

Regular School Board Meeting

Tuesday, March 2, 2021 4:30 PM

Google Hangouts, 130 145th Street East, Rosemount, MN 55068

I. **Call to Order - Chair Dr. DeeDee Currier**

II. **Roll Call - Linda Berg**

III. **Conduct Pledge of Allegiance - Chair Dr. DeeDee Currier**

IV. **Visitors Opportunity to be Heard - Chair Dr. DeeDee Currier**

V. **Updates from Student Services and DCALS - Dr. Melissa Schaller/Eric VanBrocklin**

VI. **Reports**

A. 917 Licensed and Non-Licensed Staff of the Winter Quarter - Eric VanBrocklin/Don Budach

B. Legislative Update - Valerie Dosland

VII. **Consent Items - Chair Dr. DeeDee Currier**

A.

- Minutes:
 - February 2, 2021 Regular School Board Meeting
 - February 9, 2021 School Board Work Session
- Personnel:
- Policies:

VIII. **Donations:**

IX. **Executive Director of Business Services Reports - Nicolle Roush**

A.

- Bills to be paid
- Wire Transfers
- Investment Report

X. **New Business - Dr. DeeDee Currier**

A. Appoint Board Member to Calendar Committee - Supt. Zuzek

B. Discussion on Negotiations Committee (Personnel) - Dr. DeeDee Currier

XI. **Policies - Supt. Mark Zuzek**

XII. **Closed Meeting - The meeting will be closed, as required by Minnesota Statutes, section 13D.05, subdivision 2(a)(4), to discuss Mark Zuzek's medical records as described in sections 144.291 - 144.298.**

XIII. **Return to Open Meeting - Dr. DeeDee Currier**

XIV. **Adjournment - Dr. DeeDee Currier**

Executive Director of Student Services
Board Update
March 2021

- **Learning Models:** At this time, all programs following the ISD 917 calendar have returned to the full hybrid model. Other special education programs are following the models of our member districts. It should be noted that the CASE program at AEC is currently in distance learning due to a lab confirmed positive COVID-19 case and multiple close contacts. The Returning to Learning committee is continuing to meet to review MDE's Safe Learning Plan, monitor COVID-19 case data, and consider further action related to our models to serve the needs of our students.
- **Saliva Screening:** Saliva screening continues at 5 district testing sites: DCTC, AEC, CEC, LEC, and Cedar School.
- **Vaccination Roll Out:** Dakota County Public Health has provided enough vaccine allotment to our district to offer vaccines to all staff that are interested in receiving it. Aside from the weather related delay of the vaccine, staff are moving forward with scheduling and receiving the vaccine.
- **Equity:** Our work with Equity Alliance MN is underway. The process for our initial step, an equity audit, will begin with a survey. We expect this survey to roll out soon.
- **Planning for FY22:** We have developed a tentative plan for staffing for the upcoming school year. Most changes reflect unfilled needs from the 2020-2021 school year. Other changes include anticipated additions and cuts based on ongoing planning.

	SUN	TESA	TEA	OTHER	ADMINISTRATIVE
ADD-FROM FY21	<p><i>CEC</i></p> <ul style="list-style-type: none"> • 2 SETs • 2 PAs • 4 CAs <p><i>Cedar</i></p> <ul style="list-style-type: none"> • 1 SET • 1 PA • 2 CAs 		<p><i>LEC</i></p> <ul style="list-style-type: none"> • 1 SET • 1 MHP • 1 PA • 3 CA 	<p><i>IDEA-AEC</i></p> <ul style="list-style-type: none"> • 1 SET • 1 PA • 1 CA <p><i>Itinerant Services-Audiology</i></p> <ul style="list-style-type: none"> • 1 Audiology Assistant if needed 	
ADD-ONGOING PLANNING		<p><i>BTC</i></p> <ul style="list-style-type: none"> • 3 SETs* • 1 HA • 2 PAs • 5 CAs <p>*There will be 1 TESA classroom, 1 SUN classroom, and 1 DASH classroom added to BTC</p>	<p><i>ECSE TEA-Pine Bend</i></p> <ul style="list-style-type: none"> • Increase hours for 4 paraprofessionals by 1.5 hours/day and adding 15 days to their calendar to accommodate a transition of this classroom to kindergarten 		<p><i>D/HH and Itinerants</i></p> <ul style="list-style-type: none"> • Assistant Director/Principal
CUT				<p><i>DASH-LNHS</i></p> <ul style="list-style-type: none"> • 1 SET • 1 PA 	<p><i>D/HH and Itinerant</i></p> <ul style="list-style-type: none"> • 1 Dean of Students*

				<p><i>DHH-Plus-SHS</i></p> <ul style="list-style-type: none"> • This classroom will be cut due to enrollment; staff will be deployed to other openings in the DHH program 	<p>*This accommodates the shift to an Assistant Director/Principal for the programs and allows for a dedicated Director of Teaching and Learning</p>
<p>OTHER CONSIDERATIONS -TBD</p>		<ul style="list-style-type: none"> • Addition of a lead teacher based on increasing student numbers 		<p><i>Itinerant Services</i></p> <ul style="list-style-type: none"> • We have an excess of .5 FTE in BVI, D/HH, and PHD • Member districts have agreed to keep the excess FTE to accommodate low referrals due to COVID-19 and the difficulty in hiring these positions 	

KEY:

SET-Special Education Teacher

MHP-Mental Health Professional

PA-Program Assistant

CA-Classroom Assistant

HA-Health Associate

Secondary Staffing Plans
21-22 School Year

DCALS South:

We will maintain our current staffing allotment. We will adjust as needed if we were to see an increase in student enrollment. This will be the 3rd year of this site and we will evaluate the overall program during the year and make any future recommendations by January of 2022.

DCALS Main:

We will be decreasing our staff by 1.0 FTE due to a retirement. We will not be replacing this position and are making plans on how to absorb certain roles into other positions. We will monitor this site for possible adjustments based on enrollment.

DCALS North:

We will maintain our current staffing allotment. We will adjust as needed if we see an increase in enrollment.

Career and Technical Education:

We will be reducing staff by 3.25 FTE based on retirements and reduced enrollment. We will be posting for a .75 FTE Medical Careers instructor for next year. We may be reducing our Technical Tutor allotment based on enrollment and possible staffing options within our current staff. We will use current staff to absorb students in other programs for next year. If we were to see an increase in student enrollment we will determine the need for additional staffing next fall.



To: All District 917 Staff
From: Jennifer Hetland
Date: 12/15/2020
Re: Licensed/Non-Licensed Employee of the Quarter

Greetings all District 917 staff, it's time again to nominate staff for licensed/non-licensed employee of the quarter. All Intermediate School District 917 employees are eligible for nomination. It's important to keep in mind that it even if an individual is not selected; it's still an honor to be nominated by a co-worker. If you know someone who you feel would be a good candidate, please fill out the lower portion of this nomination form and email it back to me. Please note a person who is chosen as licensed/non-licensed employee of the quarter, is eligible to become licensed/non-licensed employee of the year. The licensed/non-licensed employee of the quarter/year committee will decide which eligible employee will be honored. This committee represents a variety of programs throughout the district.

Candidates who are chosen will receive a framed certificate, which will be presented to them during the ISD 917 School Board Meeting at DCTC on 03/02/21.

The nomination deadline is: January 8, 2021.

Completed nomination forms must be emailed to: Jennifer.Hetland@isd917.org. If you have any questions, please feel free to call me at 651-247-1538.

Person nominated: ___Melissa Ho Indicate: Licensed or Non-Licensed Employee

Please tell us is a brief statement why you are nominating this person:
2020 is the Year of the Nurse!_Melissa has had to accept numerous responsibilities outside of the traditional LSN roles. She has had to provide a lot of behind the scenes research and education district wide. She has been involved with mentoring 3 new LSN's and health service workers. She has been unwavering in her commitment to safety and wellness for district employees, families and students. She has been an invaluable resource for all of us. I heartily recommend her for this honor!!!



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Person nominated: **Melissa Ho** Indicate: **Licensed - LSN**

Please tell us is a brief statement why you are nominating this person:

I am nominating Melissa Ho, LSN as Licensed staff of the quarter because she is an absolute asset to the nursing team. It has been a hard year for nurses (as well as everyone in education!) and she has been a strong and dedicated leader throughout. Her compassion, determination and experience has helped the LSN team to navigate our district as safely and well educated as possible throughout this school year amongst the pandemic. Melissa deserves to be recognized as someone the district is lucky to have!

Nominated by: **Breanna Baker**

Nomination for Non-licensed Employee of the Quarter
Winter, 2020

Darla Donnelly

Darla Donnelly is a technical tutor for the Career & Technical Education secondary programs. Over the past years, Darla has always been an instrumental part of the Fundamental Chef Training team. However, during this unique time of COVID, distance learning, hybrid learning with a variety of home district schedules and social distancing in a busy kitchen classroom, she has been such a positive influence on all of us on the team, including myself. She has shared ideas for reaching the students whether they are face-to face or in a Google Meet from their homes.

She has spearheaded the process of packing recipe ingredients that the students take home. They use these when they are distance learning. She has taken the following into account: when the student will be using the item, how the ingredient will have the longest shelf life & the labelling/packaging systems. She also was able to get coolers and ice packs donated through her connections in the Farmington area. The students are enjoying their cooking at home experience and it has been a huge positive influence on their interest in continuing in this "hands-on" class during distance learning.

She has also become a videographer when we tape our first shift cooking demonstrations. In a time when flexibility is vital, Darla Donnelly has show her ability to adjust and change to make the Fundamental Chef Training program an amazing place to learn and grow.

Patty LaBeau
Fundamental Chef Training instructor
9-28-2020

INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, February 2, 2021, via Google Hangouts.

Members Present: Tom Bennett, DeeDee Currier, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab

Members Absent: Vanda Pressnall and Mark Zuzek

Also Present: Nicolle Roush, Eric VanBrocklin, Melissa Schaller, Brooke Peterson, Amy Nuggent, and Linda Berg.

School Board Chair Dr. DeeDee Currier called the meeting to order at 4:30 PM.

Roll call was taken.

The Pledge of Allegiance was conducted by Tom Bennett.

In the absence of Clerk Pressnall, Byron Schwab was appointed Clerk pro tem.

Chair Currier read the following statement:

“Intermediate School District 917 – General Process for Remote School Board Meetings. Due to the current federal and state emergency declarations, the Minnesota directive to residents to stay at home, and guidance about limiting person-to-person contact due to the COVID-19 (coronavirus) pandemic, this meeting of the Intermediate School District 917 School Board is being conducted in accordance with Minnesota Statutes 13D.021 – Meetings by Telephone or Other Electronic Means.

