

# Regular School Board Meeting

Tuesday, June 10, 2025 5:45 PM

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

## I. MISSION

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

## II. Call to Order - Chair Tom Bennett

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

## IV. Review and Approve the Agenda - Chair Tom Bennett

## V. Consent Items - Chair Tom Bennett *(Communications)*

### V.A.

- Minutes
- Personnel

## VI. Finance Director - Mark Johns *(Stewardship)*

### VI.A.

- Bills
- Wire Transfers
- Investment Reports

## VII. Donations

### *(Roll Call)*

- 480 sandwich cards from Chick-Fil-A for staff - \$2880 value
- Body fenders from Viking Auto Salvage - \$1700 value
- Business donations for Staff Recognition Event
- Le Family - \$1750 value
- Allen Family - \$3000 value
- Cannon Valley Cinema - \$50 value

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

### VIII.A. Approve Revised 2025-2026 Calendar - Dr. Melissa Schaller

### VIII.B. Approve Language Access Plan - Dr. Brooke Peterson

### VIII.C. Approve Administrative Variance - Dr. Brooke Peterson

### VIII.D. Approve Budget for FY 2026 - Mark Johns

### VIII.E. Approve Workers Compensation Renewal Contract for FY 26 - Mark Johns

### VIII.F. Approve Resolution Terminating Support Staff Personnel - Nicole Flesner *(Roll Call)*

VIII.G. Approve agreement between ISD 917 and ISD  
199 for Early Childhood Mental Health Program -  
Dr. Melissa Schaller

VIII.H. Approve Dr. Michael Favor as IOwa Proxy  
with MDE - Chair Tom Bennett  
(*Roll Call*)

**IX. Policies - Supt. Dr. Michael Favor (*Integrity*)**

**X. Adjournment - Chair Tom Bennett**

## INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, May 6, 2025, at 1300 145<sup>th</sup> Street East, Rosemount, MN, in the Board Room.

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

**Members Absent:** Monica Weber

**Also Present:** Nicole Flesner, Kate Hulse, Mark Johns, Melissa Schaller, Leia Ward, Marci Levy-Maguire, and Linda Berg.

School Board Chair Tom Bennett called the meeting to order at 6:23 PM.

The Pledge of Allegiance was conducted in the prior Board work session.

Motion by Byron Schwab, seconded by Mark Zuzek, to approve the agenda. Voting aye: Kim Baker, Tom Bennett, Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, and Mark Zuzek. Voting naye: none. Motion passed.

1. Motion by Hannah Simmons, seconded by Kim Baker, to approve the consent items, as presented. Voting aye: Kim Baker, Tom Bennett, Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, and Mark Zuzek. Voting naye: none. Motion passed.
  - **Minutes:** April 1, 2025, Regular School Board Meeting
  - **Personnel:** *New Hires:* Kathryn Adee, Sign Language Interpreter, effective April 28, 2025. Francisco Gomez, Education Support Professional, effective April 1, 2025. Katie Hayhurtst, Education Support Professional, effective April 22, 2025. Katie Irby, Education Support Professional, effective April 14, 2025. Sean Stallings, Education Support Professional, effective April 1, 2025. *Change in Status:* Jeanne D'Aloia, Teacher to Assistant Principal/Special Education Coordinator, effective July 1, 2025. *Resignations and Terminations:* Daniel Boston, Teacher, effective June 12, 2025. Dunigan, Annette, Education Support Professional, effective April 3, 2025. Payton Henderson, Education Support Professional, effective April 11, 2025. Mark Hennager, Teacher, effective June 12, 2025. Kaitlyn Knight, Education Support Professional, effective April 24, 2025. Marci Levy-Maguire, Director of Comm. and Strategic Partnership, effective June 30, 2025. Barry Rogers, Teacher, Education Support Professional, effective April 11, 2025. Annie Taylor, Teacher, effective June 12, 2025. *Retirements:* Linda Berg, Executive Administrative Assistant to the Superintendent and School Board, August 1, 2025, to July 31, 2025.
  - **Donations:** Items for the School Store for the TESA Exchange Program from Kym Nitcher of Oakdale and \$500 donation from the S. Robert Street Business Association for the DCALS North program.
2. Motion by Byron Schwab, seconded by Kim Baker, to approve the bills from March 26, 2025 through April 30, 2025, wire transfers, and investment report as presented by the Finance Director. Voting aye: Kim Baker, Tom Bennett, Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, and Mark Zuzek. Voting naye: none. Motion passed.
3. Board member Cindy Nordstrom, introduced the following Resolution, waived reading the full resolution, for Licensed Staff and Interpreters' Week. Motion was seconded by Hannah Simmons. (Addendum A.) Voting aye: Kim Baker, Tom Bennett, Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, and Mark Zuzek. Voting naye: none. Motion passed.

4. Motion by Lisa Ehleringer, seconded by Byron Schwab, to approve the Blood Borne Pathogens Exposure Control Plan, as presented. (Addendum B.) Voting aye: Kim Baker, Tom Bennett, Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, and Mark Zuzek. Voting naye: none. Motion passed.

The School Board and Mark Johns reviewed the Accounts Receivable Aging Report in the Board Work session prior to this meeting.

5. Motion by Mark Zuzek, seconded by Byron Schwab, to approve the Long-term Facilities Plan, as presented by the Finance Director. (Addendum C.) Voting aye: Kim Baker, Tom Bennett, Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, and Mark Zuzek. Voting naye: none. Motion passed.
6. Board Member Cindy Nordstrom, introduced the following resolution, waived reading the full resolution: Resolution approving Intermediate District 917's Long-term facility maintenance program budget and authorizing the inclusion of those projects in the district's application for long-term facility maintenance program revenue. The motion for the adoption of the foregoing resolution was duly seconded by Hannah Simmons, and upon vote being taken thereon, the following voted in favor thereof: Kim Baker, Tom Bennett, Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, and Mark Zuzek. Voting naye: none. Motion passed. (Addendum D.)
7. Motion by Byron Schwab, seconded by Kim Baker, to approve Levy Allocations for 2025 Payable 2026 (FY26 final Safe Schools Budgets and FY26 final Lease Levy Allocations information), as presented by the Finance Director. (Addendum E.) Voting aye: Kim Baker, Tom Bennett, Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, and Mark Zuzek. Voting naye: none. Motion passed.
9. Motion by Cindy Nordstrom, seconded by Kim Baker, to approve Extension of Probation for Teacher, as presented. (Addendum F.) Voting aye: Kim Baker, Tom Bennett, Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, and Mark Zuzek. Voting naye: none. Motion passed.
10. Board Member Hannah Simmons, introduced the following resolution, waived reading the full resolution: Resolution for Nonrenewal of Probationary Teacher. The motion for the adoption of the foregoing resolution was duly seconded by Cindy Nordstrom, and upon vote being taken thereon, the following voted in favor thereof: Kim Baker, Tom Bennett, Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, and Mark Zuzek. Voting naye: none. Motion passed. (Addendum G.)
11. Motion by Hannah Simmons, seconded by Kim Baker, to approve the Memorandum of Understanding for Teacher Apprenticeship Program, as presented. (Addendum H.) Voting aye: Kim Baker, Tom Bennett, Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, and Mark Zuzek. Voting naye: none. Motion passed.
12. Motion by Cindy Nordstrom, seconded by Lesley Chester, to approve the Memorandum of Understanding for Educational Support Professionals, as presented. (Addendum I.) Voting aye: Kim Baker, Tom Bennett, Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, and Mark Zuzek. Voting naye: none. Motion passed.
13. Motion by Kim Baker, seconded by Mark Zuzek, to approve the Memorandum of Understanding for Certified Occupational Therapy Assistants, as presented. (Addendum J.) Voting aye: Kim Baker, Tom Bennett, Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, and Mark

Zuzek. Voting naye: none. Motion passed.

14. Motion by Mark Zuzek, seconded by Kim Baker, to approve the following policies on a first and final reading: 201 Legal Status of the School Board; 203 Operation of the School Board – Governing Rules; 203.1 School Board Procedures – Rules of Order; 203.5 School Board Meeting Agenda; and 203.6 Consent Agendas. (Addendum K.) Voting aye: Kim Baker, Tom Bennett, Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, and Mark Zuzek. Voting naye: none. Motion passed.
15. There being no further business the meeting adjourned at 6:32 PM.

The next regular School Board Meeting will be Tuesday, June 10, 2025, at 5:15 PM.

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Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED FOR  
ACTION AT BOARD MEETING OF June 10, 2025.**

**NEW HIRES:**

Karri Hollyman, C-Caption, effective May 19, 2025.

Frank Herman, Principal - Secondary Program, effective July 1, 2025.

Andrea Oldham, Intervener Support Professional, effective August 27, 2025.

**RE-HIRES:**

**CHANGE IN STATUS:**

Laura Bray, Speech Language Pathologist, FTE reduction 0.8 to 0.7, effective July 1, 2025.

**LEAVES OF ABSENCE:**

**RESIGNATION & TERMINATIONS:**

Emily Booth, Education Support Professional, effective May 30, 2025.

Meredith Fancher-White, Education Support Professional, effective June 4, 2025.

Cassandra Freeman, Education Support Professional, effective June 5, 2025.

Robert Keech, Teacher, effective June 12, 2025.

Rachel Opseth, School Counselor, effective April 22, 2025.

Jakenthia Simms-Alexander, Education Support Professional, effective May 15, 2025.

Norman Smith, School Counselor, effective June 12, 2025.

**RETIREMENT:**

Jane Klemz, Education Support Professional, effective June 11, 2025.

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1909791	05/15/2025	TARA DUFORT	V	(25.00)	VOID MANUAL CHECK
1909907	05/02/2025	BLUUM OF MINNESOTA, LLC	R	2,933.14	ACCOUNTS PAYABLE CHECK
1909908	05/02/2025	CENTURYLINK	R	1,728.43	ACCOUNTS PAYABLE CHECK
1909909	05/02/2025	CITY OF INVER GROVE HTS	R	394.76	ACCOUNTS PAYABLE CHECK
1909910	05/02/2025	FRONTIER COMMUNICATIONS	R	673.36	ACCOUNTS PAYABLE CHECK
1909911	05/02/2025	JWS CONSTRUCTION	R	2,700.00	ACCOUNTS PAYABLE CHECK
1909912	05/02/2025	OUTDOOR IMAGES, INC	R	1,320.00	ACCOUNTS PAYABLE CHECK
1909913	05/02/2025	REPUBLIC SERVICES #923	R	284.41	ACCOUNTS PAYABLE CHECK
1909914	05/02/2025	STYROLITE CHAIR LLC	R	7,490.00	ACCOUNTS PAYABLE CHECK
1909915	05/02/2025	XCEL ENERGY	R	3,611.64	ACCOUNTS PAYABLE CHECK
1909916	05/02/2025	INVER HILLS COMMUNITY COLLEGE	R	3,818.01	ACCOUNTS PAYABLE CHECK
1909917	05/02/2025	KRAFT MECHANICAL, LLC	R	9,750.00	ACCOUNTS PAYABLE CHECK
1909918	05/02/2025	MENARDS	R	82.06	ACCOUNTS PAYABLE CHECK
1909919	05/02/2025	METROPOLITAN STATE UNIVERSITY	R	17,523.60	ACCOUNTS PAYABLE CHECK
1909920	05/02/2025	MN STATE UNIVERSITY, MANKATO	R	4,654.28	ACCOUNTS PAYABLE CHECK
1909921	05/02/2025	SCALES AND TAILS OF MN LLC	R	275.00	ACCOUNTS PAYABLE CHECK
1909922	05/09/2025	CUB FOODS BLOOMINGTON	R	13.05	ACCOUNTS PAYABLE CHECK
1909923	05/09/2025	CUB FOODS - EAGAN	R	26.75	ACCOUNTS PAYABLE CHECK
1909924	05/09/2025	CUB FOODS - LAKEVILLE	R	99.69	ACCOUNTS PAYABLE CHECK
1909925	05/09/2025	CUB FOODS - ROSEMOUNT	R	304.92	ACCOUNTS PAYABLE CHECK
1909926	05/09/2025	INVER HILLS COMMUNITY COLLEGE	R	328.95	ACCOUNTS PAYABLE CHECK
1909927	05/09/2025	NESSIM AND ASSOCIATES	R	190.00	ACCOUNTS PAYABLE CHECK
1909928	05/09/2025	ODP BUSINESS SOLUTIONS, LLC	R	221.16	ACCOUNTS PAYABLE CHECK
1909929	05/09/2025	SQUIRES, WALDSPURGER & MACE, P.A.	R	56.00	ACCOUNTS PAYABLE CHECK
1909930	05/09/2025	SWEET KNEADS BAKERY	R	250.00	ACCOUNTS PAYABLE CHECK
1909931	05/09/2025	A'BRITIN CATERING & HOSPITALITY	R	3,272.52	ACCOUNTS PAYABLE CHECK
1909932	05/09/2025	ARVIG ENTERPRISES, INC	R	2,240.71	ACCOUNTS PAYABLE CHECK
1909933	05/09/2025	BENEFIT EXTRAS, INC	R	486.49	ACCOUNTS PAYABLE CHECK
1909934	05/09/2025	DAKOTA COUNTY TREASURER	R	73.03	ACCOUNTS PAYABLE CHECK
1909935	05/09/2025	DICK'S VALLEY SERVICE, INC	R	190.00	ACCOUNTS PAYABLE CHECK
1909936	05/09/2025	DISCOUNT SCHOOL SUPPLY	R	318.23	ACCOUNTS PAYABLE CHECK
1909937	05/09/2025	MN ENERGY RESOURCES CORPORATION	R	484.00	ACCOUNTS PAYABLE CHECK
1909938	05/09/2025	PAR	R	24.50	ACCOUNTS PAYABLE CHECK
1909939	05/09/2025	PEARSON ASSESSMENT/NCS PEARSON	R	134.00	ACCOUNTS PAYABLE CHECK
1909940	05/09/2025	ST PAUL PIONEER PRESS	R	28.05	ACCOUNTS PAYABLE CHECK
1909941	05/09/2025	VERIZON WIRELESS	R	730.22	ACCOUNTS PAYABLE CHECK
1909942	05/09/2025	VIRCO MFG CORP	R	223.08	ACCOUNTS PAYABLE CHECK
1909943	05/19/2025	WISCONSIN SCTF	R	987.50	ACCOUNTS PAYABLE CHECK
1909944	05/19/2025	EDUCATION MINNESOTA, LOCAL 3904	R	9,368.82	ACCOUNTS PAYABLE CHECK
1909945	05/19/2025	ESP LOCAL 4242	R	3,593.31	ACCOUNTS PAYABLE CHECK
1909946	05/19/2025	FTC	R	1,365.83	ACCOUNTS PAYABLE CHECK
1909947	05/19/2025	O.P.E.I.U., LOCAL 12	R	419.70	ACCOUNTS PAYABLE CHECK
1909948	05/19/2025	RELATED SERVICES NURSES ESP	R	126.50	ACCOUNTS PAYABLE CHECK
1909949	05/19/2025	ANCHOR VINYL LLC	R	105.00	ACCOUNTS PAYABLE CHECK
1909950	05/19/2025	FARMINGTON COMMUNITY EDUCATION	R	988.00	ACCOUNTS PAYABLE CHECK
1909951	05/19/2025	IND SCH DIST 195	R	865.46	ACCOUNTS PAYABLE CHECK
1909952	05/19/2025	INT SCH DIST 287	R	1,254.56	ACCOUNTS PAYABLE CHECK
1909953	05/19/2025	MENARDS	R	62.43	ACCOUNTS PAYABLE CHECK
1909954	05/19/2025	ODP BUSINESS SOLUTIONS, LLC	R	527.66	ACCOUNTS PAYABLE CHECK
1909955	05/19/2025	OFFICE OF MN.IT SERVICES	R	525.93	ACCOUNTS PAYABLE CHECK
1909956	05/19/2025	PEDIATRIC HOME SERVICE	R	3,187.50	ACCOUNTS PAYABLE CHECK
1909957	05/19/2025	SOUTHWEST WEST CENTRAL SERVICE CORP	R	48.00	ACCOUNTS PAYABLE CHECK
1909958	05/19/2025	THERAPY NOTES, LLC	R	299.00	ACCOUNTS PAYABLE CHECK
1909959	05/23/2025	ABLENET INC.	R	1,025.00	ACCOUNTS PAYABLE CHECK
1909960	05/23/2025	APPLE COMPUTER, INC	R	2,366.00	ACCOUNTS PAYABLE CHECK
1909961	05/23/2025	CENTERPOINT ENERGY	R	236.08	ACCOUNTS PAYABLE CHECK
1909962	05/23/2025	DISCOUNT SCHOOL SUPPLY	R	167.33	ACCOUNTS PAYABLE CHECK
1909963	05/23/2025	FRONTIER COMMUNICATIONS	R	2,154.43	ACCOUNTS PAYABLE CHECK

