

**INTERMEDIATE SCHOOL DISTRICT 917
IN DAKOTA COUNTY**

REGULAR SCHOOL BOARD MEETING

Tuesday, September 4, 2018

AGENDA:

- I. **Call to Order - Chair Lewis**
- II. **Conduct Pledge of Allegiance - Chair Lewis**
- III. **Visitors opportunity to be heard - Chair Lewis**
- IV. **Additions to the agenda - Chair Lewis**
- V. **Good News Report - Directors** 2
- VI. **Consent Items - Chair Lewis**
 - A. Minutes, August 21, 2018, School Board Meeting 5
 - B. Personnel Considerations 8
- VII. **Business Manager's Report - Nicolle Roush**
 - A. Review and Approve Payment of Bills 39
 - B. Review and Approve Wire Transfers 45
 - C. Review and Approve Investment Report 49
- VIII. **Policies**
 - IX. Review Annual Policies: - First reading 53
 - 411 - Bullying
 - 413 - Harassment and Violence
 - 414 - Mandated Reporting of Child Neglect, etc.
 - 415 - Mandated Reporting of Maltreatment of Vulnerable Adults
 - 6.32 - Student Sex Nondiscrimination
 - X. **New Business**
 - A. Review 2018-2019 917 Operational Focus - Mark Zuzek 91
 - B. Approve Agreement between ISD #199, ISD #192 and Intermediate School District 917 for Purchase of Early Childhood Special Education Teacher for early childhood mental health program - Melissa Schaller 94
- XI. **Consider Future Agenda Items**
- XII. **Adjournment**

SCHOOL BOARD CALENDAR INFORMATION SCHOOL BOARD CALENDAR INFORMATION

September 17, 2018 - 3:30 - 6:30 PM, Youth Transition Program, 12425 River Ridge Boulevard, #200, Burnsville
September 17, 2018 - 3:30 - 6:30 PM, Options, 151 W. Burnsville Parkway, #100, Burnsville
September 17, 2018 - 3:30 - 6:30 PM, Juvenile Services Center, 1600 Highway 55 West, Hastings
September 17, 2018, 4-7 PM, Concord Education Center, 9015 Broderick Boulevard, Inver Grove Heights
September 27, 2018 - 3:30 - 7:30 PM, DCALS Open House, 1300 145th Street East, Rosemount
September 27, 2018 - 3:30 - 7:30 PM, DCALS North Open House, 150 E. Marie, West St. Paul
November 1, 2018 - 3:30 - 7:30 PM, TESA Open House, 1300 145th Street East, Rosemount

Good News
Special Education
September 4, 2018

- Progress continues at Concord Education Center. The exterior sign is complete and staff are working hard to organize everything!
- Staffing continues to move mostly forward. We had a last minute resignation of a teacher at Alliance Education Center for which we are problem solving coverage. At this time, of our planned hires, we have an mental health practitioner and special education teacher opening at Lebanon Education Center and a special education teacher opening at Concord Education Center.
- The Options program completed the construction of a third classroom for the 2018-2019 school year. This will increase the program's capacity from a maximum of 48 students to a maximum of 60 students. Charlotte Olson will be joining Teri Erickson and Melanie Rix to make an even more dynamic teaching team at Options.
- A team of 8 staff from Lebanon Education Center lead by Wendi Renken, lead teacher, took part in the first of a series of two-day trainings on becoming a Positive Behavior Interventions and Supports (PBIS) school as part of Cohort 14 through MDE. Over the next two years the team will develop and begin to implement the framework aimed at improving school culture and student behavior. The other members of the team include Alex Buttdahl (teacher), Richelle Gernes (administrative assistant), Amber Kneer (paraprofessional), Brian Moga (teacher), Erin Stevens (MHP), Dave Stoll, and Jeryn Waldera (BCBA).
- Licensed staff from Cedar and Lebanon spent a productive afternoon planning for the upcoming school year. Building off of the work done by the special education administrative team, each program developed a list of four precepts to focus on during the year. The staff also reviewed the high level practices chosen by the district and discussed what they were currently doing, what they wanted to start doing, and what they wanted to stop doing for each of the practices. Then they selected one high-level practice to focus on for each of the four areas (collaboration, learning, assessment, and social/emotional/behavioral practices). Next steps will include developing specific goals and developing an action plan for each of the high level practices selected.

Good News Report
Secondary Programs
September, 2018

-Fundamental Chef Training students and staff will be providing the food and beverage for Burnsville High School's Hall of Fame event on September 14, 2018. The students will prepare a selection of hors d'oeuvres for the reception before the hall of fame induction ceremony.

-Dale Engman and Lynn Morris returned from training to teach Industry 4.0: Intro to Mechatronics. With the support of DCTC Customized Training we will be able to access the FANUC Intro to Robotics course when Dale and Lynn get training.



-DCALS and CTE staff were able to tour the Cambria World Headquarters and fabrication plants in LeSueur and Belle Plaine on Monday, Aug. 27th. Madelyn Hertaus and Cody Webster, Recruitment Coordinators for Cambria gave the staff a full view tour of the facilities. Cambria offers career opportunities for adults 18+ within a variety of skills and education levels.

-Members of the DCALS and CTE staff toured Quality Forklift in Shakopee on Wednesday, Aug. 29th. Jennifer Sames, Human Resources Director provided a behind the scenes tour. During our visit the staff was

reintroduced to Tyler. Tyler was a student from Hastings who graduated from high school in 2009 and also attended Tom LeDoux's Heavy Duty Truck program as part of 917. Quality Forklift will continue to provide Tom's class with insight and materials to help students with maintenance and repair of the forklift they partially donated two years ago.



INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, August 21, 2018 at Dakota County Technical College, 1300 145th Street East, Rosemount.

Members Present: Dick Bergstrom, DeeDee Currier, Bob Erickson, Wendy Felton, Jill Lewis, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab, and ex-officio member Superintendent Mark Zuzek.

Members Absent: none.

Also Present: Nicolle Roush, Eric VanBrocklin, Melissa Schaller, and Linda Berg

School Board Chair Jill Lewis called the meeting to order at 5:00 PM.

There were no visitors to be heard.

District 917 Notary Public, Linda Berg, administered the oath of office to reappointed Board Member DeeDee Currier (Burnsville).

The good news reports were presented.

1. Motion by Byron Schwab, seconded by Russ Rohloff, to approve the consent items, as presented. All present voted aye. Motion carried.
 - **Minutes:** July 10, 2018, Regular School Board Meeting
 - **Minutes:** July 10, 2018, Organizational School Board Meeting

Personnel: New Hires: Kawausha Adams, Classroom Assistant, effective August 30, 2018. Anna Adrian, Classroom Assistant, effective August 30, 2018 (from Student Assistant to Classroom Assistant). Jemal Amos-Demmaj, Program Assistant, effective August 30, 2018. Gina Ashley, Administrative Assistant II, effective July 16, 2018. Kristin Baker, Special Education Teacher, effective August 23, 2018. Wakeshia Bean, Classroom Assistant, effective August 30, 2018. Heather Beigel, Health Associate, effective August 30, 2018. Alexandra Belfield, Classroom Assistant, effective August 30, 2018. Ahmed Bule, Classroom Assistant, effective August 30, 2018. Luke Carlson, Classroom Assistant, effective August 30, 2018. Jessica Chamblin, Special Education Teacher, effective August 23, 2018 (from Student Assistant to Special Education Teacher). Christine Chessler, Program Assistant, effective August 30, 2018. Dina DeLong, Classroom Assistant, effective August 30, 2018 (from Student Assistant to Classroom Assistant). Ashley DePover, Classroom Assistant, effective August 30, 2018. Mona Dewane, Classroom Assistant, effective August 30, 2018. Jodi Dyvig, Special Education Teacher, effective August 23, 2018. Amy Fillhouer, Sign Language Interpreter, effective August 30, 2018. Scott Fisher, Classroom Assistant, effective August 30, 2018. Thomas Garding, Special Education Teacher, effective August 24, 2018 (from Community Expert to Special Education Teacher). Fadumo Haji, Classroom Assistant, effective August 30, 2018. Johnathan Harlin, Special Education Teacher, effective August 23, 2018. Christina Johnson, Program Assistant, effective August 30, 2018. Alexandra Lang, Classroom Assistant, effective August 30, 2018. Mary Lawrence, Classroom Assistant, effective August 30, 2018. Brennan McGlauchlen, Classroom Assistant, effective August 30, 2018. Samantha Ness, Classroom Assistant, effective August 30, 2018 (from Student Assistant to Classroom Assistant). Michelle Newman, Classroom Assistant, effective August 30, 2018 (from Student Assistant to Classroom Assistant). Mollie Peltier, Classroom Assistant, effective August 30, 2018. Jessica Points, Classroom Assistant, effective August 30, 2018.

