCHER
*V7702358	11/16/2022	STATE TREASURER, TRA	R	110991.50	ACCOUNTS PAYABLE VOUCHER
*V7702359	11/16/2022	VARIABLE ANNUITY LIFE INS CO	R	8690.89	ACCOUNTS PAYABLE VOUCHER
*V7702360	11/16/2022	VOYA	R	1826.94	ACCOUNTS PAYABLE VOUCHER

DATE: 11/30/2022  
TIME: 09:24:42

INTERMEDIATE SCHOOL DISTRICT 917  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 7  
ACCTPA21  
ACCOUNTING PERIOD: 5/23

SELECTION CRITERIA: chkstat.rundate between '20221027 00:00:00.000' and '20221130 00:00:00.000'

*V7702361	11/16/2022	MEDICA	R	53456.07	ACCOUNTS PAYABLE VOUCHER
*V7702362	11/30/2022	DELTA DENTAL OF MINNESOTA	R	36494.03	ACCOUNTS PAYABLE VOUCHER
*V7702363	11/30/2022	MEDICA	R	74832.14	ACCOUNTS PAYABLE VOUCHER
*V7702364	11/30/2022	PLANSOURCE FLEX BEN.	R	2777.88	ACCOUNTS PAYABLE VOUCHER
*V7702365	11/30/2022	MEDICA	R	47959.41	ACCOUNTS PAYABLE VOUCHER
*V7702366	11/30/2022	MN CHILD SUPPORT PAYMENT CENTER	R	220.80	ACCOUNTS PAYABLE VOUCHER
*V7702367	11/30/2022	AFLAC	R	1662.78	ACCOUNTS PAYABLE VOUCHER
*V7702368	11/30/2022	AMERIPRISE FINANCIAL ADVISORS	R	8490.59	ACCOUNTS PAYABLE VOUCHER
*V7702369	11/30/2022	AXA EQUITABLE LIFE INS CO	R	4413.88	ACCOUNTS PAYABLE VOUCHER
*V7702370	11/30/2022	FIDELITY INVSTMT TAX-EX SVC CO	R	8909.16	ACCOUNTS PAYABLE VOUCHER
*V7702371	11/30/2022	HEALTHQUITY, INC.	R	25461.06	ACCOUNTS PAYABLE VOUCHER
*V7702372	11/30/2022	HORACE MANN LIFE INS	R	2356.66	ACCOUNTS PAYABLE VOUCHER
*V7702373	11/30/2022	INTERNAL REVENUE SERVICE	R	236167.97	ACCOUNTS PAYABLE VOUCHER
*V7702374	11/30/2022	EDUCATION MN ESI BILLING TRUST	R	12815.00	ACCOUNTS PAYABLE VOUCHER
*V7702375	11/30/2022	MN DEPT OF REVENUE	R	40587.65	ACCOUNTS PAYABLE VOUCHER
*V7702376	11/30/2022	MN DEPT OF REVENUE(C)	R	250.00	ACCOUNTS PAYABLE VOUCHER
*V7702377	11/30/2022	MN STATE RETIREMENT SYSTEM	R	2145.83	ACCOUNTS PAYABLE VOUCHER
*V7702378	11/30/2022	EXECUTIVE DIRECTOR	R	52908.83	ACCOUNTS PAYABLE VOUCHER
*V7702379	11/30/2022	STATE TREASURER, TRA	R	110473.61	ACCOUNTS PAYABLE VOUCHER
*V7702380	11/30/2022	VARIABLE ANNUITY LIFE INS CO	R	8690.89	ACCOUNTS PAYABLE VOUCHER
*V7702381	11/30/2022	VOYA	R	1826.94	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				2596299.91	
TOTAL REPORT				2596299.91	

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

11/30/2022 DIRECT DEPOSITS REGULAR PAY (PR210) \$ 698,746.42

**NET PAYROLL** \$ **698,746.42**

Authorized Signature *Nicole Roush* Date 12/1/22



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

**OCTOBER 2022**

								<b>YEAR TO DATE</b>
<b>ACCOUNT NAME</b>	<b>ACCT NO</b>	<b>BEGINNING BALANCE</b>	<b>PURCHASES CREDITS</b>	<b>SALES TRANSFERS</b>	<b>INVESTMENT FEES</b>	<b>INTEREST EARNED</b>	<b>ENDING BALANCE</b>	<b>INTEREST EARNED</b>
MSDLAF + MAX	01	8,508,336.46	1,700,000.00	0.00	0.00	22,569.38	10,230,905.84	64,479.39
MSDLAF Liquid	01	3,517,808.62	0.00	0.00	0.00	8,619.18	3,526,427.80	21,046.43
MSDLAF TERM (CD's, Term, Comm) maturity	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		12,026,145.08	1,700,000.00	0.00	0.00	31,188.56	13,757,333.64	85,525.82

**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: **October 2022** Average MSDLAF+MAX Average Rate was 2.99 %. MSDLAF Liquid Rate was 2.89% and the MSDLAF Term Average Rate estimate is .00%.



Customer Service  
PO Box 11760  
Harrisburg, PA 17108-11760

## ACCOUNT STATEMENT

For the Month Ending  
**October 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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### Accounts included in Statement

600430 STATE PAYMENTS

### Important Messages

MSDLAF will be closed on 11/11/2022 for Veterans Day.  
MSDLAF will be closed on 11/24/2022 for Thanksgiving.

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

**Online Access** [www.msdlaf.org](http://www.msdlaf.org)

**Customer Service** 1-888-4-MSDLAF



## Account Statement

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

### Important Disclosures

#### Important Disclosures

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

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

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

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

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

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

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

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

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

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

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

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

#### Key Terms and Definitions

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

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

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

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

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

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

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

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

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

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

**NOT FDIC INSURED      NO BANK GUARANTEE      MAY LOSE VALUE**



## Account Statement - Transaction Summary

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

### INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

#### MSDLAF+ Liquid Class

Opening Market Value	3,517,808.62
Purchases	8,619.18
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

**Closing Market Value** **\$3,526,427.80**

Cash Dividends and Income 8,619.18

#### MSDLAF+ MAX Class

Opening Market Value	8,508,336.46
Purchases	1,722,569.38
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

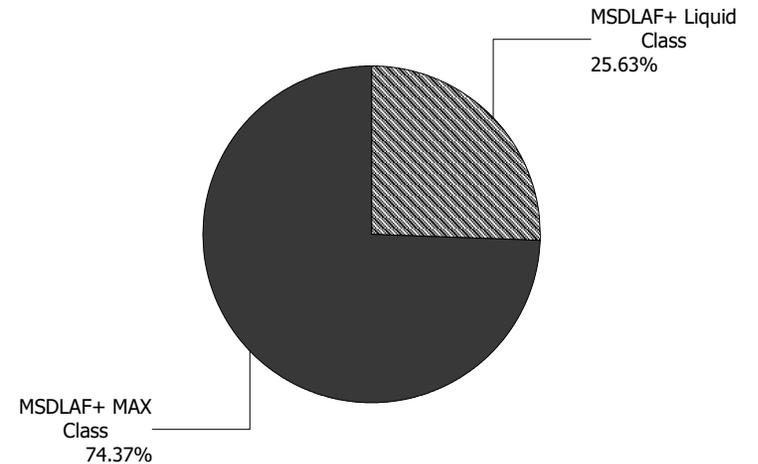
**Closing Market Value** **\$10,230,905.84**