Due to the health pandemic, the school board determined that it is not feasible for at least one board member, the superintendent, or the school district’s legal counsel to be physically present at the regular meeting location and that it is not feasible for the public to attend this meeting at the regular meetings location due to the health pandemic. Persons may monitor this meeting from a remote location by video link through Google Hangouts. School board members are reminded to mute their microphone or phone when they are not speaking. School board members wishing to speak should “raise hand via Boardbook” and wait to be recognized by the Chair. If not recognized, then go off mute and let us know.

The chair will determine the order in which board members wishing to speak will be recognized. When recognized, the board member should unmute the microphone or phone, speak, and then mute their device.

All votes will be conducted by roll call. Each school board member should wait until their name is called before voting.

This meeting is being recorded. Access to the recording will be made available on the school district’s website as soon as it is reasonably possible.”

There were no visitors to be heard.

Dr. Melissa Schaller reported on updates from Student Services.

Eric VanBrocklin reported on updates from DCALS.

1. Motion by Byron Schwab, seconded by Cindy Nordstrom, to approve the consent items, as presented. Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
 - **Minutes:** January 5, 2021, Regular School Board Meeting
 - **Minutes:** January 19, 20, and 27, 2021 Special School Board Meetings
 - **Personnel:** *New Hires:* Fowsiyo Abdulle, Classroom Assistant, effective January 15, 2021. Joseph Heaney, Special Education Teacher, effective January 11, 2021. Janae Hemminger, Classroom Assistant, effective January 11, 2021. Nathaniel Koch, Classroom Assistant, effective January 11, 2021. Kianna Martinson, Program Assistant, effective January 11, 2021. Selena Terrazas, Classroom Assistant, effective January 25, 2021. *Resignations and Terminations:* Jaime Bartels, Classroom Assistant, effective January 21, 2021. Linda Minjares, Classroom Assistant, effective January 20, 2021. Melissa Ludewig, Classroom Assistant, effective January 29, 2021. Brennan Spicer, Classroom Assistant, effective January 22, 2021. *Retirements:* Cherry Cramer, Special Education Teacher, effective June 11, 2021. Teri Erickson, Special Education Teacher, effective June 11, 2021. Scott Teskey, Special Education Teacher, effective June 11, 2021.
 - **Policies:** *Final reading:* 423 Employee Student Relationships; 424 License Status; 464 General Leave; and 555 (old Policy 6.91) Student Field Trips., 902 Health and Safety Policy. *Remove policies:* 459 Non-Instructional Performance Appraisal; 458 Instructional Staff Performance Appraisal; 422 Policies Incorporated by Reference; 486 Specialized Training at District Expense; 491 Bonding of Personnel; 6.71 Secondary Student Health Service; 6.92 Eating and Beverage Consumption; 6.78 Crisis Intervention. (Addendum A.)
2. Board Member Dave Pemble, introduced the following resolution accepting Donations in the amount of \$1800. Motion was seconded by Byron Schwab. (Addendum B.) Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
3. Motion by Byron Schwab, seconded by Wendy Felton, to approve the bills from December 31, 2020 through January 26, 2021, Investment Report and wire transfers, as presented by the Executive Director of Business Services. Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
4. Motion by Cindy Nordstrom, seconded by Kathy Lewis, to approve naming of Concord Education Center's Training Room to the Jill Lewis Training Center. (Addendum C.) Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
5. Motion by Byron Schwab, seconded by Dave Pemble, to approve the Memorandum of Understanding for Extended COVID Leave from March to June 2021 for all Union groups. (Addendum D.) Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
6. Motion by Cindy Nordstrom, seconded by Dave Pemble, to approve the Revised Budget for 2020-2021 as presented by the Executive Director of Business Services. (Addendum E.) Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.

7. Motion by Byron Schwab, seconded by Kathy Lewis, to approve the maintenance payments to member districts, as presented by the Executive Director of Business Services. (Addendum F.) Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
8. Board Member Byron Schwab, introduced the following resolution Directing Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore. Motion was seconded by Cindy Nordstrom. (Addendum G.) Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
9. The following policies were reviewed on a first reading basis: Policy 808 – Face Coverings; Policy 815 (old 9.29) Naming of School Buildings; Policy 706 (old policy 903) Acceptance of Gifts. The following policies are suggested to be removed: Policy 9.28 Buildings and Sites; Policy 9.4 Theft and Vandalism.
10. Motion by Byron Schwab, by Dave Pemble, to adjourn the meeting. Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.

There being no further business the meeting adjourned at 5:18 PM.

The next regular School Board Meeting will be Tuesday, March 2, 2021, at 4:30 PM.

Clerk

INTERMEDIATE SCHOOL DISTRICT 917

A School Board Work Session of the Intermediate School District 917 School Board was held on Tuesday, February 9, 2021, via Google Hangouts.

Members Present: Tom Bennett, DeeDee Currier, Kathy Lewis, Cindy Nordstrom (joined at 10:15 AM, left at 10:45 AM, and rejoined at 12:13 PM), Vanda Pressnall, Dave Pemble, Melissa Sauser (left at 12:07 PM), Byron Schwab.

Members Absent: Wendy Felton

Also Present: Linda Berg.

School Board Chair Dr. DeeDee Currier called the meeting to order at 10:00 AM.

Roll call was taken.

The Pledge of Allegiance was conducted by Vanda Pressnall.

1. Motion by Dave Pemble, seconded by Vanda Pressnall, to approve the Superintendent's brochure with changes recommended. (Addendum A.) Voting aye: Tom Bennett, DeeDee Currier, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: none. Motion passed.
2. Motion by Byron Schwab, seconded by Dave Pemble, to approve the timeline dates for superintendent search meetings (with a time yet to be set on March 26, 2021). (Addendum B.) Voting aye: Tom Bennett, DeeDee Currier, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: none. Motion passed.
3. Motion b Byron Schwab, seconded by Dave Pemble, to adjourn the meeting. Voting aye: Tom Bennett, DeeDee Currier, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Byron Schwab. Voting naye: none. Motion passed.

There being no further business the meeting adjourned at 12:43 PM.

The next regular School Board Meeting will be Tuesday, March 2, 2021, at 4:30 PM.

Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF MARCH 2, 2021**

NEW HIRES:

Keith Malone, Classroom Assistant, effective February 22, 2021.

Ibnplongsab Vang, Classroom Assistant, effective February 22, 2021.

Shana Wright, Classroom Assistant, effective February 3, 2021.

RE-HIRES:

CHANGE IN STATUS:

Molly Peterson, Physical Therapist moving from .4FT to .25 FTE, effective February 1, 2021.

LEAVES OF ABSENCE:

Daniel Crawford, Classroom Assistant, effective 02/10/2021 - 06/01/2021.

RESIGNATION & TERMINATIONS:

Makayla Keith, Classroom Assistant, effective January 25, 2021.

Erin Vettters, Classroom Assistant, effective June 10, 2021.

RETIREMENTS:

James Cochran, Special Education Teacher, effective June 11, 2021.

Donna Greenfield, Special Education Teacher, effective June 11, 2021.

Patricia Mattos, Enrollment Coordinator, effective June 30, 2021.

MEMORANDUM

TO: School Board
FROM: Mark A. Zuzek
DATE: March 2, 2021
REGARDING: Policy Review, final reading

The attached policies are on the Consent Agenda for the March 2, 2021, School Board meeting. This is the final reading.

Policies Suggested to be Removed:

Policy 9.28 – Buildings and Sites, last reviewed in 2007. This policy is not mandatory. Suggest removing this policy.

Policy 9.4 – Theft and Vandalism, last review in 1975. Suggest removing this policy. Covered in Policy 506 Student Discipline which was reviewed in June of 2020.

Final reading:

Policy 815 (old 9.29) – Naming of School Buildings, last reviewed in 2007. **Rename to Policy 815** to follow MSBA policy numbering system. MSBA does not have a model policy regarding naming of school buildings so this policy is not mandatory.

Policy 706 (old 903 – Acceptance of Gifts and Procedure, last reviewed in 2013. **Rename to Policy 706** to follow MSBA policy numbering system. This policy is not mandatory and does not require an annual review.

Policy 516 – Student Medications (old policy 6.74). **Rename to policy 516** to follow MSBA policy numbering system. This already had a first reading with minor changes back in February of 2020. Then COVID hit and this was not brought back for final review. This policy is not mandatory and does not require an annual review.

(RECOMMEND REMOVING THIS POLICY)

9.0 OTHER

9.2 OPERATIONS FINANCE

9.28 BUILDINGS AND SITES

I. PURPOSE

The case management and construction of the district's buildings is vested by statutory and constitutional authority in the school board. The purpose of this policy is to describe the authority of the school board in carrying out this responsibility.

II. DUTIES

1. Make and authorize contracts;
2. Purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
3. Provide for payment of claims against the school district in accordance with approved bids;
4. Authorize construction change orders which are within the construction budget in excess of \$50,000 per single occurrence.
5. Authorize construction change orders that are in excess of the construction budget.

Legal References: Minn. Const. Art. 13 section 1

Minn. Stat. Ch. 123B

Minn. Stat. section 465.035

Cross References: MSBA Service Manual

Chapter 13 School Law

Bulletin "F" (contracted bidding procedure)

Board Approved October 2, 2007

Recommend Removing This Policy

9.4 Theft and Vandalism

Theft and vandalism will be treated as legal matters. If a District 917 staff member has cause to believe a student has been involved in a theft or vandalized school property, the incident will be discussed with the student (and in some cases, the student's parents/guardians) in the presence of an administrator. The student's rights will be respected in all matters. If it is determined theft or vandalism has been committed by the student, the extent thereof and all other circumstances will determine if the matter should be referred to legal authorities. In any event, restitution shall be sought.