Alanna Sanchez, Program Assistant, effective August 30, 2018. Rebekka Schrank, Classroom Assistant, effective August 30, 2018. Becky Splett, Special Education Teacher, effective August 23, 2018. Jermaine Stansberry, Classroom Assistant, effective August 30, 2018. Jaclyn Suchy, Classroom Assistant, effective August 30, 2018. Anthony Sweats, Classroom Assistant, effective August 30, 2018. Kayleen Taffe, Special Education Teacher Reading Specialist, effective August 23, 2018. Mary Taylor, Teacher of Deaf/Hard of Hearing, effective August 23, 2018. Melissa Troska, Administrative Assistant III Benefits, effective August 20, 2018. Cassandra Urbano, Classroom Assistant, effective August 30, 2018. Sarah Waldhauser, Classroom Assistant, effective August 30, 2018. Heather Webb, Special Education Teacher, effective August 24, 2018 (from Community Expert to Special Education Teacher). Lori Wilson, Classroom Assistant, effective August 30, 2018. Samantha Wittstruck, Program Assistant, effective August 30, 2018. *Change in Status:* Stephanie Bistodeau, Classroom Assistant, maternity disability leave effective September 1, 2018, with an expected return date of October 1, 2018. Elizabeth Cook, Information Management Assistant I, permanent increase from 190 days at 6 hours per day to 200 days at 6.5 hours per day effective August 20, 2018. *Resignations & Terminations:* Ashley Ashbacher, Mental Health Practitioner, effective July 16, 2018. Kennedy Ellinghuysen, Classroom Assistant, effective August 1, 2018. Caitlin Fitzgerald, Classroom Assistant, effective July 31, 2018. Caitlyn Haring, Program Assistant, effective August 6, 2018. Danielle Hewitt, Classroom Assistant, effective August 29, 2018. Nicole Hird, Health Associate, effective August 29, 2018. Courtney Inman, Classroom Assistant, effective August 2, 2018. Kimberly Jorgensen, Classroom Assistant, effective August 23, 2018. Bridget Kopp, Classroom Assistant, effective July 11, 2018. Christine Livingston, Special Education Teacher, effective August 2, 2018, contingent upon finding a suitable replacement. Margaret Locke, Classroom Assistant, effective August 3, 2018. Nicole McCall, Classroom Assistant, effective August 2, 2018. Eleanore Miller, Program Assistant, effective August 17, 2018. Troy Neumann, Classroom Assistant, effective July 8, 2018. Jacob Skerletts, Classroom Assistant, effective August 2, 2018. Luke Sommerlot, Classroom Assistant, effective August 6, 2018. Evan Stoesz, Classroom Assistant, effective August 4, 2018. Laura Sufilita, Classroom Assistant, effective August 27, 2018. Varo Zembryki, Classroom Assistant, effective August 8, 2018.

2. Motion by Bob Erickson, seconded by Vanda Pressnall, to approve the bills from July 1, 2018 to August 14, 2018, wire transfers and Investment Reports for the month of June, as presented by the Business Manager. All present voted aye. Motion carried.
3. The School Board Committee assignments were reviewed and changed. (Addendum A.)
4. Motion by Russ Rohloff, seconded by Vanda Pressnall, to approve the Program Assistant Contract for 2018-2020, as presented. (Addendum B.) Voting aye: DeeDee Currier, Bob Erickson, Wendy Felton, Jill Lewis, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab; Dick Bergstrom abstained from voting. Motion carried.
5. Board member Bob Erickson introduced the following resolution and waived the reading: Resolution Ratifying and Approving TIES Reorganization and Definitive Agreements. The motion for the adoption of the foregoing resolution was duly seconded by Byron Schwab and upon vote being taken thereon, the following voted in favor thereof: DeeDee Currier, Bob Erickson, Wendy Felton, Jill Lewis, Vanda Pressnall, Russ Rohloff, Byron Schwab, and the following voted against the same: Melissa Sauser. Dick Bergstrom abstained from voting. Whereupon said resolution was duly passed and adopted. (Addendum C.)
6. Board members reviewed the School Board Agenda items for 2018-2019.

7. Motion by Byron Schwab, seconded by Dick Bergstrom to adjourn the meeting. All present voted aye. Motion carried.

There being no further business the meeting adjourned at 5:28 PM.

The next regular School Board Meeting will be Tuesday, September 4, 2018, at 5:00 PM.

Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF SEPTEMBER 4, 2018**

NEW HIRES:

Nicole Ahlstrand, Classroom Assistant, effective August 30, 2018.

Lucretia Andrews, Classroom Assistant, effective August 30, 2018.

Jaime Bartels, Program Assistant, effective August 30, 2018.

Mark Bauer, Special Education Teacher, effective August 23, 2018.

Ramon Bender, Program Assistant, effective August 30, 2018.

JoAnna Collins, Classroom Assistant, effective August 30, 2018.

Craig Curtis, Computer Network Specialist, effective August 20, 2018.

Mackenzie Eckman, Program Assistant, effective August 30, 2018.

Alison Hild, Classroom Assistant, effective August 30, 2018.

Lucina Kayee, Classroom Assistant, effective August 30, 2018.

Kelly Kennedy, Classroom Assistant, effective August 30, 2018.

Nicole Lohman, Classroom Assistant, effective August 30, 2018.

Katrina Mayes, Classroom Assistant, effective August 30, 2018.

Lauren Melzer, Special Education Teacher, effective August 23, 2018 (from Classroom Assistant to Tier 1 Special Education Teacher).

Linda Minjares, Classroom Assistant, effective August 30, 2018.

Heather Moss, Program Assistant, effective August 30, 2018.

Jonathon Mulville, Language Arts Teacher, effective August 30, 2018.

Norelle Pearson, Classroom Assistant, effective August 30, 2018.

Katherine Phillips, Special Education Teacher, effective August 27, 2018.

Marshall Ramsay, Classroom Assistant, effective August 30, 2018.

NEW HIRES (continued):

Leah Riege, Classroom Assistant, effective August 30, 2018.

Riley Viner, Classroom Assistant, effective August 30, 2018.

LaQuayila Wells, Classroom Assistant, effective August 30, 2018.

Heather Winblad, Classroom Assistant, effective August 30, 2018.

Jackson Woolems, Program Assistant, effective August 30, 2018.

Keng Xiong, Classroom Assistant, effective August 30, 2018.

Soua Yang, Program Assistant, effective August 30, 2018.

Anna Zappetillo, Classroom Assistant, effective August 30, 2018.

RE-HIRES:

Ann Hawkins, Special Education Teacher, effective August 24, 2018.

CHANGE IN STATUS:

Kirstie Gabbert, Special Education Teacher, maternity disability leave effective on or about February 8, 2019, with an expected return date of May 6, 2019.

RESIGNATIONS & TERMINATIONS:

Kelly Branch, Classroom Assistant, effective August 22, 2018.

Riley Buschke, Classroom Assistant, effective August 30, 2018.

Kim Fuerstenberg, Classroom Assistant, effective August 31, 2018.

JoAnn Golden, Program Assistant, effective September 3, 2018.

Johnathan Harlin, Special Education Teacher, effective August 28, 2018.

Sheila Johnson, Classroom Assistant, effective August 20, 2018.

Timothy Knight, Classroom Assistant, effective August 29, 2018.

Bonnie Korman, Program Assistant, effective August 22, 2018.

Mary Lawrence, Classroom Assistant, effective August 30, 2018.

Kathryn Papendick, Program Assistant, effective August 23, 2018.

To Bd 9/4/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 8/14/18	Teaching Licenses Held:
NAME: Nicole Ahlstrand	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.78
	Employment Date : 8/30/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	BlueSky Online	Yes	Generals	Yes
Technical College				
College	Itasca Community	Yes	Generals	AS
	AZ State	In process	Psychology	
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Cradle Club	8/17	Current	Assistant Teacher
Itasca YMCA	8/16	6/17	Aide

Total Years Experience 2

Remarks:

Nicole will be a classroom assistant in the PACES Program at Farmington High School.

To Bd 9/4/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: August 23, 2018	Teaching Licenses Held:
NAME: Lucretia Andrews	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$18.57
	Employment Date : 8/30/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	Patrick Henry High	Yes	Generals	Yes
Technical College				
College				
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Leasing Professional	1/17	9/17	Commercial Investment Properties
Volunteers of America	7/12	3/17	Residential Counselor
Greater Mpls. Crisis Nursery	5/02	8/08	Children's Crisis Professional

Total Years Experience 12

Remarks:

Lucretia will be a classroom assistant in the TEA Program at LEC.

