

Regular School Board Meeting

Tuesday, March 5, 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
- Policies

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

VII.A.

- Bills
- Wire Transfers
- Investment Reports

VIII. Policies

VIII.A. Review Policy 533 Wellness, first reading

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

IX.A. 917 Licensed and Non-Licensed Employee of the Winter Quarter - Taylor Lovin

IX.B. Approve Memorandums of Understanding for Teachers and Paras for Teacher Apprenticeship Program - Dr. Michael Favor

IX.C. Approve Superintendent Dr. Michael Favor's Contract for 2024-2027 - Chair Cindy Nordstrom

IX.D. Approve Summary of Superintendent's Mid-Year Evaluation - Chair Cindy Nordstrom

X. Adjournment - Chair Cindy Nordstrom

Executive Director of Student Services
Board Update
March 2024

Values

Collaboration: Working together to achieve more collectively.

- South St. Paul Public Schools: In 2020 our deaf/hard of hearing resource program moved from the Burnsville-Eagan-Savage School District to South St. Paul Public Schools. SSPPS has been incredibly welcoming, especially the staff at Lincoln Center Elementary School. We have an app, Lingvano, that people can utilize to learn sign language. There is a group at Lincoln Center that is using Lingvano in their PLC. In fact their physical education teacher has completed over 271 lessons and is on a 210 day streak of practicing! Their welcoming nature goes beyond the site where our programming is located. Recently they invited a deaf/hard of hearing teacher, audiologist, and teacher of the blind/visually impaired to attend a technology meeting to ensure that the equipment that they are purchasing is accessible for the students we serve. We value their inclusive nature.

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

- Update on new teachers: We have received confirmation that our new teachers will be arriving on the evening of Monday, March 11th. We have a team, including Lauren Kelly and Amalia Esparza, that will be picking them up from the airport and getting them settled. On March 12th, Lauren, Amalia, and Kate Hulse will be taking our new teachers and their families to a number of places including the social security office, the bank, and to a few stores to help them settle in. They will begin work with us on Wednesday, March 13th. If you would like to provide assistance, here are some things you can consider:
 - [Donate most needed items](#)
 - [Donate gently used items](#)
 - Provide a Target gift card
 - Provide a meal the evening of their arrival

Innovation: Ongoing improvement of programs and services.

- SUN and TEA programs: As we plan for next year, have reviewed data and considered Minnesota Rule as related to staffing. This, along with the goal of transitioning the students that we serve to less restrictive settings, has prompted us to consider staffing, specifically for paraprofessionals, in a range to be responsive to student needs. In addition, to promote the abilities of our students rather than limitations, we will be focused on comprehensive programs for SUN and TEA with intensive support provided when necessary as opposed to specific designations for group and individual settings. As we move into the new school year, there will be opportunities for site-based

teams to discuss further what this means for them. We do anticipate growing pains and at the same time are focused on acting in the best interest of the students we serve.

Stewardship: Managing financial and human resources carefully and responsibly.

- Staff planning for FY25: We have been busy planning staffing for the upcoming school year. A general outline of our plan is included below.

Additions-Licensed Staff		
FTE	Program	Category
1.0	BVI	Teacher of the Blind/Visually Impaired
1.0	CASE	Special Education Teacher
1.0	DHH	D/HH Teacher
.5	IDEA	Special Education Teachers
8.5	SUN	Special Education Teachers
3.0	TEA	Special Education Teachers
2.0	TEA	Mental Health Professionals
4.0	TESA	Special Education Teachers (likely from PACES)
Additions-Related Services		
2.0		Board Certified Behavior Analysts
1.0		Occupational Therapist
4.0		School Psychologists
2.0		School Social Workers
1.0		Speech/Language Pathologist
Anticipated Additions		
1.0		English Language Teacher
1.0		Instructional Coach

1.0		Nurtured Heart Coach
4.0	Alliance Education Center (2.0) Cedar School (1.0) DCTC (1.0)	Registered Behavior Technicians

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

- Smores for February: Two newsletters are planned for February. You can find the District Update [here](#) if you did not already receive it. The Director Advisory can be accessed [here](#).

Integrity: Aligning our actions with our values and beliefs.

- Retention plan: Based on feedback collected during listening circles and the corresponding survey this fall, we have developed a [retention plan](#) that reflects the themes that emerged. There are five focus areas for our plan that include:
 - Behaviors from administrators
 - Actions from administrators
 - Streamlining and simplifying systems and procedures
 - Ensuring effective and efficient professional development
 - Considering contract elements to be a competitive employer

In total we have 13 action items. Among these action items are focusing on the principles of clear, consistent, and proactive communication, transparency, trust, and follow through. Further, we are focusing on consistent practices among administrators including meetings and recognition. At the district level, administrators will be striving to be more visible at sites to ensure knowledge of operations. We will continue to focus on developing and streamlining systems including simplifications when possible in areas like due process that are time consuming. We will consider ways to provide professional development that is efficient and relevant. Finally, we will continue to focus on ways that we can ensure we remain a competitive employer through our contracts with employees.

As we embark on another round of listening circles, we are looking forward to the opportunity to meet with staff and consider ways we can continue to evolve and improve as a district.

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

- Secondary professional development: The staff in the secondary program participated in professional development on Tuesday, February 20th. The focus was how we as a staff can live into our current CIP goal of: School-wide instructional practices will be personalized to all students to accelerate individual student success.

The staff participated in activities that included:

- Adding to their identity web with past job experiences and how the staff found their way to DCALS and their experiences outside of our system
- Story Circles focused on debriefing our identity webs and what we noticed about each other
- Creation of secondary specific identity web and who are and strive to be to best meet the needs of our students.

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

- Artificial Intelligence (AI): Amanda Peters, Instructional Technology Coach, and others on the BAKE Squad have been researching and developing our district's approach to AI over the course of this school year. A summary of our AI guidance can be found [here](#) and the full AI guidance is linked [here](#). This will be an important component of professional development in the upcoming school year.

Diversity: Appreciating and valuing everyone's unique selves.

- Dave Stoll: As many of you know, Dave Stoll was an assistant director/principal with Intermediate School District 917 for nine years prior to his retirement in 2020. Since that time, he has continued to be connected to our district and in the last few years has returned to work with us on a temporary work agreement supporting a few of our efforts including threat assessment, Nurtured Heart, and crisis planning. Additionally, he has supported many administrators through formal and informal mentorship and taken on other duties as they have come up. Dave's favorite thing to do in ISD 917 is to fill in when we need administrative coverage. As always, Dave's heart is with the students that we serve and he enjoys supporting our students and our staff.

INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, February 6, 2024, in the Board Room at DCTC, 1300 145th Street East, Rosemount, MN.

Members Present: Tom Bennett, Lesley Chester, David Anderson, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Mark Zuzek, and ex-officio member Superintendent Dr. Michael Favor.

Members Absent: Monica Weber and Hannah Simmons

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

School Board Chair Cindy Nordstrom called the meeting to order at 5:23 PM.

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

There were no visitors to be heard.

1. Motion by Davis Anderson, seconded by Lesley Chester, to approve the agenda, as presented. Voting aye: Tom Bennett, Lesley Chester, David Anderson, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Mark Zuzek. Voting naye: none. Motion carried.

Dr. Melissa Schaller reported on updates from Student Services.

2. Motion by Byron Schwab, seconded by David Anderson, to approve the consent items, as presented. Voting aye: Tom Bennett, Lesley Chester, David Anderson, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Mark Zuzek. Voting naye: none. Motion carried.
 - **Minutes:** January 9, 2024, Regular and Organizational School Board Meeting
 - **Personnel:** *New Hires:* Amanda Eckre, Administrative Assistant II, effective February 5, 2024. Courtney Olson, Classroom Assistant, effective February 5, 2024. *Rehires:* Isabella Kranz, Teacher, effective January 8, 2024. *Resignations and 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.
 - **Donations:** Cub Foods (Inver Grove Heights), 100 donuts for Paraprofessional Week, Home Town Sweets (Inver Grove Heights) Popcorn for Paraprofessional week, Richard Bulthuis of Eagan, \$2400 for TESA Spring Formal.
3. Motion by Byron Schwab, seconded by Mark Zuzek to approve the bills from January 4, 2024 to January 31, 2024, Investment Report and wire transfers, as presented by the Executive Director of Business Services. Voting aye: Tom Bennett, Lesley Chester, David Anderson, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Mark Zuzek. Voting naye: none. Motion carried.
4. Motion by Cindy Nordstrom, seconded by Mark Zuzek, to reinstate the Personnel Committee with Byron Schwab and Tom Bennett as personnel committee members. Voting aye: Tom Bennett, Lesley Chester, David Anderson, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Mark Zuzek. Voting naye: none. Motion carried.