Cash Dividends and Income 22,569.38

#### Asset Summary

	October 31, 2022	September 30, 2022
<b>MSDLAF+ Liquid Class</b>	3,526,427.80	3,517,808.62
<b>MSDLAF+ MAX Class</b>	10,230,905.84	8,508,336.46
<b>Total</b>	<b>\$13,757,333.64</b>	<b>\$12,026,145.08</b>

#### Asset Allocation





## Account Statement

For the Month Ending **October 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
<b>MSDLAF+ Liquid Class</b>					
<b>Opening Balance</b>					<b>3,517,808.62</b>
10/31/22	11/01/22	Accrual Income Div Reinvestment - Distributions	1.00	8,619.18	3,526,427.80
<b>Closing Balance</b>					<b>3,526,427.80</b>

	Month of October	Fiscal YTD July-October		
<b>Opening Balance</b>	3,517,808.62	0.00	<b>Closing Balance</b>	3,526,427.80
<b>Purchases</b>	8,619.18	3,526,427.80	<b>Average Monthly Balance</b>	3,518,086.66
<b>Redemptions (Excl. Checks)</b>	0.00	0.00	<b>Monthly Distribution Yield</b>	2.89%
<b>Check Disbursements</b>	0.00	0.00		
<b>Closing Balance</b>	<b>3,526,427.80</b>	<b>3,526,427.80</b>		
<b>Cash Dividends and Income</b>	8,619.18	21,046.43		

#### MSDLAF+ MAX Class

<b>Opening Balance</b>					<b>8,508,336.46</b>
10/25/22	10/25/22	Purchase - ACH Purchase	1.00	1,700,000.00	10,208,336.46
10/31/22	11/01/22	Accrual Income Div Reinvestment - Distributions	1.00	22,569.38	10,230,905.84



## Account Statement

For the Month Ending **October 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
<b>Closing Balance</b>					<b>10,230,905.84</b>
	<b>Month of October</b>	<b>Fiscal YTD July-October</b>			
<b>Opening Balance</b>	8,508,336.46	8,466,426.45	<b>Closing Balance</b>	10,230,905.84	
<b>Purchases</b>	1,722,569.38	1,764,479.39	<b>Average Monthly Balance</b>	8,892,935.47	
<b>Redemptions (Excl. Checks)</b>	0.00	0.00	<b>Monthly Distribution Yield</b>	2.99%	
<b>Check Disbursements</b>	0.00	0.00			
<b>Closing Balance</b>	<b>10,230,905.84</b>	<b>10,230,905.84</b>			
<b>Cash Dividends and Income</b>	22,569.38	64,479.39			



## Intermediate School District 917

*Purposeful. Personalized. Partners.*

1300 145th Street East, Rosemount, MN 55068

(651) 423-8229 \* <http://www.isd917.org>

TO: Intermediate School District 917 School Board members  
FROM: Dr. Michael Favor, ISD 917, Superintendent  
DATE: December 6, 2022  
REGARDING: 2022-2024 District 917 Classified School Year Contract

On November 17<sup>th</sup>, Classified School Year and ISD 917 personnel committee reached a tentative agreement for the 2022-2024 contract.

Below is a summary of negotiations:

- Language change under Article VI section 2 language define the workdays and break times.
- Language change under Article VII section 1 included retire health coverage under Minnesota Statute Section 471.61 subd. and moved cutoff date for severance under section 2 instead of section 5.
- Year 1 dropped steps 1 & 2, added step15, added 1% to salary schedule and renumbered. Second year added 1% to schedule.
- Enhance insurance contributions as follows:
  - year one (1)*
    - Add \$7 to the individual medical plan
    - Add \$100 to the family medical plan
    -
  - year two (2)*
    - Add \$19 to the individual medical plan
    - Add \$85 to the family medical plan
    - Add \$14 to the family dental plan

With enhancements outlined the total package is 8.75%.

Board recommendation: Approve 2022-2024 District 917 Classified School Year Contract

### ISD 917 Vision

Intermediate School District 917 models an innovative culture with diverse pathways serving students and families through equitable practices with highly trained staff.

### ISD 917 Core Values

Collaboration \* Empathy \* Innovation \* Stewardship \* Communication \* Integrity \* Personalization \* Equity \* Diversity

**INTERMEDIATE SCHOOL DISTRICT 917**

**TERMS AND CONDITIONS OF EMPLOYMENT FOR DISTRICT  
CLASSIFIED SCHOOL YEAR EMPLOYEES**

Effective July 1, 2022 – June 30, 2024

**APPROVED BY THE SCHOOL BOARD**

December 6, 2022

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**ARTICLE I**  
**DEFINITION OF ELIGIBLE EMPLOYEES**

These terms and conditions of employment cover those employees of Intermediate School District 917 who are not included in any bargaining unit with an exclusive bargaining representative under the Minnesota Public Employment Labor Relations Act and who meet the following conditions:

- a) Are full-time or regular part-time school year employees in a position approved by the school board, and
- b) Are employed in that position at least 30 hours per week during the school year.

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

**ARTICLE II**  
**LEAVES**

Section 1. Sick Leave: All eligible employees as defined in Article I in their first or second year of continuous employment shall earn sick leave at the rate of one day for each month of service in the employment of the school district, which is equivalent to nine (9) days in each school year.

Subd. 1: All eligible employees as defined in Article I beginning with their third year of continuous employment shall earn sick leave at the rate of one and one-ninth (1-1/9) days for each month of service in the employ of the School District, which is equivalent to ten (10) days for each school year. Each employee shall be given a credit of nine (9) or ten (10) sick days at the beginning of each school year depending on their year of continuous employment.

Subd. 2: 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: Unused sick leave days may accumulate without limit.

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 school-year leaves, an employee on a parental leave of absence under this Section must confirm with human resources or his/her administrative designee

in writing, his/her intention to return from parental leave in July of the next fiscal year by April 1 of the leave fiscal year.

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

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

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

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

#### Section 4. Civic Duty/Military Leave:

Subd. 1. Jury Duty: An employee summoned to serve on a jury shall request to be excused from such jury service. Employees who are not excused will be permitted time off without the loss of pay contingent upon the employee reimbursing the School District any fees / per diem received from the court for said jury duty. Any allowable expenses reimbursed by the court, such as mileage, parking, and meals, may be retained and are the sole responsibility of the 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 school year or the spring semester of the school year, shall notify the Superintendent in writing of his/her intention to return for the upcoming fiscal year no later than April 1 of the leave fiscal year. 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 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 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. Failure to Return to Work from a Leave of Absence: Failure of the employee to return to work from a leave of absence pursuant to this Article shall constitute grounds for termination by the school district.

Section 9. 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, brother, sister, parent-in-law, son-in-law, daughter-in-law, or grandchild. Up to three (3) days absence may be granted with pay for the death of the employee's grandparent, brother-in-law, sister-in-law, or a 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 severe illness or death may be granted at the sole discretion of the Superintendent, whose decision is final and binding.

