

**INTERMEDIATE SCHOOL DISTRICT 917  
IN DAKOTA COUNTY**

**REGULAR SCHOOL BOARD MEETING**

**Tuesday, August 20, 2019**

**AGENDA:**

- I. **Call to Order - Chair Lewis**
- II. **Conduct Pledge of Allegiance - Chair Lewis**
- III. **Visitors opportunity to be heard - Chair Lewis**
- IV. **Administer oath of office to newly appointed Board Member Kathy Lewis (Lakeville) - Linda Berg**
- V. **Additions to the agenda - Chair Lewis**
- VI. **Election of Treasurer - Chair Lewis**
- VII. **Good News Report - Directors** 3
- VIII. **Consent Items - Chair Lewis**
  - A. Personnel Considerations 9
  - B. Minutes, July 9, 2019 - Organizational School Board Meeting 15
  - C. Minutes, July 9, 2019 - Regular School Board Meeting 17
- IX. **Business Manager's Report - Nicolle Roush**
  - A. Review and Approve Payment of Bills 20
  - B. Review and Approve Wire Transfers 36
  - C. Review and Approve Investment Report 40
- X. **Old Business**
  - A. Review and Confirm Committee Assignments - Chair Lewis 42
- XI. **Policies** 43
  - A. Review Policy 410, Family Medical Leave Act, first reading - Mark Zuzek 44
  - B. Review Policy 616, School District System Accountability, first reading - Mark Zuzek 55
  - C. Review Policy 806, Crisis Management Policy, first reading - Mark Zuzek 62
  - D. Review and Approve Policy 419, Tobacco-Free Environment, final reading - Mark Zuzek 63
  - E. Review and Approve Policy 526, Hazing Prohibition, final reading - Mark Zuzek 67
  - F. Review and Approve Policy 501, School Weapons Policy, final reading - Mark Zuzek 73
- XII. **New Business**
  - A. Review School Board Agenda Items for 2019-2020 - Mark Zuzek 78
  - B. Approve Agreement between ISD #199 and #192 and Intermediate School District 917 for Purchase of Early Childhood Special Education Teacher for early childhood mental health programs - Melissa Schaller 81
  - C. Review Operational Focus agenda for 2019-2020 - All 87
  - D. Approve Lead Teacher Assignment - Melissa Schaller 90
- XIII. **Adjournment**

**SCHOOL BOARD CALENDAR INFORMATION SCHOOL BOARD CALENDAR INFORMATION**

August \_\_\_\_\_ - 4:30 - 6:30 PM, Open House, Gideon Pond Elementary, 613 E. 130th Street, Burnsville

August \_\_\_\_\_ - 6:30 - 8:00 PM, Open House, Lakeville North High School, 19600 Ipava Ave. West, Lakeville

August 29, 2019 – 7:45 AM - All Staff Opening Days Workshop – Hastings High School

August 29, 2019 3:00 -7 PM, Lebanon Open House, 5800 149th Street, Apple Valley

August 29, 2019 3:00-7 PM, Cedar Open House, 2140 Diffley Road, Eagan  
August 29, 2019 - 3:30-7:30 PM, Alliance Open House, 14300 Biscayne, Rosemount  
August 29, 2019 - 4-7 PM, Concord Education Center, 9015 Broderick Boulevard, Inver Grove Heights  
September 3, 2019– 5:00 PM, School Board Meeting, 917 Board Room. DCTC  
September 17, 2019 - 3:30-7:30 PM, Options, 151 W. Burnsville Parkway, #100, Burnsville  
September 17, 2019- 3:00-7:00PM, Juvenile Services Center, 1600 Highway 55 West, Hastings  
September 26, 2019 - 3:30 - 7:30 PM, DCALS Open House, 1300 145th Street East, Rosemount  
September 26, 2019 - 3:30 - 7:30 PM, DCALS North Open House, 150 E. Marie, West St. Paul  
September 26, 2019 - 3:30 - 7:30 PM, DCALS South Open House, 421 Walnut Street, Farmington  
October 30, 2019 - 3:30 - 7:30 PM, TESA Open House, 1300 145th Street East, Rosemount

Good News Report  
Secondary Programs  
August, 2019

-We have been able to fill our positions for all our programs. We will welcome new staff members this year at each of our sites. At DCALS North: Benjamin Hanson-Language Arts Teacher; DCALS-Main: Anna Busch-Graphics Design, Kim Wald-Math, Norman Smith III-Counselor; DCALS-South: Laurie Robertson-Admin. Asst, Melissa Ashmun-Science/Math

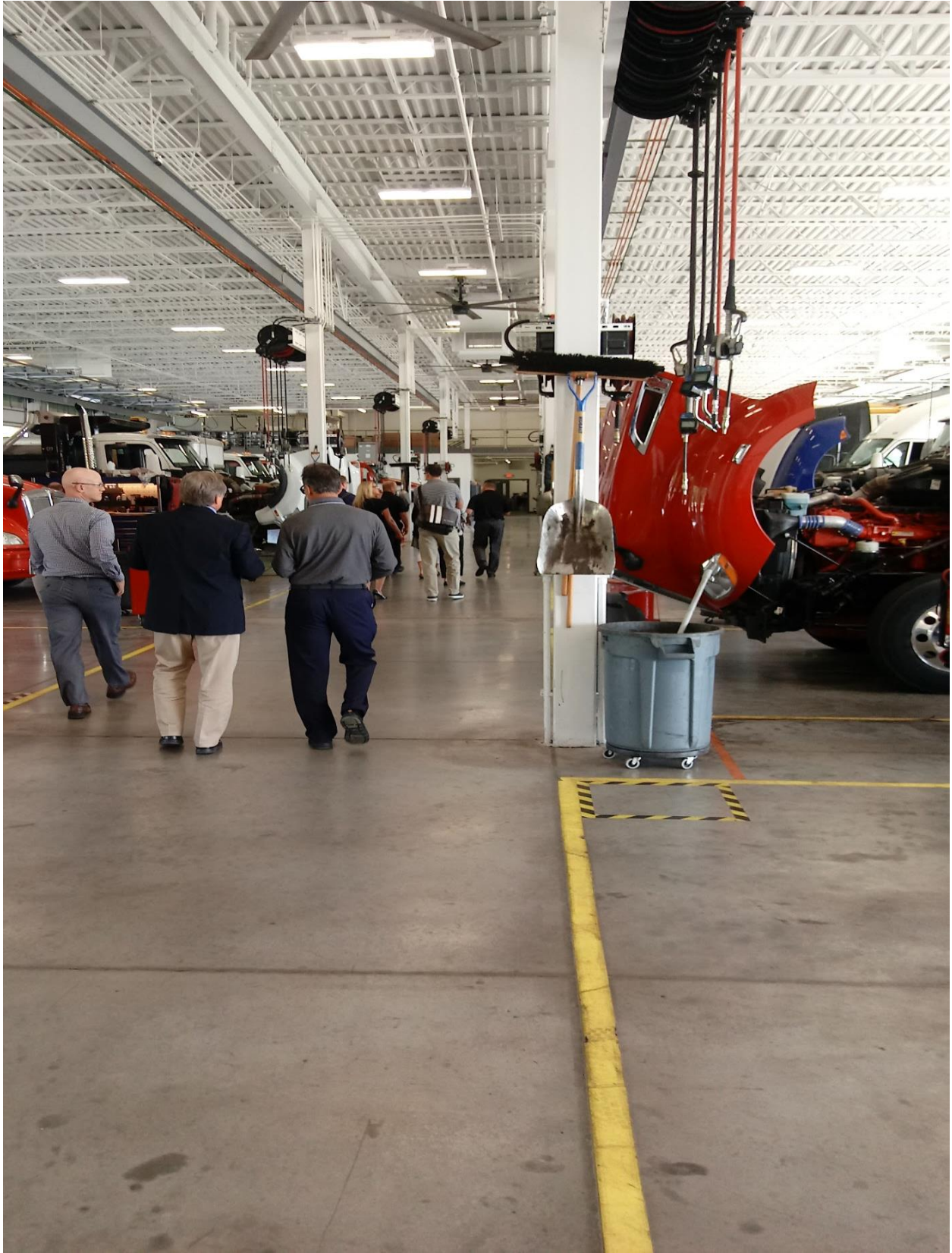
-Our programs are looking forward to our workshop week activities. Here are some of the highlighted activities that will be taking place: Legislative update from Sen. Greg Clausen, Kelly Holstine-2018 MN Teacher of the Year, Tour of the Northfield Retirement Community, ESSA plan work, Odysseyware training, and Google training updates. We are looking forward to implementation and interactions with our new staff members.

-On Wednesday, July 17th Mark Zuzek and Eric Van Brocklin were able to meet with Representative Cheryl Youakim, Chair of the Education Policy. We were able to take a tour of our DCTC site and discuss our current accomplishments and future needs within the intermediate. Rep. Youakim was very gracious with her time and we appreciate her interest in our programs.

-On Wednesday, July 31st the annual Summer Workshop for Perkins Coordinators was held at Normandale CC. One main topic of discussion was the new Perkins 5 legislation and the implementation of a Comprehensive Local Needs Assessment. This CLNA will be conducted throughout the 2019-20 school year to review and help determine the best plan for future CTE programs within our consortium. We will be seeking input from our Perkins Leadership Team along with current teaching staff, administration, and others. The information gathered will be used to write a 2 year consortium plan.

-On Friday, August 2nd Eric Van Brocklin was able to meet with Joe Cottew-Recruiter for the Twin Cities YMCA. He discussed the great need they have for young people to work within the before and after school childcare programs they offer within the county. They are especially short in the Burnsville and Eagan areas. I was able to share his recruiting information with our members and we will offer this information to our students as they enter this fall.

-On Wednesday, August 14th Eric Van Brocklin took part in a tour of local industry partners as part of the Dakota/Scott County CareerForce Centers. The day started with a welcome by Bard Dahl-Dakota/Scotty County WDB Youth Committee Chair, Michael Berndt-Interim President DCTC/IHCC, and Angie Craig-State Rep. District 2. We then toured DCTC, Rihm Kenworth, Uponor, and Ridges Hospital. The group included a variety of teachers, counselors, administrators, school reps, and chamber of commerce members.



-The DCALS South campus located at 421 Walnut Street in Farmington is starting to near the end of its renovation. As of Aug. 16th the plan is that we can access some of the office spaces by Thursday, Aug. 22nd and have full access by Monday, August 26th. As of Aug. 19th we have 20 students who have either signed up or are awaiting an enrollment meeting on Aug. 22nd. We anticipate continued enrollment interest over the next 2 weeks as school counselors begin to return to work.





**Good News**  
***Special Education***  
**August 20, 2019**

- From July 22, 2019-July 25, 2019 over 150 district educators attended the first week of the second annual Intermediate School District 917 Summer Institute, a professional development camp. Teachers attend sessions of their choice taught by other licensed staff members that deepened their understanding of a wide variety of subjects. The sessions also gave teachers opportunities to connect and collaborate with their colleagues. This year we added a second week of Summer Institute that will take place in August and will duplicate most of the topics offered in week one. Some of the topics include: The Mental Health Perspective, Adverse Childhood Effects of Trauma, and Increasing Reading and Language Through Visualization.
- The special education administrative team and leadership team spent two professional development days in August refocusing our work. We will be studying *Dare to Lead* by Brene Brown this year. Additionally, our equity work will continue through a year long cohort with *Creatively Focused* as well as participation in the Culturally Responsive School Leadership Institute focused on a book by the same name by Muhammad Khalifa from the University of Minnesota. We also reviewed and updated our high-leverage practices for the upcoming school year.
- There are a few changes in programming for the upcoming year.
  - Alliance Education Center underwent construction this summer to alter the building's entrance to ensure a greater measure of safety. Further, the former itinerant office space was remodeled to accommodate individual offices as well as space for a Project Discovery lab.
  - Concord Education Center is expanding for the upcoming school year. Additionally, the space planned for Project Discovery will be outfitted and staff will be trained so the program can be implemented in the upcoming school year.
  - The PACES program will expand at Christina Huddleston this fall to include a second classroom at the request of Lakeville Public Schools. Further, the PACES classrooms at CHE will move in October to Cherry View Elementary when the construction is completed.
  - The planned expansion of TESA to the Bloomington Transition Center will occur this fall. Work is being done to ready the space for our staff.
- Staffing continues for the upcoming school year. We have a number of paraprofessional positions open.
- New licensed staff will participate in professional development on Thursday, August 22nd and Friday, August 23rd beginning at 7:45 each day at Alliance Education Center. In addition to orientation and essential training, new staff will have the opportunity to meet with mentors at their sites.
- Professional development for all licensed special education staff will occur on Monday, August 26th. In focusing on our literacy efforts, our welcome back is centered around Harry Potter. Dr.

Brooke Peterson will present a follow-up to her literacy presentation from last year. Additionally, we will be welcoming Creatively Focused to speak to staff about effective communication practices.

Last name	First name	Position	New Hire, Rehire, or Employee Status Change	Site	Program	Reason for Vacancy	Educational Level	Years Related/Teaching Exp.	Lane & Step	Salary	Start Date
ADAMS	DARNISHA	Teacher, SpEd	New Hire	Alliance	IDEA	Replace Transfer	BA + 37 credits	13	BA + 30, Step 14	\$67,762	8/22/2019
ARMSTRONG	LAURA	Social Worker	New Hire	Alliance	CASE	Replace Resignation	MA	12	MA, Step 13	\$69,708	8/22/2019
ASHMUN	MELISSA	Teacher, Math/Science	New Hire	DCALS-South	DCALS	Addition	MA	5	MA, Step 6	\$52,215	8/22/2019
BROWN	OLIVIA	Speech Lang. Pathologist	Rehire	Multiple	Multiple	Replace Resignation	MA	5	MA, Step 5*	\$50,207	8/23/2019
BRUNS	MATTHEW	Teacher, SpEd	New Hire	DCALS - Main	DCALS	Replace Resignation	MA	5	MA, Step 6	\$52,215	8/22/2019
BUSCH	ANNA	Teacher, Graphic Design	New Hire	DCALS-Main	DCALS	Replace Retirement	BA	4	BA, Step 5	\$44,953	8/22/2019
DAWSON	AMY	Speech Lang. Pathologist	New Hire	Multiple	Multiple	Replace Resignation	MA + 27 credits	20	MA +20, Step 15	\$81,142	8/22/2019
DOMALLY	LATRICIA	Teacher, SpEd	Status Change	Lebanon	TEA	Replace Resignation	BA	0	BA, Step 1	\$39,174	8/22/2019
GLOCKNER	MEGAN	School Psychologist	Rehire	Cedar	SUN	Replace Nonrenew (self)	MA + Ed Spec.	1	Ed Spec., Step 1*	\$48,637	8/23/2019
HANSON	BENJAMIN	Teacher, English	New Hire	DCALS-Main	DCALS	Replace Transfer	MA	4	MA, Step 5	\$50,207	8/22/2019
HERZOG	CHRISTINE	Mental Health Professional	New Hire	Lebanon	TEA	Replace Resignation	MA	6	MA, Step 7	\$54,304	8/22/2019
KNIGHT	ROBIN	Teacher, SpEd	Status Change	DCALS-Main	DCALS	Replace Resignation	BA +10	0	BA +10, Step 1	\$40,293	8/22/2019
KNIPS	RYLEE	Teacher, SpEd	New Hire	Alliance	IDEA	Replace Resignation	BA	1	BA, Step 2	\$40,545	8/22/2019
LUDEWIG	SARAH	Teacher, SpEd	Rehire	Itinerant	D/HH	Replace Nonrenew (self)	BA +12	0.5	BA +10, Step 2	\$40,293	8/22/2019
MINEGO	MICHAELA	Teacher, SpEd	New Hire	Itinerant	D/HH	Replace Transfer	MA + 12 credits	5	MA +10, Step 6	\$53,672	8/22/2019
ODELL	ALICIA	Board Cert. Behavior Analyst	New Hire	Concord	SUN	Addition	MA	2	Individual Contract	\$51,144	8/1/2019
SCHUMACHER	AMY	Mental Health Professional	New Hire	Lebanon	TEA	Replace Transfer	MA	3	MA, Step 4	\$48,509	8/22/2019
SIZER	WHITNEY	School Psychologist (0.6)	New Hire	Alliance	Multiple	Addition	MA + Ed Spec.	2	Ed Spec., Step 3	\$52,101	8/22/2019
SLETTEN	KELSEY	Teacher, SpEd	Rehire	Concord	SUN	Addition	BA + 9 credits	0	BA, Step 1	\$39,174	8/22/2019
SWANSON	BRITTANY	Teacher, SpEd	Status Change	Lebanon	TEA	Replace Transfer	BA	0	BA, Step 1	\$39,174	8/22/2019
WALD	KIM	Teacher, Math	New Hire	DCALS - Main	DCALS	Replace Transfer	MA	19	MA, Step 15	\$76,853	8/22/2019

\*Due to negotiations, staff remains at last year's step. Will go up a step after contract is settled.

