

## **Work Session**

Tuesday, June 13, 2023 4:45 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**

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

III.A. Core Values Committee - Chris Devine/Kate Hulse

III.A.1. Core Values MOU - Dr. Michael Favor

III.B. Review resolution terminating support staff personnel - Dr. Michael Favor

III.C. Review Budget for FY 2024 - Nicolle Roush

III.D. Review Staff Handbook/Culture Guide for 2023-2024 - Dr. Marci Levy-Maguire

III.E. Review Agreement between 199 and 917 for Early Childhood Mental Health Program - Dr. Melissa Schaller

III.F. Review Agreement between ISD 271 and ISD 917 for Purchase of Early Childhood Special Education Teacher - Dr. Melissa Schaller

III.G. Review Wellness SHIP Grant - Dr. Melissa Schaller

III.H. Review probation period extensions for teachers - Dr. Michael Favor

III.I. Review Revised Lic. Psych. and Intake Coordinator Contract for 2022-2024 - Nicolle Roush

III.J. Review Clerical Memorandum of Understanding for Clerical Contract (2022-2024) to add Juneteenth as Non-Duty - Nicolle Roush

III.K. Review MOU for Juneteenth for Year-Round Non-Union Employees - Nicolle Roush

### **IV. Adjournment - Chair Cindy Nordstrom**

**Memorandum of Understanding**

Between

The School Board of Intermediate School District #917

and

EDUCATION MINNESOTA TEACHERS

LOCAL 3904

and

DISTRICT 917 SPECIAL EDUCATION PROGRAM ASSISTANTS' FEDERATION

LOCAL 4242 AFT

NEA, EDUCATION MINNESOTA, AFLCIO

and

OFFICE AND PROFESSIONAL EMPLOYEES

INTERNATIONAL UNION, LOCAL 12

AFLCIO, CLC

and

DAKOTA COUNTY FEDERATION OF INTERPRETERS

LOCAL #3904A - AFT, NEA, EDUCATION MINNESOTA

and

917 RELATED SERVICES NURSES EDUCATIONAL SUPPORT PROFESSIONALS

EDUCATION MINNESOTA, LOCAL 7333

WHEREAS, the leadership team at Intermediate School District 917 (“District”) seeks input from staff to guide systematic implementation of ISD 917 core values as part of the ISD 917 Core Values Committee from spring 2023 through spring 2025; and

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

WHEREAS, the parties agree that the voluntary participation by staff to provide this input in the process of planning for and systematically implementing the core values is not addressed in the current collective bargaining agreements already established between the parties; and

WHEREAS, the purpose of the ISD 917 Core Values Committee is to guide systematic implementation of the District’s core values to support a culture that is inclusive of all students, staff, and partners;

WHEREAS, the purpose of this MOU is to set forth the parties’ mutual understanding and agreement as to the voluntary participation of unionized employees in the District’s strategic planning process.

NOW THEREFORE, the parties resolve as follows:

1. An employee, who is a member of a bargaining unit represented by one of the exclusive representatives identified above, and who volunteers and is selected to participate in all or part of the ISD 917 Core Values Committee during meetings that occur outside of the staff’s regular working day, shall receive payment of \$25.00 per hour of scheduled involvement as outlined below:

- a. The 'ISD 917 Core Values Committee' will comprise of twelve (12) members.
  - b. The 'ISD 917 Core Values Committee' is anticipated to meet and be paid for:
    - i. 40 hours per school year, including summer.
2. The District will maintain sole discretion to determine the process and decision-making for selecting the individuals who will be members of the "ISD 917 Core Values Committee."
  3. This MOU will apply from April 3, 2023, through the end of the day on June 30, 2025, or as soon as the goals of the ISD 917 Core Values Committee have been reached, whichever comes first. Unused hours under this MOU are not available for use following the expiration of this MOU. This MOU will automatically expire with no further action by the parties upon expiration of the term set forth in this paragraph.
  4. For those non-exempt employees (paraprofessionals, office professionals, interpreters, and health associates) who surpass 40 work hours in a week due to participation in this strategic planning project, the time worked over 40 hours shall be paid at one-and-one-half (1.5) times \$25.00 per hour. Pursuant to the Fair Labor Standards Act's regulations governing situations in which a non-exempt employee performs two or more different kinds of work, the parties agree that the hourly rate applicable to the strategic planning development work addressed in this MOU will be \$25.00 per hour. Individual employees who volunteer to participate in the ISD 917 Core Values Committee will separately agree in writing that the hourly rate to be used for any overtime associated with associated work will be \$25.00 per hour.
  5. Based on the above anticipated hours and number of staff planned to be involved at \$25.00 per hour, the anticipated number of hours to be paid for this project is approximately 360 for an estimated salary cost of \$12,000, which does not include any potential overtime costs for non-exempt employees listed in number four (4) above.
  6. The parties recognize and agree that this MOU is arising out of the unique project-based need for the development of a culture that is inclusive of all students, staff, and partners. Nothing herein shall create a past practice or be deemed precedent setting for either party. The parties agree that this MOU may not be used to contradict the other party's position or introduced as evidence of a past practice in any future proceeding including a grievance arbitration. This MOU addresses the collective bargaining agreements in effect in 2022-2023, 2023-2024, and 2024-2025. This MOU will sunset as described in bullet number three (3).

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

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

Education Minnesota: Local 3904  
Intermediate School District 917

Intermediate School District  
DISTRICT NO. 917

\_\_\_\_\_  
President  
Dated: May \_\_\_\_, 2023

\_\_\_\_\_  
Chair

DISTRICT #917 SPECIAL EDUCATION  
PROGRAM ASSISTANTS FEDERATION,

\_\_\_\_\_  
Clerk  
Dated: June 13, 2023

LOCAL 4242

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President

Dated: May \_\_\_\_, 2023

OFFICE AND PROFESSIONAL EMPLOYEES  
INTERNATIONAL UNION, LOCAL 12

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President

Dated: May \_\_\_\_, 2023

DAKOTA COUNTY FEDERATION OF  
INTERPRETERS, LOCAL 3904A

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President

Dated: May \_\_\_\_, 2023

917 RELATED SERVICE NURSES EDUCATIONAL  
SUPPORT PROFESSIONALS, LOCAL 7333

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President

Dated: May \_\_\_\_, 2023



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

RESOLUTION PERTAINING TO THE TERMINATION OF EMPLOYMENT  
SUPPORT SERVICE EMPLOYEES

WHEREAS, the School Board of Intermediate School District 917 had received on June 13, 2023, from the administration, recommendations on program reductions and termination of support service employees,

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

That the following listed employees be terminated from their position/employment with Intermediate School District 917 effective at the end of the 2022-2023 school year:

Andrew Hardyman, CA, BTC-SUN and Ann Heinen, CA, Cedar-SUN

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

Whereupon said resolution was declared duly passed and adopted.

Dated: June 13, 2023



Intermediate School District 917

# Fiscal Year 2024

# Proposed Budget

June 13, 2023

Nicolle Roush

Executive Director of Business Services



→ 13

→ 13 A

→ 14

→ 14 A

FILM NEGATIVE

FILM NEGATIVE

FILM NEGATIVE



# ISD 917 Vision And Mission

## Vision

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

## Mission

In partnership with member districts, Intermediate School District 917 provides high quality, equitable, and specialized programming to meet the needs of all students.



# Budget Development & Core Values

## **Collaboration**

Working together to achieve more collectively

## **Empathy**

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

## **Innovation**

Ongoing improvement of programs and services

## **Stewardship**

Managing financial and human resources carefully and responsibly

## **Communication**

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

## **Integrity**

Aligning our actions with our values and beliefs

## **Personalization**

Building on the strengths and addressing the unique needs of individual students

## **Equity**

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

## **Diversity**

Appreciating and valuing everyone's unique selves



# Budget Development & Strategic Directions



**Increase student achievement and engagement**

**Support and lead staff through continuous  
improvement**

**Increase social-emotional learning and skills for  
students and staff**

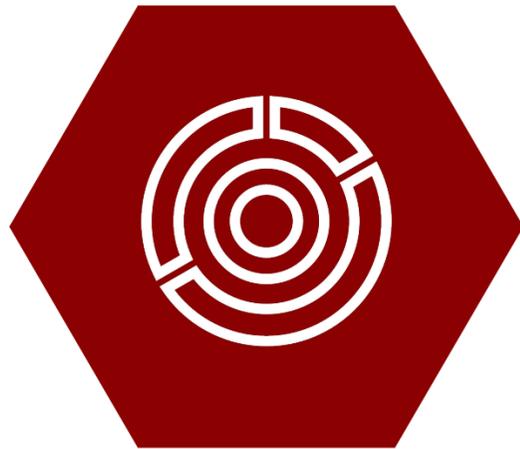
**Increase support for ALL through inclusive  
practices**

**Deepen engagement of stakeholders through  
quality, equitable communication practices**



# Stewardship & Integrity:

## ISD 917 Budget Development Process



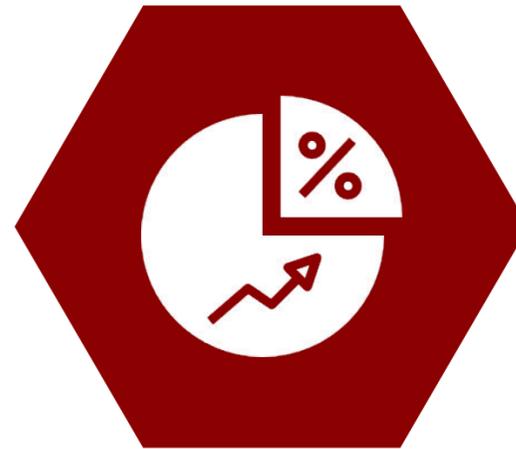
### **Proposed Budget Development** **January - June**

In collaboration with internal and external stakeholders, we develop a proposed budget to support our academic and other programs based on current and projected student enrollments.



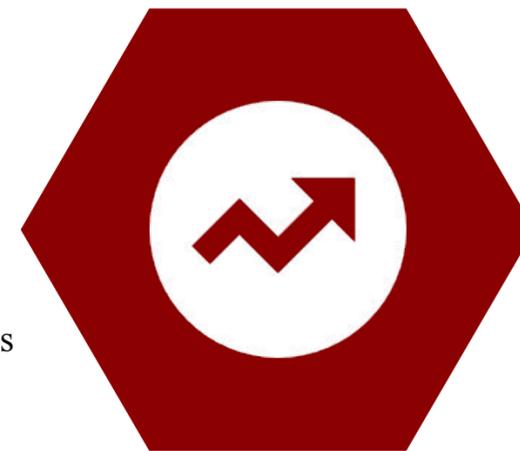
### **School Board Budget Approval** **June**

The ISD 917 School Board reviews the proposed budget to ensure it aligns with the district's core values, strategic directions, proposed programming, etc., then discusses and approves it at the June board meeting.



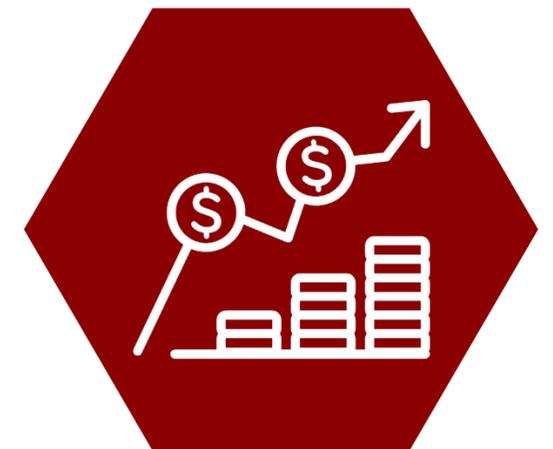
### **Adopted Budget** **July - June**

Throughout the school year, ISD 917 makes financial decisions based on the adopted budget.



### **Revised Budget Development** **October - January**

If/as financial conditions change substantially, district administration may request that the ISD 917 School Board review and pass a revised budget to account for changing contexts.

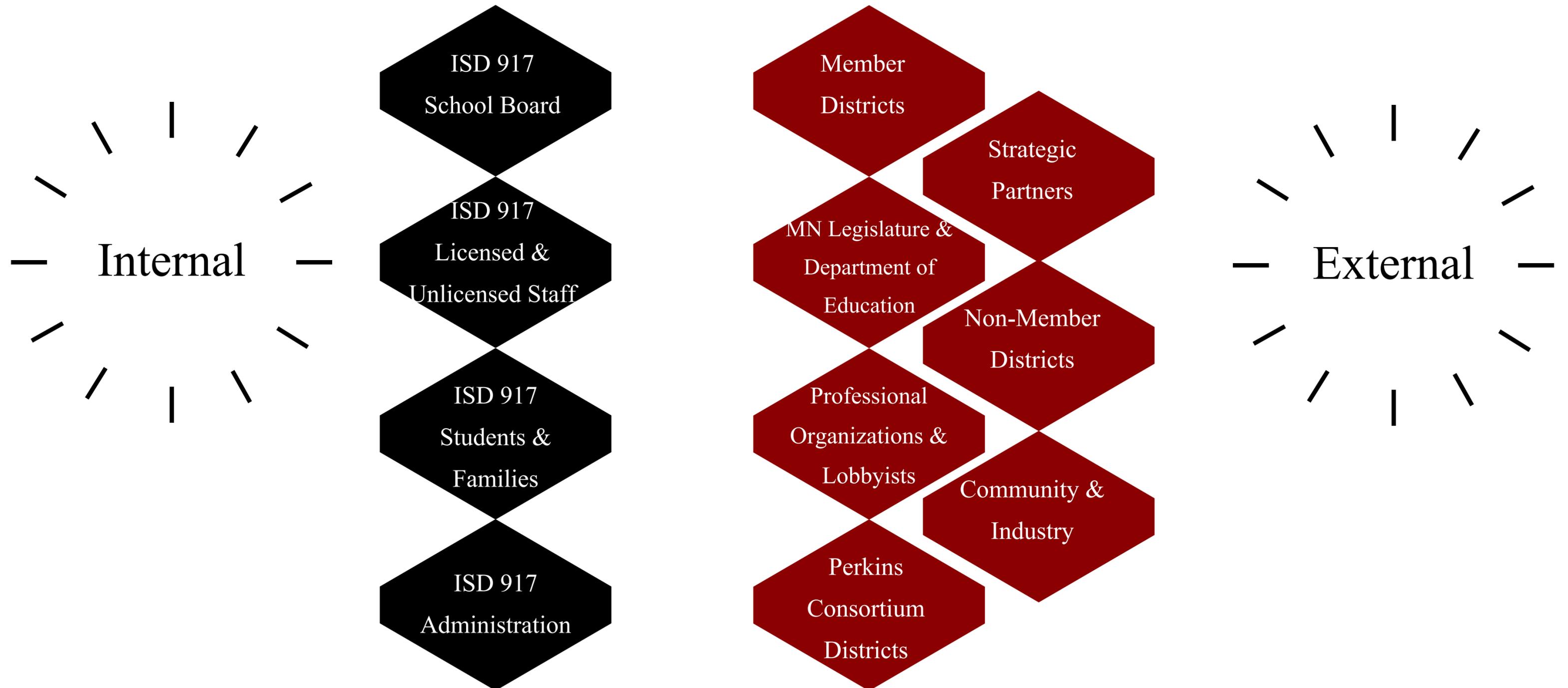


### **Annual Financial Audit** **July - December**

An objective review of ISD 917 financial statements by an independent auditor who conducts a thorough review to ensure "financial statements as a whole are free from material misstatement, whether due to fraud or error."



# Empathy, Collaboration, & Communication: Internal & External Stakeholders



# Innovation, Personalization, Equity, & Diversity: MN K12 Education Finance Bill 2023

Increased funding for MN schools by nearly \$2.3 billion

Increases the per-pupil (general) formula by 4% in 2024 and 2% in 2025 --> moving to \$7,138 per student (from \$6,683)

Future years to be indexed to inflation - between 2% and 3%

MN will pay for 44% of district special education cross-subsidy in 2024, then 50% in subsequent years

MN will pay for English Learner cross subsidy by 2027

New state Department of Children, Youth, & Families will oversee early learning programs

Additional funding and slots for preK programs

Expanded unemployment insurance eligibility to hourly workers during summer months

Lowered age of retirement with full pension from 66 to 65

Adds Civics and Personal Finance as course requirements for graduation

Adds Holocaust and genocide studies to be taught by the 2026-2027 school year

High schools must offer Ethnic Studies as of 2026-2027 (Middle and Elementary Schools by 2027-2028)

READ Act includes \$75 million to reimagine literacy instruction

Bans active shooter drills & adds required hour of evidence-based violence prevention training

Universal free breakfast & lunch

Free menstrual products and opiate antagonists (i.e. - Naloxone) for students

ALC transportation reimbursement

Expanded extended time revenue

Required academic standards

Alignment of local CTE standards with MDE CTE frameworks

Requirement of gifted services

Prohibition of/limits on dismissals in K-3

Required alternative education services for student suspended for more than 5 days

School board establishment of nonexclusionary disciplinary policies and practices

At least 8 hours of annual paraprofessional orientation or professional development

Paid time for paraprofessionals to review student IEPs

Indigenous Peoples' Day and Juneteeth

Sources:

<https://minnesotareformer.com/2023/06/02/whats-in-minnesotas-2023-education-bill/#~:text=The%20Minnesota%20legislature%20during%20the.stymied%20under%20a%20divided%20government.>

e-learning days - school board/teacher negotiations and teacher pay

MN House and Senate Nonpartisan Research: H.F. 2497 Conference Committee Report

Annual evaluation of and linked professional development to support principals' culturally responsive leadership



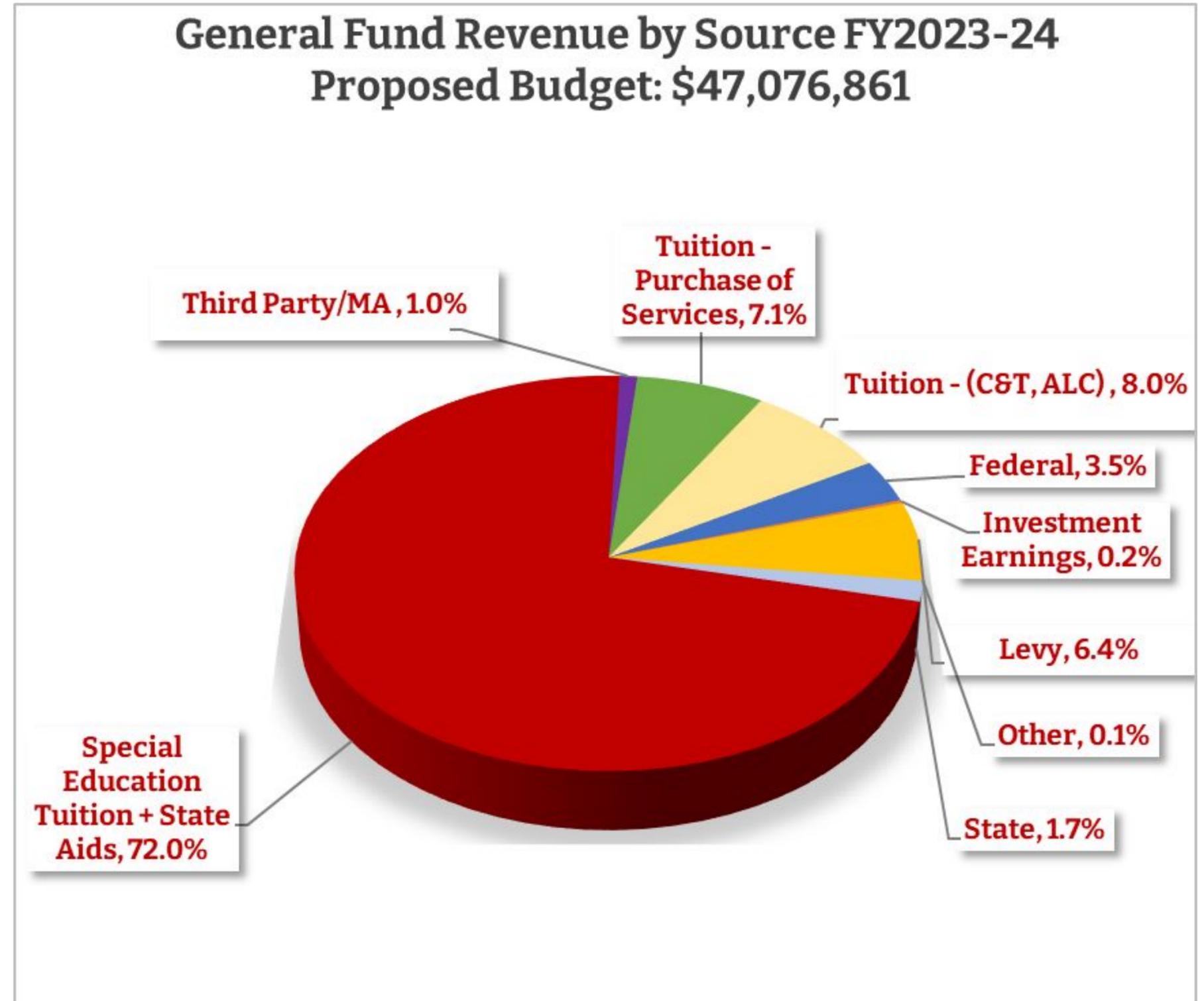
# Innovation, Personalization, Equity, & Diversity: MN K12 Education Finance Bill 2023

<p><b>CURRENTLY</b> Included in ISD 917 FY24 Proposed Budget</p>	<p><b>NOT YET</b> Included in ISD 917 FY24 Proposed Budget</p>
<p><b>4%</b> general education formula increase (Apx. <b>\$246,000</b> for FY24)</p>	<p>School Unemployment Insurance Aid Teacher Staff Shortage &amp; Diversity Grants Special Education Separate Site Aid Career &amp; Technical Education Grants Student Support Personnel Aid READ Act EL Cross-Subsidy Pupil Transportation Aid Special Education Cross Subsidy</p>
<p>Mental Health Grant Funds for Level 4 Programming (Apx. <b>\$946,000</b> for FY24)</p> <p>**may be replaced by Special Education Separate Site Aid &amp;/or other funding sources</p>	



# Stewardship & Integrity: Funding Sources for ISD 917 FY24

- Proposed FY24 General Fund Revenues = **\$47,076,861**
- The largest revenue source for ISD 917 is from **special education tuition** from school districts
- 87% of funding (apx. \$41 million) comes from tuition billing
- Most funding for Intermediate School Districts is filtered through member school districts
- Still discerning all financial impacts of



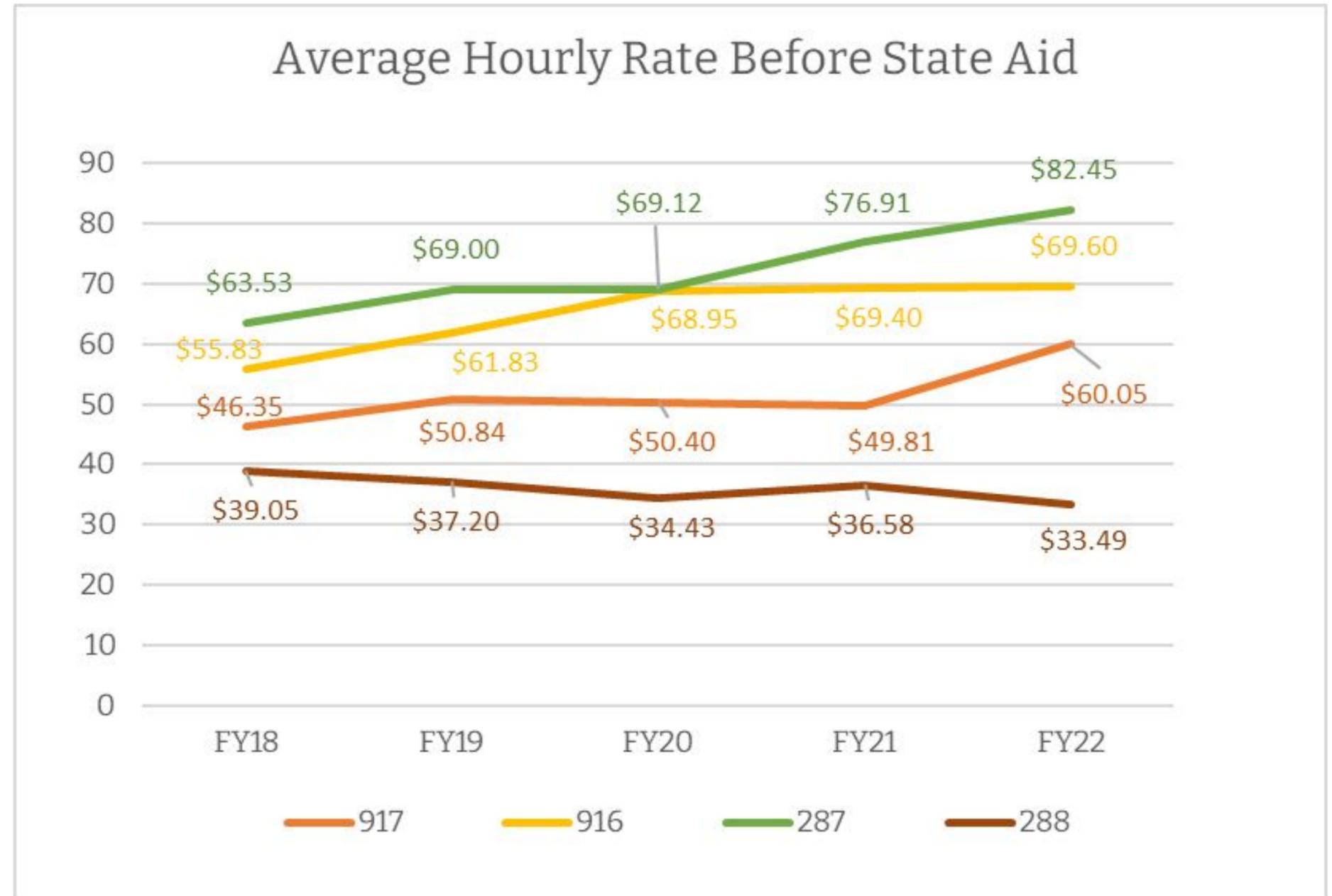
	<b>Special Education</b>	<b>Career &amp; Technical Education (CTE)</b>	<b>Alternative Learning (DCALS)</b>
<b>FY24 Tuition Hourly Rate</b>	<b>\$70.22</b>	<b>\$13.77</b>	<b>N/A</b>
<b>FY24 Tuition Hourly Rate Change</b>	<b>-6.68%</b>	<b>+0.94%</b>	<b>N/A</b>
<b>FY24 Expenditure Budget Increase</b>	<b>+1.7%</b>	<b>+22.71%</b>	<b>+5.2%</b>
<b>Impact on Member Districts for FY24</b>	Due to anticipated student hours increase of 9.05%, rate will remain relatively consistent with FY23	Due to anticipated student hours increase of 19.7% (=14.9 ADMs), rate will remain relatively consistent with FY23	DCALS anticipates a decrease in enrollment of 5.75% (=17.5 ADMs) and a tuition revenue decrease of 2.8%
<b>How Rates Are Calculated</b>	MDE determination: (FY24 special education eligible costs + FY23 state aid + FY24 general education revenue)/student estimated hours	ISD 917 determination of actual expenditures and student estimated hours	MDE determination: MDE's prescribed general education formula per student weighted ADM

# Stewardship: Comparison of Intermediate School Districts

- For the past five years for which we have data, ISD 917 has ranked **2nd** in cost-effectiveness among the four Intermediate School Districts

- Average hourly rates before state aid at ISD 917 ranged from \$46.35 to \$60.05 over the past five years for which we have data

- Average hourly rates among the Intermediate School Districts ranged from \$33.49 to \$82.45 in FY 2022

