

Work Session

Tuesday, June 10, 2025 4:30 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**

IV. **Visitors Opportunity to be Heard - Chair Tom Bennett (Communications)**

V. **Aligning our actions with our values and beliefs (Integrity)**

V.A. BRIDGE update - Dr. Brooke Peterson

V.B. **Policies - Supt. Dr. Michael Favor (Integrity)**

V.C. Review Resolution Terminating Support Staff Personnel - Nicole Flesner

V.D. Review Budget for FY 2026 - Mark Johns

V.E. Review Workers Compensation Renewal for FY26 - Mark Johns

V.F. Review agreement between ISD 917 and ISD 199 for Early Childhood Mental Health Program - Dr. Melissa Schaller

V.G. Review Dr. Michael Favor as Iowa Proxy with MDE - Chair Tom Bennett

V.H. Review Administrative Variance - Dr. Brooke Peterson

V.I. Review Language Access Plan - Dr. Brooke Peterson

V.J. Review Revised 2025-2026 Calendar - Dr. Melissa Schaller

VI. **Updates from Member Districts - All**

VII. **Updates from Student Services - Dr. Melissa Schaller (Communications)**

VIII. **Review Dr. Michael Favor Annual Goals for 2024-2025 - Dr. Michael Favor**

IX. **Adjournment - Chair Tom Bennett**

Building Relationships, Inclusion, Dialogue, Growth, & Empowerment

B.R.I.D.G.E.





BRIDGE



**Building Relationships,
Inclusion, Dialogue,
Growth, & Empowerment**



Schedule & Topics

Session 1

Story Circles: Building a Community

October 9th: Daytime, In person

November 13th: Evening, Virtual

Session 2

Introduction to Dakota County Supports and Services

January 8th: Daytime, In person

February 12th: Evening, Virtual

Session 3

Nurtured Heart or Other Topic

April 9th: Daytime, In person

May 14th: Evening, Virtual



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.

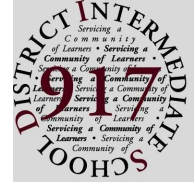
IV. GIFTS OF REAL OR PERSONAL PROPERTY

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

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



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

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
Total Student Billable Hours	420,273	456,863	526,927	15.34%	

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
Total DCALS Hours	141,856	116,667	114,612	-1.76%	(24)
DCALS Avg Cost per Hour	\$ 14.93	\$ 18.52	\$ 14.70	-20.63%	

Special Education:

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

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
	Total Operating Fund	9,680,185	9,060,226
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
	Total All Funds	16,348,034	16,511,219

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
55,355,691	54,488,274	867,417	9,927,643
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
61,157,043	59,987,932	1,169,111	17,680,330

- 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

	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%

- 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

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%
	Total Operating Fund Exp.	51,355,199	54,210,662	54,488,274	3,133,075	6.10%
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%
	Total Expense: All Funds	56,462,525	59,710,320	59,987,932	3,525,407	6.24%

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%
	Total Operating Revenue	42,594,706	50,735,240	55,352,139	55,355,691	4,620,451	9.11%
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%
	Total Revenue: All Funds	48,001,549	56,625,710	61,153,491	61,157,043	4,531,333	8.00%

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)
Total	5,712,728	4,673,689	4,660,525	(1,039,039)

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

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

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Proposal date: 04/21/2025 Prepared for ISD 917
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Location Number	Address	City	State	ZIP Code
22	4551 102nd Street West, Olson Middle School	Minneapolis	MN	55437

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Workers' Compensation Overview

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.

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 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
Total Estimated Standard Premium (without Premium Adjustments)				\$158,208

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

Total Estimated Annual Premium Including Premium Adjustments	\$336,759
---	------------------

\$ 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.

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 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	
			Total	\$159,212			Total	\$158,208

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.

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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
TOTAL ESTIMATED ANNUAL PREMIUM					\$417,366.00	\$373,969.00

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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Proposal date: 04/21/2025 Prepared for ISD 917
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Agency Bill Payment Options

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.

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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USI Disclosures

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.

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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USI Privacy Notice

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.

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.

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.

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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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

A++ & A+	Superior	D	Poor
A & A-	Excellent	E	Under Regulatory Supervision
B++ & B+	Good	F	In Liquidation
B & B-	Fair	S	Rating Suspended
C++ & C+	Marginal	NR	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

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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Client Authorization to Bind

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

Client Signature

Date Signed

ISD 917

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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AGREEMENT

Independent School District #199 ("ISD 199") and
Intermediate School District #917 ("ISD 917")

THIS AGREEMENT ("Agreement") entered into this 12 day of MAY, 2025, by and between Independent School District #199 ("ISD 199"), and Intermediate School District #917 ("ISD 917").

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

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

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

NOW THEREFORE IT IS AGREED:

1. EMPLOYMENT

Erin Lencowski, an early childhood special education teacher for ISD 199, has been hired to provide services to students receiving early childhood special education services in the mental health program provided by ISD 917 for the 2025-2026 school year.

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

2. REIMBURSEMENT OF SALARY AND BENEFITS

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

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

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

3. LIABILITY AND INSURANCE

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

4. PERSONNEL

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

5. CONFIDENTIALITY AND DATA PRACTICES

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

6. TERM, TERMINATION, OR MODIFICATION

The term of this Agreement shall be from July 1, 2025, through June 30, 2026. If the parties mutually agree in writing, this Agreement may be terminated on the terms and the date stipulated in such a separate written document. This Agreement may not be modified without the written and mutual consent of both parties.

7. CONTRACT ADMINISTRATION

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

8. NOTICE

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

ISD 199: Abel Riodique
Name of Director of Special Services

2990 80th Street East
Address

Inver Grove Heights, MN 55076
City, State, Zip

651-306-7828
Phone

651-306-7295
Fax

ISD 917: Melissa Schaller
Name of Executive Director of Student Services

14300 145th Street East
Address

Rosemount, MN 55068
City, State, Zip

651-423-8204
Phone

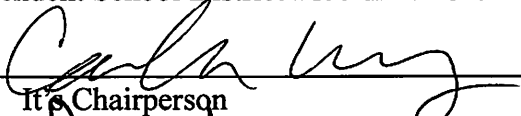
651-423-8776
Fax

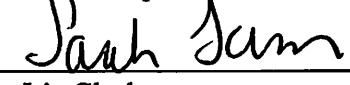
9. GENERAL

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

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

Independent School District #199 Inver Grove Heights Public Schools

By: 
It's Chairperson

By: 
It's Clerk

Dated: MAY 12, 20 25

School Board's Tax Identification Number: 41-6000005
~~41-6007663~~

Intermediate School District 917

By: _____
It's Chairperson

By: _____
It's Clerk

Dated: _____, 20____ School Board's Tax Identification Number: _____



Intermediate School District 917

Purposeful. Personalized. Partners.

