

Regular School Board Meeting

Tuesday, February 7, 2023 5:45 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. Oath of office administered to reelected Board members Byron Schwab (#197), Hannah Simmons (#192), Cindy Nordstrom (#199), Lisa Hedin (#200), Lisa Ehleringer (#195) and Lesley Chester (#191) - Linda Berg

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

V. Review and Approve the Agenda - Chair Cindy Nordstrom (*Integrity*)

VI. Updates from Student Services - Dr. Melissa Schaller (*Communications*)

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

VII.A.

- Minutes
- Personnel
- Donations
 - \$2400 from Rosemount American Legion for TESA Spring Formal
 - \$600 from Mark and Janet Schneider

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.

Resolution Directing Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore - Dr. Michael Favor

IX.B. Approve Revised Budget for 2022-2023 - Nicolle Roush

IX.C. Approve Maintenance Payments to Member Districts - Nicolle Roush

X. School Board Recognition Month - Dr. Michael Favor

XI. Policies - Supt. Dr. Michael Favor (*Integrity*)
First readings:

- 214 Out of State Travel
- 412 Expense Reimbursement
- 516 Student Medication

XII. *First and final reading:*

- 820 Provisions for the Closing of Schools due to Inclement Weather or other Exigency

XIII. Updates from Member Districts - All

XIV. Adjournment - Chair Cindy Nordstrom

**Executive Director of Student Services
Board Update
February 2023**

Values

Collaboration: Working together to achieve more collectively.

- Program changes: Beginning in January and continuing, Intermediate School District 917 administrators, along with administrators from Farmington and Lakeville Area Public Schools, are meeting to consider streamlining the delivery of setting III programs, specifically our PACES program. There are a number of elements involved in planning and the team anticipates any significant changes to programming beginning in the 2024-2025 school year. We will continue to keep you informed of our progress.

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

- Space planning: As part of our meetings over the summer and fall with member district representatives, the efficiency of SUN programming was discussed. This is based on the openings for teachers that have persisted over time resulting in open classrooms across three of our sites hosting SUN programming. While we have considered consolidation of sites, at this time we will continue to evaluate this option to ensure programming is available across the county and allow continued recruitment of teacher candidates.

Innovation: Ongoing improvement of programs and services.

- BCBA services: The team of Board Certified Behavior Analysts in the district meet monthly. At our meeting in January, we reviewed ways to continue to hone our services related to the behavioral needs of students that are proactive. We are currently working on elements necessary to consider the addition of Registered Behavior Technicians as a role in Intermediate School District 917. RBTs are individuals that undergo a 40 hour training, pass a test, and are supervised by BCBAs. They provide focused, planned behavioral support to students. We anticipate that this role could fit within our paraprofessional group.

Stewardship: Managing financial and human resources carefully and responsibly.

- Administrative efficiencies: As we begin the budget planning process, we continue to look at ways to improve services, ensure efficiency in our practices, and be fiscally responsible. As we move into the coming months, I will share some ideas about how we can achieve these goals specifically with changes to our administrative team structure in the district.

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 January 19. You can click [here](#) to read the latest issue.

Integrity: Aligning our actions with our values and beliefs.

- Member district special education leadership team meeting: On January 12, we hosted special education leadership teams from our member districts and Rosemount-Apple Valley-Eagan for professional development. Jamie Nord, Executive Director for the St. Croix River Education District, and Nicole Woodward, Director of Special Education for SCRED, shared a presentation titled: Repair. Restore. Reclaim. There was a great deal of great information shared including a focus on psychological safety, understanding individual as well as collective 'whys', and focusing energy on what you can control or influence. The event renewed our energy as leaders and connected us again in a way we hadn't been connected since before the pandemic.

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

- Farmington High School Robotics Team: As you might be aware, the Farmington High School Robotics Team has built wheelchairs for students in need. Originally highlighted by Kare 11 in 2019, the story was recently updated. To date, the team has built and donated seven wheelchairs. One of the students we serve has been a recipient. Check out the story [here](#).

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

- Core Values Committee: We are moving forward to establish our Core Values Committee. Under the leadership of Chris Devine and Kate Hulse, we are seeking interested applicants for this committee. The application is open through February 7. At that time, applications will be reviewed and interviews will take place. We anticipate notifying selected candidates of their membership on March 8. Stay tuned for more information about the work of this committee.

Diversity: Appreciating and valuing everyone's unique selves.

- Sheri Peterson: We are excited for Sheri Peterson, teacher in our PACES program at Christina Huddleston Elementary School in Lakeville, who was nominated as a candidate for the 2023 Minnesota Teacher of the Year. Sheri has been a teacher with Intermediate School District 917 since 2004. Here are some comments about Sheri: "Sheri has a unique skill set, which is rarely seen. She is extremely dedicated to her profession, exuding professionalism, positivity, energy, resourcefulness, passion, and an overall commitment to meeting the needs of the learners she serves. Beyond that, she has also excelled at working with paraprofessionals and building strong relationships with parents and caregivers. She facilitates productive discussions between her colleagues, parents, and other school staff. She is extremely organized, detail oriented, has a calm demeanor, and has incredible follow through."

INTERMEDIATE SCHOOL DISTRICT 917
Organizational Meeting

The Organizational Meeting of the Intermediate School District 917 School Board was held in the 917 Board Room at Dakota County Technical College on Tuesday, January 10, 2023, at 4:30 PM.

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

Members Absent: None.

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

The meeting was called to order at 5:45 PM by Cindy Nordstrom.

The Pledge of Allegiance was conducted in the prior work session.

Past Chair Cindy Nordstrom asked for nominations for position of School Board Chair.

1. Motion by Tom Bennett, to nominate Cindy Nordstrom as Chair.

There were no other nominations. Motion was seconded by Wendy Felton to nominate Cindy Nordstrom as Chair.

Cindy Nordstrom was nominated Chair. Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, Wendy Felton, Lisa Hedin, Kathy Lewis, Cindy Nordstrom, Byron Schwab, Hannah Simmons. Voting naye: None. Motion carried.

Cindy Nordstrom assumed the position of Chair and proceeded with the meeting.

2. Motion by Kathy Lewis to nominate Tom Bennett for the position of Vice Chair. There were no other nominations. Motion was seconded by Lisa Ehleringer. Motion passed to elect Tom Bennett as Vice Chair. Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, Wendy Felton, Lisa Hedin, Kathy Lewis, Cindy Nordstrom, Byron Schwab, Hannah Simmons. Voting naye: None. Motion carried.
3. Motion by Byron Schwab to nominate Kathy Lewis as Clerk. There were no other nominations. Motion was seconded by Hannah Simmons to elect Kathy Lewis as clerk. Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, Wendy Felton, Lisa Hedin, Kathy Lewis, Cindy Nordstrom, Byron Schwab, Hannah Simmons. Voting naye: None. Motion carried.
4. Motion by Wendy Felton to nominate Byron Schwab as Treasurer. Motion was seconded by Tom Bennett. There were no other nominations. Motion passed to elect Byron Schwab as Treasurer. Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, Wendy Felton, Lisa Hedin, Kathy Lewis, Cindy Nordstrom, Byron Schwab, Hannah Simmons. Voting naye: None. Motion carried.
5. Motion by Byron Schwab, seconded by Lesley Chester to set the School Board meeting dates for January 2023 through January 2024 on the 1st Tuesday of each month (with the exception of July, November, and January which will be the second week) All work sessions begin at 4:45 PM. Regular Board meetings starts at 5:45 PM or immediately after the work session. (Addendum A.) Voting aye:

Tom Bennett, Lesley Chester, Lisa Ehleringer, Wendy Felton, Lisa Hedin, Kathy Lewis, Cindy Nordstrom, Byron Schwab, Hannah Simmons. Voting naye: None. Motion carried.

Tom Bennett left the meeting at 5:52 PM.

6. Motion by Lisa Ehleringer, seconded by Hannah Simmons to designate the St. Paul Pioneer Press as the official newspapers for Intermediate School District 917 for 2023. (Addendum B.) The minutes will be summarized with the website address listed to view the official minutes. Voting aye: Lesley Chester, Lisa Ehleringer, Wendy Felton, Lisa Hedin, Kathy Lewis, Cindy Nordstrom, Byron Schwab, Hannah Simmons. Voting naye: None. Motion carried.
7. Motion by Cindy Nordstrom, seconded by Byron Schwab, to keep the school board compensation for District 917 School Board Members at \$5000 and \$5500 for the Board Chair for January 2023 through December 2023 school year and stipends remain the same per meeting for Personnel and Insurance Committees only. Voting aye: Lesley Chester, Lisa Ehleringer, Wendy Felton, Lisa Hedin, Kathy Lewis, Cindy Nordstrom, Byron Schwab, Hannah Simmons. Voting naye: None. Motion carried.
8. Board member Lisa Ehleringer introduced the foregoing resolution for Business Transactions, and waived the reading. The resolution was duly seconded by Cindy Nordstrom and upon vote being taken thereon, the following voted in favor thereof: Voting aye: Lesley Chester, Lisa Ehleringer, Wendy Felton, Lisa Hedin, Kathy Lewis, Cindy Nordstrom, Byron Schwab, Hannah Simmons. Voting naye: None. Whereupon said resolution was declared duly passed and adopted. (Addendum D.)
9. The Memorandum of Agreement with our member districts was reviewed.
10. Committee assignments were reviewed and remain the same.
11. Motion by Lesley Chester, seconded by Byron Schwab, to adjourn the organizational meeting. Voting aye: Lesley Chester, Lisa Ehleringer, Wendy Felton, Lisa Hedin, Kathy Lewis, Cindy Nordstrom, Byron Schwab, Hannah Simmons. Voting naye: None. Motion carried.

There being no further business the Organizational Meeting adjourned at 5:57 PM.

Clerk

INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, January 10, 2023, in the Board Room at DCTC, 1300 145th Street East, Rosemount, MN.

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

Members Absent: Tom Bennett

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

School Board Chair Cindy Nordstrom called the meeting to order at 6:00 PM.

The Pledge of Allegiance was conducted in the work session prior to this meeting.

There were no visitors to be heard.

Dr. Melissa Schaller reported on updates from Student Services.

1. Motion by Byron Schwab, seconded by Lesley Chester, to approve the agenda, as presented. Voting aye: Lesley Chester, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Hannah Simmons, Lisa Hedin. Voting naye: None. Motion carried.
2. Motion by Hannah Simmons, seconded by Byron Schwab, to approve the consent items, as presented. Voting aye: Lesley Chester, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Hannah Simmons, Lisa Hedin. Voting naye: None. Motion carried.
 - **Minutes:** December 6, 2022, Regular School Board Meeting
 - **Personnel:** *New hires:* Biles Tatiana, Classroom Assistant, effective January 3, 2023. Bonnert Eileen, Classroom Assistant, effective January 3, 2023. Buchanan Emma, Teacher, effective January 3, 2023. Kent Penny, Classroom Assistant, effective January 3, 2023. *Leaves of Absence:* Bevin Kilpatrick, Program Assistant, effective January 3, 2023, through January 27, 2023. *Resignations and Terminations:* Dumer Maria, Program Assistant, effective December 22, 2022. Koch, Nathaniel, Classroom Assistant, effective December 22, 2022. LaFrance-Warnke Danielle, Teacher, effective June 9, 2023. Nasal Rachel, Program Assistant, effective January 13, 2023. Radunz Danielle, Health Associate, effective December 6, 2022. Rosario Jonathan, Classroom Assistant, effective January 13, 2023. Rowley Jessica, Teacher, effective December 22, 2022.
 - **Policies:** Policy 208 Development, Adoption, and Implementation of Policies; Policy 705 Investments. (Addendum A.)
3. Motion by Byron Schwab, seconded by Kathy Lewis, to approve the bills from December 1, 2022, to January 5, 2023, Investment Report and wire transfers, as presented by the Executive Director of Business Services. Voting aye: Lesley Chester, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Hannah Simmons, Lisa Hedin. Voting naye: None. Motion carried.
4. Motion by Wendy Felton, seconded by Lisa Ehleringer, to approve the Audit for 2021-2022 as presented by the Executive Director of Business Services. (Addendum B.) Voting aye: Lesley Chester, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Hannah Simmons, Lisa Hedin. Voting naye: None. Motion carried.

5. Motion by Lesley Chester, seconded by Byron Schwab, to approve the Temporary Work Agreements, as presented by the Executive Director of Business Services. (Addendum C.) Voting aye: Lesley Chester, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Hannah Simmons, Lisa Hedin. Voting naye: None. Motion carried.

The Accounts Receivable Aging Invoice was reviewed.

Hannah Simmons was appointed to the Calendar Committee.

6. Board member Kathy Lewis introduced the following resolution and waived the reading: Resolution Recognizing Paraprofessional Week January 23-27, 2023. The motion for the adoption of the foregoing resolution was duly seconded by Lesley Chester, and upon vote being taken thereon, the following voted in favor thereof: Voting aye: Lesley Chester, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Hannah Simmons, Lisa Hedin. Voting naye: None. Motion carried. (Addendum D.)
7. Motion by Lisa Ehleringer, seconded by Lisa Hedin, to approve Policy 202 School Board Officers as a first and final reading. Voting aye: Lesley Chester, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Hannah Simmons, Lisa Hedin. Voting naye: None. Motion carried. (Addendum E.)
8. Motion by Byron Schwab, seconded by Wendy Felton, to adjourn the meeting. There was a unanimous vote to adjourn.

There being no further business the meeting adjourned at 6:33 PM.

The next regular School Board Meeting will be Tuesday, February 7, 2023, at 5:45 PM.

Clerk



Intermediate School District 917

Purposeful. Personalized. Partners.

1300 145th Street East, Rosemount, MN 55068

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

January 24th, 2023

Mr. Richard Bulthuis
Rosemount American Legion
2074 Shale Ln.
St. Paul, MN 55122

Dear Mr. Richard Bulthuis,

Thank you for your generous monetary donation. It will be used for our TESA programs Spring Formal. Your donation is greatly appreciated!

Sincerely,

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

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

December 6, 2022

To: Erin Mahnke

For: DCALS Students and Staff

Please accept this small gift for the students and staff. We have been trying to think of something fun to do and came across an Eric Stanley December 24, 2021 post about a \$2 bill. I thought it was inspiring.

If you listen to his message it talks about doing things and not telling others. I also figured if I didn't tell you what it was about you would think it was some type of scam!

My husband and I thought it would be fun for you to pass out \$2 bills to the staff and teachers and let them know that they are seen and that they have supporters and people that believe in them. Then the teachers are to give a \$2 bill to each of their students and let them know the same thing. Now I don't know how you will keep track of this if a student says they didn't get one 😊 It would be fun to see all of the students at your campuses receive a \$2 bill.

If you have a different, creative way to do this that is totally up to you.

Please find enclosed six hundred dollars in \$2 bills.

Mark and Janet Schneider

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF February 7, 2023**

NEW HIRES:

Crowe Karis, Classroom Assistant, effective February 10, 2023.

Kinsella Shawn, BCBA, effective January 17, 2023.

Maupin Robin, Classroom Assistant, effective January 24, 2023.

Mcelligott Taylor, Classroom assistant, effective January 18, 2023.

Schwartz Nancy, classroom assistant, effective January 24, 2023.

Stanway Joshua, Classroom Assistant, effective January 30, 2023.

Wilczyk James, Technology Tutor, effective January 9, 2023.

RE-HIRES:

CHANGE IN STATUS:

Sarah Johnson, Teacher, increase from 0.75 to 0.8 FTE for 2023-2024 school year.

LEAVES OF ABSENCE:

Bevin Kilpatrick, Program Assistant, intermittent from January 30, 2023, through June 8, 2023.

RESIGNATION & TERMINATIONS:

Nasal Rachel, Program Assistant, effective January 13, 2023.

Olson Jennifer, Assistant Director, effective June 30, 2023.

O'Neal Shanay, Classroom Assistant, effective January 17, 2023.

Powers Emily, Program Assistant, effective February 10, 2023.

Rosario Jonathan, Classroom Assistant, effective January 13, 2023.

Strickland Rebeccah, Classroom Assistant, effective January 27, 2023.

Waller Emily, Classroom Assistant, effective February 8, 2023.