To Bd 9/4/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: August 9, 2018	Teaching Licenses Held:
NAME: Jaime Bartels	
Position: Program Assistant	
College: Secondary: Special Education: X District:	Recommended Salary : \$17.78
	Employment Date : 8/30/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	Moundsvew High	Yes	Generals	Yes
Technical College				
College	Mankato State	Yes	Psychology	BA
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Harry Meyering Center	12/17	Current	Direct Support
REM Heartland	6/17	12/17	Direct Support
Partners for Affordable Housing	7/16	7/17	Shelter Staff

Total Years Experience 2

Remarks:

Jaime will be a program assistant at CEC in the SUN Program.

7/22/19/4/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 8/14/18	Teaching Licenses Held:
NAME: Mark Bauer	
Position: Teacher	
College: Secondary: Special Education: X District:	Recommended Salary : \$44,020
	Employment Date : 8/23/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	Hastings High	Yes	Generals	Yes
Technical College				
College	Augsburg College	Yes	Special Education	BA
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Hastings School District	1/14	Current	Substitute Teacher

Total Years Experience 4

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
YMCA	5/10	4/14	Lead Staff
AmeriCorps	9/13	7/15	Promise Fellow

Total Years Experience 5

Remarks:

Mark will be a teacher in the SUN Program at CEC.

To Bd 9/4/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 8/28/18	Teaching Licenses Held:
NAME: Ramon Bender	
Position: Program Assistant	
College: Secondary: Special Education: X District:	Recommended Salary : \$18.17
	Employment Date : 8/30/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Thomas Edison	Yes	Generals	Yes
Technical College				
College				
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
St. Joesph's Home for Children	1/18	Current	Youth Counselor
Chrestomathy Inc	7/14	Current	Program Trainer

Total Years Experience 4

Remarks:

Ramon will be a program assistant in the SUN Program at CEC.

To Bd 9/4/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 8/29/18	Teaching Licenses Held:
NAME: JoAnna Collins	
Position: Classroom Assistant	
College: Secondary: Special Education: X District:	Recommended Salary : \$17.78
	Employment Date : 8/30/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Innovations Charter, Nevada	Yes	Generals	Yes
Technical College				
College				
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Wells Fargo Home Mortgage	9/16	Current	Closer and Funder
AAA Insurance	7/15	3/16	Licensed Agent
Alliance One Inc.	9/13	12/16	Debt Collector

Total Years Experience 5

Remarks:

JoAnna will be a classroom assistant in the ECSE TEA Program in Farmington.

T.O Bd 9/4/18

DISTRICT 917 CANDIDATE SUMMARY--EMPLOYMENT RECOMMENDATION

DATE: 9/4/2018	Teaching Licenses Held:
NAME: Craig Curtis	
Position: Computer Network Specialist	
Please circle one: Secondary Special Education District Office <input checked="" type="checkbox"/> X	Recommended Salary: \$22.75
	Employment Date: 8/20/2018

Education:

	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	Centennial Senior High School	Y		Diploma
Technical College				
College				
Other				

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Onyx Industries	1/2017	8/2018	Manufacturing Specialist
Advanced Mgmt Strateg Group	11/2012	6/2015	Logistics Analyst
Westview Packaging	2/2002	11/2010	Warehouse, Production and IT Manager

Total Years Business/Industry Work Experience 16

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Teaching Experience _____

Remarks:

To Bd 9/4/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: August 14, 2018	Teaching Licenses Held:
NAME: Mackenzie Eckman	
Position: Program Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.78
	Employment Date : 8/30/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Lakeville South	Yes	Generals	Yes
Technical College				
College	North Dakota State	Yes	Human Development	BA
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
First Link	1/18	Current	Help Line Call Specialist
Prairie St. Johns	4/17	5/18	Technician

Total Years Experience 1

Remarks:

Mackenzie will be a program assistant at AEC.

To Bd 9/4/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 9/4/18	Teaching Licenses Held: LD
NAME: Ann Hawkins	
Position: Teacher	
College: Secondary: Special Education: X District:	Recommended Salary : \$44,385
	Employment Date : 8/24/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Albert Lea	Yes	Generals	Yes
Technical College				
College	Mankato State	Yes	Special Education	BA
	U of M	Yes	Interior Design	BA
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917	8/17	6/18	Teacher

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917	8/12	8/17	Paraprofessional
ISD 194	10/09	8/15	Substitute Paraprofessional

Total Years Experience 8

Remarks:

Ann will be a teacher in the DASH Program at Sibley High School.

To Bd 9/4/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 8/28/18	Teaching Licenses Held:
NAME: Alison Hild	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$18.57
	Employment Date : 8/30/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Jefferson High	Yes	Generals	Yes
Technical College				
College	Iowa State	Yes	Accounting	BA
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
St. Paul Public Schools	9/05	Current	Paraprofessional
Capital City Education Initiative	11/04	8/05	Americorps Position, Tutor
Lupus Foundation	11/99	11/04	Controller

Total Years Experience 18

Remarks:

Alison will be a classroom assistant in the SUN Program at CEC.

To Bd 9/14/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: August 14, 2018	Teaching Licenses Held:
NAME: Lucina Kayee	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.78
	Employment Date : 8/30/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	Blue Sky Charter	Yes	Generals	Yes
Technical College				
College				
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Foster Alum	4/18	6/18	Consultant
The Link	4/17	Current	Youth Consultant
MN Internship Center	11/15	11/17	Paraprofessional

Total Years Experience 3

Remarks:

Lucina will be a classroom assistant in the IDEA Program at AEC.

To Bd 9/4/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: July 26, 2018	Teaching Licenses Held:
NAME: Kelly Kennedy	
Position: Classroom Assistant	
College: Secondary: Special Education: X District:	Recommended Salary : \$17.78
	Employment Date : 8/30/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Melrose High School	Yes	Generals	Yes
Technical College				
College	Luther College, IA	Yes	Psychology	BA
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Allamakee School District	3/17	5/18	Paraprofessional
Luther College	1/15	5/18	Office Assistant
Outlaw Ranch	6/15	6/18	Camp Counselor, Summers

Total Years Experience 3

Remarks:

Kelly will be a classroom assistant in the TEA Program at LEC.

To Bd 9/4/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 8/30/18	Teaching Licenses Held:
NAME: Nicole Lohman	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.78
	Employment Date : 8/30/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Mankato West	Yes	Generals	Yes
Technical College				
College	Gustavus Adolphus	Yes	Psychology	BA
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Discover Chiropractic	1/18	4/18	Chiropractic Tech.
Mankato Golf Club	6/13	8/17	Head Life Guard/Instructor

Total Years Experience 4

Remarks:

Nicole will be a classroom assistant in the ECSE TEA Program in Inver Grove Heights.

To Bd 9/4/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: July 23, 2018	Teaching Licenses Held:
NAME: Katrina Mayes	
Position: Classroom Assistant	
College: Secondary: Special Education: X District:	
Recommended Salary : \$17.78	
Employment Date : 8/30/18	

Education:

	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	Gaein Academy	Yes	Generals	Yes
Technical College	Inver Hills	No	Generals	In process
College				
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
On Time Delivery	2/18	5/18	Customer Service
Chuck and Don's	9/17	12/17	Team member
Warner Stellan	10/14	10/16	Seasonal Sales Assistant

Total Years Experience 3

Remarks:

Katrina will be a classroom assistant in the DHH program.

To Bd 9/4/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: August 23, 2018	Teaching Licenses Held:
NAME: Lauren Melzer	
Position: Teacher	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$39,000
	Employment Date : 8/23/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Northfield High	Yes	Generals	Yes
Technical College				
College	Hamline University	Yes	Social Justice	BA
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
ISD 917	2/18	Current	Classroom Assistant
Project for Pride in Living	10/14	5/17	Youth Program Assistant
Hamline University	4/16	5/17	Program Developer

Total Years Experience 4

Remarks:

Lauren will be a teacher in the TEA Program at LEC.

To Bd 9/4/17

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: June 28, 2018	Teaching Licenses Held:
NAME: Linda Minjares	
Position: Classroom Assistant	
College: Secondary: Special Education: X District:	Recommended Salary : \$17.78
	Employment Date : 8/30/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	DMACC DeMoines	Yes	Generals	Yes
Technical College				
College	California State	No	Social Science	In Process
	Drake University	Yes	CAN	Certified
	University of Wisconsin	No	Business Management	In process

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Teachers on Call	3/17	Current	Substitute Paraprofessional
LADC	9/16	5/17	Assistant Teacher
Hastings Schools	5/17	6/17	Paraprofessional

Total Years Experience 2

Remarks:

Linda will be a classroom assistant in the SUN Program at AEC.

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

To Bd 9/4/18

DATE: 8/29/18	Teaching Licenses Held:
NAME: Heather Moss	
Position: Program Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary: \$17.78
	Employment Date: 8/30/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	Rosemount High	Yes	Generals	Yes
Technical College				
College	Inver Hills	Yes	Generals	AS
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
MRCI	4/18	8/18	PCA
Highland Friendship Club	4/18	8/18	Program Staff
Business Card Services	5/00	12/17	Account Manager

Total Years Experience 18

Remarks:

Heather will be a program assistant in the IDEA Program at AEC.

