

## Work Session

Tuesday, September 2, 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. **Director of Finance, Mark Johns (Stewardship)**

#### V.A.

- Bills
- Wire Transfers
- Investment Reports

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

#### VI.A.

- Review Policies - Dr. Michael Favor (Integrity)
- First and Final Reading
  - Policy 524 Internet, Technology and Acceptable Use and Safety Policy
  - Policy 516 Student Medication
  - Policy 556 Student Use of Cellular Phones and Other Personal Electronic Devices
  - Policy 709 Student Transportation
  - Policy 806 Crisis Management Policy
- First Reading
  - Policy 516.5 Overdose Medication -
  - Policy 534 Student Meal Charges -

### VII. **Review Core Values Reflection Tool - CVRT 1.0 - Kate Hulse**

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

### IX. **Review 2025-2026 ISD 917 Superintendent Goals - Dr. Michael Favor**

### X. **Updates from Member Districts - All**

### XI. **Adjournment - Chair Tom Bennett**

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1910095	07/31/2025	WISCONSIN SCTF	R	743.50	ACCOUNTS PAYABLE CHECK
1910096	07/31/2025	FTC	R	108.33	ACCOUNTS PAYABLE CHECK
1910097	07/31/2025	WISCONSIN SCTF	R	244.00	ACCOUNTS PAYABLE CHECK
1910098	07/31/2025	FTC	R	150.00	ACCOUNTS PAYABLE CHECK
1910099	08/06/2025	IND SCH DIST 200	R	15,363.26	ACCOUNTS PAYABLE CHECK
1910100	08/06/2025	INVER HILLS COMMUNITY COLLEGE	R	88.98	ACCOUNTS PAYABLE CHECK
1910101	08/06/2025	VITAMINK12, LLC	R	800.00	ACCOUNTS PAYABLE CHECK
1910102	08/08/2025	ARVIG ENTERPRISES, INC	R	2,240.71	ACCOUNTS PAYABLE CHECK
1910103	08/08/2025	BULK BOOKSTORE	R	4,269.10	ACCOUNTS PAYABLE CHECK
1910104	08/08/2025	CENTURYLINK	R	1,721.76	ACCOUNTS PAYABLE CHECK
1910105	08/08/2025	FRONTIER COMMUNICATIONS	R	671.52	ACCOUNTS PAYABLE CHECK
1910106	08/08/2025	GRAINGER W W INC.	R	910.12	ACCOUNTS PAYABLE CHECK
1910107	08/08/2025	OPEN UP RESOURCES	R	3,171.00	ACCOUNTS PAYABLE CHECK
1910108	08/08/2025	OUTDOOR IMAGES, INC	R	1,667.55	ACCOUNTS PAYABLE CHECK
1910109	08/08/2025	ST PAUL PIONEER PRESS	R	23.65	ACCOUNTS PAYABLE CHECK
1910110	08/08/2025	VERIZON WIRELESS	R	690.19	ACCOUNTS PAYABLE CHECK
1910111	08/12/2025	BRIGHTWORKS	R	1,200.00	ACCOUNTS PAYABLE CHECK
1910112	08/12/2025	CUB FOODS - INVER GROVE HTS	R	8.44	ACCOUNTS PAYABLE CHECK
1910113	08/12/2025	CUB FOODS - ROSEMOUNT	R	108.56	ACCOUNTS PAYABLE CHECK
1910114	08/12/2025	HOSANNA CHURCH	R	2,500.00	ACCOUNTS PAYABLE CHECK
1910115	08/12/2025	IND SCH DIST 197	R	363.52	ACCOUNTS PAYABLE CHECK
1910116	08/12/2025	MDE-MCIS	R	3,169.60	ACCOUNTS PAYABLE CHECK
1910117	08/12/2025	MN DEPT OF HEALTH	R	35.00	ACCOUNTS PAYABLE CHECK
1910118	08/18/2025	WISCONSIN SCTF	R	743.50	ACCOUNTS PAYABLE CHECK
1910119	08/18/2025	FTC	R	108.33	ACCOUNTS PAYABLE CHECK
1910120	08/18/2025	WISCONSIN SCTF	R	244.00	ACCOUNTS PAYABLE CHECK
1910121	08/18/2025	FTC	R	150.00	ACCOUNTS PAYABLE CHECK
1910122	08/21/2025	IND SCH DIST 271	R	206,333.53	ACCOUNTS PAYABLE CHECK
1910123	08/22/2025	CENTERPOINT ENERGY	R	102.02	ACCOUNTS PAYABLE CHECK
1910124	08/22/2025	FRONTIER COMMUNICATIONS	R	773.43	ACCOUNTS PAYABLE CHECK
1910125	08/22/2025	INT SCH DIST 287	R	2,315.82	ACCOUNTS PAYABLE CHECK
1910126	08/22/2025	MN ENERGY RESOURCES CORPORATION	R	96.25	ACCOUNTS PAYABLE CHECK
1910127	08/26/2025	FRONTIER COMMUNICATIONS	R	1,982.85	ACCOUNTS PAYABLE CHECK
1910128	08/26/2025	SAM'S CLUB/SYNCHRONY BANK	R	41.05	ACCOUNTS PAYABLE CHECK
V4002639	08/07/2025	ABLENET INC.	R	580.00	ACCOUNTS PAYABLE VOUCHER
V4002640	08/07/2025	ACTUAL TACTUALS BRAILLE	R	599.95	ACCOUNTS PAYABLE VOUCHER
V4002641	08/07/2025	AMERGIS	V	-	VOID: MULTI STUB VOUCHER
V4002642	08/07/2025	AMERGIS	R	23,502.52	ACCOUNTS PAYABLE VOUCHER
V4002643	08/07/2025	AMERICAN TIME & SIGNAL	R	2,141.61	ACCOUNTS PAYABLE VOUCHER
V4002644	08/07/2025	BAYADA HOME HEALTH CARE	R	1,713.75	ACCOUNTS PAYABLE VOUCHER
V4002645	08/07/2025	BRAINPOP LLC	R	3,600.00	ACCOUNTS PAYABLE VOUCHER
V4002646	08/07/2025	BUG BUSTERS, INC	R	345.00	ACCOUNTS PAYABLE VOUCHER
V4002647	08/07/2025	WELLS FARGO	R	3,651.13	ACCOUNTS PAYABLE VOUCHER
V4002648	08/07/2025	CHARACTERSTRONG	R	3,999.00	ACCOUNTS PAYABLE VOUCHER
V4002649	08/07/2025	CITY OF APPLE VALLEY	R	383.79	ACCOUNTS PAYABLE VOUCHER
V4002650	08/07/2025	DAVIS PUBLICATIONS, INC	R	981.90	ACCOUNTS PAYABLE VOUCHER
V4002651	08/07/2025	DELL MARKETING L.P.	R	39,185.00	ACCOUNTS PAYABLE VOUCHER
V4002652	08/07/2025	DEMCO EDUC CORP	R	49.20	ACCOUNTS PAYABLE VOUCHER
V4002653	08/07/2025	DICK'S SANITATION-LAKEVILLE	R	332.72	ACCOUNTS PAYABLE VOUCHER
V4002654	08/07/2025	EDCLUB INC	R	602.50	ACCOUNTS PAYABLE VOUCHER
V4002655	08/07/2025	FLORIDA INSTITUTE OF TECHNOLOGY	R	99.00	ACCOUNTS PAYABLE VOUCHER
V4002656	08/07/2025	GOOGLE HQ	R	2,507.21	ACCOUNTS PAYABLE VOUCHER
V4002657	08/07/2025	HEALTHIEST YOU	R	3,806.50	ACCOUNTS PAYABLE VOUCHER
V4002658	08/07/2025	INDEED, INC	R	4,161.23	ACCOUNTS PAYABLE VOUCHER
V4002659	08/07/2025	KEYSTONE INTERPRETING SOLUTIONS INC	R	358.20	ACCOUNTS PAYABLE VOUCHER
V4002660	08/07/2025	KNOWBE4	R	7,755.72	ACCOUNTS PAYABLE VOUCHER
V4002661	08/07/2025	MASA	R	6,050.00	ACCOUNTS PAYABLE VOUCHER
V4002662	08/07/2025	MASPA/STATE NEGOTIATORS	R	260.00	ACCOUNTS PAYABLE VOUCHER

