

Regular School Board Meeting

Tuesday, December 10, 2024 5:15 PM

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

I. **MISSION**

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

II. **Call to Order - Chair Cindy Nordstrom**

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

IV. **Licensed and Non-Licensed Employee of the Fall Quarter - Taylor Lovin**

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

V.A.

- Minutes
- Personnel
- Donations
 - Kathy Early, Prime Engineering Rep. value of \$6500
 - Allina Health System - Stacy Bosonen value of \$500
- Policies

VI. **Director of Business Services Reports - Mark Johns (Stewardship)**

VI.A.

- Bills
- Wire Transfers
- Investment Reports

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

VII.A. Approve Evaluation Rubric for Dr. Favor's Goals for 2024-2025 - Dr. Michael Favor

VII.B. Approve Clerical Contract for 2024-2026 - Dr. Michael Favor

VII.C. Approve Audit for 2023-2024 - Mark Johns

VIII. **Adjournment - Chair Cindy Nordstrom**

Name of Nominee:	The nominee is a:	Nominee's Supervisor	What ISD 917 Core Value does this staff member exemplify?	Highlight in detail why you are nominating this person for Employee of the Quarter based on the Core Value they exemplify?
Monique Marple	Licensed Staff Member	AJ Boehmer	Innovation	Monique is always trying to better/improve our systems that will ultimately help the students and staff. She is always a team player and just overall a great staff member to look up to!
Jess Hereford	Licensed Staff Member	Amy Swaney	Empathy	Jess is such a hardworking teacher. She truly cares for her students and is always coming up with new ways for them to learn and grow with their unique needs! She's always there when you need her. She's an awesome teacher and person!
Joe Heaney	Licensed Staff Member	Amy Swaney	Diversity	Joe brings strong assets to their role and our group/team is incredibly fortunate to have them as our lead teacher. I appreciate the way Joe creates a supportive learning environment, where everyone feels comfortable, asking questions. Not only is Joe respected by the staff, but also the students and parents.
Joseph Heaney (they/them)	Licensed Staff Member	Amy Swaney	Diversity	Joe has proved repeatedly to be a great leader in the classroom to both staff and students. They have come a long way in understanding the nuances of the students they work with, how to amplify the values the kids bring to the table, and create a classroom environment to make sure all staff that work in it also amplify the students' values. Joe has consistently shown that diversity is welcome in their classroom and is able to meet students where they are at while encouraging them to recognize and work around other student's unique needs as well. Joe promotes diversity within the classroom culture and in fostering growth mindsets within their students to show how differences can be challenging yet help us solve problems together.
Joe Heaney	Licensed Staff Member	Amy Swaney	Equity	Joe is an incredible teacher and communicator. They are very intuitive to their students needs and is always finding ways to best suit the needs of the students. They always find the positive in every student and strives to make the classroom an enjoyable environment. They have so much patience when students are escalated and after a student crisis, they will take the time to calmly process with the student. They have such a knack with words and is always honest with all of the students in their class. Joe also is a great mentor to the EPS's in their classroom. Making sure to take the time to help them learn each of the students and coaching them through difficulties they may face. I have learned so much from Joe and I appreciate all that they have brought to CEC.
Kim Wald	Licensed Staff Member	Chris Devine	Equity	Kim tailors lessons to meet the diverse needs of students by using various teaching methods—such as visual aids, hands-on activities, or technology—to cater to different learning styles and abilities. Kim sets high expectations for every student, believing in their potential to succeed in mathematics. They provide challenging tasks that encourage all students to stretch their abilities and engage with the material. Kim incorporates examples and problems that reflect diverse cultures and real-world applications, making the content relatable and relevant to all students. This helps students see the value and applicability of math in various contexts. Kim fosters a classroom culture that encourages collaboration, respect, and inclusivity. They create an environment where students feel safe to take risks, ask questions, and express their ideas without fear of judgment. Kim promotes group work and peer tutoring, allowing students to learn from each other's strengths and perspectives. This collaborative approach helps build community and enables students to support one another. Kim regularly reflects on their own teaching practices and seeks feedback from students to understand how they can better serve all learners. This might involve attending professional development on equity or engaging in discussions with colleagues about best practices.
Katie Collins	Licensed Staff Member	Don Budach	Collaboration	Katie is a dependable teammate. She is a dedicated teacher, new to TESA, who jumped right in with both feet! She has many students to serve, but still takes the time to thoroughly collaborate with support staff. She makes all students feel welcome, heard and understood everyday she walks into the classroom!
Jenna Sittarich	Licensed Staff Member	Don Budach	Collaboration	This year Jenna has assisted in creating our TESA data collection system and training others on how to implement this system. Jenna also co-teaches many classes to assist students authentic growth in their communication goals. Jenna is also mentoring and supporting another speech pathologist to our TESA team this year. Jenna also assists teachers in implementing visual supports that students need to be independent within their classes. Jenna also works with many staff to create social stories to assist student's understanding of complex and abstract concepts.
Wendi Renken	Licensed Staff Member	Don Budach	Collaboration	Wendi is the lead teacher for the TESA and DASH programs. She is always working to support staff and students. She is calm under pressure and empathetic to each person and their situation. I feel comfortable asking her for help and support, appreciated by her, engaged with her, heard by her, and seen. Wendi is an amazing lead and deserves to be recognized for her hard work and kind heart.
Betsy Larson	Licensed Staff Member	Don Budach	Personalization	Betsy is an absolutely amazing teacher. She works with our nonverbal students who are medically fragile. She goes above and beyond to Make sure her students that have so many various disabilities are able to learn and understand what's going on in the classroom. She also was constantly coming up with fun ideas to invite and include families like a Fall festival. This is done in a stand-alone classroom so she has to do the majority of the work on her own. She's constantly looking for new ideas and new ways to communicate with her students. She makes the staff feel like a community and family. When you walk in her room you feel like you're surrounded with love.
Betsy Larsen	Licensed Staff Member	Don Budach	Empathy	*Betsy has been a breath of fresh air in our room. She is very welcoming to staff and students. Everyone feels like their ideas and opinions are heard and valued. I look forward to going to work everyday! *Betsy uses hands-on activities that are unique, fun and inclusive for a supportive learning environment. She will alter or modify the curriculum to help students have access and a better understand of what is being taught. *Betsy takes the time to get to know students, parents and staff. She creates a calm and happy classroom that everyone can enjoy.
Emily Moulton	Licensed Staff Member	Don Budach	Personalization	Emily is a great candidate that shows the Core value, Personalization each and everyday. Her case load is unique and each student has their own. She works diligently to best support each one of her students each day. Her hard work and amazing skills help her students succeed each day in their own creative way.
Lisa Meyer	Licensed Staff Member	Jackie Pauley	Innovation	Lisa is always finding creative ways to incorporate new and exciting learning opportunities that meet state standards as well as provide real world kinesthetic learning opportunities that get our students ready for success in their lives.

Name of Nominee:	The nominee is a:	Nominee's Supervisor	What ISD 917 Core Value does this staff member exemplify?	Highlight in detail why you are nominating this person for Employee of the Quarter based on the Core Value they exemplify?
Lisa Mayer	Licensed Staff Member	Jackie Pauley	Personalization	When Lisa teaches she does it with her whole heart! She cares for the students and their learning, makes her class time very interesting and loves hearing all their thoughts in classroom discussions. She is an over achiever in everything she does, tries hard and works hard. She is very organized and helpful to all! Amber and I love working in her classroom at Alliance!
Josh Odell	Licensed Staff Member	Jennifer Hetland	Personalization	Josh continues to meet students where they are at all while academically challenging them. He shows integrity, personalization, and innovation daily with his students.
Adrienne Turzynski	Licensed Staff Member	Kate Hulse	Collaboration	Adrienne shows all these core values. She collaborates with people she needs to make sure that our students are successful, safe, and enjoying school. Adrienne works with everybody equally and makes sure everyone that needs to be included in different discussions are. She has empathy for all our students. She is always going to crisis calls whether she directly works with the students or not. She will spend as much time as needed in classrooms to observe and help where help is needed. Adrienne is an amazing person and very caring. I along side the students are lucky to have her make this the best learning environment as possible.
Jenna Nace	Licensed Staff Member	Taylor Lovin	Collaboration	Jenna is such a great teacher, team member, and advocate. Not only is she a wealth of knowledge, but she also shares that knowledge with all who she interacts with in a way that empowers and uplifts them. When faced with challenging teams and situations, Jenna is able to advocate for students and teams in a way that yields results. Jenna continuously goes above and beyond to work toward solutions for students, often spending personal time and resources. She consistently does what is right for students and ISD 917 is very fortunate to have such a wonderful person on their itinerant team!
Taylor McElligot	Non-Licensed Staff Member	AJ Boehmer	Integrity	We are so lucky to have Taylor apart of our school family! Taylor has been our only paraprofessional this school year, which means a lot has fallen on her as far as prep, data, and working with students. She consistently shows up to work with a positive attitude. Taylor exemplifies and leans into the powers of conscious discipline to help guide her practice of working with students and their unique needs. Taylor has especially grown into her assertive voice with students and is a model to others in our school building. We could not do it without her!!!
Lori Wilson	Non-Licensed Staff Member	AJ Boehmer	Diversity	Being a new member to the school I felt welcomed by all staff. However Lori stood out to me. She is always talking to me with students. Making sure everyone is included. Moving around rooms when needed with her flexibility. It has been a pleasure working with her and I look forward to the rest of the year.
Ashley DePover	Non-Licensed Staff Member	Amy Swaney	Communication	I am pleased to nominate Ms. Ashley DePover for her exceptional ability to foster open, transparent communication while creating a positive, inclusive, and collaborative learning environment. As an international teacher of color, being new to the school and Minnesota as a whole, Ms. Ashley is one of the reasons why I survived my very first month and going on my first year except for the fact that the admin at Concord absolutely rocks! :-) She brings a unique perspective and invaluable skills to the classroom, making meaningful connections with students, colleagues, and the broader school community. She excel in listening with empathy, encouraging open dialogue, and making space for all voices to be heard. Whether in one-on-one discussions or in team settings, she encourages conversations that promote mutual understanding, respect, and growth. I will never forget how Ms. Ashley even offer me and my co-Filipino teachers to be driven around town. She generously offered that she is just one text away if ever we need something from her. She is always so generous in sharing information about local events, ensuring that our families have the opportunity to enjoy them and that our kids can participate as well. She consistently goes the extra mile in her communication efforts, always ensuring that our families are well-informed and have access to opportunities within the community. When she is unable to come to work, it maybe simple but she always informs our classroom that she won't be able to make it for the day. Even though I am new, she always make sure that my voice is being heard and always encourage me to advocate for myself for any support that I might need, not only to our own classroom staff, but to our grade band, and to the admin as well.
Missy McElroy	Non-Licensed Staff Member	Amy Swaney	Integrity	Missy knows how to be warm, welcoming, and authentic with students which is good because she holds them to very high standards and because of how she leads them they trust her when she demands their best.
Amelia Peterson	Non-Licensed Staff Member	Don Budach	Collaboration	Amelia is someone you want to have on your team. She is ready and willing to step in where needed and constantly strives to help every student learn in their own way. She is able to take feedback and information from service providers and weave those ideas into her student's daily work. She is very helpful, with a ready smile and encouragement for any student who approaches her!
Rebecca Black	Non-Licensed Staff Member	Don Budach	Integrity	Rebecca believes in doing everything she can to ensure we meet student needs and consider staff strengths. She devotes her time to building relationships with everyone she works with and always has a positive attitude. She never lets her limitations or the limitations of others stand in the way of getting things done. She supports her colleagues and students with kindness. She shows up every day with integrity and always strives to do her best and give it her all. She looks for ways to solve problems, report not only what's not working, but also what is. She is very kind and hardworking.
Jody Bauer	Non-Licensed Staff Member	Don Budach	Empathy	Jody is a new employee this year with 917 and it is her first time ever working as an ESP. She has adapted to the demanding environment of DASH with the utmost dedication, kindness, and empathy. Each day Jody gives generously of her heart and energy to the unique students in our classroom! They each have a high degree of medical and PCA care needs and Jody always has a wonderful attitude no matter what new challenges the day brings. She sees each student as an important individual who deserves to be heard, seen, and cared for. Thank you for being a part of our DASH team at Two Rivers, Jody! You are the coolest person with the biggest heart!
Andrea Gray	Non-Licensed Staff Member	Don Budach	Personalization	Since I have first started this employee has always gone above and beyond for students and even staff. She is very flexible and so very welcoming. She knows how to make everyone feel better. She's a hard worker and would be greatly missed if she were to ever have to leave!

Name of Nominee:	The nominee is a:	Nominee's Supervisor	What ISD 917 Core Value does this staff member exemplify?	Highlight in detail why you are nominating this person for Employee of the Quarter based on the Core Value they exemplify?
Jenny Lentz	Non-Licensed Staff Member	Don Budach	Personalization	I first worked with Jenny almost 20 years ago when she served as an educational assistant for one of my students. We worked together for a couple of years and her dedication, positive outlook, going above and beyond always, was evident. Now, many years later, we share students at TESA. She has all of the same qualities if not more. I have NEVER seen her at work without 150%. She is a gift to ISD 917
Becky Splett	Non-Licensed Staff Member	Don Budach	Integrity	Becky has been with the district for several years, both in a teaching role and now as a para. Becky respects the privacy of students by keeping sensitive information about their academic performance, personal challenges, and any special accommodations confidential. If Becky makes a mistake or observes a situation where a student is struggling, she is honest about it. She communicate openly with the supervising teacher about issues or concerns, instead of trying to conceal them, and work collaboratively to find solutions. Becky advocates for students' needs by ensuring they receive the appropriate support and accommodations as outlined in their IEP's. She voices concerns when students are not receiving necessary services, acting in the best interest of the students. Becky treats all students fairly and equitably, regardless of their background or abilities. She provides the same level of attention and support to every student and do not show favoritism, ensuring an inclusive environment. By demonstrating integrity in their own actions—such as being punctual, completing tasks responsibly, and treating others with respect—Becky serves as a role model for students. This not only reinforces positive behavior but also helps to cultivate a culture of integrity in the classroom.
Jessica Ventrone	Non-Licensed Staff Member	Jackie Pauley	Personalization	I am a new ESP at Alliance Education Center and ISD 917, and Jess is my mentor, along with several other brand new ESPs. She is dedicated to her team, dedicated to her students, and incredibly considerate of the needs of those around her. She knows her students backwards and forwards, and her attention to detail and knack for the classroom is exemplified in the little tasks like memorizing locker combinations and reminding us to drink water, and big tasks like managing big behaviors and the training of all her mentees. She knows her staff, she knows her students, she knows her classroom, and she knows her school. It's been really wonderful learning under her, and she makes even the hard days feels manageable. She deserves more recognition than I could possibly give, and is an excellent candidate for Employee of the Quarter.
Kathleen (Kate) Everson	Non-Licensed Staff Member	Jackie Pauley	Empathy	Kate is an ESP in the CASE program. She is the cheerleader of the CASE program. She is always encouraging other staff members and keeps a positive attitude at all times. She finds strengths in others and will let them know that she notices these strengths and compliment them. Kate also notices when other staff are struggling. She will jump in and support wherever needed and will empathize with staff, encouraging and telling them that they are doing a great job. In addition to empathy and support of staff, Kate has empathy for students and is continuously trying to understand where they are at. She cares deeply for the students and provides empathetic support to them. She is in tune with what they need and looking for innovative ways to teach and support our students. I think that Kate is an exemplary ESP and very deserving of being Employee of the Quarter.
Nathalie Bohn	Non-Licensed Staff Member	Jennifer Hetland	Empathy	Nathalie continues to show up for her students even when things are difficult. She gives it her all and the students see her as a safe person to learn, grow from, and look up to. She meets students where they are at while holding them to high expectations.
Rachel Aster	Non-Licensed Staff Member	Taylor Lovin	Collaboration	Rachel is new to our program this year, but she brings with her a wealth of knowledge of both education and the Deaf community. She has jumped in with both feet, often taking initiative on her own, to help out both staff and students. She has already made a huge impact in our program, developing relationships with students and staff. She willingly shares her ideas for the program and field trips to help make things more accessible for all students and staff. Rachel is an amazing addition to our team!
Kenzie Richard	Non-Licensed Staff Member	Jennifer Hetland	Collaboration	Kenzie is able to step into any role an ESP might be asked to assume, including lunch distributor. She is organized and detail-oriented and includes students in the responsibility of getting food passed out in a timely and safe manner. She is skilled at working with any students and has done a phenomenal job implementing Nurtured Heart with consistency. The students she interacts with benefit greatly from her calm, nurturing personality. My classroom would not run half as smoothly without Kenzie on my team! I am so happy to collaborate with her daily!

INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, November 12, 2024, in the Board Room at Dakota County Technical College, 1300 145th Street East, Rosemount, MN.

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

Members Absent: Hannah Simmons and Monica Weber

Also Present: Melissa Schaller, Mark Johns, Brooke Peterson, Kate Hulse, Lauren Kelly, and Marci Levy-Maguire.

School Board Chair Cindy Nordstrom called the meeting to order 5:25 PM.

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

1. Motion by Tom Bennett, seconded by David Anderson, to approve the agenda.
2. Motion by Mark Zuzek, seconded by Tom Bennett, to approve the consent items, as presented. Voting aye: Tom Bennett, Lisa Ehleringer, Lesley Chester, David Anderson, Cindy Nordstrom, Byron Schwab, Mark Zuzek. Voting naye: none. Motion carried.
 - **Minutes:** October 1, 2024, Regular School Board Meeting
 - **Personnel: *New hires:*** Stephanie Blaisdell, Education Support Professional, effective September 30, 2024. Mikayla Coops, Education Support Professional, effective November 11, 2024. Fermin Curaming, Special Education Teacher, effective October 28, 2024. Jamari Garrett, Education Support Professional, effective October 14, 2024. Carleonanna Gordon, Education Support Professional, effective October 7, 2024. Ashley Hansen, Education Support Professional, effective October 21, 2024. Anne Jayasurita, Education Support Professional, effective September 25, 2024. Ellana LaMoreux, Education Support Professional, effective October 21, 2024. Deisha Long, Education Support Professional, effective October 9, 2024. Jodeci Medina, Education Support Professional, effective October 21, 2024. Christopher Nichols, Education Support Professional, effective October 21, 2024. Addison Strub, Education Support Professional, effective October 7, 2024. Eva Mari Tagudina, Special Education Teacher, effective October 7, 2024. Richard Tiempo, Special Education Teacher, effective October 28, 2024. Nyketta Watkins, Education Support Professional, effective September 30, 2024. Sainquece Walker-Sawyer, Education Support Professional, effective October 7, 2024. ***Rehires:*** Katrina Mayes, Education Support Professional, effective October 21, 2024. Robert Keech, Teacher, effective November 20, 2024. ***Resignations and Terminations:*** Muna Adam, Education Support Professional, effective November 4, 2024. Jodi Erickson, Education Support Professional, effective October 4, 2024. Jamari Garrett, Education Support Professional, effective November 4, 2024. Mohamed Jama, Education Support Professional, effective October 4, 2024. Lauren Kelly, Director of Human Resources, effective December 2, 2024. Anna Lamphere, Mental Health Professional, effective November 7, 2024. Hannah Lushanko, Education Support Professional, effective October 9, 2024. Courney Olson, Education Support Professional, effective October 23, 2024. Vanessa Plunkett, Education Support Professional, effective November 7, 2024. Gina Running, Education Support Professional, effective December 31, 2024. Janelle Sikich, Education Support Professional, effective November 15, 2024. Janani Venkatesan, Education Support Professional, effective October 16, 2024. ***Retirement:*** Robert Keech, Teacher, effective November 18, 2024.

- **Policies:** 506 Student Discipline; 515 Protection and Privacy of Pupil Records (add guardian where appropriate); 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process.
 - **Donations:** \$3000 from the Kopp Family Foundation to be used at Lebanon Education Center. \$1000 from the Eagan Lion's Club to be used at Alliance Education Center. Hometown Meats donation of hot dogs for 120 people; Cub Foods in Inver Grove - \$50 gift card; American Legion Post No. 65 \$1,000. (Addendum A.)
3. Motion by Byron Schwab, seconded by David Anderson, to approve the bills from September 20, 2024, to November 5, 2024, investment report, and wire transfers as presented by the Finance Director. Voting aye: Tom Bennett, Lisa Ehleringer, Lesley Chester, David Anderson, Cindy Nordstrom, Byron Schwab, Mark Zuzek. Voting naye: none. Motion carried.
 4. Motion by Lisa Ehleringer, seconded by Mark Zuzek, to approve the following policy on a first and final reading: 102 Equal Opportunity Employer and on a first and final reading basis. Voting aye: Tom Bennett, Lisa Ehleringer, Lesley Chester, David Anderson, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Monica Weber, Mark Zuzek. Voting naye: none. Motion carried. (Addendum B.)

Policy 516 Student Medication was reviewed on a first reading basis.

5. Motion by Mark Zuzek, seconded by Byron Schwab, to approve the READ Act, as presented. Voting aye: Tom Bennett, Lisa Ehleringer, Lesley Chester, David Anderson, Cindy Nordstrom, Byron Schwab, Mark Zuzek. Voting naye: none. Motion carried. (Addendum C.)
6. Motion by David Anderson, seconded by Mark Zuzek, to approve the Classified School Year Contract for 2024-2026, and the Amended Assistant Director, Principal Contract for 2023-2025 as presented. Voting aye: Tom Bennett, Lisa Ehleringer, Lesley Chester, David Anderson, Cindy Nordstrom, Byron Schwab, Mark Zuzek. Voting naye: none. Motion carried. (Addendum D.)
7. Motion by Byron Schwab, seconded by Lisa Ehleringer, to approve the Revenue and Expenditures Report, as presented. Voting aye: Tom Bennett, Lisa Ehleringer, Lesley Chester, David Anderson, Cindy Nordstrom, Byron Schwab, Mark Zuzek. Voting naye: none. Motion carried. (Addendum E.)
8. Motion by Byron Schwab, seconded by Lisa Ehleringer, to adjourn the meeting. Voting aye: Tom Bennett, Lisa Ehleringer, Lesley Chester, David Anderson, Cindy Nordstrom, Byron Schwab, Mark Zuzek. Voting naye: none. Motion carried.

There being no further business the meeting adjourned at 5:31 PM.

The next regular School Board Meeting will be Tuesday, December 10, 2024, at 5:15 PM in the Board Room of Dakota County Technical College.

Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED FOR
ACTION AT BOARD MEETING OF December 10, 2024**

NEW HIRES:

Nicole Flesner, Director of Human Resources, effective December 18, 2024.

Tabby Pinor, Teacher, effective November 11, 2024.

RE-HIRES:

CHANGE IN STATUS:

LEAVES OF ABSENCE:

RESIGNATION & TERMINATIONS:

Connor Hofmeister, Education Support Professional, effective December 11, 2024.

Janelle Sikich, Education Support Professional, *updated* effective November 8, 2024.

Sainquece Walker-Sawyer, Education Support Professional, effective November 26, 2024.

RETIREMENT



Intermediate School District 917

Purposeful. Personalized. Partners.

1300 145th Street East, Rosemount, MN 55068

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

November 6, 2024

Kathy Early, Prime Engineering Rep.
1563 Peltier Lake Drive
Hugo, MN 55038

Kathy,

Thank you for the generous donation of the Kidwalk Size 1 Gait Trainer and the Superstand Stander. They will be used by students aged birth-10 to promote greater independence with mobility and to facilitate participation in recreational and educational activities with their peers. Thank you again for your generous donation!

Sincerely,

Melissa Schaller, Ph.D.
Executive Director of Student Services
651-423-8204

ISD 917 Vision

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

ISD 917 Core Values

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



Intermediate School District 917

Purposeful. Personalized. Partners.

1300 145th Street East, Rosemount, MN 55068

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

November 6, 2024

Allina Health System – Stacy Besonen
Change to Chill School Partnership
Stacy.besonen@allina.com
P.O. Box 1583
Minneapolis, MN 55440

Stacy,

Thank you for the generous monetary donation to our Lebanon Education Center program. It will support mental health wellness in our school community by purchasing sensory items to add to our “chill zone” space in the building. The chill zone space is used by students who are dysregulated and need a calming place to be in to support their mental health. Thank you again for your generous donation!

Sincerely,

Melissa Schaller, Ph.D.
Executive Director of Student Services
651-423-8204

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516 STUDENT MEDICATION AND TELEHEALTH

[NOTE: The necessary provisions for complying with Minnesota Statutes, sections 121A.22, Administration of Drugs and Medicine, 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students aged 18 and over or other nonprescription medications. Please note that section 121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DRUG AND MEDICATION REQUIREMENTS

[NOTE: The June 2024 Model Policy 516 revisions include insertion of headings and rearrangement of paragraphs so that similar content is grouped together. School boards can choose whether to make these revisions.]

A. Administration of Drugs and Medicine

1. The administration of ~~prescription~~ medication or drugs at school requires a completed signed request from the student's parent or guardian. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures

that must be developed in consultation with:

- a. with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;
- b. with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;
- c. with a public or private health-related organization, in a district that contracts with a public or private health or health-related organization, according to Minnesota Statutes, 121A.21; or
- d. with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, 121A.21.

[NOTE: Paragraph III.A.2 had appeared in a different spot in previous versions of this model policy. In June 2024, the paragraph is located here and is updated to reflect 2024 legislative changes.]

3. Exclusions

[Note: The provisions of III.A.3 are optional. The school board may choose to include or exclude any of the provisions specified. These exclusions appeared in previous versions of this model policy.]

The provisions on administration of drugs and medicine above do not apply to drugs or medicine that are:

- a. purchased without a prescription;
- b. used by a pupil who is 18 years old or older;
- c. used in connection with services for which a minor may give effective consent;
- d. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;
- e. used off the school grounds;
- f. used in connection with athletics or extracurricular activities;
- g. used in connection with activities that occur before or after the regular school day;

- h. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;
- i. prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. the school district has received a written authorization each school year from the pupil's parent or guardian permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student; and
 - c. the parent or guardian has not requested school personnel to administer the medication to the student.

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

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

- j. epinephrine auto-injectors, consistent with Minnesota Statutes, section 121A.2205, if the parent or guardian and prescribing medical professional annually inform the pupil's school in writing that
 - a. the pupil may possess the epinephrine or
 - b. the pupil is unable to possess the epinephrine and requires immediate access to epinephrine auto-injectors that the parent or guardian provides properly labeled to the school for the pupil as needed.
- k. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.

1. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

B. Prescription Medication

- 1.—An “Authorization and Request for Administration of Medication” form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.
2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Paragraph III.A.3(i) above~~Part J.5. below~~), and medications administered as noted in a written agreement between the school district and the parent or guardian or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
5. The school must be notified immediately by the parent or guardian or student 18 years old or older in writing of any change in the student’s prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
6. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
7. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

~~Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minnesota Statutes section 121A.21). The school district administration shall submit~~

~~these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.~~

[NOTE: This paragraph is moved to Paragraph III.A.3 above, where it is updated to reflect 2024 legislative changes.]

- ~~8. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or guardian or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or guardian or legal guardian is required to retrieve the drug or controlled substance when requested by the school.~~

[NOTE: Starting in June 2024, the exceptions appear under Article III.A.3 above.]

- ~~1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;~~
- ~~2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;~~
- ~~3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;~~
- ~~4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;~~
- ~~5. Drugs or medicines that are~~
- ~~6. Medications:
 - ~~a. that are used off school grounds;~~
 - ~~b. that are used in connection with athletics or extracurricular activities; or~~
 - ~~c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.~~~~

C. Nonprescription Medication

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

[NOTE: School districts should consult with licensed medical and nursing personnel to address whether nonprescription medications will be allowed at elementary schools and whether and under what conditions school personnel will participate in storing or administering nonprescription medications.]

D. Possession and Use of Epinephrine Auto-Injectors

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

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

For the purposes of this policy, "instructional day" is defined as eight hours for each student contact day.

[NOTE: Minnesota law states that "the school board of the school district must define instructional day for the purposes of Minnesota Statutes, 121A.2205." A sample definition appears above. School districts can create a definition that fits their circumstances.]

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

Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

Effective July 1, 2024, registered nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine auto-injector is to be administered, when caring for a patient whose condition falls within the protocol.

[NOTE: The paragraph above was signed into law in May 2024. It is new model policy language.]

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

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

~~L. "Parent or guardian" for students 18 years old or older is the student.~~

F. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or guardian or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled

substance as defined under Minnesota Statutes, section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.

3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH

- A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.
- B. The space must provide a student privacy to receive mental health care.
- C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.
- D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

[NOTE: The Minnesota legislature enacted Article IV in the spring 2024.]

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.21 (School Health Services Hiring of Health Personnel)
Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)

Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
[Minn. Stat. § 148.171 \(Definitions; Title\)](#)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions)
Minn. Stat. § 152.23 (Limitations)
[Minn. Rule 8710.6100 \(School Nurse\)](#)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

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

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1909259	11/15/2024	MENARDS	V	(8.25)	VOID MANUAL CHECK
1909344	11/08/2024	AMANDA GROH	R	585.00	ACCOUNTS PAYABLE CHECK
1909345	11/08/2024	BRIGHTWORKS	R	3,343.15	ACCOUNTS PAYABLE CHECK
1909346	11/08/2024	CUB FOODS BLOOMINGTON	R	43.25	ACCOUNTS PAYABLE CHECK
1909347	11/08/2024	CUB FOODS - EAGAN	R	17.25	ACCOUNTS PAYABLE CHECK
1909348	11/08/2024	CUB FOODS - ROSEMOUNT	R	161.80	ACCOUNTS PAYABLE CHECK
1909349	11/08/2024	FARMINGTON COMMUNITY EDUCATION	R	380.00	ACCOUNTS PAYABLE CHECK
1909350	11/08/2024	IND SCH DIST 191	R	5,749.69	ACCOUNTS PAYABLE CHECK
1909351	11/08/2024	IND SCH DIST 192	R	9,511.07	ACCOUNTS PAYABLE CHECK
1909352	11/08/2024	IND SCH DIST 194	R	12,115.47	ACCOUNTS PAYABLE CHECK
1909353	11/08/2024	IND SCH DIST 195	R	455.24	ACCOUNTS PAYABLE CHECK
1909354	11/08/2024	IND SCH DIST 197	R	4,459.20	ACCOUNTS PAYABLE CHECK
1909355	11/08/2024	IND SCH DIST 199	R	5,249.01	ACCOUNTS PAYABLE CHECK
1909356	11/08/2024	IND SCH DIST 200	R	4,959.65	ACCOUNTS PAYABLE CHECK
1909357	11/08/2024	IND SCH DIST 271	R	6,223.35	ACCOUNTS PAYABLE CHECK
1909358	11/08/2024	MAD HATTER WELLNESS, LLC	R	30.00	ACCOUNTS PAYABLE CHECK
1909359	11/08/2024	MEGAN CATHERINE MATRAS	R	390.00	ACCOUNTS PAYABLE CHECK
1909360	11/08/2024	MENARDS	R	62.85	ACCOUNTS PAYABLE CHECK
1909361	11/08/2024	MINNESOTA HUMANITIES CENTER	R	1,764.00	ACCOUNTS PAYABLE CHECK
1909362	11/08/2024	MN DEPT OF HEALTH	R	3,425.00	ACCOUNTS PAYABLE CHECK
1909363	11/08/2024	MRI INTERMEDIATE HOLDINGS, LLC	R	202.50	ACCOUNTS PAYABLE CHECK
1909364	11/08/2024	NESSIM AND ASSOCIATES	R	300.00	ACCOUNTS PAYABLE CHECK
1909365	11/08/2024	NORTHEAST METRO 916	R	3,390.62	ACCOUNTS PAYABLE CHECK
1909366	11/08/2024	NOVA EDUCATION CONSULTANTS	R	13,908.75	ACCOUNTS PAYABLE CHECK
1909367	11/08/2024	PROCARE THERAPY	R	14,921.09	ACCOUNTS PAYABLE CHECK
1909368	11/08/2024	SO. ST. PAUL SPECIAL SCHOOL DIST 6	R	3,969.83	ACCOUNTS PAYABLE CHECK
1909369	11/08/2024	TEACHERS ON CALL INC	R	8,784.16	ACCOUNTS PAYABLE CHECK
1909370	11/08/2024	TRAVEL LEADERS	R	656.96	ACCOUNTS PAYABLE CHECK
1909371	11/08/2024	TRIUMPH EDUCATIONAL CONSULTING	R	260.00	ACCOUNTS PAYABLE CHECK
1909372	11/08/2024	ULTIMATE SLP	R	139.92	ACCOUNTS PAYABLE CHECK
1909373	11/08/2024	ZEN EDUCATE INC	R	5,698.11	ACCOUNTS PAYABLE CHECK
1909374	11/08/2024	ADVANCE AUTO PARTS	R	1,209.59	ACCOUNTS PAYABLE CHECK
1909375	11/08/2024	AI TECHNOLOGIES, LLC	R	2,785.75	ACCOUNTS PAYABLE CHECK
1909376	11/08/2024	ARVIG ENTERPRISES, INC	R	2,243.96	ACCOUNTS PAYABLE CHECK
1909377	11/08/2024	MN CLN SERVICES, INC	R	7,686.00	ACCOUNTS PAYABLE CHECK
1909378	11/08/2024	NARDINI FIRE EQUIP CO	R	173.00	ACCOUNTS PAYABLE CHECK
1909379	11/08/2024	OUTDOOR IMAGES, INC	R	187.10	ACCOUNTS PAYABLE CHECK
1909380	11/08/2024	SONOVA USA INC.	R	911.80	ACCOUNTS PAYABLE CHECK
1909381	11/08/2024	STEALTHWEAR PROTECTIVE CLOTHING INC	R	349.75	ACCOUNTS PAYABLE CHECK
1909382	11/08/2024	SUMMIT FIRE PROTECTION	R	675.50	ACCOUNTS PAYABLE CHECK
1909383	11/08/2024	TEXAS SCHOOL FOR THE BLIND	R	25.00	ACCOUNTS PAYABLE CHECK
1909384	11/08/2024	VERIZON WIRELESS	R	794.00	ACCOUNTS PAYABLE CHECK
1909385	11/15/2024	AMANDA GROH	R	390.00	ACCOUNTS PAYABLE CHECK
1909386	11/15/2024	AMAZON CAPITAL SERVICES	V	-	VOID: MULTI STUB CHECK
1909387	11/15/2024	AMAZON CAPITAL SERVICES	R	3,806.34	ACCOUNTS PAYABLE CHECK
1909388	11/15/2024	BENEFIT EXTRAS, INC	R	542.74	ACCOUNTS PAYABLE CHECK
1909389	11/15/2024	CKC GOOD FOOD	R	24,980.68	ACCOUNTS PAYABLE CHECK
1909390	11/15/2024	CUB FOODS - W ST PAUL	R	53.56	ACCOUNTS PAYABLE CHECK
1909391	11/15/2024	ESTR PUBLICATIONS	R	47.40	ACCOUNTS PAYABLE CHECK
1909392	11/15/2024	FRONTIER COMMUNICATIONS	R	762.84	ACCOUNTS PAYABLE CHECK
1909393	11/15/2024	GRAINGER W W INC.	R	1,592.02	ACCOUNTS PAYABLE CHECK
1909394	11/15/2024	IND SCH DIST 199	R	43,097.02	ACCOUNTS PAYABLE CHECK
1909395	11/15/2024	KAREN CASS FELLING, M.A., LP	R	750.00	ACCOUNTS PAYABLE CHECK
1909396	11/15/2024	KEYSTONE INTERPRETING SOLUTIONS INC	R	899.80	ACCOUNTS PAYABLE CHECK
1909397	11/15/2024	KRAUS ANDERSON CONSTRUCTION CO	R	4,800.00	ACCOUNTS PAYABLE CHECK
1909398	11/15/2024	LARSON KING, LLP	R	7,317.48	ACCOUNTS PAYABLE CHECK
1909399	11/15/2024	MARCO TECHNOLOGIES	R	138.75	ACCOUNTS PAYABLE CHECK

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1909400	11/15/2024	MENARDS	R	8.25	ACCOUNTS PAYABLE CHECK
1909401	11/15/2024	MN ENERGY RESOURCES CORPORATION	R	316.47	ACCOUNTS PAYABLE CHECK
1909402	11/15/2024	NARDINI FIRE EQUIP CO	R	191.00	ACCOUNTS PAYABLE CHECK
1909403	11/15/2024	NOAH'S PARK & PLAYGROUNDS	R	87.00	ACCOUNTS PAYABLE CHECK
1909404	11/15/2024	OFFICE DEPOT	R	193.50	ACCOUNTS PAYABLE CHECK
1909405	11/15/2024	SAFE WAY BUS CO.	R	494.68	ACCOUNTS PAYABLE CHECK
1909406	11/15/2024	SCHOOL NURSE SUPPLY	R	93.55	ACCOUNTS PAYABLE CHECK
1909407	11/15/2024	SOUTHWEST WEST CENTRAL SERVICE CORP	R	24.00	ACCOUNTS PAYABLE CHECK
1909408	11/15/2024	SQUIRES, WALDSPURGER & MACE, P.A.	R	165.00	ACCOUNTS PAYABLE CHECK
1909409	11/15/2024	TABBY PINOR	R	1,500.00	ACCOUNTS PAYABLE CHECK
1909410	11/15/2024	THERAPY NOTES, LLC	R	299.00	ACCOUNTS PAYABLE CHECK
1909411	11/15/2024	TWISTED MECHANICAL, LLC	R	25,282.00	ACCOUNTS PAYABLE CHECK
1909412	11/15/2024	WEAVING CULTURES, LLC	R	116.50	ACCOUNTS PAYABLE CHECK
1909413	11/15/2024	ZEN EDUCATE INC	R	5,951.44	ACCOUNTS PAYABLE CHECK
1909414	11/20/2024	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1909415	11/20/2024	917 PROGRAM ASST EDU ASSOCIATION	R	3,829.68	ACCOUNTS PAYABLE CHECK
1909416	11/20/2024	EDUCATION MINNESOTA, LOCAL 3904	R	9,224.71	ACCOUNTS PAYABLE CHECK
1909417	11/20/2024	FTC	R	1,365.83	ACCOUNTS PAYABLE CHECK
1909418	11/20/2024	O.P.E.I.U., LOCAL 12	R	441.13	ACCOUNTS PAYABLE CHECK
1909419	11/20/2024	RELATED SERVICES NURSES ESP	R	170.34	ACCOUNTS PAYABLE CHECK
1909420	11/22/2024	ALL IN ONE TRANSLATION AGENCY, LLC	R	945.00	ACCOUNTS PAYABLE CHECK
1909421	11/22/2024	AMANDA GROH	R	585.00	ACCOUNTS PAYABLE CHECK
1909422	11/22/2024	IND SCH DIST 191	R	70.56	ACCOUNTS PAYABLE CHECK
1909423	11/22/2024	IND SCH DIST 196	R	265.50	ACCOUNTS PAYABLE CHECK
1909424	11/22/2024	IND SCH DIST 197	R	2,356.38	ACCOUNTS PAYABLE CHECK
1909425	11/22/2024	KAREN CASS FELLING, M.A., LP	R	2,250.00	ACCOUNTS PAYABLE CHECK
1909426	11/22/2024	KEYSTONE INTERPRETING SOLUTIONS INC	R	156.20	ACCOUNTS PAYABLE CHECK
1909427	11/22/2024	KRAFT MECHANICAL, LLC	R	45,390.05	ACCOUNTS PAYABLE CHECK
1909428	11/22/2024	MALLOY, MONTAGUE, KARNOWSKI, RADOSE	R	12,500.00	ACCOUNTS PAYABLE CHECK
1909429	11/22/2024	MN DEPT OF PUBLIC SAFETY	R	45.00	ACCOUNTS PAYABLE CHECK
1909430	11/22/2024	NOVA EDUCATION CONSULTANTS	R	12,838.75	ACCOUNTS PAYABLE CHECK
1909431	11/22/2024	OFFICE OF MN.IT SERVICES	R	390.90	ACCOUNTS PAYABLE CHECK
1909432	11/22/2024	TEACHERS ON CALL INC	R	8,707.26	ACCOUNTS PAYABLE CHECK
1909433	11/22/2024	ZEN EDUCATE INC	R	4,622.70	ACCOUNTS PAYABLE CHECK
1909434	11/22/2024	CDWG	R	10,288.62	ACCOUNTS PAYABLE CHECK
1909435	11/22/2024	CENTERPOINT ENERGY	R	249.91	ACCOUNTS PAYABLE CHECK
1909436	11/22/2024	DAKOTA TRUCK UNDERWRITERS	R	32,601.00	ACCOUNTS PAYABLE CHECK
1909437	11/22/2024	FRONTIER COMMUNICATIONS	R	1,379.79	ACCOUNTS PAYABLE CHECK
1909438	11/22/2024	HEARING OUR WAY	R	174.99	ACCOUNTS PAYABLE CHECK
1909439	11/22/2024	IDENTISYS INC	R	319.45	ACCOUNTS PAYABLE CHECK
1909440	11/22/2024	SCHOOL NURSE SUPPLY	R	181.89	ACCOUNTS PAYABLE CHECK
1909441	11/22/2024	SONOVA USA INC.	R	3,822.47	ACCOUNTS PAYABLE CHECK
1909442	11/22/2024	SOUTHPAW ENTERPRISES	R	29.95	ACCOUNTS PAYABLE CHECK
1909443	11/22/2024	USI	R	429.95	ACCOUNTS PAYABLE CHECK
1909444	11/22/2024	VOYAGER SOPRIS LEARNING, INC	R	301.40	ACCOUNTS PAYABLE CHECK
1909445	11/22/2024	XCEL ENERGY	R	6,937.60	ACCOUNTS PAYABLE CHECK
V4002354	11/11/2024	ALDI	R	400.75	ACCOUNTS PAYABLE VOUCHER
V4002355	11/11/2024	AMERGIS	V	-	VOID: MULTI STUB VOUCHER
V4002356	11/11/2024	AMERGIS	R	32,518.50	ACCOUNTS PAYABLE VOUCHER
V4002357	11/11/2024	BAYADA HOME HEALTH CARE	R	4,853.00	ACCOUNTS PAYABLE VOUCHER
V4002358	11/11/2024	BEST WESTERN HOTELS & RESORTS	R	1,162.32	ACCOUNTS PAYABLE VOUCHER
V4002359	11/11/2024	BOYS TOWN PRESS	R	75.00	ACCOUNTS PAYABLE VOUCHER
V4002360	11/11/2024	BRIGHTWORKS	R	195.00	ACCOUNTS PAYABLE VOUCHER
V4002361	11/11/2024	WELLS FARGO	R	2,835.55	ACCOUNTS PAYABLE VOUCHER
V4002362	11/11/2024	OPENAI	R	60.00	ACCOUNTS PAYABLE VOUCHER
V4002363	11/11/2024	CITY OF APPLE VALLEY	R	835.16	ACCOUNTS PAYABLE VOUCHER
V4002364	11/11/2024	CITY OF INVER GROVE HTS	R	564.91	ACCOUNTS PAYABLE VOUCHER

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
V4002365	11/11/2024	GOOGLE HQ	R	2,756.90	ACCOUNTS PAYABLE VOUCHER
V4002366	11/11/2024	HEALTHIEST YOU	R	3,476.00	ACCOUNTS PAYABLE VOUCHER
V4002367	11/11/2024	INNOVATIVE OFFICE SOLUTIONS	R	2,859.15	ACCOUNTS PAYABLE VOUCHER
V4002368	11/11/2024	INNOVATIVE PRODUCTS, INC	R	587.14	ACCOUNTS PAYABLE VOUCHER
V4002369	11/11/2024	MACMH (MN ASSOC FOR CHILDREN'S MENT	R	100.00	ACCOUNTS PAYABLE VOUCHER
V4002370	11/11/2024	MDVI	R	900.00	ACCOUNTS PAYABLE VOUCHER
V4002371	11/11/2024	MINNESOTA SECRETARY OF STATE	R	120.00	ACCOUNTS PAYABLE VOUCHER
V4002372	11/11/2024	MINNETESOL	R	215.00	ACCOUNTS PAYABLE VOUCHER
V4002373	11/11/2024	MN STATE COLLEGES & UNIVERSITIES	R	125.00	ACCOUNTS PAYABLE VOUCHER
V4002374	11/11/2024	NEARPOD, INC	R	159.00	ACCOUNTS PAYABLE VOUCHER
V4002375	11/11/2024	PRO-ED, INC	R	66.30	ACCOUNTS PAYABLE VOUCHER
V4002376	11/11/2024	RELIAS LLC	R	99.00	ACCOUNTS PAYABLE VOUCHER
V4002377	11/11/2024	SCIENCE MUSEUM OF MN	R	18.00	ACCOUNTS PAYABLE VOUCHER
V4002378	11/11/2024	THE HOME DEPOT	R	4,971.73	ACCOUNTS PAYABLE VOUCHER
V4002379	11/11/2024	THE HOME DEPOT PRO	R	2,977.46	ACCOUNTS PAYABLE VOUCHER
V4002380	11/11/2024	THEORY OF MIND INVENTORY LLC	R	295.00	ACCOUNTS PAYABLE VOUCHER
V4002381	11/11/2024	THINKLABS MEDICAL LLC	R	499.00	ACCOUNTS PAYABLE VOUCHER
V4002382	11/11/2024	TRIUMPH EDUCATIONAL CONSULTING	R	150.00	ACCOUNTS PAYABLE VOUCHER
V4002383	11/11/2024	ULTIMATE SLP	R	139.92	ACCOUNTS PAYABLE VOUCHER
V4002384	11/11/2024	UNITED STATES POSTAL OFFICE	R	73.00	ACCOUNTS PAYABLE VOUCHER
V4002385	11/11/2024	UNIVERSAL CLEANING SERVICES	R	7,947.50	ACCOUNTS PAYABLE VOUCHER
V4002386	11/11/2024	WESTONE LABORATORIES INC.	R	349.97	ACCOUNTS PAYABLE VOUCHER
V6607473	11/21/2024	JOAN MARIE ABDULKADIR	R	22.78	ACCOUNTS PAYABLE VOUCHER
V6607474	11/21/2024	MARTHA JOAN ALLEN	R	210.38	ACCOUNTS PAYABLE VOUCHER
V6607475	11/21/2024	DAVID ANDERSON	R	16.08	ACCOUNTS PAYABLE VOUCHER
V6607476	11/21/2024	KELSIE K ARCH	R	98.49	ACCOUNTS PAYABLE VOUCHER
V6607477	11/21/2024	KIM MARIE AUSTIN	R	318.92	ACCOUNTS PAYABLE VOUCHER
V6607478	11/21/2024	TREVOR R BAILEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607479	11/21/2024	KEITH JAMES BARTHOLOMAUS	R	140.70	ACCOUNTS PAYABLE VOUCHER
V6607480	11/21/2024	THOMAS RICHARD BENNETT	R	22.78	ACCOUNTS PAYABLE VOUCHER
V6607481	11/21/2024	LINDA JO BERG	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607482	11/21/2024	STEPHANIE BETLEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607483	11/21/2024	MICHAEL JASON BIBRO	R	274.92	ACCOUNTS PAYABLE VOUCHER
V6607484	11/21/2024	JULIE BLACK	R	81.74	ACCOUNTS PAYABLE VOUCHER
V6607485	11/21/2024	AMANDA JO BOEHMER	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607486	11/21/2024	LOREEN M. BOHNERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6607487	11/21/2024	DON JAMES BUDACH	R	475.25	ACCOUNTS PAYABLE VOUCHER
V6607488	11/21/2024	LESLEY ANNE CHESTER	R	17.42	ACCOUNTS PAYABLE VOUCHER
V6607489	11/21/2024	BETHANY LEIGH CHRISTIANSON	R	20.77	ACCOUNTS PAYABLE VOUCHER
V6607490	11/21/2024	EMILY MARGARET MATULA	R	268.67	ACCOUNTS PAYABLE VOUCHER
V6607491	11/21/2024	CRAIG ALAN CURTIS	R	447.11	ACCOUNTS PAYABLE VOUCHER
V6607492	11/21/2024	PEARL SUSAN DEVENOW	R	222.44	ACCOUNTS PAYABLE VOUCHER
V6607493	11/21/2024	CHRISTOPHER GORDON DEVINE	R	231.04	ACCOUNTS PAYABLE VOUCHER
V6607494	11/21/2024	CARMEN MARIE EATON	R	42.88	ACCOUNTS PAYABLE VOUCHER
V6607495	11/21/2024	JACOB REED EDLUND	R	12.06	ACCOUNTS PAYABLE VOUCHER
V6607496	11/21/2024	LISA A EHLERINGER	R	25.46	ACCOUNTS PAYABLE VOUCHER
V6607497	11/21/2024	SHAE K ELLIOTT	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607498	11/21/2024	KATHERINE DIANE ENGEL	R	112.56	ACCOUNTS PAYABLE VOUCHER
V6607499	11/21/2024	DAWN MARIE EPPS	R	30.82	ACCOUNTS PAYABLE VOUCHER
V6607500	11/21/2024	MICHAEL LEONARD FAVOR	R	109.21	ACCOUNTS PAYABLE VOUCHER
V6607501	11/21/2024	SOFIE L FITZSIMMONS	R	156.78	ACCOUNTS PAYABLE VOUCHER
V6607502	11/21/2024	ANGELITA LEE FLEMING	R	30.82	ACCOUNTS PAYABLE VOUCHER
V6607503	11/21/2024	SHERILYN FAYE FRISQUE	R	613.05	ACCOUNTS PAYABLE VOUCHER
V6607504	11/21/2024	CHRISTINA ANN TUOHY	R	70.35	ACCOUNTS PAYABLE VOUCHER
V6607505	11/21/2024	CASSIE J. GROFF	R	150.75	ACCOUNTS PAYABLE VOUCHER
V6607506	11/21/2024	MEGAN KRISTINE HAROLDSON	R	176.21	ACCOUNTS PAYABLE VOUCHER
V6607507	11/21/2024	LEAH HANISCH HARRIS	R	34.84	ACCOUNTS PAYABLE VOUCHER

