

Regular School Board Meeting

Tuesday, February 6, 2024 5:15 PM

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

I. Call to Order - Chair Cindy Nordstrom

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

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

IV. Review and Approve the Agenda - Chair Cindy Nordstrom

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

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

VI.A.

- Minutes
- Personnel
- Donations
 - o Cub Foods (Inver Grove Heights) 100 donuts for Paraprofessional Week
 - o Home Town Sweets (Inver Grove Heights) Popcorn for Paraprofessional Week
 - o Richard Bulthuis of Eagan \$2400 for TESA Spring Formal

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

VII.A.

- Bills
- Wire Transfers
- Investment Reports

VIII. Old Business - Chair Cindy Nordstrom *(Stewardship)*

VIII.A. Approve reinstating the Personnel Committee - Dr. Michael Favor

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

IX.A. Approve Revised Budget for 2023-2024 - Nicolle Roush

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

IX.C.

Resolution Directing Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore - Dr. Michael Favor *(Roll Call)*

IX.D. Approve contracts for Executive Directors, Directors, Assistant Directors/Principal, Coordinators, Assistant Principals and Liaisons for 2023-2025 - Dr. Michael Favor

IX.E. School Board Recognition Month - Dr.
Michael Favor

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

- 410 Family Medical Leave Policy
- 555 Student Field Trips
- 807 Health & Safety Policy
- 815 Naming of School Buildings

XI. Closed Meeting to Discuss Superintendent Mid-
year Review and Paraprofessional Contract
Negotiations - Chair Cindy Nordstrom

XII. Adjournment - Chair Cindy Nordstrom

Executive Director of Student Services
Board Update
February 2024

Values

Collaboration: Working together to achieve more collectively.

- Presenting to new leaders: I recently had the opportunity to present to a group of new leaders in special education with Dave Haveman, Executive Director of Student Services for Lakeville Area Schools. I wrote about this in a recent District Update. If you didn't get a chance to read about the presentation, here is what I shared with the staff:

In a recent presentation to new leaders with Dave Haveman, Executive Director of Student Services for Lakeville Area Schools, it struck me that much of what we shared applies to educators and people in general. It especially resonates at this time of year when we are thinking about a new year and refocusing, maybe even making resolutions.

The title of our presentation was Leading Yourself First. We covered four big ideas in our presentation:

- Know Yourself
- Know Your Why
- Know Your Leadership Tools
- Know How to Manage Yourself

Interspersed in the presentation were several quotes from *The Boy, The Mole, The Fox and The Horse* by Charlie Mackesy. If you haven't read this book, in Charlie Mackesy's words, "All four characters represent different parts of the same person, the inquisitive boy, the moles who's enthusiastic but a bit greedy, the fox who'd been hurt so is withdrawn from life, slow to trust but wants to be part of things, and the horse who's the wisest but, the deepest part of you, the soul." While there are many messages in the book, two that stand out are:

- We all feel a bit lost sometimes, and it's how we react to things that defines us.
- We all face storms in life, but they always pass.

Dave kicked off the presentation with Know Yourself. He talked about understanding how you work and delving into many ways to learn about this including things like [Enneagram type](#). One of Dave's favorites in this work, Ian Morgan Cron states, "Your personality is who shows up when you don't." This can be for better or worse.

In the next part of the presentation, Know Your Why, I covered the work of [Simon Sinek](#). He often talks about the Golden Circle or understanding why we do what we do. This can be personal or related to your work. Often the two areas overlap.

In the section on Know Your Leadership Tools, many ideas were reviewed. These included the importance of mindfulness practice and the many ways this can be implemented. We reviewed [Brene Brown's](#) work on being daring. We also talked about knowing and naming your feelings especially as outlined by [Marc Brackett](#). Finally this section concluded with considering what you need to fill your bucket.

The last part of the presentation, Know Your Management Tools, focused on the practical. In other words, what strategies and tools you can use to be organized and get things done. We did review the role of technology, especially [cell phones](#) in our lives, and proposed some ideas like [The Bullet Journal Method](#) to stay organized.

Hopefully some of these ideas resonate with you and provide resources that are helpful in the new year.

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

- Update on new, highly qualified teachers: Our four new teachers are taking important steps to be approved to work for us. We just learned that all of them have had their H1-B visas approved. They have been directed to apply for interviews in Manila. Once those are scheduled and completed, they should arrive in a week or two. We anticipate they will arrive by mid-to-late February. We are working diligently to prepare for their arrival. We are running into a hurdle finding housing options for the new teachers. Look for information soon on how to donate supplies that our new teachers need.

Innovation: Ongoing improvement of programs and services.

- Special Education Leadership Team professional development: On January 29th from 3:30-5pm we had a professional development session for our member district special education leaders. Jon Fila presented on [AI Supported Tasks: Transforming Educational Workflows and Engagement](#). There is a lot to think about, especially with regard to equity, when using artificial intelligence and the possibilities for application in education for both administrators and teachers are exciting.

Stewardship: Managing financial and human resources carefully and responsibly.

- FY25 budget: Official steps to develop the FY25 budget begin later in February. There are two main components of developing the budget including

completing budget worksheets as well as updating an organizational spreadsheet that outlines staffing. In preparation for these tasks, our administrators have been having discussions collectively and individually with me to consider our needs for the upcoming fiscal year. Additionally, we are working through projections with member districts to ensure we have all of the necessary information to effectively plan.

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

- Director Advisory Update: As part of monthly communications this year we've added a newsletter for members of the Director Advisory. You can find the latest issue [here](#). In this month's newsletter we shared some of the same updates we highlighted in our District Update. We also focused on the Member District Hub and projections, which are an important part of our budgeting process.

Integrity: Aligning our actions with our values and beliefs.

- Retention plan: Given the feedback from listening circles with staff earlier this year, we are beginning to develop a retention plan. We have identified five areas we will focus on:
 - Behaviors from administrators
 - Actions from administrators
 - Streamlining and simplifying systems/procedures
 - Focusing and downsizing training provided
 - Considering contract elements to be a competitive employerAs we further develop and refine this plan, we will share it more widely.

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

- Drake Graber: Recently, Drake Graber had his last day at Cedar School after 10 years of enrollment in the SUN program there! He will now attend Lakeville South High School. Justine, Drake's mom, stated: "I wanted to say thank you to all of you guys at Cedar SUN. You have been a great help to Drake and me. Thank you so much for the help and services you all have provided. We will never forget you guys."



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

- DCALS graduates: At the end of second semester we were able to celebrate 12 graduates from our DCALS program. We had 3 from ISD 197, 1 from ISD 199, 3 from ISD 196, 4 from ISD 192, and 1 from ISD 195. We are so proud of these students!

Diversity: Appreciating and valuing everyone's unique selves.

- Lauren Kelly, Amalia Esparza, and Julie Illa: Lauren, Amalia, and Julie have been working to facilitate our efforts to bring new teachers to ISD 917. Lauren has managed the multitudes of documentation necessary for our candidates to obtain licenses and visas. Amalia has put together an extensive welcome handbook for our new teachers with all the resources they may need to acclimate to a new community. Julie has been working to coordinate the details, especially related to donations, and make the process seamless for everyone. We really appreciate all they are doing!

INTERMEDIATE SCHOOL DISTRICT 917
Organizational and Regular School Board Meeting

The Organizational and Regular School Board Meeting of the Intermediate School District 917 School Board was held in the 917 Board Room at Dakota County Technical College on Tuesday, January 9, 2024, at 6:10 PM.

Members Present: Tom Bennett, Lesley Chester, Lisa Ehleringer, David Anderson, Cindy Nordstrom, Hannah Simmons, Byron Schwab, Mark Zuzek (to be sworn in at this meeting), Monica Weber (to be sworn in at this meeting) and ex-officio member Dr. Michael Favor.

Members Absent: None.

Also Present: Nicolle Roush, Melissa Schaller, Brooke Peterson, Linda Berg, Kate Hulse, Lauren Kelly, Wendy Felton, and Lisa Hedin.

The meeting was called to order at 6:10 PM by past board chair Cindy Nordstrom.

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

1. Motion by Tom Bennett, seconded by Hannah Simmons, to approve the agenda. Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, David Anderson, Cindy Nordstrom, Byron Schwab, Hannah Simmons. Voting naye: None. Motion carried.

There were no visitors to be heard.

Linda Berg, Notary Public, administered the Oath of Office to reappointed Board members Byron Schwab of West St. Paul/Mendota Heights/Eagan and Cindy Nordstrom of Inver Grove Heights and to newly appointed Board Member Mark Zuzek of Hastings and Monica Weber of South St. Paul.

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

Motion by Tom Bennett to nominate Cindy Nordstrom as Chair. There were no other nominations. Motion was seconded by David Anderson to nominate Cindy Nordstrom as Chair. Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, David Anderson, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Monica Weber, Mark Zuzek. Voting naye: None. Motion carried.

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

2. Motion by Lisa Ehleringer to nominate Tom Bennett for the position of Vice Chair. There were no other nominations. Motion was seconded by Byron Schwab. Motion passed to elect Tom Bennett as Vice Chair. Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, David Anderson, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Monica Weber, Mark Zuzek. Voting naye: None. Motion carried.
3. Motion by Byron Schwab to nominate David Anderson as Clerk. There were no other nominations. Motion was seconded by Cindy Nordstrom to elect David Anderson as Clerk. Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, David Anderson, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Monica Weber, Mark Zuzek. Voting naye: None. Motion carried.

4. Motion by Hannah Simmons to nominate Byron Schwab as Treasurer. Motion was seconded by Cindy Nordstrom. There were no other nominations. Motion passed to elect Byron Schwab as Treasurer. Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, David Anderson, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Monica Weber, Mark Zuzek. Voting naye: None. Motion carried.
5. Motion by Lesley Chester, seconded by Hannah Simmons to set the School Board meeting dates for February 2024 through January 2025 on the 1st Tuesday of each month (with the exception of July, November, and January which will be the second week) All work sessions begin at 4:30 PM. Regular Board meetings starts at 5:15 PM. (Addendum A.) Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, David Anderson, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Monica Weber, Mark Zuzek. Voting naye: None. Motion carried.
6. Motion by David Anderson, seconded by Lesley Chester to designate the St. Paul Pioneer Press as the official newspapers for Intermediate School District 917 for 2024. (Addendum B.) The minutes will be summarized with the website address listed to view the official minutes. Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, David Anderson, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Monica Weber, Mark Zuzek. Voting naye: None. Motion carried.
7. Motion by Mark Zuzek, seconded by Tom Bennett, to increase the school board compensation three percent for District 917 School Board Members to \$5150 and \$5665 for the Board Chair for January 2024 through December 2024 school year. The Personnel and Insurance Committees are removed and no additional stipends will be received. Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, David Anderson, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Monica Weber, Mark Zuzek. Voting naye: None. Motion carried.

Board members Tom Bennett and Dave Anderson left the meeting at 6:31 PM.

8. Board member Hannah Simmons introduced the foregoing resolution for Business Transactions, and waived the reading. The resolution was duly seconded by Byron Schwab and upon vote being taken thereon, the following voted in favor thereof: Voting aye: Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Monica Weber, Mark Zuzek. Voting naye: None. Whereupon said resolution was declared duly passed and adopted. (Addendum C.)

The Memorandum of Agreement with our member districts was reviewed.

Committee assignments were reviewed. Personnel and Insurance Committees are removed. Board Member Mark Zuzek will be the representative for AMSD and MSBA.

Dr. Melissa Schaller reported on updates from Student Services.

9. Motion by Lesley Chester, seconded by Hannah Simmons, to approve the consent items, as presented. Voting aye: Voting aye: Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Monica Weber, Mark Zuzek. Voting naye: None. Motion carried.
 - **Minutes:** December 5, 2023, Regular School Board Meeting
 - **Personnel: *New Hires:*** Isabella Walstrom, Administrative Assistant I, effective December 18, 2023. Connor Hoffmeister, Classroom Assistant, effective January 2, 2024. ***Changes in Status:*** Joshua Odell, Classroom Assistant to Teacher, effective December 4, 2023. ***Leaves of Absence:*** Stephanie Bistodeau, Classroom Assistant, effective January 8, 2024, through April 5, 2024. Jodi Erickson, Program Assistant, effective January 11, 2024, through March 21, 2024. Sharlene Nagle, Classroom Assistant, effective

December 5, 2023, through June 5, 2024. Anna Lamphere, Mental Health Practitioner, effective January 12, 2024, through June 7, 2024. **Resignations and Terminations:** Sophie Devore, Sign Language Interpreter, effective November 21, 2023. Paige Bjerke, Administrative Assistant II, effective January 5, 2024. Jessica Chamblin, Teacher, effective June 7, 2024. **Retirements:** Shannon Brennan, Assistant Director of Special Education, effective September 2, 2024.

- **Donations:** \$1000 from Anderson Living Trust and \$26.68 from Excel Images.
 - **Policies:** 413 Harassment & Violence and 416 Drug, Alcohol, & Cannabis Testing. (Addendum D.)
10. Motion by Byron Schwab, seconded by Mark Zuzek, to approve the bills from November 30, 2023 to January 3, 2024, Investment Report and wire transfers, as presented by the Executive Director of Business Services. Voting aye: Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Monica Weber, Mark Zuzek. Voting naye: None. Motion carried.
 11. Motion by Byron Schwab, seconded by Mark Zuzek, to approve the Audit for 2022-2023 as presented in the work session by Jim Eichten of MMKR and Executive Director of Business Services Nicolle Roush. (Addendum E.) Voting aye: Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Monica Weber, Mark Zuzek. Voting naye: None. Motion carried.
 12. Motion by Hannah Simmons, seconded by Lesley Chester, to approve the Temporary Work Agreements, as presented by the Executive Director of Business Services. (Addendum F.) Voting aye: Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Monica Weber, Mark Zuzek. Voting naye: None. Motion carried.

The Accounts Receivable Aging Invoice was reviewed.

David Anderson was appointed to the Calendar Committee.

13. Board member Hannah Simmons introduced the following resolution and waived the reading: Resolution Recognizing Paraprofessional Week January 22-26, 2024. The motion for the adoption of the foregoing resolution was duly seconded by Lesley Chester and upon vote being taken thereon, the following voted in favor thereof: Voting aye: Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Monica Weber, Mark Zuzek. Voting naye: None. Motion carried. (Addendum G.)
14. Motion by Mark Zuzek, seconded by Monica Weber, to approve the Teachers' Contract for 2023-2025, as presented. (Addendum H.) Voting aye: Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Monica Weber, Mark Zuzek. Voting naye: None. Motion carried.
15. Motion by Lesley Chester, seconded by Hannah Simmons, to approve the Memorandum of Understanding Sick and Safe Leave (ESSL), as presented by the Executive Director of Business Services. (Addendum I.) Voting aye: Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Monica Weber, Mark Zuzek. Voting naye: None. Motion carried.
16. Board member Byron Schwab introduced the following Resolution Regarding Sick and Safe Leave (ESSL) for School-Year Non-Union Employees and waived the reading. The motion for the adoption of the foregoing resolution was duly seconded by Hannah Simmons, and upon vote being taken thereon, the following voted in favor thereof: Voting aye: Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Monica Weber, Mark Zuzek. Voting naye: None. Motion carried. (Addendum J.)

17. Board member Lisa Ehleringer, introduced the following Resolution Regarding Sick and Safe Leave (ESSL) for Non-Union Employees and waived the reading. The motion for the adoption of the foregoing resolution was duly seconded by Mark Zuzek, and upon vote being taken thereon, the following voted in favor thereof: Voting aye: Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Monica Weber, Mark Zuzek. Voting naye: None. Motion carried. (Addendum K.)
18. Motion by Lesley Chester, seconded by Byron Schwab, to remove policy 461 Staff Use of District Facilities and Equipment and put in the Staff Handbook and Culture Guide; approve policies 465 Employee Time Off for Union Negotiation Activities; 467 Staff Recognition Program; and 483 Uniforms for School District Personnel. (Addendum L.) Voting aye: Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Monica Weber, Mark Zuzek. Voting naye: None. Motion carried.

Motion by Byron Schwab, seconded by Cindy Nordstrom, to adjourn the meeting. There was a unanimous vote to adjourn.

There being no further business the meeting adjourned at 6:50 PM.

The next regular School Board Meeting will be Tuesday, February 6, 2024, at 5:15 PM.

Clerk

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Members Absent: None.

Also Present: Nicolle Roush, Melissa Schaller, Brooke Peterson, Linda Berg, Kate Hulse, Lauren Kelly, Wendy Felton, and Lisa Hedin.

The meeting was called to order at 6:10 PM by past board chair Cindy Nordstrom.

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

1. Motion by Tom Bennett, seconded by Hannah Simmons, to approve the agenda. Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, David Anderson, Cindy Nordstrom, Byron Schwab, Hannah Simmons. Voting naye: None. Motion carried.

There were no visitors to be heard.

Linda Berg, Notary Public, administered the Oath of Office to reappointed Board members Byron Schwab of West St. Paul/Mendota Heights/Eagan and Cindy Nordstrom of Inver Grove Heights and to newly appointed Board Member Mark Zuzek of Hastings and Monica Weber of South St. Paul.