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
V4002663	08/07/2025	MCGRAW-HILL EDUCATION	R	10,182.90	ACCOUNTS PAYABLE VOUCHER
V4002664	08/07/2025	MFI MEDICAL	R	555.00	ACCOUNTS PAYABLE VOUCHER
V4002665	08/07/2025	MICROSONIC	R	118.00	ACCOUNTS PAYABLE VOUCHER
V4002666	08/07/2025	MNABA	R	2,685.00	ACCOUNTS PAYABLE VOUCHER
V4002667	08/07/2025	MSSWA	R	555.00	ACCOUNTS PAYABLE VOUCHER
V4002668	08/07/2025	NESPRESSO USA INC	R	625.35	ACCOUNTS PAYABLE VOUCHER
V4002669	08/07/2025	NURTURED HEART INSTITUTE, LLC	R	9,995.00	ACCOUNTS PAYABLE VOUCHER
V4002670	08/07/2025	PACER CENTER INC	R	200.00	ACCOUNTS PAYABLE VOUCHER
V4002671	08/07/2025	PADDLE, INC	R	3,300.00	ACCOUNTS PAYABLE VOUCHER
V4002672	08/07/2025	PEAR DECK, INC	R	827.40	ACCOUNTS PAYABLE VOUCHER
V4002673	08/07/2025	PROFESSIONAL CRISIS MANAGEMENT ASSO	R	6,545.00	ACCOUNTS PAYABLE VOUCHER
V4002674	08/07/2025	RELIAS LLC	R	99.00	ACCOUNTS PAYABLE VOUCHER
V4002675	08/07/2025	ROSEMOUNT AUTO SERVICE	R	2,504.23	ACCOUNTS PAYABLE VOUCHER
V4002676	08/07/2025	SAFE FOOD TRAINING	R	75.00	ACCOUNTS PAYABLE VOUCHER
V4002677	08/07/2025	SAVVAS LEARNING COMPANY LLC	R	6,119.00	ACCOUNTS PAYABLE VOUCHER
V4002678	08/07/2025	SCENARIO LEARNING LLC	R	3,355.00	ACCOUNTS PAYABLE VOUCHER
V4002679	08/07/2025	SONOVA USA INC.	R	21,035.16	ACCOUNTS PAYABLE VOUCHER
V4002680	08/07/2025	SOUTHPAW ENTERPRISES	R	302.10	ACCOUNTS PAYABLE VOUCHER
V4002681	08/07/2025	SPED FORMS, INC	R	7,603.71	ACCOUNTS PAYABLE VOUCHER
V4002682	08/07/2025	SUDDORA	R	320.10	ACCOUNTS PAYABLE VOUCHER
V4002683	08/07/2025	SUMMIT FIRE PROTECTION	R	440.00	ACCOUNTS PAYABLE VOUCHER
V4002684	08/07/2025	SUNSHINE COTTAGE	R	54.50	ACCOUNTS PAYABLE VOUCHER
V4002685	08/07/2025	TOBII DYNAVOX LLC	R	6,049.60	ACCOUNTS PAYABLE VOUCHER
V4002686	08/07/2025	TRANE U.S. INC.	R	1,028.00	ACCOUNTS PAYABLE VOUCHER
V4002687	08/07/2025	GRAFTON SCHOOL, INC	R	66,965.00	ACCOUNTS PAYABLE VOUCHER
V4002688	08/07/2025	UNIVERSAL CLEANING SERVICES	R	7,649.67	ACCOUNTS PAYABLE VOUCHER
V4002689	08/07/2025	UNIVERSITY OF MN	R	1,050.00	ACCOUNTS PAYABLE VOUCHER
V4002690	08/07/2025	WESTONE LABORATORIES INC.	R	228.50	ACCOUNTS PAYABLE VOUCHER
V6608376	08/21/2025	TREVOR R BAILEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608377	08/21/2025	THOMAS RICHARD BENNETT	R	23.80	ACCOUNTS PAYABLE VOUCHER
V6608378	08/21/2025	STEPHANIE BETLEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608379	08/21/2025	MICHAEL JASON BIBRO	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608380	08/21/2025	AMANDA JO BOEHMER	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608381	08/21/2025	MICHAEL ROBERT BURGIO	R	5.60	ACCOUNTS PAYABLE VOUCHER
V6608382	08/21/2025	LESLEY ANNE CHESTER	R	18.20	ACCOUNTS PAYABLE VOUCHER
V6608383	08/21/2025	CRAIG ALAN CURTIS	R	334.30	ACCOUNTS PAYABLE VOUCHER
V6608384	08/21/2025	JEANNE MARIE D'ALOIA	R	157.90	ACCOUNTS PAYABLE VOUCHER
V6608385	08/21/2025	AMANDA R ECKRE	R	173.88	ACCOUNTS PAYABLE VOUCHER
V6608386	08/21/2025	LISA A EHLERINGER	R	26.60	ACCOUNTS PAYABLE VOUCHER
V6608387	08/21/2025	SHAE K ELLIOTT	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608388	08/21/2025	MICHAEL LEONARD FAVOR	R	554.02	ACCOUNTS PAYABLE VOUCHER
V6608389	08/21/2025	NICOLE K FLESNER	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608390	08/21/2025	SHERILYN FAYE FRISQUE	R	256.40	ACCOUNTS PAYABLE VOUCHER
V6608391	08/21/2025	ADAM R GHORMLEY	R	180.00	ACCOUNTS PAYABLE VOUCHER
V6608392	08/21/2025	FRANK E HERMAN	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608393	08/21/2025	JENNIFER AMY HETLAND	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608394	08/21/2025	MELISSA ROCHELL HO	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608395	08/21/2025	JUSTIN DAVID HOELSCHER	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608396	08/21/2025	KATE SCHNEEWEIS HULSE	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608397	08/21/2025	SARAH CAITLIN IDEEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608398	08/21/2025	JULIE CHRISTINE ILLA	R	17.50	ACCOUNTS PAYABLE VOUCHER
V6608399	08/21/2025	COURTNEY ELIZABETH ROBINSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608400	08/21/2025	MARK W JOHNS	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608401	08/21/2025	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608402	08/21/2025	BETSY SUE LARSEN	R	184.80	ACCOUNTS PAYABLE VOUCHER
V6608403	08/21/2025	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608404	08/21/2025	SHARRI HELENE MCGIBBON	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608405	08/21/2025	JENNA ANN NACE	R	45.00	ACCOUNTS PAYABLE VOUCHER

