

Regular School Board Meeting  
Tuesday, September 7, 2021 4:30 PM

Dakota Room, First Floor, West End of DCTC  
130 145th Street East  
Rosemount, MN 55068

## **Agenda**

- I. **Call to Order - Chair Melissa Sauser**
- II. **Conduct Pledge of Allegiance - Chair Melissa Sauser**
- III. **Visitors Opportunity to be Heard - Chair Melissa Sauser**
- IV. **Review and Approve Agenda - Chair Melissa Sauser**
- V. **Updates from Student Services, DCALS and Superintendent - Dr. Melissa Schaller/Eric VanBrocklin/Dr. Michael Favor**
- VI. **Consent Items - Chair Melissa Sauser**
  - A.
    - Minutes: August 24, 2021 Regular School Board Meeting
    - Personnel:
- VII. **Executive Director of Business Services Reports - Nicolle Roush**
  - A.
    - Bills
    - Wire Transfers
    - Investment Reports
- VIII. **Policies - Supt. Michael Favor**
  - A. The following policies are on for a first review:
    - 101 Legal Status of the School District
    - 101.1 The Name of the School District
    - 102 Equal Educational Opportunity
    - 103 Complaints - Students, Employees, Parents, Other Persons
    - 104 School District Mission Statement
- IX. **Future Agenda Items - Chair Melissa Sauser**
  - A. Set date for follow up MSBA Meeting with Barb Dorn - Chair Melissa Sauser
- X. **Any updates from Member Districts?**
- XI. **Adjournment - Melissa Sauser**

**Executive Director of Student Services**  
**Board Update**  
**September 2021**

- **Staffing:** At this time we still have nearly 125 openings for non licensed staff. We are hopeful that another job fair, this time in collaboration with Indeed, will yield some positive results. While we continue to have openings for licensed staff, we have determined how to move into the school year covering the needs of our students.
  
- **Returning to Learning:** The committee will meet again on September 13, 2021. We will monitor the state of COVID-19 in our district and Dakota County as well as consider any action on the part of our member districts.
  
- **Professional development:** We had a very full week of professional development. This year our theme for the division of special education was based on the book by Brad Montague, *Becoming Better Grownups*. I presented to staff using the themes from this book. Dr. Brooke Peterson planned and facilitated the rest of the training which included due process and curriculum to name a few things.
  
- **Expansion:** We are continuing to analyze our needs for space with particular consideration for our waiting list and our current staff shortage. Please see this [handout](#) for details as well as this [PowerPoint](#).

# Considerations for Expansion

Intermediate School District 917  
Setting IV Special Education Programs



# Issues

- Staff shortage
- Waitlists as a result
  - SUN specifically
- Cedar School
  - Lease expires in June 2022
  - Expansion possibilities

# Current Openings

- ~125-130 paraprofessionals
- ~4.5 teachers (setting IV)

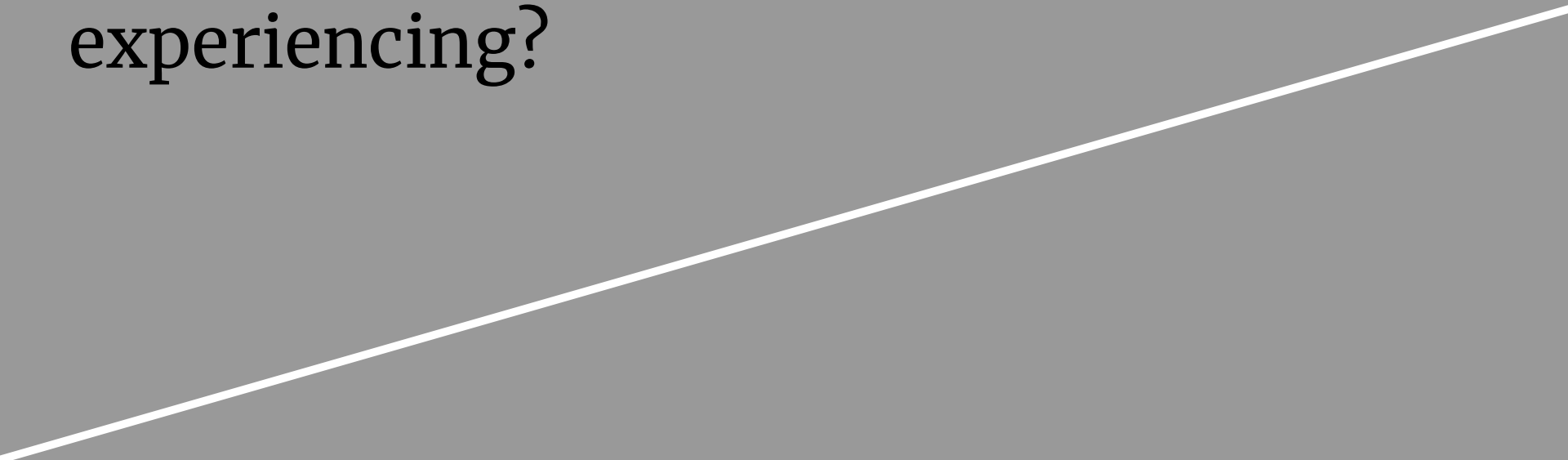
# Current Waitlist

| Site  | Program   | Number |
|---|---|--------|
| Lebanon Education Center (LEC)                  | Therapeutic Education Alternative (TEA)               | 10     |
| Alliance Education Center (AEC)                 | Customized Alternative Solutions for Education (CASE) | 5      |
| Cedar School and Concord Education Center (CEC) | Students with Unique Needs (SUN)                      | 35     |

# Questions

- What strategies do we need to consider to address the staffing shortage we are experiencing?
- Do we proceed to plan and expand at Cedar School for FY23 or should we delay?

What **strategies** do we need to consider to address the **staff shortage** we are experiencing?



# Ideas

- Consider comparisons with other intermediate school districts rather than member districts when negotiating contracts
- Consider negotiating to the top of our member district contracts rather than to the middle to be more competitive
- Consider a market adjustment, particularly for paraprofessionals, keeping in mind impact to other groups
- In the short term, consider reviewing staffing ratios and building staffing ranges that adhere to MN Rule and consider individual student need and team review to accommodate lower staff ratios potentially

What would the **situation** be if we were **fully staffed** as planned and the **waitlist** was addressed?