1300 145th Street East, Rosemount, MN 55068

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

Education Identity and Access Management Board Resolution

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



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.

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.
- 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



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

Executive Director of Student Services
Board Update
June 2025

Collaboration: Working together to achieve more collectively.

- Application to Present: A group of ISD 917 Board Certified Behavior Analysts (BCBAs) and Registered Behavior Technicians (RBTs) will be applying to present on ISD 917's innovative school-based RBT model at the MN School Behavioral Health Conference in November 2025. The team would like to share data and successes with the model, processes they've created, virtual trainings and tools that have been helpful, roadblocks that required creative solutions, and plans for the future.

Empathy: Considering and respecting the perspective and needs of member districts, students, families and staff.

- Intakes: From 5/1/2025 through 6/2/2025 (22 school days), ISD 917 offered intakes to 11 students, or 11% of the students on the combined setting IV programs waitlist. 11 students from four of the nine-member districts were offered intakes. (Randolph currently has zero students on the waitlist.) Districts 192(3), 197(1), 199(2), and 271(5) were offered multiple intakes.

Of the 10 intakes that have been offered from 5/1/2025 through 6/2/2025:

- 8 intakes offered between 5/30 and 6/2 have been scheduled
- 5 intakes offered between 5/30 and 6/2 have been completed
- 2 of the offered intakes are planned for June
- 2 intake offer was declined due to the parents' refusal
- 1 intake offer was swapped

Including intakes offered before 5/30/2025

- 11 Intakes total occurred between 5/30 and 6/2
- 15 total intakes are or were scheduled between 5/1/2025 and 6/9/2025 (several were scheduled before 5/1/25 or were rescheduled)
- There were 6 additional intakes planned from 3/31/2025-4/30/2025 that occurred in May
- 1 Completed intake resulted in a parent refusal, and the member district is in conciliation with the parent.

From 5/1/2025 to 6/2/2025, there were 23 new Setting IV/III referrals. 16 of these referrals have been placed on a waitlist. Of the 7 remaining referrals, we are awaiting additional referral information pertinent to the determination of program placement (i.e., Diagnostic Assessments review(1) and observation(1), and time to review the student's paperwork to determine placement(5))

Finally, **8** new students physically began attending programming in ISD 917 setting IV programs from 5/1/2025 to 6/2/2025, and **8** more students are expected to start at the start of the 25-26 school year. Additional intakes are still being scheduled for either July or August for the fall starts.

Month	Referrals Received	Intakes Offered	Students Started	Declined (Inactive)
July	3	0	0*	0
August	6	0	0*	1
September	15	3	22	14 (2)
October	14	1	6	10 (2)
November	17	14	11	6
December	13	21	7	16 (6)
January	12	24	21	10 (2)
February	27	15	13	4 (2)
March	25	10	12	0
April	13	19	15	5
May	23	11	8	2(1)
June	0	0	0	0
Totals	151	119	110	69 (15)

Innovation: Ongoing improvement of programs and services.

- Conscious Discipline Training: We are sending a group of four staff from D/HH and the TEA programs to the five-day intensive Conscious Discipline Institute in Woodbury, MN, June 22-27. Staff will do a deep dive into the adult-first mindsets that allow educators to self-regulate through stress and crisis,

create trust and consistency with students, and build strong relationships. These are the contexts in which students are comfortable taking academic, social, and emotional risks, which are key to academic learning and personal growth.

Stewardship: Managing financial and human resources carefully and responsibly.

- Hiring: We continue to pursue candidates to fill our open positions. At this time we have nine open teaching positions. TESA at DCTC, Cedar, CEC, and LEC each have one open position while AEC has five open positions. Principals are beginning interviews with international candidates in addition to other recruitment efforts. Additionally, we have an opening for a school psychologist. We are considering the balance between our tenured and non tenured staff at our sites in addition to balancing international teachers and individuals participating in our ITRAC program. We've developed a [simple spreadsheet](#) to visualize the support our administrators will need to provide to their direct teaching staff in the upcoming school year reflective of their experience in Intermediate School District 917.

We continue to work to develop strategies to recruit for open education support professional (ESP) positions. Our Human Resources department is considering staffing agencies we utilize in addition to directly hiring ESPs to ensure more targeted fulfillment efforts. We are utilizing a [tracking system](#) in the new school year to ensure we are completing onboarding requirements consistently and also develop a picture of the mobility of our ESPs. As an example of the mobility of our ESPs, Amy Swaney at Concord Education Center, onboarded 70 new ESPs this school year and 21 remain in their positions at this time. A great deal of time and effort has been spent ensuring that we have the appropriate staffing to provide educational opportunities for the students that we serve.

Communication: Multi-dimensional, transparent conversation focused on sharing information and creating a positive learning and working environment.

- District Update: If you did not have the opportunity to read the latest District Update, you can access it [here](#).

Integrity: Aligning our actions with our values and beliefs.

- Calendar Options Exploration: This school year a committee convened to explore calendar options. We studied options our district may consider focused on our core values, most specifically innovation, integrity, and stewardship. There are several specific reasons calendar options may be appropriate that align with our core values including:
 - More consistent services for students, especially those marginalized, including access to food.
 - Consistency in mental health services for students.

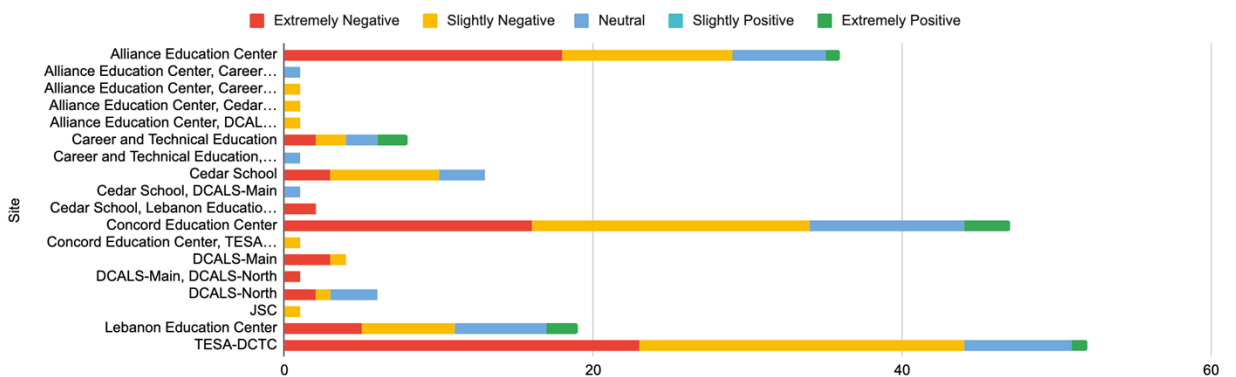
- To prevent regression and recoupment of skills through an extended summer break, especially for students receiving special education services.
- Promoting staff wellness by implementing a year-round school schedule that includes balanced and consistent breaks throughout the year.