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

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

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17. Board member Lisa Ehleringer, introduced the following Resolution Regarding Sick and Safe Leave (ESSL) for Non-Union Employees and waived the reading. The motion for the adoption of the foregoing resolution was duly seconded by Mark Zuzek, and upon vote being taken thereon, the following voted in favor thereof: Voting aye: Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Monica Weber, Mark Zuzek. Voting naye: None. Motion carried. (Addendum K.)
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Motion by Byron Schwab, seconded by Cindy Nordstrom, to adjourn the meeting. There was a unanimous vote to adjourn.

There being no further business the meeting adjourned at 6:50 PM.

The next regular School Board Meeting will be Tuesday, February 6, 2024, at 5:15 PM.

Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF February 6, 2024**

NEW HIRES:

Amanda Eckre, Administrative Assistant II, effective February 5, 2024.

Courtney Olson, Classroom Assistant, effective February 5, 2024.

RE-HIRES:

Isabella Kranz, Teacher, effective January 8, 2024.

CHANGE IN STATUS:

LEAVES OF ABSENCE:

RESIGNATION & TERMINATIONS:

Alexandra Belfield, Classroom Assistant, effective January 17, 2024.

Lisa Dahl, Classroom Assistant, effective January 26, 2024.

Amanda Fernelius, Classroom Assistant, effective January 25, 2024.

Brecken Johnson, Classroom Assistant, effective January 19, 2024.

Pattijo Nwokeuku, Social Worker, effective February 9, 2024.

Nicholas Reding, Program Assistant, effective January 31, 2024.

Andrew Rivera, Classroom Assistant, effective January 25, 2024.

Sydney Seufer, Administrative Assistant I, effective January 17, 2024.

RETIREMENT:



Intermediate School District 917

Purposeful. Personalized. Partners.

1300 145th Street East, Rosemount, MN 55068

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

January 24th, 2024

Cub Foods
7804 Cahill Avenue
Inver Grove Heights, MN 55076

Dear Jeremy (manager),

Thank you for your donation of 100 donuts in support of Para Recognition Week. Your donation is greatly appreciated by the staff at Concord Education Center!

Sincerely,

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

ISD 917 Vision

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

ISD 917 Core Values

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



Intermediate School District 917

Purposeful. Personalized. Partners.

1300 145th Street East, Rosemount, MN 55068

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

January 24th, 2024

Hometown Sweets
3045 80th Street East
Inver Grove Heights, MN 55076

Hometown Sweets staff,

Thank you for your donation of the 80th Street bag of butter popcorn. Your donation supported our Para Recognition Week. It was greatly appreciated!

Sincerely,

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

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1300 145th Street East, Rosemount, MN 55068

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January 30th, 2024

Richard Bulthuis
2074 Shale Ln.
Eagan, MN 55122

Dear Richard,

Thank you for your generous monetary donation for the TESA spring formal! Your donation is greatly appreciated by the students and staff in our TESA program!

Sincerely,

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

ISD 917 Vision

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INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

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SELECTION CRITERIA: chkstat.rundate between '20240104' and '20240131'

DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1908048	01/05/2024	ALL IN ONE TRANSLATION AGENCY, LLC	R	450.00	ACCOUNTS PAYABLE CHECK
1908049	01/05/2024	AMANDA GROH	R	585.00	ACCOUNTS PAYABLE CHECK
1908050	01/05/2024	BAYADA HOME HEALTH CARE	R	1973.00	ACCOUNTS PAYABLE CHECK
1908051	01/05/2024	MALLOY, MONTAGUE, KARNOWSKI, RADOSE	R	6500.00	ACCOUNTS PAYABLE CHECK
1908052	01/05/2024	MENARDS	R	183.75	ACCOUNTS PAYABLE CHECK
1908053	01/05/2024	NOVA EDUCATION CONSULTANTS	R	1980.00	ACCOUNTS PAYABLE CHECK
1908054	01/05/2024	PAWS FOR LEARNING, INC	V	0.00	VOID: MULTI STUB CHECK
1908055	01/05/2024	PAWS FOR LEARNING, INC	R	1260.00	ACCOUNTS PAYABLE CHECK
1908056	01/05/2024	PELLICCI ACE HARDWARE EAGAN	R	17.96	ACCOUNTS PAYABLE CHECK
1908057	01/05/2024	REGINA MAENDLER, HEART & SCIENCE	R	5377.50	ACCOUNTS PAYABLE CHECK
1908058	01/05/2024	ROSEMOUNT AUTO SERVICE	R	171.66	ACCOUNTS PAYABLE CHECK
1908059	01/05/2024	SAM'S CLUB/SYNCHRONY BANK	R	110.00	ACCOUNTS PAYABLE CHECK
1908060	01/05/2024	ST PAUL PIONEER PRESS	R	18.62	ACCOUNTS PAYABLE CHECK
1908061	01/05/2024	TEACHERS ON CALL	R	13710.39	ACCOUNTS PAYABLE CHECK
1908062	01/05/2024	ACCELERATIONS EDUCATIONAL SOFTWARE	R	715.00	ACCOUNTS PAYABLE CHECK
1908063	01/05/2024	AI TECHNOLOGIES, LLC	R	2697.50	ACCOUNTS PAYABLE CHECK
1908064	01/05/2024	ARVIG ENTERPRISES, INC	R	2243.96	ACCOUNTS PAYABLE CHECK
1908065	01/05/2024	CENTURYLINK	R	1116.48	ACCOUNTS PAYABLE CHECK
1908066	01/05/2024	CENTURYLINK COMMUNICATONS, LLC	R	525.33	ACCOUNTS PAYABLE CHECK
1908067	01/05/2024	CITY OF ROSEMOUNT	R	1370.22	ACCOUNTS PAYABLE CHECK
1908068	01/05/2024	ENERGIZER HOLDINGS, INC	R	843.24	ACCOUNTS PAYABLE CHECK
1908069	01/05/2024	MARCO INC	R	124.71	ACCOUNTS PAYABLE CHECK
1908070	01/05/2024	MN CLN SERVICES, INC	R	4720.00	ACCOUNTS PAYABLE CHECK
1908071	01/05/2024	REPUBLIC SERVICES #923	R	1009.58	ACCOUNTS PAYABLE CHECK
1908072	01/05/2024	SONOVA USA INC.	R	568.99	ACCOUNTS PAYABLE CHECK
1908073	01/05/2024	XCEL ENERGY	R	8297.70	ACCOUNTS PAYABLE CHECK
1908074	01/10/2024	ALL IN ONE TRANSLATION AGENCY, LLC	R	630.00	ACCOUNTS PAYABLE CHECK
1908075	01/10/2024	AMAZON CAPITAL SERVICES	V	0.00	VOID: MULTI STUB CHECK
1908076	01/10/2024	AMAZON CAPITAL SERVICES	R	1549.42	ACCOUNTS PAYABLE CHECK
1908077	01/10/2024	BAKER TILLY MUNICIPAL ADVISORS LLC	R	400.00	ACCOUNTS PAYABLE CHECK
1908078	01/10/2024	BAMBOO PROFESSIONALS, LLC	R	2797.50	ACCOUNTS PAYABLE CHECK
1908079	01/10/2024	CKC GOOD FOOD	R	15848.71	ACCOUNTS PAYABLE CHECK
1908080	01/10/2024	CUB FOODS - APPLE VALLEY	R	101.78	ACCOUNTS PAYABLE CHECK
1908081	01/10/2024	CUB FOODS - EAGAN	R	42.30	ACCOUNTS PAYABLE CHECK
1908082	01/10/2024	CUB FOODS - ROSEMOUNT	R	159.27	ACCOUNTS PAYABLE CHECK
1908083	01/10/2024	OFFICE DEPOT	R	132.54	ACCOUNTS PAYABLE CHECK
1908084	01/10/2024	PROCARE THERAPY	R	2252.50	ACCOUNTS PAYABLE CHECK
1908085	01/10/2024	SQUIRES, WALDSPURGER & MACE, P.A.	R	53.00	ACCOUNTS PAYABLE CHECK
1908086	01/10/2024	TRIUMPH EDUCATIONAL CONSULTING	R	520.00	ACCOUNTS PAYABLE CHECK
1908087	01/12/2024	ATTAINMENT CO	R	686.70	ACCOUNTS PAYABLE CHECK
1908088	01/12/2024	DELEGARD TOOL CO	R	204.56	ACCOUNTS PAYABLE CHECK
1908089	01/12/2024	ESTR PUBLICATIONS	R	89.80	ACCOUNTS PAYABLE CHECK
1908090	01/12/2024	FRONTIER COMMUNICATIONS	R	518.59	ACCOUNTS PAYABLE CHECK
1908091	01/12/2024	JKM TRAINING, INC	R	184.00	ACCOUNTS PAYABLE CHECK
1908092	01/12/2024	MCKESSON MEDICAL	R	1584.83	ACCOUNTS PAYABLE CHECK
1908093	01/12/2024	MICROSONIC	R	497.00	ACCOUNTS PAYABLE CHECK
1908094	01/12/2024	OPG-3 INC	R	19775.00	ACCOUNTS PAYABLE CHECK
1908095	01/12/2024	PRIOHEALTH	R	596.00	ACCOUNTS PAYABLE CHECK
1908096	01/12/2024	SCHOLASTIC, INC	R	118.72	ACCOUNTS PAYABLE CHECK
1908097	01/12/2024	SCHOOL NURSE SUPPLY	R	177.17	ACCOUNTS PAYABLE CHECK
1908098	01/12/2024	SONOVA USA INC.	R	114.39	ACCOUNTS PAYABLE CHECK
1908099	01/12/2024	TECHNOLOGY BY DESIGN, LLC	R	672.00	ACCOUNTS PAYABLE CHECK

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SELECTION CRITERIA: chkstat.rundate between '20240104' and '20240131'

1908100	01/12/2024	TGK AUTOMOTIVE SPECIALISTS	R	67.67	ACCOUNTS PAYABLE CHECK
1908101	01/12/2024	THERAPY NOTES, LLC	R	265.00	ACCOUNTS PAYABLE CHECK
1908102	01/12/2024	VERIZON WIRELESS	R	1433.64	ACCOUNTS PAYABLE CHECK
1908103	01/12/2024	WESTWOOD SPORTS	R	75.00	ACCOUNTS PAYABLE CHECK
1908104	01/17/2024	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1908105	01/17/2024	917 PROGRAM ASST EDU ASSOCIATION	R	3550.40	ACCOUNTS PAYABLE CHECK
1908106	01/17/2024	EDUCATION MINNESOTA, LOCAL 3904	R	8478.56	ACCOUNTS PAYABLE CHECK
1908107	01/17/2024	FTC	R	1548.33	ACCOUNTS PAYABLE CHECK
1908108	01/17/2024	NCPERS GROUP LIFE INS	R	16.00	ACCOUNTS PAYABLE CHECK
1908109	01/17/2024	O.P.E.I.U., LOCAL 12	R	423.58	ACCOUNTS PAYABLE CHECK
1908110	01/17/2024	RELATED SERVICES NURSES ESP	R	120.05	ACCOUNTS PAYABLE CHECK
1908111	01/17/2024	RIVERVIEW LAW OFFICE PLLC	R	273.61	ACCOUNTS PAYABLE CHECK
1908112	01/18/2024	AMANDA GROH	R	585.00	ACCOUNTS PAYABLE CHECK
1908113	01/18/2024	CUB FOODS BLOOMINGTON	R	36.38	ACCOUNTS PAYABLE CHECK
1908114	01/18/2024	IND SCH DIST 199	R	42033.07	ACCOUNTS PAYABLE CHECK
1908115	01/18/2024	NOVA EDUCATION CONSULTANTS	R	7920.00	ACCOUNTS PAYABLE CHECK
1908116	01/18/2024	OFFICE OF MN.IT SERVICES	R	203.38	ACCOUNTS PAYABLE CHECK
1908117	01/18/2024	PROCARE THERAPY	R	9477.92	ACCOUNTS PAYABLE CHECK
1908118	01/18/2024	TEACHERS ON CALL INC	R	4242.43	ACCOUNTS PAYABLE CHECK
1908119	01/18/2024	GALAXY TRAVEL, INC	R	1248.63	ACCOUNTS PAYABLE CHECK
1908120	01/18/2024	VOLUNTEERS OF AMERICA MENTAL HEALTH	R	220.00	ACCOUNTS PAYABLE CHECK
1908121	01/19/2024	ABLENET INC.	R	1450.00	ACCOUNTS PAYABLE CHECK
1908122	01/19/2024	AMERICAN GLASS & MIRROR, INC	R	97.75	ACCOUNTS PAYABLE CHECK
1908123	01/19/2024	BENEFIT EXTRAS, INC	R	1233.56	ACCOUNTS PAYABLE CHECK
1908124	01/19/2024	DAKOTA TRUCK UNDERWRITERS	R	33105.00	ACCOUNTS PAYABLE CHECK
1908125	01/19/2024	FRONTIER COMMUNICATIONS	R	2095.65	ACCOUNTS PAYABLE CHECK
1908126	01/19/2024	JOHNSON CONTROLS FIRE PROTECTION LP	R	540.00	ACCOUNTS PAYABLE CHECK
1908127	01/19/2024	KEYGUARD ASSISTIVE TECHNOLOGY	R	111.30	ACCOUNTS PAYABLE CHECK
1908128	01/19/2024	MN ENERGY RESOURCES CORPORATION	R	1335.38	ACCOUNTS PAYABLE CHECK
1908129	01/19/2024	PROFESSIONAL WIRELESS COMMUNICATION	R	1014.25	ACCOUNTS PAYABLE CHECK
1908130	01/19/2024	PTM DOCUMENT SYSTEMS	R	183.40	ACCOUNTS PAYABLE CHECK
1908131	01/19/2024	SCHOOL NURSE SUPPLY	R	80.73	ACCOUNTS PAYABLE CHECK
1908132	01/19/2024	TOLL GAS & WELDING SUPPLY	R	565.89	ACCOUNTS PAYABLE CHECK
1908133	01/19/2024	U.S. BANK	R	2000.00	ACCOUNTS PAYABLE CHECK
1908134	01/24/2024	ALL IN ONE TRANSLATION AGENCY, LLC	R	742.50	ACCOUNTS PAYABLE CHECK
1908135	01/24/2024	AMAZON CAPITAL SERVICES	R	2751.96	ACCOUNTS PAYABLE CHECK
1908136	01/24/2024	APPLE COMPUTER, INC	R	27478.00	ACCOUNTS PAYABLE CHECK
1908137	01/24/2024	BAYADA HOME HEALTH CARE	R	3088.00	ACCOUNTS PAYABLE CHECK
1908138	01/24/2024	CITI CARDS	R	653.90	ACCOUNTS PAYABLE CHECK
1908139	01/24/2024	THE HANOVER INSURANCE GROUP	R	509.00	ACCOUNTS PAYABLE CHECK
1908140	01/24/2024	IND SCH DIST 192	R	68626.24	ACCOUNTS PAYABLE CHECK
1908141	01/24/2024	IND SCH DIST 194	R	24531.12	ACCOUNTS PAYABLE CHECK
1908142	01/24/2024	IND SCH DIST 197	R	6132.78	ACCOUNTS PAYABLE CHECK
1908143	01/24/2024	IND SCH DIST 199	R	15331.95	ACCOUNTS PAYABLE CHECK
1908144	01/24/2024	IND SCH DIST 200	R	12265.56	ACCOUNTS PAYABLE CHECK
1908145	01/24/2024	IND SCH DIST 271	R	6132.78	ACCOUNTS PAYABLE CHECK
1908146	01/24/2024	INTEGRATED PROTECTION SYSTEMS INC	R	1811.26	ACCOUNTS PAYABLE CHECK
1908147	01/24/2024	INVER HILLS COMMUNITY COLLEGE	R	140.16	ACCOUNTS PAYABLE CHECK
1908148	01/24/2024	KAREN CASS FELLING, M.A., LP	R	750.00	ACCOUNTS PAYABLE CHECK
1908149	01/24/2024	OFFICE DEPOT	R	959.96	ACCOUNTS PAYABLE CHECK
1908150	01/24/2024	PROCARE THERAPY	R	13600.84	ACCOUNTS PAYABLE CHECK
1908151	01/24/2024	SO. ST. PAUL SPECIAL SCHOOL DIST 6	R	33730.29	ACCOUNTS PAYABLE CHECK
1908152	01/24/2024	SOURCEWELL TECHNOLOGIES	R	3330.00	ACCOUNTS PAYABLE CHECK
1908153	01/24/2024	SQUIRES, WALDSPURGER & MACE, P.A.	R	76.50	ACCOUNTS PAYABLE CHECK
1908154	01/24/2024	TEACHERS ON CALL INC	R	8737.51	ACCOUNTS PAYABLE CHECK
1908155	01/24/2024	TGK AUTOMOTIVE OF ROSEMOUNT, LLC	R	404.25	ACCOUNTS PAYABLE CHECK