5. Motion by Tom Bennett, seconded by Byron Schwab, the Revised Budget for 2023-2024, as presented by the Executive Director of Business Services. Voting aye: Tom Bennett, Lesley Chester, David Anderson, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Mark Zuzek. Voting naye: none. Motion carried. (Addendum A.)
6. Motion by Lisa Ehleringer, seconded by Lesley Chester, to approve the maintenance payments to member districts, as presented by the Executive Director of Business Services. (Addendum B.) Voting aye: Tom Bennett, Lesley Chester, David Anderson, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Mark Zuzek. Voting naye: none. Motion carried.
7. Motion by Lesley Chester, seconded by Mark Zuzek, to approve the contracts for Executive Directors and Director, Assistant Directors/Principal, Coordinators, Assistant Principals and Academic Liaisons for 2023-2025, as presented. (Addendum C.) Voting aye: Tom Bennett, Lesley Chester, David Anderson, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Mark Zuzek. Voting naye: none. Motion carried.
8. Board Member Mark Zuzek, introduced the following resolution and waived the reading: Resolution Directing Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore. The motion for the adoption of the foregoing resolution was duly seconded by Tom Bennett, and upon vote being taken thereon, the following voted in favor thereof: Tom Bennett, Lesley Chester, David Anderson, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Mark Zuzek, and the following voted against the same: None. Motion carried. (Addendum D.)

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

9. Motion by David Anderson, seconded by Lesley Chester, to approve Policies 555 Student Field Trips, 807 Health & Safety Policy and 815 Naming of School Buildings on a first and final reading. Voting aye: Tom Bennett, Lesley Chester, David Anderson, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Mark Zuzek. Voting naye: none. Motion carried. (Addendum E.)
10. Policy 410 Family Medical Leave, was read on a first reading basis.
11. Motion by Byron Schwab, seconded by Mark Zuzek, to move into closed session to review the Superintendent's mid-year review and discuss paraprofessional negotiations. Voting aye: Tom Bennett, Lesley Chester, David Anderson, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Mark Zuzek. Voting naye: none. Motion carried.

Board went into closed session at 5:45 PM. Present: Tom Bennett, Lesley Chester, David Anderson, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Mark Zuzek, Michael Favor, Linda Berg, Melissa Schaller, Nicolle Roush

12. Motion by Tom Bennett, seconded by Mark Zuzek, to go out of closed session and adjourn the meeting. Present: Tom Bennett, David Anderson, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Mark Zuzek, Michael Favor, Linda Berg, Melissa Schaller, Nicolle Roush. Voting naye: none. Motion carried.

There being no further business the meeting adjourned at 5:46 PM.

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

Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF March 5, 2024**

NEW HIRES:

Tiffany Brenner, Administrative Assistant I, effective February 5, 2024.

Paige Hernandez, Classroom Assistant, effective February 13, 2024.

Claire Honetschlager, Classroom Assistant, effective February 12, 2023.

Bridget Shambour, Classroom Assistant, effective February 12, 2024.

Jessica Uehling, Classroom Assistant, effective February 5, 2024.

RE-HIRES:

CHANGE IN STATUS:

Pearl Devenow, Teacher, FTE reduction for 0.75 FTE to 0.70 FTE, for 2024-2025 School Year only, effective July 1, 2024.

Johanna Iversen, Classroom Assistant to Teacher, effective February 20, 2024.

Matthew Newquist, BCBA, FTE reduction 1.0 FTE to 0.80 FTE, for 2024-2025 School Year only, effective July 1, 2024.

Amanda Peters, Teacher, FTE reduction 1.0 FTE to 0.80 FTE, for the 2024-2025 School Year only, effective July 1, 2024.

Jackie Pauley, Assistant Principal to Assistant Director of Special Education/Principal, effective July 1, 2024.

Lauren Weeks, Classroom Assistant to Teacher, effective January 29, 2024.

LEAVES OF ABSENCE:

RESIGNATION & TERMINATIONS:

Emil Boysen, Classroom Assistant, effective February 29, 2024.

Dawn Keenan, Classroom Assistant, effective November 28, 2023.

Megan Marlar, Teacher, effective January 5, 2024.

Gabriel Murgo, Classroom Assistant, effective February 29, 2024.

Bridget Shambour, Classroom Assistant, effective February 12, 2024.

RETIREMENT:

Danny Hoffman, Tech Tutor, effective February 29, 2024.

Becky Mcnamara-Rachuy, Teacher, effective June 7, 2024.

Teresa Stiff, Program Assistant, effective June 6, 2024.

Maureen Vetell, Tech Tutor, effective June 7, 2024.



Intermediate School District 917

Purposeful. Personalized. Partners.

1300 145th Street East, Rosemount, MN 55068

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

2023 Give to the Max Day Donations

Dear ISD 917 School Board,

March 5, 2024

During the 2023-2024 school year, ISD 917 received a total of **\$1,890.00** from 14 online donors through GiveMN and one check donation to support our ISD 917 Student Celebrations and Community Engagement fundraiser. Special thanks to the donors who were directed to our Give to the Max Day page from the *Michael and Michael Favor Wedding* webpage.

These funds will support the costs of speakers, food, awards, travel expenses, etc. for family engagement events (i.e. - presentations, film series, affinity groups, etc.), celebrations of student progress and performance (i.e. - graduation celebrations, awards ceremonies, etc.), and student, family, staff, and community connection activities (i.e. - presentations, career fairs, film series, demonstrations of learning, art fairs, etc.).

Detailed information about donations is provided below. We thank all the donors and appreciate their support for our students, staff, and families!

Sincerely,
Dr. Michael Favor
Superintendent

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

Give to the Max Day Donations

Donor First Name	Donor Last Name	Amount	Date
Michael	Favor	\$500.00	11/16/2023
Robert	Berrell	\$50.00	10/28/2023
Kori	Stephens	\$50.00	10/27/2023
Paul	Spies	\$50.00	10/27/2023
Joy	Illikainen	\$100.00	10/27/2023
Stephanie	Stuart	\$100.00	10/27/2023
Anonymous	Anonymous	\$100.00	10/26/2023
Anonymous	Anonymous	\$40.00	10/26/2023
Anonymous	Anonymous	\$150.00	10/26/2023
Anonymous	Anonymous	\$250.00	10/26/2023
Dayna	Del Val	\$75.00	10/26/2023
Tomoko	Fujiwara	\$25.00	10/8/2023
Cyndy	Seeman	\$100.00	10/7/2023
Nicolle	Roush	\$100.00	9/3/2023
Jeff & Kristi	Johnson	\$200.00	10/27/23
Total		\$1,890.00	

410 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, including leave provided in accordance with the [Family and Medical Leave Act](#) (FMLA) and state law.

II. GENERAL STATEMENT OF POLICY

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

III. Medical and Family Leave Options

A. Family Medical Leave Act (FMLA)

1. Eligible employees are entitled to a total of 12 work weeks of unpaid FMLA leave during the applicable 12-month period as defined below. 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;
 - 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.

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 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. 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.
6. 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.
7. 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.
8. The school district will require an employee to submit sufficient 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.

9. 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.
10. 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 Human 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 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. 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. 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.
11. The school district may require that a request for leave under Paragraph III.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.
12. During the period of FMLA leave, 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.

13. The school district requires the employee to use any applicable accrued paid leave (PTO, sick, personal, and vacation) concurrently with FMLA Leave.
14. 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.
15. 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.

B. Other Non-FMLA Medical Leave and Family Medical Leave

An employee who does not qualify for leave entitlements under the FMLA may qualify for other leave based on employee contracts governing the employee's terms and conditions of employment or Minnesota law.

1. Earned Sick and Safe Time/Leave (ESST/ESSL)
 - a. Effective January 1, 2024, Minnesota's earned sick and safe time statutes require employers to provide paid leave to qualifying employees who work in the state. Sick and safe time is paid at the employee's hourly rate.
 - 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 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
 - (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: Starting January 1, 2024, the 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.

- f. Documentation requirements:
 - (1) In compliance with the law, the 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.
 - (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.

- g. 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 ESSL in Frontline (attendance tracking system), an employee must proceed as follows:
 - Teachers, licensed staff, BCBA's, MPH Coordinators, and Intake Coordinators: Select "PTO > Sick & Safe (ESSL)"
 - All other employees without PTO leave in their contract: Select "Sick > Sick & Safe (ESSL)"
 - 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

- 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, request a medical leave of absence.
- b. If granted, such leave shall run concurrently, that is at the same time, with FMLA-protected leave, if the employee is eligible under FMLA.
- c. 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.
- d. 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. A request for medical leave shall adhere to procedure outlined on the School District's website.
- e. To the extent permitted by law, the school district may request that an employee provide medical documentation to verify the need for a medical leave of absence.
- f. To return to work, an employee on a medical leave of absence must notify Human Resources or the employee's administrative designee in writing, at least five workdays in advance of the employee's anticipated 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.

3. Parental Leave:
 - a. An employee may request a parental leave of absence of up to 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, with any applicable FMLA leave.
 - 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 the employee's intention to return from parental leave at least two (2) weeks prior to 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 the employee's administrative designee in writing, the employee's intention to return from parental leave at least six (6) weeks prior to the end of the employee's leave.
4. Policy 464 (General Leave) will govern general leave requests that are not addressed in this policy.
5. Insurance Implications
 - a. Qualified FMLA Leaves: An employee on FMLA leave is eligible to continue to participate in group insurance programs to the extent

provided in the FMLA 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 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 an approved pregnancy/parental leave, if the employee is on the District's health insurance plan, 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 cost of its 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 policy, 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 school district. However, the employee may elect to discontinue insurance programs. The right to continue participation in such group insurance programs shall automatically discontinue upon termination of employment, except as otherwise provided by law.

