

Regular School Board Meeting

Tuesday, April 1, 2025 5:45 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 Tom Bennett

III. Conduct Pledge of Allegiance - Chair Tom Bennett *(This was conducted at the Board Work Session prior to this meeting.)*

IV. Review and Approve the Agenda - Chair Tom Bennett

V. Licensed and Non-Licensed Employee of the Spring Quarter - Taylor Lovin

VI. Consent Items - Chair Tom Bennett *(Communications)*

VI.A.

- Minutes
- Personnel

VII. Finance Director - Mark Johns *(Stewardship)*

VII.A.

- Bills
- Wire Transfers
- Investment Reports

VIII. New Business - Chair Tom Bennett *(Collaboration)*

VIII.A. Approve Resolution Terminating Probationary Teachers - Nicole Flesner *(Roll call vote)*

VIII.B. Approve Resolution Proposing to Place Continuing Contract Teacher and Assistant Principal on Unrequested Leave of Absence - Nicole Flesner *(Roll call vote)*

VIII.C. Approve Lead Teachers for 2025-2026 - Dr. Melissa Schaller

VIII.D. Approve Lease, Facilities Use and Agreement with DCTC - Mark Johns

VIII.E. Approve Administrative Variance - Dr. Melissa Schaller

IX. Policies - Supt. Dr. Michael Favor *(Integrity)* *(All are first and final unless additional changes are needed.)*

X. Adjournment - Chair Tom Bennett

Your Name:	Name of Nominee:	The nominee is a:	Nominee's Supervisor	What ISD 917 Core Value they exemplify?	Highlight in detail why you are nominating this person for Employee of the Quarter based on the Core Value they exemplify?
Charlotte Olson	Sara Grove	Licensed Staff Member	Don Budach	Personalization	Sara is an amazing teacher. She works with medically, fragile and cognitively lower students but makes every minute they spend in the classroom exciting and fun. The students are learning so much. Themes she covers, projects she includes and also making sure that they are part of the BTC community. She's also so respectful of her ESPs and makes the classroom a collaboration so they definitely feel included. She is always willing to pitch in and help if another staff member needs something. She is like a ray of sunshine in the building.
Sofie Fitzsimmons	Rira Bullecer	Licensed Staff Member	Amy Swaney	Collaboration	Rai is a new teacher at Concord who has worked incredibly hard this year to set up her students, and her classroom for success. She has shown resiliency in her ability to adapt and accommodate her students' needs. She has shown empathy in the way that she builds relationships with her students and provides consistency and boundaries throughout the classroom routine in order to support her student's regulation and academic success. Rai has done incredibly well in establishing academic routines, life skills, and time for fun throughout the school day for the students. A highlight is a weekly cooking activity that the students look forward to each week. The students enjoy building their independence and inviting others in to join them which builds the overall community within Concord. Rai finds ways to include the students interests and strengths within their academic activities. Recently the students worked together to build a paper-model city for the Concord academic showcase. Everyone at Concord has noticed that Rai's students are flourishing within her classroom and they glow with a newfound confidence and excitement when they walk the halls at school. Rai's biggest accomplishment as a new teacher is COLLABORATION. She has independently taken it upon herself to incorporate the student's various related service goals, curricula, and recommendations from service providers into the classroom environment. This provides generalization and carryover for the students between all of their various service providers and IEP goals. Rai has even created cohesive academic lessons that include the students speech and OT goals that are adapted to individual student needs. One of her students is minimally verbal, while the others are what could be considered *maximally* verbal and this student is never left behind or excluded from the group. Overall, Rai should be highlighted as a teacher that embodies the district and our commitment to our core values as she has created a classroom that exemplifies what individualized special education should look like. She brings joy, community, and commitment to Concord and it should not go unappreciated!
Ryan Henriott	Jana Jonasen	Licensed Staff Member	Amy Swaney	Personalization	Jana is a committed teacher that is here for her students everyday. She shows Innovation on being flexible when her para are pulled to help in other classrooms with students academics or behavior plans. Jana shows collaboration while working in the student mentor program. Jana would be an exceptional choice for Licensed Staff of the Spring Quarter.
Corey Stocco	Molly Dwyer	Licensed Staff Member	Kate Hulse	Integrity	Molly joined Alliance Education Center this year, and in her short time, she has demonstrated that she is an outstanding behavior analyst. From the moment she came in, she hit the ground running. Molly exemplifies our core values on a daily basis. She is great at collaborating with teachers, behavior analysts, or other staff to make life better at school for student and staff. She models, and coaches other staff on, how to calmly implement Tier 1 behavior supports during stressful situations. She has routinely come up with innovative and personalized PBSP solutions when a student has consistently struggled, and she is excellent at explaining the "why" behind the decisions to staff. She is an all-around class act, and we are so grateful that she has joined the team at Alliance.
Kim Wald	Megan Shavers	Licensed Staff Member	Chris Devine	Personalization	Students in the ISD917 DCALS program are extremely fortunate to work with Megan. No matter the time of day, day of the week or how busy she may be, Megan welcomes all students with a smile. They feel appreciated, valued and more motivated to learn. Megan consistently works with each of her students alongside their teachers to individualize their learning, meeting their needs and encouraging their growth. When I struggle to adapt a specific lesson for a student, Megan is always able to make recommendations. If I cannot find an assignment that meets a student's needs, Megan will help me search for the proper fit. That is for each and every student! Megan is knowledgeable in her craft and knows her students well. She is proactive and quickly able to react when needed. Megan's desire and ability to personalize learning for her students has been unmatched in my 25 years of experience. Our students are fortunate to have Megan.

Your Name:	Name of Nominee:	The nominee is a:	Nominee's Superv	What ISD 917 C	Highlight in detail why you are nominating this person for Employee of the Quarter based on the Core Value they exemplify?
Jenny lentz	Shannon Wendel	Licensed Staff Member	Don Budach	Innovation	<p>Shannon has done so many things at TESA to improve what our students get out of their time here. Shannon has done a great job starting up our TESA bakery. Where our students make dog biscuit dough, cut them out in a bone shape ,bake them and package them and then deliver them. Each job is done by students.</p> <p>Shannon also leads the TESA creations, she comes up with so many different crafts and projects(bath bombs, body scrubs, keychains ,season crafts that are sold, t-shirts and so much more.), for our students to make and sell. She gets every student involved in class. It is a very busy class but Shannon does so well organizing and always coming up with new ideas.</p> <p>Shannon could be nominated for multiple core values. Shannon puts so much time and effort into our TESA Program. Students really benefit from her. I am so lucky I get to work with Shannon.</p>
Corey Stocco	Lauren Adelmann	Non-Licensed Staff Mem	Jackie Pauley	Integrity	<p>Lauren exemplifies darn near every core value on a daily basis. After spending the last several years in the CASE program, she moved over to the high school at Alliance as a Behavior Support Professional. Where folks might struggle with adjusting to working in a new setting with a somewhat different student population, Lauren has excelled. One of her primary responsibilities is to work closely with the behavior analyst in the high school on improving Tier 1 behavior supports and positive behavior support plans. Lauren shows a lot of integrity everyday by making sure that staff adhere to behavior plans. She communicates calmly, empathetically, and respectfully with staff and students, and she routinely has innovative ideas about ways we can do better. When talking with her previous colleagues in the CASE program, this is nothing new. It seems that wherever Lauren is, she has made programming better, and she makes it enjoyable to work with her everyday. She is a real gem, and we are lucky to have her.</p>
Corey Stocco	Lucas Arrigoni	Non-Licensed Staff Mem	Jackie Pauley	Integrity	<p>Lucas started a new role as a behavior support professional in the high school at Alliance Education Center this year. He has been an outstanding addition to the team. He routinely demonstrates integrity by implementing Tier 1 supports with fidelity and coaching other staff on how to do so as well. One of Lucas's major strengths is his ability to build relationships with students and staff. He brings a sense of joy and humor everyday gets people smiling and having fun, even when it might be a stressful day.</p>
Katrina	Melissa Armbrust	Non-Licensed Staff Mem	Taylor Lovin	Diversity	<p>Melissa has been a great teammate. She has stepped in for the student we work with (CB) in the middle of the semester. Melissa takes steps to give CB autonomy by emailing CB prior to direct time working with them, and using open ended questions to pinpoint areas where CB could use more support or independence. Melissa also encourages connection by bringing in snacks and drinks for CB. Thank you to Melissa!</p>
Arnisha adams	Roz	Non-Licensed Staff Mem	Jackie Pauley	Communication	<p>Shows great communication skills , keeping everyone on the same page and checking in on middle school paras whenever we are having trouble or bad moments. She is also caring and compassionate.</p>
Alla Boulos	Elizabeth Cook	Non-Licensed Staff Mem	Chris Devine	Stewardship	<p>Betsy takes care of the entire building in many ways - by keeping track of paperwork, connecting with the students, and also feeding them at lunch! Nothing escapes Betsy's notice, which makes the atmosphere at DCALS North organized, warm, and inviting.</p>
Alison Blanchard	Bethany Carlson	Non-Licensed Staff Mem	Amy Swaney	Collaboration	<p>Bethany is a huge asset to CEC! As I have transitioned to my role as an ESP, I shadowed Bethany. She provided me with helpful information about the building, classroom, and working with each individual student. She observed me working with a student and provided helpful feedback. Bethany is positive and a team-player as well. She is able to work with any student in the room and has formed a positive relationship with them. Bethany often works with the tougher students in the room and does it all with a smile. She is on the Sunshine committee at CEC and was a part of forming the Apprenticeship program as well.</p>
Toni Melville	Bassirou Faye	Non-Licensed Staff Mem	Jennifer Hetland	Personalization	<p>He does an amazing job with each and every student in the school and is working on his own languages he know to better help the students</p>

Your Name:	Name of Nominee:	The nominee is a:	Nominee's Superv	What ISD 917 C	Highlight in detail why you are nominating this person for Employee of the Quarter based on the Core Value they exemplify?
Emma Karnes	Bethany Carlson	Non-Licensed Staff Mem	Amy Swaney	Personalization	<p>I am honored to nominate Bethany for Non-licensed Staff of the Quarter in the Personalization category. Bethany consistently goes above and beyond to build on the individual needs and unique strengths of our students.</p> <p>Her work with the school's Sunshine Committee has been exceptional—she has created and collaborated on special events that allow our students to experience opportunities that may have been entirely novel to them. Through her creativity and dedication, she ensures that every student, regardless of their needs, feels included and valued.</p> <p>Bethany excels at adapting activities to meet the specific needs of students, making learning and participation accessible and meaningful. Her passion and commitment create an environment where students thrive, and her ability to personalize experiences makes a lasting impact on their school experience.</p> <p>She is an invaluable member of our team, and her efforts truly exemplify what it means to personalize education for all students.</p>
April LaFlex	Sharlene Nagel	Non-Licensed Staff Mem	Jennifer Hetland	Collaboration	<p>Sharlene has been mentoring all new ESP's this year. She has made sure they all actively understand their roll as an ESP and has conducted many meetings with our new hires at Cedar to ensure that all their questions and concerns will be addressed with their new roll at ISD917. She is a senior staff member that encourages many staff to reach their potential and learn their roll as an ESP. She is highly valued, approachable, knowledgeable in the ESP roll at Cedar. She explains staff's rights within our Union contract. She also makes sure that new staff and current staff understand students PBSP's and works with them individually to understand our students. She is an amazing roll model for each of us at Cedar and is greatly appreciated. She goes above and beyond her duties daily to help staff and students. Thank you Sharlene for everything you do to help our school community.</p>
Kelly Johnson	Bassirou Faye	Non-Licensed Staff Mem	Jennifer Hetland	Stewardship	<p>Bass is an exemplary player, he works hard and cares for students. He is friendly to staff.</p>
Danielle Jacobsen	Sarah Weiler	Non-Licensed Staff Mem	Don Budach	Collaboration	<p>Sarah always goes above and beyond to make sure staff and students feel understood and heard. Sarah also will go out of the way to make everyone feel special and deserving of praise!</p>
Paige Hernandez	Sarah Weiler	Non-Licensed Staff Mem	Don Budach	Personalization	<p>Sarah does such a good job meeting each and every student where they are at. With Sorren when he drops off her water bottle she always compliments him while saying hello and then cheers him on as he works to take his water bottle from his tray over his arm rest into her hands. When ever I see her with a student she asks personalized questions about how their weekend was or how an event they went to was and so on. Sarah is a shining example of personalization.</p>

INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, March 4, 2025, in the 917 Board Room at Dakota County Technical College.

Members Present: Kim Baker, Tom Bennett, Lesley Chester, Monica Weber, Cindy Nordstrom, Lisa Ehleringer, Byron Schwab, Hannah Simmons, Mark Zuzek, and ex-officio member Superintendent Dr. Michael Favor.

Members Absent: None.

Also Present: Brooke Peterson, Mark Johns, Kate Hulse, Nicole Flesner, Marci Levy-Maguire; and Linda Berg.

School Board Chair Tom Bennett called the meeting to order at 6:04 PM.

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

There were no visitors to be heard.

1. Motion by Byron Schwab, seconded by Cindy Nordstrom, to approve the agenda. Voting aye: Kim Baker, Tom Bennett, Lesley Chester, Monica Weber, Cindy Nordstrom, Lisa Ehleringer, Hannah Simmons, Byron Schwab, Mark Zuzek. Voting naye: None. Motion carried.
2. Motion by Mark Zuzek, seconded by Monica Weber, to approve the consent items, as presented. Voting aye: Kim Baker, Tom Bennett, Lesley Chester, Monica Weber, Cindy Nordstrom, Lisa Ehleringer, Hannah Simmons, Byron Schwab, Mark Zuzek. Voting naye: None. Motion carried.
 - **Minutes:** February 4, 2025, Regular School Board Meeting
 - **Personnel: *New hires:*** Asha Abdurahman, Education Support Professional, effective February 3, 2025. Diamonique Williams, Education Support Professional, effective February 27, 2025. Bethany Aaker, Teacher, effective August 19, 2025. ***Rehires:*** Laura Miles, Education Support Professional, effective February 4, 2025. ***Resignations and terminations:*** Christopher Devine, Secondary Principal, effective June 30, 2025. Lori Klein, Assistant Principal, effective June 30, 2025. Monique Marple, Board Certified Behavior Analyst, effective March 7, 2025. ***Retirements:*** Linda Berg, Executive Administrative Assistant to the Superintendent, effective August 1, 2025. Beverly Bauer, Education Support Professional, effective June 13, 2025.
 - **Donations:** Kopp Family Foundation; Dakota County Voiture 1457; HyVee Lakeville.
 - **Policies:** 601 School District Curriculum and Instruction Goals; 701 Establishment and Adoption of School District Budget; 721 Uniform Grant Guidance. (Addendum A.)
3. Motion by Hannah Simmons, seconded by Kim Baker, to approve the bills from January 28, 2025, to February 25, 2025, Investment Report and wire transfers, as presented by the Director of Finance. Voting aye: Kim Baker, Tom Bennett, Lesley Chester, Monica Weber, Cindy Nordstrom, Lisa Ehleringer, Hannah Simmons, Byron Schwab, Mark Zuzek. Voting naye: None. Motion carried.
4. Motion by Mark Zuzek, seconded by Hannah Simmons, to approve the Joint Powers Agreement for Smoke Free Cohort Services as presented by the Superintendent. Voting aye: Kim Baker, Tom Bennett, Lesley Chester, Monica Weber, Cindy Nordstrom, Lisa Ehleringer, Hannah Simmons, Byron Schwab, Mark Zuzek. Voting naye: None. Motion carried. (Addendum B.)