There were two options for consideration as detailed below:

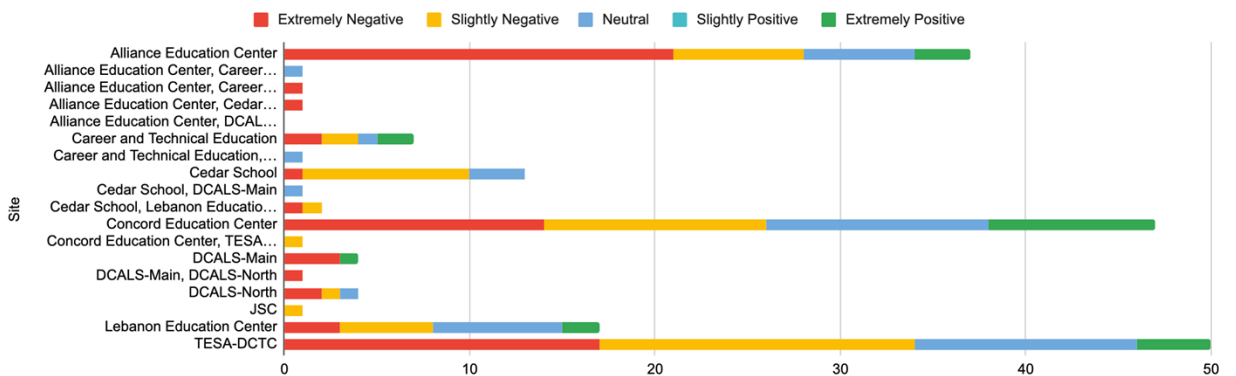
- 45-15 day calendar: This calendar spreads the school year over a longer period of time by having school for 45 days and then having a 15 day break.
- 4 days/week calendar: Unlike some districts undertaking this type of calendar, this calendar does not shorten the school week and extend the school day, but rather shortens the school week and extends the school year by having a four day week instead of a five day week with the length of the school day remaining the same.

Overall, there was not support for an alternative calendar. See the information below from our surveys.