RETIREMENTS:

DATE: 02/01/2023
TIME: 08:29:01

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
ACCTPA21
ACCOUNTING PERIOD: 8/23

SELECTION CRITERIA: chkstat.rundate between '20230105 00:00:00.000' and '20230201 00:00:00.000'

DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1905920	01/19/2023	ANNE HOFF, SAFE HARBOR COUNSELING	V	-1700.00	VOID MANUAL CHECK
* 1906684	01/05/2023	BAKER TILLY MUNICIPAL ADVISORS. LLC	R	400.00	ACCOUNTS PAYABLE CHECK
1906685	01/05/2023	BATTERIES PLUS BULBS	R	45.50	ACCOUNTS PAYABLE CHECK
1906686	01/05/2023	CARQUEST AUTO PARTS STORES	R	15.42	ACCOUNTS PAYABLE CHECK
1906687	01/05/2023	CDWG	R	1708.43	ACCOUNTS PAYABLE CHECK
1906688	01/05/2023	CENTERPOINT ENERGY	R	1239.20	ACCOUNTS PAYABLE CHECK
1906689	01/05/2023	CENTURYLINK	R	1084.87	ACCOUNTS PAYABLE CHECK
1906690	01/05/2023	CENTURYLINK COMMUNICATONS, LLC	R	463.42	ACCOUNTS PAYABLE CHECK
1906691	01/05/2023	CITY OF ROSEMOUNT	R	1576.25	ACCOUNTS PAYABLE CHECK
1906692	01/05/2023	DAKOTA TRUCK UNDERWRITERS	R	29102.00	ACCOUNTS PAYABLE CHECK
1906693	01/05/2023	DELL MKTG L.P., C/O DELL USA L.P.	R	1676.47	ACCOUNTS PAYABLE CHECK
1906694	01/05/2023	DISTRICT 191 FOOD SERVICE	R	500.35	ACCOUNTS PAYABLE CHECK
1906695	01/05/2023	HASTINGS CREAMERY LLC	R	668.80	ACCOUNTS PAYABLE CHECK
1906696	01/05/2023	HILLER COMMERCIAL FLOORS	R	29691.28	ACCOUNTS PAYABLE CHECK
1906697	01/05/2023	LOFFLER	R	8667.45	ACCOUNTS PAYABLE CHECK
1906698	01/05/2023	MARCO INC	V	0.00	VOID: MULTI STUB CHECK
1906699	01/05/2023	MARCO INC	R	1575.19	ACCOUNTS PAYABLE CHECK
1906700	01/05/2023	MENARDS	R	51.12	ACCOUNTS PAYABLE CHECK
1906701	01/05/2023	METRO MEDIA	R	445.00	ACCOUNTS PAYABLE CHECK
1906702	01/05/2023	MICHAEL DUFORT	R	13.70	ACCOUNTS PAYABLE CHECK
1906703	01/05/2023	OUTDOOR IMAGES, INC	R	785.00	ACCOUNTS PAYABLE CHECK
1906704	01/05/2023	PROCARE THERAPY	R	25659.50	ACCOUNTS PAYABLE CHECK
1906705	01/05/2023	RUPP ANDERSON SQUIRES & WALDSPURGER	R	382.50	ACCOUNTS PAYABLE CHECK
1906706	01/05/2023	SAM'S CLUB/SYNCHRONY BANK	R	1044.57	ACCOUNTS PAYABLE CHECK
1906707	01/05/2023	TEACHERS ON CALL	R	9180.55	ACCOUNTS PAYABLE CHECK
1906708	01/05/2023	WESTONE LABORATORIES INC.	R	647.07	ACCOUNTS PAYABLE CHECK
1906709	01/12/2023	AMAZON CAPITAL SERVICES	V	0.00	VOID: MULTI STUB CHECK
1906710	01/12/2023	AMAZON CAPITAL SERVICES	R	1310.41	ACCOUNTS PAYABLE CHECK
1906711	01/12/2023	INNOVATIVE OFFICE SOLUTIONS	R	62.71	ACCOUNTS PAYABLE CHECK
1906712	01/12/2023	MN DEPT OF HEALTH - CERTIFIED FOOD	R	35.00	ACCOUNTS PAYABLE CHECK
1906713	01/12/2023	OFFICE DEPOT	R	689.32	ACCOUNTS PAYABLE CHECK
1906714	01/12/2023	ROSEMOUNT AUTO SERVICE	R	112.04	ACCOUNTS PAYABLE CHECK
1906715	01/12/2023	SOUTHWEST METRO ISD #288	R	3106.19	ACCOUNTS PAYABLE CHECK
1906716	01/12/2023	THE HOME DEPOT PRO	R	1279.43	ACCOUNTS PAYABLE CHECK
1906717	01/12/2023	U.S. BANK	R	2000.00	ACCOUNTS PAYABLE CHECK
1906718	01/12/2023	XCEL ENERGY	R	4077.62	ACCOUNTS PAYABLE CHECK
1906719	01/18/2023	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1906720	01/18/2023	917 PROGRAM ASST EDU ASSOCIATION	R	3319.90	ACCOUNTS PAYABLE CHECK
1906721	01/18/2023	D.S. ERICKSON & ASSOCIATES, PLLC	R	447.66	ACCOUNTS PAYABLE CHECK
1906722	01/18/2023	EDUCATION MINNESOTA, LOCAL 3904	R	9347.31	ACCOUNTS PAYABLE CHECK
1906723	01/18/2023	FTC	R	1730.83	ACCOUNTS PAYABLE CHECK
1906724	01/18/2023	NCPERS GROUP LIFE INS	R	16.00	ACCOUNTS PAYABLE CHECK
1906725	01/18/2023	O.P.E.I.U., LOCAL 12	R	435.11	ACCOUNTS PAYABLE CHECK
1906726	01/18/2023	RELATED SERVICES NURSES ESP	R	189.04	ACCOUNTS PAYABLE CHECK
1906727	01/18/2023	RIVERVIEW LAW OFFICE PLLC	R	239.44	ACCOUNTS PAYABLE CHECK
1906728	01/19/2023	AEP CONNECTIONS, LLC	R	440.00	ACCOUNTS PAYABLE CHECK
1906729	01/19/2023	ALL IN ONE TRANSLATION AGENCY, LLC	R	630.00	ACCOUNTS PAYABLE CHECK
1906730	01/19/2023	ANNE HOFF, SAFE HARBOR COUNSELING	R	2950.00	ACCOUNTS PAYABLE CHECK
1906731	01/19/2023	APPLE COMPUTER, INC	R	1108.00	ACCOUNTS PAYABLE CHECK
1906732	01/19/2023	AI TECHNOLOGIES, LLC	R	3053.50	ACCOUNTS PAYABLE CHECK
1906733	01/19/2023	ARVIG ENTERPRISES, INC	R	2525.71	ACCOUNTS PAYABLE CHECK
1906734	01/19/2023	BENEFIT EXTRAS, INC	R	480.06	ACCOUNTS PAYABLE CHECK
1906735	01/19/2023	CKC GOOD FOOD	R	10792.61	ACCOUNTS PAYABLE CHECK

DATE: 02/01/2023
TIME: 08:29:01

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 2
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ACCOUNTING PERIOD: 8/23

SELECTION CRITERIA: chkstat.rundate between '20230105 00:00:00.000' and '20230201 00:00:00.000'

1906736	01/19/2023	COMO LUBE & SUPPLIES	R	165.00	ACCOUNTS PAYABLE CHECK
1906737	01/19/2023	DAKOTA TRUCK UNDERWRITERS	R	29102.00	ACCOUNTS PAYABLE CHECK
1906738	01/19/2023	DEPARTMENT OF HUMAN SERVICES	R	1927.00	ACCOUNTS PAYABLE CHECK
1906739	01/19/2023	EDUCATORS BENEFIT CONSULTANTS, LLC	R	260.84	ACCOUNTS PAYABLE CHECK
1906740	01/19/2023	IND SCH DIST 192	R	49395.35	ACCOUNTS PAYABLE CHECK
1906741	01/19/2023	IND SCH DIST 192	R	193.00	ACCOUNTS PAYABLE CHECK
1906742	01/19/2023	METRO ECSU-REGION 11 ISD #920	R	800.00	ACCOUNTS PAYABLE CHECK
1906743	01/19/2023	MIDWEST SPECIAL INSTRUMENTS, CORP	R	264.13	ACCOUNTS PAYABLE CHECK
1906744	01/19/2023	MN ASSN OF ALTERNATIVE PROGRAMS	R	330.00	ACCOUNTS PAYABLE CHECK
1906745	01/19/2023	MDE-MCIS	R	325.00	ACCOUNTS PAYABLE CHECK
1906746	01/19/2023	MN CLN SERVICES, INC	R	8230.50	ACCOUNTS PAYABLE CHECK
1906747	01/19/2023	MN ENERGY RESOURCES CORPORATION	R	3223.47	ACCOUNTS PAYABLE CHECK
1906748	01/19/2023	OFFICE OF MN.IT SERVICES	R	584.48	ACCOUNTS PAYABLE CHECK
1906749	01/19/2023	OUTDOOR IMAGES, INC	R	2690.00	ACCOUNTS PAYABLE CHECK
1906750	01/19/2023	PROCARE THERAPY	R	9629.50	ACCOUNTS PAYABLE CHECK
1906751	01/19/2023	PROFESSIONAL WIRELESS COMMUNICATION	R	57.68	ACCOUNTS PAYABLE CHECK
1906752	01/19/2023	REPUBLIC SERVICES #923	R	603.98	ACCOUNTS PAYABLE CHECK
1906753	01/19/2023	SCHOLASTIC INC.	R	408.54	ACCOUNTS PAYABLE CHECK
1906754	01/19/2023	SCHOLASTIC INC.	R	79.07	ACCOUNTS PAYABLE CHECK
1906755	01/19/2023	SONOVA USA INC.	R	428.98	ACCOUNTS PAYABLE CHECK
1906756	01/19/2023	SOURCEWELL TECHNOLOGIES	R	7718.25	ACCOUNTS PAYABLE CHECK
1906757	01/19/2023	STRATEGIC STAFFING SOLUTIONS	R	12135.38	ACCOUNTS PAYABLE CHECK
1906758	01/19/2023	TEACHERS ON CALL	R	8375.13	ACCOUNTS PAYABLE CHECK
1906759	01/19/2023	TECHNOLOGY BY DESIGN, LLC	R	1344.00	ACCOUNTS PAYABLE CHECK
1906760	01/19/2023	TRIUMPH EDUCATIONAL CONSULTING	R	617.50	ACCOUNTS PAYABLE CHECK
1906761	01/19/2023	VERIZON WIRELESS	R	1200.34	ACCOUNTS PAYABLE CHECK
1906762	01/19/2023	XCEL ENERGY	R	7979.55	ACCOUNTS PAYABLE CHECK
1906763	01/20/2023	AMAZON CAPITAL SERVICES	R	2385.51	ACCOUNTS PAYABLE CHECK
1906764	01/26/2023	ALL IN ONE TRANSLATION AGENCY, LLC	R	360.00	ACCOUNTS PAYABLE CHECK
1906765	01/26/2023	CANON USA	R	208.51	ACCOUNTS PAYABLE CHECK
1906766	01/26/2023	CENTURYLINK COMMUNICATONS, LLC	R	475.13	ACCOUNTS PAYABLE CHECK
1906767	01/26/2023	COMMUNITIES OF CARE	R	834.75	ACCOUNTS PAYABLE CHECK
1906768	01/26/2023	CUB FOODS BLOOMINGTON	R	127.26	ACCOUNTS PAYABLE CHECK
1906769	01/26/2023	CUB FOODS - ROSEMOUNT	R	174.77	ACCOUNTS PAYABLE CHECK
1906770	01/26/2023	HITESMAN & WOLD, PA	R	180.00	ACCOUNTS PAYABLE CHECK
1906771	01/26/2023	MALLOY, MONTAGUE, KARNOWSKI, RADOSE	R	8084.00	ACCOUNTS PAYABLE CHECK
1906772	01/26/2023	MENARDS	R	151.89	ACCOUNTS PAYABLE CHECK
1906773	01/26/2023	O'NEILL ELECTRIC INC	R	677.02	ACCOUNTS PAYABLE CHECK
1906774	01/26/2023	OPG-3 INC	R	18775.00	ACCOUNTS PAYABLE CHECK
1906775	01/26/2023	PROCARE THERAPY	R	15568.00	ACCOUNTS PAYABLE CHECK
1906776	01/26/2023	RATWICK, ROSZAK & MALONEY, P.A.	R	300.00	ACCOUNTS PAYABLE CHECK
1906777	01/26/2023	RUPP ANDERSON SQUIRES & WALDSPURGER	R	22.50	ACCOUNTS PAYABLE CHECK
1906778	01/26/2023	ST PAUL PIONEER PRESS	R	17.86	ACCOUNTS PAYABLE CHECK
1906779	01/26/2023	STRATEGIC STAFFING SOLUTIONS	R	1485.00	ACCOUNTS PAYABLE CHECK
1906780	01/26/2023	SYSCO MINNESOTA	R	1113.31	ACCOUNTS PAYABLE CHECK
1906781	01/26/2023	TEACHERS ON CALL	R	6246.45	ACCOUNTS PAYABLE CHECK
1906782	01/26/2023	FLOCK HIES & ASSOCIATES INC.	R	2150.00	ACCOUNTS PAYABLE CHECK
1906783	01/26/2023	TWISTED MECHANICAL, LLC	R	144540.00	ACCOUNTS PAYABLE CHECK
1906784	02/01/2023	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1906785	02/01/2023	917 PROGRAM ASST EDU ASSOCIATION	R	3319.90	ACCOUNTS PAYABLE CHECK
1906786	02/01/2023	D.S. ERICKSON & ASSOCIATES, PLLC	R	447.66	ACCOUNTS PAYABLE CHECK
1906787	02/01/2023	EDUCATION MINNESOTA, LOCAL 3904	R	9347.31	ACCOUNTS PAYABLE CHECK
1906788	02/01/2023	FTC	R	1730.83	ACCOUNTS PAYABLE CHECK
1906789	02/01/2023	O.P.E.I.U., LOCAL 12	R	435.11	ACCOUNTS PAYABLE CHECK
1906790	02/01/2023	RELATED SERVICES NURSES ESP	R	189.04	ACCOUNTS PAYABLE CHECK
1906791	02/01/2023	RIVERVIEW LAW OFFICE PLLC	R	239.44	ACCOUNTS PAYABLE CHECK
*V4001670	01/18/2023	ABLENET INC.	R	335.00	ACCOUNTS PAYABLE VOUCHER

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*V4001671	01/18/2023	ACCELERATIONS EDUCATIONAL SOFTWARE	R	708.00	ACCOUNTS PAYABLE VOUCHER
*V4001672	01/18/2023	AEP CONNECTIONS, LLC	R	220.00	ACCOUNTS PAYABLE VOUCHER
*V4001673	01/18/2023	ARK THERAPEUTIC	R	107.91	ACCOUNTS PAYABLE VOUCHER
*V4001674	01/18/2023	BARNES & NOBLE	R	14.95	ACCOUNTS PAYABLE VOUCHER
*V4001675	01/18/2023	WELLS FARGO	R	5862.45	ACCOUNTS PAYABLE VOUCHER
*V4001676	01/18/2023	CITY OF APPLE VALLEY	R	597.03	ACCOUNTS PAYABLE VOUCHER
*V4001677	01/18/2023	CITY OF INVER GROVE HTS	R	255.98	ACCOUNTS PAYABLE VOUCHER
*V4001678	01/18/2023	CURRICULUM ASSOCIATES, LLC	R	155.67	ACCOUNTS PAYABLE VOUCHER
*V4001679	01/18/2023	DOCHUB	R	59.88	ACCOUNTS PAYABLE VOUCHER
*V4001680	01/18/2023	ENABLING DEVICES	R	325.90	ACCOUNTS PAYABLE VOUCHER
*V4001681	01/18/2023	ESTR PUBLICATIONS	R	26.20	ACCOUNTS PAYABLE VOUCHER
*V4001682	01/18/2023	FRONTIER COMMUNICATIONS	R	2596.08	ACCOUNTS PAYABLE VOUCHER
*V4001683	01/18/2023	GOPHER SPORT	R	436.80	ACCOUNTS PAYABLE VOUCHER
*V4001684	01/18/2023	GRAINGER W W INC.	R	112.41	ACCOUNTS PAYABLE VOUCHER
*V4001685	01/18/2023	GREAT LAKE SUPPLY CO	R	2592.00	ACCOUNTS PAYABLE VOUCHER
*V4001686	01/18/2023	GYNZY	R	495.00	ACCOUNTS PAYABLE VOUCHER
*V4001687	01/18/2023	HEALTHIEST YOU	R	3400.00	ACCOUNTS PAYABLE VOUCHER
*V4001688	01/18/2023	INNOVATIVE OFFICE SOLUTIONS	R	4813.47	ACCOUNTS PAYABLE VOUCHER
*V4001689	01/18/2023	INTEREUM	R	4484.27	ACCOUNTS PAYABLE VOUCHER
*V4001690	01/18/2023	KEYSTONE INTERPRETING SOLUTIONS INC	R	1405.80	ACCOUNTS PAYABLE VOUCHER
*V4001691	01/18/2023	LAKESHORE LEARNING MATERIALS	R	1126.14	ACCOUNTS PAYABLE VOUCHER
*V4001692	01/18/2023	MCKESSON MEDICAL	R	1412.35	ACCOUNTS PAYABLE VOUCHER
*V4001693	01/18/2023	MN SCHOOL PSYCHOLOGISTS ASSN	R	310.00	ACCOUNTS PAYABLE VOUCHER
*V4001694	01/18/2023	MRI INTERMEDIATE HOLDINGS, LLC	R	2.07	ACCOUNTS PAYABLE VOUCHER
*V4001695	01/18/2023	NATIONAL ASSOCIATION OF SCHOOL PSYC	R	777.00	ACCOUNTS PAYABLE VOUCHER
*V4001696	01/18/2023	NATIONAL FEDERATION OF THE BLIND	R	19.75	ACCOUNTS PAYABLE VOUCHER
*V4001697	01/18/2023	OFFICE DEPOT	R	1157.66	ACCOUNTS PAYABLE VOUCHER
*V4001698	01/18/2023	PEARSON ASSESSMENT/NCS PEARSON	R	644.48	ACCOUNTS PAYABLE VOUCHER
*V4001699	01/18/2023	PITNEY BOWES	R	65.97	ACCOUNTS PAYABLE VOUCHER
*V4001700	01/18/2023	PROFESSIONAL WIRELESS COMMUNICATION	R	1058.40	ACCOUNTS PAYABLE VOUCHER
*V4001701	01/18/2023	REALLY GOOD STUFF	R	228.05	ACCOUNTS PAYABLE VOUCHER
*V4001702	01/18/2023	SCHOOL SPECIALTY, LLC	R	1183.75	ACCOUNTS PAYABLE VOUCHER
*V4001703	01/18/2023	SOUTHPAW ENTERPRISES	R	1213.97	ACCOUNTS PAYABLE VOUCHER
*V4001704	01/18/2023	TFH SPECIAL NEEDS TOYS	R	372.00	ACCOUNTS PAYABLE VOUCHER
*V4001705	01/18/2023	THE HOME DEPOT PRO	R	3328.15	ACCOUNTS PAYABLE VOUCHER
*V4001706	01/18/2023	THE THERAPY INSTITUTE	R	2130.00	ACCOUNTS PAYABLE VOUCHER
*V4001707	01/18/2023	THERAPY NOTES, LLC	R	325.00	ACCOUNTS PAYABLE VOUCHER
*V4001708	01/18/2023	UNIVERSAL CLEANING SERVICES	R	10972.50	ACCOUNTS PAYABLE VOUCHER
*V4001709	01/18/2023	WEBSTAIRANT STORE	R	1859.52	ACCOUNTS PAYABLE VOUCHER
*V6605250	01/12/2023	MICHAEL JASON BIBRO	R	79.63	ACCOUNTS PAYABLE VOUCHER
*V6605251	01/12/2023	AIMEE BOONE	R	35.00	ACCOUNTS PAYABLE VOUCHER
*V6605252	01/12/2023	MATTHEW KYLE BRUNS	R	78.75	ACCOUNTS PAYABLE VOUCHER
*V6605253	01/12/2023	KAYLA NICOLE BUCHMANN	R	31.88	ACCOUNTS PAYABLE VOUCHER
*V6605254	01/12/2023	DON JAMES BUDACH	R	141.88	ACCOUNTS PAYABLE VOUCHER
*V6605255	01/12/2023	MICHAEL ROBERT BURGIO	R	56.88	ACCOUNTS PAYABLE VOUCHER
*V6605256	01/12/2023	JAYNE Z. CIODARU	R	82.50	ACCOUNTS PAYABLE VOUCHER
*V6605257	01/12/2023	EMILY MARGARET CLARK	R	211.25	ACCOUNTS PAYABLE VOUCHER
*V6605258	01/12/2023	MEGAN ROSE DIETRICH	R	25.63	ACCOUNTS PAYABLE VOUCHER
*V6605259	01/12/2023	CHAD MICHAEL DOUGHERTY	R	51.88	ACCOUNTS PAYABLE VOUCHER
*V6605260	01/12/2023	JONI KAY ERIE	R	25.00	ACCOUNTS PAYABLE VOUCHER
*V6605261	01/12/2023	MICHAEL LEONARD FAVOR	R	268.13	ACCOUNTS PAYABLE VOUCHER
*V6605262	01/12/2023	ANGELITA LEE FLEMING	R	146.25	ACCOUNTS PAYABLE VOUCHER
*V6605263	01/12/2023	SHERILYN FAYE FRISQUE	R	764.39	ACCOUNTS PAYABLE VOUCHER
*V6605264	01/12/2023	CHRISTINA ANN GILLARD	R	75.00	ACCOUNTS PAYABLE VOUCHER
*V6605265	01/12/2023	JANA LEE HEIDEMANN	R	166.25	ACCOUNTS PAYABLE VOUCHER
*V6605266	01/12/2023	SARA ASHLEY HENRY	R	137.50	ACCOUNTS PAYABLE VOUCHER
*V6605267	01/12/2023	COURTNEY ELIZABETH INMAN	R	17.50	ACCOUNTS PAYABLE VOUCHER