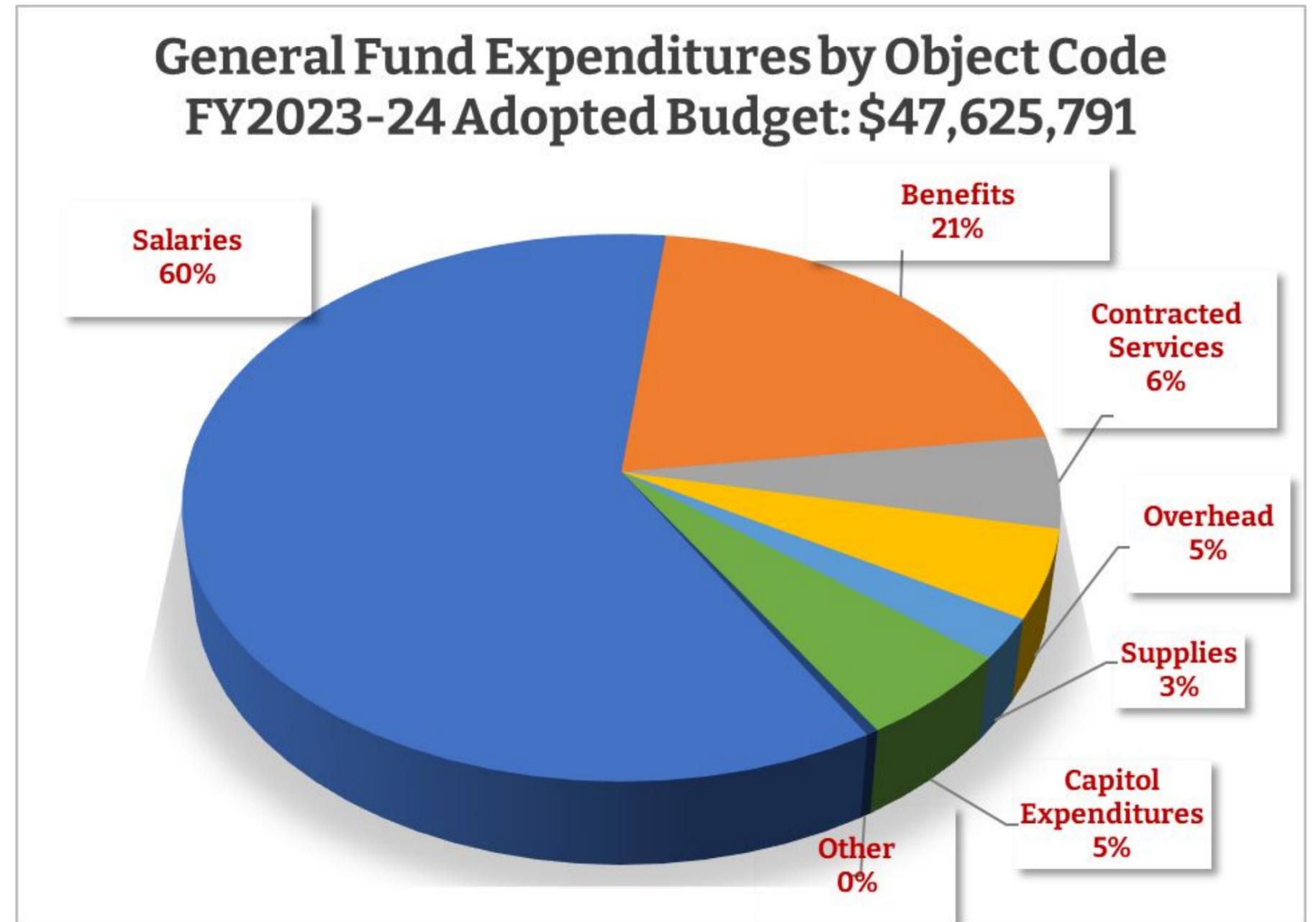


Source: MDE Data Center - Special Education Tuition Billing  
MDE Minnesota Funding Reports

# Stewardship, Integrity, Equity, Diversity, & Personalization:

## Expenditures for ISD 917 FY24

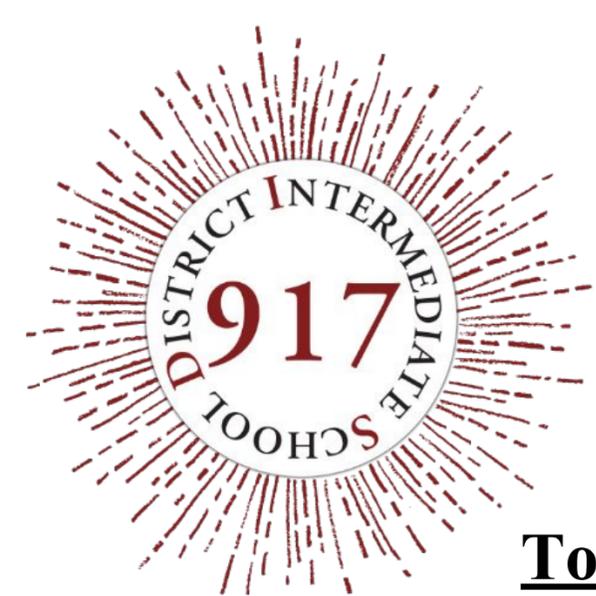
- Proposed FY24 General Fund Expenditures = **\$47,625,791**
- The largest expenditures for ISD 917 are **salaries** (60%) and **benefits** (21%) for ISD 917 staff
- 81% of funding (apx. \$39 million) goes to salaries and benefits
- Still discerning all financial impacts of MN K12 Education Finance & other legislation





# Stewardship: Fund Balance

- **ISD 917 FY24 Proposed Budget includes a 19.2% fund balance, \$9,142,288**
- ISD 917 Policy 714: Fund Balance states ISD 917 will strive to maintain a minimum unassigned general fund balance of **15%** of the annual budget
- The proposed fund balance reflects a 1.42% decrease from FY23 revised budget projections due to less general education revenue than overhead and facilities expenditures
- Our plan to address this decrease is to recruit additional paraprofessionals to increase student enrollment and eliminate a waiting list for special education programs (apx. 119 students, currently)



# Stewardship & Integrity:

## FY24 Budget Actions

### To Prepare for FY24:

- Reduction of 10.5 FTEs (licensed and non-licensed staff)
- \$1,650,000 reduction in expenditures (supplies, equipment, technology, travel, and contracted services)
- Budget for 39 unfilled non-licensed paraprofessional positions to reduce waiting lists by 34 students, resulting in an increase of \$1,360,000 in expenditures

### During FY24:

- Monitor tuition rates for special education and CTE
- Mitigate tuition rate increases
- Apply for federal, state, and other grant opportunities (currently 5.2% of revenue in ISD 917 FY24 budget)
- Adjust staffing and operations costs accordingly with enrollment changes while supporting strategic directions and implementation of core values

# Summary of

## FY23 Revised Expenditure Budget vs. ISD 917 FY24 Budget



- Overall operating fund proposal includes an increase in expenditures of 1.33%, \$624,719
- Total of **all** district funds proposal is an increase of 0.89%, \$464,576
- Proposal incorporates:
  - Estimated and actual salaries and benefits for employees
  - Program enhancements
  - Cost containment in certain programs due to lower enrollment, changes in levies, and grant funding adjustments



# Thank You!

## Questions?

Learn more about ISD 917 at:

[www.isd917.org](http://www.isd917.org)

<https://www.facebook.com/intermediate917>

<https://www.instagram.com/intermediate917/>

Nicolle Roush

Executive Director of Business Services



FILM NEGATIVE



# Intermediate School District 917

Proposed Budget  
2023 - 2024

June 13, 2023

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

### Secondary Technical Center Programs:

	<b>2022-23 Act. Hourly Rates</b>	<b>2023-24 Est. Hourly Rates</b>	<b>% change</b>	
Secondary Career & Technical Programs Average Rate	13.64	13.77	0.94%	
	<b>2022-23 Est. Billable Hours</b>	<b>2023-24 Est. Billable Hours</b>	<b>% change</b>	
Secondary Vocational Student Billable Hours	78,622	94,094	19.68%	14.9 ADM's
DCALS Student Billable Hours (unweighted)	195,228	206,562	5.81%	10.9 ADM's
DCALS North Student Billable Hours (unweighted)	73,080.00	78,888.00	7.95%	5.6 ADM's
DCALS Ext. Day Student Billable Hours (unweighted)	47,763.00	12,456.00	-73.92%	(34 ADM's)
<b>Total Student Billable Hours</b>	<b>394,693</b>	<b>392,000</b>	<b>-0.68%</b>	<b>(2.6 ADM's)</b>

### Special Education Programs:

	<b>2022-23 Est. Hourly Rates</b>	<b>2023-24 Est. Hourly Rates</b>	<b>% change</b>	
Special Education Resource Program Average Rate	75.25	70.22	-6.68%	
Purchase of Services Agreements Average Cost per FTE	119175.82	126436.00	6.09%	
	<b>2022-23 Est. Billable Hours</b>	<b>2023-24 Est. Billable Hours</b>	<b>% change</b>	
Special Education Resource Student Billable Hours	434,126	473,405	9.05%	33.4 ADM's
Special Education Purchase of Service Billable Hrs	38,117	39,328	3.18%	
<b>Total Student Billable Hours</b>	<b>472,243</b>	<b>512,733</b>	<b>8.57%</b>	<b>34.4 ADM's</b>

Intermediate Rate Comparison

Updated 5-4-2023

Intermediate School District 917

Fiscal Year	Ratio of Exp to Aid	Total Exp	Total Aid	Exp After Aid Applied	Billable Hours (sped only)	Hourly Rate Before Aid	Hourly Rate After Aid
FY18	0.59	\$19,066,257.03	\$11,023,392.82	\$8,042,864.21	411310	\$46.35	\$19.55
FY19	0.53	\$22,340,890.73	\$11,914,173.81	\$10,426,716.92	439413	\$50.84	\$23.73
FY20	0.55	\$25,425,613.49	\$13,906,025.17	\$11,519,588.32	504435	\$50.40	\$22.84
FY21	0.61	\$26,596,636.72	\$16,346,094.47	\$10,250,542.25	533975	\$49.81	\$19.20
FY22	0.62	\$26,613,636.99	\$16,533,281.34	\$10,080,355.65	443179	\$60.05	\$22.75

Northeast Metro 916

Fiscal Year	Ratio of Exp to Aid	Total Exp	Total Aid	Exp After Aid Applied	Billable Hours (sped only)	Hourly Rate Before Aid	Hourly Rate After Aid
FY18	0.53	\$30,175,837.89	\$15,963,412.33	\$14,212,425.56	544881	\$55.83	\$26.08
FY19	0.58	\$31,767,389.21	\$18,467,206.95	\$13,300,182.26	513811	\$61.83	\$25.89
FY20	0.57	\$34,523,229.57	\$19,746,894.91	\$14,776,334.66	500704	\$68.95	\$29.51
FY21	0.62	\$35,570,000.37	\$22,204,397.66	\$13,365,602.71	512567	\$69.40	\$26.08
FY22	0.66	\$32,538,566.76	\$21,347,635.50	\$11,190,931.26	467539	\$69.60	\$23.94

Intermediate School District 287

Fiscal Year	Ratio of Exp to Aid	Total Exp	Total Aid	Exp After Aid Applied	Billable Hours (sped only)	Hourly Rate Before Aid	Hourly Rate After Aid
FY18	0.59	\$37,802,164.15	\$22,392,901.35	\$15,409,262.80	595009	\$63.53	\$25.90
FY19	0.55	\$39,985,087.36	\$22,093,865.99	\$17,891,221.38	579524	\$69.00	\$30.87
FY20	0.57	\$40,342,871.43	\$23,138,895.82	\$17,203,975.61	583679	\$69.12	\$29.48
FY21	0.59	\$41,275,184.14	\$24,467,392.79	\$16,807,791.35	536687	\$76.91	\$31.32
FY22	0.60	\$39,818,855.90	\$23,679,209.61	\$16,139,646.29	482956	\$82.45	\$33.42

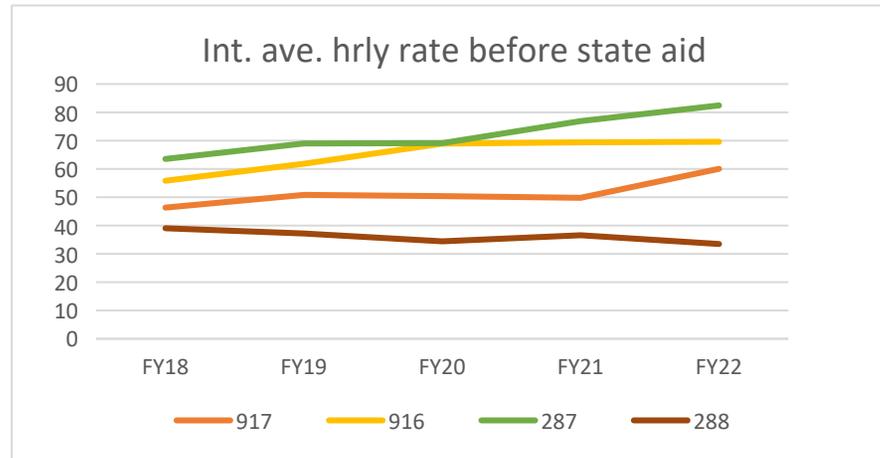
Southwest Metro Intermediate 288

Fiscal Year	Ratio of Exp to Aid	Total Exp	Total Aid	Exp After Aid Applied	Billable Hours (sped only)	Hourly Rate Before Aid	Hourly Rate After Aid
FY18	0.56	\$7,810,512	\$4,352,979	\$3,457,533	200026	\$39.05	\$17.29
FY19	0.61	\$7,502,699	\$4,565,034	\$2,937,665	201676	\$37.20	\$14.57
FY20	0.52	\$8,585,673	\$4,444,266	\$4,141,406	249345	\$34.43	\$16.61
FY21	0.62	\$9,443,640	\$5,902,155	\$3,541,485	258179	\$36.58	\$13.72
FY22	0.54	\$10,852,399	\$5,839,016	\$5,013,383	324095	\$33.49	\$15.47

### Intermediate Rate Comparison

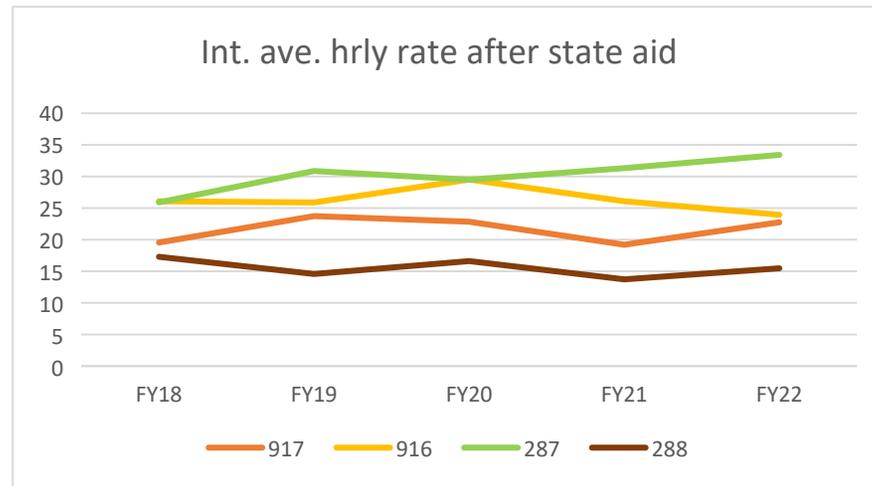
**Hourly rate  
before aid**

	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
917	46.35	50.84	50.40	49.81	60.05
916	55.83	61.83	68.95	69.40	69.60
287	63.53	69.00	69.12	76.91	82.45
288	39.05	37.20	34.43	36.58	33.49



**Hourly rate  
after aid**

	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
917	19.55	23.73	22.84	19.20	22.75
916	26.08	25.89	29.51	26.08	23.94
287	25.90	30.87	29.48	31.32	33.42
288	17.29	14.57	16.61	13.72	15.47



# Intermediate School District 917

2023 - 2024

## Overview of Proposed Adopted Budget

Fund #	Fund Name	Projected Fund Balance 6/30/2023	Projected Revenues	Projected Expenditures	Projected Fund Balance 6/30/2023
1	Secondary	3,846,261	4,598,027	4,574,003	3,870,285
2	Special Education	5,802,640	41,618,183	42,181,658	5,239,165
5	Gen Capital Exp.	679	528,625	527,304	2,000
10	Institutional Support	0	319,726	319,726	0
13	Secondary Resale	24,533	6,000	15,500	15,033
14	Special Ed Resale	10,254	6,300	5,500	11,054
15	917 Support Services	671	0	0	671
50	Student Activities	6,180	0	2,100	4,080
	<b>Total Operating Fund</b>	<b>9,691,218</b>	<b>47,076,861</b>	<b>47,625,791</b>	<b>9,142,288</b>
3	Food and Nutrition	0	203,430	203,430	0
20	Internal Service Fund	-808,307	172,066	159,268	-795,509
21	Self Funded Dental Ins. Plan	630,271	552,000	497,100	685,171
22	Self Funded Health Ins. Plan	5,626,559	4,761,000	4,216,300	6,171,259
	<b>Total Funds</b>	<b>15,139,741</b>	<b>52,765,357</b>	<b>52,701,889</b>	<b>15,203,209</b>

The general funds projected reserved/unassigned fund balance as of 6/30/2024

Preliminary operating fund balance \$ 9,142,288

Preliminary operating fund balance as a percentage of expenditures 19.20%

Excluding restricted fund balance (Fund 5) 19.41%

FY23 revised projected unassigned fund balance 20.85%

Intermediate School District 917															
Balance Sheet - GASB 54 Fund Balances															
Governmental Funds as of June 30, 2024															
			General Fund							Food Service	Internal Service Fund	Self Funded Dental	Self Funded Medical	Student Activities	Total Fund Balance
	Fund 1	Fund 2	Fund 5	Fund 10	Fund 13	Fund 14	Fund 15	Fund 3	Fund 20	Fund 21	Fund 22	Fund 50			
<b>Nonspendable:</b>															
inventories															
prepaid expenses															
<b>Restricted for:</b>															
health and safety															
basic skills compensatory															
deferred maintenance projects															
operating capitol/bond payment			2,000											2,000	
safe schools levy															
OPEB															
other fund activities															
<b>Committed for:</b>															
fund balance for next year															
<b>Assigned for:</b>															
next year severance pay															
next year retiree health															
school carryover budgets															
scholarships															
encumbrances															
<b>Unassigned for:</b>															
unassigned	3,870,285	5,239,165	0	0	15,033	11,054	671		-795,509	685,171	6,171,259	4,080	15,201,209		
<b>23-24 Projected Fund Balance</b>	3,870,285	5,239,165	2,000	0	15,033	11,054	671	0	-795,509	685,171	6,171,259	4,080	15,203,209		
<b>22-23 Final Fund Balance</b>	3,846,261	5,802,640	679	0	24,533	10,254	671	0	-808,307	630,271	5,626,559	6,180	15,133,561		
<b>Change</b>	<b>24,024</b>	<b>-563,475</b>	<b>1,321</b>	<b>0</b>	<b>-9,500</b>	<b>800</b>	<b>0</b>	<b>0</b>	<b>12,798</b>	<b>54,900</b>	<b>544,700</b>	<b>-2,100</b>	<b>65,568</b>		

# Intermediate School District 917

## Expenditure Comparison

### 2022-23 Revised Budget and 2023-24 Adopted Budget

Fund #	Description	FY 22-23 Revised Exp. Budget	FY 23-24 Adopted Exp. Budget	Difference	Percent Change
1	Secondary	4,113,469	4,574,003	460,534	11.20%
2	Special Ed.	41,900,697	42,181,658	280,961	0.67%
5	Capital Improvements	532,400	527,304	-5,096	-0.96%
10	Institutional Support	429,506	319,726	-109,780	-25.56%
13	Secondary Resale	15,000	15,500	500	3.33%
14	Special Ed Resale	7,300	5,500	-1,800	-24.66%
15	917 Support Services	0	0	0	0.00%
50	Student Activities	2,700	2,100	-600	-22.22%
	<b>Total Operating Fund</b>	<b>47,001,072</b>	<b>47,625,791</b>	<b>624,719</b>	<b>1.33%</b>
3	Food and Nutrition	176,809	203,430	26,621	15.06%
20	Internal Service Fund	149,832	159,268	9,436	6.30%
21	Self Funded Dental Ins. Plan	488,100	497,100	9,000	1.84%
22	Self Funded Health Ins. Plan	4,421,500	4,216,300	-205,200	-4.64%
	<b>Total Funds</b>	<b>52,237,313</b>	<b>52,701,889</b>	<b>464,576</b>	<b>0.89%</b>

**Highlight of significant changes between 2022-23 revised exp vs 2023-24 adopted exp:**

- Fund 1 Salary and benefit increases built in for estimated and actual contract settlements. Additional budget adjustment detail enclosed on page 8 and 9.
- Fund 2 Salary and benefit increases built in for estimated and actual contract settlements. Additional budget adjustment detail enclosed on page 8 and 9.
- Fund 10 Decrease in grant funding from Expanded Summer Learning F164 and Learning Recovery F169 in the amount of (\$89,515), decrease in Dakota County funding (\$6,000) unspent carryover and and decrease (\$13,013) IT telecommunication aid applied in FY24.
- Fund 3 Increase assumptions on meals served from anticipated student growth and participation with universal free meals provided.
- Fund 22 Decreased assumptions on projected medical claims.

## FY24 Intermediate School District 917 Revised Budget Assumptions

**4% increase in General Ed formula per ADM:** DCALS generates \$86,367 and Special Education \$159,820

### 2023-25 Contracts settled:

Director of Social/Emotional Learning & Support	2.75%	Actuals 23-24
---	-------	---------------

### 2023-25 Contracts unsettled:

Assistant Director/Principal contract	3.00%	Estimate
Coordinator contract	3.50%	Estimate
Dean contract	3.50%	Estimate
Executive Director contract	2.75%	Estimate
Teachers contract	4.00%	Estimate

### 2022-24 Contracts settled:

BCBA & MHPC	3.53%	Actuals for 23-24
Classified Full Year contract	4.08%	Actuals for 23-24
Classified School Year contract	4.55%	Actuals for 23-24
Clerical contract	3.71%	Actuals for 23-24
Custodian's contract	4.17%	Actuals for 23-24
Executive Assistant costs for salary and benefits	3.56%	Actuals for 23-24
Health Associate contract	3.97%	Actuals for 23-24
Interpreter's contract	3.11%	Actuals for 23-24
Licensed Psych & Centralized Intake Coordinator	3.53%	Actuals for 23-24
Paraprofessional's contract	3.84%	Actuals for 23-24

### Enrollment Assumptions:

Secondary Vocational Programs	Enrollment increase	14.9	ADMs
DCALS	Enrollment increase	10.9	ADMs
DCALS North	Enrollment increase	5.6	ADMs
Ext Year On-line	Enrollment decrease	-34	ADMs
Special Education	Enrollment increase	34.4	ADMs

**Total ADM Changes      31.80**

**HIGHLIGHT OF SIGNIFICANT CHANGES BETWEEN  
2022-23 REVISED EXPENSES VS 2023-24 ADOPTED EXPENSES**

<b>Fund 1</b>				
DCALS	DCALS change in senior staff savings recognized			(\$43,985)
	DCTC security officer contract	1.00	FTE	\$85,000
	Increase in staff computers and 30 student ipads			\$24,000
	Increase 1.0 FTE Academic Liason, .20 Reading Specialist, .10 FTE Licensed Curriculum Devel.	1.30	FTE	\$131,565
	Decrease Van purchase in FY23 not in FY24			(\$32,000)
	Decrease in on-line software portion covered below in Learning Loss grant F169			(\$26,723)
	Decease in extended time programming			(\$10,400)
Secondary Vocational	Increase 1.0 FTE Construction Trades teacher, increase .5 FTE Fundamental Chef teacher, 1.0 FTE Technical Tutor and instructional supplies.	2.50	FTE	\$207,800
District Wide	Increase in Learning Loss grant F169 compared to FY23			\$50,000
	Decrease in ARP summer F150 and Expanded summer F164 grants compared to FY23			(\$25,708)
	<b>Total Changes in Fund 1 in comparison to FY23</b>	<b>4.80</b>	<b>FTE</b>	<b>\$359,549</b>
	<b>Note: If these differences were subtracted off the budget would be 2.4% increase over FY23</b>			

**HIGHLIGHT OF SIGNIFICANT CHANGES BETWEEN  
2022-23 REVISED EXPENSES VS 2023-24 ADOPTED EXPENSES**

**Fund 2**

Open non-licensed para. compliments	Increase 39 Non-licensed paraprofessional open compliments compared to FY23 revised budg	39.00	FTE	\$1,358,161
	Increase 2.0 FTE Interpreters	2.00	FTE	\$96,600
	Decrease 1.0 Administrative Assistant (overall district wide open compliments reflected on organizational charts are 115 FTE)	1.00	FTE	(\$39,500)
Licensed staff changes	Increase 1.0 FTE Dean	1.00	FTE	\$163,000
	Decrease 1.0 FTE Assistant Director	-1.00	FTE	(\$184,027)
	Decrease 2.0 FTE BCBA's	-2.00	FTE	(\$184,083)
	Shift .30 FTE licensed positions to Fund 01	-0.30	FTE	(\$32,285)
	Decrease .20 Audiologists	-0.20	FTE	(\$39,600)
	Decrease 2.0 FTE Social Workers	-2.00	FTE	(\$142,400)
	Decrease 1.0 FTE Psychologist	-1.00	FTE	(\$63,400)
	Decrease 1.0 FTE Mental Health Professional	-1.00	FTE	(\$110,800)
	Decrease 2.0 DAPE	-2.00	FTE	(\$167,900)
District Wide				(\$268,000)
				(\$189,000)
				(\$103,000)
				(\$391,000)
				(\$225,854)
				(\$70,000)
				(\$105,712)
				\$76,000
			\$127,000	
	<b>Total Changes in Fund 2</b>	<b>33.5</b>	<b>FTE</b>	<b>-\$495,800</b>

**Note: If these differences were added back the budget increase would be 1.8% over FY23**

**ISD 917 Levies FY23 vs. FY24**

District	FY23 Lease Levy payable 2023	<b>FY24 Lease Levy payable 2024</b>	FY24 AEC Levy payable 2023	<b>FY25 AEC Levy payable 2024</b>	FY23 Safe School Levy payable 2023	<b>FY24 Safe School Levy payable 2024</b>	FY24 LTFM payable 2023	<b>FY25 LTFM payable 2024</b>	\$ change from prior year levies	% Change from prior year levies
6	\$93,656.65	<b>\$91,746.08</b>	\$36,015.23	<b>\$28,906.78</b>	\$45,434.85	<b>\$44,775.00</b>	\$8,359.39	<b>\$7,690.48</b>	<b>(\$10,347.78)</b>	-5.64%
191	\$174,036.76	<b>\$175,221.40</b>	\$71,195.41	<b>\$78,830.68</b>	\$110,436.45	<b>\$113,367.00</b>	\$28,739.02	<b>\$26,126.80</b>	\$9,138.24	2.38%
192	\$218,430.30	<b>\$221,333.18</b>	\$70,417.65	<b>\$70,767.07</b>	\$96,309.00	<b>\$111,945.00</b>	\$18,983.23	<b>\$17,672.48</b>	\$17,577.55	4.35%
194	\$273,917.67	<b>\$296,023.13</b>	\$96,328.58	<b>\$95,302.03</b>	\$202,439.55	<b>\$197,991.00</b>	\$35,985.09	<b>\$34,338.08</b>	\$14,983.35	2.46%
195	\$16,657.43	<b>\$15,164.93</b>	\$5,035.66	<b>\$5,310.71</b>	\$14,517.30	<b>\$13,917.00</b>	\$2,226.66	<b>\$2,256.80</b>	<b>(\$1,787.61)</b>	-4.65%
197	\$150,822.96	<b>\$147,855.62</b>	\$61,334.61	<b>\$61,273.04</b>	\$79,408.65	<b>\$83,295.00</b>	\$22,587.39	<b>\$21,040.32</b>	<b>(\$689.63)</b>	-0.22%
199	\$106,905.09	<b>\$113,116.01</b>	\$49,382.80	<b>\$50,159.01</b>	\$51,033.15	<b>\$52,953.00</b>	\$12,265.50	<b>\$11,336.08</b>	\$7,977.56	3.63%
200	\$139,531.41	<b>\$147,797.41</b>	\$42,939.62	<b>\$44,486.18</b>	\$65,564.85	<b>\$65,613.00</b>	\$14,397.81	<b>\$13,245.68</b>	\$8,708.58	3.32%
271	\$249,809.44	<b>\$238,155.66</b>	\$93,975.44	<b>\$88,464.50</b>	\$160,129.80	<b>\$161,121.00</b>	\$45,155.91	<b>\$39,893.28</b>	<b>(\$21,436.15)</b>	-3.90%
Totals	\$1,423,767.71	<b>\$1,446,413.42</b>	\$526,625.00	<b>\$523,500.00</b>	\$825,273.60	<b>\$844,977.00</b>	\$188,700.00	<b>\$173,600.00</b>	\$24,124.11	0.81%

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

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

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

FY24 Proposed REVENUE Budget  
 June 13, 2023

<b>Fund</b>	<b>Sum of FY 23 Adopted Budget</b>	<b>Sum of FY 23 Revised Budget</b>	<b>Sum of FY 24 Budget</b>
01	4,154,587	4,183,191	4,598,027
02	42,331,389	41,339,409	41,618,183
03	163,000	176,809	203,430
05	524,500	525,750	528,625
10	388,852	416,492	319,726
13	15,000	15,000	6,000
14	7,000	7,300	6,300
20	144,000	177,000	172,066
21	515,000	535,000	552,000
22	5,208,109	5,095,780	4,761,000
50	2,700	2,700	0
<b>Grand Total</b>	<b>\$53,454,137</b>	<b>\$52,474,431</b>	<b>\$52,765,357</b>

FY24 Proposed EXPENDITURE Budget  
 June 13, 2023

Fund	Sum of FY 23 Adopted Budget	Sum of FY 23 Revised Budget	Sum of FY 24 Budget
01	4,285,773	4,113,469	4,574,003
02	42,904,824	41,900,697	42,181,658
03	163,000	176,809	203,430
05	528,500	532,400	527,304
10	388,852	429,506	319,726
13	15,000	15,000	15,500
14	7,300	7,300	5,500
20	159,000	149,832	159,268
21	505,500	488,100	497,100
22	4,679,430	4,421,500	4,216,300
50	2,700	2,700	2,100
<b>Grand Total</b>	<b>\$53,639,879</b>	<b>\$52,237,313</b>	<b>\$52,701,889</b>



**Intermediate School District 917**

*Purposeful. Personalized. Partners.*

1300 145th Street East, Rosemount, MN 55068

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

# Intermediate School District 917 **Staff Handbook/Culture Guide** 2023-2024



The information in this handbook is a reference.