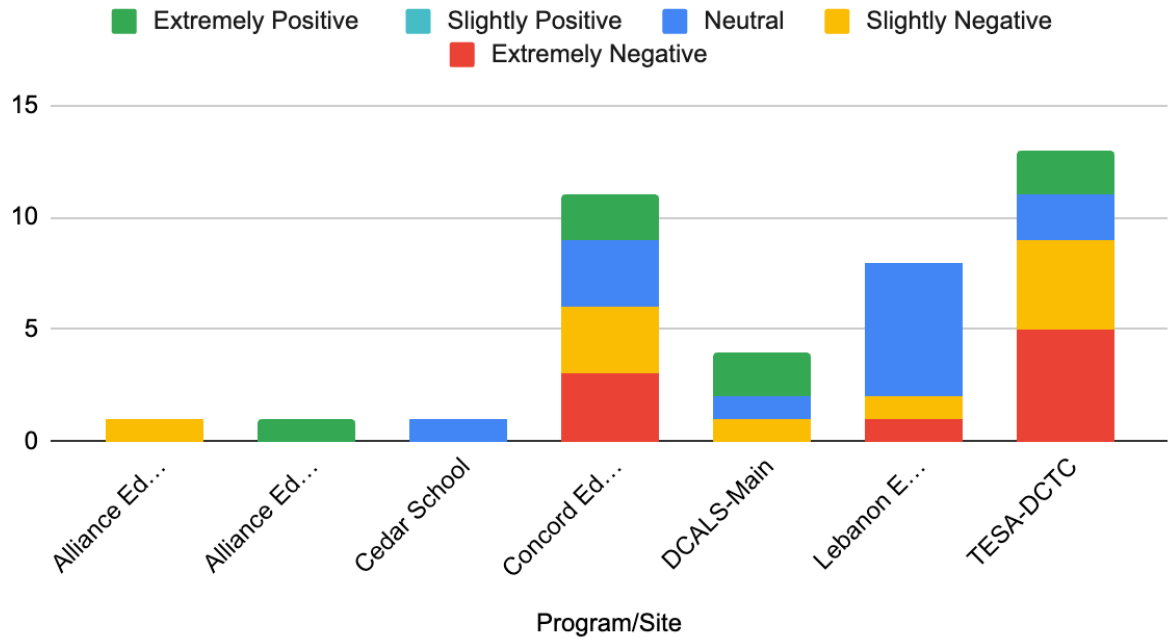
All Staff Support for 45/15 Calendar



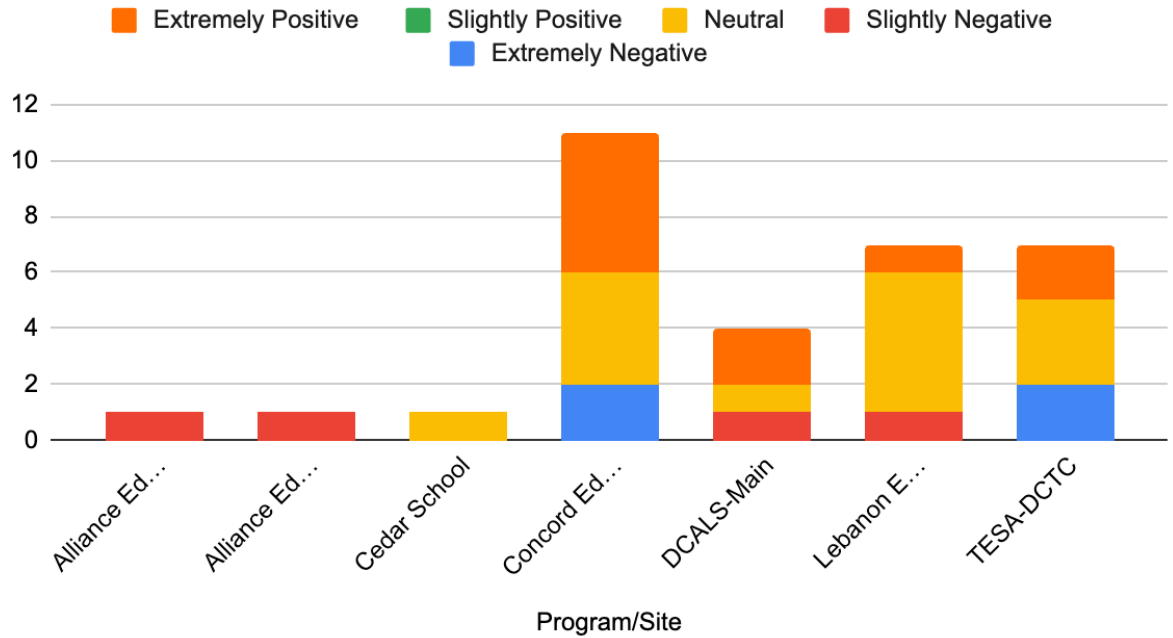
All Staff Support for 4 Day Week Calendar



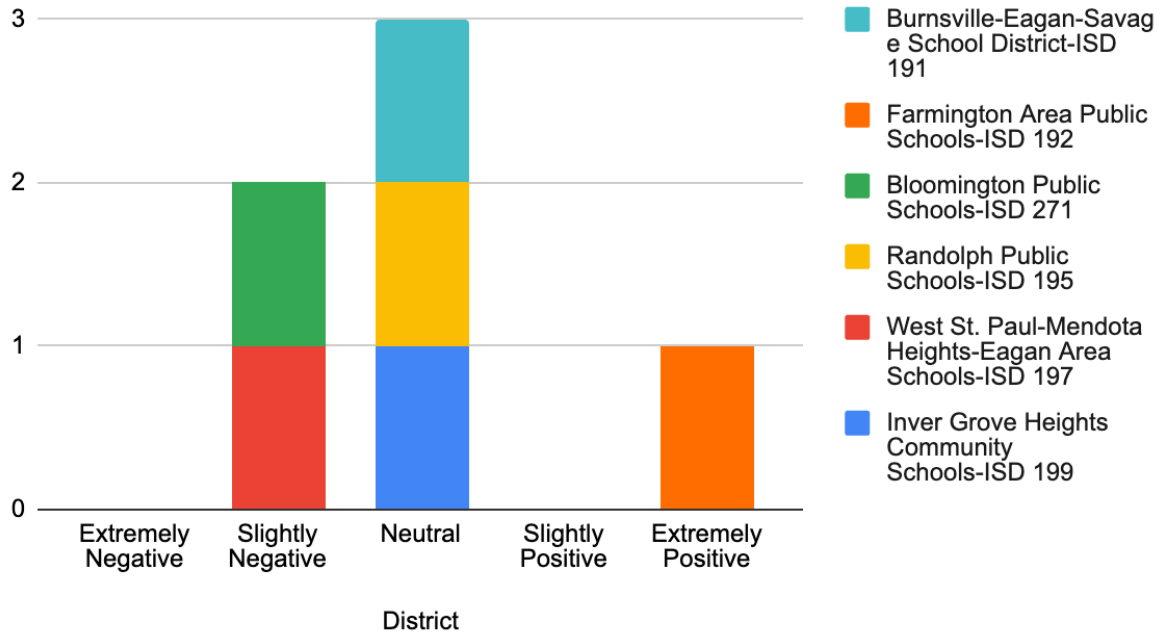
Parent Support for 45/15 Calendar



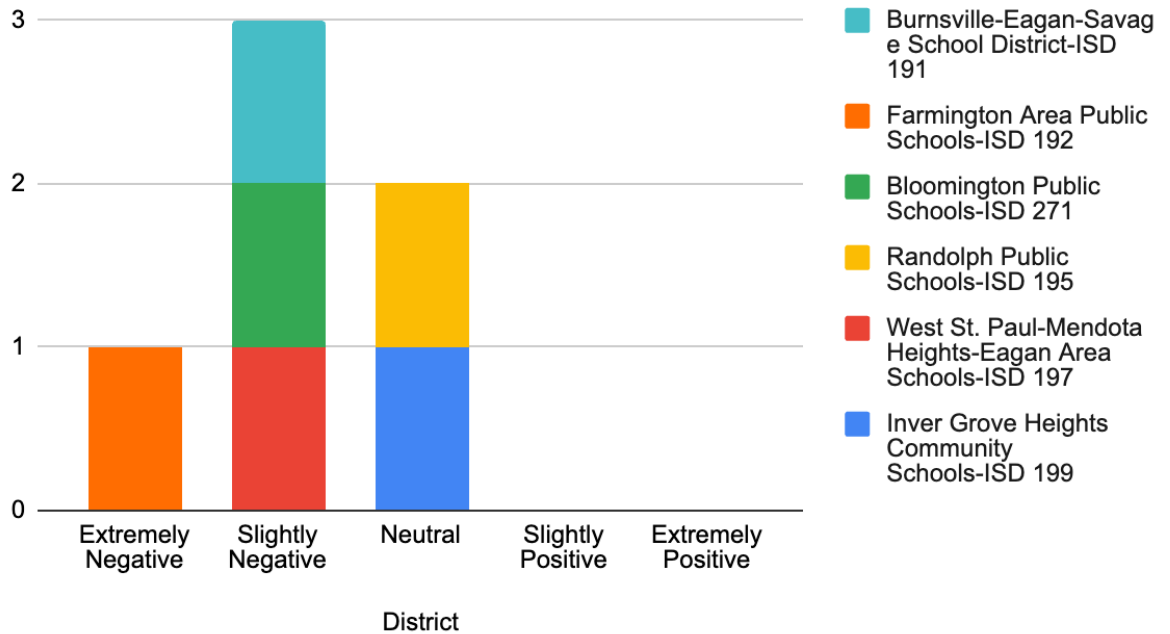
Parent Support for 4 Day Week Calendar



Member District Support for 45/15 Calendar



Member District Support for 4 Day Week Calendar



Thank you to members of our committee: Kristin Baker, Erin Hale-Sanford, Jennifer Kerkhoff, Jen Klaustermeier, Kristin Kustrich, Marci Levy-Maguire, Sharri McGibbon, Cheryl Novine, and Amanda Peters.