Board Approved 9/9/75

9.29 815 NAMING OF SCHOOL BUILDINGS OR FACILITIES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. PHILOSOPHY

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

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

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

IV. PROCEDURE

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

~~Board Approved October 2, 2007~~

903 706 ACCEPTANCE OF GIFTS AND PROCEDURE

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

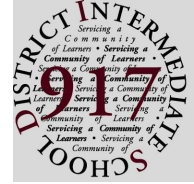
IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by ~~two-third of its members~~. (*Recommendation from Superintendent Zuzek that the approval be based on a simple majority of the quorum*). The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal references: Minn. Stat. Section 123B.02, Subd. 6 (Bequests, Donations, Gifts)
Minn. Stat. Section 465.03 (Gifts)



Donation Procedures

	<i>Action</i>	<i>Person Responsible</i>
<input type="checkbox"/>	1. A donation is made to ISD 917.	
<input type="checkbox"/>	2. Staff gives donation to Assistant Director/Principal or designee responsible for program or supervision.	✓ 917 Staff
<input type="checkbox"/>	3. Assistant Director/Principal or designee: <ul style="list-style-type: none"> ● Copies the check; ● Gives the copy to the Assistant to the Director of Special Education/Principal; and ● Submits the check to the Business Office indicating what program the donation is benefiting. OR <ul style="list-style-type: none"> ● For items likely to be claimed on taxes of individual or group donating (i.e. in the value range of \$100 or greater), a memo outlining the donation will be sent to the Director of Special Education/Principal and the Assistant to the Director of Special Education. * Note: Value estimation should never be given to the individual making a donation.	✓ Assistant Director/Principal or Designee
<input type="checkbox"/>	4. A thank you letter is written.	✓ Assistant to the Director of Special Education and the Director of Special Education/Principal

□	5. Copies of the letter are submitted to: <ul style="list-style-type: none">✓ Individual making the donation✓ Assistant Director in receipt of the donation✓ Superintendent's Office (to be included in the board packet)	✓ Assistant to the Director of Special Education/Principal

516 STUDENT MEDICATION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent or guardian. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "~~Administering Prescription Medications~~ **Authorization and Request for Administration of Medications**" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or guardian or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).

- F. The school must be notified immediately by the parent or guardian or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the ~~Administering Prescription Medications~~ **Authorization and Request for Administration of Medications** form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
 - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
 - 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
 - 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
 - 5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. the school district has received a written authorization from the pupil's parent or guardian permitting the student to self-administer the medication;

- b. the inhaler is properly labeled for that student; and
- c. the parent or guardian has not requested school personnel to administer the medication to the student.

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

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

6. Medications:

- a. that are used off school grounds;
- b. that are used in connection with athletics or extracurricular activities; or
- c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

7. Nonprescription Medication.

The school district will not purchase or have a supply of any over the counter (nonprescription) medications for distribution to students. If a parent or guardian requests that their child have access to a nonprescription medication, it must be provided by the parent or guardian and will be kept in and distributed by the health office.

Nonprescriptive medication provided by a parent or guardian for students through 8th grade, will be kept in the health office.

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication, **unless prohibited by program procedures**. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school

district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent or guardian, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
 - a. possess epinephrine auto-injectors; or
 - b. if the parent or guardian and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

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

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.
- K. "Parent or guardian" for students 18 years old or older is the student, **unless the student has an appointed guardian.**
 - L. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

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

- Legal References:*** Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
- Cross References:*** MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

Intermediate School District #917
School Board

Resolution to Accept Donations

Board member _____ introduced the following Resolution:

RESOLVED, that the School Board of Intermediate School District 917 accept the following donations, as indicated below, in the amount of \$469.

1. Donation of 67 lined face masks for staff and students of the TESA Program from Ann Marie Patterson of Inver Grove Heights. (Value: \$469.) These were hand made.

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

_____ and the following voted against the same:
_____.

Whereupon said resolution was duly passed and adopted.

Date Board Approved: _____, 2021

DATE: 02/19/2021
TIME: 11:00:08

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
ACCTPA21
ACCOUNTING PERIOD: 8/21

SELECTION CRITERIA: chkstat.rundate between '20210123 00:00:00.000' and '20210219 00:00:00.000'

DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1903234	02/08/2021	ANAB ADAM	V	-20.00	VOID MANUAL CHECK
* 1904061	01/28/2021	ACCELERATED TECHNOLOGIES	R	350.00	ACCOUNTS PAYABLE CHECK
1904062	01/28/2021	ALL IN ONE POSTER COMPANY	R	166.15	ACCOUNTS PAYABLE CHECK
1904063	01/28/2021	ALL IN ONE TRANSLATION AGENCY, LLC	R	135.00	ACCOUNTS PAYABLE CHECK
1904064	01/28/2021	APPLE COMPUTER, INC	R	250.00	ACCOUNTS PAYABLE CHECK
1904065	01/28/2021	AUTISM-PRODUCTS	R	137.04	ACCOUNTS PAYABLE CHECK
* 1904065	02/05/2021	AUTISM-PRODUCTS	V	-137.04	VOID MANUAL CHECK
1904066	01/28/2021	BAYCOM, INC.	R	8925.00	ACCOUNTS PAYABLE CHECK
1904067	01/28/2021	CANON USA	R	208.51	ACCOUNTS PAYABLE CHECK
1904068	01/28/2021	CAROL J. KROG	R	336.00	ACCOUNTS PAYABLE CHECK
1904069	01/28/2021	CENTERPOINT ENERGY	R	963.37	ACCOUNTS PAYABLE CHECK
1904070	01/28/2021	CENTURYLINK	R	1106.25	ACCOUNTS PAYABLE CHECK
1904071	01/28/2021	CENTURYLINK COMMUNICATONS, LLC	R	188.54	ACCOUNTS PAYABLE CHECK
1904072	01/28/2021	DAKOTA COUNTY SHERIFF	R	15148.85	ACCOUNTS PAYABLE CHECK
1904073	01/28/2021	DOOR SERVICE CO	R	555.00	ACCOUNTS PAYABLE CHECK
1904074	01/28/2021	INVER HILLS COMMUNITY COLLEGE	R	422.25	ACCOUNTS PAYABLE CHECK
1904075	01/28/2021	MALLOY, MONTAGUE, KARNOWSKI, RADOSE	R	10859.00	ACCOUNTS PAYABLE CHECK
1904076	01/28/2021	PROCARE THERAPY	R	1620.00	ACCOUNTS PAYABLE CHECK
1904077	01/28/2021	PTM DOCUMENT SYSTEMS	R	174.80	ACCOUNTS PAYABLE CHECK
1904078	01/28/2021	REALLY GOOD STUFF	R	195.96	ACCOUNTS PAYABLE CHECK
1904079	01/28/2021	SOURCEWELL TECHNOLOGIES	R	18508.35	ACCOUNTS PAYABLE CHECK
1904080	01/28/2021	SUNBELT STAFFING, LLC	R	3080.00	ACCOUNTS PAYABLE CHECK
1904081	01/28/2021	THE SERVICE AGENCY	R	300.00	ACCOUNTS PAYABLE CHECK
1904082	01/28/2021	UNIQUE SOFTWARE CORP	R	786.00	ACCOUNTS PAYABLE CHECK
1904083	01/29/2021	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1904084	01/29/2021	EDUCATION MINNESOTA, LOCAL 3904	R	9837.35	ACCOUNTS PAYABLE CHECK
1904085	01/29/2021	O.P.E.I.U., LOCAL 12	R	573.77	ACCOUNTS PAYABLE CHECK
1904086	01/29/2021	RELATED SERVICES NURSES ESP	R	160.70	ACCOUNTS PAYABLE CHECK
1904087	01/29/2021	S.E.P., LOCAL 4242	R	3487.23	ACCOUNTS PAYABLE CHECK
1904088	01/29/2021	IVY FUNDS	R	2244.37	ACCOUNTS PAYABLE CHECK
1904089	02/04/2021	ANNE HOFF, SAFE HARBOR COUNSELING	R	1900.00	ACCOUNTS PAYABLE CHECK
1904090	02/04/2021	ARVIG ENTERPRISES, INC	R	2525.71	ACCOUNTS PAYABLE CHECK
1904091	02/04/2021	CARQUEST AUTO PARTS STORES	R	349.66	ACCOUNTS PAYABLE CHECK
1904092	02/04/2021	DAKOTA COUNTY	R	55.00	ACCOUNTS PAYABLE CHECK
1904093	02/04/2021	DISTRICT 191 FOOD SERVICE	R	38.70	ACCOUNTS PAYABLE CHECK
1904094	02/04/2021	ELLISON EDUCATION	R	1748.62	ACCOUNTS PAYABLE CHECK
1904095	02/04/2021	FRONTIER COMMUNICATIONS	R	523.35	ACCOUNTS PAYABLE CHECK
1904096	02/04/2021	GRAINGER W W INC.	R	654.46	ACCOUNTS PAYABLE CHECK
1904097	02/04/2021	HUSSEIN RAJPUT, PHD, LP	R	675.00	ACCOUNTS PAYABLE CHECK
1904098	02/04/2021	MARCO INC	V	0.00	VOID: MULTI STUB CHECK
1904099	02/04/2021	MARCO INC	R	1504.92	ACCOUNTS PAYABLE CHECK
1904100	02/04/2021	MARTIN LAW FIRM PLLC	R	8052.00	ACCOUNTS PAYABLE CHECK
1904101	02/04/2021	OUTDOOR IMAGES, INC	R	652.00	ACCOUNTS PAYABLE CHECK
1904102	02/04/2021	REINHART FOODSERVICE, LLC	R	517.95	ACCOUNTS PAYABLE CHECK
1904103	02/04/2021	REPUBLIC SERVICES #923	R	375.21	ACCOUNTS PAYABLE CHECK
1904104	02/04/2021	TEACHERS ON CALL	R	3544.48	ACCOUNTS PAYABLE CHECK
1904105	02/04/2021	THE SERVICE AGENCY	R	60.00	ACCOUNTS PAYABLE CHECK
1904106	02/04/2021	VERIZON WIRELESS	R	1680.52	ACCOUNTS PAYABLE CHECK
1904107	02/04/2021	WESTONE	R	161.92	ACCOUNTS PAYABLE CHECK
1904108	02/04/2021	XCEL ENERGY	R	8272.01	ACCOUNTS PAYABLE CHECK
1904109	02/11/2021	FRONTIER COMMUNICATIONS	R	92.86	ACCOUNTS PAYABLE CHECK
1904110	02/11/2021	IND SCH DIST 192	R	20819.16	ACCOUNTS PAYABLE CHECK
1904111	02/11/2021	IND SCH DIST 194	R	31228.74	ACCOUNTS PAYABLE CHECK

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INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

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SELECTION CRITERIA: chkstat.rundate between '20210123 00:00:00.000' and '20210219 00:00:00.000'