5. Motion by Byron Schwab, seconded by Monica Weber, to approve the maintenance payments to member districts, as presented by the Director of Finance. Voting aye: Kim Baker, Tom Bennett, Lesley Chester, Monica Weber, Cindy Nordstrom, Lisa Ehleringer, Hannah Simmons, Byron Schwab, Mark Zuzek. Voting naye: None. Motion carried. (Addendum C.)
6. Motion by Mark Zuzek, seconded by Byron Schwab, to approve Policy 533 Wellness Goals on a first and final reading. Voting aye: Kim Baker, Tom Bennett, Lesley Chester, Monica Weber, Cindy Nordstrom, Lisa Ehleringer, Hannah Simmons, Byron Schwab, Mark Zuzek. Voting naye: None. Motion carried. (Addendum D.)
7. Motion by Cindy Nordstrom, seconded by Lisa Ehleringer, to approve Policy 522 Title IX Sex Nondiscrimination policy on a first and final reading. Voting aye: Kim Baker, Tom Bennett, Lesley Chester, Monica Weber, Cindy Nordstrom, Lisa Ehleringer, Hannah Simmons, Byron Schwab, Mark Zuzek. Voting naye: None. Motion carried. (Addendum E.)
8. Motion by Byron Schwab to adjourn the meeting.

There being no further business the meeting adjourned at 6:08 PM.

The next regular School Board Meeting will be Tuesday, April 1, 2025 at 5:45 PM.

Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED FOR
ACTION AT BOARD MEETING OF April 4, 2025.**

NEW HIRES:

Nicole Broadwater, Education Support Professional, effective March 3, 2025.

Cydney Mayes, Education Support Professional, effective March 3, 2025.

Jillian Sparaco, Education Support Professional, effective March 17, 2025.

Kelsey O'Brien, Education Support Professional, effective March 31, 2025.

RE-HIRES:

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CHANGE IN STATUS:

Stephanie Betley, Assistant Principal to Special Education Assistant Director/Principal, effective July 1, 2025.

AJ (Amanda) Boehmer, Assistant Principal to Special Education Assistant Director/Principal, effective July 1, 2025.

Amy Dawson, Speech Language Pathologist, 1.0 FTE decrease to 0.6 FTE, for the 2025-2026 School Year only, effective July 1, 2025.

Andrea Duesing, Education Support Professional to Teacher, effective February 24, 2025.

Amanda Peters, Teacher, 1.0 FTE decrease to 0.8 FTE, for the 2025-2026 School Year only, effective July 1, 2025.

Ann Strom, School Social Worker, 1.0 FTE decrease to 0.95 FTE for the 2025-2026 School Year only, effective July 1, 2025.

Matthew Newquist, BCBA, 1.0 FTE decrease to 0.85 FTE for the 2025-2026 School Year only, effective July 1, 2025.

Kim Martin FTE reduction, Teacher, 0.8 FTE decrease to 0.6 FTE for the 2025-2026 School Year only, effective July 1, 2025.

LEAVES OF ABSENCE:

RESIGNATION & TERMINATIONS:

Mikayla Coops, Education Support Professional, effective February 26, 2025.

Jai Lea Vang, Education Support Professional, effective February 26, 2025.

Diamonique Williams, Education Support Professional, effective March 7, 2025.

RETIREMENT:

Joni Erie, Education Support Professional, effective June 11, 2025.

Judy Stoos, Education Support Professional, effective June 11, 2025.

Don Williams, Teacher, effective June 12, 2025.

Intermediate School District 917

Check Register Including System Voids

Run Date: 2/26/2025 - 3/25/2025

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1909215	03/13/2025	TARA DUFORT	V	(25.00)	VOID MANUAL CHECK
1909423	02/28/2025	IND SCH DIST 196	V	(265.50)	VOID MANUAL CHECK
1909735	02/27/2025	OUTDOOR IMAGES, INC	R	370.00	ACCOUNTS PAYABLE CHECK
1909736	02/27/2025	REPUBLIC SERVICES #923	R	393.41	ACCOUNTS PAYABLE CHECK
1909737	02/27/2025	TOBII DYNVOX LLC	R	183.51	ACCOUNTS PAYABLE CHECK
1909738	02/27/2025	XCEL ENERGY	R	10,460.36	ACCOUNTS PAYABLE CHECK
1909739	02/28/2025	WISCONSIN SCTF	R	743.50	ACCOUNTS PAYABLE CHECK
1909740	02/28/2025	EDUCATION MINNESOTA, LOCAL 3904	R	9,233.34	ACCOUNTS PAYABLE CHECK
1909741	02/28/2025	ESP LOCAL 4242	R	3,694.64	ACCOUNTS PAYABLE CHECK
1909742	02/28/2025	FTC	R	1,365.83	ACCOUNTS PAYABLE CHECK
1909743	02/28/2025	O.P.E.I.U., LOCAL 12	R	419.70	ACCOUNTS PAYABLE CHECK
1909744	02/28/2025	RELATED SERVICES NURSES ESP	R	126.50	ACCOUNTS PAYABLE CHECK
1909745	02/28/2025	IND SCH DIST 196	R	265.50	ACCOUNTS PAYABLE CHECK
1909746	02/28/2025	INVER HILLS COMMUNITY COLLEGE	R	55.91	ACCOUNTS PAYABLE CHECK
1909747	02/28/2025	MENARDS	R	34.32	ACCOUNTS PAYABLE CHECK
1909748	02/28/2025	MN DEPT OF PUBLIC SAFETY	R	2,651.50	ACCOUNTS PAYABLE CHECK
1909749	02/28/2025	OFFICE OF MN.IT SERVICES	R	1,100.36	ACCOUNTS PAYABLE CHECK
1909750	02/28/2025	PHIL'S BODY SHOP INC	R	1,000.00	ACCOUNTS PAYABLE CHECK
1909751	02/28/2025	SAM'S CLUB/SYNCHRONY BANK	R	1,087.87	ACCOUNTS PAYABLE CHECK
1909752	03/04/2025	ADVANCE AUTO PARTS	R	170.32	ACCOUNTS PAYABLE CHECK
1909753	03/04/2025	CENTURYLINK	R	1,165.67	ACCOUNTS PAYABLE CHECK
1909754	03/04/2025	CENTURYLINK COMMUNICATONS, LLC	R	564.48	ACCOUNTS PAYABLE CHECK
1909755	03/04/2025	DAKOTA COUNTY TECH COLLEGE	R	1,487.16	ACCOUNTS PAYABLE CHECK
1909756	03/04/2025	DISTRICT 191 FOOD SERVICE	R	1,000.30	ACCOUNTS PAYABLE CHECK
1909757	03/04/2025	FRONTIER COMMUNICATIONS	R	531.06	ACCOUNTS PAYABLE CHECK
1909758	03/04/2025	IND SCH DIST 192	R	6,310.63	ACCOUNTS PAYABLE CHECK
1909759	03/04/2025	IND SCH DIST 194	R	6,310.63	ACCOUNTS PAYABLE CHECK
1909760	03/04/2025	IND SCH DIST 197	R	6,310.63	ACCOUNTS PAYABLE CHECK
1909761	03/04/2025	IND SCH DIST 199	R	22,087.21	ACCOUNTS PAYABLE CHECK
1909762	03/04/2025	IND SCH DIST 200	R	6,310.63	ACCOUNTS PAYABLE CHECK
1909763	03/04/2025	IND SCH DIST 271	R	6,310.63	ACCOUNTS PAYABLE CHECK
1909764	03/04/2025	KAREN CASS FELLING, M.A., LP	R	1,500.00	ACCOUNTS PAYABLE CHECK
1909765	03/04/2025	METROPOLITAN STATE UNIVERSITY	R	8,367.70	ACCOUNTS PAYABLE CHECK
1909766	03/04/2025	MN HISTORICAL SOCIETY	R	25.00	ACCOUNTS PAYABLE CHECK
1909767	03/04/2025	SO. ST. PAUL SPECIAL SCHOOL DIST 6	R	34,708.47	ACCOUNTS PAYABLE CHECK
1909768	03/04/2025	SONOVA USA INC.	R	547.98	ACCOUNTS PAYABLE CHECK
1909769	03/06/2025	ALL IN ONE TRANSLATION AGENCY, LLC	R	945.00	ACCOUNTS PAYABLE CHECK
1909770	03/06/2025	ARVIG ENTERPRISES, INC	R	2,240.71	ACCOUNTS PAYABLE CHECK
1909771	03/06/2025	CITY OF INVER GROVE HTS	R	410.96	ACCOUNTS PAYABLE CHECK
1909772	03/06/2025	FARMINGTON COMMUNITY EDUCATION	R	380.00	ACCOUNTS PAYABLE CHECK
1909773	03/06/2025	FRONTIER COMMUNICATIONS	R	2,153.76	ACCOUNTS PAYABLE CHECK
1909774	03/06/2025	THE HANOVER INSURANCE GROUP	R	18,001.28	ACCOUNTS PAYABLE CHECK
1909775	03/06/2025	MEGAN CATHERINE MATRAS	R	390.00	ACCOUNTS PAYABLE CHECK
1909776	03/06/2025	MRI INTERMEDIATE HOLDINGS, LLC	R	90.00	ACCOUNTS PAYABLE CHECK
1909777	03/11/2025	CUB FOODS - EAGAN	R	55.51	ACCOUNTS PAYABLE CHECK
1909778	03/11/2025	CUB FOODS - ROSEMOUNT	R	336.42	ACCOUNTS PAYABLE CHECK
1909779	03/11/2025	DELL MARKETING L.P.	R	2,172.06	ACCOUNTS PAYABLE CHECK
1909780	03/11/2025	MN ENERGY RESOURCES CORPORATION	R	2,157.96	ACCOUNTS PAYABLE CHECK
1909781	03/11/2025	MSOPA	R	250.00	ACCOUNTS PAYABLE CHECK
1909782	03/11/2025	ST PAUL PIONEER PRESS	R	134.20	ACCOUNTS PAYABLE CHECK
1909783	03/11/2025	THERAPY NOTES, LLC	R	329.00	ACCOUNTS PAYABLE CHECK
1909784	03/11/2025	VERIZON WIRELESS	R	937.73	ACCOUNTS PAYABLE CHECK
1909785	03/11/2025	WH SECURITY, LLC	R	71.85	ACCOUNTS PAYABLE CHECK
1909786	03/13/2025	BRIGHTWORKS	R	200.00	ACCOUNTS PAYABLE CHECK
1909787	03/13/2025	FRONTIER COMMUNICATIONS	R	1,097.69	ACCOUNTS PAYABLE CHECK
1909788	03/13/2025	LOFFLER BUSINESS SYSTEMS	R	393.75	ACCOUNTS PAYABLE CHECK
1909789	03/13/2025	MENARDS	R	160.37	ACCOUNTS PAYABLE CHECK