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*V6605268	01/12/2023	JENNIFER M. KLAUSTERMEIER	R	39.96	ACCOUNTS PAYABLE VOUCHER
*V6605269	01/12/2023	LORI ANN KLEIN	R	167.50	ACCOUNTS PAYABLE VOUCHER
*V6605270	01/12/2023	CAILYN DAWN KNEIFL	R	24.38	ACCOUNTS PAYABLE VOUCHER
*V6605271	01/12/2023	DANIELLE MARIE LAFRANCE-WARNKE	R	178.75	ACCOUNTS PAYABLE VOUCHER
*V6605272	01/12/2023	BETSY SUE LARSEN	R	10.63	ACCOUNTS PAYABLE VOUCHER
*V6605273	01/12/2023	ALISON KENNIS-LYNN MCCUSKER	R	89.58	ACCOUNTS PAYABLE VOUCHER
*V6605274	01/12/2023	SHANNON F BRENNAN	R	36.88	ACCOUNTS PAYABLE VOUCHER
*V6605275	01/12/2023	AMANDA LYNN PETERS	R	98.13	ACCOUNTS PAYABLE VOUCHER
*V6605276	01/12/2023	JENNIFER MAE PETERSEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605277	01/12/2023	ANJALI RAO	R	18.75	ACCOUNTS PAYABLE VOUCHER
*V6605278	01/12/2023	WENDI MARLAINA RENKEN	R	125.00	ACCOUNTS PAYABLE VOUCHER
*V6605279	01/12/2023	MELISSA RAE SCHALLER	R	40.00	ACCOUNTS PAYABLE VOUCHER
*V6605280	01/12/2023	ROLAND ARTHUR SESSIONS III	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605281	01/12/2023	BRENDA JEAN SZOKA	R	50.00	ACCOUNTS PAYABLE VOUCHER
*V6605282	01/12/2023	KAYLEEN LAVONNE TAFFE	R	48.75	ACCOUNTS PAYABLE VOUCHER
*V6605283	01/12/2023	MARY ELIZABETH TAYLOR	R	141.88	ACCOUNTS PAYABLE VOUCHER
*V6605284	01/12/2023	SONIA LYNN TENDRICH	R	104.38	ACCOUNTS PAYABLE VOUCHER
*V6605285	01/12/2023	ADRIENNE KATE TURZYNSKI	R	54.38	ACCOUNTS PAYABLE VOUCHER
*V6605286	01/12/2023	BRIAN MATTHEW WATERS	R	23.75	ACCOUNTS PAYABLE VOUCHER
*V6605287	01/12/2023	MICHAEL PATRICK ZICKRICK	R	37.50	ACCOUNTS PAYABLE VOUCHER
*V6605288	01/26/2023	LAURA ANN ARMSTRONG	R	151.88	ACCOUNTS PAYABLE VOUCHER
*V6605289	01/26/2023	KIM MARIE AUSTIN	R	82.50	ACCOUNTS PAYABLE VOUCHER
*V6605290	01/26/2023	KEITH JAMES BARTHOLOMAUS	R	130.01	ACCOUNTS PAYABLE VOUCHER
*V6605291	01/26/2023	SAMANTHA JO BECK	R	27.50	ACCOUNTS PAYABLE VOUCHER
*V6605292	01/26/2023	THOMAS RICHARD BENNETT	R	22.27	ACCOUNTS PAYABLE VOUCHER
*V6605293	01/26/2023	LINDA JO BERG	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605294	01/26/2023	STEPHANIE BETLEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605295	01/26/2023	MICHAEL JASON BIBRO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605296	01/26/2023	TARA JO BLACKERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605297	01/26/2023	LOREEN M. BOHNERT	R	22.50	ACCOUNTS PAYABLE VOUCHER
*V6605298	01/26/2023	MATTHEW KYLE BRUNS	R	90.85	ACCOUNTS PAYABLE VOUCHER
*V6605299	01/26/2023	DON JAMES BUDACH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605300	01/26/2023	ANNE LOUISE BYER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605301	01/26/2023	JESSICA DAWN CHAMBLIN	R	291.88	ACCOUNTS PAYABLE VOUCHER
*V6605302	01/26/2023	LESLEY ANNE CHESTER	R	17.03	ACCOUNTS PAYABLE VOUCHER
*V6605303	01/26/2023	CRAIG ALAN CURTIS	R	385.13	ACCOUNTS PAYABLE VOUCHER
*V6605304	01/26/2023	JAMIE AUTUMN DALBESIO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605305	01/26/2023	CHRISTOPHER GORDON DEVINE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605306	01/26/2023	LISA A EHLERINGER	R	24.89	ACCOUNTS PAYABLE VOUCHER
*V6605307	01/26/2023	WENDY CATHERINE FELTON	R	18.34	ACCOUNTS PAYABLE VOUCHER
*V6605308	01/26/2023	KELLY JEAN HANKES	R	66.88	ACCOUNTS PAYABLE VOUCHER
*V6605309	01/26/2023	MEGAN KRISTINE HAROLDSON	R	431.25	ACCOUNTS PAYABLE VOUCHER
*V6605310	01/26/2023	LISA HEDIN	R	22.27	ACCOUNTS PAYABLE VOUCHER
*V6605311	01/26/2023	HEIDI LEE HELM	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605312	01/26/2023	PETER ALLYN HENDRICKS	R	135.63	ACCOUNTS PAYABLE VOUCHER
*V6605313	01/26/2023	SARA ASHLEY HENRY	R	82.50	ACCOUNTS PAYABLE VOUCHER
*V6605314	01/26/2023	JENNIFER AMY HETLAND	R	218.61	ACCOUNTS PAYABLE VOUCHER
*V6605315	01/26/2023	MELISSA ROCHELL HO	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605316	01/26/2023	JUSTIN DAVID HOELSCHER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605317	01/26/2023	KATE SCHNEEWEIS HULSE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605318	01/26/2023	SARAH LYNN JOHNSON	R	118.13	ACCOUNTS PAYABLE VOUCHER
*V6605319	01/26/2023	AMY TAMARAH WOLF KAUFMAN	R	295.63	ACCOUNTS PAYABLE VOUCHER
*V6605320	01/26/2023	JENNIFER M. KLAUSTERMEIER	R	64.00	ACCOUNTS PAYABLE VOUCHER
*V6605321	01/26/2023	LORI ANN KLEIN	R	237.50	ACCOUNTS PAYABLE VOUCHER
*V6605322	01/26/2023	SHANNA MARIE KNUTSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605323	01/26/2023	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605324	01/26/2023	ABIGAIL MARIE EVANS LARSON	R	311.88	ACCOUNTS PAYABLE VOUCHER

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*V6605325	01/26/2023	KATY S LAWRENCE	R	6.55	ACCOUNTS PAYABLE VOUCHER
*V6605326	01/26/2023	MARCI LEVY-MAGUIRE	R	5626.43	ACCOUNTS PAYABLE VOUCHER
*V6605327	01/26/2023	KATHRYN ANN LEWIS	R	15.72	ACCOUNTS PAYABLE VOUCHER
*V6605328	01/26/2023	ERIN JEAN MAHNKE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605329	01/26/2023	MONIQUE NICOLE MARPLE	R	35.63	ACCOUNTS PAYABLE VOUCHER
*V6605330	01/26/2023	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605331	01/26/2023	SHANNON F BRENNAN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605332	01/26/2023	JENNA ANN NACE	R	198.13	ACCOUNTS PAYABLE VOUCHER
*V6605333	01/26/2023	JO ANN MARISKA NAGY	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605334	01/26/2023	CINDY L NORDSTROM	R	11.14	ACCOUNTS PAYABLE VOUCHER
*V6605335	01/26/2023	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605336	01/26/2023	PATTIJO ELIZABETH NWOKEUKU	R	97.39	ACCOUNTS PAYABLE VOUCHER
*V6605337	01/26/2023	JENNIFER LEE OLSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605338	01/26/2023	JACKIE MARIE PAULEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605339	01/26/2023	HOLLY MARIE PEMBLE	R	75.00	ACCOUNTS PAYABLE VOUCHER
*V6605340	01/26/2023	BRITT EMILY PENNINGTON	R	3.93	ACCOUNTS PAYABLE VOUCHER
*V6605341	01/26/2023	AMANDA LYNN PETERS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605342	01/26/2023	JENNIFER MAE PETERSEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605343	01/26/2023	BROOKE ALLYSON PETERSON	R	117.50	ACCOUNTS PAYABLE VOUCHER
*V6605344	01/26/2023	CAROLINE ROSE PETERSON	R	136.88	ACCOUNTS PAYABLE VOUCHER
*V6605345	01/26/2023	EMILY ANN PFISTERER	R	296.88	ACCOUNTS PAYABLE VOUCHER
*V6605346	01/26/2023	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605347	01/26/2023	ANGELA KAY RIDGLEY	R	15.00	ACCOUNTS PAYABLE VOUCHER
*V6605348	01/26/2023	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605349	01/26/2023	NICOLLE KATHERINE ROUSH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605350	01/26/2023	SARAH CATHERINE ROWLEY	R	85.00	ACCOUNTS PAYABLE VOUCHER
*V6605351	01/26/2023	MELISSA RAE SCHALLER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605352	01/26/2023	BYRON LEITH SCHWAB	R	19.65	ACCOUNTS PAYABLE VOUCHER
*V6605353	01/26/2023	LAURA SCHWANZ	R	22.50	ACCOUNTS PAYABLE VOUCHER
*V6605354	01/26/2023	HANNAH GRACE SIMMONS	R	122.64	ACCOUNTS PAYABLE VOUCHER
*V6605355	01/26/2023	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605356	01/26/2023	TAYLOR MAY THOMAS	R	455.63	ACCOUNTS PAYABLE VOUCHER
*V6605357	01/26/2023	SHANYN NICOLE TUFTEE	R	108.75	ACCOUNTS PAYABLE VOUCHER
*V6605358	01/26/2023	ASHLEY LYNNETTE WARD	R	309.73	ACCOUNTS PAYABLE VOUCHER
*V6605359	01/26/2023	BRIAN MATTHEW WATERS	R	12.45	ACCOUNTS PAYABLE VOUCHER
*V6605360	01/26/2023	SCOTT MICHAEL ZEHNDER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V7702425	01/05/2023	APPLE VALLEY ISD LLC	R	42041.47	ACCOUNTS PAYABLE VOUCHER
*V7702426	01/05/2023	SE ISD, DST	R	80314.61	ACCOUNTS PAYABLE VOUCHER
*V7702427	01/09/2023	FIDELITY SECURITY LIFE INS CO	R	2213.22	ACCOUNTS PAYABLE VOUCHER
*V7702428	01/09/2023	MEDICA	R	56771.67	ACCOUNTS PAYABLE VOUCHER
*V7702429	01/09/2023	NATIONAL INSURANCE SERVICES OF WI,	R	9516.44	ACCOUNTS PAYABLE VOUCHER
*V7702430	01/13/2023	MEDICA	R	184210.68	ACCOUNTS PAYABLE VOUCHER
*V7702431	01/13/2023	PLANSOURCE FLEX BEN.	R	1663.81	ACCOUNTS PAYABLE VOUCHER
*V7702432	01/13/2023	MEDICA	R	37986.99	ACCOUNTS PAYABLE VOUCHER
*V7702433	01/18/2023	MN CHILD SUPPORT PAYMENT CENTER	R	839.18	ACCOUNTS PAYABLE VOUCHER
*V7702434	01/18/2023	AMERIPRISE FINANCIAL ADVISORS	R	8344.76	ACCOUNTS PAYABLE VOUCHER
*V7702435	01/18/2023	AXA EQUITABLE LIFE INS CO	R	4413.88	ACCOUNTS PAYABLE VOUCHER
*V7702436	01/18/2023	FIDELITY INVSTMT TAX-EX SVC CO	R	9909.16	ACCOUNTS PAYABLE VOUCHER
*V7702437	01/18/2023	HEALTHQUITY, INC.	R	28413.91	ACCOUNTS PAYABLE VOUCHER
*V7702438	01/18/2023	HORACE MANN LIFE INS	R	2231.66	ACCOUNTS PAYABLE VOUCHER
*V7702439	01/18/2023	INTERNAL REVENUE SERVICE	R	232617.39	ACCOUNTS PAYABLE VOUCHER
*V7702440	01/18/2023	EDUCATION MN ESI BILLING TRUST	R	11181.37	ACCOUNTS PAYABLE VOUCHER
*V7702441	01/18/2023	MN DEPT OF REVENUE	R	38937.48	ACCOUNTS PAYABLE VOUCHER
*V7702442	01/18/2023	MN DEPT OF REVENUE(C)	R	894.24	ACCOUNTS PAYABLE VOUCHER
*V7702443	01/18/2023	MN STATE RETIREMENT SYSTEM	R	2145.83	ACCOUNTS PAYABLE VOUCHER
*V7702444	01/18/2023	EXECUTIVE DIRECTOR	R	51694.85	ACCOUNTS PAYABLE VOUCHER
*V7702445	01/18/2023	STATE TREASURER, TRA	R	110776.25	ACCOUNTS PAYABLE VOUCHER

DATE: 02/01/2023
TIME: 08:29:01

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 6
ACCTPA21
ACCOUNTING PERIOD: 8/23

SELECTION CRITERIA: chkstat.rundate between '20230105 00:00:00.000' and '20230201 00:00:00.000'

*V7702446	01/18/2023	VARIABLE ANNUITY LIFE INS CO	R	9562.56	ACCOUNTS PAYABLE VOUCHER
*V7702447	01/18/2023	VOYA	R	1754.02	ACCOUNTS PAYABLE VOUCHER
*V7702448	01/20/2023	DELTA DENTAL OF MINNESOTA	R	36878.49	ACCOUNTS PAYABLE VOUCHER
*V7702449	01/20/2023	MEDICA	R	31080.60	ACCOUNTS PAYABLE VOUCHER
*V7702450	01/30/2023	MEDICA	R	15978.33	ACCOUNTS PAYABLE VOUCHER
*V7702451	01/30/2023	WAGeworks, INC	R	3002.53	ACCOUNTS PAYABLE VOUCHER
*V7702452	02/01/2023	MN CHILD SUPPORT PAYMENT CENTER	R	779.39	ACCOUNTS PAYABLE VOUCHER
*V7702453	02/01/2023	AFLAC	R	1684.30	ACCOUNTS PAYABLE VOUCHER
*V7702454	02/01/2023	AMERIPRISE FINANCIAL ADVISORS	R	8344.76	ACCOUNTS PAYABLE VOUCHER
*V7702455	02/01/2023	AXA EQUITABLE LIFE INS CO	R	4413.88	ACCOUNTS PAYABLE VOUCHER
*V7702456	02/01/2023	FIDELITY INVSTMT TAX-EX SVC CO	R	9909.16	ACCOUNTS PAYABLE VOUCHER
*V7702457	02/01/2023	HEALTHQUITY, INC.	R	28255.68	ACCOUNTS PAYABLE VOUCHER
*V7702458	02/01/2023	HORACE MANN LIFE INS	R	2231.66	ACCOUNTS PAYABLE VOUCHER
*V7702459	02/01/2023	INTERNAL REVENUE SERVICE	R	228927.69	ACCOUNTS PAYABLE VOUCHER
*V7702460	02/01/2023	EDUCATION MN ESI BILLING TRUST	R	11181.37	ACCOUNTS PAYABLE VOUCHER
*V7702461	02/01/2023	MN DEPT OF REVENUE	R	38367.48	ACCOUNTS PAYABLE VOUCHER
*V7702462	02/01/2023	MN DEPT OF REVENUE(C)	R	250.01	ACCOUNTS PAYABLE VOUCHER
*V7702463	02/01/2023	MN STATE RETIREMENT SYSTEM	R	2145.83	ACCOUNTS PAYABLE VOUCHER
*V7702464	02/01/2023	EXECUTIVE DIRECTOR	R	50613.74	ACCOUNTS PAYABLE VOUCHER
*V7702465	02/01/2023	STATE TREASURER, TRA	R	109936.04	ACCOUNTS PAYABLE VOUCHER
*V7702466	02/01/2023	VARIABLE ANNUITY LIFE INS CO	R	9562.56	ACCOUNTS PAYABLE VOUCHER
*V7702467	02/01/2023	VOYA	R	1754.02	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				2132393.83	
TOTAL REPORT				2132393.83	

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

December 2022

ACCOUNT NAME	ACCT NO	BEGINNING BALANCE	PURCHASES CREDITS	SALES TRANSFERS	INVESTMENT FEES	INTEREST EARNED	ENDING BALANCE	YEAR TO DATE INTEREST EARNED
MSDLAF + MAX	01	10,262,462.28	0.00	1,500,000.00	0.00	34,748.04	8,797,210.32	130,783.87
MSDLAF Liquid	01	3,537,033.71	0.00	0.00	0.00	12,300.00	3,549,333.71	43,952.34
MSDLAF TERM (CD's,Term,Comm) maturity	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		13,799,495.99	0.00	1,500,000.00	0.00	47,048.04	12,346,544.03	174,736.21

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: **December 2022** Average MSDLAF+MAX Average Rate was 4.19%. MSDLAF Liquid Rate was 4.10 % and the MSDLAF Term Average Rate estimate is .00%.