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
V6608406	08/21/2025	CINDY L NORDSTROM	R	11.90	ACCOUNTS PAYABLE VOUCHER
V6608407	08/21/2025	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608408	08/21/2025	JACKIE MARIE PAULEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608409	08/21/2025	EMILY COLLEEN GOODSON	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608410	08/21/2025	JENNIFER MAE PETERSEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608411	08/21/2025	BROOKE ALLYSON PETERSON	R	166.30	ACCOUNTS PAYABLE VOUCHER
V6608412	08/21/2025	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608413	08/21/2025	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608414	08/21/2025	MELISSA RAE SCHALLER	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608415	08/21/2025	BYRON LEITH SCHWAB	R	21.00	ACCOUNTS PAYABLE VOUCHER
V6608416	08/21/2025	HANNAH GRACE SIMMONS	R	11.90	ACCOUNTS PAYABLE VOUCHER
V6608417	08/21/2025	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608418	08/21/2025	SONIA LYNN TENDRICH	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608419	08/21/2025	TAYLOR MAY LOVIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608420	08/21/2025	MELISSA M TORRES	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608421	08/21/2025	SHANYN NICOLE TUFTEE	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608422	08/21/2025	MONICA J WEBER	R	20.30	ACCOUNTS PAYABLE VOUCHER
V6608423	08/21/2025	SCOTT MICHAEL ZEHNDER	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608424	08/21/2025	MARK A. ZUZEK	R	15.40	ACCOUNTS PAYABLE VOUCHER
V7704114	07/31/2025	MN CHILD SUPPORT PAYMENT CENTER	R	205.50	ACCOUNTS PAYABLE VOUCHER
V7704115	07/31/2025	AFLAC	R	812.98	ACCOUNTS PAYABLE VOUCHER
V7704116	07/31/2025	AMERIPRISE FINANCIAL ADVISORS	R	2,529.38	ACCOUNTS PAYABLE VOUCHER
V7704117	07/31/2025	AXA EQUITABLE LIFE INS CO	R	722.92	ACCOUNTS PAYABLE VOUCHER
V7704118	07/31/2025	FIDELITY INVSTMT TAX-EX SVC CO	R	4,687.87	ACCOUNTS PAYABLE VOUCHER
V7704119	07/31/2025	HEALTHEQUITY, INC.	R	21,436.58	ACCOUNTS PAYABLE VOUCHER
V7704120	07/31/2025	HORACE MANN LIFE INS	R	58.33	ACCOUNTS PAYABLE VOUCHER
V7704121	07/31/2025	INTERNAL REVENUE SERVICE	R	165,782.83	ACCOUNTS PAYABLE VOUCHER
V7704122	07/31/2025	EDUCATION MN ESI BILLING TRUST	R	3,728.32	ACCOUNTS PAYABLE VOUCHER
V7704123	07/31/2025	MN DEPT OF REVENUE	R	28,184.48	ACCOUNTS PAYABLE VOUCHER
V7704124	07/31/2025	EXECUTIVE DIRECTOR	R	27,226.76	ACCOUNTS PAYABLE VOUCHER
V7704125	07/31/2025	STATE TREASURER, TRA	R	100,188.98	ACCOUNTS PAYABLE VOUCHER
V7704126	07/31/2025	VARIABLE ANNUITY LIFE INS CO	R	2,738.40	ACCOUNTS PAYABLE VOUCHER
V7704127	07/31/2025	VOYA	R	381.25	ACCOUNTS PAYABLE VOUCHER
V7704128	07/31/2025	AFLAC	R	450.34	ACCOUNTS PAYABLE VOUCHER
V7704129	07/31/2025	AMERIPRISE FINANCIAL ADVISORS	R	1,379.17	ACCOUNTS PAYABLE VOUCHER
V7704130	07/31/2025	FIDELITY INVSTMT TAX-EX SVC CO	R	1,550.00	ACCOUNTS PAYABLE VOUCHER
V7704131	07/31/2025	HEALTHEQUITY, INC.	R	6,689.38	ACCOUNTS PAYABLE VOUCHER
V7704132	07/31/2025	HORACE MANN LIFE INS	R	300.00	ACCOUNTS PAYABLE VOUCHER
V7704133	07/31/2025	INTERNAL REVENUE SERVICE	R	85,024.81	ACCOUNTS PAYABLE VOUCHER
V7704134	07/31/2025	EDUCATION MN ESI BILLING TRUST	R	754.16	ACCOUNTS PAYABLE VOUCHER
V7704135	07/31/2025	MN DEPT OF REVENUE	R	14,175.45	ACCOUNTS PAYABLE VOUCHER
V7704136	07/31/2025	MN DEPT OF REVENUE(C)	R	250.00	ACCOUNTS PAYABLE VOUCHER
V7704137	07/31/2025	MN STATE RETIREMENT SYSTEM	R	150.00	ACCOUNTS PAYABLE VOUCHER
V7704138	07/31/2025	EXECUTIVE DIRECTOR	R	23,441.56	ACCOUNTS PAYABLE VOUCHER
V7704139	07/31/2025	STATE TREASURER, TRA	R	33,879.89	ACCOUNTS PAYABLE VOUCHER
V7704140	07/31/2025	VARIABLE ANNUITY LIFE INS CO	R	1,022.09	ACCOUNTS PAYABLE VOUCHER
V7704141	07/31/2025	UNITED HEALTHCARE SERVICES, INC	R	51,961.34	ACCOUNTS PAYABLE VOUCHER
V7704142	08/05/2025	WA DEPT OF EMP SEC-PD FAM & MED	R	124.78	ACCOUNTS PAYABLE VOUCHER
V7704143	08/05/2025	WA DEPT OF EMP SEC-WA CARES	R	110.00	ACCOUNTS PAYABLE VOUCHER
V7704144	08/05/2025	WA DEPT OF LABOR & INDUSTRIES	R	168.03	ACCOUNTS PAYABLE VOUCHER
V7704145	08/05/2025	APPLE VALLEY ISD LLC	R	38,414.07	ACCOUNTS PAYABLE VOUCHER
V7704146	08/05/2025	NATIONAL INSURANCE SERVICES OF WI,	R	8,912.70	ACCOUNTS PAYABLE VOUCHER
V7704147	08/05/2025	SE ISD, DST	R	83,216.05	ACCOUNTS PAYABLE VOUCHER
V7704148	08/06/2025	ALL IN ONE TRANSLATION AGENCY, LLC	R	450.00	ACCOUNTS PAYABLE VOUCHER
V7704149	08/06/2025	BLUUM OF MINNESOTA, LLC	R	10,200.50	ACCOUNTS PAYABLE VOUCHER
V7704150	08/06/2025	LOFFLER BUSINESS SYSTEMS	R	19,970.34	ACCOUNTS PAYABLE VOUCHER
V7704151	08/06/2025	MN CLN SERVICES, INC	R	1,952.00	ACCOUNTS PAYABLE VOUCHER
V7704152	08/06/2025	ODP BUSINESS SOLUTIONS, LLC	R	423.82	ACCOUNTS PAYABLE VOUCHER

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
V7704153	08/06/2025	POWERSCHOOL GROUP LLC	R	1,536.04	ACCOUNTS PAYABLE VOUCHER
V7704154	08/06/2025	PROCARE THERAPY	R	3,744.00	ACCOUNTS PAYABLE VOUCHER
V7704155	08/06/2025	RETHINK, INC	R	6,045.00	ACCOUNTS PAYABLE VOUCHER
V7704156	08/06/2025	SECURLY, INC	R	5,675.00	ACCOUNTS PAYABLE VOUCHER
V7704157	08/06/2025	TEACHING STRATEGIES, LLC	R	348.60	ACCOUNTS PAYABLE VOUCHER
V7704158	08/06/2025	THE HOME DEPOT PRO	R	4,851.41	ACCOUNTS PAYABLE VOUCHER
V7704159	08/06/2025	ZEN EDUCATE INC	R	2,673.36	ACCOUNTS PAYABLE VOUCHER
V7704160	08/11/2025	FIDELITY SECURITY LIFE INS CO	R	2,431.27	ACCOUNTS PAYABLE VOUCHER
V7704161	08/11/2025	UNITED HEALTHCARE SERVICES, INC	R	47,217.12	ACCOUNTS PAYABLE VOUCHER
V7704162	08/13/2025	AMANDA GROH	R	390.00	ACCOUNTS PAYABLE VOUCHER
V7704163	08/13/2025	AMAZON CAPITAL SERVICES	R	3,976.45	ACCOUNTS PAYABLE VOUCHER
V7704164	08/13/2025	APPLE COMPUTER, INC	V	-	VOID: MULTI STUB VOUCHER
V7704165	08/13/2025	APPLE COMPUTER, INC	R	44,406.00	ACCOUNTS PAYABLE VOUCHER
V7704166	08/13/2025	CDWG	R	64,223.23	ACCOUNTS PAYABLE VOUCHER
V7704167	08/13/2025	LITERACY RESOURCES, LLC	R	399.22	ACCOUNTS PAYABLE VOUCHER
V7704168	08/13/2025	KELLY SERVICES, INC	R	304.85	ACCOUNTS PAYABLE VOUCHER
V7704169	08/13/2025	LOFFLER BUSINESS SYSTEMS	R	3,049.56	ACCOUNTS PAYABLE VOUCHER
V7704170	08/13/2025	PROCARE THERAPY	R	3,744.00	ACCOUNTS PAYABLE VOUCHER
V7704171	08/13/2025	UNITED HEALTHCARE SERVICES, INC	R	94,604.13	ACCOUNTS PAYABLE VOUCHER
V7704172	08/13/2025	ZEN EDUCATE INC	R	2,849.44	ACCOUNTS PAYABLE VOUCHER
V7704173	08/18/2025	UNITED HEALTHCARE SERVICES, INC	R	99,593.48	ACCOUNTS PAYABLE VOUCHER
V7704174	08/18/2025	MN CHILD SUPPORT PAYMENT CENTER	R	205.50	ACCOUNTS PAYABLE VOUCHER
V7704175	08/18/2025	AMERIPRISE FINANCIAL ADVISORS	R	2,529.38	ACCOUNTS PAYABLE VOUCHER
V7704176	08/18/2025	AXA EQUITABLE LIFE INS CO	R	722.92	ACCOUNTS PAYABLE VOUCHER
V7704177	08/18/2025	FIDELITY INVSTMT TAX-EX SVC CO	R	4,687.87	ACCOUNTS PAYABLE VOUCHER
V7704178	08/18/2025	HEALTH EQUITY, INC.	R	21,436.58	ACCOUNTS PAYABLE VOUCHER
V7704179	08/18/2025	HORACE MANN LIFE INS	R	58.33	ACCOUNTS PAYABLE VOUCHER
V7704180	08/18/2025	INTERNAL REVENUE SERVICE	R	165,785.73	ACCOUNTS PAYABLE VOUCHER
V7704181	08/18/2025	EDUCATION MN ESI BILLING TRUST	R	3,728.32	ACCOUNTS PAYABLE VOUCHER
V7704182	08/18/2025	MN DEPT OF REVENUE	R	28,184.72	ACCOUNTS PAYABLE VOUCHER
V7704183	08/18/2025	EXECUTIVE DIRECTOR	R	27,227.27	ACCOUNTS PAYABLE VOUCHER
V7704184	08/18/2025	STATE TREASURER, TRA	R	100,187.05	ACCOUNTS PAYABLE VOUCHER
V7704185	08/18/2025	VARIABLE ANNUITY LIFE INS CO	R	2,738.40	ACCOUNTS PAYABLE VOUCHER
V7704186	08/18/2025	VOYA	R	381.25	ACCOUNTS PAYABLE VOUCHER
V7704187	08/18/2025	AMERIPRISE FINANCIAL ADVISORS	R	1,379.17	ACCOUNTS PAYABLE VOUCHER
V7704188	08/18/2025	FIDELITY INVSTMT TAX-EX SVC CO	R	1,550.00	ACCOUNTS PAYABLE VOUCHER
V7704189	08/18/2025	HEALTH EQUITY, INC.	R	6,642.71	ACCOUNTS PAYABLE VOUCHER
V7704190	08/18/2025	HORACE MANN LIFE INS	R	300.00	ACCOUNTS PAYABLE VOUCHER
V7704191	08/18/2025	INTERNAL REVENUE SERVICE	R	130,792.95	ACCOUNTS PAYABLE VOUCHER
V7704192	08/18/2025	EDUCATION MN ESI BILLING TRUST	R	26,128.31	ACCOUNTS PAYABLE VOUCHER
V7704193	08/18/2025	MN DEPT OF REVENUE	R	22,413.42	ACCOUNTS PAYABLE VOUCHER
V7704194	08/18/2025	MN DEPT OF REVENUE(C)	R	250.00	ACCOUNTS PAYABLE VOUCHER
V7704195	08/18/2025	MN STATE RETIREMENT SYSTEM	R	150.00	ACCOUNTS PAYABLE VOUCHER
V7704196	08/18/2025	EXECUTIVE DIRECTOR	R	34,938.79	ACCOUNTS PAYABLE VOUCHER
V7704197	08/18/2025	STATE TREASURER, TRA	R	49,044.54	ACCOUNTS PAYABLE VOUCHER
V7704198	08/18/2025	VARIABLE ANNUITY LIFE INS CO	R	1,022.09	ACCOUNTS PAYABLE VOUCHER
V7704199	08/21/2025	DELTA DENTAL OF MINNESOTA	R	53,803.42	ACCOUNTS PAYABLE VOUCHER
V7704200	08/21/2025	UNITED HEALTHCARE SERVICES, INC	R	233,317.47	ACCOUNTS PAYABLE VOUCHER
V7704201	08/22/2025	AI TECHNOLOGIES, LLC	R	2,820.48	ACCOUNTS PAYABLE VOUCHER
V7704202	08/22/2025	BENEFIT EXTRAS, INC	R	482.74	ACCOUNTS PAYABLE VOUCHER
V7704203	08/22/2025	DAKOTA TRUCK UNDERWRITERS	R	30,573.00	ACCOUNTS PAYABLE VOUCHER
V7704204	08/22/2025	FOLLETT SCHOOL SOLUTIONS, LLC	R	125.11	ACCOUNTS PAYABLE VOUCHER
V7704205	08/22/2025	MIDWEST SPECIAL INSTRUMENTS, CORP	R	271.30	ACCOUNTS PAYABLE VOUCHER
V7704206	08/22/2025	MRI INTERMEDIATE HOLDINGS, LLC	R	317.00	ACCOUNTS PAYABLE VOUCHER
V7704207	08/22/2025	ODP BUSINESS SOLUTIONS, LLC	R	239.97	ACCOUNTS PAYABLE VOUCHER
V7704208	08/22/2025	RATWIK, ROSZAK & MALONEY, P.A.	R	4,172.00	ACCOUNTS PAYABLE VOUCHER
V7704209	08/22/2025	REGINA MAENDLER, HEART & SCIENCE	R	450.00	ACCOUNTS PAYABLE VOUCHER
V7704210	08/22/2025	ZEN EDUCATE INC	R	1,000.00	ACCOUNTS PAYABLE VOUCHER

