

Regular School Board Meeting

Tuesday, March 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. **Visitors Opportunity to be Heard - Chair Cindy Nordstrom** (*Collaboration*)

IV. **Review and Approve the Agenda - Chair Cindy Nordstrom**

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

VI. **Reports** (*Collaboration*)

VI.A. 917 Licensed and Non-Licensed Staff of the Winter Quarter - Jamie Dalbesio/Taylor Thomas

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

VII.A.

- Minutes
- Personnel
- Policies

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

VIII.A.

- Bills
- Wire Transfers
- Investment Reports

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

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

XI. **Adjournment - Chair Cindy Nordstrom**

Executive Director of Student Services
Board Update
March 2023

Values

Collaboration: Working together to achieve more collectively.

- Meetings with members: We continue to collaborate with member districts as we plan for the upcoming school year. As you are aware, we are working with Lakeville Area Schools regarding our PACES program. We will meet again on March 15th. Additionally, our administrative team supervising our TESA program has been meeting with the team from Bloomington Public Schools to plan for the upcoming school year for our programs at the Bloomington Transition Center which includes not only TESA classrooms but DASH and SUN classrooms as well. Finally, we are reviewing enrollments and referrals to our DASH program to ensure our allocation of classrooms is efficient and meets the needs of the students we have enrolled as well as the referrals we are receiving.

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

- Planning for FY24: We continue to plan for the upcoming school year. Member districts are completing their projections for both itinerant and site-based programs. This process allows us to understand what needs our districts have and also what planning they may be doing in their districts that may impact our services and programs.

Innovation: Ongoing improvement of programs and services.

- Social/emotional learning and support: The needs of the students that we serve require the implementation of an extensive array of social/emotional approaches and support services. In the upcoming school year, an individual who has been key to the implementation of many of our approaches and support services, Anne Byer, has announced that she will be retiring from her work in our district and moving into private practice. As a result, we have been developing a plan to provide comprehensive leadership for the many initiatives that she has brought to our district.

Kate Hulse has been working as a dean of students and social/emotional learning and support for the last two years. Kate has been working closely with Anne Byer and has been actively involved with Dr. Brooke Peterson the district's work around Multi-Tiered Systems of Supports (MTSS). We plan to move Kate into a role of Director of Social/Emotional Learning and Supports beginning in the 2023-2024 school year to provide important guidance to our district wide efforts with social/emotional learning and support similar to Brooke's leadership with teaching and learning. We are excited about the impact leadership dedicated to social/emotional learning and support will provide to Intermediate School District 917 and our member districts.

Stewardship: Managing financial and human resources carefully and responsibly.

- Efficiencies and changes: As we consider the impacts of the staffing shortage on our enrollments in special education, we are studying our programs and services to determine efficiencies we can implement. An important part of this analysis includes staffing ratios guided by Minnesota Rule, staffing parameters developed based on recommended practices, and analysis of service minutes outlined in individualized education plans.

As a result of our analysis, we have developed a plan to redistribute administrative assignments and will not be hiring to fill the administrative position open with the resignation of Jen Olson, assistant director/principal at Cedar School. We are also considering other efficiencies that can be implemented with our leadership teams including the distribution of the roles of deans of students and lead teachers. Further, we are analyzing various support services in place including school psychology, school social work, as well as related services including occupational therapy and speech/language pathology and including developmental adapted physical education to ensure we have appropriate staffing. Recommendations about staffing, including cuts, will be brought forward at the April board meeting.

Staffing considerations for the upcoming school year in our secondary programs are also underway. Chris Devine has developed a multi-year plan to continue to improve programming in both our alternative learning centers and career and technical education programs aligned with the continuous improvement plan he has developed. We will have more information about recommended changes in April as we have more time to work through the budget process.

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 February 16. You can click [here](#) to read the latest issue.

Integrity: Aligning our actions with our values and beliefs.

- Upcoming Special Education Advisory Committee (SEAC) meeting: The member districts of Intermediate School District 917 host one SEAC meeting each year for parents of students receiving special education services. This year, we are hosting the event at the Spartan Center at Simley High School on Monday, April 17 from 6-7:30. Dave Eisenmann will be joining us to talk about tech health. To learn more click [here](#) for details.

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

- Aimee Boone: Aimee Boone joined Intermediate School District 917 in the 2021-2022 school year as an academic liaison in the DCALS program. Aimee serves an important role with our students. She greets them each morning and is always in the hallways of Dakota County Technical College ensuring students

have what they need and are where they are supposed to be. Aimee has a friendly approach with everyone that she encounters that fosters relationship development while at the same time providing firm support for school expectations.

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

- Lingvano: We are in the beginning stages of a pilot project with Lingvano. Lingvano is an interactive instructional platform (web- and app-based) that supports the development of American Sign Language (ASL) skills. ASL skills are developed in bite-sized lessons that assists individuals develop the skills needed for real-life communication with individuals who are Deaf, Hard of Hearing, and DeafBlind. With this app and just 10 minutes a day or 30 minutes two days per week, our students, families, and staff will be able to engage in their first conversations using ASL in no time.

The company, based out of Austria, gave us more than a 75% discount for each license for a term of 16 months to get this project underway. Our licenses will be dispersed among our various programs within ISD 917 with the opportunity to share with our member districts for students who use ASL. As a part of our pilot project we will be aligning the ASL courses we offer to our families around this app to allow real-life instruction to occur then utilizing this technology for at-home practice.

One of our deans, Lori Klein, has been utilizing this app since the start of this school year and with real-life practice, she has been able to acquire over 150 signs this year and can communicate in 3-4 word phrases after only knowing very basic sign language structure prior to using the app. This allows her to communicate with our students and staff who use ASL as their primary mode of communication.

Diversity: Appreciating and valuing everyone's unique selves.

- Anne Byer: Anne Byer is a licensed psychologist that has worked in Intermediate School District 917 since 2013. In that time, Anne has done important work that has guided our development of strong social/emotional support for our students as well as our staff. Initially, Anne provided direct services to students through Empowerment, a curriculum delivered in small groups focused on developing students' social skills. She also has provided both direct services and leadership for the implementation of Nurtured Heart in our district programs. Anne is always considering innovative ways to meet the needs of the students that we serve. She led the development of our district processes for Safety and Threat Assessment as well as suicide screening. Additionally, Anne's connections have brought important support services to the district for our staff including Jessica Dodge, licensed psychologist, and Jennifer Troy with therapy dogs. We are

thankful for Anne's dedication to the social and emotional health of our students and staff.

Your Name:	Name of Nominee:	Supervisor Name	Nominee's Email Address:	The nominee is a:	Please tell us in a brief statement why you are nominating this person:
Angie Fleming	Christina Gillard	Jamie Dalbesio	christina.gillard@isd917.org	Licensed Staff Member	Christina is an awesome Occupational Therapist. She does a great job getting to know her students and finding activities to help them and keep them motivated to work on their sensory and regulation goals. Christina is also a great team member. This year, she took on new students when there were students who were not receiving OT services. She goes above and beyond as an OT! Even though she is a newer OT, many other OTs look to her for collaboration.
Dawn Savage	Heather Moon	Taylor Thomas	Heather.moon@isd917.org	Non-Licensed Staff Member	Heather is an amazing Deaf-Blind intervener. She has an innate sense of how best to serve the student she works with and comes up with "outside the box" solutions for some of our more non-traditional learners. She is a go-getter and always approaches her job with compassion and understanding for where the student is coming from being Deaf herself. The kinds of skills that Heather brings to the table are those that cannot be taught and come naturally to a select few. Heather is one of those select few. She works hard to make sure the students she works with are included in the daily activities of the mainstream classes and supports her student well. She provides access where there isn't any and does it with finesse. She works well with any and all staff and always does more than necessary to make sure students succeed. Always reliable and mature in handling challenging scenarios, Heather is a huge asset to 917 and a wonderful coworker to those she works with. You would never know that she has only worked for 917 for a couple years because she has such veteran-like skills. This is just a short list of her amazing abilities. This is why I am nominating Heather for this award. .

INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, February 7, 2023, in the Board Room at DCTC, 1300 145th Street East, Rosemount, MN.

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

Members Absent: Hannah Simmons

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 6:05 PM.

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

There were no visitors to be heard.

The oath of office was administered by Linda Berg, Notary Public, to the following renewed Board members: Lisa Ehleringer (#195), Lisa Hedin (#200), Lesley Chester (#191), Cindy Nordstrom (#199), and Byron Schwab (#197).

Dr. Melissa Schaller reported on updates from Student Services.