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
V6607508	11/21/2024	JANA LEE HEIDEMANN	R	34.84	ACCOUNTS PAYABLE VOUCHER
V6607509	11/21/2024	PETER ALLYN HENDRICKS	R	484.41	ACCOUNTS PAYABLE VOUCHER
V6607510	11/21/2024	SARA ASHLEY HENRY	R	393.29	ACCOUNTS PAYABLE VOUCHER
V6607511	11/21/2024	JENNIFER AMY HETLAND	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607512	11/21/2024	MELISSA ROCHELL HO	R	114.68	ACCOUNTS PAYABLE VOUCHER
V6607513	11/21/2024	KATE SCHNEEWEIS HULSE	R	266.21	ACCOUNTS PAYABLE VOUCHER
V6607514	11/21/2024	SARAH CAITLIN IDEEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6607515	11/21/2024	COURTNEY ELIZABETH INMAN	R	38.86	ACCOUNTS PAYABLE VOUCHER
V6607516	11/21/2024	CINDY LOU JACOBS	R	53.60	ACCOUNTS PAYABLE VOUCHER
V6607517	11/21/2024	MARK W JOHNS	R	201.22	ACCOUNTS PAYABLE VOUCHER
V6607518	11/21/2024	SARAH LYNN JOHNSON	R	379.89	ACCOUNTS PAYABLE VOUCHER
V6607519	11/21/2024	AMY TAMARAH WOLF KAUFMAN	R	198.99	ACCOUNTS PAYABLE VOUCHER
V6607520	11/21/2024	LAUREN ROSE KELLY	R	303.40	ACCOUNTS PAYABLE VOUCHER
V6607521	11/21/2024	LORI ANN KLEIN	R	614.61	ACCOUNTS PAYABLE VOUCHER
V6607522	11/21/2024	JOAN MARGARET KRAFT	R	109.88	ACCOUNTS PAYABLE VOUCHER
V6607523	11/21/2024	ELLANA LAMOREUX	R	6.03	ACCOUNTS PAYABLE VOUCHER
V6607524	11/21/2024	ANNA MARIE LAMPHERE	R	16.08	ACCOUNTS PAYABLE VOUCHER
V6607525	11/21/2024	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607526	11/21/2024	BETSY SUE LARSEN	R	224.45	ACCOUNTS PAYABLE VOUCHER
V6607527	11/21/2024	ABIGAIL MARIE EVANS LARSON	R	536.00	ACCOUNTS PAYABLE VOUCHER
V6607528	11/21/2024	ALLYSSA BONITA LIND	R	90.25	ACCOUNTS PAYABLE VOUCHER
V6607529	11/21/2024	SARAH MARIE LUDEWIG	R	137.35	ACCOUNTS PAYABLE VOUCHER
V6607530	11/21/2024	ERIN JEAN MAHNKE	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607531	11/21/2024	MONIQUE NICOLE MARPLE	R	20.10	ACCOUNTS PAYABLE VOUCHER
V6607532	11/21/2024	KIM MARIE MARTIN	R	57.62	ACCOUNTS PAYABLE VOUCHER
V6607533	11/21/2024	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6607534	11/21/2024	ALISON KENNIS-LYNN MCCUSKER	R	13.57	ACCOUNTS PAYABLE VOUCHER
V6607535	11/21/2024	SHARRI HELENE MCGIBBON	R	62.42	ACCOUNTS PAYABLE VOUCHER
V6607536	11/21/2024	JENNA ANN NACE	R	281.40	ACCOUNTS PAYABLE VOUCHER
V6607537	11/21/2024	CLAIRE M NACHTWEY	R	14.74	ACCOUNTS PAYABLE VOUCHER
V6607538	11/21/2024	JO ANN MARISKA NAGY	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6607539	11/21/2024	CINDY L NORDSTROM	R	11.39	ACCOUNTS PAYABLE VOUCHER
V6607540	11/21/2024	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6607541	11/21/2024	ALICIA JOY ODELL	R	194.30	ACCOUNTS PAYABLE VOUCHER
V6607542	11/21/2024	JACKIE MARIE PAULEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607543	11/21/2024	EMILY COLLEEN GOODSON	R	189.72	ACCOUNTS PAYABLE VOUCHER
V6607544	11/21/2024	HOLLY MARIE PEMBLE	R	281.40	ACCOUNTS PAYABLE VOUCHER
V6607545	11/21/2024	AMANDA LYNN PETERS	R	93.13	ACCOUNTS PAYABLE VOUCHER
V6607546	11/21/2024	JENNIFER MAE PETERSEN	R	294.91	ACCOUNTS PAYABLE VOUCHER
V6607547	11/21/2024	BROOKE ALLYSON PETERSON	R	175.76	ACCOUNTS PAYABLE VOUCHER
V6607548	11/21/2024	CAROLINE ROSE PETERSON	R	490.57	ACCOUNTS PAYABLE VOUCHER
V6607549	11/21/2024	EMILY ANN PFISTERER	R	322.27	ACCOUNTS PAYABLE VOUCHER
V6607550	11/21/2024	VANESSA PHUONG PLUNKETT	R	34.67	ACCOUNTS PAYABLE VOUCHER
V6607551	11/21/2024	KELLI MARIE PROULX	R	373.72	ACCOUNTS PAYABLE VOUCHER
V6607552	11/21/2024	ANJALI RAO	R	77.72	ACCOUNTS PAYABLE VOUCHER
V6607553	11/21/2024	WENDI MARLAINA RENKEN	R	252.70	ACCOUNTS PAYABLE VOUCHER
V6607554	11/21/2024	PAMELA R RICKERS	R	42.88	ACCOUNTS PAYABLE VOUCHER
V6607555	11/21/2024	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6607556	11/21/2024	SARAH CATHERINE ROWLEY	R	154.77	ACCOUNTS PAYABLE VOUCHER
V6607557	11/21/2024	HAWA D SALAD	R	54.94	ACCOUNTS PAYABLE VOUCHER
V6607558	11/21/2024	MELISSA RAE SCHALLER	R	384.80	ACCOUNTS PAYABLE VOUCHER
V6607559	11/21/2024	BYRON LEITH SCHWAB	R	20.10	ACCOUNTS PAYABLE VOUCHER
V6607560	11/21/2024	ROLAND ARTHUR SESSIONS III	R	312.89	ACCOUNTS PAYABLE VOUCHER
V6607561	11/21/2024	KARLEEN SHERMAN	R	70.35	ACCOUNTS PAYABLE VOUCHER
V6607562	11/21/2024	NORMAN C. SMITH III	R	65.66	ACCOUNTS PAYABLE VOUCHER
V6607563	11/21/2024	COREY S STOCCO	R	28.14	ACCOUNTS PAYABLE VOUCHER
V6607564	11/21/2024	MATTHEW STEVEN STOEKLEN	R	63.65	ACCOUNTS PAYABLE VOUCHER

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
V6607565	11/21/2024	HEATHER LYNN STOESZ	R	149.41	ACCOUNTS PAYABLE VOUCHER
V6607566	11/21/2024	DAVID LEON STOLL	R	124.62	ACCOUNTS PAYABLE VOUCHER
V6607567	11/21/2024	ANN T STROM	R	83.75	ACCOUNTS PAYABLE VOUCHER
V6607568	11/21/2024	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607569	11/21/2024	BRENDA JEAN SZOKA	R	195.00	ACCOUNTS PAYABLE VOUCHER
V6607570	11/21/2024	KAYLEEN LAVONNE TAFFE	R	80.40	ACCOUNTS PAYABLE VOUCHER
V6607571	11/21/2024	MARY ELIZABETH TAYLOR	R	263.31	ACCOUNTS PAYABLE VOUCHER
V6607572	11/21/2024	SONIA LYNN TENDRICH	R	252.26	ACCOUNTS PAYABLE VOUCHER
V6607573	11/21/2024	SARA THOMAS	R	22.78	ACCOUNTS PAYABLE VOUCHER
V6607574	11/21/2024	TAYLOR MAY LOVIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607575	11/21/2024	SHANYN NICOLE TUFTEE	R	150.19	ACCOUNTS PAYABLE VOUCHER
V6607576	11/21/2024	ADRIENNE KATE TURZYNSKI	R	22.11	ACCOUNTS PAYABLE VOUCHER
V6607577	11/21/2024	JOHN NATHAN VOLKERT	R	123.82	ACCOUNTS PAYABLE VOUCHER
V6607578	11/21/2024	ASHLEY LYNNETTE WARD	R	485.88	ACCOUNTS PAYABLE VOUCHER
V6607579	11/21/2024	SCOTT MICHAEL ZEHNDER	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6607580	11/21/2024	MARK A. ZUZEK	R	14.74	ACCOUNTS PAYABLE VOUCHER
V7703441	11/11/2024	MEDICA	R	64,239.42	ACCOUNTS PAYABLE VOUCHER
V7703442	11/11/2024	NATIONAL INSURANCE SERVICES OF WI,	R	9,350.91	ACCOUNTS PAYABLE VOUCHER
V7703443	11/14/2024	FIDELITY SECURITY LIFE INS CO	R	2,300.22	ACCOUNTS PAYABLE VOUCHER
V7703444	11/14/2024	MEDICA	R	114,993.55	ACCOUNTS PAYABLE VOUCHER
V7703445	11/20/2024	MN CHILD SUPPORT PAYMENT CENTER	R	205.50	ACCOUNTS PAYABLE VOUCHER
V7703446	11/20/2024	AMERIPRISE FINANCIAL ADVISORS	R	9,033.82	ACCOUNTS PAYABLE VOUCHER
V7703447	11/20/2024	AXA EQUITABLE LIFE INS CO	R	3,864.29	ACCOUNTS PAYABLE VOUCHER
V7703448	11/20/2024	FIDELITY INVSTMT TAX-EX SVC CO	R	24,366.59	ACCOUNTS PAYABLE VOUCHER
V7703449	11/20/2024	HEALTHEQUITY, INC.	R	29,162.98	ACCOUNTS PAYABLE VOUCHER
V7703450	11/20/2024	HORACE MANN LIFE INS	R	2,169.18	ACCOUNTS PAYABLE VOUCHER
V7703451	11/20/2024	INTERNAL REVENUE SERVICE	R	295,831.86	ACCOUNTS PAYABLE VOUCHER
V7703452	11/20/2024	EDUCATION MN ESI BILLING TRUST	R	11,938.17	ACCOUNTS PAYABLE VOUCHER
V7703453	11/20/2024	MN DEPT OF REVENUE	R	52,495.95	ACCOUNTS PAYABLE VOUCHER
V7703454	11/20/2024	MN DEPT OF REVENUE(C)	R	250.00	ACCOUNTS PAYABLE VOUCHER
V7703455	11/20/2024	MN STATE RETIREMENT SYSTEM	R	1,108.33	ACCOUNTS PAYABLE VOUCHER
V7703456	11/20/2024	EXECUTIVE DIRECTOR	R	59,353.95	ACCOUNTS PAYABLE VOUCHER
V7703457	11/20/2024	STATE TREASURER, TRA	R	127,587.12	ACCOUNTS PAYABLE VOUCHER
V7703458	11/20/2024	VARIABLE ANNUITY LIFE INS CO	R	11,535.39	ACCOUNTS PAYABLE VOUCHER
V7703459	11/20/2024	VOYA	R	1,332.51	ACCOUNTS PAYABLE VOUCHER
V7703460	11/20/2024	PROCARE THERAPY	R	8,261.66	ACCOUNTS PAYABLE VOUCHER
V7703461	11/21/2024	DELTA DENTAL OF MINNESOTA	R	41,539.14	ACCOUNTS PAYABLE VOUCHER
V7703462	11/21/2024	MEDICA	R	74,836.68	ACCOUNTS PAYABLE VOUCHER
V7703463	11/21/2024	MEDICA	R	72,202.73	ACCOUNTS PAYABLE VOUCHER
V7703464	11/22/2024	PROCARE THERAPY	R	8,574.99	ACCOUNTS PAYABLE VOUCHER
			Total	1,531,081.62	

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

11/29/2024 DIRECT DEPOSITS REGULAR PAY (PR410)

\$789,458.74

NET PAYROLL

\$

789,458.74

Authorized Signature

Mad J...

Date

11/29/24

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

11/15/2024 DIRECT DEPOSITS REGULAR PAY (PR409)

\$820,682.61

NET PAYROLL

\$ 820,682.61

Authorized Signature Mark John Date 11/20/24



Customer Service
PO Box 11760
Harrisburg, PA 17108-11760

ACCOUNT STATEMENT

For the Month Ending
October 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

Danny A. Nelson

Director
800 Nicollet Mall, 4th Floor
Minneapolis, MN 55402
612-371-3747
nelsond@pfmam.com

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Cover/Disclosures
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Individual Accounts

Accounts included in Statement

600430 STATE PAYMENTS

Important Messages

MSDLAF will be closed on 11/11/2024 for Veterans Day.
MSDLAF will be closed on 11/28/2024 for Thanksgiving 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

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 ("PFMAM") is a division of U.S. Bancorp Asset Management, Inc. ("USBAM"), a SEC-registered investment adviser. USBAM is direct subsidiary of U.S. Bank National Association ("U.S. Bank") and an indirect 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 ICE Data Services. There may be differences in the values shown for investments due to accrued but uncollected income and the use of differing valuation sources and methods. 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 USBAM's affiliate, U.S. Bancorp Investments, 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.

In August 2024, PFMAM converted its portfolio accounting system from FIS Investment Accounting Manager to SS&C PORTIA. The new system has recalculated the amortized cost and yield to maturity at cost of each security, based upon original cost and settlement date. Some securities, including some factored securities and previously exchanged securities, are now on a modified amortization schedule as compared with that of the past. Where transfers have occurred between your portfolios we have returned their settlement dates to the settlement dates of the original purchases in order to minimize any impact to their amortization schedules.

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
Attn: Service Operations
213 Market Street
Harrisburg, PA 17101

NOT FDIC INSURED

NO BANK GUARANTEE

MAY LOSE VALUE

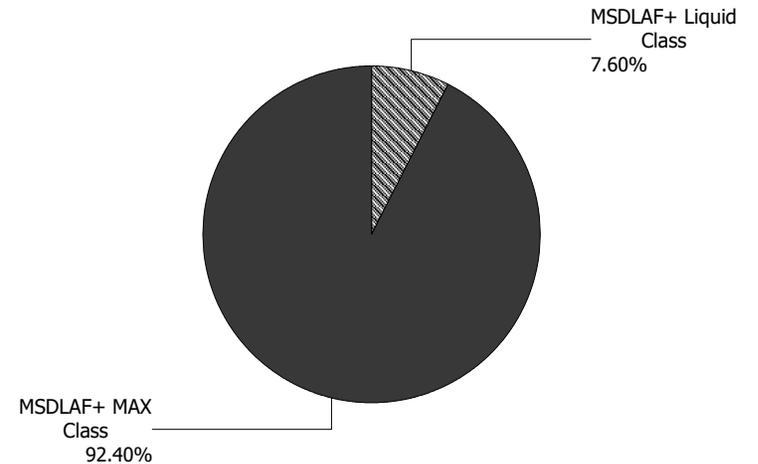
Account Statement - Transaction Summary

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

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

MSDLAF+ Liquid Class	
Opening Market Value	1,045,878.04
Purchases	4,201.03
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$1,050,079.07
Cash Dividends and Income	4,201.03
MSDLAF+ MAX Class	
Opening Market Value	12,709,046.12
Purchases	52,125.78
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$12,761,171.90
Cash Dividends and Income	52,125.78

Asset Summary		
	October 31, 2024	September 30, 2024
MSDLAF+ Liquid Class	1,050,079.07	1,045,878.04
MSDLAF+ MAX Class	12,761,171.90	12,709,046.12
Total	\$13,811,250.97	\$13,754,924.16
Asset Allocation		



Account Statement

For the Month Ending **October 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					1,045,878.04
10/31/24	11/01/24	Accrual Income Div Reinvestment - Distributions	1.00	4,201.03	1,050,079.07
Closing Balance					1,050,079.07

	Month of October	Fiscal YTD July-October		
Opening Balance	1,045,878.04	139,302.79	Closing Balance	1,050,079.07
Purchases	4,201.03	1,010,776.28	Average Monthly Balance	1,046,013.56
Redemptions (Excl. Checks)	0.00	(100,000.00)	Monthly Distribution Yield	4.73%
Check Disbursements	0.00	0.00		
Closing Balance	1,050,079.07	1,050,079.07		
Cash Dividends and Income	4,201.03	10,776.28		

MSDLAF+ MAX Class

Opening Balance					12,709,046.12
10/31/24	11/01/24	Accrual Income Div Reinvestment - Distributions	1.00	52,125.78	12,761,171.90

Account Statement

For the Month Ending **October 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					12,761,171.90
		Month of October	Fiscal YTD July-October		
Opening Balance		12,709,046.12	12,453,732.60	Closing Balance	12,761,171.90
Purchases		52,125.78	1,707,439.30	Average Monthly Balance	12,710,727.60
Redemptions (Excl. Checks)		0.00	(1,400,000.00)	Monthly Distribution Yield	4.83%
Check Disbursements		0.00	0.00		
Closing Balance		12,761,171.90	12,761,171.90		
Cash Dividends and Income		52,125.78	207,439.30		

**Intermediate School District 917
School Board Report
Consolidate Investments (General & Building)**

	MSDLAF: Liquid						MSDLAF: +Max						Total	
	Purchases	Sales	Fees	Interest	Ending Balance	Monthly Yield	Purchases	Sales	Fees	Interest	Ending Balance	Monthly Yield	Ending Balance	Interest
Jun					139,302.79	5.16%					12,453,732.60	5.24%	12,593,035.39	
Jul	-	100,000.00	-	593.51	39,896.30	5.14%	-	1,400,000.00	-	55,113.80	11,108,846.40	5.23%	11,148,742.70	55,707.31
Aug	1,000,000.00			1,714.46	1,041,610.76	5.11%				49,195.39	11,158,041.79	5.21%	12,199,652.55	50,909.85
Sep				4,267.28	1,045,878.04	4.99%	1,500,000.00			51,004.33	12,709,046.12	5.09%	13,754,924.16	55,271.61
Oct				4,201.03	1,050,079.07	4.73%				52,125.78	12,761,171.90	4.83%	13,811,250.97	56,326.81
Nov														
Dec														
Jan														
Feb														
Mar														
Apr														
May														
Jun														
Total														
FY 25	1,000,000.00	100,000.00	-	10,776.28	1,050,079.07		1,500,000.00	1,400,000.00	-	207,439.30	12,761,171.90		13,811,250.97	218,215.58

2024-2025 Superintendent Goals & Rubric - DRAFT 11.1.24

2024-2025 Superintendent Goals	Distinguished (4)	Proficient (3)	Needs Improvement (2)	Unsatisfactory (1)
Goal #1: Create and strengthen strategic partnerships to innovate academic programming and increase opportunities for staff and students during and beyond pK-age 22 education.	Develops relationships and partnerships with individuals and organizations that are clearly aligned to ISD 917 core values and strategic directions; partnerships increase opportunities and decrease barriers for students and staff; partnership progress and performance is measured through quantitative and qualitative measures	Develops relationships and partnerships with individuals and organizations to support ISD 917 Core Values and strategic directions; partnerships may increase opportunities and decrease barriers for students and staff; partnership progress and performance is measured	Develops relationships and partnerships with individuals and/or organizations without clear alignment to ISD 917 core values and/or strategic directions	Does not develop relationships and partnerships with individuals and/or organizations
Goal #2: Lead the ISD 917 district leadership team to collaboratively prioritize staff recruitment, staff retention, core values, and strategic directions, and support a sense of belonging for all students, staff, and families.	Actively leads the district to develop, strengthen, and effectively implement systems, structures, and practices to individually and collectively support student services, finance, teaching and learning, human resources, communications, technology, social-emotional learning, and secondary programs to achieve more collectively in the areas of staff recruitment, staff retention, core values, strategic directions, and a sense of belonging for students, staff, and families	Leads the district to develop, strengthen, and/or effectively implement systems, structures, and/or practices to individually and collectively support student services, finance, teaching and learning, human resources, communications, technology, social-emotional learning, and/or secondary programs to achieve more collectively in the areas of staff recruitment, staff retention, core values, strategic directions, and/or a sense of belonging for students, staff, and families	Leads the district to develop, strengthen, or effectively implement practices to individually or collectively support student services, finance, teaching and learning, human resources, communications, technology, social-emotional learning, or secondary programs in the areas of staff recruitment, staff retention, core values, strategic directions, or a sense of belonging for students, staff, and families	Does not provide leadership for the ISD 917 Leadership Team or support collaboration support student services, finance, teaching and learning, human resources, communications, technology, social-emotional learning, or secondary programs to achieve more collectively in the areas of staff recruitment, staff retention, core values, strategic directions, or a sense of belonging for students, staff, and families

<p>Goal #3: Engage students, staff, families, local communities, organizations, businesses, and governmental agencies to support students' successful transition into resident districts, workforce, and community.</p>	<p>Actively leads the district to develop, strengthen, and effectively implement systems, structures, and practices to intentionally transition students into and out of ISD 917 in a student-centered manner that focuses on individual strengths and interests, healthy relationships, post-secondary readiness, continuous improvement with regular check-ins on progress and performance, and a focus on the ISD 917 core values</p>	<p>Leads the district to develop, strengthen, and/or effectively implement systems, structures, and practices to intentionally transition students into and out of ISD 917 in a student-centered manner that focuses on individual strengths and interests, healthy relationships, post-secondary readiness, continuous improvement with regular check-ins on progress and performance, or a focus on the ISD 917 core values</p>	<p>Leads the district to develop, strengthen, or effectively implement practices to intentionally transition students into or out of ISD 917 in a student-centered manner that focuses on individual strengths and interests, healthy relationships, post-secondary readiness, continuous improvement with regular check-ins on progress and performance, or a focus on the ISD 917 core values</p>	<p>Does not lead the district to develop, strengthen, and/or effectively implement systems, structures, and practices to intentionally transition students into and out of ISD 917 in a student-centered manner that focuses on individual strengths and interests, healthy relationships, post-secondary readiness, continuous improvement with regular check-ins on progress and performance, or a focus on the ISD 917 core values</p>
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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: December 10, 2024

Re: Summary of Changes for Clerical/Office & Professional Employees 2024-2026 Contract

Following four (4) meetings with the Superintendent, Director of Finance, and Director of Human Resources, the following is a summary of the changes proposed for approval by the ISD 917 School Board:

1. Total package cost was 13.00% over two years (2024-2025 and 2025-2026).
2. Changed gendered language to gender-inclusive language throughout the contract.
3. The group worked with the Director of HR to reevaluate their job descriptions.
 - a. The group originally was split into eight (8) different job categories (Administrative Assistant I, Information Management I, Administrative Assistant II, Information Management II, Administrative Assistant III, Information Management III, Accounts Payable, and Accounts Receivable).
 - b. Based on current job duties and the district's desire to cross train staff members working at the same location, the group's job descriptions were realigned into four (4) categories (Administrative Assistant, Senior Administrative Assistant, Accounts Payable, and Accounts Receivable). Aspects of the contract, including the salary schedules were edited to agree with these changes.
 - c. In terms of duty days, current staff are allowed to keep their duty days or change them to align with the new job descriptions. All newly hired or transferred staff must align with the changes within the contract.
4. Salary changes:
 - a. Salaries increased by 3% in the first year (2024-2025) and roughly 3% in the second year (2025-2026).
5. Overtime at time and a half for working on Good Friday was swapped for Juneteenth.
6. 403B matching contributions increased in 2025-2026 by \$100 for staff in years 7 and beyond.
7. Benefits changes:
 - a. Both the individual and family copay coverage option was dropped for January 2026.
 - b. HSA medical insurance changes:
 - i. Increase to family insurance contributions from \$1630 in 2024, to \$1710 in 2025, and then to \$1750 in 2026.
 - ii. Language was simplified slightly for clarity.
 - c. Individual dental insurance increased from \$46 to \$50 in 2025 and then to \$55 in 2026; Family dental increased from \$106 in 2024 to \$115 in 2025 and then to \$120 in 2026.

ISD 917 Vision

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

ISD 917 Core Values

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



Intermediate School District 917

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1300 145th Street East, Rosemount, MN 55068

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8. The MOU 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.
9. One sentence was added to the jury duty section to encourage staff to return to work if/when they are released from jury duty.
10. Paid time off (vacation and holidays):
 - a. Language was added to the contract to ensure that overuse of frontloaded vacation could be docked, should an employee end their employment with ISD 917 before the end of the fiscal year/vacation accrual period.
 - b. Paid holidays were added starting in the 2025-2026 school year:
 - i. For staff working 241+ days → Eleven (11) paid holidays
 - ii. For staff working 226-240 days → Eight (8) paid holidays
 - iii. For staff working 201-225 days → Five (5) paid holidays
11. Severance language was rearranged to match other contracts by pulling out the cut-off date to make it more apparent to the reader.

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ISD 917 Core Values

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AGREEMENT

between

INTERMEDIATE SCHOOL DISTRICT NO. 917

and

OFFICE AND PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION, LOCAL 12
AFLCIO, CLC

Effective July 1, 2024, through June 30, 2026

Approved by the School Board: December 10, 2024

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**ARTICLE I
PURPOSE**

Section 1. Parties: This Agreement is entered into between the Intermediate School District No. 917, Rosemount, Minnesota, (hereinafter referred to as the School District) and the Office and Professional Employees International Union, Local 12, AFLCIO, CLC (hereinafter referred to as the union) pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, (hereinafter referred to as PELRA) to provide the terms and conditions of employment for office and clerical employees during the duration of this Agreement.

**ARTICLE II
RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

Section 1. Recognition: In accordance with the PELRA the School District recognizes the Office and Professional Employees International Union, Local 12, AFLCIO, CLC as the exclusive representative for office and clerical employees employed by the School District of Intermediate School District No. 917, which exclusive representative shall have those rights and duties as prescribed by PELRA and as described in the provisions of this Agreement.

**ARTICLE III
APPROPRIATE UNIT**

Section 1. Appropriate Unit: The union shall represent all such employees of the School District contained in the appropriate unit as defined in Article 4 of this Agreement and the PELRA and in certification by the Director of Mediation Services, Case No. 75R603A.

**ARTICLE IV
DEFINITIONS**

Section 1. Terms and Conditions of Employment: Terms and conditions of employment means the hours of employment, the compensation therefore, including fringe benefits, except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees.

Section 2. Description of Appropriate Unit: For purposes of this Agreement, the appropriate unit shall mean office and clerical employees employed by the School District, excluding the following: confidential employees, such as human resources, supervisory employees, essential employees, part-time employees whose services do not exceed fourteen (14) hours per week or thirty-five percent (35%) of the work week in the employee bargaining unit whichever is lesser, employees who hold the positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year and emergency employees.

Section 3. School District: Any reference to the School District in this Agreement shall mean the School District or its designated officials or representatives.

Section 4. Definition of First Year of Employment: The first year of employment shall be defined as any days of employment prior to or on the last day of the fiscal calendar (June 30) in the first

employment agreement. The next fiscal calendar (July 1) becomes the second year of employment with each successful fiscal calendar adding to the years of employment.

Section 5. Other Items: Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

ARTICLE V SCHOOL BOARD RIGHTS

Section 1. Inherent Managerial Rights: The exclusive representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel.

Section 2. Management Responsibilities: The exclusive representative recognizes the right and obligation of the School District to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School District and shall be governed by the laws of the State of Minnesota, and by School Board rules, regulations, policy, directives and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School District and its duly designated officials to promulgate rules, regulations, directives, policy and orders from time to time as deemed necessary by the School District insofar as such rules, regulations, directives, policy and orders are not inconsistent with the terms of this Agreement, and recognizes that the School District, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the state. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of School District rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

ARTICLE VI EMPLOYEE RIGHTS

Section 1. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or their representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Rights to Dues Check-Off:

Subd. 1. Employees shall have the right to dues check off to the union, provided that dues check off and the proceeds thereof shall not be allowed any organization that has lost its right to dues check off pursuant to Minn. Stat. § 179A.06, Subd. 6.

Subd. 2. The School District from September 15 to June 15 shall deduct monthly from each paycheck the employee's membership dues in the union and pay the same to the union within ten (10) days following said pay periods provided that the School District shall have received from each employee on whose account such deductions are made a written assignment. The union agrees to file an initiation fee and dues deduction assignment form with the School District for each employee prior to such deductions. The dues checkoff authorization shall continue in effect until termination of the employee or of revocation by the employee. Revocation shall be in writing to the Local and allowed only during the window provided by law. The Union will notify the District if this window changes from the prior year by June 30th.

ARTICLE VII HOURS OF SERVICE

Section 1. Basic Work Week and Day: For those hired on or after July 1, 2024, the regular Monday through Friday work week shall consist of forty (40) hours, exclusive of a duty-free lunch period for full-time employees. The normal workday for all regular full-time employees shall be eight (8) consecutive hours per day, exclusive of duty-free lunch period.

Section 2. Duty Days: A full-time (1.0 FTE) employee hired or transferred into positions on or after July 1, 2024, shall be defined, dependent of position, as the following:

Administrative Assistant: 226 days/year at 8 hours/day

- For a total of 234 paid days per year with the addition of 8 paid holidays (see Article XII), starting in the 2025-2026 school year.

Senior Administrative Assistant: 241 days/year at 8 hours/day

- For a total of 252 paid days per year with the addition of 11 paid holidays (see Article XII), starting in the 2025-2026 school year.

Accounts Payable/Accounts Receivable Clerks: 241 days/year at 8 hours/day

- For a total of 252 paid days per year with the addition of 11 paid holidays (see Article XII), starting in the 2025-2026 school year.

Employees hired, transferred, or approved of duty day increases prior to July 1, 2024, shall be granted those days.

Changes to duty day counts to match the above definition of full-time employees for those hired or transferred into positions before July 1, 2024, shall be adjusted or changed by mutual agreement between the District and the employee starting in the 2025-2026 fiscal year (July 1, 2025).

Section 3. Part-time Employees: The School District shall have the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis.

Section 4. Starting Time: All employees will be assigned starting times as determined by the School District.

Section 5. Lunch Period: Employees shall be provided a duty-free lunch period of thirty (30) minutes, not included in the eight (8) work hours per day.

Section 6. School Closings: Provisions for the closing of schools due to inclement weather or other exigency shall be as addressed in District Policy 820.

Section 7. Breaks: All full-time employees covered by this Agreement shall receive a fifteen (15) minute break in the morning and a fifteen (15) minute break in the afternoon at a time determined by the supervisor.

Section 8. Overtime: Generally, employees shall not be required to work the eleven (11) district holidays listed below. However, all employees covered by this Agreement shall be paid at the rate of time and one-half (1.5x) for any work over forty (40) hours per week or if required to work on the following days:

1. Day after the Fourth (4th) Thursday in November
2. December 24
3. Third (3rd) Monday in January
4. Third (3rd) Monday in February
5. June 19

Double time (2x) shall be paid for all work performed on Sunday and on the following days:

1. July 4
2. First (1st) Monday of September
3. Fourth (4th) Thursday in November
4. December 25
5. January 1
6. Last Monday in May

Section 9. Modifications in Calendar, Length of Duty Day:

Subd. 1: Notwithstanding any other provisions of this Article, in the event of energy shortage, severe weather or other exigency, the School District may modify the duty day or duty week as appropriate, but with the understanding that the total number of hours shall not be increased, i.e., a four (4) day week with increased hours per day, but the total weekly hours not more than the regular five (5) day week.

Subd. 2. Prior to modifying the scheduled length of the duty day pursuant to Subd. 1 hereof, the School District shall afford to the union the opportunity to meet and confer on such matters.

ARTICLE VIII COMPENSATION

Section 1. Basic Salaries Regular Full-Time Employees:

Subd. 1. For purposes of this Article, the term regular full-time employee shall mean an employee who is paid for 940 or more hours during the fiscal year (July 1 to June 30).

Subd. 2. Effective July 1, 2024, all employees will advance one step on Salary Schedule A over their step placement as of June 30, 2024, unless otherwise prescribed by Section 4 of this Article. All employees will be moved to the lane that corresponds to their revised position title outlined in Article VII, Section 2.

Subd. 3. Effective July 1, 2025, all employees will advance one step on Salary Schedule B over their placement as of June 30, 2025, unless otherwise prescribed by Section 4 of this Article.

Subd. 4. Longevity: Employees whose years of continuous employment in the ~~union~~ District fall in the following categories will receive a longevity salary increase beyond the rates delineated in Schedules A and B effective July 1, 2024, or July 1, 2025.

Years of Service	2024-2026
In years 10-11 of continuous employment in the District	\$1.35
In years 12-17 of continuous employment in the District	\$1.75
In years 18-20 of continuous employment in the District	\$3.15
In years 21+ of continuous employment in the District	\$4.10

Section 2. Basic Salaries – Regular Part-Time Employees:

Subd. 1. For purposes of this Article, the term regular part-time employee shall mean an employee who is paid for less than 940 hours but more than 728 hours in the fiscal year (July 1 – June 30).

Subd. 2. Regular part-time employees shall be compensated on salary Schedule A, effective July 1, 2024, and on Salary Schedule B, effective July 1, 2025. Part-time employees shall advance steps per the process outlined in Section 4 below.

Section 3. Successor Agreement: In the event a successor agreement is not entered into prior to July 1, 2026, an employee shall remain at the same step as compensated during the 2025-2026 contract year until a successor agreement is reached. The successor agreement shall govern step advancement.

Section 4. New Employees: A new employee shall be placed on the salary schedule as agreed between the employer and the employee and shall be eligible for step advancement on the following July 1 if employed prior to January 1. An employee hired after January 1 shall be eligible for any increase in the current rate on July 1 but shall not be eligible for step advancement until the following July 1. Thereafter, such a new employee shall be subject to all provisions of this Article, including the basic rules for regular part-time and regular full-time employees.

Notwithstanding the above (Article VIII, Section 4), the School District will not hire union bargaining unit members who are new to the District above the lowest paid employee in the classification within the salary schedule without notifying the Union Business Representative by e-mail prior to making the wage offer. Initial compensation for a new employee hire above the lowest paid employee in the classification within the union will be discussed with the union prior to final disposition.

Section 5. Mentor Training Stipend: Each probationary employee will be paired by the School District with a non-probationary employee who will serve as a mentor and trainer to the probationary employee throughout their first year of employment in their new position. The School District will make a reasonable attempt to identify one (1) non-probationary employee to serve as mentor and trainer. Those employees who agree to participate as a mentor/trainer shall commit to one year. Should the mentor employee leave the District or should the mentor employee or the District determine that the mentor role is not a fit for that employee, the stipend amount shall be prorated. Shall the probationary employee leave the District prior to completing the first full year of training, the mentor employee shall retain the full stipend amount. The mentor/trainer will receive a \$300 stipend for one full year. The stipend will be paid at the end of the training year, through the submission of a form initiated by the mentor and approved by the probationary employee’s supervisor and the executive director.

Section 6. Change of Position Description Category: In the event an employee changes Position Description Categories (Administrative Assistant, Senior Administrative Assistant, Accounts Payable/Receivable), the employee moving categories will move laterally to the same step on the salary schedule as the employee’s previous categorical placement. A change in category on or after January 1 shall not prevent an employee from being eligible for a step increase on July 1, if the employee was working in this union contract in another category prior to January 1. This applies to changes in position description category starting July 1, 2020, and is not retroactive for previous changes.

Section 6. Salary Increases: Salary increases are not automatic and are effective only upon affirmative action by the School Board. The School Board reserves the right to withhold salary increases based upon employee performance in individual cases for cause. Withholding of salary increases based upon employee performance shall not be done without giving the employee and the union such notice two (2) weeks prior to the point in time when District 917 service salary increases are due. An action withholding a salary increase shall be subject to the grievance procedure. It is further understood that nothing in this Agreement shall be construed to prevent the School District from paying an employee at a rate higher than as provided in this Agreement, as long as such discretion is exercised in a fair and reasonable manner.

**ARTICLE IX
403B MATCHING CONTRIBUTION**

Section 1. Eligibility: To be eligible for this contribution, an employee must be regularly employed at least 940 hours during the fiscal year, and such benefits shall not apply to employees employed for a lesser time or substitute employees.

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

Years of Continuous Employment in the District	2024-2025	2025-2026
Years 1-3	\$200	\$200
Years 4-6	\$300	\$300
Years 7-9	\$400	\$500

Years 10-12	\$500	\$600
Years 13 and beyond	\$600	\$700

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

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

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

**ARTICLE X
GROUP INSURANCE**

Section 1. Health and Hospitalization Insurance:

Subd. 1. Individual Coverage: Effective July 1, 2024, the School District shall contribute a sum not to exceed \$750 per month for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, 2026, the School District shall no longer offer this plan to any employees within this group. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3.

Subd. 2. Dependent Coverage: Effective July 1, 2024, the School District shall contribute a sum not to exceed \$1630 per month for dependent coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan and who qualifies for dependent coverage. Effective January 1, 2026, the School District shall no longer offer this plan to any employees or their dependents within this group. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

Subd. 3. Individual High Deductible Coverage:

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district’s health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account (“HSA”). The total monthly contribution by the school district toward the total cost of the high deductible plan shall not exceed \$750 beginning July 1, 2024. The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA

contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$750 beginning January 1, 2025, and shall not exceed \$750 beginning January 1, 2026. For clarity, the amount contributed toward the monthly premium is the total contribution less the monthly HSA contribution.

- (b) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law.

Subd. 4. Family High Deductible Coverage:

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA"). The total monthly contribution by the school district toward the cost of the high deductible plan shall not exceed \$1630 beginning July 1, 2024. The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$1710 beginning January 1, 2025, and shall not exceed \$1750 beginning January 1, 2026. For clarity, the amount contributed toward the monthly premium is the total contribution less the monthly HSA contribution.
- (b) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law.

Subd. 5. Changes in Coverage under High Deductible Coverage: If an eligible employee who qualifies for and is enrolled in coverage under the high deductible coverage option of the school district's health and hospitalization plan changes the type of coverage during a

calendar year (e.g., from individual coverage under the high deductible coverage option to family coverage under the high deductible coverage option; from family coverage under the high deductible coverage option to individual coverage under the high deductible coverage option; from family or individual coverage under the high deductible coverage option to no coverage under the high deductible coverage option), the school district's contribution to the employee's HSA shall change accordingly. The change in the amount of HSA contributions shall be effective coincident with the change in the type of coverage under the high deductible coverage option.

Section 2. Dental Insurance:

Subd. 1. Individual Coverage: Effective July 1, 2024, the School District shall contribute a sum not to exceed \$46 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Effective January 1, 2025, the School District shall contribute a sum not to exceed \$50 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Effective January 1, 2026, the School District shall contribute a sum not to exceed \$55 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction.

Subd. 2. Dependent Coverage: Effective July 1, 2024, the School District shall contribute a sum not to exceed \$106 per month toward the cost of the premium for dependent coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Effective January 1, 2025, the School District shall contribute a sum not to exceed \$115 per month toward the cost of the premium for dependent coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Effective January 1, 2026, the School District shall contribute a sum not to exceed \$120 per month toward the cost of the premium for dependent coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction.

Section 3. Group Life Insurance: The School District will provide a \$50,000 term life insurance policy for each eligible employee. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

Section 4. Group Long-Term Disability Insurance: The School District will pay each month the premium for income protection insurance for each eligible employee. The income protection plan shall include the following:

1. Benefits begin after ninety (90) calendar days of total disability.

2. The monthly income benefit shall be 662/3 percent of basic monthly earnings (exclusive of any additional compensation from this district or any other source).

Section 5. Claims Against the School District: It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 6. Description of Benefits: The parties agree that any description of insurance benefits contained in this Article is intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy.

Section 7. Eligibility: Fulltime and permanent part-time employees regularly employed 940 or more hours per year, shall be eligible for School District insurance contributions as provided in this Article. Employees employed for a lesser period of time shall not be entitled to any contribution under this Article.

ARTICLE XI LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. An eligible full-time employee working 226 day per year or more shall have twelve (12) days of Earned Sick and Safe Leave (ESSL) frontloaded at the beginning of the school year, which may all be used in accordance with Minnesota State Statute 181.9445 through 181.9448 that outlines mandatory Earned Sick & Safe Time for Minnesota employers. Employees who take medical or parental leave of absence, under this article, shall not have their Earned Sick and Safe Leave (ESSL) prorated.

Subd. 2. An eligible employee working 201 to 225 days per year or more shall have eleven (11) days of Earned Sick and Safe Leave (ESSL) frontloaded at the beginning of the school year, which may all be used in accordance with Minnesota State Statute 181.9445 through 181.9448 that outlines mandatory Earned Sick & Safe Time for Minnesota employers. Employees who take medical or parental leave of absence, under this article, shall not have their Earned Sick and Safe Leave (ESSL) prorated.

Subd. 3. Part-time employees working 200 or less days per year will accrue Earned Sick and Safe Leave (ESSL) days on a pro-rata basis based on the employee's total hours worked compared to a full-time employee, which may all be used in accordance with Minnesota State Statute 181.9445 through 181.9448 that outlines mandatory Earned Sick & Safe Time for Minnesota employers. Employees who take medical or parental leave of absence, under this article, shall not have their Earned Sick and Safe Leave (ESSL) prorated.

Subd. 4. For the purposes of consistency of contracts and policies referring to paid time off, such as time off allotted for illness or medical/dental appointments, as "leave" types, time off aligned with Minnesota's Earned Sick and Safe Time statutes shall be referred to as "Earned Sick and Safe Leave" or "ESSL."

Subd. 5. At the end of each school year, unused ESSL will be rolled into a personal sick leave bank to the extent permitted by law. Sick leave days may accumulate without limit.

Subd. 6. ESSL and sick leave allowed shall be deducted from the leave days earned by the employee. Should an employee's reason for absence qualify for both sick leave and ESSL, the employee shall have the option to use either leave type by selecting that leave during their entry into the district's absence management system.

Subd. 7. The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for ESSL or sick leave pay. Requests for documentation following the use of ESSL will adhere to state statute. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 8. An employee who is entitled to ESSL/sick leave pay, who is then receiving Worker's Compensation, may not be paid ESSL/sick leave pay in an amount greater than the difference between such Worker's Compensation and their basic salary.

Section 2. Medical Leave:

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

Pregnancy Leave: The start of a personal physical disability absence for prenatal care, pregnancy, delivery, and recovery from childbirth shall be determined by the employee's physician. The end of a personal physical disability absence for childbirth shall also be determined by the employee's physician. This must be communicated to the School District in writing. Leaves extending beyond the physician's documentation shall fall under parental leave and may be eligible under the Family Medical Leave Act as noted in subdivision two (2) of this section.

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

- a) FMLA Eligibility: Over the twelve (12) months prior to leave, employees must have been employed with the School District for at least twelve (12) months and worked 1,250 hours within the twelve (12)-month period preceding the leave. Any use of vacation, sick leave, or unpaid time off (non-duty days) are not be counted toward the 1,250-hour benchmark.
- b) Pursuant to law, FMLA Leave shall be granted for any of the following reasons:
 - i. The employee's own serious health condition, as defined by the FMLA.
 - ii. The employee's need to care for an immediate family member (spouse,

- child, parent) with a serious health condition, as defined by the FMLA.
- iii. The placement (adoption or foster care) or birth of a child up to one year after the child's birth or placement.
- c) FMLA Leave will run concurrently, that is at the same time, with any paid leave and any and all of the employee's accrued paid leave must be exhausted before the employee transitions to an unpaid leave of absence.
 - d) Spouses who work for the School District shall be allowed a combined total of twelve (12) weeks unpaid FMLA leave during any twelve (12)-month period for the birth or adoption of a child, or to care for a parent's serious health condition. However, the combined limitation does not apply to FMLA leave taken by one spouse in the School District to care for the other spouse in the School District.

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

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

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

- a) If the employee is returning from a personal medical leave of absence, the employee must also provide medical verification from a qualified healthcare provider of the employee's release from medical restrictions allowing them to return to full capacity at work.

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

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

Subd. 6. Probationary Period: Periods of time for which the employee is on medical leave may extend the employee's probationary period pursuant to Minnesota Statute (122A.41, Subdivision 1).

Section 3. Parental Leave:

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

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

Subd. 3. Returning from Parental Leave: For partial school year leaves, an employee on a parental leave of absence under this Section must confirm with human resources their intention to return from parental leave at least two (2) weeks prior to their approved leave end date. For full -year leaves, an employee on a parental leave of absence under this Section must confirm with human resources or their administrative designee in writing, their intention to return from parental leave at least six (6) weeks prior to the end of their leave.

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

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

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

Subd. 6. Probationary Period: Periods of time for which the employee is on parental leave may extend the employee's probationary period pursuant to Minnesota Statute (122A.41, Subdivision 1).

Section 4. Civic Duty/Military Leave

Subd. 1. Jury Duty: An employee summoned to serve on a jury shall request to be excused from such jury service. Employees who are not excused will be permitted time off without the loss of pay contingent upon the employee reimbursing the School District any fees / per diem received from the court for said jury duty. If/when an employee is dismissed from jury duty, the employee must return to work. Any allowable expenses reimbursed by the court, such as mileage, parking, and meals, may be retained and are the sole responsibility

of the employee to seek through the court. The District shall assume no responsibility to seek reimbursement, nor pay reimbursement for said expenses.

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

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

Section 5. General Unpaid Personal Leave

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

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

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

Subd. 3. An employee on an approved general leave of absence for a full year, shall notify the Superintendent in writing of their intention to return at least two (2) months prior to their approved leave end date. For partial school year leaves, an employee on a general leave of absence under this Section must notify the Superintendent in writing, of their intention to return from general leave at least one (1) month prior to their approved leave end date.

Section 6. Insurance Implications

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

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

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

Section 7. Accrued Benefits:

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

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

Section 8. Bereavement/Death and Illness:

Subd. 1. An employee may be granted up to five (5) days absence with pay due to the death of the employee's spouse, child, step-child, parent, sister, brother, parent-in-law, son-in-law, daughter-in-law, or grandchild. Up to three (3) days absence may be granted with pay for the death of the employee's grandparent, brother-in-law, sister-in-law, or significant person. The leave set forth in this section is non-accumulative and shall not be deducted from sick leave.

Subd. 2. Upon approval of the superintendent or their designee, up to twenty (20) days sick leave per year will be granted for the illness or injury of the following: employee's spouse or parent or spouse's parent, or child over 18, or grandchild or sibling and/or grandparent and/or step-parent. An employee may use one (1) day of accumulated sick leave for each day of illness or disability of the employee's child who is less than eighteen (18) years old, for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness. Time will be deducted from sick leave.

Subd. 3. Additional absence for bereavement may be granted at the sole discretion of the superintendent, whose decision is final and binding and is not subject to the grievance procedure.

**ARTICLE XII
VACATION LEAVE AND HOLIDAYS**

Section 1. Eligible Employee: Full-time and permanent part-time employees regularly employed by the School District who meet the conditions of Article IV, Section 2, for inclusion in the unit, shall be eligible for vacation as outlined in this Article. A day shall be credited based upon the number of hours per day that the employee works on a regular basis.

Section 2. Earned Vacation Leave: An employee will be frontloaded with the number of vacation days outlined below, based on their assigned workdays (not including paid holidays). While the vacation time will be frontloaded, should an employee end their employment with the district prior to the end of the contract year, they will be docked for overused vacation. Employees who start after July 1 shall have their vacation frontloaded at a prorated rate. Eligible employees shall earn vacation as follows:

236+ days– 17 vacation days
215 days to 235 days – 16 vacation days
194 days to 214 days – 7 vacation days
173 days to 193 days – 6 vacation days
152 days to 172 days – 5 vacation days
131 days to 151 days – 4 vacation day

Vacation days may be carried over to the next year to a maximum of twenty (20) days. Unused days will be paid at regular salary at the time of an employee’s resignation if the district receives two weeks’ written notice of the resignation. In the event that an employee uses credited vacation prior to completion of the year in which such credit is earned, the employee shall be liable to the School District for any vacation pay advanced beyond actual accrual in the event the employee leaves the service of the School District.

All requests for vacation must be approved in advance by the employee's supervisor through the district’s absence management system.

Vacation days will typically not be granted for those working as an Administrative Assistant during new licensed and all licensed staff workshop week at the start of each new school year, during the first ten (10) and the last ten (10) student contact days, during parent conference days, inservice days, or other days that are critical for the employee to be in attendance. Exceptions may be made with approval of the employee’s direct supervisor. For all employees, vacation may be denied based on the needs of the District.

Section 3. Paid Holidays for 241 and Beyond-Day Employees: Starting July 1, 2025, an employee working 241 days or more during the fiscal year will be paid additionally, beyond their 241+ workdays, for the following eleven (11) holidays:

1. July 4
2. First (1st) Monday of September
3. Fourth (4th) Thursday in November
4. Day after the Fourth (4th) Thursday in November
5. December 24
6. December 25
7. January 1
8. Third (3rd) Monday of January
9. Third (3rd) Monday of February
10. Last Monday of May

11. June 19

An employee hired or transferred mid-year into a position that would otherwise be 241+ days during the fiscal year will be paid additionally beyond their workdays for all remaining holidays listed above depending on their start date.

Section 4. Paid Holidays for 226-Day to 240-Day Employees: Starting July 1, 2025, an employee working 226 up to 240 days during the fiscal year will be paid additionally, beyond their assigned workdays, for the following eight (8) holidays:

1. First (1st) Monday of September
2. Fourth (4th) Thursday in November
3. Day after the Fourth (4th) Thursday in November
4. January 1
5. Third (3rd) Monday of January
6. Third (3rd) Monday of February
7. Last Monday of May
8. June 19

An employee hired or transferred mid-year into a position that would otherwise be 226 up to 240 days during the fiscal year will be paid additionally beyond their workdays for all remaining holidays listed above depending on their start date.

Section 5. Paid Holidays for 201-Day to 225-Day Employees: Starting July 1, 2025, an employee working 201 up to 225 days during the fiscal year will be paid additionally, beyond their assigned workdays, for the following five (5) holidays:

1. First (1st) Monday of September
2. January 1
3. Third (3rd) Monday of January
4. Third (3rd) Monday of February
5. Last Monday of May

An employee hired or transferred mid-year into a position that would otherwise be 201 up to 225 days during the fiscal year will be paid additionally beyond their workdays for all remaining holidays listed above depending on their start date.