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1908156	01/24/2024	ZEN EDUCATE INC	R	1553.26	ACCOUNTS PAYABLE CHECK
1908157	01/26/2024	AUTISM-PRODUCTS	R	24.93	ACCOUNTS PAYABLE CHECK
1908158	01/26/2024	DISTRICT 191 FOOD SERVICE	R	818.65	ACCOUNTS PAYABLE CHECK
1908159	01/26/2024	MARCO TECHNOLOGIES	R	46.25	ACCOUNTS PAYABLE CHECK
1908160	01/26/2024	PROCARE THERAPY	R	14028.50	ACCOUNTS PAYABLE CHECK
1908161	01/26/2024	PTM DOCUMENT SYSTEMS	R	349.19	ACCOUNTS PAYABLE CHECK
1908162	01/31/2024	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1908163	01/31/2024	917 PROGRAM ASST EDU ASSOCIATION	R	3550.40	ACCOUNTS PAYABLE CHECK
1908164	01/31/2024	EDUCATION MINNESOTA, LOCAL 3904	R	8548.95	ACCOUNTS PAYABLE CHECK
1908165	01/31/2024	FTC	R	1548.33	ACCOUNTS PAYABLE CHECK
1908166	01/31/2024	O.P.E.I.U., LOCAL 12	R	446.57	ACCOUNTS PAYABLE CHECK
1908167	01/31/2024	RELATED SERVICES NURSES ESP	R	120.05	ACCOUNTS PAYABLE CHECK
*V4002111	01/08/2024	ALDI	R	202.51	ACCOUNTS PAYABLE VOUCHER
*V4002112	01/08/2024	BOYS TOWN PRESS	R	100.00	ACCOUNTS PAYABLE VOUCHER
*V4002113	01/08/2024	WELLS FARGO	R	5993.14	ACCOUNTS PAYABLE VOUCHER
*V4002114	01/08/2024	CITY OF APPLE VALLEY	R	766.70	ACCOUNTS PAYABLE VOUCHER
*V4002115	01/08/2024	CITY OF INVER GROVE HTS	R	255.74	ACCOUNTS PAYABLE VOUCHER
*V4002116	01/08/2024	DAKOTA COUNTY CHAMBER OF COMMERCE	R	40.00	ACCOUNTS PAYABLE VOUCHER
*V4002117	01/08/2024	DOCHUB	R	59.88	ACCOUNTS PAYABLE VOUCHER
*V4002118	01/08/2024	FLORIDA INSTITUTE OF TECHNOLOGY	R	99.00	ACCOUNTS PAYABLE VOUCHER
*V4002119	01/08/2024	FUN AND FUNCTION	R	34.94	ACCOUNTS PAYABLE VOUCHER
*V4002120	01/08/2024	HEALTHIEST YOU	R	3100.00	ACCOUNTS PAYABLE VOUCHER
*V4002121	01/08/2024	HILTON GARDEN INN ROCHESTER	R	177.30	ACCOUNTS PAYABLE VOUCHER
*V4002122	01/08/2024	HILTON GARDEN INN, ST CLOUD	R	832.91	ACCOUNTS PAYABLE VOUCHER
*V4002123	01/08/2024	HOMELAND HEALTH SPECIALISTS, INC	R	102.00	ACCOUNTS PAYABLE VOUCHER
*V4002124	01/08/2024	INNOVATIVE OFFICE SOLUTIONS	V	0.00	VOID: MULTI STUB VOUCHER
*V4002125	01/08/2024	INNOVATIVE OFFICE SOLUTIONS	R	5473.06	ACCOUNTS PAYABLE VOUCHER
*V4002126	01/08/2024	LRP PUBLICATIONS	R	6225.00	ACCOUNTS PAYABLE VOUCHER
*V4002127	01/08/2024	MAXIM HEALTHCARE STAFFING	V	0.00	VOID: MULTI STUB VOUCHER
*V4002128	01/08/2024	MAXIM HEALTHCARE STAFFING	V	0.00	VOID: MULTI STUB VOUCHER
*V4002129	01/08/2024	MAXIM HEALTHCARE STAFFING	R	61986.40	ACCOUNTS PAYABLE VOUCHER
*V4002130	01/08/2024	MENARDS	R	39.97	ACCOUNTS PAYABLE VOUCHER
*V4002131	01/08/2024	PITNEY BOWES	R	65.97	ACCOUNTS PAYABLE VOUCHER
*V4002132	01/08/2024	SEESAW	R	999.00	ACCOUNTS PAYABLE VOUCHER
*V4002133	01/08/2024	THE HOME DEPOT	R	61.14	ACCOUNTS PAYABLE VOUCHER
*V4002134	01/08/2024	THE HOME DEPOT PRO	R	3566.41	ACCOUNTS PAYABLE VOUCHER
*V4002135	01/08/2024	UNITED STATES POSTAL OFFICE	R	264.00	ACCOUNTS PAYABLE VOUCHER
*V4002136	01/08/2024	WACOM TECHNOLOGY CORPORATION	R	59.95	ACCOUNTS PAYABLE VOUCHER
*V4002137	01/08/2024	WESTONE LABORATORIES INC.	R	125.23	ACCOUNTS PAYABLE VOUCHER
*V6606553	01/18/2024	MARTHA JOAN ALLEN	R	148.69	ACCOUNTS PAYABLE VOUCHER
*V6606554	01/18/2024	ANN CATHERINE ALLEN	R	107.42	ACCOUNTS PAYABLE VOUCHER
*V6606555	01/18/2024	DAVID ANDERSON	R	16.08	ACCOUNTS PAYABLE VOUCHER
*V6606556	01/18/2024	MELISSA L ARMBRUST	R	142.82	ACCOUNTS PAYABLE VOUCHER
*V6606557	01/18/2024	KIM MARIE AUSTIN	R	239.73	ACCOUNTS PAYABLE VOUCHER
*V6606558	01/18/2024	KEITH JAMES BARTHOLOMAUS	R	194.54	ACCOUNTS PAYABLE VOUCHER
*V6606559	01/18/2024	THOMAS RICHARD BENNETT	R	22.78	ACCOUNTS PAYABLE VOUCHER
*V6606560	01/18/2024	LINDA JO BERG	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6606561	01/18/2024	STEPHANIE BETLEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6606562	01/18/2024	MICHAEL JASON BIBRO	R	290.32	ACCOUNTS PAYABLE VOUCHER
*V6606563	01/18/2024	AMANDA JO BOEHMER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6606564	01/18/2024	LOREEN M. BOHNERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6606565	01/18/2024	MATTHEW KYLE BRUNS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6606566	01/18/2024	DON JAMES BUDACH	R	377.53	ACCOUNTS PAYABLE VOUCHER
*V6606567	01/18/2024	LESLEY ANNE CHESTER	R	17.42	ACCOUNTS PAYABLE VOUCHER
*V6606568	01/18/2024	EMILY MARGARET MATULA	R	311.13	ACCOUNTS PAYABLE VOUCHER
*V6606569	01/18/2024	FRANCESCA COLLIGNON	R	107.87	ACCOUNTS PAYABLE VOUCHER

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*V6606570	01/18/2024	CRAIG ALAN CURTIS	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6606571	01/18/2024	JEANNE MARIE D'ALOIA	R	59.61	ACCOUNTS PAYABLE VOUCHER
*V6606572	01/18/2024	AMY RICHELLE DAWSON	R	39.30	ACCOUNTS PAYABLE VOUCHER
*V6606573	01/18/2024	ASHLEY DIANE DEPOVER	R	7.21	ACCOUNTS PAYABLE VOUCHER
*V6606574	01/18/2024	CHRISTOPHER GORDON DEVINE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6606575	01/18/2024	MEGAN ROSE DIETRICH	R	27.51	ACCOUNTS PAYABLE VOUCHER
*V6606576	01/18/2024	LISA A EHLERINGER	R	25.46	ACCOUNTS PAYABLE VOUCHER
*V6606577	01/18/2024	SHAE K ELLIOTT	R	2383.97	ACCOUNTS PAYABLE VOUCHER
*V6606578	01/18/2024	KATHERINE DIANE ENGEL	R	60.92	ACCOUNTS PAYABLE VOUCHER
*V6606579	01/18/2024	JONI KAY ERIE	R	26.80	ACCOUNTS PAYABLE VOUCHER
*V6606580	01/18/2024	MICHAEL LEONARD FAVOR	R	197.16	ACCOUNTS PAYABLE VOUCHER
*V6606581	01/18/2024	ANGELITA LEE FLEMING	R	50.44	ACCOUNTS PAYABLE VOUCHER
*V6606582	01/18/2024	SHERILYN FAYE FRISQUE	R	241.08	ACCOUNTS PAYABLE VOUCHER
*V6606583	01/18/2024	CHRISTINA ANN GILLARD	R	57.64	ACCOUNTS PAYABLE VOUCHER
*V6606584	01/18/2024	CHERI ANN GODFREY	R	10.72	ACCOUNTS PAYABLE VOUCHER
*V6606585	01/18/2024	CASSIE J. GROFF	R	64.19	ACCOUNTS PAYABLE VOUCHER
*V6606586	01/18/2024	MEGAN KRISTINE HAROLDSON	R	316.76	ACCOUNTS PAYABLE VOUCHER
*V6606587	01/18/2024	CASSIDY ELIZABETH HAYHURST	R	10.72	ACCOUNTS PAYABLE VOUCHER
*V6606588	01/18/2024	HEIDI LEE HELM	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6606589	01/18/2024	SARA ASHLEY HENRY	R	320.30	ACCOUNTS PAYABLE VOUCHER
*V6606590	01/18/2024	JENNIFER AMY HETLAND	R	160.74	ACCOUNTS PAYABLE VOUCHER
*V6606591	01/18/2024	MELISSA ROCHELL HO	R	190.90	ACCOUNTS PAYABLE VOUCHER
*V6606592	01/18/2024	JUSTIN DAVID HOELSCHER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6606593	01/18/2024	KATE SCHNEEWEIS HULSE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6606594	01/18/2024	SARAH CAITLIN IDEEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6606595	01/18/2024	KATHLEEN ELIZABETH IRELAND	R	441.47	ACCOUNTS PAYABLE VOUCHER
*V6606596	01/18/2024	CINDY LOU JACOBS	R	51.75	ACCOUNTS PAYABLE VOUCHER
*V6606597	01/18/2024	AMY TAMARAH WOLF KAUFMAN	R	196.50	ACCOUNTS PAYABLE VOUCHER
*V6606598	01/18/2024	JENNIFER M. KLAUSTERMEIER	R	24.27	ACCOUNTS PAYABLE VOUCHER
*V6606599	01/18/2024	LORI ANN KLEIN	R	365.76	ACCOUNTS PAYABLE VOUCHER
*V6606600	01/18/2024	CAROL LEIGH KURTEN	R	26.80	ACCOUNTS PAYABLE VOUCHER
*V6606601	01/18/2024	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6606602	01/18/2024	BETSY SUE LARSEN	R	148.74	ACCOUNTS PAYABLE VOUCHER
*V6606603	01/18/2024	MARCI LEVY-MAGUIRE	R	375.34	ACCOUNTS PAYABLE VOUCHER
*V6606604	01/18/2024	MARGARET K. LOCKE	R	23.58	ACCOUNTS PAYABLE VOUCHER
*V6606605	01/18/2024	SARAH MARIE LUDEWIG	R	156.97	ACCOUNTS PAYABLE VOUCHER
*V6606606	01/18/2024	KARIN NICOLE LUNDIN	R	11.79	ACCOUNTS PAYABLE VOUCHER
*V6606607	01/18/2024	ERIN JEAN MAHNKE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6606608	01/18/2024	MONIQUE NICOLE MARPLE	R	22.27	ACCOUNTS PAYABLE VOUCHER
*V6606609	01/18/2024	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6606610	01/18/2024	SHANNON F BRENNAN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6606611	01/18/2024	MERRIBETH MILLER	R	51.09	ACCOUNTS PAYABLE VOUCHER
*V6606612	01/18/2024	HALLIE MISIASZEK	R	28.82	ACCOUNTS PAYABLE VOUCHER
*V6606613	01/18/2024	STEPHANIE LYNN MUNNS	R	9.38	ACCOUNTS PAYABLE VOUCHER
*V6606614	01/18/2024	JENNA ANN NACE	R	129.04	ACCOUNTS PAYABLE VOUCHER
*V6606615	01/18/2024	JO ANN MARISKA NAGY	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6606616	01/18/2024	RACHEL LOIS NASAL	R	11.79	ACCOUNTS PAYABLE VOUCHER
*V6606617	01/18/2024	CINDY L NORDSTROM	R	11.39	ACCOUNTS PAYABLE VOUCHER
*V6606618	01/18/2024	RACHEL ERIN NOVY	R	235.05	ACCOUNTS PAYABLE VOUCHER
*V6606619	01/18/2024	JACKIE MARIE PAULEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6606620	01/18/2024	HOLLY MARIE PEMBLE	R	225.98	ACCOUNTS PAYABLE VOUCHER
*V6606621	01/18/2024	AMANDA LYNN PETERS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6606622	01/18/2024	KYLIE M PETERSEN	R	8.04	ACCOUNTS PAYABLE VOUCHER
*V6606623	01/18/2024	JENNIFER MAE PETERSEN	R	140.63	ACCOUNTS PAYABLE VOUCHER
*V6606624	01/18/2024	BROOKE ALLYSON PETERSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6606625	01/18/2024	EMILY ANN PFISTERER	R	281.65	ACCOUNTS PAYABLE VOUCHER

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INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

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SELECTION CRITERIA: chkstat.rundate between '20240104' and '20240131'

*V6606626	01/18/2024	SHANNON K. RASMUSSEN	R	265.93	ACCOUNTS PAYABLE VOUCHER
*V6606627	01/18/2024	MELANIE LAVONNE REINARDY	R	13.10	ACCOUNTS PAYABLE VOUCHER
*V6606628	01/18/2024	WENDI MARLAINA RENKEN	R	120.98	ACCOUNTS PAYABLE VOUCHER
*V6606629	01/18/2024	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6606630	01/18/2024	JANE MARIE ROBINSON	R	26.59	ACCOUNTS PAYABLE VOUCHER
*V6606631	01/18/2024	NICOLLE KATHERINE ROUSH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6606632	01/18/2024	SARAH CATHERINE ROWLEY	R	129.69	ACCOUNTS PAYABLE VOUCHER
*V6606633	01/18/2024	EMILY ANN RYAN	R	70.09	ACCOUNTS PAYABLE VOUCHER
*V6606634	01/18/2024	MELISSA RAE SCHALLER	R	283.09	ACCOUNTS PAYABLE VOUCHER
*V6606635	01/18/2024	BYRON LEITH SCHWAB	R	20.10	ACCOUNTS PAYABLE VOUCHER
*V6606636	01/18/2024	ROLAND ARTHUR SESSIONS III	R	129.69	ACCOUNTS PAYABLE VOUCHER
*V6606637	01/18/2024	HANNAH GRACE SIMMONS	R	11.39	ACCOUNTS PAYABLE VOUCHER
*V6606638	01/18/2024	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6606639	01/18/2024	KAYLEEN LAVONNE TAFFE	R	91.70	ACCOUNTS PAYABLE VOUCHER
*V6606640	01/18/2024	MARY ELIZABETH TAYLOR	R	55.02	ACCOUNTS PAYABLE VOUCHER
*V6606641	01/18/2024	SONIA LYNN TENDRICH	R	106.66	ACCOUNTS PAYABLE VOUCHER
*V6606642	01/18/2024	TAYLOR MAY LOVIN	R	716.84	ACCOUNTS PAYABLE VOUCHER
*V6606643	01/18/2024	SHANYN NICOLE TUFTEE	R	100.68	ACCOUNTS PAYABLE VOUCHER
*V6606644	01/18/2024	JOHN NATHAN VOLKERT	R	248.25	ACCOUNTS PAYABLE VOUCHER
*V6606645	01/18/2024	JANEL LYNN VRIEZE	R	15.00	ACCOUNTS PAYABLE VOUCHER
*V6606646	01/18/2024	ASHLEY LYNNETTE WARD	R	337.98	ACCOUNTS PAYABLE VOUCHER
*V6606647	01/18/2024	SCOTT MICHAEL ZEHNDER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V7703019	01/05/2024	FIDELITY SECURITY LIFE INS CO	R	2200.53	ACCOUNTS PAYABLE VOUCHER
*V7703020	01/05/2024	MEDICA	R	81112.40	ACCOUNTS PAYABLE VOUCHER
*V7703021	01/05/2024	NATIONAL INSURANCE SERVICES OF WI,	R	8873.02	ACCOUNTS PAYABLE VOUCHER
*V7703022	01/17/2024	MEDICA	R	56212.28	ACCOUNTS PAYABLE VOUCHER
*V7703023	01/17/2024	WAGeworks, INC	R	2110.50	ACCOUNTS PAYABLE VOUCHER
*V7703024	01/17/2024	MEDICA	R	72629.14	ACCOUNTS PAYABLE VOUCHER
*V7703025	01/17/2024	AMERIPRISE FINANCIAL ADVISORS	R	8150.77	ACCOUNTS PAYABLE VOUCHER
*V7703026	01/17/2024	AXA EQUITABLE LIFE INS CO	R	3826.79	ACCOUNTS PAYABLE VOUCHER
*V7703027	01/17/2024	FIDELITY INVSTMT TAX-EX SVC CO	R	12443.81	ACCOUNTS PAYABLE VOUCHER
*V7703028	01/17/2024	HEALTHQUITY, INC.	R	29448.25	ACCOUNTS PAYABLE VOUCHER
*V7703029	01/17/2024	HORACE MANN LIFE INS	R	2206.66	ACCOUNTS PAYABLE VOUCHER
*V7703030	01/17/2024	INTERNAL REVENUE SERVICE	R	215260.57	ACCOUNTS PAYABLE VOUCHER
*V7703031	01/17/2024	EDUCATION MN ESI BILLING TRUST	R	11330.11	ACCOUNTS PAYABLE VOUCHER
*V7703032	01/17/2024	MN DEPT OF REVENUE	R	35685.29	ACCOUNTS PAYABLE VOUCHER
*V7703033	01/17/2024	MN DEPT OF REVENUE(C)	R	250.00	ACCOUNTS PAYABLE VOUCHER
*V7703034	01/17/2024	MN STATE RETIREMENT SYSTEM	R	1770.83	ACCOUNTS PAYABLE VOUCHER
*V7703035	01/17/2024	EXECUTIVE DIRECTOR	R	52180.16	ACCOUNTS PAYABLE VOUCHER
*V7703036	01/17/2024	STATE TREASURER, TRA	R	101067.40	ACCOUNTS PAYABLE VOUCHER
*V7703037	01/17/2024	VARIABLE ANNUITY LIFE INS CO	R	10602.14	ACCOUNTS PAYABLE VOUCHER
*V7703038	01/17/2024	VOYA	R	1417.94	ACCOUNTS PAYABLE VOUCHER
*V7703039	01/18/2024	APPLE VALLEY ISD LLC	R	1888.41	ACCOUNTS PAYABLE VOUCHER
*V7703040	01/18/2024	DELTA DENTAL OF MINNESOTA	R	27864.67	ACCOUNTS PAYABLE VOUCHER
*V7703041	01/18/2024	MEDICA	R	269239.36	ACCOUNTS PAYABLE VOUCHER
*V7703042	01/26/2024	MEDICA	R	37142.61	ACCOUNTS PAYABLE VOUCHER
*V7703043	01/26/2024	WAGeworks, INC	R	1887.00	ACCOUNTS PAYABLE VOUCHER
*V7703044	01/29/2024	MN DEPT OF EMPLOYMENT & ECON DEV.	R	3299.59	ACCOUNTS PAYABLE VOUCHER
*V7703045	01/31/2024	AFLAC	R	1361.48	ACCOUNTS PAYABLE VOUCHER
*V7703046	01/31/2024	AMERIPRISE FINANCIAL ADVISORS	R	8105.77	ACCOUNTS PAYABLE VOUCHER
*V7703047	01/31/2024	AXA EQUITABLE LIFE INS CO	R	3826.79	ACCOUNTS PAYABLE VOUCHER
*V7703048	01/31/2024	FIDELITY INVSTMT TAX-EX SVC CO	R	12443.81	ACCOUNTS PAYABLE VOUCHER
*V7703049	01/31/2024	HEALTHQUITY, INC.	R	28833.19	ACCOUNTS PAYABLE VOUCHER
*V7703050	01/31/2024	HORACE MANN LIFE INS	R	2206.66	ACCOUNTS PAYABLE VOUCHER
*V7703051	01/31/2024	INTERNAL REVENUE SERVICE	R	214224.67	ACCOUNTS PAYABLE VOUCHER
*V7703052	01/31/2024	EDUCATION MN ESI BILLING TRUST	R	11330.11	ACCOUNTS PAYABLE VOUCHER