1. Motion by Tom Bennett, seconded by Byron Schwab, to approve the agenda, as presented. Voting aye: Tom Bennett, Lesley Chester, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Lisa Hedin. Voting naye: None. Motion carried.
2. Motion by Byron Schwab, seconded by Lesley Chester, to approve the consent items, as presented. Voting aye: Tom Bennett, Lesley Chester, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Lisa Hedin. Voting naye: None. Motion carried.
 - **Minutes:** January 10, 2023, Regular School Board Meeting
 - **Minutes:** January 10, 2023, Organizational Meeting
 - **Personnel:** *New Hires:* Karis Crowe, Classroom Assistant, effective February 10, 2023. Shawn Kinsella, BCBA, effective January 17, 2023. Robin Maupin, Classroom Assistant, effective January 24, 2023. Taylor Mcelligott, Classroom assistant, effective January 18, 2023. Nancy Schwartz, classroom assistant, effective January 24, 2023. Joshua Stanway, Classroom Assistant, effective January 30, 2023. James Wilczyk, Technology Tutor, effective January 9, 2023. *Change in Status:* Sarah Johnson, Teacher, increase from 0.75 to 0.8 FTE for 2023-2024 school year. *Leave of Absence:* Bevin Kilpatrick, Program Assistant, intermittent from January 30, 2023, through June 8, 2023. *Resignations and Terminations:* Rachel Nasal, Program Assistant, effective January 13, 2023. Jennifer Olson, Assistant Director, effective June 30, 2023. Shanay O'Neal, Classroom Assistant, effective January 17, 2023. Emily Powers, Program Assistant, effective February 10, 2023. Jonathan Rosario, Classroom Assistant, effective January 13, 2023. Rebecca Strickland, Classroom Assistant, effective January 27, 2023. Emily Waller, Classroom Assistant, effective February 8, 2023.
 - **Donations:** \$2400 from Rosemount American Legion to be used for the TESA Spring Formal and \$600 from Mark and Janet Schneider to be disbursed in \$2 bills to students and staff.
3. Motion by Kathy Lewis, seconded by Wendy Felton, to approve the bills from January 5, 2023, to February 1, 2023, Investment Report and wire transfers, as presented by the Executive Director of

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

4. Board Member Lisa Erleringer introduced the following resolution and Cindy Nordstrom read the resolution: Resolution Directing Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore. The motion for the adoption of the foregoing resolution was duly seconded by Lisa Hedin and upon vote being taken thereon, the following voted in favor thereof: Tom Bennett, Lesley Chester, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Lisa Hedin, and the following voted against the same: None. Motion carried. (Addendum A.)
5. Motion by Kathy Lewis, seconded by Lisa Hedin, to approve the revised budget for 2022-2023 as presented by the Executive Director of Business Services. (Addendum B.) Voting aye: Tom Bennett, Lesley Chester, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Lisa Hedin. Voting naye: None. Motion carried.

School Board Members were recognized for School Board Recognition Month (February).

6. Motion by Byron Schwab, seconded by Wendy Felton, to approve the maintenance payments to member districts, as presented by the Executive Director of Business Services. (Addendum C.) Voting aye: Tom Bennett, Lesley Chester, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Lisa Hedin. Voting naye: None. Motion carried.
7. Motion by Tom Bennett, seconded by Lisa Hedin, to approve Policy 820 Provisions for the Closing of Schools due to Inclement Weather or other Exigency, as a first and final reading. Voting aye: Tom Bennett, Lesley Chester, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Lisa Hedin. Voting naye: None. Motion carried. (Addendum E.)
8. Motion by Byron Schwab, seconded by Tom Bennett, to adjourn the meeting. There was a unanimous vote to adjourn.

There being no further business the meeting adjourned at 6:47 PM.

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

Clerk

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

NEW HIRES:

Abigail Dahl, Occupational Therapist, effective February 27, 2023.

Daniel Carlson, Technical Tutor, effective March 14, 2023.

Jameela Martin, Classroom Assistant, effective February 27, 2023.

Megan Plotts, Classroom Assistant, effective February 13, 2023.

RE-HIRES:

CHANGE IN STATUS:

LEAVES OF ABSENCE:

Amy Hart, Program Assistant, intermittent from January 22, 2023, through June 10, 2023.

RESIGNATION & TERMINATIONS:

Anne Byer, Licensed Psychologist, effective June 30, 2023.

Dillion Eddy, Teacher, effective June 9, 2023.

Shanna Knutson, Intake Coordinator, effective June 30, 2023.

Ibnplongsab Sunshine Vang, Classroom Assistant, effective March 8, 2023.

RETIREMENTS:

Kristin Engelhardt-Fischbein, Teacher, effective May 1, 2023.



Intermediate School District 917

Purposeful. Personalized. Partners.

1300 145th Street East, Rosemount, MN 55068

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

Dr. Michael Favor

TO: School Board

FROM: Dr. Michael Favor

DATE: March 7, 2023

RE: Final reading on policies

The policies listed below are a final 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: 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: 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)

DATE: 03/01/2023
TIME: 06:47:21

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
ACCTPA21
ACCOUNTING PERIOD: 8/23

SELECTION CRITERIA: chkstat.rundate between '20230202 00:00:00.000' and '20230301 00:00:00.000'

DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1906792	02/02/2023	ALL IN ONE TRANSLATION AGENCY, LLC	R	90.00	ACCOUNTS PAYABLE CHECK
1906793	02/02/2023	AMERICAN TIME & SIGNAL	R	1022.70	ACCOUNTS PAYABLE CHECK
1906794	02/02/2023	CENTERPOINT ENERGY	R	1740.31	ACCOUNTS PAYABLE CHECK
1906795	02/02/2023	CENTURYLINK	R	1106.95	ACCOUNTS PAYABLE CHECK
1906796	02/02/2023	CUB FOODS BLOOMINGTON	R	122.11	ACCOUNTS PAYABLE CHECK
1906797	02/02/2023	CUB FOODS - INVER GROVE HTS	R	288.58	ACCOUNTS PAYABLE CHECK
1906798	02/02/2023	INSPIRE TO CREATE, LLC	R	288.73	ACCOUNTS PAYABLE CHECK
1906799	02/02/2023	ECM PUBLISHERS, INC.	R	1700.00	ACCOUNTS PAYABLE CHECK
1906800	02/02/2023	FARMINGTON COMMUNITY EDUCATION	R	386.00	ACCOUNTS PAYABLE CHECK
1906801	02/02/2023	IND SCH DIST 191	R	27486.85	ACCOUNTS PAYABLE CHECK
1906802	02/02/2023	IND SCH DIST 192	R	49202.35	ACCOUNTS PAYABLE CHECK
1906803	02/02/2023	MARCO INC	V	0.00	VOID: MULTI STUB CHECK
1906804	02/02/2023	MARCO INC	R	1467.42	ACCOUNTS PAYABLE CHECK
1906805	02/02/2023	MICROSONIC	R	74.00	ACCOUNTS PAYABLE CHECK
1906806	02/02/2023	OUTDOOR IMAGES, INC	R	420.00	ACCOUNTS PAYABLE CHECK
1906807	02/02/2023	PROCARE THERAPY	R	13708.00	ACCOUNTS PAYABLE CHECK
1906808	02/02/2023	REPUBLIC SERVICES #923	R	670.49	ACCOUNTS PAYABLE CHECK
1906809	02/02/2023	RICK GRATA	R	50.00	ACCOUNTS PAYABLE CHECK
1906810	02/02/2023	SAM'S CLUB/SYNCHRONY BANK	R	593.08	ACCOUNTS PAYABLE CHECK
1906811	02/02/2023	SNAG GOLF STORE	R	210.84	ACCOUNTS PAYABLE CHECK
1906812	02/02/2023	SYSCO MINNESOTA	R	569.81	ACCOUNTS PAYABLE CHECK
1906813	02/02/2023	TALK TO ME TECHNOLOGIES	R	903.00	ACCOUNTS PAYABLE CHECK
1906814	02/02/2023	TEACHERS ON CALL	R	7680.93	ACCOUNTS PAYABLE CHECK
1906815	02/02/2023	VERIZON WIRELESS	R	1275.16	ACCOUNTS PAYABLE CHECK
1906816	02/02/2023	VIRCO MFG CORP	R	594.00	ACCOUNTS PAYABLE CHECK
1906817	02/02/2023	XCEL ENERGY	R	6703.12	ACCOUNTS PAYABLE CHECK
1906818	02/06/2023	AMAZON CAPITAL SERVICES	V	0.00	VOID: MULTI STUB CHECK
1906819	02/06/2023	AMAZON CAPITAL SERVICES	R	1589.55	ACCOUNTS PAYABLE CHECK
1906820	02/09/2023	4IMPRINT, INC	R	491.12	ACCOUNTS PAYABLE CHECK
* 1906820	02/09/2023	4IMPRINT, INC	V	-491.12	VOID MANUAL CHECK
1906821	02/09/2023	ALL IN ONE TRANSLATION AGENCY, LLC	R	450.00	ACCOUNTS PAYABLE CHECK
1906822	02/09/2023	AI TECHNOLOGIES, LLC	R	3067.25	ACCOUNTS PAYABLE CHECK
1906823	02/09/2023	ARVIG ENTERPRISES, INC	R	2525.71	ACCOUNTS PAYABLE CHECK
1906824	02/09/2023	BAMBOO PROFESSIONALS, LLC	R	3535.00	ACCOUNTS PAYABLE CHECK
1906825	02/09/2023	BDK ENTERPRISES INC.	R	107.45	ACCOUNTS PAYABLE CHECK
1906826	02/09/2023	CARQUEST AUTO PARTS STORES	R	123.34	ACCOUNTS PAYABLE CHECK
1906827	02/09/2023	CDWG	R	120.59	ACCOUNTS PAYABLE CHECK
1906828	02/09/2023	CKK GOOD FOOD	R	13130.35	ACCOUNTS PAYABLE CHECK
1906829	02/09/2023	CUB FOODS - HASTINGS	R	49.96	ACCOUNTS PAYABLE CHECK
1906830	02/09/2023	CUB FOODS - ROSEMOUNT	R	204.79	ACCOUNTS PAYABLE CHECK
1906831	02/09/2023	ECM PUBLISHERS, INC.	R	560.00	ACCOUNTS PAYABLE CHECK
1906832	02/09/2023	HASTINGS CREAMERY LLC	R	914.70	ACCOUNTS PAYABLE CHECK
1906833	02/09/2023	IND SCH DIST 192	R	23724.48	ACCOUNTS PAYABLE CHECK
1906834	02/09/2023	IND SCH DIST 194	R	29655.60	ACCOUNTS PAYABLE CHECK
1906835	02/09/2023	IND SCH DIST 197	R	5931.12	ACCOUNTS PAYABLE CHECK
1906836	02/09/2023	IND SCH DIST 199	R	17793.36	ACCOUNTS PAYABLE CHECK
1906837	02/09/2023	IND SCH DIST 200	R	17793.36	ACCOUNTS PAYABLE CHECK
1906838	02/09/2023	IND SCH DIST 271	R	5931.12	ACCOUNTS PAYABLE CHECK
1906839	02/09/2023	KAREN CASS FELLING, M.A., LP	R	1937.50	ACCOUNTS PAYABLE CHECK
1906840	02/09/2023	LOFFLER BUSINESS SYSTEMS	R	14.00	ACCOUNTS PAYABLE CHECK
1906841	02/09/2023	MARTIN LAW FIRM PLLC	R	396.00	ACCOUNTS PAYABLE CHECK
1906842	02/09/2023	MASA	R	329.00	ACCOUNTS PAYABLE CHECK
1906843	02/09/2023	MN CLN SERVICES, INC	R	4924.35	ACCOUNTS PAYABLE CHECK