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1909964	05/23/2025	GRAINGER W W INC.	R	576.40	ACCOUNTS PAYABLE CHECK
1909965	05/23/2025	MARCO INC	R	106.75	ACCOUNTS PAYABLE CHECK
1909966	05/23/2025	PRIOHEALTH	R	149.00	ACCOUNTS PAYABLE CHECK
1909967	05/23/2025	SAFE WAY BUS CO.	R	1,142.72	ACCOUNTS PAYABLE CHECK
1909968	05/23/2025	SCHMITTY & SONS	R	974.16	ACCOUNTS PAYABLE CHECK
1909969	05/23/2025	TECHNOLOGY BY DESIGN, LLC	R	1,760.00	ACCOUNTS PAYABLE CHECK
1909970	05/29/2025	BUENA VISTA HOME CARE, LLC	R	440.00	ACCOUNTS PAYABLE CHECK
1909971	05/29/2025	DISTRICT 191 FOOD SERVICE	R	1,032.00	ACCOUNTS PAYABLE CHECK
1909972	05/29/2025	MINNESOTA SECRETARY OF STATE	R	120.00	ACCOUNTS PAYABLE CHECK
1909973	05/29/2025	SAM'S CLUB/SYNCHRONY BANK	R	933.76	ACCOUNTS PAYABLE CHECK
1909974	05/29/2025	WISCONSIN SCTF	R	987.50	ACCOUNTS PAYABLE CHECK
1909975	05/29/2025	EDUCATION MINNESOTA, LOCAL 3904	R	9,314.19	ACCOUNTS PAYABLE CHECK
1909976	05/29/2025	ESP LOCAL 4242	R	3,601.63	ACCOUNTS PAYABLE CHECK
1909977	05/29/2025	FTC	R	1,365.83	ACCOUNTS PAYABLE CHECK
1909978	05/29/2025	O.P.E.I.U., LOCAL 12	R	419.70	ACCOUNTS PAYABLE CHECK
1909979	05/29/2025	RELATED SERVICES NURSES ESP	R	126.50	ACCOUNTS PAYABLE CHECK
1909980	05/30/2025	JOHNSON FITNESS & WELLNESS	R	234.00	ACCOUNTS PAYABLE CHECK
1909981	05/30/2025	MIDWEST SPECIAL INSTRUMENTS, CORP	R	358.75	ACCOUNTS PAYABLE CHECK
1909982	05/30/2025	REPUBLIC SERVICES #923	R	358.31	ACCOUNTS PAYABLE CHECK
1909983	05/30/2025	VIRCO MFG CORP	R	1,021.80	ACCOUNTS PAYABLE CHECK
V4002531	05/12/2025	ACTUAL TACTUALS BRAILLE	R	657.90	ACCOUNTS PAYABLE VOUCHER
V4002532	05/12/2025	ALDI	R	461.56	ACCOUNTS PAYABLE VOUCHER
V4002533	05/12/2025	AMERGIS	V	-	VOID: MULTI STUB VOUCHER
V4002534	05/12/2025	AMERGIS	V	-	VOID: MULTI STUB VOUCHER
V4002535	05/12/2025	AMERGIS	R	68,391.86	ACCOUNTS PAYABLE VOUCHER
V4002536	05/12/2025	BAYADA HOME HEALTH CARE	R	4,800.00	ACCOUNTS PAYABLE VOUCHER
V4002537	05/12/2025	BUG BUSTERS, INC	R	345.00	ACCOUNTS PAYABLE VOUCHER
V4002538	05/12/2025	WELLS FARGO	R	5,504.94	ACCOUNTS PAYABLE VOUCHER
V4002539	05/12/2025	OPENAI	R	60.00	ACCOUNTS PAYABLE VOUCHER
V4002540	05/12/2025	CITY OF APPLE VALLEY	R	398.87	ACCOUNTS PAYABLE VOUCHER
V4002541	05/12/2025	COCHLEAR AMERICAS	R	117.00	ACCOUNTS PAYABLE VOUCHER
V4002542	05/12/2025	CORWIN	R	399.00	ACCOUNTS PAYABLE VOUCHER
V4002543	05/12/2025	FABRIC WHOLESALE DIRECT	R	381.00	ACCOUNTS PAYABLE VOUCHER
V4002544	05/12/2025	GOOGLE HQ	R	2,539.50	ACCOUNTS PAYABLE VOUCHER
V4002545	05/12/2025	HEALTHIEST YOU	R	3,887.00	ACCOUNTS PAYABLE VOUCHER
V4002546	05/12/2025	IKEA MINNEAPOLIS	R	199.99	ACCOUNTS PAYABLE VOUCHER
V4002547	05/12/2025	INDEED, INC	R	1,710.12	ACCOUNTS PAYABLE VOUCHER
V4002548	05/12/2025	INNOVATIVE OFFICE SOLUTIONS	R	1,295.21	ACCOUNTS PAYABLE VOUCHER
V4002549	05/12/2025	JKM TRAINING, INC	R	187.17	ACCOUNTS PAYABLE VOUCHER
V4002550	05/12/2025	KEYSTONE INTERPRETING SOLUTIONS INC	R	818.33	ACCOUNTS PAYABLE VOUCHER
V4002551	05/12/2025	LESSONPIX, INC	R	36.00	ACCOUNTS PAYABLE VOUCHER
V4002552	05/12/2025	MASE	R	638.00	ACCOUNTS PAYABLE VOUCHER
V4002553	05/12/2025	MAXI AIDS, INC	R	460.30	ACCOUNTS PAYABLE VOUCHER
V4002554	05/12/2025	MCKESSON MEDICAL	R	705.36	ACCOUNTS PAYABLE VOUCHER
V4002555	05/12/2025	MENARDS	R	2,116.01	ACCOUNTS PAYABLE VOUCHER
V4002556	05/12/2025	PRECISION VISION, INC	R	124.25	ACCOUNTS PAYABLE VOUCHER
V4002557	05/12/2025	RELIABLE MEDICAL	R	289.85	ACCOUNTS PAYABLE VOUCHER
V4002558	05/12/2025	RIFTON EQ/COMMUNITY PRODUCTS LLC	R	41.25	ACCOUNTS PAYABLE VOUCHER
V4002559	05/12/2025	ROSEMOUNT AUTO SERVICE	R	1,449.37	ACCOUNTS PAYABLE VOUCHER
V4002560	05/12/2025	ROSEMOUNT PARKS & RECREATION	R	775.00	ACCOUNTS PAYABLE VOUCHER
V4002561	05/12/2025	SCHOOL NURSE SUPPLY	R	195.65	ACCOUNTS PAYABLE VOUCHER
V4002562	05/12/2025	SCHOOL SPECIALTY, LLC	R	334.94	ACCOUNTS PAYABLE VOUCHER
V4002563	05/12/2025	SONOVA USA INC.	R	626.98	ACCOUNTS PAYABLE VOUCHER
V4002564	05/12/2025	THE HOME DEPOT PRO	R	5,299.85	ACCOUNTS PAYABLE VOUCHER
V4002565	05/12/2025	TOLL GAS & WELDING SUPPLY	R	7,809.36	ACCOUNTS PAYABLE VOUCHER
V4002566	05/12/2025	TRANE U.S. INC.	R	601.00	ACCOUNTS PAYABLE VOUCHER
V4002567	05/12/2025	UNEQUAL TECHNOLOGIES COMPANY	R	519.70	ACCOUNTS PAYABLE VOUCHER
V4002568	05/12/2025	UNITED STATES POSTAL OFFICE	R	219.00	ACCOUNTS PAYABLE VOUCHER

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
V4002569	05/12/2025	UNIVERSAL CLEANING SERVICES	R	7,947.50	ACCOUNTS PAYABLE VOUCHER
V4002570	05/12/2025	UNIVERSITY OF MINNESOTA	R	595.00	ACCOUNTS PAYABLE VOUCHER
V4002571	05/12/2025	WESTONE LABORATORIES INC.	R	277.83	ACCOUNTS PAYABLE VOUCHER
V6608093	05/15/2025	MARY MICHELLE ADOLPHSON	R	23.80	ACCOUNTS PAYABLE VOUCHER
V6608094	05/15/2025	MARTHA JOAN ALLEN	R	200.20	ACCOUNTS PAYABLE VOUCHER
V6608095	05/15/2025	KELSIE K ARCH	R	72.10	ACCOUNTS PAYABLE VOUCHER
V6608096	05/15/2025	MELISSA L ARMBRUST	R	448.70	ACCOUNTS PAYABLE VOUCHER
V6608097	05/15/2025	LAURA ANN ARMSTRONG	R	135.10	ACCOUNTS PAYABLE VOUCHER
V6608098	05/15/2025	TREVOR R BAILEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608099	05/15/2025	KIMBERLY D BAKER	R	21.70	ACCOUNTS PAYABLE VOUCHER
V6608100	05/15/2025	KEITH JAMES BARTHOLOMAUS	R	145.60	ACCOUNTS PAYABLE VOUCHER
V6608101	05/15/2025	THOMAS RICHARD BENNETT	R	23.80	ACCOUNTS PAYABLE VOUCHER
V6608102	05/15/2025	LINDA JO BERG	R	349.00	ACCOUNTS PAYABLE VOUCHER
V6608103	05/15/2025	STEPHANIE BETLEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608104	05/15/2025	MICHAEL JASON BIBRO	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608105	05/15/2025	JULIE BLACK	R	50.40	ACCOUNTS PAYABLE VOUCHER
V6608106	05/15/2025	AMANDA JO BOEHMER	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608107	05/15/2025	DON JAMES BUDACH	R	390.30	ACCOUNTS PAYABLE VOUCHER
V6608108	05/15/2025	MICHAEL ROBERT BURGIO	R	5.60	ACCOUNTS PAYABLE VOUCHER
V6608109	05/15/2025	ANNA ELIZABETH BUSCH	R	38.22	ACCOUNTS PAYABLE VOUCHER
V6608110	05/15/2025	HUYEN T.N. CAO	R	113.90	ACCOUNTS PAYABLE VOUCHER
V6608111	05/15/2025	LESLEY ANNE CHESTER	R	18.20	ACCOUNTS PAYABLE VOUCHER
V6608112	05/15/2025	EMILY MARGARET MATULA	R	488.60	ACCOUNTS PAYABLE VOUCHER
V6608113	05/15/2025	CRAIG ALAN CURTIS	R	328.70	ACCOUNTS PAYABLE VOUCHER
V6608114	05/15/2025	AMY RICHELLE DAWSON	R	109.20	ACCOUNTS PAYABLE VOUCHER
V6608115	05/15/2025	CHRISTOPHER GORDON DEVINE	R	359.50	ACCOUNTS PAYABLE VOUCHER
V6608116	05/15/2025	MEGAN ROSE DIETRICH	R	144.20	ACCOUNTS PAYABLE VOUCHER
V6608117	05/15/2025	DANIELLE LEE DONKERS	R	56.00	ACCOUNTS PAYABLE VOUCHER
V6608118	05/15/2025	CARMEN MARIE EATON	R	140.00	ACCOUNTS PAYABLE VOUCHER
V6608119	05/15/2025	AMANDA R ECKRE	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608120	05/15/2025	LISA A EHLERINGER	R	26.60	ACCOUNTS PAYABLE VOUCHER
V6608121	05/15/2025	SHAE K ELLIOTT	R	146.70	ACCOUNTS PAYABLE VOUCHER
V6608122	05/15/2025	KATHERINE DIANE ENGEL	R	81.90	ACCOUNTS PAYABLE VOUCHER
V6608123	05/15/2025	DALE EDWARD ENGMAN	R	38.22	ACCOUNTS PAYABLE VOUCHER
V6608124	05/15/2025	MICHAEL LEONARD FAVOR	R	355.90	ACCOUNTS PAYABLE VOUCHER
V6608125	05/15/2025	SOFIE L FITZSIMMONS	R	158.90	ACCOUNTS PAYABLE VOUCHER
V6608126	05/15/2025	ANGELITA LEE FLEMING	R	32.20	ACCOUNTS PAYABLE VOUCHER
V6608127	05/15/2025	NICOLE K FLESNER	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608128	05/15/2025	SHERILYN FAYE FRISQUE	R	249.20	ACCOUNTS PAYABLE VOUCHER
V6608129	05/15/2025	ADAM R GHORMLEY	R	38.22	ACCOUNTS PAYABLE VOUCHER
V6608130	05/15/2025	CHRISTINA ANN TUOHY	R	109.20	ACCOUNTS PAYABLE VOUCHER
V6608131	05/15/2025	CASSIE J. GROFF	R	170.80	ACCOUNTS PAYABLE VOUCHER
V6608132	05/15/2025	MEGAN KRISTINE HAROLDSON	R	161.00	ACCOUNTS PAYABLE VOUCHER
V6608133	05/15/2025	LEAH HANISCH HARRIS	R	27.30	ACCOUNTS PAYABLE VOUCHER
V6608134	05/15/2025	SARA ASHLEY HENRY	R	408.80	ACCOUNTS PAYABLE VOUCHER
V6608135	05/15/2025	JENNIFER AMY HETLAND	R	197.80	ACCOUNTS PAYABLE VOUCHER
V6608136	05/15/2025	MELISSA ROCHELL HO	R	149.30	ACCOUNTS PAYABLE VOUCHER
V6608137	05/15/2025	JUSTIN DAVID HOELSCHER	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608138	05/15/2025	KATE SCHNEEWEIS HULSE	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608139	05/15/2025	SARAH CAITLIN IDEEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608140	05/15/2025	COURTNEY ELIZABETH ROBINSON	R	76.30	ACCOUNTS PAYABLE VOUCHER
V6608141	05/15/2025	MARK W JOHNS	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608142	05/15/2025	AMY TAMARAH WOLF KAUFMAN	R	220.50	ACCOUNTS PAYABLE VOUCHER
V6608143	05/15/2025	LORI ANN KLEIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608144	05/15/2025	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608145	05/15/2025	BETSY SUE LARSEN	R	224.70	ACCOUNTS PAYABLE VOUCHER
V6608146	05/15/2025	THOMAS J LEDOUX	R	38.22	ACCOUNTS PAYABLE VOUCHER
V6608147	05/15/2025	SARAH MARIE LUDEWIG	R	165.90	ACCOUNTS PAYABLE VOUCHER