# Available Placements

| Site  | Program   | Number                                 |
|---|---|--|
| Lebanon Education Center (LEC)                  | Therapeutic Education Alternative (TEA)               | 8                                      |
| Alliance Education Center (AEC)                 | Customized Alternative Solutions for Education (CASE) | 1                                      |
|   | Intra-Dakota Educational Alternative (IDEA) and SUN   | 30                                     |
| Cedar School and Concord Education Center (CEC) | Students with Unique Needs (SUN)                      | 29<br>(these are all group placements) |

# Factors to Consider

- What impacts will the pandemic have on referrals moving forward?
- Can we predict any patterns or needs?
- Even with the projected available placements, we would still need SUN-Individual space.

What **options** should we consider to address **space needs** now and in the future?



# Ideas

- Remodel existing space for SUN-Individual for FY23
  - CEC
  - 6-12 student capacity increase

# What about an expansion at Cedar?

- Is it responsible to expand now?
  - Instead renew our lease short-term and consider potential expansion for FY24

# Other Ideas

- Reconsider the service model at AEC to provide more placement flexibility

# Questions?

Considerations for Expansion  
Intermediate School District 917  
Setting IV Special Education Programs





## Considerations for Expansion

Intermediate School District 917

Setting IV Special Education Programs

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  - Consider comparisons with other intermediate school districts rather than member districts when negotiating contracts
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- What would the situation be if we were fully staffed as planned and the waitlist was addressed?

- Available placements:

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- Factors to consider:

- What impacts will the pandemic have on referrals moving forward?
- Can we predict any patterns or needs?
- Even with the projected available placements, we would still need SUN-Individual space.

- What options should we consider to address space needs now and in the future?

- Remodel existing space for SUN-Individual for FY23
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  - 6-12 student capacity increase
- Is it responsible to expand at Cedar School now?
  - Instead renew our lease short-term and consider potential expansion for FY24
- Reconsider the service model at AEC to provide more placement flexibility.

## INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, August 24, 2021, at 9015 Broderick Blvd., Concord Education Center, Inver Grove Heights, MN.

**Members Present:** Tom Bennett, Lesley Chester, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab and ex-officio member Superintendent Dr. Michael Favor.

**Members Absent:** Lisa Ehleringer

**Also Present:** Nicolle Roush, Eric VanBrocklin, Brooke Peterson, Mark Zuzek, Amy and John Nugent, Laurie and Don Dinger, and Linda Berg

School Board Chair Melissa Sauser called the meeting to order at 4:30 PM.

There were no visitors to be heard.

1. Motion by Byron Schwab, seconded by Dave Pemble, to approve the agenda. Voting aye: Tom Bennett, Lesley Chester, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.

Former Superintendent Mark Zuzek presented the Jill Lewis Training Center plaque to Jill Lewis' family.

2. Motion by Byron Schwab, seconded by Dave Pemble, to approve the consent items, as presented. Voting aye: Tom Bennett, Lesley Chester, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
  - **Minutes:** July 20, 2021, Regular School Board Meeting
  - **Minutes:** July 20, 2021, Organizational School Board Meeting
  - **Personnel:**
    - New Hires:** Miranda Barnhart, Sign Language Interpreter, effective September 2, 2021. Eugene Benhart, Special Education Teacher, effective August 24, 2021. Noah Berg, Classroom Assistant, effective September 2, 2021. Michael Bibro, Computer Network Specialist, effective August 9, 2021. Bethany Carlson, Classroom Assistant, effective September 2, 2021. Lindsay Fitzgerald, Physical Therapist, effective August 24, 2021. Becky Floyd, Health Associate, effective September 1, 2021. Tess Gonyer, Mental Health Professional, effective August 24, 2021. Robert Jameson, Classroom Assistant, effective September 2, 2021. Katherine Johns, Classroom Assistant, effective September 2, 2021. Cora Johnson, Classroom Assistant, effective August 26, 2021. Tess Johnson, Classroom Assistant, effective September 2, 2021. Charity Last, Program Assistant, effective September 2, 2021. Allyssa Lind, Classroom Assistant, effective September 2, 2021. Charles Lindstrom, Classroom Assistant, effective September 2, 2021. Cameron Martin, Classroom Assistant, effective September 2, 2021. Melissa McElroy, Classroom Assistant, effective September 2, 2021. MerriBeth Miller, School Social Worker, effective August 24, 2021. Kimberly Nitcher, Sign Language Interpreter, effective September 2, 2021. Brett Peterson, Classroom Assistant, effective September 2, 2021. Travis Perkins, Program Assistant, effective September 2, 2021. Michael Rice, Classroom Assistant, effective September 2, 2021. Kenzie Richards, Classroom Assistant, effective September 2, 2021. Marcus Rothering, Classroom Assistant, effective September 2, 2021. Lauren Studer, Classroom Assistant, effective September 2, 2021. Nkoa Vang, Classroom Assistant, effective September 2, 2021. Cassidy Williams, Mental Health Professional, effective August 24, 2021. Celicia Williams, Classroom Assistant, effective September 2, 2021. **Rehires:** Kelsey Funk, Deaf and Hard of Hearing Teacher, effective August 24, 2021. Briana Walter (Ruiz-Bruce), Special Education Teacher, effective August 30, 2021. **Change in Status:** Laura Bray, Speech Language Pathologist, .8 FTE to .7 FTE for 2021-