To Bd 9/4/18

DISTRICT 917 CANDIDATE SUMMARY--EMPLOYMENT RECOMMENDATION

DATE: August 27, 2018	Teaching Licenses Held: Teacher
NAME: Jonathon Mulville	
Position: Language Arts teacher for DCALS .5	
Please circle one: Secondary <input checked="" type="checkbox"/> Special Education <input type="checkbox"/> District Office <input type="checkbox"/>	Recommended Salary: \$29,367.50
	Employment Date: August 30, 2018

Education:

	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	Rosemount High School	yes		
College	MN-Saint Mary's University of Minnesota	Yes	Master's	
College	MN-Minnesota State College & University, Minnesota State University @ Mankato	Yes	Bachelor's of Science-Secondary Education	B.S.

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
DSST-Denver Public Schools	9/2017	5/2018	Substitute Teacher
Thomas Irons tutor	9/2013	5/2018	Tutor
ISD 917-DCALS English Teacher	9/2006	8/2013	English Teacher

Total Years Business/Industry Work Experience 12

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities
DSST-Denver Public Schools	9/2017	5/2018	Substitute Teacher
Thomas Irons tutor	9/2013	5/2018	Tutor
ISD 917-DCALS English Teacher	9/2006	8/2013	English Teacher

Total Years Teaching Experience 12

Remarks:

Jon will be a .5 Language Arts teacher for DCALS

To Bd 9/4/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 8/28/18	Teaching Licenses Held:
NAME: NORELLE PEARSON	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.78
	Employment Date : 8/30/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Park High School	Yes	Generals	Yes
Technical College				
College				
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
None entered			

Total Years Experience

Remarks:

Norelle will be a classroom assistant in the SUN Program at CEC.

To Bd 9/4/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 9/4/18	Teaching Licenses Held:
NAME: Katherine Phillips	
Position: Teacher	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$44,953
	Employment Date : 8/30/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Nicholas Blackwell	Yes	Generals	Yes
Technical College				
College	Augustana	Yes	Elementary Ed.	BA
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Fraser School	9/13	Current	Teacher
ISD 191	9/05	Current	On call Teacher

Total Years Experience 6

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Remarks:

Katherine will be a teacher at CEC.

To Bd 9/4/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 8/14/18	Teaching Licenses Held:
NAME: Marshall Ramsay	
Position: Classroom Assistant	
College: Secondary: Special Education: X District:	Recommended Salary \$17.78
	Employment Date : 8/30/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Johnson High	Yes	Generals	Yes
Technical College				
College	Cornell College, Iowa	Yes	Elementary Education	BA
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Teachers On Call	2/18	Current	Substitute
The Lutz Company	2/14	1/17	Production

Total Years Experience 4

Remarks:

Marshall will be a classroom assistant in the CASE Program at AEC.

To Bd 9/4/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 8/29/18	Teaching Licenses Held:
NAME: Leah Riege	
Position: Classroom Assistant	
College: Secondary: Special Education: X District:	Recommended Salary : \$17.78
	Employment Date : 8/30/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Farmington High	Yes	Generals	Yes
Technical College	DCTC	In process	CNA	In process
College				
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Anna's Bananas	8/16	8/18	Lead Teacher
MN Nice Gardens and Landscapes	11/17	3/18	Administrative Assistant
Celts Pub	1/15	11/17	Server

Total Years Experience 3

Remarks:

Leah will be a classroom assistant in the PACES Program at Meadowview Elementary School.

To Bd 9/4/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: August 29, 2018	Teaching Licenses Held:
NAME: Riley Viner	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.78
	Employment Date : 8/30/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	So. St. Paul	Yes	Generals	Yes
Technical College				
College	Gustavus Adolphus	Yes	Exercise Physiology	BA
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Summit Orthopedics	10/17	Current	Medical Receptionist
Gustavus Adolphus College	1/15	5/17	Lab Technician

Total Years Experience 3

Remarks:

Riley will be a classroom assistant in the SUN Program at CEC.

To: [Handwritten]

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 8/14/18	Teaching Licenses Held:
NAME: LaQuayila Wells	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.78
	Employment Date : 8/30/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Como Park High	Yes	Generals	Yes
Technical College				
College				
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Avenues for Homeless Youth	2/14	Current	Youth Counselor

Total Years Experience 4

Remarks:

Laquayila will be a classroom assistant in the IDEA Program at AEC.

To Bd 9/4/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 8/14/18	Teaching Licenses Held:
NAME: Heather Winblad	
Position: Classroom Assistant	
College: Secondary: Special Education: X District:	Recommended Salary : \$18.57
	Employment Date : 8/30/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Lakeville High	Yes	Generals	Yes
Technical College				
College	Winona State	Yes	Elementary Education	BA
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
KinderCare	10/10	Current	Lead Teacher
Goddard School	3/07	10/10	Teacher/Director
Primrose School	8/06	3/07	Teacher

Total Years Experience 8

Remarks:

Heather will be a classroom assistant in the CASE Program at AEC.

To Bd 9/14

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 8/14/18	Teaching Licenses Held:
NAME: Jackson Woolems	
Position: Program Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.78
	Employment Date : 8/30/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	Heritage Hills	Yes	Generals	Yes
Technical College				
College	Luther College	Yes	Business	BA
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Cintas Corp	6/16	7/18	Service Sales Rep.
Burnsville Athletic Club	10/16	3/18	Coach
Special Olympics	7/18	Current	Coach

Total Years Experience 2

Remarks:

Jackson will be a program assistant in the IDEA Program at AEC.

To Bd 9/4/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 8/28/18	Teaching Licenses Held:
NAME: Keng Xiong	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.78
	Employment Date : 8/30/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	Simley High	Yes	Generals	Yes
Technical College				
College	Metropolitan	In process	Urban Education	In process
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Hmong American Farmers Assoc.	10/17	Current	Deliveries/Pack Shed

Total Years Experience 1

Remarks:

Keng will be a classroom assistant in the SUN Program at CEC.

To Ed 9/4/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 8/29/18	Teaching Licenses Held:
NAME: Soua Yang	
Position: Program Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$18.17
	Employment Date : 8/30/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Huboldt High	Yes	Generals	Yes
Technical College				
College	Century College	Yes	Liberal Arts	AS
	Century College	Yes	Business Administration	AS
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Asian Home Care	7/10	Current	PCA
Vue Legal	12/15	10/16	Administrative Asst.
Vinzant Plumbing	2/14	11/15	Accounting Clerk
CPI Card Group	10/08	12/10	Vault Custodian

Total Years Experience 10

Remarks:

Soua will be a program assistant in the DASH Program at Henry Sibley High.

To Bd 9/14/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 8/28/18	Teaching Licenses Held:
NAME: Anna Zappetillo	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.78
	Employment Date : 8/30/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Prior Lake	Yes	Generals	Yes
Technical College				
College	St. Mary's	Yes	Arts	MA
	Concordia	Yes	Speech	BA
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
ISD 192	5/16	Current	Substitute Teacher and Para

Total Years Experience 2

Remarks:

Anna will be a classroom assistant in the ECSE TEA Program in Farmington.

TIES
 DATE: 08/28/2018
 TIME: 14:03:28

INDEPENDENT SCHOOL DISTRICT
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
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 ACCOUNTING PERIOD: 2/19

SELECTION CRITERIA: chkstat.rundate between '20180801 00:00:00.000' and '20180828 00:00:00.000'

DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1900045	08/02/2018	APPLE COMPUTER, INC	V	0.00	VOID: MULTI STUB CHECK
1900046	08/02/2018	APPLE COMPUTER, INC	R	15345.00	ACCOUNTS PAYABLE CHECK
1900047	08/02/2018	APPLE INC.	R	1596.00	ACCOUNTS PAYABLE CHECK
1900048	08/02/2018	CENTURYLINK COMMUNICATONS, LLC	R	34.67	ACCOUNTS PAYABLE CHECK
1900049	08/02/2018	CITY OF APPLE VALLEY	R	120.00	ACCOUNTS PAYABLE CHECK
1900050	08/02/2018	EDUCATORS BENEFIT CONSULTANTS, LLC	R	207.60	ACCOUNTS PAYABLE CHECK
1900051	08/02/2018	FRONTIER COMMUNICATIONS	R	548.68	ACCOUNTS PAYABLE CHECK
1900052	08/02/2018	GOVCONNECTION, INC.	R	1763.96	ACCOUNTS PAYABLE CHECK
1900053	08/02/2018	NETOP TECH, INC.	R	800.00	ACCOUNTS PAYABLE CHECK
1900054	08/02/2018	PLANSOURCE BENEFITS ADMINISTRATION,	R	2990.28	ACCOUNTS PAYABLE CHECK
1900055	08/02/2018	REPUBLIC SERVICES	R	772.09	ACCOUNTS PAYABLE CHECK
1900056	08/02/2018	TEACHERS ON CALL	R	3424.09	ACCOUNTS PAYABLE CHECK
1900057	08/02/2018	TIES	R	8639.76	ACCOUNTS PAYABLE CHECK
1900058	08/02/2018	TIES	R	7944.26	ACCOUNTS PAYABLE CHECK
1900059	08/02/2018	TRIG LIFE SERVICES	R	1656.00	ACCOUNTS PAYABLE CHECK
1900060	08/02/2018	WOOD, FRAN	R	700.00	ACCOUNTS PAYABLE CHECK
* 1900060	08/21/2018	WOOD, FRAN	V	-700.00	VOID MANUAL CHECK
1900061	08/02/2018	XCEL ENERGY	R	6655.27	ACCOUNTS PAYABLE CHECK
1900062	08/02/2018	REPUBLIC SERVICES	R	104.97	ACCOUNTS PAYABLE CHECK
* 1900064	08/02/2018	F.H. CANN & ASSOCIATES, INC	R	78.75	ACCOUNTS PAYABLE CHECK
* 1900065	08/02/2018	U.S. DEPARTMENT OF EDUCATION	R	118.13	ACCOUNTS PAYABLE CHECK
1900066	08/02/2018	WADDELL & REED INC	R	125.00	ACCOUNTS PAYABLE CHECK
1900067	08/02/2018	RELATED SERVICES NURSES ESP	R	114.55	ACCOUNTS PAYABLE CHECK
1900068	08/02/2018	WADDELL & REED INC	R	379.17	ACCOUNTS PAYABLE CHECK
* 1900070	08/09/2018	ACE ASPHALT PAVEING CONTRACTORS	R	10956.75	ACCOUNTS PAYABLE CHECK
* 1900070	08/09/2018	ACE ASPHALT PAVEING CONTRACTORS	V	0.00	VOID: LINE UP/DAMAGED CHK
* 1900070	08/10/2018	ACE ASPHALT PAVEING CONTRACTORS	V	-10956.75	VOID MANUAL CHECK
1900105	08/09/2018	CENTURYLINK	R	475.00	ACCOUNTS PAYABLE CHECK
1900106	08/09/2018	ECM PUBLISHERS, INC.	R	89.25	ACCOUNTS PAYABLE CHECK
1900107	08/09/2018	ESPESETH, JERI	R	236.00	ACCOUNTS PAYABLE CHECK
1900108	08/09/2018	GOVCONNECTION INC	R	4143.03	ACCOUNTS PAYABLE CHECK
1900109	08/09/2018	HASTINGS COMMUNITY EDUCATION	R	47.00	ACCOUNTS PAYABLE CHECK
1900110	08/09/2018	HASTINGS PUBLIC SCHOOLS	R	75.96	ACCOUNTS PAYABLE CHECK
1900111	08/09/2018	IND SCH DIST 191	R	672.74	ACCOUNTS PAYABLE CHECK
1900112	08/09/2018	ISD 191	R	800.00	ACCOUNTS PAYABLE CHECK
1900113	08/09/2018	MASE	R	1160.00	ACCOUNTS PAYABLE CHECK
1900114	08/09/2018	METRO ECSU-REGION11 ISD#920	R	700.00	ACCOUNTS PAYABLE CHECK
1900115	08/09/2018	MN DEPT OF HEALTH, FOOD, POOLS AND	R	450.00	ACCOUNTS PAYABLE CHECK
1900116	08/09/2018	MOUNT OLIVET CONFERENCE & RETREAT C	R	1851.00	ACCOUNTS PAYABLE CHECK
1900117	08/09/2018	OUTDOOR IMAGES, INC	R	968.00	ACCOUNTS PAYABLE CHECK
1900118	08/09/2018	SOUTH CENTRAL SERVICE COOPERATIVE	R	790.00	ACCOUNTS PAYABLE CHECK
1900119	08/09/2018	TIES	R	8585.72	ACCOUNTS PAYABLE CHECK
1900120	08/09/2018	TIES	R	16763.61	ACCOUNTS PAYABLE CHECK
1900121	08/09/2018	TRIG LIFE SERVICES	R	1656.00	ACCOUNTS PAYABLE CHECK
* 1900123	08/13/2018	NCS PEARSON, INC.	R	10720.75	ACCOUNTS PAYABLE CHECK
* 1900123	08/13/2018	NCS PEARSON, INC.	V	-10720.75	VOID MANUAL CHECK
1900124	08/15/2018	NCPERS MINNESOTA	R	32.00	ACCOUNTS PAYABLE CHECK
1900125	08/15/2018	RELATED SERVICES NURSES ESP	R	114.55	ACCOUNTS PAYABLE CHECK
1900126	08/15/2018	WADDELL & REED INC	R	379.17	ACCOUNTS PAYABLE CHECK
1900127	08/15/2018	F.H. CANN & ASSOCIATES, INC	R	78.75	ACCOUNTS PAYABLE CHECK
1900128	08/15/2018	NCPERS MINNESOTA	R	32.00	ACCOUNTS PAYABLE CHECK
1900129	08/15/2018	U.S. DEPARTMENT OF EDUCATION	R	118.13	ACCOUNTS PAYABLE CHECK
1900130	08/15/2018	WADDELL & REED INC	R	125.00	ACCOUNTS PAYABLE CHECK

1900071
 19000104
 VOIBEB

TIES
 DATE: 08/28/2018
 TIME: 14:03:28

INDEPENDENT SCHOOL DISTRICT
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 2
 ACCTPA21
 ACCOUNTING PERIOD: 2/19

SELECTION CRITERIA: chkstat.rundate between '20180801 00:00:00.000' and '20180828 00:00:00.000'