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
V6608148	05/15/2025	ERIN JEAN MAHNKE	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608149	05/15/2025	KIM MARIE MARTIN	R	81.20	ACCOUNTS PAYABLE VOUCHER
V6608150	05/15/2025	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608151	05/15/2025	ALISON KENNIS-LYNN MCCUSKER	R	59.19	ACCOUNTS PAYABLE VOUCHER
V6608152	05/15/2025	SHARRI HELENE MCGIBBON	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608153	05/15/2025	JENNA ANN NACE	R	161.70	ACCOUNTS PAYABLE VOUCHER
V6608154	05/15/2025	CLAIRE M NACHTWEY	R	130.20	ACCOUNTS PAYABLE VOUCHER
V6608155	05/15/2025	JO ANN MARISKA NAGY	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608156	05/15/2025	CINDY L NORDSTROM	R	11.90	ACCOUNTS PAYABLE VOUCHER
V6608157	05/15/2025	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608158	05/15/2025	ALICIA JOY ODELL	R	130.20	ACCOUNTS PAYABLE VOUCHER
V6608159	05/15/2025	JACKIE MARIE PAULEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608160	05/15/2025	EMILY COLLEEN GOODSON	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608161	05/15/2025	JESSICA ANN PELTIER	R	103.60	ACCOUNTS PAYABLE VOUCHER
V6608162	05/15/2025	HOLLY MARIE PEMBLE	R	1,555.17	ACCOUNTS PAYABLE VOUCHER
V6608163	05/15/2025	JENNIFER MAE PETERSEN	R	192.70	ACCOUNTS PAYABLE VOUCHER
V6608164	05/15/2025	BROOKE ALLYSON PETERSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608165	05/15/2025	EMILY ANN PFISTERER	R	251.30	ACCOUNTS PAYABLE VOUCHER
V6608166	05/15/2025	DARRELL RAYMOND PIPO JR	R	103.60	ACCOUNTS PAYABLE VOUCHER
V6608167	05/15/2025	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608168	05/15/2025	EMMA ELIZABETH RICHARD	R	60.00	ACCOUNTS PAYABLE VOUCHER
V6608169	05/15/2025	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608170	05/15/2025	SARAH CATHERINE ROWLEY	R	222.60	ACCOUNTS PAYABLE VOUCHER
V6608171	05/15/2025	MELISSA RAE SCHALLER	R	112.40	ACCOUNTS PAYABLE VOUCHER
V6608172	05/15/2025	BYRON LEITH SCHWAB	R	21.00	ACCOUNTS PAYABLE VOUCHER
V6608173	05/15/2025	ROLAND ARTHUR SESSIONS III	R	371.70	ACCOUNTS PAYABLE VOUCHER
V6608174	05/15/2025	HANNAH GRACE SIMMONS	R	11.90	ACCOUNTS PAYABLE VOUCHER
V6608175	05/15/2025	SUSANNE SIXL	R	21.00	ACCOUNTS PAYABLE VOUCHER
V6608176	05/15/2025	NORMAN C. SMITH III	R	53.20	ACCOUNTS PAYABLE VOUCHER
V6608177	05/15/2025	NICHOLAS J SOPKOWIAK	R	93.80	ACCOUNTS PAYABLE VOUCHER
V6608178	05/15/2025	COREY S STOCO	R	12.60	ACCOUNTS PAYABLE VOUCHER
V6608179	05/15/2025	MEGAN ELIZABETH ELEY	R	26.60	ACCOUNTS PAYABLE VOUCHER
V6608180	05/15/2025	ANN T STROM	R	68.74	ACCOUNTS PAYABLE VOUCHER
V6608181	05/15/2025	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608182	05/15/2025	MARY ELIZABETH TAYLOR	R	331.80	ACCOUNTS PAYABLE VOUCHER
V6608183	05/15/2025	SONIA LYNN TENDRICH	R	140.00	ACCOUNTS PAYABLE VOUCHER
V6608184	05/15/2025	LAURA J. TENNESSEN	R	120.40	ACCOUNTS PAYABLE VOUCHER
V6608185	05/15/2025	TAYLOR MAY LOVIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608186	05/15/2025	SHANYN NICOLE TUFTEE	R	139.50	ACCOUNTS PAYABLE VOUCHER
V6608187	05/15/2025	ADRIENNE KATE TURZYNSKI	R	18.90	ACCOUNTS PAYABLE VOUCHER
V6608188	05/15/2025	ANTHONY JOSEPH VILLELLI	R	96.32	ACCOUNTS PAYABLE VOUCHER
V6608189	05/15/2025	JOHN NATHAN VOLKERT	R	160.30	ACCOUNTS PAYABLE VOUCHER
V6608190	05/15/2025	ASHLEY LYNNETTE WARD	R	364.00	ACCOUNTS PAYABLE VOUCHER
V6608191	05/15/2025	MONICA J WEBER	R	20.30	ACCOUNTS PAYABLE VOUCHER
V6608192	05/15/2025	SARAH MICHELLE WEILER	R	17.22	ACCOUNTS PAYABLE VOUCHER
V6608193	05/15/2025	TERESA LYNN WELCH	R	778.39	ACCOUNTS PAYABLE VOUCHER
V6608194	05/15/2025	SCOTT MICHAEL ZEHNDER	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608195	05/15/2025	MARK A. ZUZEK	R	15.40	ACCOUNTS PAYABLE VOUCHER
V7703848	05/02/2025	APPLE VALLEY ISD LLC	R	46,113.14	ACCOUNTS PAYABLE VOUCHER
V7703849	05/02/2025	NATIONAL INSURANCE SERVICES OF WI,	R	9,275.46	ACCOUNTS PAYABLE VOUCHER
V7703850	05/02/2025	SE ISD, DST	R	98,411.52	ACCOUNTS PAYABLE VOUCHER
V7703851	05/05/2025	MEDICA	R	231.75	ACCOUNTS PAYABLE VOUCHER
V7703852	05/05/2025	UNITED HEALTHCARE SERVICES, INC	R	39,016.09	ACCOUNTS PAYABLE VOUCHER
V7703853	05/08/2025	ALL IN ONE TRANSLATION AGENCY, LLC	R	90.00	ACCOUNTS PAYABLE VOUCHER
V7703854	05/08/2025	AMANDA GROH	R	585.00	ACCOUNTS PAYABLE VOUCHER
V7703855	05/08/2025	AMAZON CAPITAL SERVICES	V	-	VOID: MULTI STUB VOUCHER
V7703856	05/08/2025	AMAZON CAPITAL SERVICES	V	-	VOID: MULTI STUB VOUCHER
V7703857	05/08/2025	AMAZON CAPITAL SERVICES	R	12,563.54	ACCOUNTS PAYABLE VOUCHER

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
V7703858	05/08/2025	ANNE HOFF, SAFE HARBOR COUNSELING	R	725.00	ACCOUNTS PAYABLE VOUCHER
V7703859	05/08/2025	BAMBOO PROFESSIONALS, LLC	R	2,238.75	ACCOUNTS PAYABLE VOUCHER
V7703860	05/08/2025	KAREN CASS FELLING, M.A., LP	R	1,500.00	ACCOUNTS PAYABLE VOUCHER
V7703861	05/08/2025	MRI INTERMEDIATE HOLDINGS, LLC	R	162.50	ACCOUNTS PAYABLE VOUCHER
V7703862	05/08/2025	NOVA EDUCATION CONSULTANTS	R	11,601.25	ACCOUNTS PAYABLE VOUCHER
V7703863	05/08/2025	PROCARE THERAPY	R	7,554.16	ACCOUNTS PAYABLE VOUCHER
V7703864	05/08/2025	REGINA MAENDLER, HEART & SCIENCE	R	10,057.00	ACCOUNTS PAYABLE VOUCHER
V7703865	05/08/2025	SOURCEWELL	R	3,330.00	ACCOUNTS PAYABLE VOUCHER
V7703866	05/08/2025	STRATEGIC STAFFING SOLUTIONS	R	3,360.00	ACCOUNTS PAYABLE VOUCHER
V7703867	05/08/2025	TEACHERS ON CALL INC	R	11,709.11	ACCOUNTS PAYABLE VOUCHER
V7703868	05/08/2025	TODD A SAVAGE	R	2,444.00	ACCOUNTS PAYABLE VOUCHER
V7703869	05/08/2025	ZEN EDUCATE INC	R	8,406.04	ACCOUNTS PAYABLE VOUCHER
V7703870	05/12/2025	FIDELITY SECURITY LIFE INS CO	R	2,577.43	ACCOUNTS PAYABLE VOUCHER
V7703871	05/12/2025	MEDICA	R	231.96	ACCOUNTS PAYABLE VOUCHER
V7703872	05/12/2025	UNITED HEALTHCARE SERVICES, INC	R	44,293.86	ACCOUNTS PAYABLE VOUCHER
V7703873	05/15/2025	AMANDA GROH	R	585.00	ACCOUNTS PAYABLE VOUCHER
V7703874	05/15/2025	AI TECHNOLOGIES, LLC	R	2,889.12	ACCOUNTS PAYABLE VOUCHER
V7703875	05/15/2025	GOPHER SPORT	R	866.93	ACCOUNTS PAYABLE VOUCHER
V7703876	05/15/2025	LAKESHORE LEARNING MATERIALS	R	1,421.43	ACCOUNTS PAYABLE VOUCHER
V7703877	05/15/2025	MINNESOTA HUMANITIES CENTER	R	37,470.75	ACCOUNTS PAYABLE VOUCHER
V7703878	05/15/2025	MN CLN SERVICES, INC	R	7,686.00	ACCOUNTS PAYABLE VOUCHER
V7703879	05/15/2025	PROCARE THERAPY	R	8,525.64	ACCOUNTS PAYABLE VOUCHER
V7703880	05/15/2025	TEACHERS ON CALL INC	R	8,918.43	ACCOUNTS PAYABLE VOUCHER
V7703881	05/15/2025	TRIUMPH EDUCATIONAL CONSULTING	R	65.00	ACCOUNTS PAYABLE VOUCHER
V7703882	05/15/2025	UNITED HEALTHCARE SERVICES, INC	R	96,413.60	ACCOUNTS PAYABLE VOUCHER
V7703883	05/15/2025	UPWARD BOUND CONSULTING, LLC	R	5,000.00	ACCOUNTS PAYABLE VOUCHER
V7703884	05/15/2025	ZEN EDUCATE INC	R	11,308.51	ACCOUNTS PAYABLE VOUCHER
V7703885	05/15/2025	MEDICA	R	507.20	ACCOUNTS PAYABLE VOUCHER
V7703886	05/15/2025	UNITED HEALTHCARE SERVICES, INC	R	43,766.95	ACCOUNTS PAYABLE VOUCHER
V7703887	05/19/2025	MN CHILD SUPPORT PAYMENT CENTER	R	478.50	ACCOUNTS PAYABLE VOUCHER
V7703888	05/19/2025	AMERIPRISE FINANCIAL ADVISORS	R	9,033.82	ACCOUNTS PAYABLE VOUCHER
V7703889	05/19/2025	AXA EQUITABLE LIFE INS CO	R	3,658.44	ACCOUNTS PAYABLE VOUCHER
V7703890	05/19/2025	FIDELITY INVSTMT TAX-EX SVC CO	R	13,399.19	ACCOUNTS PAYABLE VOUCHER
V7703891	05/19/2025	HEALTH EQUITY, INC.	R	33,036.84	ACCOUNTS PAYABLE VOUCHER
V7703892	05/19/2025	HORACE MANN LIFE INS	R	2,036.68	ACCOUNTS PAYABLE VOUCHER
V7703893	05/19/2025	INTERNAL REVENUE SERVICE	R	266,264.73	ACCOUNTS PAYABLE VOUCHER
V7703894	05/19/2025	EDUCATION MN ESI BILLING TRUST	R	10,731.71	ACCOUNTS PAYABLE VOUCHER
V7703895	05/19/2025	MN DEPT OF REVENUE	R	45,644.85	ACCOUNTS PAYABLE VOUCHER
V7703896	05/19/2025	MN DEPT OF REVENUE(C)	R	673.25	ACCOUNTS PAYABLE VOUCHER
V7703897	05/19/2025	MN STATE RETIREMENT SYSTEM	R	1,233.33	ACCOUNTS PAYABLE VOUCHER
V7703898	05/19/2025	EXECUTIVE DIRECTOR	R	57,469.56	ACCOUNTS PAYABLE VOUCHER
V7703899	05/19/2025	STATE TREASURER, TRA	R	125,675.23	ACCOUNTS PAYABLE VOUCHER
V7703900	05/19/2025	VARIABLE ANNUITY LIFE INS CO	R	9,437.13	ACCOUNTS PAYABLE VOUCHER
V7703901	05/19/2025	VOYA	R	1,332.51	ACCOUNTS PAYABLE VOUCHER
V7703902	05/19/2025	DELTA DENTAL OF MINNESOTA	R	42,990.58	ACCOUNTS PAYABLE VOUCHER
V7703903	05/19/2025	MEDICA	R	1,650.00	ACCOUNTS PAYABLE VOUCHER
V7703904	05/23/2025	ALL IN ONE TRANSLATION AGENCY, LLC	R	990.00	ACCOUNTS PAYABLE VOUCHER
V7703905	05/23/2025	AMANDA GROH	R	585.00	ACCOUNTS PAYABLE VOUCHER
V7703906	05/23/2025	AMAZON CAPITAL SERVICES	V	-	VOID: MULTI STUB VOUCHER
V7703907	05/23/2025	AMAZON CAPITAL SERVICES	V	-	VOID: MULTI STUB VOUCHER
V7703908	05/23/2025	AMAZON CAPITAL SERVICES	R	11,957.57	ACCOUNTS PAYABLE VOUCHER
V7703909	05/23/2025	CKC GOOD FOOD	R	27,472.15	ACCOUNTS PAYABLE VOUCHER
V7703910	05/23/2025	GLOWFORGE, INC	R	505.71	ACCOUNTS PAYABLE VOUCHER
V7703911	05/23/2025	KAREN CASS FELLING, M.A., LP	R	1,500.00	ACCOUNTS PAYABLE VOUCHER
V7703912	05/23/2025	NOVA EDUCATION CONSULTANTS	R	9,411.25	ACCOUNTS PAYABLE VOUCHER
V7703913	05/23/2025	PAWS FOR LEARNING, INC	R	1,665.00	ACCOUNTS PAYABLE VOUCHER
V7703914	05/23/2025	PROCARE THERAPY	R	9,428.15	ACCOUNTS PAYABLE VOUCHER
V7703915	05/23/2025	TEACHERS ON CALL INC	R	17,554.96	ACCOUNTS PAYABLE VOUCHER