<u>Last name</u>	<u>First name</u>	<u>Position</u>	<u>New Hire, Rehire, or Employee Status Change</u>	<u>Site</u>	<u>Program</u>	<u>Reason for Vacancy</u>	<u>Educational Level</u>	<u>Lone &amp;/or Step</u>	<u>Salary/Hourly Rate</u>	<u>Start Date</u>
AMOS	ANDREA	Classroom Asst	New Hire	Lebanon	TEA	Replace Resignation	> 60 credits	1	\$ 18.01	8/29/19
COOPER	JULIE	Classroom Asst	New Hire	Farmington High	PACES	Replace Transfer	Associate's degree	2	\$ 18.41	8/29/19
CURRY	TREJEAN	Classroom Asst	New Hire	Concord	SUN	Addition	< 60 credits, passed ParaPro	1	\$ 18.01	8/29/19
ENGELBY	SAMANTHA	Classroom Asst	New Hire	Bloomington Transition	TESA	Addition	< 60 credits, passed ParaPro	1	\$ 18.01	8/29/19
GOBLIRSCH	AMANDA	Classroom Asst	New Hire	Concord	SUN	Replace Resignation	Associate's degree	1	\$ 18.01	8/29/19
GOETZ	KERRY	Classroom Asst	New Hire	Cedar	SUN	Open position	< 60 credits, passed ParaPro	2	\$ 18.41	8/29/19
GORDON	D'ANDRE	Classroom Asst	New Hire	Cedar	SUN	Replace Resignation	Bachelor's degree	1	\$ 18.01	8/29/19
HEREFORD	JESSICA	Classroom Asst	New Hire	Concord	SUN	Addition	Bachelor's degree	1	\$ 18.01	8/29/19
HILDRETH	ERIKA	Classroom Asst	New Hire	Christina Huddleston	PACES	Addition	Bachelor's degree	1	\$ 18.01	8/29/19
JOHNSON	JENNIFER	Classroom Asst	New Hire	Alliance	IDEA	Replace Resignation	Associate's degree	1	\$ 18.01	8/29/19
KARNES	EMMA	Classroom Asst	New Hire	Henry Sibley High	DASH	Addition	Bachelor's degree	2	\$ 18.41	8/29/19
LAWRENCE	CATHERINE	Classroom Asst	New Hire	Alliance	CASE	Addition	Associate's degree	1	\$ 18.01	8/29/19
LOMMEL	KATE	Classroom Asst	New Hire	Concord	SUN	Addition	< 60 credits, passed ParaPro	1	\$ 18.01	8/29/19
LUTZ	AMANDA	Classroom Asst	New Hire	Lebanon	TEA	Replace Transfer	Bachelor's degree	2	\$ 18.41	8/29/19
MCINNES	KIMBERLY	Classroom Asst	New Hire	Bloomington Transition	TESA	Addition	Master's degree	4	\$ 19.21	8/29/19
MONSERRATE NOVOTNY	ALYCIA	Classroom Asst	New Hire	Concord	SUN	Addition	Bachelor's degree	1	\$ 18.01	8/29/19
MYRMAN	JAMES	Classroom Asst	New Hire	DCTC	TESA	Replace Transfer	Associate's degree	1	\$ 18.01	8/29/19
ROBERTSON	LAURIE	Info Mgmt I	New Hire	DCALS-South	DCALS	Addition	Bachelor's degree	1/1	\$ 18.67	8/21/19
RODAMAKER	KACY	Classroom Asst	New Hire	Concord	SUN	Addition	Bachelor's degree	1	\$ 18.01	8/29/19
SANDERSON	EMILY	Classroom Asst	New Hire	Concord	SUN	Addition	< 60 credits, passed ParaPro	1	\$ 18.01	8/29/19
STIRLER	KRISTI	Classroom Asst	New Hire	Concord	SUN	Addition	Associate's degree	3	\$ 18.81	8/29/19
SWANSON	AMBER	Classroom Asst	New Hire	Concord	SUN	Addition	< 60 credits, passed ParaPro	1	\$ 18.01	8/29/19
TEKAMPE	ERICA	Classroom Asst	New Hire	Farmington High	PACES	Addition	Master's degree	2	\$ 18.41	8/29/19
THORSON	BETHANY	Classroom Asst	New Hire	Concord	SUN	Addition	Bachelor's degree	2	\$ 18.41	8/29/19
VENTRONE	JESSICA	Program Asst	New Hire	Alliance	IDEA	Replace Resignation	Associate's degree	1	\$ 18.01	8/29/19
WATSON	JACOB	Classroom Asst	New Hire	Concord	SUN	Addition	Bachelor's degree	1	\$ 18.01	8/29/19
WILLIAMS	HANNIA	Classroom Asst	Rehire	Concord	SUN	Addition	< 60 credits, passed ParaPro	2	\$ 18.41	8/29/19
WUOTILA	MOLLY	Classroom Asst	New Hire	Alliance	CASE	Addition	< 60 credits, passed ParaPro	2	\$ 18.41	8/29/19

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED  
FOR ACTION AT BOARD MEETING OF AUGUST 20, 2019**

**NEW HIRES:**

Darnisha Adams, Special Education Teacher, effective August 22, 2019.

Andrea Amos, Classroom Assistant, effective August 29, 2019.

Laura Armstrong, School Social Worker, effective August 22, 2019.

Melissa Ashmun, Math/Science Teacher, effective August 22, 2019.

Matthew Bruns, Special Education Teacher, effective August 22, 2019.

Anna Busch, Graphic Design Teacher, effective August 22, 2019.

Julie Cooper, Classroom Assistant, effective August 29, 2019.

TreJean Curry, Classroom Assistant, effective August 29, 2019.

Amy Dawson, Speech Language Pathologist, effective August 22, 2019.

Latricia Domally, Special Education Teacher, effective August 22, 2019 (from Program Assistant to Special Education Teacher).

Samantha Engelby, Classroom Assistant, effective August 29, 2019.

Amanda Goblirsch, Classroom Assistant, effective August 29, 2019.

Kerry Goetz, Classroom Assistant, effective August 29, 2019.

De'Andre Gordon, Classroom Assistant, effective August 29, 2019.

Benjamin Hanson, English Teacher, effective August 22, 2019.

Jessica Hereford, Classroom Assistant, effective August 29, 2019.

Christine Herzog, Mental Health Professional, effective August 22, 2019.

Erika Hildreth, Classroom Assistant, effective August 29, 2019.

Jennifer Johnson, Classroom Assistant, effective August 29, 2019.

Emma Karnes, Classroom Assistant, effective August 29, 2019.

Robin Knight, Special Education Teacher, effective August 22, 2019 (from Classroom Assistant to Special Education Teacher).

Rylee Knips, Special Education Teacher, effective August 22, 2019.

Katy Lawrence, Classroom Assistant, effective August 29, 2019.

Kate Lommel, Classroom Assistant, effective August 29, 2019.

Amanda Lutz, Classroom Assistant, effective August 29, 2019.

Kimberly McInnes, Classroom Assistant, effective August 29, 2019.

Michaela Menigo, Teacher of Deaf/Hard of Hearing, effective August 22, 2019.

Alycia Monserrate Novotny, Classroom Assistant, effective August 29, 2019.

James Myrman, Classroom Assistant, effective August 29, 2019.

Alicia Odell, Board Certified Behavior Analyst, effective August 1, 2019.

Laurie Robertson, Information Management Assistant 1, effective August 21, 2019.

Kacy Rodamaker, Classroom Assistant, effective August 29, 2019.

Emily Sanderson, Classroom Assistant, effective August 29, 2019.

Amy Schumacher, Mental Health Professional, effective August 22, 2019.

Whitney Sizer, School Psychologist, effective August 22, 2019.

Kelsey Sletten, Special Education Teacher, effective August 22, 2019.

Kristi Stirler, Classroom Assistant, effective August 29, 2019.

Amber Swanson, Classroom Assistant, effective August 29, 2019.

Brittany Swanson, Special Education Teacher, effective August 22, 2019 (from Classroom Assistant to Special Education Teacher).

Erica Tekampe, Classroom Assistant, effective August 29, 2019.

Bethany Thorson, Classroom Assistant, effective August 29, 2019.

Jessica Ventrone, Classroom Assistant, effective August 29, 2019.

Kim Wald, Math Teacher, effective August 22, 2019.

Jacob Watson, Classroom Assistant, effective August 29, 2019.

Molly Wuotila, Classroom Assistant, effective August 29, 2019.

**RE-HIRES:**

Olivia Brown, Speech Language Pathologist, effective August 23, 2019, through December 20, 2019.

Megan Glockner, School Psychologist, effective August 23, 2019.

Sarah Ludewig, Teacher of the Deaf/Hard of Hearing, effective August 22, 2019 (from Community Expert to Special Education Teacher).

Hannia Williams, Classroom Assistant, effective August 29, 2019.

**RESIGNATIONS & TERMINATIONS:**

Donn Anderson, Classroom Assistant, effective August 6, 2019.

Heather Beigel, Health Associate, effective August 12, 2019.

Katherine Bonine, Classroom Assistant, effective July 18, 2019.

Trevor Capra, Classroom Assistant, effective August 2, 2019.

Kasandra Doelp, Speech Language Pathologist, effective August 12, 2019.

Christina Johnson, Program Assistant, effective August 14, 2019.

Stephanie Juenemann, Classroom Assistant, effective August 15, 2019.

Jane Kringen, Sign Language Interpreter, effective August 16, 2019.

Nicole Lohman, Classroom Assistant, effective August 12, 2019.

Amanda Lutz, Classroom Assistant, effective August 13, 2019.

Andrea Menzia, Classroom Assistant, effective August 1, 2019.

Heather Moss, Program Assistant, effective July 29, 2019.

Jideofor Onyeneho, Program Assistant, effective August 19, 2019.

Amy Reierson, Classroom Assistant, effective July 31, 2019.

Danielle Rother, Classroom Assistant, effective July 22, 2019.

Kenwon Tran, Classroom Assistant, effective August 23, 2019.

Estan Tyler, Program Assistant, effective August 1, 2019.

Estanie Tyler, Program Assistant, effective August 9, 2019.

Cassandra Urbano, Classroom Assistant, effective August 18, 2019.

Kelsey Vansgard, Program Assistant, effective August 15, 2019.

Jackson Woolems, Program Assistant, effective August 1, 2019.

Rebecca Zuehlke, School Social Worker, effective August 9, 2019.

**INTERMEDIATE SCHOOL DISTRICT 917**  
**Organizational Meeting**

The Organizational Meeting of the Intermediate School District 917 School Board was held in the 917 Board Room at Dakota County Technical College on Tuesday, July 9, 2019, at 5:00 PM.

**Members Present:** Dick Bergstrom, DeeDee Currier, Wendy Felton, Jill Lewis, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab, and ex-officio member Mark Zuzek.

**Members Absent:** none.

**Also Present:** Bob Erickson, Nicolle Roush, Eric Van Brocklin, Melissa Schaller, and Linda Berg

The meeting was called to order at 5:00 PM by Superintendent Mark Zuzek.

The Pledge of Allegiance was conducted.

District 917 Notary Public, Linda Berg, administered the oath of office to reappointed Board Member and Jill Lewis, Inver Grove Heights and Melissa Sauser, Farmington.

Superintendent Zuzek asked for nominations for position of School Board Chair.

1. Motion by Dick Bergstrom to nominate Jill Lewis as Chair. Motion was seconded by Vanda Pressnall. There were no other nominations. Motion passed unanimously to elect Jill Lewis as Chair. All present voted aye. Motion carried.

Jill Lewis assumed the position of Chair and proceeded with the meeting.

2. Motion by Vanda Pressnall to nominate Russ Rohloff for the position of Vice Chair. Motion was seconded by Wendy Felton. There were no other nominations. Motion passed unanimously to elect Russ Rohloff as Vice Chair. All present voted aye. Motion carried.

3. Motion by Dick Bergstrom to nominate Vanda Pressnall as Clerk. Motion was seconded by DeeDee Currier. There were no other nominations. Motion passed to unanimously elect Vanda Pressnall as Clerk. All present voted aye. Motion carried.

The motion to nominate a treasurer was tabled until the next meeting on August 20, 2019, when we should have a full Board.

4. The School Board set the meeting dates for 2019-2020 on the 1<sup>st</sup> Tuesday of each month at 5:00 PM, with the exception of August which will be August 20, 2019, at 5:00 PM. Two work sessions have been incorporated into the calendar: January 21, 2020, and April 21, 2020. All work sessions begin at 4:30 PM. All present voted aye. Motion carried. (Addendum A.)

5. Motion by Russ Rohloff, seconded by Dick Bergstrom, to designate Lillie Suburban Newspapers, Inc., Sun Thisweek/Dakota County Tribune, Sun Media – Bloomington, and the Hastings Star Gazette as the official newspapers for Intermediate School District 917 for 2019-2020. (Addendum B.) The minutes will

be summarized with the website address listed to view the official minutes. All present voted aye. Motion carried.

6. Motion by Wendy Felton, seconded by Byron Schwab, to approve the Intermediate School District 917 Public Notice regarding student records which will be included in the Student Handbooks, as presented. (Addendum C.) All present voted aye. Motion carried.

7. Motion by Dick Bergstrom, seconded by Melissa Schaller to retain the school board compensation for District 917 School Board Members to \$4,000 and \$4,250 for the Board Chair for the 2019-2020 school year and stipends remain the same per meeting for Personnel and Insurance Committees only. Voting aye: DeeDee Currier, Dick Bergstrom, Wendy Felton, Jill Lewis, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab. Voting naye: none.

8. Motion by Dick Bergstrom, seconded by Russ Rohloff, to change the semi-annual school board stipends to a semi-monthly stipend with payments on the 15<sup>th</sup> and last day of the month throughout the year. All present voted aye. Motion carried.

9. Board member Dick Bergstrom introduced the foregoing resolution for Business Transactions. The resolution was duly seconded by Russ Rohloff and upon vote being taken thereon, the following voted in favor thereof: DeeDee Currier, Dick Bergstrom, Wendy Felton, Jill Lewis, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab, and voting against the same: none. Whereupon said resolution was declared duly passed and adopted. (Addendum D.)

10. Committee assignments were tabled until the August 20, 2019, School Board meeting.

11. Motion by Byron Schwab, seconded by Wendy Felton to adjourn the organizational meeting. All present voted aye. Motion carried.

There being no further business the Organizational Meeting adjourned at 5:12 PM.

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Clerk

## INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, July 9, 2019, at 1300 145<sup>th</sup> Street East, Rosemount, MN 55068.

**Members Present:** Dick Bergstrom, DeeDee Currier, Wendy Felton, Jill Lewis, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab, and ex-officio member Superintendent Mark Zuzek.

**Members Absent:** none.

**Also Present:** Bob Erickson, Nicolle Roush, Eric VanBrocklin, Melissa Schaller, and Linda Berg

School Board Chair Jill Lewis called the meeting to order at 5:15 PM.

There were no visitors to be heard.

The good news reports were presented.

1. Motion by Byron Schwab, seconded by Russ Rohloff, to approve the consent items, as presented. All present voted aye. Motion carried.
  - **Minutes:** June 11, 2019, Regular School Board Meeting
  - Personnel:** *New Hires:* Breanna Baker, Licensed School Nurse, effective August 22, 2019. Courtney Chelmo, Speech Language Pathologist, effective August 22, 2019. Ashley Collins, Special Education Teacher, effective August 22, 2019. Alison Hild, Special Education Teacher, effective August 22, 2019 (from paraprofessional to Special Education Teacher). Emma Karnes, Classroom Assistant, effective August 29, 2019. Lisa Kent, Teacher of Deaf/Hard of Hearing, effective August 22, 2019. Jennifer Kerkhoff, Special Education Teacher, effective August 22, 2019 (from paraprofessional to Special Education Teacher). Bridget Kopp, Special Education Teacher, effective August 22, 2019 (from paraprofessional to Special Education Teacher). Emma Mayes, Special Education Teacher, effective August 22, 2019. Shelby Nero, Teacher of Deaf/Hard of Hearing, effective August 22, 2019. Emily Payne, Special Education Teacher, effective August 22, 2019. Lisa Proeung, Developmental Adaptive Physical Education Teacher, effective August 22, 2019. Kathleen Rick, Speech Language Pathologist, effective August 22, 2019. Shannon Rosenberg, Teacher of Deaf/Hard of Hearing, effective August 22, 2019 (from paraprofessional to Special Education Teacher). Amber Schmitz, Speech Language Pathologist, effective August 22, 2019. Irene Schultz-Albert, Occupational Therapist, effective August 22, 2019. Rebecca Schumacher, Special Education Teacher, effective August 22, 2019. John Volkert, Special Education Teacher, effective August 22, 2019 (from paraprofessional to Special Education Teacher). Heather Winblad, Special Education Teacher, effective August 22, 2019, (from paraprofessional to Special Education Teacher). Alexander Worobah, Special Education Teacher, effective August 22, 2019. *Change in status:* Sarah Johnson, Orientation & Mobility Specialist, decrease from 114 days per year to 111 days per year effective August 26, 2019, for the 2019-2020 school year only. Linda Lacher Goddard, Speech Language Pathologist, continue at .6 FTE (148 days at 6 hours per day) effective August 26, 2019, for the 2019-2020 school year only. Shanyn Tuftee, Physical Therapist, continue at .7 FTE (129.5 days @ 8 hours per day, effective August 26, 2019, for the 2019-2020 school year only. *Rehires:* Shelby Abbott, School Psychologist, effective August 23, 2019. Keith Bartholomaus, DAPE Teacher, effective August 23, 2019. Mark Bauer, Special Education Teacher, effective August 23, 2019. Alexandra Buttedal, Special Education Teacher, effective August 23, 2019. Jessica Chamblin, Teacher of the Blind/Visually Impaired, effective August 23, 2019. Shereen Eldeeb, Special Education Teacher, effective August 26, 2019. Patricia Eldred, Physical & Health Disabilities Teacher, effective August 26, 2019, through June 5, 2020. Thomas Garding, Special Education Teacher, effective August 26, 2019. Megan Glockner, School Psychologist, effective August 23, 2019. Kristin Goeser, DAPE Teacher and Permanent Sub Teacher, effective August 23, 2019. Jana Jonasen, Special Education Teacher, effective August 23, 2019. Abigail Larson, Teacher of the Blind/Visually Impaired, effective August 23, 2019. Lauren Melzer, Special Education Teacher, effective August 23, 2019. Jenna Moon, Special Education Teacher, effective August 23, 2019. Kaila Palmberg, Special Education Teacher, effective August 23, 2019. Jessica Randol, Special Education Teacher, effective August 26, 2019. Briana Ruiz-Bruce, Special Education Teacher, effective August 23, 2019

(from Community Expert to Special Education Teacher). Amy Swaney, Dean, effective July 1, 2019. (contract signed at 6/11/19 bd mtg.) Deric Thames, Special Education Teacher, effective August 26, 2019. Jocelyn Thompson, Special Education Teacher, effective August 23, 2019. Heather Webb, Special Education Teacher, effective August 23, 2019. Andrew Webster, DAPE Teacher, effective August 23, 2019. Christina Wilkin, Special Education Teacher, effective August 26, 2019. Lori Wilson, Special Education Teacher, effective August 22, 2019. *Resignations and terminations:* Joan Asmus, Licensed School Nurse, effective July 1, 2019. Dina DeLong, Classroom Assistant, effective June 24, 2019. Crisoula Economou, Speech Language Pathologist, effective June 7, 2019. Ashly Gagner, Special Education Teacher, effective June 28, 2019. Charles Krengel, Classroom Assistant, effective June 6, 2019.