Personalization: Building on the strengths and addressing the unique needs of individual students.

- Ukeru at CASE: This year, the CASE team at Alliance Education Center piloted Ukeru, a trauma-informed, restraint-free approach to crisis intervention. Their commitment, collaboration, and unwavering support for one another made the implementation a tremendous success, helping to create a safer and more supportive environment for both students and staff. The team celebrated their accomplishments with a lighthearted and meaningful end-of-year event, where Ukeru trainers Sara and Lauren presented personalized “Dundie Awards” to each staff member, recognizing the unique contributions that made this pilot so impactful. We are excited to build on this momentum as we expand Ukeru to the rest of the building next year. Bravo to the CASE team for leading the way!



Equity: Intentionally providing opportunities while removing barriers at all levels of the organization.

- ITRAC: We have 4 new apprentices and journey workers who will participate in Cohort 2 of the ITRAC program starting this fall! We are excited to participate in another cohort and prepare future teachers.

Diversity: Appreciating and valuing everyone’s unique selves.

- Leah Harris, Occupational Therapist: Leah Harris, Occupational Therapist, was nominated for and awarded the Fieldwork Educator/Capstone mentor award from St. Catherine University for her commitment and positive impact to graduate OT students' learning. Leah was recognized at the Occupational Therapy Department's 80th Anniversary event on June 6th, 2025.

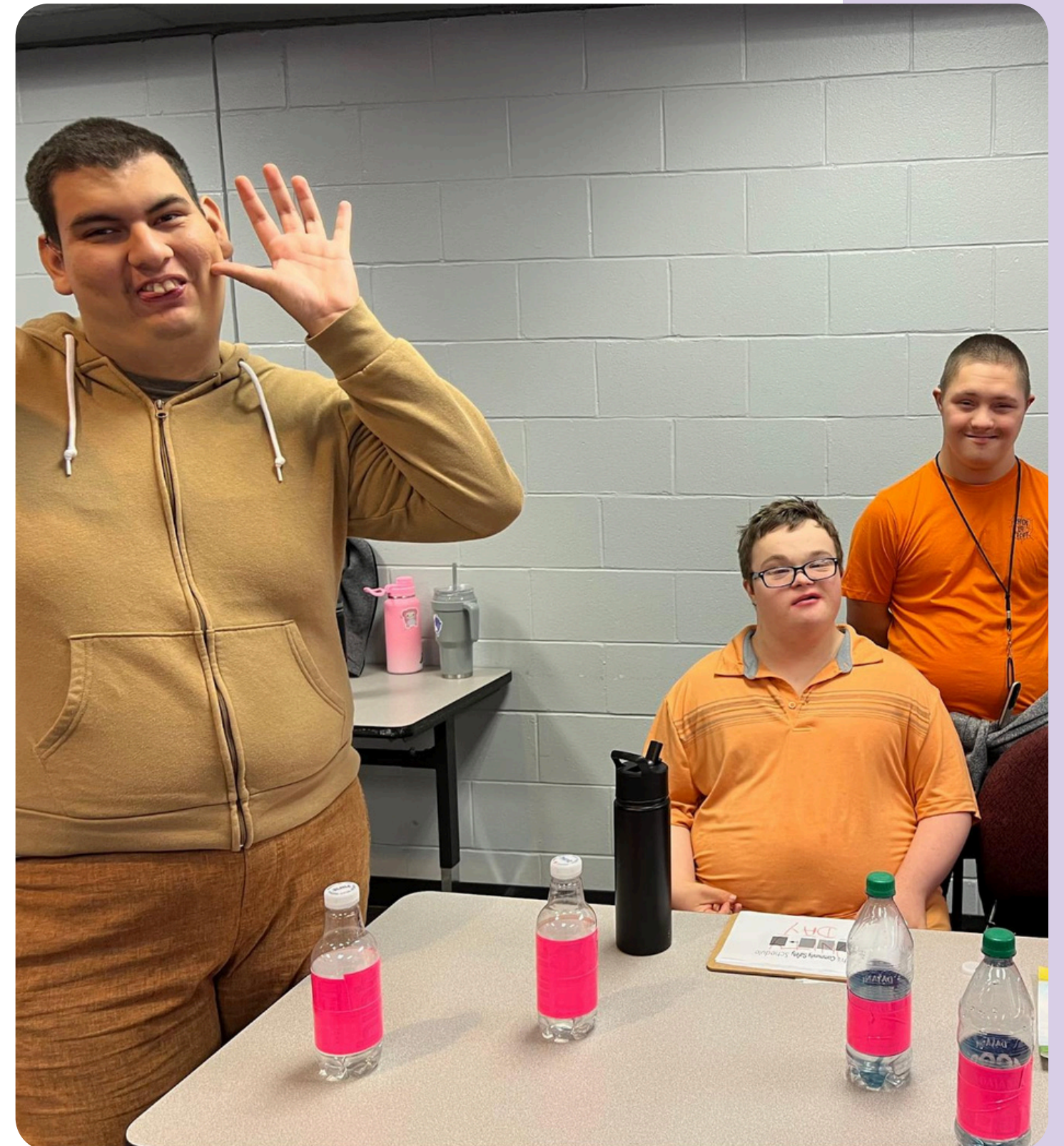


accomplishments

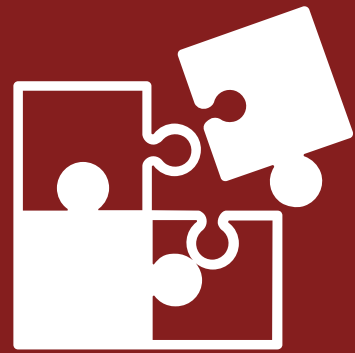


END-OF-YEAR GOALS UPDATE

'24-25 Superintendent Dr. Michael Favor



'24-25 SUPERINTENDENT GOALS



GOAL #1

Create and strengthen strategic partnerships to innovate academic programming and increase opportunities for staff and students during and beyond K-age 22 education.



GOAL #2

Lead the ISD 917 district leadership team to collaboratively prioritize staff recruitment, staff retention, core values, and strategic directions, and support a sense of belonging for all students, staff, and families.