**ARTICLE XIII
DISCIPLINE, DISCHARGE AND PROBATIONARY PERIOD**

Section 1. Probationary Period: An employee, under the provisions of this Agreement, shall serve a probationary period of one calendar year during which time the School District shall have the unqualified right to suspend without pay, discharge, or otherwise discipline such employee.

Section 2. Completion of Probationary Period: An employee who has completed the probationary period may be suspended without pay, discharged, or disciplined only for just cause by the School District, subject to the grievance procedure.

Section 3. Trial Period, Change of Classification: An employee transferred or promoted to a different classification shall serve a trial period of two (2) months in any such new classification. During this two (2) month trial period, if it is determined by the School District that the employee's

performance in the new classification is unsatisfactory, the School District shall have the right to reassign the employee to their former classification. However, upon the mutual consent of the School District and the union, this trial period may be extended for an additional one (1) month.

ARTICLE XIV VACANCIES AND JOB POSTING

Section 1. Posting of Vacancies: Prior to all permanent position vacancies being posted by the District, a draft of the intended posting will be sent to the Union Business Representative forty-eight (48) hours prior to the job being posted publicly. All permanent position vacancies will be posted for a one (1) week period via the District's online application process and an announcement will be emailed district-wide to inform employees of the posted vacancy. A permanent position vacancy is defined as one lasting more than six (6) months. A permanent position vacancy may be filled temporarily pending completion of posting and application procedures.

Section 2. Application for Vacancies: All employees under this Agreement, including those on layoff status, may submit application in writing for any vacancy which is posted pursuant to this Article.

Section 3. Filling of Vacancies: In filling a vacancy within the appropriate unit, the School District will first consider the applications of qualified employees of the unit who have made application. Determination and assessment of qualifications shall be as determined by the School District. In cases of promotion, the seniority of the employee shall be considered and applied, along with other relevant factors. If qualifications are substantially equal, as determined by the School District, the senior employee shall be given preference. An unsuccessful candidate may seek review of the matter providing a written appeal is made to the superintendent within ten (10) calendar days after notice has been posted. However, the decision of the superintendent shall be final, and binding and such decision shall not be subject to the grievance procedure.

Section 4. Voluntary Administrative Transfers: Seniority and posting shall not apply in voluntary transfers involving permanent employees in the union within the same position description category. Position description categories are Administrative Assistant, Senior Administrative Assistant, and Accounts Payable/Receivable.

Section 5. Involuntary Administrative Transfers:

Subd. 1. Notice of involuntary administrative transfer within the same position description category shall be given to the employee as soon as practicable. A list of open positions in the bargaining unit, if open positions are available, shall be made available to employees being involuntarily transferred.

Subd. 2. Involuntary transfers will be given to the least senior employee in the position description category, subject to the employee's ability to perform the essential functions of the assignment.

Subd. 3. Employees not selected for vacant or open positions or employees being involuntarily transferred shall, upon written request, be afforded an opportunity to meet with the Superintendent regarding such decision.

Subd. 4. Notwithstanding the provisions of this Article, it is understood and agreed that the final choice relating to position assignment decisions remains at the discretion of the School District.

Section 6. New Positions. In the event the School District creates new positions in the union bargaining unit that are not covered by the present classification structure in the Agreement, prior to establishing the position, the School District shall notify the Union Business Representative by e-mail of the compensation to be paid for such position. In the event of disagreement, the union shall have the right to meet and negotiate pursuant to PELRA on the compensation for such position. For purposes of this position, and in the event of impasse, the impasse procedures of PELRA may be utilized.

ARTICLE XV SENIORITY AND LAYOFF

Section 1. Recognition:

Subd. 1. The parties to this Agreement recognize the principle of seniority in the application of this Agreement within classifications concerning layoff and shift preference.

Subd. 2. Seniority is defined as the length of continuous service, both part-time and fulltime, in the School District in the appropriate unit commencing on the most recent date an employee began work in a position within the unit. There shall be one master seniority list. Such list shall contain names and seniority dates of all employees within the unit in the order of their seniority.

Subd. 3. The seniority list shall be updated twice a year, on February 15th and August 1st. Seniority status on that date shall prevail until the generation of the next seniority list.

Subd. 4. In computing employee seniority, continuous part-time employment shall be prorated as it relates to fulltime employment and included in the fulltime employment seniority computation.

Section 2. Date: Employees within the appropriate unit shall acquire seniority upon completion of the probationary period as defined in this Agreement and upon acquiring seniority, the seniority date shall relate back to the most recent date of employment within the appropriate unit and shall be accumulative only within this appropriate unit. If more than one employee is hired on the same date, seniority shall be determined by lot.

Section 3. Employees Leaving Unit: Employees who leave this unit but remain in the employ of the School District will retain seniority accrued while a member of the unit but will not accrue additional seniority until returning to the unit. Such accrued seniority rights may be exercised to return to the bargaining unit only if their non-unit position with the School District has been eliminated.

Section 4. Layoff: The parties agree that seniority within the collective bargaining unit shall be the basis for reductions in staff. If a reduction of the office and clerical staff is necessary due to economic or other reasons and one or more employees are to be laid off, the employee(s) so affected may first accept any open permanent position(s) within one (1) calendar week of the date

of notification by the District. If no such position is available or accepted, the affected employee may accept the layoff or elect to replace: (1) the employee with the least seniority in the same classification provided the employee is qualified to satisfactorily perform the duties of such position, or (2) in the event the duties of the employee with least seniority are greatly dissimilar to those of the affected employee, the affected employee may replace the next least senior employee in the same classification provided the employee is qualified to satisfactorily perform the duties of such position. For purposes of this paragraph, the School District shall determine whether or not positions are greatly dissimilar and any grievance related to this question may be processed by an employee only through the School Board review as provided in Section 6 of this Article. On this issue the decision of the School Board shall be final and binding and such decision may not be appealed to the arbitrator.

In the event no such replacement opportunity exists in the same classification, the affected employee may elect to replace the employee with the least seniority in the next or successively lower classification, provided the employee is qualified to satisfactorily perform the duties of such position.

Subd. 1. In the event of a demotion as a result of bumping or other circumstances, an employee so demoted shall be compensated on the same step on the salary schedule as occupied prior to the demotion in the new classification.

Subd. 2. Notice of such layoffs shall be given at least two (2) weeks before the scheduled layoff, except twenty-four (24) hours in cases of emergency, including labor disputes, or at the sole discretion of the District shall receive ten (10) days' pay in lieu thereof.

Subd. 3. Employees shall be recalled in order of seniority for a position within the same classification held prior to layoff or a lower classification for which qualified. If a position becomes available for a qualified employee on layoff, the School District shall mail by certified mail the notice to such employee who shall have seven (7) calendar days from the date of mailing of such notice to accept the reemployment. If written acceptance is not received by the district within such seven (7) calendar day period, it shall constitute a waiver on the part of such employee to any further rights of employment or reinstatement and (the employee) shall forfeit any future reinstatement or employment rights. The employee must accept the first offer of rehiring at same classification from which the employee was laid off or the employee shall be removed from the recall list. The employee may refuse an offer for a lower classification position without losing recall rights to a position at the same classification from which the employee was laid off. However, once an employee is offered a lower classification position and refuses such offer, only higher classification positions need be offered.

Subd. 4. An employee recalled and reinstated shall receive the rate of pay corresponding to the step the employee was receiving at the time of layoff and in the classification of the new position to which recalled.

Subd. 5. All employees on the layoff list should be considered for all openings for which qualified prior to hiring a person not employed by the School District.

Subd. 6. An employee on layoff shall retain their seniority and right to recall within classification in seniority order for a period of one (1) year after the date of layoff.

Section 5. Loss of Seniority: Seniority shall be lost due to resignation, discharge for cause, failure to return from layoff in the time required, or absence for any reason for more than one (1) year.

ARTICLE XVI SEVERANCE/RETIREMENT

Section 1. Retiree Health Coverage: Health coverage following the termination of employment shall be made available to the extent required under, and in accordance with, Minnesota Statutes Section 471.61, subd. 2b. The District makes no contribution towards the premium cost of such coverage.

Section 2. Cut-off Date: The benefits of this article shall not apply to a member of this group employed on or after July 1, 2020.

Section 3. Severance Eligibility: Full-time employees who have completed at least fifteen (15) years of continuous service with the School District and who are at least fifty-five (55) years of age, shall be eligible for severance pay pursuant to the provisions of this Article upon submission of a written resignation accepted by the School Board. Severance pay shall not be granted to any employee who is discharged for cause by the School District. This Article shall apply only to employees who retire after the execution of this contract and shall not be retroactive to any employee who retired prior to said execution date.

Section 4. Amount of Severance: Eligible employees, upon retirement, shall receive as severance pay unused sick leave days, not to exceed thirty-five (35) days.

Section 5. Method of Pay-out:

- a) Subject to the limitations listed below, the School District will contribute an amount equal to the value of the employee's severance pay directly into the School Board approved 403(b) vendor account. The retiree will not receive any direct payment from the school district for the severance pay.
- b) The School District's annual contribution into the School Board approved 403b vendor account must not exceed the IRS contribution limit. If the amount calculated in a. exceeds the available limits in the year of separation, the excess amount will be paid out in cash and not be tax sheltered.
- c) The school district contribution(s) (into the approved 403b vendor account) will be made according to the same timeline as was provided for the direct payment of the severance pay.
- d) The school district will make the severance pay contributions to the School Board approved 403b vendor. For purposes of calculating the maximum deferral limit, the School District will provide the retiree or approved vendor with contribution information for the previous twelve (12) months of employment. The vendor has agreed to calculate the maximum deferral limit.

Section 6. Notice: To be eligible for the benefits of this section, unless waived by the School District, an employee must notify the School District not less than 45 calendar days prior to the proposed retirement date.

ARTICLE XVII GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the School District as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Agreement.

Section 2. Representative: The employee, administrator or School District may be represented during any step of the procedure by any person or agent designated by such parties to this Agreement to act in their behalf.

Section 3. Definitions and Interpretations:

Subd 1. Extension: Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to calendar days.

Subd. 3. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provisions of the Agreement allegedly violated and the particular relief sought within twenty (20) days after the date the event giving rise to the grievance occurred or within twenty (20) days of the date the employee(s) through use of reasonable diligence, should have had knowledge of such event. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the School District's designee.

Section 5. Adjustments of Grievance: The School District and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee with the School District in the following manner:

Subd. 1. Level I: If the grievance is not resolved through informal discussions, the School District designee shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the superintendent, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly

appealed to the superintendent, the superintendent, or their designee, shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the superintendent, or their designee, shall issue a decision in writing to the parties involved.

Section 6. School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative notify the parties of its intention to review within ten (10) days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

Section 7. Denial of Grievance: Failure by the School District or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

Section 8. Arbitration Procedures: In the event that the employee and the School District are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the superintendent within ten (10) days following the decision in Level 11 or School Board review, whichever is applicable, of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services to appoint an arbitrator, pursuant to Minn Stat. § 179A.21, Subd. 2, providing such request is made within twenty (20) days after the request for arbitration. The request shall ask that the appointment be made within thirty (30) days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the BMS within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information: Upon appointment of the arbitrator, the parties shall provide the arbitrator the submission of the grievance which shall include the following:

- a) The issues involved.
- b) Statement of the facts.
- c) Position of the grievant.
- d) The written documents relating to Section 5 of this grievance procedure.

Subd. 5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such a person or persons they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity

to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 6. Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in the PELRA.

Subd. 7. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party or if the request is mutual, the cost shall be shared. The parties shall share equally fees and expenses of the arbitrator and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement, nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters limited or excluded by PELRA.

Subd. 9. Election of Remedies and Waiver: A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined herein, the employee shall waive their right to initiate a grievance pursuant to this Article, or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

ARTICLE XVIII MISCELLANEOUS

Section 1. Tax Sheltered Annuity: The employer will make available to employees a tax shelter annuity program pursuant to Minn. Stat. §123.25, Subd. 12, and School Board policy.

Section 2. Union Stewards: The employer recognizes the right of the union to designate job stewards or job committees from the employees to handle such union business as may from time to time be delegated to such stewards or committee by the union.

Section 3. Notice to Union: The Union Business representative and ISD 917 Local Steward shall be notified via e-mail relative to layoffs, leaves of absence, job postings, job titles by levels, job descriptions, and the semiannual seniority list.

Section 4. Pay Days: Regularly employed part-time and fulltime employees shall be paid twice monthly.

Section 5. Temporary Assignments: An employee who is temporarily assigned by the School District the major duties and responsibilities of another employee at a higher level shall receive an additional twenty-five cents (.25) per hour if assigned to such position five (5) or more consecutive days, retroactive to the first day.

**ARTICLE XIX
DURATION**

Section 1. Terms and Reopening Negotiations: This Agreement shall remain in full force and effect from July 1, 2024, through June 30, 2026. It is understood that in the event Agreement negotiations extend beyond June 30, 2026, salary increases shall be held in abeyance until ratification of a new Agreement occurs. If either party desires to modify or amend this Agreement commencing on July 1, 2026, it shall give written notice of such intent no later than May 1, 2026. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) calendar days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School District and the exclusive representative. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, School Board policies, rules or regulations, concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality: Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement, except if mutually agreed by the parties.

Section 4. Severability: The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

OFFICE AND PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION, LOCAL 12
AFLCIO, CLC

INTERMEDIATE SCHOOL DISTRICT
NO. 917

Negotiating Committee Member

Chair

Business Representative

Clerk

Dated: ____ November 2024

Dated: December 10, 2024

SALARY SCHEDULE A
2024 - 2025

2024-2025 Hourly Rates		
	Administrative Assistant, Accounts Payable, Accounts Receivable	Senior Administrative Assistant
Step	<i>Range 1</i>	<i>Range 2</i>
1	\$23.53	\$25.55
2	\$24.00	\$26.06
3	\$24.47	\$26.58
4	\$24.97	\$27.12
5	\$25.46	\$27.66
6	\$25.98	\$28.21
7	\$26.49	\$28.77
8	\$27.03	\$29.35
9	\$27.56	\$29.94
10	\$28.12	\$30.53
11	\$28.68	\$31.14
12	\$29.25	\$31.77
13	\$29.84	\$32.41
14	\$30.44	\$33.06
15	\$31.04	\$33.71
16	\$31.66	\$34.39
17	\$32.29	\$35.08
18	\$34.02	\$36.95

SALARY SCHEDULE B
2025-2026

2025-2026 Hourly Rates		
	Administrative Assistant, Accounts Payable, Accounts Receivable	Senior Administrative Assistant
Step	<i>Range 1</i>	<i>Range 2</i>
1	\$24.12	\$26.19
2	\$24.60	\$26.71
3	\$25.08	\$27.24
4	\$25.59	\$27.80
5	\$26.10	\$28.35
6	\$26.63	\$28.92
7	\$27.15	\$29.49
8	\$27.71	\$30.08
9	\$28.25	\$30.69
10	\$28.82	\$31.29
11	\$29.40	\$31.92
12	\$29.98	\$32.56
13	\$30.59	\$33.22
14	\$31.20	\$33.89
15	\$31.82	\$34.55
16	\$32.45	\$35.25
17	\$33.10	\$35.96
18	\$34.87	\$37.87

AGREEMENT

between

INTERMEDIATE SCHOOL DISTRICT NO. 917

and

OFFICE AND PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION, LOCAL 12
AFLCIO, CLC

Effective July 1, ~~2022~~2024, through June 30, ~~2024~~2026

Approved by the School Board: ~~June 14, 2022~~December 10, 2024

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**ARTICLE I
PURPOSE**

Section 1. Parties: This Agreement is entered into between the Intermediate School District No. 917, Rosemount, Minnesota, (hereinafter referred to as the School District) and the Office and Professional Employees International Union, Local 12, AFLCIO, CLC (hereinafter referred to as the union) pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, (hereinafter referred to as PELRA) to provide the terms and conditions of employment for office and clerical employees during the duration of this Agreement.

**ARTICLE II
RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

Section 1. Recognition: In accordance with the PELRA the School District recognizes the Office and Professional Employees International Union, Local 12, AFLCIO, CLC as the exclusive representative for office and clerical employees employed by the School District of Intermediate School District No. 917, which exclusive representative shall have those rights and duties as prescribed by PELRA and as described in the provisions of this Agreement.

**ARTICLE III
APPROPRIATE UNIT**

Section 1. Appropriate Unit: The union shall represent all such employees of the School District contained in the appropriate unit as defined in Article 4 of this Agreement and the PELRA and in certification by the Director of Mediation Services, Case No. 75R603A.

**ARTICLE IV
DEFINITIONS**

Section 1. Terms and Conditions of Employment: Terms and conditions of employment means the hours of employment, the compensation therefore, including fringe benefits, except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees.

Section 2. Description of Appropriate Unit: For purposes of this Agreement, the appropriate unit shall mean office and clerical employees employed by the School District, excluding the following: confidential employees, such as human resources, supervisory employees, essential employees, part-time employees whose services do not exceed fourteen (14) hours per week or thirty-five percent (35%) of the work week in the employee bargaining unit whichever is lesser, employees who hold the positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year and emergency employees.

Section 3. School District: Any reference to the School District in this Agreement shall mean the School District or its designated officials or representatives.

Section 4. Definition of First Year of Employment: The first year of employment shall be defined as any days of employment prior to or on the last day of the fiscal calendar (June 30) in the first

employment agreement. The next fiscal calendar (July 1) becomes the second year of employment with each successful fiscal calendar adding to the years of employment.

Section 5. Other Items: Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

ARTICLE V SCHOOL BOARD RIGHTS

Section 1. Inherent Managerial Rights: The exclusive representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel.

Section 2. Management Responsibilities: The exclusive representative recognizes the right and obligation of the School District to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School District and shall be governed by the laws of the State of Minnesota, and by School Board rules, regulations, policy, directives and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School District and its duly designated officials to promulgate rules, regulations, directives, policy and orders from time to time as deemed necessary by the School District insofar as such rules, regulations, directives, policy and orders are not inconsistent with the terms of this Agreement, and recognizes that the School District, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the state. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of School District rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

ARTICLE VI EMPLOYEE RIGHTS

Section 1. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or ~~his/her~~their representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Rights to Dues Check-Off:

Subd. 1. Employees shall have the right to dues check off to the union, provided that dues check off and the proceeds thereof shall not be allowed any organization that has lost its right to dues check off pursuant to Minn. Stat. § 179A.06, Subd. 6.

Subd. 2. The School District from September 15 to June 15 shall deduct monthly from each paycheck the employee's membership dues in the union and pay the same to the union within ten (10) days following said pay periods provided that the School District shall have received from each employee on whose account such deductions are made a written assignment. The union agrees to file an initiation fee and dues deduction assignment form with the School District for each employee prior to such deductions. The dues checkoff authorization shall continue in effect until termination of the employee or of revocation by the employee. Revocation shall be in writing to the Local and allowed only during the window provided by law. The Union will notify the District if this window changes from the prior year by June 30th.

ARTICLE VII HOURS OF SERVICE

Section 1. Basic Work Week and Day: ~~The For those hired on or after July 1, 2024, the~~ regular Monday through Friday work week shall consist of ~~thirty five (35) to~~ forty (40) hours, ~~dependent on position type,~~ exclusive of a duty-free lunch period for full-time employees. The normal workday for all regular full-time employees shall be ~~seven (7) to~~ eight (8) consecutive hours per day, ~~dependent on position type,~~ exclusive of duty-free lunch period.

Section 2. Duty Days: A full-time (1.0 FTE) employee hired or transferred into positions on or after July 1, 2024, shall be defined, dependent of position, as the following:

~~Administrative Assistant I/Information Management I — 210 days/year — 7 hours/day~~
~~Administrative Assistant II/Information Management II — 226 days/year — 8 hours/day~~

- ~~For a total of 234 paid days per year with the addition of 8 paid holidays (see Article XII), starting in the 2025-2026 school year,~~

~~Senior Administrative Assistant III/Information Management III — 241 days/year — 8 hours/day~~

- ~~For a total of 252 paid days per year with the addition of 11 paid holidays (see Article XII), starting in the 2025-2026 school year,~~

Accounts Payable/Accounts Receivable Clerks 241 days/year 8 hours/day

- ~~For a total of 252 paid days per year with the addition of 11 paid holidays (see Article XII), starting in the 2025-2026 school year,~~

Employees hired, transferred, or approved of duty day increases prior to July 1, 2024, shall be granted those days.

Changes to duty day counts to match the above definition of full-time employees for those hired or transferred into positions before July 1, 2024, shall be adjusted or changed by mutual agreement between the District and the employee starting in the 2025-2026 fiscal year (July 1, 2025).

Section 3. Part-time Employees: The School District shall have the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis.

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Section 4. Starting Time: All employees will be assigned starting times as determined by the School District.

Section 5. Lunch Period: Employees shall be provided a duty-free lunch period of thirty (30) minutes, not included in the eight (8) work hours per day.

Section 6. School Closings: Provisions for the closing of schools due to inclement weather or other exigency shall be as addressed in District Policy ~~4668~~20.

Section 7. Breaks: All full-time employees covered by this Agreement shall receive a fifteen (15) minute break in the morning and a fifteen (15) minute break in the afternoon at a time determined by the supervisor.

Section 8. Overtime: Generally, employees shall not be required to work the eleven (11) district holidays listed below. However, all employees covered by this Agreement shall be paid at the rate of time and one-half (1.5x) for any work over forty (40) hours per week or if required to work on the following days:-

1. Day after the Fourth (4th) Thursday in November
2. December 24
3. Third (3rd) Monday in January
4. Third (3rd) Monday in February
5. ~~June 19 The Friday before the full moon that follows the northern Spring equinox (Good Friday)~~

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Double time (2x) shall be paid for all work performed on Sunday and on the following days:

1. July 4
2. First (1st) Monday of September
3. Fourth (4th) Thursday in November
4. December 25
5. January 1
6. Last Monday in May

Section 9. Modifications in Calendar, Length of Duty Day:

Subd. 1: Notwithstanding any other provisions of this Article, in the event of energy shortage, severe weather or other exigency, the School District may modify the duty day or duty week as appropriate, but with the understanding that the total number of hours shall not be increased, i.e., a four (4) day week with increased hours per day, but the total weekly hours not more than the regular five (5) day week.

Subd. 2: Prior to modifying the scheduled length of the duty day pursuant to Subd. 1 hereof, the School District shall afford to the union the opportunity to meet and confer on such matters.

ARTICLE VIII COMPENSATION

Section 1. Basic Salaries Regular Full-Time Employees:

Subd. 1. For purposes of this Article, the term regular full-time employee shall mean an employee who is paid for 940 or more hours during the fiscal year (July 1 to June 30).

Subd. 2. Effective July 1, ~~2022~~2024, all employees will advance one step on Salary Schedule A over their step placement as of June 30, ~~2022~~2024, unless otherwise prescribed by Section 4 of this Article. ~~All employees will be moved to the lane that corresponds to their revised position title outlined in Article VII, Section 2.~~

Subd. 3. Effective July 1, ~~2023~~2025, all employees will advance one step on Salary Schedule B over their placement as of June 30, ~~2023~~2025, unless otherwise prescribed by Section 4 of this Article.

Subd. 4. Longevity: Employees whose years of continuous employment in the ~~union~~ District fall in the following categories will receive a longevity salary increase beyond the rates delineated in Schedules A and B effective July 1, ~~2022~~2024, or July 1, ~~2023~~2025.

Years of Service	2022-23	2023 2024-242026
In years 10-11 of continuous employment in the District	\$1.25	\$1.35
In years 12-17 of continuous employment in the District	\$1.65	\$1.75
In years 18-20 of continuous employment in the District	\$3.05	\$3.15
In years 21+ of continuous employment in the District	\$4.00	\$4.10

Section 2. Basic Salaries – Regular Part-Time Employees:

Subd. 1. For purposes of this Article, the term regular part-time employee shall mean an employee who is paid for less than 940 hours but more than 728 hours in the fiscal year (July 1 – June 30).

Subd. 2. Regular part-time employees shall be compensated on salary Schedule A, effective July 1, ~~2022~~2024, and on Salary Schedule B, effective July 1, ~~2023~~2025. Part-time employees shall advance steps per the process outlined in Section 4 below. ~~one (1) step on the effective salary schedule after completion of 940 paid hours. A step advancement may occur on July 1 or January 1 of the fiscal year. A regular part time employee may not advance more than two (2) steps during the two year contract period.~~

Subd. 3. ~~On the July 1 or January 1 that a regular part time employee becomes eligible for a step advancement paid hours in excess of 940 shall be carried forward and applied to the employees next 940 paid hours qualifying period for a step advancement.~~

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Section 3. Successor Agreement: In the event a successor agreement is not entered into prior to July 1, ~~2024~~2026, an employee shall remain at the same step as compensated during the ~~2023~~2025-~~2024~~2026 contract year until a successor agreement is reached. The successor agreement shall govern step advancement.

Section 4. New Employees: A new employee shall be placed on the salary schedule as agreed between the employer and the employee and shall be eligible for step advancement on the following July 1 if employed prior to January 1. An employee hired after January 1 shall be

eligible for any increase in the current rate on July 1 but shall not be eligible for step advancement until the following July 1. Thereafter, such a new employee shall be subject to all provisions of this Article, including the basic rules for regular part-time and regular full-time employees.

Notwithstanding the above (Article VIII, Section 4), the School District will not hire union bargaining unit members who are new to the District above the lowest paid employee in the classification within the salary schedule without notifying the Union Business Representative by e-mail prior to making the wage offer. Initial compensation for a new employee hire above the lowest paid employee in the classification within the union will be discussed with the union prior to final disposition.

Section 5. Mentor Training Stipend: Each probationary employee will be paired by the School District with a non-probationary employee who will serve as a mentor and trainer to the probationary employee throughout their first year of employment in their new position. The School District will make a reasonable attempt to identify one (1) non-probationary employee to serve as mentor and trainer. Those employees who agree to participate as a mentor/trainer shall commit to one year. Should the mentor employee leave the District or should the mentor employee or the District determine that the mentor role is not a fit for that employee, the stipend amount shall be prorated. Should the probationary employee leave the District prior to completing the first full year of training, the mentor employee shall retain the full stipend amount. The mentor/trainer will receive a \$300 stipend for one full year. The stipend will be paid at the end of the training year, through the submission of a form initiated by the mentor and approved by the probationary employee's supervisor and the executive director.

Section 6. Change of Position Description Category: In the event an employee changes Position Description Categories (~~Information Management I, Information Management II, Information Management III, Administrative Assistant I, Administrative Assistant II, Senior Administrative Assistant, III Accounts Payable/Receivable~~), the employee moving categories will move laterally to the same step on the salary schedule as the employee's previous categorical placement. ~~The total number of hours the employee has worked under this contract will be considered in regard to the employee's eligibility for a step increase. For example, a~~ change in category on or after January 1 shall not prevent an employee from being eligible for a step increase on July 1, if the employee was working in this union contract in another category prior to January 1. This applies to changes in position description category starting July 1, 2020, and is not retroactive for previous changes.

Section 6. Salary Increases: Salary increases are not automatic and are effective only upon affirmative action by the School Board. The School Board reserves the right to withhold salary increases based upon employee performance in individual cases for cause. Withholding of salary increases based upon employee performance shall not be done without giving the employee and the union such notice two (2) weeks prior to the point in time when District 917 service salary increases are due. An action withholding a salary increase shall be subject to the grievance procedure. It is further understood that nothing in this Agreement shall be construed to prevent the School District from paying an employee at a rate higher than as provided in this Agreement, as long as such discretion is exercised in a fair and reasonable manner.

**ARTICLE IX
403B MATCHING CONTRIBUTION**

Section 1. Eligibility: To be eligible for this contribution, an employee must be regularly employed at least 940 hours during the fiscal year, and such benefits shall not apply to employees employed for a lesser time or substitute employees.

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

Years of Continuous Employment in the District	20222024-20242025	2025-2026
Years 1-3	\$200	<u>\$200</u>
Years 4-6	\$300	<u>\$300</u>
Years 7-9	\$400	<u>\$500</u>
Years 10-12	\$500	<u>\$600</u>
Years 13 and beyond	\$600	<u>\$700</u>

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

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

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

**ARTICLE X
GROUP INSURANCE**

Section 1. Health and Hospitalization Insurance:

Subd. 1. Individual Coverage: Effective July 1, ~~2022~~2024, the School District shall contribute a sum not to exceed ~~\$660-750~~ per month for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, ~~2023~~2026, the School District shall ~~contribute a sum not to exceed \$710 per month for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, 2024, the School District shall contribute a sum not to exceed \$750 per month for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan~~no longer offer this plan to any employees within this group. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3.

Subd. 2. Dependent Coverage: Effective July 1, ~~2022~~2024, the School District shall contribute a sum not to exceed ~~\$1565-1630~~ per month for dependent coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the

School District group health and hospitalization plan and who qualifies for dependent coverage. Effective January 1, ~~2023~~2026, the School District shall ~~contribute a sum not to exceed \$1600 per month for dependent coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan and who qualifies for dependent coverage. Effective January 1, 2024, the School District shall contribute a sum not to exceed \$1630 per month for dependent coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan and who qualifies for dependent coverage~~no longer offer this plan to any employees or their dependents within this group. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

Subd. 3. Individual High Deductible Coverage:

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") ~~of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan")~~. The total monthly contribution by the school district toward the total cost of the ~~premium of the high deductible plan coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee~~ shall not exceed ~~\$660~~750 beginning July 1, ~~2022~~2024. The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed ~~\$740~~750 beginning January 1, ~~2023~~2025, and shall not exceed \$750 beginning January 1, ~~2024~~2026. For clarity, the amount contributed toward the monthly premium is the total contribution less the monthly HSA contribution.
- ~~(b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.~~
- ~~(c)~~ (e) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee ~~employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan~~. Such contributions shall be made monthly on a pro

rata basis. Such employees shall also be eligible, ~~through the Flex Choice Plan,~~ to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. ~~Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contribution to an HSA.~~

Subd. 4. Family High Deductible Coverage:

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") ~~of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan").~~ The total monthly contribution by the school district toward the cost of the ~~premium of the high deductible plan coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee~~ shall not exceed \$~~1565-1630~~ beginning July 1, ~~2022~~2024. The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$~~1600-1710~~ beginning January 1, ~~2023-2025~~, and shall not exceed \$~~1630-1750~~ beginning January 1, ~~2024~~2026. For clarity, the amount contributed toward the monthly premium is the total contribution less the monthly HSA contribution.
- ~~(b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in family coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.~~
- (eb) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, ~~through the Flex Choice Plan,~~ to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such

contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. ~~Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contribution to an HSA.~~

Subd. 5. Changes in Coverage under High Deductible Coverage: If an eligible employee who qualifies for and is enrolled in coverage under the high deductible coverage option of the school district's health and hospitalization plan changes the type of coverage during a calendar year (e.g., from individual coverage under the high deductible coverage option to family coverage under the high deductible coverage option; from family coverage under the high deductible coverage option to individual coverage under the high deductible coverage option; from family or individual coverage under the high deductible coverage option to no coverage under the high deductible coverage option), the school district's contribution to the employee's HSA shall change accordingly. The change in the amount of HSA contributions shall be effective coincident with the change in the type of coverage under the high deductible coverage option.

Section 2. Dental Insurance:

Subd. 1. Individual Coverage: Effective July 1, ~~2022~~2024, the School District shall contribute a sum not to exceed \$46 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. ~~Effective January 1, 2025, the School District shall contribute a sum not to exceed \$50 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Effective January 1, 2026, the School District shall contribute a sum not to exceed \$55 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan.~~ The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction.

Subd. 2. Dependent Coverage: Effective July 1, ~~2022~~2024, the School District shall contribute a sum not to exceed \$106 per month toward the cost of the premium for dependent coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. ~~Effective January 1, 2025, the School District shall contribute a sum not to exceed \$115 per month toward the cost of the premium for dependent coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Effective January 1, 2026, the School District shall contribute a sum not to exceed \$120 per month toward the cost of the premium for dependent coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan.~~ The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction.

Section 3. Group Life Insurance: ~~Effective July 1, 2022, the~~The School District will provide a \$50,000 term life insurance policy for each eligible employee. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

Section 4. Group ~~Income Protection~~Long-Term Disability Insurance: The School District will pay each month the premium for income protection insurance for each eligible employee. The income protection plan shall include the following:

1. Benefits begin after ninety (90) calendar days of total disability.
2. The monthly income benefit shall be 66²/₃ percent of basic monthly earnings (exclusive of any additional compensation from this district or any other source).

Section 5. Claims Against the School District: It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 6. Description of Benefits: The parties agree that any description of insurance benefits contained in this Article is intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy.

Section 7. Eligibility: Fulltime and permanent part-time employees regularly employed 940 or more hours per year, shall be eligible for School District insurance contributions as provided in this Article. Employees employed for a lesser period of time shall not be entitled to any contribution under this Article.

ARTICLE XI LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. An eligible full-time employee working 226 day per year or more shall have twelve (12) days of Earned Sick and Safe leave—Leave (ESSL) frontloaded at the beginning of the school year, which may all be used in accordance with Minnesota State Statute 181.9445 through 181.9448 that outlines mandatory Earned Sick & Safe Time for Minnesota employers. Employees who take medical or parental leave of absence, under this article, shall not have their Earned Sick and Safe Leave (ESSL) prorated at the rate of one (1) day for each month of service in the employ of the school district. For purposes of this section an employee shall accrue sick leave annually based upon the number of hours that employee works as follows:

~~221 or more workdays per year—twelve (12) days sick leave per year
201 and 220 workdays per year—eleven (11) days sick leave per year
200 or less workdays per year—ten (10) days sick leave per year~~

Subd. 2. An eligible employee working 201 to 225 days per year or more shall have eleven (11) days of Earned Sick and Safe Leave (ESSL) frontloaded at the beginning of the school year, which may all be used in accordance with Minnesota State Statute 181.9445 through

181.9448 that outlines mandatory Earned Sick & Safe Time for Minnesota employers. Employees who take medical or parental leave of absence, under this article, shall not have their Earned Sick and Safe Leave (ESSL) prorated.

Subd. 3. Part-time employees working 200 or less days per year will accrue Earned Sick and Safe Leave (ESSL) days on a pro-rata basis based on the employee's total hours worked compared to a full-time employee, which may all be used in accordance with Minnesota State Statute 181.9445 through 181.9448 that outlines mandatory Earned Sick & Safe Time for Minnesota employers. Employees who take medical or parental leave of absence, under this article, shall not have their Earned Sick and Safe Leave (ESSL) prorated.

Subd. 4. For the purposes of consistency of contracts and policies referring to paid time off, such as time off allotted for illness or medical/dental appointments, as "leave" types, time off aligned with Minnesota's Earned Sick and Safe Time statutes shall be referred to as "Earned Sick and Safe Leave" or "ESSL."

Subd. 5. At the end of each school year, unused ESSL will be rolled into a personal sick leave bank to the extent permitted by law. Sick leave days may accumulate without limit.

~~Subd. 2. Annual sick leave shall accrue at the beginning of the fiscal year. Employees using sick days in excess of those earned and accredited to their account shall have compensation for those excess days used withheld from their pay.~~

~~Subd. 3. Unused sick leave days may accumulate without limit.~~

Subd. 6. ESSL and sick leave allowed shall be deducted from the leave days earned by the employee. Should an employee's reason for absence qualify for both sick leave and ESSL, the employee shall have the option to use either leave type by selecting that leave during their entry into the district's absence management system.

~~Subd. 47. Sick leave with pay shall be allowed by the School District whenever an employee's absence is found to have been due to illness, which prevented his/her attendance and performance of duties on that day or days. The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for ESSL or sick leave pay. Requests for documentation following the use of ESSL will adhere to state statute. In the event that a medical certificate will be required, the employee will be so advised.~~

~~Subd. 5. An employee may use one (1) day of accumulated sick leave for each day of illness or disability of the employee's child who is under eighteen (18) years old or under age 20 and still attending secondary school, for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness. Up to twenty (20) days accumulated sick leave in any 12-month period will be granted for the illness or injury of the following: employee's spouse, parent, adult child, sibling, grandparent, step-parents, step-child, grandchild or spouse's mother or father (Minn. Stat. 181.9413) for reasonable periods of time as the employee's attendance with the respective relative may be necessary, on the~~

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~~same terms the employee is able to use sick leave benefits for the employee's own illness or injury. Additional absence for severe illness may be granted at the sole discretion of the superintendent, whose decision is final and binding and is not subject to the grievance procedure.~~

~~Subd. 6. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.~~

~~Subd. 7. Sick leave pay shall be approved only upon submission on the online absence system.~~

~~Subd. 8. Each school year, it shall be the option of each bargaining unit member to contribute one (1) vacation day to establish and maintain a paid sick leave bank up to 150 days. On or before June 1, the business office will electronically prompt bargaining unit members to indicate whether or not they wish to contribute to the sick leave bank. The paid sick leave bank shall be administered by the President of the Association and the Superintendent. Paid sick leave days shall be available only for serious illness or injury of bargaining unit members who have exhausted all of their paid leave options. No bargaining unit member may be granted from the pool of sick leave days more than is needed to become eligible for long term disability. Eligibility decisions are not subject to the grievance procedure.~~

~~Subd. 8. An employee who is entitled to ESSL/sick leave pay, who is then receiving Worker's Compensation, may not be paid ESSL/sick leave pay in an amount greater than the difference between such Worker's Compensation and their basic salary.~~

Section 2. Medical Leave:

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

Maternity-Pregnancy Leave: The start of a personal physical disability absence for prenatal care, pregnancy, delivery, and recovery from childbirth shall be determined by the employee's physician. The end of a personal physical disability absence for childbirth shall also be determined by the employee's physician. This must be communicated to the School District in writing. Leaves extending beyond the physician's documentation shall fall under parental leave and may be eligible under the Family Medical Leave Act as noted in subdivision two (2) of this section.

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

a) FMLA Eligibility: Over the twelve (12) months prior to leave, employees must

have been employed with the School District for at least twelve (12) months and worked 1,250 hours within the twelve (12)-month period preceding the leave. Any use of vacation, sick leave, or unpaid time off (non-duty days) are not be counted toward the 1,250-hour benchmark.

- b) Pursuant to law, FMLA Leave shall be granted for any of the following reasons:
 - i. The employee's own serious health condition, as defined by the FMLA.
 - ii. The employee's need to care for an immediate family member (spouse, child, parent) with a serious health condition, as defined by the FMLA.
 - iii. The placement (adoption or foster care) or birth of a child up to one year after the child's birth or placement.
- c) FMLA Leave will run concurrently, that is at the same time, with any paid leave and any and all of the employee's accrued paid leave must be exhausted before the employee transitions to an unpaid leave of absence.
- d) Spouses who work for the School District shall be allowed a combined total of twelve (12) weeks unpaid FMLA leave during any twelve (12)-month period for the birth or adoption of a child, or to care for a parent's serious health condition. However, the combined limitation does not apply to FMLA leave taken by one spouse in the School District to care for the other spouse in the School District.

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

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

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

- a) If the employee is returning from a personal medical leave of absence, the employee must also provide medical verification from a qualified healthcare provider of the employee's release from medical restrictions allowing them to return to full capacity at work.

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

- b) Upon return from a medical leave, the employee shall be returned to the former

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

Subd. 6. Probationary Period: Periods of time for which the employee is on medical leave may extend the employee's probationary period pursuant to Minnesota Statute (122A.41, Subdivision 1).

Section 3. Parental Leave:

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

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

Subd. 3. Returning from Parental Leave: For partial school year leaves, an employee on a parental leave of absence under this Section must confirm with human resources his/her/their intention to return from parental leave at least two (2) weeks prior to his/her/their approved leave end date. For full -year leaves, an employee on a parental leave of absence under this Section must confirm with human resources or his/her/their administrative designee in writing, his/her/their intention to return from parental leave at least six (6) weeks prior to the end of his/her/their leave.

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

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

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

Subd. 6. Probationary Period: Periods of time for which the employee is on parental leave may extend the employee's probationary period pursuant to Minnesota Statute (122A.41, Subdivision 1).

Section 4. Civic Duty/Military Leave

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

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

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

Section 5. General Unpaid Personal Leave

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

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

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

Subd. 3. An employee on an approved general leave of absence for a full year, shall notify the Superintendent in writing of his/her/their intention to return at least two (2) months prior to his/her/their approved leave end date. For partial school year leaves, an employee on a general leave of absence under this Section must notify the Superintendent in writing, of his/her/their intention to return from general leave at least one (1) month prior to his/her/their approved leave end date.

Section 6. Insurance Implications

Subd. 1. Qualified FMLA Leaves: An employee on a leave under this article that qualifies per the Family Medical Leave Act (FMLA) is eligible to continue to participate in group

insurance programs, if permitted under the insurance policy provisions, and shall continue to pay the employee contribution to the insurance premium for any month during which the FMLA-qualified leave falls.

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

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

Section 7. Accrued Benefits:

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

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

Section 8. Bereavement/Death and Illness:

Subd. 1. An employee may be granted up to five (5) days absence with pay due to the death of the employee's spouse, child, step-child, parent, sister, brother, parent-in-law, son-~~in-law,~~ ~~or~~ daughter-in-law, ~~and or~~ grandchild. Up to three (3) days absence may be granted with pay for the death of the employee's grandparent, brother-~~in-law,~~ ~~or~~ sister-in-law, or significant person ~~of the immediate household~~. The leave set forth in this section is non-accumulative and shall not be deducted from sick leave.

Subd. 2. Upon approval of the superintendent or ~~his/her~~their designee, up to twenty (20) days sick leave per year will be granted for the illness or injury of the following: employee's spouse or parent or spouse's parent, or child over 18, or grandchild or sibling and/or grandparent and/or step-parent. An employee may use one (1) day of accumulated sick leave for each day of illness or disability of the employee's child who is less than eighteen (18) years old, for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness ~~(Minn. Stat. § 181.9413).~~ Time will be deducted from sick leave.

Subd. 3. Additional absence for bereavement may be granted at the sole discretion of the superintendent, whose decision is final and binding and is not subject to the grievance procedure.

ARTICLE XII
VACATION ~~AND PERSONAL LEAVE~~ AND HOLIDAYS

Section 1. Eligible Employee: Full-time and permanent part-time employees regularly employed by the School District who meet the conditions of Article IV, Section 2, for inclusion in the unit, shall be eligible for vacation as outlined in this Article. A day shall be credited based upon the number of hours per day that the employee works on a regular basis.

Section 2. Earned Vacation Leave: ~~An employee will be frontloaded with the number of vacation days outlined below, based on their assigned workdays (not including paid holidays). While the vacation time will be frontloaded, should an employee end their employment with the district prior to the end of the contract year, they will be docked for overused vacation. Employees who start after July 1 shall have their vacation frontloaded at a prorated rate. Eligible employees shall earn vacation as follows: Commencing in the second year of employment within this union contract, an employee shall receive vacation days as part of their assigned number of duty/workdays, which shall accrue at the beginning of the school year. The employee shall request, through the district-used attendance tracking system, the specific day(s) to be used as vacation and that request shall be subject to approval by the employee's supervisor, based upon the needs of the School District. The following workday schedule will be applied to determine the number of vacation days assigned:~~

~~236+ days to 241 days – 17 vacation days
215 days to 235 days – 16 vacation days
194 days to 214 days – 7 vacation days
173 days to 193 days – 6 vacation days
152 days to 172 days – 5 vacation days
131 days to 151 days – 4 vacation day~~

~~An employee's accrued personal leave as of June 30, 2022, will be converted into vacation leave and added to the vacation day leave bank in addition to the amounts listed above.~~

Vacation days may be carried over to the next year to a maximum of twenty (20) days. Unused days will be paid at regular salary at the time of an employee's resignation if the district receives two weeks' written notice of the resignation. In the event that an employee uses credited vacation prior to completion of the year in which such credit is earned, the employee shall be liable to the School District for any vacation pay advanced beyond actual accrual in the event the employee leaves the service of the School District.

All requests for vacation must be approved in advance by the employee's supervisor through the district's absence management system.

Vacation days will typically not be granted for those working as an Administrative Assistant ~~I or II~~ or as ~~Information Management I or II~~ staff during new licensed and all licensed staff workshop week at the start of each new school year, during the first ten (10) and the last ten (10) student contact days, during parent conference days, inservice days, or other days that are critical for the

employee to be in attendance. Exceptions may be made with approval of the employee's direct supervisor. For all employees, vacation may be denied based on the needs of the District.

Section 3. Paid Holidays for 241 and Beyond-Day Employees: Starting July 1, 2025, an employee working 241 days or more during the fiscal year will be paid additionally, beyond their 241+ workdays, for the following eleven (11) holidays:

1. July 4
2. First (1st) Monday of September
3. Fourth (4th) Thursday in November
4. Day after the Fourth (4th) Thursday in November
5. December 24
6. December 25
7. January 1
8. Third (3rd) Monday of January
9. Third (3rd) Monday of February
10. Last Monday of May
11. June 19

An employee hired or transferred mid-year into a position that would otherwise be 241+ days during the fiscal year will be paid additionally beyond their workdays for all remaining holidays listed above depending on their start date.

Section 4. Paid Holidays for 226-Day to 240-Day Employees: Starting July 1, 2025, an employee working 226 up to 240 days during the fiscal year will be paid additionally, beyond their assigned workdays, for the following eight (8) holidays:

1. First (1st) Monday of September
2. Fourth (4th) Thursday in November
3. Day after the Fourth (4th) Thursday in November
4. January 1
5. Third (3rd) Monday of January
6. Third (3rd) Monday of February
7. Last Monday of May
8. June 19

An employee hired or transferred mid-year into a position that would otherwise be 226 up to 240 days during the fiscal year will be paid additionally beyond their workdays for all remaining holidays listed above depending on their start date.

Section 5. Paid Holidays for 201-Day to 225-Day Employees: Starting July 1, 2025, an employee working 201 up to 225 days during the fiscal year will be paid additionally, beyond their assigned workdays, for the following five (5) holidays:

1. First (1st) Monday of September
2. January 1
3. Third (3rd) Monday of January
4. Third (3rd) Monday of February
5. Last Monday of May

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An employee hired or transferred mid-year into a position that would otherwise be 201 up to 225 days during the fiscal year will be paid additionally beyond their workdays for all remaining holidays listed above depending on their start date.

**ARTICLE XIII
DISCIPLINE, DISCHARGE AND PROBATIONARY PERIOD**

Section 1. Probationary Period: An employee, under the provisions of this Agreement, shall serve a probationary period of one calendar year during which time the School District shall have the unqualified right to suspend without pay, discharge, or otherwise discipline such employee.

Section 2. Completion of Probationary Period: An employee who has completed the probationary period may be suspended without pay, discharged, or disciplined only for just cause by the School District, subject to the grievance procedure.

Section 3. Trial Period, Change of Classification: An employee transferred or promoted to a different classification shall serve a trial period of two (2) months in any such new classification. During this two (2) month trial period, if it is determined by the School District that the employee's performance in the new classification is unsatisfactory, the School District shall have the right to reassign the employee to ~~his/her~~their former classification. However, upon the mutual consent of the School District and the union, this trial period may be extended for an additional one (1) month.

**ARTICLE XIV
VACANCIES AND JOB POSTING**

Section 1. Posting of Vacancies: Prior to all permanent position vacancies being posted by the District, a draft of the intended posting will be sent to the Union Business Representative forty-eight (48) hours prior to the job being posted publicly. All permanent position vacancies will be posted for a one (1) week period via the District's online application process and an announcement will be emailed district-wide to inform employees of the posted vacancy. A permanent position vacancy is defined as one lasting more than six (6) months. A permanent position vacancy may be filled temporarily pending completion of posting and application procedures.

Section 2. Application for Vacancies: All employees under this Agreement, including those on layoff status, may submit application in writing for any vacancy which is posted pursuant to this Article.

Section 3. Filling of Vacancies: In filling a vacancy within the appropriate unit, the School District will first consider the applications of qualified employees of the unit who have made application. Determination and assessment of qualifications shall be as determined by the School District. In cases of promotion, the seniority of the employee shall be considered and applied, along with other relevant factors. If qualifications are substantially equal, as determined by the School District, the senior employee shall be given preference. An unsuccessful candidate may seek review of the matter providing a written appeal is made to the superintendent within ten (10) calendar days after notice has been posted. However, the decision of the superintendent shall be ~~final~~final, and binding and such decision shall not be subject to the grievance procedure.

Section 4. Voluntary Administrative Transfers: Seniority and posting shall not apply in voluntary transfers involving permanent employees in the union within the same position description category. Position description categories are ~~Information Management I, Information Management II, Information Management III, Administrative Assistant I, Senior Administrative Assistant II, and Administrative Assistant III~~ Accounts Payable/Receivable.

Section 5. Involuntary Administrative Transfers:

Subd. 1. Notice of involuntary administrative transfer within the same position description category shall be given to the employee as soon as practicable. A list of open positions in the bargaining unit, if open positions are available, shall be made available to employees being involuntarily transferred.

Subd. 2. Involuntary transfers will be given to the least senior employee in the position description category, subject to the employee's ability to perform the essential functions of the assignment.

Subd. 3. Employees not selected for vacant or open positions or employees being involuntarily transferred shall, upon written request, be afforded an opportunity to meet with the Superintendent regarding such decision.

Subd. 4. Notwithstanding the provisions of this Article, it is understood and agreed that the final choice relating to position assignment decisions remains at the discretion of the School District.

Section 6. New Positions. In the event the School District creates new positions in the union bargaining unit that are not covered by the present classification structure in the Agreement, prior to establishing the position, the School District shall notify the Union Business Representative by e-mail of the compensation to be paid for such position. In the event of disagreement, the union shall have the right to meet and negotiate pursuant to PELRA on the compensation for such position. For purposes of this position, and in the event of impasse, the impasse procedures of PELRA may be utilized.

**ARTICLE XV
SENIORITY AND LAYOFF**

Section 1. Recognition:

Subd. 1. The parties to this Agreement recognize the principle of seniority in the application of this Agreement within classifications concerning layoff and shift preference.