IV. 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, instructional employees who request 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 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 term may be required to extend the leave through the end of the term. The number of weeks remaining before the end of 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 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 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.

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.

V. 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.

VI. 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. §§ 181.940-181.9448 (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)

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DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1907778	02/08/2024	BAYADA HOME HEALTH CARE	V	-2844.00	VOID MANUAL CHECK
* 1908050	02/20/2024	BAYADA HOME HEALTH CARE	V	-1973.00	VOID MANUAL CHECK
* 1908168	02/01/2024	ALLIANT INSURANCE SERVICES, INC	R	22765.00	ACCOUNTS PAYABLE CHECK
1908169	02/01/2024	AMANDA GROH	R	780.00	ACCOUNTS PAYABLE CHECK
1908170	02/01/2024	ANCHOR VINYL LLC	R	710.00	ACCOUNTS PAYABLE CHECK
1908171	02/01/2024	BAYADA HOME HEALTH CARE	R	1236.00	ACCOUNTS PAYABLE CHECK
1908172	02/01/2024	JON FILA CONSULTING INC.	R	300.00	ACCOUNTS PAYABLE CHECK
1908173	02/01/2024	KAREN CASS FELLING, M.A., LP	R	750.00	ACCOUNTS PAYABLE CHECK
1908174	02/01/2024	DAWN M. KEENAN	R	100.00	ACCOUNTS PAYABLE CHECK
1908175	02/01/2024	MAD HATTER WELLNESS, LLC	R	200.00	ACCOUNTS PAYABLE CHECK
1908176	02/01/2024	MALLOY, MONTAGUE, KARNOWSKI, RADOSE	R	8808.00	ACCOUNTS PAYABLE CHECK
1908177	02/01/2024	NOVA EDUCATION CONSULTANTS	R	7080.00	ACCOUNTS PAYABLE CHECK
1908178	02/01/2024	SCHOOL HEALTH CORP	R	668.48	ACCOUNTS PAYABLE CHECK
1908179	02/01/2024	SOURCEWELL	R	25.00	ACCOUNTS PAYABLE CHECK
1908180	02/01/2024	STEPHANIE A. ADAMS	R	168.00	ACCOUNTS PAYABLE CHECK
1908181	02/01/2024	TEACHERS ON CALL INC	R	4849.08	ACCOUNTS PAYABLE CHECK
1908182	02/02/2024	ABLENET INC.	R	360.00	ACCOUNTS PAYABLE CHECK
1908183	02/02/2024	BROOKES PUBLISHING CO	R	158.14	ACCOUNTS PAYABLE CHECK
1908184	02/02/2024	CENTERPOINT ENERGY	R	924.89	ACCOUNTS PAYABLE CHECK
1908185	02/02/2024	CENTURYLINK	R	1117.06	ACCOUNTS PAYABLE CHECK
1908186	02/02/2024	CENTURYLINK COMMUNICATONS, LLC	R	526.03	ACCOUNTS PAYABLE CHECK
1908187	02/02/2024	FRONTIER COMMUNICATIONS	R	518.64	ACCOUNTS PAYABLE CHECK
1908188	02/02/2024	HONEST-1 AUTO CARE DIFFLEY77	R	370.41	ACCOUNTS PAYABLE CHECK
1908189	02/02/2024	IND SCH DIST 191	R	27937.46	ACCOUNTS PAYABLE CHECK
1908190	02/02/2024	KULLY SUPPLY	R	125.10	ACCOUNTS PAYABLE CHECK
1908191	02/02/2024	LOFFLER BUSINESS SYSTEMS	R	89.75	ACCOUNTS PAYABLE CHECK
1908192	02/02/2024	MARCO INC	R	124.71	ACCOUNTS PAYABLE CHECK
1908193	02/02/2024	MICROSONIC	R	79.00	ACCOUNTS PAYABLE CHECK
1908194	02/02/2024	MN SCHOOL BOARDS ASSN	R	250.00	ACCOUNTS PAYABLE CHECK
1908195	02/02/2024	ORIGIN INSTRUMENTS CORPORATION	R	336.56	ACCOUNTS PAYABLE CHECK
1908196	02/02/2024	OUTDOOR IMAGES, INC	R	145.00	ACCOUNTS PAYABLE CHECK
1908197	02/02/2024	REPUBLIC SERVICES #923	R	1187.35	ACCOUNTS PAYABLE CHECK
1908198	02/02/2024	SCHOLASTIC, INC	R	4.89	ACCOUNTS PAYABLE CHECK
1908199	02/02/2024	SONOVA USA INC.	R	7270.52	ACCOUNTS PAYABLE CHECK
1908200	02/02/2024	SOUTHPAW ENTERPRISES	R	26.95	ACCOUNTS PAYABLE CHECK
1908201	02/02/2024	SUPER TEACHERS WORKSHEETS	R	375.00	ACCOUNTS PAYABLE CHECK
1908202	02/02/2024	TOLL GAS & WELDING SUPPLY	R	126.60	ACCOUNTS PAYABLE CHECK
1908203	02/02/2024	XCEL ENERGY	R	8723.27	ACCOUNTS PAYABLE CHECK
1908204	02/08/2024	AMANDA GROH	R	130.00	ACCOUNTS PAYABLE CHECK
1908205	02/08/2024	ANNE HOFF, SAFE HARBOR COUNSELING	R	1125.00	ACCOUNTS PAYABLE CHECK
1908206	02/08/2024	BAMBOO PROFESSIONALS, LLC	R	1898.25	ACCOUNTS PAYABLE CHECK
1908207	02/08/2024	BAYADA HOME HEALTH CARE	R	4512.00	ACCOUNTS PAYABLE CHECK
1908208	02/08/2024	CUB FOODS - INVER GROVE HTS	R	27.55	ACCOUNTS PAYABLE CHECK
1908209	02/08/2024	DAKOTA AWARDS & ENGRAVING	R	30.00	ACCOUNTS PAYABLE CHECK
1908210	02/08/2024	DISTRICT 191 FOOD SERVICE	R	791.25	ACCOUNTS PAYABLE CHECK
1908211	02/08/2024	PRAIRIE FARMS	R	6220.80	ACCOUNTS PAYABLE CHECK
1908212	02/08/2024	FARMINGTON COMMUNITY ED	R	396.00	ACCOUNTS PAYABLE CHECK
1908213	02/08/2024	MARTIN LAW FIRM PLLC	R	1716.00	ACCOUNTS PAYABLE CHECK
1908214	02/08/2024	POWERSCHOOL GROUP LLC	R	9688.00	ACCOUNTS PAYABLE CHECK
1908215	02/08/2024	PROCARE THERAPY	R	16317.50	ACCOUNTS PAYABLE CHECK
1908216	02/08/2024	REGINA MAENDLER, HEART & SCIENCE	R	8865.00	ACCOUNTS PAYABLE CHECK
1908217	02/08/2024	ROSEMOUNT AUTO SERVICE	R	321.06	ACCOUNTS PAYABLE CHECK