Intermediate School District 917  
Check Register Including System Voids  
Run Date: 7/31/2025 - 8/26/2025

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
				<u>2,620,432.53</u>	

Total

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

07/31/2025 DIRECT DEPOSITS REGULAR PAY (PR502)		\$135,168.58
07/31/2025 DIRECT DEPOSITS SUMMER PAYS (PR4S2)	\$	516,406.53
07/31/2025 DIRECT DEPOSITS EXTRA HOURS PAY PR426	\$	634.05
7/31/25 DIRECT DEPOSIT SUMMER PAY 5E2	\$	130,367.79

**NET PAYROLL** \$ **782,576.95**

Authorized Signature

Mal Johns

Date

8/25/2025

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR:

08/15/2025 DIRECT DEPOSITS REGULAR PAY (PR503)	\$143,203.54
08/15/2025 DIRECT DEPOSITS SUMMER PAYS (PR4S3)	\$516,396.57
08/15/2025 DIRECT DEPOSITS SUMMER PAYS (PR5E3)	\$253,242.96
08/15/2025 MANUAL CHECK 7/31 PAYROLL (5E2M)	\$596.90

**NET PAYROLL** \$ **913,439.97**

Authorized Signature Mark Johns Date Aug 18, 2025



Customer Service  
PO Box 11760  
Harrisburg, PA 17108-11760

## ACCOUNT STATEMENT

For the Month Ending  
**July 31, 2025**

### INTERMEDIATE SCHOOL DISTRICT 917

#### Client Management Team

##### Amber Cannegieter

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

##### Danny A. Nelson

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

#### Contents

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Summary Statement  
Individual Accounts

#### Accounts included in Statement

600430 STATE PAYMENTS

#### Important Messages

MSDLAF will be closed on 09/01/2025 for Labor Day.

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

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

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

## Important Disclosures

### Important Disclosures

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

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

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

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

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

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

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

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

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

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

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

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

#### Key Terms and Definitions

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

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

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

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

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

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

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

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

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

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

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

**Account Statement - Transaction Summary**

For the Month Ending **July 31, 2025**

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

<b>MSDLAF+ Liquid Class</b>	
Opening Market Value	11,297.07
Purchases	39.84
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

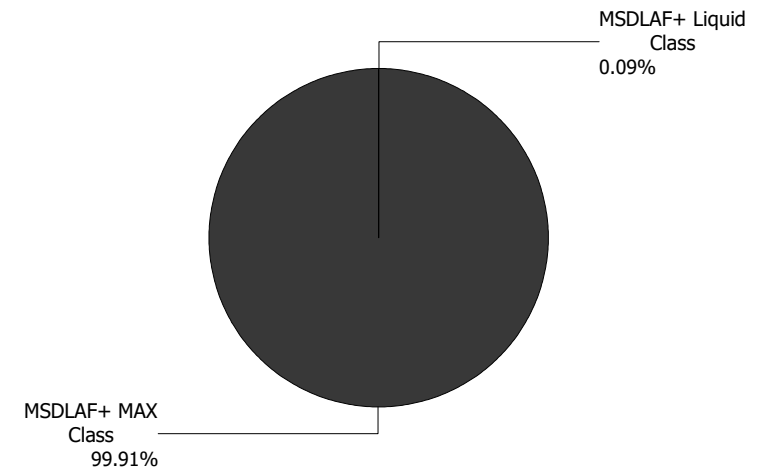
**Closing Market Value** **\$11,336.91**  
Cash Dividends and Income 39.84

<b>MSDLAF+ MAX Class</b>	
Opening Market Value	13,238,175.67
Purchases	47,603.20
Redemptions	(500,000.00)
Unsettled Trades	0.00
Change in Value	0.00

**Closing Market Value** **\$12,785,778.87**  
Cash Dividends and Income 47,603.20

<b>Asset Summary</b>		
	<b>July 31, 2025</b>	<b>June 30, 2025</b>
<b>MSDLAF+ Liquid Class</b>	11,336.91	11,297.07
<b>MSDLAF+ MAX Class</b>	12,785,778.87	13,238,175.67
<b>Total</b>	<b>\$12,797,115.78</b>	<b>\$13,249,472.74</b>

**Asset Allocation**



**Account Statement**

For the Month Ending **July 31, 2025**

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

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
<b>MSDLAF+ Liquid Class</b>					
<b>Opening Balance</b>					<b>11,297.07</b>
07/31/25	08/01/25	Accrual Income Div Reinvestment - Distributions	1.00	39.84	11,336.91
<b>Closing Balance</b>					<b>11,336.91</b>

	Month of July	Fiscal YTD July-July		
<b>Opening Balance</b>	11,297.07	11,297.07	<b>Closing Balance</b>	11,336.91
<b>Purchases</b>	39.84	39.84	<b>Average Monthly Balance</b>	11,298.36
<b>Redemptions (Excl. Checks)</b>	0.00	0.00	<b>Monthly Distribution Yield</b>	4.15%
<b>Check Disbursements</b>	0.00	0.00		
<b>Closing Balance</b>	<b>11,336.91</b>	<b>11,336.91</b>		
<b>Cash Dividends and Income</b>	39.84	39.84		