Section 5: Personal Leave

Subd. 1. Personal leave shall be allowed to accumulate to a total of five (5) days. Employees will receive personal leave days per the following schedule:

In year one (1) and two (2) of continuous employment	2 days
In year three (3) and beyond of continuous employment	3 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 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 or their designee.
- 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 Subd. 1 herein. Those employees who, at the beginning of any year, have accumulated more than the five (5) allotted days listed in Subd. 1 of this article shall receive a lump sum payment of \$80 for each day beyond five (5) for which they become eligible in lieu of being granted additional days.

Subd. 4. Usage of personal leave shall be requested as early as practicable and normally at least two (2) weeks in advance. For instances where requests are submitted less than two weeks in advance, a reason may be requested by administration.

Subd. 5. The first year of employment shall be defined as any days of employment prior to the last student day of the regular school calendar in the first employment agreement. The next regular school calendar becomes the second year of employment.

**ARTICLE III  
403B MATCHING CONTRIBUTION**

Section 1. Eligibility: To be eligible for this contribution, an employee must be regularly employed at least 1110 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 continuous employment in the District.

<u>Year of Continuous Employment in District</u>	<u>2022-2024</u>
1-4	\$450
5-9	\$550
10 – 14	\$700
15 – 19	\$850
20+	\$1000

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 IV  
INSURANCE BENEFITS**

Section 1. Health and Hospitalization Insurance:

Subd. 1: Individual Coverage. Effective July 1, 2022, the School District shall contribute a sum not to exceed \$750 per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, 2023, the School District shall contribute a sum not to exceed \$757 per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, 2024, the School District shall contribute a sum not to exceed \$776 per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3.

Subd. 2: Family Coverage. Effective July 1, 2022, the School District shall contribute a sum not to exceed \$1675 per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective, January 1, 2023, the School District shall contribute a sum not to exceed \$1775 per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective, January 1, 2024, the School District shall contribute a sum not to exceed \$1860 per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

Subd. 3. Individual High Deductible Coverage:

- 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 \$750 per month starting July 1, 2022, shall not exceed

\$757 starting January 1, 2023, and shall not exceed \$776 per month starting January 1, 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 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 \$1675 per month starting July 1, 2022, shall not exceed \$1775 starting January 1, 2023, and shall not exceed \$1860 per month starting January 1, 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 enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

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

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

Section 3. Life Insurance: The School District will pay each month all of the life insurance premium for a \$50,000 term life insurance policy for each eligible employee.

Section 4. Dental Insurance:

Subd. 1. Individual Coverage: Effective July 1, 2022, the School District shall contribute a sum not to exceed \$60 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

Subd. 2. Family Coverage: Effective July 1, 2022, the School District shall contribute a sum not to exceed \$124 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Effective January 1, 2024, the School District shall contribute a sum not to exceed \$138 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualified for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

**ARTICLE V  
OTHER BENEFITS**

Section 1. Professional Development: The School Board agrees to reimburse tuition and fees and membership/association fees for courses and memberships which are approved in accordance with district policy.

Section 2. Mileage: Employees required to use their personal vehicle in the performance of employment responsibilities shall be reimbursed for such travel pursuant to School District policy.

**ARTICLE VI  
MISCELLANEOUS**

Section 1: Probationary Period Employees, under the provisions of this Agreement, who have assignments that primarily entail student contact, shall serve a probationary period of two (2) calendar years from the date of continuous employment, during which time the School District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee.

Section 2. Duty Days and Schedule

Subd. 1. Calendar: The employees in this group are contracted to work an extended duty calendar beyond the student days. A full-time Brailist works 200 contracted duty days. A full-time Captionist works three (3) additional professional development days beyond the number of students days at the employee's assigned work location. A full-time Technology Tutor works 185 contracted duty days. The duty calendar for Technology Tutors includes extended day duties for three (3) evening events each school year. The details of the calendar are to be determined by the supervising program administrator.

Subd. 2. Paid Breaks or Lunch: Employees working six (6) or more hours per day shall receive a fifteen (15) minute break in the morning and a fifteen (15) minute break in the afternoon, or one 30-minute lunch at a time determined by the supervisor. Employees working at least four (4) hours, but less than six (6) hours shall receive one 15-minute break, at a time determined by the supervisor.

Section 3. Evaluation: Employees covered under this agreement will be evaluated by their supervisor on an annual basis, through a tool selected by the district.

Section 4. Duration of Employment: This agreement provides for an "at will" employment relationship. Either party may terminate this agreement at any time for any reason upon written notice to the other party. Other provisions of this agreement apply in terms of pay and benefits when the employment relationship ends.

## **ARTICLE VII SEVERANCE/RETIREMENT**

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 2. Cut-off Date: The benefits of this article shall not apply to a member of this group hired after July 1, 2018.

Section 3. Eligibility: Full-time employees who have completed at least fifteen (15) years of continuous employment with the School District, 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 4. Amount of Severance: Eligible employees, upon retirement, shall receive as severance pay unused sick leave days, not to exceed thirty-five (35) days.

Section 5. 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 403b 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 6. 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 ninety (90) calendar days prior to the proposed retirement date.

**ARTICLE VIII  
SALARIES**

Section 1. Salary Increases for New Employees: A new employee shall be given a salary as agreed between the School District and the employee. An employee hired prior to January 1 shall be eligible for a step increase effective the following July 1. An employee hired after January 1 shall not be eligible for a salary increase until the second following July 1. (Example: An employee hired prior to January 1, 2023, shall be eligible for a salary increase effective on July 1, 2023. An employee hired on or after January 1, 2023, shall not be eligible for a salary increase until July 1, 2024. These salary terms may only be modified by mutual agreement in writing between the School District and the Employee at the time of initial employment.

Section 2. Basic Salaries

Subd. 1. The wages and salaries set forth in Schedule A attached hereto shall be a part of this agreement for the period July 1, 2022, through June 30, 2023. The wages and salaries set forth in Schedule B attached hereto shall be a part of this agreement for the period July 1, 2023, through June 30, 2024.

Subd. 2. Effective July 1, 2022, eligible employees will advance one (1) step on Salary Schedule A from their previous on the salary schedule for 2021-2022, noting that steps one (1) and two (2) of the 2021-2022 salary schedule were removed on the 2022-2023 schedule, which was then renumbered, and an additional step (step thirteen) was added. Effective July 1, 2023, eligible employees will advance one (1) step on Salary Schedule B from their placement the previous year. Exceptions for both years will be made for those employees subject to Section 1 of this Article. The School District reserves the right to withhold step advancement or other salary increase in individual cases for just cause.

Subd. 3. In the event the School Board has not acted on Terms and Conditions of Employment prior to July 1 in any year in which the Terms and Conditions Agreement expires, an employee shall remain at the same step as compensated during the last year of the expired Terms and Conditions Agreement until School Board action occurs. Moreover, the School District reserves the right to withhold step advancement or other salary increase in individual cases for cause.

Section 3. Longevity: Employees shall receive a longevity salary increase beyond the rates delineated in Schedules A and B of the agreement as follows; years of continuous employment refer to years in the District.