DATE: 03/01/2023
TIME: 06:47:21

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 2
ACCTPA21
ACCOUNTING PERIOD: 8/23

SELECTION CRITERIA: chkstat.rundate between '20230202 00:00:00.000' and '20230301 00:00:00.000'

1906844	02/09/2023	OUTDOOR IMAGES, INC	R	310.00	ACCOUNTS PAYABLE CHECK
1906845	02/09/2023	PAWS FOR LEARNING, INC	V	0.00	VOID: MULTI STUB CHECK
1906846	02/09/2023	PAWS FOR LEARNING, INC	R	930.00	ACCOUNTS PAYABLE CHECK
1906847	02/09/2023	PROCARE THERAPY	R	15090.00	ACCOUNTS PAYABLE CHECK
1906848	02/09/2023	ROSEMOUNT AUTO SERVICE	R	58.32	ACCOUNTS PAYABLE CHECK
1906849	02/09/2023	SO. ST. PAUL SPECIAL SCHOOL DIST 6	R	32621.16	ACCOUNTS PAYABLE CHECK
1906850	02/09/2023	SYSCO MINNESOTA	R	870.87	ACCOUNTS PAYABLE CHECK
1906851	02/09/2023	TOLL GAS & WELDING SUPPLY	R	24.75	ACCOUNTS PAYABLE CHECK
1906852	02/09/2023	VENTRIS LEARNING LLC	R	90.00	ACCOUNTS PAYABLE CHECK
1906853	02/09/2023	WARNERS STELLIAN	R	649.98	ACCOUNTS PAYABLE CHECK
1906854	02/09/2023	WESTONE LABORATORIES INC.	R	227.32	ACCOUNTS PAYABLE CHECK
1906855	02/09/2023	XCEL ENERGY	R	5988.51	ACCOUNTS PAYABLE CHECK
1906856	02/13/2023	ALL IN ONE TRANSLATION AGENCY, LLC	R	180.00	ACCOUNTS PAYABLE CHECK
1906857	02/13/2023	APPLE COMPUTER, INC	R	875.90	ACCOUNTS PAYABLE CHECK
1906858	02/13/2023	STEPHANIE BETLEY	R	1783.80	ACCOUNTS PAYABLE CHECK
1906859	02/13/2023	CESO COMMUNICATIONS	R	3287.50	ACCOUNTS PAYABLE CHECK
1906860	02/13/2023	OFFICE DEPOT	R	181.57	ACCOUNTS PAYABLE CHECK
1906861	02/13/2023	ST PAUL PIONEER PRESS	R	40.18	ACCOUNTS PAYABLE CHECK
1906862	02/13/2023	TEACHERS ON CALL	R	9517.98	ACCOUNTS PAYABLE CHECK
1906863	02/13/2023	TFH SPECIAL NEEDS TOYS	R	45.00	ACCOUNTS PAYABLE CHECK
1906864	02/15/2023	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1906865	02/15/2023	917 PROGRAM ASST EDU ASSOCIATION	R	3373.26	ACCOUNTS PAYABLE CHECK
1906866	02/15/2023	D.S. ERICKSON & ASSOCIATES, PLLC	R	26.91	ACCOUNTS PAYABLE CHECK
1906867	02/15/2023	EDUCATION MINNESOTA, LOCAL 3904	R	9347.31	ACCOUNTS PAYABLE CHECK
1906868	02/15/2023	FTC	R	1730.83	ACCOUNTS PAYABLE CHECK
1906869	02/15/2023	NCPERS GROUP LIFE INS	R	16.00	ACCOUNTS PAYABLE CHECK
1906870	02/15/2023	O.P.E.I.U., LOCAL 12	R	459.81	ACCOUNTS PAYABLE CHECK
1906871	02/15/2023	RELATED SERVICES NURSES ESP	R	189.04	ACCOUNTS PAYABLE CHECK
1906872	02/16/2023	ANNE HOFF, SAFE HARBOR COUNSELING	R	350.00	ACCOUNTS PAYABLE CHECK
1906873	02/16/2023	BAYCOM, INC.	R	5787.55	ACCOUNTS PAYABLE CHECK
1906874	02/16/2023	CDWG	R	520.20	ACCOUNTS PAYABLE CHECK
1906875	02/16/2023	DAKOTA TRUCK UNDERWRITERS	R	29102.00	ACCOUNTS PAYABLE CHECK
1906876	02/16/2023	DEBORAH C JOHNSON	R	500.00	ACCOUNTS PAYABLE CHECK
1906877	02/16/2023	DISTRICT 191 FOOD SERVICE	R	504.95	ACCOUNTS PAYABLE CHECK
1906878	02/16/2023	DOOR SERVICE CO	R	236.25	ACCOUNTS PAYABLE CHECK
1906879	02/16/2023	FARMINGTON COMMUNITY EDUCATION	R	193.00	ACCOUNTS PAYABLE CHECK
1906880	02/16/2023	KAREN CASS FELLING, M.A., LP	R	750.00	ACCOUNTS PAYABLE CHECK
1906881	02/16/2023	MAXIM HEALTHCARE STAFFING	R	13231.60	ACCOUNTS PAYABLE CHECK
1906882	02/16/2023	MN ENERGY RESOURCES CORPORATION	R	2580.02	ACCOUNTS PAYABLE CHECK
1906883	02/16/2023	MINNESOTA ZOO	R	100.00	ACCOUNTS PAYABLE CHECK
1906884	02/16/2023	MULTI-HEALTH SYSTEMS INC.	R	375.00	ACCOUNTS PAYABLE CHECK
1906885	02/16/2023	OFFICE OF MN.IT SERVICES	R	199.05	ACCOUNTS PAYABLE CHECK
1906886	02/16/2023	POWERSCHOOL GROUP LLC	R	14588.00	ACCOUNTS PAYABLE CHECK
1906887	02/16/2023	PROCARE THERAPY	R	15337.00	ACCOUNTS PAYABLE CHECK
1906888	02/16/2023	SOUTHWEST/WEST CENTRAL SERVICE CORP	R	48.00	ACCOUNTS PAYABLE CHECK
1906889	02/16/2023	STRATEGIC STAFFING SOLUTIONS	R	11259.00	ACCOUNTS PAYABLE CHECK
1906890	02/16/2023	TEACHERS ON CALL	R	10174.74	ACCOUNTS PAYABLE CHECK
1906891	02/16/2023	VOLUNTEERS OF AMERICA MENTAL HEALTH	R	495.00	ACCOUNTS PAYABLE CHECK
1906892	02/21/2023	BENEFIT EXTRAS, INC	R	480.06	ACCOUNTS PAYABLE CHECK
1906893	02/21/2023	CANON USA	R	208.51	ACCOUNTS PAYABLE CHECK
1906894	02/21/2023	DELL MKTG L.P., C/O DELL USA L.P.	R	956.20	ACCOUNTS PAYABLE CHECK
1906895	02/21/2023	DOOR SERVICE CO	R	544.50	ACCOUNTS PAYABLE CHECK
1906896	02/21/2023	EDUCATORS BENEFIT CONSULTANTS, LLC	R	260.84	ACCOUNTS PAYABLE CHECK
1906897	02/21/2023	MAXIM HEALTHCARE STAFFING	R	12281.20	ACCOUNTS PAYABLE CHECK
1906898	02/21/2023	PROCARE THERAPY	R	10720.00	ACCOUNTS PAYABLE CHECK
1906899	02/21/2023	SONOVA USA INC.	R	189.99	ACCOUNTS PAYABLE CHECK
1906900	02/21/2023	SYSCO MINNESOTA	R	1007.42	ACCOUNTS PAYABLE CHECK