Intermediate School District 917  
 Check Register Including System Voids  
 Run Date: 5/1/2025 - 5/31/2025

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
V7703916	05/23/2025	ZEN EDUCATE INC	R	11,260.55	ACCOUNTS PAYABLE VOUCHER
V7703917	05/23/2025	MEDICA	R	248.65	ACCOUNTS PAYABLE VOUCHER
V7703918	05/23/2025	UNITED HEALTHCARE SERVICES, INC	R	75,233.90	ACCOUNTS PAYABLE VOUCHER
V7703919	05/29/2025	UNITED HEALTHCARE SERVICES, INC	R	43,003.27	ACCOUNTS PAYABLE VOUCHER
V7703920	05/29/2025	MN CHILD SUPPORT PAYMENT CENTER	R	478.50	ACCOUNTS PAYABLE VOUCHER
V7703921	05/29/2025	AFLAC	R	1,236.54	ACCOUNTS PAYABLE VOUCHER
V7703922	05/29/2025	AMERIPRISE FINANCIAL ADVISORS	R	9,032.78	ACCOUNTS PAYABLE VOUCHER
V7703923	05/29/2025	AXA EQUITABLE LIFE INS CO	R	3,658.12	ACCOUNTS PAYABLE VOUCHER
V7703924	05/29/2025	FIDELITY INVSTMT TAX-EX SVC CO	R	13,398.07	ACCOUNTS PAYABLE VOUCHER
V7703925	05/29/2025	HEALTH EQUITY, INC.	R	32,753.49	ACCOUNTS PAYABLE VOUCHER
V7703926	05/29/2025	HORACE MANN LIFE INS	R	2,036.36	ACCOUNTS PAYABLE VOUCHER
V7703927	05/29/2025	INTERNAL REVENUE SERVICE	R	291,695.20	ACCOUNTS PAYABLE VOUCHER
V7703928	05/29/2025	EDUCATION MN ESI BILLING TRUST	R	10,730.75	ACCOUNTS PAYABLE VOUCHER
V7703929	05/29/2025	MN DEPT OF REVENUE	R	50,782.82	ACCOUNTS PAYABLE VOUCHER
V7703930	05/29/2025	MN DEPT OF REVENUE(C)	R	972.60	ACCOUNTS PAYABLE VOUCHER
V7703931	05/29/2025	MN STATE RETIREMENT SYSTEM	R	1,233.33	ACCOUNTS PAYABLE VOUCHER
V7703932	05/29/2025	EXECUTIVE DIRECTOR	R	58,837.77	ACCOUNTS PAYABLE VOUCHER
V7703933	05/29/2025	STATE TREASURER, TRA	R	137,557.85	ACCOUNTS PAYABLE VOUCHER
V7703934	05/29/2025	VARIABLE ANNUITY LIFE INS CO	R	9,436.01	ACCOUNTS PAYABLE VOUCHER
V7703935	05/29/2025	VOYA	R	1,332.35	ACCOUNTS PAYABLE VOUCHER
V7703936	05/30/2025	IND SCH DIST 191	R	29,289.27	ACCOUNTS PAYABLE VOUCHER
V7703937	05/30/2025	MENARDS	R	661.80	ACCOUNTS PAYABLE VOUCHER
V7703938	05/30/2025	PROCARE THERAPY	R	9,043.88	ACCOUNTS PAYABLE VOUCHER
V7703939	05/30/2025	RATWIK, ROSZAK & MALONEY, P.A.	R	960.00	ACCOUNTS PAYABLE VOUCHER
V7703940	05/30/2025	TEACHERS ON CALL INC	R	9,860.20	ACCOUNTS PAYABLE VOUCHER
V7703941	05/30/2025	UPWARD BOUND CONSULTING, LLC	R	5,000.00	ACCOUNTS PAYABLE VOUCHER
V7703942	05/30/2025	ZEN EDUCATE INC	R	10,626.72	ACCOUNTS PAYABLE VOUCHER
Total				<u>2,327,501.08</u>	

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

05/15/2025 DIRECT DEPOSITS REGULAR PAY (PR421)  
PAYROLL CHECKS

\$776,411.85  
\$0.00

**NET PAYROLL**

**\$ 776,411.85**

Authorized Signature Mark Johns Date 5/15/25



Customer Service  
PO Box 11760  
Harrisburg, PA 17108-11760

## ACCOUNT STATEMENT

For the Month Ending  
**April 30, 2025**

### INTERMEDIATE SCHOOL DISTRICT 917

#### Client Management Team

##### Amber Cannegieter

Key Account Manager  
213 Market Street  
Harrisburg, PA 17101-2141  
1-888-4-MSDLAF  
cannegietera@pfmam.com

##### Danny A. Nelson

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

#### Contents

Cover/Disclosures  
Summary Statement  
Individual Accounts

#### Accounts included in Statement

600430	STATE PAYMENTS
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#### Important Messages

MSDLAF will be closed on 05/26/2025 for Memorial Day.

INTERMEDIATE SCHOOL DISTRICT 917  
AMY D ALEXANDER  
1300 145TH STREET E  
ROSEMOUNT, MN 55068

**Online Access** [www.msdlaf.org](http://www.msdlaf.org)

**Customer Service** 1-888-4-MSDLAF

**Important Disclosures**

**Important Disclosures**

This statement is for general information purposes only and is not intended to provide specific advice or recommendations. PFM Asset Management ("PFMAM") is a division of U.S. Bancorp Asset Management, Inc. ("USBAM"), a SEC-registered investment adviser. USBAM is direct subsidiary of U.S. Bank National Association ("U.S. Bank") and an indirect subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of PFMAM. PFMAM maintains a written disclosure statement of our background and business experience. If you would like to receive a copy of our current disclosure statement, please contact Service Operations at the address below.

**Proxy Voting** PFMAM does not normally receive proxies to vote on behalf of its clients. However, it does on occasion receive consent requests. In the event a consent request is received the portfolio manager contacts the client and then proceeds according to their instructions. PFMAM's Proxy Voting Policy is available upon request by contacting Service Operations at the address below.

**Questions About an Account** PFMAM's monthly statement is intended to detail our investment advisory activity as well as the activity of any accounts held by clients in pools that are managed by PFMAM. The custodian bank maintains the control of assets and executes (i.e., settles) all investment transactions. The custodian statement is the official record of security and cash holdings and transactions. PFMAM recognizes that clients may use these reports to facilitate record keeping and that the custodian bank statement and the PFMAM statement should be reconciled and differences resolved. Many custodians use a settlement date basis which may result in the need to reconcile due to a timing difference.

**Account Control** PFMAM does not have the authority to withdraw funds from or deposit funds to the custodian outside the scope of services provided by PFMAM. Our clients retain responsibility for their internal accounting policies; implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

**Market Value** Generally, PFMAM's market prices are derived from closing bid prices as of the last business day of the month as supplied by ICE Data Services. There may be differences in the values shown for investments due to accrued but uncollected income and the use of differing valuation sources and methods. Non-negotiable FDIC-insured bank certificates of deposit are priced at par. Although PFMAM believes the prices to be reliable, the values of the securities may not represent the prices at which the securities could have been bought or sold. Explanation of the valuation methods for a registered investment company or local government investment program is contained in the appropriate fund offering documentation or information statement.

**Amortized Cost** The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short term securities (those with less than one year to maturity at time of issuance) is amortized on a straightline basis. Such discount or premium with respect to longer term securities is amortized using the constant yield basis.

**Tax Reporting** Cost data and realized gains / losses are provided for informational purposes only. Please review for accuracy and consult your tax advisor to determine the tax consequences of your security transactions. PFMAM does not report such information to the IRS or other taxing authorities and is not responsible for the accuracy of such information that may be required to be reported to federal, state or other taxing authorities.

**Financial Situation** In order to better serve you, PFMAM should be promptly notified of any material change in your investment objective or financial situation.

**Callable Securities** Securities subject to redemption prior to maturity may be redeemed in whole or in part before maturity, which could affect the yield represented.

**Portfolio** The securities in this portfolio, including shares of mutual funds, are not guaranteed or otherwise protected by PFMAM, the FDIC (except for certain non-negotiable certificates of deposit) or any government agency. Investment in securities involves risks, including the possible loss of the amount invested. Actual settlement values, accrued interest, and amortized cost amounts may vary for securities subject to an adjustable interest rate or subject to principal paydowns. Any changes to the values shown may be reflected within the next monthly statement's beginning values.

**Rating** Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed.

Shares of some local government investment programs and TERM funds are distributed by representatives of USBAM's affiliate, U.S. Bancorp Investments, Inc. which is registered with the SEC as a broker/dealer and is a member of the Financial Industry Regulatory Authority ("FINRA") and the Municipal Securities Rulemaking Board ("MSRB"). You may reach the FINRA by calling the FINRA Hotline at 1-800-289-9999 or at the FINRA website address <https://www.finra.org/investors/investor-contacts>. A brochure describing the FINRA Regulation Public Disclosure Program is also available from FINRA upon request.

**Key Terms and Definitions**

**Dividends** on local government investment program funds consist of interest earned, plus any discount ratably amortized to the date of maturity, plus all realized gains and losses on the sale of securities prior to maturity, less ratably amortization of any premium and all accrued expenses to the fund. Dividends are accrued daily and may be paid either monthly or quarterly. The monthly earnings on this statement represent the estimated dividend accrued for the month for any program that distributes earnings on a quarterly basis. There is no guarantee that the estimated amount will be paid on the actual distribution date.

**Current Yield** is the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical fund account with a balance of one share over the seven-day base period including the statement date, expressed as a percentage of the value of one share (normally \$1.00 per share) at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by

365 and dividing the result by 7. The yields quoted should not be considered a representation of the yield of the fund in the future, since the yield is not fixed. **Average maturity** represents the average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. The stated maturity date of mortgage backed or callable securities are used in this statement. However the actual maturity of these securities could vary depending on the level or prepayments on the underlying mortgages or whether a callable security has or is still able to be called.

**Monthly distribution yield** represents the net change in the value of one share (normally \$1.00 per share) resulting from all dividends declared during the month by a fund expressed as a percentage of the value of one share at the beginning of the month. This resulting net change is then annualized by multiplying it by 365 and dividing it by the number of calendar days in the month.

**YTM at Cost** The yield to maturity at cost is the expected rate of return, based on the original cost, the annual interest receipts, maturity value and the time period from purchase date to maturity, stated as a percentage, on an annualized basis.

**YTM at Market** The yield to maturity at market is the rate of return, based on the current market value, the annual interest receipts, maturity value and the time period remaining until maturity, stated as a percentage, on an annualized basis.

**Managed Account** A portfolio of investments managed discretely by PFMAM according to the client's specific investment policy and requirements. The investments are directly owned by the client and held by the client's custodian.

**Unsettled Trade** A trade which has been executed however the final consummation of the security transaction and payment has not yet taken place.

Please review the detail pages of this statement carefully. If you think your statement is wrong, missing account information, or if you need more information about a transaction, please contact PFMAM within 60 days of receipt. If you have other concerns or questions regarding your account, or to request an updated copy of PFMAM's current disclosure statement, please contact a member of your client management team at PFMAM Service Operations at the address below.

PFM Asset Management  
Attn: Service Operations  
213 Market Street  
Harrisburg, PA 17101

**NOT FDIC INSURED      NO BANK GUARANTEE      MAY LOSE VALUE**

**Account Statement - Transaction Summary**

For the Month Ending **April 30, 2025**

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

<b>MSDLAF+ Liquid Class</b>	
Opening Market Value	11,180.88
Purchases	38.35
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

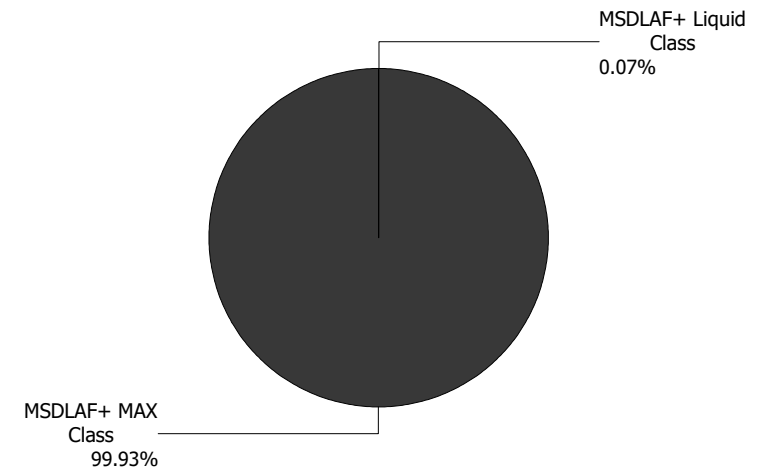
**Closing Market Value** **\$11,219.23**  
Cash Dividends and Income 38.35

<b>MSDLAF+ MAX Class</b>	
Opening Market Value	12,836,549.79
Purchases	5,046,633.34
Redemptions	(1,500,000.00)
Unsettled Trades	0.00
Change in Value	0.00

**Closing Market Value** **\$16,383,183.13**  
Cash Dividends and Income 46,633.34

<b>Asset Summary</b>		
	<b>April 30, 2025</b>	<b>March 31, 2025</b>
<b>MSDLAF+ Liquid Class</b>	11,219.23	11,180.88
<b>MSDLAF+ MAX Class</b>	16,383,183.13	12,836,549.79
<b>Total</b>	<b>\$16,394,402.36</b>	<b>\$12,847,730.67</b>

**Asset Allocation**



**Account Statement**

For the Month Ending **April 30, 2025**

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

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
<b>MSDLAF+ Liquid Class</b>					
<b>Opening Balance</b>					<b>11,180.88</b>
04/30/25	05/01/25	Accrual Income Div Reinvestment - Distributions	1.00	38.35	11,219.23
<b>Closing Balance</b>					<b>11,219.23</b>

	Month of April	Fiscal YTD July-April		
<b>Opening Balance</b>	11,180.88	139,302.79	<b>Closing Balance</b>	11,219.23
<b>Purchases</b>	38.35	1,011,916.44	<b>Average Monthly Balance</b>	11,182.16
<b>Redemptions (Excl. Checks)</b>	0.00	(1,140,000.00)	<b>Monthly Distribution Yield</b>	4.17%
<b>Check Disbursements</b>	0.00	0.00		
<b>Closing Balance</b>	<b>11,219.23</b>	<b>11,219.23</b>		
<b>Cash Dividends and Income</b>	38.35	11,916.44		