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1908218	02/08/2024	SAM'S CLUB/SYNCHRONY BANK	R	879.07	ACCOUNTS PAYABLE CHECK
1908219	02/08/2024	SQUIRES, WALDSPURGER & MACE, P.A.	R	55.37	ACCOUNTS PAYABLE CHECK
1908220	02/08/2024	STRATEGIC STAFFING SOLUTIONS	R	22646.38	ACCOUNTS PAYABLE CHECK
1908221	02/08/2024	TEACHERS ON CALL INC	R	5387.44	ACCOUNTS PAYABLE CHECK
1908222	02/08/2024	THE MCDOWELL AGENCY, INC.	R	41.00	ACCOUNTS PAYABLE CHECK
1908223	02/08/2024	VOLUNTEERS OF AMERICA MENTAL HEALTH	R	220.00	ACCOUNTS PAYABLE CHECK
1908224	02/08/2024	ZEN EDUCATE INC	R	885.31	ACCOUNTS PAYABLE CHECK
1908225	02/09/2024	ABLENET INC.	R	280.00	ACCOUNTS PAYABLE CHECK
1908226	02/09/2024	ADVANCE AUTO PARTS	R	335.95	ACCOUNTS PAYABLE CHECK
1908227	02/09/2024	AI TECHNOLOGIES, LLC	R	2679.50	ACCOUNTS PAYABLE CHECK
1908228	02/09/2024	ARVIG ENTERPRISES, INC	R	2244.06	ACCOUNTS PAYABLE CHECK
1908229	02/09/2024	CENTURY MARTIAL ARTS	R	298.56	ACCOUNTS PAYABLE CHECK
1908230	02/09/2024	ENABLING DEVICES	R	381.75	ACCOUNTS PAYABLE CHECK
1908231	02/09/2024	INTEGRATED PROTECTION SYSTEMS INC	R	250.00	ACCOUNTS PAYABLE CHECK
1908232	02/09/2024	MN CLN SERVICES, INC	R	6195.00	ACCOUNTS PAYABLE CHECK
1908233	02/09/2024	MN ENERGY RESOURCES CORPORATION	R	1943.32	ACCOUNTS PAYABLE CHECK
1908234	02/09/2024	ROCKLER WOOD WORKING & HARDWARE	R	2488.00	ACCOUNTS PAYABLE CHECK
1908235	02/09/2024	STEALTHWEAR PROTECTIVE CLOTHING INC	R	899.75	ACCOUNTS PAYABLE CHECK
1908236	02/09/2024	TOLL GAS & WELDING SUPPLY	R	1045.13	ACCOUNTS PAYABLE CHECK
1908237	02/09/2024	VERIZON WIRELESS	R	1160.29	ACCOUNTS PAYABLE CHECK
1908238	02/12/2024	AMAZON CAPITAL SERVICES	R	2429.97	ACCOUNTS PAYABLE CHECK
1908239	02/12/2024	PROCARE THERAPY	R	16455.90	ACCOUNTS PAYABLE CHECK
1908240	02/12/2024	THERAPY NOTES, LLC	R	265.00	ACCOUNTS PAYABLE CHECK
1908241	02/14/2024	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1908242	02/14/2024	917 PROGRAM ASST EDU ASSOCIATION	R	3454.80	ACCOUNTS PAYABLE CHECK
1908243	02/14/2024	EDUCATION MINNESOTA, LOCAL 3904	R	8528.25	ACCOUNTS PAYABLE CHECK
1908244	02/14/2024	FTC	R	1548.33	ACCOUNTS PAYABLE CHECK
1908245	02/14/2024	NCPERS GROUP LIFE INS	R	16.00	ACCOUNTS PAYABLE CHECK
1908246	02/14/2024	O.P.E.I.U., LOCAL 12	R	446.18	ACCOUNTS PAYABLE CHECK
1908247	02/14/2024	RELATED SERVICES NURSES ESP	R	159.74	ACCOUNTS PAYABLE CHECK
1908248	02/16/2024	EVERYDAY SPEECH	R	299.99	ACCOUNTS PAYABLE CHECK
1908249	02/16/2024	ANCHOR PAPER	R	2988.00	ACCOUNTS PAYABLE CHECK
1908250	02/16/2024	BENEFIT EXTRAS, INC	R	785.24	ACCOUNTS PAYABLE CHECK
1908251	02/16/2024	CAPTURE VIDEO LLC	R	5875.00	ACCOUNTS PAYABLE CHECK
1908252	02/16/2024	DAKOTA TRUCK UNDERWRITERS	R	33105.00	ACCOUNTS PAYABLE CHECK
1908253	02/16/2024	EVERYDAY SPEECH	R	299.99	ACCOUNTS PAYABLE CHECK
1908254	02/16/2024	FRONTIER COMMUNICATIONS	R	758.05	ACCOUNTS PAYABLE CHECK
1908255	02/16/2024	NEWS-2-YOU INC	R	164.99	ACCOUNTS PAYABLE CHECK
1908256	02/16/2024	PITNEY BOWES	R	65.97	ACCOUNTS PAYABLE CHECK
1908257	02/16/2024	SONOVA USA INC.	R	239.99	ACCOUNTS PAYABLE CHECK
1908258	02/16/2024	SOUTHWEST WEST CENTRAL SERVICE CORP	R	96.00	ACCOUNTS PAYABLE CHECK
1908259	02/16/2024	TECHNOLOGY BY DESIGN, LLC	R	64.00	ACCOUNTS PAYABLE CHECK
1908260	02/16/2024	USI	R	308.19	ACCOUNTS PAYABLE CHECK
1908261	02/16/2024	ALL IN ONE TRANSLATION AGENCY, LLC	R	180.00	ACCOUNTS PAYABLE CHECK
1908262	02/16/2024	BAYADA HOME HEALTH CARE	R	1608.00	ACCOUNTS PAYABLE CHECK
1908263	02/16/2024	CKC GOOD FOOD	R	20355.24	ACCOUNTS PAYABLE CHECK
1908264	02/16/2024	CUB FOODS - ROSEMOUNT	R	333.37	ACCOUNTS PAYABLE CHECK
1908265	02/16/2024	INVER HILLS COMMUNITY COLLEGE	R	530.93	ACCOUNTS PAYABLE CHECK
1908266	02/16/2024	KAREN CASS FELLING, M.A., LP	R	750.00	ACCOUNTS PAYABLE CHECK
1908267	02/16/2024	KEYSTONE INTERPRETING SOLUTIONS INC	R	542.65	ACCOUNTS PAYABLE CHECK
1908268	02/16/2024	MENARDS	R	18.92	ACCOUNTS PAYABLE CHECK
1908269	02/16/2024	NOVA EDUCATION CONSULTANTS	R	5280.00	ACCOUNTS PAYABLE CHECK
1908270	02/16/2024	OFFICE DEPOT	R	22.40	ACCOUNTS PAYABLE CHECK
1908271	02/16/2024	PROCARE THERAPY	R	11613.92	ACCOUNTS PAYABLE CHECK
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*V4002138	02/12/2024	ALDI	R	199.84	ACCOUNTS PAYABLE VOUCHER

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*V4002139	02/12/2024	ALL IN ONE POSTER COMPANY	R	183.00	ACCOUNTS PAYABLE VOUCHER
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*V4002142	02/12/2024	BRO-TEX CO.	R	438.40	ACCOUNTS PAYABLE VOUCHER
*V4002143	02/12/2024	WELLS FARGO	R	6810.88	ACCOUNTS PAYABLE VOUCHER
*V4002144	02/12/2024	CCSLI INC	R	169.00	ACCOUNTS PAYABLE VOUCHER
*V4002145	02/12/2024	OPENAI	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V4002146	02/12/2024	CITY OF APPLE VALLEY	R	387.99	ACCOUNTS PAYABLE VOUCHER
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*V4002149	02/12/2024	CUB FOODS - ROSEMOUNT	R	198.00	ACCOUNTS PAYABLE VOUCHER
*V4002150	02/12/2024	DAKOTA COUNTY RTLC	R	325.60	ACCOUNTS PAYABLE VOUCHER
*V4002151	02/12/2024	DELTA AIRLINES	R	753.87	ACCOUNTS PAYABLE VOUCHER
*V4002152	02/12/2024	FUN AND FUNCTION	R	87.94	ACCOUNTS PAYABLE VOUCHER
*V4002153	02/12/2024	HEALTHIEST YOU	R	3410.00	ACCOUNTS PAYABLE VOUCHER
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*V4002161	02/12/2024	NATIONAL ASSOCIATION OF SCHOOL PSYC	R	389.00	ACCOUNTS PAYABLE VOUCHER
*V4002162	02/12/2024	ONLY 1 AUTO GLASS	R	350.00	ACCOUNTS PAYABLE VOUCHER
*V4002163	02/12/2024	PROFESSIONAL CRISIS MANAGEMENT ASSO	R	454.50	ACCOUNTS PAYABLE VOUCHER
*V4002164	02/12/2024	THE HOME DEPOT PRO	R	3172.40	ACCOUNTS PAYABLE VOUCHER
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*V4002166	02/12/2024	UNIVERSAL CLEANING SERVICES	R	4995.50	ACCOUNTS PAYABLE VOUCHER
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*V6606666	02/15/2024	JEANNE MARIE D'ALOIA	R	103.18	ACCOUNTS PAYABLE VOUCHER
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*V6606668	02/15/2024	CHRISTOPHER GORDON DEVINE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6606669	02/15/2024	LISA A EHLERINGER	R	25.46	ACCOUNTS PAYABLE VOUCHER
*V6606670	02/15/2024	SHAE K ELLIOTT	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6606671	02/15/2024	KATHERINE DIANE ENGEL	R	85.76	ACCOUNTS PAYABLE VOUCHER
*V6606672	02/15/2024	MICHAEL LEONARD FAVOR	R	101.84	ACCOUNTS PAYABLE VOUCHER
*V6606673	02/15/2024	ANGELITA LEE FLEMING	R	56.95	ACCOUNTS PAYABLE VOUCHER

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INTERMEDIATE SCHOOL DISTRICT 917
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ACCOUNTING PERIOD: 8/24

SELECTION CRITERIA: chkstat.rundate between '20240201' and '20240222'