DATE: 03/01/2023
TIME: 06:47:21

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 3
ACCTPA21
ACCOUNTING PERIOD: 8/23

SELECTION CRITERIA: chkstat.rundate between '20230202 00:00:00.000' and '20230301 00:00:00.000'

1906901	02/21/2023	TEACHERS ON CALL	R	11023.41	ACCOUNTS PAYABLE CHECK
1906902	02/27/2023	AMAZON CAPITAL SERVICES	V	0.00	VOID: MULTI STUB CHECK
1906903	02/27/2023	AMAZON CAPITAL SERVICES	R	4161.40	ACCOUNTS PAYABLE CHECK
1906904	02/27/2023	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1906905	02/27/2023	917 PROGRAM ASST EDU ASSOCIATION	R	3395.74	ACCOUNTS PAYABLE CHECK
1906906	02/27/2023	EDUCATION MINNESOTA, LOCAL 3904	R	9347.31	ACCOUNTS PAYABLE CHECK
1906907	02/27/2023	FTC	R	1730.83	ACCOUNTS PAYABLE CHECK
1906908	02/27/2023	O.P.E.I.U., LOCAL 12	R	459.81	ACCOUNTS PAYABLE CHECK
1906909	02/27/2023	RELATED SERVICES NURSES ESP	R	189.04	ACCOUNTS PAYABLE CHECK
*V4001710	02/10/2023	ABLENET INC.	R	565.00	ACCOUNTS PAYABLE VOUCHER
*V4001711	02/10/2023	BUG BUSTERS, INC.	R	345.00	ACCOUNTS PAYABLE VOUCHER
*V4001712	02/10/2023	WELLS FARGO	R	8155.47	ACCOUNTS PAYABLE VOUCHER
*V4001713	02/10/2023	CITY OF APPLE VALLEY	R	317.46	ACCOUNTS PAYABLE VOUCHER
*V4001714	02/10/2023	CITY OF INVER GROVE HTS	R	247.20	ACCOUNTS PAYABLE VOUCHER
*V4001715	02/10/2023	LOVING GUIDANCE INC	R	1267.00	ACCOUNTS PAYABLE VOUCHER
*V4001716	02/10/2023	CUB FOODS - ROSEMOUNT	R	120.00	ACCOUNTS PAYABLE VOUCHER
*V4001717	02/10/2023	ENABLING DEVICES	R	647.85	ACCOUNTS PAYABLE VOUCHER
*V4001718	02/10/2023	EVERYDAY SPEECH	R	599.98	ACCOUNTS PAYABLE VOUCHER
*V4001719	02/10/2023	FAMILY PSYCHOLOGICAL SERVICES P.C.	R	2090.00	ACCOUNTS PAYABLE VOUCHER
*V4001720	02/10/2023	FRONTIER COMMUNICATIONS	R	2603.87	ACCOUNTS PAYABLE VOUCHER
*V4001721	02/10/2023	GOPHER SPORT	R	1370.05	ACCOUNTS PAYABLE VOUCHER
*V4001722	02/10/2023	HEALTHIEST YOU	R	3380.00	ACCOUNTS PAYABLE VOUCHER
*V4001723	02/10/2023	JOHNSON CONTROLS FIRE PROTECTION LP	R	540.00	ACCOUNTS PAYABLE VOUCHER
*V4001724	02/10/2023	LAKESHORE LEARNING MATERIALS	R	232.45	ACCOUNTS PAYABLE VOUCHER
*V4001725	02/10/2023	LOW VOLTAGE INTEGRATORS INC	R	821.00	ACCOUNTS PAYABLE VOUCHER
*V4001726	02/10/2023	MCKESSON MEDICAL	R	685.96	ACCOUNTS PAYABLE VOUCHER
*V4001727	02/10/2023	MN ASSO FOR CHILDRENS MENTAL HEALTH R	R	30.00	ACCOUNTS PAYABLE VOUCHER
*V4001728	02/10/2023	NURTURED HEART INSTITUTE, LLC	R	89.00	ACCOUNTS PAYABLE VOUCHER
*V4001729	02/10/2023	PATHS PROGRAM LLC	R	1724.80	ACCOUNTS PAYABLE VOUCHER
*V4001730	02/10/2023	ROTO-ROOTER	R	875.00	ACCOUNTS PAYABLE VOUCHER
*V4001731	02/10/2023	SCHOOL NURSE SUPPLY	R	257.18	ACCOUNTS PAYABLE VOUCHER
*V4001732	02/10/2023	SOCIAL THINKING	R	139.63	ACCOUNTS PAYABLE VOUCHER
*V4001733	02/10/2023	THERAPY NOTES, LLC	R	325.00	ACCOUNTS PAYABLE VOUCHER
*V4001734	02/10/2023	TRANE U.S. INC.	R	3031.50	ACCOUNTS PAYABLE VOUCHER
*V4001735	02/10/2023	UNIVERSAL CLEANING SERVICES	R	10487.50	ACCOUNTS PAYABLE VOUCHER
*V4001736	02/10/2023	USI	R	156.89	ACCOUNTS PAYABLE VOUCHER
*V4001737	02/10/2023	WALMART	R	34.40	ACCOUNTS PAYABLE VOUCHER
*V4001738	02/10/2023	WESTERN PSYCHOLOGICAL SERVICES	R	400.00	ACCOUNTS PAYABLE VOUCHER
*V6605361	02/09/2023	TARA LYNN BRENNER	R	10.48	ACCOUNTS PAYABLE VOUCHER
*V6605362	02/09/2023	MATTHEW KYLE BRUNS	R	73.36	ACCOUNTS PAYABLE VOUCHER
*V6605363	02/09/2023	DON JAMES BUDACH	R	183.40	ACCOUNTS PAYABLE VOUCHER
*V6605364	02/09/2023	EMILY MARGARET CLARK	R	49.38	ACCOUNTS PAYABLE VOUCHER
*V6605365	02/09/2023	CRAIG ALAN CURTIS	R	327.50	ACCOUNTS PAYABLE VOUCHER
*V6605366	02/09/2023	PEARL SUSAN DEVENOW	R	160.63	ACCOUNTS PAYABLE VOUCHER
*V6605367	02/09/2023	MICHAEL LEONARD FAVOR	R	68.78	ACCOUNTS PAYABLE VOUCHER
*V6605368	02/09/2023	SHERILYN FAYE FRISQUE	R	278.12	ACCOUNTS PAYABLE VOUCHER
*V6605369	02/09/2023	ADDIE SUZANNE GESKE	R	213.88	ACCOUNTS PAYABLE VOUCHER
*V6605370	02/09/2023	SARA ASHLEY HENRY	R	332.09	ACCOUNTS PAYABLE VOUCHER
*V6605371	02/09/2023	CINDY LOU JACOBS	R	40.63	ACCOUNTS PAYABLE VOUCHER
*V6605372	02/09/2023	JENNIFER M. KLAUSTERMEIER	R	22.78	ACCOUNTS PAYABLE VOUCHER
*V6605373	02/09/2023	DANIELLE MARIE LAFRANCE-WARNKE	R	193.88	ACCOUNTS PAYABLE VOUCHER
*V6605374	02/09/2023	BETSY SUE LARSEN	R	33.41	ACCOUNTS PAYABLE VOUCHER
*V6605375	02/09/2023	MARCI LEVY-MAGUIRE	R	104.49	ACCOUNTS PAYABLE VOUCHER
*V6605376	02/09/2023	SARAH MARIE LUDWIG	R	130.42	ACCOUNTS PAYABLE VOUCHER
*V6605377	02/09/2023	HOLLY MARIE PEMBLE	R	131.88	ACCOUNTS PAYABLE VOUCHER
*V6605378	02/09/2023	ANJALI RAO	R	11.79	ACCOUNTS PAYABLE VOUCHER
*V6605379	02/09/2023	NICOLLE KATHERINE ROUSH	R	99.00	ACCOUNTS PAYABLE VOUCHER