Intermediate School District 917

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CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1909790	03/13/2025	OUTDOOR IMAGES, INC	R	441.00	ACCOUNTS PAYABLE CHECK
1909791	03/13/2025	TARA DUFORT	R	25.00	ACCOUNTS PAYABLE CHECK
1909792	03/13/2025	TECHNOLOGY BY DESIGN, LLC	R	512.00	ACCOUNTS PAYABLE CHECK
1909793	03/13/2025	TOBII DYNAVOX LLC	R	158.49	ACCOUNTS PAYABLE CHECK
1909794	03/17/2025	WISCONSIN SCTF	R	743.50	ACCOUNTS PAYABLE CHECK
1909795	03/17/2025	EDUCATION MINNESOTA, LOCAL 3904	R	9,314.70	ACCOUNTS PAYABLE CHECK
1909796	03/17/2025	ESP LOCAL 4242	R	3,683.67	ACCOUNTS PAYABLE CHECK
1909797	03/17/2025	FTC	R	1,365.83	ACCOUNTS PAYABLE CHECK
1909798	03/17/2025	O.P.E.I.U., LOCAL 12	R	419.70	ACCOUNTS PAYABLE CHECK
1909799	03/17/2025	RELATED SERVICES NURSES ESP	R	126.50	ACCOUNTS PAYABLE CHECK
1909800	03/21/2025	BENEFIT EXTRAS, INC	R	490.24	ACCOUNTS PAYABLE CHECK
1909801	03/21/2025	CENGAGE LEARNING	R	793.80	ACCOUNTS PAYABLE CHECK
1909802	03/21/2025	CENTERPOINT ENERGY	R	1,109.87	ACCOUNTS PAYABLE CHECK
1909803	03/21/2025	CITY OF ROSEMOUNT	R	1,182.90	ACCOUNTS PAYABLE CHECK
1909804	03/21/2025	DELEGARD TOOL CO	R	32.06	ACCOUNTS PAYABLE CHECK
1909805	03/21/2025	ENERGIZER HOLDINGS, INC	R	910.80	ACCOUNTS PAYABLE CHECK
1909806	03/21/2025	FRONTIER COMMUNICATIONS	R	1,400.86	ACCOUNTS PAYABLE CHECK
1909807	03/21/2025	I KNOW IT (TPW)	R	150.00	ACCOUNTS PAYABLE CHECK
V4002459	03/11/2025	ALDI	R	655.61	ACCOUNTS PAYABLE VOUCHER
V4002460	03/11/2025	AMERGIS	V	-	VOID: MULTI STUB VOUCHER
V4002461	03/11/2025	AMERGIS	V	-	VOID: MULTI STUB VOUCHER
V4002462	03/11/2025	AMERGIS	R	62,897.62	ACCOUNTS PAYABLE VOUCHER
V4002463	03/11/2025	BAYADA HOME HEALTH CARE	R	2,535.00	ACCOUNTS PAYABLE VOUCHER
V4002464	03/11/2025	BEST BUY BUSINESS ADVANTAGE	R	899.99	ACCOUNTS PAYABLE VOUCHER
V4002465	03/11/2025	BOYS TOWN PRESS	R	75.00	ACCOUNTS PAYABLE VOUCHER
V4002466	03/11/2025	BRIGHTWORKS	R	475.00	ACCOUNTS PAYABLE VOUCHER
V4002467	03/11/2025	WELLS FARGO	R	5,910.28	ACCOUNTS PAYABLE VOUCHER
V4002468	03/11/2025	CARE TRANSFER SOLUTIONS, LLC	R	359.80	ACCOUNTS PAYABLE VOUCHER
V4002469	03/11/2025	CITY OF APPLE VALLEY	R	398.87	ACCOUNTS PAYABLE VOUCHER
V4002470	03/11/2025	CRAGUNS LODGE & CONFERENCE CTR	R	289.92	ACCOUNTS PAYABLE VOUCHER
V4002471	03/11/2025	GOOGLE HQ	R	2,633.32	ACCOUNTS PAYABLE VOUCHER
V4002472	03/11/2025	HEALTHIEST YOU	R	7,348.00	ACCOUNTS PAYABLE VOUCHER
V4002473	03/11/2025	INDEED, INC	R	1,117.96	ACCOUNTS PAYABLE VOUCHER
V4002474	03/11/2025	INNOVATIVE OFFICE SOLUTIONS	R	548.50	ACCOUNTS PAYABLE VOUCHER
V4002475	03/11/2025	JOB FAIRS	R	199.00	ACCOUNTS PAYABLE VOUCHER
V4002476	03/11/2025	KEYSTONE INTERPRETING SOLUTIONS INC	R	687.60	ACCOUNTS PAYABLE VOUCHER
V4002477	03/11/2025	LOW VOLTAGE INTEGRATORS INC	R	751.44	ACCOUNTS PAYABLE VOUCHER
V4002478	03/11/2025	MADDEN BROTHERS, INC	R	2,043.52	ACCOUNTS PAYABLE VOUCHER
V4002479	03/11/2025	MN DEPT OF EDUCATION	R	346.29	ACCOUNTS PAYABLE VOUCHER
V4002480	03/11/2025	NASCO	R	161.68	ACCOUNTS PAYABLE VOUCHER
V4002481	03/11/2025	OFFICE DEPOT	R	535.59	ACCOUNTS PAYABLE VOUCHER
V4002482	03/11/2025	PROFESSIONAL CRISIS MANAGEMENT ASSO	R	175.00	ACCOUNTS PAYABLE VOUCHER
V4002483	03/11/2025	ROSEMOUNT AUTO SERVICE	R	253.03	ACCOUNTS PAYABLE VOUCHER
V4002484	03/11/2025	SCHOOL NURSE SUPPLY	R	733.47	ACCOUNTS PAYABLE VOUCHER
V4002485	03/11/2025	THE HOME DEPOT PRO	R	1,387.55	ACCOUNTS PAYABLE VOUCHER
V4002486	03/11/2025	TOLL GAS & WELDING SUPPLY	R	1,170.21	ACCOUNTS PAYABLE VOUCHER
V4002487	03/11/2025	THE MCDOWELL AGENCY, INC.	R	90.20	ACCOUNTS PAYABLE VOUCHER
V4002488	03/11/2025	UNIVERSAL CLEANING SERVICES	R	7,947.50	ACCOUNTS PAYABLE VOUCHER
V4002489	03/11/2025	USI	R	310.71	ACCOUNTS PAYABLE VOUCHER
V4002490	03/11/2025	WESTERN PSYCHOLOGICAL SERVICES	R	96.80	ACCOUNTS PAYABLE VOUCHER
V4002491	03/11/2025	WESTONE LABORATORIES INC.	R	244.75	ACCOUNTS PAYABLE VOUCHER
V6607886	03/20/2025	MARTHA JOAN ALLEN	R	170.80	ACCOUNTS PAYABLE VOUCHER
V6607887	03/20/2025	ANN CATHERINE ALLEN	R	177.80	ACCOUNTS PAYABLE VOUCHER
V6607888	03/20/2025	KELSIE K ARCH	R	79.80	ACCOUNTS PAYABLE VOUCHER
V6607889	03/20/2025	MELISSA L ARMBRUST	R	284.20	ACCOUNTS PAYABLE VOUCHER
V6607890	03/20/2025	LAURA ANN ARMSTRONG	R	137.90	ACCOUNTS PAYABLE VOUCHER
V6607891	03/20/2025	KIM MARIE AUSTIN	R	310.10	ACCOUNTS PAYABLE VOUCHER

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V6607892	03/20/2025	TREVOR R BAILEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607893	03/20/2025	KIMBERLY D BAKER	R	43.40	ACCOUNTS PAYABLE VOUCHER
V6607894	03/20/2025	KEITH JAMES BARTHOLOMAUS	R	145.60	ACCOUNTS PAYABLE VOUCHER
V6607895	03/20/2025	THOMAS RICHARD BENNETT	R	23.80	ACCOUNTS PAYABLE VOUCHER
V6607896	03/20/2025	LINDA JO BERG	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607897	03/20/2025	STEPHANIE BETLEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607898	03/20/2025	MICHAEL JASON BIBRO	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607899	03/20/2025	AMANDA JO BOEHMER	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607900	03/20/2025	DON JAMES BUDACH	R	168.40	ACCOUNTS PAYABLE VOUCHER
V6607901	03/20/2025	MICHAEL ROBERT BURGIO	R	5.60	ACCOUNTS PAYABLE VOUCHER
V6607902	03/20/2025	LESLEY ANNE CHESTER	R	18.20	ACCOUNTS PAYABLE VOUCHER
V6607903	03/20/2025	BETHANY LEIGH CHRISTIANSON	R	28.00	ACCOUNTS PAYABLE VOUCHER
V6607904	03/20/2025	CRAIG ALAN CURTIS	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607905	03/20/2025	CHRISTOPHER GORDON DEVINE	R	487.60	ACCOUNTS PAYABLE VOUCHER
V6607906	03/20/2025	CARMEN MARIE EATON	R	43.40	ACCOUNTS PAYABLE VOUCHER
V6607907	03/20/2025	AMANDA R ECKRE	R	66.00	ACCOUNTS PAYABLE VOUCHER
V6607908	03/20/2025	LISA A EHLERINGER	R	26.60	ACCOUNTS PAYABLE VOUCHER
V6607909	03/20/2025	SHAE K ELLIOTT	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607910	03/20/2025	KATHERINE DIANE ENGEL	R	77.70	ACCOUNTS PAYABLE VOUCHER
V6607911	03/20/2025	JONI KAY ERIE	R	18.20	ACCOUNTS PAYABLE VOUCHER
V6607912	03/20/2025	MICHAEL LEONARD FAVOR	R	331.80	ACCOUNTS PAYABLE VOUCHER
V6607913	03/20/2025	SOFIE L FITZSIMMONS	R	123.90	ACCOUNTS PAYABLE VOUCHER
V6607914	03/20/2025	ANGELITA LEE FLEMING	R	17.50	ACCOUNTS PAYABLE VOUCHER
V6607915	03/20/2025	NICOLE K FLESNER	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607916	03/20/2025	SHERILYN FAYE FRISQUE	R	317.80	ACCOUNTS PAYABLE VOUCHER
V6607917	03/20/2025	CHRISTINA ANN TUOHY	R	78.40	ACCOUNTS PAYABLE VOUCHER
V6607918	03/20/2025	MARION E GRAHAM	R	21.00	ACCOUNTS PAYABLE VOUCHER
V6607919	03/20/2025	MEGAN KRISTINE HAROLDSON	R	277.20	ACCOUNTS PAYABLE VOUCHER
V6607920	03/20/2025	JANA LEE HEIDEMANN	R	65.80	ACCOUNTS PAYABLE VOUCHER
V6607921	03/20/2025	PETER ALLYN HENDRICKS	R	286.30	ACCOUNTS PAYABLE VOUCHER
V6607922	03/20/2025	SARA ASHLEY HENRY	R	413.70	ACCOUNTS PAYABLE VOUCHER
V6607923	03/20/2025	JENNIFER AMY HETLAND	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607924	03/20/2025	MELISSA ROCHELL HO	R	58.30	ACCOUNTS PAYABLE VOUCHER
V6607925	03/20/2025	JUSTIN DAVID HOELSCHER	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607926	03/20/2025	DENISE ERIN ERICKSON	R	8.40	ACCOUNTS PAYABLE VOUCHER
V6607927	03/20/2025	KATE SCHNEEWEIS HULSE	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607928	03/20/2025	SARAH CAITLIN IDEEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6607929	03/20/2025	COURTNEY ELIZABETH ROBINSON	R	77.00	ACCOUNTS PAYABLE VOUCHER
V6607930	03/20/2025	MARK W JOHNS	R	179.60	ACCOUNTS PAYABLE VOUCHER
V6607931	03/20/2025	SARAH LYNN JOHNSON	R	286.30	ACCOUNTS PAYABLE VOUCHER
V6607932	03/20/2025	AMY TAMARAH WOLF KAUFMAN	R	242.90	ACCOUNTS PAYABLE VOUCHER
V6607933	03/20/2025	LORI ANN KLEIN	R	432.30	ACCOUNTS PAYABLE VOUCHER
V6607934	03/20/2025	CORY LEE LANGENFELD	R	392.40	ACCOUNTS PAYABLE VOUCHER
V6607935	03/20/2025	BETSY SUE LARSEN	R	248.50	ACCOUNTS PAYABLE VOUCHER
V6607936	03/20/2025	MARCI LEVY-MAGUIRE	R	259.00	ACCOUNTS PAYABLE VOUCHER
V6607937	03/20/2025	SARAH MARIE LUDEWIG	R	172.20	ACCOUNTS PAYABLE VOUCHER
V6607938	03/20/2025	ERIN JEAN MAHNKE	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607939	03/20/2025	KIM MARIE MARTIN	R	81.20	ACCOUNTS PAYABLE VOUCHER
V6607940	03/20/2025	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6607941	03/20/2025	ALISON KENNIS-LYNN MCCUSKER	R	32.09	ACCOUNTS PAYABLE VOUCHER
V6607942	03/20/2025	SHARRI HELENE MCGIBBON	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6607943	03/20/2025	KRISTA MARIE MEYEN	R	18.20	ACCOUNTS PAYABLE VOUCHER
V6607944	03/20/2025	CLAIRE M NACHTWEY	R	38.50	ACCOUNTS PAYABLE VOUCHER
V6607945	03/20/2025	JO ANN MARISKA NAGY	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6607946	03/20/2025	RACHEL LOIS NASAL	R	18.20	ACCOUNTS PAYABLE VOUCHER
V6607947	03/20/2025	MATTHEW HARRISON NEWQUIST	R	28.70	ACCOUNTS PAYABLE VOUCHER
V6607948	03/20/2025	CINDY L NORDSTROM	R	11.90	ACCOUNTS PAYABLE VOUCHER

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V6607949	03/20/2025	RACHEL ERIN NOVY	R	105.00	ACCOUNTS PAYABLE VOUCHER
V6607950	03/20/2025	ALICIA JOY ODELL	R	167.30	ACCOUNTS PAYABLE VOUCHER
V6607951	03/20/2025	JACKIE MARIE PAULEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607952	03/20/2025	EMILY COLLEEN GOODSON	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6607953	03/20/2025	JENNIFER MAE PETERSEN	R	170.30	ACCOUNTS PAYABLE VOUCHER
V6607954	03/20/2025	BROOKE ALLYSON PETERSON	R	176.80	ACCOUNTS PAYABLE VOUCHER
V6607955	03/20/2025	EMILY ANN PFISTERER	R	287.70	ACCOUNTS PAYABLE VOUCHER
V6607956	03/20/2025	MEGAN E PLOTTS	R	96.60	ACCOUNTS PAYABLE VOUCHER
V6607957	03/20/2025	ANJALI RAO	R	18.20	ACCOUNTS PAYABLE VOUCHER
V6607958	03/20/2025	MELANIE LAVONNE REINARDY	R	32.20	ACCOUNTS PAYABLE VOUCHER
V6607959	03/20/2025	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6607960	03/20/2025	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6607961	03/20/2025	SARAH CATHERINE ROWLEY	R	160.72	ACCOUNTS PAYABLE VOUCHER
V6607962	03/20/2025	HAWA D SALAD	R	46.20	ACCOUNTS PAYABLE VOUCHER
V6607963	03/20/2025	MELISSA RAE SCHALLER	R	209.28	ACCOUNTS PAYABLE VOUCHER
V6607964	03/20/2025	IRENE ELIZABETH SCHULTZ-ALBERT	R	123.20	ACCOUNTS PAYABLE VOUCHER
V6607965	03/20/2025	BYRON LEITH SCHWAB	R	21.00	ACCOUNTS PAYABLE VOUCHER
V6607966	03/20/2025	ROLAND ARTHUR SESSIONS III	R	218.40	ACCOUNTS PAYABLE VOUCHER
V6607967	03/20/2025	HANNAH GRACE SIMMONS	R	11.90	ACCOUNTS PAYABLE VOUCHER
V6607968	03/20/2025	NORMAN C. SMITH III	R	45.50	ACCOUNTS PAYABLE VOUCHER
V6607969	03/20/2025	NICHOLAS J SOPKOWIAK	R	16.80	ACCOUNTS PAYABLE VOUCHER
V6607970	03/20/2025	HEATHER LYNN STOESZ	R	63.70	ACCOUNTS PAYABLE VOUCHER
V6607971	03/20/2025	ANN T STROM	R	135.52	ACCOUNTS PAYABLE VOUCHER
V6607972	03/20/2025	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607973	03/20/2025	KAYLEEN LAVONNE TAFFE	R	48.30	ACCOUNTS PAYABLE VOUCHER
V6607974	03/20/2025	SONIA LYNN TENDRICH	R	155.40	ACCOUNTS PAYABLE VOUCHER
V6607975	03/20/2025	LAURA J. TENNESSEN	R	62.30	ACCOUNTS PAYABLE VOUCHER
V6607976	03/20/2025	TAYLOR MAY LOVIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607977	03/20/2025	MERIDITH TIETZ	R	177.10	ACCOUNTS PAYABLE VOUCHER
V6607978	03/20/2025	SHANYN NICOLE TUFTEE	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6607979	03/20/2025	ADRIENNE KATE TURZYNSKI	R	33.60	ACCOUNTS PAYABLE VOUCHER
V6607980	03/20/2025	JOHN NATHAN VOLKERT	R	109.34	ACCOUNTS PAYABLE VOUCHER
V6607981	03/20/2025	ASHLEY LYNNETTE WARD	R	305.90	ACCOUNTS PAYABLE VOUCHER
V6607982	03/20/2025	MONICA J WEBER	R	20.30	ACCOUNTS PAYABLE VOUCHER
V6607983	03/20/2025	SCOTT MICHAEL ZEHNDER	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6607984	03/20/2025	MARK A. ZUZEK	R	15.40	ACCOUNTS PAYABLE VOUCHER
V7703641	02/27/2025	360 COMMUNITIES	R	18,550.00	ACCOUNTS PAYABLE VOUCHER
V7703642	02/27/2025	AMANDA GROH	R	1,137.50	ACCOUNTS PAYABLE VOUCHER
V7703643	02/27/2025	AI TECHNOLOGIES, LLC	R	2,872.22	ACCOUNTS PAYABLE VOUCHER
V7703644	02/27/2025	CKC GOOD FOOD	R	20,397.30	ACCOUNTS PAYABLE VOUCHER
V7703645	02/27/2025	DAKOTA TRUCK UNDERWRITERS	R	32,601.00	ACCOUNTS PAYABLE VOUCHER
V7703646	02/27/2025	ESTR PUBLICATIONS	R	174.60	ACCOUNTS PAYABLE VOUCHER
V7703647	02/27/2025	EVERYDAY SPEECH LLC	R	499.99	ACCOUNTS PAYABLE VOUCHER
V7703648	02/27/2025	IND SCH DIST 191	R	29,289.27	ACCOUNTS PAYABLE VOUCHER
V7703649	02/27/2025	NOVA EDUCATION CONSULTANTS	R	12,776.25	ACCOUNTS PAYABLE VOUCHER
V7703650	02/27/2025	OPG-3 INC	R	205.00	ACCOUNTS PAYABLE VOUCHER
V7703651	02/27/2025	PAWS FOR LEARNING, INC	R	2,590.00	ACCOUNTS PAYABLE VOUCHER
V7703652	02/27/2025	PROCARE THERAPY	R	8,209.79	ACCOUNTS PAYABLE VOUCHER
V7703653	02/27/2025	RATWIK, ROSZAK & MALONEY, P.A.	R	670.00	ACCOUNTS PAYABLE VOUCHER
V7703654	02/27/2025	TEACHERS ON CALL INC	R	20,214.30	ACCOUNTS PAYABLE VOUCHER
V7703655	02/27/2025	UPWARD BOUND CONSULTING, LLC	R	5,000.00	ACCOUNTS PAYABLE VOUCHER
V7703656	02/27/2025	ZEN EDUCATE INC	R	17,942.84	ACCOUNTS PAYABLE VOUCHER
V7703657	02/28/2025	MEDICA	R	1,287.23	ACCOUNTS PAYABLE VOUCHER
V7703658	02/28/2025	UNITED HEALTHCARE SERVICES, INC	R	25,666.15	ACCOUNTS PAYABLE VOUCHER
V7703659	02/28/2025	MN CHILD SUPPORT PAYMENT CENTER	R	246.60	ACCOUNTS PAYABLE VOUCHER
V7703660	02/28/2025	AFLAC	R	1,288.54	ACCOUNTS PAYABLE VOUCHER
V7703661	02/28/2025	AMERIPRISE FINANCIAL ADVISORS	R	9,033.82	ACCOUNTS PAYABLE VOUCHER