2022, effective August 25, 2021. Pearl Devenow, Deaf and Hard of Hearing Teacher, Permanent .8 FTE change effective, August 30, 2021. Carmen Eaton, .5 FTE School Counselor/ .5 FTE Special Education Teacher to 1.0 FTE School Counselor, effective August 30, 2021. Becky McNamara - Rachuy, Teacher Medical Careers .75 FTE salary correction, effective August 24, 2021. **Leaves of absence:** Andrea Fonseca, Classroom Assistant, effective August 30, 2021- December 19, 2021. **Resignations and Terminations:** Wakeshia Bean, Classroom Assistant, effective August 16, 2021. Chad Brewer, Classroom Assistant, effective August 19, 2021. Funmilayo Carew, Classroom Assistant, effective August 26, 2021. Rachel Craig, Classroom Assistant, effective August 19, 2021. Lance Demuth, Classroom Assistant, effective August 17, 2021. Patricia Eldred, PHD Teacher, effective August 9, 2021. Jayle Engberg, Classroom Assistant, effective July 29, 2021. Amanda Freeman Fleuriel, Classroom Assistant, effective August 31, 2021. Taylor Freiermuth, Classroom Assistant, effective August 10, 2021. Jenae Hemminger, Classroom Assistant, effective July 22, 2021. Melissa Kinneman, Classroom Assistant, effective August 27, 2021. Jessica Mathison, Program Assistant, effective August 31, 2021. Jennifer Meyer, Classroom Assistant, effective August 8, 2021. Melissa Olsen, Special Education Teacher, effective August 4, 2021. Kennedy Pelzel, Classroom Assistant, effective August 12, 2021. Kate Slind, Classroom Assistant, effective August 18, 2021. Kristen Thoms, Classroom Assistant, effective August 27, 2021. Eric Van Brocklin, Principle, effective September 17, 2021. Summer Vang, Classroom Assistant, effective June 10, 2021. Jennifer Walters, Classroom Assistant, effective August 16, 2021. Joan Wambheim, Program Assistant, effective July 31, 2021.

- **Policies:** The following policies were approved for the annual review.

- 410 Family and Medical Leave
  - 413 Harassment and Violence
  - 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
  - 415 Mandated Reporting of Maltreatment of Vulnerable Adults
  - 506 Student Discipline
  - 514 Bullying Prohibition
  - 524 Internet Acceptable Use Agreement
  - 616 School District System Accountability
  - 806 Crisis Safety Management
2. Board Member Wendy Felton introduced the following resolution: Donations in the amount of \$1538. The motion for the adoption of the foregoing resolution was duly seconded by Tom Bennett and upon vote being taken thereon, the following voted in favor thereof: Tom Bennett, Lesley Chester, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab and the following voted against the same: none. Resolution passed.
  3. Motion by Byron Schwab, seconded by Tom Bennett, to approve the payments of bills from July 14, 2021, to August 20, 2021, the investments reports, and the wire transfers as presented by the Executive Director of Business Services. Voting aye: Tom Bennett, Lesley Chester, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
  4. School Board agenda items were reviewed for 2021-2022.
  5. Motion by Kathy Lewis, seconded by Dave Pemble, to approve the Agreement between ISD 917 and ISD 271 and ISD 192 for the Purchase of Early Childhood Special Education Teacher for early mental health programs. (Addendum E.) Voting aye: Tom Bennett, Lesley Chester, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.

Discussion on the AESA Annual Conference in Houston, Texas. Attending will be Dr. Michael Favor, Cindy Nordstrom, Tom Bennett, and Melissa Sauser.

6. Motion by Byron Schwab, seconded by Tom Bennett to adjourn the meeting. All present voted aye.  
Motion carried.

There being no further business the meeting adjourned at 6:05 PM.

The next regular School Board Meeting will be Tuesday, September 7, 2021, at 4:30 PM.

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Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED  
FOR ACTION AT BOARD MEETING OF SEPTEMBER 7, 2021**

**NEW HIRES:**

Jessica Dipple, Math Teacher, effective August 31, 2021.

Christina Gillard, Occupational Therapist, effective August 24, 2021.

Ramla Hussein, Classroom Assistant, effective September 2, 2021.

Jonathan King, Classroom Assistant, effective September 2, 2021.

Katie Lauer, Special Education Teacher, effective August 24, 2021.

Mary Willman, Special Education Teacher, effective August 24, 2021.

Jennifer Williams, Classroom Assistant, effective September 2, 2021.

Cassandra Wronka, Classroom Assistant, effective September 2, 2021.

**RE-HIRES:**

Kaytlyn Knight, Classroom Assistant, effective September 2, 2021.

**CHANGE IN STATUS:**

Nicholas Reding, Classroom Assistant to Special Education Teacher, effective August 24, 2021.

**LEAVES OF ABSENCE:**

**RESIGNATION & TERMINATIONS:**

Bruce Alexander, Delivery, effective June 30, 2021.

Billie Edmonds, Program Assistant, effective June 7, 2021.

Steven Hadrits, Classroom Assistant, effective August 20, 2021.

Roselaine, Jozamar-Inoussa, Program Assistant, effective September 10, 2021.

Ibrahim, Kalejaiye, Classroom Assistant, effective September 13, 2021.

Jessica King, Classroom Assistant, effective September 15, 2021.

Sarah Kruse, Classroom Assistant, effective September 19, 2021.

Samantha Larsen, Classroom Assistant, effective July 22, 2021.

Megan Petersen, Classroom Assistant, effective September 1, 2021.

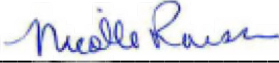
Kimberly Wiklund, Classroom Assistant, effective August 13, 2021.

**RETIREMENTS:**

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

|  |           |                   |
|--|-----------|-------------------|
| 08/31/2021 DIRECT DEPOSITS REGULAR PAY (104) | \$        | 451,340.06        |
| 08/31/2021 DIRECT DEPOSITS SUMMER PAY (0S4)  | \$        | 135,205.02        |
| 08/31/2021 DIRECT DEPOSITS EXTRA PAY (1E4)   | \$        | 84,986.69         |
| 08/31/2021 PAYROLL CHECKS (1E4)              | \$        | 383.94            |
| <b>NET PAYROLL</b>                           | <b>\$</b> | <b>671,915.71</b> |