District policy, negotiated labor agreements, and federal, state, and local laws are summarized.

Please refer to legal documents for specifics.

**All staff members are responsible for reading and following all ISD 917 policies and procedures, including this handbook and information linked in this document.**

This summary of district procedures supersedes any earlier district handbooks.

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# Welcome from the Superintendent!



Greetings! My name is Dr. Michael Favor, and I am proud to welcome new and returning staff to the 2023-2024 school year. At ISD 917, we focus on embedding our district [Core Values](#) in everything we do, including how we provide staff and others with information about our district. This 2023-2024 ISD 917 Staff Handbook/Culture Guide is designed to tell our story, transform our culture, and create a sense of shared purpose and belonging for each one of us at ISD 917.

At ISD 917, we belong to each other. In partnership with our nine member districts, students, families, staff, and strategic partners, we model an innovative culture with diverse pathways for students and staff. You will experience Story Circles, get to know our ISD 917 School Board, participate in and implement specialized training to meet the unique needs of our students, collaborate with diverse stakeholders, and come to see the world through new lenses.

At ISD 917, you will find your purpose, and this community will help you live into that purpose each and every day. Thank you for being a member of this amazing district.

Sincerely,  
**Dr. Michael Favor**  
Superintendent of ISD 917

---

Learn more about ISD 917 & the Role of the Superintendent at:

[www.isd917.org](http://www.isd917.org)

[https://www.isd917.org/about/school\\_board/policies/300\\_administration](https://www.isd917.org/about/school_board/policies/300_administration)

<https://www.facebook.com/intermediate917>

<https://www.instagram.com/intermediate917/>



# Welcome from the Board Chair!



Welcome ISD 917 Staff,

We are excited to have you and support you throughout the 2023-24 school year. As your school board, we focus on governance while supporting the administration and our superintendent, Dr. Favor. We know that you will be an important part of our vision for ISD 917. Together, we strive to provide an innovative culture with diverse pathways serving students and families through equitable practices with highly trained staff.

Thank you in advance for your commitment and dedication to our core values. We trust that you will provide support for each other, our students and their families.

*Purposeful. Personalized. Partners.*

Cindy Nordstrom  
Intermediate District 917 Board Chair

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**Learn more about the ISD 917 School Board at:**

**[https://www.isd917.org/about/school\\_board](https://www.isd917.org/about/school_board)**

**[https://www.isd917.k12.mn.us/about/school\\_board/policies](https://www.isd917.k12.mn.us/about/school_board/policies)**

**[https://www.isd917.org/about/school\\_board/policies/200\\_the\\_school\\_board](https://www.isd917.org/about/school_board/policies/200_the_school_board)**

# Mission, Vision, Core Values, Motto, & Strategic Directions

Mission (= Our Core Purpose)

**In partnership with member districts, Intermediate School District 917 provides high quality, equitable, and specialized programming to meet the needs of all students.**

Vision (= What We Intend to Create)

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

Core Values (= Drivers of Our Words and Actions)

- **Collaboration:** Working together to achieve more collectively.
- **Empathy:** Considering and respecting the perspective and needs of member districts, students, families and staff.
- **Innovation:** Ongoing improvement of programs and services.
- **Stewardship:** Managing financial and human resources carefully and responsibly.
- **Communication:** Multi-dimensional, transparent conversation focused on sharing information and creating a positive learning and working environment.
- **Integrity:** Aligning our actions with our values and beliefs.
- **Personalization:** Building on the strengths and addressing the unique needs of individual students.
- **Equity:** Intentionally providing opportunities while removing barriers at all levels of the organization.
- **Diversity:** Appreciating and valuing everyone's unique selves.

Strategic Directions (= Focus of Our Improvement Efforts)

- Increase student achievement and engagement
- Support and lead staff through continuous improvement
- Deepen engagement of stakeholders through quality, equitable communication practices
- Increase social-emotional learning and skills for students and staff
- Increase support for ALL through inclusive practices

District Motto

**Purposeful. Personalized. Partners.**

# ISD 917 At a Glance

## Member Districts:

SSD 6 - South Saint Paul Public Schools  
 ISD 191 - Burnsville-Eagan-Savage School District  
 ISD 192 - Farmington Area Public Schools  
 ISD 194 - Lakeville Area Public Schools  
 ISD 195 - Randolph Public Schools  
 ISD 197 - West Saint Paul-Mendota Heights-Eagan Area Schools  
 ISD 199 - Inver Grove Heights Community Schools  
 ISD 200 - Hastings Public Schools  
 ISD 271 - Bloomington Public Schools

**\*ISD 917 School Board consists of a board member from each member district\***

<b>Secondary Programs</b> <i>10th-12th grades</i>		<b>Special Education Programs</b> <i>Birth to Age 21</i> <i>(depending on program)</i>
<b>Career &amp; Technical Education (CTE)</b>	<b>Dakota County Alternative Learning School (DCALS)</b>	
Computer Technology Construction Trades Fundamental Chef Graphic Design Mechatronics Medical Careers Transportation	DCALS-Main DCALS-North	<b>CASE:</b> Customized Alternative Solutions for Education <b>DASH:</b> Developmental Disabilities, Academics, Socialization, & Health Services <b>IDEA:</b> Intra-Dakota Educational Alternative <b>PACES:</b> Program Alternative for Communication, Education, and Socialization <b>SUN:</b> Students with Unique Needs <b>TEA:</b> Therapeutic Education Alternative <b>TEA-ECSE:</b> Therapeutic Education Alternative-Early Childhood Special Education <b>TESA:</b> Transitional Education Service Alternative <b>DHH:</b> Deaf/Hard of Hearing Resource <b>Care &amp; Treatment Educational Services</b> <b>Itinerant Services</b>
<u>Location:</u>  Dakota County Technical College (DCTC) in Rosemount	<u>Locations:</u>  DCALS-Main: Dakota County Technical College (DCTC) in Rosemount  DCALS-North: West Saint Paul	<u>Locations:</u>  Throughout south metro suburbs (see <a href="#">Program Locations &amp; School Times</a> )

# Intermediate School Districts

Intermediate School Districts, including ISD 917, were established by the Minnesota Legislature in **1969** and are governed by [Minnesota Statute Chapter 136D](#), under Postsecondary Education. They are defined as, “cooperative program[s]...that offer integrated services for secondary, postsecondary, and adult students in the areas of vocational education, special education, and other authorized services.”

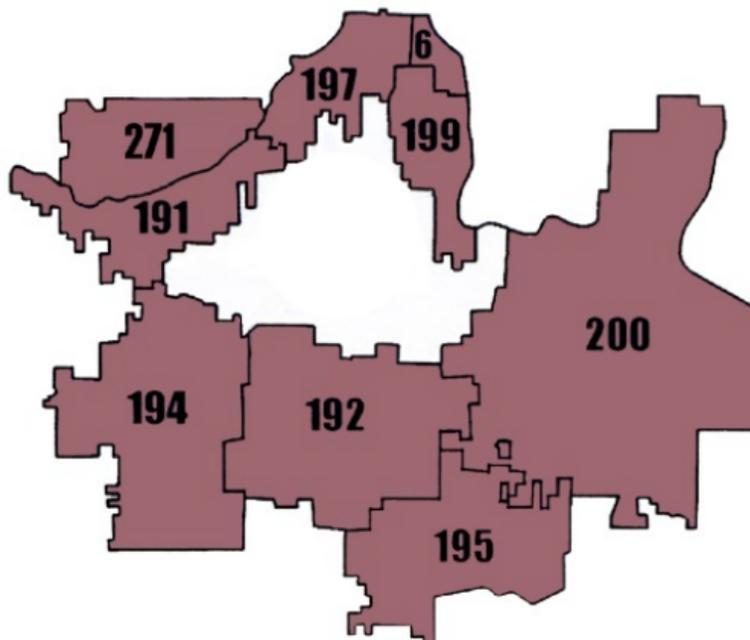
ISD 917 is also governed by Minnesota Statute, [chapters 120 through 129C](#) on PreK-12 education.

There are **four Intermediate School Districts** in Minnesota:

- [Intermediate School District 917](#) (southeast metro)
- [Intermediate School District 916](#) (northeast metro)
- [Intermediate School District 287](#) (west metro)
- [Intermediate School District 288](#) (southwest metro)

ISD 917 serves special education, career & technical education, and/or alternative learning needs of 9 member districts while sharing space and partnering with [Dakota County Technical College](#) (DCTC) where our district office and some academic programs are located. Other programs are located in 25 sites throughout the southeast metro area. Some spaces are owned by ISD 917, while others are leased from member districts.

## ISD 917 Member Districts



## Key Dates in ISD 917 History

- 1969 - Intermediate School District 917 established by the Minnesota Legislature
- 1970 - ISD 917 School Board established
- 1972 - Amendments added to U.S. Constitution strengthening educational rights for all students
- 1973 - Rosemount campus opened for shared use by DCTC and ISD 917
- 1970 - Harold Grudem hired as founding Superintendent of ISD 917 (1970-1982)
- 1972 - Special Education Director Curt Thorstenson began his tenure with ISD 917 (1972-1984)
- 1970 - Superintendent Donald McGuire began his tenure with ISD 917 (1982-1989)
- 1972 - Special Education Director Dan Sullivan began his tenure with ISD 917 (1984-2008)
- 1982 - DASH program established
- 1983 - IDEA & TESA programs established
- 1986 - PACES program established
- 1986 - DCALS program established as a night school before transitioning to day school
- 1989 - Superintendent Roger Norsted began his tenure with ISD 917 (1989-2000)
- 1993 - Sunset Act of 1993
- 1995 - Establishment of Minnesota State Colleges and Universities separated ISD 917 & DCTC
- 1995 - ISD 196 ended ISD 917 member district status
- 2000 - Superintendent Bill Larson began his tenure with ISD 917 (2000-2005)
- 2003 - IDEA program established
- 2007 - SUN program established
- 2008 - Superintendent Dr. John Christensen began his tenure with ISD 917 (2005-2018)
- 2008 - Special Education Director Melissa Schaller began her tenure with ISD 917
- 2008 - Alliance Education Center established
- 2009 - TEA program established
- 2011 - ISD 271 joined ISD 917 as a member district
- 2013 - Cedar School established
- 2016 - Superintendent Mark Zuzek began his tenure with ISD 917 (2018-2021)
- 2017 - CASE program established
- 2018 - Perkins Act V reauthorized
- 2018 - ECSE TEA program established
- 2019 - DCALS South opened
- 2020 - Michael Berndt confirmed as DCTC President after 2 years as Interim President
- 2021 - Superintendent Dr. Michael Favor began his tenure with ISD 917
- 2021 - President Biden visited DCTC
- 2022 - Governor Walz visited ISD 917
- 2022 - DCALS South site closed
- 2023 - DCTC & ISD 917 Joint Powers Agreement revised

## Program Locations & School Times

Location	Address	Program	Phone #	School Hours	Emergency Closure Follows
Alliance Education Center (AEC)	14300 Biscayne Avenue West Rosemount, MN 55068	CASE	651-423-8100	8:00am - 2:25pm	ISD 917
		IDEA		7:45am - 2:10pm	
		SUN		7:45am - 2:10pm	
Bloomington Transition Center (BTC)	2575 W 88th Street, Door 10 Bloomington, MN 55431	DASH	952-681-6118	7:45am - 2:20pm	ISD 271
		SUN			
		TESA			
Boeckman Middle School	800 Denmark Avenue Farmington, MN 55024	PACES	651-460-1401	8:40am - 3:30pm	ISD 192
Cedar School	2140 Diffley Road Eagan, MN 55122	SUN	952-707-4000	7:45am - 2:10pm	ISD 917
Christina Huddleston Elementary	9569 175th Street West Lakeville, MN 55044	PACES	952-232-3100	8:50am - 3:20pm	ISD 194
Concord Education Center	9015 Broderick Boulevard Inver Grove Heights, MN 55076	SUN	612-902-9300	7:45am - 2:10pm	ISD 917
Dakota County Technical College (DCTC)	1300 145th Street East Rosemount, MN 55068	District Office	651-423-8229	Not Applicable	ISD 917
		CTE	651-423-8458	Shift #1: 7:45am - 10:00am Shift #2: 10:15am - 11:55am Shift #3: 12:30pm - 2:05pm	
		DCALS-Main	651-423-8447	8:10am - 3:05pm	
		TESA	651-423-8401	7:45am - 2:20pm	
DCALS-North	150 East Marie Avenue West St. Paul, MN 55118	DCALS-North	651-332-5570	8:10am - 3:05pm	ISD 917
Farmington High School	20655 Flagstaff Avenue Farmington, MN 55024	PACES	651-252-2501	8:10am - 2:55pm	ISD 192
Hastings High School	200 General Sieben Drive Hastings, MN 55033	DASH	651-480-7470	7:30am - 2:20pm	ISD 200

Inver Grove Heights Middle School	8167 Cahill Avenue Inver Grove Heights, MN 55076	DHH	651-306-7200	Inactive for 2022-2023	ISD 199
Juvenile Services Center	1600 Highway 55 West Hastings, MN 55033	New Chance Riverside	651-438-4980	7:45am - 3:00pm	ISD 917
Lakeville North High School	19600 Ipava Avenue West Lakeville, MN 55044	DASH PACES	952-232-3600	8:02am - 2:37pm	ISD 194
Lebanon Education Center	5800 149th Street Apple Valley, MN 55124	TEA	952-431-4062	7:45am - 2:10pm	ISD 917
Lincoln Center Elementary	357 9th Avenue North South St. Paul, MN 55075	DHH	651-457-9426	8:20am - 2:55pm	SSD 6
McGuire Middle School	21220 Holyoke Avenue West Lakeville, MN 55044	PACES	952-232-2201	8:09am - 2:45pm	ISD 194
Options	151 West Burnsville Parkway, Suite 100 Burnsville, MN 55337	Options	952-564-3000	8:30am - 3:30pm	ISD 917
Pine Bend Elementary	9875 Inver Grove Trail Inver Grove Heights, MN 55076	ECSE TEA (K)	651-306-7701	8:15am - 2:15pm	ISD 199
Pond Family Center	9600 Pond Avenue South Bloomington, MN 55420	ECSE TEA	612-870-7422	9:25am - 1:25pm	ISD 271
Riverview Elementary School	4100 208th Street West Farmington, MN 55024	ECSE TEA	651-460-1600	9:00am - 1:00pm	ISD 192
Simley High School	2920 80th Street East Inver Grove Heights, MN 55076	DHH	651-306-7000	8:30am - 3:20pm	ISD 199
Two Rivers High School	1897 Delaware Avenue Mendota Heights, MN 55118	DASH	651-403-7100	8:30am - 3:04pm	ISD 197

# ISD 917 Organizational Chart

<b>SSD 6</b> South Saint Paul Public Schools	<b>ISD 191</b> Burnsville-Eagan-Savage School District	<b>ISD 192</b> Farmington Area Public Schools	<b>ISD 194</b> Lakeville Area Public Schools	<b>ISD 195</b> Randolph Public Schools	<b>ISD 197</b> West Saint Paul-Mendota Heights-Eagan Area Schools	<b>ISD 199</b> Inver Grove Heights Community Schools	<b>ISD 200</b> Hastings Public Schools	<b>ISD 271</b> Bloomington Public Schools
<b>Superintendent</b> Dr. Brian Zambreno	<b>Superintendent</b> Dr. Theresa Battle	<b>Superintendent</b> Jason Berg	<b>Superintendent</b> Dr. Doug Van Zyl	<b>Superintendent</b> Mike Kelley	<b>Superintendent</b> Dr. Peter Olson-Skog	<b>Superintendent</b> Dave Bernhardson	<b>Superintendent</b> Dr. Tamara Champa	<b>Superintendent</b> Dr. Eric Melbye
<b>ISD 917 Board Member</b> Wendy Felton	<b>ISD 917 Board Member</b> Lesley Chester	<b>ISD 917 Board Member</b> Hannah Simmons	<b>ISD 917 Board Member</b> David Anderson	<b>ISD 917 Board Member</b> Lisa Ehleringer	<b>ISD 917 Board Member</b> Byron Schwab	<b>ISD 917 Board Member</b> Cindy Nordstrom	<b>ISD 917 Board Member</b> Lisa Hedin	<b>ISD 917 Board Member</b> Tom Bennett

**ISD 917 Superintendent**  
**Dr. Michael Favor**

<b>Executive Director of Business Services</b> <i>Nicolle Roush</i>	<b>Executive Director of Student Services</b> <i>Dr. Melissa Schaller</i>		<b>Communications, Innovation, &amp; Public Relations</b> <b>Coordinator</b> <i>Dr. Marci Levy-Maguire</i>
<b>Administrative Assistant</b> <i>Amy Alexander</i>	<b>Director of Teaching &amp; Learning</b> <i>Dr. Brooke Peterson</i>		
<b>Purchaser/Buyer</b> <i>Barb Schmitz</i>	<b>Director of Social Emotional Learning</b> <i>Kate Hulse</i>		
<b>Payroll Specialist</b> <i>Audrey Weiler</i>	<b>Administrative Assistant</b> <i>Julie Illa</i>		<b>Executive Assistant to the Superintendent &amp; School Board</b> <i>Linda Berg</i>
<b>Accounts Payable</b> <i>Vickie Bjerke</i> <i>Mary Kay Distad</i>	<b>Assistant Director/ Principal</b> (Alliance Education Center) <i>Shannon Brennan</i>	<b>Secondary Programs Principal</b> (CTE & DCALS) <i>Chris Devine</i>	
<b>Accountant</b> <i>Teri Welch</i>	<b>Assistant Director/ Principal</b> (Concord Education Center) <i>Amy Swaney</i>	<b>Information Management</b> <i>Lynda Hurt</i> <i>Kristin Kustrich</i>	
<b>Human Resources Coordinator</b> <i>Lauren Kelly</i>	<b>Assistant Director/ Principal</b> (DCTC) <i>Don Budach</i>		
<b>Benefits Specialist</b> <i>Jake Edlund</i>	<b>Assistant Director/ Principal</b> (Lebanon Education Center & Cedar School) <i>Jennifer Hetland</i>		
<b>Human Resources Assistant</b> <i>Amalia PenaChavez</i>	<b>Assistant Director</b> (Lincoln Center) <i>Taylor Thomas</i>		<b>Computer Network Specialist</b> <i>Michael Bibro</i> <i>Craig Curtis</i>
<b>Talent Acquisition Specialist</b> <i>Jessica Huss</i>			

# Secondary Programs Staff Directory

**Principal**  
Chris Devine

**Dean**  
Erin Mahnke

## DCALS

## CTE

### DCALS-Main

### DCALS-North

**Counselor**  
Norm Smith

**Counselor**  
Rachael Opseth

**Counselor**  
Carmen Eaton

**Academic Liaison**  
Aimee Boone  
Matthew Bruns

**Administrative Assistant**  
Betsy Eskierka

**Administrative Assistant**  
Betsy Cook

**Administrative Assistant**  
Julie Black

### DCALS-Main Teachers

### DCALS-North Teachers

### CTE Teachers

**English Language Arts**  
Tim Davis  
John Mulville

**English Language Arts**  
Alla Boulos

**Computer Networking, Repair, & Gaming; Mechatronics; Video Game Animation & Design**  
Dale Engman

**Math**  
Ty Sanford  
Kim Wald  
Huyen Cao

**Math**  
Kim Wald

**Construction Trades**  
Adam Ghormley

**Physical Education**  
Stefanie Soukup

**Science**  
Cindy Hougo  
Emma Buchanan

**Fundamental Chef**  
James (Chuck) Wilczyk

**Science**  
Rob Keech

**Social Studies**  
Don Williams

**Graphics**  
Anna Busch

**Social Studies**  
Erin Hale-Sanford  
John Borup

**Special Education**  
Megan Shavers

**Heavy Duty Truck**  
Tom LeDoux

**Special Education**  
Darrell Pipo  
Jessica Peltier

**English Language**  
Francesca Collignon

**Medical Careers**  
Becky McNamara-Rachuy

**Total Auto Care**  
Tony Vilelli

**360 Communities**  
Chris Miller

**TECHNICAL TUTORS**  
Danny Hoffman  
Maureen Vetell  
Dan Carlson

**CLICK HERE TO SEE 2023-2024 ISD 917 DIRECTORY**

# ISD 917 2023-2024 Academic Calendar

See [https://www.isd917.org/about/district\\_calendars](https://www.isd917.org/about/district_calendars) for updates and additional calendar details

2023-2024 Intermediate School District 917 Academic Calendar																																																														
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Approved by ISD 917 School Board on 4/4/23

<b>2023-2024 # of Days per Month</b>					
	<b>Special Education Students</b>	<b>Secondary Students</b>	<b>Special Education Licensed Staff</b>	<b>Secondary Licensed Staff</b>	<b>Non-Licensed Staff</b>
August	0	0	4	4	2
September	18	18	19	19	18
October	19	19	20	20	20
November	18	18	19	19	18
December	16	16	16	16	16
January	20	20	21	21	20
February	19	19	20	20	20
March	16	16	16	16	16
April	21	21	22	22	21
May	22	22	22	22	22
June	4	4	4.5	4.5	4
July	0	0	0	0	0
<b>TOTAL</b>	<b>173</b>	<b>173</b>	<b>183.5</b>	<b>183.5</b>	<b>177</b>
	**Cedar students will have conferences on 11/7 and school on 11/10.		1st year = +2 2nd year = +1 All = +1.5 for evening events		Paraprofessionals in member district buildings follow member district PD calendars (see below)

<b>Secondary Quarter &amp; Semester Dates</b>					
<b>Quarter</b>	<b>1<sup>st</sup> Day</b>	<b>Last Day</b>	<b>Total # of School Days Per Quarter</b>	<b>Semester</b>	<b>Total # of School Days Per Semester</b>
1	9/5/23	11/9/23	44	1	88
2	11/13/23	1/25/24	44		
3	1/29/24	4/4/24	42	2	85
4	4/8/24	6/6/24	43		
TOTAL			173		173

<b>Paraprofessional and Interpreter Professional Development Days</b>		
ISD 917 – 10/18/23	ISD 191 – 11/7/23	ISD 197 – 10/2/23
SSD 6 – 12/1/23	ISD 192 – 12/1/23	ISD 199 – 10/18/23
ISD 199 – Simley HS – 12/1/23	ISD 192 ECSE – 10/18/23	ISD 200 – 10/18/23
ISD 199 – ECSE TEA – 10/18/23	ISD 194 – 10/18/23	ISD 271 – 10/18/23

# 2023 Legislation Updates

During the 2023 session of the Minnesota Legislature, a number of bills were passed that impact school districts, including Intermediate Districts. ISD 917 district and site leaders and the school board are working collaboratively with internal and external stakeholders to ensure appropriate implementation of these legislative updates. Below is a summary of some of the key changes for the 2023-2024 school year and beyond:

- Increased funding for MN schools by nearly \$2.3 billion
- Increases the per-pupil (general) formula by 4% in 2024 and 2% in 2025 --> moving to \$7,138 per student (from \$6,683)
- Future years to be indexed to inflation - between 2% and 3%
- MN will pay for 44% of district special education cross-subsidy in 2024, then 50% in subsequent years
- MN will pay for English Learner cross subsidy by 2027
- New state [Department of Children, Youth, & Families](#) will oversee early learning programs
- Additional funding and slots for preK programs
- [Nursing mothers and lactating employees](#)
- Expanded [unemployment](#) insurance eligibility to hourly workers during summer months
- Lowered age of retirement with full pension from 66 to 65
- Adds Civics and Personal Finance as course requirements for graduation
- Adds Holocaust and genocide studies ([120B.252](#)) to be taught by the 2026-2027 school year
- High schools must offer Ethnic Studies ([120B.251](#)) as of 2026-2027 (Middle and Elementary Schools by 2027-2028)
- READ Act includes \$75 million to reimagine literacy instruction
- Bans active shooter drills & adds required hour of evidence-based violence prevention training
- Universal free breakfast & lunch
- Free menstrual products ([121A.212](#)) and opiate antagonists (i.e. - Naloxone) ([121A.224](#)) for students
- Alternative Learning Centers transportation reimbursement
- Expanded extended time revenue
- Required academic standards
- Alignment of local CTE standards with [MDE CTE frameworks](#)
- Updated guidance on [gifted and talented](#) students programs and services
- Prohibition of/limits on dismissals in K-3
- Required alternative education services for student suspended for more than 5 days
- School board establishment of nonexclusionary disciplinary policies and practices
- At least 8 hours of annual paraprofessional orientation or professional development
- Paid time for paraprofessionals to review student IEPs
- Indigenous Peoples' Day and Juneteeth
- e-learning days - school board/teacher negotiations and teacher pay
- Annual evaluation of and linked professional development to support principals' culturally responsive leadership
- Extended admission for public school students with disabilities until their 22nd birthday

# Staff Commitments

As a public school district in Minnesota, we expect each staff member to follow all federal, state, and district legislation, policies, outlined procedures, et cetera regarding education in the United States, Minnesota, and ISD 917.

Relevant legislation includes, but is not limited to:

- Federal Legislation:
  - [Every Student Succeeds Act \(ESSA\)](#)
  - [Individuals with Disabilities Education Act \(IDEA\)](#)
  - [Section 504 of the Rehabilitation Act of 1973](#)
  - [Perkins Career and Technical Education Act](#)
  - [Civil Rights Act of 1964](#)
  - [Family Educational Rights and Privacy Act \(FERPA\)](#)
- Minnesota State Legislation:
  - [Minnesota Statute Chapters 120 through 129C](#) (PreK-12 Education)
  - [Minnesota Statute Chapter 136D](#) (Higher Education)
  - [Code of Ethics for Minnesota Teachers](#)
  - [Code of Ethics for School Administrators](#)
  - [Student Data Privacy Act](#)
  - [Women's Economic Security Act](#)

Guidance and direction for staff come from multiple sources, including, but not limited to:

- United States Department of Education
- Minnesota Legislature
- Minnesota Department of Education
- ISD 917 School Board & Administration

Intermediate School Districts operate on a fee-for-service basis. Revenue to fund student services is generated by tuition billing. The schools belong to the public they serve for the purpose of providing educational opportunities to all. All assets, resources, and funds are managed on behalf of the public's interest.

ISD 917 School Board Policies are located at [https://www.isd917.org/about/school\\_board/policies](https://www.isd917.org/about/school_board/policies).