2. Board Member Wendy Felton introduced the following resolution and waived the reading: Resolution to Accept Donations in the amount of \$1,058.33. The motion for the adoption of the foregoing resolution was duly seconded by Dick Bergstrom, and upon vote being taken thereon, the following voted in favor thereof: Dick Bergstrom, Wendy Felton, DeeDee Currier, Jill Lewis, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab, and the following voted against the same: none. Whereupon said resolution was duly passed and adopted. (Addendum A.)
3. Motion by Dick Bergstrom, seconded by Byron Schwab, to approve the bills from June 1, 2019 to June 26, 2019, wire transfers and Investment Reports for the month of May, as presented by the Business Manager. All present voted aye. Motion carried.
4. Motion by Dick Bergstrom, seconded by Russ Rohloff, to approve the Temporary Work Agreement Report, as presented. (Addendum B.) All present voted aye. Motion carried.
5. Motion by Vanda Pressnall, seconded by DeeDee Currier, to maintain the substitute pay rate for teachers at the substitute pay rate of \$24 per hour for teachers for the 2019-2020 school year. Substitute paraprofessionals will be at the first step in the paraprofessional contract. (Addendum C.) All present voted aye. Motion carried.
6. Motion by DeeDee Currier, seconded by Melissa Sauser, to approve the annual membership renewals for Metro ECSU, AMSD, and MSBA for 2018-2019. (Addendum D.) All present voted aye. Motion carried.
7. The School Board reviewed the drafts of the Special Education Student Handbook, DCALS and DCALS North and South Student Handbook, and 917 Staff Handbook for 2019-2020. Additional telephone numbers are still needed. (Addendums E, F, and G.)
8. Motion by Melissa Sauser, seconded by Russ Rohloff, to approve the IAQ Written Plan and all Health and Safety Plans for 2019-2020, as presented. (Addendum H.) All present voted aye. Motion carried.
9. Motion by DeeDee Currier, seconded by Wendy Felton to approve the Dakota County School Resource Officer for 2019-2020 for Lebanon Education Center, as presented. (Addendum I.) All present voted aye. Motion carried.
10. Motion by Byron Schwab, seconded by Dick Bergstrom, to approve the school lunch prices for 2019-2020, as presented. (Addendum J.) All present voted aye. Motion carried.
11. Motion by Melissa Sauser, seconded by Vanda Pressnall: delete Policy 401.10, Code of Ethics and Standard of Conduct and replace with revised Code of Ethics and Standards of Conduct for ISD 917 Employees; approve revised Policy 406, Public and Private Personnel Data; approve revised Policy 407 Employee Right to Know; and approve revised Policy 408, Subpoena of a School District Employee, final readings. (Addendum K.) All present voted aye. Motion carried.

Policies 526, Hazing Prohibition; Policy 501, School Weapons; and Policy 419, Tobacco Prohibition were reviewed on a first reading basis.

12. Motion by Melissa Sauser, seconded by Dick Bergstrom, to approve the following policies: Policy 413,

Harassment and Violence; Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse; Policy 415, Mandated Reporting of Maltreatment of Vulnerable Adults; Policy 506, Student Discipline; Policy 415, Bullying Prohibition; Policy 522, Student Sex Nondiscrimination; Policy 524, Acceptable Internet Use and Safety, final readings and annual review. (Addendum L.) All present voted aye. Motion carried.

13. Motion by Byron Schwab, seconded by Dick Bergstrom, to adjourn the meeting. All present voted aye. Motion carried.

There being no further business the meeting adjourned at 6:12 P.M.

The next regular School Board Meeting will be Tuesday, August 20, 2019, in the Board Room at Dakota County Technical College at 5:00 PM.

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Clerk

SOURCEWELL  
 DATE: 07/30/2019  
 TIME: 12:52:00

INTERMEDIATE SCHOOL DISTRICT  
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1  
 ACCTPA21  
 ACCOUNTING PERIOD: 1/20

SELECTION CRITERIA: chkstat.check\_no between '1900652' and '1900706'

DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1900652	11/29/2018	ACCELERATED TECHNOLOGIES	R	550.00	ACCOUNTS PAYABLE CHECK
1900653	11/29/2018	AERO DRAPERY & BLIND	R	7834.00	ACCOUNTS PAYABLE CHECK
1900654	11/29/2018	ALL IN ONE TRANSLATION AGENCY, LLC	R	225.00	ACCOUNTS PAYABLE CHECK
1900655	11/29/2018	SUPPLYWORKS	V	0.00	VOID: MULTI STUB CHECK
1900656	11/29/2018	SUPPLYWORKS	R	7958.48	ACCOUNTS PAYABLE CHECK
1900657	11/29/2018	ANDREA OLSON	R	95.88	ACCOUNTS PAYABLE CHECK
1900658	11/30/2018	AUTISM SHOP	V	-174.63	VOID MANUAL CHECK
* 1900658	11/29/2018	AUTISM SHOP	R	174.63	ACCOUNTS PAYABLE CHECK
1900659	11/29/2018	AUTOMOTIVE SERVICE EXCELLENCE	R	2100.00	ACCOUNTS PAYABLE CHECK
1900660	11/29/2018	BRAINPOP LLC	R	460.00	ACCOUNTS PAYABLE CHECK
1900661	11/29/2018	CANON USA	R	330.40	ACCOUNTS PAYABLE CHECK
1900662	11/29/2018	CAREERSAFE	R	249.00	ACCOUNTS PAYABLE CHECK
1900663	11/29/2018	CARQUEST AUTO PARTS STORES	R	1058.82	ACCOUNTS PAYABLE CHECK
1900664	11/29/2018	CENTERPOINT ENERGY	R	376.02	ACCOUNTS PAYABLE CHECK
1900665	11/29/2018	CENTURYLINK COMMUNICATONS, LLC	R	39.15	ACCOUNTS PAYABLE CHECK
1900666	11/29/2018	CHARTWELLS FOODSERVICE	R	852.80	ACCOUNTS PAYABLE CHECK
1900667	11/29/2018	CHRISTINA LU	R	100.00	ACCOUNTS PAYABLE CHECK
1900668	11/29/2018	CHROMEBOOKPARTS.COM	R	94.98	ACCOUNTS PAYABLE CHECK
1900669	11/29/2018	DAKOTA COUNTY	R	55.00	ACCOUNTS PAYABLE CHECK
1900670	11/29/2018	DAKOTA COUNTY LUMBER	R	206.44	ACCOUNTS PAYABLE CHECK
1900671	11/29/2018	DISCOUNT SCHOOL SUPPLY	R	374.34	ACCOUNTS PAYABLE CHECK
1900672	11/29/2018	DOOR SERVICE CO	R	320.00	ACCOUNTS PAYABLE CHECK
1900673	11/29/2018	ECM PUBLISHERS, INC.	R	438.00	ACCOUNTS PAYABLE CHECK
1900674	11/29/2018	ENCHANTED LEARNING, LLC	R	125.00	ACCOUNTS PAYABLE CHECK
1900675	11/29/2018	SCHOOL SPECIALTY	R	1013.65	ACCOUNTS PAYABLE CHECK
1900676	11/29/2018	FRONTIER COMMUNICATIONS	R	721.50	ACCOUNTS PAYABLE CHECK
1900677	11/29/2018	GOVCONNECTION INC	R	519.07	ACCOUNTS PAYABLE CHECK
1900678	11/29/2018	HAZELDEN PUBLISHING	R	2300.00	ACCOUNTS PAYABLE CHECK
1900679	11/29/2018	IND SCH DIST 191	R	11510.64	ACCOUNTS PAYABLE CHECK
1900680	11/29/2018	INFINITY WIRELESS, INC.	R	379.00	ACCOUNTS PAYABLE CHECK
1900681	11/29/2018	INT SCH DIST 287	R	2838.75	ACCOUNTS PAYABLE CHECK
1900682	11/29/2018	LLC CENTURYLINK COMMUNICATIONS	R	499.46	ACCOUNTS PAYABLE CHECK
1900683	11/29/2018	MALLOY, MONTAGUE, KARNOWSKI, RADOSE	R	5500.00	ACCOUNTS PAYABLE CHECK
1900684	11/29/2018	MARCO INC	R	1392.71	ACCOUNTS PAYABLE CHECK
1900685	11/29/2018	MASA	R	299.00	ACCOUNTS PAYABLE CHECK
1900686	11/29/2018	MENARDS	R	214.58	ACCOUNTS PAYABLE CHECK
1900687	11/29/2018	OFFICE OF MN.IT SERVICES	R	1604.58	ACCOUNTS PAYABLE CHECK
1900688	11/29/2018	OUTDOOR IMAGES, INC	R	514.00	ACCOUNTS PAYABLE CHECK
1900689	11/29/2018	PALOS SPORTS	R	324.79	ACCOUNTS PAYABLE CHECK
1900690	11/29/2018	PATRICK MOORE	R	49.50	ACCOUNTS PAYABLE CHECK
1900691	11/29/2018	PELLICCI ACE HARDWARE	R	55.74	ACCOUNTS PAYABLE CHECK
1900692	11/29/2018	PRO-ED, INC	R	346.50	ACCOUNTS PAYABLE CHECK
1900693	11/29/2018	REINHART FOODSERVICE, LLC	R	933.88	ACCOUNTS PAYABLE CHECK
1900694	11/29/2018	SCHOOL NURSE SUPPLY	R	355.40	ACCOUNTS PAYABLE CHECK
1900695	11/29/2018	SPARTAN PROMOTIONAL GROUP	R	732.13	ACCOUNTS PAYABLE CHECK
1900696	11/29/2018	SPECIAL DELIVERY MN, LLC	R	249.00	ACCOUNTS PAYABLE CHECK
1900697	11/29/2018	SPECTRUM SUPPLY CO	R	165.00	ACCOUNTS PAYABLE CHECK
1900698	11/29/2018	SPRINGSTED, INC.	R	950.00	ACCOUNTS PAYABLE CHECK
1900699	11/29/2018	SUNBELT STAFFING, LLC	R	3420.00	ACCOUNTS PAYABLE CHECK
1900700	11/29/2018	SUPER TEACHERS WORKSHEETS	R	300.00	ACCOUNTS PAYABLE CHECK
1900701	11/29/2018	SYSCO MINNESOTA	R	1845.07	ACCOUNTS PAYABLE CHECK
1900702	11/29/2018	TIERNEY BROS. INC	R	221.61	ACCOUNTS PAYABLE CHECK
1900703	11/29/2018	TIES	R	1092.72	ACCOUNTS PAYABLE CHECK

SOURCEWELL  
DATE: 07/30/2019  
TIME: 12:52:00

INTERMEDIATE SCHOOL DISTRICT  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 2  
ACCTPA21  
ACCOUNTING PERIOD: 1/20

SELECTION CRITERIA: chkstat.check\_no between '1900652' and '1900706'

1900704	11/29/2018	TRIO SUPPLY COMPANY	R	435.75	ACCOUNTS PAYABLE CHECK
1900705	11/29/2018	TRUSTED EMPLOYEES	R	48.35	ACCOUNTS PAYABLE CHECK
1900706	11/29/2018	XCEL ENERGY	R	8271.51	ACCOUNTS PAYABLE CHECK
TOTAL FUND				72947.20	
TOTAL REPORT				72947.20	

TIES  
 DATE: 11/29/2018  
 TIME: 16:06:45  
 SELECTION CRITERIA: payable.batch='AP190032'

INTERMEDIATE SCHOOL DISTRICT  
 CASH REQUIREMENTS - CHECK FORMAT - DUE DATE: 11/29/2018

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 5/19

PAYMENT TYPE: CHECKS ONLY

VENDOR	BUDGET CODE	ACCOUNT	PURCHASE OR	INVOICE	AMOUNT	DESCRIPTION
23203	02305211000000	305	P190926	9433AL	250.00	SMART BOARD INSTALL AT AN
ACCELERATED TECHNOLOGIES	02061810000000	350	P190928	9433CH	300.00	SMARTBOARD INSTALL AT CHR
TOTAL CHECK					550.00	
85074	02700810000000	350	P190751	SB8261	7,834.00	HUNTER DOUGLAS BLINDS PUR
AERO DRAPERY & BLIND						
TOTAL CHECK					7,834.00	
24593	02700411740801	305		26625	90.00	10/12 SPANISH INTERPR
ALL IN ONE TRANSLATION AGENC	02350420740000	394		26895	135.00	11/5 SOMALI INTERPRET
TOTAL CHECK					225.00	
22907	02051810000000	401	P190205	458633450	770.60	TO PROVIDE FOR PURCHASE 0
SUPPLYWORKS	02400810000000	401	P190205	458633450	503.85	TO PROVIDE FOR PURCHASE 0
	02900810000000	401	P190205	458633450	207.47	TO PROVIDE FOR PURCHASE 0
	02400810000803	401	P190466	460947112	225.36	MISC JANITORIAL SUPPLIES
	02400810000803	401	P190466	461370975	-133.38	MISC JANITORIAL SUPPLIES
	02051810000000	401	P190205	462225343	55.54	TO PROVIDE FOR PURCHASE 0
	02400810000000	401	P190205	462225343	36.31	TO PROVIDE FOR PURCHASE 0
	02900810000000	401	P190205	462225343	14.95	TO PROVIDE FOR PURCHASE 0
	02051810000000	401	P190205	462427154	39.91	TO PROVIDE FOR PURCHASE 0
	02400810000000	401	P190205	462427154	26.09	TO PROVIDE FOR PURCHASE 0
	02900810000000	401	P190205	462427154	10.74	TO PROVIDE FOR PURCHASE 0
	02051810000000	401	P190205	462427162	465.59	TO PROVIDE FOR PURCHASE 0
	02400810000000	401	P190205	462427162	304.42	TO PROVIDE FOR PURCHASE 0
	02900810000000	401	P190205	462427162	125.35	TO PROVIDE FOR PURCHASE 0
	02700810000000	401	P190400	462639923	209.14	MISC JANITORIAL SUPPLIES
	02400810000803	401	P190466	462639931	133.38	ACCT # 452057
	02051810000000	401	P190205	462851486	33.45	TO PROVIDE FOR PURCHASE 0
	02400810000000	401	P190205	462851486	21.87	TO PROVIDE FOR PURCHASE 0
	02900810000000	401	P190205	462851486	9.00	TO PROVIDE FOR PURCHASE 0
	02051810000000	401	P190205	462851494	33.45	TO PROVIDE FOR PURCHASE 0
	02400810000000	401	P190205	462851494	21.87	TO PROVIDE FOR PURCHASE 0
						VOID CHECK - CONTINUED
22907	02900810000000	401	P190205	462851494	9.00	TO PROVIDE FOR PURCHASE 0
SUPPLYWORKS	02051810000000	401	P190205	462851502	1,554.80	TO PROVIDE FOR PURCHASE 0
	02400810000000	401	P190205	462851502	1,016.60	TO PROVIDE FOR PURCHASE 0
	02900810000000	401	P190205	462851502	418.60	TO PROVIDE FOR PURCHASE 0
	02051810000000	401	P190205	462851510	260.94	TO PROVIDE FOR PURCHASE 0
	02400810000000	401	P190205	462851510	170.61	TO PROVIDE FOR PURCHASE 0
	02900810000000	401	P190205	462851510	70.25	TO PROVIDE FOR PURCHASE 0
	02400810000803	401	P190466	462851528	198.27	MISC JANITORIAL SUPPLIES
	02400810000803	401	P190466	463067207	-133.38	MISC JANITORIAL SUPPLIES
	02400810000803	401	P190466	463981688	83.13	MISC JANITORIAL SUPPLIES
	02700810000000	401	P190400	465726172	40.72	MISC JANITORIAL SUPPLIES
	02051810000000	401	P190205	465936078	600.07	TO PROVIDE FOR PURCHASE 0
	02400810000000	401	P190205	465936078	392.35	TO PROVIDE FOR PURCHASE 0
TOTAL CHECK	02900810000000	401	P190205	465936078	161.56	TO PROVIDE FOR PURCHASE 0
					7,958.48	
24639	02350420000421	401		CHKREQ11/6	95.88	REALITY STORE COF/SNK
ANDREA OLSON						
TOTAL CHECK					95.88	

1900652-706

TIES  
 DATE: 11/29/2018  
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INTERMEDIATE SCHOOL DISTRICT  
 CASH REQUIREMENTS - CHECK FORMAT - DUE DATE: 11/29/2018