<b>MSDLAF+ MAX Class</b>					
<b>Opening Balance</b>					<b>13,238,175.67</b>
07/31/25	07/31/25	Redemption - ACH Redemption	1.00	(500,000.00)	12,738,175.67
07/31/25	08/01/25	Accrual Income Div Reinvestment - Distributions	1.00	47,603.20	12,785,778.87

**Account Statement**

For the Month Ending **July 31, 2025**

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

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
<b>Closing Balance</b>					<b>12,785,778.87</b>
		<b>Month of July</b>	<b>Fiscal YTD July-July</b>		
<b>Opening Balance</b>		13,238,175.67	13,238,175.67	<b>Closing Balance</b>	12,785,778.87
<b>Purchases</b>		47,603.20	47,603.20	<b>Average Monthly Balance</b>	13,223,582.22
<b>Redemptions (Excl. Checks)</b>		(500,000.00)	(500,000.00)	<b>Monthly Distribution Yield</b>	4.24%
<b>Check Disbursements</b>		0.00	0.00		
<b>Closing Balance</b>		<b>12,785,778.87</b>	<b>12,785,778.87</b>		
<b>Cash Dividends and Income</b>		47,603.20	47,603.20		

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

	MSDLAF: Liquid						MSDLAF: +Max						Total	
	Purchases	Sales	Fees	Interest	Ending Balance	Monthly Yield	Purchases	Sales	Fees	Interest	Ending Balance	Monthly Yield	Ending Balance	Interest
Jun					11,297.07						13,238,175.67		13,249,472.74	
Jul				39.84	11,336.91	4.15%		500,000.00		47,603.20	12,785,778.87	4.24%	12,797,115.78	47,643.04
Aug					-						-		-	-
Sep					-						-		-	-
Oct					-						-		-	-
Nov					-						-		-	-
Dec					-						-		-	-
Jan					-						-		-	-
Feb					-						-		-	-
Mar					-						-		-	-
Apr					-						-		-	-
May					-						-		-	-
Jun					-						-		-	-
<b>Total FY</b>														
26	-	-	-	39.84	11,336.91		-	500,000.00	-	47,603.20	12,785,778.87		12,797,115.78	47,643.04



**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: September 2, 2025  
RE: Policies - First and Final Policies + First Reading

The policies listed below are a first and final reading:

- **524 Internet, Technology, and Cell Phone Acceptable Use and Safety Policy** - MSBA updates
- **516 Student Medications and Telehealth** - MSBA update, 'auto injectors' replaced with 'delivery systems'
- **556 Student Use of Cellular Phones and Other Personal Electronic Devices**
- **709 Student Transportation Safety Policy** - MN Legislature repealed a portion of the law but is not used in our language
- **806 Safety Crisis Management** – Annual review + Kate Hulse reviewed

The policies below are a first reading:

- **516.5 Overdose Medication** - MSBA updates
- **534 School Meals Policy** - MSBA updates

**524 INTERNET AND TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY**

**I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

**II. GENERAL STATEMENT OF POLICY**

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

**III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

**IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

**V. UNACCEPTABLE USES**

- A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:
  - 1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
    - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
    - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;

- c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
  3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
  4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
  5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
  6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
    - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or guardians or other staff members related to students).
    - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
      - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent or guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
      - (2) such information is not classified by the school district as directory information but written consent for release of the

information to be posted has been obtained from a parent or guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
  7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
  8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
  9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
  10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate

school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

## **VI. FILTER**

**The 2025 Minnesota legislature amended Minnesota Statutes 125B.15 as follows: "A school district receiving technology revenue under section 125B.26 must prohibit, including through use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography. ."**

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
  - 1. Obscene;
  - 2. Child pornography; or
  - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

## **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

## **VIII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents or guardians may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents or guardians have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

#### **IX. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents or guardians, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

#### **X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

#### **XI. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school district policies.
  - 2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district diskettes, hard drives, or servers.
    - b. Information retrieved through school district computers, networks, or online resources.
    - c. Personal property used to access school district computers, networks, or online resources.
    - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
  - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
  - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents or guardians.
  - 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
  - 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
  - 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

**XII. PARENTS' OR GUARDIANS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents or guardians bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents or guardians are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents or guardians will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents or guardians the option to request alternative activities not requiring Internet access. This notification should include:
  - 1. A copy of the user notification form provided to the student user.

2. A description of parent or guardian responsibilities.
3. A notification that the parents or guardians have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental or guardian review.

### **XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS**

- A. "Technology provider" means a person who:
  1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
  2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents or guardians and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
  1. identify each curriculum, testing, or assessment technology provider with access to educational data;
  2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
  3. include information about the contract inspection and provide contact information for a school department to which a parent or guardian or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents or guardians and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
  1. the technology provider's employees or contractors have access to educational data only if authorized; and
  2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

#### **XIV. SCHOOL-ISSUED DEVICES**

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
  - 1. any location-tracking feature of a school-issued device;
  - 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
  - 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
  - 1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
  - 2. the activity is permitted under a judicial warrant;
  - 3. the school district is notified or becomes aware that the device is missing or stolen;
  - 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
  - 5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
  - 6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent or guardian and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

#### **XV. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN**

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

#### **XVI. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms,

guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.

- B. The administration shall revise the user notifications, including student and parent or guardian notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

**Legal References:**

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.73 (School Cell Phone Policy)  
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)  
17 U.S.C. § 101 *et seq.* (Copyrights)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))  
47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
*Mahanoy Area Sch. Dist. v. B.L.*, 594 U.S., 141 S. Ct. 2038 (2021)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 194(2003)  
*Sagehorn v. Indep. Sch. Dist. No. 728*, 122 F.Supp.2d 842 (D. Minn. 2015)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, 894 F.Supp.2d 1128 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee’s Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)

**Cross References:**

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

## **516 STUDENT MEDICATION AND TELEHEALTH**

### **I. PURPOSE**

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

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

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

### **III. DRUG AND MEDICATION REQUIREMENTS**

#### **A. Administration of Drugs and Medicine**

1. The administration of medication or drugs at school requires a completed signed request from the student's parent or guardian. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:
  - a. with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;
  - b. with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;
  - c. with a public or private health-related organization, in a district that contracts with a public or private health or health-related organization, according to Minnesota Statutes, 121A.21; or

- d. with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, 121A.21.

3. Exclusions

The provisions on administration of drugs and medicine above do not apply to drugs or medicine that are:

- a. purchased without a prescription;
- b. used by a pupil who is 18 years old or older;
- c. used in connection with services for which a minor may give effective consent;
- d. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;
- e. used off the school grounds;
- f. used in connection with athletics or extracurricular activities;
- g. used in connection with activities that occur before or after the regular school day;
- h. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;
- i. prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
  - a. the school district has received a written authorization each school year from the pupil's parent or guardian permitting the student to self-administer the medication;
  - b. the inhaler is properly labeled for that student; and
  - c. the parent or guardian has not requested school personnel to administer the medication to the student.

In a school that does not have a school nurse or school nursing services, the student's parent or guardian or guardian must submit

written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

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

- j. Epinephrine **delivery systems auto-injectors**, consistent with Minnesota Statutes, section [121A.2205](#), if the parent or guardian and prescribing medical professional annually inform the pupil's school in writing that
  - a. the pupil may possess the epinephrine or
  - b. the pupil is unable to possess the epinephrine and requires immediate access to epinephrine **delivery systems auto-injectors** that the parent or guardian provides properly labeled to the school for the pupil as needed.

**[NOTE: The 2025 Minnesota legislature replaced “auto-injectors” with “delivery systems” in Minnesota statutes, sections 121A.22, 121A.2205, and 121A.2207.]**

- k. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.
- l. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

## B. Prescription Medication

- 1. An “Authorization and Request for Administration of Medication” form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.
- 2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.

3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Paragraph III.A.3(i) above), and medications administered as noted in a written agreement between the school district and the parent or guardian or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
5. The school must be notified immediately by the parent or guardian or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
6. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
7. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
8. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or guardian or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or guardian or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

C. Nonprescription Medication

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

student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

D. Possession and Use of Epinephrine **Delivery Systems Auto-Injectors**

**1. Definitions**

- a. “Administer” means the direct application of an epinephrine delivery system to the body of an individual.
  - b. “Epinephrine delivery system” means a medication product approved by the United States Food and Drug Administration that automatically delivers a single, premeasured dose of epinephrine to prevent or treat a life-threatening allergic reaction.
  - c. “School” means a public school under Minnesota Statutes, section 120A.22, subdivision 4, or a nonpublic school, excluding a home school, under section 120A.22, subdivision 4, that is subject to the federal Americans with Disabilities Act.
2. At the start of each school year or at the time a student enrolls in school, whichever is first, a student’s parent or guardian, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine **auto-injectors delivery systems** that enables the student to:
1. possess epinephrine **auto-injectors delivery systems**; or
  2. if the parent or guardian and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine **auto-injectors delivery systems** in close proximity to the student at all times during the instructional day.