1904112	02/11/2021	IND SCH DIST 197 ACCESS PROJECT	R	5204.79	ACCOUNTS PAYABLE CHECK
* 1904112	02/11/2021	IND SCH DIST 197	V	-5204.79	VOID MANUAL CHECK
1904113	02/11/2021	IND SCH DIST 199	R	15614.37	ACCOUNTS PAYABLE CHECK
1904114	02/11/2021	IND SCH DIST 200	R	15614.37	ACCOUNTS PAYABLE CHECK
1904115	02/11/2021	IND SCH DIST 271	R	5204.79	ACCOUNTS PAYABLE CHECK
1904116	02/11/2021	MN ENERGY RESOURCES CORPORATION	R	1610.63	ACCOUNTS PAYABLE CHECK
1904117	02/11/2021	PELLICCI ACE HARDWARE	R	35.99	ACCOUNTS PAYABLE CHECK
1904118	02/11/2021	PLANSOURCE BENEFITS ADMINISTRATION,	R	3741.84	ACCOUNTS PAYABLE CHECK
1904119	02/11/2021	PROCARE THERAPY	R	2935.00	ACCOUNTS PAYABLE CHECK
1904120	02/11/2021	SCHOLASTIC INC.	R	42.63	ACCOUNTS PAYABLE CHECK
1904121	02/11/2021	SCHOLASTIC, INC	R	27.00	ACCOUNTS PAYABLE CHECK
1904122	02/11/2021	SPECIAL SCHOOL DIST #6	R	20819.16	ACCOUNTS PAYABLE CHECK
1904123	02/11/2021	ST PAUL PIONEER PRESS	R	126.90	ACCOUNTS PAYABLE CHECK
1904124	02/11/2021	SUNBELT STAFFING, LLC	R	3080.00	ACCOUNTS PAYABLE CHECK
1904125	02/11/2021	TRIG LIFE SERVICES	R	1154.00	ACCOUNTS PAYABLE CHECK
1904126	02/11/2021	UNIQUE SOFTWARE CORP	R	109.00	ACCOUNTS PAYABLE CHECK
1904127	02/11/2021	IND SCH DIST 197	R	5204.79	ACCOUNTS PAYABLE CHECK
1904128	02/17/2021	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1904129	02/17/2021	EDUCATION MINNESOTA, LOCAL 3904	R	9785.34	ACCOUNTS PAYABLE CHECK
1904130	02/17/2021	MESSERLI & KRAMER P.A.	R	11.39	ACCOUNTS PAYABLE CHECK
1904131	02/17/2021	NCPERS GROUP LIFE INS	R	32.00	ACCOUNTS PAYABLE CHECK
1904132	02/17/2021	O.P.E.I.U., LOCAL 12	R	573.77	ACCOUNTS PAYABLE CHECK
1904133	02/17/2021	RELATED SERVICES NURSES ESP	R	160.70	ACCOUNTS PAYABLE CHECK
1904134	02/17/2021	S.E.P., LOCAL 4242	R	3398.67	ACCOUNTS PAYABLE CHECK
1904135	02/17/2021	IVY FUNDS	R	2244.37	ACCOUNTS PAYABLE CHECK
1904136	02/18/2021	APPLE COMPUTER, INC	R	380.00	ACCOUNTS PAYABLE CHECK
1904137	02/18/2021	BAMBOO PROFESSIONALS, LLC	R	1968.75	ACCOUNTS PAYABLE CHECK
1904138	02/18/2021	CANON USA	R	208.51	ACCOUNTS PAYABLE CHECK
1904139	02/18/2021	CDWG	R	711.86	ACCOUNTS PAYABLE CHECK
1904140	02/18/2021	DAKOTA TRUCK UNDERWRITERS	R	38924.00	ACCOUNTS PAYABLE CHECK
1904141	02/18/2021	DOOR SERVICE CO	R	315.00	ACCOUNTS PAYABLE CHECK
1904142	02/18/2021	EDUCATORS BENEFIT CONSULTANTS, LLC	R	244.56	ACCOUNTS PAYABLE CHECK
1904143	02/18/2021	ESTR PUBLICATIONS	R	88.00	ACCOUNTS PAYABLE CHECK
1904144	02/18/2021	FRONTIER COMMUNICATIONS	R	1967.04	ACCOUNTS PAYABLE CHECK
1904145	02/18/2021	INVER HILLS COMMUNITY COLLEGE	R	918.91	ACCOUNTS PAYABLE CHECK
1904146	02/18/2021	MASA	R	728.00	ACCOUNTS PAYABLE CHECK
1904147	02/18/2021	MN CLN SERVICES, INC	R	2235.20	ACCOUNTS PAYABLE CHECK
1904148	02/18/2021	OPG-3 INC	R	6634.01	ACCOUNTS PAYABLE CHECK
1904149	02/18/2021	OUTDOOR IMAGES, INC	R	290.00	ACCOUNTS PAYABLE CHECK
1904150	02/18/2021	PELLICCI ACE HARDWARE	R	101.60	ACCOUNTS PAYABLE CHECK
1904151	02/18/2021	PROCARE THERAPY	R	7980.00	ACCOUNTS PAYABLE CHECK
1904152	02/18/2021	REINHART FOODSERVICE, LLC	R	438.51	ACCOUNTS PAYABLE CHECK
1904153	02/18/2021	SO ST PAUL STEEL SUPPLY CO, INC	R	196.40	ACCOUNTS PAYABLE CHECK
1904154	02/18/2021	SOURCEWELL TECHNOLOGIES	R	9246.42	ACCOUNTS PAYABLE CHECK
1904155	02/18/2021	STRAUSS SKATES & BICYCLES	R	600.00	ACCOUNTS PAYABLE CHECK
1904156	02/18/2021	SUNBELT STAFFING, LLC	R	3080.00	ACCOUNTS PAYABLE CHECK
1904157	02/18/2021	TEACHERS ON CALL	R	6503.42	ACCOUNTS PAYABLE CHECK
1904158	02/19/2021	AMAZON.COM, LLC	V	0.00	VOID: MULTI STUB CHECK
1904159	02/19/2021	AMAZON.COM, LLC	R	4178.60	ACCOUNTS PAYABLE CHECK
1904160	02/19/2021	OFFICE DEPOT	R	107.36	ACCOUNTS PAYABLE CHECK
*V4000859	02/18/2021	ADOBE, INC	R	119.53	ACCOUNTS PAYABLE VOUCHER
*V4000860	02/18/2021	CALENDLY LLC	R	10.00	ACCOUNTS PAYABLE VOUCHER
*V4000861	02/18/2021	WELLS FARGO	R	5591.84	ACCOUNTS PAYABLE VOUCHER
*V4000862	02/18/2021	CITY OF APPLE VALLEY	R	243.87	ACCOUNTS PAYABLE VOUCHER
*V4000863	02/18/2021	CITY OF INVER GROVE HTS	R	130.22	ACCOUNTS PAYABLE VOUCHER
*V4000864	02/18/2021	CUB FOODS - ROSEMOUNT	R	220.00	ACCOUNTS PAYABLE VOUCHER
*V4000865	02/18/2021	EVERYDAY SPEECH	R	299.99	ACCOUNTS PAYABLE VOUCHER

DATE: 02/19/2021
TIME: 11:00:08

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

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SELECTION CRITERIA: chkstat.rundate between '20210123 00:00:00.000' and '20210219 00:00:00.000'

*V4000866	02/18/2021	GOPHER SPORT	R	139.45	ACCOUNTS PAYABLE VOUCHER
*V4000867	02/18/2021	HEADSPACE	R	95.88	ACCOUNTS PAYABLE VOUCHER
*V4000868	02/18/2021	HEALTHIEST YOU	R	3820.00	ACCOUNTS PAYABLE VOUCHER
*V4000869	02/18/2021	IPEVO, INC	R	95.40	ACCOUNTS PAYABLE VOUCHER
*V4000870	02/18/2021	LAKESHORE LEARNING MATERIALS	R	604.20	ACCOUNTS PAYABLE VOUCHER
*V4000871	02/18/2021	MACMH (MN ASSOC FOR CHILDREN'S MENT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V4000872	02/18/2021	MN SCHOOL PSYCHOLOGISTS ASSN	R	1120.00	ACCOUNTS PAYABLE VOUCHER
*V4000873	02/18/2021	PSYCHOLOGICAL ASSESSMENT RESOURCE,	R	32.50	ACCOUNTS PAYABLE VOUCHER
*V4000874	02/18/2021	RESOURCE TRAINING & SOLUTIONS	R	80.00	ACCOUNTS PAYABLE VOUCHER
*V4000875	02/18/2021	SCHOOL NURSE SUPPLY	R	878.93	ACCOUNTS PAYABLE VOUCHER
*V4000876	02/18/2021	SCHOOL SPECIALTY, LLC	R	257.04	ACCOUNTS PAYABLE VOUCHER
*V4000877	02/18/2021	TFH SPECIAL NEEDS TOYS	R	99.00	ACCOUNTS PAYABLE VOUCHER
*V4000878	02/18/2021	THERAPY NOTES, LLC	R	320.00	ACCOUNTS PAYABLE VOUCHER
*V4000879	02/18/2021	UNIVERSAL CLEANING SERVICES	R	18948.36	ACCOUNTS PAYABLE VOUCHER
*V4000880	02/18/2021	VIRCO MFG CORP	R	1281.19	ACCOUNTS PAYABLE VOUCHER
*V4000881	02/18/2021	VISTAR TECHNOLOGIES	R	9813.00	ACCOUNTS PAYABLE VOUCHER
*V4000882	02/18/2021	WEBSTAIRANT STORE	R	739.00	ACCOUNTS PAYABLE VOUCHER
*V6602973	01/27/2021	LAURA ANN ARMSTRONG	R	510.00	ACCOUNTS PAYABLE VOUCHER
*V6602974	01/27/2021	VICKIE A. BJERKE	R	16.50	ACCOUNTS PAYABLE VOUCHER
*V6602975	01/27/2021	TARA JO BLACKERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602976	01/27/2021	LOREEN M. BOHNERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602977	01/27/2021	TARA LYNN BRENNER	R	17.92	ACCOUNTS PAYABLE VOUCHER
*V6602978	01/27/2021	MATTHEW KYLE BRUNS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602979	01/27/2021	DON JAMES BUDACH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602980	01/27/2021	ANNE LOUISE BYER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602981	01/27/2021	DANIEL DEAN CRAWFORD	R	18.29	ACCOUNTS PAYABLE VOUCHER
*V6602982	01/27/2021	CRAIG ALAN CURTIS	R	227.65	ACCOUNTS PAYABLE VOUCHER
*V6602983	01/27/2021	JAMIE AUTUMN DALBESIO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602984	01/27/2021	MEGHAN LOUISE DOBSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602985	01/27/2021	NANCY JEAN DYE	R	31.05	ACCOUNTS PAYABLE VOUCHER
*V6602986	01/27/2021	PAMELA VICK GARRETSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602987	01/27/2021	PAMELA ANN GREENGO	R	65.78	ACCOUNTS PAYABLE VOUCHER
*V6602988	01/27/2021	PETER ALLYN HENDRICKS	R	35.08	ACCOUNTS PAYABLE VOUCHER
*V6602989	01/27/2021	JENNIFER AMY HETLAND	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602990	01/27/2021	MELISSA ROCHELL HO	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602991	01/27/2021	JUSTIN DAVID HOELSCHER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602992	01/27/2021	KATHLEEN ELIZABETH IRELAND	R	17.25	ACCOUNTS PAYABLE VOUCHER
*V6602993	01/27/2021	LORI ANN KLEIN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602994	01/27/2021	SHANNA MARIE KNUTSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602995	01/27/2021	LAURA MARIE KVAMME	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602996	01/27/2021	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602997	01/27/2021	BETSY SUE LARSEN	R	7.84	ACCOUNTS PAYABLE VOUCHER
*V6602998	01/27/2021	MEGAN MARIE LUSCOMB	R	16.24	ACCOUNTS PAYABLE VOUCHER
*V6602999	01/27/2021	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603000	01/27/2021	SHANNON BRENNAN BRENNAN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603001	01/27/2021	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603002	01/27/2021	JENNIFER LEE OLSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603003	01/27/2021	AMANDA LYNN PETERS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603004	01/27/2021	JENNIFER MAE PETERSEN	R	16.10	ACCOUNTS PAYABLE VOUCHER
*V6603005	01/27/2021	BROOKE ALLYSON PETERSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603006	01/27/2021	WENDI MARLAINE RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603007	01/27/2021	KATHRYN KELLY REUDER	R	128.05	ACCOUNTS PAYABLE VOUCHER
*V6603008	01/27/2021	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603009	01/27/2021	NICOLLE KATHERINE ROUSH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603010	01/27/2021	MELISSA RAE SCHALLER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603011	01/27/2021	WILLIAM MERVAN SPROULS	R	96.98	ACCOUNTS PAYABLE VOUCHER
*V6603012	01/27/2021	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER

DATE: 02/19/2021
TIME: 11:00:08

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 4
ACCTPA21
ACCOUNTING PERIOD: 8/21

SELECTION CRITERIA: chkstat.rundate between '20210123 00:00:00.000' and '20210219 00:00:00.000'

*V6603013	01/27/2021	THOMAS JOSEPH SZEWCZYK	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603014	01/27/2021	TAYLOR MAY THOMAS	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603015	01/27/2021	SHANYN NICOLE TUFTEE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603016	01/27/2021	ERIC JOSEPH VAN BROCKLIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603017	01/27/2021	MICHELLE LYNN VOLLBRECHT	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603018	01/27/2021	BRIAN MATTHEW WATERS	R	12.19	ACCOUNTS PAYABLE VOUCHER
*V6603019	01/27/2021	LORI JAYNE WILSON	R	38.30	ACCOUNTS PAYABLE VOUCHER
*V6603020	01/27/2021	SCOTT MICHAEL ZEHNDER	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V6603021	01/27/2021	MARK A. ZUZEK	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603022	02/10/2021	JOAN MARIE ABDULKADIR	R	14.56	ACCOUNTS PAYABLE VOUCHER
*V6603023	02/10/2021	REBECCA LYNN BLACK	R	18.15	ACCOUNTS PAYABLE VOUCHER
*V6603024	02/10/2021	SARAH JOY FAIRBANKS	R	37.08	ACCOUNTS PAYABLE VOUCHER
*V6603025	02/10/2021	KATHLEEN ELIZABETH IRELAND	R	56.35	ACCOUNTS PAYABLE VOUCHER
*V6603026	02/10/2021	JENNIFER ANN LENTZ	R	60.44	ACCOUNTS PAYABLE VOUCHER
*V6603027	02/10/2021	MEGAN MARIE LUSCOMB	R	5.60	ACCOUNTS PAYABLE VOUCHER
*V6603028	02/10/2021	EMMA IRENE KAE MAYES	R	25.76	ACCOUNTS PAYABLE VOUCHER
*V6603029	02/10/2021	JODI KAY MONSON	R	40.00	ACCOUNTS PAYABLE VOUCHER
*V6603030	02/10/2021	JAMES ANTHONY MYRMAN	R	15.68	ACCOUNTS PAYABLE VOUCHER
*V6603031	02/10/2021	AMANDA LYNN PETERS	R	21.28	ACCOUNTS PAYABLE VOUCHER
*V6603032	02/10/2021	ANN MARGUERITE STAPLES	R	31.36	ACCOUNTS PAYABLE VOUCHER
*V6603033	02/10/2021	JUDY LYNN STOOS	R	103.04	ACCOUNTS PAYABLE VOUCHER
*V6603034	02/10/2021	SARA ANN TUVEY	R	30.94	ACCOUNTS PAYABLE VOUCHER
*V6603035	02/10/2021	FRAN LOUISE WOOD	R	135.52	ACCOUNTS PAYABLE VOUCHER
*V7701364	01/27/2021	MEDICA	R	49877.20	ACCOUNTS PAYABLE VOUCHER
*V7701365	01/29/2021	MN CHILD SUPPORT PAYMENT CENTER	R	237.70	ACCOUNTS PAYABLE VOUCHER
*V7701366	01/29/2021	AFLAC	R	2003.26	ACCOUNTS PAYABLE VOUCHER
*V7701367	01/29/2021	AMERIPRISE FINANCIAL ADVISORS	R	7804.50	ACCOUNTS PAYABLE VOUCHER
*V7701368	01/29/2021	AXA EQUITABLE LIFE INS CO	R	3902.39	ACCOUNTS PAYABLE VOUCHER
*V7701369	01/29/2021	FIDELITY INVSTMT TAX-EX SVC CO	R	11458.77	ACCOUNTS PAYABLE VOUCHER
*V7701370	01/29/2021	HEALTHEQUITY, INC.	R	26321.70	ACCOUNTS PAYABLE VOUCHER
*V7701371	01/29/2021	HORACE MANN LIFE INS	R	2299.61	ACCOUNTS PAYABLE VOUCHER
*V7701372	01/29/2021	INTERNAL REVENUE SERVICE	R	232598.27	ACCOUNTS PAYABLE VOUCHER
*V7701373	01/29/2021	EDUCATION MN ESI BILLING TRUST	R	10416.30	ACCOUNTS PAYABLE VOUCHER
*V7701374	01/29/2021	MN DEPT OF REVENUE	R	37379.60	ACCOUNTS PAYABLE VOUCHER
*V7701375	01/29/2021	MN STATE RETIREMENT SYSTEM	R	2345.83	ACCOUNTS PAYABLE VOUCHER
*V7701376	01/29/2021	EXECUTIVE DIRECTOR	R	50963.83	ACCOUNTS PAYABLE VOUCHER
*V7701377	01/29/2021	STATE TREASURER, TRA	R	110129.77	ACCOUNTS PAYABLE VOUCHER
*V7701378	01/29/2021	VARIABLE ANNUITY LIFE INS CO	R	7860.30	ACCOUNTS PAYABLE VOUCHER
*V7701379	01/29/2021	VOYA	R	2743.53	ACCOUNTS PAYABLE VOUCHER
*V7701380	01/29/2021	PLANSOURCE FLEX BEN.	R	2548.69	ACCOUNTS PAYABLE VOUCHER
*V7701381	02/03/2021	MEDICA	R	78778.50	ACCOUNTS PAYABLE VOUCHER
*V7701382	02/03/2021	NATIONAL INSURANCE SERVICES OF WI,	R	9619.46	ACCOUNTS PAYABLE VOUCHER
*V7701383	02/03/2021	DELTA DENTAL OF MINNESOTA	R	32748.47	ACCOUNTS PAYABLE VOUCHER
*V7701384	02/09/2021	MEDICA	R	66494.69	ACCOUNTS PAYABLE VOUCHER
*V7701385	02/10/2021	MEDICA	R	105471.24	ACCOUNTS PAYABLE VOUCHER
*V7701386	02/10/2021	PLANSOURCE FLEX BEN.	R	1247.71	ACCOUNTS PAYABLE VOUCHER
*V7701387	02/17/2021	MN CHILD SUPPORT PAYMENT CENTER	R	237.70	ACCOUNTS PAYABLE VOUCHER
*V7701388	02/17/2021	AMERIPRISE FINANCIAL ADVISORS	R	7804.50	ACCOUNTS PAYABLE VOUCHER
*V7701389	02/17/2021	AXA EQUITABLE LIFE INS CO	R	3902.39	ACCOUNTS PAYABLE VOUCHER
*V7701390	02/17/2021	FIDELITY INVSTMT TAX-EX SVC CO	R	6026.27	ACCOUNTS PAYABLE VOUCHER
*V7701391	02/17/2021	HEALTHEQUITY, INC.	R	26367.15	ACCOUNTS PAYABLE VOUCHER
*V7701392	02/17/2021	HORACE MANN LIFE INS	R	2299.61	ACCOUNTS PAYABLE VOUCHER
*V7701393	02/17/2021	INTERNAL REVENUE SERVICE	R	234200.78	ACCOUNTS PAYABLE VOUCHER
*V7701394	02/17/2021	EDUCATION MN ESI BILLING TRUST	R	10416.30	ACCOUNTS PAYABLE VOUCHER
*V7701395	02/17/2021	MN DEPT OF REVENUE	R	38051.31	ACCOUNTS PAYABLE VOUCHER
*V7701396	02/17/2021	MN STATE RETIREMENT SYSTEM	R	2345.83	ACCOUNTS PAYABLE VOUCHER
*V7701397	02/17/2021	EXECUTIVE DIRECTOR	R	51946.24	ACCOUNTS PAYABLE VOUCHER

DATE: 02/19/2021
TIME: 11:00:08

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 5
ACCTPA21
ACCOUNTING PERIOD: 8/21

SELECTION CRITERIA: chkstat.rundate between '20210123 00:00:00.000' and '20210219 00:00:00.000'