PAGE NUMBER: 2  
 VENCHK11  
 ACCOUNTING PERIOD: 5/19

PAYMENT TYPE: CHECKS ONLY

VENDOR	BUDGET CODE	ACCOUNT	PURCHASE OR	INVOICE	AMOUNT	DESCRIPTION
21611 AUTISM SHOP TOTAL CHECK	02400411740801	433	P190089	286861	174.63 174.63	021259 YUCK-E MEDICINE BA
23826 AUTOMOTIVE SERVICE EXCELLENC TOTAL CHECK	01300380475000	461	P190964	SC9751	2,100.00 2,100.00	50 SEAT LICENSE: ASE ENTR
23899 BRAINPOP LLC TOTAL CHECK	02500416740000	433	P190905	US183617	460.00 460.00	1 YEAR CLASSROOM SUBSCRIP
24553 CANON USA TOTAL CHECK	02350420740000 01080211000000	370 370	P190062 P190145	19440032 19440033	210.69 119.71 330.40	LEASE CANON IR ADVANCE 62 LEASE CANON IR ADVANCE 42
24690 CAREERSAFE TOTAL CHECK	01300380428000 02030402740000	430 433	P190962 P190962	CS-259989 CS-259989	124.50 124.50 249.00	1 YR SITE LICENSE "CAREER 1 YR SITE LICENSE "CAREER
16141 CARQUEST AUTO PARTS STORES TOTAL CHECK	02030810000000 01300361830817 02400810000803	350 433 350	P190473 P190605 P190848	10/11 INV MULT 10/31 MULT10/31	95.80 587.24 375.78 1,058.82	OPEN PO FOR TESA VAN REPA INT CUST # 488185 CUST # LAK 611902
19803 CENTERPOINT ENERGY TOTAL CHECK	02700810000000	330	P190147	11/14/18 INV	376.02 376.02	ACCT # 6400463841-3
21674 CENTURYLINK COMMUNICATONS, L TOTAL CHECK	02051810000000 02400810000000 02900810000000	320 320 320	P190212 P190212 P190212	1455871619 1455871619 1455871619	15.66 19.58 3.91 39.15	ACCT # 084404082 LONG DISTANCE SERVICE AT LONG DISTANCE SERVICE AT
23748 CHARTWELLS FOODSERVICE TOTAL CHECK	02350420000421	401		1045-18	852.80 852.80	10/23/18 REALITY STOR
85093 CHRISTINA LU TOTAL CHECK	03030770701000	305		CHKREQ11/26	100.00 100.00	REFUND LUNCH ACCT MLU
85078 CHROMEBOOKPARTS.COM TOTAL CHECK	02051408740000 02400411740000	401 401	P190899 P190899	20729 20729	56.98 38.00 94.98	HP 14 G4 CHROMEBOOK BACK HP 14 G4 CHROMEBOOK BACK
30124 DAKOTA COUNTY TOTAL CHECK	10005865352000	305	P190857	150	55.00 55.00	ACCOUNT # 077
22551 DAKOTA COUNTY LUMBER TOTAL CHECK	13300361000833	401	P190671	1810-707965	206.44 206.44	ACCOUNT # 520

TIES  
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INTERMEDIATE SCHOOL DISTRICT  
 CASH REQUIREMENTS - CHECK FORMAT - DUE DATE: 11/29/2018

PAGE NUMBER: 3  
 VENCHK11  
 ACCOUNTING PERIOD: 5/19

PAYMENT TYPE: CHECKS ONLY

VENDOR	BUDGET CODE	ACCOUNT	PURCHASE OR	INVOICE	AMOUNT	DESCRIPTION
22238 DISCOUNT SCHOOL SUPPLY TOTAL CHECK	02700412740801	433	P190949	W32752700101	374.34 374.34	ACCT # 8348849
16339 DOOR SERVICE CO TOTAL CHECK	02051810000000 02400810000000 02051810000000 02400810000000	350 350 401 401	P190917 P190917 P190912 P190912	1002-10919 1002-10919 1002-10991 1002-10991	87.00 58.00 105.00 70.00 320.00	4642 HANDICAP OPERATOR AR 4642 HANDICAP OPERATOR AR QTY 2. 40-100-C123-626 C QTY 2. 40-100-C123-626 C
00096 ECM PUBLISHERS, INC. TOTAL CHECK	10005010000000 10005010000000 10005010000000 10005010000000 10005010000000	305 305 305 305 305	P190371 P190872 P190371 P190371 P190371	648805 648943 648968 648969 878281	59.50 216.75 47.70 36.70 77.35 438.00	COST TO PUBLISH LEGAL PRO LEGAL PUBLICATION OF DIST COST TO PUBLISH LEGAL PRO ACCOUNT # 360603 COST TO PUBLISH LEGAL PRO
24693 ENCHANTED LEARNING, LLC TOTAL CHECK	02030402740000 02061411740000 02500416740000	433 433 433	P190906 P190906 P190906	181114-12444 181114-12444 181114-12444	41.25 42.50 41.25 125.00	INV 181114-124447S 1 YR SUBSCRIPTION TO ENCH 1 YR SUBSCRIPTION TO ENCH
20620 SCHOOL SPECIALTY TOTAL CHECK	02700412740801 02051408740000 02700412740801 02400411740801	433 401 433 401	P190496 P190419 P190496 P190656	208121994320 308103163508 308103210546 308103222326	19.19 171.21 518.47 304.78 1,013.65	CUST # 417186 MISC SUPPLIES PURCHASED V VARIOUS ITEMS FOR BABY TE VARIOUS ORGANIZATIONS SUP
03079 FRONTIER COMMUNICATIONS TOTAL CHECK	10005140000000	320	P190033	11/20/18INV	721.50 721.50	651-423-8229-031772-7
22631 GOVCONNECTION INC TOTAL CHECK	02400411740801 02030402740000 10005140000000 02350405000502 02350405000502	401 401 401 401 433	P190883 P190888 P190891 P190901 P190901	56299861 56299862 56299944 56322418 56322418	69.90 28.80 230.19 95.09 95.09 519.07	10 MICE THE PRICE QUOTE EXTERNAL DVD PLAYER MISC MIS SUPPLIES PRIC NEW PRINTER AND CARTRIDGE NEW PRINTER AND CARTRIDGE
85033 HAZELDEN PUBLISHING TOTAL CHECK	02051408740000 02400411740000 02051408740000 02400411740000	433 433 433 433	P190987 P190987	2928257 2928257 2928257 A 2928257 A	920.58 613.72 459.42 306.28 2,300.00	FINAL PAYMENT FOR HAZELDE FINAL PAYMENT FOR HAZELDE CUST # 37367 CR ON CC CUST # 37367 CR ON CC
09592 IND SCH DIST 191 TOTAL CHECK	02400810000803	350	P190450	31771	11,510.64 11,510.64	CUST # 135
23124 INFINITY WIRELESS, INC. TOTAL CHECK	10005020000000	401	P190993	43311	379.00 379.00	WALKIE TALKIE FOR LINDA B

TIES  
 DATE: 11/29/2018  
 TIME: 16:06:45  
 SELECTION CRITERIA: payable.batch='AP190032'

INTERMEDIATE SCHOOL DISTRICT  
 CASH REQUIREMENTS - CHECK FORMAT - DUE DATE: 11/29/2018

PAGE NUMBER: 5  
 VENCHK11  
 ACCOUNTING PERIOD: 5/19

PAYMENT TYPE: CHECKS ONLY

VENDOR	BUDGET CODE	ACCOUNT	PURCHASE OR	INVOICE	AMOUNT	DESCRIPTION
23690	02051810000000	305		118467	267.28	EXTRA FALL CLEANUP
OUTDOOR IMAGES, INC	02400810000000	305		118467	174.76	EXTRA FALL CLEANUP
	02900810000000	305		118467	71.96	EXTRA FALL CLEANUP
TOTAL CHECK					514.00	
21941	02700408740000	433	P190874	303586-00	324.79	25010 DELUXE STANDING LON
PALOS SPORTS						
TOTAL CHECK					324.79	
85090	03400770701000	305		CHKREQ10/29	49.50	REFUND LUNCH ACCT JM
PATRICK MOORE						
TOTAL CHECK					49.50	
20376	01300361830817	433	P190742	K22416/F	55.74	MISC SUPPLIES PURCHASED O
PELLICCI ACE HARDWARE						
TOTAL CHECK					55.74	
06806	02030402740000	433	P190881	2744567	316.37	#20337
PRO-ED, INC	10005140000000	401	P190881	2744567	30.13	EST SHIPPING
TOTAL CHECK					346.50	
23874	01300365830908	433	P190024	494492	-22.18	OPEN PO FOR INSTRUCTIONAL
REINHART FOODSERVICE, LLC	13300365000995	430	P190218	528647	623.24	ACCT # 6604
	01300365830908	433	P190024	528708	332.82	ACCT # 6604
TOTAL CHECK					933.88	
22826	01300321830614	433	P190804	0710458-IN	234.00	CUST # MNRO04
SCHOOL NURSE SUPPLY	02400411740803	402	P190643	0713534-IN	121.40	NURSING SUPPLIES PURCHASE
TOTAL CHECK					355.40	
24707	02350420000421	401		558509	732.13	REALITY STORE PROMO'S
SPARTAN PROMOTIONAL GROUP						
TOTAL CHECK					732.13	
24568	03100770701000	305	P190583	4248	249.00	MEAL DELIVERY SERVICES FO
SPECIAL DELIVERY MN, LLC						
TOTAL CHECK					249.00	
85062	10005865347000	401	P190607	20786	18.54	SAFETY GLASSES ORDERED BY
SPECTRUM SUPPLY CO	10005865347000	401	P190607	20787	18.54	SAFETY GLASSES ORDERED BY
	10005865347000	401	P190607	24551	45.78	SAFETY GLASSES ORDERED BY
	10005865347000	401	P190607	25657	82.14	SAFETY GLASSES ORDERED BY
TOTAL CHECK					165.00	
28814	10005020000000	305	P190992	001688.104-1	950.00	JOB DESCRIPTION UPDATES/T
SPRINGSTED, INC.						
TOTAL CHECK					950.00	
85049	02400411740801	394	P190669	190093128	3,420.00	CUST #: ELI0008712
SUNBELT STAFFING, LLC						
TOTAL CHECK					3,420.00	

TIES  
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INTERMEDIATE SCHOOL DISTRICT  
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PAYMENT TYPE: CHECKS ONLY

VENDOR	BUDGET CODE	ACCOUNT	PURCHASE OR	INVOICE	AMOUNT	DESCRIPTION
85088 SUPER TEACHERS WORKSHEETS TOTAL CHECK	02400411740803	433	P190938	8245	300.00 300.00	RENEWAL FOR SUPER TEACHER
13704 SYSCO MINNESOTA TOTAL CHECK	13300365000908 13300365000908 13300365000908	430 430 430	P190025 P190025 P190025	247154912 247155890 247158445	1,429.33 439.98 -24.24 1,845.07	CUSTOMER # 799155 OPEN PO FOR FUNDAMENTAL C OPEN PO FOR FUNDAMENTAL C
07543 TIERNEY BROS. INC TOTAL CHECK	02500416740000	401	P190789	783329	221.61 221.61	20-01175-20 REPLACEMEN
00643 TIES TOTAL CHECK	02104211000000 02104408740000 02105211000000 02105408740000 02300211000000 02300408740000 02350404000401 10005140000000 10005111000000	366 366 366 366 366 366 366 366 316	P190933 P190933 P190933 P190933 P190933 P190933 P190933 P190994 P190323	10281234 10281234 10281234 10281234 10281234 10281234 10281234 10282143 185.72	31.12 46.68 46.68 31.12 11.67 7.78 213.95 518.00 185.72 1,092.72	TIES2018-10281234 CONF # J3PRR634H TIES 2018 EDUCATION TECHN TIES 2018 EDUCATION TECHN TIES 2018 EDUCATION TECHN TIES 2018 EDUCATION TECHN TIES 2018 EDUCATION TECHN TIES CONFERENCE IN MPLS F CUSTOMER # 0917
29042 TRIO SUPPLY COMPANY TOTAL CHECK	13300365000908	430	P190029	489654	435.75 435.75	CUST # 0367231
24676 TRUSTED EMPLOYEES TOTAL CHECK	10005022000000	318	P190990	10201815155S	48.35 48.35	ACCT # 15155S
02776 XCEL ENERGY TOTAL CHECK	02700810000000 02051810000000 02400810000000 02900810000000 02400810000801	330 330 330 330 330	P190153 P190327 P190327 P190327 P190840	616063699 616183675 616183675 616183675 616410300	1,887.61 1,503.03 982.75 404.66 3,493.46 8,271.51	ACCT# 51-0010950400-0 ACCT# 51-8450148-8 ELECTRICAL SERVICES FOR P ELECTRICAL SERVICES FOR P ACCT #51-0012355258-6

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PAYMENT TYPE: CHECKS ONLY

VENDOR.	BUDGET CODE	ACCOUNT	PURCHASE OR	INVOICE	AMOUNT	DESCRIPTION
TOTAL CASHABLE CHECKS					73,121.83	
TOTAL EFT VOUCHERS					.00	
TOTAL PAYMENT PLUS VOUCHERS					.00	
TOTAL REPORT					73,121.83	
NUMBER OF CHECKS TO BE ISSUED :	55					
NUMBER OF EFT VOUCHERS TO BE ISSUED :	0					
NUMBER OF PAYMENT PLUS VOUCHERS TO BE ISSUED -	0					

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PAYMENTS PENDING A/P APPROVAL						
VENDOR	BUDGET CODE	ACCOUNT	PURCHASE OR	INVOICE	AMOUNT	DESCRIPTION
TOTAL PENDING A/P APPROVAL					0.00	

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DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1901122	08/05/2019	MARGARITA SANTOS	V	-18.00	VOID MANUAL CHECK
* 1901493	06/30/2019	PHIL'S BODY SHOP INC	V	-1000.00	VOID MANUAL CHECK
* 1901590	07/03/2019	SAM'S CLUB/SYNCHRONY BANK	V	-200.00	VOID MANUAL CHECK
* 1901717	06/27/2019	ANNE HOFF, SAFE HARBOR COUNSELING	R	4650.00	ACCOUNTS PAYABLE CHECK
1901718	06/27/2019	BLUE SKY ONLINE CHARTER SCHOOL - IS	R	4167.92	ACCOUNTS PAYABLE CHECK
1901719	06/27/2019	BUG BUSTERS, INC	R	341.00	ACCOUNTS PAYABLE CHECK
1901720	06/27/2019	CANON USA	R	330.40	ACCOUNTS PAYABLE CHECK
1901721	06/27/2019	CENTURYLINK	R	1023.55	ACCOUNTS PAYABLE CHECK
1901722	06/27/2019	IND SCH DIST 192	R	10713.84	ACCOUNTS PAYABLE CHECK
1901723	06/27/2019	IND SCH DIST 192	R	50079.76	ACCOUNTS PAYABLE CHECK
1901724	06/27/2019	IND SCH DIST 195	R	5293.61	ACCOUNTS PAYABLE CHECK
1901725	06/27/2019	IND SCH DIST 197	R	11506.71	ACCOUNTS PAYABLE CHECK
1901726	06/27/2019	IND SCH DIST 199	R	9524.29	ACCOUNTS PAYABLE CHECK
1901727	06/27/2019	IND SCH DIST 200	R	5449.84	ACCOUNTS PAYABLE CHECK
1901728	06/27/2019	IND SCH DIST 200	R	139.95	ACCOUNTS PAYABLE CHECK
1901729	06/27/2019	IND SCH DIST 659	R	8356.94	ACCOUNTS PAYABLE CHECK
1901730	06/27/2019	MEINKE, STEPHANIE	R	2975.00	ACCOUNTS PAYABLE CHECK
1901731	06/27/2019	SPECIAL SCHOOL DIST #6	R	7520.99	ACCOUNTS PAYABLE CHECK
1901732	06/27/2019	TEACHERS ON CALL	R	573.49	ACCOUNTS PAYABLE CHECK
1901733	06/28/2019	LILLIE SUBURBAN NEWSPAPER, INC	R	121.00	ACCOUNTS PAYABLE CHECK
1901734	06/28/2019	SAM'S CLUB/SYNCHRONY BANK	R	55.96	ACCOUNTS PAYABLE CHECK
1901735	06/28/2019	XCEL ENERGY	R	8355.80	ACCOUNTS PAYABLE CHECK
1901736	07/02/2019	CENTURYLINK	R	179.51	ACCOUNTS PAYABLE CHECK
1901737	07/02/2019	FRONTIER COMMUNICATIONS	R	523.05	ACCOUNTS PAYABLE CHECK
1901738	07/02/2019	INFINITE CAMPUS, INC	R	11516.80	ACCOUNTS PAYABLE CHECK
1901739	07/02/2019	INTEGRATED PROTECTION SYSTEMS	R	3235.00	ACCOUNTS PAYABLE CHECK
1901740	07/02/2019	KRISTEN ENGELHARDT-FISCHBEIN	R	100.00	ACCOUNTS PAYABLE CHECK
* 1901740	07/25/2019	KRISTEN ENGELHARDT-FISCHBEIN	V	-100.00	VOID MANUAL CHECK
1901741	07/02/2019	MARCO INC	R	1342.71	ACCOUNTS PAYABLE CHECK
1901742	07/02/2019	MASA	R	1300.00	ACCOUNTS PAYABLE CHECK
1901743	07/02/2019	MINNESOTA ALLIANCE WITH YOUTH	R	1500.00	ACCOUNTS PAYABLE CHECK
1901744	07/02/2019	NETOP	R	1088.80	ACCOUNTS PAYABLE CHECK
1901745	07/02/2019	ODYSSEYWARE	R	22750.00	ACCOUNTS PAYABLE CHECK
1901746	07/02/2019	SPED FORMS, INC	R	8268.00	ACCOUNTS PAYABLE CHECK
1901747	07/02/2019	U.S. BANK CHARLOTTE	R	113850.00	ACCOUNTS PAYABLE CHECK
1901748	07/02/2019	SPECIAL SCHOOL DIST #6	R	616.78	ACCOUNTS PAYABLE CHECK
1901749	07/03/2019	1000 PETALS LLC	R	200.00	ACCOUNTS PAYABLE CHECK
1901750	07/03/2019	CITY OF INVER GROVE HTS	R	252.19	ACCOUNTS PAYABLE CHECK
1901751	07/03/2019	ECM PUBLISHERS, INC.	R	71.40	ACCOUNTS PAYABLE CHECK
1901752	07/03/2019	HASTINGS STAR GAZETTE	R	62.10	ACCOUNTS PAYABLE CHECK
1901753	07/03/2019	K LYNN PRODUCTIONS	R	60.00	ACCOUNTS PAYABLE CHECK
1901754	07/03/2019	PELLICCI ACE HARDWARE	R	1331.23	ACCOUNTS PAYABLE CHECK
1901755	07/03/2019	409-PRAXAIR DISTRIBUTION INC	R	52.97	ACCOUNTS PAYABLE CHECK
1901756	07/03/2019	REPUBLIC SERVICES #923	R	587.98	ACCOUNTS PAYABLE CHECK
1901757	07/03/2019	SAM'S CLUB/SYNCHRONY BANK	R	174.00	ACCOUNTS PAYABLE CHECK
1901758	07/10/2019	CITY OF APPLE VALLEY	R	120.00	ACCOUNTS PAYABLE CHECK
1901759	07/10/2019	INVER HILLS COMMUNITY COLLEGE	R	1150.51	ACCOUNTS PAYABLE CHECK
1901760	07/10/2019	K LYNN PRODUCTIONS	R	708.00	ACCOUNTS PAYABLE CHECK
1901761	07/10/2019	OFFICE DEPOT	R	249.99	ACCOUNTS PAYABLE CHECK
1901762	07/10/2019	PELLICCI ACE HARDWARE	R	300.00	ACCOUNTS PAYABLE CHECK
1901763	07/10/2019	TRIG LIFE SERVICES	R	1656.00	ACCOUNTS PAYABLE CHECK
1901764	07/10/2019	U.S. POST OFFICE	R	2.66	ACCOUNTS PAYABLE CHECK
1901765	07/18/2019	WISCONSIN SCTF	R	995.39	ACCOUNTS PAYABLE CHECK