For the purposes of this policy, “instructional day” is defined as eight hours for each student contact day.

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

Districts and schools may obtain and possess epinephrine **auto-injectors delivery systems** to be maintained and administered by school personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine **auto-injectors delivery systems**. The administration of an epinephrine **auto-injectors delivery systems** in

accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

~~Effective July 1, 2024, r~~Registered nurses may administer epinephrine ~~auto-injectors~~ **delivery systems** in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine ~~auto-injectors~~ **delivery systems** in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine ~~auto-injectors~~ **delivery systems** is to be administered, when caring for a patient whose condition falls within the protocol.

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

**The Commissioner of the Minnesota Department of Health must provide a district or school with a standing order for distribution of epinephrine delivery systems under Minnesota Statutes, section 148.235, subdivision 8 and 151.37, subdivision 2.**

**[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 121A.2207 to include the changes above.]**

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

F. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or guardian or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school

district.

2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes, section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

#### **IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH**

- A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.
- B. The space must provide a student privacy to receive mental health care.
- C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.
- D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)

Minn. Stat. § 121A.21 (School Health Services )  
Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine **Delivery Systems Auto-Injectors**; Model Policy)  
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine **Delivery Systems Auto-Injectors**)  
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)  
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)  
Minn. Stat. § 148.171 (Definitions; Title)  
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 152.22 (Definitions)  
Minn. Stat. § 152.23 (Limitations)  
Minn. Rule 8710.6100 (School Nurse)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

***Cross References:*** MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

*Intermediate School District 917 Policy 556*  
*Student Use of Cellular Phones and Other Personal Electronic Devices*  
*Board Adopted April 4, 2023*  
*Board revised October 1, 2024*  
*First and Final Reading, September 2, 2025*

**556 STUDENT USE OF CELLULAR PHONES AND OTHER PERSONAL ELECTRONIC DEVICES**

**I. PURPOSE**

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which students may possess, including but not limited to cellular phones and other personal electronic devices capable of recording and/or transmitting data or images.

**II. INTERMEDIATE DISTRICT 917 REGULATIONS REGARDING STUDENT RECORDING**

Students are prohibited from using cell phones, digital cameras or any other device to photograph, videotape or audio record other individuals at school (including, but not limited to, physical altercations, student conflicts, assault or harm done to students, staff or others), or at school sponsored activities without their knowledge and written consent. Students are prohibited from distributing, sharing, transmitting or broadcasting such images via e-mail, posting on social media or to the Internet, or otherwise electronically transmitting images of other individuals taken at school without the expressed written consent of the other individuals. Use of cellular phones, cameras or other personal electronic devices is strictly prohibited in locker rooms and restrooms. Students who violate this policy may be subject to disciplinary action as outlined District 917's student discipline policy 506.

**III. DISSEMINATION OF POLICY**

This policy shall be included in the Student/Parent Handbook, Intermediate School District 917 Staff Handbook, and posted to the District website and otherwise distributed upon request.

[NOTE: MSBA updated this note in their cell phone use policy 524 but we use policy 556 for ISD 917. It states, "~~Under the new law,~~ The Minnesota Elementary School Principals Association and the Minnesota Association of Secondary School Principals ~~will~~ collaborated to make best practices available to schools on a range of different strategies to achieve the goals stated above. ] Legislative updates prompted this note.

***Legal Reference:***

*Minn. Stat. section 121A.73 (School Cell Phone Policy)*

***Cross Reference:***

*Student Discipline Policy 506*

ISD 917 Policy 709, Student Transportation Policy

Board approved January 7, 2020

Board revised December 5, 2023

Board revised October 1, 2024

*MSBA Updates, First and Final Reading September 2, 2025*

*\*the 2025 Minnesota legislature repealed a portion of this law that is not in our language.*

## **709 STUDENT TRANSPORTATION SAFETY POLICY**

### **I. PURPOSE**

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of Intermediate School District 917.

### **II. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

A. Riding in a school van is a privilege, not a right. The school district's general student behavior rules are in effect for students in district vans.

1. Student School Bus Safety Training.

The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training.

2. School Van Rules.

The school district van safety rules are to be posted in every vehicle. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of van privileges. It is the school van driver's responsibility to report unacceptable behavior to the program administrator.

3. Rules on the Van.

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the van.
- e. Keep your arms, legs and belongings to yourself.

- f. No fighting, harassment, intimidation or horseplay.
- g. Do not throw any object.
- h. No eating, drinking or use of tobacco, alcohol, or drugs, excluding water bottles.
- i. Do not bring any weapons or dangerous objects on the school van.
- j. Do not damage the vehicle.
- k. No electronic smoking devices allowed.

4. Consequences.

Consequences for van misconduct will apply to all students. Decisions regarding a student's ability to ride the van in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of van privileges.

1) Discipline

Violations of the van rules and student conduct violations will be addressed by appropriate administrator, in conjunction with the student's educational team. Factors to be considered when assessing any penalty for misconduct will include (1) the severity of the offense; (2) the student's prior record; and (3) for a student with a disability, the students' needs, as articulated in their IEP or section 504 plan.

2) Records

Records of school van misconduct will be forwarded to the appropriate administrator and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a van that causes an immediate and substantial danger to the student or surrounding persons or property will be provided by the school district to the Department of Public Safety in accordance with state and federal law.

3) Vandalism

Students damaging school vehicles will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of van privileges until damages are paid.

4) Notice

School van rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School van rules are to be posted in each vehicle.

5) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

**III. PARENT AND GUARDIAN INVOLVEMENT**

A. Parent and Guardian Notification

The school district van rules will be included with student handbooks. Parents and guardians are asked to review the rules with their children.

B. Parents or Guardians Responsibilities for Transportation Safety

Parents or Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of van safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators.

**IV. SCHOOL VAN AND TYPE III SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

- A. Under Minnesota law, Intermediate School District 917 vans are considered to be Type III school buses.
- B. A school district employee, whose normal duties do not include operating a school van, who holds a class D driver's license without a school bus endorsement, may operate a Type III school bus.
- C. The school district business office requires a copy of the driver's valid driver's license and will annually obtain a copy of the driver's motor vehicle report. A driver who has had more than three moving violations in three years is not eligible to drive a Type III school bus. The Executive Director of Business Services will determine if the school van driver's authorization to transport students is revoked and will notify the school van driver's immediate supervisor.

- D. Drivers shall report all moving violations they receive, even in a personal vehicle, to the Executive Director of Business Services as soon as possible after the violation ~~6-93-4~~ occurs. A person who sustains a conviction, as defined under Minnesota Statutes section 609.02, of violating Minnesota Statutes section 169A.25, section 169A.26, section 169A.27 (driving while impaired offenses), or 69A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes section 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction. The report must be made in writing to the Executive Director of Business Services within 10 days of the conviction.
- E. The school district may conduct pre-employment, random, and reasonable suspicion drug and alcohol testing of all school district van drivers and driver applicants in accordance with school district policy 416 Drug and Alcohol Testing.

## V. SCHOOL VAN DRIVER TRAINING

### A. Training.

All bus drivers operating a type III vehicle will be provided with annual training and evaluated by either the school district or the entity from whom such services are contracted by the school district. Such training shall, at a minimum, include:

1. Safe operation of the Type III (van) bus.
2. Knowledge and understanding of the safety equipment, including proper use of seat belts and child restraints, required for Type III vehicles.
3. Understanding student behavior, including issues related to students with disabilities.
4. Encouraging orderly conduct of students on the van and handling incidents of misconduct appropriately.
5. Knowledge and understanding of relevant laws, rules of the road, and ISD 917 school van safety policies.
6. Handling emergency situations, including accidents.
7. Safe loading and unloading of students including students with disabilities.
8. Performance of pre-trip vehicle inspections.
9. Defensive driving techniques.
10. Pass the competency testing specified in the Minnesota Department of Public safety Model School Bus Driver Training Manual.

11. The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual, and
12. electric-assisted bicycle safety, including that a person under the age of 15 is not allowed to operate an electric-assisted bicycle.

## **VI. OPERATING RULES AND PROCEDURES**

### **A. General Operating Rules**

1. School vans shall be operated in accordance with state traffic and safety laws.
2. Only students assigned to the school van by the school district shall be transported. The number of students or other authorized passengers transported in a District van shall not exceed ten (10) including the driver, or the number of seats with restraints (whichever is smaller). No person shall be allowed to stand when the van is in motion.
3. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, “school bus” has the meaning given in Minnesota Statutes section 169.011, Subd. 71. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

### **B. Type III Vehicles**

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer’s rated seating capacity of 10 or fewer people, including the driver, and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.