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V7703662	02/28/2025	AXA EQUITABLE LIFE INS CO	R	3,658.44	ACCOUNTS PAYABLE VOUCHER
V7703663	02/28/2025	FIDELITY INVSTMT TAX-EX SVC CO	R	14,332.94	ACCOUNTS PAYABLE VOUCHER
V7703664	02/28/2025	HEALTHEQUITY, INC.	R	32,466.94	ACCOUNTS PAYABLE VOUCHER
V7703665	02/28/2025	HORACE MANN LIFE INS	R	2,169.18	ACCOUNTS PAYABLE VOUCHER
V7703666	02/28/2025	INTERNAL REVENUE SERVICE	R	270,393.87	ACCOUNTS PAYABLE VOUCHER
V7703667	02/28/2025	EDUCATION MN ESI BILLING TRUST	R	10,747.55	ACCOUNTS PAYABLE VOUCHER
V7703668	02/28/2025	MN DEPT OF REVENUE	R	46,259.36	ACCOUNTS PAYABLE VOUCHER
V7703669	02/28/2025	MN DEPT OF REVENUE(C)	R	1,410.59	ACCOUNTS PAYABLE VOUCHER
V7703670	02/28/2025	MN STATE RETIREMENT SYSTEM	R	1,233.33	ACCOUNTS PAYABLE VOUCHER
V7703671	02/28/2025	EXECUTIVE DIRECTOR	R	57,796.53	ACCOUNTS PAYABLE VOUCHER
V7703672	02/28/2025	STATE TREASURER, TRA	R	126,241.21	ACCOUNTS PAYABLE VOUCHER
V7703673	02/28/2025	VARIABLE ANNUITY LIFE INS CO	R	9,435.39	ACCOUNTS PAYABLE VOUCHER
V7703674	02/28/2025	VOYA	R	1,332.51	ACCOUNTS PAYABLE VOUCHER
V7703675	03/04/2025	APPLE VALLEY ISD LLC	R	44,728.71	ACCOUNTS PAYABLE VOUCHER
V7703676	03/04/2025	NATIONAL INSURANCE SERVICES OF WI,	R	9,246.38	ACCOUNTS PAYABLE VOUCHER
V7703677	03/04/2025	SE ISD, DST	R	83,525.30	ACCOUNTS PAYABLE VOUCHER
V7703678	03/05/2025	AMANDA GROH	R	390.00	ACCOUNTS PAYABLE VOUCHER
V7703679	03/05/2025	AMAZON CAPITAL SERVICES	V	-	VOID: MULTI STUB VOUCHER
V7703680	03/05/2025	AMAZON CAPITAL SERVICES	R	5,954.44	ACCOUNTS PAYABLE VOUCHER
V7703681	03/05/2025	CDWG	R	2,500.00	ACCOUNTS PAYABLE VOUCHER
V7703682	03/05/2025	LAKESHORE LEARNING MATERIALS	R	1,494.75	ACCOUNTS PAYABLE VOUCHER
V7703683	03/05/2025	MINNESOTA HUMANITIES CENTER	R	8,224.43	ACCOUNTS PAYABLE VOUCHER
V7703684	03/05/2025	MN CLN SERVICES, INC	R	6,588.00	ACCOUNTS PAYABLE VOUCHER
V7703685	03/05/2025	PROCARE THERAPY	R	4,949.29	ACCOUNTS PAYABLE VOUCHER
V7703686	03/05/2025	REGINA MAENDLER, HEART & SCIENCE	R	7,852.50	ACCOUNTS PAYABLE VOUCHER
V7703687	03/05/2025	ZEN EDUCATE INC	R	4,928.18	ACCOUNTS PAYABLE VOUCHER
V7703688	03/10/2025	FIDELITY SECURITY LIFE INS CO	R	2,569.74	ACCOUNTS PAYABLE VOUCHER
V7703689	03/10/2025	MEDICA	R	313.75	ACCOUNTS PAYABLE VOUCHER
V7703690	03/13/2025	AI TECHNOLOGIES, LLC	R	2,895.36	ACCOUNTS PAYABLE VOUCHER
V7703691	03/13/2025	NOVA EDUCATION CONSULTANTS	R	11,928.50	ACCOUNTS PAYABLE VOUCHER
V7703692	03/13/2025	PROCARE THERAPY	R	7,754.95	ACCOUNTS PAYABLE VOUCHER
V7703693	03/13/2025	TEACHERS ON CALL INC	R	12,702.81	ACCOUNTS PAYABLE VOUCHER
V7703694	03/13/2025	UNITED HEALTHCARE SERVICES, INC	R	93,818.18	ACCOUNTS PAYABLE VOUCHER
V7703695	03/13/2025	UPWARD BOUND CONSULTING, LLC	R	5,000.00	ACCOUNTS PAYABLE VOUCHER
V7703696	03/13/2025	ZEN EDUCATE INC	R	9,269.65	ACCOUNTS PAYABLE VOUCHER
V7703697	03/14/2025	UNITED HEALTHCARE SERVICES, INC	R	31,756.67	ACCOUNTS PAYABLE VOUCHER
V7703698	03/14/2025	MEDICA	R	6,600.00	ACCOUNTS PAYABLE VOUCHER
V7703699	03/14/2025	UNITED HEALTHCARE SERVICES, INC	R	13,121.89	ACCOUNTS PAYABLE VOUCHER
V7703700	03/17/2025	MN CHILD SUPPORT PAYMENT CENTER	R	246.60	ACCOUNTS PAYABLE VOUCHER
V7703701	03/17/2025	AMERIPRISE FINANCIAL ADVISORS	R	9,033.82	ACCOUNTS PAYABLE VOUCHER
V7703702	03/17/2025	AXA EQUITABLE LIFE INS CO	R	3,658.44	ACCOUNTS PAYABLE VOUCHER
V7703703	03/17/2025	FIDELITY INVSTMT TAX-EX SVC CO	R	13,399.19	ACCOUNTS PAYABLE VOUCHER
V7703704	03/17/2025	HEALTHEQUITY, INC.	R	32,530.13	ACCOUNTS PAYABLE VOUCHER
V7703705	03/17/2025	HORACE MANN LIFE INS	R	2,169.18	ACCOUNTS PAYABLE VOUCHER
V7703706	03/17/2025	INTERNAL REVENUE SERVICE	R	267,287.43	ACCOUNTS PAYABLE VOUCHER
V7703707	03/17/2025	EDUCATION MN ESI BILLING TRUST	R	10,690.05	ACCOUNTS PAYABLE VOUCHER
V7703708	03/17/2025	MN DEPT OF REVENUE	R	45,685.07	ACCOUNTS PAYABLE VOUCHER
V7703709	03/17/2025	MN DEPT OF REVENUE(C)	R	1,410.59	ACCOUNTS PAYABLE VOUCHER
V7703710	03/17/2025	MN STATE RETIREMENT SYSTEM	R	1,233.33	ACCOUNTS PAYABLE VOUCHER
V7703711	03/17/2025	EXECUTIVE DIRECTOR	R	57,768.18	ACCOUNTS PAYABLE VOUCHER
V7703712	03/17/2025	STATE TREASURER, TRA	R	125,253.84	ACCOUNTS PAYABLE VOUCHER
V7703713	03/17/2025	VARIABLE ANNUITY LIFE INS CO	R	9,435.39	ACCOUNTS PAYABLE VOUCHER
V7703714	03/17/2025	VOYA	R	1,332.51	ACCOUNTS PAYABLE VOUCHER
V7703715	03/20/2025	DELTA DENTAL OF MINNESOTA	R	41,736.91	ACCOUNTS PAYABLE VOUCHER
V7703716	03/20/2025	MEDICA	R	3,882.72	ACCOUNTS PAYABLE VOUCHER
V7703717	03/20/2025	UNITED HEALTHCARE SERVICES, INC	R	29,008.68	ACCOUNTS PAYABLE VOUCHER
V7703718	03/21/2025	AMANDA GROH	R	585.00	ACCOUNTS PAYABLE VOUCHER

Intermediate School District 917
Check Register Including System Voids
Run Date: 2/26/2025 - 3/25/2025

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
V7703719	03/21/2025	AMAZON CAPITAL SERVICES	V	-	VOID: MULTI STUB VOUCHER
V7703720	03/21/2025	AMAZON CAPITAL SERVICES	R	4,919.88	ACCOUNTS PAYABLE VOUCHER
V7703721	03/21/2025	CDWG	R	2,690.93	ACCOUNTS PAYABLE VOUCHER
V7703722	03/21/2025	CKC GOOD FOOD	R	22,079.69	ACCOUNTS PAYABLE VOUCHER
V7703723	03/21/2025	DAKOTA TRUCK UNDERWRITERS	R	32,601.00	ACCOUNTS PAYABLE VOUCHER
V7703724	03/21/2025	KAREN CASS FELLING, M.A., LP	R	750.00	ACCOUNTS PAYABLE VOUCHER
V7703725	03/21/2025	MENTOR MINNESOTA	R	7,500.00	ACCOUNTS PAYABLE VOUCHER
V7703726	03/21/2025	PROCARE THERAPY	R	12,536.79	ACCOUNTS PAYABLE VOUCHER
V7703727	03/21/2025	RATWIK, ROSZAK & MALONEY, P.A.	R	2,660.48	ACCOUNTS PAYABLE VOUCHER
V7703728	03/21/2025	ZEN EDUCATE INC	R	8,763.51	ACCOUNTS PAYABLE VOUCHER
		Total		<u>2,224,366.84</u>	

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

03/14/2025 DIRECT DEPOSITS REGULAR PAY (PR417)
PAYROLL CHECKS

\$782,953.73
\$0.00

NET PAYROLL

\$ 782,953.73

Authorized Signature Mark Johns Date 3/13/25

**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		1,000,000.00		574.01	50,653.08	4.55%	1,500,000.00	1,000,000.00		50,959.61	13,312,131.51	4.64%	13,362,784.59	51,533.62
Dec				189.43	50,842.51	4.40%				50,194.93	12,162,326.44	4.46%	12,213,168.95	50,384.36
Jan				184.38	51,026.89	4.27%				50,000.00	11,706,229.70	4.36%	11,757,256.59	44,087.64
Feb		40,000.00		114.66	11,141.55	4.21%	2,040,000.00	1,000,000.00		42,579.48	12,788,809.18	4.32%	12,799,950.73	42,694.14
Mar														
Apr														
May														
Jun														
Total														
FY 25	1,000,000.00	1,140,000.00	-	11,838.76	11,141.55		5,040,000.00	5,100,000.00	-	395,076.58	12,788,809.18		12,799,950.73	406,915.34



Customer Service
PO Box 11760
Harrisburg, PA 17108-11760

ACCOUNT STATEMENT

For the Month Ending
February 28, 2025

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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Individual Accounts

Accounts included in Statement

600430 STATE PAYMENTS

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 distributed by 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.