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INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

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ACCOUNTING PERIOD: 7/24

SELECTION CRITERIA: chkstat.rundate between '20240104' and '20240131'

*V7703053	01/31/2024	MN DEPT OF REVENUE	R	35453.77	ACCOUNTS PAYABLE VOUCHER
*V7703054	01/31/2024	MN DEPT OF REVENUE(C)	R	250.00	ACCOUNTS PAYABLE VOUCHER
*V7703055	01/31/2024	MN STATE RETIREMENT SYSTEM	R	2066.66	ACCOUNTS PAYABLE VOUCHER
*V7703056	01/31/2024	EXECUTIVE DIRECTOR	R	51555.62	ACCOUNTS PAYABLE VOUCHER
*V7703057	01/31/2024	STATE TREASURER, TRA	R	101633.40	ACCOUNTS PAYABLE VOUCHER
*V7703058	01/31/2024	VARIABLE ANNUITY LIFE INS CO	R	10872.97	ACCOUNTS PAYABLE VOUCHER
*V7703059	01/31/2024	VOYA	R	1417.94	ACCOUNTS PAYABLE VOUCHER
*V7703060	01/31/2024	MEDICA	R	58436.47	ACCOUNTS PAYABLE VOUCHER
*V7703061	01/31/2024	WA DEPT OF EMP SEC-PD FAM & MED	R	423.44	ACCOUNTS PAYABLE VOUCHER
*V7703062	01/31/2024	WA DEPT OF EMP SEC-WA CARES	R	213.30	ACCOUNTS PAYABLE VOUCHER
*V7703063	01/31/2024	WA DEPT OF LABOR & INDUSTRIES	R	164.19	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				2195982.71	
TOTAL REPORT				2195982.71	



Customer Service
PO Box 11760
Harrisburg, PA 17108-11760

ACCOUNT STATEMENT

For the Month Ending
December 31, 2023

INTERMEDIATE SCHOOL DISTRICT 917

Client Management Team

Amber Cannegieter

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

Brian Johnson

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

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Cover/Disclosures
Summary Statement
Individual Accounts

Accounts included in Statement

600430 STATE PAYMENTS

Important Messages

MSDLAF will be closed on 01/01/2024 for New Year's Day.
MSDLAF will be closed on 01/15/2024 for Martin Luther King Jr Day.

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

Online Access www.msdlaf.org

Customer Service 1-888-4-MSDLAF



Account Statement

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

Important Disclosures

Important Disclosures

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

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

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

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

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

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

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

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

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

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

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

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

Key Terms and Definitions

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

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

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

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

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

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

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

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

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

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

NOT FDIC INSURED NO BANK GUARANTEE MAY LOSE VALUE



Account Statement - Transaction Summary

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

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

MSDLAF+ Liquid Class

Opening Market Value	864,649.52
Purchases	3,883.32
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value **\$868,532.84**

Cash Dividends and Income 3,883.32

MSDLAF+ MAX Class

Opening Market Value	13,315,816.93
Purchases	59,248.82
Redemptions	(1,000,000.00)
Unsettled Trades	0.00
Change in Value	0.00

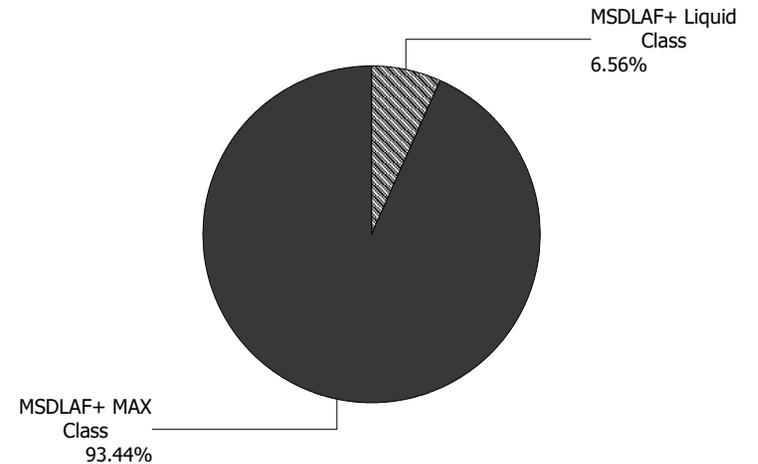
Closing Market Value **\$12,375,065.75**

Cash Dividends and Income 59,248.82

Asset Summary

	December 31, 2023	November 30, 2023
MSDLAF+ Liquid Class	868,532.84	864,649.52
MSDLAF+ MAX Class	12,375,065.75	13,315,816.93
Total	\$13,243,598.59	\$14,180,466.45

Asset Allocation





Account Statement

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

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
MSDLAF+ Liquid Class					
Opening Balance					864,649.52
12/29/23	01/02/24	Accrual Income Div Reinvestment - Distributions	1.00	3,883.32	868,532.84
Closing Balance					868,532.84

	Month of December	Fiscal YTD July-December		
Opening Balance	864,649.52	845,976.51	Closing Balance	868,532.84
Purchases	3,883.32	22,556.33	Average Monthly Balance	865,025.33
Redemptions (Excl. Checks)	0.00	0.00	Monthly Distribution Yield	5.30%
Check Disbursements	0.00	0.00		
Closing Balance	868,532.84	868,532.84		
Cash Dividends and Income	3,883.32	22,556.33		

MSDLAF+ MAX Class

Opening Balance					13,315,816.93
12/21/23	12/21/23	Redemption - ACH Redemption	1.00	(1,000,000.00)	12,315,816.93
12/29/23	01/02/24	Accrual Income Div Reinvestment - Distributions	1.00	59,248.82	12,375,065.75



Account Statement

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

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
Closing Balance					12,375,065.75
	Month of December	Fiscal YTD July-December			
Opening Balance	13,315,816.93	11,045,714.98	Closing Balance	12,375,065.75	
Purchases	59,248.82	2,329,350.77	Average Monthly Balance	12,966,711.98	
Redemptions (Excl. Checks)	(1,000,000.00)	(1,000,000.00)	Monthly Distribution Yield	5.40%	
Check Disbursements	0.00	0.00			
Closing Balance	12,375,065.75	12,375,065.75			
Cash Dividends and Income	59,248.82	329,350.77			

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

December 2023

ACCOUNT NAME	ACCT NO	BEGINNING BALANCE	PURCHASES CREDITS	SALES TRANSFERS	INVESTMENT FEES	INTEREST EARNED	ENDING BALANCE	YEAR TO DATE INTEREST EARNED
MSDLAF Liquid	01	864,649.52	0.00	0.00	0.00	3,883.32	868,532.84	22,556.33
MSDLAF + MAX	01	13,315,816.93	0.00	1,000,000.00	0.00	59,248.82	12,375,065.75	329,350.77
MSDLAF TERM (CD's,Term,Comm) maturity	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		14,180,466.45	0.00	1,000,000.00	0.00	63,132.14	13,243,598.59	351,907.10

EXPLANATION: The above is School District Investments complying with the requirements of Minnesota Statutes 118.01, 471.56 and 475.66.

1. MSDMAX is MSDLAF'S "Max Portfolio" and includes pooled investments plus banker's acceptances, commercial paper, repurchase agreements and US Government obligations.
2. MSDLAF is MSDLAF'S primary clearing "Money Market" fund. All fixed rate investments (FRI) clear through this account as do maturities, interest, and fees.

NOTE: **December 2023** Average MSDLAF Liquid Rate was 5.30 %, MSDLAF+MAX Average Rate was 5.40%. and the MSDLAF Term Average Rate estimate is .00%.

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

01/12/2024 DIRECT DEPOSITS REGULAR PAY (PR313)	\$	646,578.85
01/12/2024 CHECKS REGULAR PAY (PR313)		

\$ -

NET PAYROLL \$ **646,578.85**

Authorized Signature  Date 1.19.24

Intermediate School District 917
1300 E. 145th Street
Rosemount, MN 55068

Re: Sales Tax Wire Transfer

Date: 1/10/24

This memo serves as authorization for the wire transfer of funds for payment of sales tax in the amount of \$ 107,00, from Wells Fargo Bank Account No. 3805702167.


Nicolle Roush, Business Manager

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

01/12/2024 DIRECT DEPOSITS REGULAR PAY (PR313) \$ 646,578.85
01/12/2024 CHECKS REGULAR PAY (PR313)

\$ -

NET PAYROLL \$ 646,578.85

Authorized Signature  Date 1.19.24



Intermediate School District 917

Fiscal Year 2024 Proposed Revised Budget

February 6, 2024

Nicolle Roush
Executive Director of Business Services



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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

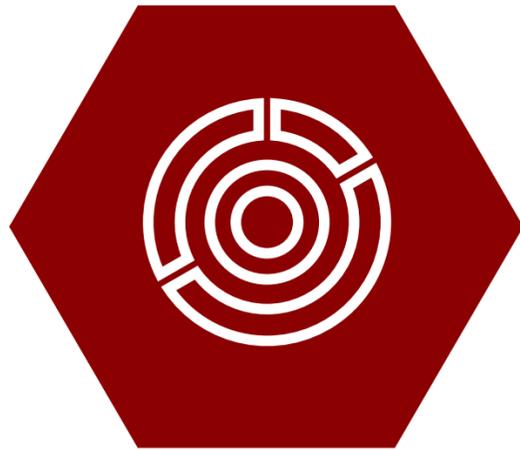
Increase support for ALL through inclusive practices

Deepen engagement of stakeholders through quality, equitable communication practices



Stewardship & Integrity:

ISD 917 Budget Development Process



Proposed Budget Development

January - June

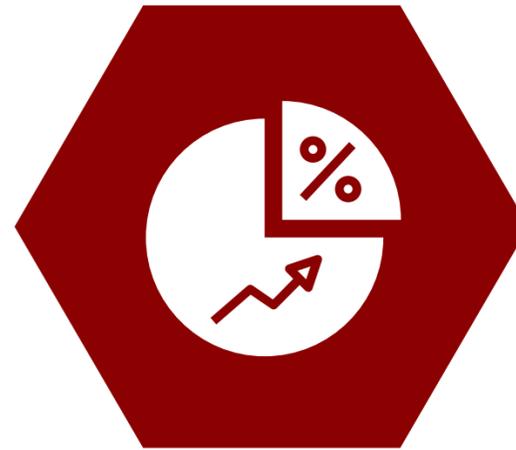
In collaboration with internal and external stakeholders, we develop a proposed budget to support our academic and other programs based on current and projected student enrollments.



School Board Budget Approval

June

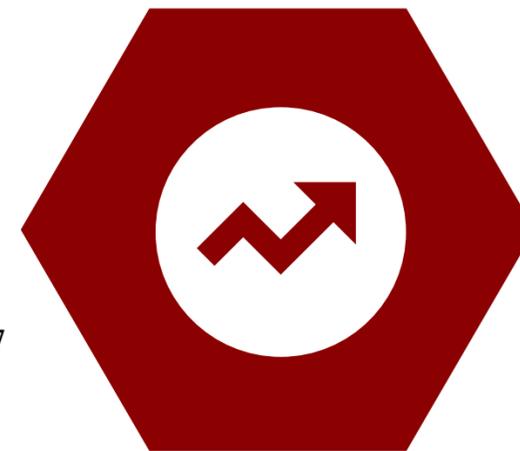
The ISD 917 School Board reviews the proposed budget to ensure it aligns with the district's core values, strategic directions, proposed programming, etc., then discusses and approves it at the June board meeting.



Adopted Budget

July - June

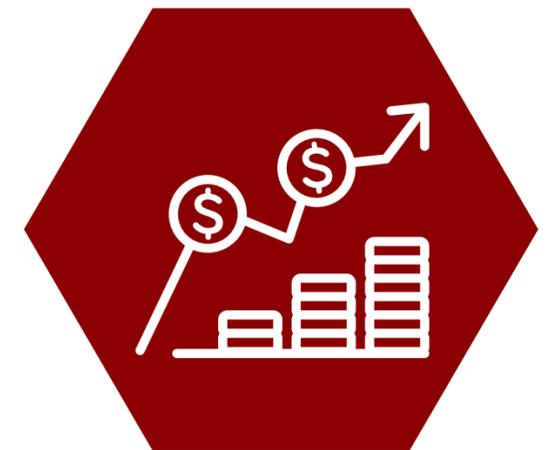
Throughout the school year, ISD 917 makes financial decisions based on the adopted budget.



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.