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1901766	07/18/2019	DEPARTMENT OF EDUCATION AWG	R	137.25	ACCOUNTS PAYABLE CHECK
1901767	07/18/2019	F.H. CANN & ASSOCIATES, INC	R	91.50	ACCOUNTS PAYABLE CHECK
1901768	07/18/2019	NCPERS GROUP LIFE INS	R	48.00	ACCOUNTS PAYABLE CHECK
1901769	07/18/2019	WADDELL & REED INC	R	654.16	ACCOUNTS PAYABLE CHECK
1901770	07/18/2019	ACCIDENT FUND GENERAL INSURANCE CO	R	35445.00	ACCOUNTS PAYABLE CHECK
1901771	07/18/2019	AMAZON.COM, LLC	R	799.00	ACCOUNTS PAYABLE CHECK
1901772	07/18/2019	AMSD	R	3700.00	ACCOUNTS PAYABLE CHECK
1901773	07/18/2019	APPLE COMPUTER, INC	R	6160.00	ACCOUNTS PAYABLE CHECK
1901774	07/18/2019	ASCD	R	169.00	ACCOUNTS PAYABLE CHECK
1901775	07/18/2019	COMMISSIONER OF EDUCATION	R	60.00	ACCOUNTS PAYABLE CHECK
1901776	07/18/2019	FRONTIER COMMUNICATIONS	R	1903.67	ACCOUNTS PAYABLE CHECK
1901777	07/18/2019	FRONTLINE TECHNOLOGIES GROUP, LLC	R	3490.00	ACCOUNTS PAYABLE CHECK
1901778	07/18/2019	THE HANOVER INSURANCE GROUP	R	48106.52	ACCOUNTS PAYABLE CHECK
1901779	07/18/2019	METRO ECSU-REGION 11 ISD #920	R	700.00	ACCOUNTS PAYABLE CHECK
1901780	07/18/2019	MN ENERGY RESOURCES CORPORATION	R	98.63	ACCOUNTS PAYABLE CHECK
1901781	07/18/2019	MN SCHOOL BOARDS ASSN	R	6084.00	ACCOUNTS PAYABLE CHECK
1901782	07/18/2019	MONARCH TEACHING TECHNOLOGIES	R	900.00	ACCOUNTS PAYABLE CHECK
1901783	07/18/2019	N2Y INC	R	19639.50	ACCOUNTS PAYABLE CHECK
1901784	07/18/2019	OUTDOOR IMAGES, INC	R	997.00	ACCOUNTS PAYABLE CHECK
1901785	07/18/2019	SHOUTPOINT, INC	R	1035.00	ACCOUNTS PAYABLE CHECK
1901786	07/18/2019	SOURCEWELL TECHNOLOGIES	R	24348.00	ACCOUNTS PAYABLE CHECK
1901787	07/18/2019	SUNBELT STAFFING, LLC	R	1068.75	ACCOUNTS PAYABLE CHECK
1901788	07/18/2019	TIERNEY BROS. INC	R	1355.67	ACCOUNTS PAYABLE CHECK
1901789	07/18/2019	TRANE U.S. INC.	R	1117.00	ACCOUNTS PAYABLE CHECK
1901790	07/24/2019	APPLE VALLEY ISD LLC	R	342.58	ACCOUNTS PAYABLE CHECK
1901791	07/24/2019	DAKOTA COUNTY TECH COLLEGE	R	211368.34	ACCOUNTS PAYABLE CHECK
1901792	07/24/2019	DAKOTA UNLIMITED	R	3409.00	ACCOUNTS PAYABLE CHECK
1901793	07/24/2019	IND SCH DIST 197	R	63009.50	ACCOUNTS PAYABLE CHECK
1901794	07/24/2019	K LYNN PRODUCTIONS	R	60.00	ACCOUNTS PAYABLE CHECK
1901795	07/24/2019	LOFFLER BUSINESS SYSTEMS	R	41.25	ACCOUNTS PAYABLE CHECK
1901796	07/24/2019	MN DEPT OF EMPLOYMENT & ECON DEV.	R	7902.35	ACCOUNTS PAYABLE CHECK
1901797	07/24/2019	OFFICE OF MN.IT SERVICES	R	1242.12	ACCOUNTS PAYABLE CHECK
1901798	07/24/2019	RATWICK,ROSZAK & MALONEY, P.A.	R	1539.00	ACCOUNTS PAYABLE CHECK
1901799	07/24/2019	WESTONE	R	219.15	ACCOUNTS PAYABLE CHECK
1901800	07/24/2019	AAPC PUBLISHING	R	127.75	ACCOUNTS PAYABLE CHECK
1901801	07/24/2019	APPLE COMPUTER, INC	R	8356.00	ACCOUNTS PAYABLE CHECK
1901802	07/24/2019	CENTERPOINT ENERGY	R	50.89	ACCOUNTS PAYABLE CHECK
1901803	07/24/2019	EDUCATORS BENEFIT CONSULTANTS, LLC	R	223.20	ACCOUNTS PAYABLE CHECK
1901804	07/24/2019	HILLER COMMERCIAL FLOORS	R	16000.00	ACCOUNTS PAYABLE CHECK
1901805	07/24/2019	MEDICAREBLUE RX	R	37.90	ACCOUNTS PAYABLE CHECK
1901806	07/24/2019	MN DEPT OF EDUCATION	R	30.00	ACCOUNTS PAYABLE CHECK
1901807	07/24/2019	PTM DOCUMENT SYSTEMS	R	398.13	ACCOUNTS PAYABLE CHECK
1901808	07/24/2019	SHERILYN FRISQUE	R	700.00	ACCOUNTS PAYABLE CHECK
1901809	07/24/2019	SOUTH CENTRAL SERVICE COOPERATIVE	R	605.00	ACCOUNTS PAYABLE CHECK
1901810	07/24/2019	THE CONOVER COMPANY	R	1000.00	ACCOUNTS PAYABLE CHECK
1901811	07/24/2019	TIERNEY BROS. INC	R	7298.60	ACCOUNTS PAYABLE CHECK
1901812	07/24/2019	UNIVERSITY OF MN	R	850.00	ACCOUNTS PAYABLE CHECK
1901813	07/30/2019	PHIL'S BODY SHOP INC	R	500.00	ACCOUNTS PAYABLE CHECK
1901814	07/31/2019	CANON USA	R	119.71	ACCOUNTS PAYABLE CHECK
1901815	07/31/2019	CENTURYLINK	R	1055.78	ACCOUNTS PAYABLE CHECK
1901816	07/31/2019	CENTURYLINK COMMUNICATONS, LLC	R	179.73	ACCOUNTS PAYABLE CHECK
1901817	07/31/2019	CSAM	R	75.00	ACCOUNTS PAYABLE CHECK
1901818	07/31/2019	EDUCATION ASSOCIATES	R	53595.00	ACCOUNTS PAYABLE CHECK
1901819	07/31/2019	FRONTIER COMMUNICATIONS	R	519.46	ACCOUNTS PAYABLE CHECK
1901820	07/31/2019	GOVCONNECTION INC	R	549.00	ACCOUNTS PAYABLE CHECK
1901821	07/31/2019	MACGILL	R	398.00	ACCOUNTS PAYABLE CHECK
1901822	07/31/2019	MARCO INC	R	1367.71	ACCOUNTS PAYABLE CHECK

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1901823	07/31/2019	MENARDS	R	192.71	ACCOUNTS PAYABLE CHECK
1901824	07/31/2019	SAM'S CLUB/SYNCHRONY BANK	R	12.10	ACCOUNTS PAYABLE CHECK
1901825	07/31/2019	SCHOOLS IN	R	410.92	ACCOUNTS PAYABLE CHECK
1901826	07/31/2019	SONOVA USA INC.	R	85113.98	ACCOUNTS PAYABLE CHECK
1901827	07/31/2019	SUNBELT STAFFING, LLC	R	1710.00	ACCOUNTS PAYABLE CHECK
1901828	07/31/2019	TIERNEY BROS. INC	R	2922.00	ACCOUNTS PAYABLE CHECK
1901829	07/31/2019	WINSOR LEARNING	R	5874.00	ACCOUNTS PAYABLE CHECK
1901830	07/31/2019	XCEL ENERGY	R	5071.73	ACCOUNTS PAYABLE CHECK
1901831	08/05/2019	WISCONSIN SCTF	R	995.39	ACCOUNTS PAYABLE CHECK
1901832	08/05/2019	DEPARTMENT OF EDUCATION AWG	R	137.25	ACCOUNTS PAYABLE CHECK
1901833	08/05/2019	F.H. CANN & ASSOCIATES, INC	R	91.50	ACCOUNTS PAYABLE CHECK
1901834	08/05/2019	WADDELL & REED INC	R	654.16	ACCOUNTS PAYABLE CHECK
1901835	08/08/2019	ACCIDENT FUND GENERAL INSURANCE CO	R	35445.00	ACCOUNTS PAYABLE CHECK
1901836	08/08/2019	CANON USA	R	210.69	ACCOUNTS PAYABLE CHECK
1901837	08/08/2019	CENTURYLINK	R	499.46	ACCOUNTS PAYABLE CHECK
1901838	08/08/2019	CITI CARDS	R	132.26	ACCOUNTS PAYABLE CHECK
1901839	08/08/2019	CREATIVELY FOCUSED	R	27575.00	ACCOUNTS PAYABLE CHECK
1901840	08/08/2019	CSAM	R	135.00	ACCOUNTS PAYABLE CHECK
1901841	08/08/2019	CURRICULUM ASSOCIATES, LLC	R	757.12	ACCOUNTS PAYABLE CHECK
1901842	08/08/2019	DOOR SERVICE CO	R	994.55	ACCOUNTS PAYABLE CHECK
1901843	08/08/2019	ECM PUBLISHERS, INC.	R	309.27	ACCOUNTS PAYABLE CHECK
1901844	08/08/2019	EDCLUB INC	R	99.75	ACCOUNTS PAYABLE CHECK
1901845	08/08/2019	EDUCATION ASSOCIATES	R	41947.00	ACCOUNTS PAYABLE CHECK
1901846	08/08/2019	EMEDCO	R	232.83	ACCOUNTS PAYABLE CHECK
1901847	08/08/2019	FIRSTRECORDS, LLC	R	502.40	ACCOUNTS PAYABLE CHECK
1901848	08/08/2019	GANDER PUBLISHING	R	2133.57	ACCOUNTS PAYABLE CHECK
1901849	08/08/2019	GOVCONNECTION INC	R	1248.26	ACCOUNTS PAYABLE CHECK
1901850	08/08/2019	HASTINGS STAR GAZETTE	R	144.90	ACCOUNTS PAYABLE CHECK
1901851	08/08/2019	HOME SCIENCE TOOLS	R	181.70	ACCOUNTS PAYABLE CHECK
1901852	08/08/2019	HOONUIT, LLC	R	6397.00	ACCOUNTS PAYABLE CHECK
1901853	08/08/2019	INT SCH DIST 287	R	2838.75	ACCOUNTS PAYABLE CHECK
1901854	08/08/2019	LEARNING WITHOUT TEARS	R	123.60	ACCOUNTS PAYABLE CHECK
1901855	08/08/2019	LILLIE SUBURBAN NEWSPAPER, INC	R	264.00	ACCOUNTS PAYABLE CHECK
1901856	08/08/2019	MASE	R	199.00	ACCOUNTS PAYABLE CHECK
1901857	08/08/2019	MASBO	R	220.00	ACCOUNTS PAYABLE CHECK
1901858	08/08/2019	MENARDS	R	142.47	ACCOUNTS PAYABLE CHECK
1901859	08/08/2019	MN DEPT OF EDUCATION	R	30.00	ACCOUNTS PAYABLE CHECK
1901860	08/08/2019	MN HISTORICAL SOCIETY	R	784.24	ACCOUNTS PAYABLE CHECK
1901861	08/08/2019	NASCO	R	1031.91	ACCOUNTS PAYABLE CHECK
1901862	08/08/2019	NCS PEARSON INC	R	11285.00	ACCOUNTS PAYABLE CHECK
1901863	08/08/2019	OUTDOOR IMAGES, INC	R	997.00	ACCOUNTS PAYABLE CHECK
1901864	08/08/2019	PEDIATRIC HOME SERVICE	R	3525.00	ACCOUNTS PAYABLE CHECK
1901865	08/08/2019	PLANSOURCE BENEFITS ADMINISTRATION,	R	2831.91	ACCOUNTS PAYABLE CHECK
1901866	08/08/2019	PROFESSIONAL CRISIS MANAGEMENT ASSO	R	14422.80	ACCOUNTS PAYABLE CHECK
1901867	08/08/2019	REPUBLIC SERVICES #923	R	587.98	ACCOUNTS PAYABLE CHECK
1901868	08/08/2019	RIVERSIDE INSIGHTS	R	790.28	ACCOUNTS PAYABLE CHECK
1901869	08/08/2019	SCHOOLFINANCES.COM	R	712.50	ACCOUNTS PAYABLE CHECK
1901870	08/08/2019	SCIENCE MUSEUM OF MINNESOTA	R	270.00	ACCOUNTS PAYABLE CHECK
1901871	08/08/2019	SONOVA USA INC.	R	178.99	ACCOUNTS PAYABLE CHECK
1901872	08/08/2019	SOURCEWELL TECHNOLOGIES	R	47279.96	ACCOUNTS PAYABLE CHECK
1901873	08/08/2019	SUNBELT STAFFING, LLC	R	1368.00	ACCOUNTS PAYABLE CHECK
1901874	08/08/2019	TEACHERS ON CALL	R	861.93	ACCOUNTS PAYABLE CHECK
1901875	08/08/2019	TECHNOLOGY BY DESIGN, LLC	R	11285.76	ACCOUNTS PAYABLE CHECK
1901876	08/08/2019	TRIG LIFE SERVICES	R	1656.00	ACCOUNTS PAYABLE CHECK
1901877	08/08/2019	TRUSTED EMPLOYEES	R	40.35	ACCOUNTS PAYABLE CHECK
1901878	08/08/2019	UNIQUE SOFTWARE CORP	R	179.00	ACCOUNTS PAYABLE CHECK
1901879	08/08/2019	WEST INTERACTIVE SERVICE CORP.	R	1313.25	ACCOUNTS PAYABLE CHECK