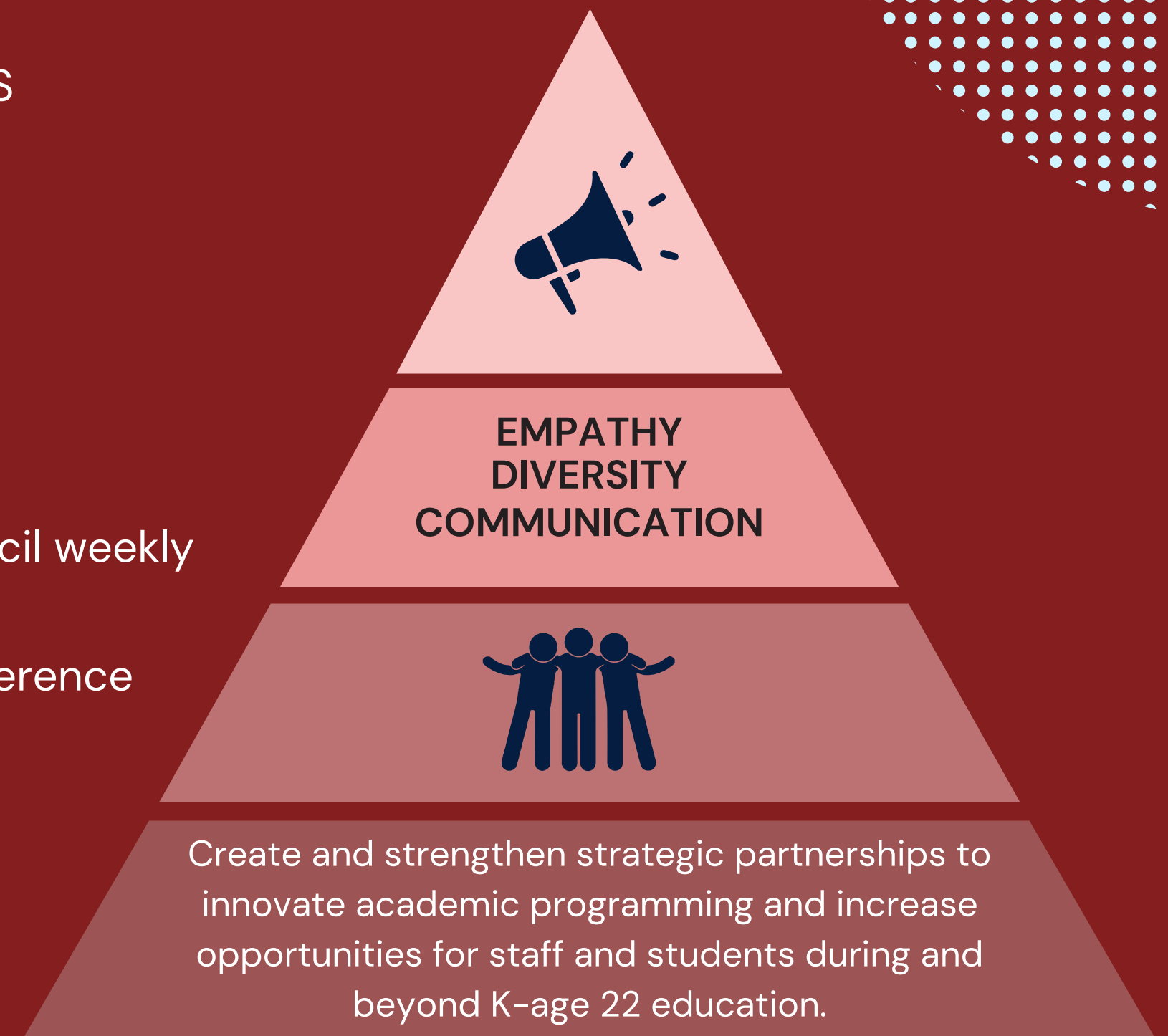
GOAL #3

Engage students, staff, families, local communities, organizations, businesses, and governmental agencies to support students' successful transition into resident districts, workforce, and community.



GOAL #1

- Mentor MN – supporting this initiative with DCALS Staff
- Holding weekly meetings with the nine member districts Superintendents
- Monthly meeting with the Filipino community. Attended various cultural events
- Engaged with African American Leadership Council weekly
- Participated in the Children’s Mental Health Conference to partner with providers for students/staff
- Attending AI Conference in June
- Completed Mediation Training to become a Qualified Facilitator for organizations and families
- Engaged with Dakota County Workforce – objective was to increase internship opportunities, both paid and unpaid for students and organizations



GOAL #2

- Leveraged PELSB grant in partnership with Metro State and MN Humanities Center
- Proposal created for a second Cohort of ITRAC
- DCALS redesigned, surveyed the business community
- Working with Union on support for International Teachers and Onboarding process
- Working with HR to create a pathway to citizenship for teachers and families
- Hired DCALS Principal, Director of Finance, Director of HR and Executive Assistant to the Superintendent



GOAL #3



MSC CTE Consortium Grant received to help reduce costs of CTE with the member districts and better aligned the program with businesses and industry