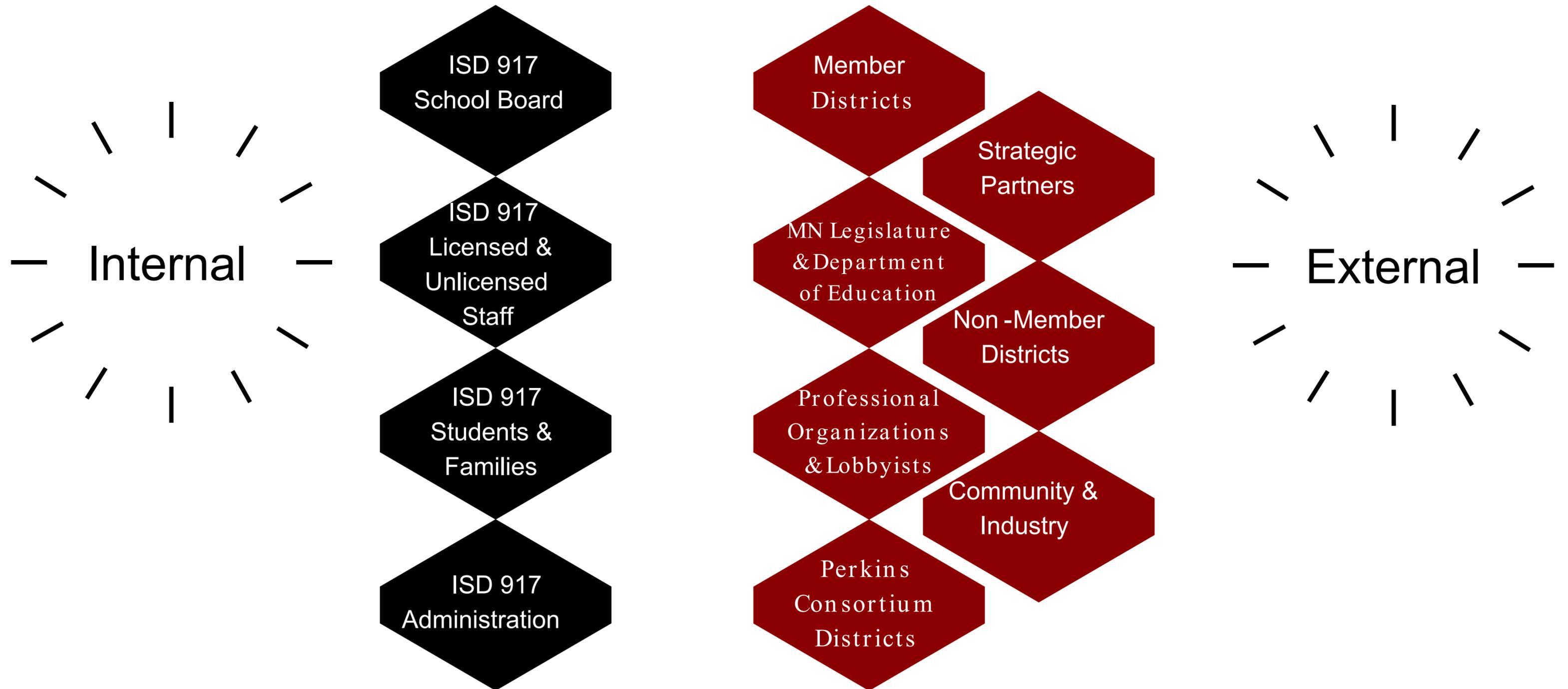
Annual Financial Audit

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 2023 Education Finance Bill

CURRENTLY Included in
ISD 917 FY24 Proposed Revised Budget

- **4%** General Education formula increase - *Approximately \$104,837*
- Innovation Grant through State Appropriation - *\$980,918*
- PELSB Grant - *\$169,063*
- School Unemployment Insurance Aid - *\$250,000*
- Special Ed Separate Site Aids - *\$596,398*
- Universal Free Breakfast & Lunch

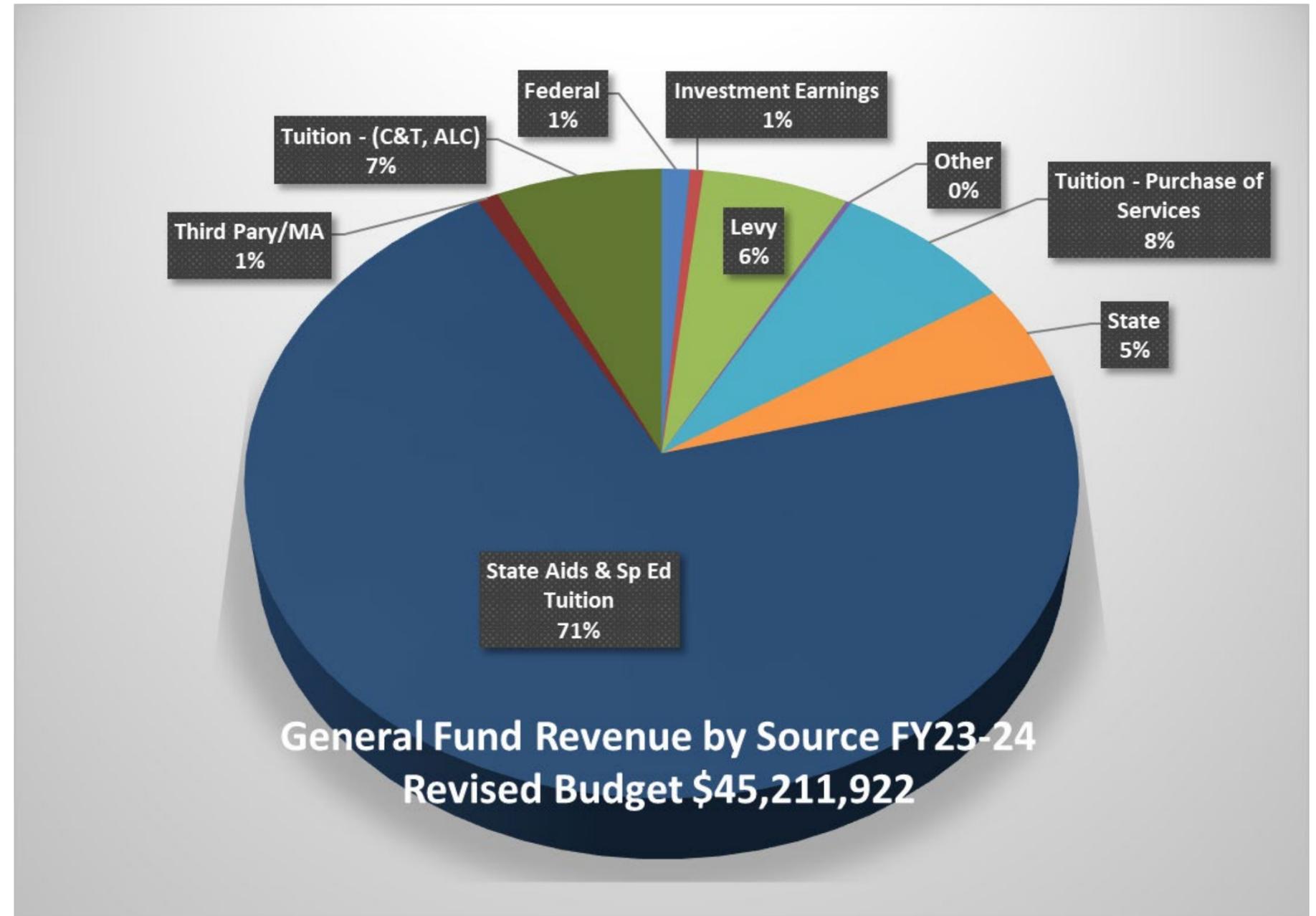
NOT Included in
ISD 917 FY24 Proposed Revised Budget

- Teacher Staff Shortage & Diversity Grants
- Career & Technical Education Grants
- Student Support Personnel Aid
- READ Act
- EL Cross-Subsidy
- Pupil Transportation Aid
- Special Education Cross Subsidy



Stewardship & Integrity: Funding Sources for ISD 917 FY24

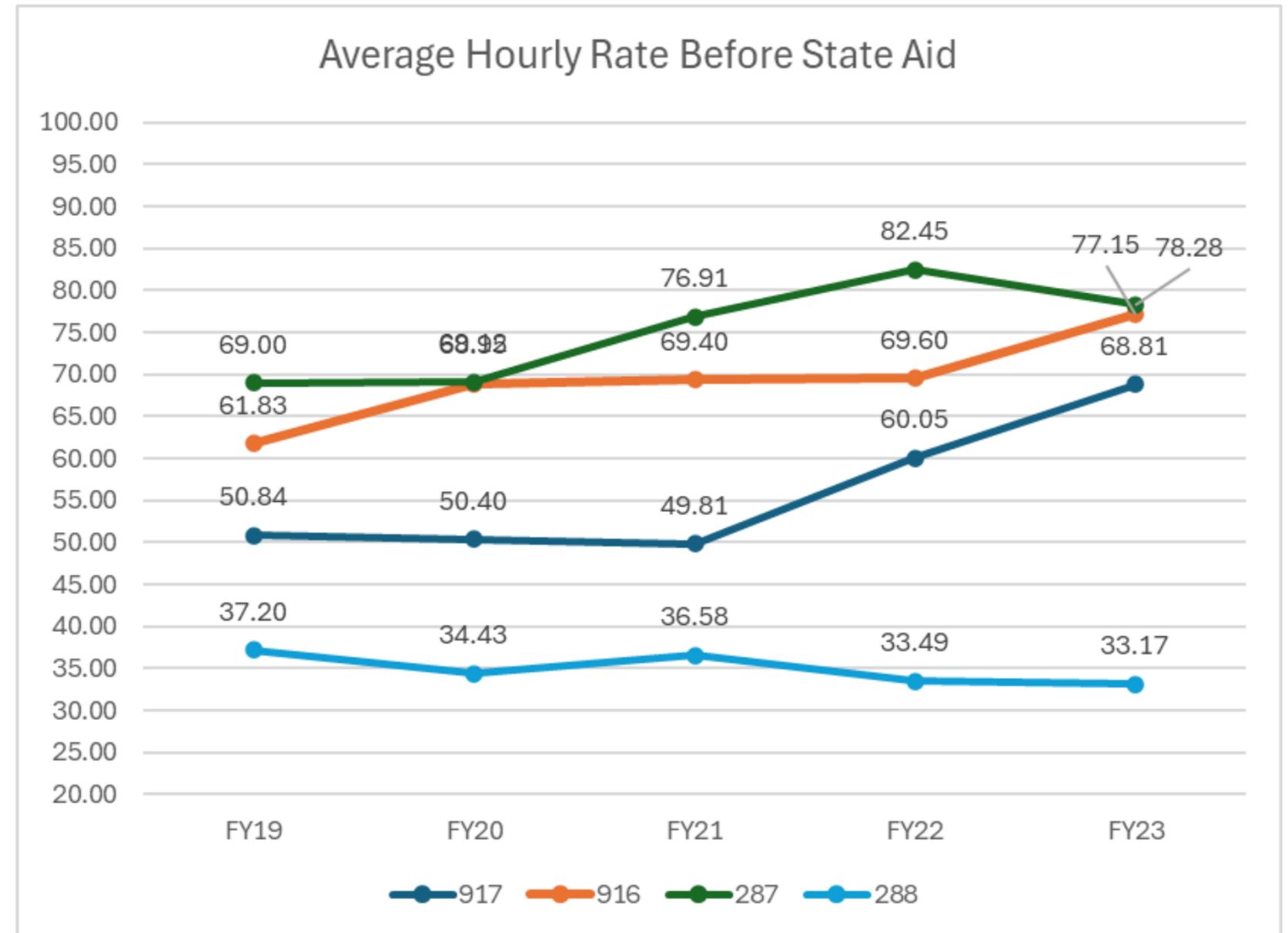
- Proposed FY24 General Fund Revenues = **\$45,211,922**
- The largest revenue source for ISD 917 is from **special education tuition** from school districts
- 86% of funding (approximately \$39 million) comes from tuition billing
- Most funding for Intermediate School Districts is filtered through member school districts



	Special Education	Career & Technical Education (CTE)	Alternative Learning (DCALS)
FY24 Tuition Hourly Rate	\$77.91	\$17.25	N/ A
FY24 Tuition Hourly Rate Change	+9.01%	+23.83%	N/ A
FY24 Expenditure Budget Increase	+2.9%	+12.77%	+7.89%
Impact on Member Districts for FY24	Due to anticipated student hours decrease of -4.76% (-18.93 ADMs), est. rate will increase compared to FY23	Due to anticipated student hours decrease of -8.95% (-6.69 ADMs), est. rate will increase compared to FY23	DCALS anticipates an increase in enrollment of 3.58% (6.94 ADMs) and a tuition revenue increase of 6.4%
How Rates Are Calculated	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

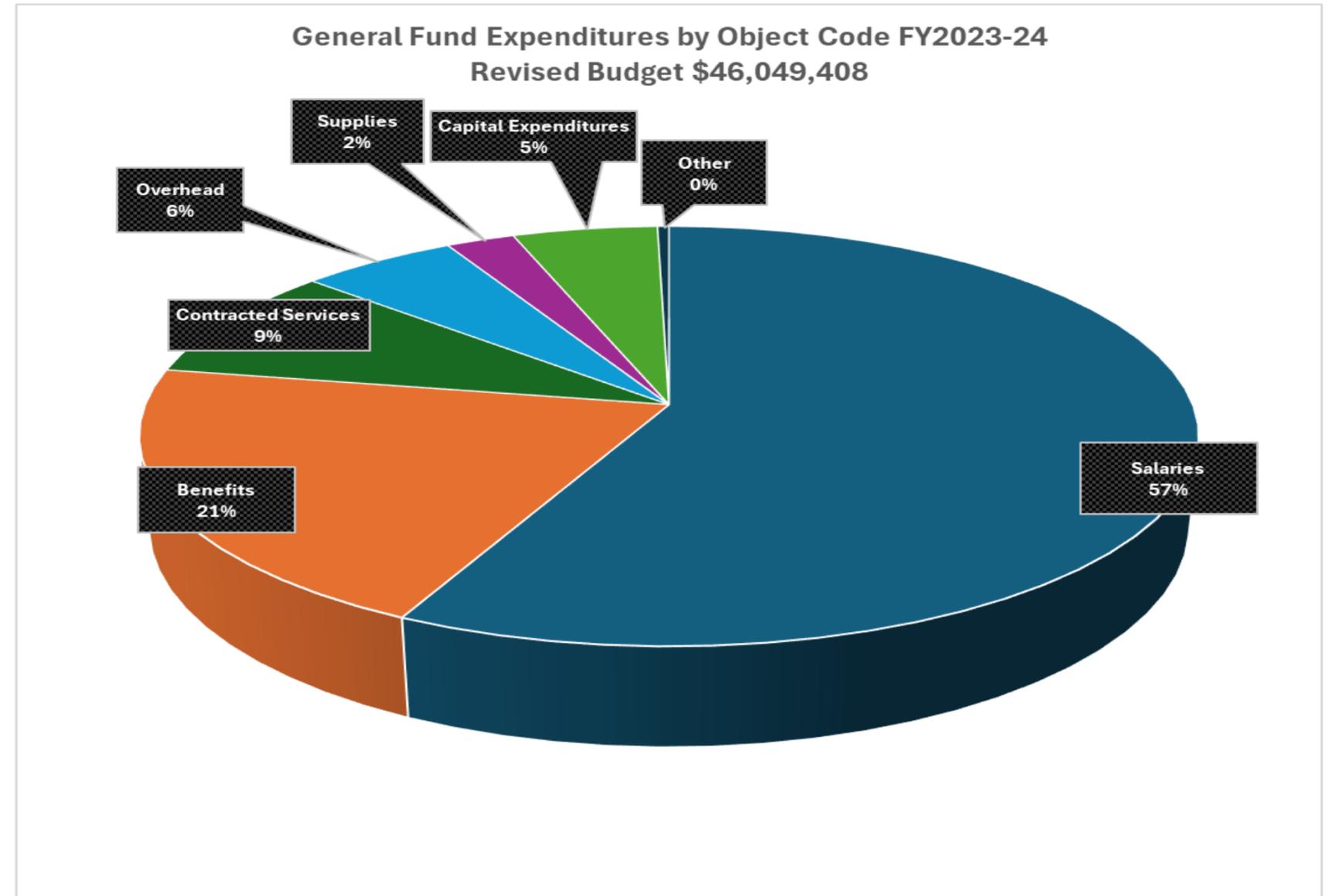
- For the past five years for which we have data, ISD 917 has ranked **2nd** in cost-effectiveness among the four Intermediate School Districts
- Average hourly rates before state aid at ISD 917 ranged from \$49.81 to \$68.81 over the past five years for which we have data
- Average hourly rates among the Intermediate School Districts ranged from \$33.17 to \$78.28 in FY 2023



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

Stewardship, Integrity, Equity, Diversity, & Personalization: Revised Expenditures for ISD 917 FY24

- Proposed FY24 General Fund Expenditures = **\$46,049,408**
- The largest expenditures for ISD 917 are **salaries** (57%) and **benefits** (21%) for ISD 917 staff
- 78% of funding (approximately \$35.8 million) goes to salaries and benefits





Stewardship: Fund Balance

- ISD 917 FY24 Proposed Revised Budget includes a 20.7% fund balance, \$9,241,971
- 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 revised fund balance reflects a -1.63% decrease from FY23 actual audit financial statements due to less general education revenue than overhead and facilities expenditures
- Our plan to address this decrease is to recruit additional teachers and paraprofessionals to increase student enrollment and eliminate a waiting list for special education programs (approximately 105 students, currently)



Stewardship & Integrity: FY24 Budget Actions

During FY24:

- Negotiate competitive contracts to retain and recruit unfilled teaching positions
- Support innovation to hire highly qualified teachers
- Utilize Listening Circles to inform development of retention plan
- Monitor tuition rates for special education and CTE
- Continue seeking 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
- Evaluate program models for DCALS and CTE to design relevant and financially viable programming



Summary of FY24 Adopted Expenditure Budget vs. ISD 917 FY24 Proposed Revised Budget

- Overall **operating fund** proposal includes a decrease in expenditures of - 3.31%, -\$1.58 million
- Total of **all** district funds proposal is a decrease of -3.34%, -\$1.76 million
- 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
 - Unfilled staff compliments of 20 non-licensed paraprofessional FTEs



Thank You!

Questions?