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1901880	08/08/2019	WESTERN PSYCHOLOGICAL SERVICES	R	1136.70	ACCOUNTS PAYABLE CHECK
1901881	08/08/2019	XCEL ENERGY	R	3705.62	ACCOUNTS PAYABLE CHECK
1901882	08/08/2019	ZANER-BLOSER	R	4120.20	ACCOUNTS PAYABLE CHECK
* 5000032	07/24/2019	INTERMEDIATE SCHOOL DIST 917	R	3590.86	ACCOUNTS PAYABLE CHECK
*V4000264	07/11/2019	WELLS FARGO	R	3391.62	ACCOUNTS PAYABLE VOUCHER
*V4000265	07/11/2019	CITY OF APPLE VALLEY	R	340.20	ACCOUNTS PAYABLE VOUCHER
*V4000266	07/11/2019	CITY OF INVER GROVE HTS	R	208.48	ACCOUNTS PAYABLE VOUCHER
*V4000267	07/11/2019	PLAY THERAPY MINNESOTA	R	1695.00	ACCOUNTS PAYABLE VOUCHER
*V6601288	06/27/2019	JOAN SCHAEFER ASMUS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601289	06/27/2019	TARA JO BLACKERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601290	06/27/2019	LOREEN M. BOHNERT	R	15.08	ACCOUNTS PAYABLE VOUCHER
*V6601291	06/27/2019	DON JAMES BUDACH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601292	06/27/2019	ANNE LOUISE BYER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601293	06/27/2019	CRAIG ALAN CURTIS	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601294	06/27/2019	JAMIE AUTUMN DALBESIO	R	201.65	ACCOUNTS PAYABLE VOUCHER
*V6601295	06/27/2019	MEGHAN LOUISE DOBSON	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601296	06/27/2019	CARMEN MARIE EATON	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601297	06/27/2019	KATHERINE DIANE ENGEL	R	191.40	ACCOUNTS PAYABLE VOUCHER
*V6601298	06/27/2019	PAMELA VICK GARRETSON	R	643.90	ACCOUNTS PAYABLE VOUCHER
*V6601299	06/27/2019	ADDIE SUZANNE GESKE	R	185.60	ACCOUNTS PAYABLE VOUCHER
*V6601300	06/27/2019	THERESA JEAN GULBRANSEN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601301	06/27/2019	LINDSEY BRYANT HARTJES	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601302	06/27/2019	JENNIFER AMY HETLAND	R	315.04	ACCOUNTS PAYABLE VOUCHER
*V6601303	06/27/2019	LAUREN ROSE KELLY	R	122.38	ACCOUNTS PAYABLE VOUCHER
*V6601304	06/27/2019	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601305	06/27/2019	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601306	06/27/2019	KATRINA ANNE MAYES	R	27.84	ACCOUNTS PAYABLE VOUCHER
*V6601307	06/27/2019	ANN LOUISE MAYES	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601308	06/27/2019	PATTIJO ELIZABETH NWOKEUKU	R	137.38	ACCOUNTS PAYABLE VOUCHER
*V6601309	06/27/2019	PAMELA ANDERSEN O'CONNELL	R	78.88	ACCOUNTS PAYABLE VOUCHER
*V6601310	06/27/2019	HOLLY MARIE PEMBLE	R	61.48	ACCOUNTS PAYABLE VOUCHER
*V6601311	06/27/2019	AMANDA LYNN PETERS	R	259.02	ACCOUNTS PAYABLE VOUCHER
*V6601312	06/27/2019	BROOKE ALLYSON PETERSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601313	06/27/2019	SHANNON K. RASMUSSEN	R	465.27	ACCOUNTS PAYABLE VOUCHER
*V6601314	06/27/2019	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601315	06/27/2019	NICOLLE KATHERINE ROUSH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601316	06/27/2019	MELISSA ANN SAUSER	R	38.28	ACCOUNTS PAYABLE VOUCHER
*V6601317	06/27/2019	MELISSA RAE SCHALLER	R	144.52	ACCOUNTS PAYABLE VOUCHER
*V6601318	06/27/2019	SAMANTHA KAY SCHULZ	R	52.20	ACCOUNTS PAYABLE VOUCHER
*V6601319	06/27/2019	DAVID LEON STOLL	R	907.61	ACCOUNTS PAYABLE VOUCHER
*V6601320	06/27/2019	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601321	06/27/2019	SONIA LYNN TENDRICH	R	141.60	ACCOUNTS PAYABLE VOUCHER
*V6601322	06/27/2019	LAURA J. TENNESSEN	R	34.80	ACCOUNTS PAYABLE VOUCHER
*V6601323	06/27/2019	GRETCHEN ANN TOAY	R	5.22	ACCOUNTS PAYABLE VOUCHER
*V6601324	06/27/2019	ERIC JOSEPH ANN BROCKLIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601325	06/27/2019	MICHELLE LYNN VOLLBRECHT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601326	06/27/2019	SCOTT MICHAEL ZEHNDER	R	96.56	ACCOUNTS PAYABLE VOUCHER
*V6601327	06/27/2019	MARK A. ZUZEK	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601328	07/11/2019	LOREEN M. BOHNERT	R	19.99	ACCOUNTS PAYABLE VOUCHER
*V6601329	07/11/2019	DON JAMES BUDACH	R	120.06	ACCOUNTS PAYABLE VOUCHER
*V6601330	07/11/2019	KATHLEEN ELIZABETH IRELAND	R	291.04	ACCOUNTS PAYABLE VOUCHER
*V6601331	07/11/2019	ROXANN RHYN JOHNSON	R	283.04	ACCOUNTS PAYABLE VOUCHER
*V6601332	07/11/2019	RACHAEL MARIE OPSETH	R	24.53	ACCOUNTS PAYABLE VOUCHER
*V6601333	07/11/2019	DAVID LEON STOLL	R	129.92	ACCOUNTS PAYABLE VOUCHER
*V6601334	07/11/2019	KATRINA L. WALTER	R	78.57	ACCOUNTS PAYABLE VOUCHER
*V6601335	07/12/2019	MARK A. ZUZEK	R	178.06	ACCOUNTS PAYABLE VOUCHER
*V6601336	07/24/2019	EMILY MARGARET CLARK	R	300.00	ACCOUNTS PAYABLE VOUCHER

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SELECTION CRITERIA: chkstat.rundate between '20190627 00:00:00.000' and '20190815 00:00:00.000'

*V6601337	07/24/2019	CRAIG ALAN CURTIS	R	32.48	ACCOUNTS PAYABLE VOUCHER
*V6601338	07/24/2019	JAMIE AUTUMN DALBESIO	R	32.48	ACCOUNTS PAYABLE VOUCHER
*V6601339	07/24/2019	AMY LYNN SWANEY	R	41.76	ACCOUNTS PAYABLE VOUCHER
*V6601340	07/24/2019	AMY DOREEN ALEXANDER	R	109.16	ACCOUNTS PAYABLE VOUCHER
*V6601341	07/24/2019	GINA MARIE ASHLEY	R	25.52	ACCOUNTS PAYABLE VOUCHER
*V6601342	07/24/2019	TARA JO BLACKERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601343	07/24/2019	DON JAMES BUDACH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601344	07/24/2019	ANNE LOUISE BYER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601345	07/24/2019	CRAIG ALAN CURTIS	R	185.70	ACCOUNTS PAYABLE VOUCHER
*V6601346	07/24/2019	JAMIE AUTUMN DALBESIO	R	112.91	ACCOUNTS PAYABLE VOUCHER
*V6601347	07/24/2019	PAMELA VICK GARRETSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601348	07/24/2019	THERESA JEAN GULBRANSEN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601349	07/24/2019	JENNIFER AMY HETLAND	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601350	07/24/2019	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601351	07/24/2019	BETSY SUE LARSEN	R	42.34	ACCOUNTS PAYABLE VOUCHER
*V6601352	07/24/2019	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601353	07/24/2019	RACHAEL MARIE OPSETH	R	8.18	ACCOUNTS PAYABLE VOUCHER
*V6601354	07/24/2019	BROOKE ALLYSON PETERSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601355	07/24/2019	WENDI MARLAJNA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601356	07/24/2019	JESSICA LYNN RICHTER	R	89.00	ACCOUNTS PAYABLE VOUCHER
*V6601357	07/24/2019	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601358	07/24/2019	NICOLLE KATHERINE ROUSH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601359	07/24/2019	MELISSA RAE SCHALLER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601360	07/24/2019	SAMANTHA KAY SCHULZ	R	25.52	ACCOUNTS PAYABLE VOUCHER
*V6601361	07/24/2019	DAVID LEON STOLL	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601362	07/24/2019	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601363	07/24/2019	THOMAS JOSEPH SZEWczyk	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601364	07/24/2019	ERIC JOSEPH VAN BROCKLIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601365	07/24/2019	SCOTT MICHAEL ZEHNDER	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V6601366	07/24/2019	MARK A. ZUZEK	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601367	08/08/2019	LOREEN M. BOHNERT	R	56.84	ACCOUNTS PAYABLE VOUCHER
*V6601368	08/08/2019	DON JAMES BUDACH	R	108.46	ACCOUNTS PAYABLE VOUCHER
*V6601369	08/08/2019	ANNE LOUISE BYER	R	103.70	ACCOUNTS PAYABLE VOUCHER
*V6601370	08/08/2019	KATHERINE DIANE ENGEL	R	235.00	ACCOUNTS PAYABLE VOUCHER
*V6601371	08/08/2019	CASSIE J. GROFF	R	235.00	ACCOUNTS PAYABLE VOUCHER
*V6601372	08/08/2019	JENNIFER AMY HETLAND	R	144.42	ACCOUNTS PAYABLE VOUCHER
*V6601373	08/08/2019	AMY T. HURLA	R	4.06	ACCOUNTS PAYABLE VOUCHER
*V6601374	08/08/2019	KATHLEEN ELIZABETH IRELAND	R	235.00	ACCOUNTS PAYABLE VOUCHER
*V6601375	08/08/2019	ROXANN RHYN JOHNSON	R	348.58	ACCOUNTS PAYABLE VOUCHER
*V6601376	08/08/2019	ANNA MARIE LAMPHERE	R	23.78	ACCOUNTS PAYABLE VOUCHER
*V6601377	08/08/2019	CORY LEE LANGENFELD	R	200.68	ACCOUNTS PAYABLE VOUCHER
*V6601378	08/08/2019	BETSY SUE LARSEN	R	96.86	ACCOUNTS PAYABLE VOUCHER
*V6601379	08/08/2019	MAYA SAUDA LAWRENCE	R	43.72	ACCOUNTS PAYABLE VOUCHER
*V6601380	08/08/2019	MELISSA RAE SCHALLER	R	63.45	ACCOUNTS PAYABLE VOUCHER
*V6601381	08/08/2019	DAVID LEON STOLL	R	41.94	ACCOUNTS PAYABLE VOUCHER
*V6601382	08/08/2019	AMY LYNN SWANEY	R	110.20	ACCOUNTS PAYABLE VOUCHER
*V6601383	08/08/2019	BRITTANY IRENE SWANSON	R	35.34	ACCOUNTS PAYABLE VOUCHER
*V6601384	08/08/2019	SHANYN NICOLE TUFTEE	R	235.00	ACCOUNTS PAYABLE VOUCHER
*V6601385	08/08/2019	LORI JAYNE WILSON	R	42.00	ACCOUNTS PAYABLE VOUCHER
*V7700572	06/27/2019	MN CHILD SUPPORT PAYMENT CENTER	R	31.20	ACCOUNTS PAYABLE VOUCHER
*V7700573	06/27/2019	AFLAC	R	2646.68	ACCOUNTS PAYABLE VOUCHER
*V7700574	06/27/2019	AMERIPRISE FINANCIAL ADVISORS	R	3556.24	ACCOUNTS PAYABLE VOUCHER
*V7700575	06/27/2019	AXA EQUITABLE LIFE INS CO	R	1426.35	ACCOUNTS PAYABLE VOUCHER
*V7700576	06/27/2019	FIDELITY INVSTMT TAX-EX SVC CO	R	4619.24	ACCOUNTS PAYABLE VOUCHER
*V7700577	06/27/2019	HEALTH EQUITY, INC.	R	25542.69	ACCOUNTS PAYABLE VOUCHER
*V7700578	06/27/2019	HORACE MANN LIFE INS	R	633.33	ACCOUNTS PAYABLE VOUCHER
*V7700579	06/27/2019	INTERNAL REVENUE SERVICE	R	289339.02	ACCOUNTS PAYABLE VOUCHER

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SELECTION CRITERIA: chkstat.rundate between '20190627 00:00:00.000' and '20190815 00:00:00.000'

*v7700580	06/27/2019	EDUCATION MN ESI BILLING TRUST	R	2019.52	ACCOUNTS	PAYABLE	VOUCHER
*v7700581	06/27/2019	MN DEPT OF REVENUE	R	51968.27	ACCOUNTS	PAYABLE	VOUCHER
*v7700582	06/27/2019	MN STATE RETIREMENT SYSTEM	R	12745.83	ACCOUNTS	PAYABLE	VOUCHER
*v7700583	06/27/2019	EXECUTIVE DIRECTOR	R	54116.99	ACCOUNTS	PAYABLE	VOUCHER
*v7700584	06/27/2019	STATE TREASURER, TRA	R	117698.10	ACCOUNTS	PAYABLE	VOUCHER
*v7700585	06/27/2019	VARIABLE ANNUITY LIFE INS CO	R	3142.49	ACCOUNTS	PAYABLE	VOUCHER
*v7700586	06/27/2019	VOYA	R	727.91	ACCOUNTS	PAYABLE	VOUCHER
*v7700587	06/28/2019	MEDICA	R	78250.40	ACCOUNTS	PAYABLE	VOUCHER
*v7700588	06/28/2019	PLANSOURCE FLEX BEN.	R	2968.62	ACCOUNTS	PAYABLE	VOUCHER
*v7700589	07/03/2019	APPLE VALLEY ISD LLC	R	40812.63	ACCOUNTS	PAYABLE	VOUCHER
*v7700590	07/03/2019	SE ISD, DST	R	70691.34	ACCOUNTS	PAYABLE	VOUCHER
*v7700591	07/03/2019	KANSAS CITY LIFE INSURANCE COMPANY	R	9680.73	ACCOUNTS	PAYABLE	VOUCHER
*v7700592	07/17/2019	DELTA DENTAL OF MINNESOTA	R	40621.81	ACCOUNTS	PAYABLE	VOUCHER
*v7700593	07/17/2019	PLANSOURCE FLEX BEN.	R	30.00	ACCOUNTS	PAYABLE	VOUCHER
*v7700594	07/17/2019	MEDICA	R	308077.51	ACCOUNTS	PAYABLE	VOUCHER
*v7700595	07/17/2019	PLANSOURCE FLEX BEN.	R	1531.21	ACCOUNTS	PAYABLE	VOUCHER
*v7700596	07/22/2019	MN CHILD SUPPORT PAYMENT CENTER	R	31.20	ACCOUNTS	PAYABLE	VOUCHER
*v7700598	07/22/2019	AMERIPRISE FINANCIAL ADVISORS	R	640.83	ACCOUNTS	PAYABLE	VOUCHER
*v7700599	07/22/2019	AXA EQUITABLE LIFE INS CO	R	52.09	ACCOUNTS	PAYABLE	VOUCHER
*v7700600	07/22/2019	FIDELITY INVSTMT TAX-EX SVC CO	R	9598.33	ACCOUNTS	PAYABLE	VOUCHER
*v7700601	07/22/2019	HEALTHQUITY, INC.	R	3583.20	ACCOUNTS	PAYABLE	VOUCHER
*v7700602	07/22/2019	INTERNAL REVENUE SERVICE	R	55918.41	ACCOUNTS	PAYABLE	VOUCHER
*v7700603	07/22/2019	EDUCATION MN ESI BILLING TRUST	R	100.00	ACCOUNTS	PAYABLE	VOUCHER
*v7700604	07/22/2019	MN DEPT OF REVENUE	R	9854.49	ACCOUNTS	PAYABLE	VOUCHER
*v7700605	07/22/2019	MN STATE RETIREMENT SYSTEM	R	145.83	ACCOUNTS	PAYABLE	VOUCHER
*v7700606	07/22/2019	EXECUTIVE DIRECTOR	R	10962.85	ACCOUNTS	PAYABLE	VOUCHER
*v7700607	07/22/2019	STATE TREASURER, TRA	R	15757.95	ACCOUNTS	PAYABLE	VOUCHER
*v7700608	07/22/2019	VARIABLE ANNUITY LIFE INS CO	R	1792.91	ACCOUNTS	PAYABLE	VOUCHER
*v7700609	07/22/2019	AMERIPRISE FINANCIAL ADVISORS	R	2332.08	ACCOUNTS	PAYABLE	VOUCHER
*v7700610	07/22/2019	AXA EQUITABLE LIFE INS CO	R	1262.17	ACCOUNTS	PAYABLE	VOUCHER
*v7700611	07/22/2019	FIDELITY INVSTMT TAX-EX SVC CO	R	4010.91	ACCOUNTS	PAYABLE	VOUCHER
*v7700612	07/22/2019	HEALTHQUITY, INC.	R	16193.88	ACCOUNTS	PAYABLE	VOUCHER
*v7700613	07/22/2019	HORACE MANN LIFE INS	R	633.33	ACCOUNTS	PAYABLE	VOUCHER
*v7700614	07/22/2019	INTERNAL REVENUE SERVICE	R	134103.46	ACCOUNTS	PAYABLE	VOUCHER
*v7700615	07/22/2019	EDUCATION MN ESI BILLING TRUST	R	1525.78	ACCOUNTS	PAYABLE	VOUCHER
*v7700616	07/22/2019	MN DEPT OF REVENUE	R	22766.83	ACCOUNTS	PAYABLE	VOUCHER
*v7700617	07/22/2019	EXECUTIVE DIRECTOR	R	25975.79	ACCOUNTS	PAYABLE	VOUCHER
*v7700618	07/22/2019	STATE TREASURER, TRA	R	67337.32	ACCOUNTS	PAYABLE	VOUCHER
*v7700619	07/22/2019	VARIABLE ANNUITY LIFE INS CO	R	1291.66	ACCOUNTS	PAYABLE	VOUCHER
*v7700620	07/22/2019	VOYA	R	727.91	ACCOUNTS	PAYABLE	VOUCHER
*v7700621	07/25/2019	INTERNAL REVENUE SERVICE	R	1183.35	ACCOUNTS	PAYABLE	VOUCHER
*v7700622	07/31/2019	MEDICA	R	203801.32	ACCOUNTS	PAYABLE	VOUCHER
*v7700623	07/31/2019	PLANSOURCE FLEX BEN.	R	1559.44	ACCOUNTS	PAYABLE	VOUCHER
*v7700624	08/06/2019	APPLE VALLEY ISD LLC	R	40812.63	ACCOUNTS	PAYABLE	VOUCHER
*v7700625	08/06/2019	SE ISD, DST	R	70691.34	ACCOUNTS	PAYABLE	VOUCHER
*v7700626	08/06/2019	MN CHILD SUPPORT PAYMENT CENTER	R	31.20	ACCOUNTS	PAYABLE	VOUCHER
*v7700627	08/06/2019	AFLAC	R	2319.32	ACCOUNTS	PAYABLE	VOUCHER
*v7700628	08/06/2019	AMERIPRISE FINANCIAL ADVISORS	R	2972.91	ACCOUNTS	PAYABLE	VOUCHER
*v7700629	08/06/2019	AXA EQUITABLE LIFE INS CO	R	1434.26	ACCOUNTS	PAYABLE	VOUCHER
*v7700630	08/06/2019	FIDELITY INVSTMT TAX-EX SVC CO	R	4669.24	ACCOUNTS	PAYABLE	VOUCHER
*v7700631	08/06/2019	HEALTHQUITY, INC.	R	20402.04	ACCOUNTS	PAYABLE	VOUCHER
*v7700632	08/06/2019	HORACE MANN LIFE INS	R	633.33	ACCOUNTS	PAYABLE	VOUCHER
*v7700633	08/06/2019	INTERNAL REVENUE SERVICE	R	184156.19	ACCOUNTS	PAYABLE	VOUCHER
*v7700634	08/06/2019	EDUCATION MN ESI BILLING TRUST	R	1625.78	ACCOUNTS	PAYABLE	VOUCHER
*v7700635	08/06/2019	MN DEPT OF REVENUE	R	30910.18	ACCOUNTS	PAYABLE	VOUCHER
*v7700636	08/06/2019	MN STATE RETIREMENT SYSTEM	R	145.83	ACCOUNTS	PAYABLE	VOUCHER
*v7700637	08/06/2019	EXECUTIVE DIRECTOR	R	39880.33	ACCOUNTS	PAYABLE	VOUCHER