DATE: 03/01/2023
TIME: 06:47:21

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 4
ACCTPA21
ACCOUNTING PERIOD: 8/23

SELECTION CRITERIA: chkstat.rundate between '20230202 00:00:00.000' and '20230301 00:00:00.000'

*V6605380	02/09/2023	IRENE ELIZABETH SCHULTZ-ALBERT	R	140.63	ACCOUNTS PAYABLE VOUCHER
*V6605381	02/09/2023	MEGAN KELLY SHAVERS	R	149.00	ACCOUNTS PAYABLE VOUCHER
*V6605382	02/09/2023	MARY ELIZABETH TAYLOR	R	108.08	ACCOUNTS PAYABLE VOUCHER
*V6605383	02/09/2023	SONIA LYNN TENDRICH	R	144.72	ACCOUNTS PAYABLE VOUCHER
*V6605384	02/09/2023	MELINDA MARIE THRAEN	R	15.07	ACCOUNTS PAYABLE VOUCHER
*V6605385	02/09/2023	SARAH MICHELLE WEILER	R	12.50	ACCOUNTS PAYABLE VOUCHER
*V6605386	02/23/2023	JOAN MARIE ABDULKADIR	R	9.82	ACCOUNTS PAYABLE VOUCHER
*V6605387	02/23/2023	MARTHA JOAN ALLEN	R	299.34	ACCOUNTS PAYABLE VOUCHER
*V6605388	02/23/2023	KIM MARIE AUSTIN	R	225.98	ACCOUNTS PAYABLE VOUCHER
*V6605389	02/23/2023	CARMEN RUTH BAKER	R	37.33	ACCOUNTS PAYABLE VOUCHER
*V6605390	02/23/2023	KEITH JAMES BARTHOLOMAUS	R	151.97	ACCOUNTS PAYABLE VOUCHER
*V6605391	02/23/2023	EUGENE BENHART III	R	13.10	ACCOUNTS PAYABLE VOUCHER
*V6605392	02/23/2023	THOMAS RICHARD BENNETT	R	22.27	ACCOUNTS PAYABLE VOUCHER
*V6605393	02/23/2023	LINDA JO BERG	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605394	02/23/2023	STEPHANIE BETLEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605395	02/23/2023	MICHAEL JASON BIBRO	R	211.83	ACCOUNTS PAYABLE VOUCHER
*V6605396	02/23/2023	TARA JO BLACKERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605397	02/23/2023	MATTHEW KYLE BRUNS	R	237.57	ACCOUNTS PAYABLE VOUCHER
*V6605398	02/23/2023	DON JAMES BUDACH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605399	02/23/2023	MICHAEL ROBERT BURGIO	R	71.40	ACCOUNTS PAYABLE VOUCHER
*V6605400	02/23/2023	ANNE LOUISE BYER	R	161.59	ACCOUNTS PAYABLE VOUCHER
*V6605401	02/23/2023	JESSICA DAWN CHAMBLIN	R	245.62	ACCOUNTS PAYABLE VOUCHER
*V6605402	02/23/2023	LESLEY ANNE CHESTER	R	17.03	ACCOUNTS PAYABLE VOUCHER
*V6605403	02/23/2023	EMILY MARGARET CLARK	R	315.06	ACCOUNTS PAYABLE VOUCHER
*V6605404	02/23/2023	CRAIG ALAN CURTIS	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605405	02/23/2023	JAMIE AUTUMN DALBESIO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605406	02/23/2023	CHRISTOPHER GORDON DEVINE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605407	02/23/2023	LISA A EHLERINGER	R	24.89	ACCOUNTS PAYABLE VOUCHER
*V6605408	02/23/2023	KATHERINE DIANE ENGEL	R	135.47	ACCOUNTS PAYABLE VOUCHER
*V6605409	02/23/2023	JONI KAY ERIE	R	13.10	ACCOUNTS PAYABLE VOUCHER
*V6605410	02/23/2023	WENDY CATHERINE FELTON	R	18.34	ACCOUNTS PAYABLE VOUCHER
*V6605411	02/23/2023	ANGELITA LEE FLEMING	R	180.78	ACCOUNTS PAYABLE VOUCHER
*V6605412	02/23/2023	SHERILYN FAYE FRISQUE	R	140.17	ACCOUNTS PAYABLE VOUCHER
*V6605413	02/23/2023	ALYSSA GAYLE GAHIMER	R	24.89	ACCOUNTS PAYABLE VOUCHER
*V6605414	02/23/2023	ADDIE SUZANNE GESKE	R	191.26	ACCOUNTS PAYABLE VOUCHER
*V6605415	02/23/2023	CHRISTINA ANN GILLARD	R	168.99	ACCOUNTS PAYABLE VOUCHER
*V6605416	02/23/2023	PAMELA ANN GREENGO	R	30.13	ACCOUNTS PAYABLE VOUCHER
*V6605417	02/23/2023	SARA ELIZABETH GROVE	R	6.55	ACCOUNTS PAYABLE VOUCHER
*V6605418	02/23/2023	KELLY JEAN HANKES	R	93.01	ACCOUNTS PAYABLE VOUCHER
*V6605419	02/23/2023	MEGAN KRISTINE HAROLDSON	R	336.02	ACCOUNTS PAYABLE VOUCHER
*V6605420	02/23/2023	LISA HEDIN	R	22.27	ACCOUNTS PAYABLE VOUCHER
*V6605421	02/23/2023	JANA LEE HEIDEMANN	R	82.53	ACCOUNTS PAYABLE VOUCHER
*V6605422	02/23/2023	HEIDI LEE HELM	R	105.03	ACCOUNTS PAYABLE VOUCHER
*V6605423	02/23/2023	PETER ALLYN HENDRICKS	R	224.01	ACCOUNTS PAYABLE VOUCHER
*V6605424	02/23/2023	SARA ASHLEY HENRY	R	491.26	ACCOUNTS PAYABLE VOUCHER
*V6605425	02/23/2023	JENNIFER AMY HETLAND	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605426	02/23/2023	HANNAH ROSE HILLS	R	7.86	ACCOUNTS PAYABLE VOUCHER
*V6605427	02/23/2023	MELISSA ROCHELL HO	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605428	02/23/2023	JUSTIN DAVID HOELSCHER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605429	02/23/2023	KATE SCHNEEWEIS HULSE	R	176.67	ACCOUNTS PAYABLE VOUCHER
*V6605430	02/23/2023	COURTNEY ELIZABETH INMAN	R	27.51	ACCOUNTS PAYABLE VOUCHER
*V6605431	02/23/2023	SARAH LYNN JOHNSON	R	203.71	ACCOUNTS PAYABLE VOUCHER
*V6605432	02/23/2023	AMY TAMARAH WOLF KAUFMAN	R	230.56	ACCOUNTS PAYABLE VOUCHER
*V6605433	02/23/2023	JENNIFER M. KLAUSTERMEIER	R	68.17	ACCOUNTS PAYABLE VOUCHER
*V6605434	02/23/2023	LORI ANN KLEIN	R	211.18	ACCOUNTS PAYABLE VOUCHER
*V6605435	02/23/2023	SHANNA MARIE KNUTSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605436	02/23/2023	CAROL LEIGH KURTEN	R	13.10	ACCOUNTS PAYABLE VOUCHER

DATE: 03/01/2023
TIME: 06:47:21

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 5
ACCTPA21
ACCOUNTING PERIOD: 8/23

SELECTION CRITERIA: chkstat.rundate between '20230202 00:00:00.000' and '20230301 00:00:00.000'