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 **February 28, 2025**

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

MSDLAF+ Liquid Class	
Opening Market Value	51,026.89
Purchases	114.66
Redemptions	(40,000.00)
Unsettled Trades	0.00
Change in Value	0.00

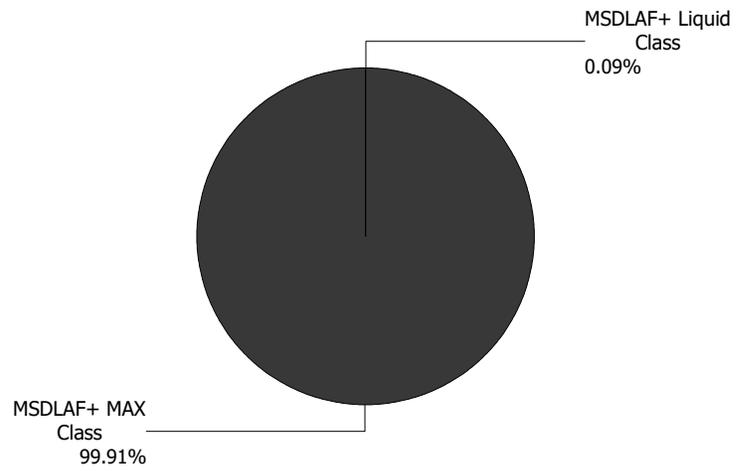
Closing Market Value **\$11,141.55**
 Cash Dividends and Income 114.66

MSDLAF+ MAX Class	
Opening Market Value	11,706,229.70
Purchases	2,082,579.48
Redemptions	(1,000,000.00)
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value **\$12,788,809.18**
 Cash Dividends and Income 42,579.48

Asset Summary		
	February 28, 2025	January 31, 2025
MSDLAF+ Liquid Class	11,141.55	51,026.89
MSDLAF+ MAX Class	12,788,809.18	11,706,229.70
Total	\$12,799,950.73	\$11,757,256.59

Asset Allocation



Account Statement

For the Month Ending **February 28, 2025**

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					51,026.89
02/18/25	02/18/25	Exchange from MSDLAF+ Liquid Class to MSDLAF+ MAX Class	1.00	(40,000.00)	11,026.89
02/28/25	03/03/25	Accrual Income Div Reinvestment - Distributions	1.00	114.66	11,141.55
Closing Balance					11,141.55

	Month of February	Fiscal YTD July-February		
Opening Balance	51,026.89	139,302.79	Closing Balance	11,141.55
Purchases	114.66	1,011,838.76	Average Monthly Balance	35,316.70
Redemptions (Excl. Checks)	(40,000.00)	(1,140,000.00)	Monthly Distribution Yield	4.21%
Check Disbursements	0.00	0.00		
Closing Balance	11,141.55	11,141.55		
Cash Dividends and Income	114.66	11,838.76		

MSDLAF+ MAX Class					
Opening Balance					11,706,229.70
02/05/25	02/05/25	Purchase - ACH Purchase	1.00	1,000,000.00	12,706,229.70
02/18/25	02/18/25	Exchange from MSDLAF+ Liquid Class to MSDLAF+ MAX Class (available: 03/04/25)	1.00	40,000.00	12,746,229.70
02/19/25	02/19/25	Purchase - ACH Purchase	1.00	1,000,000.00	13,746,229.70
02/27/25	02/27/25	Redemption - ACH Redemption	1.00	(1,000,000.00)	12,746,229.70
02/28/25	03/03/25	Accrual Income Div Reinvestment - Distributions	1.00	42,579.48	12,788,809.18

Account Statement

For the Month Ending **February 28, 2025**

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					12,788,809.18
		Month of February	Fiscal YTD July-February		
Opening Balance		11,706,229.70	12,453,732.60	Closing Balance	12,788,809.18
Purchases		2,082,579.48	5,435,076.58	Average Monthly Balance	12,866,321.82
Redemptions (Excl. Checks)		(1,000,000.00)	(5,100,000.00)	Monthly Distribution Yield	4.32%
Check Disbursements		0.00	0.00		
Closing Balance		12,788,809.18	12,788,809.18		
Cash Dividends and Income		42,579.48	394,708.41		

RESOLUTION

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACTS OF ABBY ELDER, TABBY PINOR, PAM RICKERS, EVA TAGUDINA, MALLORY VAITKUNAS, RIRA BULLECER, ANDREA DUESING, ANTANAYA FERGUSON, MEGAN HAROLDSON, REBECCA HENNESSEY, JOHANNA IVERSEN, ISABELLA KRANZ, TAYLOR KRAUSE, LISA MAYER, RUSHEL REJUSO, HAWA SALAD, JAMIE SWANSON, RICHARD TIEMPO, RECHEL TUPAS, KAITLYN WEEKS, LAUREN WEEKS

WHEREAS, **ABBY ELDER, TABBY PINOR, PAM RICKERS, EVA TAGUDINA, MALLORY VAITKUNAS, RIRA BULLECER, ANDREA DUESING, ANTANAYA FERGUSON, MEGAN HAROLDSON, REBECCA HENNESSEY, JOHANNA IVERSEN, ISABELLA KRANZ, TAYLOR KRAUSE, LISA MAYER, RUSHEL REJUSO, HAWA SALAD, JAMIE SWANSON, RICHARD TIEMPO, RECHEL TUPAS, KAITLYN WEEKS, LAUREN WEEKS** are probationary teachers in Intermediate School District 917.

BE IT RESOLVED by the School Board of Intermediate School District No. 917, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contracts of **ABBY ELDER, TABBY PINOR, PAM RICKERS, EVA TAGUDINA, MALLORY VAITKUNAS, RIRA BULLECER, ANDREA DUESING, ANTANAYA FERGUSON, MEGAN HAROLDSON, REBECCA HENNESSEY, JOHANNA IVERSEN, ISABELLA KRANZ, TAYLOR KRAUSE, LISA MAYER, RUSHEL REJUSO, HAWA SALAD, JAMIE SWANSON, RICHARD TIEMPO, RECHEL TUPAS, KAITLYN WEEKS, LAUREN WEEKS**, probationary teachers in Intermediate School District No. 917, are hereby terminated at the close of the current 2024-2025 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teachers regarding termination and nonrenewal of contract as provided by law, and that said notice shall be in substantially the following form:

**NOTICE OF TERMINATION
AND NONRENEWAL**

NAME
STREET
CITY, STATE ZIP

Dear NAME:

You are hereby notified that at a meeting of the School Board of Intermediate School District No. 917 held on April 1, 2025, a resolution was adopted by a majority roll call vote of the Board to terminate your contract effective at the end of the current school year and not to renew your contract for the 2025-2026 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the School Board give its reasons for the nonrenewal of your teaching contract. However, such request must be received within ten days after the receipt of this notice.

Yours very truly,

SCHOOL BOARD OF
INTERMEDIATE SCHOOL DISTRICT NO. 917

Clerk of the School Board

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

Whereupon said resolution was declared duly passed and adopted.

Dated: April 1, 2025

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION PROPOSING TO PLACE ALLA BOULOS AND ERIN MAHNKE ON UNREQUESTED LEAVE OF ABSENCE

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

1. That it is proposed that ALLA BOULOS, teacher, and ERIN MAHNKE, assistant principal of DCALS North, of said school district, be placed on unrequested leave of absence without pay or fringe benefits, effective at the end of the 2024-2025 school year on June 30, 2025, pursuant to M.S. 122A.40, Subdivision 11 and in Article XI of the collective bargaining agreement between the parties.
2. That written notice be sent to said teacher and assistant principal regarding the proposed placement on unrequested leave of absence without pay or fringe benefits as provided by law and said notice shall include a date for hearing if requested and be in substantially the following form:

NOTICE OF PROPOSED PLACEMENT ON UNREQUESTED LEAVE OF ABSENCE AND NOTICE OF HEARING DATE, IF REQUESTED.

NAME
STREET
CITY, STATE ZIP

Dear NAME:

You are hereby notified that at a regular meeting of the School Board of Intermediate School District No. 917 held on April 1, 2025, consideration was given to your placement on unrequested leave of absence without pay or fringe benefits as a teacher of Intermediate School District No. 917, and a resolution was adopted by a majority vote of the Board, proposing your placement on unrequested leave of absence effective at the end of the 2024-2025 school year on June 30, 2025, pursuant to Minnesota Statutes 122A.40, Subdivision 11, upon the grounds described in said statute and in Article XI of the collective bargaining agreement between the parties, which are specifically as follows:

Discontinuance of Position, Lack of Pupils, Financial Limitations, and merger of classrooms

Under the provisions of the law, you are entitled to a hearing before the School Board provided that you make a request in writing within 14 days after receipt of this notice. If no hearing is requested within such period, it shall be deemed acquiescence by you to the School Board's proposed

action.

If you desire a hearing, it will be scheduled within the next few weeks at a mutual time in the School Board Room. Please advise if such hearing is requested.

Yours very truly,

SCHOOL BOARD OF
INTERMEDIATE SCHOOL DISTRICT NO. 917

Clerk of the School Board

3. That each and all of the foregoing grounds of said notice are within the grounds for unrequested leave placement as set forth in M.S. 122A.40, Subdivision 11, and in Article XI of the collective bargaining agreement between the parties, and are hereby adopted as fully as though separately set forth and resolved herein.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated: April 1, 2025



To: Dr. Michael Favor
Superintendent

From: Dr. Melissa Schaller *ms*
Executive Director of Student Services

Re: 2025-2026 Lead Teacher Assignments

Date: March 18, 2025

The position of lead teacher provides assistance to the staff and to the administration in a variety of ways including:

- Providing resources, training, and support to staff
- Monitoring due process
- Attending team meetings as an administrative designee
- Completing intake meetings
- Serving as a mentor
- Assisting in crisis management
- Developing curriculum and supporting equipment needs

Based on a review of interested applicants, I am recommending that the following individuals be appointed as lead staff according to the ISD 917 Local 3904 contract for the 2025-2026 school year:

Assignment	Supervisor	Appointee
TEA-LEC and ECSE*	Boehmer	Christine Chessler
Nursing*	Budach/Betley	Melissa Ho
TESA	Budach/Betley	Emily Goodson Wendi Renken

Career Technical Education (CTE)*	Devine/TBD	Adam Ghormley
DCALS-Main*	Devine/TBD	Erin Hale-Sanford
DCALS-North*	Devine/TBD	Megan Shavers
DASH & SUN-Cedar	Hetland	Melanie Rix
Board Certified Behavior Analysts*	Hulse	Adrienne Turzynski
Blind/Visually Impaired*	Lovin	Sheri Frisque
Deaf/Hard of Hearing Itinerant*	Lovin	Sonia Tendrich
Deaf/Hard of Hearing Resource*	Lovin	Sarah Ideen
Physical/Health Disabilities*	Lovin	Jenna Nace
Physical Therapy (PT)*	Lovin	Shanyn Tuftee
CASE/IDEA/SUN-Alliance Education Center	Pauley	.5-Sharri McGibbon .5-Rachel Novy
MTSS and Testing	Peterson	Eve Thomas Brook
Navigator [Apprenticeship Program]	Peterson	.5-Sharri McGibbon .5-Rachel Novy
SUN-Concord Education Center	Swaney	Cathy Mattice

*These positions will provide direct services to students and/or have other job responsibilities.

These assignments are subject to an annual appointment by the school board.



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
From: Mark Johns, Director of Finance
Date: March 25, 2025
RE: DCTC Lease Agreement Summary

Proposal: Terminate existing Joint Powers Agreement between DCTC and ISD 917 and replace with the Lease, Facilities, Use and Cooperation Agreement.

Building Access:

- 917’s access to designated space and shared space does not change
- 917 & DCTC must mutually agree on the amount of designated square footage by November 1, for the following fiscal year

Rental Cost:

- Currently 917 is charged for both exclusive space and shared space but is not charged for parking. Under the Lease Agreement, 917 will be charged for exclusive space and parking, but not charged for shared space. (See below exhibit)
- After FY26, rental rate per sq. ft. is capped at 3.0% annual increase
- The total cost of this lease compares favorably to our other leased facilities (Cedar, Lebanon and Concord rent cost ranges from \$16.65 to \$20.04 per Sq/Ft which does not include custodian, utilities, garbage, security or grounds mtce)

Fiscal Yr	Sq Ft Rate	Exclusive Space		Shared Space		Parking			Total	
		Sq Ft	Cost	Sq Ft	Cost	Parking Spots	Parking Rate per Spot	Cost	Cost	% Increase
FY23 - Actual	\$7.59	47,879	\$363,404	9,556	\$72,526	N/A	\$0.00	\$0	\$435,930	
FY24 - Actual	\$8.73	47,879	\$417,986	9,556	\$83,420	N/A	\$0.00	\$0	\$501,406	15%
FY25	\$10.03	45,947	\$460,846	N/A	\$0	80	\$150.00	\$12,000	\$472,846	-6%
FY26	\$11.47	45,947	\$527,010	N/A	\$0	80	\$150.00	\$12,000	\$539,010	14%
FY27 Est	\$11.81	45,947	\$542,820	N/A	\$0	80	\$155.00	\$12,400	\$555,220	3%

Impact on General Fund Financials:

	Fiscal 2025		Fiscal 2026			Impacts
	Budget	Updated Projection	Total Cost	Levy Offset	Net Gen Fund	
SPED	236,399	194,625	221,858	(199,672)	22,186	Impacts SPED billing rate
CTE	270,351	222,578	253,722	(228,350)	25,372	Impacts CTE billing rate
DCALS	67,587	55,644	63,430	(57,087)	6,343	Impacts General Fund Net income/Loss
Total DCTC Cost	574,337	472,846	539,010	(485,109)	53,901	

Effective Term:

- Fiscal Years 2025-2029. Retroactive for FY25, with 5-year term
- Termination for breach or by either party, with or without cause by giving notice by January 1 for the following fiscal year

**Minnesota State Colleges and Universities
Dakota County Technical College
And
Intermediate School District 917**

LEASE, FACILITIES USE, AND COOPERATION AGREEMENT

This Lease, Facilities Use, and Cooperation Agreement (“Agreement”) is made by and between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of **Dakota County Technical College** (“Technical College”) and **Intermediate School District 917** (“District”).

WHEREAS, Technical College and the District are parties to a joint powers agreement entered into effective July 1, 1995 (“JPA”) that sets forth the parties’ agreement regarding the District’s use of facilities at Technical College and sharing of services related thereto;

WHEREAS, the original JPA was extended and amended over time, including by a Memorandum of Understanding entered into by the parties in 2022 (“MOU”);

WHEREAS, the nature of the parties’ relationship has changed over time, and the primary feature of their continued relationship relates to the District’s use of facilities at Technical College for certain education and training classes under Minnesota Statutes Section 136D.73, including the District’s provision of vocational instruction thereunder;

WHEREAS, the parties desire to repeal the original JPA and all related amendments and MOUs and to continue their relationship pursuant to this Lease, Facilities Use, and Cooperation Agreement upon the terms and conditions expressed herein.