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*v7700638	08/06/2019	STATE TREASURER, TRA	R	84617.20	ACCOUNTS PAYABLE VOUCHER
*v7700639	08/06/2019	VARIABLE ANNUITY LIFE INS CO	R	3084.57	ACCOUNTS PAYABLE VOUCHER
*v7700640	08/06/2019	VOYA	R	727.91	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				3407445.47	
TOTAL REPORT				3407445.47	

07/25/19

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

7/31/2019 SUMMER PAY (8S2)	\$	415,836.37
7/31/2019 EXTRA HOURS (826)	\$	6,784.77
7/31/2019 REGULAR PAY (902)	\$	99,620.06
7/31/2019 EXTRA HOURS (9E2)	\$	46,323.56

**NET PAYROLL** \$ **568,564.76**

Authorized Signature  Date 7-29-19

07/23/19

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

7/15/2019 REGULAR PAY (901)	\$	104,706.55
7/15/2019 EXTRA HOURS (825)	\$	26,595.76
7/15/2019 SUMMER PAY (8S1)	\$	420,816.64
7/15/2019 MAN PAY (8S1)	\$	2,924.42

**NET PAYROLL** \$ **555,043.37**

Authorized Signature  Date 7-25-19


Intermediate School District 917  
1300 E. 145<sup>th</sup> Street  
Rosemount, MN 55068

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Re: Sales Tax Wire Transfer

Date: 7-10-19

This memo serves as authorization for the wire transfer of funds for payment of sales tax in the amount of \$ 1575.00, from Wells Fargo Bank Account No. 3805702167.

 7-11-19  
Nicolle Roush, Business Manager

06/25/19

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

6/28/2019 \$ 769,263.72

**NET PAYROLL \$ 769,263.72**

Authorized Signature  Date 6-27-19

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

**July 2019**

ACCOUNT NAME	ACCT NO	BEGINNING BALANCE	PURCHASES CREDITS	SALES TRANSFERS	INVESTMENT FEES	INTEREST EARNED	ENDING BALANCE	YEAR TO DATE INTEREST EARNED
MSDLAF + MAX	01	4,936,821.45		1,000,000.00	0.00	9,364.39	3,946,185.84	9,364.39
MSDLAF Liquid	01	819.11	0.00	0.00	0.00	1.51	820.62	1.51
MSDLAF TERM (CD's, Term, Comm) maturity	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		4,937,640.56	0.00	1,000,000.00	0.00	9,365.90	3,947,006.46	9,365.90

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

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

**NOTE:** July 2019 Average MSDLAF Liquid Rate was 2.18% and the MSDLAF+MAX Average Rate was 2.27%. MSDLAF Term Average Rate is .00%.

**INTERMEDIATE SCHOOL DISTRICT 917**  
**SCHOOL BOARD REPORT OF**  
**CONSOLIDATED INVESTMENTS (GENERAL & BUILDING)**  
**July 2018 - June 2019**

ACCOUNT NAME	ACCT NO	BEGINNING BALANCE	PURCHASES CREDITS	SALES TRANSFERS	INVESTMENT FEES	YTD INTEREST EARNED	ENDING BALANCE	BUDGET	FISCAL YEAR AVERAGE INTEREST RATE	CURRENT INTEREST RATES
MSDMAX	01	81,318,527.75	4,200,000.00	6,250,000.00	0.00	152,469.63	79,420,997.38	0.00	2.28	2.30%
MSDLAF	01	9,711.43	0.00	0.00	0.00	17.51	9,728.94	0.00	2.17	2.21%
MSDLAF TERM (CD's,Term,Comm)	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL</b>		81,328,239.18	4,200,000.00	6,250,000.00	0.00	152,487.14	79,430,726.32	0.00	2.22	2.26

~~2018-2019~~  
2019-2020

**INTERMEDIATE SCHOOL DISTRICT 917  
SCHOOL BOARD  
COMMITTEE ASSIGNMENTS**

<u>COMMITTEE</u>	<u>BOARD MEMBER</u>
BUDGET & FINANCE	Erickson Rohloff
BUILDINGS & GROUNDS	Rohloff Felton
INSTRUCTIONAL PROGRAMS	*Pressnall Sauser Schwab Currier
INSURANCE	Erickson Bergstrom
PERSONNEL	*Lewis Pressnall Rohloff
POLICY	Sauser Felton Rohloff
ECSU Representative	Schwab
MSBA Representative	Sauser
Relicensure	Currier
Sourcewell Representative	Rohloff/Bergstrom as alternate
AMSD	Erickson/Currier as alternate

**\*Committee Chair shall:** ...Recommend and approve Committee Agendas  
...Conduct Committee Meetings  
...Report Committee Recommendations to the full Board  
...Act as the Board's "resident expert" on their assigned areas

## MEMORANDUM

TO: School Board  
FROM: Mark A. Zuzek  
DATE: August 15, 2019  
REGARDING: Policy Review Update for the board meeting

The attached policies are for a first reading on the August 20 School Board meeting.

### **Policy 410 – Family Medical Leave Act**

This draft of the policy is largely based on the MSBA model. The ISD 917 policy was already very similar. Additionally, there is clarifying language added by the Human Resources Coordinator Lauren Kelly. This policy is mandatory and requires an annual review.

### **Policy 616 – School District System Accountability**

After reviewing the proposed policy with representatives from the administrative team and comparing it with other Intermediate School District policies, it is the superintendent's recommendation that our policy be brief to meet the mandate. Given the breadth and variance in the programming provided, it is important that the majority of documentation regarding academic accountability be dynamic and therefore written as procedure and not as policy. The strike-through portions of text indicate that they have been removed from the MSBA/MASA model policy. This policy is mandatory and requires an annual review.

### **Policy 806 – Crisis Management**

After reviewing the proposed policy with representatives from the administrative team and comparing it with other Intermediate School District policies, it is the superintendent's recommendation that our policy be brief to meet the mandate. Given the breadth and variance in the programming provided, it is important that the majority of documentation regarding crisis management be dynamic and therefore written as procedure and not as policy. The strike-through portions of text indicate that they have been removed from the MSBA/MASA model policy. This policy is mandatory and requires an annual review.

The attached policies are for a final reading on the August 20 School Board meeting.

### **Policy 419 – Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices**

The language in this policy has been updated to accommodate the recent increase in the use of vaping equipment by students. This policy is mandatory.

### **Policy 526 – Hazing**

This policy was a small part of ISD 917 former Policy 6.3 Student Discipline. This draft is significantly taken from the MSBA model policy. This policy is mandatory.

### **Policy 501 – School Weapons**

This policy was a small part of ISD 917 former Policy 6.3 Student Discipline. A careful review of the ISD 917 former Weapons Policy 6.316(a) reveals that the MSBA model policy does a far better job of providing definitions and detailed examples. This draft is taken directly from the MSBA model policy. This policy is mandatory.

## 410 FAMILY AND MEDICAL LEAVE POLICY

*[Note: This draft of the policy is largely based on the MSBA model. The district ISD 917 Policy was already very similar. Additionally, there is clarifying language added by the Human Resources Coordinator, Lauren Kelly.]*

### I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

### II. GENERAL STATEMENT OF POLICY

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

### III. DEFINITIONS

A. “Covered active duty” means:

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

B. “Covered servicemember” means:

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

~~the veteran undergoes the medical treatment, recuperation, or therapy the eligible employee takes FMLA leave to care for the covered veteran.~~

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

servicemember's only next of kin.

F. "Outpatient status" means, with respect to a covered servicemember **who is a current member** of the Armed Forces, **the status of a member of the Armed Forces** assigned to:

1. a military medical treatment facility as an outpatient; or
2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:

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

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

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

I. "Spouse" means a husband or wife. For purposes of this definition, husband

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

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

*[Note to School Board: the following portion of the MSBA FMLA Policy regarding leave entitlement differs substantially from the ISD 917 Policy due to changes in Regulations and Statutes. It is the superintendent’s recommendation that the entirety of the section be replaced with the newer language.]*

#### **IV. LEAVE ENTITLEMENT**

##### **A. Twelve Week Leave under Federal Law**

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
  - a. birth of the employee’s child and to care for such child;
  - b. placement of an adopted or foster child with the employee;
  - c. to care for the employee’s spouse, son, daughter, or parent with a serious health condition;
  - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; and/or
  - e. any qualifying exigency arising from the employee’s spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to commence.
3. An employee’s entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period

beginning on the date of the birth or placement.

4. A “serious health condition” typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A “serious injury or illness,” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
  - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
  - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
    - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember’s office, grade, rank, or rating; or
    - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
    - (3) a physical or mental condition that substantially impairs the covered veteran’s ability to secure or follow a substantially gainful occupation by reason of a

disability or disabilities related to military service, or would do so absent treatment; or

- (4) **an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.**
6. **Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.**
7. **Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.**
8. **If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.**
9. **If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.**
10. **The school district requires that all employees requiring a leave of absence for more than five days submit a leave of absence request form to the Benefits Specialist in human resources. When leave relates**

to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.

11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district ~~may request or~~ requires the employee to use any accrued paid leave (PTO, sick, personal, and vacation) congruently with any part of the 12-week period of FMLA Leave. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent is responsible for developing directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than

if the employee had been continuously employed during the leave.

**B. Twelve Week Leave under State Law**

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

**C. Twenty Six Week Servicemember Family Military Leave**

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

taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.

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

## V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants. ~~This does not include teacher assistants or aides who do not have as their principal job actual teaching or instruction, nor does it include auxiliary personnel such as counselors, psychologists, or curriculum specialists.~~
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
  1. take leave for the entire period or periods of the planned medical treatment; or
  2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
  1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at

least three weeks, the school district may require that the leave be continued until the end of the semester.

2. If the employee begins leave for a purpose other than the employee's own serious health condition ~~or a qualifying exigency~~ during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
3. If the employee begins leave for a purpose other than the employee's own serious health condition ~~or a qualifying exigency~~ during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.

~~D. The entire period of leave taken under the special rules described in paragraph B above will be counted as leave. However, for leaves taken under the special rules described in paragraph C above, only the period of leave until the employee is ready and able to return to work will be counted as FMLA leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.~~

**D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations. This may include the obligation to continue the employee's health insurance and other benefits if the employee qualified for FMLA leave up to the point that the instructional employee was placed on the involuntary leave extension.**

## **VI. OTHER**

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

## **VII. DISSEMINATION OF POLICY**

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.

- B. This policy will be reviewed at least annually for compliance with state and federal law.

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

***Cross References:*** MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)

## 616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

*[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]*

*[Note to the ISD 917 Board of Education: After reviewing the proposed policy with representatives from the administrative team and comparing it with other Intermediate School District policies, it is the superintendent's recommendation that our policy be brief to meet the mandate. Given the breadth and variance in the programing provided, it is important that the majority of documentation regarding academic accountability be dynamic, and therefore written as procedure and not as policy. The strike-through portions of text indicate that they have been removed from the MSBA/MASA model policy. The portions in bold have been added to the model policy.]*

### I. PURPOSE

Intermediate School District 917 supports the importance of creating educational opportunities for all Minnesota youth to enter the workforce as highly qualified individuals. We recognize our role as an intermediate school district in assisting our member districts to achieve the **World's Best Workforce Strategic and Accountability Plans**. The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and federal law.

### II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic Standards and federal law will require a new level of accountability for ~~the school district~~ **Minnesota independent school districts**. **Intermediate School District 917 will support its member school districts which establish a system of transition to the graduation requirements of the Minnesota Academic Standards.** ~~The school district will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. The school district also will establish a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state~~

through annual reporting.

### III. DEFINITIONS

- A. ~~“Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.~~
- A. B. “Graduation Standards” means the credit requirements and locally adopted content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- B. C. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

### ~~IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING~~

#### A. ~~School District Goals~~

1. ~~The school board has established school district wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Advisory Committee).~~
  2. ~~The improvement goals should address recommendations identified through the Advisory Committee process. The school district’s goal setting process will include consideration of individual site goals. School district goals may be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.~~
- B. ~~System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district’s progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.~~

*[Insert Local Cycle in this space]*

C. Implementation of Graduation Requirements

1. ~~The school board shall appoint a Graduation Standards Implementation Committee which shall advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of this committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually. The Graduation Standards Implementation Committee *[will/will not]* be comprised of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement.~~

~~*[Note: The Graduation Standards Implementation Committee may be comprised of an existing committee such as the Advisory Committee for Comprehensive Continuous Improvement of Student Achievements. Regardless of whether a new committee or an existing committee is utilized, the committee should be comprised of representatives of the community, including equal representation from school board members, students, parents, teachers, representatives of local businesses, and representatives of the community at large. Among these members should be individuals who are able to represent the needs of students throughout the district including students with special needs.]*~~

2. ~~The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the Graduation Standards Implementation Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The Graduation Standards Implementation Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.~~
3. ~~The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student~~

~~progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.~~

~~D. Advisory Committee for Comprehensive Continuous Improvement of Student Achievement~~

- ~~1. By [ date ] of each year, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.~~
- ~~2. The Advisory Committee, working in cooperation with other committees of the school district [ *such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.* ], will provide active community participation in:
  - ~~a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Graduation Standards;~~
  - ~~b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;~~
  - ~~c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;~~
  - ~~d. Advising the school board about development of the annual budget.~~~~
- ~~3. The Advisory Committee shall meet the following criteria:
  - ~~a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.~~
  - ~~b. The Advisory Committee shall make recommendations to the school board on school district wide standards, assessments, and program evaluation.~~
  - ~~c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.~~~~

- d. ~~A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.~~
4. ~~The Advisory Committee shall, when possible, be comprised of two-thirds community representatives and shall reflect the diversity of the community. Included in its membership should be:~~
- a. ~~The Director of Curriculum (or similar educational leader)~~
  - b. ~~Principal~~
  - c. ~~School Board Member~~
  - d. ~~Student Representative~~
  - e. ~~One teacher from each building or instructional level~~
  - f. ~~Two parents from each building or instructional level~~
  - g. ~~Two residents without school-aged children, non-representative of local business or industry~~
  - h. ~~Two residents representative of local business or industry~~
  - i. ~~District Assessment Coordinator (if different from "a." above)~~
- ~~[Note: This Advisory Committee composition is a model only.]~~*
5. ~~Translation services should be provided to the extent appropriate and practicable.~~
6. ~~The Advisory Committee shall meet the following timeline each year:~~
- Month: ~~Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.~~
  - Month(s): ~~Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.~~
  - Month(s): ~~Review evaluation results and prepare recommendations.~~

Month: ~~Present recommendations to the school board for its input and approval.~~

~~E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward Literacy by Grade 3, the Graduation Standards, as well as program evaluation data for use by the Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.~~

~~F. Reporting~~

~~1. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.~~

~~2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.~~

**Legal References:** Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.35 (Student Achievement Levels)  
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)  
~~Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)~~  
~~Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)~~

~~Minn. Stat. § 123B.04 (Site Decision Making Agreement)~~  
~~Minn. Stat. § 123B.147, Subd. 3 (Principals)~~  
~~Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)~~  
~~Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)~~  
~~Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)~~  
~~Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)~~  
~~Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)~~  
~~Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)~~  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

**Cross References:** ISD 917 Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
~~MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)~~  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
~~MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)~~  
~~MSBA/MASA Model Policy 618 (Assessment of Student Achievement)~~  
MSBA/MASA Model Policy 619 (Staff Development for Standards)  
~~MSBA/MASA Model Policy 620 (Credit for Learning)~~

## 806 CRISIS MANAGEMENT POLICY

*[Note to the ISD 917 Board of Education: After reviewing the proposed policy with representatives from the administrative team and comparing it with other Intermediate School District policies, it is the superintendent's recommendation that our policy be brief to meet the mandate. Given the breadth and variance in the programing provided, it is important that the majority of documentation regarding crisis management be dynamic, and therefore written as procedure and not as policy. The brief policy summary found below is largely inspired from the ISD 916 policy.]*

### I. PURPOSE

It is the policy of the school district to provide a safe and healthy work environment for its staff and students. The purpose of this policy is to direct the superintendent or designee to develop and implement crisis management procedures.