	<u>2022-2024</u>
In their 11-14 year of continuous employment	\$2.00/hour
In their 15-18 year of continuous employment	\$2.50/hour
In their 19+ year of continuous employment	\$2.75/hour

Section 4. Absence of Regular Teacher: In the event the regular teacher is absent from school one and a half or more consecutive hours per day during student contact time and a substitute is not hired, one School District designated technical tutor shall receive his/her current rate of pay

plus an additional \$7.00 per hour for student contact hours that neither the regular teacher nor a substitute teacher is in attendance at school. The School District will designate the responsible technical tutor who will receive the override. When the teacher's absence is for one and a half or more hours, all consecutive hours will qualify for the override. In all cases when a technical tutor is acting in lieu of the regular teacher, the Principal of the Secondary Technical Center shall designate another licensed teacher to provide emergency assistance and guidance to the technical tutor who is designated to teach the class.

On days when the technical tutor has a full-time teaching assignment, in addition to the increase per hour, they will receive payment for an extra half hour (10 minutes per shift) for preparation time, to be documented in accordance with district operating procedures. The Tech Tutor will be paid an additional half hour on days when they are covering the classroom assignment for the entire day.

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School Board Chair  
Dated: December 6, 2022

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Employee Representative  
Dated: December 6, 2022

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School Board Clerk  
Dated: December 6, 2022

Salary Schedule A: 2022-2023 Hourly Rates			
Previous Step from 2021-22	2022-23 New Step	Technology Tutors	Brailleists & Captionists
3	1	<b>18.81</b>	<b>19.97</b>
4	2	<b>19.39</b>	<b>20.65</b>
5	3	<b>20.01</b>	<b>21.33</b>
6	4	<b>20.62</b>	<b>21.99</b>
7	5	<b>21.24</b>	<b>22.64</b>
8	6	<b>21.83</b>	<b>23.32</b>
9	7	<b>22.46</b>	<b>23.98</b>
10	8	<b>23.03</b>	<b>24.62</b>
11	9	<b>23.64</b>	<b>25.3</b>
12	10	<b>24.25</b>	<b>25.97</b>
13	11	<b>24.84</b>	<b>26.6</b>
14	12	<b>25.47</b>	<b>27.26</b>
	13	<b>26.23</b>	<b>28.07</b>

Salary Schedule B: 2023-2024 Hourly Rates		
Step	Technology Tutors	Braillists & Captionists
1	<b>19.00</b>	<b>20.17</b>
2	<b>19.58</b>	<b>20.86</b>
3	<b>20.21</b>	<b>21.54</b>
4	<b>20.83</b>	<b>22.21</b>
5	<b>21.45</b>	<b>22.87</b>
6	<b>22.04</b>	<b>23.55</b>
7	<b>22.68</b>	<b>24.22</b>
8	<b>23.26</b>	<b>24.87</b>
9	<b>23.88</b>	<b>25.55</b>
10	<b>24.49</b>	<b>26.23</b>
11	<b>25.09</b>	<b>26.87</b>
12	<b>25.73</b>	<b>27.53</b>
13	<b>26.49</b>	<b>28.35</b>

INTERMEDIATE SCHOOL DISTRICT 917

TERMS AND CONDITIONS OF EMPLOYMENT FOR DISTRICT  
CLASSIFIED SCHOOL YEAR EMPLOYEES

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

APPROVED BY THE SCHOOL BOARD

~~July 7, 2020~~December 6, 2022

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**ARTICLE I  
DEFINITION OF ELIGIBLE EMPLOYEES**

These terms and conditions of employment cover those employees of Intermediate School District 917 who are not included in any bargaining unit with an exclusive bargaining representative under the Minnesota Public Employment Labor Relations Act and who meet the following conditions:

- a) Are full-time or regular part-time school year employees in a position approved by the school board, and
- b) Are employed in that position at least 30 hours per week during the school year.

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

**ARTICLE II  
LEAVES**

Section 1. Sick Leave: All eligible employees as defined in Article I in their first or second year of continuous employment shall earn sick leave at the rate of one day for each month of service in the employment of the school district, which is equivalent to nine (9) days in each school year.

Subd. 1: All eligible employees as defined in Article I beginning with their third year of continuous employment shall earn sick leave at the rate of one and one-ninth (1-1/9) days for each month of service in the employ of the School District, which is equivalent to ten (10) days for each school year. Each employee shall be given a credit of nine (9) or ten (10) sick days at the beginning of each school year depending on their year of continuous employment.

Subd. 2: 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: Unused sick leave days may accumulate without limit.

## 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.

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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 school-year leaves, an employee on a parental leave of absence under this Section must confirm with human resources or his/her administrative designee

in writing, his/her intention to return from parental leave in July of the next fiscal year by April 1 of the leave fiscal year.

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

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

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

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

#### Section 4. Civic Duty/Military Leave:

Subd. 1. Jury Duty: An employee summoned to serve on a jury shall request to be excused from such jury service. Employees who are not excused will be permitted time off without the loss of pay contingent upon the employee reimbursing the School District any fees / per diem received from the court for said jury duty. Any allowable expenses reimbursed by the court, such as mileage, parking, and meals, may be retained and are the sole responsibility of the 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.

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

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

Subd. 3. An employee on an approved general leave of absence for a full school year or the spring semester of the school year, shall notify the Superintendent in writing of

his/her intention to return for the upcoming fiscal year no later than April 1 of the leave fiscal year. 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 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 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

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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. Failure to Return to Work from a Leave of Absence: Failure of the employee to return to work from a leave of absence pursuant to this Article shall constitute grounds for termination by the school district.

#### Section 9. 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, brother, sister, parent-in-law, son-in-law, daughter-in-law, or grandchild. Up to three (3) days absence may be granted with pay for the death of the employee's grandparent, brother-in-law, sister-in-law, or a 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 severe illness or death may be granted at the sole discretion of the Superintendent, whose decision is final and binding.

### Section 5: Personal Leave

Subd. 1: Personal leave shall be allowed to accumulate to a total of ~~four (4)~~ five (5) days. Employees will receive personal leave days per the following schedule:

In year one (1) and two (2) of continuous employment ~~+2~~ days In year three (3) and beyond of continuous employment ~~2-3~~ 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 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 or their designee.

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.

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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 Subd. 1 herein. Those employees who at the beginning of any year have accumulated ~~three (3) days of personal leave or more prior to the more than the five (5) allotted days listed in Subd. 1 of this article beginning of any year~~ shall receive a lump sum payment of \$80 for each day beyond ~~four (4)~~ five (5) 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 and normally at least two (2) weeks in advance. For instances where requests are submitted less than two weeks in advance, a reason may be requested by administration.

Sub. 5: The first year of employment shall be defined as any days of employment prior to the last student day of the regular school calendar in the first employment agreement. The next regular school calendar becomes the second year of employment.

## **ARTICLE III 403B MATCHING CONTRIBUTION**

Section 1. Eligibility: ~~To be eligible for contribution under this Article, an employee must have completed two (2) years of continuous employment in the District and thus will be eligible for contribution in the employee's third year of continuous employment in the District.~~ To be eligible for this contribution, an employee must be regularly employed at least 1110 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 continuous employment in the District.

<u>Year of Continuous Employment in District</u>	<del>2020-2021</del>	<del>2021-2022</del>	<del>2022-2024</del>	<del>3-51-4</del>	<del>\$425</del>
					\$450
				<del>65-9</del>	<del>\$525</del> \$550
				10 – 14	<del>\$675</del> \$700
				15 – 19	<del>\$825</del> \$850
				20+	<del>\$975</del> \$1000

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 IV INSURANCE BENEFITS

### 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 ~~\$650-750~~ per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, ~~2021~~2023, the School District shall contribute a sum not to exceed ~~\$700-757~~ per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, ~~2022~~2024, the School District shall contribute a sum not to exceed ~~\$750-776~~ per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3.