<b>MSDLAF+ MAX Class</b>					
<b>Opening Balance</b>					<b>12,836,549.79</b>
04/14/25	04/14/25	Redemption - ACH Redemption	1.00	(1,500,000.00)	11,336,549.79
04/16/25	04/16/25	Purchase - ACH Purchase	1.00	2,000,000.00	13,336,549.79
04/28/25	04/28/25	Purchase - ACH Purchase	1.00	3,000,000.00	16,336,549.79
04/30/25	05/01/25	Accrual Income Div Reinvestment - Distributions	1.00	46,633.34	16,383,183.13

**Account Statement**

For the Month Ending **April 30, 2025**

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

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
<b>Closing Balance</b>					<b>16,383,183.13</b>
		<b>Month of April</b>	<b>Fiscal YTD July-April</b>		
<b>Opening Balance</b>		12,836,549.79	12,453,732.60	<b>Closing Balance</b>	16,383,183.13
<b>Purchases</b>		5,046,633.34	11,529,450.53	<b>Average Monthly Balance</b>	13,288,104.23
<b>Redemptions (Excl. Checks)</b>		(1,500,000.00)	(7,600,000.00)	<b>Monthly Distribution Yield</b>	4.27%
<b>Check Disbursements</b>		0.00	0.00		
<b>Closing Balance</b>		<b>16,383,183.13</b>	<b>16,383,183.13</b>		
<b>Cash Dividends and Income</b>		46,633.34	489,082.36		

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

	MSDLAF: Liquid						MSDLAF: +Max						Total	
	Purchases	Sales	Fees	Interest	Ending Balance	Monthly Yield	Purchases	Sales	Fees	Interest	Ending Balance	Monthly Yield	Ending Balance	Interest
Jun					139,302.79	5.16%					12,453,732.60	5.24%	12,593,035.39	
Jul	-	100,000.00	-	593.51	39,896.30	5.14%	-	1,400,000.00	-	55,113.80	11,108,846.40	5.23%	11,148,742.70	55,707.31
Aug	1,000,000.00			1,714.46	1,041,610.76	5.11%				49,195.39	11,158,041.79	5.21%	12,199,652.55	50,909.85
Sep				4,267.28	1,045,878.04	4.99%	1,500,000.00			51,004.33	12,709,046.12	5.09%	13,754,924.16	55,271.61
Oct				4,201.03	1,050,079.07	4.73%				52,125.78	12,761,171.90	4.83%	13,811,250.97	56,326.81
Nov		1,000,000.00		574.01	50,653.08	4.55%	1,500,000.00	1,000,000.00		50,959.61	13,312,131.51	4.64%	13,362,784.59	51,533.62
Dec				189.43	50,842.51	4.40%				50,194.93	12,162,326.44	4.46%	12,213,168.95	50,384.36
Jan				184.38	51,026.89	4.27%		500,000.00		43,903.26	11,706,229.70	4.36%	11,757,256.59	44,087.64
Feb		40,000.00		114.66	11,141.55	4.21%	2,040,000.00	1,000,000.00		42,579.48	12,788,809.18	4.32%	12,799,950.73	42,694.14
Mar				39.33	11,180.88	4.16%	1,000,000.00	1,000,000.00		47,740.61	12,836,549.79	4.28%	12,847,730.67	47,779.94
Apr				38.35	11,219.23	4.17%	5,000,000.00	1,500,000.00		46,633.34	16,383,183.13	4.27%	16,394,402.36	46,671.69
May														
Jun														
<b>Total</b>														
FY 25	1,000,000.00	1,140,000.00	-	11,916.44	11,219.23		11,040,000.00	7,600,000.00	-	489,450.53	16,383,183.13		16,394,402.36	501,366.97

**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 \$11,100 plus donated door prizes for Staff Recognition.

1. Donation of 480 sandwich gift cards form Chick-Fil-A (Apple Valley Store/Merredith Donahue)for Staff Appreciation. Value: \$2880.
2. Donation of body fenders from Viking Auto Salvage, to be used in the Total Auto Care Program. Value: \$3500.
3. Donation large bags of popcorn from Cannon Valley Cinema 10 of Dundas, MN, to be used during the "Charlotte's Web Movie Premiere" for students. Value: \$50.
4. Donation of a R82 Rabbit Up Mobile Stander from Amy and Kevin Allen of Lakeville to be used for elementary age students to promote greater independence with upright mobility. Value: \$3000.
5. Donation of the Zing Stander and Therapy Rocker Chair, from Thida, Viet & Tiano Le of Lakeville, to be used by elementary age students to promote greater independence with upright mobility. Value: \$1750.
6. Donation of various gift certificates and door prizes for staff recognition.

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

Whereupon said resolution was duly passed and adopted.

Date Board Approved: \_\_\_\_\_

# Employee Recognition Business Donation Contact List

2025

Let's keep track of what business we reach out to for donations!

Business name	Method of contact	Date contacted	Contacted by	Donation Received	Contact info
Target	Leftover from last year	May 2024	Linda Berg	Two \$25 gift cards	
Grand Casino Mille lacs	Letter	January 30, 2025	Linda Berg	Overnight stay, food and \$25 free play	
Jackpot Junction Hotel/casino	Letter	January 30, 2025	Linda Berg	Free hotel night Value \$70 - use in raffle	
Target Apple Valley	Letter	January 30, 2025	Linda Berg	\$25 gift card	
Freddy's Burgers	emailed	January 30, 2025	Denise Erickson	2-\$25 gift cards	
Kwik Trip	emailed	January 30, 2025	Denise Erickson	10-\$10 gift cards	
Punch Pizza	Email	02/14/2025	Amalia Esparza	\$30 Gift card	
Grand Slam	Letter	02/14/2025	Amalia Esparza	Two Laser-Tag/Mini Golf/Krazy Kars packages	
Culvers - Savages, Anoka etc.	Email/Letter			\$90 value - 4 value baskets and 4 sundaes	Amanda 'Laudenbach' Braml <a href="mailto:Ownerlaudeneda@gmail.com">Ownerlaudeneda@gmail.com</a>
Hyvee - Lakeville	Letter	02/14/2025	Amalia Esparza	3 \$50 dollar giftcards	
FOGO DE CHAO	Email	02/14/2025	Amalia Esparza		
B&B Theaters - MOA	Email	02/14/2025	Amalia Esparza		
MN state fair	Email	02/14/2025	Amalia Esparza	Two admission tickets to state fair	
Canes Gift Basket	Donation		Came in late last year	In Linda's Office	
The Purpose Restaurants				Came in the mail - six \$25 gift cards to their four different restaurants	
Anchor Paper	Emailed	3/4/2025	Barb Schmitz	4-\$10.00 Caribou gift cards	
Loffler	Emailed	3/4/2025	Barb Schmitz	2-MN Timberwolves game tickets each \$150.00	
Technology by Design	Emailed	3/4/2025	Barb Schmitz	2-\$100 Hyvee gift cards	
LOCAL 4242 - ESP UNION		4/1/25	Sarah Weiler	4 \$20 Circle K gift cards	
LOCAL 3904 - TEACHERS UNION		4/2/25		18 \$10 Target Gift Cards	
Regal Theaters				1 \$25 giftcard	
THE SHAKOPEE MDEWAKANTON SIC	Submitted application		Amalia Esparza	\$1000 Value (50 Golf Stay, \$350 Bingo Stay, \$150 Native American Products Package)	
Science Museum			Amalia Esparza	4 entry tickets (\$100+ value)	120 W Kellog Blvd, Saint Paul, MN 55104. <a href="http://smm.org/donations">smm.org/donations</a> donationrequests@smm.org



## Intermediate School District 917

*Purposeful. Personalized. Partners.*

1300 145th Street East, Rosemount, MN 55068

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

May 6, 2025

Viking Auto Salvage  
26548 Chippendale Ave.  
Northfield, MN 55057

To whom it may concern,

Thank you for your donation of the body fenders to be used in our Total Auto Care Program. Your donation is greatly appreciated!

Sincerely,

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

### ISD 917 Vision

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

### ISD 917 Core Values

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



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

May 6, 2025

Chick-Fil-A  
7480 153rd St. W.  
Apple Valley, MN 55124

Merredith Donahue,

Thank you for your generous donation of the 480 free sandwich cards. They will be used to recognize our staff in appreciation for all that they do in service to our students. Your donation is greatly appreciated!

Sincerely,

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

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May 28, 2025

Thida, Viet, & Tiano Le  
7096 205th St. W.  
Lakeville, MN 55044

The Le Family,

Thank you for your generous donation of the Zing Stander and Therapy Rocker Chair. The stander will be used by elementary age students to promote greater independence with upright mobility and to facilitate participation in recreational and educational activities with their peers. The rocker will be used by elementary students to support sensory regulation, movement, and positional changes. It will provide students with stimulating input, helping them refocus and return to educational activities more effectively. Your donation is greatly appreciated!

Sincerely,

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

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

May 28, 2025

Amy and Kevin Allen  
21810 Dundee Drive  
Lakeville, MN 55044

The Allen Family,

Thank you for your generous donation of the R82 Rabbit Up Mobile Stander. The stander will be used by elementary age students to promote greater independence with upright mobility and to facilitate participation in recreational and educational activities with their peers. Your donation is greatly appreciated!

Sincerely,

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

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

May 28, 2025

Cannon Valley Cinema 10  
404 Schilling Dr.  
Dundas, MN 55019

To whom it may concern,

Thank you for your generous donation of the large bags of popcorn. The popcorn will be used during the "Charlotte's Web Movie Premiere" on June 5th for students, staff and families who attend to enjoy. We are very appreciative of this donation to add a little fun for the premiere viewing. Your donation is greatly appreciated!

Sincerely,

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

### ISD 917 Vision

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

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# ISD 917 2025-2026 ACADEMIC CALENDAR



Updated 6/3/25

- 4 - No School/Holiday
- 7 - ESY Staff Prof. Dev. & JSC
- 8-10 - ESY & JSC
- 11 - JSC
- 14-17 - ESY & JSC
- 18 - JSC
- 21-24 - ESY & JSC
- 25 - JSC
- 28-31 - ESY & JSC

JULY 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
0 student days 0 lic. staff/0 non-lic. staff						

JANUARY 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
18 student days 19 lic. staff/19 non-lic. staff						

- 1 - No School/Holiday
- 2 - No School/Winter Break
- 19 - No School/Holiday
- 23 - End of 2nd quarter (41 days)
- 26 - No School/All Staff Prof. Dev.

- 1 - JSC
- 19 - 1st Year Licensed Staff Prof. Dev.
- 20 - 1st & 2nd Year Licensed Staff Prof. Dev.
- 25 - Licensed Staff Prof. Dev.
- 26 - Licensed Staff Prof. Dev.
- 27 - All Staff Prof. Dev.
- 28 - All Staff Prof. Dev.
- 29 - Licensed Staff Prof. Dev.

AUGUST 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	0 student days 5 lic. staff/2 non-lic. staff					

FEBRUARY 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
18 student days 19 lic. staff/19 non-lic. staff						

- 16 - No School/Holiday
- 27 - No School/All Staff Prof. Dev.

- 1 - No School/Holiday
- 2 - 1st day of school

SEPTEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
21 student days 21 lic. staff/21 non-lic. staff						

MARCH 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
17 student days 17 lic. staff/17 non-lic. staff						

- 23 - No School/Spring Break
- 24 - No School/Spring Break
- 25 - No School/Spring Break
- 26 - No School/Spring Break
- 27 - No School/Spring Break

- 15 - No School/All Staff Prof. Dev.
- 16 - No School/MEA
- 17 - No School/MEA

OCTOBER 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
20 student days 21 lic. staff/21 non-lic. staff						

APRIL 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
20 student days 21 lic. staff/20 non-lic. staff						

- 3 - End of 3rd quarter (42 days)
- 6 - No School/Sec. Lic. Staff Prof. Dev.
- 10 - No School/Conferences
- 24 - No School

- 6 - End of 1st quarter (45 days)
- 7 - No School/Conferences
- 26 - No School
- 27 - No School/Holiday
- 28 - No School/Holiday

NOVEMBER 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	16 student days 17 lic. staff/16 non-lic. staff					

MAY 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	20 student days 20 lic. staff/20 non-lic. staff					

- 25 - No School/Holiday

- 22 - No School/Winter Break
- 23 - No School/Winter Break
- 24 - No School/Holiday
- 25 - No School/Holiday
- 26 - No School/Winter Break
- 29 - No School/Winter Break
- 30 - No School/Winter Break
- 31 - No School/Winter Break

DECEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
15 student days 15 lic. staff/15 non-lic. staff						

JUNE 2026						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
8 student days 8.5 lic. staff/8 non-lic. staff						

- 10 - Last Day of School
- 10 - End of 4th quarter (45 days)
- 11 - .5 Licensed Staff Prof. Dev.
- 11-12 - JSC
- 15-18 - JSC
- 22 - JSC Licensed Staff Prof. Dev.



= No School for All Students
















= No School (Students in Secondary Programs)



= No School (Students in Special Education Programs)

## Detailed Calendar Key

-  = No School For All Students and Instructional Staff
-  = ESY Staff Professional Development & JSC In Session
-  = ESY & JSC In Session
-  = JSC In Session
-  = 1st Year Staff Professional Development
-  = 1st & 2nd Year Staff Professional Development
-  = No School for Students - Licensed Staff Professional Development
-  = No School for Students - All Staff Professional Development
-  = First/Last Day of School
-  = No School for All Students - Conferences
-  = No School for Students in Secondary Programs - Secondary Staff Professional Development
-  = No School for Students in Special Education Programs - Conferences
-  = JSC Staff Professional Development

## **LANGUAGE ACCESS PLAN**

### **I. Purpose**

Intermediate School District 917's Language Access Plan is designed to ensure compliance with state and federal language access requirements and alignment with our district core values, particularly communication, equity, diversity, and empathy. The goal of this plan is to remove barriers and increase access for students and adults who communicate in a language other than English or require additional assistance due to a disability to meaningful information sharing and collaborative discussions with students and families about student progress and performance, program placements, services, individualized education program process, and decision-making. Per MN Statute 123B.32, this plan provides a roadmap that will help staff navigate the process of setting deadlines, priorities, and identifying responsible personnel for policy and procedures development; hire, contract, assess, and ensure quality control of language assistance services; provide notice of services; provide training of staff; and conduct ongoing monitoring and evaluation.

### **II. The Plan**

#### **A. Language Identification**

- During enrollment, parents and guardians specify their preferred language and it is recorded within the student information system. This information can be updated by contacting the school. Schools use this information to identify language services.
- All families complete the Minnesota Language Survey (MNLS) during enrollment.