*V6606674	02/15/2024	SHERILYN FAYE FRISQUE	R	448.23	ACCOUNTS PAYABLE VOUCHER
*V6606675	02/15/2024	CHRISTINA ANN GILLARD	R	93.80	ACCOUNTS PAYABLE VOUCHER
*V6606676	02/15/2024	MEGAN KRISTINE HAROLDSON	R	278.25	ACCOUNTS PAYABLE VOUCHER
*V6606677	02/15/2024	LEAH HANISCH HARRIS	R	103.55	ACCOUNTS PAYABLE VOUCHER
*V6606678	02/15/2024	JANA LEE HEIDEMANN	R	127.44	ACCOUNTS PAYABLE VOUCHER
*V6606679	02/15/2024	HEIDI LEE HELM	R	126.92	ACCOUNTS PAYABLE VOUCHER
*V6606680	02/15/2024	PETER ALLYN HENDRICKS	R	600.64	ACCOUNTS PAYABLE VOUCHER
*V6606681	02/15/2024	SARA ASHLEY HENRY	R	379.89	ACCOUNTS PAYABLE VOUCHER
*V6606682	02/15/2024	JENNIFER AMY HETLAND	R	158.34	ACCOUNTS PAYABLE VOUCHER
*V6606683	02/15/2024	MELISSA ROCHELL HO	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6606684	02/15/2024	JUSTIN DAVID HOELSCHER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6606685	02/15/2024	DENISE ERIN HORVATH	R	8.04	ACCOUNTS PAYABLE VOUCHER
*V6606686	02/15/2024	KATE SCHNEEWEIS HULSE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6606687	02/15/2024	SARAH CAITLIN IDEEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6606688	02/15/2024	COURTNEY ELIZABETH INMAN	R	66.33	ACCOUNTS PAYABLE VOUCHER
*V6606689	02/15/2024	SARAH LYNN JOHNSON	R	508.19	ACCOUNTS PAYABLE VOUCHER
*V6606690	02/15/2024	AMY TAMARAH WOLF KAUFMAN	R	172.86	ACCOUNTS PAYABLE VOUCHER
*V6606691	02/15/2024	LAUREN ROSE KELLY	R	180.39	ACCOUNTS PAYABLE VOUCHER
*V6606692	02/15/2024	JENNIFER M. KLAUSTERMEIER	R	60.53	ACCOUNTS PAYABLE VOUCHER
*V6606693	02/15/2024	LORI ANN KLEIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6606694	02/15/2024	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6606695	02/15/2024	MARGARET K. LOCKE	R	18.76	ACCOUNTS PAYABLE VOUCHER
*V6606696	02/15/2024	SARAH MARIE LUDEWIG	R	148.07	ACCOUNTS PAYABLE VOUCHER
*V6606697	02/15/2024	ERIN JEAN MAHNKE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6606698	02/15/2024	MONIQUE NICOLE MARPLE	R	30.15	ACCOUNTS PAYABLE VOUCHER
*V6606699	02/15/2024	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6606700	02/15/2024	EMMA IRENE KAE MAYES	R	244.48	ACCOUNTS PAYABLE VOUCHER
*V6606701	02/15/2024	SHANNON F BRENNAN	R	124.17	ACCOUNTS PAYABLE VOUCHER
*V6606702	02/15/2024	STEPHANIE LYNN MUNNS	R	4.69	ACCOUNTS PAYABLE VOUCHER
*V6606703	02/15/2024	JO ANN MARISSA NAGY	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6606704	02/15/2024	CINDY L NORDSTROM	R	11.39	ACCOUNTS PAYABLE VOUCHER
*V6606705	02/15/2024	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6606706	02/15/2024	ALICIA JOY ODELL	R	18.09	ACCOUNTS PAYABLE VOUCHER
*V6606707	02/15/2024	JACKIE MARIE PAULEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6606708	02/15/2024	AMANDA LYNN PETERS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6606709	02/15/2024	KYLIE M PETERSEN	R	46.08	ACCOUNTS PAYABLE VOUCHER
*V6606710	02/15/2024	JENNIFER MAE PETERSEN	R	170.96	ACCOUNTS PAYABLE VOUCHER
*V6606711	02/15/2024	BROOKE ALLYSON PETERSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6606712	02/15/2024	CAROLINE ROSE PETERSON	R	274.49	ACCOUNTS PAYABLE VOUCHER
*V6606713	02/15/2024	EMILY ANN PFISTERER	R	313.29	ACCOUNTS PAYABLE VOUCHER
*V6606714	02/15/2024	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6606715	02/15/2024	JESSICA LYNN RICHTER	R	78.60	ACCOUNTS PAYABLE VOUCHER
*V6606716	02/15/2024	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6606717	02/15/2024	NICOLLE KATHERINE ROUSH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6606718	02/15/2024	SARAH CATHERINE ROWLEY	R	209.04	ACCOUNTS PAYABLE VOUCHER
*V6606719	02/15/2024	MELISSA RAE SCHALLER	R	132.88	ACCOUNTS PAYABLE VOUCHER
*V6606720	02/15/2024	IRENE ELIZABETH SCHULTZ-ALBERT	R	111.35	ACCOUNTS PAYABLE VOUCHER
*V6606721	02/15/2024	BYRON LEITH SCHWAB	R	20.10	ACCOUNTS PAYABLE VOUCHER
*V6606722	02/15/2024	ROLAND ARTHUR SESSIONS III	R	201.67	ACCOUNTS PAYABLE VOUCHER
*V6606723	02/15/2024	AMY LYNN SWANEY	R	150.26	ACCOUNTS PAYABLE VOUCHER
*V6606724	02/15/2024	KAYLEEN LAVONNE TAFFE	R	52.93	ACCOUNTS PAYABLE VOUCHER
*V6606725	02/15/2024	MARY ELIZABETH TAYLOR	R	68.34	ACCOUNTS PAYABLE VOUCHER
*V6606726	02/15/2024	SONIA LYNN TENDRICH	R	176.21	ACCOUNTS PAYABLE VOUCHER
*V6606727	02/15/2024	TAYLOR MAY LOVIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6606728	02/15/2024	GRETCHEN ANN TOAY	R	4.69	ACCOUNTS PAYABLE VOUCHER
*V6606729	02/15/2024	SHANYN NICOLE TUFTEE	R	189.05	ACCOUNTS PAYABLE VOUCHER

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INTERMEDIATE SCHOOL DISTRICT 917
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SELECTION CRITERIA: chkstat.rundate between '20240201' and '20240222'

*V6606730	02/15/2024	JOHN NATHAN VOLKERT	R	256.77	ACCOUNTS PAYABLE VOUCHER
*V6606731	02/15/2024	ISABELLA WALSTROM	R	12.06	ACCOUNTS PAYABLE VOUCHER
*V6606732	02/15/2024	ASHLEY LYNNETTE WARD	R	491.11	ACCOUNTS PAYABLE VOUCHER
*V6606733	02/15/2024	CASSIDY PAIGE CHAPEK WILLIAMS	R	52.93	ACCOUNTS PAYABLE VOUCHER
*V6606734	02/15/2024	SCOTT MICHAEL ZEHNDER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6606735	02/15/2024	MARK A. ZUZEK	R	29.48	ACCOUNTS PAYABLE VOUCHER
*V7703064	02/01/2024	APPLE VALLEY ISD LLC	R	43899.46	ACCOUNTS PAYABLE VOUCHER
*V7703065	02/01/2024	FIDELITY SECURITY LIFE INS CO	R	2230.97	ACCOUNTS PAYABLE VOUCHER
*V7703066	02/01/2024	NATIONAL INSURANCE SERVICES OF WI,	R	8832.39	ACCOUNTS PAYABLE VOUCHER
*V7703067	02/01/2024	SE ISD, DST	R	80242.06	ACCOUNTS PAYABLE VOUCHER
*V7703068	02/01/2024	WAGeworks, INC	R	15.40	ACCOUNTS PAYABLE VOUCHER
*V7703069	02/12/2024	MEDICA	R	13334.84	ACCOUNTS PAYABLE VOUCHER
*V7703070	02/12/2024	MEDICA	R	72256.96	ACCOUNTS PAYABLE VOUCHER
*V7703071	02/14/2024	MEDICA	R	15037.53	ACCOUNTS PAYABLE VOUCHER
*V7703072	02/14/2024	AMERIPRISE FINANCIAL ADVISORS	R	8105.77	ACCOUNTS PAYABLE VOUCHER
*V7703073	02/14/2024	AXA EQUITABLE LIFE INS CO	R	3686.79	ACCOUNTS PAYABLE VOUCHER
*V7703074	02/14/2024	FIDELITY INVSTMT TAX-EX SVC CO	R	12443.81	ACCOUNTS PAYABLE VOUCHER
*V7703075	02/14/2024	HEALTH EQUITY, INC.	R	28692.01	ACCOUNTS PAYABLE VOUCHER
*V7703076	02/14/2024	HORACE MANN LIFE INS	R	2206.66	ACCOUNTS PAYABLE VOUCHER
*V7703077	02/14/2024	INTERNAL REVENUE SERVICE	R	216218.97	ACCOUNTS PAYABLE VOUCHER
*V7703078	02/14/2024	EDUCATION MN ESI BILLING TRUST	R	11691.35	ACCOUNTS PAYABLE VOUCHER
*V7703079	02/14/2024	MN DEPT OF REVENUE	R	35814.28	ACCOUNTS PAYABLE VOUCHER
*V7703080	02/14/2024	MN DEPT OF REVENUE(C)	R	250.00	ACCOUNTS PAYABLE VOUCHER
*V7703081	02/14/2024	MN STATE RETIREMENT SYSTEM	R	2066.66	ACCOUNTS PAYABLE VOUCHER
*V7703082	02/14/2024	EXECUTIVE DIRECTOR	R	52486.11	ACCOUNTS PAYABLE VOUCHER
*V7703083	02/14/2024	STATE TREASURER, TRA	R	101536.58	ACCOUNTS PAYABLE VOUCHER
*V7703084	02/14/2024	VARIABLE ANNUITY LIFE INS CO	R	10872.97	ACCOUNTS PAYABLE VOUCHER
*V7703085	02/14/2024	VOYA	R	1417.94	ACCOUNTS PAYABLE VOUCHER
*V7703086	02/21/2024	DELTA DENTAL OF MINNESOTA	R	55269.26	ACCOUNTS PAYABLE VOUCHER
*V7703087	02/21/2024	MEDICA	R	233205.38	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				1426784.61	
TOTAL REPORT				1426784.61	



Customer Service
PO Box 11760
Harrisburg, PA 17108-11760

ACCOUNT STATEMENT

For the Month Ending
January 31, 2024

INTERMEDIATE SCHOOL DISTRICT 917

Client Management Team

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

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

Contents

- Cover/Disclosures
- Summary Statement
- Individual Accounts

Accounts included in Statement

600430 STATE PAYMENTS

Important Messages

MSDLAF will be closed on 02/19/2024 for Presidents Day.