Learn more about ISD 917 at:

www.isd917.org

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

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

Nicolle Roush
Executive Director of Business Services



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Intermediate School District 917

Proposed Revised Budget 2023 - 2024

February 6, 2024

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

Secondary Technical Center Programs:

	2022-23 Act.	2023-24 Est.	% change	
	Hourly Rates	Hourly Rates		
Secondary Career & Technical Programs Average Rate	13.93	17.25	23.83%	
	2022-23 Act.	2023-24 Est.	% change	
	Billable Hours	Billable Hours		
Secondary Vocational Student Billable Hours	77,524	70,584	-8.95%	-6.69 ADM's
DCALS Student Billable Hours (unweighted)	114,756	105,876	-7.74%	-8.55 ADM's
DCALS North Student Billable Hours (unweighted)	62,815.65	78,888.00	25.59% θ	15.48 ADM's
DCALS Ext. Day Student Billable Hours (unweighted)	23,504.60	23,510.70	0.03%	0.01 ADM's
Total Student Billable Hours	278,600	278,859	0.09%	0.00

Special Education Programs:

	2022-23 Est.	2023-24 Est.	% change	
	Hourly Rates	Hourly Rates		
Special Education Resource Program Average Rate	71.47	77.91	9.01%	
Purchase of Services Agreements Average Cost per FTE	120121.08	124610.77	3.74%	
	2022-23 Est.	2023-24 Est.	% change	
	Billable Hours	Billable Hours		
Special Education Resource Student Billable Hours	412,891	393,246	-4.76%	-18.93 ADM's
Special Education Purchase of Service Billable Hrs	40,491	40,292	-0.49%	-0.13 FTE's
Total Student Billable Hours	453,382	433,538	-4.38%	

Intermediate Rate Comparison

Updated 1/09/24

Intermediate School District 917

Fiscal year	Ratio Exp to Aid	Total exp	Total aid	Exp after aid applied	Billable hrs (sped only)	Hrly rate before aid	Hrly rate after aid
FY17	0.59	\$17,225,861	\$10,175,078	\$7,050,783	414217	\$41.59	\$17.02
FY18	0.59	\$19,066,257	\$11,023,393	\$8,042,864	411310	\$46.35	\$19.55
FY19	0.53	\$22,340,891	\$11,914,174	\$10,426,717	439413	\$50.84	\$23.73
FY20	0.55	\$25,425,613	\$13,906,025	\$11,519,588	504435	\$50.40	\$22.84
FY21	0.61	\$26,596,637	\$16,346,094	\$10,250,542	533975	\$49.81	\$19.20
FY22	0.62	\$26,613,637	\$16,533,281	\$10,080,356	443179	\$60.05	\$22.75
FY23	0.65	\$25,862,722	\$16,892,188	\$8,970,534	375862	\$68.81	\$23.87

Northeast Metro 916

Fiscal year	Ratio Exp to Aid	Total exp	Total aid	Exp after aid applied	Billable hrs (sped only)	Hrly rate before aid	Hrly rate after aid
FY17	0.55	\$25,287,090	\$13,932,241	\$11,354,849	513878	\$49.21	\$22.10
FY18	0.53	\$30,175,838	\$15,963,412	\$14,212,426	544881	\$55.83	\$26.08
FY19	0.58	\$31,767,389	\$18,467,207	\$13,300,182	513811	\$61.83	\$25.89
FY20	0.57	\$34,523,230	\$19,746,895	\$14,776,335	500704	\$68.95	\$29.51
FY21	0.62	\$35,570,000	\$22,204,398	\$13,365,603	512567	\$69.40	\$26.08
FY22	0.66	\$32,538,567	\$21,347,636	\$11,190,931	467539	\$69.60	\$23.94
FY23	0.6	\$33,983,395	\$20,528,027	\$13,455,368	440506	\$77.15	\$30.55

Intermediate School District 287

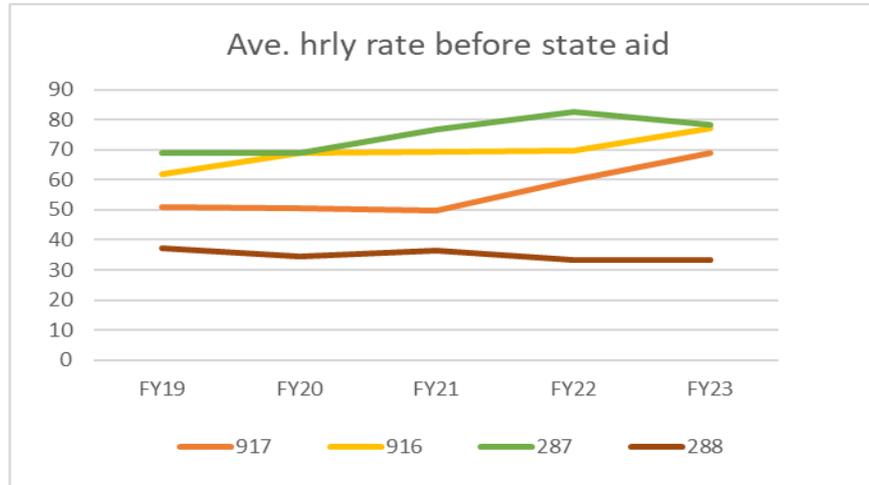
Fiscal year	Ratio Exp to Aid	Total exp	Total aid	Exp after aid applied	Billable hrs (sped only)	Hrly rate before aid	Hrly rate after aid
FY17	0.53	\$38,769,097	\$20,498,074	\$18,271,023	638535	\$60.72	\$28.61
FY18	0.59	\$37,802,164	\$22,392,901	\$15,409,263	595009	\$63.53	\$25.90
FY19	0.55	\$39,985,087	\$22,093,866	\$17,891,221	579524	\$69.00	\$30.87
FY20	0.57	\$40,342,871	\$23,138,896	\$17,203,976	583679	\$69.12	\$29.48
FY21	0.59	\$41,275,184	\$24,467,393	\$16,807,791	536687	\$76.91	\$31.32
FY22	0.6	\$39,818,856	\$23,679,210	\$16,139,646	482956	\$82.45	\$33.42
FY23	0.59	\$40,026,089	\$23,813,856	\$16,212,233	511320	\$78.28	\$31.71

Southwest Metro Intermediate 288

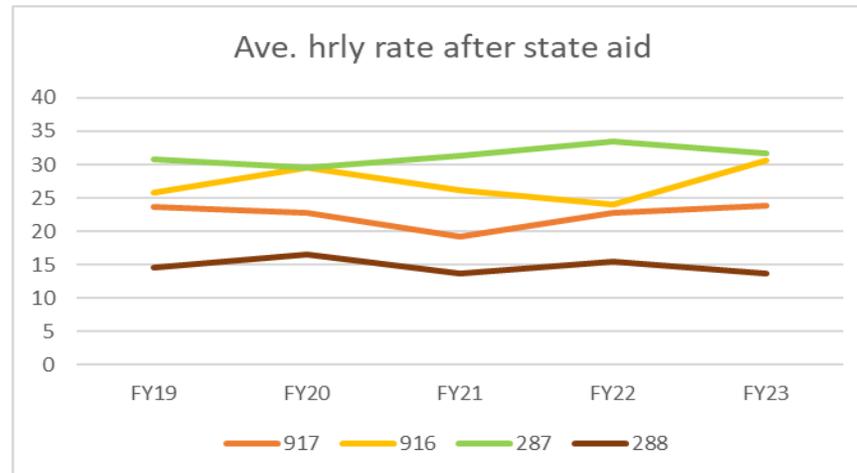
Fiscal year	Ratio Exp to Aid	Total exp	Total aid	Exp after aid applied	Billable hrs (sped only)	Hrly rate before aid	Hrly rate after aid
FY17	0.6	\$8,272,180	\$4,979,577	\$3,292,603	175906	\$47.03	\$18.72
FY18	0.56	\$7,810,512	\$4,352,979	\$3,457,533	200026	\$39.05	\$17.29
FY19	0.61	\$7,502,699	\$4,565,034	\$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
FY23	0.59	\$10,942,622	\$6,448,427	\$4,494,194	329872	\$33.17	\$13.62

Intermediate Rate Comparison

Hrly rate before aid	FY19	FY20	FY21	FY22	FY23
917	50.84	50.40	49.81	60.05	68.81
916	61.83	68.95	69.40	69.60	77.15
287	69.00	69.12	76.91	82.45	78.28
288	37.20	34.43	36.58	33.49	33.17



Hrly rate after aid	FY19	FY20	FY21	FY22	FY23
917	23.73	22.84	19.20	22.75	23.87
916	25.89	29.51	26.08	23.94	30.55
287	30.87	29.48	31.32	33.42	31.71
288	14.57	16.61	13.72	15.47	13.62



Intermediate School District 917

2023 - 2024

Overview of Proposed Revised Budget

Fund #	Fund Name	Actual Fund Balance 6/30/2023	Projected Revenues	Projected Expenditures	Projected Fund Balance 6/30/2024
1	Secondary	3,607,341	4,161,636	4,497,951	3,271,026
2	Special Education	6,418,288	40,254,046	40,774,142	5,898,192
5	Gen Capital Exp.	11,397	536,125	529,025	18,497
10	Institutional Support	0	246,615	227,134	19,481
13	Secondary Resale	21,752	3,000	11,655	13,097
14	Special Ed Resale	14,959	9,050	5,500	18,509
15	917 Support Services	0	0	0	0
50	Student Activities	5,720	1,450	4,001	3,169
	Total Operating Fund	10,079,457	45,211,922	46,049,408	9,241,971
3	Food and Nutrition	0	213,813	213,813	0
20	Internal Service Fund	-650,284	187,066	9,900	-473,118
21	Self Funded Dental Ins. Plan	617,995	480,000	497,600	600,395
22	Self Funded Health Ins. Plan	5,860,705	4,600,500	4,171,200	6,290,005
	Total Funds	15,907,873	50,693,301	50,941,921	15,659,253

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

Preliminary operating fund balance

\$ 9,241,971

Preliminary operating fund balance as a percentage of expenditures

20.07%

Excluding restricted fund balance (Fund 5)

20.26%

FY23 unassigned fund balance

21.70%

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			
Nonspendable:															
inventories															
prepaid expenses															
Restricted for:															
health and safety															
basic skills compensatory															
deferred maintenance projects															
operating capitol/bond payment			18,497											18,497	
safe schools levy															
OPEB															
other fund activities															
Committed for:															
fund balance for next year															
Assigned for:															
next year severance pay															
next year retiree health															
school carryover budgets															
scholarships															
encumbrances															
Unassigned for:															
unassigned	3,271,026	5,898,192	0	0	13,097	18,509	0		-473,118	600,395	6,290,005	3,169	15,621,275		
23-24 Projected Fund Balance	3,271,026	5,898,192	18,497	19,481	13,097	18,509	0	0	-473,118	600,395	6,290,005	3,169	15,659,253		
22-23 Final Fund Balance	3,607,341	6,418,288	11,397	0	21,752	14,959	0	0	-650,284	617,995	5,860,705	5,720	15,907,873		
Change	-336,315	-520,096	7,100	19,481	-8,655	3,550	0	0	177,166	-17,600	429,300	-2,551	-248,620		

Intermediate School District 917

Expenditure Comparison 2023-24 Adopted Budget and 2023-24 Revised Budget

Fund #	Description	FY 23-24 Adopted Exp. Budget	FY 23-24 Revised Exp. Budget	Difference	Percent Change
1	Secondary	4,574,003	4,497,951	-76,052	-1.66%
2	Special Ed.	42,181,658	40,774,142	-1,407,516	-3.34%
5	Capital Improvements	527,304	529,025	1,721	0.33%
10	Institutional Support	319,726	227,134	-92,592	-28.96%
13	Secondary Resale	15,500	11,655	-3,845	-24.81%
14	Special Ed Resale	5,500	5,500	0	0.00%
15	917 Support Services	0	0	0	0.00%
50	Student Activities	2,100	4,001	1,901	90.52%
	Total Operating Fund	47,625,791	46,049,408	-1,576,383	-3.31%
3	Food and Nutrition	203,430	213,813	10,383	5.10%
20	Internal Service Fund	159,268	9,900	-149,368	-93.78%
21	Self Funded Dental Ins. Plan	497,100	497,600	500	0.10%
22	Self Funded Health Ins. Plan	4,216,300	4,171,200	-45,100	-1.07%
	Total Funds	52,701,889	50,941,921	-1,759,968	-3.34%

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

- Fund 1 Increases in budgets: Salary and Benefit increase 30,845 and DCTC lease 16,000.
Decreases in budgets: Fund Chef program mid year close (61,653), ESSER III (25,900), supplies and equipment (18,000).
- Fund 2 Increase in budgets: Insurance \$201,000 (cyber, workers comp. employment), contract staff \$709,000, overhead and maintenance \$130,000, various grants \$207,828 (PELSB, Innovation, L.C.T.S grants).
Decrease in budgets: Salary and benefit decreases of (2.59) million due to reduction in 33 FTE non. lic. Paras., reductions in Temporary Work Agreements, change over of senior staff, contract settlements, and insurance benefit changes.
- Fund 10 Increase in budgets: Give to the max donations \$500 and Health and Safety \$700.
Decrease in budgets: Expanded Summer Learning F164 and Learning Recovery F169 in the amount of (\$79,165), decrease in est. Dakota County funding (\$14,627) unspent carryover will apply to FY25.
- Fund 13 Decrease due to closing of the Fundamental Chef Program mid fiscal year.
- Fund 3 Increase assumptions on meals served from offer meals at DCALS north and increased participation with universal free meals provided.
- Fund 20 Decrease in severance liabilities with FY23 retirements.
- Fund 22 Decreased assumptions on projected medical claims.

Intermediate School District 917

Expenditure Comparison 2022-23 Actuals vs. 2023-24 Revised Budget

Fund #	Description	FY 22-23 Actual Expenditures	FY 23-24 Revised Exp. Budget	Difference	Percent Change
1	Secondary	3,836,881	4,497,951	661,070	17.23%
2	Special Ed	38,363,522	40,774,142	2,410,620	6.28%
5	Capital Improvements	529,900	529,025	-875	-0.17%
10	Institutional Support	319,722	227,134	-92,588	-28.96%
13	Secondary Resale	4,999	11,655	6,656	133.15%
14	Special Ed Resale	5,167	5,500	333	6.44%
15	917 Support Services	671	0	-671	0.00%
50	Student Activities	2,144	4,001	1,857	0.00%
	Total Operating Fund	43,063,006	46,049,408	2,986,402	6.93%
3	Food and Nutrition	149,657	213,813	64,156	42.87%
20	Internal Service Fund	-12,285	9,900	22,185	-180.59%
21	Self Funded Dental Ins. Plan	485,861	497,600	11,739	2.42%
22	Self Funded Health Ins Plan	3,771,538	4,171,200	399,662	10.60%
	Total Funds	47,457,777	50,941,921	3,484,144	7.34%

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

- Fund 1 Salary and benefit increases built in for estimated and actual contract settlements, additional budget adjustments enclosed on the 6th page of this document.
- Fund 2 Salary and benefit increases built in for estimated and actual contract settlements, additional budget adjustments enclosed on the 6th page of this document.
- Fund 10 Decrease in budgets: Expanded Summer Learning F164 and Learning Recovery F169 in the amount of (\$79,165), decrease in est. Dakota County funding (\$14,627) unspent carryover will apply to FY25.
- Fund 3 Increase in participation with DCALS North site offering and universal free meals.
- Fund 13 Increase due to using carrier over funds from construction trades resale program to mitigate some of the cost to tuition in our Career Tech. Ed. Program rates.
- Fund 20 Anticipate slight increase in severance liabilities with salary increases and less retirements in comparison to FY23
- Funds 21 & 22 Increase in utilization of benefit for dental insurance and medical claims. Increase in stop loss and medical admin fees from Medica.