Customer Service
PO Box 11760
Harrisburg, PA 17108-11760

ACCOUNT STATEMENT

For the Month Ending
December 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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Individual Accounts

Accounts included in Statement

600430 STATE PAYMENTS

Important Messages

MSDLAF will be closed on 01/02/2023 for New Year's Day (Observed).
MSDLAF will be closed on 01/16/2023 for Martin Luther King Jr Day.

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

Online Access www.msdlaf.org

Customer Service 1-888-4-MSDLAF



Account Statement

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

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

MSDLAF+ Liquid Class

Opening Market Value	3,537,033.71
Purchases	12,300.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value **\$3,549,333.71**

Cash Dividends and Income 12,300.00

MSDLAF+ MAX Class

Opening Market Value	10,262,462.28
Purchases	34,748.04
Redemptions	(1,500,000.00)
Unsettled Trades	0.00
Change in Value	0.00

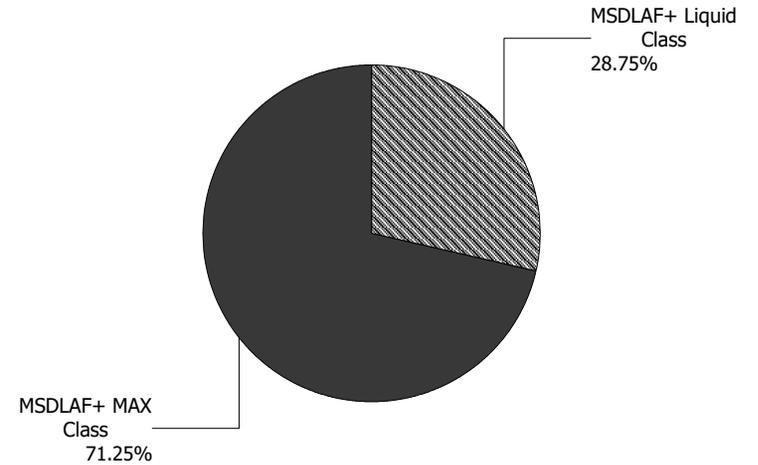
Closing Market Value **\$8,797,210.32**

Cash Dividends and Income 34,748.04

Asset Summary

	December 31, 2022	November 30, 2022
MSDLAF+ Liquid Class	3,549,333.71	3,537,033.71
MSDLAF+ MAX Class	8,797,210.32	10,262,462.28
Total	\$12,346,544.03	\$13,799,495.99

Asset Allocation





Account Statement

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

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
MSDLAF+ Liquid Class					
Opening Balance					3,537,033.71
12/30/22	01/03/23	Accrual Income Div Reinvestment - Distributions	1.00	12,300.00	3,549,333.71
Closing Balance					3,549,333.71

	Month of December	Fiscal YTD July-December	
Opening Balance	3,537,033.71	0.00	Closing Balance
Purchases	12,300.00	3,549,333.71	Average Monthly Balance
Redemptions (Excl. Checks)	0.00	0.00	Monthly Distribution Yield
Check Disbursements	0.00	0.00	4.10%
Closing Balance	3,549,333.71	3,549,333.71	
Cash Dividends and Income	12,300.00	43,952.34	

MSDLAF+ MAX Class					
Opening Balance					10,262,462.28
12/22/22	12/22/22	Redemption - ACH Redemption	1.00	(1,500,000.00)	8,762,462.28
12/30/22	01/03/23	Accrual Income Div Reinvestment - Distributions	1.00	34,748.04	8,797,210.32



Account Statement

For the Month Ending **December 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
Closing Balance					8,797,210.32
	Month of December	Fiscal YTD July-December			
Opening Balance	10,262,462.28	8,466,426.45	Closing Balance	8,797,210.32	
Purchases	34,748.04	1,830,783.87	Average Monthly Balance	9,780,833.12	
Redemptions (Excl. Checks)	(1,500,000.00)	(1,500,000.00)	Monthly Distribution Yield	4.19%	
Check Disbursements	0.00	0.00			
Closing Balance	8,797,210.32	8,797,210.32			
Cash Dividends and Income	34,748.04	130,783.87			

Member _____ he following resolution and moved its adoption:

RESOLUTION DIRECTING THE ADMINISTRATION TO
MAKE RECOMMENDATIONS FOR REDUCTIONS IN
PROGRAMS AND POSITIONS AND
REASONS THEREFOR

WHEREAS, the financial condition of the member school districts dictates that their school board may be forced to reduce expenditures, and

WHEREAS, there may be a reduction in student enrollment, and,

WHEREAS, this reduction in revenue and decrease in student enrollment may include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts may be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

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

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures and, as a result of a reduction in enrollment, make recommendations to the School Board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

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

Dated: February 7, 2023



Intermediate School District #917

Proposed Revised Budget

2022-2023

February 07, 2023

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

Secondary Technical Center Programs:

	2021-22 Actual Hourly Rate	2022-23 Est. Hourly Rate	% change
Secondary Career & Technical Programs Average Rate	13.27	12.31	-7.23%
Secondary Vocational Student Billable Hours			
DCALS Student Billable Hours (unweighted)	78002.00	78622.00	0.79%
DCALS South Student Billable Hours (unweighted)	178889.40	195228.00	9.13%
DCALS North Student Billable Hours (unweighted)	20005.24	0.00	-100.00%
DCALS Ext. Day Student Billable Hours (unweighted)	79563.24	73080.00	-8.15%
	41676.00	47763.00	14.61%
Total Student Billable Hours	398135.88	394693.00	-0.86%

(using MDE adm's 5 yr ave.)
(using MDE adm's 5 yr ave.)
(using MDE adm's 5 yr ave.)
(using MDE adm's 5 yr ave.)

Special Education Programs:

	2021-22 Est. Hourly Rate	2022-23 Est. Hourly Rates	% change
Special Education Resource Program Average Rate	65.41	75.25	15.04%
Purchase of Services Agreements Average Cost per FTE	109033.99	119175.82	9.30%
Special Education Resource Student Billable Hours			
Special Education Purchase of Service Billable Hrs	472,464.15	434,126.19	-8.11%
	45,461.25	38,116.75	-16.16%
Total Student Billable Hours	517,925.40	472,242.94	-8.82%

-43.16

Intermediate School District 917

2022-2023

Overview of Proposed Revised Budget

Fund #	Fund Name	Actual Fund Balance 6/30/2022	Projected Revenues	Projected Expenditures	Projected Fund Balance 6/30/2023
1	Secondary	3,776,539	4,183,191	4,113,469	3,846,261
2	Special Education	6,363,928	41,339,409	41,900,697	5,802,640
5	Gen Capital Exp.	7,329	525,750	532,400	679
10	Institutional Support	13,014	416,492	429,506	0
13	Secondary Resale	24,533	15,000	15,000	24,533
14	Special Ed Resale	10,254	7,300	7,300	10,254
15	917 Support Services	671	0	0	671
50	Student Activities	6,180	2,700	2,700	6,180
	Total Operating Fund	10,202,448	46,489,842	47,001,072	9,691,218
3	Food and Nutrition	0	176,809	176,809	0
20	Internal Service Fund	-835,475	177,000	149,832	-808,307
21	Self Funded Dental Ins. Plan	583,371	535,000	488,100	630,271
22	Self Funded Health Ins. Plan	4,952,279	5,095,780	4,421,500	5,626,559
	Total Funds	14,902,623	52,474,431	52,237,313	15,139,741

The general funds projected reserved/unassigned fund balance as of 6/30/2023
Preliminary operating fund balance \$ 9,691,218

Preliminary operating fund balance as a percentage of expenditures **20.62%**
Excluding restricted fund balance (Fund 5) 20.85%
Preliminary adopted operating fund balance as a percentage of expenditures 6-14-2022 **19.34%**
FY22 unassigned fund balance actuals per final audit 21.80%

**Intermediate School District 917
Balance Sheet - GASB 54 Fund Balances
Governmental Funds as of June 30, 2023**

	General Fund										Internal Service Fund Fund 20	Self Funded Dental Fund 21	Self Funded Medical Fund 22	Student Activities Fund 50	Total Fund Balance	
	Fund 1	Fund 2	Fund 5	Fund 10	Fund 13	Fund 14	Fund 15	Fund 20	Fund 21	Fund 22						
Nonspendable:																
inventories																
prepaid expenses																
Restricted for:																
health and safety																
basic skills compensatory																
deferred maintenance projects																
operating capital/bond payment			679													
safe schools levy																679
OPEB																
other fund activities																
Committed for:																
fund balance for next year operations																
Assigned for:																
next year severance pay																
next year retiree health insurance																
school carryover budgets																
scholarships																
projected budget loss for adopted FY23	131186	573435								300						704921
Unassigned:																
unassigned	3,715,075	5,229,205	679	0	24,533	9,954	671	-808,307	630,271	5,626,559	6,180	14,434,820				
22-23 Projected Fund Balance	3,846,261	5,802,640	679	0	24,533	10,254	671	-808,307	630,271	5,626,559	6,180	15,139,741				
21-22 Final Fund Balance	3,776,539	6,363,928	7,329	13,014	24,533	10,254	671	-835,475	583,371	4,952,279	6,180	14,902,623				
Change	69,722	-561,288	-6,650	-13,014	0	0	0	27,168	46,900	674,280	0	237,118				

Intermediate School District 917

Expenditure Comparison

2022-23 Adopted Budget and 2022-23 Revised Budget

Fund #	Description	FY 22-23 Adopted Expenditures	FY 22-23 Revised Exp. Budget	Difference	Percent Change
1	Secondary	4,285,773	4,113,469	-172,304	-4.02%
2	Special Ed.	42,904,824	41,900,697	-1,004,127	-2.34%
5	Capital Improvements	528,500	532,400	3,900	0.74%
10	Institutional Support	388,852	429,506	40,654	10.45%
13	Secondary Resale	15,000	15,000	0	0.00%
14	Special Ed Resale	7,300	7,300	0	0.00%
15	917 Support Services	0	0	0	0.00%
50	Student Activities	2,700	2,700	0	0.00%
	Total Operating Fund	48,132,949	47,001,072	-1,131,877	-2.35%
3	Food and Nutrition	163,000	176,809	13,809	8.47%
20	Internal Service Fund	159,000	149,832	-9,168	-5.77%
21	Self Funded Dental Ins. Plan	505,500	488,100	-17,400	-3.44%
22	Self Funded Health Ins. Plan	4,679,430	4,421,500	-257,930	-5.51%
	Total Funds	53,639,879	52,237,313	-1,402,566	-2.61%

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

- Fund 1 Construction Trades program closed (\$111,357), Work Experience teacher .33 FTE unfilled (\$39,067), and employment insurance (\$10,000) and an increase in Carl Perkins grant \$8,554.
- Fund 2 Decrease 8 licensed FTE unfilled (\$660,860), 24 non-lic FTE (\$821,580), TWA's (\$80,000), DCTC remodeling and maintenance (\$125,000), ESSER II learning loss (\$36,000) carry over from FY22, overhead (\$65,471), re-employment (\$50,000) and worker's compensation (\$67,750). Increase licensed contracts 3.5 FTE's \$298,000, non-lic contracts 10 FTE's \$459,000, learning recovery grant addtl \$51,297 and Department Human Services \$105,563.
- Fund 10 Dakota County funds carried over from FY22 \$23,927 for shared service for the Communications, Innovation and Public Relations Coordinator, Market adjustments to Finance and HR positions \$26,900, IT equipment for server replacements \$11,000 and contracted services reduced for various marketing and rebranding needs. (\$21,000)
- Fund 20 GASB 78 audit had some FY21 valuation adjustments incurred should anticipate slight decrease in audit entry. In addition, anticipate less retirements occurring at FY23 year end.
- Funds 21 & 22 Decrease in participation assumptions due to decrease in hiring assumptions.

Intermediate School District 917

Expenditure Comparison

2021-22 Actuals vs. 2022-23 Revised Budget

Fund #	Description	FY 21-22 Actual Expenditures	FY 22-23 Revised Exp. Budget	Difference	Percent Change
1	Secondary	3,969,331	4,113,469	144,138	3.63%
2	Special Ed	38,092,567	41,900,697	3,808,130	10.00%
5	Capital Improvements	529,600	532,400	2,800	0.53%
10	Institutional Support	38,645	429,506	390,862	1011.43%
13	Secondary Resale	14,536	15,000	464	3.19%
14	Special Ed Resale	9,497	7,300	-2,197	-23.13%
15	917 Support Services	0	0	0	0.00%
50	Student Activities	1,099	2,700	1,601	0.00%
	Total Operating Fund	42,655,274	47,001,072	4,345,798	10.19%
3	Food and Nutrition	179,409	176,809	-2,600	-1.45%
20	Internal Service Fund	206,224	149,832	-56,392	-27.34%
21	Self Funded Dental Ins. Plan	481,670	488,100	6,430	1.34%
22	Self Funded Health Ins Plan	4,005,741	4,421,500	415,759	10.38%
	Total Funds	47,528,317	52,237,313	4,708,996	9.91%

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

- Fund 1 Salary and benefit increases built in for estimated and actual contract settlements, additional budget adjustments enclosed on the 6th page of this document.
- Fund 2 Salary and benefit increases built in for estimated and actual contract settlements, additional budget adjustments enclosed on the 6th page of this document.
- Fund 10 Increase in the ESSER III funds used for summer stipends and recruitment efforts, \$362,674 and Dakota County funds carried over from FY22 \$23,927
- Fund 13 Increase anticipated with in-person learning model back in place.
- Fund 20 FY22 had adjustment to GASB 87 audit entry so lower than anticipated in FY23.
- Funds 21 & 22 Anticipating an increase in participation due to additional staff.

FY23 Intermediate School District 917 Revised Budget Assumptions

0% increase in General Ed formula per ADM

2021-23 Contracts settled:

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

2022-24 Contracts settled:

BCBA & MHPC	4.64%	Actuals for 22-23 Actuals for 22-23 (12% w/market adj. for some positions)
Classified Full Year contract	4.03%	
Classified School Year contract	4.20%	Actuals for 22-23
Clerical contract	4.30%	Actuals for 22-23
Custodian's contract	3.82%	Actuals for 22-23
Executive Assistant costs for salary and benefits	3.68%	Actuals for 22-23
Health Associate contract	4.74%	Actuals for 22-23
Interpreter's contract	5.19%	Actuals for 22-23 (13.67% w/market adj.)
Licensed Psych & Centralized Intake Coordinator	4.64%	Actuals for 22-23
Paraprofessional's contract	4.73%	Actuals for 22-23

Enrollment Assumptions:

Secondary Vocational Programs	Enrollment increase	0.60	ADMs
DCALS	Enrollment decrease	-3.90	ADMs
Special Education	Enrollment decrease	-43.16	ADMs

Total ADM Changes -46.46

**HIGHLIGHT OF SIGNIFICANT CHANGES BETWEEN
2021-22 ACTUAL VS 2022-23 REVISED EXPENDITURES**

Fund 1				
DCALS				
	Decrease 1.0 FTE Administrative Assistant, supplies, equipment and facility costs			(\$82,228)
	Decrease in 2.0 FTE for licensed staff due to loss of senior staff and late hires in FY23	-1	FTE	(\$88,271)
	Increase in supplies and equipment			\$10,900
Secondary Vocational				
	Decrease with closing of construction trades program for FY23			(\$111,330)
	Decrease with reduction .33 FTE licensed position and savings with replacement of senior staff	-1.00	FTE	(\$52,200)
	Decrease due vacation payoffs incurred in FY22 and not projected in FY23	-0.33	FTE	(\$46,715)
	Increase in supplies and equipment			\$22,000
District Wide				
	Increase in DCTC sq footage due to change in joint powers agreement			\$87,657
	Increase in overhead			\$6,535
	Increase ESSER II funds built in 1.0 FTE English Learner teacher difficult to hire			\$101,195
	Increase in Carl Perkins Grant			\$55,341
	Increase in equipment for van purchase			\$32,000
		-2.33		(\$65,116)
	(note: if these differences were added back in the increase would be 4.3%)			
Fund 2				
Staffing Compliments				
	Increase in contracted services to fill employee positions 10 FTE paraprofessionals, 2 licensed nurses (if we could hire them directly we would save avg. per para. \$17,235 and avg. per lic. nurse \$11,233)	12.00	FTE	\$810,783
	Increase in non-licensed staff			\$599,505
	Decrease in sign language interpreters	17.00	FTE	(\$77,908)
	Decrease in licensed staff (includes Dean, Mental Health Prof., DH/H teacher, Occup. Therapist, School Psychologist, Speech Pathologist and 5 Special Education Teachers)	-2.00	FTE	(\$77,908)
		-11.50	FTE	(\$873,728)
District Wide				
	Increase in overhead allocation			\$82,160
	Increase in operating leases			\$188,216
	Increase in maintenance repairs, utilities, and HVAC unit replacements			\$305,400
	Increase in contracted staff (PT, OT and nursing)			\$116,798
	Increase in instructional supplies, equipment and curriculum			\$144,152
	Increase in van purchases unable to purchase any in FY22			\$154,173
	Increase sub costs, travel and mainstream services to students			\$181,585
	Increase in ESSER III funds and Department of Human Services funds (note: received additional funds from ESSER III and DHS total 1.26 million resulted in shift F740 to grants)			\$206,184
	Decrease in Covid grant funds			(\$40,000)
	Decrease in worker's compensation insurance and employment costs			(\$65,637)
		15.5		\$1,731,683
	Total Changes in Fund 2			
	(note: if these differences were subtracted the increase would be 5.54%)			
		13.17		\$1,666,567
	Net Changes			