**All staff members are responsible for reading and following  
ALL ISD 917 policies and procedures,**

**including this handbook and information linked in this document.**

## COLLABORATION

### **Working together to achieve more collectively.**

- The unique nature of our district puts collaboration at the heart of our work. Our staff commit to being team players, bringing a positive attitude to work each day, learning the responsibilities of your team members, and attempting to resolve problems closest to the source of the issue. Effective collaboration requires each staff member to know and implement district policies and practices for staff, students, and families.
- District Collaborations:
  - **Joint Powers Agreement with Dakota County Technical College (DCTC):**
    - The Joint Powers Agreement between ISD 917 and DCTC the roles and responsibilities of each organization so ISD 917 can continue program planning, development, and offerings without interruption or adverse impact upon changes to state, federal, or Minnesota State Colleges & Universities (MNSCU) funding or policy decisions or changes.
  - **Joint Powers Agreement with Dakota County:**
    - The Joint Powers Agreement with Dakota County authorizes ISD 917 to work in cooperation with the county to develop and implement a coordinated effort to evaluation exploration activities to support increased graduation rates, connect successful education and vocational training to career opportunities to support an independent living wage, and provide youth with a continuum of educational and career supports to increase employability and decrease poverty.
  - **Member District Collaboratives of Superintendents, Special Education Directors, & Business Managers:**
    - Each group meets regularly throughout the school year to collaborate across member districts.
  - **Leadership Team:**
    - Our purpose is to implement the district vision of modeling an innovative culture with diverse pathways serving students and families through equitable practices with highly trained staff. District leaders and staff work together over time to serve students, families, and staff by implementing the ISD 917 Strategic Plan and School Board policies and developing and/or revising district systems, structures, policies, and practices to ensure positive working and learning environments throughout the district.
  - **Educational Administrative Team (EAT):**
    - District and site leaders who work together over time to support ISD 917 to achieve our strategic directions, district vision, and core values.
  - **Healthy Learning Team:**

- District and site leaders, including School Nurses, who work together to review recent COVID-19 data and guidance from multiple sources and update procedures for the school district.
- **CTE Advisory Committees:**
  - Minnesota requires local Perkins V funds recipients (districts who use funding for Career & Technical Education (CTE) and Work-Based Learning (WBL) programs) to create and use local “advisory committees” with employer members, as well as representation of parents/caregivers, educators, community members and students.
  - Advisory committees are essential to ensuring program relevance and quality, providing students and school districts with new opportunities and resources, and connecting students and educators with the larger regional, state and national employment communities.
- **Dakota County Perkins Consortium:**
  - One of 26 Perkins consortia in Minnesota formed to to promote collaborative planning and implementation of Career and Technical Education programs through the Perkins federal grant.
  - Coordinated by a Consortium Coordinator from among the staff at ISD 917
  - Consortium members include: ISD 917, Dakota County Technical College (DCTC), Bluesky Online Charter School, Farmington Area Public Schools (ISD 192), Hastings Public Schools (ISD 200), Inver Grove Heights Schools (ISD 199), Northfield Public Schools (ISD 659), Randolph Public Schools (ISD 195), South St. Paul Public Schools, (SSD 6), West St. Paul-Mendota Heights-Eagan Area Schools (ISD 197)
- **Core Values Committee:**
  - The Core Values Committee was established in spring 2023 to guide systemic implementation of ISD 917 Core Values to support a culture that is inclusive of all students, staff, and partners.
  - The committee is facilitated by Chris Devine and Kate Hulse.
  - The founding committee members signed on for a 2-year commitment and were chosen by the committee facilitators after a thorough application process.
    - Jen Petersen - Mental Health Provider Coordinator (Riverview - TEA)
    - Leigh Mark - Classroom Assistant (Cedar School - SUN)
    - Mike Zickrick - Special Education Teacher (Main - TESA)
    - Robin Knight - Classroom Assistant (Cedar School - SUN)
    - Anna Busch - CTE/DCALS Teacher (DCALS-Main/CTE - Main)
    - Audrey Weiler - Payroll Specialist (Main)
    - Rachel Novy - Special Education Teacher (Alliance - IDEA)

- **Strategic Partners:**

- In addition to our nine member districts, ISD 917 partners with numerous strategic partners to build on our strengths and meet the diverse needs of our students, families, and staff.

<b>Strategic Partners</b>	
<b><u>Partner:</u></b>	<b><u>Learn More At:</u></b>
<b>Dakota County</b>	<a href="https://www.co.dakota.mn.us/">https://www.co.dakota.mn.us/</a>
<b>Dakota County Technical College (DCTC)</b>	<a href="https://www.dctc.edu/">https://www.dctc.edu/</a>
<b>Intermediate School District 287</b>	<a href="https://www.district287.org/">https://www.district287.org/</a>
<b>Intermediate School District 288</b>	<a href="http://swmetro.k12.mn.us/">http://swmetro.k12.mn.us/</a>
<b>Intermediate School District 916</b>	<a href="https://www.916schools.org/">https://www.916schools.org/</a>
<b>Metropolitan State University (Metro State)</b>	<a href="https://www.metrostate.edu/">https://www.metrostate.edu/</a>
<b>Minnesota Humanities Center (MHC)</b>	<a href="https://www.mnhum.org/">https://www.mnhum.org/</a>
<b>TeamWorks International</b>	<a href="https://www.teamworksintl.net/">https://www.teamworksintl.net/</a>
<b>360 Communities</b>	<a href="https://360communities.org/">https://360communities.org/</a>
<b>University of St. Thomas</b>	<a href="https://www.stthomas.edu/">https://www.stthomas.edu/</a>

**EMPATHY**

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

- Memorandum of Agreement
  - First established in 1970, the Memorandum of Agreement between the nine member districts of ISD 917 outlines the following (excerpts):
    - Purpose: To jointly and cooperatively deliver educational services through ISD 917 for the benefit of the member districts and students
    - Member Representatives: Each member shall have one representative on the Board who shall be appointed by the school board of such member and shall serve for three years.
    - Board Powers: To function as an entity separate and apart from any of the members in furtherance of their joint interests and intentions; to [support ISD 917] to serve as the best resource of specialized services to ensure that each member district can meet the unique learning needs of its students
- Nursing Mothers & Lactating Employees
  - For those who wish to express breast milk at work, as needed, up to twelve (12) months following the birth of their child, your supervisor should . . .
    - Provide a space that is in close proximity to your work area.
    - Provide a space that is private and secure (i.e. can be locked from others entering).
    - Provide a space that is clean.
    - Provide a space that has an electrical outlet.
  - If you have any questions or concerns regarding your need to express breast milk at work, please reach out to: [Benefits@isd917.org](mailto:Benefits@isd917.org)

## INNOVATION

### **Ongoing improvement of programs and services.**

- Professional Development:
  - Professional development is a cornerstone of innovation, and we encourage our staff members' continuous professional growth. Please review our district [academic calendar](#) and your [contract](#) for specific information on district-supported professional development for your position.
  - Workshop Week & Professional Development Days:
    - Professional development activities during workshop week and dedicated professional development days are designed to strengthen relationships among ISD 917 staff while providing individuals and teams with the information, learning, training, resources, etc. needed to effectively meet our job responsibilities, increase collective efficacy, and support positive working and learning environments.
  - Professional Learning Communities (PLCs):



- **Outside/Additional Employment for Licensed Staff:**

- ISD 917 recognizes the right of employees to seek additional employment outside of their district position.
- In the event a licensed staff person seeks employment outside of their position with ISD 917 that requires utilization of their professional license, the licensed staff person must inform their supervisor of this work. Working for another employer that requires an employee to utilize their license and results in an employee's total FTE between the two employers to total beyond a 1.0 full-time equivalent (FTE) or 1480 hours, requires pre-approval from the Minnesota Department of Education (MDE) for the purpose of reporting for funding in the Special Education Data Reporting Application (SEDRA) system.
- Further, per MDE, employees who use their license in working for more than one employer must keep a detailed record of their schedule for submission to MDE to allow review to ensure that contractual obligations for the entities for whom the employee is providing services do not overlap. Failure to take all steps for outside employment may result in MDE refusing to provide funding to one or both of the districts for whom the staff member is working and may impact the employee's compensation and result in disciplinary action, which may include termination of employment.

## STEWARDSHIP

### **Managing financial and human resources carefully and responsibly.**

- **Health & Safety**

- Your supervisor will review your site-based Emergency Procedures with you and the staff at your site. In emergency situations, all staff are expected to follow the provided Emergency Procedures. Review the plan for your location and know your role and responsibilities in each situation.
- Your primary responsibility is the safety of your students and yourself. Therefore, you should always conduct yourself in a safety conscious manner and encourage fellow staff to do likewise.
- Your role may require you to be a member of a Crisis Response Team. If so, your supervisor will provide you with additional information about your additional roles and responsibilities.
- **Crisis Management:**
  - Excerpts from ISD 917 Crisis Management Policy 806
    - The school district has developed an Emergency Procedures Handbook for each of the sites which provides procedures for responding to a wide range of natural and man-made crisis situations. The handbooks

include roles for school district administrators, staff, and community/county agencies in addressing emergencies.

- The Emergency Handbooks are available for administrator and staff reference in each school/program office.
- The school district will conduct reviews of this policy and the crisis management plan as required by state and federal law.

- **Bloodborne Pathogens**

- Universal precautions will be observed in the District to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.
- Employees who work in situations where it is reasonably anticipated that skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials may result from the performance of the employee's duties, must participate in an annual training session, report exposures, and, upon new hire, sign a district form informing us if you have received or are declining the Hepatitis B immunization.
- Any employee who has an exposure incident, which is contact of blood or other potentially infectious material with the employee's eye, mouth, mucous membrane or non-intact skin (including a human bite), must [report the incident](#) to health office staff or to their administrator.
- Additional information is available at [https://www.isd917.org/about/health\\_wellness\\_and\\_safety\\_committee/Blood\\_bornePathogens](https://www.isd917.org/about/health_wellness_and_safety_committee/Blood_bornePathogens).
- Possible Exposure to Body Fluids/Bloodborne Pathogen:
  - Follow the guidelines for assessment of possible exposure and post exposure instructions found in the Bloodborne Pathogens Program [Bloodborne Pathogens Control Plan](#) Some forms may need to be completed and returned to the ISD 917 School Nurse. Please read the directions carefully.

- **COVID-19**

- As COVID-19 continues to impact our lives, ISD 917 will continue to do its best to support our students, staff, and families through this global pandemic through policy, procedure, and practices.
- [ISD 917 COVID-19 Face Covering Policy 808](#) outlines the district's policies for face coverings for employees, students, and other persons (including visitors, guests, contractors, etc.) present on school property.
- Our [ISD 917 Healthy Learning Guide](#) provides the most up-to-date information for our district.

- The [COVID-19 page](#) on our website provides current Dakota County COVID-19 levels and masking guidance for ISD 917.
- For specific questions regarding the impacts of COVID-19 on your work or role, please contact your supervisor.
- **Work-Related Accident Reports and Workers' Compensation**
  - Any employee sustaining an injury as part of fulfilling a job responsibility should *immediately* report the accident or injury to their supervisor. The employee must:
    - Call 911 in an emergency.
    - Call the Nurse Care Line (844-847-8708),
    - Complete the [Mandatory Incident Report for Staff](#) and [Information and Privacy Statement](#) forms
    - Forward the forms to Amy Alexander (Administrative Assistant for the Executive Director of Business Services) at [amy.alexander@isd917.org](mailto:amy.alexander@isd917.org) within 24 hours of the incident. Employees who need medical treatment should seek treatment at a facility of their choice.
    - For any medical appointments, work with your workers' compensation representative.
    - The employee must return a workability report stating their restrictions or clearance to return to full duties filled out by their medical provider to their supervisor and Amy Alexander (Administrative Assistant for the Executive Director of Business Services) at [amy.alexander@isd917.org](mailto:amy.alexander@isd917.org) before returning to work.
  - For additional information, see [https://www.isd917.org/for\\_917\\_staff/workers\\_compensation\\_process\\_and\\_forms](https://www.isd917.org/for_917_staff/workers_compensation_process_and_forms)
- Excerpts from [ISD 917 Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions Policy 420](#)
  - Students with communicable diseases shall not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of a transmission of illness to students or employees of the school district. Employees with communicable diseases shall not be excluded from attending to their customary employment so long as they are physically, mentally and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district.

- **Working with Students**
  - ISD 917 is here to serve students and their families, and we take pride in the professionalism of our staff. At all times, staff members must maintain personal and professional boundaries with students.
  - **Student Handbooks:**
    - All ISD 917 staff members should know and enforce the policies and procedures outlined in the ISD 917 Student Handbooks for their programs.
      - [Special Education Student & Family Handbook](#)
      - [Secondary Education Student & Family Handbook](#)
  - **Student Supervision:**
    - Teachers and their assistants are responsible for the education and supervision of students at all times. Appropriate hand-offs must be communicated clearly among staff.
  - **Wellness:**
    - Excerpts from the [ISD 917 533 Wellness Policy](#):
      - The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and education.
      - The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
  - **Learning & Working Environment Free from Harassment and Violence:**
    - Excerpts from [ISD 917 School Board Policy 413: Harassment and Violence](#)
      - The school district seeks to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, and disability. It prohibits any form of harassment or violence against a student, teacher, administrator, or other school district personnel and will act to investigate all complaints and discipline or take appropriate action against anyone who violates this policy.
  - **Employee-Student Relationships:**
    - Excerpts from [ISD 917 School Board Policy 423: Employee-Student Relationships](#)



suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

- “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law.
  - School officials will always strive to maintain sensitivity and respect in administering this policy. Searches will be completed in a manner that minimizes student embarrassment and disruption of the school day.
- **Bullying Prohibition:**
    - [ISD 917 Bullying Prohibition Policy 514](#) outlines the general statement of policy, definitions, reporting procedure, school district action, prohibition of retaliation or reprisal, training and education, and notice requirements regarding the prevention of bullying and actions to investigate, respond to, and remediate and discipline for those acts of bullying which have not been successfully prevented.
  - **Staff Notification of Violent Behavior By Students:**
    - [Intermediate School District Policy 529 Staff Notification of Violent Behavior by Students](#) provides information on: 1) the circumstances in which data should be provided to classroom teachers and other school staff members with legitimate educational interest about students with a history of violent behavior, and 2) procedures for staff notification.
  - **Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds:**
    - Excerpts from [ISD 917 School Board Policy 532 Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds](#):
      - The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities. In general, all students, including those with IEPs, are subject to the terms of the school district’s discipline policy.
      - If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention

plan. When such measures fail, or when the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds. If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

- If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.
- The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.
- **Mandated Reporting:**
  - Excerpts from [ISD 917 Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 414](#)
    - Per MN Statute, all ISD 917 school personnel are mandated reporters of suspected child neglect or physical or sexual abuse. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child has been neglected or physically or sexually abused within the preceding three years.
- **Student Injury/Accident:**
  - Any employee with knowledge of an injury to any student is required to notify a school nurse or administrator as soon as possible. The student injury/accident report form is to be completed. If the injury was the result of student behavior, an additional form may be required.
  - Per ISD 917 Licensed School Nurse discretion, the student injury report form may need to be sent to the Business Office in order to be processed with the insurance company.
- **SafeSchools Training:**
  - [Chapter 122A](#) of the Minnesota statutes requires school district employees to conduct annual training activities. ISD 917 uses the [SafeSchools](#) system for

online training. Learn more at

<https://www.isd917.org/cms/One.aspx?portalId=1174347&pageId=5340019>.

- **Every staff member is required to complete SafeSchools courses during work hours before October 1st of each school year.** If you choose to take a SafeSchools course outside of normal work hours, it will be on your own time and will not be eligible for timesheet payment. Mandatory courses may include:
  - Sexual Harassment
  - Bloodborne Pathogens
  - Workplace Bullying
  - Staff Handbook
  - Various health-related courses
- In addition to the above courses, your supervisor may assign you additional courses that pertain to your job.
- The teachers' Relicensure Committee has agreed that one clock hour of continuing education credit will be granted for the completion of each SafeSchools course. The District does not require you to print off your certificate, as we keep digital records of your course completion. If you plan to use these trainings for continuing education credits, you are responsible for printing the certificate from SafeSchools.
- How to Access SafeSchools:
  - SafeSchools is a web-based program and can be accessed on any computer.
  - To access SafeSchools training, visit the District's website:  
<http://www.isd917.org>
  - Click on "For 917 Staff"
  - Log into the website with your ISD 917 Gmail username and password
  - Select "Safeschools Online Training"
  - SafeSchools login is your e-mail address (no password is required)
  - Your required courses are listed for you in SafeSchools. Start with the introduction and work your way through all sections of a given course. The quiz is the final section, and everyone will need to show proficiency at 80% correct (except for Defensive Driving which requires 90% proficiency).
  - There is no time limit for taking the course. You can start and stop during the courses; however, you cannot just go to the quiz. You must review all the sections before taking the quiz. If your score is less than the minimum score, you have to retake the test until you pass. You may take the test over as many times as you wish. The course will be listed as a "course in progress" until you have successfully completed it. For

questions on SafeSchools, contact Linda Berg at 651-423-8214 or email [linda.berg@isd917.org](mailto:linda.berg@isd917.org).

- **AlertUs Mobile App:**
  - At the DCTC site, we use the AlertUs mobile app to send campus alerts directly to your phones and mobile devices. We ask every staff member working at this site to download this app to their mobile device.
  - Directions for set-up:
    - From the Apple App Store or Google Play, download the ALERTUS app.
    - Enter our campus organizational code: *dctcihcc*
    - Enter your *@isd917.org* email address
    - Verify your email address by confirming the email sent to you by AlertUs
    - Select DCTC to receive DCTC alerts
- **School Safety Drills and Emergency Evacuation of Buildings**
  - School Safety Drills: In accordance with [MN Statute 121A.07](#), all educational institutions are required to have a minimum of one tornado, five lockdown, and five fire drills at each school site each school year.
  - Each instructor will inform their students of the exit or exits that are to be used in emergency situations. It is the responsibility of the instructor to become familiar with the evacuation routes and assist their students in safe evacuation procedures. Please see your administrator for the evacuation chart and proper route to exit if there is an emergency and/or drill. Everyone must evacuate the building when the alarm sounds.
  - See your site-based Emergency Procedures for additional information.
- **Indoor Air Quality**
  - Indoor air quality includes but is not limited to temperature, ventilation and air pollutants in school buildings. The School District has an [Indoor Air Quality Management Plan](#) managed by Linda Berg, Executive Assistant to the Superintendent and School Board. The purpose of the plan is to proactively manage indoor air and provide a healthy and safe indoor environment for students, staff, and community. Staff who have concerns about indoor air quality should direct them to their administrator. They can also complete an [Indoor Air Quality Complaint Form](#) which is found on the website at [https://www.isd917.org/about/health\\_wellness\\_and\\_safety\\_committee/plans\\_and\\_tools\\_for\\_health\\_wellness\\_and\\_safety.IAQ\\_Complaint\\_Form](https://www.isd917.org/about/health_wellness_and_safety_committee/plans_and_tools_for_health_wellness_and_safety.IAQ_Complaint_Form). The administrator, building custodian, IAQ Coordinator may be involved in an investigation of the concern.
- **Allergens and Chemical Sensitivity**
  - Fragrances/Scents: Exposure to fragrances and other scents can cause sensitive people to experience upper respiratory irritation, asthma,

headaches, and other symptoms. ISD 917 requests that all school and work spaces remain free of scented products, including personal care products, strong smelling cleaning supplies, air fresheners, etc.

- Latex: Due to student and staff allergies, it is recommended that latex not be brought into schools or work spaces. This includes non-mylar balloons.
- Food: Due to potentially life-threatening allergies, it is highly recommended that no peanut or nut-containing products be present in common eating areas.

- **Smoking Restrictions**

- Per [ISD 917 Tobacco Prohibition Policy 419 and ISD 917 Drug-Free Workplace/Drug-Free School Policy 418](#), smoking is not permitted in the Main Campus DCTC building, grounds, or any building or vehicle owned/leased by Intermediate School District 917. Please check with your administrator as to smoking restrictions for the building in which you work. Smoking cessation programs may be available through ISD 917 health insurance programs.

- **Drug-Free Workplace/Schools**

- Per [ISD 917 Drug-Free Workplace/Drug-Free School Policy 418](#), the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician's prescription, as well as paraphernalia associated with controlled substances, is prohibited before, during, and after school hours at school or in any other school location.
- [ISD 917 School Board Policy 417 Chemical Use and Abuse](#) outlines expectations for the school district to provide students and employees with an instructional program to prevent chemical abuse and dependency. It also provides a protocol for reporting chemical use and abuse.

- **Weapons**

- Excerpts from [ISD 917 Policy 501 School Weapons](#):
  - No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.
  - No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

- No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
  - “School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- **Emergency Closings**
  - Emergency closings will be communicated to staff, students, and families via direct email, phone, text, and/or website post.
  - The unique nature of our district means that, on occasion, some sites will be closed and others will be open.
  - Directions for staff are outlined in [Intermediate School District 917 Policy 820 Provisions for the Closing of Schools Due to Inclement Weather or Other Exigency](#)
- **Transportation**
  - Many of you drive as part of your position with the district. For some, you drive your personal vehicle; for others, you drive a district vehicle.
  - Student transportation in ISD 917 is governed by [ISD 917 Student Transportation Policy 709](#). All drivers must abide by federal, state, and local motor vehicle regulations, laws, and ordinances, as well as ISD 917 Policy 709.
  - If an employee has two texting violations in the last three years, they will be ineligible to drive for work purposes. Texting and driving is deemed as dangerous by our insurance carrier as drinking and driving. Please be safe, and don't text and drive!
- **Parking**
  - Free parking is available at all ISD 917 sites for staff members.
  - Staff who work at multiple ISD 917 and/or member district sites should contact their supervisor for information on parking at those locations.
  - At DCTC:
    - For ISD 917 staff working in the ISD 917 Administrative Offices and educational programs located inside of Dakota County Technical College (DCTC), there are both free and paid options.
      - Free parking: Parking is available in the West lot of the DCTC building and the lot on the East side of the DCTC building that is closer to the building than the designated ISD 917 lot.

- Paid parking: DCTC holds a lottery for designated stalls in the gated lot on the North side of the DCTC building at a yearly fee (2023-2024 lottery date and price are yet to be determined). For information on the DCTC gated lot lottery or to enter your name into the lottery, please contact Amy Alexander at Amy.Alexander@isd917.org or 651-423-8229.
    - If an ISD 917 staff member whose work site is not at DCTC and is attending a meeting of short duration (two hours or less), you may park in the visitor lot North side of the DCTC building, if space is available.
    - If you are visiting the DCTC site, please park in the East parking lot furthest from the DCTC building. It is designated for Intermediate School District 917 use.
- **Visitors:**
  - [ISD 917 Policy 903 Visitors to School District Buildings and Sites](#) outlines district policies regarding visitors, including students participating in post-secondary enrollment options (PSEO).
  - Excerpts from [ISD 917 Policy 903 Visitors to School District Buildings and Sites](#):
    - The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
    - The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.
- Human Resources, Payroll, & Benefits Information
  - **Contracts/Master Agreements**
    - Master Agreements for all collective bargaining units can be found on the website at [Union Contracts](#).
  - **Job Postings**
    - Job vacancies are posted on the District's website via the Frontline (formerly AppliTrack) applicant tracking system at <https://www.applitrack.com/isd917/onlineapp/default.aspx?all=1>.
    - Internal candidates for a position should submit a letter of interest and an updated application via Frontline (formerly Applitrack). Some bargaining units have specific criteria to be considered. Employees should check their

collective bargaining agreement for more information. Successful candidates must provide official transcripts and proof of licensure, if in a position for which a license is required.

- Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered to be finalists for a position. Finalist means an individual selected for an interview prior to selection. The following personnel data that is collected on current and former applicants is public: veteran's status, relevant test scores, job history, education and training, and work availability.
- **Background Checks**
  - Per [ISD 917 Employment Background Checks Policy 404](#), the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district or such other background checks as provided by this policy. The school district may also elect to do background checks of volunteers, independent contractors and student employees in the school district.
- **Paychecks**
  - Payroll checks are distributed through direct deposit to employees' bank accounts on the 15th and the last day of each month, or the day prior to a weekend or holiday, which includes the normal payroll date.
  - Additions or changes to direct deposit must be submitted via [paper form](#) with supporting account verification documentation to Audrey Weiler, Payroll Specialist, in the Business Office. Forms are available on the website at <https://www.isd917.org/cms/One.aspx?portalId=1174347&pageId=5359408>.
  - To view and/or print your paystubs, follow the directions for the EAC on the upcoming page.
  - Payroll checks must be picked up in-person at the ISD 917 Business Office on pay day. They will not be mailed.
- **District Identification**
  - All school district personnel are required to have and to wear a photo ID when working at or visiting a school site during student-contact hours. Employees who have lost or damaged their ID cards (\$10 replacement fee) or have had a name change should arrange for a replacement.
  - District Photo Identification cards are taken at Dakota County Technical College in the District Administrative Office. Please contact Lauren Kelly, HR Coordinator, at [Lauren.Kelly@isd917.org](mailto:Lauren.Kelly@isd917.org) for assistance.
  - Some ISD 917 sites may require additional badges. If so, your supervisor will let you know.

- **Employee Access Center: Pay Information System**

- Intermediate School District 917 has adopted the [eFinancePlus Employee Access Center \(EAC\)](#) system to provide employees with all information regarding your pay stub, leave balances, personal information (address, phone number, etc.), tax withholdings, W-2s, and other information on a secure website. You can access, change, and print information from any computer, anytime, anywhere (though specific browsers may be needed).
- To access your information on the EAC:
  - Click or enter <https://isd917-efp.sourcewell.org/employeeaccess>
  - Your User ID is your ISD 917 email address ([firstname.lastname@isd917.org](mailto:firstname.lastname@isd917.org))
  - Your initial User Password is the last four digits of your social security number (SSN)
  - You will be required to change your password upon logging in for the first time. New Passwords require eight alphanumeric characters with at least one special character.
  - You will also be asked to set up three security questions out of 10 predetermined questions.
- If you have any questions, please contact:
  - Human Resources at [HR@isd917.org](mailto:HR@isd917.org) or 651-423-8206.
  - Audrey Weiler, Payroll Specialist at [Audrey.Weiler@isd917.org](mailto:Audrey.Weiler@isd917.org) or 651-423-8245

- **Absence Reporting & Leave Requests:**

- All absence reporting is completed through Frontline at <https://login.frontlineeducation.com/login?signin=f4447bd8d2d81dd025911a9cfe658fbb&productId=ABSMGMT&clientId=ABSMGMT#/login>
- You will receive an email invitation from Frontline with Frontline login and password set-up information.
- Please consult your employment contract for information regarding your available leave.

- **Superintendent Extended Absence:**

- In the extended absence of the Superintendent due to illness or incapacitation, the Executive Director of Student Services (who must have a valid Minnesota Superintendent's license) will become the Acting Superintendent, in alignment with our ISD 917 Organizational Chart. At the succeeding Board meeting(s), the Board will review district needs to determine if any more permanent changes are necessary. The Board Chair will work in collaboration with Board members, the Superintendent and/or district leadership to determine future actions.

- **Resignations**

- The more notice that a professional can provide the District about their departure plans, the better. Standard expectation for support/unlicensed positions is at least two weeks' written notice to your supervisor, however, some contracts require more notice or have specific timelines.
- As per [Minnesota Statute 122A.40](#), subdivision 7, licensed staff working under the Teacher contract on a continuing contract with the District are required to submit their written resignation prior to April 1. If an agreement for the terms and conditions of employment for the succeeding school year has not been adopted prior to March 1, the teacher's right to resign extends to the 30th calendar day following School Board adoption of the collective bargaining agreement. If an agreement for the terms and conditions of employment for the succeeding school year has not been adopted prior to the end of the last agreement (June 30), the teacher's right to resign for the upcoming school year ends on July 15th.
- Teachers who do not submit their resignations in a timely manner may not be released from their contracts.

- **Employee Benefits**

- Insurance Coverage:
  - Employees who wish to enroll in benefits through the district must enroll online through the District's benefits enrollment platform, Apprize. Any employee who does not enroll in their new hire window will default to not enrolling in coverage outside of district provided benefits.
  - You are eligible for benefits on the first day of the month following your date of hire, unless your hire date is the first working day of the month. If hired on the first working day of the month, benefits go into effect on the first working day of the month when you sign up for coverage.
  - Open enrollment for the next calendar year occurs in late October through early November.
- Tax Sheltered Annuities and Deferred Compensation Plan:
  - Per ISD 917 Tax Sheltered Annuities and Deferred Compensation Plan, any employee may participate in qualified tax deferred annuity and tax deferred compensation plans via a salary reduction agreement.
  - Forms and information are available on our website [here](#):
  - Employees may use a district approved 403b/457 Plan Provider. Employees may change their contributions at any time by submitting a new salary reduction [form](#). This change will take place as close to the requested change date as possible but may take approximately 30 days after submission of the form. Employees must comply with the IRS

rules regarding the amount that may be deferred to a tax-sheltered annuity or tax-deferred compensation plans. Employees may be eligible under their contract for a matching contribution to a tax-deferred annuity or deferred compensation plan.