Subd. 2: Family Coverage. Effective July 1, ~~2020~~2022, the School District shall contribute a sum not to exceed ~~\$1,575-1675~~ per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective; January 1, ~~2021~~2023, the School District shall contribute a sum not to exceed ~~\$1625-1775~~ per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective; January 1, ~~2022~~2024, the School District shall contribute a sum not to exceed ~~\$1675-1860~~ per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible

employees who select coverage under the high deductible health plan described in Subdivision 4.

Subd. 3. Individual High Deductible Coverage:

- 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

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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 ~~\$650-750~~ per month starting July 1, ~~2020~~2022, shall not exceed ~~\$700-757~~ starting January 1, ~~2021~~2023, and shall not exceed ~~\$750-776~~ per month starting 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 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 ~~\$1,575-1675~~ per month starting July 1, ~~2020~~2022, shall not exceed ~~\$1625~~ ~~1775~~ starting January 1, ~~2021~~2023, and shall not exceed ~~\$1675~~ ~~1860~~ per month starting 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

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total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.

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

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

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

Section 3. Life Insurance: The School District will pay each month all of the life insurance premium for a \$50,000 term life insurance policy for each eligible employee.

Section 4. Dental Insurance:

Subd. 1. Individual Coverage: Effective July 1, ~~2020~~2022, the School District shall contribute a sum not to exceed \$60 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

Subd. 2. Family Coverage: Effective July 1, ~~2020~~2022, the School District shall contribute a sum not to exceed \$124 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Effective January 1, 2024, the School District shall contribute a sum not to exceed \$138 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualified for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

## OTHER BENEFITS

Section 1. Professional Development: The School Board agrees to reimburse tuition and fees and membership/association fees for courses and memberships which are approved in accordance with district policy.

Section 2. Mileage: Employees required to use their personal vehicle in the performance of employment responsibilities shall be reimbursed for such travel pursuant to School District policy.

## ARTICLE VI MISCELLANEOUS

Section 1: Probationary Period Employees, under the provisions of this Agreement, who have assignments that primarily entail student contact, shall serve a probationary period of two (2) calendar years from the date of continuous employment, during which time the School District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee.

### Section 2. Duty Days and Schedule-~~Calendar/Compensation Time~~

Subd. 1. Calendar: The employees in this group are contracted to work an extended duty calendar beyond the student days. A full-time Brailist works 200 contracted duty days. Δ full-time Captionist works three (3) additional professional development days beyond the number of students days at the employee's assigned work location. A full-time Technology Tutor works 185 contracted duty days. The duty calendar for Technology Tutors includes extended day duties for three (3) evening events each school year. The details of the calendar are to be determined by the supervising program administrator.

Subd. 2. Paid Breaks or Lunch: Employees working six (6) or more hours per day shall receive a fifteen (15) minute break in the morning and a fifteen (15) minute break in the afternoon, or one 30-minute lunch at a time determined by the supervisor. Employees working at least four (4) hours, but less than six (6) hours shall receive one 15-minute break, at a time determined by the supervisor.

Section 3. Evaluation: Employees covered under this agreement will be evaluated by their supervisor on an annual basis, through a tool selected by the district.

Section 4. Duration of Employment: This agreement provides for an "at will" employment relationship. Either party may terminate this agreement at any time for any reason upon written notice to the other party. Other provisions of this agreement apply in terms of pay and benefits when the employment relationship ends.

## ARTICLE VII 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 2. Cut-off Date: The benefits of this article shall not apply to a member of this group hired after July 1, 2018.

Section 43. Eligibility: Full-time employees who have completed at least fifteen (15) years of continuous employment with the School District, 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 24. Amount of Severance: Eligible employees, upon retirement, shall receive as severance pay unused sick leave days, not to exceed thirty-five (35) days.

Section 35. 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 403b 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 46. 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 ninety (90) calendar days prior to the proposed retirement date.

~~Section 5. Cut-off Date: The benefits of this article shall not apply to a member of this group hired after July 1, 2018.~~

## ARTICLE VIII SALARIES

Section 1. Salary Increases for New Employees: A new employee shall be given a salary as agreed between the School District and the employee. An employee hired prior to January 1 shall be eligible for a step increase effective the following July 1. An employee hired after January 1 shall not be eligible for a salary increase until the second following July 1. (Example: An employee hired prior to January 1, ~~2021~~2023, shall be eligible for a salary increase effective on July 1, ~~2021~~2023. An employee hired on or after January 1, ~~2021~~2023, shall not be eligible for a salary increase until July 1, ~~2022~~2024. These salary terms may only be modified by mutual agreement in writing between the School District and the Employee at the time of initial employment.

Section 2. Basic Salaries

Subd. 1: The wages and salaries set forth in Schedule A attached hereto shall be a part of this agreement for the period July 1, ~~2020~~2022, through June 30, ~~2021~~2023. The wages and salaries set forth in Schedule B attached hereto shall be a part of this agreement for

the period July 1, ~~2021~~2023, through June 30, ~~2022~~2024.

Subd. 2: Effective July 1, 2022, eligible employees will advance one (1) step on Salary Schedule A from their previous on the salary schedule for 2021-2022, noting that steps one (1) and two (2) of the 2021-2022 salary schedule were removed on the 2022-2023 schedule, which was then renumbered, and an additional step (step thirteen) was added. Effective July 1, 2023, eligible employees will advance one (1) step on Salary Schedule B from their placement the previous year. Exceptions for both years will be made for those employees subject to Section 1 of this Article. The School District reserves the right to withhold step advancement or other salary increase in individual cases for just cause.

Subd. 23: In the event the School Board has not acted on Terms and Conditions of Employment prior to July 1 in any year in which the Terms and Conditions Agreement expires, an employee shall remain at the same step as compensated during the last year of the expired Terms and Conditions Agreement until School Board action occurs. Moreover, the School District reserves the right to withhold step advancement or other salary increase in individual cases for cause.

Section 3. Longevity: Employees shall receive a longevity salary increase beyond the rates delineated in Schedules A and B of the agreement as follows; years of continuous employment refer to years in the District.

~~2020~~2022-~~2022~~2024

In their 11-14 year of continuous employment \$2.00/hour In their 15-18 year of continuous employment \$2.50/hour In their 19+ year of continuous employment \$2.75/hour

Section 4. Absence of Regular Teacher: In the event the regular teacher is absent from school one and a half or more consecutive hours per day during student contact time and a substitute is

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not hired, one School District designated technical tutor shall receive his/her current rate of pay plus an additional \$7.00 per hour for student contact hours that neither the regular teacher nor a substitute teacher is in attendance at school. The School District will designate the responsible technical tutor who will receive the override. When the teacher's absence is for one and a half or more hours, all consecutive hours will qualify for the override. In all cases when a technical tutor is acting in lieu of the regular teacher, the Principal of the Secondary Technical Center shall designate another licensed teacher to provide emergency assistance and guidance to the technical tutor who is designated to teach the class.