ISD 917 Levies FY22 vs. FY23

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

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

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

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

ISD 917 2022-23 Maintenance Projects by Building Location

Alliance Education Center:			
General repairs/maintenance	\$36,000	Fund 2	
Fire panels	\$33,000	Fund 2	
			(LTFM levy
HVAC units	\$160,000	\$100,000)	
Concord Education Center:			
General repairs/maintenance	\$35,000	Fund 2	
Cedar:			
General repairs/maintenance	\$22,000	Fund 2	
Lebanon Education Center:			
General repairs/maintenance/HVAC unit	\$30,000	Fund 2	17794
Grand Total	\$316,000		



Proposed Revised Revenue Budget for FY23

February 7, 2023

**FY23 Revised Revenue Budget
7-Feb-23**

Fund	Sum of FY22		Sum of FY22		Sum of FY23		Sum of FY23		Sum of FY23	
	Adopted Budget	Revised Budget	Actual Revenues	Actual Revenues	Adopted Budget	Revised Budget	Revised Budget	YTD Revenues	YTD Revenues	YTD Revenues
01	3,819,077	4,186,118	4,187,255	4,154,587	4,183,191	4,183,191	4,183,191	438,094	438,094	438,094
02	45,943,456	41,871,129	37,734,214	42,331,389	41,339,409	41,339,409	41,339,409	17,761,161	17,761,161	17,761,161
03	202,270	184,970	197,080	163,000	176,809	176,809	176,809	48,034	48,034	48,034
05	526,700	526,700	526,058	524,500	525,750	525,750	525,750	524,941	524,941	524,941
06	0	0	0	0	0	0	0	0	0	0
08	0	0	0	0	0	0	0	0	0	0
09	0	0	0	0	0	0	0	0	0	0
10	32,225	62,225	45,261	388,852	416,492	416,492	416,492	449,261	449,261	449,261
13	18,670	18,670	17,597	15,000	15,000	15,000	15,000	1,096	1,096	1,096
14	7,550	7,550	8,583	7,000	7,300	7,300	7,300	2,877	2,877	2,877
15	0	0	0	0	0	0	0	0	0	0
20	135,000	135,000	145,237	144,000	177,000	177,000	177,000	0	0	0
21	520,250	510,350	524,096	515,000	535,000	535,000	535,000	242,686	242,686	242,686
22	5,438,450	5,776,450	4,808,814	5,208,109	5,095,780	5,095,780	5,095,780	2,187,463	2,187,463	2,187,463
50	3,600	3,600	1,706	2,700	2,700	2,700	2,700	714	714	714
Grand Total	\$56,647,248	\$53,282,762	\$48,195,901	\$53,454,137	\$52,474,431	\$52,474,431	\$52,474,431	\$21,656,326	\$21,656,326	\$21,656,326



Proposed Revised Expenditure Budget for FY23

February 7, 2023

**FY23 Revised Expenses Budget
2/7/2023**

Fund	Sum of FY22		Sum of FY22		Sum of FY22		Sum of FY23		Sum of FY23		Sum of FY23 YTD Expenses
	Adopted Budget	Revised Budget	Actual Expenses	Adopted Budget	Revised Budget	Adopted Budget	Revised Budget	Adopted Budget	Revised Budget		
01	3,946,188	4,120,597	3,969,331	4,285,773	4,113,469	1,382,532					
02	45,764,617	42,249,291	38,092,567	42,904,824	41,900,697	15,979,783					
03	202,270	184,970	179,409	163,000	176,809	69,072					
05	527,900	529,400	529,600	528,500	532,400	528,400					
06	0	0	0	0	0	0					
10	32,225	62,780	38,645	388,852	429,506	1,599,967					
13	24,388	20,388	14,536	15,000	15,000	1,232					
14	7,050	7,250	9,497	7,300	7,300	1,481					
15	0	0	0	0	0	0					
20	115,000	164,500	206,224	159,000	149,832	1,634					
21	485,000	505,670	481,670	505,500	488,100	225,218					
22	4,654,660	4,827,720	4,005,741	4,679,430	4,421,500	1,830,104					
50	3,600	3,100	1,099	2,700	2,700	788					
Grand Total	\$55,762,898	\$52,675,666	\$47,528,317	\$53,639,879	\$52,237,313	\$21,620,212					

Intermediate School District 917

Proposed Revised Budget

2022-2023

February 7, 2023

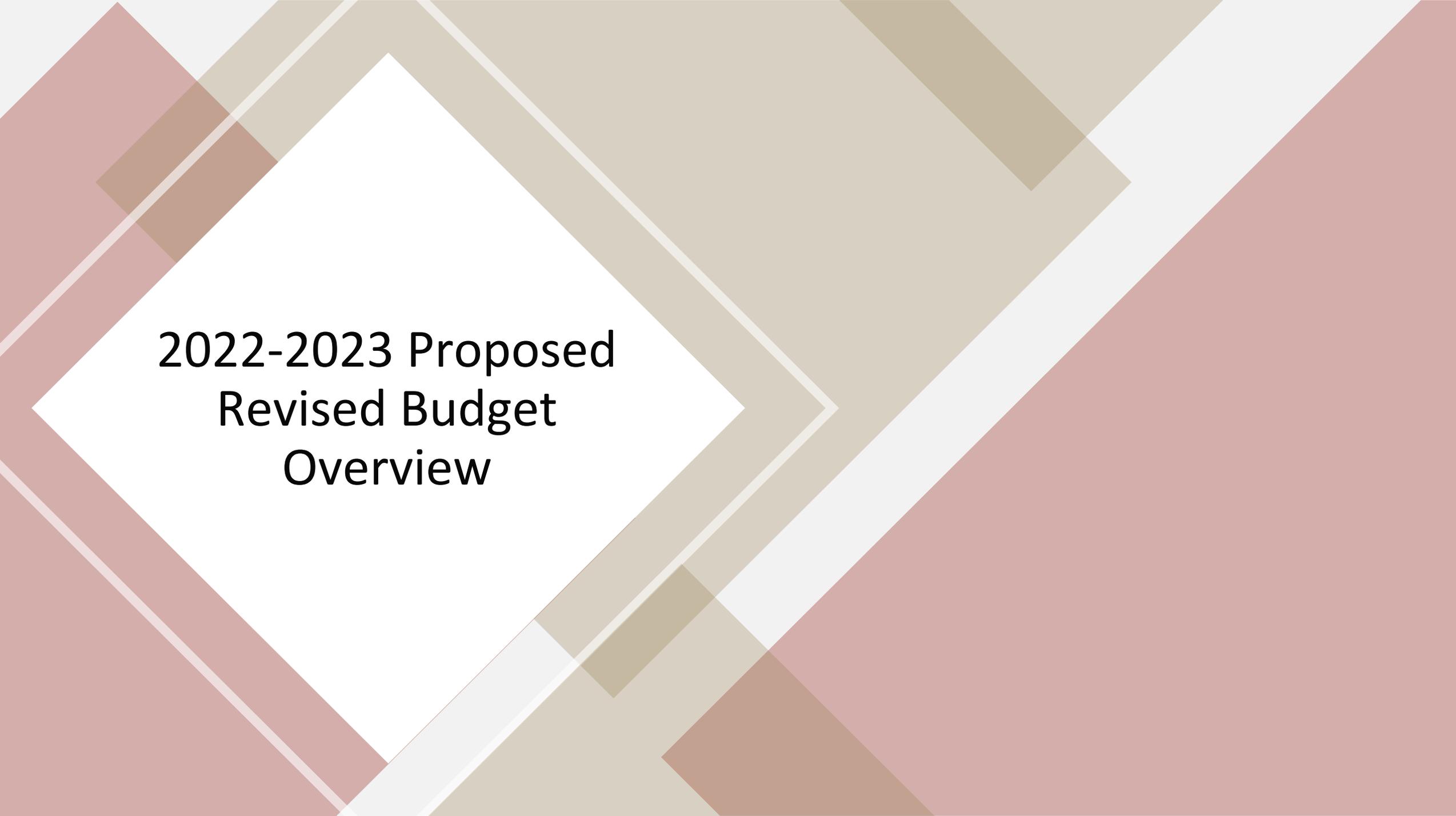
ISD 917 Hours and Rate Comparison Secondary Education & Special Education Programs

Secondary Technical Center Programs

	2021-22 Actual Hourly Rate	2022-23 Est. Hourly Rate	% change	
Secondary Career & Technical Programs Average Rate	13.27	12.31	-7.23%	
	2021-22 Actual Billable Hours	2022-23 Est. Billable Hours	% change	
Secondary Vocational Student Billable Hours	78002.00	78622.00	0.79%	
DCALS Student Billable Hours (unweighted)	178889.40	195228.00	9.13%	(using MDE adm's 5 yr ave.)
DCALS South Student Billable Hours (unweighted)	20005.24	0.00	-100.00%	(using MDE adm's 5 yr ave.)
DCALS North Student Billable Hours (unweighted)	79563.24	73080.00	-8.15%	(using MDE adm's 5 yr ave.)
DCALS Ext. Day Student Billable Hours (unweighted)	41676.00	47763.00	14.61%	(using MDE adm's 5 yr ave.)
Total Student Billable Hours	398135.88	394693.00	-0.86%	-3.3

Special Education Programs

	2021-22 Est. Hourly Rate	2022-23 Est. Hourly Rates	% change	
Special Education Resource Program Average Rate	65.41	75.25	15.04%	
Purchase of Services Agreements Average Cost per FTE	109033.99	119175.82	9.30%	
	2021-22 Est. Billable Hours	2022-23 Est. Billable Hours	% change	
Special Education Resource Student Billable Hours	472,464.15	434,126.19	-8.11%	
Special Education Purchase of Service Billable Hrs	45,461.25	38,116.75	-16.16%	
Total Student Billable Hours	517,925.40	472,242.94	-8.82%	-43.16



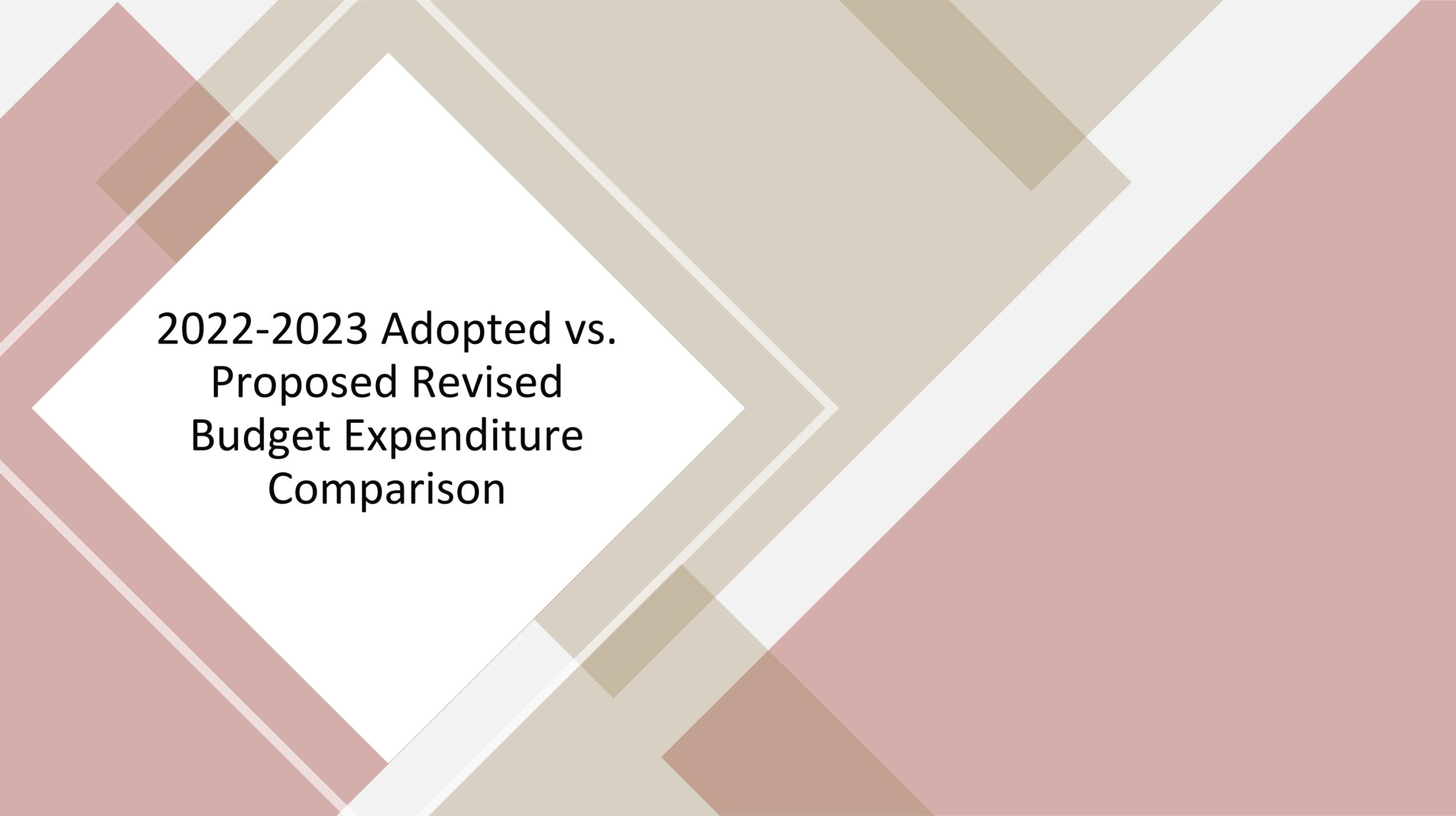
2022-2023 Proposed
Revised Budget
Overview

2022-2023 Proposed Fund Balance

- The general funds projected reserved/unassigned fund balance as of 6/30/2023. • \$9,691,218
 - Preliminary operating fund balance.
- Preliminary operating fund balance as a percentage of expenditures. • 20.62%
 - Excluding restricted fund balance. (Fund 5) • 20.85%
- Preliminary adopted operating fund balance as a percentage of expenditures as of 6/14/2022. • 19.34%
- FY22 unassigned fund balance actuals per final audit. • 21.80%

Intermediate School District 917
Balance Sheet - GASB 54 Fund Balances
Governmental Funds as of June 30, 2023

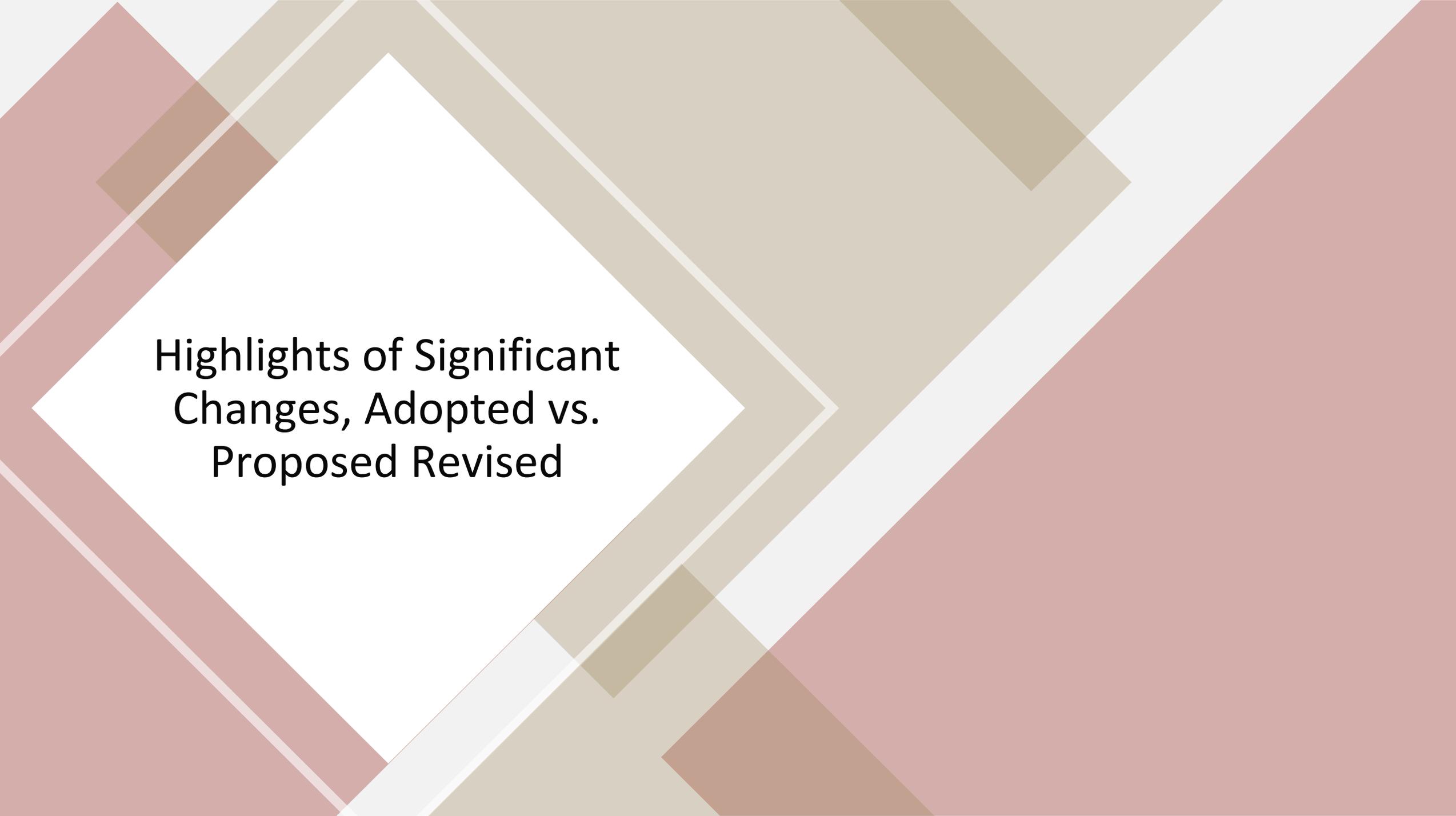
	General Fund							Internal Service Fund	Self Funded Dental	Self Funded Medical	Student Activities	Total Fund Balance
	Fund 1	Fund 2	Fund 5	Fund 10	Fund 13	Fund 14	Fund 15	Fund 20	Fund 21	Fund 22	Fund 50	
Nonspendable:												
inventories												
prepaid expenses												
Restricted for:												
health and safety												
basic skills compensatory												
deferred maintenance projects												
operating capital/bond payment			679									679
safe schools levy												
OPEB												
other fund activities												
Committed for:												
fund balance for next year operations												
Assigned for:												
next year severance pay												
next year retiree health insurance												
school carryover budgets												
scholarships												
projected budget loss for adopted FY23	131,186	573,435				300						704,921
Unassigned for:												
unassigned	3,715,075	5,229,205	679	0	24,533	9,954	671	-808,307	630,271	5,626,559	6,180	14,434,820
22-23 Projected Fund Balance	3,846,261	5,802,640	679	0	24,533	10,254	671	-808,307	630,271	5,626,559	6,180	15,139,741
21-22 Final Fund Balance	3,776,539	6,363,928	7,329	13,014	24,533	10,254	671	-835,475	583,371	4,952,279	6,180	14,902,623
Change	69,722	-561,288	-6,650	-13,014	0	0	0	27,168	46,900	674,280	0	237,118