1900131	08/17/2018	360 COMMUNITIES	R	243442.00	ACCOUNTS PAYABLE CHECK
1900132	08/17/2018	AAA MOVERS INC	R	702.46	ACCOUNTS PAYABLE CHECK
1900133	08/17/2018	APPLE COMPUTER, INC	R	432.00	ACCOUNTS PAYABLE CHECK
1900134	08/17/2018	ASCD	R	239.00	ACCOUNTS PAYABLE CHECK
1900135	08/17/2018	BOOTH LAW GROUP	R	2089.00	ACCOUNTS PAYABLE CHECK
1900136	08/17/2018	CENTURYLINK	R	191.06	ACCOUNTS PAYABLE CHECK
1900137	08/17/2018	COMMUNITY OF HOPE	R	2500.00	ACCOUNTS PAYABLE CHECK
1900138	08/17/2018	DAKOTA COUNTY SOCIAL SERVICES	R	9.56	ACCOUNTS PAYABLE CHECK
1900139	08/17/2018	DEXYP	R	648.00	ACCOUNTS PAYABLE CHECK
1900140	08/17/2018	ECM PUBLISHERS, INC.	R	55.04	ACCOUNTS PAYABLE CHECK
1900141	08/17/2018	EDUCATORS BENEFIT CONSULTANTS, LLC	R	204.20	ACCOUNTS PAYABLE CHECK
1900142	08/17/2018	FATHER FLANAGAN'S BOYS HOME	R	151.65	ACCOUNTS PAYABLE CHECK
1900143	08/17/2018	FRONTIER	R	760.29	ACCOUNTS PAYABLE CHECK
1900144	08/17/2018	GOVCONNECTION, INC.	R	1109.30	ACCOUNTS PAYABLE CHECK
1900145	08/17/2018	LOFFLER BUSINESS SYSTEMS	R	125.00	ACCOUNTS PAYABLE CHECK
1900146	08/17/2018	MENARDS	R	283.91	ACCOUNTS PAYABLE CHECK
1900147	08/17/2018	MIDWEST PLAYSCAPES, INC	R	56274.12	ACCOUNTS PAYABLE CHECK
1900148	08/17/2018	MINNESOTA ENERGY RESOURCES	R	114.85	ACCOUNTS PAYABLE CHECK
1900149	08/17/2018	MONARCH TEACHING TECHNOLOGIES, INC.	R	432.00	ACCOUNTS PAYABLE CHECK
1900150	08/17/2018	PEDIATRIC HOME SERVICE	R	6112.50	ACCOUNTS PAYABLE CHECK
1900151	08/17/2018	SONOVA USA INC.	R	65150.71	ACCOUNTS PAYABLE CHECK
1900152	08/17/2018	SUNBELT STAFFING, LLC	R	942.50	ACCOUNTS PAYABLE CHECK
1900153	08/17/2018	TEACHERS ON CALL	R	4398.32	ACCOUNTS PAYABLE CHECK
1900154	08/17/2018	TIES	R	11032.45	ACCOUNTS PAYABLE CHECK
1900155	08/17/2018	UNITED HEARTLAND	R	31356.00	ACCOUNTS PAYABLE CHECK
1900156	08/17/2018	WESTONE	R	383.06	ACCOUNTS PAYABLE CHECK
1900157	08/24/2018	AAPC PUBLISHING	R	52.56	ACCOUNTS PAYABLE CHECK
1900158	08/24/2018	ACCESS RESOURCES	R	1782.00	ACCOUNTS PAYABLE CHECK
1900159	08/24/2018	APPLE INC.	R	17542.00	ACCOUNTS PAYABLE CHECK
1900160	08/24/2018	APPLE VALLEY ISD LLC	R	40705.50	ACCOUNTS PAYABLE CHECK
1900161	08/24/2018	BESTER BROS	R	6270.00	ACCOUNTS PAYABLE CHECK
1900162	08/24/2018	CANON USA	R	330.40	ACCOUNTS PAYABLE CHECK
1900163	08/24/2018	CENTER FOR COLLABORATIVE CLASSROOM	R	6912.00	ACCOUNTS PAYABLE CHECK
1900164	08/24/2018	CENTERPOINT ENERGY	R	52.15	ACCOUNTS PAYABLE CHECK
1900165	08/24/2018	CSAM	R	575.00	ACCOUNTS PAYABLE CHECK
1900166	08/24/2018	DAKOTA COUNTY TRIBUNE	R	148.62	ACCOUNTS PAYABLE CHECK
1900167	08/24/2018	FRONTIER	R	1179.23	ACCOUNTS PAYABLE CHECK
1900168	08/24/2018	GANDER PUBLISHING	R	549.95	ACCOUNTS PAYABLE CHECK
1900169	08/24/2018	GOVCONNECTION, INC.	R	3210.13	ACCOUNTS PAYABLE CHECK
1900170	08/24/2018	IND SCH DIST 191	R	25864.68	ACCOUNTS PAYABLE CHECK
1900171	08/24/2018	INVER GROVE ISD LLC	R	72174.93	ACCOUNTS PAYABLE CHECK
1900172	08/24/2018	JOHNSON CONTROLS FIRE PROTECTION	R	1098.60	ACCOUNTS PAYABLE CHECK
1900173	08/24/2018	JWS CONSTRUCTION	R	10806.00	ACCOUNTS PAYABLE CHECK
1900174	08/24/2018	MARCO INC	R	115.58	ACCOUNTS PAYABLE CHECK
1900175	08/24/2018	MEDICA	R	1637.99	ACCOUNTS PAYABLE CHECK
1900176	08/24/2018	MEDICAREBLUE RX	R	37.40	ACCOUNTS PAYABLE CHECK
1900177	08/24/2018	NASCO	R	557.28	ACCOUNTS PAYABLE CHECK
1900178	08/24/2018	OFFICE OF MN.IT SERVICES-A/R	R	1271.99	ACCOUNTS PAYABLE CHECK
1900179	08/24/2018	PROFESSIONAL CRISIS MANAGEMENT ASSO	R	13533.80	ACCOUNTS PAYABLE CHECK
1900180	08/24/2018	ROGUE FITNESS	R	602.65	ACCOUNTS PAYABLE CHECK
1900181	08/24/2018	SCHOOL SPECIALTY	R	73.84	ACCOUNTS PAYABLE CHECK
1900182	08/24/2018	SOCIAL THINKING	R	798.47	ACCOUNTS PAYABLE CHECK
1900183	08/24/2018	SONOVA USA INC.	R	46000.28	ACCOUNTS PAYABLE CHECK
1900184	08/24/2018	SUNBELT STAFFING, LLC	R	1856.00	ACCOUNTS PAYABLE CHECK
1900185	08/24/2018	THERAPRO, INC	R	107.23	ACCOUNTS PAYABLE CHECK
1900186	08/24/2018	TIERNEY BROS. INC	R	3190.64	ACCOUNTS PAYABLE CHECK
1900187	08/24/2018	TIES	R	25479.86	ACCOUNTS PAYABLE CHECK

TIES
DATE: 08/28/2018
TIME: 14:03:28

INDEPENDENT SCHOOL DISTRICT
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 3
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SELECTION CRITERIA: chkstat.rundate between '20180801 00:00:00.000' and '20180828 00:00:00.000'

1900188	08/24/2018	TRAINERS WAREHOUSE	R	81.62	ACCOUNTS PAYABLE CHECK
* 9200122	08/09/2018	ACE ASPHALT PAVEING CONTRACTORS	R	10956.75	ACCOUNTS PAYABLE CHECK
*V4000001	08/13/2018	SUPPLYWORKS	R	503.18	ACCOUNTS PAYABLE VOUCHER
*V4000002	08/13/2018	ANCHOR PAPER	R	2240.00	ACCOUNTS PAYABLE VOUCHER
*V4000003	08/13/2018	WELLS FARGO	R	3471.80	ACCOUNTS PAYABLE VOUCHER
*V4000004	08/13/2018	FASTBRIDGE LEARNING	R	2450.00	ACCOUNTS PAYABLE VOUCHER
*V4000005	08/13/2018	INTEGRATED PROTECTION SYSTEMS	R	19313.35	ACCOUNTS PAYABLE VOUCHER
*V4000006	08/13/2018	NCS PEARSON INC	R	10720.75	ACCOUNTS PAYABLE VOUCHER
*V4000007	08/13/2018	PITNEY BOWES	R	54.00	ACCOUNTS PAYABLE VOUCHER
*V4000008	08/13/2018	PROFESSIONAL CRISIS MANAGEMENT ASSO	R	4242.50	ACCOUNTS PAYABLE VOUCHER
*V4000009	08/13/2018	RENAISSANCE LEARNING INC	R	6050.00	ACCOUNTS PAYABLE VOUCHER
*V4000010	08/13/2018	SUPREME SCHOOL SUPPLY	R	218.31	ACCOUNTS PAYABLE VOUCHER
*V4000011	08/13/2018	UNIVERSAL CLEANING SERVICES	R	6460.00	ACCOUNTS PAYABLE VOUCHER
*V6600028	08/28/2018	JAMIE AUTUMN DALBESIO	V	-90.00	VOID MANUAL CHECK
*V6600036	08/08/2018	CORY LEE LANGENFELD	R	101.37	ACCOUNTS PAYABLE VOUCHER
*V6600037	08/09/2018	LOREEN M. BOHNERT	R	21.26	ACCOUNTS PAYABLE VOUCHER
*V6600038	08/09/2018	JAMES EDWARD COCHRAN	R	23.00	ACCOUNTS PAYABLE VOUCHER
*V6600039	08/09/2018	JENNIFER AMY HETLAND	R	133.53	ACCOUNTS PAYABLE VOUCHER
*V6600040	08/09/2018	JULIE CHRISTINE ILLA	R	10.90	ACCOUNTS PAYABLE VOUCHER
*V6600041	08/09/2018	BETSY SUE LARSEN	R	89.38	ACCOUNTS PAYABLE VOUCHER
*V6600042	08/09/2018	BROOKE ALLYSON PETERSON	R	92.65	ACCOUNTS PAYABLE VOUCHER
*V6600043	08/13/2018	GINA MARIE ASHLEY	R	46.87	ACCOUNTS PAYABLE VOUCHER
*V6600044	08/13/2018	RUTH A. SNIDER	R	5.45	ACCOUNTS PAYABLE VOUCHER
*V6600045	08/23/2018	JOAN SCHAEFER ASMUS	R	186.70	ACCOUNTS PAYABLE VOUCHER
*V6600046	08/23/2018	TRACY LEE BIRTNEN	R	16.74	ACCOUNTS PAYABLE VOUCHER
*V6600047	08/23/2018	TARA JO BLACKERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6600048	08/23/2018	DON JAMES BUDACH	R	222.44	ACCOUNTS PAYABLE VOUCHER
*V6600049	08/23/2018	ANNE LOUISE BYER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6600050	08/23/2018	JAMIE AUTUMN DALBESIO	R	180.00	ACCOUNTS PAYABLE VOUCHER
*V6600051	08/23/2018	MEGHAN LOUISE DOBSON	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6600052	08/23/2018	CARMEN MARIE EATON	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6600053	08/23/2018	KRISTIN L ENGELHARDT-FISCHBEIN	R	54.50	ACCOUNTS PAYABLE VOUCHER
*V6600054	08/23/2018	PAMELA VICK GARRETSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600055	08/23/2018	THERESA JEAN GULBRANSEN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600056	08/23/2018	LINDSEY BRYANT HARTJES	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600057	08/23/2018	JENNIFER AMY HETLAND	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600058	08/23/2018	DIANE RENEE JEFFRIES	R	24.04	ACCOUNTS PAYABLE VOUCHER
*V6600059	08/23/2018	BREANNE LEIGH KALINA	R	35.97	ACCOUNTS PAYABLE VOUCHER
*V6600060	08/23/2018	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600061	08/23/2018	BETSY SUE LARSEN	R	46.97	ACCOUNTS PAYABLE VOUCHER
*V6600062	08/23/2018	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6600063	08/23/2018	ANN LOUISE MAYES	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600064	08/23/2018	HOLLY MARIE PEMBLE	R	23.50	ACCOUNTS PAYABLE VOUCHER
*V6600065	08/23/2018	AMANDA LYNN PETERS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6600066	08/23/2018	BROOKE ALLYSON PETERSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600067	08/23/2018	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6600068	08/23/2018	NICOLLE KATHERINE ROUSH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600069	08/23/2018	MELISSA RAE SCHALLER	R	180.91	ACCOUNTS PAYABLE VOUCHER
*V6600070	08/23/2018	DAVID LEON STOLL	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600071	08/23/2018	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600072	08/23/2018	ERIC JOSEPH VAN BROCKLIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600073	08/23/2018	MICHELLE LYNN VOLLBRECHT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6600074	08/23/2018	SCOTT MICHAEL ZEHNDER	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V6600075	08/23/2018	MARK A. ZUZEK	R	383.13	ACCOUNTS PAYABLE VOUCHER
*V7700020	08/15/2018	CORPORATE HEALTH SYSTEMS	R	2210.55	ACCOUNTS PAYABLE VOUCHER
*V7700021	08/15/2018	DELTA DENTAL OF MINNESOTA	R	41402.05	ACCOUNTS PAYABLE VOUCHER
*V7700022	08/15/2018	MEDICA	R	214824.30	ACCOUNTS PAYABLE VOUCHER