On days when the technical tutor has a full-time teaching assignment, in addition to the increase per hour, they will receive payment for an extra half hour (10 minutes per shift) for preparation time, to be documented in accordance with district operating procedures. The Tech Tutor will be paid an additional half hour on days when they are covering the classroom assignment for the entire day.

School Board Chair

Employee Representative Dated: ~~July 7, 2020~~December 6, 2022 Dated: ~~July 7, 2020~~December 6, 2022

School Board Clerk

Dated: ~~July 7, 2020~~ December 6, 2022

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**SCHEDULE A**

**2020-2021 SALARY SCHEDULE**

2020-2021 SALARY SCHEDULE 102.000%  
EDUCATIONAL TECHNICAL  
TRANSCRIBER TUTOR BRAILLIST  
steps

1	17.19		18.11		15.03
2	17.66		18.74		15.46
3	18.26		19.38		15.88
4	18.82		20.04		16.30
5	19.42		20.71		16.75
6	20.02		21.34		17.19
7	20.62		21.98		17.60
8	21.19		22.63		18.04
9	21.80		23.27		18.46
10	22.35		23.90		18.88
11	22.95		24.56		19.32
12	23.54		25.21		19.74
13	24.11		25.83		20.19
14	24.73		26.46		20.62

Salary Schedule A: 2022-2023 Hourly Rates			
<u>Previous Step from 2021-22</u>	<u>New Step</u>	<u>Technology Tutors</u>	<u>Brailleists &amp; Captionists</u>
3	1	18.81	19.97
4	2	19.39	20.65
5	3	20.01	21.33
6	4	20.62	21.99
7	5	21.24	22.64
8	6	21.83	23.32
9	7	22.46	23.98
10	8	23.03	24.62
11	9	23.64	25.3

16

12	10	24.25	25.97
13	11	24.84	26.6
14	12	25.47	27.26
	13	26.23	28.07

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**SCHEDULE B**

**2021-2022 SALARY SCHEDULE**

2021-2022 SALARY SCHEDULE 102.000%

TECHNICAL

EDUCATIONAL

TUTOR BRAILLIST

TRANSCRIBER

<u>steps</u>					
+	17.53		18.47		19.33

2	<del>18.81</del>		19.12		15.77
3	<del>18.63</del>		19.77		16.19
4	<del>19.20</del>		20.45		16.63
5	<del>19.81</del>		21.12		17.09
6	<del>20.42</del>		21.77		17.53
7	<del>21.03</del>		22.42		17.95
8	<del>21.64</del>		23.09		18.40
9	<del>22.24</del>		23.74		18.83
10	<del>22.80</del>		24.38		19.26
11	<del>23.41</del>		25.05		19.70
12	<del>24.01</del>		25.71		20.14
13	<del>24.59</del>		26.34		20.59
14	<del>25.22</del>		26.99		21.03

<u>Salary Schedule B: 2023-2024</u>			
Hourly Rates			
Step	<u>Technology</u>		<u>Braillists &amp; Captionists</u>
	Tutors		
1	19	20.17	
2	19.58	20.86	
3	20.21	21.54	
4	20.83	22.21	
5	21.45	22.87	
6	22.04	23.55	
7	22.68	24.22	
8	23.26	24.87	
9	23.88	25.55	
10	24.49	26.23	

18

	1 1	25.09	26.87
	1 2	25.73	27.53
	1 3	26.49	28.35

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**STATE OF MINNESOTA  
MINNESOTA STATE COLLEGES AND UNIVERSITIES  
Dakota County Technical College  
and  
Intermediate School District No. 917**

**2022 Memorandum of Understanding No.2  
to  
JOINT POWERS AGREEMENT**

This Memorandum of Understanding No.2 is entered into by and between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of **Dakota County Technical College**, 1300 145<sup>th</sup> Street East, Rosemount, MN 55068 ("Minnesota State") and **Intermediate School District No. 917**, 1300 145th Street East, Rosemount, MN 55068 ("Intermediate District") collectively known as the "parties,"

**WHEREAS**, Minnesota State and Intermediate District are parties to a Joint Powers Agreement ("Agreement") entered into effective July 1, 1995 and fully executed August 30, 1995;

**WHEREAS**, the termination date of the Agreement was generally extended from June 30, 2005 to June 30, 2010;

**WHEREAS**, the current Agreement by way of Amendment to the Agreement and expires November 30, 2022;

**WHEREAS**, Intermediate District last met with representatives from Minnesota State on September 20, 2021 in accordance with the Agreement;

**WHEREAS**, Minnesota State is on notice of the intent to renew the Agreement;

**WHEREAS**, the parties are mutually desirous to continue the Agreement and jointly agreed to enter into a restated Agreement;

**WHEREAS**, the restated agreement will not be completed and fully executed prior to the expiration of the Agreement;

**WHEREAS**, the parties are mutually desirous to continue to operate under the current terms and conditions of the Agreement and all incorporated Amendments to the

Agreement until such time as a restated Joint Powers Agreement is fully adopted.

NOW, THEREFORE IN CONSIDERATION OF the mutual promises contained in this Memorandum of Understanding, Minnesota State and Intermediate District agree as follows:

1. Minnesota State and Intermediate District will operate under the current terms and conditions of the above-stated Agreement and all incorporated Amendments to the Agreement until such time as a fully executed restated Joint Powers Agreement is fully adopted and in effect. The parties agree that the separate, but related, Lease Agreement payment terms will take effect July 1, 2022.
2. In the event either party asserts that a provision of this Memorandum of Understanding is ambiguous, this Memorandum must be construed to have been drafted equally by the parties. A copy of this Memorandum has the same legal effect as the original.
3. The parties agree that the Agreement contains several amendments and that together with the amendments consists of the entire Agreement.
4. In the event of a dispute or modification of the Agreement is necessary prior to the restatement, the parties agree to follow the dispute resolution terms and conditions as contained in the Agreement.
5. This Memorandum of Understanding will expire March 31, 2023.

*The rest of this page intentionally left blank. Signature page to follow.*

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be duly executed intending to be bound thereby.

**APPROVED:**

**1. Intermediate School District No. 917**

DocuSigned by:	
By (authorized signature) <i>Michael Favor</i>	Michael Favor
E5D66682D928409...	
Title	Superintendent
Date	11/28/2022   2:34:06 PM CST

DocuSigned by:	
By (authorized signature) <i>Nicolle Roush</i>	Nicolle Roush
E8F4A30616094C3...	
Title	Executive Director
Date	11/28/2022   3:48:03 PM EST

**2. Dakota County Technical College**

By (Program authorized Designee)
Date

By (College President or Other Authorized Designee)	
DocuSigned by:	
<i>Michael Berndt</i>	Michael Berndt
570D3E9B1A10440...	
Title	President
Date	11/28/2022   2:52:00 PM CST

**3. AS TO FORM AND EXECUTION:**

DocuSigned by:	
By (authorized college signature) <i>Heather Aagesen-Huebner</i>	Heather Aagesen-Huebner
515C1EBEACA640E...	
Title	VP of Finance and Operations
Date	11/30/2022   9:14:33 AM CST

**STATE OF MINNESOTA  
MINNESOTA STATE COLLEGES AND UNIVERSITIES  
Dakota County Technical College  
and  
Intermediate School District No. 917**

**2022 Memorandum of Understanding to  
JOINT POWERS AGREEMENT**

This Memorandum of Understanding is entered into by and between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of **Dakota County Technical College**, 1300 145<sup>th</sup> Street East, Rosemount, MN 55068 ("Minnesota State") and **Intermediate School District No. 917**, 1300 145th Street East, Rosemount, MN 55068 ("Intermediate District") collectively known as the "parties,"

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**WHEREAS**, Intermediate District last met with representatives from Minnesota State on September 20, 2021 in accordance with the Agreement;

**WHEREAS**, Minnesota State is on notice of the intent to renew the Agreement;

**WHEREAS**, the parties are mutually desirous to continue the Agreement and jointly agreed to enter into a restated Agreement;

**WHEREAS**, the restated agreement will not be completed and fully executed prior to the expiration of the Agreement;

**WHEREAS**, the parties are mutually desirous to continue to operate under the current terms and conditions of the Agreement and all incorporated Amendments to the Agreement until such time as a restated Joint Powers Agreement is fully adopted.