2022-2023 Adopted vs.
Proposed Revised
Budget Expenditure
Comparison

2022-23 Adopted Budget and 2022-23 Revised Budget

Fund #	Description	FY 22-23 Adopted Expenditures	FY 22-23 Revised Exp. Budget	Difference	Percent Change
1	Secondary	4,285,773	4,113,469	-172,304	-4.02%
2	Special Ed.	42,904,824	41,900,697	-1,004,127	-2.34%
5	Capital Improvements	528,500	532,400	3,900	0.74%
10	Institutional Support	388,852	429,506	40,654	10.45%
13	Secondary Resale	15,000	15,000	0	0.00%
14	Special Ed Resale	7,300	7,300	0	0.00%
15	917 Support Services	0	0	0	0.00%
50	Student Activities	2,700	2,700	0	0.00%
	Total Operating Fund	48,132,949	47,001,072	-1,131,877	-2.35%
3	Food and Nutrition	163,000	176,809	13,809	8.47%
20	Internal Service Fund	159,000	149,832	-9,168	-5.77%
21	Self Funded Dental Ins. Plan	505,500	488,100	-17,400	-3.44%
22	Self Funded Health Ins. Plan	4,679,430	4,421,500	-257,930	-5.51%
	Total Funds	53,639,879	52,237,313	-1,402,566	-2.61%



Highlights of Significant
Changes, Adopted vs.
Proposed Revised

Fund 1 – adopted vs. revised

- Construction Trades program closed (\$111,357)
- Work Experience teacher .33 FTE unfilled (\$39,067)
- Re-employment insurance and miscellaneous other reductions (\$10,000)
- Carl Perkins grant \$8,544

Fund 2 – adopted vs. revised

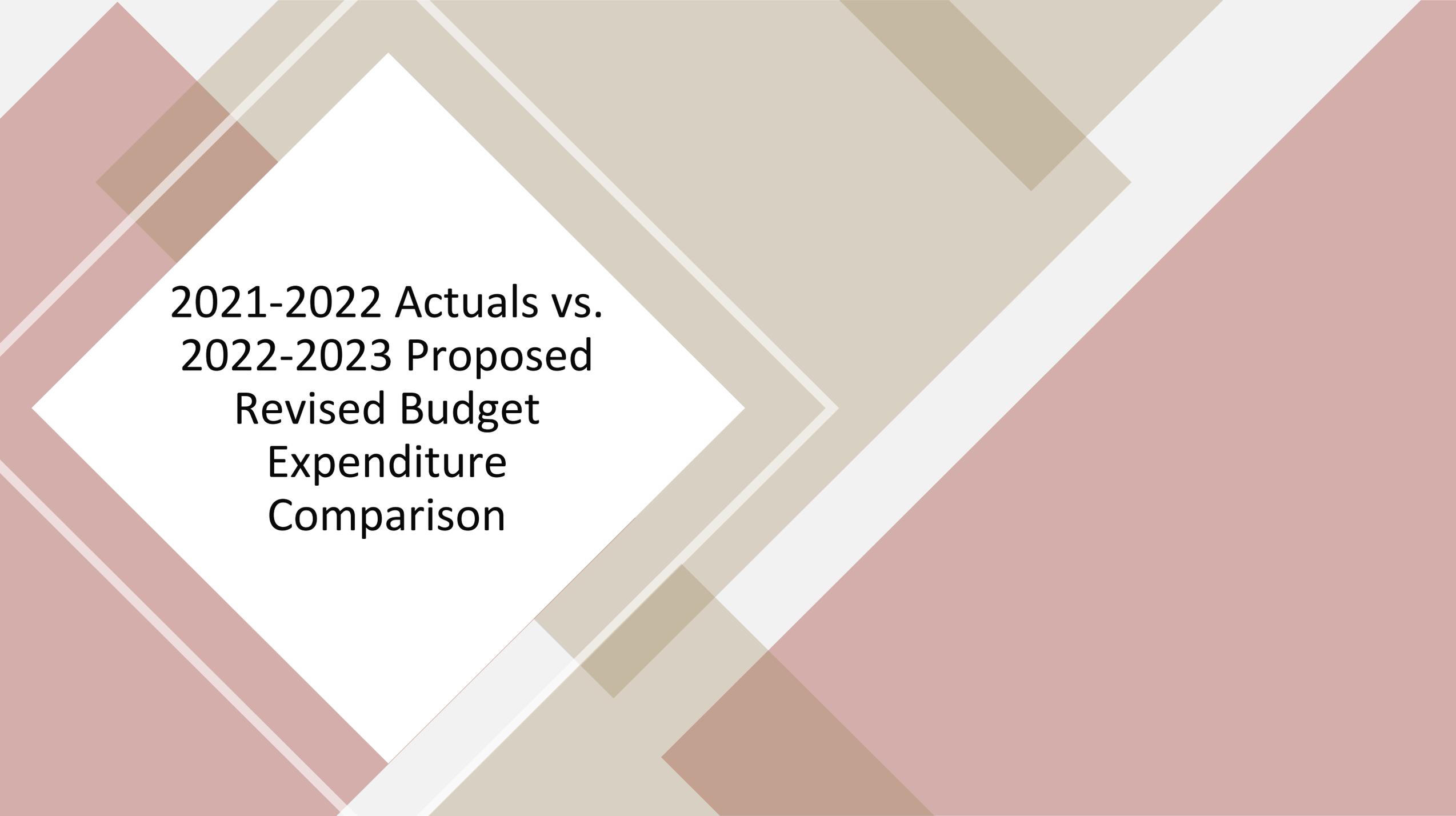
- Decrease unfilled staff
 - 8 licensed FTE licensed (\$660,860)
 - 24 non-licensed FTE (\$821,580)
 - Temporary Work Agreements (\$80,000)
- DCTC remodeling & maintenance (\$125,000)
- ESSER II learning loss carry over from FY22 (\$36,000)
- Overhead (\$65,471)
- Re-employment (\$50,000)
- Workers Compensation (\$67,750)
- Increase contracts: licensed 3.5 FTE's \$298,000, non-licensed 10 FTE's \$459,000
- Grants: Learning Recovery \$51,297, Department of Human Services \$105,563

Fund 10 – adopted vs. revised

- Dakota County funds carried over from FY22 for shared service for the Communications, Innovation & Public Relations Coordinator \$23,927
- Market adjustments for Finance & HR positions \$26,900
- IT equipment for server replacements \$11,000
- Contracted services reduced for various marketing and rebranding needs (\$21,000)

Funds 20, 21 & 22 – adopted vs. revised

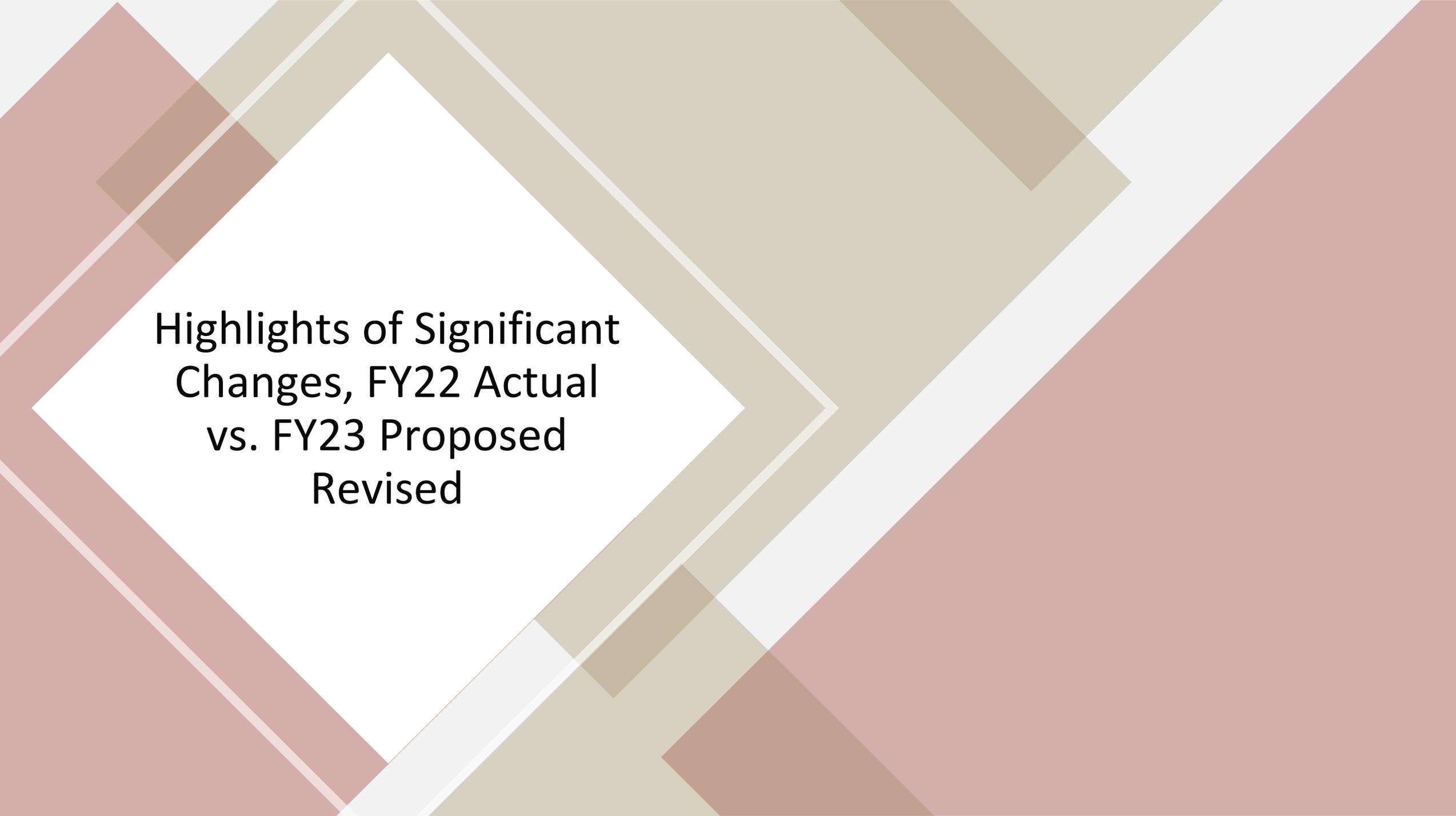
- Fund 20
 - GASB 78 audit had some FY21 valuations adjustments incurred. We should see a slight decrease in audit entry.
 - Anticipate less retirements occurring in FY23 year end.
- Funds 21 & 22
 - Decrease in participation assumptions due to decrease in hiring assumptions.



2021-2022 Actuals vs.
2022-2023 Proposed
Revised Budget
Expenditure
Comparison

2021-22 Actuals vs. 2022-23 Revised Budget

Fund #	Description	FY 21-22 Actual Expenditures	FY 22-23 Revised Exp. Budget	Difference	Percent Change
1	Secondary	3,969,331	4,113,469	144,138	3.63%
2	Special Ed	38,092,567	41,900,697	3,808,130	10.00%
5	Capital Improvements	529,600	532,400	2,800	0.53%
10	Institutional Support	38,645	429,506	390,862	1011.43%
13	Secondary Resale	14,536	15,000	464	3.19%
14	Special Ed Resale	9,497	7,300	-2,197	-23.13%
15	917 Support Services	0	0	0	0.00%
50	Student Activities	1,099	2,700	1,601	0.00%
	Total Operating Fund	42,655,274	47,001,072	4,345,798	10.19%
3	Food and Nutrition	179,409	176,809	-2,600	-1.45%
20	Internal Service Fund	206,224	149,832	-56,392	-27.34%
21	Self Funded Dental Ins. Plan	481,670	488,100	6,430	1.34%
22	Self Funded Health Ins Plan	4,005,741	4,421,500	415,759	10.38%
	Total Funds	47,528,317	52,237,313	4,708,996	9.91%



Highlights of Significant
Changes, FY22 Actual
vs. FY23 Proposed
Revised

Fund 1 – actual vs. revised

DCALS	Decrease 1.0 FTE Administrative Assistant, supplies, equipment and facility costs	-1	FTE	(\$82,228)
	Decrease in 2.0 FTE for licensed staff due to loss of senior staff and late hires in FY23			(\$88,271)
	Increase in supplies and equipment			\$10,900
Secondary Vocational	Decrease with closing of construction trades program for FY23	-1.00	FTE	(\$111,330)
	Decrease with reduction .33 FTE licensed position and savings with replacement of senior staff	-0.33	FTE	(\$52,200)
	Decrease due vacation payoffs incurred in FY22 and not projected in FY23			(\$46,715)
	Increase in supplies and equipment			\$22,000
District Wide	Increase in DCTC sq footage due to change in joint powers agreement			\$87,657
	Increase in overhead			\$6,535
	Increase ESSER II funds built in 1.0 FTE English Learner teacher difficult to hire			\$101,195
	Increase in Carl Perkins Grant			\$55,341
	Increase in equipment for van purchase			\$32,000
Total Changes in Fund 1		-2.33		(\$65,116)

(note: if these differences were added back in the increase would be 4.3%)

Fund 2 – actual vs. revised

Staffing Compliments	Increase in contracted services to fill employee positions 10 FTE paraprofessionals, 2 licensed nurses (if we could hire them directly we would save avg. per para. \$17,235 and avg. per lic. nurse \$11,233)	12.00	FTE	\$810,783
	Increase in non-licensed staff	17.00	FTE	\$599,505
	Decrease in sign language interpreters	-2.00	FTE	(\$77,908)
	Decrease in licensed staff (includes Dean, Mental Health Prof., DH/H teacher, Occup. Therapist, School Psychologist, Speech Pathologist and 5 Special Education Teachers)	-11.50	FTE	(\$873,728)
District Wide	Increase in overhead allocation			\$82,160
	Increase in operating leases			\$188,216
	Increase in maintenance repairs, utilities, and HVAC unit replacements			\$305,400
	Increase in contracted staff (PT, OT and nursing)			\$116,798
	Increase in instructional supplies, equipment and curriculum			\$144,152
	Increase in van purchases unable to purchase any in FY22			\$154,173
	Increase sub costs, travel and mainstream services to students			\$181,585
	Increase in ESSER III funds and Department of Human Services funds (note: received additional funds from ESSER III and DHS total 1.26 million resulted in shift F740 to grants)			\$206,184
	Decrease in Covid grant funds			(\$40,000)
	Decrease in worker's compensation insurance and employment costs			(\$65,637)
	Total Changes in Fund 2	15.5		\$1,731,683
	(note: if these differences were subtracted the increase would be 5.54%)			

Funds 10, 13, 20, 21 & 22 – actual vs. revised

- Fund 10
 - Increase ESSER III funds used for summer stipends and recruitment efforts, \$362,674
 - Dakota County funds carried over from FY22, \$23,927
- Fund 13
 - Increase anticipated with in-person learning model back in place.
- Fund 20
 - FY22 had an adjustment to GASB 87 audit entry so lower than anticipated in FY23.
- Funds 21 & 22
 - Anticipating an increase in participation due to additional staff.



Summary Tables

FY23 Revised Revenue Budget
7-Feb-23

Fund	Sum of FY22 Adopted Budget	Sum of FY22 Revised Budget	Sum of FY22 Actual Revenues	Sum of FY23 Adopted Budget	Sum of FY23 Revised Budget	Sum of FY23 YTD Revenues
01	3,819,077	4,186,118	4,187,255	4,154,587	4,183,191	438,094
02	45,943,456	41,871,129	37,734,214	42,331,389	41,339,409	17,761,161
03	202,270	184,970	197,080	163,000	176,809	48,034
05	526,700	526,700	526,058	524,500	525,750	524,941
06	0	0	0	0	0	0
08	0	0	0	0	0	0
09	0	0	0	0	0	0
10	32,225	62,225	45,261	388,852	416,492	449,261
13	18,670	18,670	17,597	15,000	15,000	1,096
14	7,550	7,550	8,583	7,000	7,300	2,877
15	0	0	0	0	0	0
20	135,000	135,000	145,237	144,000	177,000	0
21	520,250	510,350	524,096	515,000	535,000	242,686
22	5,438,450	5,776,450	4,808,814	5,208,109	5,095,780	2,187,463
50	3,600	3,600	1,706	2,700	2,700	714
Grand Total	\$56,647,248	\$53,282,762	\$48,195,901	\$53,454,137	\$52,474,431	\$21,656,326

FY23 Revised Expenses Budget

2/7/2023

Fund	Sum of FY22 Adopted Budget	Sum of FY22 Revised Budget	Sum of FY22 Actual Expenses	Sum of FY23 Adopted Budget	Sum of FY23 Revised Budget	Sum of FY23 YTD Expenses
01	3,946,188	4,120,597	3,969,331	4,285,773	4,113,469	1,382,532
02	45,764,617	42,249,291	38,092,567	42,904,824	41,900,697	15,979,783
03	202,270	184,970	179,409	163,000	176,809	69,072
05	527,900	529,400	529,600	528,500	532,400	528,400
06	0	0	0	0	0	0
10	32,225	62,780	38,645	388,852	429,506	1,599,967
13	24,388	20,388	14,536	15,000	15,000	1,232
14	7,050	7,250	9,497	7,300	7,300	1,481
15	0	0	0	0	0	0
20	115,000	164,500	206,224	159,000	149,832	1,634
21	485,000	505,670	481,670	505,500	488,100	225,218
22	4,654,660	4,827,720	4,005,741	4,679,430	4,421,500	1,830,104
50	3,600	3,100	1,099	2,700	2,700	788
Grand Total	\$55,762,898	\$52,675,666	\$47,528,317	\$53,639,879	\$52,237,313	\$21,620,212



Intermediate School District 917

Purposeful. Personalized. Partners.