Authorized Signature  Date 8/27/21

DATE: 09/01/2021  
TIME: 11:10:37

INTERMEDIATE SCHOOL DISTRICT 917  
CHECK REGISTER INCLUDING SYSTEM VOIDS

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ACCOUNTING PERIOD: 3/22

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DISTRIBUTION FUND: 01

| CHECK NUMBER | ISSUE DATE | VENDOR                              | STATUS | TOTAL     | DESCRIPTION              |
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| 1904783      | 08/20/2021 | AMAZON.COM, LLC                     | R      | 217.57    | ACCOUNTS PAYABLE CHECK   |
| 1904784      | 08/25/2021 | IND SCH DIST 192                    | R      | 23441.51  | ACCOUNTS PAYABLE CHECK   |
| 1904785      | 08/25/2021 | IND SCH DIST 199                    | R      | 96303.89  | ACCOUNTS PAYABLE CHECK   |
| 1904786      | 08/25/2021 | IND SCH DIST 271                    | R      | 195355.50 | ACCOUNTS PAYABLE CHECK   |
| 1904787      | 08/26/2021 | BAYCOM, INC.                        | R      | 77.50     | ACCOUNTS PAYABLE CHECK   |
| 1904788      | 08/26/2021 | CANON USA                           | R      | 208.51    | ACCOUNTS PAYABLE CHECK   |
| 1904789      | 08/26/2021 | CENTERPOINT ENERGY                  | R      | 58.92     | ACCOUNTS PAYABLE CHECK   |
| 1904790      | 08/26/2021 | CENTURYLINK                         | R      | 313.00    | ACCOUNTS PAYABLE CHECK   |
| 1904791      | 08/26/2021 | CUB FOODS - ROSEMOUNT               | R      | 89.63     | ACCOUNTS PAYABLE CHECK   |
| 1904792      | 08/26/2021 | DAKOTA AWARDS & ENGRAVING           | R      | 38.25     | ACCOUNTS PAYABLE CHECK   |
| 1904793      | 08/26/2021 | GENERATION GENIUS, INC              | R      | 125.00    | ACCOUNTS PAYABLE CHECK   |
| 1904794      | 08/26/2021 | HOME SCIENCE TOOLS                  | R      | 96.80     | ACCOUNTS PAYABLE CHECK   |
| 1904795      | 08/26/2021 | IND SCH DIST 191                    | R      | 27486.86  | ACCOUNTS PAYABLE CHECK   |
| 1904796      | 08/26/2021 | KENNEDY & GRAVEN CHARTERED          | R      | 110.00    | ACCOUNTS PAYABLE CHECK   |
| 1904797      | 08/26/2021 | MEDICA                              | R      | 1156.07   | ACCOUNTS PAYABLE CHECK   |
| 1904798      | 08/26/2021 | METRO ECSU-REGION 11 ISD #920       | R      | 700.00    | ACCOUNTS PAYABLE CHECK   |
| 1904799      | 08/26/2021 | MN SCHOOL BOARDS ASSN               | R      | 125.00    | ACCOUNTS PAYABLE CHECK   |
| 1904800      | 08/26/2021 | NASCO                               | R      | 154.66    | ACCOUNTS PAYABLE CHECK   |
| 1904801      | 08/26/2021 | NETOP                               | R      | 364.80    | ACCOUNTS PAYABLE CHECK   |
| 1904802      | 08/26/2021 | OUT SOURCE PROJECTS                 | R      | 1175.00   | ACCOUNTS PAYABLE CHECK   |
| 1904803      | 08/26/2021 | PLANSOURCE BENEFITS ADMINISTRATION, | R      | 3750.42   | ACCOUNTS PAYABLE CHECK   |
| 1904804      | 08/26/2021 | PROCARE THERAPY                     | R      | 2700.00   | ACCOUNTS PAYABLE CHECK   |
| 1904805      | 08/26/2021 | ROSEMOUNT AUTO SERVICE              | R      | 158.57    | ACCOUNTS PAYABLE CHECK   |
| 1904806      | 08/26/2021 | ST PAUL PUBLISHING COMPANY          | R      | 190.74    | ACCOUNTS PAYABLE CHECK   |
| 1904807      | 08/26/2021 | STARFALL EDUCATION                  | R      | 270.00    | ACCOUNTS PAYABLE CHECK   |
| 1904808      | 08/26/2021 | SUMMIT FIRE PROTECTION              | R      | 33962.00  | ACCOUNTS PAYABLE CHECK   |
| 1904809      | 08/30/2021 | AMAZON CAPITAL SERVICES             | V      | 0.00      | VOID: MULTI STUB CHECK   |
| 1904810      | 08/30/2021 | AMAZON CAPITAL SERVICES             | R      | 7001.64   | ACCOUNTS PAYABLE CHECK   |
| 1904811      | 08/31/2021 | CALIFORNIA STATE DISBURSEMENT UNIT  | R      | 132.50    | ACCOUNTS PAYABLE CHECK   |
| 1904812      | 08/31/2021 | WISCONSIN SCTF                      | R      | 845.39    | ACCOUNTS PAYABLE CHECK   |
| 1904813      | 08/31/2021 | IVY FUNDS                           | R      | 608.33    | ACCOUNTS PAYABLE CHECK   |
| 1904814      | 08/31/2021 | CENTURYLINK                         | R      | 1105.33   | ACCOUNTS PAYABLE CHECK   |
| 1904815      | 08/31/2021 | CENTURYLINK COMMUNICATONS, LLC      | R      | 312.94    | ACCOUNTS PAYABLE CHECK   |
| 1904816      | 08/31/2021 | CITI CARDS                          | R      | 35.00     | ACCOUNTS PAYABLE CHECK   |
| 1904817      | 08/31/2021 | DELL INC.                           | R      | 36263.28  | ACCOUNTS PAYABLE CHECK   |
| 1904818      | 08/31/2021 | FRONTIER COMMUNICATIONS             | R      | 522.63    | ACCOUNTS PAYABLE CHECK   |
| 1904819      | 08/31/2021 | GRAINGER W W INC.                   | R      | 221.64    | ACCOUNTS PAYABLE CHECK   |
| 1904820      | 08/31/2021 | MALLOY, MONTAGUE, KARNOWSKI, RADOSE | R      | 3500.00   | ACCOUNTS PAYABLE CHECK   |
| 1904821      | 08/31/2021 | MARCO INC                           | R      | 1467.42   | ACCOUNTS PAYABLE CHECK   |
| 1904822      | 08/31/2021 | MASE                                | R      | 1193.00   | ACCOUNTS PAYABLE CHECK   |
| 1904823      | 08/31/2021 | MN SCHOOL BOARDS ASSN               | R      | 255.00    | ACCOUNTS PAYABLE CHECK   |
| 1904824      | 08/31/2021 | REPUBLIC SERVICES #923              | R      | 758.22    | ACCOUNTS PAYABLE CHECK   |
| 1904825      | 08/31/2021 | SAVVAS LEARNING COMPANY LLC         | V      | 0.00      | VOID: MULTI STUB CHECK   |
| 1904826      | 08/31/2021 | SAVVAS LEARNING COMPANY LLC         | R      | 55262.59  | ACCOUNTS PAYABLE CHECK   |
| 1904827      | 08/31/2021 | TIERNEY BROS. INC                   | R      | 1915.00   | ACCOUNTS PAYABLE CHECK   |
| 1904828      | 08/31/2021 | TWIN CITY HARDWARE COMPANY INC      | R      | 415.00    | ACCOUNTS PAYABLE CHECK   |
| 1904829      | 08/31/2021 | VERIZON WIRELESS                    | R      | 680.19    | ACCOUNTS PAYABLE CHECK   |
| 1904830      | 08/31/2021 | XCEL ENERGY                         | R      | 10382.28  | ACCOUNTS PAYABLE CHECK   |
| *V6603511    | 08/25/2021 | MICHAEL JASON BIBRO                 | R      | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603512    | 08/25/2021 | TARA JO BLACKERT                    | R      | 45.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603513    | 08/25/2021 | LOREEN M. BOHNERT                   | R      | 45.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603514    | 08/25/2021 | MATTHEW KYLE BRUNS                  | R      | 45.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603515    | 08/25/2021 | DON JAMES BUDACH                    | R      | 90.00     | ACCOUNTS PAYABLE VOUCHER |