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

Online Access www.msdlaf.org

Customer Service 1-888-4-MSDLAF



Account Statement

For the Month Ending January 31, 2024

Important Disclosures

Important Disclosures

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

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

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

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

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

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

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

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

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

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

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

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

Key Terms and Definitions

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

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

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

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

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

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

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

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

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

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

NOT FDIC INSURED

NO BANK GUARANTEE

MAY LOSE VALUE



Account Statement - Transaction Summary

For the Month Ending **January 31, 2024**

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

MSDLAF+ Liquid Class

Opening Market Value	868,532.84
Purchases	3,882.87
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value **\$872,415.71**

Cash Dividends and Income 3,882.87

MSDLAF+ MAX Class

Opening Market Value	12,375,065.75
Purchases	56,303.76
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

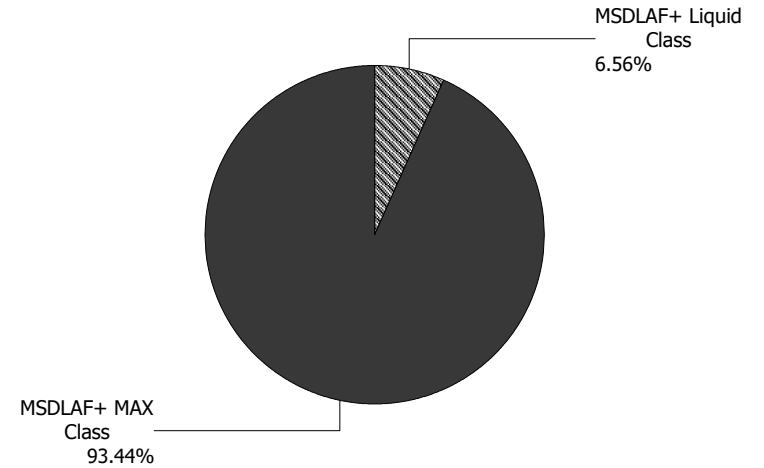
Closing Market Value **\$12,431,369.51**

Cash Dividends and Income 56,303.76

Asset Summary

	January 31, 2024	December 31, 2023
MSDLAF+ Liquid Class	872,415.71	868,532.84
MSDLAF+ MAX Class	12,431,369.51	12,375,065.75
Total	\$13,303,785.22	\$13,243,598.59

Asset Allocation





Account Statement

For the Month Ending **January 31, 2024**

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					868,532.84
01/31/24	02/01/24	Accrual Income Div Reinvestment - Distributions	1.00	3,882.87	872,415.71
Closing Balance					872,415.71

	Month of January	Fiscal YTD July-January		
Opening Balance	868,532.84	845,976.51	Closing Balance	872,415.71
Purchases	3,882.87	26,439.20	Average Monthly Balance	868,658.09
Redemptions (Excl. Checks)	0.00	0.00	Monthly Distribution Yield	5.28%
Check Disbursements	0.00	0.00		
Closing Balance	872,415.71	872,415.71		
Cash Dividends and Income	3,882.87	26,439.20		

MSDLAF+ MAX Class

Opening Balance					12,375,065.75
01/31/24	02/01/24	Accrual Income Div Reinvestment - Distributions	1.00	56,303.76	12,431,369.51



Account Statement

For the Month Ending **January 31, 2024**

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					12,431,369.51
	Month of January	Fiscal YTD July-January			
Opening Balance	12,375,065.75	11,045,714.98	Closing Balance	12,431,369.51	
Purchases	56,303.76	2,385,654.53	Average Monthly Balance	12,376,882.00	
Redemptions (Excl. Checks)	0.00	(1,000,000.00)	Monthly Distribution Yield	5.37%	
Check Disbursements	0.00	0.00			
Closing Balance	12,431,369.51	12,431,369.51			
Cash Dividends and Income	56,303.76	385,654.53			

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

January 2024

ACCOUNT NAME	ACCT NO	BEGINNING BALANCE	PURCHASES CREDITS	SALES TRANSFERS	INVESTMENT FEES	INTEREST EARNED	ENDING BALANCE	YEAR TO DATE INTEREST EARNED
MSDLAF Liquid	01	868,532.84	0.00	0.00	0.00	3,882.87	872,415.71	26,439.20
MSDLAF + MAX	01	12,375,065.75	0.00	0.00	0.00	56,303.76	12,431,369.51	385,654.53
MSDLAF TERM (CD's,Term,Comm) maturity	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		13,243,598.59	0.00	0.00	0.00	60,186.63	13,303,785.22	412,093.73

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 5.28 %, MSDLAF+MAX Average Rate was 5.37%. and the MSDLAF Term Average Rate estimate is .00%.

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

01/31/2024 DIRECT DEPOSITS REGULAR PAY (PR314) \$ 644,190.92
01/31/2024 CHECKS REGULAR PAY (PR314)

\$ -

NET PAYROLL \$ 644,190.92

Authorized Signature *Meselle Raus* Date 2.2.24

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

02/15/2024 DIRECT DEPOSITS REGULAR PAY (PR315)	\$	647,186.38
02/15/2024 CHECKS REGULAR PAY (PR315)		

	\$	-
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NET PAYROLL	\$	647,186.38
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Authorized Signature  Date 12.13.24

533 WELLNESS

I. PURPOSE

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

II. GENERAL STATEMENT OF POLICY

A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and education.

B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.

C. The school district encourages the involvement of students, parents, **guardians**, teachers, school health professionals, the school board, school administrators and the general public in development, implementation, authority and period review and update of the school district's Wellness policy.

D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.

E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

F. Qualified food service personnel will provide students with access to a variety of nutritious, and appealing foods that meet the health and nutrition needs of students at no cost; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. GOALS

A. Physical Activity

1. Through district curriculum district 917 will educate students to recognize that physical education is an essential component of the educational process and that good health fosters student achievement.
2. Provide opportunities to strengthen the skills and knowledge needed to maintain a healthy lifestyle through the district's physical education and health curricula.
3. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;
4. Teachers will be encouraged to develop opportunities for physical activity that can be incorporated into subject lessons and are encouraged to provide short, physical activity breaks during class.

B. Nutrition Education and Promotion

1. Through district curriculum district 917 will provide nutrition education that follows national and state standards and focuses on understanding the relationship between personal behavior, individual health and the impact of food choices.
2. Provide nutrition education that is developmentally appropriate, culturally relevant and includes participatory activities that address agriculture and the food system.
3. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte [snack] lines, vending machines, fundraising events, concession stands, and student stores.
4. Teachers will be encouraged to incorporate nutritional information into subject lessons when appropriate.

IV. NUTRITION GUIDELINES

A. Competitive Foods and Beverages

1. All competitive foods and beverages made available on campus (including concessions and a la carte cafeteria items) will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. The district will not participate in marketing of foods that do not meet the Smart Snacks criteria.

2. Food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines as required by the National School Lunch and Breakfast Programs.

3. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.

4. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. The school district will provide both breakfast and lunch meals including beverages and access to drinking water at no cost through the state Free School Meals Program.

5. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.

6. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.

7. Food will not be used as a reward or punishment for academic performance or behavior. Per the Americans with Disabilities Act, special Consideration will be given for students with an Individual Education Plan, 504 accommodation or with special health and dietary requirements.

B. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:

a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents **or guardians** and teachers, including non-food celebration ideas.

b. Classroom snacks brought by parents **or guardians**. The school district will provide to parents **or guardians** a list of suggested foods and beverages that meet Smart Snacks nutrition standards.

2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

C. School Food Service Program/Personnel

1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.

2. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.

3. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

4. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.

5. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.

6. Food service personnel will not have access to free and reduced-price status of any student.

7. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.

D. Communications with Parents or Guardians

1. The school district recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.

2. The school district will support parents' **or guardians'** efforts to provide a healthy diet and daily physical activity for their children.