NOW, THEREFORE, Technical College and District hereby agree as follows:

1. **Termination of original JPA.** By entering into this Agreement, the parties agree that the terms of the original JPA, the MOU, and all related amendments, memoranda of understanding, and other agreements are hereby terminated and shall have no force or effect. The parties agree that their contractual relationship shall be controlled by this Agreement and any amendments hereto, except as otherwise agreed in writing by the parties.
2. **Facilities.** Subject to the terms and conditions of this Agreement, Technical College shall make all facilities listed in Exhibit A available for exclusive use by the District (“Exclusive Use Facilities”). In addition, Technical College shall make all common spaces (“Shared Use Facilities”) available for use by the District consistent with the terms in Paragraph 4. Exclusive Use Facilities and Shared Use Facilities shall hereafter be collectively referred to as “Facilities.” All cooperative arrangements and joint activities involving any academic financial arrangements shall require a separate written agreement signed by both parties.

The College and the District agree to share relevant policies and procedures with each other as necessary to support the successful implementation of this Agreement. Each party will provide timely access to any updates or changes to such policies and procedures to ensure effective collaboration.

3. **Exclusive Use Facilities.** Specific to the Exclusive Use Facilities, the parties agree as follows:
 - a. The District will use the Exclusive Use Facilities for educational programming and related purposes in connection with the operation of education and training classes. All space included in the Exclusive Use Facilities' square footage will be well suited for program use and functional for student learning.
 - b. The District shall have continued access to the Exclusive Use Facilities during Technical College building hours throughout the term of this Agreement. The parties acknowledge that Technical College may modify building hours due to inclement weather or other unplanned circumstances necessitating building access changes, in which case Technical College will make reasonable effort to notify the District as soon as possible of modified building hours.
 - c. Technical College shall maintain the Exclusive Use Facilities in a manner comparable to and consistent with its maintenance of facilities used for Technical College programs. The District will pay Technical College for improvements in addition to what is included in the Agreement.
 - d. The District shall make no alterations, additions, or changes in the Facilities, including the installation of any fixtures, without the advance written consent of the Director of Operations of the Technical College. The District will also notify the Director of Operations of the Technical College before any alterations, additions, or changes in the Facilities, including the installation of any fixtures, before such work is started. Unless otherwise specifically agreed to by the parties in writing, all alterations, additions, and improvements which may be made or installed by the District upon the Facilities and which in any manner are attached to the floors, walls, or ceilings, at the termination of this Agreement, shall remain the property of the Technical College, and shall remain upon and be surrendered with the Facility as a part thereof, without damage or injury beyond normal wear and tear, and floor coverings affixed to the floor shall likewise become the property of the Technical College.
 - e. The parties will use the following process for making changes to the Exclusive Use Facilities as identified in Exhibit A:
 - i. By November 1 of each year, site leadership or their duly authorized designees for both the District and Technical College shall meet to discuss any proposed changes to the Exclusive Use Facilities for the following school year, representing the one-year period starting on July 1 and

running until June 30 (“Year”). If the District and Technical College can reach agreement on proposed changes by November 1, Exhibit A to this Agreement will be amended in writing and executed by both parties, to take effect the following July 1. If the parties cannot reach agreement on proposed changes by November 1, the existing Exhibit A shall remain in full force and effect.

- ii. Requests by the District for temporary use of space in addition to Exclusive Use Facilities shall follow the Technical College’s Facility Use process.

4. **Shared Use Facilities.** Technical College shall make all common spaces and all reservable rooms, including conference rooms, available for use by the District in the same manner that Technical College makes such spaces available for use by its own students and/or staff. The Technical College shall have first right of assignment for all rooms. Technical College shall also provide the District with adequate storage space for the District’s records, program equipment and computer servers and related technology, in the same manner that Technical College makes such spaces available for use by its own students and/or staff, which shall be subject to the following terms:

- a. Technical College shall be responsible for properly securing storage spaces to ensure access only by those individuals who are authorized to access the property maintained in those spaces.
- b. Technical College shall ensure that the District is able to access District property maintained in District storage spaces at all times the building is open.
- c. The District acknowledges that when reserving shared spaces within the Technical College premises, it is solely responsible for arranging the setup and resetting of the room to its original configuration following use. The Technical College shall not provide staff or resources for room setup, teardown, or post-use restoration unless otherwise agreed upon in writing.
- d. Determining storage space will occur in the same manner as other space described in Section 3(e)(i).

5. **Obligations of Technical College.** The Technical College shall be responsible for the following: All administration of and decisions regarding benefits, policies, grievances, and other related personnel issues that concern Technical College personnel.

- a. Physical plant, maintenance, and custodial work required to keep the Facilities in good working condition and available for use for the Facilities’ intended purposes.
- b. Arranging for and providing all utilities for use in the Facilities, including electricity, water, and sewer.

- c. Providing the District, including its staff and students, access to the following spaces and services in the same manner as it provides such spaces and services to Technical College staff and students:
 - i. Campus grounds;
 - ii. Safety and security services;
 - iii. Food service;
 - iv. Bookstore;
 - v. Garbage and hazardous waste removal; and
 - vi. Incoming mail service, including package handling.
 - vii. Parking
 - 1. The District shall have access to parking within the premises of the Technical College for its staff, faculty, students, and visitors.
 - 2. Handicapped parking: The Technical College will provide handicapped parking spaces, at no charge, adjacent to the handicapped accessible entrances.
 - 3. Bicycle parking: The Technical College will designate parking area for bicycles, at no charge.
 - 4. Liability: The Technical College shall not be liable for any loss or damage to vehicles or bicycles that are parked on or driven on the Technical College campus.

6. Terms of Use of Exclusive Use Facilities. The parties understand and agree that the following terms apply to the District's use of the Exclusive Use Facilities:

- a. License to Use the Facilities: The District shall use the Exclusive Use Facilities in a manner consistent with the purpose set forth in Paragraph 3.
- b. Notwithstanding Technical College's obligations under this Agreement, the District shall keep the Exclusive Use Facilities reasonably clean and in sanitary condition and good order in the same manner that Technical College maintains such spaces.
- c. Utilities: Both parties agree to take reasonable precautions to prevent waste of heat, electricity, water, air conditioning, and any other utility or any service, whether such is furnished by the Technical College or obtained and paid for by the District.

7. **Signs.** The parties recognize that the Technical College installs and maintains all permanent interior and exterior signs attached to the buildings at Technical College. Signs erected and maintained by Technical College shall be subject to the following terms:
 - a. The Technical College shall work cooperatively with the District to identify a mutually acceptable location for any new interior and exterior signs. The District will pay the Technical College for the cost and expense of installation and maintenance of any exterior signs, which must comply with any and all governmental regulations.
 - b. The District will work with the Technical College to keep the District signs in good repair and to repairing damages caused by the installation and removal of interior and external signs.
 - c. The District may post temporary exterior and interior signs reasonably necessary to direct students, staff, and the public to the District programs, services, or events offered at Technical College.

8. **Payment.** In exchange for use of the Facilities and all other services and benefits as set forth in this Agreement, the District shall pay Technical College in accordance with the following terms:
 - a. The total annual payment amount per year (“Rent”) shall be determined on a per-square-foot basis based on the total square footage of the Exclusive Use Facilities as set forth in Exhibit A, as it may be amended in accordance with Paragraph 3(e)(i). The amount the District must pay per square foot of Exclusive Use Facilities shall hereinafter be referred to as the “Rate.”
 - b. The Vice President of Finance and Operations of the Technical College, or designee, shall invoice the District quarterly, with payments due by July 15, October 15, January 15 and March 15.
 - c. FY25 rate \$10.03/square foot, FY26 rate \$11.47/square foot. State fiscal years are July 1 – June 30. Previous rates for FY23 rate \$7.59/square foot, FY24 rate \$8.73/square foot,
 - d. Technical College may increase rate beyond FY26 no more than once annually with notice. The increase may not exceed 3.0%, unless otherwise negotiated with the District.
 - e. District shall pay for parking at the same rate as Technical College employees. The rate is approved annually by the Minnesota State Colleges and Universities Board of Trustees. The FY25 rate is one hundred fifty dollars (\$150.00) per individual that requires parking. The Technical College will inform the District of

the approved rate for the upcoming year. The base number of parking spaces for the District is 80. The District shall provide the Technical College an updated count of staff and students to reflect any material changes in number. Students in the Transitional Education Service Alternative Program (“TESA”) will not be included in the count.

9. **Personal Property.** Any personal property, including, but not limited to, furniture, teaching materials, and computers and other technology, purchased by, for, or on behalf of or otherwise given to a party (“Acquiring Party”) that is present at or maintained in the Facilities shall remain the property of the Acquiring Party. This applies to all personal property regardless of when it was acquired or present at or in the Facilities. The parties understand and agree that they shall not access or use, or allow their staff or students to access or use, the other party’s personal property except with express permission from a duly authorized representative of the Acquiring Party.

10. **Data Privacy and Information Sharing.** The parties acknowledge and agree that each party is responsible for maintaining its own data in accordance with the requirements of the Minnesota Government Data Practices Act (“MGDPA”), the Family Educational Rights and Privacy Act (“FERPA”), and related laws, and that neither party is entitled to access private or confidential data received, created, or maintained by the other party by nature of this Agreement except in limited circumstances as set forth in state and federal law. In the event that either party obtains private or confidential data from the other party, the parties acknowledge and agree that the receiving party is required to handle the data consistent with the providing party’s obligations under the MGDPA, FERPA, and all other applicable laws.
 - a. Reporting Requirements for the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”): The District recognizes that the District is obligated to report crimes on campus to the Technical College Public Safety and Security Department, consistent with the requirements of the Clery Act.

11. **Policies and Procedures.** The District’s staff, students, contractors, and volunteers shall follow all Technical College policies and procedures, as applicable, including public safety procedures. The policies and procedures created and administered by the District shall apply to all District programs, staff, students, contractors, and volunteers. To the extent necessary, Technical College and the District shall work cooperatively to investigate and address issues involving students or staff consistent with the parties’ obligations under the MGDPA, FERPA, the Clery Act and any other applicable statute or regulation.

12. **Relationship of the Parties.** The relationship of the parties is that of lessor and lessee. Neither party is an agent, representative, or partner of the other party and nothing under this Agreement is intended nor will be construed to create between the parties a partnership, a joint venture relationship, or other similar relationship. No party will have any right, power, or authority to enter into any agreement for or on behalf of, or to incur

any obligation or liability of, or to otherwise bind, another party. At all times, District personnel or contractors will be under the supervision and control of the District and will be considered employees of the District. Additionally, at all times, Technical College personnel or contractors will be under the supervision and control of Technical College and will be considered employees of Technical College.

13. Insurance.

- a. Technical College shall, at its own cost, maintain liability insurance covering all acts of Technical College, its employees, agents, representatives and guests on, about, or within Technical College's property in amounts at least equal to the liability limits set forth in Minnesota Torts Claims Act, Minnesota Statutes Sections 3.732 and 3.736 et. seq. and other applicable law.
- b. The District shall, at its own cost, maintain liability insurance covering all acts of the District, its employees, agents, representatives and guests on, about, or within the Facilities or Technical College's property in amounts at least equal to the liability limits set forth in Minnesota Statute section 466.04, and adjusted as appropriate to reflect changes in the statutory limit.
- c. The District shall, at its own cost, maintain property damage liability insurance covering all improvements installed by the District, the District's fixtures, equipment, and personal property in amounts at least equal to the replacement values thereof.
- d. Failure of Technical College or the District to keep in force and effect the insurance required herein shall constitute a default under the Agreement. All insurance required under this section shall have a provision which states that the insurance may not be canceled except upon thirty (30) days' written notice to the other party.

14. Casualty Loss. In the event of any damage or destruction to the Facilities by fire or other cause during the Agreement Term, the following provisions shall apply:

- a. If the Facilities are damaged to such an extent that the cost of restoration, as reasonably estimated by Technical College, will equal or exceed thirty percent (30%) of the replacement value of the Facilities, or if Technical College fails to provide such reasonable estimate to the District within sixty (60) days after the date of the casualty, then either party may elect to immediately terminate the Agreement with notice to the other party.
- b. If the cost of restoration as reasonably estimated by Technical College amounts to less than thirty percent (30%) of the replacement value of the Facilities, or if, despite the cost, Technical College or the District does not elect to terminate this Agreement under Paragraph 16(a), Technical College shall, to the extent compensated by insurance, restore the Facilities within ninety (90) days of such

casualty, subject to delays beyond Technical College's reasonable control. In the event there are delays beyond Technical College's reasonable control, the District shall have no right to terminate this Agreement except as herein provided. Technical College shall not be responsible for restoring or repairing leasehold improvements of the District.

- c. During the period that the Exclusive Use Facilities are untenantable, Rent shall be entirely abated. If the District is able to occupy a portion of the Exclusive Use Facilities without unreasonable business interruption, then Rent shall be abated in part. Any partial abatement of Rent shall be based upon the amount of square footage of the Exclusive Use Facilities occupied by the District, at any given time during the period of casualty loss, as to the entire square footage of the Exclusive Use Facilities. The period of abatement shall be from the date of the casualty loss to the date the entire amount of square footage Exclusive Use Facilities becomes tenantable.
- d. In the event either party elects to terminate under this provision, this Agreement shall be deemed to terminate on the date of the casualty and all Rent shall be paid up to the date of casualty.

15. Liability.

Each party agrees that it will be responsible for its own acts and the results thereof, to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The liability of Technical College shall be governed by the provisions of the Minnesota Torts Claims Act, Minnesota Statutes Sections 3.732 and 3.736 et seq. and other applicable law. The liability of the District shall be governed by the provisions in Minnesota Statute section 466.04 and other applicable law.

The parties understand and agree that the Liability obligations under this Paragraph 15 shall survive the expiration or earlier termination of this Agreement for any reason.

16. Default.

- a. **Technical College Default.** If Technical College fails to observe or perform any of its obligations under this Agreement the District must notify Technical College in writing of such default and provide Technical College thirty (30) days to remedy such default before taking any additional action. If the default has not been cured within thirty (30) days after the notice of default is received by Technical College, then the District may take additional steps, such as terminating

this Agreement. If the District decides to terminate this Agreement, the District must provide Technical College written notice of the termination of the Agreement, in accordance with Section 19 Termination By Either Party. The District, within thirty (30) days of date of termination, must remove all operations and property from Technical College, unless the parties have agreed in writing for additional time for District to remove the property. In the case of an emergency in which Technical College has an obligation to perform but does not do so, the District may incur any expense necessary after reasonable written notice of less than fourteen (14) days to Technical College and Technical College shall work with the District on determining appropriate expenses which may be paid by reducing the District's monthly rent obligation(s).