*V6605437	02/23/2023	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605438	02/23/2023	BETSY SUE LARSEN	R	22.27	ACCOUNTS PAYABLE VOUCHER
*V6605439	02/23/2023	KATY S LAWRENCE	R	13.10	ACCOUNTS PAYABLE VOUCHER
*V6605440	02/23/2023	KATHRYN ANN LEWIS	R	31.44	ACCOUNTS PAYABLE VOUCHER
*V6605441	02/23/2023	MARGARET K. LOCKE	R	42.57	ACCOUNTS PAYABLE VOUCHER
*V6605442	02/23/2023	KARIN NICOLE LUNDIN	R	15.72	ACCOUNTS PAYABLE VOUCHER
*V6605443	02/23/2023	ERIN JEAN MAHNKE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605444	02/23/2023	MONIQUE NICOLE MARPLE	R	47.16	ACCOUNTS PAYABLE VOUCHER
*V6605445	02/23/2023	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605446	02/23/2023	SHANNON F BRENNAN	R	120.13	ACCOUNTS PAYABLE VOUCHER
*V6605447	02/23/2023	JO ANN MARISKA NAGY	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605448	02/23/2023	KIMBERLY SUE NITCHER	R	22.27	ACCOUNTS PAYABLE VOUCHER
*V6605449	02/23/2023	CINDY L NORDSTROM	R	11.14	ACCOUNTS PAYABLE VOUCHER
*V6605450	02/23/2023	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605451	02/23/2023	JENNIFER LEE OLSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605452	02/23/2023	JACKIE MARIE PAULEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605453	02/23/2023	HOLLY MARIE PEMBLE	R	125.11	ACCOUNTS PAYABLE VOUCHER
*V6605454	02/23/2023	AMANDA LYNN PETERS	R	177.31	ACCOUNTS PAYABLE VOUCHER
*V6605455	02/23/2023	JENNIFER MAE PETERSEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605456	02/23/2023	BROOKE ALLYSON PETERSON	R	172.53	ACCOUNTS PAYABLE VOUCHER
*V6605457	02/23/2023	CAROLINE ROSE PETERSON	R	242.87	ACCOUNTS PAYABLE VOUCHER
*V6605458	02/23/2023	EMILY ANN PFISTERER	R	463.74	ACCOUNTS PAYABLE VOUCHER
*V6605459	02/23/2023	MELANIE LAVONNE REINARDY	R	15.06	ACCOUNTS PAYABLE VOUCHER
*V6605460	02/23/2023	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605461	02/23/2023	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605462	02/23/2023	NICOLLE KATHERINE ROUSH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605463	02/23/2023	SARAH CATHERINE ROWLEY	R	122.48	ACCOUNTS PAYABLE VOUCHER
*V6605464	02/23/2023	MELISSA RAE SCHALLER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605465	02/23/2023	BYRON LEITH SCHWAB	R	19.65	ACCOUNTS PAYABLE VOUCHER
*V6605466	02/23/2023	LAURA SCHWANZ	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605467	02/23/2023	ROLAND ARTHUR SESSIONS III	R	47.16	ACCOUNTS PAYABLE VOUCHER
*V6605468	02/23/2023	ANN MARGUERITE STAPLES	R	7.86	ACCOUNTS PAYABLE VOUCHER
*V6605469	02/23/2023	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605470	02/23/2023	KAYLEEN LAVONNE TAFFE	R	32.75	ACCOUNTS PAYABLE VOUCHER
*V6605471	02/23/2023	LAURA J. TENNESSEN	R	146.72	ACCOUNTS PAYABLE VOUCHER
*V6605472	02/23/2023	TAYLOR MAY THOMAS	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6605473	02/23/2023	SHANYN NICOLE TUFTEE	R	145.87	ACCOUNTS PAYABLE VOUCHER
*V6605474	02/23/2023	KIM PAULETTE WALD	R	195.00	ACCOUNTS PAYABLE VOUCHER
*V6605475	02/23/2023	ASHLEY LYNNETTE WARD	R	480.12	ACCOUNTS PAYABLE VOUCHER
*V6605476	02/23/2023	BRIAN MATTHEW WATERS	R	12.44	ACCOUNTS PAYABLE VOUCHER
*V6605477	02/23/2023	JENNIFER LYN WILLIAMS	R	14.41	ACCOUNTS PAYABLE VOUCHER
*V6605478	02/23/2023	SCOTT MICHAEL ZEHNDER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6605479	02/23/2023	MICHAEL PATRICK ZICKRICK	R	65.50	ACCOUNTS PAYABLE VOUCHER
*V7702468	02/03/2023	FIDELITY SECURITY LIFE INS CO	R	2308.96	ACCOUNTS PAYABLE VOUCHER
*V7702469	02/03/2023	MEDICA	R	10032.34	ACCOUNTS PAYABLE VOUCHER
*V7702470	02/03/2023	NATIONAL INSURANCE SERVICES OF WI,	R	9594.82	ACCOUNTS PAYABLE VOUCHER
*V7702471	02/08/2023	MEDICA	R	121929.18	ACCOUNTS PAYABLE VOUCHER
*V7702472	02/08/2023	WAGeworks, INC	R	2500.00	ACCOUNTS PAYABLE VOUCHER
*V7702473	02/08/2023	WAGeworks, INC	R	105.00	ACCOUNTS PAYABLE VOUCHER
*V7702474	02/08/2023	APPLE VALLEY ISD LLC	R	42041.47	ACCOUNTS PAYABLE VOUCHER
*V7702475	02/08/2023	SE ISD, DST	R	78565.21	ACCOUNTS PAYABLE VOUCHER
*V7702476	02/08/2023	WAGeworks, INC	R	349.30	ACCOUNTS PAYABLE VOUCHER
*V7702477	02/13/2023	MEDICA	R	70565.75	ACCOUNTS PAYABLE VOUCHER
*V7702478	02/15/2023	MN CHILD SUPPORT PAYMENT CENTER	R	702.81	ACCOUNTS PAYABLE VOUCHER
*V7702479	02/15/2023	AMERIPRISE FINANCIAL ADVISORS	R	8310.59	ACCOUNTS PAYABLE VOUCHER
*V7702480	02/15/2023	AXA EQUITABLE LIFE INS CO	R	4413.88	ACCOUNTS PAYABLE VOUCHER
*V7702481	02/15/2023	FIDELITY INVSTMT TAX-EX SVC CO	R	9896.66	ACCOUNTS PAYABLE VOUCHER

DATE: 03/01/2023
TIME: 06:47:21

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 6
ACCTPA21
ACCOUNTING PERIOD: 8/23

SELECTION CRITERIA: chkstat.rundate between '20230202 00:00:00.000' and '20230301 00:00:00.000'

*V7702482	02/15/2023	HEALTHEQUITY, INC.	R	28355.68	ACCOUNTS PAYABLE VOUCHER
*V7702483	02/15/2023	HORACE MANN LIFE INS	R	2231.66	ACCOUNTS PAYABLE VOUCHER
*V7702484	02/15/2023	INTERNAL REVENUE SERVICE	R	233407.15	ACCOUNTS PAYABLE VOUCHER
*V7702485	02/15/2023	EDUCATION MN ESI BILLING TRUST	R	11181.37	ACCOUNTS PAYABLE VOUCHER
*V7702486	02/15/2023	MN DEPT OF REVENUE	R	39296.21	ACCOUNTS PAYABLE VOUCHER
*V7702487	02/15/2023	MN DEPT OF REVENUE(C)	R	761.32	ACCOUNTS PAYABLE VOUCHER
*V7702488	02/15/2023	MN STATE RETIREMENT SYSTEM	R	2145.83	ACCOUNTS PAYABLE VOUCHER
*V7702489	02/15/2023	EXECUTIVE DIRECTOR	R	51951.21	ACCOUNTS PAYABLE VOUCHER
*V7702490	02/15/2023	STATE TREASURER, TRA	R	111240.91	ACCOUNTS PAYABLE VOUCHER
*V7702491	02/15/2023	VARIABLE ANNUITY LIFE INS CO	R	9562.56	ACCOUNTS PAYABLE VOUCHER
*V7702492	02/15/2023	VOYA	R	1754.02	ACCOUNTS PAYABLE VOUCHER
*V7702493	02/24/2023	DELTA DENTAL OF MINNESOTA	R	40558.88	ACCOUNTS PAYABLE VOUCHER
*V7702494	02/24/2023	MEDICA	R	34948.88	ACCOUNTS PAYABLE VOUCHER
*V7702495	02/24/2023	MEDICA	R	10105.16	ACCOUNTS PAYABLE VOUCHER
*V7702496	02/27/2023	MN CHILD SUPPORT PAYMENT CENTER	R	584.45	ACCOUNTS PAYABLE VOUCHER
*V7702497	02/27/2023	AFLAC	R	1705.82	ACCOUNTS PAYABLE VOUCHER
*V7702498	02/27/2023	AMERIPRISE FINANCIAL ADVISORS	R	8310.58	ACCOUNTS PAYABLE VOUCHER
*V7702499	02/27/2023	AXA EQUITABLE LIFE INS CO	R	4413.88	ACCOUNTS PAYABLE VOUCHER
*V7702500	02/27/2023	FIDELITY INVSTMT TAX-EX SVC CO	R	9896.66	ACCOUNTS PAYABLE VOUCHER
*V7702501	02/27/2023	HEALTHEQUITY, INC.	R	28355.68	ACCOUNTS PAYABLE VOUCHER
*V7702502	02/27/2023	HORACE MANN LIFE INS	R	2231.66	ACCOUNTS PAYABLE VOUCHER
*V7702503	02/27/2023	INTERNAL REVENUE SERVICE	R	234058.19	ACCOUNTS PAYABLE VOUCHER
*V7702504	02/27/2023	EDUCATION MN ESI BILLING TRUST	R	11181.37	ACCOUNTS PAYABLE VOUCHER
*V7702505	02/27/2023	MN DEPT OF REVENUE	R	39374.48	ACCOUNTS PAYABLE VOUCHER
*V7702506	02/27/2023	MN DEPT OF REVENUE(C)	R	250.00	ACCOUNTS PAYABLE VOUCHER
*V7702507	02/27/2023	MN STATE RETIREMENT SYSTEM	R	2145.83	ACCOUNTS PAYABLE VOUCHER
*V7702508	02/27/2023	EXECUTIVE DIRECTOR	R	51713.46	ACCOUNTS PAYABLE VOUCHER
*V7702509	02/27/2023	STATE TREASURER, TRA	R	111689.69	ACCOUNTS PAYABLE VOUCHER
*V7702510	02/27/2023	VARIABLE ANNUITY LIFE INS CO	R	9562.56	ACCOUNTS PAYABLE VOUCHER
*V7702511	02/27/2023	VOYA	R	1754.02	ACCOUNTS PAYABLE VOUCHER
*V7702512	02/27/2023	WAGeworks, INC	R	1256.00	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				2017928.39	
TOTAL REPORT				2017928.39	