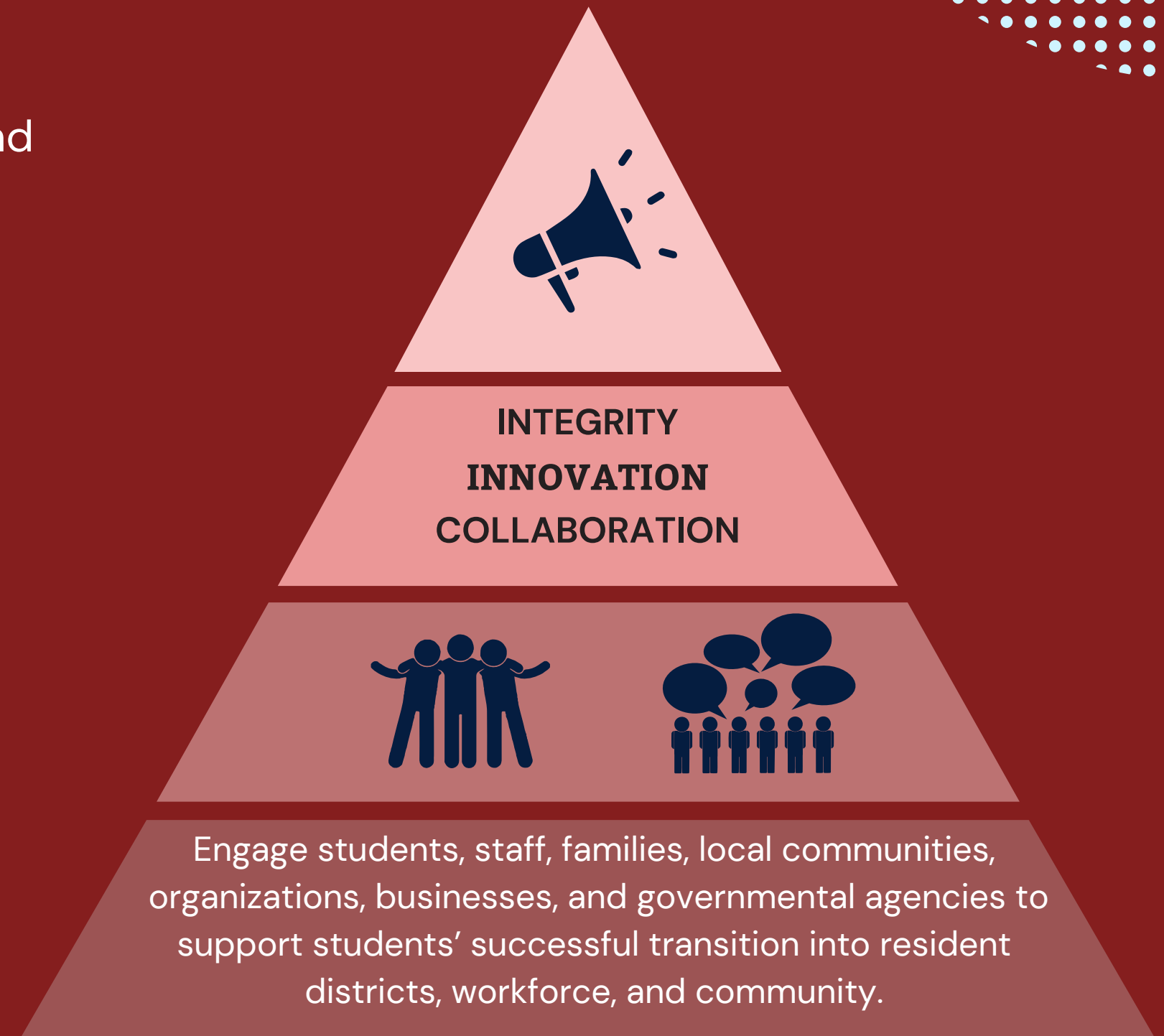
Partnership with MN Humanities Center and Metro State, Filipino community with state funding



Elected to Dakota County Workforce Development Board
*Attending monthly meetings



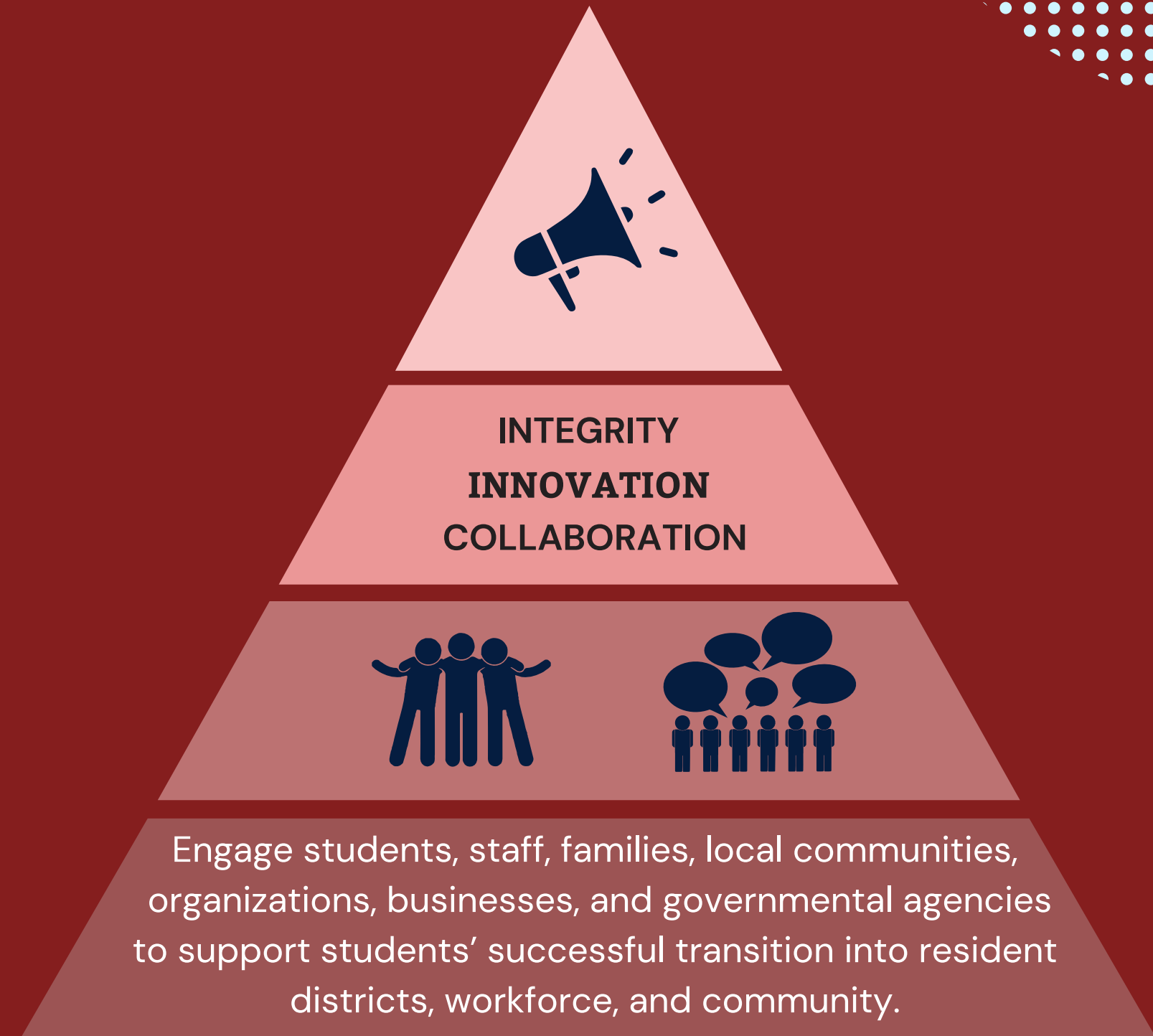
Worked in partnership with member districts to develop CORE program with hopes of reducing students suspensions and expulsions



GOAL #3

CONTINUED

- Special Ed Teacher Pipeline Grant – promote and secure funds for employees who hold a Minnesota Tier 1 or Tier 2 teaching license
- Networking and connecting to build the Bridge concept
- Supported our Director of Finance with negotiations of Joint Powers Agreement at DCTC



STUDENT/FAMILY VOICES

We are highlighting some actions taken to ensure meaningful follow-through on our commitment to supporting students and their families. We are dedicated to addressing needs, and fostering a strong, response throughout the year.