#### **B. Use of Trained or Certified Spoken Language Interpreters for Communication to Ensure Meaningful Participation in the IEP Process for Families Who Communicate in a Language other than English or Require Additional Assistance Due to a Disability**

- ISD 917 uses a variety of tools and strategies to meaningful information sharing and collaborative discussions with students and families about student progress and performance, program placements, services, individualized education program process, and decision-making, including:

- Professional Interpreters (i.e. remote and in-person) are available for communications related to conferences, special education meetings and communications, and phone conversations between staff and parents/guardians.
    - For in person meetings, staff members can request interpretation for a parent/guardian meeting by contacting your program administrative assistant and provide the date, time, location, and meeting purpose.
  - Written translation (Prior Written Notices)
  - ASL Interpretation at events
  - TransAct
  - Language Line
  - Translation of online enrollment is available in Infinite Campus. From the 'User Menu' (top right-hand corner of the screen), select 'Language' to change the language that will be displayed. The translations available include Somali and Spanish. This is only available on enrollment forms.
  - Translation of the district website is available by clicking "Language" at the top of the screen and choosing the family's preferred language.
- C. Notification of Family Rights and Communications
- The Language Access Plan will be included in all student and staff handbooks/culture guides and published on the district website. Families can request services by contacting the program administrative assistant at their child's school.
- D. Communications
- This document will be included in all student and staff handbooks/culture guides and published on the district website.
- E. Identification and Assessment of Language Assistance and Accommodation Needs
- During enrollment, parents and guardians specify their preferred language and any accommodations needed due to disabilities. These are recorded within the student information system and can be updated by contacting their child's school. Schools use this information to identify language and disability services.

- All families complete the Minnesota Language Survey (MNLS) during enrollment.
- F. Emergency Communication Protocols
- In the case of emergencies, such as severe weather, emails will be sent out to parents/guardians in English, Spanish, and Somali, via Infinite Campus.
- G. Artificial Intelligence (AI) Translation Services
- When the district uses AI to translate documents and flyers, these materials will provide a call back number so students and parents can contact someone at the school if they have questions.
- H. Implementation
- The Executive Director of Students Services and Director of Teaching and Learning will be responsible for overseeing, developing, and modifying the language access plan, and establishing and implementing operational procedures.
- I. Appeal Process
- If a family/guardian faces challenges with any of the above or have feedback/suggestions for improvement, they can contact the Executive Director of Student Services at [melissa.schaller@isd917.org](mailto:melissa.schaller@isd917.org).
- J. School Board Governance
- The ISD 917 School Board will review this plan every two years and update as necessary.

### **III. Definitions**

- A. American Sign Language (ASL) – A visually perceived language based on a naturally evolved system of articulated hand gestures and their placement relative to the body, along with non-manual markers such as facial expressions, head movements, shoulder raises, mouth morphemes, and movements of the body.
- B. Relay – Telephone accessibility services to people who are deaf, deafblind, hard of hearing, or speech disabled.
- C. Screen Reader – Software programs that allow blind or visually impaired users to read the text that is displayed on the computer screen with a speech synthesizer or braille display.
- D. Interpretation – The act of listening to a communication in one language (source language) and orally converting it to another language (target language). Interpreter must retain the same meaning

as the original message without omitting information, summarizing or otherwise altering the message and without adding the interpreter's own thoughts or opinions.

- E. Interpreter – A person who provides interpreting services.
- F. Language Assistance Services – Oral, expressive, written, and technological supportive services that help students and families communicate effectively with school staff. These services ensure students and families can participate fully in school services, activities, and programs.
- G. Limited English Proficient (LEP) – Individuals whose primary language is not English and who have limited ability to communicate effectively in English, including writing, reading, speaking, and listening comprehension. Federal law uses this term to refer to the intended beneficiaries of language access services.
- H. Emergent Multilingual Speakers – Individuals whose primary language is not English and who have limited ability to communicate effectively in English but are in the process of developing their English language proficiency. Language access industry leaders and advocates prefer the use of this term when referring to the intended beneficiaries of language access services.
- I. English Learner (EL) – A status assigned to students whose primary language is not English, who lacks the necessary skills to understand, speak, read, and write in English but are receiving English language development instructions in a public school setting.
- J. Home Language – The language that is most commonly used in the home by members of a family, or the language that parents use when speaking with their children.
- K. Primary Language – An individual's native tongue or the language in which an individual most effectively communicates.
- L. Sight Translation – The oral interpretation of a written document. This occurs when an interpreter reads a document and then provides a complete oral interpretation of the information that it contains.
- M. Remote Interpreting – Interpreting that is provided via telephone or video call.
- N. Translator – A person who provides translation services.
- O. Translation – The restating of written text from one language (source language) into an equivalent written text in another language (target language).

- P. Vital Document – Materials deemed vital to ensuring access to educational services, programs, and activities, or contain information required by law to translate or provide in audio format.

**Legal References**

Minnesota Statutes 2024, section 123B.32, subdivision 1

Title VI of the Civil Rights Act of 1964



To: School Board Members  
From: Dr. Brooke Peterson, Director of Teaching and Learning  
Date: May 16, 2025  
Re: Administrative variance

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

To that end, we are seeking a variance for administrative licensure for Courtney Robinson. Courtney will be serving in the role of assistant principal/special education coordinator with Steph Betley as her supervisor for our TESA program. Courtney was one of two applicants we interviewed for the position of assistant principal/special education coordinator. Courtney was most qualified for the position for which she was hired based on her experience as an existing employee with Intermediate School District 917 and her personal experience working in the TESA program in Bloomington. Courtney is anticipated to be awarded her Principal license by the end of the year (December, 2025) and her Director of Special Education license in Spring of 2026.

BOSA is expected to review this application in June.



Intermediate School District 917

# Fiscal Year 2026

# Adopted Budget

June 10, 2025



→ 13

→ 13 A

→ 14

→ 14 A

FILM NEGATIVE

FILM NEGATIVE

FILM NEGATIVE

# FY26 Adopted Budget: Key Items



## Stewardship

Managing financial and human resources carefully and responsibly

### Special Education:

- Update all staffing rosters and estimate of student hours
- Add 112 new student facing positions, primarily ESP's to accommodate student intakes
- Student hours increase 15% over FY25 Revised Budget and 27% over FY24 actual
- Hourly billing rate to member districts increases 3%
- Assumes 3% wage escalation for FY26 contract negotiations

### Secondary:

- DCALS net profit loss is significantly reduced, primarily due to staffing realignment
- CTE billing rate to member districts has material reduction. Utilizing MSC grant and levy funds for DCTC occupancy cost have significantly lowered billing rates
- Projecting 25% lower CTE student hours, adversely impacts the billing rate

### Unassigned Fund Balance:

- Board target is a ratio of fund balance to annual expense of 15.0%
- Preliminary budget projects an increase from 16.7% at the end of FY25 to 17.4% at the end of FY26
- FY26 would be the first year the fund balance has increased since FY21

# FY26 Adopted Budget:



## Stewardship

Managing financial and human resources carefully and responsibly

### Changes from Preliminary Budget:

- Increase expense for the following items that should have been included in the Preliminary Budget:  
This caused the Unassigned Fund Balance to decrease from 18.0% in the Preliminary Budget to 17.4% in the Adopted Budget
    - Other Post Employment Benefits      \$115,000
    - Property Insurance                      \$110,000
    - Transfer School lunch loss to Fund 02 \$ 52,000
- Total Added Expense  
\$277,000
- Re-distribute Safe School funds between Fund 01 and Fund 02
    - Move \$254,000 of revenue from Fund 01 to Fund 02
    - This had no impact to the Unassigned Fund Balance

# FY26 Adopted Budget: Key Metrics



## ISD 917 Hours and Rate Comparison

**Special Education Programs:**

	FY24 Actual	FY25 Revised Budget	FY26 Adopted Budget	% Change	Change in ADM's
Special Education Resource Program Average Rate	\$76.25	\$83.59	\$86.15	3.07%	
Purchase of Services Agreements Average Cost per FTE	\$124,611	\$134,378	\$141,174	5.06%	
Special Education Resource Student Billable Hours	379,981	417,999	483,427	15.65%	61 ADM's
Special Education Purchase of Service Billable Hours	40,292	38,864	43,500	11.93%	3 FTE's
<b>Total Student Billable Hours</b>	<b>420,273</b>	<b>456,863</b>	<b>526,927</b>	<b>15.34%</b>	

### Special Education:

- Student hours increase 16% vs FY25 Revised Budget and 27% over FY24 actual
- Average billing rate is held to 3% increase

**Secondary Technical Center Programs:**

	FY24 Actual	FY25 Revised Budget	FY26 Adopted Budget	% Change	Change in ADM's
Career & Technical Programs Average Hourly Rate	\$18.66	\$19.81	\$12.47	-37.05%	
CTE Billable Hours	68,488	60,550	45,000	-25.68%	(14) ADM's
DCALS Main Student Billable Hours (unweighted)	74,831	57,306	54,062	-5.66%	(3) ADM's
DCALS North Student Billable Hours (unweighted)	60,169	52,873	54,062	2.25%	1 ADM's
DCALS Ext. Day Student Billable Hours (unweighted)	6,856	6,488	6,488	0.01%	0 ADM's
<b>Total DCALS Hours</b>	<b>141,856</b>	<b>116,667</b>	<b>114,612</b>	<b>-1.76%</b>	<b>(24)</b>
DCALS Avg Cost per Hour	\$ 14.93	\$ 18.52	\$ 14.70	-20.63%	

### Secondary:

- Significant reduction in the billing rate for CTE
- CTE rate reduction is realized, even though student hours are projected to decrease
- DCALS staff restructuring is resulting in lower cost per hour

# Unassigned Fund Balance Roll-Forward

Fund #	Fund Name	Actual Fund Balance 6/30/2024	Actual Fund Balance 6/30/2025
1	Secondary	3,054,578	2,294,842
2	Special Education	6,570,606	6,704,784
5	Gen Capital Exp.	23,467	32,067
10	Institutional Support		0
13	Secondary Resale	6,680	6,680
14	Special Ed Resale	18,746	19,046
15	917 Support Services		0
50	Student Activities	6,108	2,807
	<b>Total Operating Fund</b>	<b>9,680,185</b>	<b>9,060,226</b>
3	Food and Nutrition	16,826	16,826
20	Internal Service Fund	-443,021	-222,827
21	Self Funded Dental Ins. Plan	609,938	537,902
22	Self Funded Health Ins. Plan	6,484,106	7,119,092
	<b>Total All Funds</b>	<b>16,348,034</b>	<b>16,511,219</b>

FY26 Projected Revenues	FY26 Projected Expenditures	FY26 Net Income / (Loss)	Actual Fund Balance 6/30/2026
3,290,140	3,622,544	-332,404	1,962,438
51,519,001	50,310,828	1,208,173	7,912,957
475,050	477,400	-2,350	29,717
45,800	47,252	-1,452	-1,452
3,500	9,250	-5,750	930
17,450	16,250	1,200	20,246
			0
4,750	4,750	0	2,807
<b>55,355,691</b>	<b>54,488,274</b>	<b>867,417</b>	<b>9,927,643</b>
256,125	256,125	0	16,826
80,000	86,000	-6,000	-228,827
468,810	540,756	-71,946	465,956
4,996,417	4,616,777	379,640	7,498,732
<b>61,157,043</b>	<b>59,987,932</b>	<b>1,169,111</b>	<b>17,680,330</b>

- FY24 ended with an Unassigned fund balance of \$9,061,155 or **21.1%**
- FY25 Revised Budget projects ending FY25 a balance of \$8,593,226 or **16.7%**
  - Loss in Secondary (DCALS) combined with the increased expenditures in Special Ed. are impacting the Fund balance ratio
- FY26 projects the balance increasing to \$9,734,703 or **17.4%**
  - Includes Appeal rate of \$2.0M versus \$1.9M in FY25 and \$1.2M in FY24

	FY24 Actual	FY25 Rev Bud
Total Operating Fund	9,680,185	9,060,226
Restricted/Assigned/Nonspendable	619,030	467,000
Unassigned Fund Balance	9,061,155	8,593,226
Total General Fund Expenditures	42,967,646	51,355,199
Unassigned Fund Balance Ratio	21.1%	16.7%

FY26 Adopt Bud
9,927,643
467,000
9,460,643
54,488,274
17.4%

# Expenditures: FY26 vs FY25

Fund #	Description	FY 25 Revised Budget	FY26 Prelim	FY26 Final	Difference (Final v FY25)	Percent Change
1	Secondary	4,567,277	3,600,544	3,622,544	-944,733	-20.68%
2	Special Ed.	46,033,876	50,055,216	50,310,828	4,276,952	9.29%
5	Capital Improvements	525,900	477,400	477,400	-48,500	-9.22%
10	Institutional Support	202,865	47,252	47,252	-155,613	-76.71%
13	Secondary Resale	9,250	9,250	9,250	0	0.00%
14	Special Ed Resale	9,800	16,250	16,250	6,450	65.82%
15	917 Support Services				0	
50	Student Activities	6,231	4,750	4,750	-1,481	-23.77%
	<b>Total Operating Fund Exp.</b>	<b>51,355,199</b>	<b>54,210,662</b>	<b>54,488,274</b>	<b>3,133,075</b>	<b>6.10%</b>
3	Food and Nutrition	245,175	256,125	256,125	10,950	4.47%
20	Internal Service Fund	11,151	86,000	86,000	74,849	671.23%
21	Self Funded Dental Ins. Plan	529,140	540,756	540,756	11,616	2.20%
22	Self Funded Health Ins. Plan	4,321,860	4,616,777	4,616,777	294,917	6.82%
	<b>Total Expense: All Funds</b>	<b>56,462,525</b>	<b>59,710,320</b>	<b>59,987,932</b>	<b>3,525,407</b>	<b>6.24%</b>

Total FY26 Expenditures are \$3.2M higher than FY25 Revised Budget

## Highlight of Significant Variances:

### Fund 1 Secondary \$945k reduction:

- DCALS staff restructuring 3 position reductions \$390k
- CTE MSC grant used for staffing \$375k
- CORE Program \$65k, Building occupancy \$40k, Fund 10 allocations \$20k

### Fund 2 Special Education \$4.3M increase:

- Staffing 112 new student facing positions (majority are ESP's)
- Non staffing cost are \$335k lower than FY25 Revised Budget

### Fund 20: Severance liability assumptions

### Fund 21: Dental Claims cost assumptions

# Revenue: FY26 vs FY25

Fund #	Description	FY24 Actual	FY25 Revised Budget	FY26 Prelim	FY26 Final	Difference (Final v FY25)	Percent Change
1	Secondary	3,756,181	3,807,541	3,539,034	3,290,140	-517,401	-13.59%
2	Special Ed	38,034,231	46,168,054	51,266,555	51,519,001	5,350,947	11.59%
5	Capital Improvements	541,095	534,500	475,050	475,050	-59,450	-11.12%
10	Institutional Support	246,589	202,865	45,800	45,800	-157,065	-77.42%
13	Secondary Resale	1,082	9,250	3,500	3,500	-5,750	-62.16%
14	Special Ed Resale	12,686	10,100	17,450	17,450	7,350	72.77%
15	917 Support Services	0	0	0	0	0	
50	Student Activities	2,841	2,930	4,750	4,750	1,820	62.12%
	<b>Total Operating Revenue</b>	<b>42,594,706</b>	<b>50,735,240</b>	<b>55,352,139</b>	<b>55,355,691</b>	<b>4,620,451</b>	<b>9.11%</b>
3	Food and Nutrition	225,164	245,175	256,125	256,125	10,950	4.47%
20	Internal Service Fund	222,487	231,345	80,000	80,000	-151,345	-65.42%
21	Self Funded Dental Ins. Plan	496,075	457,104	468,810	468,810	11,706	2.56%
22	Self Funded Health Ins Plan	4,463,117	4,956,846	4,996,417	4,996,417	39,571	0.80%
	<b>Total Revenue: All Funds</b>	<b>48,001,549</b>	<b>56,625,710</b>	<b>61,153,491</b>	<b>61,157,043</b>	<b>4,531,333</b>	<b>8.00%</b>