*V7701398	02/17/2021	STATE TREASURER, TRA	R	109627.26	ACCOUNTS PAYABLE VOUCHER
*V7701399	02/17/2021	VARIABLE ANNUITY LIFE INS CO	R	7860.30	ACCOUNTS PAYABLE VOUCHER
*V7701400	02/17/2021	VOYA	R	2743.53	ACCOUNTS PAYABLE VOUCHER
*V7701401	02/17/2021	MEDICA	R	43373.41	ACCOUNTS PAYABLE VOUCHER
*V7701402	02/17/2021	PLANSOURCE FLEX BEN.	R	257.21	ACCOUNTS PAYABLE VOUCHER
*V7701403	02/18/2021	APPLE VALLEY ISD LLC	R	41961.98	ACCOUNTS PAYABLE VOUCHER
*V7701404	02/18/2021	SE ISD, DST	R	77888.99	ACCOUNTS PAYABLE VOUCHER
*V7701405	02/19/2021	DELTA DENTAL OF MINNESOTA	R	51087.37	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				1970058.19	
TOTAL REPORT				1970058.19	

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

02/12/2021 DIRECT DEPOSITS REGULAR PAY (015)	\$	700,559.02
02/12/2021 CHECKS	\$	-

NET PAYROLL \$ **700,559.02**

Authorized Signature  Date 7/10/2021

Date: February 8, 2021

To: **TERI (CREDITS)**

ACC PAYABLE (DEBITS)

21039146984A

2/8/2021

From: Audrey Weiler

2/10/2021

Payroll Specialist

PERIOD

8

Subject Group Weekly Stop Loss Credit/Debit
(Employer's Costs and Employees' Withholdings)

ACH in the amount of \$ - \$8,128.09

Due From
Medica

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	STOP LOSS CREDIT	-\$8,128.09
22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	STOP LOSS DEBIT	\$ -
22-005-110-000-301-000	PASSPORT	MEDICA ADMIN		\$0.00
22-005-110-000-305-000	STOP LOSS ADMIN	AGG PREM		\$0.00
22-005-110-000-302-000	STOP LOSS	STOP LOSS		\$0.00
22-005-110-000-301-000	MHSA	MEDICA ADMIN		\$0.00
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE		\$0.00

Total

-\$8,128.09 proof \$0.00

Authorized Signature *Nicole Raus* Date 02/10/2021

Date: February 8, 2021

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Specialist

Invoice nbr:	21039146984A
Date:	2/8/2021
Payment Date	2/10/2021

PERIOD 8

Subject Group Weekly Claims Invoice
(Employer's Costs and Employees' Withholdings)

ACH Transfer was made in the amount of \$105,471.24

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$105,471.24
22-005-110-000-301-000	PASSPORT	MEDICA ADMIN	\$0.00
22-005-110-000-305-000	STOP LOSS ADMIN	AGG PREM	\$0.00
22-005-110-000-302-000	STOP LOSS	STOP LOSS	\$0.00
22-005-110-000-301-000	MHSA	MEDICA ADMIN	\$0.00
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$0.00
22-005-110-000-301-000	QUARTERLY	SUBROGATION FEE	\$0.00

Total	\$105,471.24	proof	\$0.00
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Authorized Signature  Date 02/10/2021

copy for AP



Account Statement - Transaction Summary

For the Month Ending **January 31, 2021**

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

MSDLAF+ Liquid Class

Opening Market Value	0.04
Purchases	0.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value **\$0.04**

Cash Dividends and Income 0.00

MSDLAF+ MAX Class

Opening Market Value	9,046,467.80
Purchases	480.62
Redemptions	(500,000.00)
Unsettled Trades	0.00
Change in Value	0.00

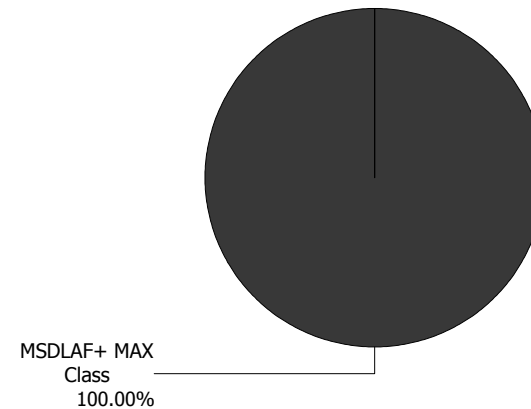
Closing Market Value **\$8,546,948.42**

Cash Dividends and Income 480.62

Asset Summary

	January 31, 2021	December 31, 2020
MSDLAF+ Liquid Class	0.04	0.04
MSDLAF+ MAX Class	8,546,948.42	9,046,467.80
Total	\$8,546,948.46	\$9,046,467.84

Asset Allocation





Account Statement

For the Month Ending **January 31, 2021**

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
MSDLAF+ Liquid Class					
Opening Balance					0.04
Closing Balance					0.04

	Month of January	Fiscal YTD July-January		
Opening Balance	0.04	830.96	Closing Balance	0.04
Purchases	0.00	0.11	Average Monthly Balance	0.04
Redemptions (Excl. Checks)	0.00	(831.03)	Monthly Distribution Yield	0.05%
Check Disbursements	0.00	0.00		
Closing Balance	0.04	0.04		
Cash Dividends and Income	0.00	0.11		

MSDLAF+ MAX Class

Opening Balance					9,046,467.80
01/12/21	01/12/21	Redemption - Wire Redemption	1.00	(500,000.00)	8,546,467.80
01/29/21	02/01/21	Accrual Income Div Reinvestment - Distributions	1.00	480.62	8,546,948.42



Account Statement

For the Month Ending **January 31, 2021**

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
Closing Balance					8,546,948.42
	Month of January	Fiscal YTD July-January			
Opening Balance	9,046,467.80	8,240,776.45	Closing Balance	8,546,948.42	
Purchases	480.62	3,806,171.97	Average Monthly Balance	8,723,933.67	
Redemptions (Excl. Checks)	(500,000.00)	(3,500,000.00)	Monthly Distribution Yield	0.07%	
Check Disbursements	0.00	0.00			
Closing Balance	8,546,948.42	8,546,948.42			
Cash Dividends and Income	480.62	5,340.94			

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

January 2021

ACCOUNT NAME	ACCT NO	BEGINNING BALANCE	PURCHASES CREDITS	SALES TRANSFERS	INVESTMENT FEES	INTEREST EARNED	ENDING BALANCE
MSDLAF + MAX	01	9,046,467.80	0.00	500,000.00	0.00	480.62	8,546,948.42
MSDLAF Liquid	01	0.04	0.00		0.00	0.00	0.04
MSDLAF TERM (CD's, Term, Comm) maturity	01	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		9,046,467.84	0.00	500,000.00	0.00	480.62	8,546,948.46

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

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

NOTE: **January 2021** Average MSDLAF Liquid Rate was .05% and the MSDLAF+MAX Average Rate was .07%. MSDLAF Term Average Rate is .00%.

MEMORANDUM

TO: School Board
FROM: Mark A. Zuzek
DATE: March 2, 2021
REGARDING: Policy Review Update for the board meeting

The attached policies are on the agenda for the March 2, 2021, School Board meeting. This is a first reading.

Policies Suggested to be Removed:

9.12 – Resale of Items through ISD 917. Recommend deleting this policy. Must have sales in the open market per statute and audit compliance. There is no MSBA policy on this.

9.13 – Selling Vehicles and Accepting Vehicle Donations. Must follow statute and audit compliance so it would not be a board policy. There is no MSBA policy on this. Recommend deleting this policy. This is a procedure.

9.21 – Student Activities. Recommend deleting this policy. We have internal procedures for managing student activities and are all under general fund in board control.

9.24 – Imprest Petty Cash Fund. Recommend deleting this policy as we do not have a petty cash account. It was closed two years ago.

9.25 - Direct Deposit. Recommend deleting this policy since it is a procedure.

These policies also need review and are on the agenda for a first reading on March 2, 2021:

705 (old 9.27) - Investment policy. This policy was reviewed against the MSBA policy for any changes. This policy is not mandatory and does not require an annual review.

714 (old 9.26) - Fund Balance. This policy was reviewed against the MSBA policy for any changes. This policy is not mandatory and does not require an annual review.

740 (old 9.11) - Facility Utilization. This policy is not mandatory and does not require an annual review.

009. OTHER

9.1 FACILITY AND EQUIPMENT

9.13 SELLING VEHICLES AND ACCEPTING VEHICLE DONATIONS

I. PURPOSE

The purpose of this Policy is to establish the Board's direction for controlling the donation and subsequent sale of motor vehicles that are used in the District's transportation programs.

II. GENERAL STATEMENT OF POLICY

- A. The School Board of Intermediate School District #917 authorizes the administration to establish specific procedures and forms for accepting vehicle donations and subsequently selling the vehicles following their utilization in the District's transportation programs. Such specific procedures shall conform to the general procedures specified in this Policy.
- B. The administration is directed to assure that all Minnesota Statutes, Rules and procedures are followed and cash proceeds are accounted for according to UFARS regulations and District Policies.

III. PROCEDURE FOR VEHICLE TRANSACTIONS

A. Accepting Donated Vehicles

Upon receiving a donated vehicle the donor will fill out a "donated Vehicle Condition List" and a "vehicle Donation Clarification of usage/Disposal" form. The donor will receive copies of each. The donor must provide a signed title and lien release and he/she will be issued a letter confirming the donation of the vehicle. The donor will receive copies of the signed title and lien release and the originals will be filed in the Technical Center office. The vehicle will be issued a stock number.

B. Selling Vehicles

- 1. Intermediate School District #917 (Dakota County Secondary Technical Center) will limit the sale of automobiles to five per calendar year with each automobile selling for no more than one

thousand dollars (Minn. Stat. § 168.27, Subd. 8.) The sale of automobiles will only include those vehicles that are properly licensed and titled in the State of Minnesota. The instructors at the Technical Center can be viewed as merchants and are thus obligated to inform the buyer in writing that the car is being sold without warranty. The District makes no claims on the condition of the vehicle and does not disclose any information regarding what work has been done or needs to be done.

2. A parent or guardian's signature must accompany all sales to minors. Payment will only be accepted in the form of a cashier's check. Once the District receives the cashier's check, the buyer will be provided the title for the vehicle. The buyer will then have three-business days to transfer the title to his or her name. Once the title has been transferred, the buyer will receive the keys and will be allowed to take possession of the vehicle. A copy of the transferred title and sales agreement will be kept on file in the secondary offices.
3. All proceeds from the sale of vehicles will be placed in the Dakota County Secondary Technical Center's general student activity account.