- Site visits conducted to connect with students around programming needs and support
- Mentoring a student from DCALS with the possibility of starting a mentoring program for the 25-26 school year
- Offered 15 with Favor during the school year in order to problem solve with parents and guardians
- Speaking at TESA Student Council retreat.
- Monitor the implementation of Story Circles with students

Engage students, staff, families, local communities, organizations, businesses, and governmental agencies to support students' successful transition into resident districts, workforce, and community.



LEVERAGING INTERNAL & EXTERNAL STRENGTHS

INTEGRITY | DIVERSITY |
EQUITY

EMPATHY | DIVERSITY

INTEGRITY | STEWARDSHIP |
INNOVATION |
PERSONALIZATION

MN Humanities Center Partnership

-Strengthening our core values and expanding the brand of ISD 917, partnering and applying for grants with the focus of our member districts

Prioritizing Connections with Staff & Students

- 15 with Favor for Staff and Families, site visits, individual meetings with students at various sites, attending student council meetings, currently mentoring a student and looking to develop a mentorship program at DCALS

ISD 917 Professional Development

- Monitoring READ Act, MTSS, Nurtured Heart, PCM Training, and Ukeru training, identifying staff and student needs for Contract Negotiations, Special Education Teacher Pipeline Grant, DEED Drive for Five Grant



LEVERAGING INTERNAL & EXTERNAL STRENGTHS

continued

STEWARDSHIP | INNOVATION
COMMUNICATION

Legislative Lobbying

– Maintain connections with legislators to lobby for district initiatives and needs to seek targeted funding to support ISD 917 and member districts, innovation CTE funding and Teacher Apprenticeships and partnership with DCTC to articulate college credit and staffing needs at CTE programs.

EMPATHY | DIVERSITY
COLLABORATION

Staff Retention

– Monthly recognition of staff, enhanced staff retention by evaluating and improving employee benefits offerings, with a focus on aligning them with staff needs and industry benchmarks. Amending our Grow Your Own (GYO) Grant application. Monthly meetings with teachers and ESPs to evaluate and improve employee benefit offering and focus on growth and retention.

EMPATHY | EQUITY |
COMMUNICATION

Site Visits & Internships

– Walking alongside students and staff to better understand district strengths and needs. In addition, mentoring leaders for growth in positions in and around ISD 917 that build strong community.



CONTINUOUS IMPROVEMENTS AT ISD 917

Align Operations to Legislative Updates

- STEWARDSHIP | INTEGRITY - Professional Development, READ Act, Earned Sick & Safe Time, Ukeru Training.

CTE Program Approval/Legislative Funds

- INNOVATION - Continue to talk with teachers and ESP's to come up with ideas for internal and external workforce development in relation to our DEED grant.

Site Level Continuous Improvement Plans

-INTEGRITY | PERSONALIZATION -Embedding core values, improved data collection and analysis, focus on strategic directions, paperlite processes improved

Alternative Education Program Redesign

- EMPATHY | PERSONALIZATION - Relationship-centered schools, embedding CTE programming, aligning budget needs to better reflect our student membership

Cybersecurity & Infrastructure Improvements

- STEWARDSHIP - Multi-factor authentication, improved training, infrastructure improvements to increase security and ease of use





ISD 917 Core Values

Collaboration

Equity

Empathy

Diversity

Innovation

Stewardship

Communication

Integrity

Personalization



STAFF & STUDENTS SERVED AT ISD 917

739



Students

458



Staff

13



Programs

16

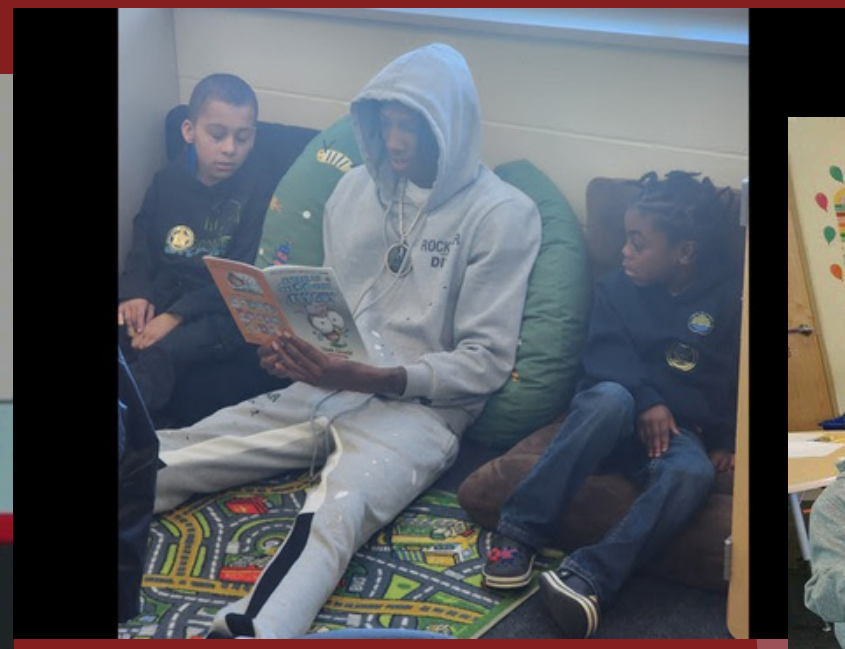


Sites



In partnership with our 9 member districts – South St. Paul, Burnsville | Eagan | Savage, Farmington, Lakeville, Randolph, West St. Paul | Mendota Heights | Eagan, Inver Grove Heights, Hastings, and Bloomington Public Schools

PRIORITIZING >>> *Students and Staff*



THE LEADERSHIP TEAM - OUR SUCCESS IS A RESULT OF YOU!



Dr. Michael Favor

Dr. Melissa Schaller

Mark Johns

Chris Devine

Dr. Marci Levy-Maguire

Nicole Flesner

Kate Hulse

Dr. Brooke Peterson

Cory Langenfeld

Melissa
Torres

Linda
Berg

Looking Forward To A Strong Year

We Belong To Each Other