- Individuals should consult applicable Master Agreements for specific benefits for their employee group.

- Direct Deposit:

- In accordance with [MN Statute section 471.426](#), ISD 917 requires all district employees to sign up for direct deposit. All documentation for direct deposit must be submitted in paper-form with account verification for security reasons. The District does not accept direct deposit changes over email or phone. Please submit the change form for direct deposit at least three (3) weeks before the intended change. It is recommended that employees do not close your previous account prior to confirming that your pay will be deposited into the new account. The direct deposit enrollment form can be found on the ISD 917 [website](#).

- Employee Assistance Program:

- All of us experience times when a personal problem or crisis affects the way we function at work and home. ISD 917 has partnered with a vendor to provide FREE, confidential assessment, short-term counseling, referral, and follow-up for you and your family.
- A licensed counselor will assist you in assessing your situation, finding options, making choices, or locating further help. The program provides help in many areas including relationship issues, alcohol and other drug problems, work concerns, loss and grief, financial and legal concerns, depression, anxiety, and many other life challenges.
- See <https://www.isd917.org/cms/One.aspx?portalId=1174347&pageId=6929369> for more information.

- Unemployment Benefits:

- 

- Purchasing & Reimbursement:

- **Purchasing:**

- To protect the legal and financial interests of the District, all commitments to supplies for goods or services are made through written purchase orders and contracts issued by the Purchasing Department.
- All procurements are to be made in compliance with applicable federal, state and local law, directives and executive orders. Compliance with the

requirements of the [Uniform Municipal Contracting Law](#) is specifically the responsibility of the Purchasing Office.

- ISD 917 is not responsible for purchases made by employees or individuals associated with the school district who do not have prior approval and fail to follow general purchasing guidelines.
- Purchasing Guidelines:
  - When are quotes needed for purchasing?
    - Under \$999.00 no quotations are needed.
    - \$1,000 to \$24,999 two written quotes are required by the purchasing department
    - \$25,000 to \$174,999 three written quotes are required by the purchasing department.
    - Any purchase of \$175,000 or greater must follow formal Sealed Bid guidelines:
      - Advertising for Bid (two-weeks prior to opening date) must include time, place of bid, detailed description of item, or project, where to acquire bid forms, who to contact with questions and where to send the bid envelope
      - Bid bond requirement at time of bid opening. Afterward, payment and performance bonds, certificate of insurance and signed contract are required. Bids must be kept on file along with the bid tabulation and proof of school board approval.
- Purchasing Process:
  - Ensure the purchase or contract for goods or services is within the approved budget.
  - Complete a [Purchase Requisition form](#).
    - Employee completes a purchase requisition form for goods or services needed and attaches all supporting documentation necessary to place the order or service required.
    - Employee forwards completed requisition to their supervisor for approval and any additional routing, then the requisition is forwarded to the Purchasing Department.
  - The purchase requisition is carefully reviewed by the Buyer, Barb Schmitz ([barbara.schmitz@isd917.org](mailto:barbara.schmitz@isd917.org)) for the following:
    - All necessary signatures
    - Appropriate budget codes
    - Dollar amount (see Guidelines above);
    - If the vendor has already been set up, or needs to be set up, which would include the following: Business name, address,

telephone and fax number, e-mail address and completed W-9 form

- Requisition data entered electronically into the E-Finance system, creating a Purchase Order
- Purchase order and encumbrance summary is processed by Purchasing Department
- Purchase order is placed to vendor, via fax, e-mail, internet, postal service or confirmed by phone
- Orders are shipped to DCTC warehouse unless other is indicated on purchase requisition
- Once order has been received, packing slips are initialed by requisitioner and sent to Accounts Payable.
- **Expense Reimbursement:**
  - If you have work expenses (i.e., mileage) which are authorized by [ISD 917 Policy 412 Expense Reimbursement district policy](#) and approved by your supervisor, fill out the [2023 Mileage Reimbursement Form](#) and submit it to your supervisor.
  - You can find additional information and forms at <https://www.isd917.org/cms/One.aspx?portalId=1174347&pageId=69157813>
  - All employee reimbursements will be paid on the 3rd Thursday of each month. This will include expenses from Mileage Reports, Check Requests, etc.
  - All receipts and proper documentation referencing the expense must be submitted by the Friday before the payout. The original receipts need to be submitted.
  - If there are staff members or students included in the expense, such as expenses for field trips, a list of attendees is needed.
  - Timeliness for submitting reimbursement requests for expenditures along with proper documentation is critical. Any expenditures turned in after 60 days from the occurrence date are reported as taxable income as required by the IRS.
- **Gifts:**
  - Excerpts from [Intermediate School District 917 Acceptance of Gifts Policy 706](#)
    - It is the policy of this school district for the school board to accept gifts only in compliance with state law. If the school board agrees to accept a gift, it shall be the property of the school district unless otherwise provided in the agreed upon terms.

## **COMMUNICATION**

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

- **Directory Information:**
  - Staff member contact information is available on our [website](#) “Contact Us” Quick Link.
  - School Board member contact information is available at [https://www.isd917.org/about/school\\_board/school\\_board\\_members](https://www.isd917.org/about/school_board/school_board_members).
  - Student and family contact information is available in Infinite Campus.
- **Website:**
  - Our website is updated regularly on an ongoing basis. Please forward questions, content, and/or concerns to [marci.levy-maguire@isd917.org](mailto:marci.levy-maguire@isd917.org).
  - School Board directory information, policies, and meeting dates, agendas, and minutes can be found at [https://www.isd917.org/about/school\\_board](https://www.isd917.org/about/school_board).
  - Academic program Information can be found at <https://www.isd917.org/programs>.
  - The [For 917 Staff](#) section at [https://www.isd917.org/for\\_917\\_staff](https://www.isd917.org/for_917_staff) (which requires you to log in with your ISD 917 Google credentials) houses many forms and informational resources for staff.
  - COVID-19 information can be found at <https://www.isd917.org/covid-19>.
- **Communications with Staff:**
  - Superintendent Monthly Update:
    - 2nd Wednesday of each month (or day after monthly Board meeting): Staff will receive an emailed update from the Superintendent’s office, including Board Notes that summarize discussions and decisions from the monthly Board meeting.
  - Executive Director of Student Services:
    - 3rd Thursday of each Month: Each month, a district- wide Smore newsletter is sent to staff with updates from Special Education and Teaching and Learning.
  - Human Resources:
    - Quarterly: Each quarter, a district-wide newsletter is sent to staff with updates on a variety of topics pertaining to Human Resources.
- **Communications with Students & Families**
  - Ongoing Communications:
    - Instructors will contact parents on a regular basis regarding their child's program. Parents are encouraged to reach out to teachers before or after the school day via phone if possible or using email. Students are generally only allowed to make phone calls in emergency situations. A student must receive permission from the classroom teacher before being permitted to use the phone. If a parent needs to talk with a child during the school day, office staff will assist parents in reaching or delivering a message to the student.
  - Conferences/Open Houses:

- Conferences/Open Houses provide a time for staff to connect with students and their families regarding academic and social-emotional progress and performance as well as college &/or career readiness. Site leaders will provide additional information on details and logistics.
  - Secondary Programs Conference Dates:
    - Fall: 11/2/23
    - Spring: 3/14/23
  - Career & Technical Education (CTE) Open House Date:
    - 10/12/23
  - Special Education Conference Dates:
    - Fall: 11/9/23 (evening) & 11/10/23 (daytime)
    - Spring: 4/11/23 (evening) & 4/12/23 (daytime)
- **Confidentiality:**
  - Confidentiality is one of the most critical and important aspects of your job at ISD 917. This topic falls under [federal legislation](#), Minnesota state legislation, and ISD 917 policies. These include, but are not limited to, [Family Educational Rights and Privacy Act \(FERPA\)](#), [Chapter 13: Government Data Practices](#), and numerous [ISD 917 School Board Policies](#).
  - It is your legal and ethical responsibility to observe both the rights of students, families, and staff, with or without disabilities, in regard to data privacy.
  - In addition to the guidelines and requirements outlined in the above, we require all ISD 917 staff members to follow the below guidelines. If you have any questions about the below or about confidentiality, please contact your supervisor.
  - Excerpts from [ISD 917 Public and Private Personnel Data Policy 406](#)
    - All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district. All other data on individuals is private or confidential.
  - Excerpts from [ISD 917 Protection and Privacy of Pupil Records Policy 515](#)
    - The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students pursuant to the requirements of [20 U.S.C. § 1232g, et seq. \(Family Educational Rights and Privacy Act \(FERPA\)\)](#) [34 C.F.R. Part 99](#) and consistent with the requirements of the [Minnesota Government Data Practices Act](#), [Minnesota Statutes, Chapter 13](#), and [Minnesota Rules Parts 1205.0100-1205.2000](#).
    - “Legitimate educational interest” includes an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond

- to a request for education data. It includes a person's need to know in order to: Perform an administrative task required in the school or employee's contract or position description approved by the school board; Perform a supervisory or instructional task directly related to the student's education; Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid; or Perform a task directly related to responding to a request for data.
- Excerpts from [ISD 917 Policy 722 Public Data Requests](#)
    - The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.01001205.2000 in responding to requests for public data. All requests for public data must be made in writing directed to the ISD 917 Superintendent.
  - Excerpts from [ISD 917 Protection and Privacy of Student Records Policy 515](#)
    - The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.
    - "Directory information" means information contained in an education record of a student which; would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name; date of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. It also includes the name of the student's parent(s).
  - Excerpts from [ISD 917 Subpoena of a School District Employee Policy 408](#)
    - The MN Government Data Practices Act (MGDPA) classifies all educational data, except directory information, as private data on individuals. It also states that private data on individuals may not be released, except pursuant to informed consent by the subject of the data or a parent/guardian of the subject of the data is a minor, or pursuant to a valid court order. A subpoena is not a court order under the MGDPA. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.

- **Technology for Communication**

- **Acceptable Use of Technology, Equipment, & Materials**

- As a staff member of ISD 917, you will use a variety of technology, equipment, and materials in your work.
- Student and employee acceptable use of district computer systems and the internet, including electronic communications, is outlined in [ISD 917 Internet Acceptable Use and Safety Policy 524](#).
  - Excerpts from [ISD 917 Internet Acceptable Use and Safety Policy 524](#)
    - The school district technology system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities.
    - No user has any right or expectation of privacy in anything that is created, sent, received, or stored on ISD 917-owned software or hardware.
    - See the above policy for specific unacceptable activities.

- **Google Suite: Gmail (email), Google Calendar, Contacts, etc.**

- Your ISD 917 Google and Gmail account will be set up by the Technology Department within one week of your start date and upon communication that all new hire employment paperwork has been received by the Human Resources department.
- To access your ISD 917 email:
  - Go to [google.com](http://google.com) → click Gmail on the top right
  - Make sure you are signed out of any other Google accounts, then log in to Gmail your isd917.org account
    - Your username is: [legalfirstname.lastname@isd917.org](mailto:legalfirstname.lastname@isd917.org)
    - Your password for the initial login is: Winter-17
  - Upon first login, you will be asked to change your password.
- The same username and password will give you access to multiple Google apps.
- To setup Gmail, Google Calendar, and Google Contacts on your cell phone:
  - Launch Settings from your Home screen
  - Click Mail, Contacts, Calendars
  - Click Add Account
  - Click Google
  - Enter your name, Gmail email address, password, and a descriptive name
  - Select which services you want to leave on for sync: Mail, Calendars, and Notes
  - Click Save

- **Website:**

- The [ISD 917 website](http://www.isd917.org) is located at [www.isd917.org](http://www.isd917.org).
- In 2022, ISD 917 switched to a new website template, and we are continuing to update the site to communicate more effectively within and outside of our district.
- The ISD 917 website is available to the public, except for the [For 917 Staff](#) section which requires staff to log in with their Google credentials to access staff-only resources. You can log in at any time, but you will be prompted to log in upon attempting to enter the For 917 Staff page.
  - To log in to the ISD 917 website:
    - Go to [www.isd917.org](http://www.isd917.org)
    - In the top, dark grey bar, click Login (next to the Search bar)
    - Log in with your ISD 917 Google credentials
  - To log in from the [For ISD 917 Staff](#) page:
    - Go to [https://www.isd917.org/for\\_917\\_staff](https://www.isd917.org/for_917_staff)
    - Click “Login” in the body of the webpage
    - Log in with your ISD 917 Google credentials
- Website Calendars:
  - All website calendars are available to the public and should include important dates for our students, staff, families, School Board, and/or member districts.
  - District Calendar: The district calendar is found at [https://www.isd917.org/about/district\\_calendars](https://www.isd917.org/about/district_calendars). Please forward all important dates and activities for the district calendar to [marci.levy-maguire@isd917.org](mailto:marci.levy-maguire@isd917.org).
  - Program Calendars: Each ISD 917 academic program has an aligned public web calendar designed for communication with students, families, and staff for that specific program. These calendars will be managed at each site by the Assistant Director or their delegate.
- The website is managed by Marci Levy-Maguire, our Communications, Innovation, & Public Relations Coordinator, and Cory Langenfeld, our Technology Coordinator. Please contact Marci at [marci.levy-maguire@isd917.org](mailto:marci.levy-maguire@isd917.org) for questions about website content Please contact Cory at [cory.langenfeld@isd917.org](mailto:cory.langenfeld@isd917.org) for questions about website technology.

- **Infinite Campus**

- ISD 917 uses [Infinite Campus \(IC\)](#) as a Student Information System to collect, store, and share enrollment, directory, scheduling, etc. information for students. We also use IC for communications with students, families, and staff.

- **SpEd Forms**
  - ISD 917 uses [SpED Forms](#) for special education due process documents, etc.
- **Social Media**
  - ISD 917 currently maintains a Facebook account (<https://www.facebook.com/intermediate917>) and an Instagram account (<https://www.instagram.com/intermediate917/>) to publicize our programs, promote events, and celebrate our students, staff, and families.
  - The ISD 917 social media accounts are managed by Marci Levy-Maguire, our Communications, Innovation, & Public Relations Coordinator. Please invite her to capture activities in action at your sites and/or share photos, stories, updates, and ideas with her at [marci.levy-maguire@isd917.org](mailto:marci.levy-maguire@isd917.org)
  - Square, well-lit photos of people work best.
  - Our students' confidentiality is extremely important to us, so please confirm that any student about whom we will be sharing information or images has a signed Media Release in Infinite Campus.
  - If staff members do not want their images shared on social media or our website, please communicate that information to your supervisor and/or team and contact [marci.levy-maguire@isd917.org](mailto:marci.levy-maguire@isd917.org) directly.
  - Our social media accounts are open to the public, and we encourage an interactive environment where others can post their thoughts and provide valuable feedback on our school district.
  - If someone posts inappropriate content, we have the ability to delete posts or ban users (as a last resort). Responding to negative feedback in a positive way can actually help our community see how proactive we are in taking steps to resolve issues.
  - If you "like" the school's Facebook page, other users will not have access to your personal account, though they will see your name and profile photo. If you choose to comment on a post, they will also be able to see that post.
- **Phones & Voicemail**
  - Please communicate your work phone number and/or extension to families and/or relevant parties so they can contact you.
  - Due to the district having 25 sites, many of which are housed in other school districts, each ISD 917 site has a unique phone system. Specific information about phone and voicemail logistics will be provided at your site.
  - All ISD 917 phone extensions are attached to voicemail systems that can be accessed on the phone itself or forwarded to your computer.
  - Voicemail should be checked daily, and phone calls returned within 24 hours of your return to work.
  - Please be cautious of private or confidential student or staff information on voicemails to or from you. Promptly delete incoming voicemail messages.

- Teachers should communicate their work extension numbers to the parents of their students. All employees are expected to check voicemail messages daily and to return calls promptly (typically within 24 hours or upon return to work). Voicemail messages are also to be deleted promptly.
- Personal voicemail greetings are to be courteous, concise and professional. Voicemail users should include an indication of when messages will be picked up/returned and/or how to reach the employee personally. During summer break or other vacation periods, personal greetings should be changed to announce that voicemail is not being monitored and to direct callers to the main office.
- **Walkie Talkies:**
  - Depending on your role, you may be asked to use a walkie talkie for communications during the school day.
  - Walkie talkies allow staff to communicate effectively while minimizing disruption to the learning environment, and they are important tools in crisis situations.
  - Walkie talkies may be handheld or require an earpiece or headset.
  - Your supervisor or a site representative will provide specific guidelines for using walkie talkies at your site.
  - It is of primary importance that walkie talkies are used appropriately to support safety, a positive learning and working environment, and student confidentiality.
- **Cell Phones:**
  - ISD 917 recognizes that cell phones are pervasive in current society and are used for a wide variety of purposes.
  - While at work, cell phones are **only** to be used on breaks.
  - You should not have your cell phone on you while working with students. Please keep it in a secure location where it will not get damaged (i.e. locker, etc.).
  - During professional development/training, please refrain from using your cell phone and put it on vibrate/silent. If there is an emergency, please step out of the room before answering and inform your supervisor or trainer.
- **Technology Support**
  - For technology assistance, submit an online Information Technology (IT) Help Request form through <https://isd917.zendesk.com/hc/en-us/requests/new>.
  - You can also contact Cory Langenfelf, Technology Coordinator, at [cory.langenfelf@isd917.org](mailto:cory.langenfelf@isd917.org) or 651-423-8290.
- **District Branding:**
  - In 2022, ISD 917 updated our Mission, Vision, Core Values, and Strategic Directions as part of revising our Strategic Plan. We also added a new district motto, refreshed our

[website](#), and updated our logo to reflect the positive light we shine on our students, staff, families, member districts, and community. In addition to the color scheme we have had in place for a number of years, we have added an additional color to brighten up the palate. We ask all staff to use the below information in official communications from ISD 917.

- Motto:
  - Purposeful. Personalized. Partners.
- Logo:
  - [ISD 917 Logo 2022.png \(transparent background\)](#)
  - [ISD 917 Logo 2022.png \(white background\)](#)
  - [ISD 917 Logo 2022.svg \(for electronic communications\)](#)
- Colors:

Red: #851e1e
Chalky Black: #231f20
Lavender/Periwinkle: #D8CEE6
- Website Font:
  - Bitter



## **INTEGRITY**

### **Aligning our actions with our values and beliefs.**

- ISD 917 expects all persons employed by ISD 917 to abide by federal, state and local legislation, ISD 917 School Board policies, and district and site guidance, including, but not limited to, the below ISD 917 Staff Code of Ethics.
- **Curriculum, Instruction, & Assessment**
  - Excerpts from [ISD 917 Policy 601 School District Curriculum and Instruction Goals](#):
    - ISD 917 aligns its curriculum and instruction with all federal and state requirements established by law “under which all learning in the school district should be directed and for which all school district learners should be held accountable” within the scope of the education setting or a student’s Individualized Education Program (IEP). To that end, the district is committed to providing an educational program that ensures all students will receive high quality, effective instruction, and be challenged to reach their maximum potential.
    - School District goals include the following:
      - All students will be required to demonstrate essential skills to effectively participate in lifelong learning.
      - Prepare students to thrive in a rapidly changing world.
      - Foster a love of learning.
      - Promote a recognition of each individual’s intrinsic value and capacity to contribute to society.
      - Ensure that the curriculum used is equitable, inclusive, and reflective of all students, especially students from historically marginalized groups.
    - Each ISD 917 Principal/Assistant Director shall adopt a comprehensive, continuous improvement plan to support and improve learning and teaching that is aligned with state and federal regulations...[and] shall include...Academics, Social-Emotional Learning, and Equity.
    - Teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence.
  - Excerpts from [ISD 917 Policy 603 Curriculum Development](#):
    - Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.
    - A district advisory committee shall provide assistance at the request of the Director of Teaching and Learning. The advisory committee membership shall include teacher, support staff, member district representation, and administration representation.
    - The Director of Teaching and Learning shall be responsible for:
      - Curriculum development

- Determining the most effective way of conducting research on the school district’s curriculum needs
  - Establishing a long range curriculum development plan
  - Determining timelines for periodic reviews of each curriculum area
  - Informing the school board of all state-mandated curriculum changes, as well as recommended discretionary changes
  - Periodically presenting recommended modifications for school board review and approval
  - Developing guidelines and directives to implement school board policy relating to curriculum development
- Excerpts from [ISD 917 Policy 616 School District System Accountability](#):
  - We recognize our role as an intermediate school district in assisting our member districts to achieve the World’s Best Workforce Strategic and Accountability Plans.
- **ISD 917 Staff Code of Ethics:**
  - Each ISD 917 staff member assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are outlined throughout this handbook and other documents and reflect the [Code of Ethics for Minnesota Teachers](#), the Minnesota [Code of Ethics for School Administrators](#), and district policies and procedures.
  - At ISD 917, ALL STAFF:
    - Shall provide professional education services in a nondiscriminatory manner.
    - Shall make reasonable effort to protect the student from conditions harmful to health and safety.
    - Shall take reasonable action to provide an atmosphere conducive to learning
    - In accordance with state and federal laws, shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
    - Shall not use professional relationships with students, parents, and colleagues to private advantage.
    - Shall not deliberately suppress or distort subject matter.
    - Shall not knowingly falsify or misrepresent records or facts relating to their own qualifications or to another staff member’s qualifications.
    - Shall not knowingly make false or malicious statements about students, students’ families, staff, or colleagues.
    - Shall not accept gratuities, gifts, or favors that impair professional judgment, nor offer any favor, service, or item of value to obtain special advantage.
    - Shall not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.

- **Staff Expectations & Responsibilities:** Click here for a summary of [Staff Expectations and Responsibilities](#)
- **Employee Dress Code:**
  - ISD 917 employees act as role models for students. Employees should present a neat, clean appearance and wear closed-toed shoes for their own protection while working with students. Employees should not wear clothing with inappropriate sayings, offensive language, or language that endorses the use of alcohol, tobacco, or drug products.
  - All employees should maintain a professional appearance, which typically **excludes** the following:
    - Grungy sneakers
    - Tank tops
    - Ripped/worn jeans or cutoffs
    - Clothing that exposes the lower back, upper buttocks, midriff, and/or underwear
    - Spaghetti straps without shirts underneath
    - Low-cut or see-through clothing that exposes cleavage or exposes legs above the knee
    - Shorts, skirts, or skorts that expose the mid- and upper thigh
    - Flip-Flops and Sandals
    - Baseball caps, unless used as protective equipment
- **Staff Attendance:**
  - Good staff attendance is key to ensuring our students' success and essential to the operation of ISD 917, and student achievement is negatively impacted by absenteeism. We encourage all staff members to maintain good attendance, maintain good personal health, and attend to personal affairs during non-working hours whenever possible. It is an expectation that employees be at work on their scheduled workdays, be on time to work, and adhere to their scheduled breaks and/or lunch periods.
  - Employees are provided with time off for personal illness, bereavement, family illness, jury duty, personal business, FMLA, etc. per their designated employment contract. Employees must use leave only for the purpose for which it is intended. If an employee exhibits excessive absences or an unusual pattern of absences, their administrator will meet with them. Employees may be asked to provide medical documentation for absences. Disciplinary action may result due to excessive absences or utilizing leave for a purpose other than for which it was intended.

## **PERSONALIZATION**

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

- Personalization is at the heart of everything we do at ISD 917. We see this in our district Vision and Motto, and we see it every day in our work.
- **Individual Education Plans (IEPs)**
  - Students receiving special education services must have an Individualized Education Program (IEP). The IEP helps students with disabilities with schoolwork and helps them make progress toward graduation according to their individualized goals. Students are eligible for IDEA Part B services if they meet specific state eligibility requirements under one or more of 13 disability categories as defined in Minnesota Rules.
  - Goals of special education per the Minnesota Department of Education (MDE):
    - Provide Free Appropriate Public Education (FAPE) in the least restrictive environment.
      - FAPE is defined as instruction and services that are:
        - Based on eligibility and need.
        - Written into an Individualized Education Program (IEP) or an Individualized Family Service Plan (IFSP).
    - Improve performance on statewide assessments.
    - Increase special education student graduation rates.
    - Coordinate services for students receiving support from more than one agency.
- **Section 504**
  - [Section 504 of the Rehabilitation Act of 1973](#) (34 C.F.R. Part 104) is a federal civil rights statute that assures individuals will not be discriminated against based on their disability. All school districts that receive federal funding are responsible for the implementation of this law.
  - [Section 504](#) protects a student with an impairment that substantially limits one or more major life activities, whether the student receives special education services or not.
    - Examples of physical or mental impairments that may be covered under Section 504 include: epilepsy, AIDS, allergies, vision impairment, broken limbs, cancer, diabetes, asthma, temporary condition due to accidents or illness, ADD/ADHD, learning disabilities, autism, depression, intellectual disability, traumatic brain injury, and post-traumatic stress disorder.
    - Examples of major life activities that can be affected by the student's disability include: learning, thinking, concentrating, reading, speaking, walking, breathing, sleeping, caring for oneself, as well as major bodily functions,

including brain function, immune system function, or digestive functions.

This is not an exhaustive list.

- For specific information on 10th graders with Disabilities who wish to take Career and Technical Education (CTE) courses through Postsecondary Enrollment Options (PSEO), see [Alternate PSEO Eligibility Options Policy](#).

- **Person-First Language**

- At ISD 917, we see the person, not the disability. In general, our district uses person-first terminology to demonstrate respect, acceptance, and inclusion. However, if an individual prefers to be addressed in a different way, we ask you to respect that preference and address them as they wish.

- **Alternative Learning**

- Our Dakota County Area Learning Centers (DCALS) programs are approved [alternative learning](#) sites through the Minnesota Department of Education. They are designed to provide viable educational options for students who are experiencing difficulty in the traditional system.
- State-Approved Alternative Programs are governed by these statutes:
  - Graduation Incentives Criteria used to identify at-risk students ([Minnesota Statutes, section 124D.68](#)).
  - Continual Learning Plan (CLP) developed annually for each student to outline the steps necessary for grade promotion and/or graduation ([Minnesota Statutes, section 124D.128, Subdivision 3](#)).
  - Information to students and families regarding alternative education options ([Minnesota Statutes, section 124D.68, Subdivision 6](#)).

- **Career & Technical Education**

- [Career and Technical Education](#) (CTE) programs are a sequence of courses that integrate core academic knowledge with technical and occupational knowledge and skills to provide students a pathway to postsecondary education and careers. CTE teaches transferable workplace skills in applied learning contexts to provide opportunities to explore high-demand career options, and gives students the technology and skills needed for success in adult life.
- Much of our work is driven by the [Strengthening Career and Technical Education for the 21st Century Act \(Perkins V\)](#) to improve career and technical education and create opportunities to enter high-skill, high-wage, or in-demand employment for all learners. This Act provides an increased focus on the academic achievement of CTE students, strengthens connections to experiential learning and work-based learning opportunities, and increases emphasis on student progress toward earning industry-recognized certificates and postsecondary credentials.

## **EQUITY**

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

- **Lenses of Equity**

- At ISD 917, we look at equity through a wide variety of lenses, including:

<b>Race</b>	<b>Gender</b>	<b>Socioeconomics</b>	<b>Disability</b>	<b>Academics</b>	<b>Culture</b>
Equity	Identity	Advantages	Inclusion	Keep bar high	Educated
Disproportionality	Inclusive Language	Full continuum	We serve all	Representation	Inconsistent practices
Immigration Status	Policies	Access	Keep bar high	Curriculum	Language Barrier
Behavior	LGBTQ+	McKinney Vento	Access	Opportunity Gap	Communication
Expectations	Lack of understanding	District differences	Get what they need	Diversify	Awareness
Home vs. School	Inclusive Language	Community Support	Communication	Post-secondary options	Religious special dates
Language Barriers	Disproportionality	Family Role	Medical needs	Multi-age/Multi-grade	Medical views
	Gender roles		Families		
	Cultures		Deficit Thinking		
	Cultural Fluidity				

- **Absent Narratives**

- The Minnesota Humanities Center defines Absent Narratives as: “the lived experiences – the stories, art, music, and histories – of people and place. Absent narratives are not absent from the communities they are a part of, but are often left out, overwritten, absented, by a dominant story.”
- We encourage all staff to consider and find ways to engage Absent Narratives in our communications, planning, reflections, and decision-making.

- **Public Education**

- Per [MN Statute 123B.35](#), public school education shall be free and no pupil shall be denied an education because of economic inability to furnish educational books and supplies necessary to complete educational requirements necessary for graduation.
- Per [MN Statute 123B.36](#), school boards may require certain fees. Per [MN Statute 123B.37](#), ISD 917 is not authorized to charge certain fees nor withhold grades or diplomas for nonpayment of student fees.
- Excerpts from [ISD 917 Equal Educational Opportunity Policy 102](#)
  - It is the school district’s policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, or age. The school district also makes reasonable accommodations for students with disabilities.