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INDEPENDENT SCHOOL DISTRICT
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SELECTION CRITERIA: chkstat.rundate between '20180801 00:00:00.000' and '20180828 00:00:00.000'

*V7700023	08/17/2018	AFLAC	R	372.53	ACCOUNTS PAYABLE VOUCHER
*V7700024	08/17/2018	AMERIPRISE FINANCIAL ADVISORS	R	550.00	ACCOUNTS PAYABLE VOUCHER
*V7700025	08/17/2018	CORPORATE HEALTH SYSTEMS	R	870.07	ACCOUNTS PAYABLE VOUCHER
*V7700026	08/17/2018	AXA EQUITABLE LIFE INS CO	R	112.09	ACCOUNTS PAYABLE VOUCHER
*V7700027	08/17/2018	FIDELITY INVSTMT TAX-EX SVC CO	R	100.00	ACCOUNTS PAYABLE VOUCHER
*V7700028	08/17/2018	HEALTHEQUITY, INC.	R	4030.11	ACCOUNTS PAYABLE VOUCHER
*V7700029	08/17/2018	HORACE MANN LIFE INS	R	100.00	ACCOUNTS PAYABLE VOUCHER
*V7700030	08/17/2018	INTERNAL REVENUE SERVICE	R	69976.09	ACCOUNTS PAYABLE VOUCHER
*V7700031	08/17/2018	KANSAS CITY LIFE INSURANCE COMPANY	R	778.19	ACCOUNTS PAYABLE VOUCHER
*V7700032	08/17/2018	EDUCATION MN ESI BILLING TRUST	R	179.17	ACCOUNTS PAYABLE VOUCHER
*V7700033	08/17/2018	MN DEPT OF REVENUE	R	11481.15	ACCOUNTS PAYABLE VOUCHER
*V7700034	08/17/2018	MN STATE RETIREMENT SYSTEM	R	250.00	ACCOUNTS PAYABLE VOUCHER
*V7700035	08/17/2018	EXECUTIVE DIRECTOR	R	18569.65	ACCOUNTS PAYABLE VOUCHER
*V7700036	08/17/2018	STATE TREASURER, TRA	R	24576.21	ACCOUNTS PAYABLE VOUCHER
*V7700037	08/17/2018	VARIABLE ANNUITY LIFE INS CO	R	1978.33	ACCOUNTS PAYABLE VOUCHER
*V7700038	08/24/2018	AFLAC	R	372.53	ACCOUNTS PAYABLE VOUCHER
*V7700039	08/24/2018	AMERIPRISE FINANCIAL ADVISORS	R	2931.25	ACCOUNTS PAYABLE VOUCHER
*V7700040	08/24/2018	MN CHILD SUPPORT PAYMENT CENTER	R	594.60	ACCOUNTS PAYABLE VOUCHER
*V7700041	08/24/2018	AXA EQUITABLE LIFE INS CO	R	1367.60	ACCOUNTS PAYABLE VOUCHER
*V7700042	08/24/2018	FIDELITY INVSTMT TAX-EX SVC CO	R	4541.66	ACCOUNTS PAYABLE VOUCHER
*V7700043	08/24/2018	HEALTHEQUITY, INC.	R	17738.15	ACCOUNTS PAYABLE VOUCHER
*V7700044	08/24/2018	HORACE MANN LIFE INS	R	708.33	ACCOUNTS PAYABLE VOUCHER
*V7700045	08/24/2018	INTERNAL REVENUE SERVICE	R	159157.13	ACCOUNTS PAYABLE VOUCHER
*V7700046	08/24/2018	EDUCATION MN ESI BILLING TRUST	R	2396.21	ACCOUNTS PAYABLE VOUCHER
*V7700047	08/24/2018	MN DEPT OF REVENUE	R	26780.31	ACCOUNTS PAYABLE VOUCHER
*V7700048	08/24/2018	MN DEPT OF REVENUE(C)	R	136.74	ACCOUNTS PAYABLE VOUCHER
*V7700049	08/24/2018	MN STATE RETIREMENT SYSTEM	R	250.00	ACCOUNTS PAYABLE VOUCHER
*V7700050	08/24/2018	PAYROLL ACCT #3805704197	R	369392.36	ACCOUNTS PAYABLE VOUCHER
*V7700051	08/24/2018	EXECUTIVE DIRECTOR	R	32136.24	ACCOUNTS PAYABLE VOUCHER
*V7700052	08/24/2018	STATE TREASURER, TRA	R	75631.96	ACCOUNTS PAYABLE VOUCHER
*V7700053	08/24/2018	VARIABLE ANNUITY LIFE INS CO	R	2366.24	ACCOUNTS PAYABLE VOUCHER
*V7700054	08/24/2018	VOYA	R	311.25	ACCOUNTS PAYABLE VOUCHER
*V7700055	08/24/2018	AMERIPRISE FINANCIAL ADVISORS	R	2381.25	ACCOUNTS PAYABLE VOUCHER
*V7700056	08/24/2018	MN CHILD SUPPORT PAYMENT CENTER	R	594.60	ACCOUNTS PAYABLE VOUCHER
*V7700057	08/24/2018	AXA EQUITABLE LIFE INS CO	R	1255.51	ACCOUNTS PAYABLE VOUCHER
*V7700058	08/24/2018	FIDELITY INVSTMT TAX-EX SVC CO	R	4441.66	ACCOUNTS PAYABLE VOUCHER
*V7700059	08/24/2018	HEALTHEQUITY, INC.	R	13583.04	ACCOUNTS PAYABLE VOUCHER
*V7700060	08/24/2018	HORACE MANN LIFE INS	R	608.33	ACCOUNTS PAYABLE VOUCHER
*V7700061	08/24/2018	INTERNAL REVENUE SERVICE	R	115958.36	ACCOUNTS PAYABLE VOUCHER
*V7700062	08/24/2018	EDUCATION MN ESI BILLING TRUST	R	2217.04	ACCOUNTS PAYABLE VOUCHER
*V7700063	08/24/2018	MN DEPT OF REVENUE	R	19618.06	ACCOUNTS PAYABLE VOUCHER
*V7700064	08/24/2018	PAYROLL ACCT #3805704197	R	366025.50	ACCOUNTS PAYABLE VOUCHER
*V7700065	08/24/2018	EXECUTIVE DIRECTOR	R	20904.64	ACCOUNTS PAYABLE VOUCHER
*V7700066	08/24/2018	STATE TREASURER, TRA	R	60674.18	ACCOUNTS PAYABLE VOUCHER
*V7700067	08/24/2018	VARIABLE ANNUITY LIFE INS CO	R	1062.91	ACCOUNTS PAYABLE VOUCHER
*V7700068	08/24/2018	VOYA	R	311.25	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				2576147.83	