DATE: 09/01/2021  
TIME: 11:10:37

INTERMEDIATE SCHOOL DISTRICT 917  
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PAGE NUMBER: 2  
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| *V6603516 | 08/25/2021 | ANNE LOUISE BYER               | R | 45.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603517 | 08/25/2021 | JAMIE AUTUMN DALBESIO          | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603518 | 08/25/2021 | MEGHAN LOUISE DOBSON           | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603519 | 08/25/2021 | PAMELA VICK GARRETSON          | R | 207.04    | ACCOUNTS PAYABLE VOUCHER |
| *V6603520 | 08/25/2021 | JENNIFER AMY HETLAND           | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603521 | 08/25/2021 | MELISSA ROCHELL HO             | R | 45.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603522 | 08/25/2021 | JUSTIN DAVID HOELSCHER         | R | 45.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603523 | 08/25/2021 | KATE SCHNEEWEIS HULSE          | R | 180.00    | ACCOUNTS PAYABLE VOUCHER |
| *V6603524 | 08/25/2021 | AMY TAMARAH WOLF KAUFMAN       | R | 39.20     | ACCOUNTS PAYABLE VOUCHER |
| *V6603525 | 08/25/2021 | LORI ANN KLEIN                 | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603526 | 08/25/2021 | SHANNA MARIE KNUTSON           | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603527 | 08/25/2021 | LAURA MARIE KVAMME             | R | 92.24     | ACCOUNTS PAYABLE VOUCHER |
| *V6603528 | 08/25/2021 | ANNA MARIE LAMPHERE            | R | 25.87     | ACCOUNTS PAYABLE VOUCHER |
| *V6603529 | 08/25/2021 | CORY LEE LANGENFELD            | R | 208.72    | ACCOUNTS PAYABLE VOUCHER |
| *V6603530 | 08/25/2021 | ERIN JEAN MAHNKE               | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603531 | 08/25/2021 | CATHLEEN CAROL MATTICE         | R | 45.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603532 | 08/25/2021 | SHANNON BRENNAN BRENNAN        | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603533 | 08/25/2021 | RACHEL ERIN NOVY               | R | 45.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603534 | 08/25/2021 | JENNIFER LEE OLSON             | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603535 | 08/25/2021 | AMANDA LYNN PETERS             | R | 45.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603536 | 08/25/2021 | BROOKE ALLYSON PETERSON        | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603537 | 08/25/2021 | HANNAH DUFFY RADANT            | R | 45.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603538 | 08/25/2021 | WENDI MARLAINA RENKEN          | R | 45.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603539 | 08/25/2021 | MELANIE ANN RIX                | R | 45.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603540 | 08/25/2021 | NICOLLE KATHERINE ROUSH        | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603541 | 08/25/2021 | MELISSA RAE SCHALLER           | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603542 | 08/25/2021 | AMY LYNN SWANEY                | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603543 | 08/25/2021 | TAYLOR MAY THOMAS              | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603544 | 08/25/2021 | SHANYN NICOLE TUFTEE           | R | 45.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603545 | 08/25/2021 | ERIC JOSEPH VAN BROCKLIN       | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603546 | 08/25/2021 | MICHELLE LYNN VOLLBRECHT       | R | 90.00     | ACCOUNTS PAYABLE VOUCHER |
| *V6603547 | 08/25/2021 | LORI JAYNE WILSON              | R | 13.72     | ACCOUNTS PAYABLE VOUCHER |
| *V6603548 | 08/25/2021 | SCOTT MICHAEL ZEHNDER          | R | 20.00     | ACCOUNTS PAYABLE VOUCHER |
| *V7701700 | 08/20/2021 | DELTA DENTAL OF MINNESOTA      | R | 46792.32  | ACCOUNTS PAYABLE VOUCHER |
| *V7701701 | 08/25/2021 | PLANSOURCE FLEX BEN.           | R | 1779.94   | ACCOUNTS PAYABLE VOUCHER |
| *V7701702 | 08/30/2021 | MEDICA                         | R | 97968.68  | ACCOUNTS PAYABLE VOUCHER |
| *V7701703 | 08/31/2021 | AFLAC                          | R | 669.15    | ACCOUNTS PAYABLE VOUCHER |
| *V7701704 | 08/31/2021 | AFLAC                          | R | 94.00     | ACCOUNTS PAYABLE VOUCHER |
| *V7701705 | 08/31/2021 | AMERIPRISE FINANCIAL ADVISORS  | R | 112.50    | ACCOUNTS PAYABLE VOUCHER |
| *V7701706 | 08/31/2021 | FIDELITY INVSTMT TAX-EX SVC CO | R | 787.50    | ACCOUNTS PAYABLE VOUCHER |
| *V7701707 | 08/31/2021 | HEALTHQUITY, INC.              | R | 3339.87   | ACCOUNTS PAYABLE VOUCHER |
| *V7701708 | 08/31/2021 | INTERNAL REVENUE SERVICE       | R | 35576.37  | ACCOUNTS PAYABLE VOUCHER |
| *V7701709 | 08/31/2021 | EDUCATION MN ESI BILLING TRUST | R | 441.67    | ACCOUNTS PAYABLE VOUCHER |
| *V7701710 | 08/31/2021 | MN DEPT OF REVENUE             | R | 4748.13   | ACCOUNTS PAYABLE VOUCHER |
| *V7701711 | 08/31/2021 | EXECUTIVE DIRECTOR             | R | 25911.15  | ACCOUNTS PAYABLE VOUCHER |
| *V7701712 | 08/31/2021 | VARIABLE ANNUITY LIFE INS CO   | R | 404.16    | ACCOUNTS PAYABLE VOUCHER |
| *V7701713 | 08/31/2021 | VOYA                           | R | 50.00     | ACCOUNTS PAYABLE VOUCHER |
| *V7701714 | 08/31/2021 | AFLAC                          | R | 1164.07   | ACCOUNTS PAYABLE VOUCHER |
| *V7701715 | 08/31/2021 | AMERIPRISE FINANCIAL ADVISORS  | R | 3753.83   | ACCOUNTS PAYABLE VOUCHER |
| *V7701716 | 08/31/2021 | AXA EQUITABLE LIFE INS CO      | R | 1374.25   | ACCOUNTS PAYABLE VOUCHER |
| *V7701717 | 08/31/2021 | FIDELITY INVSTMT TAX-EX SVC CO | R | 2569.17   | ACCOUNTS PAYABLE VOUCHER |
| *V7701718 | 08/31/2021 | HEALTHQUITY, INC.              | R | 20746.57  | ACCOUNTS PAYABLE VOUCHER |
| *V7701719 | 08/31/2021 | HORACE MANN LIFE INS           | R | 633.33    | ACCOUNTS PAYABLE VOUCHER |
| *V7701720 | 08/31/2021 | INTERNAL REVENUE SERVICE       | R | 184765.10 | ACCOUNTS PAYABLE VOUCHER |
| *V7701721 | 08/31/2021 | EDUCATION MN ESI BILLING TRUST | R | 2514.96   | ACCOUNTS PAYABLE VOUCHER |
| *V7701722 | 08/31/2021 | MN DEPT OF REVENUE             | R | 31144.14  | ACCOUNTS PAYABLE VOUCHER |
| *V7701723 | 08/31/2021 | MN STATE RETIREMENT SYSTEM     | R | 370.83    | ACCOUNTS PAYABLE VOUCHER |