- The school district prohibits harassment and discrimination of any based on any of the protected classifications listed above.
  - The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities.
  - This policy applies to all areas of education including academics, coursework, co- curricular and extracurricular activities, or other rights or privileges of enrollment.
  - It is the responsibility of every school district employee to comply with this policy conscientiously.
- **Hazing Prohibition:**
  - Excerpts from ISD 917 Hazing Prohibition Policy 526
    - The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district’s policies and procedures.
- **Disability Nondiscrimination:**
  - Excerpts from [ISD 917 Student Disability Nondiscrimination Policy 521](#)
    - The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need services, accommodations, or programs in order that such learners may receive a free appropriate public education (FAPE). A learner who is protected under Section 504 is one who: has a physical or mental impairment that substantially limits one or more of such person’s major life activities; or has a record of such an impairment; or is regarded as having such an impairment. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504

even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

- Excerpts from [ISD 917 Student Sex Nondiscrimination Policy 522](#)
  - Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex. Every school district employee shall be responsible for complying with this policy.
  - Title IX Coordinator: Don Budach ([don.budach@isd917.org](mailto:don.budach@isd917.org))

- **Gender Identity:**

- Students and staff have the right to be identified by their name, pronoun, and asserted gender in learning spaces, facilities, and extracurricular activities. Students and their guardians must communicate and complete proper documentation with the district to change school records to reflect their name, pronoun, and/or gender identity.

## **DIVERSITY**

### **Appreciating and valuing everyone's unique selves.**

- **Service Animals in Schools:**

- Excerpts from [ISD 917 Policy 535 Service Animals in Schools:](#)
  - Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.
  - In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go.
  - When an individual with a disability brings a service animal to a school district property, school district employees shall not ask about the nature or extent of a person's disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:
    - Is the service animal required because of a disability?
    - What work or tasks is the service animal trained to perform?
  - The service animal must be under the control of its handler at all times.
  - The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.

- **Pledge of Allegiance:**
  - ISD 917 has waived the requirement to recite the Pledge of Allegiance during class at any time. See [ISD 917 Policy 531 The Pledge of Allegiance](#).
- **Staff & Student Recognition:**
  - Staff Recognition: ISD 917 staff recognition is governed by [ISD 917 Staff Recognition Program Policy 467](#) which authorizes the administration to develop a program for the recognition of staff members and their contributions to the success of ISD 917 in providing a high quality of education, including:
    - A spring recognition event
    - Recognition awards for years of service
    - Quarterly recognition of individual staff for exemplary service
    - Annual recognition for outstanding service
  - Student Recognition:
    - DCALS:
      - Student of the Quarter: DCALS teachers nominate students each quarter. The selection criteria are at the discretion of the teachers and may represent outstanding effort, accomplishment, and/or attendance. The Student of the Quarter is presented a certificate at a special scheduled recognition ceremony following the end of the quarter they are selected and has a photo displayed in the DCALS photo display case.
    - Career & Technical Education (CTE):
      - Student of Distinction: Program instructors select up to three Students of Distinction each semester. The selection criteria are at the discretion of the instructor and may represent outstanding effort, accomplishment and/or attendance. The Student of Distinction is presented a certificate at a special student recognition event with parents/guardians in attendance and has their photo displayed in a photo display case.

## Technology Systems for ISD 917 Staff

System Name & Link	Purpose	Used By	Staff Contact
<a href="#">Google</a>	Email Calendar Drive Forms (surveys) Sheets (spreadsheets) Etc.	All Staff	Cory Langenfeld
<a href="#">eFinancePlus Employee Access Center</a>	Update personal info Salary info Benefits info Payroll info Leave banks & requests Tax info	All Staff	Amalia PenaChavez Audrey Weiler Amy Alexander
<a href="#">Infinite Campus</a>	Student information system Mass communications with students & families		Cory Langenfeld Kristin Kustrich Betsy Ezkierka
<a href="#">Website</a>	School Board documents Program information and directories Forms	All Staff	Marci Levy-Maguire Cory Langenfeld
<a href="#">Frontline</a>	Absence reporting	All Staff	Amy Alexander
<a href="#">SPED Forms</a>	IEPs	Special Education staff	Dr. Brooke Peterson Justin Hoelscher
<a href="#">PowerSchool Perform</a>	Staff Evaluations	All Staff	Dr. Brooke Peterson
<a href="#">ISD 917 License Renewal Site</a>	Continuing Education Unit (CEU) submission & approval for relicensure	Licensed Staff	Jon Mulville

<p><a href="#"><u>ISD 917 Instructional Resource Center</u></a></p>	<p>Curriculum, instruction, and assessment resources for multiple content areas</p> <p>Professional Learning Community (PLC) resources &amp; handbook</p> <p>Instructional Technology resources and training</p>	<p>Licensed Staff Unlicensed Staff Administrators Technology Team</p>	<p>Dr. Brooke Peterson Amanda Peters Eve Thomas Brook Kayleen Taffe</p>
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# ISD 917 Glossary

**BCBA:** Board Certified Behavior Analyst

**Care & Treatment Educational Services:** Private day-treatment program for students assigned by the court or referred by another agency or their family.

**CASE:** Customized Alternative Solutions for Education

**Classroom Assistant:** A Special Education Assistant assigned to a specific classroom.

**CTE:** Career & Technical Education

**DASH:** Developmental Disabilities, Academics, Socialization, & Health Services

**DCALS:** Dakota County Area Learning Schools

**DCTC:** Dakota County Technical College

**DHH:** Deaf/Hard of Hearing Resource

**Early/Middle College:** A postsecondary enrollment option (PSEO) program specifically designed to allow the student to earn dual high school and college credit with a well-defined pathway leading to a postsecondary degree or credential; designed to serve and support students in the academic middle - especially low-income, English Language Learners, first generation college students, and/or students of color.

**Federal Setting III:** Students receive special education and related services outside the regular classroom, but in a building with their peers, for more than 60% of the school day.

**Federal Setting IV:** Public separate facility for children receiving special education and related services for greater than 50% of the school day in public separate facilities.

**IDEA:** Intra-Dakota Educational Alternative

**Independent Study:** A competency-based student option for alternative learning students who meet the Graduation Incentives Criteria; a viable options for students who are self-directed and work independently

**Itinerant Services:** Special education and/or related services provided by staff who travel to member district schools and work with students in their own schools.

**Mod:** Approximately 3-week modules for DCALS students.

**OT:** Occupational Therapy

**PACES:** Program Alternative for Communication, Education, and Socialization

**Perkins:** A principal source for federal funding to states for the improvement of secondary and postsecondary career and technical education (CTE) programs across the nation

**PLC:** Professional Learning Community

**Program Assistant:** Under the director of licensed staff, a Program Assistant supports the daily functions of the assigned program and work site.

**Purchase Requisition Form:** A program's request that the purchasing department purchase or contract for goods or services that are within the approved budget.

**Shift:** A CTE class period; 3 shifts per day

**SUN:** Students with Unique Needs

**TEA:** Therapeutic Education Alternative

**TEA-ECSE:** Therapeutic Education Alternative-Early Childhood Special Education

**TESA:** Transitional Education Service Alternative

**Technical Tutor:** Provides program and student support in CTE programs

# Staff Expectations & Responsibilities

## Professional Responsibilities

Teachers and administrators are professionals. The expectations that follow are inherent to the position of a school district professional. The following is not intended to be all-inclusive but rather suggestive of a professional's responsibilities. Professionals:

- Serve as role models to students by being punctual and maintaining regular attendance
- Follow district policies and procedures
- Dress appropriately
- Communicate frequently with parents through established reporting instruments, conferences, open houses, and as necessary, through notes and personal phone calls
- Supervise students who are using the internet
- Check email and voicemail on a daily basis
- Respond to email and voicemail on a timely basis (generally within 24 hours of receipt or upon return to work)
- Limit personal use of computers, phone, and e-mail to non-student contact time, such as preparation and break periods
- Do not conduct personal business, attend school, or conduct other employment on working hours
- Serve on building and district committees as appropriate
- Attend team meetings and IEP meetings as appropriate

## The Sixteen (16) Expectations for Staff

### 1. Professional and Ethical Standards

1.1. **Be a team player.** Bring a positive attitude to work every day. Communicate effectively and respectfully with students and the members of your team. Get to know the responsibilities of all your team members. Attempt to resolve problems closest to the source of the issue. Maintain open communication and be open to questions and discussion with other staff.

1.2. **Serve as a role model in your dress, speech, and actions.** Dress and act appropriately for your role and personal safety. Cell phones should not be used for personal use during student-contact time. Always use respectful language. Avoid jokes, disrespectful remarks, or attempts at humor that could be considered rude, inappropriate, disruptive or unprofessional. Do not use offensive language or call a student a derogatory name. Do not talk about students or staff in a disrespectful or discourteous way.

1.3. **Teachers and their assistants are responsible for the education and supervision of students at all times.** Appropriate hand-offs must be communicated clearly.

- 1.4. **Be extremely careful regarding a student's personal space.** Refrain from hugging students. Handshakes or other touching may not be welcome or appropriate. Do not restrain a student unless you have completed Professional Crisis Management (PCM) training. Do not strike a student, disrobe a student, conduct a search without appropriate training or without a second person of the same sex as the student in attendance. Never conduct a strip search. When in doubt, do not act until you have spoken with your supervisor.
- 1.5. **Set high expectations for behavior.** Know and enforce the requirements of the District's Student Handbook. This handbook serves as a guide for student conduct and is to be signed by all students and parents or guardians.
- 1.6. **Maintain confidentiality at all times.** Employees, students, and their families have a right to confidentiality and data privacy. You are accountable for what you say and for information you release. Do not speak about a student in front of another student or talk about a student to staff or others in or outside school except on a need-to-know basis. Do not use student names outside of the school setting. Respect other staff members' confidentiality. No identifying information about students or other staff should be posted on personal social media.
- 1.7. **You are a mandatory reporter of suspected maltreatment of minors and vulnerable adults.** The Intermediate School District 917 policy (414) on maltreatment is available on the district website.
- 1.8. **Only have contact with your students during times in which they are enrolled in Intermediate School District 917 programs.** You are not to have dealings with them outside of the school day. Such communications could be confusing to students and reduce your effectiveness with them. It is also inappropriate. Report any student initiated personal contacts, whether by telephone or e-mail or in person, to your program facilitator as soon as possible. If you are responsible for providing respite care to any Intermediate School District 917 student, report it to your supervisor as well.
- 1.9. **Maintain your personal and professional boundaries at all times.** Personal information about your life outside of school is not appropriate and may not be appreciated by students or staff. You are part of the school program and your job is to provide education, support and guidance to students. Establishing "friendships" with students may create unrealistic expectations and interfere with sustaining appropriate boundaries.
- 1.10. **Maintain a respectful and safe workplace.** Inappropriate comments about race, color, religion, age, sex, sexual orientation, marital status, national origin, or other tasteless or improper remarks will not be tolerated. The District also has a zero tolerance Harassment and Violence Policy that is on the district website. An important aspect of this policy is to report to your supervisor if you receive an unwelcome comment or feel threatened in any way. To the extent possible, we want you to feel safe and secure at all times.
- 1.11. **Be dependable.** You are responsible for maintaining good attendance. You are expected to report to work on time, adhere to the time periods established by the District

for any breaks, and remain at the assigned workstation throughout the scheduled work period or until properly relieved. Arriving to work on time will also allow sufficient time for planning and information sharing purposes. Report any absences or leaves timely on Frontline, our time and attendance reporting system. Remember also that leaves are not an entitlement but rather a benefit to be used as necessary. Accumulated leave can help you transcend the period between an injury and disability payments or can be converted to additional health benefits at retirement. Further information on the District's attendance expectations can be found in the Dependability Procedure available on the Intermediate School District 917 website.

## **2. General Work Rules**

### **2.1. In emergency situations, all staff are expected to follow Emergency Procedures.**

Review the plan for your location and know your role and responsibilities in each situation. First and foremost, you are responsible for your student's and your own personal safety. Therefore, you should always conduct yourself in a safety conscious manner and encourage fellow staff to do likewise.

**2.2. Only use Intermediate School District 917 vehicles when it becomes necessary to transport students as part of your job assignment. All staff who operate ISD 917 vehicles or drive their own personal vehicle for work-related purposes must undergo training provided by the district.** All drivers must abide by federal, state, and local motor vehicle regulations, laws, and ordinances. All drivers and occupants of vehicles must wear seat belts. Students are not to be driven in staff's personal vehicles. Staff are to follow the 'Employee Driver Safety' district procedure, which includes the completion of the SafeSchools' Defensive Driving course each year, twice annual motor vehicle reports, and, for those driving personal vehicles, proof of automobile insurance.

**2.3. Use Intermediate School District 917 technologies appropriately.** This includes Internet access, and District owned software and hardware. No user has any right or expectation of privacy in anything that is created, sent, received or stored by computer including e-mail, fax or voicemail. Do not use Intermediate School District 917 technologies for: illegal activities, wagering, betting, or gambling; harassment and illegal discrimination; fundraising for any purpose unless District sanctioned; commercial activities, e.g., personal for-profit business activities; access, storage or transmission of offensive, racist, sexist, obscene, or pornographic information; promoting political or religious activities; downloading software including games, weather monitoring (e.g. Weatherbug), wallpaper (e.g. Webshots), and screen savers from the Internet unless District-sanctioned, or for any other purpose prohibited by District policy. The acceptable use of technology is further defined on the District website.

**2.4. Smoking is not allowed on District property.** Therefore, no person may smoke or use tobacco products in any building or vehicle or on grounds owned or leased by the school

district. Smoking cessation programs are available through the District health insurance plan.

**2.5. You are responsible for reading and following all District policies and procedures.**

If you are unclear about any of these **Sixteen Expectations**, contact your administrator/supervisor as soon as possible for an explanation.



## AGREEMENT

Independent School District #199 ("ISD 199") and  
Intermediate School District #917 ("ISD 917")

THIS AGREEMENT ("Agreement") entered into this 15 day of MAY, 2023, by and between Independent School District #199 ("ISD 199"), and Intermediate School District #917 ("ISD 917").

WHEREAS, ISD 917 is an intermediate school district organized according to Minnesota Statutes, Chapter 136D, and its mission includes providing special education and related services to students; and

WHEREAS, ISD 917 provides an early childhood mental health program to eligible students of its member districts; and

WHEREAS, ISD 199 agrees to provide for purchase by ISD 917 an appropriately licensed early childhood special education teacher for the early childhood mental health program;

NOW THEREFORE IT IS AGREED:

### 1. EMPLOYMENT

Erin Lencowski, an early childhood special education teacher for ISD 199, has been hired to provide services to students receiving early childhood special education services in the mental health program provided by ISD 917 for the 2023-2024 school year.

Erin Lencowski will be a full-time teacher of ISD 199 entitled to all salary and benefits as described in the master agreement between ISD 199 and the Inver Grove Heights Education Association representing teachers and is subject to the policies, regulations, benefits, and laws applicable to School Board employees.

### 2. REIMBURSEMENT OF SALARY AND BENEFITS

The parties agree that, during the term of this Agreement, ISD 917 will reimburse ISD 199 the full cost of salary and benefits. ISD 917 agrees to remit payment in two equal installments payable mid-year and prior to June 15 based on billing from ISD 199.

Additional compensation for professional development paid hourly at the employee's hourly rate will be billed by ISD 199 to ISD 917 separately. In addition, mileage paid at the federal mileage rate incurred by the employee will be billed by ISD 199 to ISD 917 separately.

Costs for substitutes for the early childhood special education teacher will be incurred by and paid for by ISD 917 directly.

### 3. LIABILITY AND INSURANCE

ISD 917 assumes liability for the acts and omissions of its employees, but does not assume any liability for the acts or omissions the employees, agents and assigns of ISD 199. ISD 917 and ISD 199 agree that they will at all times during the term of the Agreement, have and keep in force a liability policy that names the other as an additional insured. Limits will include one million dollars (\$1,000,000.00) for each occurrence with two million dollars (\$2,000,000.00) aggregate. Each agrees to provide a Certificate of Insurance to the other upon request.

### 4. PERSONNEL

ISD 917 and ISD 199 hereby acknowledge and agree that ISD 199's employees are not employees of ISD 917, and that ISD 199's employees or its agents will have no authority to bind ISD 917 or otherwise incur liability on behalf of ISD 917 without the express written delegation of authority by ISD 917. ISD 917 shall have no obligation to provide any ISD 199 employee with benefits or privileges of any kind or nature including, without limitation, insurance benefits, pension benefits, worker's compensation benefits or any other benefits ISD 917 provides to its employees. ISD 199 has exclusive control and the right to hire and discharge any of its employees rendering services under this Agreement. ISD 199 will be solely responsible for the payment of wages, taxes, and other related charges for services rendered under this Agreement by its employees.

#### 5. CONFIDENTIALITY AND DATA PRACTICES

Minn. Stat. § 13.05, Subd. 11 applies to this Agreement. The Parties believe that data generated and maintained in the early childhood mental health program are government data and are therefore subject to the Minnesota Government Data Practices Act or the federal Family Educational Rights and Privacy Act ("FERPA").

#### 6. TERM, TERMINATION, OR MODIFICATION

The term of this Agreement shall be from July 1, 2023, through June 30, 2024. If the parties mutually agree in writing, this Agreement may be terminated on the terms and the date stipulated in such a separate written document. This Agreement may not be modified without the written and mutual consent of both parties.

#### 7. CONTRACT ADMINISTRATION

The Agreement shall be administered on behalf of ISD 199 by the Superintendent or designee and shall be administered on behalf of ISD 917 by the superintendent or designee.

#### 8. NOTICE

All notices or other communications required or permitted to be given under this Agreement must be in writing and will be deemed to have been given properly if delivered personally by hand or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the appropriate party at the following address or any other address that may be given in writing to the parties:

ISD 199:                    Abel Riodique  
Name of Director of Special Services  
  
2990 80<sup>th</sup> Street East  
Address  
  
Inver Grove Heights, MN 55076  
City, State, Zip  
  
651-306-7827  
Phone  
  
651-306-7295  
Fax

ISD 917:                    Melissa Schaller  
Name of Executive Director of Student Services  
  
14300 145<sup>th</sup> Street East  
Address  
  
Rosemount, MN 55068  
City, State, Zip  
  
651-423-8204  
Phone  
  
651-423-8776  
Fax

9. GENERAL

This Agreement cannot be assigned by either party, except with the prior written consent of the other party. This Agreement shall be governed by and construed under the laws of the State of Minnesota. If any provision of this Agreement is invalid, illegal, or unenforceable under any applicable statute or rule of law, it is to that extent deemed omitted and the remainder of the Agreement shall be valid and enforceable to the maximum extent possible.

IN WITNESS WHEREOF, the duly authorized officers or representatives of the parties have set their hands hereto on the dates indicated by their signatures.

Independent School District #199 Inver Grove Heights Public Schools  
By: [Signature]  
It's Chairperson  
By: [Signature]  
It's Clerk

Dated: MAY 15, 2023 School Board's Tax Identification Number: 41-6007663

Intermediate School District 917

By: \_\_\_\_\_  
It's Chairperson

By: \_\_\_\_\_  
It's Clerk

Dated: \_\_\_\_\_, 20\_\_

School Board's Tax Identification Number: \_\_\_\_\_

## AGREEMENT

Independent School District #271 ("ISD 271") and  
Intermediate School District #917 ("ISD 917")

THIS AGREEMENT ("Agreement") entered into this 1st day of July, 2023, by and between Independent School District #271 ("ISD 271"), and Intermediate School District #917 ("ISD 917").

WHEREAS, ISD 917 is an intermediate school district organized according to Minnesota Statutes, Chapter 136D, and its mission includes providing special education and related services to students; and

WHEREAS, ISD 917 provides an early childhood mental health program to eligible students of its member districts; and

WHEREAS, ISD 271 agrees to provide for purchase by ISD 917 an appropriately licensed early childhood special education teacher for the early childhood mental health program;

NOW THEREFORE IT IS AGREED:

### 1. EMPLOYMENT

Jessica Taldone, an early childhood special education teacher for ISD 271, has been hired to provide services to students receiving early childhood special education services in the mental health program provided by ISD 917 for the 2023-2024 school year.

Jessica Taldone, will be a full-time teacher of ISD 271 entitled to all salary and benefits as described in the master agreement between ISD 271 and the Bloomington Federation of Teachers representing teachers and is subject to the policies, regulations, benefits, and laws applicable to School Board employees.

### 2. REIMBURSEMENT OF SALARY AND BENEFITS

The parties agree that, during the term of this Agreement, ISD 917 will reimburse ISD 271 the full cost of salary and benefits. ISD 917 agrees to remit payment in two equal installments payable mid-year and prior to June 15 based on billing from ISD 271.

Additional compensation for professional development paid hourly at the employee's hourly rate will be billed by ISD 271 to ISD 917 separately. In addition, mileage paid at the federal mileage rate incurred by the employee will be billed by ISD 271 to ISD 917 separately.

Costs for substitutes for the early childhood special education teacher will be incurred by and paid for by ISD 917 directly.

### 3. LIABILITY AND INSURANCE

ISD 917 assumes liability for the acts and omissions of its employees, but does not assume any liability for the acts or omissions of the employees, agents and assigns of ISD 271. ISD 917 and ISD 271 agree that they will at all times during the term of the Agreement, have and keep in force a liability policy that names the other as an additional insured. Limits will include one million dollars (\$1,000,000.00) for each occurrence with two million dollars (\$2,000,000.00) aggregate. Certificate of Insurance is required by each agency, listing ISD #271 as additional insured on the general liability policy. Certificate holder is: ISD#271, 1350W 106th St., Bloomington, MN 55431

#### 4. PERSONNEL

ISD 917 and ISD 271 hereby acknowledge and agree that ISD 271's employees are not employees of ISD 917, and that ISD 271's employees or its agents will have no authority to bind ISD 917 or otherwise incur liability on behalf of ISD 917 without the express written delegation of authority by ISD 917. ISD 917 shall have no obligation to provide any ISD 271 employee with benefits or privileges of any kind or nature including, without limitation, insurance benefits, pension benefits, worker's compensation benefits or any other benefits ISD 917 provides to its employees. ISD 271 has exclusive control and the right to hire and discharge any of its employees rendering services under this Agreement. ISD 271 will be solely responsible for the payment of wages, taxes, and other related charges for services rendered under this Agreement by its employees.

#### 5. CONFIDENTIALITY AND DATA PRACTICES

Minn. Stat. § 13.05, Subd. 11 applies to this Agreement. The Parties believe that data generated and maintained in the early childhood mental health program are government data and are therefore subject to the Minnesota Government Data Practices Act or the federal Family Educational Rights and Privacy Act ("FERPA").

#### 6. TERM, TERMINATION, OR MODIFICATION

The term of this Agreement shall be from July 1, 2023, through June 30, 2024. If the parties mutually agree in writing, this Agreement may be terminated on the terms and the date stipulated in such a separate written document. This Agreement may not be modified without the written and mutual consent of both parties.

#### 7. CONTRACT ADMINISTRATION

The Agreement shall be administered on behalf of ISD 271 by the Superintendent or designee and shall be administered on behalf of ISD 917 by the Superintendent or designee.

#### 8. NOTICE

All notices or other communications required or permitted to be given under this Agreement must be in writing and will be deemed to have been given properly if delivered personally by hand or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the appropriate party at the following address or any other address that may be given in writing to the parties:

ISD 271:

Jennifer McIntyre  
Name of Executive Director of Special Services and Health Services

1350 West 106<sup>th</sup> Street  
Address

Bloomington, MN 55431  
City, State, Zip

952-681-6503  
Phone

ISD 917:

Melissa Schaller  
Name of Director of Special Education

14300 145<sup>th</sup> Street East  
Address

Rosemount, MN 55068  
City, State, Zip

651-423-8204  
Phone

651-423-8776  
Fax

9. GENERAL

This Agreement cannot be assigned by either party, except with the prior written consent of the other party. This Agreement shall be governed by and construed under the laws of the State of Minnesota. If any provision of this Agreement is invalid, illegal, or unenforceable under any applicable statute or rule of law, it is to that extent deemed omitted and the remainder of the Agreement shall be valid and enforceable to the maximum extent possible.

IN WITNESS WHEREOF, the duly authorized officers or representatives of the parties have set their hands hereto on the dates indicated by their signatures.

Independent School District #271 Bloomington Public Schools

By: *Heather Starns*  
It's Chairperson

By: *Miranda*  
It's Clerk

Dated: 5-22, 2023 School Board's Tax Identification Number:

Intermediate School District 917

By: \_\_\_\_\_  
It's Chairperson

By: \_\_\_\_\_  
It's Clerk

Dated: \_\_\_\_\_, 20\_\_\_\_ School Board's Tax Identification Number: \_\_\_\_\_

**JOINT POWERS AGREEMENT FOR SCHOOL WELLNESS  
BETWEEN THE COUNTY OF DAKOTA AND  
INDEPENDENT SCHOOL DISTRICT 917**

This Joint Powers Agreement (“Agreement”) is entered into by and between the County of Dakota, a political subdivision of the State of Minnesota, by and through its Department of Public Health, and Independent School District 917, 1300 145<sup>th</sup> St. E., Rosemount, MN 55068 (“School District” or “Contractor”), by and through their respective governing bodies.

**RECITALS**

**WHEREAS**, the County and the School District are governmental units as that term is defined in Minn. Stat. §471.59;

**WHEREAS**, under Minn. Stat. §471.59, subd.1, two or more governmental units may enter into an agreement to cooperatively exercise any power common to the contracting Parties, and one of the participating governmental units may exercise one of its powers on behalf of the other governmental units;

**WHEREAS**, the County has received a grant of monies from the State of Minnesota acting through the Minnesota Department of Health Grant Project Agreement No. 183510 for implementation of the County’s Statewide Health Improvement Program (“SHIP”);

**WHEREAS**, the County is permitted to make sub-grants of its SHIP funds and the County has solicited and considered grant applications from entities for use of such funds; and

**WHEREAS**, the County has awarded School District with SHIP funds described herein based the grant expenditures outlined in Exhibit 2, Service grid.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants herein, the County and School District hereby agree as follows:

1. Effective Date. This Agreement shall be effective as of the dates of signature by the parties.
2. Purpose. The purpose of this Agreement is to provide funding by the County to the School District so that the School District may participate in the Dakota County SHIP School Wellness program. All funds provided by the County are to be used by the School District solely for the purposes described in Exhibit 2, Service Grid.
3. School District obligations under State Contracts. The grant funds provided to School District under this agreement are subject to the terms and conditions contained in both the Master Grant Contract between Dakota County and the State of Minnesota dated September 18, 2019, as may be periodically amended, and the SHIP Grant Project Agreement between the Dakota County Community Health Board and the State of Minnesota dated October 1, 2020, as may be periodically amended, including amendments dated August 23, 2021 and October 18, 2022. (“State Contracts”). School District agrees to comply with all terms and conditions contained in such

contracts that are applicable to the County. County will provide copies of these contracts to School District upon request.

4. County Obligations. The County agrees to reimburse the School District in an amount not to exceed \$7,682 for costs incurred in performing services fulfilling the Purpose described above from the Effective Date through 10/31/2024
5. Reimbursement and Reporting. After this Agreement has been executed by both parties, the School District may claim reimbursement for expenditures incurred in connection with the performance of activities that are eligible for reimbursement in accordance with this Agreement.

The County will reimburse the School District within 45 calendar days of the School District's submission of invoices to the County. Invoices must be submitted using the form in Exhibit 4. All requests for reimbursement must be submitted by 11/13/24. The School District must certify that the requested reimbursements are accurate, appropriate and eligible in accordance with the State Contracts, that it has documentation of the actual expenditures for which reimbursement is sought, and that such expenditures have not been otherwise reimbursed. School District should report their accomplishments and successes using the form in Exhibit 3 Reporting Form. All expenditures and reimbursements must be submitted using the form in Exhibit 4.

6. Authorized Representatives. The following named persons are designated as the Authorized Representatives of the parties for purposes of this Agreement. These persons have authority to bind the party they represent and to consent to modifications, except that the Authorized Representatives shall have only authority specifically granted by their respective governing boards. Notice required to be provided pursuant this Agreement shall be provided to the following named persons and addresses unless otherwise stated in this Agreement, or in a modification to this Agreement.