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2. In the event either party asserts that a provision of this Memorandum of Understanding is ambiguous, this Memorandum must be construed to have been drafted equally by the parties. A copy of this Memorandum has the same legal effect as the original.
3. The parties agree that the Agreement contains several amendments and that together with the amendments consists of the entire Agreement.
4. In the event of a dispute or modification of the Agreement is necessary prior to the restatement, the parties agree to follow the dispute resolution terms and conditions as contained in the Agreement.
5. This Memorandum of Understanding will expire November 30, 2022.

*The rest of this page intentionally left blank. Signature page to follow.*

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be duly executed intending to be bound thereby.

**APPROVED:**

**1. Intermediate School District No. 917**

By (authorized signature) <i>DocuSigned by: Nedde Roush</i>
Title E8F4A30616094C3... Executive Director
Date 6/23/2022   3:38:18 PM EDT

By (authorized signature) <i>DocuSigned by: Melissa Schaller</i>
Title 5C7DF3FD1CF748C... Executive Director of Student Services
Date 6/23/2022   12:54:27 PM PDT

**2. Dakota County Technical College**

By (Program authorized Designee)
Date

By (College President or Other Authorized Designee) <i>DocuSigned by: Michael Berndt</i>
Title F79D3E9B1A10440... President
Date 6/23/2022   3:42:58 PM CDT

**3. AS TO FORM AND EXECUTION:**

By (authorized college signature) <i>DocuSigned by: Mark Farnog</i>
Title CFBD77E0A45468... Business Office Manager IHCC/DCTC
Date 6/27/2022   3:09:50 PM CDT

**Certificate Of Completion**

Envelope Id: B2E7829C6B5C4D6A9DDA5B01F3C4BEB8

Status: Completed

Subject: DCTC and ISD 917 Memo of Understanding

Department: Office of the President

College: DCTC

Source Envelope: 18373CF39AC043FFB020DA44646E50A5

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 0

Peter Moua

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314 10th Ave. S.

Envelopeld Stamping: Enabled

Waite Park, MN 56387

Time Zone: (UTC-06:00) Central Time (US &amp; Canada)

peter.moua@inverhills.edu

IP Address: 134.29.155.253

**Record Tracking**

Status: Original

Holder: Peter Moua

Location: DocuSign

6/27/2022 11:47:07 AM

peter.moua@inverhills.edu

**Signer Events**

Mark Faxvog

mark.faxvog@inverhills.edu

Business Office Manager IHCC/DCTC

d

Security Level: Email, Account Authentication (None), Access Code

**Signature**

DocuSigned by:



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Signature Adoption: Pre-selected Style

Signed by link sent to mark.faxvog@inverhills.edu

Using IP Address: 134.29.155.253

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Viewed: 6/27/2022 3:09:30 PM

Signed: 6/27/2022 3:09:50 PM

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Completed

Security Checked

6/27/2022 3:09:50 PM

**Payment Events****Status****Timestamps****Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Minnesota State Colleges and Universities (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Minnesota State Colleges and Universities:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: michael.noble-olson@minnstate.edu

**To advise Minnesota State Colleges and Universities of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at michael.noble-olson@minnstate.edu and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from Minnesota State Colleges and Universities**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to michael.noble-olson@minnstate.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Minnesota State Colleges and Universities**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to michael.noble-olson@minnstate.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Minnesota State Colleges and Universities as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Minnesota State Colleges and Universities during the course of your relationship with Minnesota State Colleges and Universities.

**Certificate Of Completion**

Envelope Id: EDD2490F3D2941678ECE94217AFD8E53	Status: Completed
Subject: Complete with DocuSign: DCTC_and_ISD917_2022_Memorandum_of_Understanding_to_Joint_Power_Agreeme...	
Department: Business Office	
College: DCTC	
Source Envelope:	
Document Pages: 10	Signatures: 4
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Jamie R Eschbach
Time Zone: (UTC-06:00) Central Time (US & Canada)	314 10th Ave. S.
	Waite Park, MN 56387
	jamie.eschbach@dctc.edu
	IP Address: 134.29.155.253

**Record Tracking**

Status: Original 11/28/2022 2:06:27 PM	Holder: Jamie R Eschbach jamie.eschbach@dctc.edu	Location: DocuSign
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**Signer Events**

Michael Favor  
Michael.Favor@isd917.org  
Superintendent  
Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
*Michael Favor*  
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Signature Adoption: Pre-selected Style  
Using IP Address: 206.188.226.194

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ID: 601a3a95-1fbd-4dc7-95d2-144bc9df1a75

Nicolle Roush  
Nicolle.Roush@isd917.org  
Executive Director  
Intermediate School District 917  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
*Nicolle Roush*  
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ID: 959631af-3f0f-4434-9ee9-db5926e02aa2

Michael Berndt  
Michael.Berndt@minnstate.edu  
President  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
*Michael Berndt*  
570D3E9B1A10440...  
Signature Adoption: Pre-selected Style  
Using IP Address: 134.29.155.253

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Signed: 11/28/2022 2:52:00 PM

**Electronic Record and Signature Disclosure:**  
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ID: de392e32-bb7e-4019-8805-b80686ac89be

Heather Aagesen-Huebner  
Heather.Aagesen-huebner@inverhills.edu  
VP of Finance and Operations  
Inver Hills Community College - Inver Grove Heights, MN  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
*Heather Aagesen-Huebner*  
515C1EBEACA640E...  
Signature Adoption: Pre-selected Style  
Using IP Address: 134.29.155.253

Sent: 11/28/2022 2:52:02 PM  
Viewed: 11/30/2022 9:14:11 AM  
Signed: 11/30/2022 9:14:33 AM

**Electronic Record and Signature Disclosure:**

<b>Signer Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	11/28/2022 2:11:02 PM
Certified Delivered	Security Checked	11/30/2022 9:14:11 AM
Signing Complete	Security Checked	11/30/2022 9:14:33 AM
Completed	Security Checked	11/30/2022 9:14:33 AM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		

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ii. send us an email to michael.noble-olson@minnstate.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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**Intermediate School District 917**

***Purposeful. Personalized. Partners.***

1300 145th Street East, Rosemount, MN 55068

(651) 423-8229 \* <http://www.isd917.org>

Dr. Michael Favor

TO: School Board

FROM: Dr. Michael Favor

DATE: December 6, 2022

RE: First and final reading

The policy listed below is a first and final reading.