- b. **District Default.** If the District fails to observe or perform any of its obligations under this Agreement and or make a payment of any sum required under this Agreement, Technical College must notify the District in writing of such default and/or the missed payment and provide the District thirty (30) days to remedy such default before taking any additional action. If the default has not been cured within thirty (30) days after the notice of default is received by the District, then Technical College may take additional steps, such as terminating this Agreement. If Technical College decides to terminate this Agreement and repossess the Exclusive Use Facilities, then Technical College must give the District written notice of the termination of the Agreement and provide the District thirty (30) days to remove all operations and property from Technical College's property unless the parties have agreed in writing for additional time for District to remove the property.
17. **Agreement Term.** Unless otherwise terminated in accordance with the provisions herein, the term of this Agreement shall begin July 1, 2024, or the date the final signature is obtained whichever occurs first and terminates on June 30, 2029 ("Term"), unless otherwise terminated or cancelled earlier pursuant to the Agreement.
 18. **Extension of Agreement Term.** This Agreement may be extended beyond the termination date by mutual agreement pursuant to an executed written amendment. If either party wishes to allow the Agreement to terminate, such party will provide written notice to the other party on or before January 1, 2029 of the party's intent to let the Agreement expire in accordance with Paragraph 17.
 19. **Termination by Either Party.** The parties recognize and agree that there may be circumstances outside the reasonable control of either party necessitating the early termination of this Agreement by either party. Either party may terminate this Agreement with or without cause at the end of the fiscal year with written notice provided to other party no later than January 1.
 20. **Vacating Facility.** The District shall, upon expiration or termination of this Agreement, remove the District's personal property or any personal property within the Exclusive Use Facilities that is not the personal property of Technical College, and deliver the

Exclusive Use Facilities to Technical College peaceably and quietly in comparable order and condition as existed at the time of the execution of this Agreement or the District began occupying the Exclusive Use Facilities, whichever was later, excepting reasonable use and wear and repairs that are Technical College's obligation. Goods and effects not removed by the District for a period of more than thirty (30) days following the expiration or termination of this Agreement, will be considered abandoned, and Technical College may dispose of the same, as it deems expedient, at the District's expense.

21. **Holding Over.** In the event the District remains in possession of the Exclusive Use Facilities after the expiration of this Agreement or the effective date of any earlier termination of this Agreement, the District will be deemed to be occupying the premises from month to month, subject to all the conditions, provisions, and obligations of this Agreement, except that the District must pay rent to Technical College in an amount that is the prevailing market rate, as reasonably agreed to by both parties . This paragraph does not abrogate or in any way limit any other rights Technical College has under this Agreement, including, but not limited to, Technical College's right to immediately terminate this Agreement; Technical College's right to declare the District's rights to be forfeited; and Technical College's right to enter and reclaim the Exclusive Use Facilities, with or without process of law, by using such force as is necessary to remove all persons and personal property for the Exclusive Use Facilities. Acceptance by the Technical College of rent after such expiration or earlier termination shall not result in a renewal of this Agreement.
22. **Assignment and Subletting.** Neither party may assign their interest in the Facilities without express written consent of the other party.
23. **Force Majeure.** No party to this contract shall be responsible for any delays or failure to perform any obligation under this contract due to acts of God, strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure the parties' duty to perform obligations shall be suspended.
24. **Authorized Representatives and Notice.** All notices addressed in this Agreement shall be in writing and given by email and/or U.S. mail to the authorized representative and such notice shall also be sent as courtesy via email, and shall be sent to the respective addressee at the respective address and email address set forth below or to such other address or email address as the parties may specify in writing addressed as follows.

Notice to Technical College shall be addressed to Michael Berndt, President, or their successor at: President's Office, Dakota County Technical College, 1300 145th Street East, Rosemount, MN 55068 email: Michael.Berndt@minnstate.edu

With a copy provided to: Heather Aagesen-Huebner, Vice President Finance and Operations, 1300 145th Street East, Rosemount, MN 55068 email: heather.aagesen-huebner@inverhills.edu

Notice to District shall be addressed Dr. Michael Favor, Superintendent, or their successor at Intermediate School District 917, 1300 145th Street East, Rosemount, MN 55068 email: michael.favor@isd917.org.

With a copy provided to: Mark Johns, Business Director, Intermediate School District 917, 1300 145th Street East, Rosemount, MN 55068 email: mark.johns@isd917.org.

Properly addressed notices or letters sent by email and/or U.S. mail shall be deemed given and served when sent. A courtesy notice sent via email shall be delivered to the designated email address of said addressee. Each party will keep the other party informed of any changes to the names or contact information, including email address, in this paragraph.

25. Disputes, Amendments, or Modifications.

- a. The District's Superintendent or designee shall serve as the District's representative for addressing any matters regarding the meaning or effect of any provision of this Agreement or amendments to this Agreement. All discussions of such matters or disputes related to this Agreement must be addressed with the District Superintendent or their duly authorized designee.
- b. No modification, release, discharge, amendment, or waiver of any provisions of this Agreement shall be of any force, effect, or value, unless in writing signed by Technical College's authorized representative and the District, or their respective authorized agents or attorneys.

26. Waiver. No waiver of a breach of any term in this Agreement shall be construed to be a waiver of any succeeding breach of such term.

27. Jurisdiction and Venue. This Agreement, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

28. Audit. Technical College is a Minnesota State institution which is a State of Minnesota entity. The books, records, documents and accounting procedures and practices of the District (whether in hard copy or electronic format) regarding this Lease Agreement shall be subject to reasonable examination by the State, Minnesota State, Minnesota State's Internal Auditor or Independent Auditor and/or the Legislative Auditor during the term of the Agreement and for a minimum of six (6) years after the Agreement's expiration or termination.

29. **Non-Discrimination.** Each party subscribes to the policy to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. Technical College and the District agree to adhere to non-discrimination in implementing this Agreement.

30. **Independent Contractors.** The parties to this Agreement are independent contractors and have no authority to act for any other party except as expressly provided in this Agreement. Nothing in this Agreement shall be deemed to create any association, partnership, joint venture or agency relationship between Technical College and the District, nor shall any party, its employees, agents, students or representatives be considered employees, agents or representatives of any other party. This Agreement shall not be construed under any circumstance to confer any rights or privileges on any third parties, and neither College or the Districts shall be under any obligation to any third party by reason of this Agreement or any term of this Agreement. The conduct of any joint activities, the conditions for utilizing the results achieved, and arrangements for other forms of cooperation will be negotiated for each specific case and separate written agreement will be required.

31. **Severability.** If any term, condition, or provision of this Agreement or the application of this Agreement to any person or circumstance shall, to any extent, be held to be invalid or unenforceable, the remainder thereof and the application of such term, provision and condition to persons or circumstances other than those as to whom it shall be held invalid or unenforceable shall not be affected, and this Agreement and all terms, provisions and conditions shall, in all other aspects, continue to be effective and to be complied with to the fullest extent permitted by law.

32. **Entire Agreement.** This Agreement shall constitute the entire agreement relating to the Agreement between the parties. Any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

The rest of this page intentionally left blank. Signature page to follow.

IN WITNESS WHEREOF, the parties have entered into this Agreement intending to be bound thereby.

APPROVED:

MINNESOTA STATE COLLEGES AND UNIVERSITIES

DAKOTA COUNTY TECHNICAL COLLEGE

Date: _____

Name: _____

Title: _____

Approved as to form and execution

Date: _____

Name: _____

Title: _____

DISTRICT

INTERMEDIATE SCHOOL DISTRICT NO. 917

Date: _____

Name: _____

Board Chair

Date: _____

Name: _____

Board Clerk

EXHIBIT A

EXCLUSIVE USE FACILITIES

The Technical College shall make the rooms and spaces listed below available for the District's exclusive use. All spaces listed are located on Technical College's campus at 1300 145th Street East, Rosemount, Minnesota, 55068. The parties agree that the square footage reflected is accurate.

Rooms	Description	Measurements	FY22- FY24	Adjustments	FY25-26
1-201	917 Chef Training	27.75x44.5	1235	-1235	0
	917 Chef Training	11.75x12	141	-141	0
	Chef Training Locker room	8x31.5	252	-252	0
1-202	917 Food Services	39.25x31.5	1236.5	-1236.5	0
1-400	TESA Snack Bar	12.9 x 26.3	340		340
1-203C	Medical Careers	21.5 x 28	602		602
	Medical Careers	24.5 x 13.75	337		337
	Medical Careers	11 x 12.75	140.25		140.25
	Medical Careers	12.75 x 9.25	118		118
1-304	Computer Networking	27.75 x 23.5	652		652
		19.5 x 20.25	395		395
1-708	TESA	42 x 59.25	2488.5		2488.5
1-710	Graphic Arts	50 x 59.25	2962.5		2962.5
1-803	Heavy Duty Truck	70.5 x 71.5	5040.75		5040.75
Building	Construction Trades		3405.3		3405.3
1-804	Vehicle Services	72.5 x 71.5	5183.75		5183.75
2-107	Health Services		0	932	932
2-307	Career Exploration	48 x 15.75	756		756
2-308B	Secondary Offices	48 x 29.5	1407		1407
2-308C	Special Education Offices	14 x 7.5	105		105
2-400	917 Admin/Spec Ed	78.84 x 68.5	5400.5		5400.5
2-420, 2-422,2-424	TESA Classrooms	28 x 16.75 (3)	1407		1407
2-412,2-414	TESA Offices	11.75 x 12 (2)	282		282
2-401	TESA	32.25 x 15.75	508		508
2-402	DCALS	32.25 x 15.75	508		508
2-403	DCALS	32.25 x 15.75	508		508
2-405	917 Secondary Admin	47.75 x 28.25	1349		1349
2-501	TESA Gym	46.5 x 37	1720.5		1720.5
2-502	TESA Apartment	35.5 x 19	674.5		674.5
2-504	TESA Guided Study	71.5 x 12	858		858

2-506	TESA Computer Lab	15.5 x 30.75	476.5		476.5
2-508	TESA Digital Imaging	15.5 x 26.5	411		411
2-509	TESA Office/Storage/Study	71.5 x 12.75	911.5		911.5
2-605/2- 607	DCALS	57.75 x 15.5	895.25		895.25
2-606	DCALS	29 x 22.5	652.5		652.5
2-608	DCALS	22.5 x 28.75	646.5		646.5
2-801/2- 806	DCALS	63.75 x 60.75	3873		3873
Total Square Footage			47879.3	-1932.5	45946.8



To: School Board Members
From: Dr. Melissa Schaller, Executive Director of Student Services
Date: March 21, 2025
Re: Administrative variance

The Board of School Administrators requires that the school board is provided notice when a variance is being sought for an administrative license. It is a requirement under the rules that were effective June 1, 2020 that anyone in an administrative role with evaluative responsibilities must be a licensed administrator.

To that end, we are seeking a variance for administrative licensure for Jeanne D'Aloia. Jeanne will be serving in the role of assistant principal/special education coordinator with Taylor Lovin as her supervisor for our D/HH resource programs and itinerant services. Jeanne was one of five applicants for the position of assistant principal/special education coordinator. The only licensed candidate did not have favorable recommendations from past supervisors. Jeanne was most qualified for the position for which she was hired based on her experience as an existing D/HH teacher with Intermediate School District 917 and her personal experience with deaf culture. Jeanne is anticipated to be awarded her Director of Special Education and Principal licenses in 2027.

BOSA is expected to review this application in April.



Intermediate School District 917

Purposeful. Personalized. Partners.

1300 145th Street East, Rosemount, MN 55068 (651) 423-8229 * <http://www.isd917.org>

Dr. Michael Favor

TO: School Board
FROM: Dr. Michael Favor
DATE: April 1, 2025
RE: Policies

The policies listed below are a first and final reading:

- **101 Legal Status of the School District.** No changes.
- **101.1** The Name of the School District. No changes.
- **103 Complaints – Students, Employees, Parents, Other Persons.** No changes.
- **110 School District Boundaries.** No changes.
- **413 Harassment and Violence.** Updates definition of “disability” to reflect amended Minnesota law.
- **491 Mandatory Covid-19 Vaccination or Testing and Face Coverings –** Remove this policy.
- **501 Weapons.** No changes.

101 Legal Status of the School District

The following is reproduced from Minnesota Statutes, 1994, 136D.81, Subdivision 136D.81 Dakota, Goodhue County District, (also Scott, Rice, and Washington Counties).

Subdivision 1. Agreements. Two or more of the special school district numbered 6 and the independent school districts numbered 191-Burnsville, 192-Farmington, 194-Lakeville, 195-Randolph, 196-Rosemount/Apple Valley/Eagan, 197-West St. Paul/Mendota Heights/Eagan, 199-Inver Grove Heights, 200-Hastings, 252-Cannon Falls, and 256-Red Wing, located wholly or partly in the counties of Dakota or Goodhue, whether or not contiguous, may enter into agreements to accomplish jointly and cooperatively the acquisition, betterment, construction, maintenance, and operation of technical colleges. Each school district which becomes a party to such an agreement is hereinafter referred to as "participating school district." The agreement may provide for the exercise of such powers by the school board of one of the school districts on behalf of and for the benefit of other school districts, or by a joint school board created as set forth in sections 136D.81 to 136D.92. If the powers are to be carried out by one of the school districts, it shall in doing so have the same powers and duties and be subject to the same limitations as are herein provided for joint school boards.

In addition to the districts noted above, legislation passed in 1971 enables districts 716-Belle Plaine, 717-Jordan, 719-Prior Lake, 720-Shakopee, 721-New Prague, and 394-Montgomery to join Intermediate School District 917. Legislation passed in 1973 enables District 659-Northfield to join District 917. Legislation passed in 1995, 136D.93, Other Memberships and Powers, provides for membership of the school districts defined in section 471.59.

I. PURPOSE

A primary principal of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.

- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

A. Funds

- 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools, and authority to manage and expend such funds, subject to applicable law.
- 2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
- 3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

- 1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
- 2. The school district may issue bonds in accordance with the provisions of Minnesota Statutes Chapter 475, or other applicable law.

3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minnesota Statutes Section 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials or other property, including real property.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

Legal References: Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B (School Districts, Powers
and Duties) Minn. Stat. Ch. 179A (Public
Employment Labor Relations) Minn. Stat. §
465.035 (Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64
(Rights,
Powers, Duties of Political Subdivisions)
Minnesota Association of Public Schools v. Hanson, 287 Minn.
415, 178 N.W.2d 846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn.
383, 147
N.W.2d 374 (1966)
Village of Blaine v. Independent School District No. 12, 272
Minn. 343, 138 N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

ISD 917 The Name of the School District Policy 101.1

Board Approved 12/15/87

Board Reviewed 5/2/17

Board Reviewed 10/5/2021

Board reviewed April 1, 2025

101.1 The Name of the School District

The name of the school district shall be Intermediate School District 917. It is this name that the school district shall use in the conduct of all its business including titles, contract, signs, letterheads, publications and official notices; and in all litigation and conveyance of property.