DATE: 09/01/2021  
TIME: 11:10:37

INTERMEDIATE SCHOOL DISTRICT 917  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 3  
ACCTPA21  
ACCOUNTING PERIOD: 3/22

SELECTION CRITERIA: chkstat.rundate between '20210820 00:00:00.000' and '20210901 00:00:00.000'

|              |            |                              |   |            |                          |
|--------------|------------|------------------------------|---|------------|--------------------------|
| *V7701724    | 08/31/2021 | EXECUTIVE DIRECTOR           | R | 17941.31   | ACCOUNTS PAYABLE VOUCHER |
| *V7701725    | 08/31/2021 | STATE TREASURER, TRA         | R | 107607.51  | ACCOUNTS PAYABLE VOUCHER |
| *V7701726    | 08/31/2021 | VARIABLE ANNUITY LIFE INS CO | R | 2730.07    | ACCOUNTS PAYABLE VOUCHER |
| *V7701727    | 08/31/2021 | VOYA                         | R | 456.24     | ACCOUNTS PAYABLE VOUCHER |
| TOTAL FUND   |            |                              |   | 1110856.19 |                          |
| TOTAL REPORT |            |                              |   | 1110856.19 |                          |



## Account Statement - Transaction Summary

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

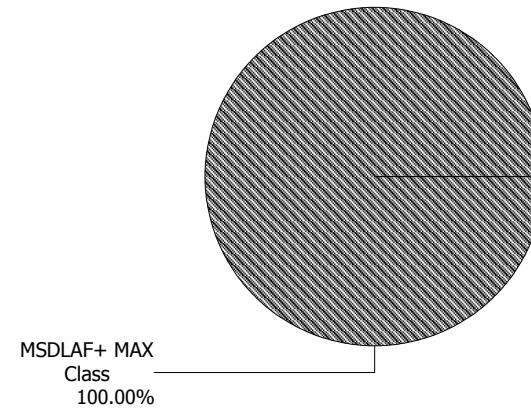
### INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

| MSDLAF+ MAX Class           |                       |
|-----------------------------|-----------------------|
| Opening Market Value        | 9,498,848.88          |
| Purchases                   | 248.02                |
| Redemptions                 | 0.00                  |
| Unsettled Trades            | 0.00                  |
| Change in Value             | 0.00                  |
| <b>Closing Market Value</b> | <b>\$9,499,096.90</b> |
| Cash Dividends and Income   | 248.02                |

| Asset Summary            |                       |                       |
|--------------------------|-----------------------|-----------------------|
|                          | August 31, 2021       | July 31, 2021         |
| <b>MSDLAF+ MAX Class</b> | 9,499,096.90          | 9,498,848.88          |
| <b>Total</b>             | <b>\$9,499,096.90</b> | <b>\$9,498,848.88</b> |

| Asset Allocation  |         |
|-------------------|---------|
| MSDLAF+ MAX Class | 100.00% |





## Account Statement

For the Month Ending **August 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  |
|--------------------------|-----------------|---|---------------------|------------------------------|---------------------|
| <b>MSDLAF+ MAX Class</b> |                 |   |                     |                              |                     |
| <b>Opening Balance</b>   |                 |   |                     |                              | <b>9,498,848.88</b> |
| 08/31/21                 | 09/01/21        | Accrual Income Div Reinvestment - Distributions | 1.00                | 248.02                       | 9,499,096.90        |
| <b>Closing Balance</b>   |                 |   |                     |                              | <b>9,499,096.90</b> |

|                                   | Month of August     | Fiscal YTD July-August |                                   |
|-----------------------------------|---------------------|------------------------|-----------------------------------|
| <b>Opening Balance</b>            | 9,498,848.88        | 10,998,567.15          | <b>Closing Balance</b>            |
| <b>Purchases</b>                  | 248.02              | 529.75                 | <b>Average Monthly Balance</b>    |
| <b>Redemptions (Excl. Checks)</b> | 0.00                | (1,500,000.00)         | <b>Monthly Distribution Yield</b> |
| <b>Check Disbursements</b>        | 0.00                | 0.00                   | 0.03%                             |
| <b>Closing Balance</b>            | <b>9,499,096.90</b> | <b>9,499,096.90</b>    |                                   |
| <b>Cash Dividends and Income</b>  | 248.02              | 529.75                 |                                   |