The County's Authorized Representative is:

Marti Fischbach, 1 Mendota Rd. W., Ste. 500, West St. Paul, MN 55118

Telephone: 651-554-5742

Email: [Marti.Fischbach@co.dakota.mn.us](mailto:Marti.Fischbach@co.dakota.mn.us)

Don Budach, or his/her successor, has the responsibility to monitor the School District's performance pursuant to this Agreement and the authority to approve invoices submitted for reimbursement.

The School District's Authorized Representative is:

Don Budach, 200 W. Burnsville Pkwy., Burnsville, MN 55337

Telephone: 651-423-8229

Email: [don.budach@isd917.org](mailto:don.budach@isd917.org)

The parties shall provide written notification to each other of any change to the Authorized Representative. Such written notification shall be effective to change the designated liaison under this Agreement, without necessitating an amendment of this Agreement.

7. Assignment. The School District may neither assign nor transfer any rights or obligations under this Agreement without the prior consent of the County and a fully executed assignment agreement, executed by the County and the School District.
  
8. Use of Subcontractors. The School District may engage subcontractors to perform activities funded pursuant to this Agreement. However, the School District retains primary responsibility to the County for performance of the activities and the use of such subcontractors does not relieve the School District from any of its obligations under this Agreement. If the School District engages any subcontractors to perform any part of the activities, the School District agrees that the subcontract for such services shall include the following provisions:
  - (a) The subcontractor must maintain all records and provide all reporting as required by this Agreement.
  - (b) The subcontractor must defend, indemnify, and save harmless the County from all claims, suits, demands, damages, judgments, costs, interest, and expenses arising out of or by reason of the performance of the contracted work, caused in whole or in part by any negligent act or omission of the subcontractor, including negligent acts or omissions of its employees, subcontractors, or anyone for whose acts any of them may be liable.
  - (c) The subcontractor must provide and maintain insurance through the term of this Agreement in amounts and types of coverage as set forth below, and provide to the County, prior to commencement of the contracted work, a certificate of insurance evidencing such insurance coverage:
    - General liability coverage of at least \$1,500,000 per occurrence and aggregate and naming Dakota County as an additional insured;
    - Automobile liability coverage of at least \$1,500,000 per occurrence and aggregate and naming Dakota County as an additional insured,
    - Professional liability (errors and omissions) insurance coverage of at least \$1,500,000, and
    - Workers' compensation coverage or certification of excluded employment from workers' compensation requirements.
  - (d) The subcontractor must be an independent contractor for the purposes of completing the contracted work.
  - (e) The subcontractor must acknowledge that the contract between the School District and the subcontractor does not create any contractual relationship between County and the subcontractor.
  - (f) The subcontractor shall perform and complete the activities in full compliance with this Agreement and all applicable laws, statutes, rules, ordinances, and regulations issued by any federal, state, or local political subdivisions having jurisdiction over the activities.
  
9. Indemnification. To the fullest extent permitted by law, School District agrees to indemnify the County, its officers, employees, agents, and others acting on its behalf and to hold them harmless and defend and protect them from and against any and all loss, damage, liability, cost and expense, specifically including reasonable attorneys' fees and other costs and expenses of defense, for any actions, claims or proceedings of any sort which are caused by any act or omission of School District, its officers, employees, agents, subcontractors, invitees, or any other person(s) or entity(ies) for whose acts or omissions School District may be legally responsible. Nothing herein shall be construed as a waiver by School District of any of the immunities or limitations of liability to which it may be entitled pursuant to Minn. Stat. Ch. 466 or any other statute or law.

10. Insurance Terms. In order to protect itself and to protect the County under the indemnity provisions set forth above, School District shall, at its expense, procure and maintain policies of insurance covering the term of this Agreement. All retentions and deductibles under such policies shall be paid by the School District.
11. Audit. The School District shall maintain books, records, documents and other evidence pertaining to the costs or expenses associated with the work performed pursuant to this Agreement. Upon request the School District shall allow the County, Legislative Auditor or the State Auditor to inspect, audit, copy or abstract all of the books, records, papers or other documents relevant to this Agreement. The School District shall use generally accepted accounting principles in the maintenance of such books and records, and shall retain all of such books, records, documents and other evidence for a period of six (6) years from the date of the completion of the activities funded by this Agreement.
12. Data Practices. The School District agrees with respect to any data that it possesses regarding the Agreement to comply with all of the provisions of the Minnesota Government Data Practices Act contained in Minnesota Statutes Chapter 13, as the same may be amended from time to time.
13. Relationship of the Parties. Nothing contained in this Agreement is intended or should be construed as creating or establishing the relationship of co-partners or joint ventures between the County and the School District, nor shall the County be considered or deemed to be an agent, representative or employee of the School District in the performance of this Agreement. Personnel of the School District or other persons while engaging in the performance of this Agreement shall not be considered employees of the County and shall not be entitled to any compensation, rights or benefits of any kind whatsoever.
14. Governing Law, Jurisdiction and Venue. Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be with the appropriate state court with competent jurisdiction in Dakota County.
15. Compliance with Law. The School District agrees to conduct its work under this Agreement in compliance with all applicable provisions of federal, state, and local laws, ordinances, or regulations, and further agrees to comply with the Standard Assurances attached as Exhibit 1. The School District is responsible for obtaining and complying with all federal, state, or local permits, licenses, and authorizations necessary for performing the work.
16. Default and Remedies.
  - (a) Events of Default. The following shall, unless waived in writing by the County, constitute an event of default under this Agreement: If the School District fails to fully comply with any material provision, term, or condition contained in this Agreement.
  - (b) Notice of Event of Default and Opportunity to Cure. Upon the County's giving the School District written notice of an event of default, the School District shall have thirty (30) calendar days in which to cure such event of default, or such longer period of time as may be reasonably necessary

so long as the School District is using its best efforts to cure and is making reasonable progress in curing such events of default (the "Cure Period"). In no event shall the Cure Period for any event of default exceed two (2) months. Within ten (10) calendar days after receipt of notice of an event of default, the School District shall propose in writing the actions that the School District proposes to take and the schedule required to cure the event of default.

(c) Remedies. Upon the School District's failure to cure an event of default within the Cure Period, the County may enforce any or all of the following remedies, as applicable:

- (1) The County may refrain from disbursing the grant monies; provided, however, the County may make such a disbursement after the occurrence of an event of default without thereby waiving its rights and remedies hereunder.
- (2) The County may enforce any additional remedies it may have in law or equity.
- (3) The County may terminate this Agreement and its obligation to provide funds under this Agreement for cause by providing thirty (30) days' written notice to the School District. Such notice to terminate for cause shall specify the circumstances warranting termination of the Agreement. Cause shall be a material breach of this Agreement and any supplemental agreement or modification to this Agreement or an event of default. Notice of Termination shall be made by certified mail or personal delivery to the Authorized Representative of the other Party. For purposes of termination and default, all days are calendar days.

17. Non-Appropriation. Notwithstanding any provision of this Agreement to the contrary, this Agreement may be terminated immediately by the County in the event sufficient funds from the County, State, or Federal sources are not appropriated, obtained and continued at least the level relied on for the funding of this Agreement, and the non-appropriation of funds did not result from any act or bad faith on the part of the County.

18. Ownership of Materials and Intellectual Property Rights.

- (a) Except as otherwise required by Minnesota or Federal Law, the County agrees to, and hereby does, assign all rights, title and interest it may have in the materials conceived or created by the School District, or its employees or subgrantees, and which arise out of the performance of this Agreement, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer-based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form ("Materials").
- (b) The School District represents and warrants that Materials produced or used under this Agreement do not and will not infringe upon any intellectual property rights of another. School District shall indemnify and defend the County, at its expense, from any action or claim brought against the County to the extent that it is based on a claim that all or parts of the Materials infringe upon the intellectual property rights of another.

19. Special Conditions. The School District understands and agrees that it will perform the work contemplated by this Agreement in such a way as to comply with and enable the County to comply

with all of the requirements imposed upon the County in the State Contracts, including but not limited to the following:

- (a) Any publicity given to the activities occurring as a result of this Agreement, including notices, informational pamphlets, press releases, research, reports, signs and similar public notices shall identify that it is “Supported by the Statewide Health Improvement Partnership, Minnesota Department of Health and Dakota County Public Health Department” and shall not be released unless approved in writing by these entities’ authorized representatives.
- (b) The School District shall indemnify, save and hold the Department, its representatives and employees harmless from any and all claims or causes of action, including reasonable attorney fees incurred by the Department, arising from the performance of the activities funded by this Agreement by the School District or its agents or employees.
- (c) The School District, by executing this Agreement, grants to the Department a perpetual, irrevocable, no-fee right and license to make, have made, reproduce, modify, distribute, perform and otherwise use the Materials for any and all purposes, in all forms and manners that the Department, in its sole discretion, deems appropriate.

20. Exhibits. The following exhibits are attached to and incorporated within this Subgrant Agreement.

- Exhibit 1: Standard Assurances;
- Exhibit 2: Service Grid;
- Exhibit 3: Reporting Form; and
- Exhibit 4: Invoice Form.

21. Waiver. If the County fails to enforce any provision of this Agreement, that failure shall not result in a waiver of the right to enforce the same or another provision of this Agreement.

22. Complete Agreement. This Agreement and Exhibits contain all negotiations and agreements between the County and the School District. Any amendment to this Agreement must be in writing and executed by the County and the School District. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party. In the event of a conflict between the terms of any Exhibit and the body of this Agreement, this Agreement shall control.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the dates indicated below.

Approved as to form:

**COUNTY OF DAKOTA**

\_\_\_\_\_  
Assistant County Attorney/Date

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Dakota County Contract CLA20099

Dakota County BR 23-\_\_\_\_

**INDEPENDENT SCHOOL DISTRICT 917**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT 1  
STANDARD ASSURANCES**

1. **NON-DISCRIMINATION.** During the performance of this Contract, the Contractor shall not unlawfully discriminate against any employee or applicant for employment because the person is a member of a protected class under, and as defined by, federal law or Minnesota state law including, but not limited to, race, color, creed, religion, sex, gender, gender identity, pregnancy, national origin, disability, sexual orientation, age, familial status, marital status, veteran's status, or public assistance status. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without unlawful discrimination.. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices which set forth the provisions of this nondiscrimination clause.

The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, national origin, disability, sexual orientation, age, marital status, veteran's status, or public assistance status.

No funds received under this Contract shall be used to provide religious or sectarian training or services.

The Contractor shall comply with any applicable federal or state law regarding non-discrimination. The following list includes, but is not meant to limit, laws which may be applicable:

A. The Equal Employment Opportunity Act of 1972, as amended, 42 U.S.C. § 2000e *et seq.* which prohibits discrimination in employment because of race, color, religion, sex, or national origin.

B. Equal Employment Opportunity-Executive Order No.11246, 30 FR 12319, signed September 24, 1965, as amended, which is incorporated herein by reference, and prohibits discrimination by U.S. Government contractors and subcontractors because of race, color, religion, sex, or national origin.

C. The Rehabilitation Act of 1973, as amended, 29 U.S.C. § 701 *et seq.* and 45 C.F.R. 84.3 (J) and (K) implementing Sec. 504 of the Act which prohibits discrimination against qualified handicapped persons in the access to or participation in federally-funded services or employment.

D. The Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 *et seq.* as amended, and Minn. Stat. § 181.81, which generally prohibit discrimination because of age.

E. The Equal Pay Act of 1963, as amended, 29 U.S.C. § 206(d), which provides that an employer may not discriminate on the basis of sex by paying employees of different sexes differently for the same work.

F. Minn. Stat. Ch. 363A, as amended, which generally prohibits discrimination because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age.

G. Minn. Stat. § 181.59 which prohibits discrimination against any person by reason of race, creed, or color in any state or political subdivision contract for materials, supplies, or construction. Violation of this section is a misdemeanor and any second or subsequent violation of these terms may be cause for forfeiture of all sums due under the Contract.

H. Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 through 12213, 47 U.S.C. §§ 225, 611, with regulations at 29 C.F.R. § 1630, which prohibits discrimination against qualified individuals on the basis of a disability in term, condition, or privilege of employment.

I. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, *et seq.* and including 45 CFR Part 80, prohibits recipients, including their contractors and subcontractors, of federal financial assistance from discriminating on the basis of race, color or national origin which includes not discriminating against those persons with limited English proficiency.

J. The Pregnancy Discrimination Act of 1978, which amended Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000e *et seq.* which prohibits discrimination on the basis of pregnancy, childbirth, or related medical conditions.

K. Equal Protection of the Laws for Faith-based and Community Organizations-Executive Order No. 13279, signed December 12, 2002 and as amended May 3, 2018. Prohibits discrimination against grant seeking

organizations on the basis of religion in the administration or distribution of federal financial assistance under social service programs, including grants and loans.

L. Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, with regulations at 41 C.F.R. Part 60-250, which prohibits discrimination in employment against protected veterans.

2. **DATA PRIVACY**. For purposes of this Contract, all data created, collected, received, stored, used, maintained, or disseminated by Contractor in the performance of this Contract are subject to the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, ("MGDPA") and the Minnesota Rules implementing the MGDPA. Contractor must comply with the MGDPA as if it were a governmental entity. The remedies in Minn. Stat. § 13.08 apply to the Contractor. Contractor does not have a duty to provide access to public data to a data requestor if the public data are available from the County, except as required by the terms of this Contract. If Contractor is a subrecipient of federal grant funds under this Contract, it will comply with the federal requirements for the safeguarding of protected personally identifiable information ("Protected PII") as required in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200, and the County Protected PII procedures, which are available upon request. Additionally, Contractor must comply with any other applicable laws on data privacy. All subcontracts shall contain the same or similar data practices compliance requirements.

3. **RECORDS DISCLOSURE/RETENTION**. Contractor's bonds, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Contract are subject to the examination, duplication, transcription, and audit by the County and either the Legislative or State Auditor, pursuant to Minn. Stat. § 16C.05, subd. 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. The Contractor agrees to maintain such evidences for a period of six (6) years from the date services or payment were last provided or made or longer if any audit in progress requires a longer retention period.

4. **WORKER HEALTH, SAFETY AND TRAINING**. Contractor shall be solely responsible for the health and safety of its employees in connection with the work performed under this Contract. Contractor shall make arrangements to ensure the health and safety of all subcontractors and other persons who may perform work in connection with this Contract. Contractor shall ensure all personnel of Contractor and subcontractors are properly trained and supervised and, when applicable, duly licensed or certified appropriate to the tasks engaged in under this Contract. Each Contractor shall comply with federal, state, and local occupational safety and health standards, regulations, and rules promulgated pursuant to the Occupational Health and Safety Act which are applicable to the work to be performed by Contractor.

5. **PROHIBITED TELLECOMMUNICATIONS EQUIPMENT/SERVICES**. If Contractor is a subrecipient of federal grant funds under this Contract, Contractor certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018) (the "Act"), and 2 CFR § 200.216, Contractor will not use funding covered by this Contract to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Contractor will include this certification as a flow down clause in any agreement related to this Contract.

6. **CONTRACTOR GOOD STANDING**. If Contractor is not an individual, Contractor must be registered to do business in Minnesota with the Office of the Minnesota Secretary of State and shall maintain an active/in good standing status with the Office of the Minnesota Secretary of State, and shall notify County of any changes in status within five calendar days of such change. Business entities formed under the laws of a jurisdiction other than Minnesota must maintain a certificate of authority (foreign corporations, limited liability companies, limited partnerships, and limited liability limited partnerships), or a statement of foreign qualification (foreign limited liability partnerships), or a statement of partnership authority (general partnerships). See Minn. Stat. §§ 303.03 (corporations); 322C.0802 (limited liability companies); 321.0902 and 321.0907 (foreign limited partnership); 321.0102(7) (foreign limited liability limited partnerships); 323A.1102(a) (foreign limited liability partnership); 321.0902 and 321.0907 (foreign general partnerships).

7. **CONTRACTOR DEBARMENT, SUSPENSION, AND RESPONSIBILITY CERTIFICATION.** Federal Regulation 45 CFR 92.35 prohibits the State/Agency from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minn. Stat. § 16C.03, subd. 2 provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to contract with the State/Agency. Vendors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner.

By signing this Contract, the Contractor certifies that it and its principals\* and employees:

A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state, or local governmental department or agency; and

B. Have not within a three (3) year period preceding this Contract: 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract; 2) violated any federal or state antitrust statutes; or 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and

C. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction; 2) violating any federal or state antitrust statutes; or 3) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and

D. Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this Contract are in violation of any of the certifications set forth above; and

E. Shall immediately give written notice to the Authorized Representative should Contractor come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing a public (federal, state, or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

\*"Principals" for the purposes of this certification means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager; head of a subsidiary, division, or business segment and similar positions).

8. **HEALTH DATA PRIVACY.** When applicable to the Contractor's duties under this Contract, the Contractor agrees to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA), the Health Information Technology for Economic and Clinical Health Act (HITECH), Minnesota Health Records Act, and any other applicable health data laws, rules, standards, and requirements in effect during the term of this Contract.

9. **APPEALS.** The Contractor shall assist the County in complying with the provisions of Minn. Stat. § 256.045, Administrative and Judicial Review of Human Services Matters, if applicable.

10. **REPORTING.** Contractor shall comply with the provisions of the "Child Abuse Reporting Act", Minn. Stat. § 626.556, as amended, and the "Vulnerable Adult Reporting Act", Minn. Stat. § 626.557, as amended, and any rules promulgated by the Minnesota Department of Human Services, implementing such Acts.

11. **PSYCHOTHERAPISTS.** Contractor has and shall continue to comply with the provisions of Minn. Stat. Ch. 604, as amended, with regard to any currently or formerly employed psychotherapists and/or applicants for psychotherapist positions.

12. **EXCLUDED MEDICAL ASSISTANCE PROVIDERS.** By signing this contract, Provider certifies that it is not excluded. 42 U.S.C. § 1397 *et seq.* (subch. XX) of the Social Security Act.

13. **MDHS THIRD-PARTY BENEFICIARY.** The following applies to contracts related to adult mental health services; see Minn. Stat. § 245.466, subd. 2. Contractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary and as a third-party beneficiary, is an affected party under this Contract. Contractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or sue Contractor for any appropriate relief in law or equity, including, but not limited to, rescission, damages, or specific performance of all or any part of the Contract between the County Board and Contractor. Contractor specifically acknowledges that the County Board and the Minnesota Department of Human Services are entitled to and may recover from Contractor reasonable attorneys' fees and costs and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision shall not be construed to limit the rights of any party to the Contract or any other third party beneficiary, nor shall it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any other waiver of immunity. (Minn. Stat. § 245.466, subd. 3; Minn. R. 9525.1870, subp. 2).

Directions for Online Access to Excluded Providers

To ensure compliance with this regulation, identification of excluded entities and individuals can be found on the Office of Inspector General (OIG) website at [https://oig.hhs.gov/exclusions/exclusions\\_list.asp](https://oig.hhs.gov/exclusions/exclusions_list.asp)

Attycv/Exh SA (Rev. 1-23)

**Exhibit 2 – Service Grid**

**Strategy #1:**

**Timeline for completion of project:**

Contracted timeline: project begins June 1, 2023 – project ends by October 31, 2024

**1) Briefly describe your project:**

**1. Select the component(s) of the WSCC model that align with project goal:**

Local School Wellness Policy Revision

*Note: an update of the local school wellness policy (LSWP) can be included in **any** of the WSCC components below or be a stand-alone priority. DC SHIP can support this process.*

Physical Education and Physical Activity       Nutrition Environment and Services

Health Education      Social Emotional Climate       Physical Environment

Health Services       Counseling, Psychological and Social Services

Employee Wellness       Community Involvement       Family Engagement

a. **Project goal(s):** We would like to contract with Mad Hatter Wellness, LLC to provide consultation and curriculum about sexual education for our students with intellectual disabilities.

**b. List core activities and general timeline for project implementation of project (June 2023 – October 2024):**

August 2023: Establish contract with Mad Hatter Wellness, LLC to purchase curriculum and consultation hours.

September 2023- June 2024: Programs participating in the grant will receive curriculum (Sexuality for All Abilities, Open Conversations, Social Stories, Relationship Changes Social Stories, and Modified Lessons) to implement. In addition, programs will use consultation hours to support curriculum implementation and conduct case studies as needed to support students in the program.

**2) How will this project:**

a) **Help meet a need of your school, district, and/or community** (please include quantitative or qualitative data, if relevant)?

Intermediate School District 917 serves a unique population of students with special needs. This curriculum will support students in learning about sexual education and provide materials for teachers to use during instruction. Due to our unique student population, having experts knowledgeable about a variety of disabilities who we can consult with on an individual basis will be extremely beneficial to support staff in teaching students about sexual health. We recognize that many of our students have limited language and unique needs. These students still need to learn about personal boundaries and sexual health in a way that they can comprehend.

- b) **Foster a healthy and equitable school environment which considers the needs of all children as the central focus of education?** (e.g.: use data to identify gaps, removing system barriers to student success, prioritizing voices, revising policies and practices, redistributing resources, collaboration with community partners, cultivating positive relationships, integrating school practices and services to serve all students, etc).

Consultation hours and the curriculum will allow us to cultivate positive, safe relationships among students and caregivers. The curriculum is written for individuals with intellectual disabilities removing the barrier of comprehension often present in general education curriculum they have been exposed to previously. Students need to have a sexual education curriculum to ensure safe and healthy relationships.

- c) **Will your project focus on a specific population and/or group who experience greater barriers to achieving good health?**  Yes

Our project will focus on supporting students with intellectual disabilities who are not able to comprehend general sexual education curriculum.

- 3) **Who else from the school district will be involved in planning, implementing and/or supporting the project?** (e.g.: wellness committee representatives, students, specific staff/teachers, cultural liaisons or family advocates, Diversity/Equity/Inclusion directors etc.)

Assistant Directors will be responsible for scheduling and planning consultations hours with Mad Hatter Wellness and district staff. The Director of Teaching and Learning will be responsible for setting up the contract with Mad Hatter Wellness, LLC and ordering the curriculum that programs need.

- 4) **How do you plan to communicate/share-out this project in your school community?** (e.g. social media, district website, in school announcements, staff newsletters, bulletin boards, parent communications, etc.)

Information will be shared with staff during site/program staff meetings. Information will also be shared in our district newsletter that goes out to all staff.

- 5) **Share your ideas for how this effort will be sustained after this award/project period.** (e.g. district policy will be updated to reflect current/new practices, staff will incorporate new skills into their teaching methods, additional funding by school or other grant, community partnerships, etc.) If our implementation of Sexual for All Abilities is successful, we will continue to expand use across the district and programs. We will be examining our health curriculum next year and will embed this as part of our curriculum moving forward. We will continue to consult with Mad Hatter Wellness to support the unique needs of our students. The requests within this grant proposal align with ISD 917's core values in the following ways:

Equity: Considering an omitted or unknown voice or perspective

Innovation: Increasing knowledge to better serve learner's needs

Empathy: Using new knowledge to increase understanding and compassion for all learners and their families

Diversity: Increasing ability to partner effectively with students and their families from different backgrounds and with different lived experiences

- 6) **What would \*success\* look like for this proposed project in creating sustainable change in your school, district, and/or community?**

Success would look like:

1. Staff feel supported in their ability to implement Sexuality for All Abilities Curriculum.
2. Students receive appropriate sexual education based on their unique learning needs.
3. Intermediate District 917 will have adopted a component of our health curriculum to meet student needs.

**PROJECT BUDGET**

Budget Item	Brief Description <i>(Include description of how time and/or purchases will be utilized and how request was calculated)</i>	TOTAL \$ Requested
Training Fees <i>(may be virtual or in-person)</i>	Sexuality for All Abilities Curriculum Training (\$75 per person, virtual training)	\$825
School Wellness Consultant Time <i>(approximation)</i>	Consultation with Mad Hatter Wellness Staff	\$5800
All other Materials/Supplies/Equipment/Curriculum	Sexuality for All Abilities Curriculum Kit (\$500) Open Conversations Curriculum Kit (\$350) Sexuality for All Abilities Social Stories (\$19.95) Relationship Changes Social Stories (\$19.95) Modified Lessons (\$100)	\$989.90 + Shipping
Other		
<b>TOTAL MINI-GRANT REQUEST</b>		\$7682 <i>(Total of above)</i>
<i>Estimated in-kind (10% minimum of total mini-grant request)</i>	\$800 Don Budach, Assistant Director: District Project Champion time Brooke Peterson, Director of Teaching & Learning ordering and facilitation time Additional staff training costs for new staff Staff time to participate in training or consultation hours	\$800
<b>TOTAL PROJECT BUDGET</b> <i>(Total mini-grant request + Estimated in-kind)</i>	\$800+7682=	\$8482 <i>(Total of mini-grant request + Est. in-kind)</i>

\*Changes to the above Strategy #1 must be mutually agreed upon and provided to the County Liaison prior to completion

**Contractor Roles and Responsibilities**

1. Contractor will carry out (implement) work, budget and deliverable as stated in attached project proposal form, Exhibit 3,
2. Any changes to planned strategies, deliverables, expectations and/or budget must be mutually agreed upon and provided to the County Liaison prior to implementation. Please allow a minimum of 7 business days for pre-approvals on final purchasing of supplies, or services.

3. Contractor’s District (or site) Wellness Committee will meet regularly (e.g. quarterly), or as often as Contractor determines, and include broad representation from multiple levels, buildings, and disciplines.
4. Contractor will have at least one representative (not including the consultant), attend SHIP Dakota County School Wellness meetings (9/20/23; 1/17/24; 5/22/24, 9/21/24).
5. Contractor will provide to the County, the name, phone, and email of its Wellness Committee Chair, or ‘designee’ for District Wellness projects’ overall coordination. Such designee is responsible for completing Exhibit 3, Final Reporting, by set due dates (see ‘**Important Dates**’ below)
6. Project Champion(s) must meet deliverables set by public health liaison and keep in regular communication with public health liaison and School Wellness Consultant, if applicable, to qualify for project champion compensation.
7. The County recommends that Contractor complete or confirm Contractor has completed a school health assessment within the last three school years.
8. The County recommends that Contractor notify its stakeholders, such as: community, school board, and or city, about changes such as policies, procedures or system(s) changes that are implemented because of this Contract.
9. Contractor shall submit all SHIP-related communications to public health liaison for pre-approval. **Please allow a minimum of 7 business days for approvals in advance of public release.**
10. Contractor shall submit Exhibit 4, Invoice Form, by set due dates (see ‘**Important Dates**’ below) and within two weeks of Contract end date; however, they may be submitted more frequently if desired.

<b>Important Dates</b>	
Exhibit 4 – Invoice Form-for expenses incurred through 10/31/23	11/13/23
Exhibit 4 – Invoice Form-for expenses incurred through 03/01/24	03/15/24
Exhibit 4 – Invoice Form-for expenses incurred through 06/14/24	06/30/24
Exhibit 4 – Invoice Form-for expenses incurred through 10/31/24	11/13/24
Complete a School Health Assessment, or updates, if applicable	6/14/24
Exhibit 3 – Final Reporting - for each strategy	9/15/24
SHIP School Wellness Meetings	9/20/23; 1/17/24; 5/22/24, 9/21/24
Contract Expires	10/31/24

**County roles and responsibilities:**

- Provide technical assistance and support through process.
- Organize and facilitate SHIP school wellness meetings (three per contract period).
- Research and provide school wellness tools and resources.
- Compile submitted SHIP Reporting from each district to provide to MDH and meet County requirements.

**Notes:**

The grant funds provided to Contractor under this agreement are also subject to the terms and conditions contained in both the Master Grant Contract and the Project Agreement between the Dakota County

Community Health Board and the State of Minnesota. The County will provide copies of these contracts to Contractor upon request. Contractor agrees to comply with all such terms and conditions

**Inclusion, Diversity, and Equity**

The County embraces and supports person-centered practices and expects contractors to do the same. Person-centered practices are structured in a way to support a client's comfort and ability to express choice, control, and direction in all aspects of service delivery and support. While the nature of some services and service deliveries is such that it must account for factors beyond the client's choice, control and direction, including, but not limited to, the terms of this Contract, court orders, the safety of the client and others, and governing law, the County values consideration of the client's perspective, knowing that services are more efficient and effective when aligned with client choice. [For more information, refer to *Person-Centered, Informed Choice and Transition Protocol*, Minnesota Department of Human Services, issued 3/27/17 and updates.]

The County further recognizes that pervasive racism, discrimination and other institutional and community biases, as well as harm from historical trauma, are experienced by cultural communities and that this may contribute to overrepresentation of cultural communities in some County services. Appropriate service delivery often requires open discussion considering the real-life experiences of the people served, paying attention to the impact of pervasive racism and bias. At the referral level, it means inquiring with families about how to integrate their family or individual culture into service delivery. At the service level, it includes attention to outcomes for families receiving services in order to assess whether effectiveness differs in cultural communities and responding to any differences.