The official school district legal identification is Intermediate School District 917, as designated by the Minnesota commissioner of Education authorized under Minnesota Statute 122.03.

103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building or program level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. In a matter where the superintendent is the subject of the investigation, the school board chairperson shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken when appropriate. Because both student discipline and employee discipline are private matters, it is frequently the case that significant limitations exist regarding data sharing. For

this reason, the complainant will not necessarily be able to receive information regarding the findings of the report that they submitted, or the subsequent discipline regarding the alleged matter. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minnesota Statutes Chapter 13 (Minnesota Government Data Practices Act) or other law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 514 (Bullying Prohibition)
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

ISD 917 School District Boundaries Policy 110
Board Approved 12/15/87
Board reviewed, February 1, 2022
Board reviewed, first and final reading, April 1, 2025

110 School District Boundaries

The official School District 917 boundaries shall be inclusive of the total bounded area within the participating districts. The participating districts include District 191, Burnsville; District 192, Farmington; District 200, Hastings; District 199, Inver Grove Heights; District 194, Lakeville; District 195, Randolph; District 6, South St. Paul; District 197, West St. Paul/Mendota Heights/Eagan; and District 271, Bloomington.

School District 917 boundaries for tax levying purposes shall be inclusive of the areas within the boundaries of the aforementioned participating school districts.

413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability (Protected Class).

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class or gender identity or expression. The school district prohibits any form of harassment or violence on the basis of Protected Class or gender identity or expression.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class or gender identity or expression., as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class or gender identity or expression.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class or gender identity or expression , and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
 3. otherwise adversely affects an individual’s employment or academic opportunities.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. “Disability” means, with respect to an individual who
 - a. **has** a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
 - b. has a record of such an impairment;~~or~~
 - c. is regarded as having such an impairment, **or**
 - d. has an impairment that is episodic or in remission and would materially limit a major life activity when active.**
 2. “Familial status” means the condition of one or more minors having legal status or custody with:
 - a. ~~the~~ minor’s parent or parents or the minor’s legal guardian or guardians; or

- b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. ~~“Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.~~
- “Sexual orientation” means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.
7. “Gender identity or expression” means the socially constructed roles, behaviors, activities, and attributes that a given society attaches to femininity or masculinity. The manner in which persons represent or express gender to others, often through behavior, clothing, hair style, activities, voice, or mannerisms. Or a person’s deeply held sense of knowledge of their own sex.
8. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including

rental assistance or rent supplements.

E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

- a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
- c. that conduct or communication has the purpose or effect of substantially interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons ;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual’s employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual’s employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of

sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class or gender identity or expression.

IV. REPORTING PROCEDURES

- A. Any person who believes they have been the target or victim of harassment or violence on the basis of Protected Class or gender identity or expression by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the Title IX Formal Complaint Form available on the ISD 917 website but oral reports shall be considered complaints as well.

- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates ~~Don Budach~~ as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged

perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be included in the ISD 917 staff handbook and available to staff

and independent contractors who regularly interact with students at the time of initial employment with the school district via the ISD 917 website.

- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination,
Grievance Procedures and Process)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety
Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital
Status Nondiscrimination)

**NEW Intermediate School District Policy 491 Mandatory COVID-19 Vaccination or
Testing and Face Coverings
Adopted January 4, 2022
Board reviewed, first reading and final, April 1 2025**

491 MANDATORY COVID-19 VACCINATION OR TESTING AND FACE COVERINGS

I. PURPOSES

The purpose of this policy is to comply with federal and state legal requirements related to the health and safety of school district students, staff and visitors due to the COVID-19 pandemic. The school district's intent is that this policy meet, and should be read consistent with, the procedures mandated by the Occupational Safety and Health Administration's (OSHA's) Emergency Temporary Standard on Vaccination and Testing (ETS) (see 29 C.F.R. § 1910.501) as adopted by the Minnesota Occupational Safety and Health Administration (MNOSHA), to the extent these regulations are adopted and enforceable. This policy shall be governed by the laws of, and applicable to, the State of Minnesota. If any part of this policy is construed to be in violation of any law, it shall not be enforced, but portions remaining valid shall remain in full force and effect.

II. SCOPE

This policy applies to all employees of the school district, both full and part-time. For purposes of this policy, the term "employees" includes all part-time employees, student employees, and temporary or seasonal employees, but does not apply to volunteers, independent contractors, employees who are employed through a staffing agency, or employees who do not report to a workplace where other employees or students are present, except as modified by law.

III. DEFINITIONS

- A. "Authorized telehealth proctor" means someone who is trained to observe sample collection and provide instructions and result interpretation assistance to individuals taking a COVID-19 test.
- B. "COVID-19 antigen test" means an in vitro diagnostic test used to detect active SARS-CoV-2 infection approved or authorized for emergency use by the U.S. Food and Drug Administration (FDA).
- C. "COVID-19 nucleic acid amplification test (NAAT)" means a molecular test that detects the ribonucleic acid (RNA) sequences that compromise the genetic material of the virus approved or authorized for emergency use by the FDA.

IV. OVERVIEW AND GENERAL INFORMATION

- A. Any employee that chooses to be vaccinated against COVID-19 must be fully vaccinated no later than January 10, 2022. Any employee not fully vaccinated by January 10, 2022, will be subject to the regular testing and face covering requirements of this policy until fully vaccinated.
- B. Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine. Employees will be considered partially vaccinated if they received only one dose of a two-dose vaccine. This policy does not require booster vaccinations.
- C. Employees are responsible for scheduling their own vaccination appointments through their medical provider or pharmacy. The school district may hold vaccine clinics that the employee may attend, but the availability of a vaccine clinic does not shift the

responsibility of obtaining a vaccination from the employee.

- D. An employee who does not comply with this policy will be subject to disciplinary action as set forth in School District policy and the employee's collective bargaining agreement (CBA) or employment contract or other agreement, to the extent applicable.

V. VACCINATION STATUS AND ACCEPTABLE FORMS OF PROOF OF VACCINATION

- A. All vaccinated employees are required to provide proof of full COVID-19 vaccination, regardless of where they are vaccinated, and even if employees received a vaccination through a school district sponsored clinic. Proof must be provided before January 10, 2022. If the school district does not receive proof of full vaccination from an employee by January 10, 2022, that employee will be considered unvaccinated until such proof is received.

- B. Proof of vaccination must be submitted to the Human Resources Coordinator. Acceptable submissions include uploading a copy of the proof of vaccination, emailing a copy of the proof of vaccination, providing a physical copy of the proof of vaccination, or bringing the proof of vaccination for the Human Resources department to copy.

- C. Acceptable Proof of Vaccination Status

The following forms of proof of vaccination status will be accepted:

1. The record of immunization from a healthcare provider or pharmacy;
2. A copy of the COVID-19 vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

- D. Proof of vaccination must include the employee's name and should include the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site. In those circumstances the school district will accept the state immunization record as acceptable proof of vaccination.

- E. If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to his/her vaccination status (fully vaccinated or partially vaccinated); attesting that the employee lost and is otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

"I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties."

Employees who attest to their vaccination status in this manner shall, to the best of their recollection, include in their attestation the type of vaccine administered, the

date(s) of the administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine.

- F. To satisfy this policy, the COVID-19 vaccine must be approved or authorized for emergency use by the Federal Food and Drug Administration (FDA), or listed for emergency use by the World Health Organization (WHO).

VI. SUPPORTING COVID-19 VACCINATION

- A. An employee may utilize up to four hours of additional paid leave per dose to travel to the vaccination site, receive a COVID-19 vaccination, and return to work. A maximum of eight hours of paid leave will be provided for employees receiving two primary doses. Paid leave provided for obtaining a COVID-19 vaccination will not affect or reduce any accrued leave time (e.g., vacation or sick leave). If an employee does not require the full use of four or eight hours to obtain the vaccine, only the necessary amount of duty time will be granted. Employees who take longer than four or eight hours to obtain the vaccine must send their supervisor an email documenting the reason for the additional time. Any additional time requested will be granted, if reasonable, but will not be paid by the school district. An employee may elect, however, to substitute accrued paid leave in lieu of unpaid leave. Employees vaccinated outside of their approved work hours will not be compensated unless previously agreed to in writing by the school district.
- B. Employees will be granted up to two workdays of additional paid sick leave immediately following receipt of each primary dose if they experience side effects from the COVID-19 vaccination that prevent them from working upon written approval by the Human Resources Coordinator.
- C. Employees are to follow the school district procedures in requesting sick leave for duty time missed to obtain the COVID-19 vaccine or sick leave to recover from side effects.
- D. Paid leave will not be provided by the school district for booster shots for employees who have been fully vaccinated.
- E. Nothing in this policy should be construed to create a right to paid leave for any vaccination other than the one or two primary COVID-19 vaccination doses.

VII. ACCOMMODATION REQUESTS

Employees may request an accommodation from this vaccination policy if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Employees also may be legally entitled to a reasonable accommodation if they cannot be vaccinated, test for COVID-19, and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. Requests for reasonable accommodations must be initiated by the employees by submitting a written request to the Human Resources Coordinator. All such requests will be handled in accordance with applicable laws and regulations.

VIII. COVID-19 TESTING

- A. Effective January 10, 2022, all employees who are not fully vaccinated and who have not received a reasonable accommodation pursuant to Section VII. of this policy will be required to comply with Sections VIII. and IX. of this policy.
- B. Effective February 7, 2022, employees who report to the workplace at least once every seven days:
 - 1. Must be tested for COVID-19 at least once every seven days; and

2. Must provide documentation of the most recent COVID-19 test result to the Human Resources Department no later than the seventh day following the date on which the employee last provided a test result.
- C. An employee who does not report to the workplace during a period of seven or more days (e.g., teleworking or on vacation for two weeks):
1. Must be tested for COVID-19 within seven days prior to returning to the workplace; and
 2. Must provide documentation of that test result to the Human Resources Department upon return to the workplace.
- D. Employees who do not provide documentation of a COVID-19 test result as required by this policy, will be removed from the workplace until a test result is provided.
- E. Employees who received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis. Employees must provide proof of the positive test result or diagnosis to the Human Resources Department.
- F. Approved COVID-19 Tests
- Approved COVID-19 tests are tests for SARS-CoV-2 that are:
1. Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the FDA to detect current infection with the SARS-CoV-2 virus;
 2. Administered in accordance with the authorized instructions; and
 3. Not both self-administered and self-read unless observed by the school district or an authorized telehealth proctor.
- G. Employees must abide by the testing procedures outlined in the current Returning to Learning plan available on the school district website. Employees must schedule their own testing appointments. Employees are responsible for paying any cost of testing. The school district will not pay or reimburse employees for any costs associated with COVID-19 testing.

IX. FACE COVERINGS

- A. If face coverings are not required in the District's Returning to Learning Guide as detailed in Policy 808 COVID-19 Face Coverings, employees covered by this policy who are not fully vaccinated will be required to wear a face covering. Face coverings must (1) completely cover the nose and mouth; (2) be made with two or more layers of a breathable fabric that is tightly woven (i.e. fabrics that do not let light pass through when held up to a light source); (3) be secured to the head with ties, ear loops, or elastic bands that go behind the head; (4) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (5) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively. If gaiters are worn, they should have two layers of fabric or be folded to make two layers.
- B. Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work

purposes.

- C. Employees who choose to remain unvaccinated are responsible for providing their own face covering that complies with this policy.
- D. The following are exceptions to the school district's requirements for face coverings for unvaccinated employees required by this policy:
 - 1. When an employee is alone in a room with floor-to-ceiling walls and a closed door.
 - 2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
 - 3. When an employee is wearing a respirator or facemask, as those terms are defined by 29 C.F.R. § 1910.501(c) or other applicable OSHA/MNOSHA regulation.
 - 4. Where the Superintendent has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to the employee's job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).
- E. The face covering requirements are applicable regardless of any other school district policy, resolution, regulation or administrative directives regarding face coverings.

X. EMPLOYEE NOTIFICATION OF COVID-19 AND REMOVAL FROM THE WORKPLACE this will be IX

- A. In addition to weekly testing notification to Human Resources, any employees (vaccinated or unvaccinated) who test positive for COVID-19 or are diagnosed with COVID-19 by a licensed healthcare provider must abide by the positive COVID-19 test notification procedures outlined in the current Returning to Learning plan available on the school district website.
- B. Medical Removal from the Workplace

The school district also implemented procedures for keeping COVID-19 positive employees from the workplace in certain circumstances. The school district will immediately remove employees from the workplace if they received a positive COVID-19 test or are diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate).
- C. Return to Work Criteria
 - 1. For employees removed because they are COVID-19 positive, the school district will keep them removed from the workplace until the employees receive a negative result on a COVID-19 nucleic acid amplification test ("NAAT") following a positive result on a COVID-19 antigen test if the employees choose to seek a NAAT test for confirmatory testing; meet the return to work criteria in Returning to Learning Guide based on guidance from the Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH), and Minnesota Department of Education (MDE), considering the district's unique student body.

XI. NEW HIRES

All new employees are required to be in compliance with this policy before arriving at the workplace as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

XII. CONFIDENTIALITY AND PRIVACY

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Stat. § 363A.20 (Exemption Based on Employment)
Minn. R. Pt. 5205.0010, subp. 2, QQ (Adoption of Federal Occupational Health and Safety Standards by Reference)
29 C.F.R. § 1910.501 (Emergency Temporary Standard on Vaccination and Testing)
42 U.S.C. § 2000-e, et seq. (Equal Employment Opportunity)
42 U.S.C. § 12101, et seq. (Americans with Disabilities Act)
29 C.F.R. § 1630.14(d)(4) (Medical Examinations and Inquiries Specifically Permitted)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 807 (Health and Safety)
Intermediate School District 917 Policy 808 Face Coverings

501 SCHOOL WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. “Weapon”

1. A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- B. “School Location”** includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips,

bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.
- D. “Dangerous Weapon” means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that they accidentally have a weapon in their possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if they immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
 - 1. active licensed peace officers;
 - 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 - 3. persons authorized to carry a pistol under Minnesota Statutes section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 - 4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes sections 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes section 97B.045;

- a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with sections 624.714 and 624.715.
5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 7. a gun or knife show held on school property;
 8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
 9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the

immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.

D. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory

authority, collective bargaining agreements, and school district policies.

3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES

- A. The school district must electronically report to the Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.

Legal References: Minn. Stat. § 97B.045 (Transportation of Firearms)
Minn. Stat. § 121A.05 (Referral to Police)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)
Minn. Stat. § 609.02, subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M. 611 N.W.2d 802 (Minn. 2000)
In re A.D., 883 N.W.2d 251 (Minn. 2016)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