**INTRMEDIATE SCHOOL DISTRICT 917  
SCHOOL BOARD REPORT OF  
CONSOLIDATED INVESTMENTS (GENERAL & BUILDING)  
July 2020 - June 2021**

| ACCOUNT NAME                 | ACCT NO | BEGINNING BALANCE   | PURCHASES CREDITS   | SALES TRANSFERS     | INVESTMENT FEES | YTD INTEREST EARNED | ENDING BALANCE       | BUDGET            | CURRENT INTEREST RATE | FISCAL YEAR AVERAGE INTEREST RATE |
|------------------------------|---------|---------------------|---------------------|---------------------|-----------------|---------------------|----------------------|-------------------|-----------------------|-----------------------------------|
| MSDLAF + MAX                 | 01      | 8,240,776.45        | 8,300,831.07        | 5,550,000.00        | 0.00            | 6,959.63            | 10,998,567.15        | 0.00              | 0.03                  | 0.07                              |
| MSDLAF Liquid                | 01      | 830.96              | 0.00                | 2,493.13            | 0.00            | 0.33                | 0.00                 | 0.00              | 0.21                  | 0.03                              |
| MSDLAF TERM (CD's,Term,Comm) | 01      | 0.00                | 0.00                | 0.00                | 0.00            | 0.00                | 0.00                 | 0.00              | 0                     | 0.00                              |
| <b>TOTAL</b>                 |         | <b>8,241,607.41</b> | <b>8,300,831.07</b> | <b>5,552,493.13</b> | <b>0.00</b>     | <b>6,959.96</b>     | <b>10,998,567.15</b> | <b>108,000.00</b> |                       | <b>0.05</b>                       |
|                              |         | July, 2020          | Sum of 12 months    |                     |                 |                     | June, 2021           |                   |                       |                                   |

**INTRMEDIATE SCHOOL DISTRICT 917  
SCHOOL BOARD REPORT OF  
CONSOLIDATED INVESTMENTS (GENERAL & BUILDING)  
July 2020 - June 2021**

| ACCOUNT NAME                 | ACCT NO | BEGINNING BALANCE   | PURCHASES CREDITS   | SALES TRANSFERS     | INVESTMENT FEES | YTD INTEREST EARNED | ENDING BALANCE       | BUDGET            | CURRENT INTEREST RATE | FISCAL YEAR AVERAGE INTEREST RATE |
|------------------------------|---------|---------------------|---------------------|---------------------|-----------------|---------------------|----------------------|-------------------|-----------------------|-----------------------------------|
| MSDLAF + MAX                 | 01      | 8,240,776.45        | 8,300,831.07        | 5,550,000.00        | 0.00            | 6,959.63            | 10,998,567.15        | 0.00              | 0.03                  | 0.07                              |
| MSDLAF Liquid                | 01      | 830.96              | 0.00                | 2,493.13            | 0.00            | 0.33                | 0.00                 | 0.00              | 0.21                  | 0.03                              |
| MSDLAF TERM (CD's,Term,Comm) | 01      | 0.00                | 0.00                | 0.00                | 0.00            | 0.00                | 0.00                 | 0.00              | 0                     | 0.00                              |
| <b>TOTAL</b>                 |         | <b>8,241,607.41</b> | <b>8,300,831.07</b> | <b>5,552,493.13</b> | <b>0.00</b>     | <b>6,959.96</b>     | <b>10,998,567.15</b> | <b>108,000.00</b> |                       | <b>0.05</b>                       |
|                              |         | July, 2020          | Sum of 12 months    |                     |                 |                     | June, 2021           |                   |                       |                                   |



## Intermediate School District 917

1300 145<sup>th</sup> Street East  
Rosemount, MN 55068-2999

Phone: (651) 423-8229

Fax: (651) 423-8781

[www.isd917.org](http://www.isd917.org)

*Working in Partnership with Students, School Districts, Communities, and Industries*

---

**Dr. Michael Favor**, Superintendent

**Nicolle Roush**, Executive Director of Business Services

**Dr. Melissa Schaller**, Executive Director of Student Services

**Eric Van Brocklin**, Principal of DCALS / Career Technical Center

**Dr. Brooke Peterson**, Director of Teaching and Learning

### MEMORANDUM

TO: School Board  
FROM: Dr. Michael Favor  
DATE: September 7, 2021  
REGARDING: Policies – First reading

The attached policies are on for a first reading at the September 7, 2021, School Board meeting. These were last reviewed a few years ago. We are now in the process of starting over and reviewing on a three-year cycle.

- Policy 101 Legal Status of the School District – No changes
- Policy 101.1 The Name of the School District – No changes
- Policy 102 Equal Educational Opportunity – two changes:
  - Add including gender identity or expression to section A.
  - Added a couple paragraphs on special education students.
  - Add MSBA/MASA Model Policy 821 and 822 for cross references
- Policy 103 Complaints – Students, Employees, Parents, Other Persons – No changes
- Policy 104 School District Mission Statement – one change
  - Remove E-12 in the mission statement

Please accept these policies on a first-reading.

## **101 Legal Status of the School District**

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

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

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

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

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

**III. RELATIONSHIP TO OTHER ENTITIES**

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

**IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT**

A. Funds

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

B. Raising Funds

- 1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
- 2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
- 3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

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

D. Contracts

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

E. Textbooks, Educational Materials, and Studies

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

F. Actions and Suits

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

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

*ISD 917 The Name of the School District Policy 101.1*  
*Board Approved 12/15/87*  
*Board Reviewed 5/2/17*  
*Board Reviewed 9/7/2021*

### **101.1 The Name of the School District**

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

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

## 102 EQUAL EDUCATIONAL OPPORTUNITY

### I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

### II. GENERAL STATEMENT OF POLICY

- A. It is the school district's policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, **including gender identity or expression**, or age. The school district also makes reasonable accommodations for ~~disabled~~ students **with disabilities**.
- B. The school district prohibits ~~the~~ harassment **and discrimination** of any individual ~~for any of the categories~~ **based on any of the protected classifications** listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence. **(Policy 413.)**
- C. **The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).**
- D. **The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination refer to the school district's policy Title IX sex nondiscrimination (Policy 522).**
- ~~E.~~ E. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- ~~F.~~ F. It is the responsibility of every school district employee to comply with this policy ~~conscientiously~~.