Subd. 2. Seniority is defined as the length of continuous service, both part-time and fulltime, in the School District in the appropriate unit commencing on the most recent date an employee began work in a position within the unit. There shall be one master seniority list. Such list shall contain names and seniority dates of all employees within the unit in the order of their seniority.

Subd. 3. The seniority list shall be updated twice a year, on February 15th and August 1st. Seniority status on that date shall prevail until the generation of the next seniority list.

Subd. 4. In computing employee seniority, continuous part-time employment shall be prorated as it relates to fulltime employment and included in the fulltime employment seniority computation.

Section 2. Date: Employees within the appropriate unit shall acquire seniority upon completion of the probationary period as defined in this Agreement and upon acquiring seniority, the seniority date shall relate back to the most recent date of employment within the appropriate unit and shall be accumulative only within this appropriate unit. If more than one employee is hired on the same date, seniority shall be determined by lot.

Section 3. Employees Leaving Unit: Employees who leave this unit but remain in the employ of the School District will retain seniority accrued while a member of the unit but will not accrue additional seniority until returning to the unit. Such accrued seniority rights may be exercised to return to the bargaining unit only if their non-unit position with the School District has been eliminated.

Section 4. Layoff: The parties agree that seniority within the collective bargaining unit shall be the basis for reductions in staff. If a reduction of the office and clerical staff is necessary due to economic or other reasons and one or more employees are to be laid off, the employee(s) so affected may first accept any open permanent position(s) within one (1) calendar week of the date of notification by the District. If no such position is available or accepted, the affected employee may accept the layoff or elect to replace: (1) the employee with the least seniority in the same classification provided the employee is qualified to satisfactorily perform the duties of such position, or (2) in the event the duties of the employee with least seniority are greatly dissimilar to those of the affected employee, the affected employee may replace the next least senior employee in the same classification provided the employee is qualified to satisfactorily perform the duties of such position. For purposes of this paragraph, the School District shall determine whether or not positions are greatly dissimilar and any grievance related to this question may be processed by an employee only through the School Board review as provided in Section 6 of this Article. On this issue the decision of the School Board shall be final and binding and such decision may not be appealed to the arbitrator.

In the event no such replacement opportunity exists in the same classification, the affected employee may elect to replace the employee with the least seniority in the next or successively lower classification, provided the employee is qualified to satisfactorily perform the duties of such position.

Subd. 1. In the event of a demotion as a result of bumping or other circumstances, an employee so demoted shall be compensated on the same step on the salary schedule as occupied prior to the demotion in the new classification.

Subd. 2. Notice of such layoffs shall be given at least two (2) weeks before the scheduled layoff, except twenty-four (24) hours in cases of emergency, including labor disputes, or at the sole discretion of the District shall receive ten (10) days' pay in lieu thereof.

Subd. 3. Employees shall be recalled in order of seniority for a position within the same classification held prior to layoff or a lower classification for which qualified. If a position becomes available for a qualified employee on layoff, the School District shall mail by

certified mail the notice to such employee who shall have seven (7) calendar days from the date of mailing of such notice to accept the reemployment. If written acceptance is not received by the district within such seven (7) calendar day period, it shall constitute a waiver on the part of such employee to any further rights of employment or reinstatement and (the employee) shall forfeit any future reinstatement or employment rights. The employee must accept the first offer of rehiring at same classification from which the employee was laid off or the employee shall be removed from the recall list. The employee may refuse an offer for a lower classification position without losing recall rights to a position at the same classification from which the employee was laid off. However, once an employee is offered a lower classification position and refuses such offer, only higher classification positions need be offered.

Subd. 4. An employee recalled and reinstated shall receive the rate of pay corresponding to the step the employee was receiving at the time of layoff and in the classification of the new position to which recalled.

Subd. 5. All employees on the layoff list should be considered for all openings for which qualified prior to hiring a person not employed by the School District.

Subd. 6. An employee on layoff shall retain ~~his/her~~their seniority and right to recall within classification in seniority order for a period of one (1) year after the date of layoff.

Section 5. Loss of Seniority: Seniority shall be lost due to resignation, discharge for cause, failure to return from layoff in the time required, or absence for any reason for more than one (1) year.

ARTICLE XVI SEVERANCE/RETIREMENT

Section 1. Retiree Health Coverage: Health coverage following the termination of employment shall be made available to the extent required under, and in accordance with, Minnesota Statutes Section 471.61, subd. 2b. The District makes no contribution towards the premium cost of such coverage.

Section 2. Cut-off Date: ~~The benefits of this article shall not apply to a member of this group employed on or after July 1, 2020.~~

Section 23. Severance Eligibility: Full-time employees who have completed at least fifteen (15) years of continuous service with the School District ~~who were hired by the District prior to July 1, 2020,~~ and who are at least fifty-five (55) years of age, shall be eligible for severance pay pursuant to the provisions of this Article upon submission of a written resignation accepted by the School Board. Severance pay shall not be granted to any employee who is discharged for cause by the School District. This Article shall apply only to employees who retire after the execution of this contract and shall not be retroactive to any employee who retired prior to said execution date.

Section 34. Amount of Severance: Eligible employees, upon retirement, shall receive as severance pay unused sick leave days, not to exceed thirty-five (35) days.

Section 45. Method of Pay-out:

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- a) Subject to the limitations listed below, the School District will contribute an amount equal to the value of the employee's severance pay directly into the School Board approved 403(b) vendor account. The retiree will not receive any direct payment from the school district for the severance pay.
- b) The School District's annual contribution into the School Board approved 403b vendor account must not exceed the IRS contribution limit. If the amount calculated in a. exceeds the available limits in the year of separation, the excess amount will be paid out in cash and not be tax sheltered.
- c) The school district contribution(s) (into the approved 403b vendor account) will be made according to the same timeline as was provided for the direct payment of the severance pay.
- d) The school district will make the severance pay contributions to the School Board approved 403b vendor. For purposes of calculating the maximum deferral limit, the School District will provide the retiree or approved vendor with contribution information for the previous twelve (12) months of employment. The vendor has agreed to calculate the maximum deferral limit.

Section 56. Notice: To be eligible for the benefits of this section, unless waived by the School District, an employee must notify the School District not less than 45 calendar days prior to the proposed retirement date.

ARTICLE XVII GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the School District as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Agreement.

Section 2. Representative: The employee, administrator or School District may be represented during any step of the procedure by any person or agent designated by such parties to this Agreement to act in their behalf.

Section 3. Definitions and Interpretations:

Subd 1. Extension: Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to calendar days.

Subd. 3. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provisions of the Agreement allegedly violated and the particular relief sought within twenty (20) days after the date the event giving rise to the grievance occurred or within twenty (20) days of the date the employee(s) through use of reasonable diligence, should have had knowledge of such event. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the School District's designee.

Section 5. Adjustments of Grievance: The School District and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee with the School District in the following manner:

Subd. 1. Level I: If the grievance is not resolved through informal discussions, the School District designee shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the superintendent, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the superintendent, the superintendent, or ~~his/her~~their designee, shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the superintendent, or ~~his/her~~their designee, shall issue a decision in writing to the parties involved.

Section 6. School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative notify the parties of its intention to review within ten (10) days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

Section 7. Denial of Grievance: Failure by the School District or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

Section 8. Arbitration Procedures: In the event that the employee and the School District are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the superintendent within ten (10) days following the decision in Level I or School Board review, whichever is applicable, of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services to appoint an arbitrator, pursuant to Minn Stat. § 179A.21, Subd. 2, providing such request is made within twenty (20) days after the request for arbitration. The request shall ask that the appointment be made within thirty (30) days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the BMS within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information: Upon appointment of the arbitrator, the parties shall provide the arbitrator the submission of the grievance which shall include the following:

- a) The issues involved.
- b) Statement of the facts.
- c) Position of the grievant.
- d) The written documents relating to Section 5 of this grievance procedure.

Subd. 5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such a person or persons they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 6. Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in the PELRA.

Subd. 7. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party or if the request is mutual, the cost shall be shared. The parties shall share equally fees and expenses of the arbitrator and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement, nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters limited or excluded by PELRA.

Subd. 9. Election of Remedies and Waiver: A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may

be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined herein, the employee shall waive ~~his/her~~their right to initiate a grievance pursuant to this Article, or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

ARTICLE XVIII MISCELLANEOUS

Section 1. Tax Sheltered Annuity: The employer will make available to employees a tax shelter annuity program pursuant to Minn. Stat. §123.25, Subd. 12, and School Board policy.

Section 2. Union Stewards: The employer recognizes the right of the union to designate job stewards or job committees from the employees to handle such union business as may from time to time be delegated to such stewards or committee by the union.

Section 3. Notice to Union: The Union Business representative and ISD 917 Local Steward shall be notified via e-mail relative to layoffs, leaves of absence, job postings, job titles by levels, job descriptions, and the semiannual seniority list.

Section 4. Pay Days: Regularly employed part-time and fulltime employees shall be paid twice monthly.

Section 5. Temporary Assignments: An employee who is temporarily assigned by the School District the major duties and responsibilities of another employee at a higher level shall receive an additional twenty-five cents (.25) per hour if assigned to such position five (5) or more consecutive days, retroactive to the first day.

ARTICLE XIX DURATION

Section 1. Terms and Reopening Negotiations: This Agreement shall remain in full force and effect from July 1, ~~2022~~2024, through June 30, ~~2024~~2026. It is understood that in the event Agreement negotiations extend beyond June 30, ~~2024~~2026, salary increases shall be held in abeyance until ratification of a new Agreement occurs. If either party desires to modify or amend this Agreement commencing on July 1, ~~2024~~2026, it shall give written notice of such intent no later than May 1, ~~2024~~2026. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) calendar days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School District and the exclusive representative. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, School Board policies, rules or regulations, concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality: Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement, except if mutually agreed by the parties.

Section 4. Severability: The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

OFFICE AND PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION, LOCAL 12
AFLCIO, CLC

INTERMEDIATE SCHOOL DISTRICT
NO. 917

Negotiating Committee Member

Chair

Business Representative

Clerk

Dated: June 2022 November 2024
2024

Dated: June 14, 2022 December 10,

SALARY SCHEDULE A

2024 - 2025

~~2022-2023 Account Clerk Salary Schedule~~

~~1.0200~~

- Step	ACCT PAYABLE CLERK	ACCT RECEIVABLE CLERK II
	141-181	223-263
1	22.35	24.39
2	22.80	24.88
3	23.25	25.38
4	23.72	25.88
5	24.19	26.40
6	24.67	26.93
7	25.17	27.47
8	25.67	28.02
9	26.18	28.58
10	26.71	29.15
11	27.24	29.73
12	27.79	30.33
13	28.34	30.93
14	28.91	31.55
15	29.49	32.18
16	30.08	32.83
17	30.68	33.48
18	32.32	35.26

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2024-2025 Hourly Rates		
	<u>Administrative Assistant, Accounts Payable, Accounts Receivable</u>	<u>Senior Administrative Assistant</u>
<u>Step</u>	<u>Range 1</u>	<u>Range 2</u>
<u>1</u>	<u>\$23.53</u>	<u>\$25.55</u>
<u>2</u>	<u>\$24.00</u>	<u>\$26.06</u>
<u>3</u>	<u>\$24.47</u>	<u>\$26.58</u>
<u>4</u>	<u>\$24.97</u>	<u>\$27.12</u>
<u>5</u>	<u>\$25.46</u>	<u>\$27.66</u>
<u>6</u>	<u>\$25.98</u>	<u>\$28.21</u>
<u>7</u>	<u>\$26.49</u>	<u>\$28.77</u>
<u>8</u>	<u>\$27.03</u>	<u>\$29.35</u>
<u>9</u>	<u>\$27.56</u>	<u>\$29.94</u>
<u>10</u>	<u>\$28.12</u>	<u>\$30.53</u>
<u>11</u>	<u>\$28.68</u>	<u>\$31.14</u>
<u>12</u>	<u>\$29.25</u>	<u>\$31.77</u>
<u>13</u>	<u>\$29.84</u>	<u>\$32.41</u>
<u>14</u>	<u>\$30.44</u>	<u>\$33.06</u>
<u>15</u>	<u>\$31.04</u>	<u>\$33.71</u>
<u>16</u>	<u>\$31.66</u>	<u>\$34.39</u>
<u>17</u>	<u>\$32.29</u>	<u>\$35.08</u>
<u>18</u>	<u>\$34.02</u>	<u>\$36.95</u>

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SALARY SCHEDULE B
2025-2026
~~2023-2024 Account Clerk Salary Schedule~~

- Step	ACCT PAYABLE CLERK 141-181	ACCT RECEIVABLE CLERK II 223-263
1	22.84	24.93
2	23.30	25.43
3	23.76	25.93
4	24.24	26.45
5	24.72	26.98
6	25.22	27.52
7	25.72	28.07
8	26.24	28.63
9	26.76	29.21
10	27.30	29.79
11	27.84	30.39
12	28.40	30.99
13	28.97	31.61
14	29.55	32.25
15	30.14	32.89
16	30.74	33.55
17	31.35	34.22
18	33.03	36.04

<u>2025-2026 Hourly Rates</u>		
	<u>Administrative Assistant, Accounts Payable, Accounts Receivable</u>	<u>Senior Administrative Assistant</u>
Step	<u>Range 1</u>	<u>Range 2</u>
1	\$24.12	\$26.19
2	\$24.60	\$26.71
3	\$25.08	\$27.24
4	\$25.59	\$27.80
5	\$26.10	\$28.35
6	\$26.63	\$28.92

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<u>7</u>	<u>\$27.15</u>	<u>\$29.49</u>
<u>8</u>	<u>\$27.71</u>	<u>\$30.08</u>
<u>9</u>	<u>\$28.25</u>	<u>\$30.69</u>
<u>10</u>	<u>\$28.82</u>	<u>\$31.29</u>
<u>11</u>	<u>\$29.40</u>	<u>\$31.92</u>
<u>12</u>	<u>\$29.98</u>	<u>\$32.56</u>
<u>13</u>	<u>\$30.59</u>	<u>\$33.22</u>
<u>14</u>	<u>\$31.20</u>	<u>\$33.89</u>
<u>15</u>	<u>\$31.82</u>	<u>\$34.55</u>
<u>16</u>	<u>\$32.45</u>	<u>\$35.25</u>
<u>17</u>	<u>\$33.10</u>	<u>\$35.96</u>
<u>18</u>	<u>\$34.87</u>	<u>\$37.87</u>

SALARY SCHEDULE A

2022-2023 Information Management Salary Schedule

1-0200

- Step	IMFO MGMT-I 100-140	INFO MGMT-II 141-181	INFO MGMT-III 182-222
1	20.87	22.35	24.16
2	21.29	22.80	24.64
3	21.72	23.25	25.13
4	22.15	23.72	25.63
5	22.60	24.19	26.15
6	23.05	24.67	26.67
7	23.51	25.17	27.20
8	23.98	25.67	27.75
9	24.46	26.18	28.30
10	24.95	26.71	28.87
11	25.45	27.24	29.45
12	25.96	27.79	30.03
13	26.47	28.34	30.64
14	27.00	28.91	31.25
15	27.54	29.49	31.87
16	28.09	30.08	32.51
17	28.66	30.68	33.16
18	30.19	32.32	34.93

SALARY SCHEDULE B

2023-2024 Information Management Salary Schedule

- Step	INFO MGMT I 100-140	INFO MGMT II 141-181	INFO MGMT III 182-222
1	21.33	22.84	24.69
2	21.76	23.30	25.18
3	22.20	23.76	25.68
4	22.64	24.24	26.20
5	23.09	24.72	26.72
6	23.55	25.22	27.26
7	24.03	25.72	27.80
8	24.51	26.24	28.36
9	25.00	26.76	28.93
10	25.50	27.30	29.50
11	26.01	27.84	30.09
12	26.53	28.40	30.70
13	27.06	28.97	31.31
14	27.60	29.55	31.94
15	28.15	30.14	32.57
16	28.71	30.74	33.23
17	29.29	31.35	33.89
18	30.85	33.03	35.70

SALARY SCHEDULE A

2022-2024 Administrative Assistant Salary Schedule

- Step	ADMIN ASST-I 80-120	ADMIN ASST-II 121-161	ADMIN ASST- III 162-202
1	20.66	22.13	23.91
2	21.08	22.57	24.39
3	21.50	23.02	24.87
4	21.93	23.48	25.37
5	22.37	23.95	25.88
6	22.82	24.43	26.40
7	23.27	24.92	26.92
8	23.74	25.42	27.46
9	24.21	25.92	28.01
10	24.70	26.44	28.57
11	25.19	26.97	29.14
12	25.69	27.51	29.73
13	26.21	28.06	30.32
14	26.73	28.62	30.93
15	27.27	29.19	31.55
16	27.81	29.78	32.18
17	28.37	30.37	32.82
18	29.88	31.99	34.57

SALARY SCHEDULE B

2023-2024 Administrative Assistant Salary Schedule

Step	ADMIN ASST I 80-120	ADMIN ASST II 121-161	ADMIN ASST III 162-202
1	21.12	22.61	24.43
2	21.54	23.06	24.92
3	21.97	23.53	25.42
4	22.41	24.00	25.93
5	22.86	24.48	26.45
6	23.32	24.97	26.98
7	23.78	25.46	27.52
8	24.26	25.97	28.07
9	24.74	26.49	28.63
10	25.24	27.02	29.20
11	25.74	27.56	29.79
12	26.26	28.12	30.38
13	26.78	28.68	30.99
14	27.32	29.25	31.61
15	27.87	29.84	32.24
16	28.42	30.43	32.89
17	28.99	31.04	33.54
18	30.54	32.70	35.33



INTERMEDIATE SCHOOL DISTRICT NO. 917

Audit Report for Year Ended June 30, 2024

AUDITOR'S ROLE



OPINION ON
FINANCIAL
STATEMENTS

- DISTRICT AUDIT

INTERNAL
CONTROLS AND
COMPLIANCE

- FINANCIAL STATEMENT AUDIT
- STATE LAWS AND REGULATIONS

AUDIT RESULTS



DISTRICT FINANCIAL AUDIT

- Unmodified Opinion on Basic Financial Statements.
- Implementation of GASB authoritative literature.

INTERNAL CONTROL AND COMPLIANCE – FINANCIAL AUDIT

- No deficiencies, material weaknesses, or instances of noncompliance reported in the current year.

AUDIT RESULTS (CONTINUED)



MN LEGAL COMPLIANCE

- No findings based on testing of the District's of compliance with Minnesota laws and regulations reported in the current year

AUDIT RESULTS (CONTINUED)



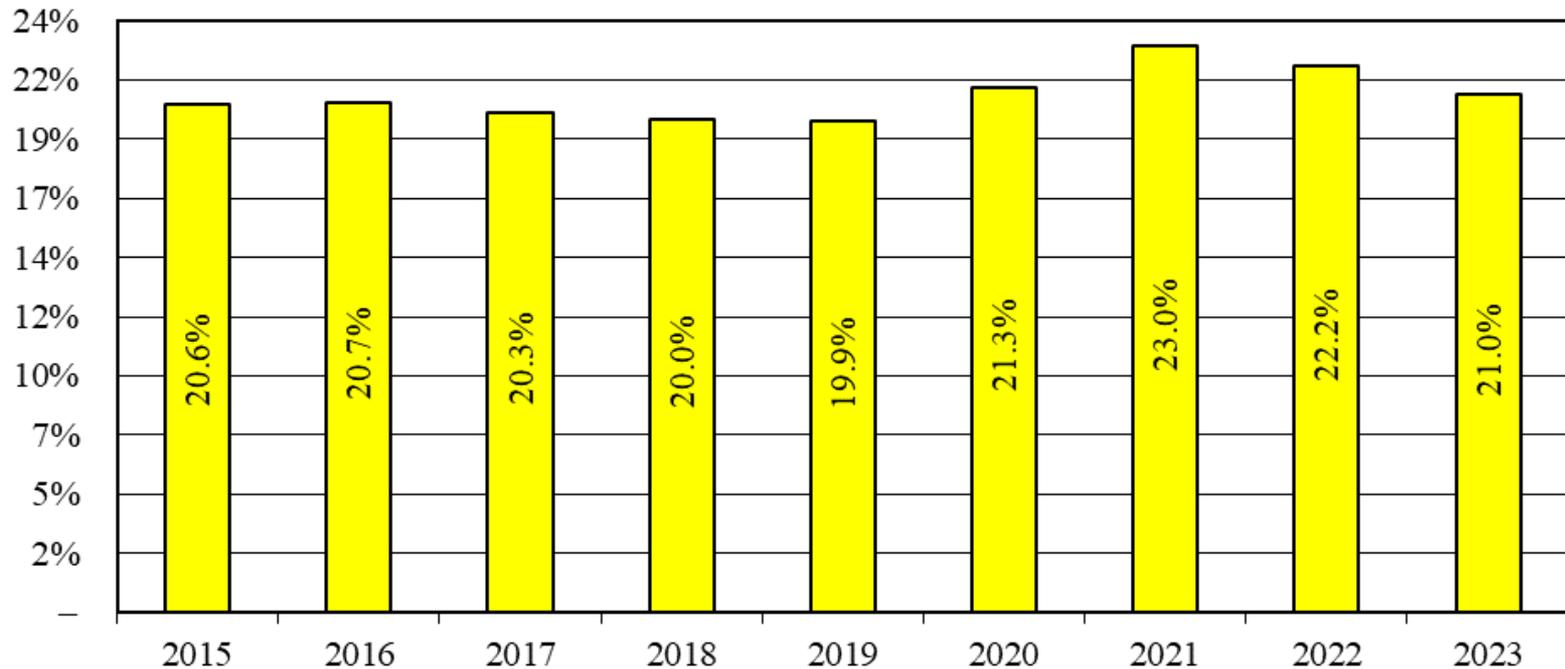
FOLLOW-UP on PRIOR YEAR FINIDNGS

- All Findings From Prior Year Corrected in Current Year

STATE-WIDE UNRESTRICTED OPERATING FUND BALANCE



State-Wide Unrestricted Operating Fund Balance
as a Percentage of Operating Expenditures

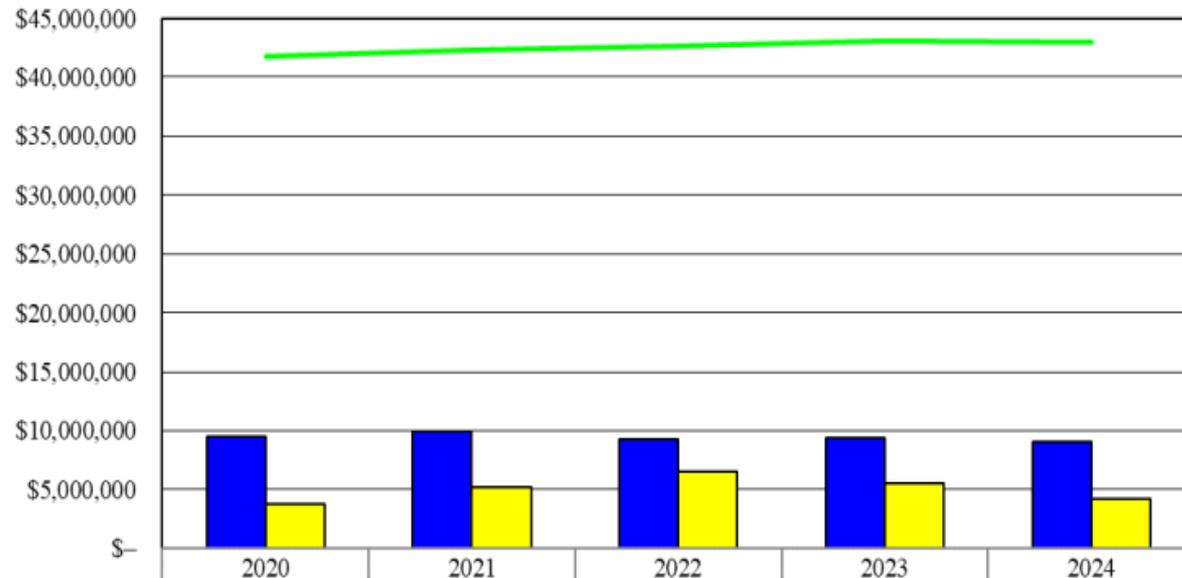


GENERAL FUND

FINANCIAL POSITION – TREND ANALYSIS



General Fund Financial Position
Year Ended June 30,



■ Unassigned Fund Balance	\$9,471,747	\$9,987,663	\$9,319,585	\$9,334,454	\$9,061,155
■ Cash and Investments (Net of Borrowing)	\$3,743,055	\$5,252,744	\$6,489,423	\$5,486,020	\$4,188,979
— Expenditures	\$41,790,457	\$42,335,893	\$42,655,272	\$43,057,913	\$42,967,646

GENERAL FUND

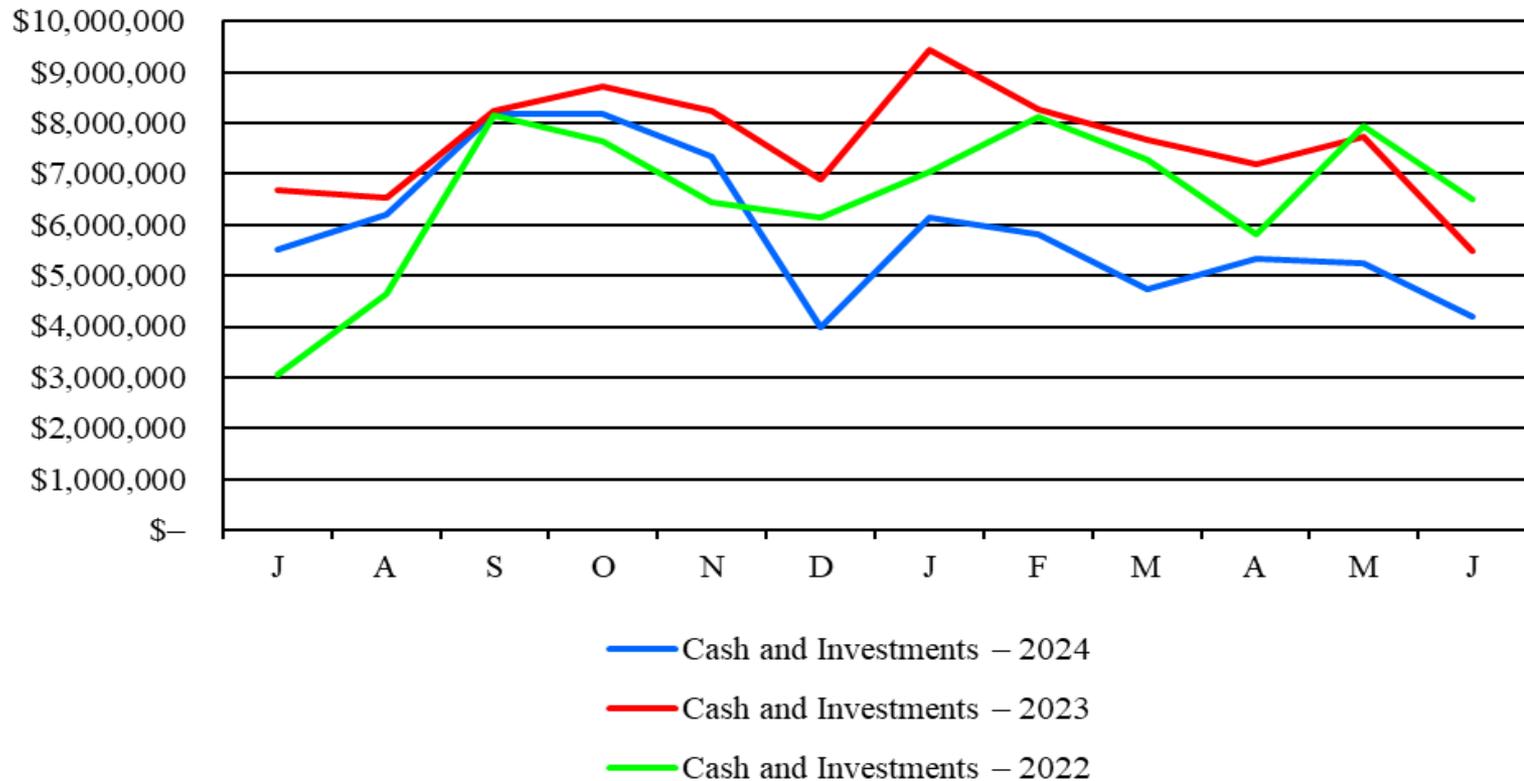
FINANCIAL POSITION – TREND ANALYSIS

	Year Ended June 30,				
	2020	2021	2022	2023	2024
Nonspendable fund balances	\$ 131,151	\$ 109,429	\$ 123,369	\$ 119,347	\$ 181,921
Restricted fund balances	138,134	105,925	50,573	50,581	277,385
Assigned fund balances	391,088	134,029	708,921	575,075	159,724
Unassigned	9,471,747	9,987,663	9,319,585	9,334,454	9,061,155
Total fund balances	<u>\$ 10,132,120</u>	<u>\$ 10,337,046</u>	<u>\$ 10,202,448</u>	<u>\$ 10,079,457</u>	<u>\$ 9,680,185</u>
Unassigned fund balances as a percentage of expenditures	<u>22.7%</u>	<u>23.6%</u>	<u>21.8%</u>	<u>21.7%</u>	<u>21.1%</u>
Cash and temporary investments (net of borrowing)	<u>\$ 3,743,055</u>	<u>\$ 5,252,744</u>	<u>\$ 6,489,423</u>	<u>\$ 5,486,020</u>	<u>\$ 4,188,979</u>

GENERAL FUND CASH FLOW



General Fund Cash Flow
Month-End Balances



GENERAL FUND

SECONDARY EDUCATION ACCOUNT

	Year Ended June 30,				
	2020	2021	2022	2023	2024
Revenue and other financing sources	\$ 4,409,692	\$ 4,211,547	\$ 4,187,256	\$ 3,667,682	\$ 3,756,184
Expenditures	4,101,077	4,258,342	3,969,331	3,836,880	4,308,947
Net change in fund balances	308,615	(46,795)	217,925	(169,198)	(552,763)
Fund balances					
Beginning of year	3,296,794	3,605,409	3,558,614	3,776,539	3,607,341
End of year	<u>\$ 3,605,409</u>	<u>\$ 3,558,614</u>	<u>\$ 3,776,539</u>	<u>\$ 3,607,341</u>	<u>\$ 3,054,578</u>

GENERAL FUND

SPECIAL EDUCATION ACCOUNT

	Year Ended June 30,				
	2020	2021	2022	2023	2024
Revenue and other financing sources	\$ 37,131,011	\$ 37,774,644	\$ 37,734,212	\$ 38,417,883	\$ 38,034,229
Expenditures and other financing uses	<u>37,119,354</u>	<u>37,529,096</u>	<u>38,092,565</u>	<u>38,363,523</u>	<u>37,881,911</u>
Net change in fund balances	11,657	245,548	(358,353)	54,360	152,318
Fund balances					
Beginning of year	<u>6,465,076</u>	<u>6,476,733</u>	<u>6,722,281</u>	<u>6,363,928</u>	<u>6,418,288</u>
End of year	<u>\$ 6,476,733</u>	<u>\$ 6,722,281</u>	<u>\$ 6,363,928</u>	<u>\$ 6,418,288</u>	<u>\$ 6,570,606</u>

INTERNAL SERVICE FUNDS

	Year Ended June 30,				
	2020	2021	2022	2023	2024
Revenue	\$ 5,066,691	\$ 5,791,672	\$ 5,478,147	\$ 5,373,355	\$ 5,181,679
Expenses	<u>3,831,523</u>	<u>4,742,075</u>	<u>4,693,634</u>	<u>4,245,114</u>	<u>4,359,072</u>
Change in net position	1,235,168	1,049,597	784,513	1,128,241	822,607
Net position					
Beginning of year	<u>1,630,897</u>	<u>2,866,065</u>	<u>3,915,662</u>	<u>4,700,175</u>	<u>5,828,416</u>
End of year	<u>\$ 2,866,065</u>	<u>\$ 3,915,662</u>	<u>\$ 4,700,175</u>	<u>\$ 5,828,416</u>	<u>\$ 6,651,023</u>

DISTRICT-WIDE STATEMENT OF NET POSITION

	As of June 30,		Change
	2023	2024	
Net position – governmental activities			
Total fund balances – governmental funds	\$ 10,079,457	\$ 9,697,011	\$ (382,446)
Total capital assets, net of depreciation/amortization	15,216,282	14,673,362	(542,920)
Total long-term debt	(13,515,400)	(12,612,010)	903,390
Net pension-related liabilities	(24,869,187)	(24,563,303)	305,884
Internal service funds balance	5,828,416	6,651,023	822,607
Other items	(508,338)	(592,516)	(84,178)
Total net position – governmental activities	<u>\$ (7,768,770)</u>	<u>\$ (6,746,433)</u>	<u>\$ 1,022,337</u>
Net position			
Net investment in capital assets	\$ 1,758,998	\$ 2,109,275	\$ 350,277
Restricted	3,620	243,479	239,859
Unrestricted	(9,531,388)	(9,099,187)	432,201
Total net position	<u>\$ (7,768,770)</u>	<u>\$ (6,746,433)</u>	<u>\$ 1,022,337</u>

SUMMARY

CLEAN OPINION ON
BASIC FINANCIAL
STATEMENTS

IMPLEMENTATION
OF NEW
STANDARD

NO AUDIT FINDINGS
REPORTED

FINANCIAL
RESULTS REFLECT
ADHERENCE TO
BUDGET

EFFICIENT AUDIT
PROCESS

FINANCIAL
RECORDS IN
EXCELLENT
CONDITION

INTERMEDIATE SCHOOL DISTRICT NO. 917
ROSEMOUNT, MINNESOTA

Financial Statements and
Supplementary Information

Year Ended
June 30, 2024

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INTERMEDIATE SCHOOL DISTRICT NO. 917

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INDEPENDENT SCHOOL DISTRICT NO. 917

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INTRODUCTORY SECTION

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INTERMEDIATE SCHOOL DISTRICT NO. 917

School Board and Administration
as of June 30, 2024

SCHOOL BOARD

<u>Board of Directors</u>	<u>Member District</u>	<u>Position on Board</u>
Cindy Nordstrom	ISD No. 199	Chairperson
Tom Bennett	ISD No. 271	Vice Chairperson
Byron Schwab	ISD No. 197	Treasurer
Dave Anderson	ISD No. 194	Clerk
Lesley Chester	ISD No. 191	Board Member
Lisa Ehleringer	ISD No. 195	Board Member
Hannah Simmons	ISD No. 192	Board Member
Monica Weber	SSD No. 6	Board Member
Mark Zuzek	ISD No. 200	Board Member

ADMINISTRATION

Michael Favor	Superintendent
Nicolle Roush	Executive Director of Business Services
Melissa Schaller	Executive Director of Student Services

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FINANCIAL SECTION

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PRINCIPALS

Thomas A. Karnowski, CPA
Paul A. Radosevich, CPA
William J. Lauer, CPA
James H. Eichten, CPA
Aaron J. Nielsen, CPA
Victoria L. Holinka, CPA/CMA
Jaclyn M. Huegel, CPA
Kalen T. Karnowski, CPA

INDEPENDENT AUDITOR'S REPORT

To the School Board and Management of
Intermediate School District No. 917
Rosemount, Minnesota

REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

OPINIONS

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Intermediate School District No. 917 (the District) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund, and the aggregate remaining fund information of the District as of June 30, 2024, and the respective changes in financial position, and, where applicable, cash flows thereof, and the budgetary comparison for the General Fund for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

BASIS FOR OPINIONS

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

EMPHASIS OF MATTER

Change in Accounting Principle

As described in Note 1 of the notes to basic financial statements, in fiscal 2024, the District adopted new accounting guidance in capitalizing purchases of groups of similar assets in the current year. Our opinion is not modified with respect to this matter.

(continued)

RESPONSIBILITIES OF MANAGEMENT FOR THE FINANCIAL STATEMENTS

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance, but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

(continued)

REQUIRED SUPPLEMENTARY INFORMATION

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the required supplementary information (RSI), as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the RSI in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

SUPPLEMENTARY INFORMATION

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The accompanying combining and individual fund statements and schedules, as listed in the table of contents, are presented for purpose of additional analysis and are not a required part of the basic financial statements. The accompanying Uniform Financial Accounting and Reporting Standards (UFARS) Compliance Table is presented for purposes of additional analysis as required by the Minnesota Department of Education, and is also not a required part of the basic financial statements of the District. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund statements and schedules and the UFARS Compliance Table are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

OTHER INFORMATION

Management is responsible for the other information included in the annual report. The other information comprises the introductory and other information sections, but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

(continued)

PRIOR YEAR COMPARATIVE INFORMATION

We have previously audited the District's 2023 financial statements, and we expressed unmodified audit opinions on the respective financial statements of the governmental activities, the major fund, and the aggregate remaining fund information in our report dated December 15, 2023. In our opinion, the partial comparative information presented herein as of and for the year ended June 30, 2023 is consistent, in all material respects, with the audited financial statements from which it has been derived.

OTHER REPORTING REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 4, 2024 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

Minneapolis, Minnesota
December 4, 2024

INTERMEDIATE SCHOOL DISTRICT NO. 917

Management's Discussion and Analysis Year Ended June 30, 2024

This section of Intermediate School District No. 917's (the District) annual financial statements presents management's narrative overview and analysis of the District's financial performance during the fiscal year ended June 30, 2024. Please read it in conjunction with the other components of the District's financial statements.

FINANCIAL HIGHLIGHTS

- The District's liabilities and deferred inflows of resources exceeded its assets and deferred outflows of resources at June 30, 2023 by \$6,746,433 (net position deficit). The District's total net position increased by \$1,022,337, including a change in accounting principle during the fiscal year ended June 30, 2024.
- The District's total General Fund balance at June 30, 2024 is \$9,680,185, a decrease of \$399,272 over the prior year.
- The District adopted new accounting guidance for capital assets in the current year, which increased beginning net position by \$204,849. This change is further described in Note 1 of the notes to basic financial statements.
- The District's governmental funds Balance Sheet reflects a \$9,061,155 unassigned fund balance.

OVERVIEW OF THE FINANCIAL STATEMENTS

The financial section of the financial statements consists of the following parts:

- Independent Auditor's Report;
- Management's discussion and analysis;
- Basic financial statements, including the government-wide financial statements, fund financial statements, and the notes to basic financial statements;
- Required supplementary information; and
- Combining and individual fund statements and schedules, which are presented as supplementary information.

The following explains the two types of statements included in the basic financial statements:

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The government-wide financial statements (Statement of Net Position and Statement of Activities) report information about the District as a whole using accounting methods similar to those used by private sector companies. The Statement of Net Position includes *all* of the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources. All of the current year's revenues and expenses are accounted for in the Statement of Activities regardless of when cash is received or paid.

The two government-wide financial statements report the District's *net position* and how it has changed. Net position—the difference between the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources—is one way to measure the District's financial health or *position*.

- Over time, increases or decreases in the District's net position are indicators of whether its financial position is improving or deteriorating, respectively.
- To assess the overall health of the District requires consideration of additional nonfinancial factors, such as the condition of school buildings and other facilities.

In the government-wide financial statements the District's activities are all shown in one category titled "governmental activities." These activities, including secondary vocational and special education instruction, administration, and food services, are primarily financed with tuition charges and state aids.

FUND FINANCIAL STATEMENTS

The fund financial statements provide more detailed information about the District's *funds*, focusing on its most significant or "major funds," rather than the District as a whole. Funds (Food Service Special Revenue) that do not meet the threshold to be classified as major funds are called "nonmajor funds." Detailed financial information for nonmajor funds can be found in the supplementary information section.

Funds are accounting devices the District uses to keep track of specific sources of funding and spending on particular programs. For Minnesota schools, funds are established in accordance with Uniform Financial Accounting and Reporting Standards in accordance with statutory requirements and accounting principles generally accepted in the United States of America.

The District maintains the following kinds of funds:

Governmental Funds – The District's basic services are included in governmental funds, which generally focus on: 1) how *cash and other financial assets* that can readily be converted to cash flow in and out, and 2) the balances left at year-end that are available for spending. Consequently, the governmental fund financial statements provide a detailed *short-term* view, that helps to determine whether there are more or less financial resources that can be spent in the near future to finance the District's programs. Because this information does not encompass the additional long-term focus of the government-wide financial statements, we provide additional information (reconciliation schedules) immediately following the governmental fund financial statements that explain the relationship (or differences) between these two types of financial statement presentations.

Proprietary Funds – Internal service fund services for which the District charges a fee are generally reported in proprietary funds. Proprietary funds are reported in the same way as the government-wide financial statements. The District uses internal service funds to report activities that provide supplies and services for the District's other programs and activities. These services have been included with governmental activities in the government-wide financial statements. The District currently has three internal service funds, including funds for accounting for post-employment employee benefits, and medical self-insurance and dental self-insurance plans.

FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE

Table 1 is a summarized view of the District's Statement of Net Position:

	2024	2023
Assets		
Current and other assets	\$ 23,199,486	\$ 22,755,988
Capital assets, net of accumulated depreciation/amortization	14,673,362	15,216,282
Total assets	\$ 37,872,848	\$ 37,972,270
Deferred outflows of resources		
Pension plan deferments	\$ 7,654,077	\$ 11,367,810
OPEB plan deferments	137,297	62,530
Deferred charge on refunding debt	224,257	246,682
Total deferred outflows of resources	\$ 8,015,631	\$ 11,677,022
Liabilities		
Current and other liabilities	\$ 4,711,340	\$ 4,682,205
Long-term liabilities, including due within one year	43,154,208	47,112,306
Total liabilities	\$ 47,865,548	\$ 51,794,511
Deferred inflows of resources		
Pension plan deferments	\$ 4,057,611	\$ 4,778,183
OPEB plan deferments	711,753	845,368
Total deferred inflows of resources	\$ 4,769,364	\$ 5,623,551
Net position		
Net investment in capital assets	\$ 2,109,275	\$ 1,758,998
Restricted for food service	16,826	-
Restricted for other purposes	226,653	6,188
Unrestricted	(9,099,187)	(9,533,956)
Total net position	\$ (6,746,433)	\$ (7,768,770)

The District's financial position is the product of many factors. For example, the determination of the District's net investment in capital assets involves many assumptions and estimates, such as current and accumulated depreciation and amortization amounts. A conservative versus liberal approach to depreciation and amortization estimates, as well as capitalization policies, will produce a significant difference in the calculated amounts. The other major factor in determining net position as compared to fund balances is the liability for long-term severance, pension, and other post-employment benefits (OPEB), which impacts the unrestricted portion of net position.

The District's total net position at June 30, 2024 was \$1,022,337 (including the change in accounting principle) more than the prior year, mainly due to the positive operating results of the District's internal service funds and the change in the District's share of the Public Employees Retirement Association (PERA) and the Teachers Retirement Association (TRA) pension plans, which also contributed to the change in deferred outflows of resources, long-term liabilities, and deferred inflows of resources.

Table 2 presents a summarized version of the District's Statement of Activities:

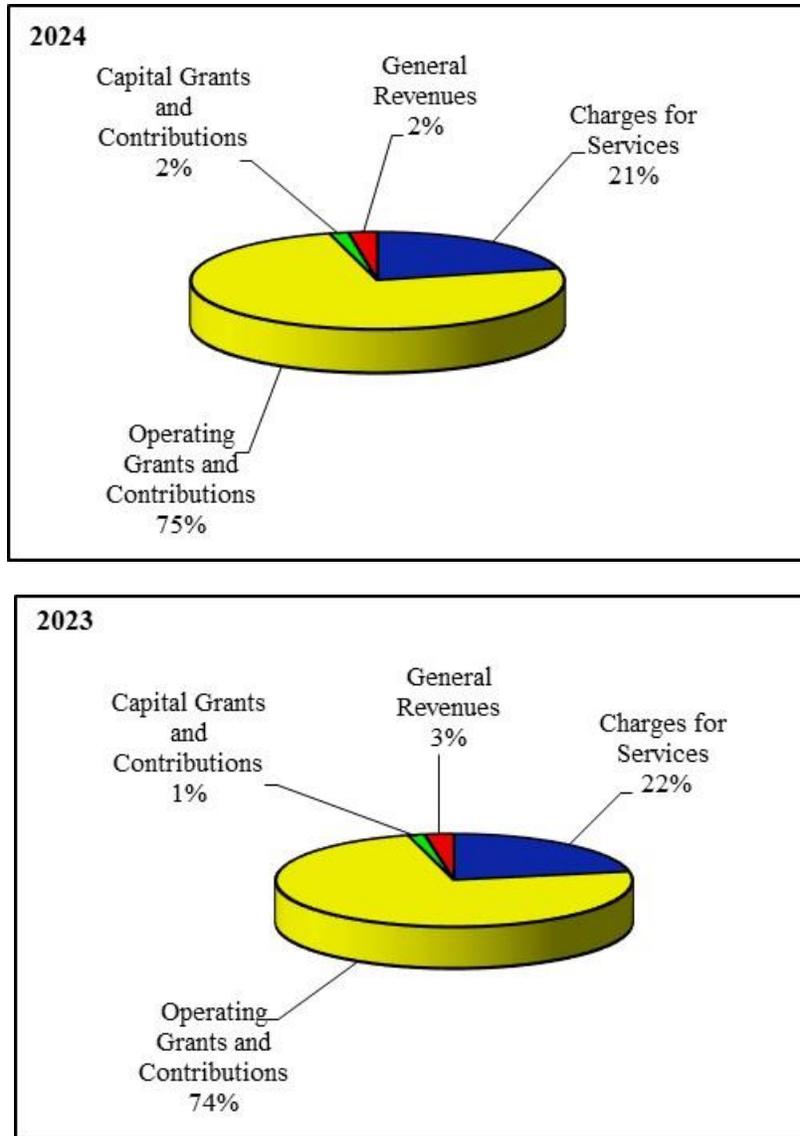
	<u>2024</u>	<u>2023</u>
Revenues		
Program revenues		
Charges for services	\$ 9,144,988	\$ 9,604,486
Operating grants and contributions	32,377,559	32,021,946
Capital grants and contributions	715,325	652,365
General revenues		
Other	350,248	668,046
Gain on sale of capital assets	19,651	22,542
Investment earnings	<u>705,116</u>	<u>477,831</u>
Total revenues	<u>43,312,887</u>	<u>43,447,216</u>
Expenses		
Administrative and support services	2,731,139	2,758,167
Secondary vocational/DCALS	4,001,575	3,054,916
Special education programs	34,860,017	32,849,150
Food service	208,468	149,919
Interest and fiscal charges on debt	<u>694,200</u>	<u>741,446</u>
Total expenses	<u>42,495,399</u>	<u>39,553,598</u>
Change in net position	817,488	3,893,618
Net position – beginning, as previously reported	(7,768,770)	(11,662,388)
Change in accounting principle	<u>204,849</u>	<u>–</u>
Net position – beginning, as restated	<u>(7,563,921)</u>	<u>(11,662,388)</u>
Net position – ending	<u><u>\$ (6,746,433)</u></u>	<u><u>\$ (7,768,770)</u></u>

This table is presented on an accrual basis of accounting, and it includes all of the governmental activities of the District. This statement includes depreciation and amortization expense, but excludes capital asset purchase costs, debt proceeds, and the repayment of debt principal. The increase in special education program expenses is the result of the changes in the District's share of state-wide pension plans from year to year as previously mentioned. The increase in secondary vocational/Dakota County Area Learning School (DCALS) is for similar reasons, as well as an increase in salaries and benefits related to employment contract settlements and fulfillment of open positions.

The total cost of all programs and services was \$42,495,399. The District’s expenses are predominantly related to educating students. In fiscal 2023–2024, 91.4 percent of the District’s expenses were devoted to this purpose. The administrative and support services activity of the District accounted for 6.4 percent of total expenses for the year. It should be noted that the District allocated \$2,456,108 in administrative and support services expenses to the secondary vocational/DCALS and special education programs in fiscal 2024. Charges for services decreased, due to a decrease in average daily membership (ADM) (in the District’s programs, which are presented in Table 5.

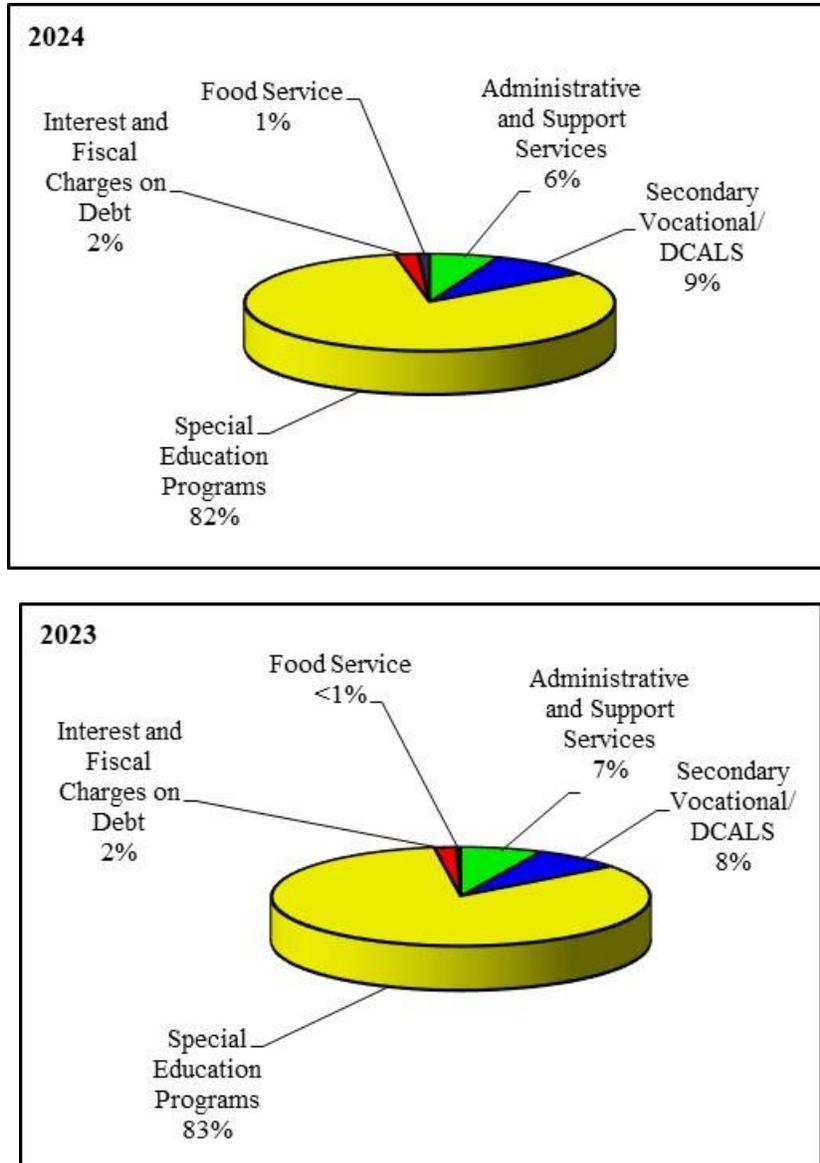
Figures A and B show further analysis of these revenue sources and expense functions:

Figure A – Sources of Revenue for Fiscal Years 2024 and 2023



The largest share of the District’s revenue is received from the state, including the aid formulas and most of the operating grants. Special education tuition billing has been processed through the Minnesota Department of Education (MDE). Based on the special education services and costs reported to the MDE, the District generates both state special education aid and MDE-generated tuition billing revenue. Because these dollars flow through the state, they are classified as operating grants and contributions rather than charges for services.