Total Revenue in FY26 is projected to increase \$4.5M

## Highlight of Significant Variances:

### Fund 1 Secondary:

- Lease Levy for DCTC \$271k higher (FY25 was \$0)
- Safe Schools and Compensatory is \$120k lower (shift between Fund 1 and 2)
- CTE billable cost is down \$655k. Student hours are down 30%
- DCALS student count and revenue is projected to be the same as FY25

### Fund 2 Special Ed:

- Increase is driven by 12% increase in student hours and a slight increase (3%) in the billing rate

### Fund 21 & 22 Dental & Health Plans:

- Less than 3% increases in rates charged to employees. Also impacted by the

### Interest Income:

FY26 has incorporated two Fed. rate reductions. Total Interest Income:

FY26 Adopted \$470k  
 FY25 Revised \$600k  
 FY24 Actual \$705k

# Funding Sources: FY26 vs FY25

	FY25 Revised Budget	FY26 Prelim Budget	FY26 Final Budget	Variance
Safe Schools	854,820	851,271	838,107	(3,549)
Compensatory	1,122,404	1,020,828	1,020,828	(101,576)
MDE Innovation Grant	1,128,322	471,254	471,254	(657,068)
Medical Assistance	486,133	504,646	504,646	18,513
Student Aid	172,909	177,119	177,119	4,210
Separate Sites	242,163	273,190	273,190	31,027
CTIC Dakota County Grant	16,000	17,000	17,000	1,000
LCTS Dakota County	25,219	25,009	25,009	(210)
Title I Hasting Funds for JSC	130,000	124,708	124,708	(5,292)
DEED Drive for Five	550,000	225,000	225,000	(325,000)
SPED Pipeline	237,437	210,297	210,297	(27,140)
MDE Apprentice	60,000	120,000	120,000	60,000
MSC Grant	439,875	439,708	439,708	(167)
Perkins	247,446	213,659	213,659	(33,787)
<b>Total</b>	<b>5,712,728</b>	<b>4,673,689</b>	<b>4,660,525</b>	<b>(1,039,039)</b>

## Highlight of Significant Variances:

- Compensatory funding does not have a material impact for ISD 917
- MDE Innovation Grant had carry over funds in FY25 that are not expected to re-occur in FY26
- DEED, SPED Pipeline & MDE are all related to providing education to staff to obtain teacher's licensure
- MSC & Perkins are for CTE

Thank You!  
Questions?



## Schedule of Named Insureds

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### Workers Compensation

**Insurance Company:** Dakota Truck Underwriters  
**Policy Term:** 06/30/2025 to 06/30/2026

Named Insureds
Intermediate School District 917

**Only the Named Insureds shown above are included in this proposal. If any Named Insureds are not shown above and should be included for coverage, please notify us immediately.**

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

Proposal date: 04/21/2025 Prepared for ISD 917  
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## Schedule of Locations

### Workers Compensation

**Insurance Company:** Dakota Truck Underwriters  
**Policy Term:** 06/30/2025 to 06/30/2026

Location Number	Address	City	State	ZIP Code
1	1300 145th Street East, (DCALS DCTC); Dakota County Technical College	Rosemount	MN	55068
2	14300 Biscayne Avenue West, Alliance Education Center, SUN/IDEA	Rosmount	MN	55068
3	2140 Diffley Road, Cedar School	Eagan	MN	55122
4	150 East Marie Avenue, (DCALS - North Campus) Dakota County Learning	West Saint Paul	MN	55118
5	200 General Sieben Drive, Hastings High School	Hastings	MN	55033
6	19600 Ipava Avenue West, Lakeville North High School	Lakeville	MN	55044
7	1600 Highway 55 West, Riverside/New Chance School	Hastings	MN	55033
8	1897 Delaware Avenue, Two Rivers High School	Mendota Heights	MN	55118
9	5800 149th Street, Lebanon Education Center	Apple Valley	MN	55124
10	9875 Inver Grove Trail, Pine Bend Elementary	Inver Grove Heights	MN	55076
11	4100 208th Street West, Riverview Elementary	Farmington	MN	55024
12	2575 West 88th Street, #10, Bloomington Transition Center	Bloomington	MN	55431
13	1300 145th Street East , District Office	Rosemount	MN	55068
14	14300 Biscayne Avenue West, Alliance Education Center CASE	Rosemount	MN	55068
15	1300 145th Street East, TESA DCTC	Rosemount	MN	55068
16	9015 Broderick Boulevard, Concord Education Center	Inver Grove Heights	MN	55076
17	357 9th Avenue North, Lincoln Center	South Saint Paul	MN	55075
18	2920 80th Street East, Simley High School	Inver Grove Heights	MN	55076
19	9600 Pond Avenue South, Pond Family Center	Bloomington	MN	55420
20	9501 Toledo Ave S, Normandale Hills Elementary	Bloomington	MN	55437
21	400 134th Street East, Nicollet Middle School	Burnsville	MN	55337

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

Proposal date: 04/21/2025 Prepared for ISD 917  
 Confidential. © 2021 USI Insurance Services. All rights reserved.

Location Number	Address	City	State	ZIP Code
22	4551 102nd Street West, Olson Middle School	Minneapolis	MN	55437

**Only the locations shown above are included in this proposal. If any locations are not shown above and should be included for coverage, please notify us immediately.**

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

Proposal date: 04/21/2025 Prepared for ISD 917  
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# Workers' Compensation Overview

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**Insurance Company:** Dakota Truck Underwriters  
**Policy Term:** 06/30/2025 to 06/30/2026

## **Part One**

Workers' Compensation agrees to pay the benefits required under the applicable State's Workers' Compensation Law.

## **Part Two**

Employers Liability for work-related injuries or disease other than that's imposed by a state Workers' Compensation Law.

## **Part Three**

Other States in which you have no exposure on the policy inception date, but in which you may have a temporary or future worksite or exposure in during the policy term. If listed, statutory benefits will apply as if the state were listed in Part One.

## **Overview**

It is possible that you might subcontract certain operations. Compensation laws provide that the principal contractor is responsible for compensation to the employees of uninsured subcontractors. In determining compensation premiums, you will be charged premium for coverage in connection with employees of subcontractors unless the subcontractors have insured this obligation and have furnished satisfactory evidence of such insurance. *For your protection, you should obtain certificates of insurance from all subcontractors performing work for you.*

The policy is written subject to audit, and payroll records should be kept in such a manner as to show any overtime paid. For audit purposes, you would only report 2/3 of the overtime paid.

## **Executive Officers**

The entire remuneration earned by each Executive Officer during the policy period shall be used as the basis of premium subject to a minimum remuneration of \$71,344 per annum and a maximum of \$285,326 per annum for each Executive Officer included.

## **Partners**

If the policy covers one or more partners as employee(s) during the policy period, the entire remuneration earned by such partner(s) during such coverage (including the annual amount of wages, salary, emoluments or profits of each such partner) shall be used as the basis of premium subject to a minimum remuneration of \$71,344 per annum and a maximum remuneration of \$285,326 per annum for each partner so included.

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

Proposal date: 04/21/2025 Prepared for ISD 917  
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## Workers' Compensation

**Insurance Company:** Dakota Truck Underwriters  
**Policy Term:** 06/30/2025 to 06/30/2026  
**Coverage:** **Part One** – Workers' Compensation agrees to pay the benefits required under the applicable State's Workers' Compensation Law.

**Part Two** – Employers Liability for work-related injuries or disease other than that which is imposed by a state Workers' Compensation Law.

**Part Three** – Other States. States in which you have no exposure on the policy inception date, but in which you may have a temporary or future worksite or exposure in during the policy term. If listed, statutory benefits will apply as if the state were listed in Part One.

Coverage Description	Limit
Employers Liability - Each Accident	\$500,000
Employers Liability - Disease (Policy Limit)	\$500,000
Employers Liability - Disease (Each Employee)	\$500,000
Experience Modification Factor	2.29
Scheduled Modification Factor	1.11
Statutory Limits Apply	Y
United States Longshore and Harbor (USL&H)	N
Voluntary Compensation	N
Other States	Y

**Coverage is not automatic in all states. Please notify us immediately if you begin operations in another state.**

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## Workers' Compensation Schedule of Exposures

State: MN

Class Code	Classification Description	Estimated Annual Payroll	Rate	Premium
9101	School - All Other Employees	\$147,700	4.42	\$6,528
7380	Chauffeurs & Helpers	\$0	6.97	\$0
8868	College: Professional Employees & Clerical	\$29,169,300	0.52	\$151,680
<b>Total Estimated Standard Premium (without Premium Adjustments)</b>				<b>\$158,208</b>

Premium Adjustments	Amount
Increased Limits	\$1,266
Experience Modification Factor	\$205,721
Scheduled Modification Factor	\$40,171
Premium Discount	(48,644)
Expense Constant	\$220
Terrorism	\$2,932
Minnesota SCF Assessment	\$6,885

<b>Total Estimated Annual Premium Including Premium Adjustments</b>	<b>\$336,759</b>
---	------------------

\$ 366,759 mws

5/12/25

### Audit Provisions - Audit based on Payroll

The premium quoted is the minimum and deposit premium and is a fully earned premium. The policy is auditable at expiration and there may be charges for additional exposures; however the premium will never fall below the minimum and deposit premium shown above.

Premiums are calculated based on the insurance company's rules and rates. Premiums shown as advance or deposit premiums are subject to audit and adjustment at the close of each audit period. If the advance premium is less than the earned premium as determined by the audit, the insured pays the difference. If the advance premium is more than the earned premium as determined by the audit, the insurance company returns the difference to the insured. The insured must keep records of the information needed for the audit and the premium calculations and send copies to the insurance company when it requests them.

**Excluded coverage or other coverages sought may be available: please discuss with USI**

**Other exclusions and policy limitations may apply. Please refer to the actual policies for specific terms, conditions, limitations, exclusions and sublimits that will govern in the event of a loss.**

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## Workers' Compensation Exposure – Rate Comparison

This summary is provided as a quick comparison of exposure and rates for the expiring and proposed terms.

### Workers' Compensation Schedule of Exposures

State: MN

Classification	Class Code	Expiring Rate	Expiring Payroll	Expiring Premium	Proposed Rate	Proposed Payroll	Proposed Premium	
School - All Other Employees	9101	4.71	\$142,500	\$6,712	4.42	\$147,700	\$6,528	
Chauffeurs & Helpers	7380	6.53	If Any	\$0	6.97	If Any	\$0	
College: Professional Employees & Clerical	8868	.50	\$30,500,000	\$152,500	0.52	\$29,169,300	\$151,680	
			<b>Total</b>	<b>\$159,212</b>			<b>Total</b>	<b>\$158,208</b>

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## Premium Summary

Coverage	Term	Carrier	AM Best Rating	Admitted or Non Admitted	Expiring Term Premium	Proposed Term Premium
Worker's Compensation	Annual	RAS/Dakota	A	Admitted	\$391,158.00	\$366,759.00
Injury Management Fee	Annual	N/A	N/A	N/A	\$26,208.00	\$7,210.00
<b>TOTAL ESTIMATED ANNUAL PREMIUM</b>					<b>\$417,366.00</b>	<b>\$373,969.00</b>

Experience Modification went from 2.43 to 2.29. Payrolls decreased by 5%

### Binding Requirements:

- "Client Authorization To Bind" signed by the insured
- Signed Injury Management Fee Agreement

### Payment Terms:

- Direct Bill – RAS/Dakota
- Fee – Agency Bill – USI - Annual

### Note:

In evaluating your exposure to loss, we have been dependent upon information provided by you. If there are other areas that need to be evaluated prior to binding of coverage, please bring these areas to our attention. Should any of your exposures change after coverage is bound, such as your beginning new operation, hiring employees in new states, buying additional property, etc., please let us know so proper coverage(s) can be discussed.

Higher limits may be available. Please contact us if you would like a quote for higher limits.

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## Agency Bill Payment Options

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We sincerely appreciate the opportunity to service your insurance needs. We believe good credit relationships are established by making our clients aware in advance of the terms of our payment procedures.

**OUR BASIC PAYMENT PLAN IS THAT ALL PAYMENTS ARE DUE ON OR BEFORE THE EFFECTIVE DATE OF COVERAGE. THERE ARE THREE METHODS OF PAYMENT AVAILABLE:**

- ....CASH ON EFFECTIVE DATE
- ....PREMIUM FINANCING BY A PREMIUM FINANCE COMPANY
- ....INSURANCE COMPANY PAYMENT PLAN, IF AVAILABLE

Please note that USI Insurance Services LLC and its subsidiaries and affiliates do not provide customer financing.

In some instances, you will receive invoices covering additions or changes to your coverage, endorsements. These invoices are payable upon receipt. You will receive a monthly statement of your account as a reminder as we realize that it is occasionally possible to miss a payment through oversight. Accounts with payments past due are subject to cancellation for non-payment. This is a serious situation as your insurer may refuse to reinstate coverage even if payment is made later. Accounts are subject, but not limited to, reasonable attorney fees, interest, collection fees and/or court costs incurred in connection with collection of past due balances.

**PAYMENTS:** Please remember to return the remittance copy of the invoice with your payment in the provided envelope. Otherwise, all payments will be applied to your oldest balance or left as unapplied if we cannot identify the applicable invoice being paid.

**CREDITS:** Credit invoices may be applied against other invoices due us. Please indicate in your remittance or contact us as to where to apply credit invoices on your account.

These payment procedures will apply for any and all policy renewals or future business written.

If you have any questions concerning our payment procedures or any other matters pertaining to account payments, please contact your insurance representative.

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## USI Disclosures

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**Direct Bill DISCLOSURE:** The Insurance Company operates independently for the financing of your insurance premium. Your agreement to finance this premium is directly with the insurance company and not USI Insurance Services.

If payment is not received by the due date, the insurance company could cancel your insurance policy(s) for non-payment of premium. The insurance company has the right to honor the cancellation date and **NOT** offer reinstatement or rewrite the insurance coverage.

We are not in a position to make monthly reminders or verify that your payment was received. Please take the necessary action to avoid possible cancellation of your insurance policy(s) which you are paying directly to the insurance company.