3. The school district encourages parents **or guardians** to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.

4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' **or guardians'** efforts to provide their children with opportunities to be physically active outside of school.

V. IMPLEMENTATION AND MONITORING

A. After approval by the school board, the wellness policy will be implemented throughout the school district.

B. District 917 will maintain a Health and Wellness Committee to support the goals of the Wellness Policy. The committee will compile data reported from schools to assess compliance with the Wellness Policy and report to the superintendent on the progress made by the district in attaining the goals of the Wellness Policy. They will ensure completion of the Triennial Assessment of the policy every three years and post the assessment on the website when completed.

C. School food service staff, at the school or district level, will ensure compliance within the school's food service areas and will report to the food service program administrator, the building principal, or the superintendent's designee, as appropriate.

D. The school district's food service program administrator will annually inform the community about district progress in attaining the goals of the Wellness Policy.

E. The superintendent or designee will ensure compliance with the wellness policy and will provide an annual report of the school district's compliance with the policy to the school board.

Legal References: 42 U.S.C. § 1751 *et seq.* (Healthy and Hungry-Free Kids Act)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
42 U.S.C. § 175Bb (Local Wellness Policy)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org

Name of Nominee:	The nominee is a:	Nominee's Supervisor	Please highlight why you are nominating this person for Employee of the Quarter:
Phillip Tarmann	Licensed Staff Member	Jennifer Hetland	<p>I have had the joy of working with Phill in our classroom for nearly 5 years. I have learned so much from him, literally on a daily basis. He reminds me of why we are here and how I might improve our classroom. He is the most calm and kind man, which makes him ideal in our setting. This calmness transfers to both students and staff (me!) His professionalism with the students and staff cannot be beat. His knowledge of mental health benefits both students and their families. I feel Phill is truly a team member. and he's the reason we have such a grand team in our classroom. I asked parents and co-workers about Phill. Their answers were predictable.</p> <p>A co-worker explained that we are so fortunate to be working with Phill. He is so very thoughtful and supportive of staff, students, and families. He has a keen understanding of the challenges of everyone and is always willing to help anyone for any reason. He has kept his great sense of humor and is always focused on the well being of our students.</p> <p>Another co-worker told me that Phill is very supportive and thoughtful to staff and families. He is funny with the students and is always encouraging students to be their best.</p> <p>A parent said having Phill has been a huge relief. He knows his student loves working with him. Phill gets along with my child and we can tell he cares for our child. Phill helps students advocate for themselves.</p> <p>Another parents said he helps their student get through their situations, and works with the student to come up with a plan. Phill gives great updates on the students, which is so beneficial to families.</p>
Melissa McElroy	Non-Licensed Staff Member	Amy Swaney	<p>Missy is literally the dream paraprofessional. She's the first to arrive and the last to leave. She goes above and beyond to help keep the classroom organized and conducive for learning. She sets a positive example for other Paras by always staying active and asking if anything needs doing.</p> <p>But above all, Missy always puts the students first. She is never distracted by other staff or other things going on in the school. She is all about the students. She develops relationships with them and challenges them. It's honestly unfair that I get the best para so many years in a row because other people should have the opportunity to</p>
Melissa McElroy	Non-Licensed Staff Member	Amy Swaney	<p>I am nominating this person for Employee of the Quarter because I have not seen anyone work as hard as Missy does. She goes beyond being our PA, she is our friend and a mentor. Missy always is a helping hand and handles crisis in all the right ways. Missy provides ingredients for our classroom in order for our students to learn life skills and she manages the recipes on what we will be cooking each Friday. Due to this, the students are always so excited on Fridays to cook and look forward to it all week long. Missy also provides snacks for our classroom in case anyone gets hungry throughout the day. She is so caring to the students but also to our teacher and staff. She gives the best advice and is willing to do anything to help others. Missy deserves the Employee of the Quarter and I really hope she gets it!(!</p>

MEMORANDUM OF UNDERSTANDING
between INTERMEDIATE SCHOOL DISTRICT 917
and EDUCATION MINNESOTA LOCAL 3904

Regarding the Intermediate District Teacher Residency Apprenticeship Collaborative (ITRAC)

WHEREAS, the District has participated in a collaborative effort with other Intermediate School Districts in Minnesota to create a teacher apprenticeship program in partnership with Minnesota State University - Mankato; and

WHEREAS, the District and its Intermediate School partners have currently secured multiple sources of funding for implementing said program for the 2024-2025 school year; and

WHEREAS, the program is in the final stages of development and is pending approval by the Minnesota Professional Educator Licensing and Standards Board (PELSB) and the Minnesota Department of Labor and Industry (DLI); and

WHEREAS, the parties are committed to creating alternative pathways to becoming a qualified educator in response to significant teacher shortages; and

WHEREAS, the parties are committed to our strategic priorities and core values with the drive toward improved student outcomes; and

WHEREAS, the parties agree that the experience of long-term mentorship to individuals by experienced and licensed teachers will aid in creating competent new educators and will allow for an increased ability to serve our students and community;

WHEREAS, members from this collective bargaining agreement will have the opportunity to serve as a journeyworker;

THEREFORE, the parties hereby agree as follows for the 2024-2025 school year:

1. Intermediate School District 917 will participate in the Intermediate District Teacher Residency Apprenticeship Collaborative (ITRAC) as designed by the representatives of Intermediate School Districts, Minnesota State University - Mankato, and other applicable partners and as a part of this collaborative will establish the roles of both the journeyworker and teacher apprentice.
2. The District will maintain sole discretion in the final selection and number of journey workers and apprentices for the program, but agrees to consult with Local 3904 about the implementation of the program and its effect on members of Local 3904.
3. The parties also agree that inter-district level programming recommendations will not govern the associated terms and conditions of employment, including compensation, for the journeyworkers and apprentices of ISD 917. Any agreements related to terms and conditions of employment will be governed by collective bargaining between the District and Local 3904. The employer agrees that its participation in this program will not result in the reduction of the number of personnel in the Local 3904 bargaining unit.

4. The selection of journeyworkers will be contingent upon successful completion of a District-determined selection process and commitment to completing all requirements of the program, including participation for two (2) consecutive years, guiding a teacher apprentice who works alongside the journeyworker: 185-days per school year, 8 hours per day (7:30 a.m. - 3:30 p.m.). A failure to meet the requirements of the program in this role, as determined by the District, or if the journeyworker's assigned apprentice(s) is unable to meet the requirements of the program will result in prorated or no payment of the compensation described in this memorandum, dependent on the timing;
5. Journeyworkers will receive an annual stipend each school year that they serve in the program provided they meet all requirements of the role outlined below. The stipend will be paid out evenly over the course of the year in alignment with their standard regular paycheck. The stipend will be as follows:
 - \$5,000 per journeyworker per school year (end-of August through the following mid-August)
6. To fulfill the role, the journeyworker must:
 - Hold a Tier 4 license in autism spectrum disorders (ASD) and/or emotional behavioral disorders (EBD).
 - Have at least three (3) years of experience teaching students with autism spectrum disorders (ASD) and/or emotional behavioral disorders (EBD) with a minimum of one (1) year in the district.
 - Commit to a two (2) year program with one (1) or two (2) apprentices, assigned by the District.
 - Demonstrate racial consciousness and a commitment to culturally responsive pedagogy.
 - Use best practices in adult coaching and mentoring to collaborate with the teacher apprentice on the duties of a special education teacher, providing a gradual transition to special education teacher duties aligned to the 2023 Standards of Effective Practice and the pace of the two year teacher apprenticeship program.
 - Follow the apprentice gradual release document provided through the teacher apprenticeship program, which includes but is not limited to:
 - Engage apprentice(s) in establishing a consistent, organized, and respectful learning environment
 - Engage apprentice(s) in providing positive and constructive feedback to guide students' learning and behavior.
 - Engage the apprentice(s) in student assessment and evaluation.
 - Engage the apprentice(s) in due process responsibilities, including Individual Education Plan (IEP) development and implementation.
 - Engage the apprentice(s) in instructional design and delivery.
 - Engage the apprentice(s) in family collaboration and communication.
 - Engage the apprentice(s) in collaboration and communication with school and community partners and team members.
 - Provide weekly review of on-the-job learning activities that are completed by the apprentice(s).
 - Provide opportunities for the apprentice(s) to implement

job-embedded assignments.

- Provide at least one check-in meeting per week with the apprentice(s).
 - Provide timely and constructive feedback for the apprentice(s).
 - Use rubrics and feedback forms designed by and provided by the apprenticeship program to provide the apprentice(s) with constructive feedback on development of skills based on observations and/or to report the progress of the apprentice(s).
 - Collaborate with District and various apprenticeship team members; Participate in collaborative meetings at least one (1) time per month with the teacher apprentice and team members from the District and University.
 - Maintain confidentiality in data sharing.
 - Up to an additional eight (8) hours per school year outside of the duty day for professional development and connection with various apprenticeship partners in each of the two (2) years of the program compensated via the stipend.
7. Admittance will require commitment to additional paid work hours at the employee's hourly rate in the form of:
- Up to 40 hours for orientation for journeyworkers and apprentices in the first summer of the program.
8. Both journeyworkers and apprentices will collaborate with ITRAC program navigators and coordinators at the inter- and intra- district level as necessary to meet the requirements of the program.
9. If at any point the journeyworker is unwilling or unable to meet program requirements for coursework, mentorship, work experience, or any other expectation for completion, the District reserves the right to end the apprenticeship and terminate the associated and additional compensation described in this memorandum.