FY24 Intermediate School District 917 Revised Budget Assumptions

4% increase in General Ed formula per ADM: DCALS generates \$28,195 and Special Education \$76,642

2023-25 Contracts settled:

Director of Social/Emotional Learning & Support	2.75%	Actuals 23-24
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2023-25 Contracts unsettled:

Assistant Director/Principal contract	3.00%	Estimate
Coordinator contract	3.40%	Estimate
Dean contract	5.45%	Estimate
Executive Director contract	3.50%	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	-6.69	ADMs
DCALS	Enrollment increase	-8.55	ADMs
DCALS North	Enrollment increase	15.48	ADMs
Ext Year On-line	Enrollment decrease	0.01	ADMs
Special Education	Enrollment increase	-18.93	ADMs

Total ADM Changes -18.68

**HIGHLIGHT OF SIGNIFICANT CHANGES BETWEEN
2022-23 ACTUALS vs. 2023-24 REVISED EXPENSES**

Fund 1			
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		\$26,297
	Increase 1.0 FTE Academic Liason, .20 Reading Specialist, .10 FTE Licensed Curriculum Devel.	1.30	FTE \$190,591
	Decrease Van purchase in FY23 not in FY24		(\$32,000)
	Decease in extended time programming		
Secondary Vocational	Increase 1.0 FTE Construction Trades program opened and 1.0 tech tutor hired and instructional supplies.	2.00	FTE (\$10,400)
	Decrease Fund Chef Program closed November 2024		\$176,540
	Increase in Learning Loss grant F169 compared to FY23		(\$53,335)
District Wide	Increase in property, workers comp. and remployment insurance and DCTC lease		\$20,678
	Decrease in ARP summer F150 and Expanded summer F164 grants compared to FY23		\$32,979
			(\$17,200)
	Total Changes in Fund 1 in comparison to FY23		
	Note: If these differences were subtracted off the budget would be 7.45% increase over FY23	4.30	FTE \$375,165

**HIGHLIGHT OF SIGNIFICANT CHANGES BETWEEN
2022-23 ACTUALS vs. 2023-24 REVISED EXPENSES**

Fund 2			
Open non-licensed Para. compliments	Decrease 10.5 non-lic. Paraprofessional/open compliments compared to FY23 revised budget	-10.50	FTE (\$483,000)
	Increase 3.0 FTE Interpreters	3.00	FTE \$150,000
	Decrease 1.0 Administrative Assistant	1.00	FTE (\$39,500)
	(overall district wide open compliments reflected on organizational charts are 115 FTE)		
Licensed staff changes	Increase 1.0 FTE Dean	1.00	FTE \$118,000
	Increase .80 FTE Nurse	0.80	FTE \$108,100
	Decrease 1.0 FTE BCBA's	-1.00	FTE (\$92,100)
	Shift .30 FTE licensed positions to Fund 01	-0.30	FTE (\$32,285)
	Decrease 20.5 licensed Teachers	-20.50	FTE (\$1,722,000)
	Decrease 2.0 FTE Social Workers	-2.00	FTE (\$142,400)
	Decrease 4.0 FTE Psychologist	-4.00	FTE (\$414,000)
	Decrease 1.0 FTE Mental Health Professional	-1.00	FTE (\$103,500)
	Decrease 2.0 DAPE	-2.00	FTE (\$168,000)
Contracted staff	Increase in contracted staff 3 licensed and 23 non-licensed		\$1,347,800
District wide	Decrease various grants (Amer. Rescue, Learning Loss, L.C.T.S, DHS Fed grant)		(\$1,024,603)
	Decrease in summer programming, T.W.A's and supplies/equipment across programs		(\$74,000)
	Increase due to contract buyouts to hire 6 staff directly (2 Nurses and 4 paraprofessionals)		\$72,000
	Increase in legal due to international hires		\$37,500
	Increase in building maintenance: leases, HVAC units, remodeling, phone and utilities		\$224,300
	Increase in insurance: work comp., property, cyber, and reemployment insurance		\$257,900
	Increase in vans purchases compared to FY23		\$105,000
	Increase in overhead costs (IT department replacement of servers and Cyber security)		\$129,778
	Increase in various grants (DHS Innovation State grant, PELSB and Title grants)		\$1,169,981
	Total Changes in Fund 2		-\$575,029
	Note: If these differences were added back the budget increase would be 7.78% over FY23	-35.5	FTE

ISD 917 Levies FY23 vs. FY24

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

Fund	Sum of FY24		Sum of FY24
	Sum of FY23 Actual	Adopted Budget	Revised Budget
01	3667683	4598027	4161636
02	38417882	41618183	40254046
03	131987	203430	213813
05	533969	528625	536125
10	306709	319726	246615
13	2218	6000	3000
14	9871	6300	9050
20	172906	172066	187066
21	520485	552000	480000
22	4679965	4761000	4600500
50	1684	0	1450
Grand Total	\$ 48,445,357	\$ 52,765,357	\$ 50,693,301

FY24 Proposed Revised Expenditure Budget
1/22/2024

Fund	Sum of FY23 Actual	Sum of FY24 Original Budget	Sum of FY24 Revised Budget
01	3836881	4574003	4497951
02	38363522	42181658	40774142
03	149657	203430	213813
05	529900	527304	529025
10	319722	319726	227134
13	4999	15500	11655
14	5167	5500	5500
15	671	0	0
20	-12285	159268	9900
21	485861	497100	497600
22	3771538	4216300	4171200
50	2144	2100	4001
Grand Total	\$ 47,457,777	\$ 52,701,889	\$ 50,941,921



Intermediate School District 917

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1300 145th Street East, Rosemount, MN 55068

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

TO: School Board Members
Dr. Michael Favor, Superintendent

FROM: Nicolle Roush, Executive Director of Business Services

DATE: February 6, 2024

SUBJECT: Cost for FY 2024 satellite special education classrooms

Each year Intermediate School District 917 reimburses school districts for the maintenance costs of the classrooms that are used by District 917. The amount of reimbursement is determined by increasing or decreasing the previous year's rate per classroom by the current consumer price index (Bureau of Labor Statistics reported a 3.4% increase).

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

This is a summary of our cost per district:

<i>Superintendent</i>	<i>Business Official</i>	<i>Special Ed Director</i>	<i>District</i>	<i>Class-rooms</i>	<i>Amount Due</i>
Brian Zambreno	Brady Hoffman	Candace Burckhardt	006	5.5	\$33,730.29
Jason Berg	Jane Houska	Dana Strop	192	3	\$18,398.34
Doug Van Zyl	Bill Holmgren	Dave Haveman	194	4	\$24,531.12
Peter Olson-Skog	Brian Schultz	Sara Lein	197	1	\$6,132.78
Dave Bernhardson	Heather Aune	Abel Riodique	199	2.5	\$15,331.95
Tammy Champa	Jennifer Suebert	Megan Miller	200	2	\$12,265.56
Eric Melbye	Rod Zivkovich	Jennifer McIntyre	271	1	\$6,132.78
TOTAL				19	\$116,522.82

Recommendation: Approve the maintenance payments listed above.

xc: Accounts Payable

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ISD 917 Core Values

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Member _____ introduced the following resolution and moved its adoption:

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

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

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

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

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

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

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

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

Dated:



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1300 145th Street East, Rosemount, MN 55068

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

To: ISD 917 School Board

Date: February 6, 2024

Re: Summary of Contract Changes for Assistant Principals & Liaisons 2023-2025 Contract

Following one (1) meeting with the Superintendent, Executive Director of Business Services, and Director of Human Resources and one (1) follow-up meeting with the Executive Director of Business Services, and Director of Human Resources, the following is a summary of the changes proposed for approval by the ISD 917 School Board:

1. Total package cost was 11.38% over two years (2023-2024 and 2024-2025). MSBA is 8.61%.
2. The position title of 'Dean' was changed to Assistant Principal of Secondary Programs or Assistant Principal of Special Education Programs.
3. The group will increase their days worked from 220 to 225 starting in the 2024-2025 year.
4. The resolution by the School Board, at the January 2024 meeting, addressing Minnesota State Statute 181.9445 through 181.9448 that outlines mandatory Earned Sick & Safe Time for Minnesota was incorporated into the leaves of absence language.
5. For 2023-2024, personal leave language was adjusted to match other administrative contract language, though the application is the same as before.
 - a. However, in 2024-2025 and beyond, personal leave will be combined with vacation.
6. The resolution by the School Board, at the June 2023 meeting, addressing the addition of Juneteenth as a holiday was incorporated into the holiday language.
7. Benefits changes:
 - a. Both the individual and family copay coverage option was dropped for January 2025.
 - b. HSA family insurance changes (individual remained the same):
 - i. Increased from a district contribution of \$1900 to \$2250 in January 2025.
8. Salary schedule changes:
 - a. A seventh (7) step was added to the salary schedule from the previous six (6) steps.
 - b. Assistant Principals (formerly Deans):
 - i. For 2023-2024, there was a 3% increase to each of the steps.
 - ii. For 2024-2025, there was a 4.75% increase to each of the steps (this incorporates the additional five (5) workdays).
 - c. Liaisons:
 - i. For 2023-2024, there was a 2.5% increase to each of the steps.
 - ii. For 2024-2025, there was a 3.75% increase to each of the steps (this incorporates the additional five (5) workdays).

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1300 145th Street East, Rosemount, MN 55068

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

To: ISD 917 School Board

Date: February 6, 2024

Re: Summary of Contract Changes for Executive Directors & Directors 2023-2025 Contract

Following three (3) meetings with the Superintendent, Executive Director of Business Services, and Director of Human Resources, the following is a summary of the changes proposed for approval by the ISD 917 School Board:

1. Total package cost was 7.28% over two years (2023-2024 and 2024-2025). MSBA is 5.61%.
2. Additional positions were included in this group: Director of Finance, Director of Human Resources, and Director of Social Emotional Learning (licensed).
3. The resolution by the School Board, at the January 2024 meeting, addressing Minnesota State Statute 181.9445 through 181.9448 that outlines mandatory Earned Sick & Safe Time for Minnesota was incorporated into the leaves of absence language.
4. For 2023-2024, personal leave language was adjusted to match other administrative contract language, though the application is the same as before.
 - a. However, in 2024-2025 and beyond, personal leave will be combined with vacation.
5. The resolution by the School Board, at the June 2023 meeting, addressing the addition of Juneteenth as a holiday was incorporated into the holiday language.
6. Benefits changes:
 - a. Both the individual and family copay coverage option was dropped.
 - b. HSA family insurance changes (individual remained the same):
 - i. Increased from a district contribution of \$2100 to \$2250 in January 2025.
7. Retirement life insurance: Up to \$100,000 term life insurance may be purchased as a benefit of retiring from the district.
8. Language regarding the cell phone stipend was added, though this has typically been the practice and defining the term “administrator” in terms of other positions/contracts.
9. Salary schedule changes:
 - a. A seven (7) step schedule was created and each employee was placed on the salary schedule.
 - b. For 2023-2024, there was a 2% increase to each of the steps.
 - c. For 2024-2025, there was a 2.5% increase to each of the steps.
 - d. Longevity was better aligned with the other year-round non-union administration contracts and each increment increased by -\$250 to \$1000 for the first year of the contract. In the second year of the contract, each increment increased by \$0 to \$750.

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

To: ISD 917 School Board

Date: February 6, 2024

Re: Summary of Contract Changes for Coordinators (Communication, HR, Tech) 2023-2025 Contract

Following two (2) meetings with the Superintendent, Executive Director of Business Services, and Director of Human Resources, the following is a summary of the changes proposed for approval by the ISD 917 School Board:

1. Total package cost was 8.87% over two years (2023-2024 and 2024-2025). MSBA is 6.74%.
2. The resolution by the School Board, at the January 2024 meeting, addressing Minnesota State Statute 181.9445 through 181.9448 that outlines mandatory Earned Sick & Safe Time for Minnesota was incorporated into the leaves of absence language.
3. For 2023-2024, personal leave language was adjusted to match other administrative contract language, though the application is the same as before.
 - a. However, in 2024-2025 and beyond, personal leave will be combined with vacation.
4. The resolution by the School Board, at the June 2023 meeting, addressing the addition of Juneteenth as a holiday was incorporated into the holiday language.
5. Benefits changes:
 - a. Both the individual and family copay coverage option was dropped.
 - b. HSA family insurance changes (individual remained the same):
 - i. Increased from a district contribution of \$2100 to \$2250 in January 2025.
6. Salary schedule changes:
 - a. A seven (7) step schedule was created and each employee was placed on the salary schedule.
 - b. For 2023-2024, there was a 2% increase to each of the steps.
 - c. For 2024-2025, there was a 2.5% increase to each of the steps.
 - d. Longevity was better aligned with the other year-round non-union administration contracts and each increment increased by \$0 to \$500.

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1300 145th Street East, Rosemount, MN 55068

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

To: ISD 917 School Board

Date: February 6, 2024

Re: Summary of Contract Changes for Assistant Directors/Principals 2023-2025 Contract

Following two (2) meetings with the Superintendent, Executive Director of Business Services, and Director of Human Resources, the following is a summary of the changes proposed for approval by the ISD 917 School Board:

1. Total package cost was 8.41% over two years (2023-2024 and 2024-2025). MSBA is 6.58%.
2. The resolution by the School Board, at the January 2024 meeting, addressing Minnesota State Statute 181.9445 through 181.9448 that outlines mandatory Earned Sick & Safe Time for Minnesota was incorporated into the leaves of absence language.
3. For 2023-2024, personal leave language was adjusted to match other administrative contract language, though the application is the same as before.
 - a. However, in 2024-2025 and beyond, personal leave will be combined with vacation.
4. The resolution by the School Board, at the June 2023 meeting, addressing the addition of Juneteenth as a holiday was incorporated into the holiday language.
5. Benefits changes:
 - a. Both the individual and family copay coverage option was dropped for January 2026.
 - b. HSA family insurance changes (individual remained the same):
 - i. Increased from a district contribution of \$2100 to \$2250 in January 2025.
6. Define the term “administrator” in terms of other contracts/positions.
7. Salary schedule changes:
 - a. A seventh (7) step was added to the salary schedule from the previous six (6) steps.
 - b. For 2023-2024, there was a 2% increase to each of the steps.
 - c. For 2024-2025, there was a 2.5% increase to each of the steps.
 - d. Longevity was better aligned with the other year-round non-union administration contracts and each increment increased by \$0 to \$200.

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<http://www.isd917.org>

Dr. Michael Favor

TO: School Board
FROM: Dr. Michael Favor
DATE: February 6, 2024
RE: Policies

The policy listed below is a first reading:

- 410 Family and Medical Leave
 - Moved the policy from FMLA-focused only to all types of medical leave
 - Incorporated Earned Sick and Safe Time
 - Simplified the policy by removing excess language that regurgitated law/statute

The policies listed below are a first and final reading:

- 555 Student Field Trips – added out of state and school board approval
- 807 Health and Safety Policy – statute changes
- 815 Naming of School Building – no changes

410 ~~FAMILY AND MEDICAL~~ MEDICAL AND FAMILY LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide information on personal medical leave and leave options for employees to care for themselves or others~~family members for family and medical leave to of school district employees, including leave provided~~ in accordance with the Family and Medical Leave Act of 1993 (FMLA) and ~~also with parenting~~ parental leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding ~~family and medical~~ medical and family leave are adopted by the school district, pursuant to the requirements of the FMLA and ~~consistent with the requirements of the Minnesota parenting~~ applicable state leave laws.

III. DEFINITIONS

A. ~~“Covered active duty”~~ means:

- ~~in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and~~
- ~~in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).~~

B. ~~“Covered servicemember”~~ means:

- ~~a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or~~
- ~~a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.~~

- C. ~~“Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her **USERRA (Uniformed Services Employment and Reemployment Rights Act)**-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.~~
- D. ~~“Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness.~~
- E. ~~“Next of kin of a covered servicemember” means the nearest blood relative other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered a covered servicemember’s next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.~~
- F. ~~“Outpatient status” means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:~~
- ~~1. a military medical treatment facility as an outpatient; or~~
 - ~~2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.~~
- G. ~~“Qualifying exigency” means a situation where the eligible employee seeks leave~~

~~for one or more of the following reasons:~~

- ~~1. to address any issues that arise from a short notice deployment (seven calendar days or less) of a covered military member;~~
- ~~2. to attend military events and related activities of a covered military member;~~
- ~~3. to address issues related to childcare and school activities of a covered military member's child;~~
- ~~4. to address financial and legal arrangements for a covered military member;~~
- ~~5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;~~
- ~~6. to spend up to 15 calendar days with a covered military member who is on short term, temporary rest and recuperation leave during a period of deployment;~~
- ~~7. to attend post deployment activities related to a covered military member;~~
- ~~8. to address parental care needs; and~~
- ~~9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.~~

~~H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:~~

- ~~1. inpatient care in a hospital, hospice, or residential medical care facility; or~~
- ~~2. continuing treatment by a health care provider.~~

~~I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.~~

- J. ~~“Child” means a biological, adopted, or fostered child, stepchild, legal ward, or child of a person standing in loco parentis, who is either under age 18 or age 18 or older and “incapable of self care because of a mental or physical disability” at the time that FMLA leave is to commence.~~

~~“Veteran” has the meaning given in 38 U.S.C. § 101~~

IV. ~~LEAVE ENTITLEMENT~~ Medical and Family Leave Options

- A. Family Medical Leave Act (FMLA)
B. ~~Twelve Week Leave under State Law~~ Twelve Week Leave under State Law ~~Twelve Week Leave under Federal Law~~

1. Eligible employees are entitled to a total of 12 work weeks of unpaid ~~family or medical~~ FMLA leave during the applicable 12-month period as defined below; ~~plus any additional leave as required by law.~~ Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee’s child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee’s spouse, son, daughter, or parent with a serious health condition;
 - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; ~~and/or~~
 - e. any qualifying exigency arising from the employee’s spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces; ~~and/or~~
 - f. To care for a covered servicemember with a serious illness or injury if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember.-

~~For purposes of this policy, definitions of qualifying individuals and medical qualifications will adhere to the Family Medical Leave Act (FMLA), which can be referenced on the Department of Labor website (<https://www.dol.gov/agencies/whd/fmla>).~~

2. To be eligible for FMLA leave, an employee must have worked for at least 1,250 hours during the 12-month period of time before the employee’s request for leave. In addition, an employee must have been employed for a total of at least 12 months by the date on which the FMLA leave is to commence. Previous employment occurring more than seven years before the most recent hiring of the employee will not be considered unless

required by law.

3. For the purposes of ~~this policy~~the FMLA, a “year” is defined by the school district as a rolling 12-month period measured backward from the date an employee’s leave is to commence.
4. An employee’s entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
5. A “serious health condition” typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider,

as defined by applicable law. ~~Family and medical~~FMLA leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief. Requests for FMLA leave will be governed by the standards set forth in the FMLA and its implementing regulations.