1300 145th Street East, Rosemount, MN 55068

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

TO: School Board Members
Dr. Michael Favor, Superintendent

FROM: Nicolle Roush, Executive Director of Business Services
Nicolle Roush

DATE: February 7, 2023

SUBJECT: Cost for FY 2023 satellite special education classrooms

Each year Intermediate School District 917 reimburses school districts for the maintenance costs of the classrooms that are used by District 917. The amount of reimbursement is determined by increasing or decreasing the previous year's rate per classroom by the current consumer price index (Bureau of Labor Statistics reported a 6.5% increase).

Below is a cost summary indicating the amount payable by District 917 for the maintenance cost of the special education classrooms we utilize in the member districts. Please also refer to attached detail report.

This is a summary of our cost per district:

Superintendent	Business Official	Special Ed Director	District	Class-rooms	Amount Due
Brian Zambreno	Brady Hoffman	Shauna Bock	006	5.5	\$32,621.16
Jason Berg	Jane Houska	Dana Strop	192	4	\$23,724.48
Doug Van Zyl	Bill Holmgren	Dave Haveman & Sharon Krueger	194	5	\$29,655.60
Peter Olson-Skog	Brian Schultz	Sara Lein	197	1	\$5,931.12
Dave Bernhardson	Heather Aune	Abel Riodique	199	3	\$17,793.36
Robert McDowell	Jennifer Suebert	Megan Miller	200	3	\$17,793.36
Eric Melbye	Rod Zivkovich	Jennifer McIntyre	271	1	\$5,931.12
TOTAL				22.5	\$133,450.20

Recommendation: Approve the maintenance payments listed above.

xc: Accounts Payable

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

Actual Expenditures for F23 classrooms

cost per district for offsite classrooms

Actuals

5931.12

FY20 cost per classroom is \$5132.93 (CPIU all city 2.3% as of 1-24-20)
 FY21 cost per classroom is \$5204.79 (CPIU all city 1.4% as of 1-25-21)
 FY22 cost per classroom is \$5569.13 (CPIU all city 7.0% as of 1-12-22)
 FY23 cost per classroom is \$5931.12 (CPIU all city 6.5% as of 1-12-23)

<u>District #</u>	<u>Account Code</u>	<u># of Classrooms</u>	<u>Cost</u>	<u>Program</u>
6	02-060-810-000-350-000	5.5	\$ 32,621.16	D/HH
			\$ 32,621.16	
192	02-700-810-000-350-000	1	\$ 5,931.12	TEA ECSE
	02-061-810-000-350-000	3	\$ 17,793.36	PACES
			\$ 23,724.48	
194	02-500-810-000-350-000	1	\$ 5,931.12	DASH
	02-061-810-000-350-000	4	\$ 23,724.48	PACES
			\$ 29,655.60	
197	02-500-810-000-350-000	1	\$ 5,931.12	DASH
			\$ 5,931.12	
199	02-700-810-000-350-000	1	\$ 5,931.12	TEA ECSE
	02-060-810-000-350-000	2	\$ 11,862.24	D/HH
			\$ 17,793.36	
200	02-500-810-000-350-000	3	\$ 17,793.36	DASH
			\$ 17,793.36	
271	02-700-810-000-350-000	1	\$ 5,931.12	TEA ECSE
			\$ 5,931.12	
Grand Totals		22.5	\$ 133,450.20	

	FY23		FY23 Revise budget per efin	adjust
PACES	\$ 41,517.84	02-061-810-000-350-000	\$ 37,200.00	\$ (4,317.84) 4318
DASH	\$ 29,655.60	02-500-810-000-350-000	\$ 21,250.00	\$ (8,405.60) 8406
TEA ECSE	\$ 17,793.36	02-700-810-000-350-000	\$ 55,828.00	\$ 38,034.64 -8000
D/HH	\$ 44,483.40	02-060-810-000-350-000	\$ 41,700.00	\$ (2,783.40) 2784
	\$ 133,450.20		\$155,978.00	\$ 22,527.80 7508



**Classroom Utilization
2022-2023**

Member District Space

District	Number of Classrooms Owned by ISD 917	ISD 917 Program	Local District Location	Number of Classrooms Occupied for 2021-2022	Number of Classrooms Occupied for 2022-2023	Comments
SSD 6	4	D/HH	Lincoln Center	5	5.5	
ISD 191	6					
				4	4	
ISD 192	3	PACES	Boeckman Middle School	1	1	
		PACES	Farmington High School	1	1	
		PACES	Meadowview Elementary	0	0	
		PACES	Akin Road Elementary	1	1	
		ECSE TEA	Riverview Elementary	1	1	
				4	4	
ISD 194	4	PACES	Lakeville North High School	1	1	
		DASH	Lakeville North High School	1	1	This space is used for PACES and DASH
		PACES	McGuire Middle School	1	1	
		PACES	Cherry View Elementary School	1	0	
		PACES	Christina Huddleston Elementary School	1	2	
				5	5	
ISD 197	4	DASH	Henry Sibley High School	1	1	
				1	1	
ISD 199	4	ECSE TEA	Pine Bend Elementary	1	1	
		D/HH	Inver Grove Heights Middle School	.5	0 this year (and next) but there	

					is an empty classroom housing some materials	
		D/HH	Simley High School	1.5	1.5	
				3	3	
ISD 200	3	DASH	Pine Crest Elementary	1	1	
		DASH	Hastings High School	2	2	
				3	3	
ISD 271	0	ECSE TEA	Pond Family Center	1	1	
				1	1	
Total	28			22	22	



Lesley Chester
ISD 191



Hannah Simmons
ISD 192



Kathy Lewis
ISD 194



Lisa Ehleringer
ISD 195



Byron Schwab
ISD 197



Cindy Nordstrom
ISD 199



Lisa Hedin
ISD 200



Tom Bennett
ISD 271



Wendy Felton
SSD 6

Our ISD 917
School Board
models & reflects
our district's core
values every day:

Collaboration
Empathy
Innovation
Stewardship
Communication
Integrity
Personalization
Equity
Diversity



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Dr. Michael Favor

TO: School Board

FROM: Dr. Michael Favor

DATE: February 7, 2023

RE: First reading on policies

The policies listed below are a first reading.

- Policy 214 – Out of State Travel. Procedural changes.
- Policy 412 – Expense Reimbursement
- Policy 516 – Student Medications. Adding Narcon information.

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to provide structure for out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings is presumed to fulfill this purpose. Out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses. (Policy 412 Expense Reimbursement.)

V. REIMBURSEMENT

~~A. Requests for reimbursement to follow Policy 412. must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.~~

~~B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.~~

~~C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.~~

~~VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES~~

~~The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.~~

VII. ANNUAL REVIEW

This policy must be annually reviewed by the school board.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

Cross References: MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

412 EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee, and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

Requests by staff to attend and/or participate in professional conferences, meetings, and conventions will be considered on an individual basis and should be routed through supervisors. Staff must receive approval prior to registration. Staff should anticipate attendance at these functions and allow a minimum of ~~two~~ **three weeks for in-state, four weeks for out-of-state** for processing of the request.

III. REIMBURSEMENT

1. Business travel by private automobile shall be reimbursed at the current Federal IRS mileage rate. Private automobiles must meet state requirements for liability and property damage insurance coverage. Reimbursement is requested by completing the ISD 917 “Mileage **Reimbursement Form**” ~~Report” form.~~
2. Reimbursement claims for travel, lodging, meals, taxi fare, baggage handling, and other miscellaneous expenses will be accompanied by itemized original receipts. **Request reimbursements by completing the “Conference Expense Form”.**
3. Trips or attendance at meetings outside of the state shall be authorized by the superintendent by written notice.
4. ~~Travel expenses may be billed directly to the district by an organization, hotel or credit card organization. Such billings will be itemized by the employee involved.~~
5. School personnel may arrange for car rental with previous authorization of the superintendent.
6. Requests for reimbursement must be itemized on the official School District form and are to be submitted within 60 days after returning. The School District will be required to report reimbursements received after 60 days as taxable income and will not be obligated for claims received 30 days past the June 30 fiscal year end.

~~Itemized receipts for lodging, commercial transportation and registration must be attached to the reimbursement form.~~

7. Reimbursement of out-of-state travel expenses for use of a personal car for the destination of the conference, meeting, or convention, will be allowed not to exceed the applicable round trip airfare rate (coach fare).

IV. OPERATING PROCEDURES

TRAVEL

Approved business travel involving use of personal automobile shall be reimbursed on a per mile reimbursement rate. Rates will be set in accordance to Federal IRS mileage rates.

Travel by commercial transportation shall be obtained with the ISD 917 Corporate Credit card only and shall be the most economical air fare available. Only regularly scheduled commercial airlines shall be used for business purposes. ~~In accordance with Minn. Stat. Section 15.435, Frequent Flyer Miles resulting from district paid airfare, shall accrue to the benefit of the district and cannot be used for personal travel.~~

If travel is canceled by the employee according to Minnesota Statute 15.435 “Whenever public funds are used to pay for airline travel by an elected official or public employee, any credits or other benefits issued by any airline must accrue to the benefit of the public body providing the funding. In the event the issuing airline will not honor a transfer or assignment of any credit or benefit, the individual passenger shall report receipt of the credit or benefit to the public body issuing the initial payment within 90 days of receipt.” The employee will reimburse the district for the cost of the airfare.

Travel by personal automobile for long distance trips must be approved in advance by the superintendent and reimbursement shall not exceed the most economical air fare rate available.

MEALS

Meals will be reimbursed **per the Minnesota Office of State Procurement Commissioner’s Plan**, ~~to a maximum of \$38 per day.~~ If a conference registration fee includes some meals, reimbursement for meals not included shall be based on the Commissioner’s Plan. ~~the following per meal maximums: breakfast—\$6.00; lunch—\$12.00; dinner—\$20.00.~~ There will be no reimbursement for alcoholic beverages. **Itemized receipts are required to be submitted.**

Reimbursement for an official meal or meeting function shall not exceed actual cost. The Superintendent or Chairperson of the Board must approve meal cost requests exceeding the daily allowance. ~~In this situation, receipts are required.~~ **Itemized receipts are required to be submitted.**

LODGING

Because of variances in hotel or motel accommodations, no fixed amounts are prescribed. **For accommodations not booked through District 917, the District 917** will reimburse employees for lodging costs incurred in carrying out approved District 917 business. Employees are responsible to use good judgment in incurring lodging costs and shall provide receipts as evidence of lodging payments. **Itemized receipts are required to be submitted.**

OTHER EXPENSES

Personal and special expenses other than the above shall require special approval by the superintendent or school board.

- Legal References:*** Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. No. 161B-12 (January 24, 1989) (Operating Expenses of Car)
IRS Publication 463
Minnesota Statute 15.435 (Airline travel credit)
- Cross References:*** MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members).

516 STUDENT MEDICATION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENTS

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

school district and the parent or guardian or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan). The school must be notified immediately by the parent or guardian or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.

F. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

G. The District will obtain and possess Narcan (naloxone) to be maintained and administered by trained school staff to a student or other individual if it is determined in good faith that person is experiencing an opioid overdose.

1. Minnesota Statute (604A.04) "Good Samaritan Overdose Protection" allows for "A person who is not a healthcare professional who acts in good faith in administering an opiate antagonist to another person whom the person believes in good faith to be suffering an opioid overdose is immune from criminal prosecution for the act and is not liable for any civil damages for acts or omissions resulting from the act."

2. In accordance with this statute, the individual who is seeking assistance and the individual who is experiencing an overdose have a limited immunity from prosecution.

3. The District will obtain a standing order for Narcan (naloxone) by a licensed medical prescriber and update as needed.

4. Stock Narcan (naloxone) will be clearly labeled and stored in a secured location that is accessible by trained staff.

5. Health Services and School Administration will identify appropriate staff to be trained annually at each school site.

H. The school nurse, or other designated person, shall be responsible for the filing of the Authorization and Request for Administration of Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.

I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

J. Specific Exceptions:

1. Special health treatments and health functions such as catheterization,

tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;

2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
 - a. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:the school district has received a written authorization from the pupil's parent or guardian permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student; and
 - c. the parent or guardian has not requested school personnel to administer the medication to the student.

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

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

5. Medications:
 - a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities;
or

- c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

6. Nonprescription Medication.

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

Nonprescriptive medication provided by a parent or guardian for students through 8th grade, will be kept in the health office. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication, unless prohibited by program procedures. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

7. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent or guardian, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

- a. possess epinephrine auto-injectors; or
- b. if the parent or guardian and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

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

8. A student may possess and apply a topical sunscreen product during the

school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

- K. "Parent or guardian" for students 18 years old or older is the student, unless the student has an appointed guardian.

- L. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

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

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

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

	Action	Person Responsible
1.	ISD 917 will obtain a standing order for Naloxone and a supply of medication to be used in case of Opioid overdose from the Steve Rummier Foundation	Assistant Director/LSN
2.	<p>Naloxone will be available for use at the following sites and stored in the identified location within the building:</p> <ul style="list-style-type: none"> ● DCALS Main and TESA-DCTC/DCALS Main Office ● DCALS North/Main Office ● Alliance Education Center/Health Office ● Cedar School/Health Office ● Concord Education Center/Health Office ● Lebanon Education Center/Health Office ● TESA-BTC/TBD 	
3.	Staff will be trained annually in the signs of Opioid overdose and the administration of Naloxone	Steve Rummier Foundation
4.	Staff training records will be kept with ISD 917 Safety Officer	ISD 917 Safety Officer
5.	<p>Staff to be trained to recognize an opioid overdose and administer Naloxone by site:</p> <ul style="list-style-type: none"> ● DCALS Main and TESA-DCTC: LSN, Principal, Dean, Academic Liaison, School Counselors, Social Worker, School Psychologist, Lead Teacher, Assistant Director ● DCALS North: LSN, Principal, Dean, Academic Liaison, School Counselors ● Alliance Education Center: LSN, BAT team, BLT team ● Cedar School/Health Office: LSN, BAT team, BLT team ● Concord Education Center: LSN, BAT team, BLT team ● Lebanon Education Center: BAT team, administrators ● TESA-BTC/TBD: LSN, Social Worker, School Psych, Lead teacher, Dean, Assistant Director 	
6.	<p>When a dose of Naloxone is needed for a ISD 917 student or staff member</p> <ol style="list-style-type: none"> 1. Administer medication 2. Provide rescue breaths with a barrier device 3. Call 911 immediately 	Team involved in the incident

	<ol style="list-style-type: none"> 4. Notify the program Assistant Director and LSN 5. Notify the student's parent 6. Complete an incident report 7. LSN to complete a health office visit in Infinite Campus 8. Staff debrief 	
7.	<p>Maintenance for medication supply should include</p> <ol style="list-style-type: none"> 1. Checking expiration dates monthly 2. Ordering additional supplies when medication was used or expired 	Assistant Director/LSN

Naloxone proposal

Intermediate School District 917

Melissa Ho, LSN

Michaela Leko, RN

What is naloxone?

Opioid reversal drug

Commonly called NARCAN

Replaces opioid receptors in the brain

Can reverse an opioid overdose in 2-5 minutes

Opioid overdoses on the rise

Drug overdose is the leading cause of accidental death in the U.S.