Legal Reference: M.S. § 168.27, Subd. 8
M.S. § 336.2-314

Cross Reference: POLICY 9.21 OPERATION OF RESALE PROGRAM AND
STUDENT ACTIVITY ACCOUNTS

Automobile Sales Agreement

Date: _____

Make and Model of Vehicle: _____

Sale Price: _____

THE UNDERSIGNED UNDERSTANDS THAT THIS VEHICLE IS BEING SOLD AS IS, WITH ALL FAULTS. THERE ARE NO IMPLIED WARRANTIES, WHICH EXTEND BEYOND THE DESCRIPTION ON THE FACE HEREOF.

PAYMENT WILL ONLY BE ACCEPTED IN THE FORM OF A CASHIER'S CHECK.

- PAYMENT HAS BEEN RECEIVED
- TITLE HAS BEEN TRANSFERRED TO BUYER'S NAME
- COPY OF NEW TITLE HAS BEEN PLACED IN THE OFFICE
- BUYER HAS BEEN PROVIDED THE KEYS

Buyer's Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Buyer's Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Assistant Director Signature: _____ Date: _____

Date _____

Stock Number _____

Dakota County Secondary Technical Center

Donated Vehicle Condition List

Year _____ Make _____ Model _____

Condition

Engine: ___ Good ___ Fair ___ Poor _____ Explain

Transmission: ___ Good ___ Fair ___ Poor _____ Explain

Drive Axle: ___ Good ___ Fair ___ Poor _____ Explain

Suspension & Steering: ___ Good ___ Fair ___ Poor _____ Explain

Electric: ___ Good ___ Fair ___ Poor _____ Explain

Brakes: ___ Good ___ Fair ___ Poor _____ Explain

_____ Title Signed

_____ Lein Release Signed

_____ Personal Belongings Removed

_____ License Plate Number

_____ Mileage

**Vehicle Donation
Clarification of Usage/Disposal**

I understand and agree that the donated vehicle listed below is the responsibility of and may be utilized by Dakota County Secondary Technical Center for any or all of the following purposes as deemed appropriate by the training program.

- | | |
|-------------------------------|---------------------------------|
| 1. Training aids/mock-ups | 4. Repair or restore for resale |
| 2. Car Disassembled for parts | 5. Other |
| 3. Sale for scrap | |

Vehicle Make: _____

Model: _____ Year: _____

Title No.: _____

Vehicle I.D. No.: _____

Donor Printed Name: _____

Donor Address: _____

Phone Number: _____

The proceeds from this donation are used to directly fund the program that it was donated to.

Donor Signature: _____ Date: _____

DCSTC Instructor Signature: _____ Date: _____

SUGGEST REMOVING THIS POLICY – IT IS A PROCEDURE

9. OTHER

9.2 Operations Finance

9.25 Payroll Direct Deposit

All employees of Intermediate School District 917 are encouraged to use direct deposit for their payroll checks. Direct deposit is an electronic method of depositing funds in a checking or savings account. Direct deposit of earnings assures employees of the earliest access and most secure banking possible.

On the pay date, employees are able to view their non-negotiable direct deposit payment electronically. This payment slip will provide detailed information similar to a paycheck stub.

To initiate direct deposit, the employee must complete an authorization form and return it to the Business Office along with a voided check from the bank where the paycheck amount is to be deposited to the Business Office. Employees can have up to two direct deposit accounts.

Employees choosing to not participate in direct deposit are required to pick up paychecks in the business office during business hours from 7:30 to 4:30 PM on the pay date.

The School Board shall approve any major modifications of these procedures.

Board Approved 5/6/97
Revised 3/12/13

SUGGEST REMOVING THIS POLICY

First reading, March 2, 2021

009. OTHER

009.2 Operations Finance

09.24 IMPREST PETTY CASH FUND

I. PURPOSE

The purpose of this Policy is to establish the Board's direction for controlling the disbursement of District funds for minor claims where it would be impractical to pay in any other manner and to provide cash drawer change as necessary to conduct business.

II. GENERAL STATEMENT OF POLICY

- A. The Board authorizes a petty cash imprest fund for purposes of paying minor disbursements of any proper claim against the district which is impractical to pay in any other manner, except that no claim for salary shall be paid from such funds.
- B. €. Money for the operation of the petty cash account shall be secured by a transfer from the general fund.

III. PROCEDURE FOR HANDLING THE IMPREST PETTY CASH FUND

- A. Checks issued on this fund shall not be made for purposes where a separate imprest fund has been established by the Board.
- B. Maximum of \$100 may be expended for a given item.
- C. The Business Manager for the District is appointed as the custodian of the petty cash fund. The custodian is responsible for the funds safekeeping and disbursement according to law. Petty cash funds shall not be used to advance or reimburse employees for travel or meeting expense.
- D. The custodian will maintain monthly itemized Petty Cash Fund accounting to the School Board, and the fund shall be reimbursed monthly from the General Fund for these authorized expenditures. The Board must act upon this transaction as in the case of other claims and an order shall be issued to the custodian for the amount allowed.
- E. If the Board fails to approve the claim in full for any sufficient reason, the custodian shall be personally responsible for the difference.

- Legal Reference: M.S. § 123B.11, Imprest Cash Funds

Adopted September 19, 1972
Revised 6/24/99
Revised 1/7/2003
Revised 9/4/12

SUGGEST REMOVING THIS POLICY

First reading, March 2, 2021

9. OTHER

9.2 Operations Finance

9.21 OPERATION OF RESALE PROGRAM AND STUDENT ACTIVITY ACCOUNTS

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the administrative controls required for the processing of funds related to the resale of products, materials, services and student activities.

II. GENERAL STATEMENT OF POLICY

- A. All payments whether cash or otherwise, received by any district employee constitute “public money” under Minnesota law and must be handled accordingly.
- B. School programs that require financial accounting, including all student activity and club accounts, will function within the district and under the authorization of the School Board. No outside checking or savings accounts may be installed by any staff member with district or student funds without board authorization.
- C. The following procedures are to be followed by district employees with respect to resale program and student activity accounts.

III. PROCEDURE FOR HANDLING RESALE PROGRAM ACCOUNTS

- A. Payment for all sales, repairs, etc., will be paid in cash or check at the time of delivery.
- B. All proceeds received from the sale of products or services will be receipted for at the time such proceeds are received.
- C. All funds, together with the appropriate receipts, shall be delivered to the Intermediate School District #917 Business Office on the same day received. In the event that the funds are received after the close of business on a particular day, the deposit must be made to the business office at the beginning of the following business day. No cash is to be left in the classroom or lab overnight.
- D. The business office will deposit all funds into the appropriate program account in the general fund.

- E. All disbursements will be made through the district's general fund and charged to the appropriate program budget.
- F. Disbursements to district employees as reimbursement for materials purchased for classroom use or resale shall be disbursed through regular district channels. Receipts must accompany all requests for reimbursement for the items purchased. Cash received from the resale of materials or services shall never be used to reimburse employees for materials purchased by them.
- G. Designated board members must sign check disbursements from the general fund.
- H. Controls will be established on all cash funds and inventory maintained within the program. Such controls must provide for reconciliation of the beginning balance and transactions to the ending balance.
- I. A summary report of transactions and balances will be prepared and submitted to the business office on a quarterly basis.
- J. All instructors and directors involved in program operations involving cash funds or inventory will be bonded to insure the district against loss.
- K. Sufficient transaction documentation must be maintained by the program instructors and the director, or a designee as approved by the business manager, to allow for periodic audit.
- L. An inventory audit will be made quarterly by the department concerned.

IV. PROCEDURE FOR HANDLING STUDENT ACTIVITY ACCOUNTS

- A. The school activity accounts must be in one checking account at a school board approved bank.
- B. It is the policy of the district that all sales, etc., will be paid for in cash or by check at the time of the transaction.
- C. In all cases, the receipt of cash or checks will be receipted for by the employee receiving payment on a receipt form prescribed by the Intermediate School District #917 Business Office.
- D. Cash and checks, together with a copy of the receipt, shall be submitted to the business office prior to the end of the business day on the day such cash or check is received. In the event that an employee receives payment after the close of the business day, the deposit with the business office must be made at the beginning of the next business day. In no case may cash/checks be left on premises over a weekend.
- E. All check requests for disbursements of authorized accounts will be co-signed by the activity advisor and student representing the activity, if appropriate.

- F. All checks for disbursements of authorized accounts will be signed by two authorized check signers listed below:
- Superintendent
 - Business Manager
 - Secretary to the Business Manager
 - Payroll Technician
- G. When it is necessary to advance cash to persons in charge of school groups making class trips or outings, a form shall be completed with supporting documents attached to the form. The request for cash must be signed by the student advisor and one student representing the activity, if appropriate. Unused cash shall be returned immediately after the trip and deposited into the activity fund account. A prenumbered receipt will be given for the cash received.
- H. The student activity funds and the bank statement shall be reconciled monthly. The reconciliation shall be filed with the bank statement and cancelled checks for the month.
- I. Monthly summary reports will be prepared and submitted to the program coordinator, business manager and director on a designated time schedule.

NOTE: This policy incorporates Policy 9.21, 9.22 (both approved in 1972), and 9.23 (approved in 1973).

Board Approved 1/7/2003
Revised August 17, 2010

SUGGEST REMOVING POLICY

(Have to have sale in open market per statute and audit compliance)

9. OTHER

9.1 Facility and Equipment

9.12 Resale of Items through Intermediate School District #917 ~~the Dakota County Area Vo-Tech Institute~~ and Repair of Equipment

No employee of the school district shall receive special advantage in the purchase of items for resale through the school, nor shall he/she benefit financially in such purchase or repair because of his/her employment by the school district. Employees purchasing items for resale through the school shall pay prices equal to those paid by the student body or the general public.

Board Approved 11/21/72
Reviewed _____

*Intermediate School District 917 Policy 740 Facility Utilization
(Old policy 9.11)
Revised 1/7/2003
Board reviewed, first reading March 2, 2021*

9. ~~OTHER~~

~~9.1 Facility~~

~~9.11~~ **740 FACILITY UTILIZATION**

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the procedures to be used to grant access to district facilities by outside agencies or groups.

II. GENERAL STATEMENT OF POLICY

- A. District 917 will allow use of district facilities to eligible community, industrial or educational groups. These groups shall be engaged in educational, civic or recreational activities consistent with public school education or District 917 goals.
- B. Facility use by outside agencies will in all cases be scheduled so that on-going instructional programs of the district shall have first preference when requesting the use of district facilities.