Figure B – Expenses for Fiscal Years 2024 and 2023



The District's expenses are predominately related to educating students. Programs (or functions), such as secondary vocational/DCALS and special education programs are directly related to classroom instruction, while the rest of the programs support instruction and other necessary costs to operate the District.

Table 3
Net Cost of Governmental Activities
for the Years Ended June 30, 2024 and 2023

	2024		2023	
	Total Cost of Services	Net (Expense) Revenue From Services	Total Cost of Services	Net (Expense) Revenue From Services
Governmental activities				
Administrative and support services	\$ 2,731,139	\$ (49,011)	\$ 2,758,167	\$ (53,413)
Secondary vocational/DCALS	4,001,575	(58,044)	3,054,916	752,516
Special education programs	34,860,017	553,364	32,849,150	2,790,568
Food service	208,468	(9,636)	149,919	(23,026)
Interest and fiscal charges	694,200	(694,200)	741,446	(741,446)
Total	<u>\$ 42,495,399</u>	<u>\$ (257,527)</u>	<u>\$ 39,553,598</u>	<u>\$ 2,725,199</u>

The overall net (expense) revenue from services was \$2,982,726 less than fiscal 2023, mainly due to the change in the PERA and the TRA multiple-employer defined benefit pension plans mentioned earlier.

FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS

Table 4 shows the change in total fund balances of each of the District's governmental funds:

	Table 4			Total Percent Change
	Governmental Fund Balances as of June 30, 2024 and 2023			
	2024	2023	Change	
Major fund				
General	\$ 9,680,185	\$ 10,079,457	\$ (399,272)	(4.0%)
Nonmajor fund				
Food Service Special Revenue	<u>16,826</u>	<u>—</u>	<u>16,826</u>	(100.0%)
Total governmental funds	<u>\$ 9,697,011</u>	<u>\$ 10,079,457</u>	<u>\$ (382,446)</u>	(3.8%)

As previously discussed, the focus of the District's governmental funds is to provide information on near-term inflows and outflows of resources, and balances of spendable resources. Such information is useful in assessing the District's financial position. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for discretionary use, as they represent the portion of fund balance, which has not yet been limited to use for a particular purpose by either an external party, the District itself, or a group or individual that has been delegated authority to assign resources for use for particular purposes by the District's School Board.

ENROLLMENT

Table 5
Average Daily Membership (ADM) Served
Last Five Fiscal Years

	<u>2019–2020</u>	<u>2020–2021</u>	<u>2021–2022</u>	<u>2022–2023</u>	<u>2023–2024</u>
Secondary vocational resource programs	94.33	72.33	75.05	74.00	63.40
DCALS programs	332.34	339.60	287.38	221.00	169.00
Special education resource programs	506.55	512.04	429.06	368.00	352.00

Funding for Minnesota school districts is largely driven by enrollment. In the current economic environment, member districts are striving to keep students at their sites, whenever possible. Overall, the District’s secondary vocational resource programs experienced a decline, considering the construction trades program starting and the Fundamental Chef program ending. The Alternative Learning (DCALS) program continues to experience a decline in enrollment from the previous fiscal year. Special education resource programs experienced a decline with the closing of the Options program, Juvenile Services Center, and New Chance care and treatment program. Enrollment is down as well for the Alternative for Communication Education and Socialization (PACES) program. The intended program growth did not occur in Intra-Dakota Education Alternative (IDEA), Students with Unique Needs (SUN), and Therapeutic Education Alternative (TEA), due to labor shortages resulting in unfilled teaching positions and paraprofessionals jobs to support student education. Stable and predictable enrollment to maintain funding for programs will continue to be especially challenging in special education. To expand programming to meet the needs of students on our waiting lists, the hiring environment of employees will need to improve.

GENERAL FUND

The General Fund is used by the District to record the primary operations of providing education services to students enrolled in intermediate school district programs. Capital and major maintenance projects are also included in the General Fund.

Table 6
Financial Position – General Fund
Last Five Fiscal Years

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Unassigned fund balance	\$ 9,471,747	\$ 9,987,663	\$ 9,319,585	\$ 9,334,454	\$ 9,061,155
Percent increase (decrease)	1.4%	5.4%	(6.7%)	0.2%	(2.9%)
Expenditures	\$ 41,790,457	\$ 42,335,893	\$ 42,655,272	\$ 43,057,913	\$ 42,967,646
Percent increase (decrease)	8.3%	1.3%	0.8%	0.9%	(0.2%)
Unassigned fund balance as a percentage of expenditures	22.7%	23.6%	21.8%	21.7%	21.1%

The District ended the year with a \$399,272 decrease in the General Fund balance. Unassigned General Fund balance decreased \$273,299.

The total decrease of \$399,272 is \$447,214 lower than the \$846,486 decline anticipated in the District’s revised budget. The reason for the variance is due to the District experiencing higher than expected results in the Special Education Account by \$672,414. The net change in fund balance was higher than anticipated, due to better than projected special education state source revenues when compared to projected program expenditures.

Table 7 presents a summary of General Fund revenue:

	<u>2024</u>	<u>2023</u>	<u>Change</u>
Local sources			
Tuition	\$ 9,124,487	\$ 9,588,150	\$ (463,663)
Investment earnings	283,858	236,323	47,535
Other	602,405	589,836	12,569
State sources	32,025,446	30,751,039	1,274,407
Federal sources	<u>520,631</u>	<u>1,748,203</u>	<u>(1,227,572)</u>
 Total General Fund revenues	 <u>\$ 42,556,827</u>	 <u>\$ 42,913,551</u>	 <u>\$ (356,724)</u>

Total General Fund revenues decreased \$356,724, or 0.8 percent, in fiscal 2024, as compared to the previous year. Overall, the changes in revenues can be attributed to a decrease in federal sources and tuition billings. State source increases were directly from improved general education funding and additional state grants received in fiscal 2024. Direct tuition revenues decreased from local school districts for services provided, mostly in the Dakota County Alternative Learning (DCALS) program due to declining ADMs. The decrease in federal sources was mainly due to a decrease in the number of COVID-19-related federal grants received in the current year.

Table 8 presents a summary of General Fund expenditures:

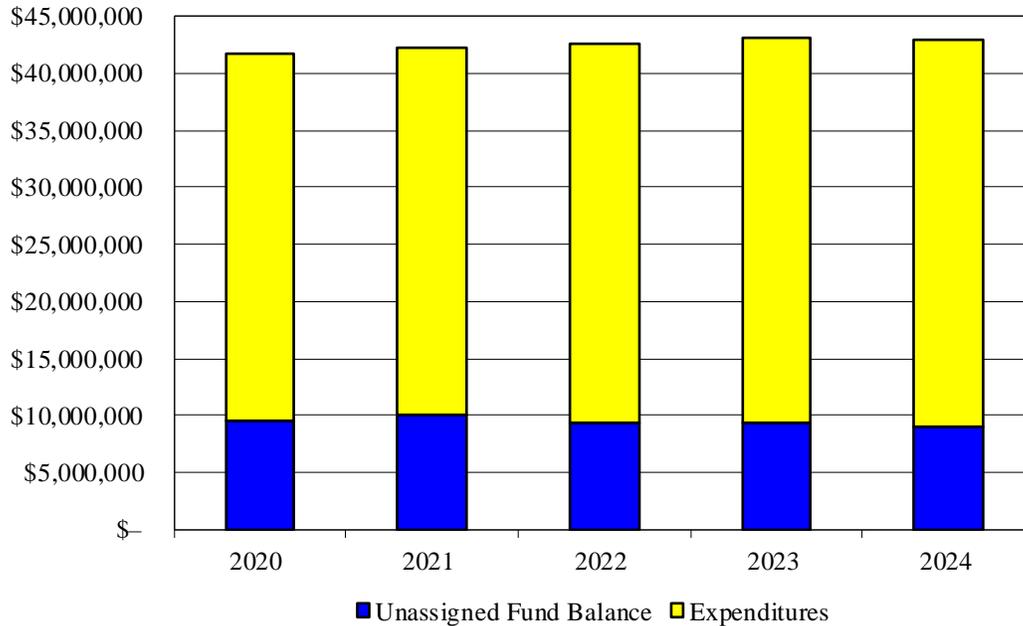
	<u>2024</u>	<u>2023</u>	<u>Change</u>
Salaries	\$ 25,277,144	\$ 26,009,737	\$ (732,593)
Employee benefits	9,088,624	9,069,731	18,893
Purchased services	5,390,575	4,714,326	676,249
Supplies and materials	923,695	1,176,993	(253,298)
Other expenditures	167,316	163,487	3,829
Capital expenditures	529,510	330,757	198,753
Debt service	<u>1,590,782</u>	<u>1,592,882</u>	<u>(2,100)</u>
Total General Fund expenditures	<u>\$ 42,967,646</u>	<u>\$ 43,057,913</u>	<u>\$ (90,267)</u>

Total General Fund expenditures decreased \$90,267, or 0.2 percent, from the previous year. Overall, the changes in expenditures can be attributed to the District being unable to fill open positions due to labor market shortages. The District also experienced reductions in temporary work agreements, substitute teachers, and educational support staff fill rates. This resulted in decreases in salaries, which are offset by increases in purchased services for contracted staff and increases in unemployment costs.

In summary, 2023–2024 General Fund expenditures and other financing uses exceeded General Fund revenues and other financing sources by \$399,272. As a result, total fund balance decreased to \$9,680,185 at June 30, 2024. After deducting nonspendable, restricted, and assigned funds, the unassigned fund balance decreased from \$9,334,454 at June 30, 2023, to \$9,061,155 at June 30, 2024.

The following graph shows the General Fund unassigned fund balance as compared to expenditures:

Figure C
General Fund
Unassigned Fund Balance as Compared to Expenditures
Last Five Fiscal Years



The graph above is the single best measure of overall financial health. The unassigned fund balance of \$9.1 million at June 30, 2024, represents 21.1 percent of annual expenditures, or almost 2.5 months of school year operations.

The fund balances of an intermediate school district are key to its financial success, as the cash flow advance options available to intermediate school districts are more restrictive to access, compared to an independent school district.

The continued maintenance of fund balance is essential for the District to minimize the impact that cash flow borrowing would have to member districts that would have to back any debt incurred by the District. With the current metering system and limited cash flow borrowing options available, the District believes it is necessary to maintain a minimum fund balance of 15.0 percent of annual budget to assure financial stability. In addition, the District's fund balance provides opportunities to incur one-time capital expenditures to mitigate the amount of long-term facilities maintenance levy that the District requests on behalf of member districts. The District continues to monitor its fund balances closely.

General Fund Budgetary Highlights

Table 9 summarizes the General Fund budget to actual comparison:

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Over (Under) Final Budget</u>
Revenue and other financing sources	<u>\$ 47,076,861</u>	<u>\$ 45,233,357</u>	<u>\$ 42,594,706</u>	<u>\$ (2,638,651)</u>
Expenditures and other financing uses	<u>\$ 47,625,791</u>	<u>\$ 46,079,844</u>	<u>\$ 42,993,978</u>	<u>\$ (3,085,866)</u>

The District is required to adopt an operating budget prior to the beginning of its fiscal year, referred to above as the original budget. During the year, the District might amend that budget for known changes in circumstances such as enrollment levels, grant funding, and employee contract settlements.

The District made revisions to the budget during the budget process in January. The District derives the majority of its revenue from tuition fees to member districts and state sources from the special education tuition billing system.

The District's revenues and other financing sources were lower than budgeted amounts by 5.8 percent, due to several factors. The District's anticipated revenues are determined by actual expenditures incurred, which came in under budget by \$3,112,197.

The District's expenditures and other financing uses were less than budgeted amounts by 6.8 percent, due to several factors. Overall, expenditures were under budget by \$3.1 million. The District was uncertain how many positions it would be filling during a challenging recruiting market with labor shortages. Due to unfilled positions and resignations of staff, the District came in under budget by 11 staff. In addition, the District over anticipated the number of contracted employee positions it would fill; therefore, there were also cost savings from employees taking unpaid time off, unfilled substitute positions, cost containment measures in supplies, equipment, travel, maintenance projects, and underutilized grant funds carrying forward into next the fiscal year.

FOOD SERVICE SPECIAL REVENUE FUND

Expenditures exceeded revenues by \$9,506 for the year. In order to eliminate the potential deficit in the Food Service Special Revenue Fund, the School Board approved a transfer of \$26,332 from the General Fund. The majority of the restricted fund balance remaining at year-end is related to unspent supply chain assistance funding.

INTERNAL SERVICE FUNDS

The internal service funds account for the financing of goods or services provided by one department to other departments or agencies of the government, or to other governments, on a cost-reimbursement basis. The District has three internal service funds. The District's internal service funds include financing for post-employment severance benefits and OPEB, and self-insurance of the employee medical and dental insurance programs. The self-insurance program experienced a \$615,344 increase in net position, due to insurance premiums and investment earnings outpacing increased claims.

CAPITAL ASSETS AND LONG-TERM LIABILITIES

Capital Assets

Table 10 shows the District’s capital assets, together with changes from the previous year. The table also shows the total depreciation and amortization expense for fiscal years ended June 30, 2024 and 2023:

	2024	2023	Change
Land	\$ 655,000	\$ 655,000	\$ –
Buildings	11,751,695	11,464,095	287,600
Buildings – leased	8,249,811	8,249,811	–
Furniture and equipment	3,263,577	2,764,605	498,972
Less accumulated depreciation and amortization	<u>(9,246,721)</u>	<u>(7,917,229)</u>	<u>(1,329,492)</u>
Total	<u>\$ 14,673,362</u>	<u>\$ 15,216,282</u>	<u>\$ (542,920)</u>
Depreciation and amortization expense	<u>\$ 1,255,293</u>	<u>\$ 1,153,673</u>	<u>\$ 101,620</u>

Implementation of new authoritative literature for purchases of groups of assets, as previously discussed, increased furniture and equipment in the current year.

Long-Term Liabilities

Table 11 illustrates the components of the District’s long-term liabilities, together with changes from the prior year:

	2024	2023	Change
Certificates of participation payable	\$ 5,990,000	\$ 6,315,000	\$ (325,000)
Unamortized premium	176,334	188,566	(12,232)
Lease liabilities	6,622,010	7,200,400	(578,390)
Severance benefits payable	327,676	299,087	28,589
Compensated absences payable	559,814	482,444	77,370
Total OPEB liability	1,318,605	1,167,995	150,610
Net pension liability	<u>28,159,769</u>	<u>31,458,814</u>	<u>(3,299,045)</u>
Total	<u>\$ 43,154,208</u>	<u>\$ 47,112,306</u>	<u>\$ (3,958,098)</u>

The decrease in the net pension liability for the District is due to the change in the District’s proportionate share of the state-wide PERA and TRA pension plan liabilities. The decrease in lease liabilities is related to annual payments made on the District’s building leases.

Additional details on the District’s capital assets and long-term debt activity can be found in the notes to basic financial statements.

FACTORS BEARING ON THE DISTRICT'S FUTURE

The **Vision** – The District models an innovative culture with diverse pathways serving students and families through equitable practices with highly trained staff.

The **Mission** – In partnership with member districts, the District provides high quality, equitable, and specialized programming to meet the needs of all students.

The **Core Values** of the District are collaboration, empathy, innovation, stewardship, communication, integrity, personalization, equity, and diversity.

The Vision, Mission, and Core Values of the District strongly inform budgetary decisions.

The District is charged by Minnesota Statutes to provide low incidence special education and secondary vocational technical education services to its member districts. In addition, the statutes indicate that intermediate districts should also provide its members with such other services that they require. Therefore, the District continually evaluates current service offerings and reviews additional areas of potential service to its member districts.

Current support services include:

- Provide robust offerings in Federal Setting III and Federal Setting IV Special Education programming.
- The DCALS program provides a high school Alternative Learning Center (ALC) at the Dakota County Technical College (DCTC). Providing the ALC services at the DCTC site allows for program extension into Career Technical Education (CTE) programs, concurrent enrollment options in the DCTC course offerings, and a well-developed career pathway model in several careers.
- Partner with Independent School District (ISD) No. 197 to operate the DCALS North in West St. Paul. This site offers a convenient location in the northern part of the District.
- Provide the needed secondary alternative learning option to qualify a targeted services program for ISD Nos. 192, 197, 199, 200, and 271.
- Organize and facilitate regional networking meetings for superintendents, secondary principals, and special education directors.
- Collaborate with both public and private support service providers to meet the needs of member districts and to increase the capacity of our communities to meet the diverse needs of children and families.
- Collaborate with the Association of Metropolitan School Districts (AMSD), Minnesota Association of School Administrators (MASA), Minnesota School Boards Association (MSBA), and Association of Education Service Agencies (AESA) to advocate for legislative action to assist in the provision of district services.
- Collaborate with the other three intermediate school districts (287, 288, and 916) to advocate for legislative action to assist the District in meeting the needs of the unique students served by the intermediate school districts. We also collaborate on communicating about the mission and the services provided by the intermediate school districts.
- Provide special education consultation and direct service to the member districts through a purchase of services model.

Additional potential collaborative support services include:

- We will continue to strengthen our CTE programs, pathways, and alignment through the work of our Dakota County Perkins Consortium and the 2024–2025 CTE Program Approval process. All districts in the Dakota County Perkins Consortium are required to apply, between June 1, 2024 and November 1, 2024, for five-year approval for existing and proposed CTE programs and courses with appropriate teacher licensure, CTE Advisory Committees, student leadership organizations, and syllabi aligned to the MDE CTE Frameworks. To support our member and consortium districts, the District is taking the lead on this effort as the fiscal host and coordinator of the Dakota County Perkins Consortium.
- The District enrollment is declining, due to labor shortages. To help meet our staffing needs, the District is actively working with consultants to support the hiring of licensed special education teachers from the Philippines and, possibly, other countries. Because international teachers can work in American schools for up to three years, we are in the process of understanding what teachers will need to be successful and developing infrastructure to support them both professionally and personally as they transition to a new country.
- In an effort to diversify our educator workforce, provide professional pathways for district staff, recruit new staff members, and build on the expertise of our current staff, members of our district leadership team and instructional staff are actively collaborating with the Department of Labor and Industry, the other three Minnesota intermediate school districts (287, 288, and 916), and Minnesota State University – Mankato, to develop the first K–12 Teacher Apprenticeship Program in Minnesota. This program will include job-embedded learning with experienced teachers (journey workers) and related instruction (from higher education professionals) to provide paraprofessionals (apprentices) with the knowledge, skills, and experiences to earn their teacher licensure in Emotional/Behavioral Disorders (EBD) and/or Autism Spectrum Disorders (ASD). The District plans to start the program, upon approvals from the Professional Educator Licensing and Standards Board (PELSB) and the Department of Labor and Industry (DLI), in summer 2024.

Existing circumstances that could significantly affect the District’s financial health in the future:

- The District has appropriate fund balances to provide adequate opportunities to adapt to uncontrolled changes in revenue sources for the short-term (two or three years). The special education funding system is being managed in different ways by member districts. This drives each district to make different decisions about which services they provide on their own and which services they procure from the District. We need to remain relevant, responsible, and responsive to the ever-changing needs of the member districts.
- As general education revenue for many of our member districts may likely retract, we are aware that the cost efficiency of our special educational models will become a more significant concern.
- We are concerned that with the higher resignation rate, and the challenges of retention of certified teachers and noncertified employees, the District will be challenged to fill all positions. As a district, we may need to consider potential incentives to hire qualified personnel.
- Due to the pandemic, we are aware that the needs of our students are greater than ever. We are aware that there may be a need for additional spending to help students recover from the lost opportunities.
- CTE programs are in a precarious position. As member districts operate differently due to the pandemic, our student enrollment continues to decline. It will be a significant economic struggle to retain the current course offerings in our CTE programs.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

These financial statements are designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have questions about these statements, or need additional financial information, contact the Business Office, Intermediate School District No. 917, 1300 145th Street East, Rosemount, Minnesota 55068-2999.

BASIC FINANCIAL STATEMENTS

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INTERMEDIATE SCHOOL DISTRICT NO. 917

Statement of Net Position
as of June 30, 2024
(With Partial Comparative Information as of June 30, 2023)

	Governmental Activities	
	2024	2023
Assets		
Cash and temporary investments	\$ 13,409,279	\$ 13,938,949
Receivables		
Accounts and interest	124,252	15,740
Due from other governmental units	9,431,821	8,634,991
Inventory	332	485
Prepaid items	183,070	118,862
Restricted assets – temporarily restricted		
Cash and investments held by trustee	50,732	46,961
Capital assets		
Not depreciated	655,000	655,000
Depreciated, net of accumulated depreciation/amortization	14,018,362	14,561,282
Total capital assets, net of accumulated depreciation/amortization	14,673,362	15,216,282
Total assets	37,872,848	37,972,270
Deferred outflows of resources		
Pension plan deferments	7,654,077	11,367,810
OPEB plan deferments	137,297	62,530
Deferred charge on refunding	224,257	246,682
Total deferred outflows of resources	8,015,631	11,677,022
Total assets and deferred outflows of resources	\$ 45,888,479	\$ 49,649,292
Liabilities		
Salaries and compensated absences payable	\$ 3,023,912	\$ 3,038,756
Accounts and contracts payable	476,226	402,074
Accrued interest payable	80,625	84,010
Due to other governmental units	1,057,411	1,037,293
Unearned revenue	73,166	120,072
Long-term liabilities		
Due within one year	1,184,802	1,003,416
Due in more than one year	41,969,406	46,108,890
Total long-term liabilities	43,154,208	47,112,306
Total liabilities	47,865,548	51,794,511
Deferred inflows of resources		
Pension plan deferments	4,057,611	4,778,183
OPEB plan deferments	711,753	845,368
Total deferred inflows of resources	4,769,364	5,623,551
Net position		
Net investment in capital assets	2,109,275	1,758,998
Restricted for food service	16,826	–
Restricted for other purposes	226,653	3,620
Unrestricted	(9,099,187)	(9,531,388)
Total net position	(6,746,433)	(7,768,770)
Total liabilities, deferred inflows of resources, and net position	\$ 45,888,479	\$ 49,649,292

INTERMEDIATE SCHOOL DISTRICT NO. 917

Statement of Activities
 Year Ended June 30, 2024
 (With Partial Comparative Information for the Year Ended June 30, 2023)

2024					
Functions/Programs	Expenses	Indirect Expense Allocation	Program Revenues		
			Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Governmental activities					
Administrative and support services	\$ 2,731,139	\$ (2,456,108)	\$ –	\$ 197,320	\$ 28,700
Secondary vocational/DCALS	4,001,575	192,329	2,641,297	967,938	526,625
Special education programs	34,860,017	2,263,779	6,503,659	31,013,501	160,000
Food service	208,468	–	32	198,800	–
Interest and fiscal charges on debt	694,200	–	–	–	–
Total governmental activities	\$ 42,495,399	\$ –	\$ 9,144,988	\$ 32,377,559	\$ 715,325
			General revenues		
			Other general revenues		
			Gain on sale of capital assets		
			Investment earnings		
			Total general revenues		
			Change in net position		
			Net position – beginning, as previously reported		
			Change in accounting principle		
			Net position – beginning, as restated		
			Net position – ending		

2023	
Net (Expense) Revenue and Changes in Net Position	Net (Expense) Revenue and Changes in Net Position
Governmental Activities	Governmental Activities
\$ (49,011)	\$ (53,413)
(58,044)	752,516
553,364	2,790,568
(9,636)	(23,026)
<u>(694,200)</u>	<u>(741,446)</u>
(257,527)	2,725,199
350,248	668,046
19,651	22,542
705,116	477,831
<u>1,075,015</u>	<u>1,168,419</u>
817,488	3,893,618
(7,768,770)	(11,662,388)
204,849	-
<u>(7,563,921)</u>	<u>(11,662,388)</u>
<u>\$ (6,746,433)</u>	<u>\$ (7,768,770)</u>

INTERMEDIATE SCHOOL DISTRICT NO. 917

Balance Sheet
 Governmental Funds
 as of June 30, 2024
 (With Partial Comparative Information as of June 30, 2023)

	General Fund	Nonmajor Fund – Food Service Special Revenue Fund	Total Governmental Funds	
			2024	2023
Assets				
Cash and temporary investments	\$ 4,188,979	\$ 3,669	\$ 4,192,648	\$ 5,490,581
Cash and investments held by trustee	50,732	–	50,732	46,961
Receivables				
Accounts and interest	14,122	12,151	26,273	12,919
Due from other governmental units	9,427,134	4,687	9,431,821	8,634,991
Inventory	332	–	332	485
Prepaid items	181,589	1,481	183,070	118,862
	<u>\$ 13,862,888</u>	<u>\$ 21,988</u>	<u>\$ 13,884,876</u>	<u>\$ 14,304,799</u>
Liabilities				
Salaries and compensated absences payable	\$ 3,023,912	\$ –	\$ 3,023,912	\$ 3,038,756
Accounts and contracts payable	92,551	3,694	96,245	96,384
Due to other governmental units	1,054,249	1,468	1,055,717	1,035,601
Unearned revenue	11,991	–	11,991	54,601
Total liabilities	<u>4,182,703</u>	<u>5,162</u>	<u>4,187,865</u>	<u>4,225,342</u>
Fund balances				
Nonspendable	181,921	1,481	183,402	119,347
Restricted	277,385	15,345	292,730	50,581
Assigned	159,724	–	159,724	575,075
Unassigned	9,061,155	–	9,061,155	9,334,454
Total fund balances	<u>9,680,185</u>	<u>16,826</u>	<u>9,697,011</u>	<u>10,079,457</u>
	<u>\$ 13,862,888</u>	<u>\$ 21,988</u>	<u>\$ 13,884,876</u>	<u>\$ 14,304,799</u>
Total liabilities and fund balances	<u>\$ 13,862,888</u>	<u>\$ 21,988</u>	<u>\$ 13,884,876</u>	<u>\$ 14,304,799</u>

INTERMEDIATE SCHOOL DISTRICT NO. 917

Reconciliation of the Balance Sheet to the
Statement of Net Position
Governmental Funds
as of June 30, 2024
(With Partial Comparative Information as of June 30, 2023)

	<u>2024</u>	<u>2023</u>
Total fund balances – governmental funds	\$ 9,697,011	\$ 10,079,457
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Capital assets are included in net position, but are excluded from fund balances because they do not represent financial resources.		
Cost of capital assets	23,920,083	23,133,511
Accumulated depreciation and amortization	(9,246,721)	(7,917,229)
Long-term liabilities are included in net position, but are excluded from fund balances until due and payable.		
Certificates of participation payable	(5,990,000)	(6,315,000)
Lease liabilities	(6,622,010)	(7,200,400)
Compensated absences payable	(559,814)	(482,444)
Net pension liability	(28,159,769)	(31,458,814)
Accrued interest payable on long-term debt is included in net position, but is excluded from fund balances until due and payable.	(80,625)	(84,010)
The recognition of certain revenues and expenses/expenditures differ between the full accrual governmental activities financial statements and the modified accrual governmental fund financial statements.		
Deferred outflows of resources – pension plan deferments	7,654,077	11,367,810
Deferred inflows of resources – pension plan deferments	(4,057,611)	(4,778,183)
Deferred outflows of resources – deferred charge on refunding	224,257	246,682
Debt issuance premiums and discounts are excluded from net position until amortized, but are included in fund balances upon issuance as other financing sources and uses.	(176,334)	(188,566)
The internal service funds are used by management to charge the costs of certain activities to individual funds. The assets and liabilities of the internal service funds are included in the governmental activities in the Statement of Net Position.	<u>6,651,023</u>	<u>5,828,416</u>
Total net position – governmental activities	<u><u>\$ (6,746,433)</u></u>	<u><u>\$ (7,768,770)</u></u>

INTERMEDIATE SCHOOL DISTRICT NO. 917

Statement of Revenue, Expenditures, and Changes in Fund Balances
 Governmental Funds
 Year Ended June 30, 2024
 (With Partial Comparative Information for the Year Ended June 30, 2023)

	General Fund	Nonmajor Fund – Food Service Special Revenue Fund	Total Governmental Funds	
			2024	2023
Revenue				
Local sources				
Tuition	\$ 9,124,487	\$ –	\$ 9,124,487	\$ 9,588,150
Investment earnings	283,858	–	283,858	236,323
Other	602,405	32	602,437	606,958
State sources	32,025,446	32,621	32,058,067	30,755,321
Federal sources	520,631	166,179	686,810	1,853,692
Total revenue	<u>42,556,827</u>	<u>198,832</u>	<u>42,755,659</u>	<u>43,040,444</u>
Expenditures				
Current				
Administrative and support services	246,590	–	246,590	320,394
Secondary vocational/DCALS	4,329,954	–	4,329,954	3,847,059
Special education programs	36,800,320	–	36,800,320	37,297,578
Food service	–	208,338	208,338	149,657
Debt service				
Principal	903,390	–	903,390	858,347
Interest and fiscal charges	687,392	–	687,392	734,535
Total expenditures	<u>42,967,646</u>	<u>208,338</u>	<u>43,175,984</u>	<u>43,207,570</u>
Excess (deficiency) of revenue over expenditures	(410,819)	(9,506)	(420,325)	(167,126)
Other financing sources (uses)				
Sale of assets	19,651	–	19,651	26,465
Insurance recovery	18,228	–	18,228	–
Transfers in	–	26,332	26,332	5,094
Transfers out	(26,332)	–	(26,332)	(5,094)
Total other financing sources (uses)	<u>11,547</u>	<u>26,332</u>	<u>37,879</u>	<u>26,465</u>
Net change in fund balances	(399,272)	16,826	(382,446)	(140,661)
Fund balances				
Beginning of year	<u>10,079,457</u>	<u>–</u>	<u>10,079,457</u>	<u>10,220,118</u>
End of year	<u>\$ 9,680,185</u>	<u>\$ 16,826</u>	<u>\$ 9,697,011</u>	<u>\$ 10,079,457</u>

INTERMEDIATE SCHOOL DISTRICT NO. 917

Reconciliation of the Statement of
Revenue, Expenditures, and Changes in Fund Balances
to the Statement of Activities
Year Ended June 30, 2024

(With Partial Comparative Information for the Year Ended June 30, 2023)

	<u>2024</u>	<u>2023</u>
Total net change in fund balances – governmental funds	\$ (382,446)	\$ (140,661)
Amounts reported for governmental activities in the Statement of Activities are different because:		
Capital outlays are recorded as net position and the cost is allocated over their estimated useful lives as depreciation or amortization expense. However, fund balances are reduced for the full cost of capital outlays at the time of purchase.		
Capital outlays	507,524	327,727
Depreciation and amortization expense	(1,255,293)	(1,153,673)
Repayment of long-term debt does not affect the change in net position. However, it reduces fund balances.		
Certificates of participation payable	325,000	315,000
Lease liabilities	578,390	545,752
Interest on long-term debt is included in the change in net position as it accrues, regardless of when payment is due. However, it is included in the change in fund balances when due.		
	3,385	3,282
Debt issuance premiums and discounts are included in the change in net position as they are amortized over the life of the debt. However, they are included in the change in fund balances upon issuance as other financing sources and uses.		
	12,232	12,232
Certain expenses are included in the change in net position, but do not require the use of current funds, and are not included in the change in fund balances.		
Net pension liability	3,299,045	(13,827,342)
A gain or loss on the disposal of capital assets, including the difference between the carrying value and any related sale proceeds, is included in the change in net position. However, only the sale proceeds are included in the change in fund balances.		
	–	(3,923)
The internal service funds are used by management to charge the costs of certain activities to individual funds. The change in net position of the internal service funds is included in the governmental activities in the Statement of Activities.		
	822,607	1,128,241
Certain expenses are included in the change in net position, but do not require the use of current funds, and are not included in the change in fund balances.		
Compensated absences payable	(77,370)	(99,962)
The recognition of certain revenues and expenses/expenditures differ between the full accrual governmental activities financial statements and the modified accrual governmental fund financial statements.		
Deferred outflows of resources – pension plan deferments	(3,713,733)	(3,076,321)
Deferred inflows of resources – pension plan deferments	720,572	19,885,691
Deferred outflows of resources – deferred charge on refunding	(22,425)	(22,425)
Change in net position – governmental activities	<u>\$ 817,488</u>	<u>\$ 3,893,618</u>

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INTERMEDIATE SCHOOL DISTRICT NO. 917

Statement of Revenue, Expenditures, and Changes in Fund Balances
 Budget and Actual
 General Fund
 Year Ended June 30, 2024

	Budgeted Amounts		Actual	Over (Under) Final Budget
	Original	Final		
Revenue				
Local sources				
Tuition	\$ 10,371,699	\$ 9,746,895	\$ 9,124,487	\$ (622,408)
Investment earnings	112,000	259,500	283,858	24,358
Other	520,052	516,048	602,405	86,357
State sources	34,708,445	34,132,686	32,025,446	(2,107,240)
Federal sources	1,364,665	562,988	520,631	(42,357)
Total revenue	<u>47,076,861</u>	<u>45,218,117</u>	<u>42,556,827</u>	<u>(2,661,290)</u>
Expenditures				
Current				
Administrative and support services	319,726	227,134	246,590	19,456
Secondary vocational/DCALS	4,590,170	4,541,942	4,329,954	(211,988)
Special education programs	41,122,065	39,718,285	36,800,320	(2,917,965)
Debt service				
Principal	862,037	903,390	903,390	–
Interest and fiscal charges	731,793	689,092	687,392	(1,700)
Total expenditures	<u>47,625,791</u>	<u>46,079,843</u>	<u>42,967,646</u>	<u>(3,112,197)</u>
Excess (deficiency) of revenue over expenditures	(548,930)	(861,726)	(410,819)	450,907
Other financing sources (uses)				
Sale of assets	–	–	19,651	19,651
Insurance recovery	–	15,240	18,228	2,988
Transfers out	–	–	(26,332)	(26,332)
Total other financing sources (uses)	<u>–</u>	<u>15,240</u>	<u>11,547</u>	<u>(3,693)</u>
Net change in fund balances	<u>\$ (548,930)</u>	<u>\$ (846,486)</u>	<u>(399,272)</u>	<u>\$ 447,214</u>
Fund balances				
Beginning of year			<u>10,079,457</u>	
End of year			<u>\$ 9,680,185</u>	

INTERMEDIATE SCHOOL DISTRICT NO. 917

Statement of Net Position

Proprietary Funds

Internal Service Funds

as of June 30, 2024

(With Partial Comparative Actual Amounts as of June 30, 2023)

	<u>2024</u>	<u>2023</u>
Assets		
Current assets		
Cash and temporary investments	\$ 9,216,631	\$ 8,448,368
Receivables		
Accounts and interest	<u>97,979</u>	<u>2,821</u>
Total assets	<u>9,314,610</u>	<u>8,451,189</u>
Deferred outflows of resources		
OPEB plan deferments	137,297	62,530
Liabilities		
Current liabilities		
Accounts and contracts payable	379,981	305,690
Due to other governmental units	1,694	1,692
Total OPEB liability – due within one year	112,220	32,164
Severance benefits payable – due within one year	80,971	26,421
Unearned revenue	<u>61,175</u>	<u>65,471</u>
Total current liabilities	<u>636,041</u>	<u>431,438</u>
Long-term liabilities		
Total OPEB liability – due in more than one year	1,206,385	1,135,831
Severance benefits payable – due in more than one year	<u>246,705</u>	<u>272,666</u>
Total long-term liabilities	<u>1,453,090</u>	<u>1,408,497</u>
Total liabilities	2,089,131	1,839,935
Deferred inflows of resources		
OPEB plan deferments	<u>711,753</u>	<u>845,368</u>
Net position		
Unrestricted	<u>\$ 6,651,023</u>	<u>\$ 5,828,416</u>

INTERMEDIATE SCHOOL DISTRICT NO. 917

Statement of Revenue, Expenses, and Changes in Net Position
 Proprietary Funds
 Internal Service Funds
 Year Ended June 30, 2024
 (With Partial Comparative Information for the Year Ended June 30, 2023)

	<u>2024</u>	<u>2023</u>
Operating revenue		
Charges for services		
Contributions from governmental funds	\$ 4,760,421	\$ 5,131,847
Operating expenses		
Post-employment severance and health benefits (change in severance)	15,223	(12,285)
Medical benefit claims	3,839,717	3,771,538
Dental benefit claims	504,132	485,861
Total operating expenses	<u>4,359,072</u>	<u>4,245,114</u>
Operating income	401,349	886,733
Nonoperating revenue		
Investment earnings	<u>421,258</u>	<u>241,508</u>
Change in net position	822,607	1,128,241
Net position		
Beginning of year	<u>5,828,416</u>	<u>4,700,175</u>
End of year	<u><u>\$ 6,651,023</u></u>	<u><u>\$ 5,828,416</u></u>

INTERMEDIATE SCHOOL DISTRICT NO. 917

Statement of Cash Flows
 Proprietary Funds
 Internal Service Funds
 Year Ended June 30, 2024

(With Partial Comparative Actual Amounts for the Year Ended June 30, 2023)

	<u>2024</u>	<u>2023</u>
Cash flows from operating activities		
Contributions from governmental funds	\$ 4,660,967	\$ 5,117,270
Post-employment severance and health benefit payments	(44,406)	(39,037)
Payments for medical claims	(3,755,814)	(3,831,449)
Payments for dental claims	<u>(513,742)</u>	<u>(483,669)</u>
Net cash flows from operating activities	347,005	763,115
Cash flows from investing activities		
Investment income received	<u>421,258</u>	<u>241,508</u>
Net increase in cash and cash equivalents	768,263	1,004,623
Cash and temporary investments		
Beginning of year	<u>8,448,368</u>	<u>7,443,745</u>
End of year	<u><u>\$ 9,216,631</u></u>	<u><u>\$ 8,448,368</u></u>
Reconciliation of operating income to net cash flows from operating activities		
Operating income	\$ 401,349	\$ 886,733
Adjustments to reconcile operating income to net cash flows from operating activities		
Changes in assets and liabilities		
Accounts and interest receivable	(95,158)	(2,821)
Prepaid items	-	5,000
OPEB plan deferments	(208,382)	258,755
Accounts and contracts payable	74,291	(62,720)
Due to other governmental units	2	1
Severance benefits payable	28,589	(50,454)
Total OPEB liability	150,610	(259,623)
Unearned revenue	<u>(4,296)</u>	<u>(11,756)</u>
Net cash flows from operating activities	<u><u>\$ 347,005</u></u>	<u><u>\$ 763,115</u></u>

INTERMEDIATE SCHOOL DISTRICT NO. 917

Notes to Basic Financial Statements
June 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Organization

Intermediate School District No. 917 (the District) is an instrumentality of the state of Minnesota established to provide participating school districts with vocational, technical, and special education services. The District is governed by a joint School Board composed of appointed members from each participating school district. The District's financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

B. Reporting Entity

The District's financial statements include all funds, departments, agencies, boards, commissions, and other component units for which the District is considered to be financially accountable.

Component units are legally separate entities for which the District (primary government) is financially accountable, or for which the exclusion of the component unit would render the financial statements of the primary government misleading. The criteria used to determine if the primary government is financially accountable for a component unit includes whether or not the primary government appoints the voting majority of the potential component unit's governing body, is able to impose its will on the potential component unit, is in a relationship of financial benefit or burden with the potential component unit, or is fiscally depended upon by the potential component unit. Based on these criteria, there are no organizations considered to be component units of the District.

C. Minnesota State Colleges and Universities

On July 1, 1995, Minnesota technical colleges, community colleges, and state universities were merged under the control of Minnesota State Colleges and Universities (MnSCU). Therefore, the funds and assets of the District associated with Dakota County Technical College's (DCTC) operations were remanded to the state system. The District continues to serve secondary, vocational, and kindergarten through Grade 12 special education students. Under terms of an agreement with DCTC, the District has access to certain facilities and equipment of DCTC. The District pays DCTC its share of building maintenance and costs of other services based on space, usage, personnel, and budget percentages. The District provides business office services to DCTC, and is reimbursed for related actual costs based on personnel, usage, and budget percentages.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Government-Wide Financial Statement Presentation

The government-wide financial statements (Statement of Net Position and Statement of Activities) display information about the reporting government as a whole. These statements include all the financial activities of the District. Generally, the effect of material interfund activity has been removed from the government-wide financial statements.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues and an allocation of indirect administrative and support service expenses. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other internally directed revenues are reported as general revenues.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized when all eligibility requirements imposed by the provider have been met. Other internally directed revenues are reported as general revenues.

The District applies restricted resources first when an expense is incurred for which both restricted and unrestricted resources are available. Depreciation/amortization expense is included as a direct expense in the functional areas that utilize the related capital assets. Interest on debt is considered an indirect expense and is reported separately on the Statement of Activities.

E. Fund Financial Statement Presentation

Separate fund financial statements are provided for governmental and proprietary funds. Major individual governmental funds are reported as separate columns in the fund financial statements. Aggregate information for the remaining nonmajor governmental funds is reported in a single column in the fund financial statements.

The internal service funds are presented in the proprietary fund financial statements. Because the principal users of the internal service funds are the District's governmental activities, the financial statements of the internal service funds are consolidated into the governmental column when presented in the government-wide financial statements. The cost of these services is reported in the appropriate functional activity.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenue of the District's internal service funds are charges to customers for service. Operating expenses for the internal service funds include the cost of providing benefits. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses. The District's only proprietary funds are the internal service funds, which provide services to the governmental funds.

Proprietary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting as described earlier in these notes.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this basis of accounting, transactions are recorded in the following manner:

- 1. Revenue Recognition** – Revenue is recognized when it becomes measurable and available. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Grants and similar items are recognized when all eligibility requirements imposed by the provider have been met. State revenue is recognized in the year to which it applies according to funding formulas established by Minnesota Statutes. Other revenue is considered available if collected within 60 days. Proceeds of long-term debt are reported as other financing sources.
- 2. Recording of Expenditures** – Expenditures are generally recorded when a liability is incurred, except for long-term debt and other long-term liabilities, which are recognized as expenditures to the extent they have matured. Capital asset acquisitions are reported as expenditures in the governmental funds. In the General Fund, capital expenditures are included within the applicable functional areas.

Description of Funds

The existence of the various district funds has been established by the Minnesota Department of Education. Each fund is accounted for as an independent entity. A description of the funds included in this report is as follows:

Major Governmental Funds

General Fund – The General Fund is used to account for all financial resources except those required to be accounted for in another fund. The District maintains separate accounts within the General Fund for secondary education, secondary resale, special education, special education resale, district support services, capital expenditure, student activities, and service allocation costs to be reimbursed by others.

Nonmajor Governmental Funds

Food Service Special Revenue Fund – The Food Service Special Revenue Fund is primarily used to account for the District’s child nutrition program.

Proprietary Funds

Internal Service Funds – The internal service funds account for the financing of goods or services provided by one department to other departments or agencies of the government, or to other governments, on a cost-reimbursement basis. The District has three internal service funds. The District’s internal service funds include financing for post-employment severance benefits and other post-employment benefits (OPEB), and self-insurance for the employee medical and dental insurance programs.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

F. Budgetary Information

Each June, the School Board adopts an annual budget for the following fiscal year for all governmental funds. The budget for each fund is prepared on the same basis of accounting as the financial statements. Legal budgetary control is at the fund level. Budgeted expenditure appropriations lapse at year-end.

G. Cash and Temporary Investments

Cash and temporary investments include balances from all funds that are combined and invested to the extent available in various securities as authorized by state law. Earnings from the pooled investments are allocated to the respective funds on the basis of applicable cash balance participation by each fund.

Cash and investments held by trustee include balances held in segregated accounts that are established for specific purposes. In the General Fund, the capital lease escrow account is used to hold assets held for future debt payments. Interest earned on these investments was allocated directly to those accounts.

Investments are generally stated at fair value, except for investments in external investment pools, which are stated at amortized cost. Short-term, highly liquid debt instruments (including commercial paper, bankers' acceptance, and U.S. treasury and agency obligations) purchased with a remaining maturity of one year or less may also be reported at amortized cost. Investment income is accrued at the Balance Sheet date.

The District categorizes its fair value measurements within the fair value hierarchy established by accounting principles generally accepted in the United States of America. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

Debt securities classified in Level 2 of the fair value hierarchy are valued using a matrix pricing technique. Matrix pricing is used to value securities based on the securities' relationship to benchmark quoted prices.

See Note 2 for the District's recurring fair value measurements as of year-end.

H. Receivables

When necessary, the District utilizes an allowance for uncollectible accounts to value its receivables. However, the District considers all of its current receivables to be collectible. No allowances have been recorded.

I. Inventories

Inventories are valued at the lower of cost (first-in, first-out method) or market. Inventories are recorded as expenses/expenditures when items are used or sold.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

J. Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. Prepaid items are recorded using the consumption method and recorded as expenses/expenditures at the time of consumption.

K. Capital Assets

Capital assets that purchased or constructed by the District are recorded at historical cost. Donated capital assets are recorded at their estimated acquisition value at the date of donation. Leased capital assets are recorded based on the measurement of payments applicable to the lease term. The District defines capital assets as those with an initial, individual cost of \$5,000 or more, which benefit more than one fiscal year. Groups of similar assets acquired at or near the same time for a single objective, with individual acquisition costs below this threshold, are also capitalized if the cost of the assets exceeds \$50,000 for non-federally funded expenditures. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Capital assets are recorded in the government-wide financial statements, but are not reported in the governmental fund financial statements. Capital assets are depreciated using the straight-line method over their estimated useful lives. Since surplus assets are generally sold for an immaterial amount or scrapped when declared as no longer fit or needed for public school purposes by the District, no salvage value is taken into consideration for depreciation purposes. Useful lives vary from 20 to 50 years for buildings and 5 to 15 years for furniture and equipment. Leased assets are amortized over the term of the lease or over the useful life of the applicable asset class previously described, if future ownership is anticipated. Land is not depreciated.

The District does not possess material amounts of infrastructure capital assets, such as sidewalks or parking lots. Such items are considered to be part of the cost of buildings or other improvable property.

L. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities. Debt premiums and discounts are deferred and amortized over the life of the debt using the straight-line method.

In the fund financial statements, governmental fund types recognize debt premiums and discounts, as well as debt issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums or discounts on debt issuances are reported as other financing sources or uses, respectively. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

M. Compensated Absences

Under the terms of union contracts, certain employees accrue vacation at varying rates, portions of which may be carried over to future years. Employees are reimbursed for any unused, accrued vacation and related benefits upon termination. Vacation pay is accrued when incurred in the government-wide financial statements. Unused vacation pay is accrued in governmental fund financial statements only when it has matured, due to employee termination or similar circumstances.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

N. Sick Pay

Substantially all district employees are entitled to sick leave at various rates. Unused sick leave enters into the calculation of early retirement incentive payments for some employees upon termination.

O. Severance Benefits

The District provides lump sum severance pay to eligible employees in accordance with provisions in certain collectively bargained contracts. Members of certain employee groups may become eligible to receive lump sum severance pay benefits. Eligibility for these benefits is based on years of service and/or minimum age requirements. The amount of the severance or retirement benefit is calculated by converting a portion of unused accumulated sick leave. No individual can receive severance benefits in excess of one year's salary.

Severance payable and the District's share of related benefits are recorded as a liability in the government-wide financial statements as it is earned and it becomes probable that it will vest at some point in the future. Severance pay is accrued in the applicable internal service fund as it is earned and it becomes probable it will vest at some point in the future.

P. State-Wide Pension Plans

For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and the Teachers Retirement Association (TRA) and additions to/deductions from the PERA's and the TRA's fiduciary net positions have been determined on the same basis as they are reported by the PERA and the TRA. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

The TRA has a special funding situation created by direct aid contributions made by the state of Minnesota, City of Minneapolis, and Minneapolis School District. The direct aid is a result of the merger of the Minneapolis Teachers Retirement Fund Association merger into TRA in 2006. A second direct aid source is from the state of Minnesota for the merger of the Duluth Teachers Retirement Fund Association in 2015.

Q. Unearned Revenue

Unearned revenue consists of collections in advance of premiums charged in the internal service funds.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

R. Risk Management

1. **General Insurance** – The District is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; errors and omissions; natural disasters; and workers’ compensation for which the District carries commercial insurance. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years. There were no significant reductions in the District’s insurance coverage in the current year.
2. **Self-Insurance** – The District has established two internal service funds to account for and finance its self-insured risk of loss for respective employee dental and health insurance plans. Under these plans, the internal service funds provide coverage to participating employees and their dependents for various dental and healthcare costs as described in the plan.

The District makes premium payments to the internal service funds on behalf of program participants based on provisional rates determined by insurance company estimates of monthly claims paid for each coverage class, plus the stop-loss health insurance premium costs and administrative service charges.