This MOU does not create a precedent or past practice and memorializes the parties' entire agreement reached concerning this topic(s).

Local 3904 President

School Board Chair

Local 3904 Lead Negotiator

School Board Clerk

School Board Meeting Review Date: March 5, 2024

MEMORANDUM OF UNDERSTANDING
between INTERMEDIATE SCHOOL DISTRICT 917
and EDUCATION MINNESOTA LOCAL 4242

Regarding the Intermediate District Teacher Residency Apprenticeship Collaborative (ITRAC)

WHEREAS, the District has participated in a collaborative effort with other Intermediate School Districts in Minnesota to create a teacher apprenticeship program in partnership with Minnesota State University - Mankato; and

WHEREAS, the District and its Intermediate School partners have currently secured multiple sources of funding for implementing said program for the 2024-2025 school year; and

WHEREAS, the program is in the final stages of development and is pending approval by the Minnesota Professional Educator Licensing and Standards Board (PELSB) and the Minnesota Department of Labor and Industry (DLI); and

WHEREAS, the parties are committed to creating alternative pathways to becoming a qualified educator in response to significant teacher shortages; and

WHEREAS, the parties are committed to our strategic priorities and core values with the drive toward improved student outcomes; and

WHEREAS, the parties agree that the experience of long-term mentorship to individuals by experienced and licensed teachers will aid in creating competent new educators and will allow for an increased ability to serve our students and community;

WHEREAS, members from this collective bargaining agreement will have the opportunity to obtain a degree and teaching licensure through fulfilling the role of a teacher apprentice;

THEREFORE, the parties hereby agree as follows for the 2024-2025 school year:

1. Intermediate School District 917 will participate in the Intermediate District Teacher Residency Apprenticeship Collaborative (ITRAC) as designed by the representatives of Intermediate School Districts, Minnesota State University - Mankato, and other applicable partners and as a part of this collaborative will establish the roles of both the journeyworker and teacher apprentice.
2. The District will maintain sole discretion in the final selection and number of journeyworkers and teacher apprentices for the program, but agrees to consult with Local 4242 about the implementation of the program and its effect on members of Local 4242.
3. The parties also agree that inter-district level programming recommendations will not govern the associated terms and conditions of employment, including compensation, for the journeyworkers and apprentices of ISD 917. Any agreements related to terms and conditions of employment will be governed by collective bargaining between the District and Local 4242. The employer agrees that its participation in this program will not result

in the reduction of the number of personnel in the Local 4242 bargaining unit.

4. The selection of teacher apprentices will be contingent upon successful completion of a District-determined selection process and successful admittance into the applicable degree program at Minnesota State University - Mankato.
5. The selection of teacher apprentices will be contingent upon successful completion of a District-determined selection process and commitment to completing all requirements of the program, including work eight (8) hours per day (7:30 a.m. - 3:30 p.m.) following the 185-day ISD 917 teacher calendar, participation for two (2) consecutive years of the program, including two (2) summers working the Extended School Year (ESY) program (ESY 2024 and ESY 2025 for the first cohort), and additional time for orientation and professional development. A failure to meet the requirements of the program in this role, for coursework, mentorship, work experience, or any other expectation for completion, as determined by the District, will result in loss of the additional compensation listed below including any added hours and/or days associated with the apprenticeship;
6. In compliance with DLI requirements, in the second year of the program, teacher apprentices will receive an additional \$3.00 increase per hour to their normal Program Assistant/Classroom Assistant hourly step schedule placement commencing at the start of the second year of the program; July 1 through June 30 of the following year. The additional pay mentioned here will be in addition to any annual salary increases that are otherwise negotiated in the Education Minnesota Local 4242 Master Agreement.
7. To fulfill the role, the teacher apprentice must:
 - Commit to completing all requirements of the program to obtain teaching licenses in autism spectrum disorders (ASD) and emotional behavioral disorders (EBD), including participation for two (2) consecutive years, including two (2) summers working the Extended School Year (ESY) program.
 - Participate in and complete assigned courses and assignments through the collaborating university.
 - Demonstrate racial consciousness and a commitment to culturally responsive pedagogy.
 - Commitment to additional paid work hours at the employee's hourly rate up to 40 hours for orientation for journeyworkers and apprentices in the first summer of the program.
 - Follow the apprentice gradual release document provided through the teacher apprenticeship program, which includes but is not limited to:
 - Participate in IEP development.
 - Participate in family communication.
 - Participate in teacher professional development opportunities.
 - Participate in instructional design and delivery.
 - Participate in development and oversight of student assessments.
 - Participate in establishing a consistent, organized, and respectful learning environment.

- Engage in job-embedded assignments aligned to the teacher apprenticeship program.
 - Engage in racial consciousness and culturally relevant pedagogy teaching strategies.
 - In collaboration with journeyworker, engage in instructional design.
 - In collaboration with journeyworker, engage in student assessments.
8. Tuition due to the partnering university will be covered by the District on the teacher apprentice's behalf for the duration of the program subject to the terms and conditions outlined in this memorandum, so long as the funding exists. Lack of funding would result in the discontinuation of the program.
9. Both journeyworkers and teacher apprentices will collaborate with ITRAC program navigators and coordinators at the inter- and intra- district level as necessary to meet the requirements of the program.

This MOU does not create a precedent or past practice and memorializes the parties' entire agreement reached concerning this topic(s).

Local 4242 President

School Board Chair

Local 4242 Vice President

School Board Clerk

School Board Meeting Review Date: March 5, 2024



Intermediate School District 917

Purposeful. Personalized. Partners.

1300 145th Street East, Rosemount, MN 55068

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

To: ISD 917 School Board

Date: March 5, 2024

Re: Summary of Contract Changes for Superintendent 2024-2027 Contract

The following is a summary of the changes proposed for approval by the ISD 917 School Board:

1. Total package cost was 6.53% over three (3) years. MSBA is 4.5%.
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. Personal leave was combined with vacation thus eliminating personal leave for each year of this contract.
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.
 - a. The language used to describe holidays was changed to match the other contracts.
5. Benefits changes:
 - a. Both the individual and family copay coverage option was dropped.
 - b. HSA insurance changes:
 - i. Individual increased from a district contribution of \$810 to \$820 in January 2027.
 - ii. Family increased from a district contribution of \$2270 to \$2315 in January 2026 and will then increase to \$2385 in January 2027.
6. Retirement life insurance: Up to \$100,000 term life insurance may be purchased as a benefit of retiring from the district.
7. Language regarding a technology stipend was added, requiring the superintendent to submit for reimbursement of up to \$1100 in each contract year.
8. Salary increase as follows:
 - a. For 2024-2025, from \$210,842 the previous year to \$215,000.
 - b. For 2025-2026, a total salary of \$220,000.
 - c. For 2026-2027, a total salary of \$225,000.

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

On February 6th, 2024 the School Board of ISD #917 conducted a closed meeting to discuss the results of the superintendent mid-year evaluation for the 2023-2024 school year. Previous to the meeting, board members were given an evaluation form electronically for them to fill out anonymously. The board was asked to evaluate Dr. Favor's performance relating to his school board established annual superintendent goals using a 4-point scale with 4 being distinguished and 1 being unsatisfactory. Dr. Favor's three goals were:

Goal #1: Utilize a continuous improvement planning process to align district operations to achieve strategic directions. For this goal there were slightly more 3s than 4s, and no 2s or 1s. Board member comments indicate that Dr. Favor has demonstrated commitment to integrating data and aligning the goals with the district's mission and vision to continuously improve 917's operations.

Goal #2: Leverage internal strengths and external partnerships to amplify student, staff, and family voice in support of strategic directions, core values, staff recruitment, and staff retention. For this goal a slight majority of scores were 3s with the rest being 4s. Board member comments were that the teacher negotiations without board members at the table was a HUGE move towards trusting Dr. Favor and the staff to meet the needs of the district and it will provide a great foundation for the rest of negotiations. This goal uses his strengths in building relationships and truly following "we belong to each other." Members also would like to see more student and family voices and feel Dr. Favor is doing a great job at putting plans in place to support staff recruitment and retention.

Goal #3: Lead the ISD 917 district leadership team to collaboratively prioritize staff recruitment, staff retention, core values, and strategic directions. This goal had the highest score of all three goals with the majority of members giving a score of 4 with only two members scoring a 3. Comments included an appreciation of the "outside of the box" thinking of international teacher recruitment and piloting a teacher apprenticeship program. Also, Dr. Favor has demonstrated exceptional leadership in prioritizing staff recruitment, staff retention, core values, and strategic directions within ISD 917. I have really appreciated that he has sought out innovative strategies to address the staffing shortages. His commitment to aligning practices with our core values in our district is commendable and will help us to provide our students with high-quality education.