In 2021, fentanyl overdose was the leading cause of death for Americans aged 18-45

Fentanyl is 50x more potent than heroin and 100x more potent than morphine. Carfentanil is 100x more potent than fentanyl

The annual opioid overdose death rate has increased more than 575% since 1999

2 mg of fentanyl (equivalent of 10-15 grains of table salt) is considered a lethal dose

Why naloxone is needed

- Known fentanyl user at Alliance
- Brightly colored fentanyl is being made to look like candy and target children and young adults
- Fentanyl is strong and cheap to produce, so it is being added to other illicit drugs to make them stronger and less expensive

Benefits and Action

Action

- Opioid antagonist
- Takes the place of the opioid at the opioid receptor sites in the brain
- Works for 30-90 minutes
- A person may need multiple doses

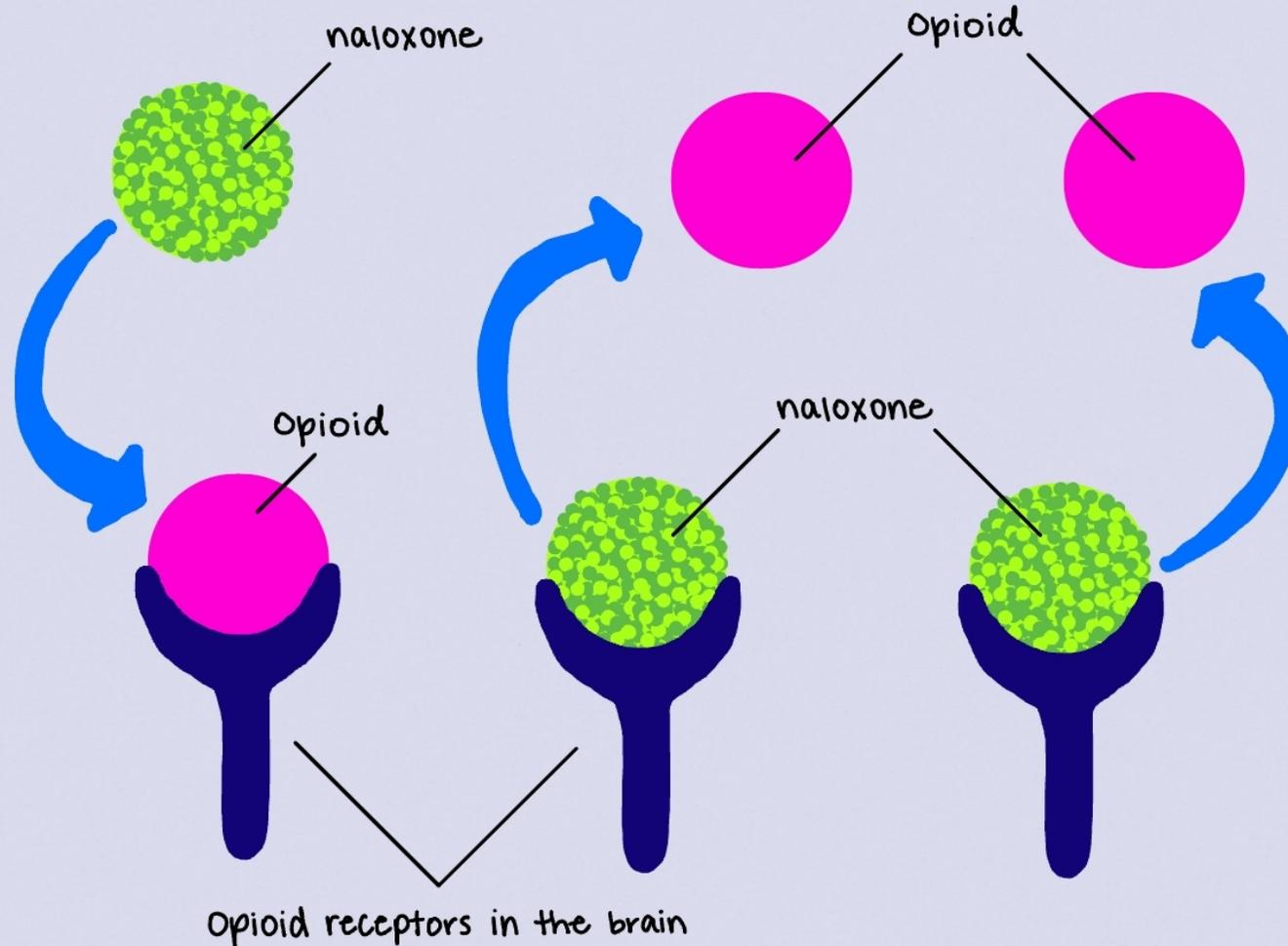
Benefits

- Can reverse prescription, nonprescription, and synthetic opioids such as
 - Heroin
 - Oxycodone
 - Hydrocodone
 - Methadone
 - Morphine
 - Fentanyl
- Not harmful if the person is experiencing an overdose from another drug

Naloxone reversing an overdose

Naloxone has a stronger affinity to the opioid receptors than opioids, so it replaces the opioids at the receptors for 30-90 minutes.

Opioid
Antagonist



Opioids induce respiratory depression, and an overdose can slow or stop breathing.

Replacing the opioids removes the effects of the drug on the brain, allowing the person to breathe again.

How to Obtain

Steve Rummler Hope Network provides free training for identifying an opioid overdose and administering naloxone

Steve Rummler Hope Network provides free intramuscular naloxone kits

Steve Rummler Hope Network allows facilities to use their standing order to house and dispense naloxone

District 917 naloxone program

DCALS - Principle, dean, counselors, academic liaison

Alliance - BAT team, building leadership teams, LSNs

LEC - BAT team

Concord? - BAT team, building leadership teams, LSNs

Cedar? - BAT team, building leadership teams, LSNs

Plan for Implementation

- **Storage** - health office at each location
- **Annual training** - provided through Steve Rummler Hope Network
- **Maintaining records of training** - Safety personnel, administrators, or LSN/health associate
- **Maintenance and documentation of naloxone supply** -
 - Alliance/Cedar/Concord - LSN
 - LEC - health associate
 - DCALS - administrative assistant

MN State Statutes

- Good Samaritan law protects non-healthcare professionals ([MN Statute 604A.04](#))
- [MN Statute 151.37 subd 12](#) protects prescribers, EMS, peace officers, correctional employees, staff of community-based health disease prevention or social service programs, volunteer firefighters, licensed school nurse or certified public health nurse under a school board

MN State Statutes

604A.04

1

MINNESOTA STATUTES 2022

604A.04

604A.04 GOOD SAMARITAN OVERDOSE PREVENTION.

Subdivision 1. **Definitions; opiate antagonist.** For purposes of this section, "opiate antagonist" means naloxone hydrochloride or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.

Subd. 2. **Authority to possess and administer opiate antagonists; release from liability.** (a) A person who is not a health care professional may possess or administer an opiate antagonist that is prescribed, dispensed, or distributed by a licensed health care professional pursuant to subdivision 3.

(b) A person who is not a health care professional who acts in good faith in administering an opiate antagonist to another person whom the person believes in good faith to be suffering a drug overdose is immune from criminal prosecution for the act and is not liable for any civil damages for acts or omissions resulting from the act.

Subd. 3. **Health care professionals; release from liability.** A licensed health care professional who is permitted by law to prescribe an opiate antagonist, if acting in good faith, may directly or by standing order prescribe, dispense, distribute, or administer an opiate antagonist to a person without being subject to civil liability or criminal prosecution for the act. This immunity applies even when the opiate antagonist is eventually administered in either or both of the following instances: (1) by someone other than the person to whom it is prescribed; or (2) to someone other than the person to whom it is prescribed.

History: 2014 c 232 s 3

151.37 subd. 12

Subd. 12. **Administration of opiate antagonists for drug overdose.** (a) A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to section [148.235](#), or a licensed physician assistant may authorize the following individuals to administer opiate antagonists, as defined in section [604A.04, subdivision 1](#):

- (1) an emergency medical responder registered pursuant to section [144E.27](#);
- (2) a peace officer as defined in section [626.84, subdivision 1](#), paragraphs (c) and (d);
- (3) correctional employees of a state or local political subdivision;
- (4) staff of community-based health disease prevention or social service programs;
- (5) a volunteer firefighter; and
- (6) a licensed school nurse or certified public health nurse employed by, or under contract with, a school board under section [121A.21](#).

(b) For the purposes of this subdivision, opiate antagonists may be administered by one of these individuals only if:

- (1) the licensed physician, licensed physician assistant, or licensed advanced practice registered nurse has issued a standing order to, or entered into a protocol with, the individual; and
- (2) the individual has training in the recognition of signs of opiate overdose and the use of opiate antagonists as part of the emergency response to opiate overdose.

(c) Nothing in this section prohibits the possession and administration of naloxone pursuant to section [604A.04](#).

Sample Policy - Bloomington

[Bloomington's Medication Policy](#)

- H. The District will obtain and possess Narcan (naloxone) to be maintained and administered by trained school staff to a student or other individual if it is determined in good faith that person is experiencing an opioid overdose.
1. Minnesota Statute (604A.04) "Good Samaritan Overdose Protection" allows for "A person who is not a healthcare professional who acts in good faith in administering an opiate antagonist to another person whom the person believes in good faith to be suffering an opioid overdose is immune from criminal prosecution for the act and is not liable for any civil damages for acts or omissions resulting from the act."
 2. In accordance with this statute, the individual who is seeking assistance and the individual who is experiencing an overdose have a limited immunity from prosecution.
 3. The District will obtain a standing order for Narcan (naloxone) by a licensed medical prescriber and update as needed.
 4. Stock Narcan (naloxone) will be clearly labeled and stored in a secured location that is accessible by trained staff.
 5. Health Services and School Administration will identify appropriate staff to be trained annually at each school site.

Sample Policy - Intermediate District 288

- 288 Administrative and Building Crisis Response Teams include:
 - Licensed School Nurses
 - School Resource Officers
 - Social Workers
 - Counselors
 - Lead Teacher from each program
 - Administrator for each program
 - Building Administrator for each building
- No LPNs or RNs



SouthWest Metro Intermediate District 288

Procedure for Stock Narcan (Naloxone)

The SouthWest Metro Intermediate District Board authorized administration to obtain and possess Narcan (Naloxone) to be maintained and administered by trained school personnel to a student or other individual if it is determined in good faith that the person is experiencing an opioid overdose.

It is the policy of SouthWest Metro Intermediate District to aid any person(s) who may be suffering from an opioid overdose following the protocols and procedures of the district. Staff members trained in accordance with the policy shall make every reasonable effort to include the use of Narcan (Naloxone) combined with rescue breaths to revive the victim of any apparent opioid overdose.

Minnesota Statutes § 604A.04 **Good Samaritan Overdose Prevention** allows for "A person who is not a healthcare professional who acts in good faith in administering an opiate antagonist to another person whom the person believes in good faith to be suffering an opioid overdose is immune from criminal prosecution for the act and is not liable for any civil damages for acts or omissions resulting from the act." Additionally, in accordance with this statute, the individual who is seeking assistance and the individual who is experiencing an overdose have a limited immunity from prosecution.

Training:

1. Each Administrative team member and each Building Crisis Response Team member will be trained in the administration of Narcan (Naloxone).
2. Training of the Administrative team members and Building Crisis Response team members will be conducted annually and will include:
 - a. Signs and symptoms of opioid overdose
 - b. Appropriate administration of Narcan (Naloxone)
 - c. Activation of emergency personnel
 - d. Notification procedures
 - e. Annual update on substance use from the school district's chemical health counselor (LADC)

Notification Procedures:

In the event of Narcan (Naloxone) administration and emergency response activation, the following people must be notified:

- Superintendent
- Building Administrator

Sample Policy - Intermediate District 288

- Barrier masks available in each naloxone kit to prevent potential staff exposure when providing rescue breaths
- Would be replaced in a timely manner after use

- Licensed School Nurse
- School Resource Officer
- Parents/guardians, as appropriate

Storage/Access:

1. Stock Narcan (Naloxone) will be clearly labeled and stored in a location that will be secure, but accessible by trained personnel. Specific storage locations will be suggested by the Building Administrator and the Licensed School Nurse at each site and approved by the Superintendent or designee.
2. A minimum of three doses of Narcan (Naloxone) will be available at each site.
3. Stock Narcan (Naloxone) will only be available at each site during typical school hours. It will not be sent on field trips.
4. The District will obtain a standing order for Narcan (Naloxone) by a licensed medical prescriber and update it as needed.

Maintenance:

- The Licensed School Nurse will keep a log to monitor expiration dates.
- This stock medication will be replaced as needed.
- A log will be created by the School Nurse to document which staff received annual training and maintained in the district human resources office.

**If fentanyl is suspected in the overdose, evacuate staff and students of the immediate area so others are not exposed.

**The shutting down of the HVAC air handling system should also be done to prevent the contamination of other areas of the building.

**Cleanup: Where a visible amount of fentanyl-containing powder or liquid is present, have a professional with hazardous waste training clean the premises.

Resources

- [Steve Rummler Hope Network](#)
- [Pharmacies participating in the naloxone protocol](#)
- [Naloxone administration Statute 151.37 subd. 12](#)
- [Good Samaritan Statute 604A.04](#)
- [Bloomington's Medication Policy](#)

References

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Good Samaritan Overdose Prevention, No. 604A.04, 2022 Minn. Laws (July 1, 2014).

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Steve Rummeler Hope Network. (n.d.). *SRHN Brochure.pdf*. Retrieved November 2, 2022, from https://drive.google.com/file/d/1yMTq9BWxauyp83a0HMkqLQD5kXpplo1b/view?usp=embed_facebook

Wisconsin Department of Health Services. (2022, August 17). *Dhs issues public health advisory to warn of the risks of death from drugs laced with fentanyl*. Wisconsin Department of Health Services. <https://www.dhs.wisconsin.gov/news/releases/081722b.htm>



Intermediate School District 917

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

Dr. Michael Favor

TO: School Board
FROM: Dr. Michael Favor
DATE: February 7, 2023
RE: First and final reading on policy

The policy listed below is a first and final reading.

- Policy 820 – Provisions for the Closing of Schools due to Inclement Weather or Other Exigency. Change on page 4 regarding time off without pay.

MF:lb

*Intermediate School District 917 Policy 820 Provisions for the closing of Schools Due to
Inclement Weather or Other Exigency
Board reviewed, December 1, 2020
Board reviewed February 1, 2022
Board reviewed first and final reading February 7, 2023*

820 PROVISIONS FOR THE CLOSING OF SCHOOLS DUE TO INCLEMENT WEATHER OR OTHER EXIGENCY

I. PURPOSE

The purpose of this policy is to establish the procedures to be followed in the event that school is to be cancelled due to inclement weather or other exigency.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of this school district not to place staff or students at serious risk due to extremely hazardous driving conditions going to and from school.
- B. The school board is also cognizant of this district's unique role in providing educational services to member and other districts and the fact that many Intermediate School District 917 employees are assigned at work locations that are situated in other school district's facilities.
- C. This policy establishes the procedures to be followed in various situations when schools may be closed. In situations not anticipated by the provisions of this policy, the superintendent shall make the sole determination as to how the situation shall be addressed. The superintendent's decision in these instances shall be final.
- D. Collective bargaining agreements that contain language that is contrary to this policy shall control.
- E. Employees may be required to report to work even when school is cancelled for students.

III. DEFINITIONS

- A. "Dangerous driving conditions" means that highway conditions are extremely hazardous and the Minnesota Highway Department or other government agency has recommended that no unnecessary travel be attempted.
- B. "Extremely cold weather conditions" means an absolute temperature or wind chill temperature that is so severe as to present a health and safety risk for children walking to school or waiting at bus stops.

- C. “Emergency Employee” means any Intermediate School District 917 employee who is designated to perform services as delineated by this Policy.
- D. “Hourly Employee” means any Intermediate School District 917 employee who is paid at an hourly rate.

IV. MAKING THE DECISION TO CLOSE SCHOOL

- A. Only the superintendent or his specifically authorized representative may approve a school closing.
- B. In making the decision whether or not to close school, the superintendent shall consider:
 - 1. The status of other member school districts. If other member districts remain open, this will be a major consideration against closing Intermediate School District 917.
 - 2. Dangerous driving conditions could exist in isolated parts of Dakota County. These conditions shall be a major consideration for closing Intermediate School District 917. Since employees come from long distances to reach their work location, they should carefully consider their personal risk in light of the conditions they might encounter on the way to work.
 - a) If the district remains open and employees determine that the risk is too great for them to attempt to reach their work location, they may elect to take a vacation day, personal day, non-duty day or an unpaid day. Emergency leave shall not be granted in these situations.
 - b) This criteria also applies to situations where employees at member school district locations elect to stay home because of the local conditions when that district remains open.

V. PROCEDURES FOR CLOSING SCHOOL FOR ISD 917 STUDENTS

- A. On days when the weather forecast or early morning weather conditions are questionable, the superintendent will implement the Infinite Campus Messenger system for all staff, students and families. Messages will be received via text, voice, or email, depending on the choice of the family. The superintendent will also call or text the following staff:
 - 1. Executive Director of Student Services
 - 2. Principal DCALS
 - 3. Executive Director of Business Services
 - 4. Executive Assistant to the Superintendent
 - 5. President, Dakota County Technical College

6. Superintendent's Office of any member district that is not closed on that day

- B. In addition to making the official announcement, employees and parents should monitor WCCO Television, Channel #4; WCCORADIO.COM; or WCCO.COM for the official announcement.
- C. Department heads should remind staff of the closing procedures when serious inclement weather is forecast.
- D. Typically, when school is closed due to an emergency, all Intermediate School District 917 locations will be closed. The exception is when an emergency, (gas leak, pipe burst, etc.) only affects a single site.

VI. STAFF RESPONSIBILITIES IN THE EVENT OF AN INTERMEDIATE DISTRICT 917 SCHOOL CLOSING

- A. The superintendent will inform staff when school is cancelled whether or not they are expected to report to work. If staff are expected to report to work, employees are expected to report for work as soon as they safely can. Program supervisors will inform their employees of their work expectations for the day. Often, there may be tasks that can also be completed by working remotely.
 - 1. Employees who are unable to report for work on a day when school is closed and employees are expected to report, may use a vacation day, personal day, non-duty day or non-paid day and are to submit an absence report or time-sheet indicating the option chosen. Emergency leave will not be granted in these instances.
 - 2. Employees who have already reported in sick (prior to the public announcement or having been contacted on a day that school is cancelled but staff are to report will be charged for a sick day.
 - 3. Supervisors, deans, and lead teachers shall plan for staff assignments during days when schools are closed for students but employees must report. These activities may include: staff development, classroom preparation, paperwork, curriculum activities, cleaning, etc., depending upon the employee classification and assignment.
 - 4. All employees (salaried and hourly) will be paid their normal wages on a day when school is closed and employees are not required to report.
- B. If the announcement about a school closing communicates that staff should not report to work, then staff do not need to physically report to work. However, there may also be the expectation that remote working is required.

1. Emergency employees who are hourly employees will receive overtime pay for the time worked on a day when school is closed and other employees are not required to work. A minimum of four (4) hours will be worked on such a day.
2. Salaried employees shall be paid as though present at work. Salaried employees who are “emergency employees” and report for work will not receive any additional remuneration.
3. Hourly employees shall be paid as though present at work for the number of hours that they were scheduled to work on that day.
4. Employees who have already called in sick will not be charged for a sick day.
5. Employees who are on vacation, personal day or other paid absence will not be charged for that day.
6. Time off without pay will stay time off without pay **if three or more time off without pay days are used consecutively.**

VII. STAFF RESPONSIBILITIES IN THE EVENT OF A MEMBER DISTRICT SCHOOL CLOSING WITH INTERMEDIATE DISTRICT 917 REMAINING OPEN

- A. Employees are expected to follow the directions of the member district where their work location is situated.
- B. When their work location school is closed, employees are to communicate with their supervisor to receive direction as to whether or not they are excused for the day.
- C. Supervisors may reassign employees to another work location for the day. This could be at another program that needs assistance or a central location to perform other appropriate duties.
- D. Employees who feel that the local driving conditions for them are too dangerous to drive to the reassigned work location may use vacation, personal leave, non-duty day, or unpaid leave. No emergency leave will be granted in these situations.
- E. If the supervisor does not reassign the employees, they are excused for the day and will be paid for the hours that they were scheduled to work. Employees who have already called in sick will not be charged for a sick day. Employees who were on a scheduled personal leave day or vacation will not be charged for that day.