District claim liabilities are reported when it is probable that a loss has occurred and the amount of that loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred, but not reported. Because actual claim liabilities depend on complex factors, such as inflation, changes in legal doctrines, and damage awards, the process used in computing a claim liability does not necessarily result in an exact amount. Claim liabilities are evaluated periodically to take into consideration recently settled claims, the frequency of claims, and other economic and social factors.

Changes in the balance of dental claim liabilities for the last two years were as follows:

Fiscal Year Ended June 30,	Beginning of Fiscal Year Liability	Charges and Changes in Estimates	Claims Payments	Balance at Fiscal Year-End
2023	\$ 49,354	\$ 485,261	\$ 483,669	\$ 50,946
2024	\$ 50,946	\$ 504,132	\$ 513,742	\$ 41,336

Changes in the balance of health claim liabilities for the last two years were as follows:

Fiscal Year Ended June 30,	Beginning of Fiscal Year Liability	Charges and Changes in Estimates	Claims Payments	Balance at Fiscal Year-End
2023	\$ 319,056	\$ 3,767,137	\$ 3,831,449	\$ 254,744
2024	\$ 254,744	\$ 3,839,715	\$ 3,755,814	\$ 338,645

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

S. Deferred Outflows/Inflows of Resources

In addition to assets and liabilities, statements of financial position or balance sheets will sometimes report a separate section for deferred outflows or inflows of resources. These separate financial statement elements represent a consumption or acquisition of net position that applies to future periods and so will not be recognized as an outflow of resources (expense/expenditure) or an inflow of financial resources (revenue) until then.

The District reports deferred outflows and inflows of resources related to pensions and OPEB in the government-wide and internal service fund Statement of Net Position. These deferred outflows and inflows result from differences between expected and actual experience, changes of assumptions, change in proportion, the difference between projected and actual earnings on pension plan investments, and contributions to the plan subsequent to the measurement date and before the end of the reporting period. These amounts are deferred and amortized as required under pension and OPEB standards.

The District also reports a deferred outflow of resources related to the deferred charge on refunding reported in the government-wide Statement of Net Position. A deferred charge on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt.

T. Statement of Cash Flows

For purposes of the Statement of Cash Flows, the District considers all highly liquid debt instruments with an original maturity from time of purchase by the District of three months or less to be cash equivalent. The proprietary fund's equity in the government-wide cash and investment management pool is considered to be cash equivalent.

U. Use of Estimates

The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect the reported amounts and disclosures during the reporting period. Actual results could differ from those estimates.

V. Restricted Assets

Restricted assets are cash and cash equivalents whose use is limited by legal requirements, such as a bond indenture. Restricted assets are reported only in the government-wide financial statements. In the governmental funds, cash and investments that are restricted are reported as cash and investments held by trustee.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

W. Net Position

In the government-wide and internal service fund financial statements, net position represents the difference between assets, deferred outflows of resources, liabilities, and deferred inflows of resources. Net position is displayed in three components:

- **Net Investment in Capital Assets** – Consists of capital assets, net of accumulated depreciation/amortization, reduced by any outstanding debt attributable to acquire capital assets.
- **Restricted Net Position** – Consists of net position restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.
- **Unrestricted Net Position** – All other net position that does not meet the definition of “restricted” or “net investment in capital assets.”

X. Fund Balance Classifications

In the fund financial statements, governmental funds report fund balance in classifications that disclose constraints for which amounts in those funds can be spent. These classifications are as follows:

- **Nonspendable** – Consists of amounts that are not in spendable form, such as prepaid items, inventory, and other long-term assets.
- **Restricted** – Consists of amounts related to externally imposed constraints established by creditors, grantors, or contributors; or constraints imposed by state statutory provisions.
- **Committed** – Consists of internally imposed constraints that are established by resolution of the School Board. Those committed amounts cannot be used for any other purpose unless the School Board removes or changes the specified use by taking the same type of action it employed to previously commit those amounts.
- **Assigned** – Consists of internally imposed constraints. These constraints consist of amounts intended to be used by the District for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds, assigned amounts represent intended uses established by the governing body itself or by an official to which the governing body delegates the authority. Pursuant to School Board resolution, the District’s superintendent and executive director of business services are authorized to establish assignments of fund balance.
- **Unassigned** – The residual classification for the General Fund, which also reflects negative residual amounts in other funds.

When both restricted and unrestricted resources are available for use, it is the District’s policy to first use restricted resources, then use unrestricted resources as they are needed.

When committed, assigned, or unassigned resources are available for use, it is the District’s policy to use resources in the following order: 1) committed, 2) assigned, and 3) unassigned.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Y. Prior Period Comparative Financial Information/Reclassification

The basic financial statements include certain prior year partial comparative information in total, but not at the level of detail required for a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the District's financial statements for the year ended June 30, 2023, from which the summarized information was derived. Also, certain amounts presented in the prior year data have been reclassified in order to be consistent with the current year's presentation.

Z. Interfund Transactions and Transfers

The General Fund transferred \$26,332 to the Food Service Special Revenue Fund to finance current year operating deficits.

Interfund balances and transfers between governmental funds reported in the fund financial statements are eliminated in the entity-wide financial statements.

AA. Change in Accounting Principle

During the year ended June 30, 2024, the District implemented new accounting guidance for capitalizing purchases of groups of similar assets. This recent change in authoritative literature, which provides new guidance on accounting and financial reporting for capital assets, requires a government to capitalize groups of similar assets purchased at or near the same time, that are individually below the District's capitalization threshold, if the aggregate cost is significant. In prior periods, the District only capitalized assets whose individual cost exceeded the capitalization policy threshold. Certain amounts necessary to fully restate prior fiscal years financial information are not determinable; therefore, prior year comparative amounts have not been restated. The implementation of this new guidance resulted in the District reporting certain groups of similar capital assets acquired in previous years and accumulated depreciation thereon, increasing beginning net position by \$204,849 in the government-wide financial statements in the current year. See Note 3 for additional details on this change in the current year.

NOTE 2 – DEPOSITS AND INVESTMENTS

A. Deposits

In accordance with applicable Minnesota Statutes, the District maintains deposits at depository banks authorized by the School Board, including checking accounts, savings accounts, and nonnegotiable certificates of deposit.

The following is considered the most significant risk associated with deposits:

Custodial Credit Risk – In the case of deposits, this is the risk that in the event of a bank failure, the District's deposits may be lost.

Minnesota Statutes require that all deposits be protected by federal deposit insurance, corporate surety bond, or collateral. The market value of collateral pledged must equal 110 percent of the deposits not covered by federal deposit insurance or corporate surety bonds. Authorized collateral includes treasury bills, notes, and bonds; issues of U.S. government agencies; general obligations rated "A" or better; revenue obligations rated "AA" or better; irrevocable standard letters of credit issued by the Federal Home Loan Bank; and certificates of deposit. Minnesota Statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral.

NOTE 2 – DEPOSITS AND INVESTMENTS (CONTINUED)

The District's deposit policies do not further limit depository choices.

At year-end, the carrying amount of the District's deposits was \$816,244, while the balance on the bank records was \$1,098,010. At June 30, 2024, all deposits were insured or collateralized by securities held by the District's agent in the District's name.

B. Investments

Investments are subject to various risks, the following of which are considered the most significant:

Custodial Credit Risk – For investments, this is the risk that in the event of a failure of the counterparty to an investment transaction (typically a broker-dealer) the District would not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. Although the District's investment policies do not directly address custodial credit risk, it typically limits its exposure by purchasing insured or registered investments, or by the control of who holds the securities.

Credit Risk – This is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Minnesota Statutes limit the District's investments to direct obligations or obligations guaranteed by the United States or its agencies; shares of investment companies registered under the Federal Investment Company Act of 1940 that receive the highest credit rating, are rated in one of the two highest rating categories by a statistical rating agency, and all of the investments have a final maturity of 13 months or less; general obligations rated "A" or better; revenue obligations rated "AA" or better; general obligations of the Minnesota Housing Finance Agency rated "A" or better; bankers' acceptances of United States banks eligible for purchase by the Federal Reserve System; commercial paper issued by United States corporations or their Canadian subsidiaries, rated of the highest quality category by at least two nationally recognized rating agencies, and maturing in 270 days or less; Guaranteed Investment Contracts guaranteed by a United States commercial bank, domestic branch of a foreign bank, or a United States insurance company, and with a credit quality in one of the top two highest categories; repurchase or reverse purchase agreements and securities lending agreements with financial institutions qualified as a "depository" by the government entity, with banks that are members of the Federal Reserve System with capitalization exceeding \$10,000,000; that are a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York; or certain Minnesota securities broker-dealers. The District's investment policies do not further restrict investing in specific financial instruments.

Concentration Risk – This is the risk associated with investing a significant portion of the District's investments (considered 5 percent or more) in the securities of a single issuer, excluding U.S. guaranteed investments (such as treasuries), investment pools, and mutual funds. The District's investment policies do not address concentration risk.

Interest Rate Risk – This is the risk of potential variability in the fair value of fixed rate investments resulting from changes in interest rates (the longer the period for which an interest rate is fixed, the greater the risk). The District's investment policies do not limit the maturities of investments; however, the District considers such things as interest rates and cash flow needs when purchasing investments.

NOTE 2 – DEPOSITS AND INVESTMENTS (CONTINUED)

C. Summary

The following table presents the District’s deposit and investment balances at June 30, 2024, and information relating to potential investment risks:

Investment Type	Credit Risk		Fair Value Measurements	Interest Risk – Maturity Duration in Years				Total
	Rating	Agency		Less Than 1	1 to 5	5 to 10	More Than 10	
Investment pools/mutual funds								
Minnesota School District								
Liquid Asset Fund								
Liquid Class	AAA	S&P	Amortized Cost	N/A	N/A	N/A	N/A	\$ 139,303
MAX Class	AAA	S&P	Amortized Cost	N/A	N/A	N/A	N/A	12,453,732
First American Treasury								
Obligations Fund Class D	AAA	S&P	Level 1	N/A	N/A	N/A	N/A	50,732
								<u>12,643,767</u>
Deposits								<u>816,244</u>
Total cash and investments								<u>\$ 13,460,011</u>

N/A – Not Applicable

Cash and investments are included on the basic financial statements as follows:

Cash and temporary investments – Statement of Net Position	\$ 13,409,279
Cash and investments held by trustee – Statement of Net Position	<u>50,732</u>
Total cash and investments	<u>\$ 13,460,011</u>

The Minnesota School District Liquid Asset Fund (MSDLAF) is regulated by Minnesota Statutes and is an external investment pool not registered with the Securities and Exchange Commission (SEC) that follows the same regulatory rules of the SEC. The District’s investment in the MSDLAF is measured at the value per share provided by the pool, which is based on an amortized cost method that approximates fair value.

For MSDLAF investments, there are no unfunded commitments, redemption frequency is daily, and there is no redemption notice for the Liquid Class; the redemption notice period is 14 days for the MAX Class, with the exception of direct investments of funds distributed by the state of Minnesota. Withdrawals prior to the 14-day restriction period may be subject to a penalty and there is a 24-hour hold on all requests for redemption.

NOTE 3 – CAPITAL ASSETS

Capital assets and accumulated depreciation activity for the year ended June 30, 2024 is as follows:

	Balance – Beginning of Year	Change in Accounting Principle*	Additions	Deletions	Balance – End of Year
Capital assets, not depreciated or amortized					
Land	\$ 655,000	\$ –	\$ –	\$ –	\$ 655,000
Capital assets, depreciated or amortized					
Buildings	11,464,095	–	287,600	–	11,751,695
Buildings – leased	8,249,811	–	–	–	8,249,811
Furniture and equipment	2,764,605	279,048	219,924	–	3,263,577
Total capital assets, depreciated or amortized	22,478,511	279,048	507,524	–	23,265,083
Less accumulated depreciation and amortization for					
Buildings	(4,602,236)	–	(294,524)	–	(4,896,760)
Buildings – leased	(1,373,170)	–	(686,585)	–	(2,059,755)
Furniture and equipment	(1,941,823)	(74,199)	(274,184)	–	(2,290,206)
Total accumulated depreciation and amortization	(7,917,229)	(74,199)	(1,255,293)	–	(9,246,721)
Net capital assets	14,561,282	204,849	(747,769)	–	14,018,362
Total capital assets, net	\$ 15,216,282	\$ 204,849	\$ (747,769)	\$ –	\$ 14,673,362

* The change in accounting principle was required by new guidance in financial reporting on group purchases of assets implemented in the current year.

Depreciation/amortization expense for the year ended June 30, 2024 was charged to the following governmental functions:

Administrative and support services	\$ 10,909
Secondary vocational/DCALS	17,671
Special education programs	1,226,583
Food service	130
Total depreciation/amortization expense	\$ 1,255,293

NOTE 4 – LONG-TERM LIABILITIES

A. Components and Changes in Long-Term Liabilities

The following table describes the changes in long-term liabilities, including amounts due within one year:

	Balance – Beginning of Year	Additions	Retirements	Balance – End of Year	Due Within One Year
Certificates of participation	\$ 6,315,000	\$ –	\$ 325,000	\$ 5,990,000	\$ 330,000
Unamortized premium/discount	188,566	–	12,232	176,334	–
Lease liabilities	7,200,400	–	578,390	6,622,010	635,444
Severance benefits payable	299,087	80,971	52,382	327,676	80,971
Compensated absences payable	482,444	103,537	26,167	559,814	26,167
Total OPEB liability	1,167,995	208,865	58,255	1,318,605	112,220
Net pension liability	31,458,814	4,093,784	7,392,829	28,159,769	–
	\$ 47,112,306	\$ 4,487,157	\$ 8,445,255	\$ 43,154,208	\$ 1,184,802

NOTE 4 – LONG-TERM LIABILITIES (CONTINUED)

B. Description of Long-Term Liabilities

- Certificates of Participation Payable** – In November 2016, the District sold \$8,085,000 of certificates of participation to finance the construction of additions to the Alliance Center special education facility. These certificates have interest rates that range from 2.0 percent to 3.0 percent, with a final maturity of February 2039. Annual principal and interest payments on these certificates will be paid by the General Fund. Tuition revenue in the General Fund capital expenditure account from member districts specifically for this debt obligation for the duration of the debt obligation are pledged for the payment of principal and interest on these certificates of participation payable.

Failure by the District to pay any payments under this agreement, or upon the occurrence of and continuation of an event of default, the lender without any further demand or notice, may take one or any combination of the following steps. The lender, with or without terminating the agreement, may declare all payments due or become due during the fiscal year in effect when the default occurs. They may repossess the facility by giving the District written notice to surrender the facility to the lender. The lender will thereafter use its best efforts to sell or lease its interest in the facility or any portion thereof in a commercially reasonable manner in accordance with applicable state laws. The lender may also pursue any other remedy available to require the District to perform any of its obligations in the agreement.

- Lease Liabilities** – The District has obtained the use of certain equipment and building space through a lease financing agreement. The total amount of underlying lease assets by major classes and the related accumulated amortization is presented in Note 3 of the basic financial statements. Annual principal and interest on these agreements will be paid from the General Fund. The agreement is secured by the original property. The lessor may repossess the property and seek full recovery of the losses upon default. The District currently has the following lease liabilities obligations outstanding:

Lease Description	Interest Rate	Lease Date	Final Maturity	Principal Outstanding
Concord Education Center	7.00%	09/01/2018	07/01/2033	\$ 5,059,923
Lebanon Education Center	7.00%	08/01/2015	07/01/2030	1,562,087
Total lease liabilities				<u>\$ 6,622,010</u>

NOTE 4 – LONG-TERM LIABILITIES (CONTINUED)

- **Severance Benefits Payable** – Severance benefits are paid by the applicable internal service fund. Annual payments to retire severance benefit liabilities have not been determined and will depend on actual employee turnover.
- **Compensated Absences Payable** – Compensated absences payable represent accrued vacation payable at year-end. Compensated absences are paid by the General Fund. These benefits are not funded until the year of payment. Annual payments to retire compensated absences payable will depend on employee turnover and actual employee absences.
- **Other Long-Term Liabilities** – The District offers a number of benefits to its employees, including pensions and OPEB. The details of these various benefit liabilities are discussed elsewhere in these notes. Such benefits are financed primarily by the General Fund and the internal service fund.

District employees participate in two state-wide, cost-sharing, multiple-employer defined benefit pension plans administered by the PERA and the TRA. The following is a summary of the net pension liabilities, deferred outflows and inflows of resources, and pension expense reported for these plans as of and for the year ended June 30, 2024:

<u>Pension Plans</u>	<u>Net Pension Liabilities</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Pension Expense</u>
PERA	\$ 6,173,444	\$ 1,950,020	\$ 2,478,903	\$ 905,095
TRA	21,986,325	5,704,057	1,578,708	1,048,964
Total	<u>\$ 28,159,769</u>	<u>\$ 7,654,077</u>	<u>\$ 4,057,611</u>	<u>\$ 1,954,059</u>

C. Minimum Debt Payments

Minimum annual principal and interest payments required to retire certificates of participation and lease liabilities are as follows:

<u>Year Ending June 30,</u>	<u>Certificates of Participation</u>		<u>Lease Liabilities</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2025	\$ 330,000	\$ 193,500	\$ 635,444	\$ 443,473
2026	340,000	185,250	621,233	399,228
2027	350,000	175,050	674,728	354,263
2028	360,000	163,675	739,443	304,983
2029	370,000	151,975	809,075	251,017
2030–2034	2,055,000	568,200	3,142,087	457,232
2035–2039	2,185,000	200,100	–	–
	<u>\$ 5,990,000</u>	<u>\$ 1,637,750</u>	<u>\$ 6,622,010</u>	<u>\$ 2,210,196</u>

NOTE 5 – FUND BALANCES

The following is a breakdown of equity components of governmental funds, which are defined earlier in the report.

A. Classifications

At June 30, 2024, a summary of the District’s governmental fund balance classifications are as follows:

	<u>General Fund</u>	<u>Food Service Special Revenue Fund</u>	<u>Total</u>
Nonspendable			
Inventory	\$ 332	\$ –	\$ 332
Prepaid items	181,589	1,481	183,070
Total nonspendable	<u>181,921</u>	<u>1,481</u>	<u>183,402</u>
Restricted for			
Student activities	864	–	864
Debt service	50,732	–	50,732
Basic skills programs	225,789	–	225,789
Food service	–	15,345	15,345
Total restricted	<u>277,385</u>	<u>15,345</u>	<u>292,730</u>
Assigned			
Subsequent year’s budgeted deficit	159,724	–	159,724
Unassigned	<u>9,061,155</u>	<u>–</u>	<u>9,061,155</u>
Total	<u>\$ 9,680,185</u>	<u>\$ 16,826</u>	<u>\$ 9,697,011</u>

B. Minimum Unassigned Fund Balance Policy

The School Board has formally adopted a fund balance policy regarding maintaining a minimum unassigned fund balance for the General Fund. The policy states the District will strive to maintain a minimum unassigned General Fund balance of 15.0 percent of the annual budget. At June 30, 2024, the unassigned fund balance of the General Fund was 21.1 percent of fiscal 2024 expenditures.

NOTE 6 – DEFINED BENEFIT PENSION PLANS – STATE-WIDE

A. Plan Descriptions

The District participates in the following cost-sharing, multiple-employer defined benefit pension plans administered by the PERA and the TRA. The PERA's and the TRA's defined benefit pension plans are established and administered in accordance with Minnesota Statutes. The PERA's and the TRA's defined benefit pension plans are tax qualified plans under Section 401(a) of the Internal Revenue Code (IRC).

1. General Employees Retirement Fund (GERF)

The PERA's defined benefit pension plans are established and administered in accordance with Minnesota Statutes, Chapters 353 and 356.

Certain full-time and part-time employees of the District other than teachers are covered by the GERF. GERF members belong to the Coordinated Plan. Coordinated Plan members are covered by Social Security.

2. Teachers Retirement Association (TRA)

The TRA administers a Basic Plan (without Social Security coverage) and a Coordinated Plan (with Social Security coverage) in accordance with Minnesota Statutes, Chapters 354 and 356. The TRA is a separate statutory entity, administered by a Board of Trustees. The Board of Trustees consists of four active members, one retired member, and three statutory officials.

Educators employed in Minnesota's public elementary and secondary schools, charter schools, and certain other TRA-covered educational institutions maintained by the state are required to be TRA members (except those employed by St. Paul Public Schools or Minnesota State Colleges and Universities (MnSCU)). Educators first hired by MnSCU may elect either TRA coverage or coverage through the Defined Contribution Retirement Plan administered by MnSCU.

B. Benefits Provided

The PERA and the TRA provide retirement, disability, and death benefits. Benefit provisions are established by state statutes and can only be modified by the State Legislature.

The benefit provisions stated in the following paragraphs of this section are current provisions and apply to active plan participants. Vested, terminated employees who are entitled to benefits, but are not receiving them yet, are bound by the provisions in effect at the time they last terminated their public service.

1. GERF Benefits

Benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for the PERA's Coordinated Plan members. Members hired prior to July 1, 1989, receive the higher of Method 1 or Method 2 formulas. Only Method 2 is used for members hired after June 30, 1989. Under Method 1, the accrual rate for Coordinated Plan members is 1.2 percent for each of the first 10 years of service and 1.7 percent for each additional year. Under Method 2, the accrual rate for Coordinated Plan members is 1.7 percent for all years of service. For members hired prior to July 1, 1989, a full annuity is available when age plus years of service equal 90 and normal retirement age is 65. For members hired on or after July 1, 1989, normal retirement age is the age for unreduced Social Security benefits capped at age 66.

NOTE 6 – DEFINED BENEFIT PENSION PLANS – STATE-WIDE (CONTINUED)

Benefit increases are provided to benefit recipients each January. The post-retirement increase is equal to 50.0 percent of the cost of living adjustment announced by the Social Security Administration, with a minimum increase of at least 1.0 percent and a maximum of 1.5 percent. Recipients that have been receiving the annuity or benefit for at least a full year as of the June 30 before the effective date of the increase, will receive the full increase. For recipients receiving the annuity or benefit for at least one month, but less than a full year as of the June 30 before the effective date of the increase, will receive a reduced prorated increase. In 2023, legislation repealed the statute delaying increases for members retiring before full retirement age.

2. TRA Benefits

The TRA provides retirement benefits as well as disability benefits to members, and benefits to survivors upon death of eligible members. Benefits are established by Minnesota Statutes and vest after three years of service credit. The defined retirement benefits are based on a member's highest average salary for any five consecutive years of allowable service, age, and a formula multiplier based on years of credit at termination of service.

Two methods are used to compute benefits for the TRA's Coordinated and Basic Plan members. Members first employed before July 1, 1989, receive the greater of the Tier I or Tier II benefits as described.

Tier I Benefits

Step-Rate Formula	Percentage per Year
Basic Plan	
First 10 years of service	2.2 %
All years after	2.7 %
Coordinated Plan	
First 10 years if service years are up to July 1, 2006	1.2 %
First 10 years if service years are July 1, 2006 or after	1.4 %
All other years of service if service years are up to July 1, 2006	1.7 %
All other years of service if service years are July 1, 2006 or after	1.9 %

With these provisions:

- (a) Normal retirement age is 65 with less than 30 years of allowable service and age 62 with 30 or more years of allowable service.
- (b) Three percent per year early retirement reduction factor for all years under normal retirement age.
- (c) Unreduced benefits for early retirement under a Rule of 90 (age plus allowable service equals 90 or more).

NOTE 6 – DEFINED BENEFIT PENSION PLANS – STATE-WIDE (CONTINUED)

Tier II Benefits

For years of service prior to July 1, 2006, a level formula of 1.7 percent per year for Coordinated Plan members and 2.7 percent per year for Basic Plan members applies. For years of service July 1, 2006 and after, a level formula of 1.9 percent per year for Coordinated Plan members and 2.7 percent per year for Basic Plan members applies. Beginning July 1, 2015, the early retirement reduction factors are based on rates established under Minnesota Statutes. Smaller reductions, more favorable to the member, will be applied to individuals who reach age 62 and have 30 years or more of service credit.

Members first employed after June 30, 1989, receive only the Tier II benefit calculation with a normal retirement age that is their retirement age for full Social Security retirement benefits, but not to exceed age 66.

Six different types of annuities are available to members upon retirement. The No Refund Life Plan is a lifetime annuity that ceases upon the death of the retiree—no survivor annuity is payable. A retiring member may also choose to provide survivor benefits to a designated beneficiary(ies) by selecting one of the five plans that have survivorship features. Vested members may also leave their contributions in the TRA Fund upon termination of service in order to qualify for a deferred annuity at retirement age. Any member terminating service is eligible for a refund of their employee contributions plus interest.

The benefit provisions stated apply to active plan participants. Vested, terminated employees who are entitled to benefits, but not yet receiving them, are bound by the plan provisions in effect at the time they last terminated their public service.

C. Contributions

Minnesota Statutes set the rates for employer and employee contributions. Contribution rates can only be modified by the State Legislature.

1. GERF Contributions

Minnesota Statutes, Chapter 353 sets the rates for employee and employer contributions. Coordinated Plan members were required to contribute 6.50 percent of their annual covered salary in fiscal year 2024 and the District was required to contribute 7.50 percent for Coordinated Plan members. The District’s contributions to the GERF for the year ended June 30, 2024, were \$658,180. The District’s contributions were equal to the required contributions as set by state statutes.

2. TRA Contributions

Minnesota Statutes, Chapter 354 sets the rates for employer and employee contributions. Rates for each fiscal year were:

	Year Ended June 30,					
	2022		2023		2024	
	Employee	Employer	Employee	Employer	Employee	Employer
Basic Plan	11.00 %	12.34 %	11.00 %	12.55 %	11.25 %	12.75 %
Coordinated Plan	7.50 %	8.34 %	7.50 %	8.55 %	7.75 %	8.75 %

The District’s contributions to the TRA for the plan’s fiscal year ended June 30, 2024, were \$1,415,517. The District’s contributions were equal to the required contributions for each year as set by state statutes.

NOTE 6 – DEFINED BENEFIT PENSION PLANS – STATE-WIDE (CONTINUED)

The following is a reconciliation of employer contributions in the TRA’s fiscal year 2023 Annual Comprehensive Financial Report Statement of Changes in Fiduciary Net Position to the employer contributions used in the Schedule of Employer and Nonemployer Pension Allocations:

	<i>in thousands</i>
Employer contributions reported in the TRA’s Annual Comprehensive Financial Report Statement of Changes in Fiduciary Net Position	\$ 508,764
Add employer contributions not related to future contribution efforts	(87)
Deduct the TRA’s contributions not included in allocation	<u>(643)</u>
Total employer contributions	508,034
Total nonemployer contributions	<u>35,587</u>
Total contributions reported in the Schedule of Employer and Nonemployer Allocations	<u><u>\$ 543,621</u></u>

Amounts reported in the allocation schedules may not precisely agree with financial statement amounts or actuarial valuations, due to the number of decimal places used in the allocations. The TRA has rounded percentage amounts to the nearest ten thousandths.

D. Pension Costs

1. GERF Pension Costs

At June 30, 2024, the District reported a liability of \$6,173,444 for its proportionate share of the General Employees Fund’s net pension liability. The District’s net pension liability reflected a reduction due to the state of Minnesota’s contribution of \$16 million. The state of Minnesota is considered a nonemployer contributing entity and the state’s contribution meets the definition of a special funding situation. The state of Minnesota’s proportionate share of the net pension liability associated with the District totaled \$170,115. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District’s proportionate share of the net pension liability was based on the District’s contributions received by the PERA during the measurement period for employer payroll paid dates from July 1, 2022 through June 30, 2023, relative to the total employer contributions received from all of the PERA’s participating employers. The District’s proportionate share was 0.1104 percent at the end of the measurement period and 0.1128 percent for the beginning of the period.

District’s proportionate share of the net pension liability	\$ 6,173,444
State’s proportionate share of the net pension liability associated with the District	<u>170,115</u>
Total	<u><u>\$ 6,343,559</u></u>

For the year ended June 30, 2024, the District recognized pension expense of \$904,331 for its proportionate share of the GERF’s pension expense. The District also recognized an additional \$764 as pension expense and grant revenue for its proportionate share of the state of Minnesota’s pension expense for the annual \$16 million contribution.

NOTE 6 – DEFINED BENEFIT PENSION PLANS – STATE-WIDE (CONTINUED)

At June 30, 2024, the District reported its proportionate share of the GERF’s deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ 203,797	\$ 46,417
Changes in actuarial assumptions	1,088,043	1,692,089
Net collective difference between projected and actual investment earnings on pension plan investments	–	361,480
Changes in proportion	–	378,917
District’s contributions to the GERF subsequent to the measurement date	<u>658,180</u>	<u>–</u>
Total	<u>\$ 1,950,020</u>	<u>\$ 2,478,903</u>

The \$658,180 reported as deferred outflows of resources related to pensions resulting from district contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending June 30, 2025. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending June 30,	Pension Expense Amount
2025	\$ (28,242)
2026	\$ (1,138,701)
2027	\$ 113,803
2028	\$ (133,923)

2. TRA Pension Costs

At June 30, 2024, the District reported a liability of \$21,986,325 for its proportionate share of the TRA’s net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District’s proportion of the net pension liability was based on the District’s contributions to the TRA in relation to total system contributions, including direct aid from the state of Minnesota, City of Minneapolis, and Minneapolis School District. The District’s proportionate share was 0.2663 percent at the end of the measurement period and 0.2813 percent for the beginning of the period.

The pension liability amount reflected a reduction due to direct aid provided to the TRA. The amount recognized by the District as its proportionate share of the net pension liability, the direct aid, and total portion of the net pension liability that was associated with the District were as follows:

District’s proportionate share of the net pension liability	\$ 21,986,325
State’s proportionate share of the net pension liability associated with the District	<u>1,540,360</u>
Total	<u>\$ 23,526,685</u>

For the year ended June 30, 2024, the District recognized pension expense of \$832,069. It also recognized \$216,895 as an increase to pension expense for the support provided by direct aid.

NOTE 6 – DEFINED BENEFIT PENSION PLANS – STATE-WIDE (CONTINUED)

At June 30, 2024, the District had deferred resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual economic experience	\$ 220,045	\$ 324,331
Changes in actuarial assumptions	2,743,556	–
Net collective difference between projected and actual investment earnings on pension plan investments	–	136,741
Changes in proportion	1,324,939	1,117,636
District’s contributions to the TRA subsequent to the measurement date	<u>1,415,517</u>	<u>–</u>
Total	<u>\$ 5,704,057</u>	<u>\$ 1,578,708</u>

A total of \$1,415,517 reported as deferred outflows of resources related to pensions resulting from district contributions to the TRA subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending June 30, 2025. Other deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

<u>Year Ending June 30,</u>	<u>Pension Expense Amount</u>
2025	\$ 659,480
2026	\$ 85,241
2027	\$ 2,703,448
2028	\$ (497,911)
2029	\$ (240,426)

E. Long-Term Expected Return on Investment

The State Board of Investment, which manages the investments of the PERA and the TRA, prepares an analysis of the reasonableness on a regular basis of the long-term expected rate of return using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages.

The target allocation and best-estimates of geometric real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Domestic equity	33.50 %	5.10 %
International equity	16.50	5.30 %
Private markets	25.00	5.90 %
Fixed income	<u>25.00</u>	0.75 %
Total	<u>100.00 %</u>	

NOTE 6 – DEFINED BENEFIT PENSION PLANS – STATE-WIDE (CONTINUED)

F. Actuarial Methods and Assumptions

The total pension liability in the June 30, 2023 actuarial valuation was determined using an individual entry-age normal actuarial cost method and the following actuarial assumptions:

Assumptions	GERF	TRA
Inflation	2.25%	2.50%
Wage growth rate		2.85% before July 1, 2028, and 3.25% thereafter
Projected salary increase	3.00%	2.85% to 8.85% before July 1, 2028, and 3.25% to 9.25% thereafter
Investment rate of return	7.00%	7.00%

1. GERF

The long-term rate of return on pension plan investments used in the determination of the total liability is 7.00 percent. This assumption is based on a review of inflation and investments return assumptions from a number of national investment consulting firms. The review provided a range of return investment return rates deemed to be reasonable by the actuary. An investment return of 7.00 percent was deemed to be within that range of reasonableness for financial reporting purposes.

Inflation is assumed to be 2.25 percent for the GERF Plan. Benefit increases after retirement are assumed to be 1.25 percent for the GERF Plan.

Salary growth assumptions in the GERF Plan range in annual increments from 10.25 percent after one year of service to 3.00 percent after 27 years of service.

Mortality rates for the GERF Plan are based on the Pub-2010 General Employee Mortality Table. The table is adjusted slightly to fit the PERA’s experience.

Actuarial assumptions for the GERF Plan are reviewed every four years. The most recent four-year experience study for the GERF Plan was completed in 2022. The assumption changes were adopted by the Board and became effective with the July 1, 2023 actuarial valuation.

2. TRA

Salary increases were based on a service-related table.

Mortality Assumptions Used in Valuation of Total Pension Liability	
Pre-retirement	RP-2014 White Collar Employee Table, male rates set back five years and female rates set back seven years. Generational projection uses the MP-2015 Scale.
Post-retirement	RP-2014 White Collar Annuitant Table, male and female rates set back three years, with further adjustments of the rates. Generational projection uses the MP-2015 Scale.
Post-disability	RP-2014 Disabled Retiree Mortality Table, without adjustment.

Cost of living benefit increases after retirement for retirees are assumed to be 1.00 percent for January 2019 through January 2023, then increasing by 0.10 percent each year, up to 1.50 percent annually.

Actuarial assumptions for the TRA Plan were based on the results of actuarial experience studies. The most recent experience study in the TRA Plan was completed in 2019, with economic assumptions updated in 2019.

NOTE 6 – DEFINED BENEFIT PENSION PLANS – STATE-WIDE (CONTINUED)

The following changes in plan provisions and actuarial assumptions occurred in 2023:

1. GERF

CHANGES IN PLAN PROVISIONS

- An additional one-time direct state aid contribution of \$170.1 million will be contributed to the Plan on October 1, 2023.
- The vesting period of those hired after June 30, 2010, was changed from five years of allowable service to three years of allowable service.
- The benefit increase delay for early retirements on or after January 1, 2024, was eliminated.
- A one-time, noncompounding benefit increase of 2.50 percent minus the actual 2024 adjustment will be payable in a lump sum for calendar year 2024 by March 31, 2024.

CHANGES IN ACTUARIAL ASSUMPTIONS

- The investment return assumption and single discount rate were changed from 6.50 percent to 7.00 percent.

2. TRA

CHANGES IN ACTUARIAL ASSUMPTIONS

- The normal retirement age for active and eligible Tier II members will be 65 effective July 1, 2024.
- The employer contribution rate will increase from 8.75 percent to 9.50 percent on July 1, 2025.
- The employee contribution rate will increase from 7.75 percent to 8.00 percent on July 1, 2025.
- The pension adjustment rate for school districts and the base budgets for MnSCU, Perpich Center for Arts Education, and Minnesota academies will increase to reflect the 0.75 percent employer contribution rate increase.

G. Discount Rate

1. GERF

The discount rate used to measure the total pension liability in 2023 was 7.00 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at rates set in Minnesota Statutes. Based on these assumptions, the fiduciary net position of the GERF was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

2. TRA

The discount rate used to measure the total pension liability was 7.00 percent. There was no change in the discount rate since the prior measurement date. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the fiscal year 2023 contribution rate, contributions from school districts will be made at contractually required rates (actuarially determined), and contributions from the state will be made at current statutorily required rates. Based on those assumptions, the pension plan's fiduciary net position was not projected to be depleted and, as a result, the Municipal Bond Index Rate was not used in the determination of the Single Equivalent Interest Rate.

NOTE 6– DEFINED BENEFIT PENSION PLANS – STATE-WIDE (CONTINUED)

H. Pension Liability Sensitivity

The following table presents the District’s proportionate share of the net pension liability for all plans it participates in, calculated using the discount rate disclosed on the preceding page, as well as what the District’s proportionate share of the net pension liability would be if it were calculated using a discount rate 1 percentage point lower or 1 percentage point higher than the current discount rate:

	<u>1% Decrease in Discount Rate</u>	<u>Current Discount Rate</u>	<u>1% Increase in Discount Rate</u>
GERF discount rate	6.00%	7.00%	8.00%
District’s proportionate share of the GERF net pension liability	\$ 10,921,319	\$ 6,173,444	\$ 2,268,137
TRA discount rate	6.00%	7.00%	8.00%
District’s proportionate share of the TRA net pension liability	\$ 35,066,570	\$ 21,986,325	\$ 11,278,551

I. Pension Plan Fiduciary Net Position

Detailed information about the plan’s fiduciary net position is available in a separately-issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained on the internet at www.mnpera.org.

Detailed information about the plan’s fiduciary net position is available in a separately-issued TRA financial report. That report can be obtained at <https://minnesotatra.org>, by writing to the TRA at 60 Empire Drive, Suite 400, St. Paul, MN, 55103-4000; or by calling 651-296-2409 or 800-657-3669.

NOTE 7 – OTHER POST-EMPLOYMENT BENEFITS (OPEB) PLAN

A. Plan Descriptions

The District provides post-employment healthcare benefits to certain eligible employees through a single-employer defined benefit OPEB Plan administered by the District. All post-employment benefits are based on contractual agreements with employee groups, with benefit eligibility based on years of service and/or minimum age requirements. These contractual agreements do not include any specific contribution or funding requirements. The plan does not issue a separate financial report.

B. Benefits Provided

All retirees of the District have the option under state law to continue their medical insurance coverage through the District from the time of retirement until the employee reaches the age of eligibility for Medicare. For members of certain employee groups, the District pays for all or part of the eligible retiree’s premiums for medical and/or dental insurance from the time of retirement until the employee reaches the age of eligibility for Medicare. Benefits paid by the District differ by bargaining unit, with some contracts specifying a certain dollar amount per month, and some covering premium costs as defined within each collective bargaining agreement. Retirees not eligible for these district-paid premium benefits must pay the full district premium rate for their coverage.

NOTE 7 – OTHER POST-EMPLOYMENT BENEFITS (OPEB) PLAN (CONTINUED)

The District is legally required to include any retirees for whom it provides health insurance coverage in the same insurance pool as its active employees, whether the premiums are paid by the District or the retiree. Consequently, participating retirees are considered to receive a secondary benefit known as an “implicit rate subsidy.” This benefit relates to the assumption that the retiree is receiving a more favorable premium rate than they would otherwise be able to obtain if purchasing insurance on their own, due to being included in the same pool with the District’s younger and statistically healthier active employees.

C. Contributions

The required contribution is based on projected pay-as-you-go financing requirements, with additional amounts to prefund benefits as determined periodically by the District. The District’s contributions in the current year totaled \$112,220 as required on a pay-as-you-go basis to finance the current year benefits as described in the previous section. The District has not established a trust fund to finance these OPEB benefits.

D. Membership

Membership in the plan consisted of the following as of the latest actuarial valuation:

Retirees and beneficiaries receiving benefits	2
Active plan members	<u>472</u>
Total members	<u><u>474</u></u>

E. Total OPEB Liability of the District

The District’s total OPEB liability of \$1,318,605 at year-end was measured as of July 1, 2023, and was determined by an actuarial valuation with a valuation date of July 1, 2022. Updated procedures were used to roll forward the total OPEB liability to the measurement date since the actuarial valuation date is not the same as the measurement date.

F. Actuarial Methods and Assumptions

The total OPEB liability was determined by an actuarial study using the entry-age method, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Discount rate	3.90%
20-year municipal bond yield	3.90%
Inflation rate	2.50%
Salary increases	Service graded table
Medical trend rate	6.25% as of July 1, 2023 grading to 5.00% over 5 years, then to 4.00% over the next 48 years
Dental trend rate	4.00%

Since the plan is not funded by an irrevocable trust, the discount rate is equal to the 20-year municipal bond yield.

Mortality rates were based on the Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables with MP-2021 Generational Improvement Scale. Economic assumptions are based on input from a variety of published sources of historical and projected future financial data. Each assumption was reviewed for reasonableness with the source information, as well as for consistency with the other economic assumptions.

NOTE 7 – OTHER POST-EMPLOYMENT BENEFITS (OPEB) PLAN (CONTINUED)

G. Changes in the Total OPEB Liability

	<u>Total OPEB Liability</u>
Beginning balance	\$ 1,167,995
Changes for the year	
Service cost	159,394
Interest	49,471
Assumption changes	(6,754)
Benefit payments	(51,501)
Total net changes	<u>150,610</u>
Ending balance	<u>\$ 1,318,605</u>

H. Changes in Actuarial Assumptions

- The discount rate was changed from 3.80 percent to 3.90 percent.

I. Total OPEB Liability Sensitivity to Discount and Healthcare Cost Trend Rate Changes

The following presents the total OPEB liability of the District, as well as what the District's total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current discount rate:

	<u>1% Decrease in Discount Rate</u>	<u>Current Discount Rate</u>	<u>1% Increase in Discount Rate</u>
OPEB discount rate	2.90%	3.90%	4.90%
Total OPEB liability	\$ 1,409,265	\$ 1,318,605	\$ 1,231,944

The following presents the total OPEB liability of the District, as well as what the District's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1 percentage point lower or 1 percentage point higher than the current healthcare cost trend rates:

	<u>1% Decrease in Healthcare Cost Trend Rates</u>	<u>Healthcare Cost Trend Rates</u>	<u>1% Increase in Healthcare Cost Trend Rates</u>
Medical cost trend rate	5.25% decreasing to 4.00%, then 3.00%	6.25% decreasing to 5.00%, then 4.00%	7.25% decreasing to 6.00%, then 5.00%
Dental trend rate	3.00%	4.00%	5.00%
Total OPEB liability	\$ 1,182,586	\$ 1,318,605	\$ 1,480,901

NOTE 7 – OTHER POST-EMPLOYMENT BENEFITS (OPEB) PLAN (CONTINUED)

J. OPEB Expense and Related Deferred Outflows and Deferred Inflows of Resources

The District recognized OPEB expense of \$54,448 in the current year, and at year-end reported the following deferred outflows and inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes in actuarial assumptions	\$ 25,077	\$ 218,547
Differences between expected and actual economic experience	–	493,206
District's contributions subsequent to the measurement date	<u>112,220</u>	<u>–</u>
Total	<u>\$ 137,297</u>	<u>\$ 711,753</u>

A total of \$112,220 reported as deferred outflows of resources related to OPEB resulting from district contributions subsequent to the measurement date will be recognized as a reduction of the total OPEB liability in the year ending June 30, 2025.

Other amounts reported as deferred outflows and inflows of resources to the OPEB Plan will be recognized in OPEB expense as follows:

Year Ending June 30,	OPEB Expense
2025	\$ (135,080)
2026	\$ (135,080)
2027	\$ (135,085)
2028	\$ (80,077)
2029	\$ (83,107)
Thereafter	\$ (118,247)

NOTE 8 – FLEXIBLE BENEFIT PLAN

The District offers its employees a flexible benefit plan, a cafeteria plan (the Plan) created in accordance with the IRC § 125. All employee groups of the District are eligible if and when the collective bargaining agreement or contract with their group allows eligibility. Eligible employees can elect to participate by contributing pretax dollars withheld from payroll checks to the Plan for healthcare and dependent care benefits.

Before the beginning of the Plan year, which is from January 1 to December 31, each participant designates a total amount of pretax dollars to be contributed to the Plan during the year. At June 30, the District is contingently liable for claims against the total amount of participants' annual contributions to the medical reimbursement portion of the Plan, whether or not such contributions have been made.

Payments of insurance premiums (health and dental) are made by the District directly to the designated insurance companies. These payments are made on a monthly basis and are accounted for in the General Fund.

Amounts withheld for medical reimbursement and dependent care are held in the District's cash account. Payments are made by a third party administrator to participating employees upon submitting a request for reimbursement of eligible expenses incurred by the employee. The medical reimbursement and dependent care activity are accounted for in the financial statements in the General Fund.

All property of the Plan and income attributable to that property is solely the property of the District, subject to the claims of the District's general creditors. Participants' rights under the Plan are equal to those of general creditors of the District in an amount equal to eligible healthcare and dependent care expenses incurred by the participants. The District believes that it is unlikely that it will use the assets to satisfy the claims of general creditors in the future.

NOTE 9 – COMMITMENTS AND CONTINGENCIES

A. Federal and State Revenues

Amounts received or receivable from federal and state agencies are subject to agency audit and adjustment. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of funds which may be disallowed by the agencies cannot be determined at this time although the District expects such amounts, if any, to be immaterial.

B. Legal Contingencies

The District has the usual and customary legal claims pending at year-end, mostly of a minor nature and/or covered by insurance. Although the outcomes of these claims are not presently determinable, the District believes that the resolution of these matters will not have a material effect on its financial position.

NOTE 10 – DEFICIT NET POSITION

The Post-Employment Employee Benefits Internal Service Fund had a deficit net position at June 30, 2024 of \$443,021. This deficit will be funded by future district contributions to this fund.

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REQUIRED SUPPLEMENTARY INFORMATION

INTERMEDIATE SCHOOL DISTRICT NO. 917

Public Employees Retirement Association Pension Benefits Plan
 Schedule of District's and Nonemployer Proportionate Share of Net Pension Liability
 Year Ended June 30, 2024

District Fiscal Year-End Date	PERA Fiscal Year-End Date (Measurement Date)	District's Proportion of the Net Pension Liability	District's Proportionate Share of the Net Pension Liability	District's Proportionate Share of the State of Minnesota's Proportionate Share of the Net Pension Liability	Proportionate Share of the Net Pension Liability and the District's Share of the State of Minnesota's Share of the Net Pension Liability	District's Covered Payroll	District's Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
06/30/2015	06/30/2014	0.0973%	\$ 4,570,667	\$ -	\$ 4,570,667	\$ 5,105,448	89.53%	78.70%
06/30/2016	06/30/2015	0.0956%	\$ 4,954,489	\$ -	\$ 4,954,489	\$ 5,613,356	88.26%	78.20%
06/30/2017	06/30/2016	0.0970%	\$ 7,875,919	\$ 102,897	\$ 7,978,816	\$ 6,015,751	130.92%	68.90%
06/30/2018	06/30/2017	0.0970%	\$ 6,192,416	\$ 77,892	\$ 6,270,308	\$ 6,251,084	99.06%	75.90%
06/30/2019	06/30/2018	0.1052%	\$ 5,836,065	\$ 191,344	\$ 6,027,409	\$ 7,070,948	82.54%	79.50%
06/30/2020	06/30/2019	0.1135%	\$ 6,275,161	\$ 194,992	\$ 6,470,153	\$ 8,036,142	78.09%	80.20%
06/30/2021	06/30/2020	0.1253%	\$ 7,512,308	\$ 231,538	\$ 7,743,846	\$ 8,933,431	84.09%	79.10%
06/30/2022	06/30/2021	0.1205%	\$ 5,145,891	\$ 157,170	\$ 5,303,061	\$ 8,676,826	59.31%	87.00%
06/30/2023	06/30/2022	0.1128%	\$ 8,933,798	\$ 261,896	\$ 9,195,694	\$ 8,447,806	105.75%	76.70%
06/30/2024	06/30/2023	0.1104%	\$ 6,173,444	\$ 170,115	\$ 6,343,559	\$ 8,778,757	70.32%	83.10%

Public Employees Retirement Association Pension Benefits Plan
 Schedule of District Contributions
 Year Ended June 30, 2024

District Fiscal Year-End Date	Statutorily Required Contributions	Contributions in Relation to the Statutorily Required Contributions	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
06/30/2015	\$ 414,341	\$ 414,341	\$ -	\$ 5,613,356	7.38%
06/30/2016	\$ 451,532	\$ 451,532	\$ -	\$ 6,015,751	7.51%
06/30/2017	\$ 469,399	\$ 469,399	\$ -	\$ 6,251,084	7.51%
06/30/2018	\$ 530,998	\$ 530,998	\$ -	\$ 7,070,948	7.51%
06/30/2019	\$ 603,172	\$ 603,172	\$ -	\$ 8,036,142	7.51%
06/30/2020	\$ 670,963	\$ 670,963	\$ -	\$ 8,933,431	7.51%
06/30/2021	\$ 650,759	\$ 650,759	\$ -	\$ 8,676,826	7.50%
06/30/2022	\$ 633,584	\$ 633,584	\$ -	\$ 8,447,806	7.50%
06/30/2023	\$ 658,405	\$ 658,405	\$ -	\$ 8,778,757	7.50%
06/30/2024	\$ 658,180	\$ 658,180	\$ -	\$ 8,770,025	7.50%

INTERMEDIATE SCHOOL DISTRICT NO. 917

Teachers Retirement Association Pension Benefits Plan
 Schedule of District's and Nonemployer Proportionate Share of Net Pension Liability
 Year Ended June 30, 2024

District Fiscal Year-End Date	TRA Fiscal Year-End Date (Measurement Date)	District's Proportion of the Net Pension Liability	District's Proportionate Share of the Net Pension Liability	District's Proportionate Share of the Minnesota's Proportionate Share of the Net Pension Liability	Proportionate Share of the Net Pension Liability and the District's Share of the State of Minnesota's Share of the Net Pension Liability	District's Covered Payroll	District's Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
06/30/2015	06/30/2014	0.2029%	\$ 9,349,486	\$ 657,803	\$ 10,007,289	\$ 9,262,291	100.94%	81.50%
06/30/2016	06/30/2015	0.1954%	\$ 12,087,423	\$ 1,482,856	\$ 13,570,279	\$ 9,915,820	121.90%	76.80%
06/30/2017	06/30/2016	0.2064%	\$ 49,231,325	\$ 4,941,167	\$ 54,172,492	\$ 10,745,627	458.15%	44.88%
06/30/2018	06/30/2017	0.2149%	\$ 42,897,938	\$ 4,147,269	\$ 47,045,207	\$ 11,700,275	366.64%	51.57%
06/30/2019	06/30/2018	0.2282%	\$ 14,333,096	\$ 1,346,422	\$ 15,679,518	\$ 12,766,959	112.27%	78.07%
06/30/2020	06/30/2019	0.2487%	\$ 15,852,190	\$ 1,402,823	\$ 17,255,013	\$ 14,116,834	112.29%	78.21%
06/30/2021	06/30/2020	0.2641%	\$ 19,512,062	\$ 1,634,982	\$ 21,147,044	\$ 15,346,868	127.14%	75.48%
06/30/2022	06/30/2021	0.2853%	\$ 12,485,581	\$ 1,053,149	\$ 13,538,730	\$ 17,075,599	73.12%	86.63%
06/30/2023	06/30/2022	0.2813%	\$ 22,525,016	\$ 1,670,646	\$ 24,195,662	\$ 17,379,438	129.61%	76.17%
06/30/2024	06/30/2023	0.2663%	\$ 21,986,325	\$ 1,540,360	\$ 23,526,685	\$ 16,933,793	129.84%	76.42%

Teachers Retirement Association Pension Benefits Plan
 Schedule of District Contributions
 Year Ended June 30, 2024

District Fiscal Year-End Date	Statutorily Required Contributions	Contributions in Relation to the Statutorily Required Contributions	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
06/30/2015	\$ 743,688	\$ 743,688	\$ -	\$ 9,915,820	7.50%
06/30/2016	\$ 805,427	\$ 805,427	\$ -	\$ 10,745,627	7.50%
06/30/2017	\$ 867,629	\$ 867,629	\$ -	\$ 11,700,275	7.42%
06/30/2018	\$ 955,252	\$ 955,252	\$ -	\$ 12,766,959	7.48%
06/30/2019	\$ 1,088,409	\$ 1,088,409	\$ -	\$ 14,116,834	7.71%
06/30/2020	\$ 1,215,570	\$ 1,215,570	\$ -	\$ 15,346,868	7.92%
06/30/2021	\$ 1,388,246	\$ 1,388,246	\$ -	\$ 17,075,599	8.13%
06/30/2022	\$ 1,449,585	\$ 1,449,585	\$ -	\$ 17,379,438	8.34%
06/30/2023	\$ 1,447,755	\$ 1,447,755	\$ -	\$ 16,933,793	8.55%
06/30/2024	\$ 1,415,517	\$ 1,415,517	\$ -	\$ 16,177,394	8.75%

INDEPENDENT SCHOOL DISTRICT NO. 917

Other Post-Employment Benefits Plan
 Schedule of Changes in the District's Total
 OPEB Liability and Related Ratios
 Year Ended June 30, 2024

	Year Ended June 30,						
	2018	2019	2020	2021	2022	2023	2024
Total OPEB liability							
Service cost	\$ 172,192	\$ 164,578	\$ 179,538	\$ 203,250	\$ 217,343	\$ 156,755	\$ 159,394
Interest	50,548	56,111	46,781	48,158	33,945	32,631	49,471
Assumption changes	–	1,687	27,367	(221,855)	18,536	(111,524)	(6,754)
Plan changes	–	–	–	72,879	–	4,421	–
Difference between expected and actual experience	–	(496,737)	–	(185,782)	–	(280,523)	–
Benefit payments	(53,728)	(49,298)	(59,430)	(61,583)	(78,048)	(61,383)	(51,501)
Net change in total OPEB liability	169,012	(323,659)	194,256	(144,933)	191,776	(259,623)	150,610
Total OPEB liability – beginning of year	1,341,166	1,510,178	1,186,519	1,380,775	1,235,842	1,427,618	1,167,995
Total OPEB liability – end of year	<u>\$ 1,510,178</u>	<u>\$ 1,186,519</u>	<u>\$ 1,380,775</u>	<u>\$ 1,235,842</u>	<u>\$ 1,427,618</u>	<u>\$ 1,167,995</u>	<u>\$ 1,318,605</u>
Covered-employee payroll	<u>\$ 17,301,959</u>	<u>\$ 21,687,037</u>	<u>\$ 22,337,648</u>	<u>\$ 26,723,569</u>	<u>\$ 27,525,276</u>	<u>\$ 24,945,523</u>	<u>\$ 25,693,889</u>
Total OPEB liability as a percentage of covered-employee payroll	<u>8.73%</u>	<u>5.47%</u>	<u>6.18%</u>	<u>4.62%</u>	<u>5.19%</u>	<u>4.68%</u>	<u>5.13%</u>

Note 1: The District has not established a trust fund to finance GASB Statement No. 75.