4. Vehicles older than 15 years must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 571.
5. The school district name will be clearly marked on the side of the vehicle. The Type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A “Type III school bus” must not be outwardly equipped and identified as a Type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on Type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any Type III vehicle used to transport students must carry emergency equipment including:
  - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
  - b. First aid kit and body fluids cleanup kit. A minimum of a ten-unit first aid kit, and a body fluids cleanup kit is required. They must be contained in removable, moisture and dust-proof containers mounted in an accessible place within the driver’s compartment and must be marked to indicate their identity and location.
  - c. Passenger cars and station wagons may carry a fire extinguisher and a first aid kit in the trunk or trunk area of the vehicle if a label in the

driver and front passenger area clearly indicates the location of these items.

11. Students will not be regularly transported in private vehicles that are not state inspected as Type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a Type III vehicle. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a Type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

## **VII. SCHOOL DISTRICT EMERGENCY PROCEDURES**

- A. If possible, school van drivers or their supervisors shall call (911) or the local emergency phone number in the event of a serious emergency.
- B. Van drivers and assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of pupils with disabilities, assist pupils with disabilities on and off the bus when necessary for their safe ingress and egress from the van, and ensure that protective safety devices are in use and fastened properly.
- C. Emergency Health Information shall be maintained on the van for students requiring special transportation service because of their handicapping condition. The information shall state:
  1. the pupil's name and address;
  2. the nature of the pupil's disabilities;
  3. emergency health care information; and
  4. the names and telephone numbers of the pupil's physician, parents, guardians, or custodians, and some person other than the pupil's parents, guardians, or custodians who can be contacted in case of an emergency.

## **VIII. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS**

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the van. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

## **IX. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

Inasmuch as Intermediate School District 917 does not transport students to and from school, does not operate its own or any leased school buses, does not contract for school bus services except for occasional field trips and does not transport any non-public students, it has not appointed a "Transportation Safety Director." In the absence of an individual with specific transportation safety responsibilities, those responsibilities fall to the superintendent of schools.

### **Legal References:**

Minn. Stat. § 123B.935 (Active Transportation Safety Training)  
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)  
Minn. Stat. § 169.01 (subd. 6(5) (Definitions)  
Minn. Stat. § 169.454 (Type III Vehicle Standards)  
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)  
Minn. Stat. § 171.02, Subd. 2a (Licenses; Types, Endorsements, Restrictions)  
Minn. Rules Part 7470.1000-7470-1700 (School Bus Inspection)  
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

### **Cross References:**

Policy 416 (Drug and Alcohol Testing)

## **806 CRISIS MANAGEMENT POLICY**

### **I. PURPOSE**

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

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

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

### **III. POLICY IMPLEMENTATION AND REVIEW**

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

***Legal Reference:*** Minn. Stat. § 121A.035 (Crisis Management Policy)

## **516.5 OVERDOSE MEDICATION**

### **I. PURPOSE**

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan)<sup>1</sup>, and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

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

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

### **III. DEFINITIONS**

- A. **"Drug-related overdose"** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **"Naloxone Coordinator"** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district's Naloxone Coordinator is [insert title of staff person appointed as coordinator].
- C. **"Opiate"** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. **"Opiate Antagonist"** means naloxone hydrochloride ("Naloxone") or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **"Standing Order"** means directions from the school district's medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist

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<sup>1</sup> Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:

1. Administration type
2. Dosage
3. Date of issuance
4. Signature of the authorized provider

#### **IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES**

- A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.
- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a district-wide collaborative planning and implementation team ("District Planning Team") who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.
2. The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
3. The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:
  - a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to

ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;

- b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
  - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
  - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
4. The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

**E. Site Planning Teams**

1. In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
2. The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

**F. School District Staff**

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

**G. The school district allows a student in grades 9 through 12 to possess and Administer an opiate antagonist to another high school student. The protections of Minnesota Statutes, section 604A.04 apply to the possession and administration of opiate antagonists according to Minnesota Statutes, section 121A.224. (NOTE: The 2025 Minnesota legislature enacted paragraph G. This provision is optional: school districts are not required to adopt paragraph G.)**

**V. NALOXONE STORAGE**

- A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc.).
- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the

general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.

- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

## **VI. Privacy Protections**

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat. § 121A.21 (School Health Services)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.224 (Opiate Antagonists)  
Minn. Stat. § 144.344 (Emergency Treatment)  
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)  
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 152.02 (Schedules of Controlled Substances)  
Minn. Stat. § 604A.01 (Good Samaritan Law)  
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)  
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)  
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)  
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)  
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

**Cross Reference:** MSBA/MASA Model Policy 516 (Student Medication)  
~~Minnesota Department of Health Toolkit on the Administration of Naloxone~~

**RESOURCES** **MINNESOTA DEPARTMENT OF HEALTH, SCHOOL TOOLKIT ON NALOXONE ADMINISTRATION IN SCHOOL SETTINGS**

*Intermediate School District 917 Policy 534 Unpaid  
Meal Charges Replacing with old Policy 680 Student Meal Charge  
Policy adopted November 7, 2017  
MSBA changes, First reading September 2, 2025*

## **534 SCHOOL MEALS POLICY**

### **I. PURPOSE**

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the students. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

### **II. PAYMENT OF MEALS**

A. Students have use of a meal account for second meals or a la carte items. When the balance reaches zero, a student may charge no more than three meals to this account. When an account reaches this limit, a student shall not be allowed to charge second meals or a la carte items until the negative account balance is paid. Payment may be submitted online via credit card or direct debit through the Infinite Campus parent portal or by cash or check to the school site administrative office or the ISD 917 Business Office.

#### **B. Free School Meals Program**

- (1) The free school meals program is created within the Minnesota Department of Education.**
- (2) Each school that** participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.
- (3) Each school that** participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.
- (4)** Each school that participates in the free school meals program must:
  - a. participate in the United States Department of Agriculture School Breakfast

Program and the United States Department of Agriculture National School Lunch Program; and

- b. provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.
- c. **A student who has been determined eligible for free and reduced price meals must always be served a reimbursable meal even if the student has an outstanding debt.**

**NOTE: While subparagraph 3 above is inherent given subparagraph 2, MSBA recommends that school boards consider including subparagraph 3, which is stated in Minnesota statutes, section 124D.111.**

C. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.

D. When a student has a negative account balance, the student will not be allowed to charge a snack item.

E. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

**F. A student may purchase a second breakfast at the nonprogram price if the student has already selected a reimbursable breakfast.**

**G. A student may purchase a second lunch at the nonprogram price if the student has already selected a reimbursable lunch.**

**NOTE: New paragraphs F and G apply if a school district receives school breakfast aid under Minnesota Statutes, section 124D.111 or school lunch aid under Minnesota Statutes, section 124D.111 respectively.**

### III. LOW OR NEGATIVE ACCOUNT BALANCES - NOTIFICATION

A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.

B. If the student balance reaches three (3) or more unpaid meals, families will be notified of an outstanding negative balance. History of communications should be documented by the site administrative assistant. If the parent or guardian is not contacted directly, a message will be left if possible. If the account has not been paid after all attempts mentioned, the account will then be turned over to the school's principal or social worker who will make an attempt to reach the parent/guardian.

C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch

program-including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, or affixing stickers, stamps or pins.

#### IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$500, not paid prior to the end of the school year, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district may use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restrictions prohibited under Minnesota Statutes section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

**NOTE: School districts that use a collection agency to collect unpaid school meals debt must address this in this policy. A new paragraph F. can be added to address the use of a collection agency.**

- F. Donations will be accepted and directed to general or specific accounts upon request. All donations will be processed through the ISD 917 Business Office.
- G. No student would be denied a meal due to insufficient funds in their account.

#### V. COMMUNICATION OF POLICY

- 1. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to all households at or before the start of each school year;
- 2. students and families who transfer into the school district, at the

time of enrollment; and

3. all school district personnel who are responsible for enforcing this policy.
- B. The school district will post this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

*Legal References:* Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 124D.111, Subd. 4  
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)  
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)  
7 C.F.R. § 220.8 (School Breakfast Program Regulations)  
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)  
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)  
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A



# Core Values Reflection Tool 1.0

## Values-Driven Reflection & Problem Solving

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### 1. Define the Challenge

What is the issue or need you are addressing?

- Who is affected by this issue (e.g., students, staff, families)?
  - What is the interest of those affected?
- 

### 2. Explore Possible Solutions

What potential solutions could address this issue?

- Consider both innovative and proven approaches.
  - How might each solution impact diverse groups within our school community?
- 

### 3. Core Values in Decision-Making

Choose three core values that should most strongly guide your choice of solution in this instance:

- Diversity: ADD DEFINITIONS
- Communication
- Innovation
- Integrity
- Stewardship
- Equity
- Empathy
- Personalization
- Collaboration

Briefly consider why each chosen value is important to your decision.

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### 4. Alignment with Core Values

How do the potential solutions reflect or conflict with your chosen values?