**Information Concerning Our Fees:** As a licensed insurance producer, USI is authorized to confer with or advise our clients and prospective clients concerning substantive benefits, terms or conditions of insurance contracts, to sell insurance and to obtain insurance coverages for our clients. You have agreed to pay compensation to USI, for the placement of insurance, pursuant to a written agreement. We may also receive from insurers and insurance intermediaries (which may include USI affiliated companies) additional compensation (monetary and non-monetary) based in whole or in part on the insurance contract we sell, which is contingent on volume of business and/or profitability of insurance contracts we supply to them and/or other factors pursuant to agreements we may have with them relating to all or part of the business we place with those insurers or through those intermediaries. Some of these agreements with insurers and/or intermediaries include financial incentives for USI to grow its business or otherwise strengthen the distribution relationship with the insurer or intermediary. Such agreements may be in effect with one or more of the insurers with whom your insurance is placed, or with the insurance intermediary we use to place your insurance. You may obtain information about the nature and source of such compensation expected to be received by us, and, if applicable, compensation expected to be received on any alternative quotes pertinent to your placement upon your request.

**Document Delivery DISCLOSURE:** USI strives to make your interactions with us easy and efficient. Therefore, we intend to deliver your policy and all policy-related documents electronically through our InsurLink client portal or through email. If you do not wish to receive these documents electronically or if you would like a paper copy of any or all documents at no cost to you, please notify your client service representative in writing. If your email or electronic contact information changes, please notify your client service representative in writing.

**Reviewing Client Contracts DISCLOSURE:** As a service to our clients, upon their request, USI will review those portions of your contract regarding the insurance and indemnity requirements as they relate to your insurance program and provide comments and/or recommendations based upon such review. This service should not be taken as legal advice and it does not replace the need for review by the insured's own legal counsel.

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# USI Privacy Notice

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## Our Privacy Promise to You

USI provides this notice to you, our customer, so that you will know what we will do with the personal information, personal financial and health information (collectively referred to as the “protected information”) that we may receive from you directly or receive from your health care provider or receive from another source that you have authorized to send us your protected information. We at USI are concerned about your privacy and assure you that we will do what is required of us to safeguard your protected information.

## What types of information will we be collecting?

USI collects information from you required both for our business and pursuant to regulatory requirements. Without it, we cannot provide our products and services for you. We will be collected protected information about you from:

- Applications or other forms, such as name, address, Social Security number, assets and income, employment status and dependent information;
- Your transactions with us or your transactions with others, such as account activity, payment history, and products and services purchased;
- Consumer reporting agencies, such as credit relationships and credit history. These agencies may retain their reports and share them with others who use their services;
- Other individuals, businesses and agencies, such as medical and demographic information; and
- Visitors to our websites, such as information from on-line forms, site visitorship data and on-line information collection devices, commonly called “cookies.”

## What will we do with your protected information?

The information USI gathers is shared within our company to help us maximize the services we can provide to our customers. We will only disclose your protected information as is necessary for us to provide the insurance products and services you expect from us. USI does not sell your protected information to third parties, nor does it sell or share customer lists.

We may also disclose all of the information described above to third parties with which we contract for services. In addition, we may disclose your protected information to medical care institutions or medical professionals, insurance regulatory authorities, law enforcement or other government authorities, or to affiliated or nonaffiliated third parties as is reasonably necessary to conduct our business or as otherwise permitted by law.

## Our Security Procedures

At USI, we have put in place the highest measures to ensure the security and confidentiality of customer information. We will handle the protected information we receive by restricting access to the protected information about you to those employees and agents of ours who need to know that information to provide you with our products or services or to otherwise conduct our business, including actuarial or research studies. Our computer database has multiple levels of security to protect against threats or hazards to the integrity of customer records, and to protect against unauthorized access to records that may harm or inconvenience our customers. We maintain physical, electronic, and procedural safeguards that comply with federal and state regulations to safeguard all of your protected information.

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## **Our Legal Use of Information**

We retain the right to use ideas, concepts, know-how, or techniques contained in any nonpublic personal information you provide to us for our own purposes, including developing and marketing products and services.

## **Your Right to Review Your Records**

You have the right to review the protected information about you relating to any insurance or annuity product issued by us that we could reasonably locate and retrieve. You may also request that we correct, amend or delete any inaccurate information by writing to us at the above address.

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## Insurance Carrier Ratings

As a service to our clients, USI is furnishing an assessment by a financial rating service of the insurance companies included in our proposal. We are including the legends used by this service.

All ratings are subject to periodic review, therefore, it is important to obtain updated ratings from each service. Should you desire further information concerning the financial statements of any of the insurance companies being proposed, so that you can make your own assessment of the financial strength of the companies being offered, it is available from USI at your request.

USI has made no attempt to determine independently the financial capacity of the insurance companies that we are including in our proposal as we believe the nationally recognized services are better equipped to comment.

### A. M. BEST RATINGS

<b>A++ &amp; A+</b>	Superior	<b>D</b>	Poor
<b>A &amp; A-</b>	Excellent	<b>E</b>	Under Regulatory Supervision
<b>B++ &amp; B+</b>	Good	<b>F</b>	In Liquidation
<b>B &amp; B-</b>	Fair	<b>S</b>	Rating Suspended
<b>C++ &amp; C+</b>	Marginal	<b>NR</b>	Not Rated

### FINANCIAL SIZE CATEGORY

(In \$ Thousands)

Class I	Less than		1,000
Class II	1,000	to	2,000
Class III	2,000	to	5,000
Class IV	5,000	to	10,000
Class V	10,000	to	25,000
Class VI	25,000	to	50,000
Class VII	50,000	to	100,000
Class VIII	100,000	to	250,000
Class IX	250,000	to	500,000
Class X	500,000	to	750,000
Class XI	750,000	to	1,000,000
Class XII	1,000,000	to	1,250,000
Class XIII	1,250,000	to	1,500,000
Class XIV	1,500,000	to	2,000,000
Class XV	2,000,000	to	or greater

### RATING "NOT ASSIGNED" CLASSIFICATIONS

**NR-1** Insufficient Data

**NR-3** Rating Procedure Inapplicable

**NR-5** Not Formally Followed

**NR-2** Insufficient Size and/or Operating Experience

**NR-4** Company Request

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## Client Authorization to Bind

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**Important Information - Coverage cannot be bound when severe weather is threatening regardless of the expiration date.**

After careful consideration of your proposal dated April 28, 2025, we accept your insurance program as presented with the following exceptions, changes, and/or recommendations:

Workers Compensation - \$366,759
Injury Management - \$7,210

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Client Signature

Date Signed

ISD 917

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## Intermediate School District 917

*Purposeful. Personalized. Partners.*

1300 145th Street East, Rosemount, MN 55068

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

Board Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

### RESOLUTION PERTAINING TO THE TERMINATION OF EMPLOYMENT SUPPORT SERVICE EMPLOYEES

WHEREAS, the School Board of Intermediate School District 917 had received on June 10, 2025, from the administration, recommendations on program reductions and termination of support service employees,

BE IT RESOLVED, by the School Board of Intermediate School District 917, as follows:

That the following listed employee will be terminated from their position/employment with Intermediate School District 917 effective at the end of the 2024-2025 school year:

Rody Joinville, ESP.

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

Whereupon said resolution was declared duly passed and adopted.

Dated: June 10, 2025.

#### ISD 917 Vision

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

#### ISD 917 Core Values

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



## Intermediate School District 917

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## Education Identity and Access Management Board Resolution

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The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOWA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOWA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOWA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOWA. The IOWA will grant the IOWA Proxy role(s).

### Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: Intermediate School District 917

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): **091706**

Superintendent or Exec. Director Name: Dr. Michael Favor

Will act as the IOWA?  Yes  No

If no, identify below the individual who will act as the IOWA for your organization.

---

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOWA) for this organization:

Print Name: Dr. Michael Favor

Title: Superintendent

Board Member Signature:

Name: \_\_\_\_\_

Date: June 10, 2025

Once the EDIAM Board Resolution is completed, scan and email it to: [useraccess.mde@state.mn.us](mailto:useraccess.mde@state.mn.us)



**Intermediate School District 917**

***Purposeful. Personalized. Partners.***

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

Dr. Michael Favor

TO: School Board  
FROM: Dr. Michael Favor  
DATE: June 10, 2025  
RE: Policies

The policies listed below are a first and final reading:

- 204 School Board Meeting Minutes – statute change
- 209 Code of Ethics – his/her change

The policies listed below are a first reading:

- 205 Open Meetings and Closed Meetings – many changes throughout the policy.
- 706 Acceptance of Gifts – changes in language

## **204 SCHOOL BOARD MEETING MINUTES**

### **I. PURPOSE**

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

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

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

### **III. MAINTENANCE OF MINUTES AND RECORDS**

A. The clerk or designee shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

#### **B. Recordings of Closed Meetings**

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
  - a. Meetings closed to discuss labor negotiations strategy shall be

- preserved for two (2) years after the contract is signed.
- b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
  - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
  - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
  - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
- a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
  - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
  - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
- a. The date of the closed meeting;

- b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
  - c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

#### IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district and added to the school district website within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

**Legal References:** Minn. Stat. § 13D.01, Subds. 4-6 (~~Open Meeting Law~~)(**Meetings Must be Open to the Public; Exceptions**)

Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)  
Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)  
Minn. Stat. § 331A.01 (Definition)  
Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)  
Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)  
Op. Atty. Gen. 161-a-20, December 17, 1970  
*Ketterer v. Independent School District No. 1*, 248 Minn. 212, 79 N.W.2d  
428 (1956)

***Cross References:*** MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)  
MSBA Service Manual, Chapter 1, School District Governance, Powers  
and Duties

## **209 CODE OF ETHICS**

### **I. PURPOSE**

The purpose of this policy is to assist the individual school board member in understanding ~~his or her~~ **their** role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

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

Each school board member shall follow the code of ethics stated in this policy.

#### **A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:**

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

#### **B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:**

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.

4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with ~~his or her~~ **their** responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.

3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

***Legal References:*** Minn. Stat. § 123B.02, Subd. 1 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

***Cross References:*** MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

## **205 OPEN MEETINGS AND CLOSED MEETINGS**

### **I. PURPOSE**

- A. The school board embraces ~~the philosophy of openness~~ **accountability and transparency** in the conduct of its business, in the belief that openness produces better programs, more ~~efficiency in~~ **efficient** administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting ~~the~~ **an** individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

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

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

### **III. DEFINITION**

“Meeting” means a gathering of at least a quorum ~~or more of~~ **school board** members ~~of the school board~~, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

### **IV. PROCEDURES**

A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its ~~primary~~ **the school district** offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its **regular meeting** schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.

b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. **This notice shall be posted and mailed or delivered at least three days before the date of the meeting.**

c. ~~This notice shall be posted and mailed or delivered at least three days before the date of the meeting.~~ As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.

d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.

e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

a. An emergency meeting is a special meeting called because of

circumstances that, in the **school board's** judgment ~~of the school board~~, require immediate consideration.

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least **twenty-four (24)** hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. ~~Health Pandemic or Declared Emergency~~ **Meetings during Pandemic or Chapter 12 Emergency**

In the event of a health pandemic or an emergency declared under ~~Minn. Stat. Ch.~~ **Minnesota Statutes chapter** 12, a meeting may be conducted by telephone or ~~other electronic means~~ **interactive technology** in compliance with ~~Minn. Stat. §~~ **Minnesota Statutes section** 13D.021.

8. **Meetings by Interactive Techonlogy**

**A meeting may be conducted by ineractive technology, Zoom, Skype, or other similar electronic means in compliance with Minnesota Statutes section 13D.02.**

B. Votes

The votes of school board members shall be recorded in a journal **or minutes** kept for that purpose, ~~and t~~. The journal **or any minutes used to record votes of a meeting must be open** ~~shall be available~~ to the public during all normal business hours at the administrative offices ~~of the school district~~.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items **of the meeting** prepared or distributed by **or at the direction of** the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. ~~Data~~ **Open Meetings and Data**

1. Meetings may not be closed ~~merely because the~~ **to discuss** data ~~to be discussed~~ **that** are not public data, **except as provided under Minnesota law.**
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification;

however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, **conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA)**.
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings **of a closed meeting to discuss negotiation strategies** shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, **meetings**, and hearings between the school board and its employees or their respective representatives are public meetings. ~~These~~ **Mediation** meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of **Allegations or** Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting **for this purpose** must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting **for this purpose** must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client **Privilege** Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, *i.e.*, **for example**, regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on ~~the~~ dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Meetings to Discuss Certain Not Public Data

- a. Any portion of a meeting must be closed if the following types of

data are discussed:

- (1)~~a.~~ data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
  - (2)~~b.~~ active investigative data collected or created by a law enforcement agency;
  - (3)~~c.~~ educational data, health data, medical data, welfare data, or mental health data that are not public data; or
  - (4)~~d.~~ an individual's personal medical records.
- b.~~e.~~ A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Purchase and Sale of Property

- a. The school board may close a meeting:
  - (1) to determine the asking price for real or personal property to be sold by the school district;
  - (2) to review confidential or nonpublic appraisal data; and
  - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

9. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

10. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 13D (Open Meeting Law)  
Minn. Stat. § 121A.47, Subd. 5 (**Exclusion and Expulsion Procedures**)

~~Student Dismissal Hearing)~~

Minn. Stat. § 122A.33, Subd. 3 (**License and Degree Exemption for Head Coach**) ~~Coaches; Opportunity to Respond)~~

Minn. Stat. § 122A.40, Subd. 14 (**Employment; Contracts; Termination**) ~~Teacher Discharge Hearing)~~

Minn. Stat. § 179A.14, Subd. 3 (**Negotiation Procedures**) ~~Labor Negotiations)~~

Minn. Rules Part 5510.2810 (**Petition for Mediation**) ~~Bureau of Mediation Services)~~

*Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. App. 2006)

*Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005)

*The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn. App. 2004)

*Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002)

*Star Tribune v. Board of Education, Special School District No. 1*, 507 N.W.2d 869 (Minn. App. 1993)

*Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988)

*Moberg v. Independent School District No. 281*, 336 N.W.2d 510 (Minn. 1983)

*Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)

**Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)**

**Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)**

**Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)**

Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)

Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)

Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)

Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)

Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)

Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)

Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)

Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

***Cross References:***

MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

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 207 (Public Hearings)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

~~MSBA Service Manual, Chapter 13, School Law Bulletin "C"~~  
(Minnesota's Open Meeting Law)

## **706 ACCEPTANCE OF GIFTS**

### **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, **the Superintendent or the Superintendent's designee may receive bequests, donations or gifts that benefit the school district and are of proper purpose. All receipts must be reported to 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.

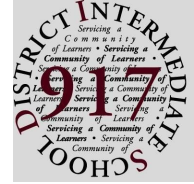
### **IV. GIFTS OF REAL OR PERSONAL PROPERTY**

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by 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 (General Powers of Independent School Boards-Minn. Stat. Section 465.03 (Gifts to Municipalities))



### 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"> <li>● Copies the check;</li> <li>● Gives the copy to the Assistant to the Director of Special Education/Principal; and</li> <li>● Submits the check to the Business Office indicating what program the donation is benefiting.</li> </ul> OR <ul style="list-style-type: none"> <li>● 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.</li> </ul> * 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

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