Note 2: The District implemented GASB Statement No. 75 for the year ended June 30, 2018. The schedules within the RSI section require a 10-year presentation. Additional years will be presented as they become available.

INDEPENDENT SCHOOL DISTRICT NO. 917

Notes to Required Supplementary Information
June 30, 2024

PERA – GENERAL EMPLOYEES RETIREMENT FUND

2023 CHANGES IN PLAN PROVISIONS

- An additional one-time direct state aid contribution of \$170.1 million will be contributed to the Plan on October 1, 2023.
- The vesting period of those hired after June 30, 2010, was changed from five years of allowable service to three years of allowable service.
- The benefit increase delay for early retirements on or after January 1, 2024, was eliminated.
- A one-time, noncompounding benefit increase of 2.50 percent minus the actual 2024 adjustment will be payable in a lump sum for calendar year 2024 by March 31, 2024.

2023 CHANGES IN ACTUARIAL ASSUMPTIONS

- The investment return assumption and single discount rate were changed from 6.50 percent to 7.00 percent.

2022 CHANGES IN ACTUARIAL ASSUMPTIONS

- The mortality improvement scale was changed from Scale MP-2020 to Scale MP-2021.

2021 CHANGES IN ACTUARIAL ASSUMPTIONS

- The investment return and single discount rates were changed from 7.50 percent to 6.50 percent, for financial reporting purposes.
- The mortality improvement scale was changed from Scale MP-2019 to Scale MP-2020.

2020 CHANGES IN PLAN PROVISIONS

- Augmentation for current privatized members was reduced to 2.00 percent for the period July 1, 2020 through December 31, 2023, and zero percent thereafter. Augmentation was eliminated for privatizations occurring after June 30, 2020.

2020 CHANGES IN ACTUARIAL ASSUMPTIONS

- The price inflation assumption was decreased from 2.50 percent to 2.25 percent.
- The payroll growth assumption was decreased from 3.25 percent to 3.00 percent.
- Assumed salary increase rates were changed as recommended in the June 30, 2019 experience study. The net effect is assumed rates that average 0.25 percent less than previous rates.
- Assumed rates of retirement were changed as recommended in the June 30, 2019 experience study. The changes result in more unreduced (normal) retirements and slightly fewer Rule of 90 and early retirements.
- Assumed rates of termination were changed as recommended in the June 30, 2019 experience study. The new rates are based on service and are generally lower than the previous rates for years two through five, and slightly higher thereafter.
- Assumed rates of disability were changed as recommended in the June 30, 2019 experience study. The change results in fewer predicted disability retirements for males and females.

PERA – GENERAL EMPLOYEES RETIREMENT FUND (CONTINUED)

2020 CHANGES IN ACTUARIAL ASSUMPTIONS (CONTINUED)

- The base mortality table for healthy annuitants and employees was changed from the RP-2014 Table to the Pub-2010 General Mortality Table, with adjustments. The base mortality table for disabled annuitants was changed from the RP-2014 Disabled Annuitant Mortality Table to the Pub-2010 General/Teacher Disabled Annuitant Mortality Table, with adjustments.
- The mortality improvement scale was changed from MP-2018 to MP-2019.
- The assumed spouse age difference was changed from two years older for females to one year older.
- The assumed number of married male new retirees electing the 100.00 percent joint and survivor option changed from 35.00 percent to 45.00 percent. The assumed number of married female new retirees electing the 100.00 percent joint and survivor option changed from 15.00 percent to 30.00 percent. The corresponding number of married new retirees electing the life annuity option was adjusted accordingly.

2019 CHANGES IN PLAN PROVISIONS

- The employer supplemental contribution was changed prospectively, decreasing from \$31.0 million to \$21.0 million per year. The state's special funding contribution was changed prospectively, requiring \$16.0 million due per year through 2031.

2019 CHANGES IN ACTUARIAL ASSUMPTIONS

- The mortality projection scale was changed from MP-2017 to MP-2018.

2018 CHANGES IN PLAN PROVISIONS

- The augmentation adjustment in early retirement factors is eliminated over a five-year period starting July 1, 2019, resulting in actuarial equivalence after June 30, 2024.
- Interest credited on member contributions decreased from 4.00 percent to 3.00 percent, beginning July 1, 2018.
- Deferred augmentation was changed to zero percent, effective January 1, 2019. Augmentation that has already accrued for deferred members will still apply.
- Contribution stabilizer provisions were repealed.
- Post-retirement benefit increases were changed from 1.00 percent per year, with a provision to increase to 2.50 percent upon attainment of 90.00 percent funding ratio, to 50.00 percent of the Social Security Cost of Living Adjustment, not less than 1.00 percent and not more than 1.50 percent, beginning January 1, 2019.
- For retirements on or after January 1, 2024, the first benefit increase is delayed until the retiree reaches normal retirement age. Does not apply to Rule of 90 retirees, disability benefit recipients, or survivors.
- Actuarial equivalent factors were updated to reflect revised mortality and interest assumptions.

2018 CHANGES IN ACTUARIAL ASSUMPTIONS

- The mortality projection scale was changed from MP-2015 to MP-2017.
- The assumed benefit increase was changed from 1.00 percent per year through 2044, and 2.50 percent per year thereafter, to 1.25 percent per year.

PERA – GENERAL EMPLOYEES RETIREMENT FUND (CONTINUED)

2017 CHANGES IN PLAN PROVISIONS

- The state's contribution for the Minneapolis Employees Retirement Fund equals \$16.0 million in 2017 and 2018, and \$6.0 million thereafter.
- The Employer Supplemental Contribution for the Minneapolis Employees Retirement Fund changed from \$21.0 million to \$31.0 million in calendar years 2019 to 2031. The state's contribution changed from \$16.0 million to \$6.0 million in calendar years 2019 to 2031.

2017 CHANGES IN ACTUARIAL ASSUMPTIONS

- The Combined Service Annuity (CSA) loads were changed from 0.80 percent for active members and 60.00 percent for vested and nonvested deferred members. The revised CSA loads are now zero percent for active member liability, 15.00 percent for vested deferred member liability, and 3.00 percent for nonvested deferred member liability.
- The assumed post-retirement benefit increase rate was changed from 1.00 percent per year for all years, to 1.00 percent per year through 2044, and 2.50 percent per year thereafter.

2016 CHANGES IN ACTUARIAL ASSUMPTIONS

- The assumed post-retirement benefit increase rate was changed from 1.00 percent per year through 2035, and 2.50 percent per year thereafter, to 1.00 percent per year for all years.
- The assumed investment return was changed from 7.90 percent to 7.50 percent. The single discount rate was changed from 7.90 percent to 7.50 percent.
- Other assumptions were changed pursuant to the experience study dated June 30, 2015. The assumed future salary increases, payroll growth, and inflation were decreased by 0.25 percent to 3.25 percent for payroll growth, and 2.50 percent for inflation.

2015 CHANGES IN PLAN PROVISIONS

- On January 1, 2015, the Minneapolis Employees Retirement Fund was merged into the General Employees Retirement Fund, which increased the total pension liability by \$1.1 billion and increased the fiduciary plan net position by \$892.0 million. Upon consolidation, state and employer contributions were revised; the state's contribution of \$6.0 million, which meets the special funding situation definition, was due September 2015.

2015 CHANGES IN ACTUARIAL ASSUMPTIONS

- The assumed post-retirement benefit increase rate was changed from 1.00 percent per year through 2030, and 2.50 percent per year thereafter, to 1.00 percent per year through 2035, and 2.50 percent per year thereafter.

TEACHERS RETIREMENT ASSOCIATION (TRA)

2023 CHANGES IN ACTUARIAL ASSUMPTIONS

- The normal retirement age for active and eligible Tier II members will be 65 effective July 1, 2024.
- The employer contribution rate will increase from 8.75 percent to 9.50 percent on July 1, 2025.
- The employee contribution rate will increase from 7.75 percent to 8.00 percent on July 1, 2025.
- The pension adjustment rate for school districts and the base budgets for MnSCU, Perpich Center for Arts Education, and Minnesota academies will increase to reflect the 0.75 percent employer contribution rate increase.

2021 CHANGES IN ACTUARIAL ASSUMPTIONS

- The investment return assumption was changed from 7.50 percent to 7.00 percent.

2018 CHANGES IN PLAN PROVISIONS

- The cost-of-living adjustment (COLA) was reduced from 2.00 percent each January 1 to 1.00 percent, effective January 1, 2019. Beginning January 1, 2024, the COLA will increase 0.10 percent each year until reaching the ultimate rate of 1.50 percent on January 1, 2028.
- Beginning July 1, 2024, eligibility for the first COLA changes to normal retirement age (age 65 to 66, depending on date of birth). However, members who retire under Rule of 90 and members who are at least age 62 with 30 years of service credit, are exempt.
- The COLA trigger provision, which would have increased the COLA to 2.50 percent if the funded ratio was at least 90.00 percent for two consecutive years, was eliminated.
- Augmentation in the early retirement reduction factors is phased out over a five-year period beginning July 1, 2019 and ending June 30, 2024 (this reduces early retirement benefits). Members who retire and are at least age 62 with 30 years of service are exempt.
- Augmentation on deferred benefits will be reduced to zero percent beginning July 1, 2019. Interest payable on refunds to members was reduced from 4.00 percent to 3.00 percent, effective July 1, 2018. Interest due on payments and purchases from members, employers is reduced from 8.50 percent to 7.50 percent, effective July 1, 2018.
- The employer contribution rate is increased each July 1 over the next six years, (7.71 percent in 2018, 7.92 percent in 2019, 8.13 percent in 2020, 8.34 percent in 2021, 8.55 percent in 2022, and 8.75 percent in 2023). In addition, the employee contribution rate will increase from 7.50 percent to 7.75 percent on July 1, 2023. The state provides funding for the higher employer contribution rate through an adjustment in the school aid formula.

2018 CHANGES IN ACTUARIAL ASSUMPTIONS

- The investment return assumption was changed from 8.50 percent to 7.50 percent.
- The single discount rate changed from 5.12 percent to 7.50 percent.

2017 CHANGES IN ACTUARIAL ASSUMPTIONS

- The COLA was assumed to increase from 2.00 percent annually to 2.50 percent annually on July 1, 2045.
- The COLA was not assumed to increase to 2.50 percent, but remain at 2.00 percent for all future years.
- Adjustments were made to the CSA loads. The active load was reduced from 1.40 percent to zero percent, the vested inactive load increased from 4.00 percent to 7.00 percent, and the nonvested inactive load increased from 4.00 percent to 9.00 percent.

TEACHERS RETIREMENT ASSOCIATION (TRA) (CONTINUED)

2017 CHANGES IN ACTUARIAL ASSUMPTIONS (CONTINUED)

- The investment return assumption was changed from 8.00 percent to 7.50 percent.
- The price inflation assumption was lowered from 2.75 percent to 2.50 percent.
- The payroll growth assumption was lowered from 3.50 percent to 3.00 percent.
- The general wage growth assumption was lowered from 3.50 percent to 2.85 percent for 10 years, followed by 3.25 percent thereafter.
- The salary increase assumption was adjusted to reflect the changes in the general wage growth assumption.
- The single discount rate changed from 4.66 percent to 5.12 percent.

2016 CHANGES IN ACTUARIAL ASSUMPTIONS

- The single discount rate was changed from 8.00 percent to 4.66 percent.

2015 CHANGES IN PLAN PROVISIONS

- The Duluth Teachers Retirement Fund Association was merged into the TRA on June 30, 2015.

2015 CHANGES IN ACTUARIAL ASSUMPTIONS

- The annual COLA for the June 30, 2015 valuation assumed 2.00 percent. The prior year valuation used 2.00 percent, with an increase to 2.50 percent commencing in 2034.
- The discount rate used to measure the total pension liability was 8.00 percent. This is a decrease from the discount rate at the prior measurement date of 8.25 percent.

OTHER POST-EMPLOYMENT BENEFITS PLAN

2023 CHANGES IN ACTUARIAL ASSUMPTIONS

- The discount rate was changed from 3.80 percent to 3.90 percent.

2022 CHANGES IN PLAN PROVISIONS

- The subsidy for the secondary principal was changed to match the assistant directors/principals.
- The assistant directors'/principals' and secondary principal's eligibility to receive a post-employment medical subsidy was updated to age 55 and 10 years of service (15 if hired after 2004) and hired before July 1, 2022. There is no post-employment medical subsidy for employees hired on or after July 1, 2022.
- The change in benefits for assistant directors/principals at July 1, 2004 was removed. The freeze on increases after retirement no longer applies to employees hired after July 1, 2004.
- A subsidized post-employment medical benefit was added for the communications, innovation, and public relations coordinator and human resources coordinator.

2022 CHANGES IN ACTUARIAL ASSUMPTIONS

- The healthcare trend rates were changed to better anticipate short-term and long-term medical increases.
- The mortality tables were updated from the Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables (General, Teachers) with MP-2019 Generational Improvement Scale to the Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables (General, Teachers) with MP-2021 Generational Improvement Scale.
- The salary increase rates for nonteachers were updated to reflect the latest experience study.
- The withdrawal rates were updated to reflect the latest experience study.
- The discount rate was changed from 2.10 percent to 3.80 percent.

OTHER POST-EMPLOYMENT BENEFITS PLAN (CONTINUED)

2021 CHANGES IN ACTUARIAL ASSUMPTIONS

- The discount rate was changed from 2.40 percent to 2.10 percent.

2020 CHANGES IN PLAN PROVISIONS

- The teachers' post-employment lump sum benefit payable to a Healthcare Savings Plan was increased from \$5,500 to \$7,500.

2020 CHANGES IN ACTUARIAL ASSUMPTIONS

- The mortality tables, healthcare trend rates, salary increase rates, and retiree plan participation percentages for future retirees who are not eligible to receive subsidized benefits were updated.
- The discount rate was changed from 3.10 percent to 2.40 percent.

2019 CHANGES IN ACTUARIAL ASSUMPTIONS

- The discount rate was changed from 3.50 percent to 3.10 percent.

2018 CHANGES IN ACTUARIAL ASSUMPTIONS

- The healthcare trend rates were changed to better anticipate short-term and long-term medical increases.
- The mortality tables were updated from the RP-2014 White Collar Mortality Tables with MP-2015 Generational Improvement Scale, to the RP-2014 White Collar Mortality Tables with MP-2017 Generational Improvement Scale.
- The discount rate was changed from 3.40 percent to 3.50 percent.

2017 CHANGES IN ACTUARIAL ASSUMPTIONS

- The discount rate was changed from 3.00 percent to 3.40 percent.

SUPPLEMENTARY INFORMATION

INTERMEDIATE SCHOOL DISTRICT NO. 917

General Fund
Comparative Balance Sheet
as of June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>
Assets		
Cash and temporary investments	\$ 4,188,979	\$ 5,486,020
Cash and investments held by trustee	50,732	46,961
Receivables		
Accounts and interest	14,122	5,891
Due from other school districts	2,126,653	2,828,572
Due from Minnesota Department of Education	7,284,930	5,804,786
Due from other governmental units	15,551	1,633
Inventory	332	485
Prepaid items	<u>181,589</u>	<u>118,862</u>
Total assets	<u>\$ 13,862,888</u>	<u>\$ 14,293,210</u>
Liabilities		
Salaries and compensated absences payable	\$ 3,023,912	\$ 3,038,756
Accounts and contracts payable	92,551	95,462
Due to other school districts	512,372	575,808
Due to other governmental units	541,877	459,793
Unearned revenue	<u>11,991</u>	<u>43,934</u>
Total liabilities	4,182,703	4,213,753
Fund balances		
Nonspendable for inventory	332	485
Nonspendable for prepaid items	181,589	118,862
Restricted for student activities	864	3,620
Restricted for basic skills programs	225,789	-
Restricted for debt service	50,732	46,961
Assigned for subsequent year's budgeted deficit	159,724	575,075
Unassigned	<u>9,061,155</u>	<u>9,334,454</u>
Total fund balances	<u>9,680,185</u>	<u>10,079,457</u>
Total liabilities and fund balances	<u>\$ 13,862,888</u>	<u>\$ 14,293,210</u>

INTERMEDIATE SCHOOL DISTRICT NO. 917

General Fund
 Schedule of Revenue, Expenditures, and Changes in Fund Balances
 Budget and Actual
 Year Ended June 30, 2024
 (With Comparative Actual Amounts for the Year Ended June 30, 2023)

	2024		Over (Under) Budget	2023
	Budget	Actual		Actual
Revenue				
Local sources				
Tuition	\$ 9,746,895	\$ 9,124,487	\$ (622,408)	\$ 9,588,150
Investment earnings	259,500	283,858	24,358	236,323
Other	516,048	602,405	86,357	589,836
State sources	34,132,686	32,025,446	(2,107,240)	30,751,039
Federal sources	562,988	520,631	(42,357)	1,748,203
Total revenue	<u>45,218,117</u>	<u>42,556,827</u>	<u>(2,661,290)</u>	<u>42,913,551</u>
Expenditures				
Current				
Administrative and support services	227,134	246,590	19,456	320,394
Secondary vocational/DCALS	4,541,942	4,329,954	(211,988)	3,847,059
Special education programs	39,718,285	36,800,320	(2,917,965)	37,297,578
Debt service				
Principal	903,390	903,390	-	858,347
Interest and fiscal charges	689,092	687,392	(1,700)	734,535
Total expenditures	<u>46,079,843</u>	<u>42,967,646</u>	<u>(3,112,197)</u>	<u>43,057,913</u>
Excess (deficiency) of revenue over expenditures	(861,726)	(410,819)	450,907	(144,362)
Other financing sources (uses)				
Sale of assets	-	19,651	19,651	26,465
Insurance recovery	15,240	18,228	2,988	-
Transfers out	-	(26,332)	(26,332)	(5,094)
Total financing sources (uses)	<u>15,240</u>	<u>11,547</u>	<u>(3,693)</u>	<u>21,371</u>
Net change in fund balances	<u>\$ (846,486)</u>	<u>(399,272)</u>	<u>\$ 447,214</u>	<u>(122,991)</u>
Fund balances				
Beginning of year		<u>10,079,457</u>		<u>10,202,448</u>
End of year		<u>\$ 9,680,185</u>		<u>\$ 10,079,457</u>

INTERMEDIATE SCHOOL DISTRICT NO. 917

General Fund
Combining Balance Sheet by Account
as of June 30, 2024

	Secondary Education	Special Education	Services Allocation
Assets			
Cash and temporary investments (deficit)	\$ 5,332,078	\$ (939,335)	\$ (207,691)
Cash and investments held by trustee	-	-	-
Receivables			
Accounts and interest	11,525	1,939	-
Due from other school districts	955,677	982,276	188,700
Due from Minnesota Department of Education	197,597	7,080,260	7,073
Due from other governmental units	4,426	11,125	-
Inventory	-	-	-
Prepaid items	18,091	139,646	23,852
Total assets	\$ 6,519,394	\$ 7,275,911	\$ 11,934
Liabilities			
Salaries and compensated absences payable	\$ 3,023,912	\$ -	\$ -
Accounts and contracts payable	1,465	81,275	9,262
Due to other school districts	72,818	439,554	-
Due to other governmental units	366,621	175,130	27
Unearned revenue	-	9,346	2,645
Total liabilities	3,464,816	705,305	11,934
Fund balances (deficit)			
Nonspendable for inventory	-	-	-
Nonspendable for prepaid items	18,091	139,646	23,852
Restricted for student activities	-	-	-
Restricted for debt service	-	-	-
Restricted for basic skills programs	3,216	222,573	-
Assigned for subsequent year's budgeted deficit	-	153,722	8
Unassigned	3,033,271	6,054,665	(23,860)
Total fund balances	3,054,578	6,570,606	-
Total liabilities and fund balances	\$ 6,519,394	\$ 7,275,911	\$ 11,934

District Support Services	Capital Expenditure	Secondary Resale	Special Education Resale	Student Activities	Total
\$ -	\$ (27,265)	\$ 6,022	\$ 18,785	\$ 6,385	\$ 4,188,979
-	50,732	-	-	-	50,732
-	-	658	-	-	14,122
-	-	-	-	-	2,126,653
-	-	-	-	-	7,284,930
-	-	-	-	-	15,551
-	-	-	332	-	332
-	-	-	-	-	181,589
<u>\$ -</u>	<u>\$ 23,467</u>	<u>\$ 6,680</u>	<u>\$ 19,117</u>	<u>\$ 6,385</u>	<u>\$ 13,862,888</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,023,912
-	-	-	272	277	92,551
-	-	-	-	-	512,372
-	-	-	99	-	541,877
-	-	-	-	-	11,991
-	-	-	371	277	4,182,703
-	-	-	332	-	332
-	-	-	-	-	181,589
-	-	-	-	864	864
-	50,732	-	-	-	50,732
-	-	-	-	-	225,789
-	-	750	-	5,244	159,724
-	(27,265)	5,930	18,414	-	9,061,155
<u>-</u>	<u>23,467</u>	<u>6,680</u>	<u>18,746</u>	<u>6,108</u>	<u>9,680,185</u>
<u>\$ -</u>	<u>\$ 23,467</u>	<u>\$ 6,680</u>	<u>\$ 19,117</u>	<u>\$ 6,385</u>	<u>\$ 13,862,888</u>

INTERMEDIATE SCHOOL DISTRICT NO. 917

General Fund

Combining Schedule of Revenue, Expenditures, and Changes in Fund Balances by Account
Year Ended June 30, 2024

	Secondary Education	Special Education	Services Allocation
Revenue			
Local sources			
Tuition	\$ 2,631,503	\$ 5,966,359	\$ -
Investment earnings	127,602	141,785	-
Other	10,298	554,930	20,570
State sources	626,074	31,350,672	48,700
Federal sources	341,866	1,445	177,320
Total revenue	<u>3,737,343</u>	<u>38,015,191</u>	<u>246,590</u>
Expenditures			
Current			
Administrative and support services	-	-	246,590
Secondary vocational/DCALS	4,308,947	-	-
Special education programs	-	36,791,422	-
Debt service			
Principal	-	578,390	-
Interest and fiscal charges	-	485,767	-
Total expenditures	<u>4,308,947</u>	<u>37,855,579</u>	<u>246,590</u>
Excess (deficiency) of revenue over expenditures	(571,604)	159,612	-
Other financing sources (uses)			
Sale of assets	18,841	810	-
Insurance recovery	-	18,228	-
Transfers out	-	(26,332)	-
Total other financing sources (uses)	<u>18,841</u>	<u>(7,294)</u>	<u>-</u>
Net change in fund balances	(552,763)	152,318	-
Fund balances			
Beginning of year	<u>3,607,341</u>	<u>6,418,288</u>	<u>-</u>
End of year	<u>\$ 3,054,578</u>	<u>\$ 6,570,606</u>	<u>\$ -</u>

<u>District Support Services</u>	<u>Capital Expenditure</u>	<u>Secondary Resale</u>	<u>Special Education Resale</u>	<u>Student Activities</u>	<u>Total</u>
\$ -	\$ 526,625	\$ -	\$ -	\$ -	\$ 9,124,487
-	14,471	-	-	-	283,858
-	-	1,082	12,685	2,840	602,405
-	-	-	-	-	32,025,446
-	-	-	-	-	520,631
-	<u>541,096</u>	<u>1,082</u>	<u>12,685</u>	<u>2,840</u>	<u>42,556,827</u>
-	-	-	-	-	246,590
-	2,401	16,154	-	2,452	4,329,954
-	-	-	8,898	-	36,800,320
-	325,000	-	-	-	903,390
-	<u>201,625</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>687,392</u>
-	<u>529,026</u>	<u>16,154</u>	<u>8,898</u>	<u>2,452</u>	<u>42,967,646</u>
-	12,070	(15,072)	3,787	388	(410,819)
-	-	-	-	-	19,651
-	-	-	-	-	18,228
-	-	-	-	-	(26,332)
-	-	-	-	-	<u>11,547</u>
-	12,070	(15,072)	3,787	388	(399,272)
-	<u>11,397</u>	<u>21,752</u>	<u>14,959</u>	<u>5,720</u>	<u>10,079,457</u>
<u>\$ -</u>	<u>\$ 23,467</u>	<u>\$ 6,680</u>	<u>\$ 18,746</u>	<u>\$ 6,108</u>	<u>\$ 9,680,185</u>

INTERMEDIATE SCHOOL DISTRICT NO. 917

General Fund – Secondary Education Account
 Schedule of Revenue, Expenditures, and Changes in Fund Balances
 Budget and Actual

Year Ended June 30, 2024

(With Comparative Actual Amounts for the Year Ended June 30, 2023)

	2024		Over (Under) Budget	2023
	Budget	Actual		Actual
Revenue				
Local sources				
Tuition	\$ 3,122,230	\$ 2,631,503	\$ (490,727)	\$ 2,747,280
Investment earnings	100,000	127,602	27,602	91,044
Other	4,996	10,298	5,302	2,560
State sources	591,732	626,074	34,342	374,528
Federal sources	364,113	341,866	(22,247)	445,370
Total revenue	<u>4,183,071</u>	<u>3,737,343</u>	<u>(445,728)</u>	<u>3,660,782</u>
Expenditures				
Current				
Secondary vocational/DCALS				
Salaries	2,496,125	2,442,465	(53,660)	2,133,600
Employee benefits	929,677	905,703	(23,974)	766,749
Purchased services	694,022	623,908	(70,114)	603,824
Supplies and materials	142,316	93,022	(49,294)	94,763
Other expenditures	21,433	17,741	(3,692)	17,696
Capital expenditures	35,857	33,779	(2,078)	22,686
Allocated overhead	199,956	192,329	(7,627)	195,197
Debt service				
Principal	–	–	–	2,264
Interest and fiscal charges	–	–	–	101
Total expenditures	<u>4,519,386</u>	<u>4,308,947</u>	<u>(210,439)</u>	<u>3,836,880</u>
Excess (deficiency) of revenue over expenditures	(336,315)	(571,604)	(235,289)	(176,098)
Other financing sources				
Sale of assets	–	18,841	18,841	6,900
Net change in fund balances	<u>\$ (336,315)</u>	<u>(552,763)</u>	<u>\$ (216,448)</u>	<u>(169,198)</u>
Fund balances				
Beginning of year		<u>3,607,341</u>		<u>3,776,539</u>
End of year		<u>\$ 3,054,578</u>		<u>\$ 3,607,341</u>

INTERMEDIATE SCHOOL DISTRICT NO. 917

General Fund – Special Education Account
 Schedule of Revenue, Expenditures, and Changes in Fund Balances
 Budget and Actual
 Year Ended June 30, 2024
 (With Comparative Actual Amounts for the Year Ended June 30, 2023)

	2024		Over (Under) Budget	2023
	Budget	Actual		Actual
Revenue				
Local sources				
Tuition	\$ 6,098,040	\$ 5,966,359	\$ (131,681)	\$ 6,316,370
Investment earnings	150,000	141,785	(8,215)	135,811
Other	473,631	554,930	81,299	568,030
State sources	33,512,254	31,350,672	(2,161,582)	30,348,646
Federal sources	4,881	1,445	(3,436)	1,029,461
Total revenue	<u>40,238,806</u>	<u>38,015,191</u>	<u>(2,223,615)</u>	<u>38,398,318</u>
Expenditures				
Current				
Special education programs				
Salaries	22,108,544	21,046,706	(1,061,838)	22,114,977
Employee benefits	7,975,348	7,649,733	(325,615)	7,775,811
Purchased services	5,748,727	4,551,280	(1,197,447)	3,835,126
Supplies and materials	820,339	672,802	(147,537)	950,867
Other expenditures	141,085	128,063	(13,022)	123,007
Capital expenditures	558,019	479,059	(78,960)	284,304
Allocated overhead	2,356,223	2,263,779	(92,444)	2,208,320
Debt service				
Principal	578,390	578,390	–	541,083
Interest and fiscal charges	487,467	485,767	(1,700)	524,934
Total expenditures	<u>40,774,142</u>	<u>37,855,579</u>	<u>(2,918,563)</u>	<u>38,358,429</u>
Excess (deficiency) of revenue over expenditures	(535,336)	159,612	694,948	39,889
Other financing sources (uses)				
Sale of assets	–	810	810	19,565
Insurance recovery	15,240	18,228	2,988	–
Transfers out	–	(26,332)	(26,332)	(5,094)
Total other financing sources (uses)	<u>15,240</u>	<u>(7,294)</u>	<u>(22,534)</u>	<u>14,471</u>
Net change in fund balances	<u>\$ (520,096)</u>	152,318	<u>\$ 672,414</u>	54,360
Fund balances				
Beginning of year		<u>6,418,288</u>		<u>6,363,928</u>
End of year		<u>\$ 6,570,606</u>		<u>\$ 6,418,288</u>

INTERMEDIATE SCHOOL DISTRICT NO. 917

General Fund – Services Allocation Account
 Schedule of Revenue, Expenditures, and Changes in Fund Balances
 Budget and Actual
 Year Ended June 30, 2024
 (With Comparative Actual Amounts for the Year Ended June 30, 2023)

	2024		Over (Under) Budget	2023
	Budget	Actual		Actual
Revenue				
Local sources				
Other	\$ 23,921	\$ 20,570	\$ (3,351)	\$ 5,472
State sources	28,700	48,700	20,000	27,865
Federal sources	193,994	177,320	(16,674)	273,372
Total revenue	<u>246,615</u>	<u>246,590</u>	<u>(25)</u>	<u>306,709</u>
Expenditures				
Current				
Administrative and support services				
Salaries	1,761,290	1,787,973	26,683	1,761,160
Employee benefits	539,881	533,188	(6,693)	527,171
Purchased services	289,998	209,804	(80,194)	268,575
Supplies and materials	139,689	133,582	(6,107)	119,893
Other expenditures	24,794	21,479	(3,315)	22,671
Capital expenditures	27,660	16,672	(10,988)	23,767
Allocated overhead	(2,556,178)	(2,456,108)	100,070	(2,403,514)
Total expenditures	<u>227,134</u>	<u>246,590</u>	<u>19,456</u>	<u>319,723</u>
Net change in fund balances	<u>\$ 19,481</u>	<u>–</u>	<u>\$ (19,481)</u>	<u>(13,014)</u>
Fund balances				
Beginning of year		<u>–</u>		<u>13,014</u>
End of year		<u>\$ –</u>		<u>\$ –</u>

INTERMEDIATE SCHOOL DISTRICT NO. 917

General Fund – District Support Services Account
 Schedule of Revenue, Expenditures, and Changes in Fund Balances
 Budget and Actual
 Year Ended June 30, 2024
 (With Comparative Actual Amounts for the Year Ended June 30, 2023)

	2024			2023
	Budget	Actual	Over (Under) Budget	Actual
Revenue				
Local sources				
Other	\$ -	\$ -	\$ -	\$ -
Expenditures				
Current				
Administrative and support services				
Purchased services	-	-	-	671
Net change in fund balance	<u>\$ -</u>	<u>-</u>	<u>\$ -</u>	(671)
Fund balances				
Beginning of year		-		671
End of year		<u>\$ -</u>		<u>\$ -</u>

INTERMEDIATE SCHOOL DISTRICT NO. 917

General Fund – Capital Expenditure Account
 Schedule of Revenue, Expenditures, and Changes in Fund Balances
 Budget and Actual
 Year Ended June 30, 2024
 (With Comparative Actual Amounts for the Year Ended June 30, 2023)

	2024		Over (Under) Budget	2023
	Budget	Actual		Actual
Revenue				
Local sources				
Tuition	\$ 526,625	\$ 526,625	\$ –	\$ 524,500
Investment earnings	9,500	14,471	4,971	9,468
Total revenue	<u>536,125</u>	<u>541,096</u>	<u>4,971</u>	<u>533,968</u>
Expenditures				
Current				
Secondary vocational/DCALS				
Purchased services	2,400	2,401	1	5,400
Debt service				
Principal	325,000	325,000	–	315,000
Interest and fiscal charges	201,625	201,625	–	209,500
Total expenditures	<u>529,025</u>	<u>529,026</u>	<u>1</u>	<u>529,900</u>
Net change in fund balances	<u>\$ 7,100</u>	12,070	<u>\$ 4,970</u>	4,068
Fund balances				
Beginning of year		<u>11,397</u>		<u>7,329</u>
End of year		<u>\$ 23,467</u>		<u>\$ 11,397</u>

INTERMEDIATE SCHOOL DISTRICT NO. 917

General Fund – Secondary Resale Account
 Schedule of Revenue, Expenditures, and Changes in Fund Balances
 Budget and Actual
 Year Ended June 30, 2024
 (With Comparative Actual Amounts for the Year Ended June 30, 2023)

	2024		Over (Under) Budget	2023
	Budget	Actual		Actual
Revenue				
Local sources				
Other	\$ 3,000	\$ 1,082	\$ (1,918)	\$ 2,219
Expenditures				
Current				
Secondary vocational/DCALS				
Purchased services	1,900	2,089	189	350
Supplies and materials	14,255	14,065	(190)	4,595
Other expenditures	–	–	–	55
Total expenditures	<u>16,155</u>	<u>16,154</u>	<u>(1)</u>	<u>5,000</u>
Net change in fund balances	<u>\$ (13,155)</u>	(15,072)	<u>\$ (1,917)</u>	(2,781)
Fund balances				
Beginning of year		<u>21,752</u>		<u>24,533</u>
End of year		<u>\$ 6,680</u>		<u>\$ 21,752</u>

INTERMEDIATE SCHOOL DISTRICT NO. 917

General Fund – Special Education Resale Account
 Schedule of Revenue, Expenditures, and Changes in Fund Balances
 Budget and Actual
 Year Ended June 30, 2024
 (With Comparative Actual Amounts for the Year Ended June 30, 2023)

	2024			2023
	Budget	Actual	Over (Under) Budget	Actual
Revenue				
Local sources				
Other	\$ 9,050	\$ 12,685	\$ 3,635	\$ 9,871
Expenditures				
Current				
Special education programs				
Purchased services	–	–	–	380
Supplies and materials	10,000	8,865	(1,135)	4,731
Other expenditures	–	33	33	55
Total expenditures	<u>10,000</u>	<u>8,898</u>	<u>(1,102)</u>	<u>5,166</u>
Net change in fund balances	<u>\$ (950)</u>	3,787	<u>\$ 4,737</u>	4,705
Fund balances				
Beginning of year		<u>14,959</u>		<u>10,254</u>
End of year		<u>\$ 18,746</u>		<u>\$ 14,959</u>

INTERMEDIATE SCHOOL DISTRICT NO. 917

General Fund – Student Activities
 Schedule of Revenue, Expenditures, and Changes in Fund Balances
 Budget and Actual
 Year Ended June 30, 2024
 (With Comparative Actual Amounts for the Year Ended June 30, 2023)

	2024			2023
	Budget	Actual	Over (Under) Budget	Actual
Revenue				
Local sources				
Other	\$ 1,450	\$ 2,840	\$ 1,390	\$ 1,684
Expenditures				
Current				
Secondary vocational/DCALS				
Purchased services	781	1,093	312	–
Supplies and materials	3,220	1,359	(1,861)	2,144
Total expenditures	<u>4,001</u>	<u>2,452</u>	<u>(1,549)</u>	<u>2,144</u>
Net change in fund balances	<u>\$ (2,551)</u>	388	<u>\$ 2,939</u>	(460)
Fund balances				
Beginning of year		<u>5,720</u>		<u>6,180</u>
End of year		<u>\$ 6,108</u>		<u>\$ 5,720</u>

INTERMEDIATE SCHOOL DISTRICT NO. 917

Food Service Special Revenue Fund
 Comparative Balance Sheet
 as of June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>
Assets		
Cash and temporary investments	\$ 3,669	\$ 4,561
Receivables		
Accounts and interest	12,151	7,028
Due from other governmental units	4,687	-
Prepaid items	<u>1,481</u>	<u>-</u>
Total assets	<u>\$ 21,988</u>	<u>\$ 11,589</u>
Liabilities		
Accounts payable	\$ 3,694	\$ 922
Due to other governmental units	1,468	-
Unearned revenue	<u>-</u>	<u>10,667</u>
Total liabilities	5,162	11,589
Fund balances		
Nonspendable for prepaid items	1,481	-
Restricted for food service	<u>15,345</u>	<u>-</u>
Total fund balances	<u>16,826</u>	<u>-</u>
Total liabilities and fund balances	<u>\$ 21,988</u>	<u>\$ 11,589</u>

INTERMEDIATE SCHOOL DISTRICT NO. 917

Food Service Special Revenue Fund
 Schedule of Revenue, Expenditures, and Changes in Fund Balances
 Budget and Actual
 Year Ended June 30, 2024
 (With Comparative Actual Amounts for the Year Ended June 30, 2023)

	2024		Over (Under) Budget	2023
	Budget	Actual		Actual
Revenue				
Local sources				
Other – primarily meal sales	\$ –	\$ 32	\$ 32	\$ 17,122
State sources	35,009	32,621	(2,388)	4,282
Federal sources	160,629	166,179	5,550	105,489
Total revenue	<u>195,638</u>	<u>198,832</u>	<u>3,194</u>	<u>126,893</u>
Expenditures				
Purchased services	3,495	3,705	210	4,275
Supplies and materials	<u>210,318</u>	<u>204,633</u>	<u>(5,685)</u>	<u>145,382</u>
Total expenditures	<u>213,813</u>	<u>208,338</u>	<u>(5,475)</u>	<u>149,657</u>
Excess (deficiency) of revenue over expenditures	(18,175)	(9,506)	8,669	(22,764)
Other financing sources				
Transfers in	<u>18,175</u>	<u>26,332</u>	<u>8,157</u>	<u>5,094</u>
Net change in fund balances	<u>\$ –</u>	<u>16,826</u>	<u>\$ 16,826</u>	<u>(17,670)</u>
Fund balances				
Beginning of year		<u>–</u>		<u>17,670</u>
End of year		<u>\$ 16,826</u>		<u>\$ –</u>

INTERMEDIATE SCHOOL DISTRICT NO. 917

Internal Service Funds
 Combining Statement of Net Position
 as of June 30, 2024
 (With Comparative Totals as of June 30, 2023)

	Dental Self-Insurance	Medical Self-Insurance	Post-Employment Employee Benefits
Assets			
Current assets			
Cash and temporary investments	\$ 653,254	\$ 6,785,661	\$ 1,777,716
Receivables			
Accounts and interest	-	97,979	-
Total assets	<u>653,254</u>	<u>6,883,640</u>	<u>1,777,716</u>
Deferred outflows of resources			
OPEB plan deferments	-	-	137,297
Liabilities			
Current liabilities			
Accounts and contracts payable	41,336	338,645	-
Due to other governmental units	-	1,694	-
Total OPEB liability – due within one year	-	-	112,220
Severance benefits payable – due within one year	-	-	80,971
Unearned revenue	1,980	59,195	-
Total current liabilities	<u>43,316</u>	<u>399,534</u>	<u>193,191</u>
Long-term liabilities			
Total OPEB liability – due in more than one year	-	-	1,206,385
Severance benefits payable – due in more than one year	-	-	246,705
Total long-term liabilities	<u>-</u>	<u>-</u>	<u>1,453,090</u>
Total liabilities	43,316	399,534	1,646,281
Deferred inflows of resources			
OPEB plan deferments	-	-	711,753
Net position			
Unrestricted	<u>\$ 609,938</u>	<u>\$ 6,484,106</u>	<u>\$ (443,021)</u>

Totals	
2024	2023
\$ 9,216,631	\$ 8,448,368
97,979	2,821
<u>9,314,610</u>	<u>8,451,189</u>
137,297	62,530
379,981	305,690
1,694	1,692
112,220	32,164
80,971	26,421
61,175	65,471
<u>636,041</u>	<u>431,438</u>
1,206,385	1,135,831
246,705	272,666
<u>1,453,090</u>	<u>1,408,497</u>
2,089,131	1,839,935
<u>711,753</u>	<u>845,368</u>
<u>\$ 6,651,023</u>	<u>\$ 5,828,416</u>

INTERMEDIATE SCHOOL DISTRICT NO. 917

Internal Service Funds
 Combining Statement of Revenue, Expenses, and Changes in Net Position
 Year Ended June 30, 2024
 (With Comparative Totals for the Year Ended June 30, 2023)

	<u>Dental Self-Insurance</u>	<u>Medical Self-Insurance</u>	<u>Post-Employment Employee Benefits</u>
Operating revenue			
Charges for services			
Contributions from governmental funds	\$ 464,829	\$ 4,156,527	\$ 139,065
Operating expenses			
Post-employment severance and health benefits (change in severance)	-	-	15,223
Medical benefit claims	-	3,839,717	-
Dental benefit claims	504,132	-	-
Total operating expenses	<u>504,132</u>	<u>3,839,717</u>	<u>15,223</u>
Operating income (loss)	(39,303)	316,810	123,842
Nonoperating revenue			
Investment earnings	<u>31,246</u>	<u>306,591</u>	<u>83,421</u>
Change in net position	(8,057)	623,401	207,263
Net position			
Beginning of year	<u>617,995</u>	<u>5,860,705</u>	<u>(650,284)</u>
End of year	<u>\$ 609,938</u>	<u>\$ 6,484,106</u>	<u>\$ (443,021)</u>

Totals	
<u>2024</u>	<u>2023</u>
\$ 4,760,421	\$ 5,131,847
15,223	(12,285)
3,839,717	3,771,538
504,132	485,861
<u>4,359,072</u>	<u>4,245,114</u>
401,349	886,733
<u>421,258</u>	<u>241,508</u>
822,607	1,128,241
<u>5,828,416</u>	<u>4,700,175</u>
<u>\$ 6,651,023</u>	<u>\$ 5,828,416</u>

INTERMEDIATE SCHOOL DISTRICT NO. 917

Internal Service Funds
 Combining Statement of Cash Flows
 Year Ended June 30, 2024
 (With Comparative Totals for the Year Ended June 30, 2023)

	Dental Self-Insurance	Medical Self-Insurance	Post-Employment Employee Benefits
Cash flows from operating activities			
Contributions from governmental funds	\$ 464,696	\$ 4,057,206	\$ 139,065
Post-employment severance and health benefit payments	-	-	(44,406)
Payments for medical claims	-	(3,755,814)	-
Payments for dental claims	(513,742)	-	-
Net cash flows from operating activities	<u>(49,046)</u>	<u>301,392</u>	<u>94,659</u>
Cash flows from investing activities			
Investment income received	<u>31,246</u>	<u>306,591</u>	<u>83,421</u>
Net change in cash and cash equivalents	(17,800)	607,983	178,080
Cash and temporary investments			
Beginning of year	<u>671,054</u>	<u>6,177,678</u>	<u>1,599,636</u>
End of year	<u>\$ 653,254</u>	<u>\$ 6,785,661</u>	<u>\$ 1,777,716</u>
Reconciliation of operating income (loss) to net cash flows from operating activities			
Operating income (loss)	\$ (39,303)	\$ 316,810	\$ 123,842
Adjustments to reconcile operating income (loss) to net cash flows from operating activities			
Changes in assets and liabilities			
Accounts and interest receivable	-	(95,158)	-
Prepaid items	-	-	-
OPEB plan deferments	-	-	(208,382)
Accounts and contracts payable	(9,610)	83,901	-
Due to other governmental units	-	2	-
Severance benefits payable	-	-	28,589
Total OPEB liability	-	-	150,610
Unearned revenue	<u>(133)</u>	<u>(4,163)</u>	<u>-</u>
Net cash flows from operating activities	<u>\$ (49,046)</u>	<u>\$ 301,392</u>	<u>\$ 94,659</u>

Totals	
2024	2023
\$ 4,660,967	\$ 5,117,270
(44,406)	(39,037)
(3,755,814)	(3,831,449)
<u>(513,742)</u>	<u>(483,669)</u>
347,005	763,115
<u>421,258</u>	<u>241,508</u>
768,263	1,004,623
<u>8,448,368</u>	<u>7,443,745</u>
<u>\$ 9,216,631</u>	<u>\$ 8,448,368</u>
\$ 401,349	\$ 886,733
(95,158)	(2,821)
–	5,000
(208,382)	258,755
74,291	(62,720)
2	1
28,589	(50,454)
150,610	(259,623)
<u>(4,296)</u>	<u>(11,756)</u>
<u>\$ 347,005</u>	<u>\$ 763,115</u>

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OTHER INFORMATION

INTERMEDIATE SCHOOL DISTRICT NO. 917

Government-Wide Revenue by Type
Last Ten Fiscal Years

Year Ended June 30,	Program Revenues			General Revenues	Total
	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Investment Earnings and Other	
2015	\$ 7,876,725 30%	\$ 18,073,067 67%	\$ 559,401 2%	\$ 125,715 1%	\$ 26,634,908 100%
2016	8,765,738 30%	20,327,694 68%	554,908 2%	139,795 0%	29,788,135 100%
2017	8,910,685 28%	21,223,814 67%	539,240 2%	845,477 3%	31,519,216 100%
2018	9,660,814 28%	23,146,660 67%	557,650 2%	580,576 3%	33,945,700 100%
2019	11,429,417 29%	26,541,284 67%	548,350 1%	1,070,943 3%	39,589,994 100%
2020	10,276,311 24%	30,724,528 73%	591,900 1%	699,517 2%	42,292,256 100%
2021	9,775,850 23%	31,662,477 74%	553,065 1%	691,977 2%	42,683,369 100%
2022	10,185,407 24%	31,382,042 74%	552,753 1%	470,690 1%	42,590,892 100%
2023	9,604,486 22%	32,021,946 74%	652,365 1%	1,168,419 3%	43,447,216 100%
2024	9,144,988 21%	32,377,559 75%	715,325 2%	1,075,015 2%	43,312,887 100%