- 706 Acceptance of Gifts. Legal reference change only.

## **706 ACCEPTANCE OF GIFTS**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of this school district to accept gifts only in compliance with state law.

### **III. ACCEPTANCE OF GIFTS GENERALLY**

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

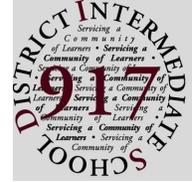
### **IV. GIFTS OF REAL OR PERSONAL PROPERTY**

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by a simple majority of the quorum. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

### **V. ADMINISTRATION IN ACCORDANCE WITH TERMS**

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

**Legal references:** Minn. Stat. Section 123B.02, Subd. 6 (**General Powers of Independent School Boards** ~~Bequests, Donations, Gifts~~) Minn. Stat. Section 465.03 (Gifts **to Municipalities**)



### Donation Procedures

	<i>Action</i>	<i>Person Responsible</i>
<input type="checkbox"/>	1. A donation is made to ISD 917.	
<input type="checkbox"/>	2. Staff gives donation to Assistant Director/Principal or designee responsible for program or supervision.	✓ 917 Staff
<input type="checkbox"/>	3. Assistant Director/Principal or designee: <ul style="list-style-type: none"> <li>● Copies the check;</li> <li>● Gives the copy to the Assistant to the Director of Special Education/Principal; and</li> <li>● Submits the check to the Business Office indicating what program the donation is benefiting.</li> </ul> OR <ul style="list-style-type: none"> <li>● For items likely to be claimed on taxes of individual or group donating (i.e. in the value range of \$100 or greater), a memo outlining the donation will be sent to the Director of Special Education/Principal and the Assistant to the Director of Special Education.</li> </ul> * Note: Value estimation should never be given to the individual making a donation.	✓ Assistant Director/Principal or Designee
<input type="checkbox"/>	4. A thank you letter is written.	✓ Assistant to the Director of Special Education and the Director of Special Education/Principal

□	5. Copies of the letter are submitted to: <ul style="list-style-type: none"><li>✓ Individual making the donation</li><li>✓ Assistant Director in receipt of the donation</li><li>✓ Superintendent's Office (to be included in the board packet)</li></ul>	✓ Assistant to the Director of Special Education/Principal



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Dr. Michael Favor

TO: School Board  
FROM: Dr. Michael Favor  
DATE: December 6, 2022  
RE: First reading on policies

The policies listed below are a first reading.

- Policy 208 Development, Adoption and Implementation of Policies. Removed policies 410, 413, 414, 415, 514, 522, 524, and 616. Added policy 722 Public Data Requests.

~~410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex-Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System-Accountability; 722 Public Data Requests, and 806 Crisis Management Policy.~~

- Policy 705 Investments. Added new paragraph XII.A and minor reference changes.

## **208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES**

***[Note: The provisions of this policy are recommendations. The procedures for policy development, adoption, and implementation are not specifically provided by statute.]***

### **I. PURPOSE**

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

### **II. GENERAL STATEMENT OF POLICY**

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

### **III. DEVELOPMENT OF POLICY**

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

### **IV. ADOPTION OF POLICY**

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings ~~prior to final school board action.~~
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.
- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board **in a single meeting**. A statement regarding

the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.

- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

## **V. IMPLEMENTATION OF POLICY**

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to the policies via the website at [www.isd917.org](http://www.isd917.org).
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy manuals current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: ~~410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability;~~ **722 Public Data Requests**, and 806 Crisis Management Policy.
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

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

**Cross References:** MSBA/MASA Model Policy 305 (Policy Implementation)

## **705 INVESTMENTS**

### **I. PURPOSE**

The purpose of this policy is to establish guidelines for the investment of school district funds.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of this school district to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

### **III. SCOPE**

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

### **IV. AUTHORITY; OBJECTIVES**

- A. The funds of the school district shall be deposited or invested in accordance with this policy, ~~Minn. Stat. Ch.~~ **Minnesota Statutes chapter 118A** and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows:
  - 1. **Safety and Security.** Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
  - 2. **Liquidity.** The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable and debt service.
  - 3. **Return and Yield.** The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

## **V. DELEGATION OF AUTHORITY**

- A. The Executive Director of Business Services of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees, but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust, and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

## **VI. STANDARD OF CONDUCT**

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

## **VII. MONITORING AND ADJUSTING INVESTMENTS**

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets and the relative value of competing investment instruments.

## **VIII. INTERNAL CONTROLS**

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school

board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions by officers, employees or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

#### **IX. PERMISSIBLE INVESTMENT INSTRUMENTS**

The school district may invest its available funds in those instruments specified in Minnesota Statutes sections 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds.

#### **X. PORTFOLIO DIVERSIFICATION; MATURITIES**

- A. Limitations on instruments, diversification and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
  - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
  - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.

3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

## **XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS**

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

## **XI. QUALIFIED INSTITUTIONS AND BROKER-DEALERS**

**A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.**

~~A.B.~~ Prior to completing an initial transaction with a broker, the school district shall provide to the broker a notification to broker and certification by broker which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the notification to broker and certification by broker and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

## **XII. SAFEKEEPING AND COLLATERALIZATION**

- A. ~~Securities purchased will be retained at the institution where the securities are purchased. Investments shall be safekept in the School's name. Certificates will be held at the financial institution in the School's name. All securities should be a risk category one according to the Governmental Accounting Standard No. 3.~~

**All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minnesota Statutes section 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.**

- B. Deposit-type securities shall be collateralized as required by ~~Minn. Stat. §~~ **Minnesota Statutes section** 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

### **XIII. REPORTING REQUIREMENTS**

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a semi-annual investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed and describe the investment portfolio in terms of investment securities, maturities, risk characteristics and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the total investment return and compare the return with

budgetary expectations. The report shall include an appendix that discloses all transactions during the year. The annual report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.

- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

#### **XIV. DEPOSITORIES**

The school board shall annually designate one or more official depositories for school district funds. The treasurer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of ~~Minn. Stat. §~~ **Minnesota Statutes section** 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition and withdrawal of collateral.

#### **XV. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT**

The school district may make electronic fund transfers for investment of excess funds upon compliance with ~~Minn. Stat. §~~ **Minnesota Statutes section** 471.38.

#### ***Legal References:***

- Minn. Stat. § 118A.01 (**Definitions** ~~Public Funds; Depositories and Investments~~)
- Minn. Stat. § 118A.02 (**Depositories; Investing; Sales, Proceeds, Immunity** ~~Authorization for Deposit and Investment~~)
- Minn. Stat. § 118A.03 (**When and What Collateral Required** ~~Depositories and Collateral~~)
- Minn. Stat. § 118A.04 (Investments)
- Minn. Stat. § 118A.05 (Contracts and Agreements)

Minn. Stat. § 118A.06 (~~Delivery and Safekeeping~~; **Acknowledgements**)  
Minn. Stat. § 471.38 (Claims)  
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

***Cross References:***

MSBA/MASA Model Policy 703 (Annual Audit)

~~MSBA Service Manual, Chapter 7, Education Funding~~

Minnesota Legal Compliance Audit Guide **for School Districts** Prepared by the Office of the State Auditor