- Which solution(s) best uphold your selected values?
  - Are there any that may unintentionally work against these values? How?
- 

## 5. Your Selected Solution

Which solution are you recommending/choosing? Reflect on how your chosen solution maximizes the key core values for the person/people most affected by the decision.

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## 6. Community Impact Reflection

How might this solution help—or unintentionally harm—each of the following groups? Consider equity, inclusion, and communication in your reflections.

- Students:
  - Staff:
  - Families & Caregivers:
  - ISD 917 Culture:
  - Member Districts:
- 

## (Optional) 7. Support for Implementation

What support, resources, or collaboration would help make this solution successful and sustainable?

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## Next Steps

Consider how your reflection could inform future planning, proposals, or team discussions. This form can be used for individual or team-based decision-making.

**Executive Director of Student Services**  
**Board Update**  
**September 2025**

**Collaboration:** Working together to achieve more collectively.

- I Love U Guys Foundation: A group of thirteen staff from ISD 917 attended a 2-day training on the Standard Response Protocol (SRP) and Standard Reunification Method (SRM) by the I Love U Guys Foundation, and organized by Dakota County Public Health. Staff from the district and building levels practiced assessing and responding to various crises, and engaged in role-playing a schoolwide evacuation and evidence-based protocol for reunifying students and caregivers in a safe and organized manner.

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

- Foundations: The first ISD 917 Foundations training course was completed on August 21st, 2025. With 22 new hires completing the course, the feedback was overwhelmingly positive, with numerous mentions of appreciation for district-specific lesson targets. Foundations was designed by an interdisciplinary team of teachers and BCBA's to address ISD 917's core values. Foundations addresses professional roles and culture in the workplace, building and maintaining relationships with students, understanding the basics of behavior, and best practices for working with students in the classroom. We look forward to building upon the strong start to the Foundations training by revising and further enhancing the experience for new staff to increase their efficacy starting on their first day.

**Innovation:** Ongoing improvement of programs and services.

- Career and Technical Education: Dr. Frank Herman, principal of secondary programs, has been developing materials to promote our career and technical education programs. You can access an example of his work [here](#).

**Stewardship:** Managing financial and human resources carefully and responsibly.

- Staffing: Staffing for the 2025-2026 school year is going well. We will have a delay in the arrival of our international staff and are expecting they will arrive in September or early October. With that said, all of our teaching positions with the exception of two teaching positions in the CASE program at Alliance Education Center are filled.

We have also had significant progress in filling our not licensed positions, specifically education support professionals (ESPs) and intervener support professionals (ISPs). I have developed a chart below to outline our open positions.

Program/Site	Role	Openings
DASH	ESP	3
	ISP	1
DHH	ESP	3
	ISP	2
IDEA/SUN-AEC	ESP	5
SUN-Cedar	ESP	9 (3 offers out)
SUN-CEC	ESP	17
TEA	ESP	4
TESA-BTC	ESP	1
TESA-DCTC	ESP	1

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

- District Update: Our first District Update of the 2025-2026 school year was sent to staff on the third Thursday of August. If you did not receive a copy, you can access it [here](#).

**Integrity:** Aligning our actions with our values and beliefs.

- Core values: At Concord Education Center, assistant principal/special education coordinator, Shae Elliott, has developed a bulletin board in the main office that will highlight one core value each month. You'll see the bulletin board for September below that highlights communication and how it applies in the workplace.



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

- ESP READ Act training: As shared previously, we have planned the READ Act Training for all of our Education Support Professionals over the course of the upcoming year. The training is about 8 hours long and will be led by members of the teaching and learning team. We are excited to provide this training with our own staff so that we can provide tools and strategies for supporting our learners. We anticipate having the schedule of training dates published in early September.

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

- New Staff Academy: We had an amazing New Staff Academy on August 19th and 20th facilitated by the teaching and learning team at Concord Education Center. We had 40 staff for day one (all new licensed staff) and 72 staff for day two (first and second year licensed staff). This year had some new engaging activities with make and take sessions, scavenger hunts, and choose your own adventure!

**Diversity:** Appreciating and valuing everyone's unique selves.

- Teacher evaluation rubric: For the 2025-2026 school year, Intermediate School District 917 will be implementing updated teacher evaluation rubrics. The state of Minnesota passed legislation that requires all schools to have teacher evaluation rubrics that reflect PELSB's Standards of Effective Practices (SEPs) and Culturally Responsive Practices (CRPs) by the 2025-2026 school year.

The SEPs are defined by PELSB as “essential knowledge and skills a teacher needs in order to be effective from “day one” in the classroom.” If you are interested you can read more about Standards or Effective Practices [here](#). Additionally, MDE states that “by embedding culturally responsive methodologies into teaching practices, we can create a more inclusive equitable classroom environment that leads to high achievement for all learners.” It is important to MDE and our team at ISD 917 that all of our students feel seen, heard, and empowered in all aspects of their education. If you would like to read more about Culturally Responsive Practices, you can do so [here](#).

## **Proposed Goals 2025-2026 School Year**

[Working draft August 27, 2025]

### **Goal 1**

By the end of the 2025-2026 school year, the district will strategically enhance its alternative learning center and career and technical education (CTE) programming to serve student needs and community workforce demands. This will be achieved by increasing total enrollment in the DCALS program by 10%, ensuring all programs operate within their allocated budget, and developing new strategic business partnerships to provide students with expanded mentorship, internship, and career placement opportunities.

### **Goal 2**

Provide high-quality, equitable, and specialized programming for all students in partnership with member districts. Focus on making steady progress on waitlists, developing innovative academic programs aligned with core values, and expanding professional development for staff. Collaborate with the school board, superintendents, and key partners to identify areas of growth and implement improvements.

### **Goal 3**

For the 2025-2026 school year, the ISD 917 leadership team will develop and execute a strategic plan to enhance our non-certified staff workforce. ISD 917 will focus on improving recruitment and retention to better support our mission and vision. The goal is to increase our non-certified staff applicant pool by 10% by June 30, 2026.

**District 917 2025-2026 Superintendent Goals & Rubric - DRAFT 8.27.25**

<b>2025-2026 Superintendent Goals</b>	<b>Distinguished (4)</b>	<b>Proficient (3)</b>	<b>Needs Improvement (2)</b>	<b>Unsatisfactory (1)</b>
<p><b>Goal 1: Alternative Learning Center &amp; CTE Programming</b> Enhance programming to meet student needs and workforce demands by increasing enrollment 10%, maintaining budget compliance, and developing new business partnerships.</p>	<p>Enrollment increases 12%+ beyond baseline; all programs meet budget targets; 3+ new strategic partnerships established that result in mentorship, internships, or career placement opportunities.</p>	<p>Enrollment increases by at least 10%; all programs meet budget targets; 1-2 new partnerships established that provide students with tangible career-related opportunities.</p>	<p>Enrollment increases by 5-9%; minor budget deviations but within corrective range; limited or informal partnerships developed with minimal impact on students.</p>	<p>Enrollment growth is less than 5% or declines; programs operate over budget without corrective action; no new partnerships established.</p>
<p><b>Goal 2: Access to Specialized Programming</b> Provide high-quality, equitable, and specialized programming for all students in partnership with member districts. Focus on making steady progress on waitlists, developing innovative academic programs aligned with core values, and expanding professional development for staff. Collaborate with the school board, superintendents, and key partners to identify areas of growth and implement improvements.</p>	<p>Steady progress with waitlists addressed by 20% or more Multiple new academic programs launched, strongly aligned with core values Comprehensive professional development plan implemented with strong staff participation Robust collaboration with school board and district partners resulting in program expansion</p>	<p>Waitlists addressed by 15-19%. At least one new academic program implemented, aligned to core values. Staff PD delivered to support implementation. Consistent collaboration with key partners.</p>	<p>Waitlists addressed by 5-14%. Limited program development or weak alignment to values. PD is inconsistent or optional. Minimal collaboration with partners</p>	<p>Waitlists addressed by less than 5% increase. No new programming developed. No meaningful PD delivered. Lack of collaboration with partners</p>

<p><b>Goal 3: Non-Certified Staff Workforce Development</b> Recruit and retain high-quality non-certified staff with a 10% applicant pool increase.</p>	<p>Applicant pool increases 12%+; clear retention strategies implemented resulting in improved retention rates; innovative recruitment practices (community outreach, partnerships, pipelines) in place; workforce plan fully aligned to mission/vision.</p>	<p>Applicant pool increases by at least 10%; recruitment and retention strategies implemented; evidence of alignment to mission/vision.</p>	<p>Applicant pool increases by 5–9%; limited or inconsistent recruitment/retention strategies; partial alignment to mission/vision.</p>	<p>Applicant pool increases by less than 5% or declines; no clear strategies for recruitment/retention; lack of alignment to mission/vision.</p>
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