III. PROCEDURES

- A. Outside agencies granted use of district facilities for various activities must be under adult supervision and must assume full responsibility for damage to district facilities. The agency shall agree to indemnify District 917 for any and all damage to school or other property arising from facility use. An occupancy agreement must be completed by both District 917 and the outside agency prior to rental of the facility (see enclosed attachment).
- B. Agencies or persons using District 917 facilities must comply with local and state fire and police ordinances regarding public assemblies. Additionally, agencies or persons using District 917 facilities must comply with district facility use regulations and procedures.
- C. The district administration has established a fee schedule, based on classification, for district facility and equipment use. The district administration may also establish scheduling timelines and procedures, and other administrative procedures as are necessary to regulate the use of

facilities. The School Board shall approve any major modifications of these procedures.

Board Approved 5/16/78

Revised 9/2/86

Revised 3/23/92

Revised 1/7/2003

ATTACHMENT A

INTERMEDIATE SCHOOL DISTRICT 917

OCCUPANCY AGREEMENT

THIS AGREEMENT is between the Board of Education of Intermediate School District 917 ("Licensor"), and _____ ("Licensee"), and is governed by Minnesota law.

1. **PERMITTED USE:** Licensor agrees to allow Licensee use of the following:

LOCATION:

DATE AND TIME:

DESCRIPTION OF ACTIVITY OR EVENT (Attach additional pages as necessary):

See Attached

Licensee expressly understands and agrees that this Agreement is not intended to and does not create a landlord-tenant relationship between the parties. Licensee is granted only a permit to occupy and use the space for the purpose and during the period identified above. It is specifically understood that the permission to use the space and the period of use are not exclusive to Licensee, and Licensor shall have the right to enter and use the space at all reasonable times for purposes of inspecting the same or for such other purposes as may be required by Licensor.

2. **FEE.** For its use of the space, Licensee agrees to pay to the Licensor a fee of \$ _____ which amount shall be payable to _____.

3. **CONTRACT ADMINISTRATION.**

Licensee's authorized agent: _____

Address: _____

Phone: _____ Fax: _____

Licensor's authorized agent: _____

Address: _____

Phone: _____ Fax: _____

4. **MAINTENANCE OF SPACE.** Licensee agrees to maintain the space in a reasonably clean and sanitary condition. After Licensee has completed its use and occupancy of the space, Licensor will inspect the space for damaged, missing or destroyed items, including fixtures, equipment and machinery. With respect to such damaged, missing or destroyed items, Licensor shall have the right, in its sole discretion, to either (1) repair, restore, or replace such items at its own cost, and submit an invoice for the same to Licensee, which Licensee agrees to pay within thirty (30) days thereafter, or (b) to require Licensee to repair, restore, or replace all damaged, missing or destroyed items to the satisfaction of Licensor all at Licensee's cost.
5. **RULES AND REGULATIONS.** Licensee agrees to honor and abide by all rules and regulations set forth by Licensor during its occupancy of the space, including complying with designated smoking areas.
6. **LICENSEE'S INSURANCE.** Prior to Licensee's occupancy of the space, Licensee shall provide Licensor with a certificate of general liability and property damage insurance naming Licensor as an additional insured and reflecting coverage to \$300,000 for death by wrongful act or omission, and to \$300,000 for any claimant in any other case, but not to exceed \$1,000,000 for any number of claims arising out of a single occurrence. Licensee shall maintain this coverage at its sole expense during its use of the space.
7. **HOLD HARMLESS AND INDEMNITY.** Licensee shall indemnify and hold Licensor harmless for any suits, actions or claims, whether formal or informal, direct or indirect, for injury, death, property damage or loss, including loss as a result of theft or misappropriation, made by or on behalf of any person or persons, or arising out of any work or thing done in or about the space or structures or equipment in the space

when such has been authorized by Licensee, except as such injury, death or property damage or loss is attributable solely to Licensor's negligence as determined by a court of law. Licensee hereby assumes all responsibility for security throughout its occupancy and use of the space.

8. **MINNESOTA DATA PRACTICES ACT.** Licensee agrees to comply with the terms of the Minnesota Data Practices Act, Minnesota Statutes, Chapter 13, in handling all data related to this Agreement.
9. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE.** Licensee agrees that in occupying the space, it is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. section 12101, et seq., and any regulations promulgated pursuant to the Act. Licensor IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.
10. **AUDIT.** The books, records, documents, and accounting practices and procedures of Licensee relevant to this agreement shall be subject to examination by Licensor, the Minnesota Department of Administration, and either the Minnesota Legislative Auditor or State Auditor.
11. **NO ASSIGNMENT; AMENDMENTS.** Licensee shall neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of Licensor. All amendments to this Agreement shall be in writing and executed by a duly authorized representative of each party.
12. **CANCELLATION.** This Agreement may be cancelled by either party at any time, for any reason, upon seven days written notice to the other party.

1. LICENSOR

By (authorized Intermediate District 917 signature)
Title
Date

2. LICENSEE

By (authorized signature)
Title
Date

I. General Procedures

A. Requests by District Instructional Personnel, Student Groups, and School Organizations.

District facilities not directly assigned to an instructional program must be reserved by staff under the terms of this procedure. Use of facilities directly assigned to an

instructional program must be approved in advance by the program supervisor's office.

1. Reserving Common Use Space (Dakota County Technical College)

Instructional personnel, student groups, and school organizations which wish to reserve common use space, ~~including Conference Rooms 1-306 A-D, 2-140, 2-141, and 2-142,~~ must present the request to the Business Office-

B. Requests by the Public

1. Members of the public wishing to reserve facilities at ISD 917 must complete an application form available from the Business Office. The completed form must identify the responsible individual and be returned to:

Business Office
Intermediate School District 917
1300 – 145th Street East
Rosemount, MN 55068-2999
651-423-8229

~~2. Members of the public wishing to use facilities at Thompson Heights School must complete an application form available from the Thompson Heights School building administrator. The completed form must identify the responsible individual and be returned to:~~

~~Building Administrator
Thompson Heights School
1400 Thompson Avenue
South St. Paul, MN 55075
651-423-8245~~

3. The request will be reviewed to determine appropriate fees and conditions appropriate under these procedures, and approval or disapproval will be granted by the responsible authority.
4. Permit holder may not assign, transfer, sublet or charge a fee for the use of facilities.
5. All activities must be under competent supervision. Maintenance staff will supervise the operation of the facilities but will not be required to supervise the group or its activities.
6. All permits shall be revocable and shall not be considered as a lease. The school board or its authorized agent may reject any application or cancel any permit.
7. Furniture and equipment owned by the district shall not be moved or removed from buildings owned by District 917.

8. Prior approval must be obtained for any apparatus or other equipment to be moved into the building and same must be removed promptly so as not to interfere with the normal school program.
 9. Organizations using the school facilities shall agree to indemnify the district for any and all damage by any person or persons attending the affair, and likewise the school district against any and all liability and any and all damages to any person or persons.
 10. It is policy of District 917 School Board that no person may smoke or use tobacco products (1) in any building which is owned or leased by the School District; or (2) in any vehicle which is owned or leased by the School District.
 11. The use of intoxicating beverages or liquors anywhere in or on the premises is prohibited.
 12. All local and state ordinances and laws of the police and fire departments must be observed.
 13. Any use of audio visual or other school district equipment must show item approval on the use permit.
 14. Regular school activities and organizations of the school shall have first priority in the use of any school facilities.

II. Eligibility of Groups and Fees

District facilities are open to nonprofit community, industrial or educational groups so long as they are engaged in educational, civic or recreational activities consistent with public school education or District 917 goals.

Programs of the district shall have first preference to the time and use of facilities, and normally facilities will not be available to the public during any time classes are in session.

A. Classifications

For the purpose of determining fees, the following classifications are in force:

Class I

1. School-related staff, student, and parent groups. Examples: advisory committees, technical organizations, student clubs, employee organizations or unions.
2. Organized youth groups. Examples: Brownies, Scouts or 4-H.

3. Special meetings sponsored by local civic organizations which are of general interest, educational, open to the public, and no admission is charged.
4. Meetings sponsored by state or county agencies or units of state or local government.

Class II

4. Organized community groups when charging an admission fee, shall be contracted through the Business Office, ~~or the building administrator in the case of Thompson Heights.~~

B. Fees Based on Classifications

Class I

1. No facility utilization fee will be charged.

Class II

1. Classrooms \$125
2. Computer labs \$175
3. Shop facilities \$225

Revised 1/7/2003

9. — OTHER

— 9.1 — Operations Finance

9.26 714 Fund Balances

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. “Assigned” fund balance amounts are comprised of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. “Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external

providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.

- D. “Fund balance” means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. “Nonspendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. “Unrestricted” fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of 15% percent of the annual budget.

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

[Note: The school board determines this order.]

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: Superintendent and ~~Business Manager~~ **the Executive Director of Business Services**. Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: MSBA Service Manual, Chapter 7, Education Funding

~~Board Approved 6/3/03~~
~~Revised 6/7/2011~~

~~9.0~~ OTHER

~~9.2~~ Operations Finance

~~9.27~~ 705 Investments

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Ch. 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows:
 - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
 - 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable and debt service.
 - 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and

budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

- A. The ~~Business Manager~~ **Executive Director of Business Services** of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees, but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust, and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions by officers, employees or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

A. Limitations on instruments, diversification and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.

B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.

1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.

2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any

one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.

3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XI. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

- A. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a notification to broker and certification by broker which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the notification to broker and certification by broker and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XII. SAFEKEEPING AND COLLATERALIZATION

- A. Securities purchased will be retained at the institution where the securities are purchased. Investments shall be safekept in the School's name. Certificates will be held at the financial institution in the School's name. All securities should be a risk category one according to the Governmental Accounting Standard No. 3.
- B. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIII. REPORTING REQUIREMENTS

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a semi-annual investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed and describe the investment portfolio in terms of investment securities, maturities, risk characteristics and other features. **The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter.** The report shall explain the total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the year. The annual report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.
- C. **Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of**

return and shall suggest revisions and improvements that might be made in the investment program.

- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XIV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition and withdrawal of collateral.

XV. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investment of excess funds upon compliance with Minn. Stat. § 471.38.

Legal References: Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)

Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)

Minn. Stat. § 118A.03 (Depositories and Collateral)

Minn. Stat. § 118A.04 (Investments)

Minn. Stat. § 118A.05 (Contracts and Agreements)

Minn. Stat. § 118A.06 (Delivery and Safekeeping)

Minn. Stat. § 471.38 (Claims)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)

MSBA Service Manual, Chapter 7, Education Funding

Minnesota Legal Compliance Audit Guide Prepared by the Office of the State Auditor