E. G. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
**42 U.S.C. § 2000d et seq. (Title VI of the Civil Rights Act of 1964)**  
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)  
20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)

**Cross References:** ~~Policy 402 (Disability Nondiscrimination)~~  
Policy 413 (Harassment and Violence)  
**MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)**  
**MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)**

**103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

- A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building or program level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. In a matter where the superintendent is the subject of the investigation, the school board chairperson shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken when appropriate. Because both student discipline and employee discipline are private matters, it is frequently the case that significant limitations exist regarding data sharing. For this reason, the complainant will not necessarily be able to receive information

regarding the findings of the report that they submitted, or the subsequent discipline regarding the alleged matter. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

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

***Cross References:*** MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 514 (Bullying Prohibition)  
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

## **104 SCHOOL DISTRICT MISSION STATEMENT**

### **I. PURPOSE**

The purpose of this policy is to establish a clear statement of the purpose for which the school district exists.

### **II. GENERAL STATEMENT OF POLICY**

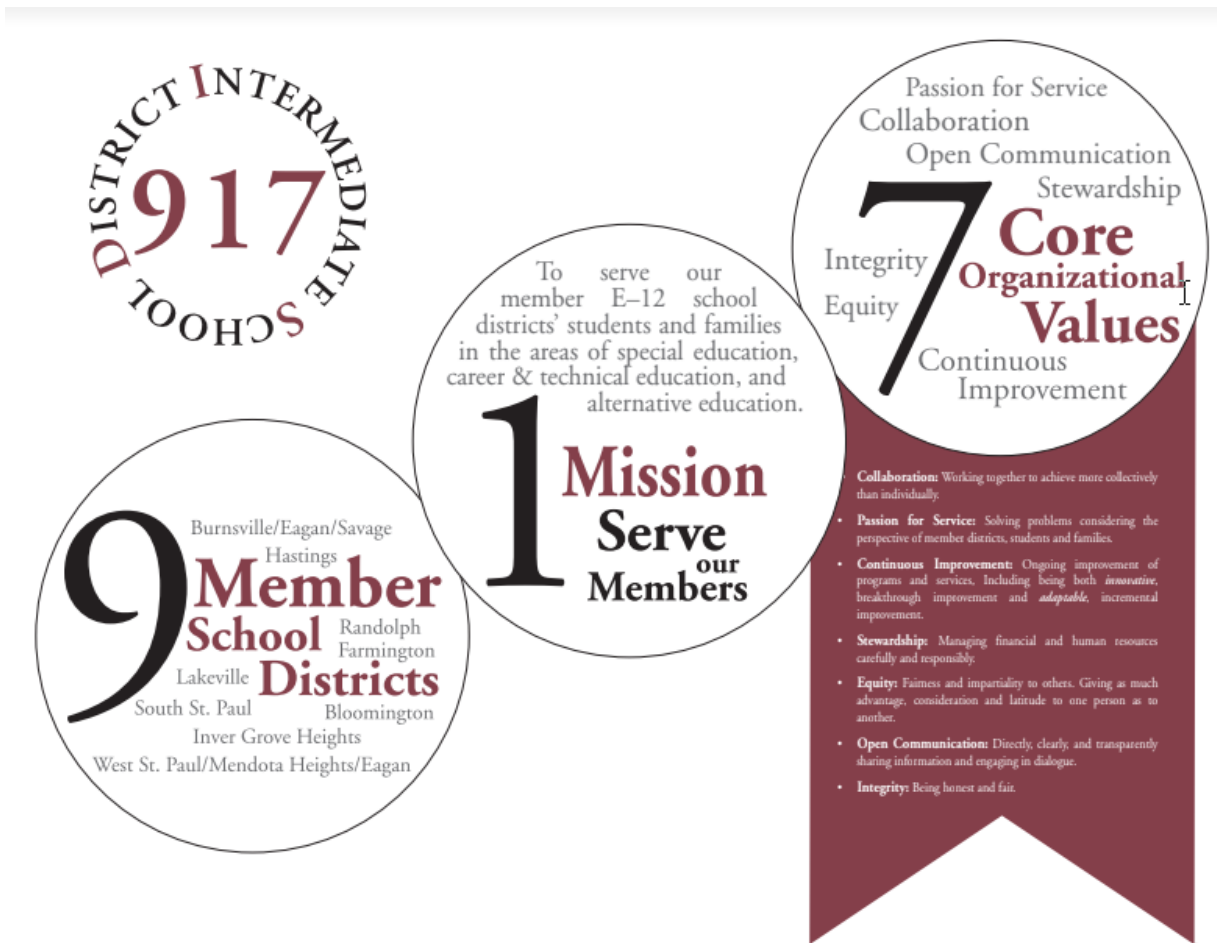
The school board believes that a mission statement should be adopted. The mission statement should be based on the beliefs and values of the community, should direct any change effort and should be the basis on which decisions are made. The school board, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the enterprise the school board governs, the purposes it serves, the constituencies it should consider, including student representation, and the results it intends to produce.

### **III. MISSION STATEMENT**

The Mission of Intermediate School District 917 is to serve our member ~~E-12~~-school districts' students and families in the areas of special education, career and technical education, and education.

The Core Values of ISD 917 are collaboration, passion for service, continuous improvement, stewardship, equity, open communication, and integrity.

The graphic portrayal of vision, mission and beliefs is represented in the graphic below.



#### IV. REVIEW

The school board will review the school district’s mission every two years, especially when members of the board change. The school board will conduct a comprehensive review of the mission, including the beliefs and values of the community, every five to seven years.

**Legal References:** Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement)  
Minn. Rule Parts 3501.0010-3501.0180  
Minn. Rule Parts 3501.0200-3501.0270