### II. GENERAL STATEMENT OF POLICY

- A. The Minnesota state legislature has mandated that each public school district has a crisis management plan.
- B. The school district has developed an Emergency Procedures Handbook for each of the sites which provides procedures for responding to a wide range of natural and man-made crisis situations. The handbooks include roles for school district administrators, staff and community/county agencies in addressing emergencies.

### III. POLICY IMPLEMENTATION AND REVIEW

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

**Legal Reference:** Minn. Stat. § 121A.035

**419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES**

*[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate.]*

*[Note to School Board from M. Zuzek: The language in this policy has been updated to accommodate the recent increase in the use of vaping equipment by students.]*

**I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

**II. GENERAL STATEMENT OF POLICY**

A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased by Intermediate School District 917. This prohibition extends to all vehicles that the District owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation. This prohibition includes all school district property, parking lots or facilities owned or leased for use by Intermediate School District 917 and all off-campus events sponsored by the school district.

**B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.**

~~B. C.~~ The school district will act to enforce this policy and to discipline or take

appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.**

### **III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED**

- A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose.**
- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.**
- C. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.**
- D. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.**

### **IV. EXCEPTIONS**

- A. ~~It shall not be a violation of this policy for an American Indian adult to light~~**

~~tobacco on school district property as a part of a traditional American Indian spiritual or cultural ceremony.~~ **A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.**

- B. **A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.**

## V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act **and/or the Freedom to Breathe Act of 2007** and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. **No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.**

## VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.

- B. The school district will develop a method of discussing this policy with students and employees.

***Legal References:*** Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)  
Minn. Stat. § 609.685 (Sale of Tobacco to Children)  
**2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)**

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

**526 HAZING PROHIBITION**

*[Note to School Board from M. Zuzek: This Policy was a small part of ISD 917 former Policy 6.3, Student Discipline. A Hazing Policy is mandatory. This draft is significantly taken from the MSBA model policy.]*

**I. PURPOSE**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

**II. GENERAL STATEMENT OF POLICY**

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. **Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.**
- E. **False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.**
- ~~E. F.~~ A person who engages in an act that violates School Policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act. **of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.**

**Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing 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 hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.**

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

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.**
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.**
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.**

### III. DEFINITIONS

- A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other **school-related** purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
  - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or

regulations.

- B. **“Immediately” means as soon as possible but in no event longer than 24 hours.**
- C. **“On school premises or school district property, or at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.**
- D. **“Remedial response” means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.**
- E. **“Student” means a student enrolled in a public school or a charter school.**
- F. **“Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.**

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the **target or** victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately the school district human rights officer or alternates to a school district administrator. **A person may report hazing 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 to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.**

**The program administrator or their designee, or the district human rights officer or an alternate is a person responsible for receiving reports of hazing. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform a program administrator immediately. Any person may report hazing directly to a school district human rights**

officer or to the superintendent. If the complaint involves a program administrator, 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 program administrator or human rights officer 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.

- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who **witnesses, observes**, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall inform the school district human rights officer or an administrator immediately. **School district personnel who fail to inform the human rights officer or administrator of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.**
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments, **or educational or work environment.**
- E. **Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.**
- F. 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.

## V. SCHOOL DISTRICT ACTION

- A. ~~Upon receipt~~ **Within three (3) days** of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. ~~The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.~~

**The report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the**

**hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.**

- C. **The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.**
- D. ~~Upon completion of an investigation, the school district will take appropriate action.~~ **that determines hazing 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 the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations. ~~Penalties under the rules of the Minnesota state High School League will also apply.~~
- E. **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 parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.**
- F. **In order to prevent or to respond to hazing 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) team 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 hazing.**

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who **commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, or against any person who testifies, assists or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing.** 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 prohibited conduct. Remedial responses to the**

**prohibited conduct shall be tailored to the particular incident and nature of the conduct.**

## **VII. DISSEMINATION OF POLICY**

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.**

***Legal References:*** Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)

***Cross References:*** 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 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

## **501 SCHOOL WEAPONS POLICY**

*[Note to School Board from M. Zuzek: This policy was a small part of ISD 917 former Policy 6.3, Student Discipline. A Weapons Policy is mandatory. A careful review of the ISD 917 former Weapons Policy 6.316 (a) reveals that the MSBA model policy does a far better job of providing definitions and detailed examples. This draft is taken directly from the MSBA model 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.

#### **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 he or she accidentally has a weapon in his or her 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 he or she 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 Minn. Stat. § 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 Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 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 §§ 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.

*[Note: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not prohibit the lawful carry or possession of firearms in a parking facility or parking area. Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them. For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than exception (7) to Section 609.66, Subdivision 1d. However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by nonstudents or nonemployees, in a manner that is inconsistent with Section 609.66, Subdivision 1d.]*

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 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. 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.

***[Note: An employer may establish policies that restrict the carry or possession of firearms by its employees while acting in the course and scope of employment. Employment-related sanctions may be invoked for a violation. Thus, for example, reasonable limitations may be imposed on the method of storing firearms by permit-holding employees while at work or performing employment-related duties. Reasonable limitations may include requiring firearms to have trigger locks and to be stored in a locked container or locked compartment of the vehicle.]***

**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.

***Legal References:*** Minn. Stat. § 97B.045 (Transportation of Firearms)  
Minn. Stat. § 121A.05 (Referral to Police)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
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)

***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)

## 2019-2020 SCHEDULE OF SPECIAL SCHOOL BOARD AGENDA ITEMS

**2019-2020**

<b>MONTH</b>	<b>DATE</b>	<b>LOCATION</b>	<b>PROG. REPORT &amp; SPECIAL ITEMS</b>
July	9		Temporary Employee Report Health & Safety Plan Review Student and Staff Handbooks Accounts Receivable Aging Report Substitute Teacher Approve and Set Lunch Prices MOA with Member Districts Committee Assignments
August	20		
September	3		Review Operational Focus for 2019-2020 Review Annual Policies <ul style="list-style-type: none"> <li>• 214 Out State Travel</li> <li>• 413 Harassment and Violence</li> <li>• 414 Mandated Reporting of Child Neglect, etc.</li> <li>• 415 Mandated Reporting of Maltreatment</li> <li>• 6.31 Student Discipline</li> <li>• 411 Bullying</li> <li>• 6.32 Student Sex Nondiscrimination</li> <li>• 490 Internet use</li> </ul>
October	1		Assurance of Compliance Enrollment Report Temporary Employee Report Accounts Receivable Aging Report

November	5	Revenue and Expenditure Report/Nicolle
December	3	Auditor's Report Sp. Ed. Employee & Teacher of the Fall Quarter Construction Trades House
<b><u>2020</u></b>		
January	7, 2020	Temporary Employee Report MIS Update Accounts Receivable Aging Report
January	21	Board Work Session – Goals Update Review Revised Budget 2019-2020
February	4	Legislative Update Resolution Directing Admin. to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore Approve Revised Budget
March	3	Sp. Ed. Employee & Teacher of the Winter Quarter Legislative Update Additional Programs/Program Expansion/Deletion
April	7	Sp. Ed. Employee & Teacher of the Winter Quarter Temporary Employee Report Resolution Terminating Probationary Teachers Resolution to Place Continuing Contract Teachers on ULA Accounts Receivable Aging Report
April	21	Board Work Session – 2020-2021 Budget Review
May	5	Review and Approve Blood Borne Pathogens Exposure Control Plan Construction Trades House Annual Wellness Policy Goals Update Long-term facility maintenance Levy Distribution Proposal 10-Year Maintenance Plan Resolution Safe Schools Levy, Lease Levy
June	9	Adopt Budget FY 2021 Supt. Evaluation Resolution Terminating Probationary Support Service Staff Supt's Salary



**AGREEMENT**  
Independent School District #199 (“ISD 199”) and  
Intermediate School District #917 (“ISD 917”)

THIS AGREEMENT (“Agreement”) entered into this 22nd day of July, 2019, by and between Independent School District #199 (“ISD 199”), and Intermediate School District #917 (“ISD 917”).

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

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

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

NOW THEREFORE IT IS AGREED:

1. EMPLOYMENT

Erin Lencowski, an early childhood special education teacher for ISD 199, has been hired to provide services to students receiving early childhood special education services in the mental health program provided by ISD 917 for the 2019-2020 school year.

Erin Lencowski, will be a full-time teacher of ISD 199 entitled to all salary and benefits as described in the master agreement between ISD 192 and the Inver Grove Heights Education Association representing teachers and is subject to the policies, regulations, benefits, and laws applicable to School Board employees.

2. REIMBURSEMENT OF SALARY AND BENEFITS

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

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

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

3. LIABILITY AND INSURANCE

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

4. PERSONNEL

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

5. CONFIDENTIALITY AND DATA PRACTICES

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

6. TERM, TERMINATION, OR MODIFICATION

The term of this Agreement shall be from July 1, 2019, through June 30, 2020. If the parties mutually agree in writing, this Agreement may be terminated on the terms and the date stipulated in such a separate written document. This Agreement may not be modified without the written and mutual consent of both parties.

7. CONTRACT ADMINISTRATION

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

8. NOTICE

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

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

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

9. GENERAL

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

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

Independent School District #199 Inver Grove Heights Public Schools

By:   
It's Chairperson

By:   
It's Clerk

Dated: July 22, 2019

School Board's Tax Identification Number: 41-6007663

**AGREEMENT**  
Independent School District #192 ("ISD 192") and  
Intermediate School District #917 ("ISD 917")

THIS AGREEMENT ("Agreement") entered into this \_\_\_\_ day of \_\_\_\_\_, 2019, by and between Independent School District #192 ("ISD 192"), and Intermediate School District #917 ("ISD 917").

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

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

WHEREAS, ISD 192 agrees to provide for purchase by ISD 917 an appropriately licensed early childhood special education teacher for the early childhood mental health program;

NOW THEREFORE IT IS AGREED:

1. EMPLOYMENT

Deb Johnson, an early childhood special education teacher for ISD 192, has been hired to provide services to students receiving early childhood special education services in the mental health program provided by ISD 917 for the 2019-2020 school year.

Deb Johnson, will be a full-time teacher of ISD 192 entitled to all salary and benefits as described in the master agreement between ISD 192 and the Farmington Education Association representing teachers and is subject to the policies, regulations, benefits, and laws applicable to School Board employees.

2. REIMBURSEMENT OF SALARY AND BENEFITS

The parties agree that, during the term of this Agreement, ISD 917 will reimburse ISD 192 the full cost of salary and benefits. ISD 917 agrees to remit payment in two equal installments payable mid-year and prior to June 15 based on billing from ISD 192.

Additional compensation for professional development paid hourly at the employee's hourly rate will be billed by ISD 192 to ISD 917 separately. In addition, mileage paid at the federal mileage rate incurred by the employee will be billed by ISD 192 to ISD 917 separately.

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

3. LIABILITY AND INSURANCE

ISD 917 assumes liability for the acts and omissions of its employees, but does not assume any liability for the acts or omissions the employees, agents and assigns of ISD 192. ISD 917 and ISD 192 agree that they will at all times during the term of the Agreement, have and keep in force a liability policy that names the other as an additional insured. Limits will include one million dollars (\$1,000,000.00) for each occurrence with two million dollars (\$2,000,000.00) aggregate. Each agrees to provide a Certificate of Insurance to the other upon request.

4. PERSONNEL

ISD 917 and ISD 192 hereby acknowledge and agree that ISD 192's employees are not employees of ISD 917, and that ISD 192's employees or its agents will have no authority to bind ISD 917 or otherwise incur liability on behalf of ISD 917 without the express written delegation of authority by ISD 917. ISD 917 shall have no obligation to provide any ISD 192 employee with benefits or privileges of any kind or nature including, without limitation, insurance benefits, pension benefits, worker's compensation benefits or any other benefits ISD 917 provides to its employees. ISD 192 has exclusive control and the right to hire and discharge any of its employees rendering services under this Agreement. ISD 192 will be solely responsible for the payment of wages, taxes, and other related charges for services rendered under this Agreement by its employees.

5. CONFIDENTIALITY AND DATA PRACTICES

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

6. TERM, TERMINATION, OR MODIFICATION

The term of this Agreement shall be from July 1, 2019, through June 30, 2020. If the parties mutually agree in writing, this Agreement may be terminated on the terms and the date stipulated in such a separate written document. This Agreement may not be modified without the written and mutual consent of both parties.

7. CONTRACT ADMINISTRATION

The Agreement shall be administered on behalf of ISD 192 by the Superintendent or designee and shall be administered on behalf of ISD 917 by the superintendent or designee.

8. NOTICE

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

ISD 192:                      Kim Chalmers  
Name of Director of Special Services  
  
20655 Flagstaff Avenue  
Address  
Farmington, MN 55024  
City, State, Zip  
  
651-463-5022  
Phone  
651-463-5071  
Fax

ISD 917:

Melissa Schaller  
Name of Director of Special Education

14300 145<sup>th</sup> Street East  
Address  
Rosemount, MN 55068  
City, State, Zip

651-423-8204  
Phone  
651-423-8776  
Fax

9. GENERAL

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

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

Independent School District #192 Farmington Area Public Schools

By: Jacelyn Doyle  
It's Chairperson

By: Rebecca Kalitta  
It's Clerk

Dated: July 15, 2019

School Board's Tax Identification Number: 41-6007663

Intermediate School District 917

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

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

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

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

Board Reviewed on August 20, 2019

**ISD 917 Leadership Goals  
2019-2020  
District Focus**

- SD1, s-1      1.      Maintain high-quality, relevant communications with major school stakeholders in each member district. Maintain strong relationships with internal and external stakeholders.
  
- SD1, s-3      2.      Refresh and enhance the ISD 917 website. Develop and articulate a standard for the ISD 917 website which describes the frequency of updates, and a protocol for reviews by those persons responsible for each page. Although the website is intended to be a static source of information, our goal is to make it visually appealing, intuitive, and accurate. We will also investigate options on vendors of website hosting services.
  
- SD1, s-3      3.      Maintain a presence on Facebook, Twitter, and Instagram. Work to increase the quantity and quality of posts, follows, likes, and other social media metrics.
  
- SD4, s-6      4.      Develop career pathways for the growth of employees pursuing licensure. Increase the diversity of staff.
  
- SD4 s-1      5.      Monitor and evaluate procedures and staffing levels in business operations to ensure that they are sufficient to effectively complete necessary processes in all areas of business operations to keep pace with our growth.
  
- SD5, s-1      6.      Continue to review and update ISD 917 Board of Education policies.
  
- SD4, s-6      7.      Review safety-related and crisis management policies, procedures, practices, and protocols.  
  
SD1, s-48.      Continually evaluate and improve strategies using data-driven/human-centered decisions to support employee physical and mental well being through education and access to resources.
  
- SD4, s-1, s-3      9.      We will evaluate third party revenue to identify opportunities to maximize available revenue and determine the most effective strategies for utilizing these funds to enhance our programs effectively.

**2019-2020  
Secondary Programs Focus**

- SD1, s-3      1.      Provide monthly updates to our member districts' high schools and administration regarding our activities and programs.

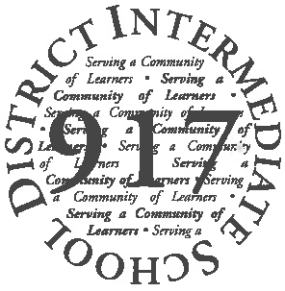
- SD2, s-1                    2.            Maintain steady enrollment within all our programs, Alternative Learning Centers and Career and Technical Education, by offering all available options for students.
  
- SD2, s-8                    3.            Develop and grow our new Alternative Learning Center program in Farmington, by supporting all our ISD 917 members who may need educational options for students in grades 8-10.
  
- SD3, s-3                    4.            As part of the Dakota County Perkins Consortium, we will work with all our CTE members to begin and complete our Comprehensive Local Needs Assessment. This process is part of the MN State CTE plan in conjunction with the new Perkins V Legislation.
  
- SD3, s-3                    5.            Collaborate with community agencies, colleges, and business partners to offer learning experiences for students both within our programs and those receiving support services from within the community. This will work in collaboration with our ISD 917 Work Seminar and Work-Based Learning programs.
  
- SD3, s-3                    6.            Increase our involvement with our members’ middle schools to provide awareness for Career and Technical education through on-site visits to school sites and tours visits to our DCTC campus site. We will incorporate a Transportation Careers opportunity with our members’ middle school students.
  
- SD2, s-1                    7.            Implement our Mechatronics/Robotics instruction within our ALC and CTE programs. We will provide curriculum and training for students that could lead to industry certification.

**2019-2020**

**Special Education Focus**

- SD2, s3; SD3, s1 1.            Focus on addressing the needs of students through the utilization of perspectives mindful of equity and trauma. This includes the purposeful implementation of appropriate social/emotional frameworks in our most intense, setting IV programs.
  
- SD2, s-2                    2.            Engage staff in the utilization of data to drive instruction day-to-day with formal and informal measures. Further, enhance staff skills in the utilization of data in the individualized education plan process including interpretation and application of assessment results in long-term planning.
  
- SD2,s2; SD3,s1 3.            Implement learning targets and high yield instructional strategies supported through coaching and professional development to increase student achievement with a focus on student achievement in reading.





**Melissa Schaller**  
*Director of Special Education*

To: Mark Zuzek  
Superintendent

From: Melissa Schaller  
Director of Special Education

Re: Updated 2018-2019 Special Education Lead Teacher Assignment

Date: August 20, 2019

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
- Being available to staff in the absence of the assistant director
- 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

Because of a change of assignment mid-year to address leaves, a lead teacher was added as detailed below.

Name	Program
Melanie Rix	Anthony Louis, JSC, Options, PHD, Related Services, curriculum, and testing

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