Customer Service
PO Box 11760
Harrisburg, PA 17108-11760

ACCOUNT STATEMENT

For the Month Ending
January 31, 2023

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

Contents

Cover/Disclosures
Summary Statement
Individual Accounts

Accounts included in Statement

600430 STATE PAYMENTS

Important Messages

MSDLAF will be closed on 02/20/2023 for Presidents 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 January 31, 2023

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 **January 31, 2023**

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

MSDLAF+ Liquid Class

Opening Market Value	3,549,333.71
Purchases	12,905.47
Redemptions	(750,000.00)
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value **\$2,812,239.18**

Cash Dividends and Income 12,905.47

MSDLAF+ MAX Class

Opening Market Value	8,797,210.32
Purchases	33,065.66
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

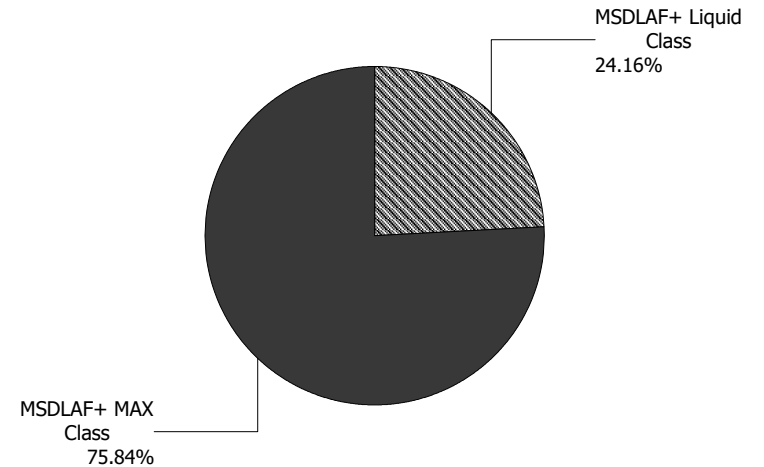
Closing Market Value **\$8,830,275.98**

Cash Dividends and Income 33,065.66

Asset Summary

	January 31, 2023	December 31, 2022
MSDLAF+ Liquid Class	2,812,239.18	3,549,333.71
MSDLAF+ MAX Class	8,830,275.98	8,797,210.32
Total	\$11,642,515.16	\$12,346,544.03

Asset Allocation





Account Statement

For the Month Ending **January 31, 2023**

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					3,549,333.71
01/31/23	01/31/23	Redemption - ACH Redemption	1.00	(750,000.00)	2,799,333.71
01/31/23	02/01/23	Accrual Income Div Reinvestment - Distributions	1.00	12,905.47	2,812,239.18
Closing Balance					2,812,239.18

	Month of January	Fiscal YTD July-January		
Opening Balance	3,549,333.71	0.00	Closing Balance	2,812,239.18
Purchases	12,905.47	3,562,239.18	Average Monthly Balance	3,525,556.47
Redemptions (Excl. Checks)	(750,000.00)	(750,000.00)	Monthly Distribution Yield	4.32%
Check Disbursements	0.00	0.00		
Closing Balance	2,812,239.18	2,812,239.18		
Cash Dividends and Income	12,905.47	56,857.81		

MSDLAF+ MAX Class

Opening Balance					8,797,210.32
01/31/23	02/01/23	Accrual Income Div Reinvestment - Distributions	1.00	33,065.66	8,830,275.98



Account Statement

For the Month Ending **January 31, 2023**

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					8,830,275.98
	Month of January	Fiscal YTD July-January			
Opening Balance	8,797,210.32	8,466,426.45	Closing Balance	8,830,275.98	
Purchases	33,065.66	1,863,849.53	Average Monthly Balance	8,798,276.95	
Redemptions (Excl. Checks)	0.00	(1,500,000.00)	Monthly Distribution Yield	4.43%	
Check Disbursements	0.00	0.00			
Closing Balance	8,830,275.98	8,830,275.98			
Cash Dividends and Income	33,065.66	163,849.53			

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

January 2023

ACCOUNT NAME	ACCT NO	BEGINNING BALANCE	PURCHASES CREDITS	SALES TRANSFERS	INVESTMENT FEES	INTEREST EARNED	ENDING BALANCE	YEAR TO DATE INTEREST EARNED
MSDLAF + MAX	01	8,797,210.32	0.00	0.00	0.00	33,065.66	8,830,275.98	163,849.53
MSDLAF Liquid	01	3,549,333.71	0.00	750,000.00	0.00	12,905.47	2,812,239.18	56,857.81
MSDLAF TERM (CD's,Term,Comm) maturity	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		12,346,544.03	0.00	750,000.00	0.00	45,971.13	11,642,515.16	220,707.34

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: **January 2023** Average MSDLAF+MAX Average Rate was 4.43%. MSDLAF Liquid Rate was 4.32 % and the MSDLAF Term Average Rate estimate is .00%.



Intermediate School District 917

Purposeful. Personalized. Partners.

1300 145th Street East, Rosemount, MN 55068

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

Dr. Michael Favor

TO: School Board

FROM: Dr. Michael Favor

DATE: March 7, 2023

RE: First reading on policies

The policies listed below are a first reading:

- **NEW - 440 Recording of School Personnel.** Comments from attorney Jim Martin: *This policy is an appropriate use of board authority to reduce disruption and maintain the health and safety of staff and students. A couple of comments about the policy:*
 - 1) *Minn. Stat. 626A.02 provides that it is generally illegal to record oral communications. However, one exception is that a single party to a communication can consent to record the communication, meaning that the party that wants to record can do so without the permission or knowledge of the other party to the communication. Article II (B) of proposed Policy 440 is contrary to Minn. Stat. 626A.02 meaning that if a parent or student wanted to secretly record a conversation and did so, there is not a lot District 917 or its administration or staff can do to contest such recording. What Article II (B) does do however, is provide a basis for District 917 staff to object in the event a parent or student notifies their intention to record or asks for permission to record.*
 - 2) *Also, a proposed revision to Article II (C) was added to include notice that if staff wishes to record others for the purpose of engaging in concerted activity as allowed under PELRA, they can do so. Adding this language reduces the risk that New Policy 440 could be used as evidence that District 917 is engaged in an unfair labor practice in violation of PELRA.*
- **NEW - 556 Student Use of Cellular Phones and Other Personal Electronic Devices.** Comments from attorney Jim Martin: *This proposed policy is in good shape and is consistent with similar policies in other school districts such as Minnetonka. In reviewing this policy, District 917 is authorized to exercise its authority to reduce disruption for the purpose of maintaining the health and safety of students and staff.*
- **NEW - 560 Student Gender Inclusion**

440 RECORDING OF SCHOOL PERSONNEL

I. PURPOSE

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which staff may possess, including but not limited to cellular phones and other personal electronic devices capable of recording and/or transmitting data or images.