It is expected that while performing services for the County, the Contractor shall abstain from unacceptable behaviors including, but not limited to:

- Racial, ethnic or discriminatory jokes or slurs;
- Hostile, condemning, or demeaning communications, both verbal and written;
- Behavior demonstrating disrespect, dishonesty, intimidation, or disruption to the work relationship; and
- Retaliation against any person who reports or addresses unacceptable behavior.

It is the responsibility of the Contractor to ensure staff delivering services for the County are aware of these expectations and trained as needed to ensure respectful, cooperative and professional conduct in interactions with County staff and clients. If the County experiences or receives a report of an unacceptable behavior, it will share the report with Contractor. The Contractor must inform the County of steps taken to remedy the unacceptable behavior within ten (10) working days. If the unacceptable behavior persists, the County may terminate the Contract pursuant to the termination provision in the Contract.

# Dakota County SHIP 2023 School Wellness Community Partner Award Reporting



## Exhibit 3 Reporting

**Describe your accomplishments toward the objective(s) outlined in the approved SHIP 2023 application.**

1. Which Statewide Health Improvement Partnership (SHIP) context strategy is this project related to?
  - MN EATS – Healthy Food Access
  - MN MOVES – Active Living
  - MN Well-Being – Mental Health Wellbeing and Resiliency
  - MN BEATHES - Commercial Free Tobacco-Living
  
2. Which Whole School, Whole Community, Whole Child is this strategy is this related to? *Check all that apply.*
  - Local School Wellness Policy Revision
  - Physical Education and Physical Activity
  - Nutrition Environment and Services
  - Health Education
  - Social Emotional Climate
  - Physical Environment
  - Health Services
  - Counseling, Psychological and Social Services
  - Employee Wellness
  - Community Involvement
  - Family Engagement
  
3. Please provide a short description of strategy activities:
  
  
4. Is the strategy complete?
  - Yes
  - No
  - In process, explain:
  
  
5. List and describe any barriers:

- 6. List and describe practices, systems or environmental change(s) that occurred (i.e. healthier snacks added to the menu, outdoor classrooms or chill spaces created, , vaping policy updated, new system in place for outdoor recess)
  
- 7. Was this change added to the building or district wellness policy?
  - Yes\*
  - No
  - In Process to adding a policy at the district level

\*If “Yes,” please attach policy
  
- 8. Provide estimated numbers of **staff** impacted by the proposed project (if less than whole district)
  
- 9. Provide estimated of number of **students** (including school sites) impacted by the proposed project.
  
- 10. If you have additional data not shared with your public health liaison, please share it here (i.e. survey data from a training provided, % enrollment in school lunch program at pre/post, # of students using the chill space/zone monthly, other measures related to changes made).
  
- 11. List any grants received during this reporting period (include date awarded, source and amount).  
 Example: March 2023, MnDOT Safe Routes to School Boost Grant, \$14,000 grant  
 Example: November 2023, WholeKids Foundation Garden Grant, \$3,000 for garden equipment, Farm to School Kitchen Equipment Grant, May 2023, \$10,000).
  
- 12. Share a success story (2-3 sentences) from your SHIP 2023 School Wellness Community Partner Award highlighting how the project supported creating sustainable change in your school, district, and/or community. Feel free to include quotes, number of people affected, photos or additional detail, if desired.
  
- 13. You may list/describe any additional school wellness successes or changes not captured in the action plan.
  
- 14. Do you have any photos (**with permission** to share) related to your project? If so, please send directly to your Public Health Community Liaison via email.

**Exhibit 4 - Invoice Form**

**Invoice #:**  
**Contract #:** CLA20099  
**Project Name** SHIP 2023 School Wellness Community Partner Award

**Invoice Date:**

**Remit to:**  
 District:  
 Attn:  
 Address  
 Address

**Bill to:**  
 Dakota County Public Health Department  
 Public Health Liaison  
 Attn: Erin Ostrowski  
 Email: [Erin.Ostrowski@co.dakota.mn.us](mailto:Erin.Ostrowski@co.dakota.mn.us)  
 Phone: 651-554-6154

Detailed description of materials/goods (along with scanned receipts, if over \$ _____ )	Total Price
<b>Subtotal</b>	

Services (project champion, trainer fees, consultant time) Please list each individual separately	Total Amount
<b>Subtotal</b>	

<b>Comments:</b>	<b>Balance Due:</b>
------------------	---------------------

\*Invoices and receipts should be scanned & emailed to the County Public Health Liaison.  
 \*Contractor shall submit this exhibit, "Invoice Form"

Exhibit 4 – Invoice Form-for expenses incurred through 10/31/23	11/13/23
Exhibit 4 – Invoice Form-for expenses incurred through 03/01/24	03/15/24
Exhibit 4 – Invoice Form-for expenses incurred through 06/14/24	06/30/24
Exhibit 4 – Invoice Form-for expenses incurred through 10/31/23	11/13/24

\*However, they may be submitted more frequently if desired.

INTERMEDIATE SCHOOL DISTRICT 917

TERMS AND CONDITIONS OF  
EMPLOYMENT FOR  
INDEPENDENT LICENSED PSYCHOLOGISTS  
and  
CENTRALIZED INTAKE COORDINATORS  
July 1, ~~2022-2022~~ – June 30, 2024

UPDATE APPROVED BY THE SCHOOL BOARD

~~May 3, 2022~~ June 13, 2023

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**ARTICLE I  
DEFINITION OF ELIGIBLE EMPLOYEES**

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

**ARTICLE II  
LEAVES OF ABSENCE**

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

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

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

- a. If an employee's accrued sick leave balance equals forty-five (45) unused sick leave days or more as of the end of the contract year, then five (5) unused PTO days will be sold back at the rate of two hundred (\$200) per day (part-time employees will be prorated based on hours worked per week with 40 hours as the basis for full time). Any remaining PTO days beyond the five (5) days sold back will be added to each employee's previously accrued sick leave balance, except as provided below. In the event a PTO sell back is required under this paragraph and the employee's unused PTO balance at the end of the contract year is less than five (5) days, the amount of PTO sold will be equal to the employee's accrued PTO balance.
- b. Employees who have used five (5) or less PTO days at the end of each contract year shall receive a District contribution of two hundred dollars (\$200) in their name to the Minnesota State Retirement System (MSRS) Health Care Savings Plan.

- c. Employees who use six (6) or less PTO days at the end of each contract year are eligible to be granted up to five (5) consecutive days of PTO leave in the next school year. This option may not be granted in consecutive school years.

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

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

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

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

Subd. 7. PTO shall be granted in one-hour increments when no substitute is needed. If a substitute is needed, PTO shall be granted in ½ day or four-hour increments. PTO days may not be granted for the day preceding or the day following holidays, vacation periods and the first ten (10) and the last ten (10) student contact days of the school year except for reasons of illness or bereavement, depending on district

need, but can be granted at the discretion of the supervisor. PTO days may not be granted during parent conference days or inservice days except for reasons of illness or bereavement, depending on district need, but can be granted at the discretion of the supervisor. PTO requests may be denied on a particular day if other employees in the same unit or educational site have already been granted PTO leave which would be disruptive to the functioning of the particular program. In addition, PTO will not be approved on any day for which the number of staff at a building site requesting the use of PTO exceeds the number needed to safely and effectively operate the program.

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

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

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

Subd. 10. A student related injury workers' compensation paid leave bank has been established by the District. The leave bank shall be administered by the President of the Association and the Superintendent. The student related injury workers' compensation paid leave bank shall be used for requests from unit members for up to three (3) days of pay if the injury is of such duration that it does not provide for a Minnesota Workers' compensation wage loss benefit.

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

## Section 2. Medical Leave

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

Maternity Leave: The start of a personal physical disability absence for prenatal care, pregnancy, delivery, and recovery from childbirth shall be determined by the employee's physician. The end of a personal physical disability absence for childbirth shall also be determined by the employee's physician. This must be communicated to the School District in writing. Leaves extending beyond the physician's

documentation shall fall under parental leave and may be eligible under the Family Medical Leave Act as noted in subdivision two (2) of this section.

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

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

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

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

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

- a) If the employee is returning from a personal medical leave of absence, the employee must also provide medical verification from a qualified healthcare

provider of the employee's release from medical restrictions allowing them to return to full capacity at work.

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

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

Subd. 6. Probationary Period: Periods of time for which the employee is on medical leave may extend the employee's probationary period.

### Section 3. Parental Leave

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

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

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

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

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

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

Subd. 6. Probationary Period: Periods of time for which the employee is on parental leave may extend the employee's probationary period.

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

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

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

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

#### Section 5. General Unpaid Personal Leave

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

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

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

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

Section 6. Insurance Implications

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

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

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

Section 7. Accrued Benefits:

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

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

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

**ARTICLE III  
CONTRACT YEAR**

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

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

**ARTICLE IV  
403B MATCHING CONTRIBUTION**

Section 1. Eligibility: The first year of employment shall be defined as any days of employment prior to the last student day of the regular school calendar in the first employment agreement. The next regular school calendar becomes the second year of employment with each successive school year adding to the years of employment. Further, to be eligible for this contribution, an employee must be regularly employed at least at a 0.75 FTE (146.25 of 195 days) during the contract year, and such benefits shall not apply to employees employed for a lesser time or substitute employees.

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

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

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

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

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

**ARTICLE V  
INSURANCE BENEFITS**

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

Subd. 1: Individual Coverage

Effective July 1, 2022, the School District shall contribute a sum not to exceed \$735 per month for individual coverage of each eligible employee employed by the School District

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

Subd. 2: Family Coverage

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

Subd. 3: Individual High Deductible Coverage

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

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

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

Subd. 4: Family High Deductible Coverage

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

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

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

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

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

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

Section 4. Dental Insurance:

Subd. 1: Individual Coverage

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

Subd. 2: Family Coverage

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

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

**ARTICLE V  
OTHER BENEFITS**

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

Section 2. Trainer/Inservice Presenter: An employee who is assigned to train, teach, or otherwise inservice other staff members outside of their typical job responsibilities (i.e. does not include trainings for the buildings/programs to which the employee is assigned) shall be compensated at the hourly rate of the employee's contract. If the training occurs during a time that the employee would otherwise be scheduled for their contracted duties for which the given

training/in-service is not a part, then this hourly compensation is in addition to their contracted pay. All such training assignments must be made in writing by the appropriate director, assistant director, principal, or by the superintendent.

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

Section 3. Lead PCM, Behavior Tools, & Special Education Training Coordinator Stipend: An employee who is assigned to serve as the lead professional crisis management (PCM), behavior tools, and special education training coordinator will support the Assistant Director/Director assigned to supervise training and trainers, as directed. This assignment will facilitate various training duties, such as maintaining consistency and reliability across trainers, finding last-minute substitute trainers, and other duties as assigned. For their work, the employee will receive an annual stipend of \$5000, to be spread evenly across all paychecks for the fiscal year. Should an employee be assigned this role partway through the year, the stipend will be prorated based on the number of workdays remaining.

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Section 34. Reimbursement for Additional Certification: Employees in the contract will be awarded an annual stipend of \$250 to help offset their additional expenses for CEU's and/or certification and licensing fees. This will be distributed automatically on a paycheck within the month of May of each contract year.

## ARTICLE VII MISCELLANEOUS

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

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

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

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

Section 5. Renewal of Contract: The employee is considered an at-will employee and shall have no right to continued employment. The employee group herein and the district shall provide notice to the other by April 1 of the year in which the current contract ends that they intend to renew the contract, and any new terms of the contract will be negotiated between the parties prior to the commencement of the new contract in July of the given year. If a new contract is not finalized prior to the commencement of the date the new contract should begin (July), once

finalized, items negotiated within the new contract shall be retroacted to the beginning of the new contract year, unless otherwise specified within the contract. If the District does not provide notice of their intent to renew the contract, the failure to provide notice of non-renewal shall not provide any basis for continuing rights to employment.

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

## **ARTICLE VIII SALARIES**

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

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

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

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

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

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

Updated Licensed Psychologist & Centralized Intake Coordinator Contract Approved by the School Board:

\_\_\_\_\_  
Chair

May 32, 20222023  
Date

\_\_\_\_\_  
Clerk

May 32, 20222023  
Date

**Licensed Psychologist & Centralized Intake Coordinator  
Intermediate School District 917  
Addendum A  
Salary Schedule for 2022-2023**

<b>Step</b>	<b>MA (Range 1)</b>	<b>MA+10 (Range 2)</b>	<b>MA+20 (Range 3)</b>	<b>MA+30 (Range 4)</b>	<b>MA+40 (Range 5)</b>
1	51315	52732	54151	55569	56986
2	53092	54560	56026	57495	58963
3	54932	56452	57971	59491	61010
4	56838	58410	59983	61554	63127
5	58810	60437	62064	63693	65320
6	61142	62834	64528	66219	67912
7	63568	65328	67088	68849	70609
8	66090	67921	69752	71582	73412
9	68714	70617	72522	74425	76331
10	71442	73422	75403	77383	79362
11	74635	76705	78773	80842	82911
12	77971	80133	82295	84458	86619
13	81458	83717	85976	88237	90496
14	85506	87878	90250	92623	94995
15	89757	92246	94738	97230	99720

**Licensed Psychologist & Centralized Intake Coordinator  
Intermediate School District 917  
Addendum B  
Salary Schedule for 2023-2024**

Step	MA (Range 1)	MA+10 (Range 2)	MA+20 (Range 3)	MA+30 (Range 4)	MA+40 (Range 5)
1	52085	53523	54963	56402	57841
2	53888	55378	56867	58357	59847
3	55756	57298	58840	60384	61926
4	57690	59286	60882	62478	64074
5	59693	61343	62995	64648	66300
6	62059	63776	65496	67212	68931
7	64521	66308	68095	69881	71668
8	67082	68940	70798	72656	74513
9	69745	71677	73610	75542	77476
10	72514	74523	76534	78544	80552
11	75755	77855	79954	82055	84155
12	79141	81335	83530	85725	87919
13	82680	84973	87265	89561	91854
14	86788	89196	91604	94013	96420
15	91103	93630	96159	98689	101216

	Range 1	Range 2	Range 3	Range 4	Range 5	Range 6	Range 7	Range 8	Range 9
step	BA	BA+10	BA+20	BA+30	BA+40/MA	MA+10	MA+20	MA+30	MA+40 or SP
<u>1</u>	<u>46712</u>	<u>48030</u>	<u>49349</u>	<u>50668</u>	<u>52085</u>	<u>53523</u>	<u>54963</u>	<u>56402</u>	<u>57841</u>
<u>2</u>	<u>48327</u>	<u>49691</u>	<u>51057</u>	<u>52421</u>	<u>53888</u>	<u>55378</u>	<u>56857</u>	<u>58357</u>	<u>59847</u>
<u>3</u>	<u>49999</u>	<u>51411</u>	<u>52824</u>	<u>54237</u>	<u>55756</u>	<u>57298</u>	<u>58840</u>	<u>60384</u>	<u>61926</u>
<u>4</u>	<u>51729</u>	<u>53191</u>	<u>54653</u>	<u>56114</u>	<u>57690</u>	<u>59286</u>	<u>60882</u>	<u>62478</u>	<u>64074</u>
<u>5</u>	<u>53520</u>	<u>55032</u>	<u>56547</u>	<u>58059</u>	<u>59693</u>	<u>61343</u>	<u>62995</u>	<u>64848</u>	<u>66300</u>
<u>6</u>	<u>55638</u>	<u>57212</u>	<u>58786</u>	<u>60359</u>	<u>62059</u>	<u>63776</u>	<u>65496</u>	<u>67212</u>	<u>68931</u>
<u>7</u>	<u>57841</u>	<u>59478</u>	<u>61116</u>	<u>62751</u>	<u>64521</u>	<u>66308</u>	<u>68095</u>	<u>69881</u>	<u>71668</u>
<u>8</u>	<u>60133</u>	<u>61835</u>	<u>63537</u>	<u>65239</u>	<u>67082</u>	<u>68940</u>	<u>70798</u>	<u>72656</u>	<u>74513</u>
<u>9</u>	<u>60133</u>	<u>61835</u>	<u>66056</u>	<u>67827</u>	<u>69745</u>	<u>71677</u>	<u>73610</u>	<u>75542</u>	<u>77476</u>
<u>10</u>	<u>60133</u>	<u>61835</u>	<u>68677</u>	<u>70517</u>	<u>72514</u>	<u>74523</u>	<u>76534</u>	<u>78544</u>	<u>80552</u>
<u>11</u>	<u>60133</u>	<u>61835</u>	<u>71741</u>	<u>73666</u>	<u>75755</u>	<u>77855</u>	<u>79954</u>	<u>82055</u>	<u>84155</u>
<u>12</u>	<u>60133</u>	<u>61835</u>	<u>78292</u>	<u>76955</u>	<u>79141</u>	<u>81335</u>	<u>83530</u>	<u>85725</u>	<u>87919</u>
<u>13</u>	<u>60133</u>	<u>61835</u>	<u>78292</u>	<u>80392</u>	<u>82680</u>	<u>84973</u>	<u>87265</u>	<u>89561</u>	<u>91854</u>
<u>14</u>	<u>60133</u>	<u>61835</u>	<u>78292</u>	<u>80392</u>	<u>86788</u>	<u>89196</u>	<u>91604</u>	<u>94013</u>	<u>96420</u>
<u>15</u>	<u>60133</u>	<u>61835</u>	<u>78292</u>	<u>80392</u>	<u>91103</u>	<u>93630</u>	<u>96159</u>	<u>98689</u>	<u>101216</u>

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INDIVIDUAL AGREEMENT  
INTERMEDIATE SCHOOL DISTRICT 917  
Independent Licensed Psychologists & Centralized Intake Coordinators

The School Board of Intermediate School District 917, of the State of Minnesota, Rosemount, Minnesota, enters into this agreement, pursuant to Minn. Stat. § 122A.40, as amended, with Justin Hoelscher, a qualified employee who agrees to serve in the public schools of said district in the position of Centralized Intake & Due Process Coordinator, for the term beginning July 1, 2023, and continuing until June 30, 2024, or until otherwise amended.

The following provisions shall apply and are a part of this contract:

1. Length of Appointment: This Agreement shall consist of an appointment as defined in the Terms and Conditions of Employment for Independent Licensed Psychologists and Centralized Intake Coordinators.
2. Basic Services: Said employee shall faithfully perform the services of the above position as prescribed by the School Board or its designated representative, abide by the rules and regulations as established by the School Board and State Board of Education, for the annual salary indicated below, and agrees to serve as assigned by the School District.
3. Duration: This Agreement will be in effect for the duration listed above. This agreement provides for an “at will” employment relationship. Either party may terminate this agreement at any time for any reason upon written notice to the other party. The timeline of written notice and corresponding benefits are defined in the Terms and Conditions of Employment for Licensed Psychologists and Centralized Intake Coordinators.

Additionally, should the employee or the District determine that offer of employment in this role is no longer desired, and the employee was previously working under the Teacher contract at ISD 917, should the District offer the employee a licensed position within the teacher contract, the employee will be placed according to the Teacher contract (Article VII, Section 6, Subdivision 2 at the time of this contract).

It should be noted that Mr. Hoelscher was credited with an additional year of experience for this position, due to previous work history in special education in unlicensed roles.

4. Duty Year and Duty Day: Duty year and duty day, including paid time off, shall be as provided in the School District’s Terms and Conditions of Employment for Licensed Psychologists and Centralized Intake Coordinators.
5. Basic Salary:
  - (a) Compensation: An employee shall render services as provided herein. In consideration thereof, the School Board agrees to pay said employee the following annual

salary in such installments as may be determined by appropriate School District regulations:

2023-2024: **\$65,133** (BA, Step 8 \$60133 + \$5000 Training Coordinator Stipend)

(b) Other Compensation or Reimbursement Provisions Where Applicable: Other terms and conditions of employment shall be as provided in the Terms and Conditions of Employment for Licensed Psychologists and Centralized Intake Coordinators.

6. Other Terms and Conditions of Employment, Including Fringe Benefits and Leaves: Other terms and conditions of employment shall be as provided in the School District's Terms and Conditions of Employment for Licensed Psychologists and Centralized Intake Coordinators.

Justin Hoelscher must earn a master's degree in a special education field within four (4) years of the onset of this contract, or by June 30, 2027.

This Agreement shall be effective only upon signature by the officers of the School Board after authorization for such signatures has been taken by the School Board in appropriate action, recorded in its minutes.

Date of School Board Action  
authorizing execution

June 13, 2023

IN WITNESS WHEREOF, I have  
subscribed my signature this  
11th day of May 2023

IN WITNESS WHEREOF, we have  
subscribed our signatures this 13th  
day of June 2023

\_\_\_\_\_  
Employee: Justin Hoelscher

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

**Memorandum of Understanding**  
Between  
The School Board of Intermediate School District #917  
and  
OFFICE AND PROFESSIONAL EMPLOYEES  
INTERNATIONAL UNION, LOCAL 12  
AFLCIO, CLC

WHEREAS, Intermediate School District 917 (“District”) seeks to adhere to recent Minnesota state legislation establishing Juneteenth (June 19) as a state holiday to recognize the pronouncement of the abolition of slavery on June 19, 1865, when the Emancipation Proclamation was said to have been first publicly read to the last remaining enslaved individuals in Texas; and

WHEREAS, the parties to this Memorandum of Understanding (“MOU”) are the District and the Office Professional Employees International Union, Local 12 AFLCIO, CLC (“Local 12”) who are parties to a collective bargaining agreement governing the terms and conditions for certain clerical and office employees (“2022-2024 CBA”); and

WHEREAS, the 2022-2024 CBA contains no language addressing how the parties will treat Juneteenth during the term of the contract; and

WHEREAS, Minnesota law provides that Juneteenth is now among the state holidays on which public business is generally not to be conducted except in cases of necessity; and

WHEREAS, the District does not anticipate the need for any members of the Local 12 bargaining unit to work on Juneteenth during the 2023 and 2024 calendar years; and

WHEREAS, the parties seek to clarify how July 4, 2023 will be treated for employees working a ten-hour, four-day work schedule in the summer months;

NOW THEREFORE, the parties agree as follows:

1. Juneteenth will be considered a non-duty day during the remaining term of the 2022-2024 CBA as the District does not anticipate the need for any member of the bargaining unit to work on Juneteenth due to necessity.
2. Employees must choose between the following two options for June 19, 2023:
  - a. If the employee has available unpaid non-duty time equal to the number of hours the employee would be scheduled to work on June 19, 2023, the employee must use that unpaid non-duty time to equate to their assigned working hours on Juneteenth, to adhere to legislation that no public business be conducted on that day except in cases of necessity.
  - b. If the employee does not have enough available unpaid non-duty time left equivalent to one day, the employee shall notify the executive director of business services and select previously scheduled non-duty time equal to the number of hours the employee would be scheduled to work on June 19, 2023 from their calendar that the employee will take as vacation time from their accrued vacation leave. The previous non-duty time will be utilized on June 19, 2023, to adhere to legislation that no business be conducted on that day except in cases of necessity. If an employee does not want to substitute paid vacation time for previously scheduled unpaid non-duty time in order

to preserve accumulated vacation time, the employee may elect to take June 19, 2023 as an unpaid day and will have their paid duty time for the July 1, 2022 to June 30, 2023 contract year reduced by the number of hours the employee would have worked on June 19, 2023 for the July 1, 2022 to June 30, 2023 contract year.

3. Employees will not work on June 19, 2024 and will not be paid. It will effectively be treated as mandatory non-duty time and will not be counted within the employee's duty time for the July 1, 2023 to June 30, 2024 contract year.
4. The parties agree that the use of the phrase "non-duty time" in Paragraphs 2 and 3 is not intended to be the equivalent of "non-duty days" for employees who have elected to work four ten-hour shifts between June 12, 2023 and August 11, 2023. For these employees, one ten-hour shift will be the equivalent of one and ¼ (1.25) duty days for an employee who regularly works eight-hour days for purposes of measuring the employee's overall annual work schedule if the employee works eight-hour days during the school year.
5. For the July 4 holiday, employees who are working four ten-hour shifts per week will receive up to eight (8) hours of non-duty time, in alignment with their regular work hours, pursuant to the parties' past practice and must supplement the additional hours, up to ten, with vacation pay; Only if no vacation pay is available can the employee take unpaid time, which will reduce the number of contract hours the employee will work during the July 1, 2023 to June 30, 2024 contract year.
6. This MOU will apply from June 19, 2023, through June 30, 2024, and it will automatically sunset upon expiration of the 2022-2024 CBA. The parties will address how Juneteenth will be treated in the calendar year 2025 and beyond as part of negotiations for the successor contract to the 2022-2024 CBA.
7. Nothing in this MOU will be construed to establish a precedent or past practice.
8. This MOU contains the complete agreement between the parties with respect to how Juneteenth and July 4 will be handled under the 2022-2024 CBA.

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

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

OFFICE AND PROFESSIONAL EMPLOYEES  
INTERNATIONAL UNION, LOCAL 12

INTERMEDIATE SCHOOL  
DISTRICT NO. 917

\_\_\_\_\_  
Union Steward  
Dated: June \_\_\_\_, 2023

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk  
Dated: June 13, 2023

Member \_\_\_\_\_ introduced the following Resolution and moved its adoption:

**RESOLUTION REGARDING JUNETEENTH HOLIDAY  
FOR NON-UNION EMPLOYEES**

WHEREAS, Minnesota Statutes section 645.44, subdivision 5, identifies official holidays recognized by the State of Minnesota;

WHEREAS, on February 3, 2023, Governor Tim Walz signed into law a bill amending section 645.44, subdivision 5, by adding Juneteenth as an official state holiday effective August 1, 2023;

WHEREAS, in May 2023, both the Minnesota House of Representatives and the Minnesota Senate passed a bill amending the effective date of said law from August 1, 2023, to the day following enactment;

WHEREAS, on May 24, 2023, Governor Tim Walz signed the bill into law, making the reorganization of Juneteenth as an official state holiday effective May 25, 2023;

WHEREAS, section 645.44, subdivision 5, allows public entities to transact business on official state holidays in cases of necessity;

WHEREAS, the District now seeks to clarify how Juneteenth will be handled for non-union employee groups

NOW, THEREFORE, BE IT RESOLVED by the School Board of Intermediate School District No. 917, as follows:

1. This Resolution applies to the following non-union employee groups:
  - a. Assistant Director/Principal and Secondary Principal
  - b. Classified Full-Year Employees: Finance, Human Resources, and Information Technology
  - c. Coordinators: Communications, Innovation, & Public Relations, Human Resources, and Technology
  - d. Custodial and Delivery Employees
  - e. Deans and Liaisons
  - f. Executive Assistant to the Superintendent & School Board
  - g. Executive Directors and Directors
  - h. Superintendent
2. Year-round salaried employees will not be expected to work on Juneteenth (June 19) unless assigned to do so by their supervisor due to cases of necessity. Consistent with the salaried nature of these positions, salaried employees who are not required to work in cases of necessity will not be docked any pay for not working on Juneteenth.
3. Deans and Liaison employees who work 220 days including the paid holidays recognized by

the District prior to the recognition of Juneteenth as a state holiday will not work on

1

June 19, 2023. Those who have worked all their scheduled 220 workdays, which includes Stephanie Betley, Aimee Boone, Jackie Pauley, and Amy Swaney, will receive an additional paid day added to their salary. For those who have not yet worked all their 220 workdays, which includes Kate Hulse, Lori Klein, and Erin Mahnke, one of their remaining workdays will be scheduled for June 19, 2023, such that the day will count toward their 220 workdays, but they will not be expected to work on Juneteenth.

4. Hourly employees who are required to work on Juneteenth due to necessity will be paid time and-a-half premium pay for hours actually worked on Juneteenth.
5. Hourly employees who do not work on Juneteenth will receive pay at their regular rate for their regularly scheduled hours on June 19, not to exceed a maximum of eight hours.
6. Employees who are working four, ten-hour shifts per week over the summer may supplement the eight hours of paid holiday time on Juneteenth with two hours of accrued vacation time or, if the employee either does not use vacation time or have vacation time available, the remaining two hours will be unpaid.
7. The provisions of this Resolution will apply until the individual employees and employee groups affected by this Resolution renegotiate the terms and conditions of their employment with the District. The parties will address how Juneteenth will be handled in future years when terms and conditions of employment are renegotiated.

The motion for the adoption of this Resolution was duly seconded by Board Member \_\_\_\_\_ and upon a vote being taken thereon, the following voted in favor thereof: \_\_\_\_\_ and the following voted against the same.

Whereupon said Resolution was declared duly passed and adopted.

Dated: June 13, 2023