INTERMEDIATE SCHOOL DISTRICT NO. 917

Government-Wide Expenses by Program
Last Ten Fiscal Years

Year Ended June 30,	Administrative and Support Services	Secondary Vocational/ DCALS	Special Education Programs	Food Service	Interest and Fiscal Charges on Debt	Total
2015	\$ 1,867,491 8%	\$ 3,182,362 12%	\$ 20,634,460 79%	\$ 116,426 -	\$ 316,820 1%	\$ 26,117,559 100%
2016	1,886,824 8%	2,993,362 11%	22,764,328 81%	131,729 -	307,246 1%	28,083,489 100%
2017	3,088,390 8%	3,590,904 10%	30,535,125 81%	143,390 -	301,437 1%	37,659,246 100%
2018	2,370,386 6%	4,185,093 11%	31,992,143 82%	136,447 -	246,834 1%	38,930,903 100%
2019	1,943,841 6%	2,399,143 8%	26,491,744 85%	159,619 -	241,276 1%	31,235,623 100%
2020	1,980,504 5%	4,104,278 10%	36,440,788 85%	114,859 -	235,435 1%	42,875,864 100%
2021	2,149,317 5%	4,274,114 10%	36,829,246 85%	91,751 -	229,451 1%	43,573,879 100%
2022	2,285,177 5%	3,679,900 9%	34,835,199 84%	179,672 -	736,468 2%	41,716,416 100%
2023	2,758,167 7%	3,054,916 8%	32,849,150 84%	149,919 -	741,446 1%	39,553,598 100%
2024	2,731,139 6%	4,001,575 9%	34,860,017 82%	208,468 1%	694,200 2%	42,495,399 100%

INTERMEDIATE SCHOOL DISTRICT NO. 917

General Fund Revenue by Source
Last Ten Fiscal Years

	Year Ended June 30,	Tuition Revenue	Investment Earnings (Charges)	Other Revenue	State Revenue	Federal Revenue	Total
Secondary education	2015	\$ 3,013,776	\$ 553	\$ 7,604	\$ 105,919	\$ 151,510	\$ 3,279,362
	2016	3,110,396	3,872	1,638	175,196	161,193	3,452,295
	2017	3,052,790	4,528	1,408	185,739	139,698	3,384,163
	2018	3,548,099	10,887	866	181,063	150,934	3,891,849
	2019	4,188,911	37,628	5,934	223,735	142,549	4,598,757
	2020	3,671,622	32,575	1,171	547,390	156,934	4,409,692
	2021	3,325,041	1,816	53	711,216	173,421	4,211,547
	2022	3,490,172	3,815	2,568	532,838	157,368	4,186,761
	2023	2,747,280	91,044	2,560	374,528	445,370	3,660,782
	2024	2,631,503	127,602	10,298	626,074	341,866	3,737,343
Special education	2015	3,652,478	400	629,749	17,783,764	5,000	22,071,391
	2016	4,579,099	8,973	644,251	19,900,805	–	25,133,128
	2017	4,857,838	8,952	548,626	20,873,915	–	26,289,331
	2018	5,193,103	26,198	458,843	23,243,634	–	28,921,778
	2019	6,145,683	43,324	909,380	27,625,713	–	34,724,100
	2020	6,087,994	19,033	504,261	30,519,723	–	37,131,011
	2021	6,175,809	1,357	302,689	30,924,352	370,437	37,774,644
	2022	6,156,089	4,562	548,188	30,875,595	149,778	37,734,212
	2023	6,316,370	135,811	568,030	30,348,646	1,029,461	38,398,318
	2024	5,966,359	141,785	554,930	31,350,672	1,445	38,015,191
Services allocation	2015	468,174	–	7,116	32,284	–	507,574
	2016	417,720	–	7,755	15,648	–	441,123
	2017	432,832	–	5,462	30,377	–	468,671
	2018	457,002	–	7,003	29,193	–	493,198
	2019	466,049	–	4,012	29,978	–	500,039
	2020	–	–	75	25,500	–	25,575
	2021	–	–	7,088	26,265	–	33,353
	2022	–	(37)	7,167	38,131	–	45,261
	2023	–	–	5,472	27,865	273,372	306,709
	2024	–	–	20,570	48,700	177,320	246,590
District support services	2015	–	–	2,240	–	–	2,240
	2016	–	–	–	–	–	–
	2017	–	–	–	–	–	–
	2018	–	–	–	–	–	–
	2019	–	–	–	–	–	–
	2020	–	–	–	–	–	–
	2021	–	–	–	–	–	–
	2022	–	–	–	–	–	–
	2023	–	–	–	–	–	–
	2024	–	–	–	–	–	–

INTERMEDIATE SCHOOL DISTRICT NO. 917

General Fund Revenue by Source (continued)
Last Ten Fiscal Years

	Year Ended June 30,	Tuition Revenue	Investment Earnings (Charges)	Other Revenue	State Revenue	Federal Revenue	Total
Capital expenditure	2015	\$ 559,401	\$ 28,344	\$ -	\$ -	\$ -	\$ 587,745
	2016	554,908	31,711	-	-	-	586,619
	2017	555,220	45,416	-	-	-	600,636
	2018	505,000	3,843	-	-	-	508,843
	2019	523,500	4,197	-	-	-	527,697
	2020	522,700	3,336	5,500	-	-	531,536
	2021	526,800	155	-	-	-	526,955
	2022	525,700	358	-	-	-	526,058
	2023	524,500	9,468	-	-	-	533,968
	2024	526,625	14,471	-	-	-	541,096
Secondary resale	2015	-	-	62,472	-	-	62,472
	2016	-	-	72,784	-	-	72,784
	2017	-	-	27,382	-	-	27,382
	2018	-	-	24,148	-	-	24,148
	2019	-	-	29,593	-	-	29,593
	2020	-	-	17,999	-	-	17,999
	2021	-	-	3,280	-	-	3,280
	2022	-	-	17,597	-	-	17,597
	2023	-	-	2,219	-	-	2,219
	2024	-	-	1,082	-	-	1,082
Special education resale	2015	-	-	13,514	-	-	13,514
	2016	-	-	10,977	-	-	10,977
	2017	-	-	10,636	-	-	10,636
	2018	-	-	9,385	-	-	9,385
	2019	-	-	12,877	-	-	12,877
	2020	-	-	10,054	-	-	10,054
	2021	-	-	1,389	-	-	1,389
	2022	-	-	8,584	-	-	8,584
	2023	-	-	9,871	-	-	9,871
	2024	-	-	12,685	-	-	12,685
Student activities	2015	-	-	-	-	-	-
	2016	-	-	-	-	-	-
	2017	-	-	-	-	-	-
	2018	-	-	-	-	-	-
	2019	-	-	-	-	-	-
	2020	-	-	3,564	-	-	3,564
	2021	-	-	2,330	-	-	2,330
	2022	-	-	1,706	-	-	1,706
	2023	-	-	1,684	-	-	1,684
	2024	-	-	2,840	-	-	2,840

INTERMEDIATE SCHOOL DISTRICT NO. 917

General Fund Expenditures by Object
Last Ten Fiscal Years

	Year Ended June 30,	Salary Expenditures	Employee Benefits Expenditures	Purchased Services Expenditures	Other Expenditures	Allocated Overhead	Total
Secondary education	2015	\$ 1,818,549	\$ 684,389	\$ 506,510	\$ 91,810	\$ 280,631	\$ 3,381,889
	2016	1,766,552	613,991	466,365	102,689	296,790	3,246,387
	2017	1,849,994	629,643	413,106	238,242	270,734	3,401,719
	2018	1,939,231	657,156	445,562	100,948	256,317	3,399,214
	2019	2,068,260	757,912	461,012	209,959	216,229	3,713,372
	2020	2,360,808	869,042	475,221	212,921	183,085	4,101,077
	2021	2,541,811	936,625	512,497	95,076	172,333	4,258,342
	2022	2,329,508	860,284	487,116	103,795	188,628	3,969,331
	2023	2,133,600	766,749	603,824	137,510	195,197	3,836,880
	2024	2,442,465	905,703	623,908	144,542	192,329	4,308,947
Special education	2015	13,075,819	4,966,320	1,763,028	803,025	1,118,880	21,727,072
	2016	14,518,245	5,231,164	2,201,135	1,073,110	1,183,974	24,207,628
	2017	15,576,866	5,191,320	2,382,990	1,056,040	1,256,491	25,463,707
	2018	17,216,772	5,800,717	2,412,031	1,377,018	1,399,608	28,206,146
	2019	19,587,249	6,954,251	3,814,927	1,948,708	1,522,784	33,827,919
	2020	21,472,374	7,792,000	4,348,076	1,760,063	1,738,965	37,111,478
	2021	22,211,531	8,246,772	3,917,383	1,228,771	1,911,960	37,516,417
	2022	22,442,016	8,108,559	3,106,377	2,308,679	2,126,934	38,092,565
	2023	22,114,977	7,775,811	3,835,126	2,424,195	2,208,320	38,358,429
	2024	21,046,706	7,649,733	4,551,280	2,344,081	2,263,779	37,855,579
Services allocation	2015	863,256	250,344	732,924	60,561	(1,399,511)	507,574
	2016	914,218	237,668	674,770	95,229	(1,480,762)	441,123
	2017	987,354	267,621	673,348	67,572	(1,527,224)	468,671
	2018	1,035,133	280,301	773,447	60,242	(1,655,925)	493,198
	2019	1,090,570	329,963	738,997	79,522	(1,739,013)	500,039
	2020	1,166,024	361,888	301,730	117,983	(1,922,050)	25,575
	2021	1,323,877	394,553	314,138	78,680	(2,084,293)	26,955
	2022	1,439,798	454,834	270,772	188,803	(2,315,562)	38,645
	2023	1,761,160	527,171	268,575	166,334	(2,403,517)	319,723
	2024	1,787,973	533,188	209,804	171,733	(2,456,108)	246,590
District support services	2015	—	—	2,240	—	—	2,240
	2016	—	—	—	—	—	—
	2017	—	—	—	—	—	—
	2018	—	—	—	—	—	—
	2019	—	—	—	—	—	—
	2020	—	—	—	—	—	—
	2021	—	—	—	—	—	—
	2022	—	—	—	—	—	—
	2023	—	—	671	—	—	671
	2024	—	—	—	—	—	—

INTERMEDIATE SCHOOL DISTRICT NO. 917

General Fund Expenditures by Object (continued)
Last Ten Fiscal Years

	Year Ended June 30,	Salary Expenditures	Employee Benefits Expenditures	Purchased Services Expenditures	Other Expenditures	Allocated Overhead	Total
Capital expenditure	2015	\$ -	\$ -	\$ 19,362	\$ 559,401	\$ -	\$ 578,763
	2016	-	-	25,950	577,708	-	603,658
	2017	-	-	40,812	3,954,374	-	3,995,186
	2018	-	-	7,712	615,346	-	623,058
	2019	-	-	3,000	523,500	-	526,500
	2020	-	-	2,199	522,700	-	524,899
	2021	-	-	3,699	526,800	-	530,499
	2022	-	-	3,900	525,700	-	529,600
	2023	-	-	5,400	524,500	-	529,900
	2024	-	-	2,401	526,625	-	529,026
Secondary resale	2015	-	-	35,614	38,986	-	74,600
	2016	-	-	5,642	83,044	-	88,686
	2017	-	-	2,430	22,527	-	24,957
	2018	-	-	1,654	20,734	-	22,388
	2019	-	-	1,698	19,840	-	21,538
	2020	-	-	2,417	16,191	-	18,608
	2021	-	-	469	520	-	989
	2022	-	-	2,812	11,723	-	14,535
	2023	-	-	350	4,650	-	5,000
	2024	-	-	2,089	14,065	-	16,154
Special education resale	2015	-	-	-	11,829	-	11,829
	2016	-	-	935	10,458	-	11,393
	2017	-	-	-	12,728	-	12,728
	2018	-	-	245	12,199	-	12,444
	2019	-	-	20	12,888	-	12,908
	2020	-	-	-	6,300	-	6,300
	2021	-	-	-	1,070	-	1,070
	2022	-	-	-	9,497	-	9,497
	2023	-	-	380	4,786	-	5,166
	2024	-	-	-	8,898	-	8,898
Student activities	2015	-	-	-	-	-	-
	2016	-	-	-	-	-	-
	2017	-	-	-	-	-	-
	2018	-	-	-	-	-	-
	2019	-	-	-	-	-	-
	2020	-	-	19	2,501	-	2,520
	2021	-	-	-	1,621	-	1,621
	2022	-	-	-	1,099	-	1,099
	2023	-	-	-	2,144	-	2,144
	2024	-	-	1,093	1,359	-	2,452

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OTHER REQUIRED REPORTS

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the School Board and Management of
Intermediate School District No. 917
Rosemount, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of Intermediate School District No. 917 (the District) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated December 4, 2024.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

(continued)

REPORT ON COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

Minneapolis, Minnesota
December 4, 2024



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Kalen T. Karnowski, CPA

INDEPENDENT AUDITOR'S REPORT
ON MINNESOTA LEGAL COMPLIANCE

To the School Board and Management of
Intermediate School District No. 917
Rosemount, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of Intermediate School District No. 917 (the District) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated December 4, 2024.

MINNESOTA LEGAL COMPLIANCE

In connection with our audit, nothing came to our attention that caused us to believe that the District failed to comply with the provisions of the contracting – bid laws, depositories of public funds and public investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and uniform financial accounting and reporting standards sections of the *Minnesota Legal Compliance Audit Guide for School Districts*, promulgated by the State Auditor pursuant to Minnesota Statutes § 6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the District's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. Accordingly, this report is not suitable for any other purpose.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

Minneapolis, Minnesota
December 4, 2024

INTERMEDIATE SCHOOL DISTRICT NO. 917

Uniform Financial Accounting and Reporting Standards
Compliance Table
June 30, 2024

	Audit	UFARS	Audit – UFARS
General Fund			
Total revenue	\$ 42,556,827	\$ 42,556,827	\$ –
Total expenditures	\$ 42,967,646	\$ 42,967,645	\$ 1
Nonspendable			
460 Nonspendable fund balance	\$ 181,921	\$ 181,922	\$ (1)
Restricted			
401 Student activities	\$ 864	\$ 864	\$ –
402 Scholarships	\$ –	\$ –	\$ –
403 Staff development	\$ –	\$ –	\$ –
407 Capital projects levy	\$ –	\$ –	\$ –
408 Cooperative revenue	\$ –	\$ –	\$ –
412 Literacy incentive aid	\$ –	\$ –	\$ –
414 Operating debt	\$ –	\$ –	\$ –
416 Levy reduction	\$ –	\$ –	\$ –
417 Taconite building maintenance	\$ –	\$ –	\$ –
420 American Indian education aid	\$ –	\$ –	\$ –
424 Operating capital	\$ –	\$ –	\$ –
426 \$25 taconite	\$ –	\$ –	\$ –
427 Disabled accessibility	\$ –	\$ –	\$ –
428 Learning and development	\$ –	\$ –	\$ –
434 Area learning center	\$ –	\$ –	\$ –
435 Contracted alternative programs	\$ –	\$ –	\$ –
436 State approved alternative program	\$ –	\$ –	\$ –
438 Gifted and talented	\$ –	\$ –	\$ –
439 English learner	\$ –	\$ –	\$ –
440 Teacher development and evaluation	\$ –	\$ –	\$ –
441 Basic skills programs	\$ 225,789	\$ 225,789	\$ –
443 School library aid	\$ –	\$ –	\$ –
448 Achievement and integration	\$ –	\$ –	\$ –
449 Safe schools levy	\$ –	\$ –	\$ –
451 QZAB payments	\$ –	\$ –	\$ –
452 OPEB liability not in trust	\$ –	\$ –	\$ –
453 Unfunded severance and retirement levy	\$ –	\$ –	\$ –
459 Basic skills extended time	\$ –	\$ –	\$ –
467 Long-term facilities maintenance	\$ –	\$ –	\$ –
471 Student support personnel	\$ –	\$ –	\$ –
472 Medical Assistance	\$ –	\$ –	\$ –
464 Restricted fund balance	\$ 50,732	\$ 50,732	\$ –
475 Title VII – impact aid	\$ –	\$ –	\$ –
476 PILT	\$ –	\$ –	\$ –
Committed			
418 Committed for separation	\$ –	\$ –	\$ –
461 Committed fund balance	\$ –	\$ –	\$ –
Assigned			
462 Assigned fund balance	\$ 159,724	\$ 159,724	\$ –
Unassigned			
422 Unassigned fund balance	\$ 9,061,155	\$ 9,061,155	\$ –
Food Service			
Total revenue	\$ 198,832	\$ 198,832	\$ –
Total expenditures	\$ 208,338	\$ 208,338	\$ –
Nonspendable			
460 Nonspendable fund balance	\$ 1,481	\$ 1,481	\$ –
Restricted			
452 OPEB liability not in trust	\$ –	\$ –	\$ –
464 Restricted fund balance	\$ 15,345	\$ 15,345	\$ –
Unassigned			
463 Unassigned fund balance	\$ –	\$ –	\$ –
Community Service			
Total revenue	\$ –	\$ –	\$ –
Total expenditures	\$ –	\$ –	\$ –
Nonspendable			
460 Nonspendable fund balance	\$ –	\$ –	\$ –
Restricted			
426 \$25 taconite	\$ –	\$ –	\$ –
431 Community education	\$ –	\$ –	\$ –
432 ECFE	\$ –	\$ –	\$ –
440 Teacher development and evaluation	\$ –	\$ –	\$ –
444 School readiness	\$ –	\$ –	\$ –
447 Adult basic education	\$ –	\$ –	\$ –
452 OPEB liability not in trust	\$ –	\$ –	\$ –
464 Restricted fund balance	\$ –	\$ –	\$ –
Unassigned			
463 Unassigned fund balance	\$ –	\$ –	\$ –

INTERMEDIATE SCHOOL DISTRICT NO. 917

Uniform Financial Accounting and Reporting Standards
Compliance Table (continued)
June 30, 2024

	Audit	UFARS	Audit – UFARS
Building Construction			
Total revenue	\$ –	\$ –	\$ –
Total expenditures	\$ –	\$ –	\$ –
Nonspendable			
460 Nonspendable fund balance	\$ –	\$ –	\$ –
Restricted			
407 Capital projects levy	\$ –	\$ –	\$ –
413 Projects funded by COP	\$ –	\$ –	\$ –
467 Long-term facilities maintenance	\$ –	\$ –	\$ –
464 Restricted fund balance	\$ –	\$ –	\$ –
Unassigned			
463 Unassigned fund balance	\$ –	\$ –	\$ –
Debt Service			
Total revenue	\$ –	\$ –	\$ –
Total expenditures	\$ –	\$ –	\$ –
Nonspendable			
460 Nonspendable fund balance	\$ –	\$ –	\$ –
Restricted			
425 Bond refundings	\$ –	\$ –	\$ –
433 Maximum effort loan	\$ –	\$ –	\$ –
451 QZAB payments	\$ –	\$ –	\$ –
467 Long-term facilities maintenance	\$ –	\$ –	\$ –
464 Restricted fund balance	\$ –	\$ –	\$ –
Unassigned			
463 Unassigned fund balance	\$ –	\$ –	\$ –
Trust			
Total revenue	\$ –	\$ –	\$ –
Total expenditures	\$ –	\$ –	\$ –
401 Student activities	\$ –	\$ –	\$ –
402 Scholarships	\$ –	\$ –	\$ –
422 Net position	\$ –	\$ –	\$ –
Custodial Fund			
Total revenue	\$ –	\$ –	\$ –
Total expenditures	\$ –	\$ –	\$ –
401 Student activities	\$ –	\$ –	\$ –
402 Scholarships	\$ –	\$ –	\$ –
448 Achievement and integration	\$ –	\$ –	\$ –
464 Restricted fund balance	\$ –	\$ –	\$ –
Internal Service			
Total revenue	\$ 5,181,679	\$ 5,181,679	\$ –
Total expenditures	\$ 4,359,072	\$ 4,359,072	\$ –
422 Net position	\$ 6,651,023	\$ 6,651,023	\$ –
OPEB Revocable Trust Fund			
Total revenue	\$ –	\$ –	\$ –
Total expenditures	\$ –	\$ –	\$ –
422 Net position	\$ –	\$ –	\$ –
OPEB Irrevocable Trust Fund			
Total revenue	\$ –	\$ –	\$ –
Total expenditures	\$ –	\$ –	\$ –
422 Net position	\$ –	\$ –	\$ –
OPEB Debt Service Fund			
Total revenue	\$ –	\$ –	\$ –
Total expenditures	\$ –	\$ –	\$ –
Nonspendable			
460 Nonspendable fund balance	\$ –	\$ –	\$ –
Restricted			
425 Bond refundings	\$ –	\$ –	\$ –
464 Restricted fund balance	\$ –	\$ –	\$ –
Unassigned			
463 Unassigned fund balance	\$ –	\$ –	\$ –

Note: Statutory restricted deficits, if any, are reported in unassigned fund balances in the financial statements in accordance with accounting principles generally accepted in the United States of America.

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Management Report

for

Intermediate School District No. 917
Rosemount, Minnesota

June 30, 2024

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PRINCIPALS

Thomas A. Karnowski, CPA
Paul A. Radosevich, CPA
William J. Lauer, CPA
James H. Eichten, CPA
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Victoria L. Holinka, CPA/CMA
Jaclyn M. Huegel, CPA
Kalen T. Karnowski, CPA

To the School Board and Management of
Intermediate School District No. 917
Rosemount, Minnesota

We have prepared this management report in conjunction with our audit of Intermediate School District No. 917's (the District) financial statements for the year ended June 30, 2024. We have organized this report into the following sections:

- Audit Summary
- Financial Trends in Public Education in Minnesota
- Financial Trends of Your District
- Accounting and Auditing Updates

We would be pleased to further discuss any of the information contained in this report or any other concerns that you would like us to address. We would also like to express our thanks for the courtesy and assistance extended to us during the course of our audit.

The purpose of this report is solely to provide those charged with governance of the District, management, and those who have responsibility for oversight of the District's financial reporting process comments resulting from our audit and information relevant to school district financing in Minnesota. Accordingly, this report is not suitable for any other purpose.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

Minneapolis, Minnesota
December 4, 2024

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AUDIT SUMMARY

The following is a summary of our audit work, key conclusions, and other information that we consider important or that is required to be communicated to the Board, administration, or those charged with governance of the District.

OUR RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA AND *GOVERNMENT AUDITING STANDARDS*

We have audited the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the District as of and for the year ended June 30, 2024. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information to you verbally and in our audit engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

PLANNED SCOPE AND TIMING OF THE AUDIT

We performed the audit according to the planned scope and timing previously discussed and coordinated in order to obtain sufficient audit evidence and complete an effective audit.

AUDIT OPINIONS AND FINDINGS

Based on our audit of the District's financial statements for the year ended June 30, 2024:

- We have issued unmodified opinions on the District's basic financial statements. Our report included a paragraph emphasizing the District's implementation of new Governmental Accounting Standards Board (GASB) authoritative literature which changed the requirements for accounting for groups of similar capital assets this year. Our opinion was not modified with respect to this matter.
- We reported no deficiencies in the District's internal control over financial reporting that we considered to be material weaknesses.
- The results of our testing disclosed no instances of noncompliance required to be reported under *Government Auditing Standards*.
- We reported no findings based on our testing of the District's compliance with Minnesota laws and regulations.

FOLLOW-UP ON PRIOR YEAR FINDINGS AND RECOMMENDATIONS

As a part of our audit of the District's financial statements for the year ended June 30, 2024, we performed procedures to follow-up on any findings and recommendations that resulted from our prior year audit. We reported the following findings that were corrected by the District in the current year:

- Two of twenty-five disbursements were not paid within the forty-five-day statutory limit.

SIGNIFICANT ACCOUNTING POLICIES

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 of the notes to basic financial statements.

No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year ended June 30, 2024. However, the District implemented the following GASB guidance change during the year:

As described in Note 1 of the notes to basic financial statements, the District implemented new GASB guidance related to capital assets during the fiscal year ended June 30, 2024. This new guidance requires governments to capitalize groups of similar assets if significant, even when individually they are below the government's capitalization threshold. This change resulted in a restatement, which increased beginning net position in the government-wide financial statements by \$204,849 in the current year.

We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

ACCOUNTING ESTIMATES AND MANAGEMENT JUDGMENTS

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Special education state aid includes an adjustment related to tuition billings to and from other school districts for special education services, which are computed using formulas derived by the Minnesota Department of Education (MDE). Because of the timing of the calculations, this adjustment for the current fiscal year is not finalized until after the District has closed its financial records. The impact of this adjustment on the receivable and revenue recorded for state special education aid is calculated using preliminary information available to the District.

The District has recorded a liability in the Statement of Net Position for severance benefits payable for which it is probable employees will be compensated. The "vesting method" used by the District to calculate this liability is based on assumptions involving the probability of employees becoming eligible to receive the benefits (vesting), the potential use of accumulated sick leave prior to termination, and the age at which such employees are likely to retire.

The District has recorded activity for other post-employment benefits (OPEB) and pension benefits. These obligations are calculated using actuarial methodologies primarily described in GASB Statement Nos. 68 and 75. These actuarial calculations include significant assumptions, including projected changes, healthcare insurance costs, investment returns, retirement ages, proportionate share, and employee turnover.

The depreciation/amortization of capital assets involves estimates pertaining to useful lives.

The District's self-insured activities require recording a liability for claims incurred, but not yet reported, which are based on estimates.

We evaluated the key factors and assumptions used by management to develop the estimates discussed on the previous page in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The disclosures included in the notes to the basic financial statements related to OPEB and pension benefits are particularly sensitive, due to the materiality of the liabilities, and the large and complex estimates involved in determining the disclosures.

The financial statement disclosures are neutral, consistent, and clear.

DIFFICULTIES ENCOUNTERED IN PERFORMING THE AUDIT

We encountered no significant difficulties in dealing with management in performing and completing our audit.

CORRECTED AND UNCORRECTED MISSTATEMENT

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

DISAGREEMENTS WITH MANAGEMENT

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

MANAGEMENT REPRESENTATIONS

We have requested certain representations from management that are included in the management representation letter dated December 4, 2024.

MANAGEMENT CONSULTATIONS WITH OTHER INDEPENDENT ACCOUNTANTS

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

OTHER AUDIT FINDINGS OR ISSUES

We generally discuss a variety of matters, including the application of accounting principles and auditing standards with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

OTHER MATTERS

We applied certain limited procedures to the management's discussion and analysis and the pension and OPEB-related required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information and the Uniform Financial Accounting and Reporting Standards Compliance Table, which accompany the financial statements, which are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory and other information sections, which accompany the financial statements, but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

FINANCIAL TRENDS IN PUBLIC EDUCATION IN MINNESOTA

This section provides some state-wide funding and financial trends in public education in Minnesota.

BASIC GENERAL EDUCATION REVENUE

The largest single funding source for Minnesota school districts is basic general education aid. Each year, the Legislature sets a basic formula allowance. Total basic general education revenue is calculated by multiplying the formula allowance by the number of pupil units for which a district is entitled to aid. Pupil units are calculated using a legislatively determined weighting system applied to average daily membership (ADM). Over the years, various modifications have been made to this calculation, including changes in weighting and special consideration for declining enrollment districts.

The table below presents a summary of the formula allowance for the past decade and as approved for the next fiscal year. The Legislature approved per pupil increase of \$143 for fiscal 2025. The amount of the formula allowance and the percentage change from year-to-year excludes temporary funding changes, the “roll-in” of aids that were previously funded separately, and changes that may vary dependent on actions taken by individual districts.

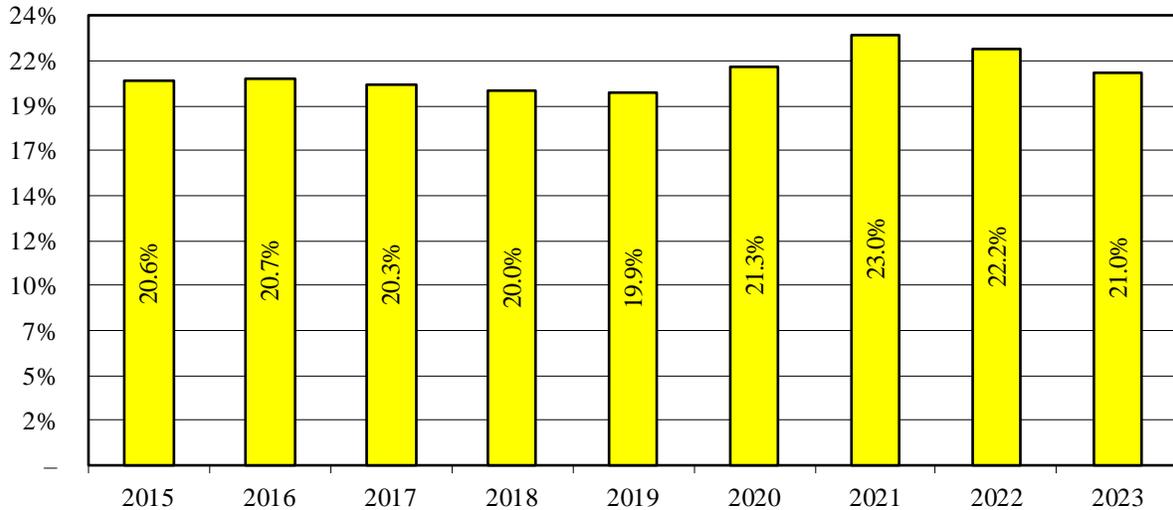
Fiscal Year Ended June 30,	Formula Allowance	
	Amount	Percent Increase
2015	\$ 5,831	2.00 %
2016	\$ 5,948	2.00 %
2017	\$ 6,067	2.00 %
2018	\$ 6,188	2.00 %
2019	\$ 6,312	2.00 %
2020	\$ 6,438	2.00 %
2021	\$ 6,567	2.00 %
2022	\$ 6,728	2.45 %
2023	\$ 6,863	2.00 %
2024	\$ 7,138	4.00 %
2025	\$ 7,281	2.00 %

For fiscal 2026 and beyond, the actual increase will be equal to the Consumer Price Index-Urban (CPI-U), with a floor of 2.00 percent and a cap of 3.00 percent. CPI-U is determined based upon the prior two fourth-quarter totals. The inclusion of inflationary increases to this formula does not prevent future legislative increases from being approved.

STATE-WIDE SCHOOL DISTRICT FINANCIAL HEALTH

One of the most common and comparable statistics used to evaluate school district financial health is the unrestricted operating fund balance as a percentage of operating expenditures.

State-Wide Unrestricted Operating Fund Balance
as a Percentage of Operating Expenditures



Note: State-wide information is not available for fiscal 2024.

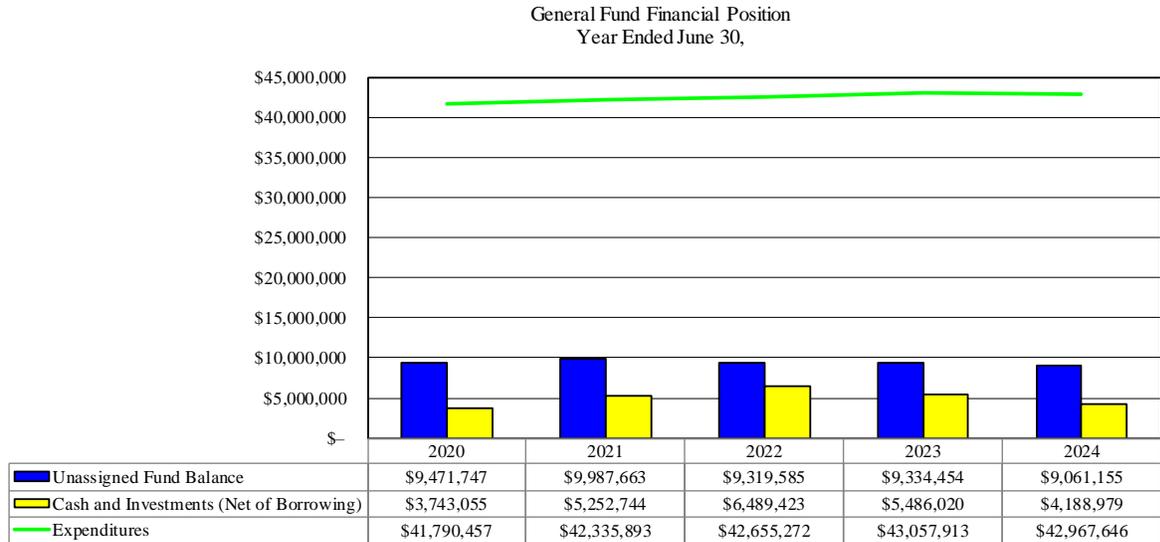
The calculation above reflects only the unrestricted fund balance of the General Fund, and the corresponding expenditures, which is the same method the state uses for the calculation of statutory operating debt.

The average unrestricted fund balance as a percentage of operating expenditures maintained by Minnesota school districts has been relatively stable over the last decade, ranging from 20.6 percent at the end of fiscal 2015 to 21.0 percent at the end of fiscal 2023, with a slight uptick during the fiscal years impacted by the COVID-19 pandemic.

FINANCIAL TRENDS OF YOUR DISTRICT

GENERAL FUND FINANCIAL POSITION

The following graph displays the District’s General Fund trends of financial position and changes in the volume of financial activity. Unassigned fund balance and cash balance are two indicators of financial health, while annual expenditures are often used to measure the size of the operation.



The District ended fiscal year 2024 with a General Fund cash and investments balance of \$4,188,979 (net of borrowing and interfund receivables and payables), a decrease of \$1,297,041 from the previous year. This was mainly due to the increase in amounts due from the MDE for special education state aids.

Unassigned fund balance at year-end was \$9,061,155, a decrease of \$273,299.

The District ended the year with a \$399,272 decrease in total General Fund balance. This decrease of \$399,272 is lower than the \$846,486 decrease anticipated in the District’s revised budget. The reason for the variance is mainly due to the District experiencing better than expected results in the Special Education Account totaling \$672,414. The net change in fund balance was higher than anticipated in this account, due to better than projected special education tuition revenues when compared to program expenditures.

The following table presents the components of the General Fund balance for the past five years:

	Year Ended June 30,				
	2020	2021	2022	2023	2024
Nonspendable fund balances	\$ 131,151	\$ 109,429	\$ 123,369	\$ 119,347	\$ 181,921
Restricted fund balances	138,134	105,925	50,573	50,581	277,385
Assigned fund balances	391,088	134,029	708,921	575,075	159,724
Unassigned	9,471,747	9,987,663	9,319,585	9,334,454	9,061,155
Total fund balances	\$ 10,132,120	\$ 10,337,046	\$ 10,202,448	\$ 10,079,457	\$ 9,680,185
Unassigned fund balances as a percentage of expenditures	<u>22.7%</u>	<u>23.6%</u>	<u>21.8%</u>	<u>21.7%</u>	<u>21.1%</u>
Cash and temporary investments (net of borrowing)	<u>\$ 3,743,055</u>	<u>\$ 5,252,744</u>	<u>\$ 6,489,423</u>	<u>\$ 5,486,020</u>	<u>\$ 4,188,979</u>

The resources represented by this fund balance are critical to a district's ability to maintain adequate cash flow throughout the year, to retain its programs, and to cushion against the impact of unexpected costs or funding shortfalls.

Fund balance as a percentage of expenditures is one key measure in assessing the financial health of the District. Maintaining an adequate fund balance is particularly important because of the limited availability of borrowing for the District and the need for the General Fund to be self-sustaining in its cash flow needs.

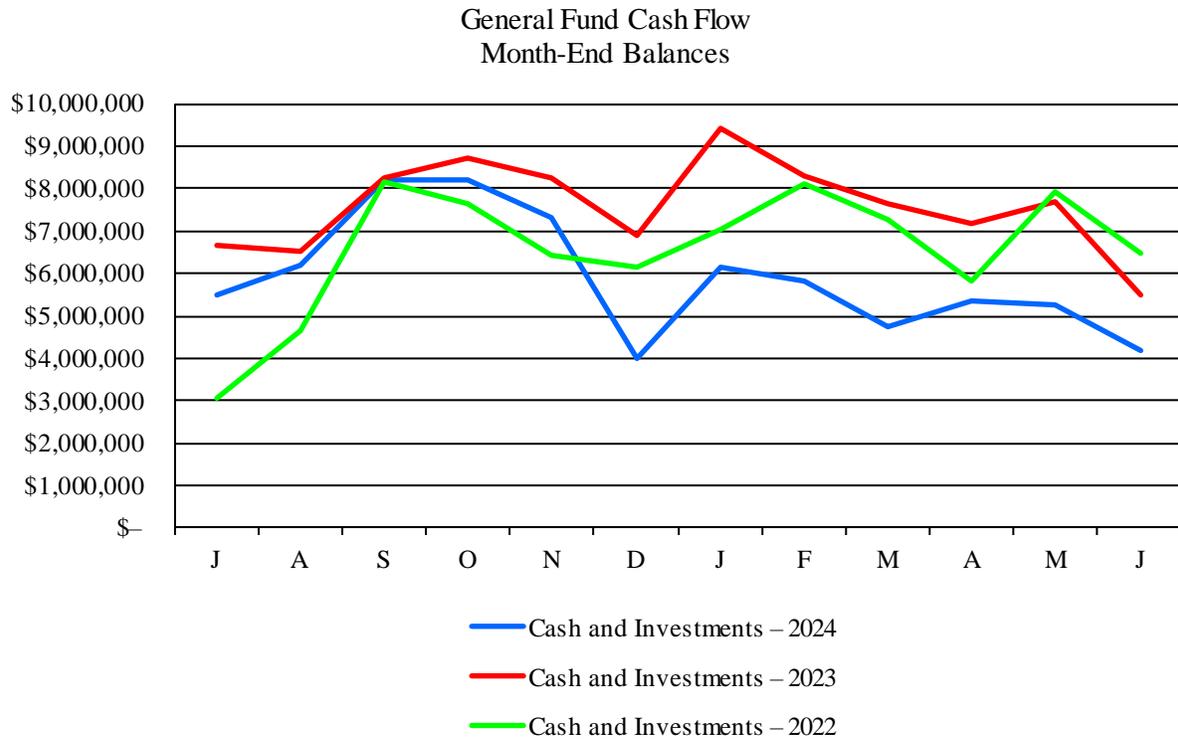
Fund Balance Policy

The fund balance remains healthy when compared to the level of district expenditures. The District's plan, based on the current fund balance policy, is to maintain a minimum unassigned General Fund balance of 15.0 percent of the annual budget. At June 30, 2024, the District has exceeded that policy, with an unassigned fund balance as a percentage of 2024 expenditures of 21.1 percent.

The District's fund balance provides opportunities to incur one-time capital expenditures to mitigate the amount of long-term facilities maintenance levy that the District requests on behalf of the member districts. The District continues to monitor its fund balances closely.

GENERAL FUND CASH FLOW

The level of cash and investments varies considerably during the year, due to the timing of various revenues and expenditures. The following graph summarizes the level of cash and investments, including cash and investments held by trustee (net of short-term cash flow borrowing) over the past three years:



The graph above shows the peaks and valleys of the General Fund cash and investments balance (net of borrowing and interfund balances) on a monthly basis. The swing between its high and low month-end cash balances was about \$4.2 million for fiscal 2024.

GENERAL FUND OPERATIONS AND FINANCIAL POSITION BY ACCOUNT

The following tables present comparative operating results for some of the accounts of the District's General Fund:

Secondary Education Account

	Year Ended June 30,				
	2020	2021	2022	2023	2024
Revenue and other financing sources	\$ 4,409,692	\$ 4,211,547	\$ 4,187,256	\$ 3,667,682	\$ 3,756,184
Expenditures	<u>4,101,077</u>	<u>4,258,342</u>	<u>3,969,331</u>	<u>3,836,880</u>	<u>4,308,947</u>
Net change in fund balances	308,615	(46,795)	217,925	(169,198)	(552,763)
Fund balances					
Beginning of year	<u>3,296,794</u>	<u>3,605,409</u>	<u>3,558,614</u>	<u>3,776,539</u>	<u>3,607,341</u>
End of year	<u>\$ 3,605,409</u>	<u>\$ 3,558,614</u>	<u>\$ 3,776,539</u>	<u>\$ 3,607,341</u>	<u>\$ 3,054,578</u>

This account experienced a net decrease in fund balance of \$552,763 during fiscal 2024. This compares to a budgeted decrease of \$336,315. Revenues were under budget by \$445,728, mainly in tuition for the alternative learning (DCALS) program. Expenditures ended the year lower than budget by \$210,439, mainly in salaries and benefits of \$77,634 and purchased services of \$70,114.

Total revenue in the Secondary Education Account of the General Fund totaled \$3,737,343 in fiscal 2024, an increase of \$76,561 from the previous year, due to an increase in general education aid. Expenditures in this account increased \$472,067, mainly in salaries and benefits related to contract improvements and increased staff.

Special Education Account

	Year Ended June 30,				
	2020	2021	2022	2023	2024
Revenue and other financing sources	\$ 37,131,011	\$ 37,774,644	\$ 37,734,212	\$ 38,417,883	\$ 38,034,229
Expenditures and other financing uses	<u>37,119,354</u>	<u>37,529,096</u>	<u>38,092,565</u>	<u>38,363,523</u>	<u>37,881,911</u>
Net change in fund balances	11,657	245,548	(358,353)	54,360	152,318
Fund balances					
Beginning of year	<u>6,465,076</u>	<u>6,476,733</u>	<u>6,722,281</u>	<u>6,363,928</u>	<u>6,418,288</u>
End of year	<u>\$ 6,476,733</u>	<u>\$ 6,722,281</u>	<u>\$ 6,363,928</u>	<u>\$ 6,418,288</u>	<u>\$ 6,570,606</u>

This account experienced a net increase in fund balance of \$152,318 during fiscal 2024, which compares to a budgeted decrease in fund balance of \$520,096 for the year. Special education revenue was \$2,223,615 lower than budget and the related expenditures were also lower than budgeted amounts by \$2,918,563. This was mainly due to lower than anticipated salaries, benefits, and purchased services. This was the result of open positions not being filled and budgeting for additional use of contracted staffing not utilized.

Special Education Account revenues and other financing sources decreased \$383,654 in fiscal 2024. The District experienced a decrease in federal sources, due to receiving one-time COVID-19-related funding in fiscal 2023, offset by an increase in state sources, due to an increase in state funded grants. Expenditures and other financing uses decreased \$481,612, mainly in employee salaries and benefits, offset by an increase in purchased services due to an increase in utilization of contracted staffing, due to open positions going unfilled during fiscal 2024.

OTHER FUNDS OF THE DISTRICT

Food Service Special Revenue Fund

Expenditures exceeded revenues by \$9,506 for the year. In order to eliminate the potential deficit in the Food Service Special Revenue Fund, the School Board approved a transfer of \$26,332 from the General Fund. Remaining restricted fund balance consists of unspent supply chain assistance funding, which will be utilized to support the operations of the District’s food service program.

Internal Service Funds

The internal service funds are considered proprietary funds and are used to account for health and dental insurance offered by the District to its employees as a self-insured plan and post-employment employee benefits.

The following table presents comparative operating results for the District’s internal service funds over the past five fiscal years:

	Year Ended June 30,				
	2020	2021	2022	2023	2024
Revenue	\$ 5,066,691	\$ 5,791,672	\$ 5,478,147	\$ 5,373,355	\$ 5,181,679
Expenses	3,831,523	4,742,075	4,693,634	4,245,114	4,359,072
Change in net position	1,235,168	1,049,597	784,513	1,128,241	822,607
Net position					
Beginning of year	1,630,897	2,866,065	3,915,662	4,700,175	5,828,416
End of year	<u>\$ 2,866,065</u>	<u>\$ 3,915,662</u>	<u>\$ 4,700,175</u>	<u>\$ 5,828,416</u>	<u>\$ 6,651,023</u>

These funds had revenues over expenses of \$822,607 during fiscal 2024. This occurred mostly as a result of the District’s internal service fund for self-insured health insurance, which had an operating income of \$316,810 and investment earnings of \$306,591. Revenues were less than fiscal 2023, mainly in the self-insured medical insurance plan, due to a decrease in the number of employee participants. Expenses increased due to changes in claims incurred.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The District's financial statements include fund-based information that focuses on budgetary compliance, and the sufficiency of the District's current assets to finance its current liabilities. The governmental reporting model also requires the inclusion of two government-wide financial statements designed to present a clear picture of the District as a single, unified entity. These government-wide financial statements provide information on the total cost of delivering educational services, including capital assets and long-term liabilities.

Theoretically, net position represents district resources available for providing services after its debts are settled. However, those resources are not always in expendable form, or there may be restrictions on how some of those resources can be used. Therefore, this statement divides net position into three components: net investment in capital assets, restricted, and unrestricted. The following table presents a summarized reconciliation of the District's governmental fund balances to net position, and the separate components of net position for the last two years:

	As of June 30,		Change
	2023	2024	
Net position – governmental activities			
Total fund balances – governmental funds	\$ 10,079,457	\$ 9,697,011	\$ (382,446)
Total capital assets, net of depreciation/amortization	15,216,282	14,673,362	(542,920)
Total long-term debt	(13,515,400)	(12,612,010)	903,390
Net pension-related liabilities	(24,869,187)	(24,563,303)	305,884
Internal service funds balance	5,828,416	6,651,023	822,607
Other items	<u>(508,338)</u>	<u>(592,516)</u>	<u>(84,178)</u>
Total net position – governmental activities	<u>\$ (7,768,770)</u>	<u>\$ (6,746,433)</u>	<u>\$ 1,022,337</u>
Net position			
Net investment in capital assets	\$ 1,758,998	\$ 2,109,275	\$ 350,277
Restricted	3,620	243,479	239,859
Unrestricted	<u>(9,531,388)</u>	<u>(9,099,187)</u>	<u>432,201</u>
Total net position	<u>\$ (7,768,770)</u>	<u>\$ (6,746,433)</u>	<u>\$ 1,022,337</u>

Some of the District's fund balances translate into restricted net position by virtue of external restrictions (statutory restrictions) or by the nature of the fund they are in (e.g., Food Service Special Revenue Fund balance can only be spent for food service program costs). The unrestricted net position category consists mainly of the General Fund unrestricted fund balances, offset against noncapital long-term obligations, such as severance payable, compensated absences, OPEB, and pension liabilities.

Total net position increased by \$1,022,337 in fiscal 2024. This change includes an increase of \$204,849 for the change in accounting principle, as previously discussed. The District's net investment in capital assets increased \$350,277 this year. The change in this category of net position typically depends on the relationship between the rate at which the District is adding capital assets, the rate capital assets are being depreciated/amortized, and how that compares to the rate at which the District is repaying the debt issued to purchase or construct those assets. The change in restricted net position was due to an increase in amounts restricted for basic skills programs. The District's unrestricted net position increased by \$432,201, mainly due to changes in funding levels of the Public Employees Retirement Association and the Teachers Retirement Association pension obligations and by the improved net position in the internal service funds of the District.

ACCOUNTING AND AUDITING UPDATES

The following is a summary of Governmental Accounting Standards Board (GASB) standards expected to be implemented in the next few years.

GASB STATEMENT NO. 101, *COMPENSATED ABSENCES*

The objective of this statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures.

This statement requires that liabilities for compensated absences be recognized for (1) leave that has not been used and (2) leave that has been used, but not yet paid in cash, or settled through noncash means. A liability should be recognized for leave that has not been used if (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. Leave is attributable to services already rendered when an employee has performed the services required to earn the leave. Leave that accumulates is carried forward from the reporting period in which it is earned to a future reporting period during which it may be used for time off or otherwise paid or settled.

This statement requires that a liability for certain types of compensated absences—including parental leave, military leave, and jury duty leave—not be recognized until the leave commences. This statement also requires that a liability for specific types of compensated absences not be recognized until the leave is used. This statement also establishes guidance for measuring a liability for leave that has not been used, generally using an employee’s pay rate as of the date of the financial statements. A liability for leave that has been used, but not yet paid or settled, should be measured at the amount of the cash payment or noncash settlement to be made. Certain salary-related payments that are directly and incrementally associated with payments for leave also should be included in the measurement of the liabilities.

With respect to financial statements prepared using the current financial resources measurement focus, this statement requires that expenditures be recognized for the amount that normally would be liquidated with expendable available financial resources.

The requirements of this statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter. Earlier application is encouraged.

GASB STATEMENT NO. 102, *CERTAIN RISK DISCLOSURES*

State and local governments face a variety of risks that could negatively affect the level of service they provide or their ability to meet obligations as they come due. The objective of this statement is to provide users of government financial statements with essential information about risks related to a government’s vulnerabilities due to certain concentrations or constraints.

This new guidance defines a concentration as a lack of diversity related to an aspect of a significant inflow of resources or outflow of resources. A constraint is a limitation imposed on a government by an external party or by formal action of the government’s highest level of decision-making authority. Concentrations and constraints may limit a government’s ability to acquire resources or control spending. This statement requires a government to assess whether a concentration or constraint makes the primary government reporting unit or other reporting units that report a liability for revenue debt vulnerable to the risk of a substantial impact. Additionally, this statement requires a government to assess whether an event or events associated with a concentration or constraint that could cause the substantial impact have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued.

If a government determines that those criteria for disclosure have been met for a concentration or constraint, it should disclose information in notes to financial statements in sufficient detail to enable users of financial statements to understand the nature of the circumstances disclosed and the government's vulnerability to the risk of a substantial impact. The disclosures should include actions by the government to mitigate the risk. The requirements of this statement will improve financial reporting by providing users of financial statements with essential information that currently is not often provided.

The requirements of this statement are effective for fiscal years beginning after June 15, 2024, and all reporting periods thereafter. Earlier application is encouraged.

GASB STATEMENT NO. 103, *FINANCIAL REPORTING MODEL IMPROVEMENTS*

This statement establishes new accounting and financial reporting requirements—or modifies existing requirements—related to the following:

- Management's discussion and analysis
- Unusual or infrequent items
- Presentation of the proprietary fund statement of revenues, expenses, and changes in fund net position
- Information about major component units in basic financial statements
- Budgetary comparison information
- Financial trends information in the statistical section

The objective of this statement is to improve key components of the financial reporting model to enhance its quality and effectiveness in providing information that is essential for decision making and assessing a government's accountability. This statement also addresses certain application issues.

The requirements of this statement are effective for fiscal years beginning after June 15, 2025, and all reporting periods thereafter. Earlier application is encouraged.