II. INTERMEDIATE DISTRICT 917 REGULATIONS REGARDING RECORDING OF SCHOOL PERSONNEL

- A. Use of personally owned devices in locker rooms, restrooms, and nurse's offices for recording purposes is expressly prohibited. Employees are prohibited from using the District System or personal electronic devices to send or receive messages, pictures, or documents that are fraudulent, illegal, pornographic, obscene, indecent, sexually explicit, discriminatory, harassing, defamatory, threatening, or which are intended to promote or incite violence against person or property.
- B. In the event a parent, guardian or student wishes to record (including pictures/photographs, video, and/or audio) meetings or interactions involving school personnel, written permission from all the participants is required. If parents, guardians or students wish to record a meeting or interaction involving school personnel written permission to record must be requested prior to the meeting or interaction. The school district administrator reserves the right to deny the request to have the meeting or interaction recorded, to simultaneously create a recording, or end the meeting in the event of non-compliance by the parent, guardian, or student.
- C. Employees may not record (including pictures/photographs, video, and/or audio) confidential student and/or staff data without the written consent of a school district administrator. This prohibition on recording of employees or staff data is not intended to interfere with employees' rights to engage in protected, concerted activities pursuant to the Minnesota Public Employees Labor Relations Act ("PELRA"), Minn. Stat. Chap 179A.
- D. Employees may, for the purpose of their professional development, record students in the school environment, but such recordings must adhere to the limitations of the media release forms for each student and should focus on the employee. Recordings of this type, that are used for personal professional growth and limited to Intermediate District 917 staff only, are acceptable and do not require written parental consent.

III. DISSEMINATION OF POLICY

This policy shall be included in the Student/Parent Handbook, Intermediate School District 917 Staff Handbook, and posted to the District website and otherwise distributed upon request.

560 STUDENT GENDER INCLUSION POLICY

I. PURPOSE

All students need a safe, supportive school environment to progress academically and developmentally. The purpose of this policy is to facilitate compliance with applicable laws and organizational guidelines as well as to foster an educational environment that is safe, supportive, and fully inclusive for all students regardless of gender identity or gender expression.

II. POLICY STATEMENT

Intermediate School District 917 shall act to ensure that students who are transgender and gender non-conforming are included in all school activities like their peers.

DEFINITIONS

The following definitions are provided to assist in understanding this policy.

- a. Assigned Gender** – An individual’s gender assigned at birth, which correlates to the biological, genetic, and anatomical makeup of a body.
- b. Gender Expression** – The manner in which an individual expresses their gender.
- c. Gender Identity** – An individual’s sense of being male, female, or otherwise on a continuum of gender.
- d. Gender Dysphoria** – A conflict between an individual’s physical or assigned gender and the gender with which they identify.
- e. Gender Non-Conformity** – Behaviors and interests that fit outside of stereotypical behaviors and interests for an individual’s assigned sex.
- f. Transgender** – An individual whose gender is different from the gender assigned to them at birth.

III. BULLYING, HARASSMENT, AND DISCRIMINATION PROHIBITION

Intermediate District 917 and all employees are responsible for ensuring that every student, including transgender and gender nonconforming students, has a safe and supportive school environment. Bullying, harassment, and discrimination on the basis of gender identity or expression are prohibited. Intermediate School District 917 will take any such incident seriously, give the incident immediate attention, and handle the incident in the same manner as the school handles other bullying, harassment and discrimination as outlined in all applicable existing District 917 policies. including but not limited to Policy 102 (Equal Educational Opportunity), Policy 526 (Hazing Prohibition), Policy 514 (Bullying Prohibition), Policy 521

(Student Disability Nondiscrimination), Policy 522 (Student Sex Nondiscrimination), Policy 529 (Violent Behavior by Students), Policy 515 (Protection and Privacy of Pupil Records) apply to all students regardless of their gender identity or gender expression. Education and training regarding the issues addressed in this gender inclusion policy will be provided for employees, students and the broader school community.

IV. GENDER TRANSITION AT SCHOOL

Students who transition socially or physically at school have a right to a safe and supportive environment. Steps taken to support students during this time will be carried out in collaboration with the student first, then the parent, with careful consideration given to student data privacy and consent. If appropriate, school administration and staff shall work with any such students and their parents/guardians (based on the student's individual needs) to identify which steps will create the conditions necessary to make the transition experience as positive as possible. Based on this work, Intermediate District 917, the student, and parents/guardians will create a tailored gender transition plan that ensures the school environment remains both safe and supportive of the student. Because each possible plan will be highly individualized, the plan will be developed in collaboration with the student, parent/guardian, school principal, Executive Director of Student Services and/or additional appropriate school staff.

V. NAMES AND PRONOUNS USAGE

Students have the right to be addressed by a preferred name and by a pronoun corresponding to their gender identity. A court-ordered name or gender change is not required, and a student need not change official records in order to have this right honored by all members of the school community. Official records must identify a student with their legal name and assigned gender, unless the student has legally changed their name.

VI. DRESS CODE

Students have the right to dress and must be in accordance with their gender identity, within the constraints of the dress code specified in the Student handbook or policy. School staff will not enforce the school's dress code more strictly toward transgender and gender nonconforming students than other students. Intermediate School District 917 will not require gender stereotypical fashion or dress. Intermediate School District 917 will avoid the use of gender pronouns when describing dress in its dress code.

VII. GENDER-SEGREGATED ACTIVITIES, RULES, POLICIES AND PRACTICES

Intermediate School District 917 shall evaluate all gender-based activities, curricula, rules, policies, and practices, including but not limited to classroom activities, school ceremonies, and school photos, and maintain only those that have a clear and sound pedagogical purpose. In situations where students are segregated by gender, students have the right to participate in any such activities or conform to any such rule, policy, or practice in a manner that aligns with their gender identity consistently asserted at school.

All students, regardless of their gender identity, have the right to participate fully in overnight trips and other activities. In all cases, the school has an obligation to maintain the privacy of all students and cannot disclose or require the disclosure of the student's transgender status to the other students or the parents/guardians of other students.

VIII. PHYSICAL EDUCATION CLASSES

All students have the right to participate in physical education classes in a manner that aligns with their gender identity.

IX. ACCESS TO RESTROOMS, LOCKER ROOMS, AND CHANGING AREAS

Each student shall be granted access to restrooms, locker rooms, and changing areas that align with the student's gender identity. Any student who has a need or desire for increased privacy, regardless of the underlying reason, shall be provided access to a reasonable alternative, but no student shall be required to use such a facility.

X. PRIVACY

All students have a right to privacy. A student's transgender or gender nonconforming status is private information. Related information, such as the student's legal name, may also constitute private information. Information regarding a student's transgender or gender nonconforming status may also be confidential medical information. Disclosing this information to other students, other students' parents, or other third parties may violate privacy provisions in certain laws, such as the federal Family Educational Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act. Disclosure of this information to school employees is also limited to those employees who have a legitimate educational reason for obtaining the information. Other disclosure may occur as allowed by exceptions to FERPA or the Minnesota Government Data Practices Act.

Intermediate School District 917 shall keep private all personal information relating to transgender and gender nonconforming students in accordance with Board Policy 515 and applicable laws. School staff is prohibited from disclosing information that may reveal a student's transgender status to others, including other students' parents and other school staff, unless legally required to do so or when written permission has been given by the parent(s)/guardian(s) or the student who is over 18 years of age.

Transgender and gender nonconforming students have the right to discuss and express their gender identity and gender expression openly and to decide when, with whom, and how much private information to share. The fact that a student chooses to disclose their transgender status to staff or other students does not authorize school staff to disclose other private information about the student.

Legal Reference:

Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)

Minn. Stat. . § 121A.031 (Safe and Supportive Minnesota Schools Act)

Minn. Stat. § 121A.03, subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)
Minn. Stat. § 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX) *Montgomery v. ISD No. 709*, 109
F.Supp. 2d 1081, 1093 (D. Minn. 2000).

Cross References:

Policy 102 (Equal Educational Opportunity)
Policy 103 (Bullying Prohibition Policy)
Policy 108 (Hazing Prohibition)
Policy 113 (Bullying Prohibition)
Policy 505 (Student Disability Nondiscrimination)
Policy 506 (Student Sex Nondiscrimination)
Policy 541 (Student Behavior)
Policy 581 (Protection and Privacy of Pupil Records)
Minnesota State High School League Official Handbook 300.00 Bylaws: Administration of
Student Eligibility

556 STUDENT USE OF CELLULAR PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

I. PURPOSE

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which students may possess, including but not limited to cellular phones and other personal electronic devices capable of recording and/or transmitting data or images.

II. INTERMEDIATE DISTRICT 917 REGULATIONS REGARDING STUDENT RECORDING

Students are prohibited from using cell phones, digital cameras or any other device to photograph, videotape or audio record other individuals at school (including, but not limited to, physical altercations, student conflicts, assault or harm done to students, staff or others), or at school sponsored activities without their knowledge and written consent. Students are prohibited from distributing, sharing, transmitting or broadcasting such images via e-mail, posting on social media or to the Internet, or otherwise electronically transmitting images of other individuals taken at school without the expressed written consent of the other individuals. Use of cellular phones, cameras or other personal electronic devices is strictly prohibited in locker rooms and restrooms. Students who violate this policy may be subject to disciplinary action as outlined District 917's student discipline policy 506.

III. DISSEMINATION OF POLICY

This policy shall be included in the Student/Parent Handbook, Intermediate School District 917 Staff Handbook, and posted to the District website and otherwise distributed upon request.

Cross Reference:

Student Discipline Policy 506