~~A “serious injury or illness,” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:~~

~~6.~~

- ~~a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and~~
- ~~b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:~~
 - ~~(1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember’s office, grade, rank, or rating; or~~
 - ~~(2) a physical or mental condition for which the covered veteran has~~

~~received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or~~

- ~~(3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or~~
- ~~(4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the~~

~~Department of Veterans Affairs
Program of Comprehensive
Assistance for Family Caregivers.~~

7. Eligible spouses who are both employed by the school district are limited to an aggregate of 12 weeks of FMLA leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. Each spouse may request FMLA leave for a different qualifying reason, but the spouse will only be entitled to the difference between the amount of leave taken individually and 12 weeks of FMLA leave for other purposes. For example, a spouse who takes six weeks of FMLA leave to care for a healthy, newborn child, may take another six weeks due to the spouse's own serious health condition within the same 12-month period as defined above. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
8. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
9. ~~If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the~~ The school district will require an employee ~~will be required~~ to submit sufficient ~~medical certification to support a request for FMLA leave to the extent permitted by law.~~ In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances. Certifications related to a qualifying emergency or to care for a covered servicemember with a serious injury or illness must be provided within the timeline set forth in the FMLA's regulations.
10. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider

indicating that the employee is able to return to work.

11. The school district requires that all employees requiring a leave of absence for more than five days submit a leave of absence request form to the Benefits Specialist in ~~h~~Human ~~r~~Resources. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph ~~IV~~III.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. ~~For all other leaves,~~ ~~e~~Employees must give 30 days' written notice of a leave of absence where practicable. If the need for leave arises within 30 days of the date the requested leave would commence, an employee must provide notice as soon as possible under the circumstances.
- 12.

The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.

13. The school district may require that a request for leave under Paragraph ~~IVIII~~ A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
14. During the period of ~~a~~FMLA leave ~~permitted under this policy~~, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave to the extent required by law. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
15. The school district requires the employee to use any applicable accrued paid leave (PTO, sick, personal, and vacation) ~~congruently concurrently~~ with any part of the 12-week period of FMLA Leave. ~~Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent is responsible for developing directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.~~
16. ~~The school district shall comply with written notice requirements as set forth in federal regulations.~~
17. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.
18. Employees seeking to use FMLA leave are expected to comply with the school district's established leave request and absence reporting procedures unless a legitimate emergency situation would prevent them from doing so.

and Family Medical Leave—Non-FMLA Eligibility

D.

~~An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. leave entitlements under the Family Medical Leave Act FMLA may qualify for other leave eligibility based on employee contracts governing the employee's terms and conditions of employment or and options provided through the State of Minnesota Minnesota law.~~

1. Earned Sick and Safe Time/Leave (ESST/ESSL)

- a. Effective January 1, 2024, Minnesota's earned sick and safe time law statutes requires employers to provide paid leave to qualifying employees who work in the state. Sick and safe time is paid leave, at the employee's hourly rate, that employers must provide to employees in Minnesota, which employees can use for certain reasons, including when an employee is sick, to care for a sick family member, or to seek assistance if an employee or their family member has experienced domestic abuse.
- b. To be eligible for earned sick and safe time, an employee must be employed by the school district and work at least 80 hours in a year for the school district.
- c. Employees can use their earned sick and safe time for reasons set forth in Minnesota Statutes section 181.9447, subdivision 1, such as:
 - (1) the employee's mental or physical illness, treatment, or preventive care;
 - (2) a family member's mental or physical illness, treatment, or preventive care;
 - (3) absence due to domestic abuse, sexual assault, or stalking of the employee or a family member;
 - (4) when determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease; and
 - (5) closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency.
- d. Employees may use earned sick and safe time for the following family members:
 - (1) their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the

- (2) employee stands or stood in loco parentis (in place of a parent);
- (2) their spouse or registered domestic partner;
- (3) their sibling, stepsibling or foster sibling;
- (4) their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
- (5) their grandchild, foster grandchild or step-grandchild;
- (6) their grandparent or step-grandparent;
- (7) a child of a sibling of the employee;
- (8) a child-in-law or sibling-in-law;
- (9) a sibling of the parents of the employee;
- (10) any of the family members listed above of an employee's spouse or registered domestic partner;
- (11) up to one individual annually designated by the employee (NOTE: This annual designation will run from July 1 to June 30 based on the 12-month period the school district uses for earned sick and safe time compliance); and
 - NOTE: Annual designation will run from July to June for ISD 917.
- (12) any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.

e. Amount of time available for use under ESSL:

f. Starting in January 1, 2024, ISD 917the school district will comply with the ESSL law by expanding the use of PTO or sick leave (depending on contract group)-. The manner in which the school district will do this for its various employee groups will be specifically set forth in the terms and conditions of employment governing individual employee groups.to the family members listed above for a given number of hours (not less than 48 for full-time staff), depending on your contract.

g. Documentation requirements:

- (1) In compliance with the law, ISD 917the school district will require an employee to provide seven days' notice of the need to use earned sick and safe time if the need is foreseeable. If the need is not foreseeable, an employee must provide notice as soon as practicable. -continues to require advanced notice of the use of paid leave, per the requirements outlined in each employment contract.
- (2) If an employee's use of earned sick and safe time exceeds three (3) consecutive days, the school district will require verification of the leave to the extent permitted by law. ISD 917 can also require employees to provide documentation of the reason for the absence if more than three (3) consecutive days of ESSL are used, per the law and employment contracts.

- h. To use/apply ESSL:
- (1) Employees must enter their absences and use of ESSL into Frontline, but are NOT required to find a sub before its use. All absences using paid leave are paid at the same hourly rate employees earn from employment/standard work hours.
 - (2) To use your ESSL in Frontline (attendance tracking system), an employee must proceed as follows:
 - Teachers, licensed staff, BCBAs, MPH Coordinators, and Intake Coordinators: Select “PTO > Sick & Safe (ESSL)”
 - All other employees without PTO leave in their contract: Select “Sick > Sick & Safe (ESSL)”
 - You An employee may use ESSL for all or part of a day, depending on need.
 - (3) Employees who cannot enter their own absences in Frontline due to an emergency must notify their supervisor or Human Resources of their need for leave as soon as practicable.

2. Personal Medical Leave Other than FMLA or ESST/ESSL Leave and Pregnancy Leave

- a. 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 request a medical leave of absence.
- b.
- c. If granted, such leave shall run concurrently, that is at the same time, with Family Medical Leave Act (FMLA) provisions FMLA-protected leave, if the employee is eligible under FMLA as noted in subdivision A above under Family Medical Leave Act.
- d. The employee’s accrued paid leave must be exhausted before the employee transitions to an unpaid personal medical leave of absence. The school district reserves the right to deny a request for unpaid medical leave unless granting the request is required by law, an individual contract, or a collective bargaining agreement.
- e. 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 A above under Family Medical Leave Act.
- f. An employee must give written notice to Human Resources

when requesting a medical leave of absence at least three (3) calendar months before the beginning of the requested medical leave. If it is not possible for an employee to provide three (3) months' notice, the employee must provide notice as soon as possible after the employee becomes aware of the need for 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 A request for medical leave shall adhere to procedure outlined on the School District's website.

- g. To the extent permitted by law, the school district may request that an employee provide he 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 medical documentation to verify the need for a medical leave of absence.
- h. ATo return to work, an employee on a medical leave of absence under this Section must notify Hhuman rResources or his/herthe employee's administrative designee in writing, at least five typically scheduled days of employmentworkdays in advance of the employee's if intentionanticipated to return from leave. An employee who seeks reasonable accommodations or work restrictions following a return from leave is responsible for notifying the employee's supervisor and Human Resources before the employee's return from leave in order to enable the school district to review the request for accommodations or restrictions and engage in an interactive process with the employee.
 - (1) 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.
 - (2) 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.
 - (3) 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.

3. Parental Leave:

- a. An employee shallmay be affordedrequest a parental leave of absence of neup to -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 with any applicable FMLA leave should the leave be an FMLA-qualified leave of absence, though the employee may be eligible for continued District contributions to insurance costs as outlined in contracts.~~

- b. ~~The school district will provide parental leave to the extent required by law, which is generally limited to 12 weeks, or to the extent provided in an individual employment contract or collective bargaining agreement, whichever is longer. A request for leave beyond what is required by law or a contract will be reviewed and approved in the school district's discretion based on the needs of the school district, up to a maximum of twelve (12) months.~~
- c. ~~Parental leave provided under this Section will be unpaid, except that an employee who seeks parental leave pursuant to this Section may utilize accrued vacation leave, personal leave, or PTO during the employee's leave. An employee may not use accrued sick leave to be paid for parental leave provided under this Section unless the employee is using leave designated as ESSL for a qualifying reason set forth in laws governing use of ESSL.~~
- d. ~~An employee shall give written notice to Human Resources, per procedure outlined on the School District's website, when 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.~~
- e. ~~For partial school year leaves, an employee on a parental leave of absence under this Section must confirm with Human Resources his/her the employee's intention to return from parental leave at least two (2) weeks prior to his/her the employee's approved leave end date. To the extent permitted by law, the school district reserves the right to require an employee returning from a partial-year parental leave to return to duty at a time that aligns with the school district's academic calendar and student needs. For full-year leaves, an employee on a parental leave of absence under this Section must confirm with Human Resources or his/her the employee's administrative designee in writing, his/her the employee's intention to return from parental leave at least six (6) weeks prior to the end of his/her the employee's leave.~~

- 4. ~~General Unpaid Personal Leave~~ Policy 464 (General Leave) will govern general leave requests that are not addressed in this policy.

~~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.~~

~~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.~~

~~An employee on an approved general leave of absence for a full school year or the spring semester of the school year, shall notify the Superintendent in writing of his/her intention to return for the upcoming fiscal year no later than April 1 of the leave fiscal year. For partial school year leaves, an employee on a general leave of absence under this Section must notify the Superintendent in writing, of his/her intention to return from general leave at least one (1) month prior to his/her approved leave end date.~~

5. Insurance Implications

- a. Qualified FMLA Leaves: An employee on FMLA leave under this article that qualifies per the Family Medical Leave Act (FMLA) is eligible to continue to participate in group insurance programs to the extent provided in the FMLA, 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.
- b. ESST/ESSL: When an employee uses earned sick and safe leave, the school district will maintain the employee's group insurance coverage as if the employee was working and not using earned sick and safe leave. Employees who use earned sick and safe leave remain responsible for paying their share of any employer-provided benefits.
- c. Pregnancy/Parental Leaves: For any employee who takes an approved pregnancy or parental leave under this article that does not qualify for Family Medical Leave Act (FMLA) that is not FMLA-qualifying and who has worked for the school district for at least one calendar year, the District will continue to pay the District's contribution towards health insurance for up to eight (8) weeks of the approved pregnancy/parental leave, if the employee is on the District's health insurance plan, no matter if regardless of whether the employee is using paid or unpaid days during the approved leave. If the employee fails to return to work following the leave, the employee must refund the school district the costs of the full insurance premium contribution for any month in which the employee did not work at least one day.
- d. Other Leaves: For all other leaves under this article this policy 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.
- e. 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 sSchool dDistrict. 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.

~~or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full-time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.~~

E. Twenty Six Week Servicemember Family Military Leave

- ~~1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.~~
- ~~2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.~~
- ~~3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.~~
- ~~4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.~~

5. ~~The school district requires the employee to substitute accrued paid leave for any part of the 26-week period. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.~~
6. ~~An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.~~
7. ~~The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.~~

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. To the extent permitted by law, if instructional employees who request ~~foreseeable medically necessary~~ intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of ~~the planned medical treatment~~ a particular duration; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a ~~semester~~ term may be required to extend the leave through the end of the ~~semester~~ term. The number of weeks remaining before the end of ~~a semester~~ the term does not include scheduled school breaks, such as summer, winter, or spring break. A "term" means a school semester. The FMLA limits a school to having no more than two semesters for purposes of the FMLA's special rules for instructional employees.
 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a ~~term~~ semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the ~~semester~~ term if the employee would otherwise return during the three-week period before the end of the term.

2. An employee who begins leave during the five-week period before the end of a term because of the birth of a son or daughter; the placement of a son or daughter for adoption or foster care; to care for a spouse, son, daughter, or parent with a serious health condition; or to care for a covered servicemember may be required to remain on leave until the end of the term if the leave will last more than two weeks and the employee would return to work during the two-week period before the end of the term.
3. An employee who begins leave during the three-week period before the end of a term because of the birth of a son or daughter; the placement of a son or daughter for adoption or foster care; to care for a spouse, son, daughter, or parent with a serious health condition; or to care for a covered servicemember may be required to remain on leave until the end of the term if the leave will last more than five working days.
- 4.
5. ~~If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's~~

~~return from leave would occur during the last two weeks of the semester.~~

6. ~~If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.~~

D. The entire period of leave taken under the special rules will be counted as FMLA leave. However, in the case of an employee who is required to take leave until the end of an academic term, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. The school district will continue to fulfill the school district's leave responsibilities and obligations. This may include the obligation to continue the employee's health insurance and other benefits if the employee qualified for FMLA leave up to the point that the instructional employee was placed on the involuntary leave extension.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement/contracts between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed and read together with this policy. The language of a collective bargaining agreement will govern over this policy in the event of a conflict between the two.

VII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least **annually** for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944~~8~~ (Parenting Leave and Accommodations)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

~~**Cross References:** MSBA Service Manual, Chapter 13, School Law Bulletin "M" (Statutory~~

~~Provisions Which Grant Leaves to Licensed as well as Non-Licensed
School District Employees—Family and Medical Leave Act Summary)~~

*Intermediate School District 917 Policy 555 Student Field Trips
Board approved November 20, 1979
Board reviewed February 2, 2021
Board revised, first and final reading, February 6, 2024*

555 Extended Student Field Trips

Any program which is considering an overnight **or out of state** field trip must obtain approval from the ~~superintendent~~ **school board** prior to discussing such trip with the students. Once the concept of the field trip is approved, normal procedures shall be followed.

The authority of the field trip must be in writing.

807 HEALTH AND SAFETY POLICY

[Note: To receive health and safety revenue for any fiscal year, school districts must submit an application to the Minnesota Commissioner of Education, along with a health and safety budget adopted and confirmed by the school board as being consistent with the school district's health and safety policy. The provisions of this policy substantially reflect statutory requirements. This policy has been approved by the Minnesota Department of Education.

The subdivisions of Minnesota Statutes Section 123B.57 that relate to a school district's ability to apply for health and safety revenue have been repealed effective fiscal year 2017. The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.

- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and

controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under ~~Minn. Stat. §~~ **Minnesota Statutes section 182.676** carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under ~~Minn. Stat. §~~ **Minnesota Statutes section 182.676**.

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
 - 1. Asbestos
 - 2. Fire and Life Safety
 - 3. Employee Right to Know
 - 4. Emergency Action Planning
 - 5. Combustible and Hazardous Materials Storage
 - 6. Indoor Air Quality

7. Mechanical Ventilation
8. Mold Cleanup and Abatement
9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
10. Infectious Waste/Bloodborne Pathogens
11. Community Right to Know
12. Compressed Gas Safety
13. Confined Space Standard
14. Electrical Safety
15. First Aid/CPR/AED
16. Food Safety Inspection
17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action **will be** taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting

hazards or unsafe or potentially unsafe working conditions or practices.

- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References: Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety Projects)
Minn. Stat. § 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Accident and Injury Reduction Program Applicability)
Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

Cross References: Policy 407 (Employee Right to Know)

815 NAMING OF SCHOOL BUILDINGS OR FACILITIES

I. PURPOSE

The purpose of the policy is to provide guidance when naming a school, district building, or a major portion of a building or grounds. A major portion of a building or facility shall be understood to be a uniquely utilized space, i.e. conference room, gymnasium, library, baseball field, training room, board room, etc.

II. GENERAL STATEMENT OF POLICY

- A. The district recognizes that when more than one school building, portions of school buildings (media center, auditorium, fields, etc.) and/or building grounds are established, it may have defined official names to distinguish each facility.
- B. The district recognizes that the process to name a school building, major portion of a building or school grounds shall include an opportunity for participation of the member school districts communities.

III. PHILOSOPHY

- A. The naming of school buildings, major portions of a building or school grounds is the responsibility of the school board.
- B. In fulfilling the responsibility of naming school property, the board will make every effort to obtain member district stakeholder input.
- C. The name will be clearly identifying, widely known and recognized.
- D. The name may reflect geographical landmarks.
- E. If a major portion of a building or school grounds is proposed to be named after an individual, that person shall have attained local or national prominence via significant contributions in any field of endeavor. Such contributions of the significance of their place in history shall be clearly established beyond the generation of contribution. Individuals so recognized shall no longer be active in his/her career. Further, the individual for whom a portion of a school building or school grounds is

named must be shown to have broad-based, long-term impact to the district.

- F. The acceptance of a contribution will not be a condition of the naming of school buildings and school grounds.
- G. It is the intent of the school board that the naming of portions of the building and school grounds will occur infrequently and on a limited basis.
- H. Every effort will be made to name the buildings as close as possible to the time of initial construction in order to lessen the confusion about the new school.

IV. PROCEDURE

- A. The school board shall formally identify the need for a naming process for the identified school locations as well as the criteria it wishes to be considered.
- B. The superintendent or his/her designee will establish a committee to bring forth name recommendations for consideration by the board. The committee will be comprised of the superintendent or designee, the building principal, faculty members, and other stakeholders as delineated by the administration.
- C. Opportunities for public input must be available prior to the committee's recommendation to the school board.
- D. The committee shall propose a list of names to the school board of not more than three (3) names for board consideration for a building or major facility. For the naming of a specific portion of a building, the intention to name the space to acknowledge an honoree is often specific to that person. For this reason, the naming of portions or spaces within a building may often be proposed with only one recommendation for the school board to consider.