DISTRIBUTION FUND: 50

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1900063	08/02/2018	ISD 917	R	850.00	ACCOUNTS PAYABLE CHECK
* 1900063	08/08/2018	ISD 917	V	-850.00	VOID MANUAL CHECK
* 1900069	08/08/2018	INT SCH DIST 917-PETTY CASH	V	-850.00	VOID MANUAL CHECK
* 1900069	08/06/2018	INT SCH DIST 917-PETTY CASH	R	850.00	ACCOUNTS PAYABLE CHECK
* 5000001	08/08/2018	INT SCH DIST 917-PETTY CASH	R	850.00	ACCOUNTS PAYABLE CHECK

TIES
DATE: 08/28/2018
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INDEPENDENT SCHOOL DISTRICT
CHECK REGISTER INCLUDING SYSTEM VOIDS

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SELECTION CRITERIA: chkstat.rundate between '20180801 00:00:00.000' and '20180828 00:00:00.000'

* 5000001	08/08/2018	INT SCH DIST 917-PETTY CASH	V	-850.00	VOID MANUAL CHECK
5000002	08/08/2018	ISD 917	R	850.00	ACCOUNTS PAYABLE CHECK
TOTAL FUND				850.00	
TOTAL REPORT				2576997.83	

Intermediate School Dist 917
CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK
DATE RANGE: 08/15/18 - 08/27/18

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADLRS #	VENDOR NAME	CHECK STATUS
324134	S	\$70.00	08/17/18	23398	0	BERKLEY HUMAN SERVICES	OUTSTANDING
324135	S	\$18623.63	08/17/18	09592	0	IND SCH DIST 191	OUTSTANDING
TOTAL # OF ISSUED CHECKS:			2	TOTAL AMOUNT		18693.63	
TOTAL # OF VOIDED CHECKS:			0	TOTAL AMOUNT		0.00	
TOTAL # OF UNISSUED CHECKS:			0				

Date: August 23, 2018

To: FOR EFT INPUT

From: Audrey Weiler
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$726.10
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount
10-215-39	Medical	\$51.09
10-215-40	D.Care	\$675.01
10-215-42	L.Scope	\$0.00
10-005-111-000-305-000	Card Replacement	\$0.00 proof
Total		\$726.10
		\$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited see below

Authorized Signature  Date 8-27-18

8/15/2018 \$ 51.09
8/22/2018 \$ 675.01

Total \$ 726.10

Total \$ -

copy to Linda B, one for payroll and original to Vickie B

Date: August 23, 2018

To: Accounts Payable

From: Audrey Weiler

Payroll Clerk

Invoice nbr: 45567879

Date: 8/23/2018

Payment Date 9/1/18

Subject: Group Monthly Invoice September
(Employer's Costs and Employees' Withholdings)

ACH Funds Transfer was made in the amount of \$

\$51,392.22

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$0.00
22-005-110-000-301-000	PASSPORT	MEDICA ADMIN	\$4,705.07
22-005-110-000-305-000	STOP LOSS ADMIN	AGG PREM	\$852.12
22-005-110-000-302-000	STOP LOSS	STOP LOSS	\$42,176.70
22-005-110-000-301-000	MHSA	MEDICA ADMIN	\$765.33
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$2,893.00
10-005-120-000-099-000	WELLNESS CREDIT		

Total

\$51,392.22

proof

\$0.00

Authorized Signature



Date

8-27-18

Date: August 22, 2018

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	18232146984A
Date:	8/20/2018
Payment Date	8/22/2018

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

ACH Transfer was made in the amount of \$ **\$61,597.28**

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$61,597.28
22-005-110-000-301-000	PASSPORT	MEDICA ADMIN	\$0.00
22-005-110-000-305-000	STOP LOSS ADMIN	AGG PREM	\$0.00
22-005-110-000-302-000	STOP LOSS	STOP LOSS	\$0.00
22-005-110-000-301-000	MHSA	MEDICA ADMIN	\$0.00
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$0.00

Total

\$61,597.28 ^{proof} \$0.00

Authorized Signature 

Date 8-21-18

copy for AP
copy for Board

Date: August 15, 2018
To: FOR EFT INPUT


From: Audrey Weiler
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$59.89
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount
10-215-39	Medical	\$59.89
10-215-40	D.Care	\$0.00
10-215-42	L.Scope	\$0.00
10-005-111-000-305-000	Card Replacement	\$0.00 proof
Total		\$59.89
		\$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited see below

Authorized Signature  Date 8-15-18

8/6/2018 \$ 25.00
8/8/2018 \$ 34.89

Total \$ 59.89

Total \$ -

copy to Linda B, one for payroll and original to Vickie B

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

July 2018

ACCOUNT NAME	ACCT NO	BEGINNING BALANCE	PURCHASES CREDITS	SALES TRANSFERS	INVESTMENT FEES	INTEREST EARNED	ENDING BALANCE	YEAR TO DATE INTEREST EARNED
MSDLAF + MAX	01	6,834,351.82		1,000,000.00	0.00	10,701.34	5,845,053.16	10,701.34
MSDLAF	01	801.60	0.00	0.00	0.00	1.31	802.91	1.31
MSDLAF TERM (CD's,Term,Comm) maturity	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		6,835,153.42	0.00	1,000,000.00	0.00	10,702.65	5,845,856.07	10,702.65

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

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

NOTE: **July 2018** Average MSDLAF Liquid Rate was 1.95 % and the MSDLAF+MAX Average Rate was 2.04%.
MSDLAF Term Average Rate is .00%.



Account Statement - Transaction Summary

For the Month Ending July 31, 2018

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

MSDLAF+ Liquid Class

Opening Market Value	801.60
Purchases	1.31
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value

Cash Dividends and Income

\$802.91

1.31

MSDLAF+ MAX Class

Opening Market Value	6,834,351.82
Purchases	10,701.34
Redemptions	(1,000,000.00)
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value

Cash Dividends and Income

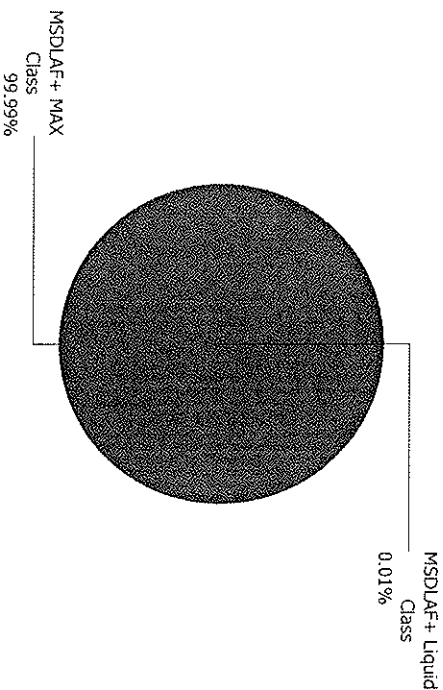
\$5,845,053.16

10,701.34

Asset Summary

	July 31, 2018	June 30, 2018
MSDLAF+ Liquid Class	802.91	801.60
MSDLAF+ MAX Class	5,845,053.16	6,834,351.82
Total	\$5,845,856.07	\$6,835,153.42

Asset Allocation





Account Statement

For the Month Ending **July 31, 2018**

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
------------	-----------------	-------------------------	---------------------	------------------------------	--------------------

MSDLF+ Liquid Class

Opening Balance					801.60
07/31/18	08/01/18	Accrual Income Div Reinvestment - Distributions	1.00	1.31	802.91
Closing Balance					802.91

	Month of	Fiscal YTD	Closing Balance
Opening Balance	July	July-July	801.60
Purchases	1.31	1.31	801.64
Redemptions (Excl. Checks)	0.00	0.00	1.95%
Check Disbursements	0.00	0.00	
Closing Balance	802.91	802.91	

Cash Dividends and Income 1.31 1.31

MSDLF+ MAX Class

Opening Balance					6,834,351.82
07/12/18	07/12/18	Redemption - ACH Redemption	1.00	(1,000,000.00)	5,834,351.82
07/31/18	08/01/18	Accrual Income Div Reinvestment - Distributions	1.00	10,701.34	5,845,053.16

MEMORANDUM

TO: ISD 917, School Board Members
FROM: Mark A. Zuzek, Superintendent
DATE: September 4, 2018
REGARDING: Board Policy Review

I have been reviewing board policies beginning with the ones that require annual review. We are comparing our present policies with the MSBA model policies and I have the following recommendations:

1. I recommend following the MSBA policy on the following policies:

Harassment and Violence, 413. (The MSBA model policy articulates 11 statuses instead of three that a person could be harassed for. It also references cyber harassment.)

Mandated reporting of child neglect, or physical or sexual abuse, 414, (MSBA has more detailed information defining a child).

2. I recommend that the following policy be approved as it is identical to the MSBA policy.

Bullying Prohibition, 411, (we are currently identical to the MSBA policy).

3. I recommend that the following policies be adopted following the MSBA model. Our current policies are nearly identical with only minor, non-substantive changes.

Mandated Reporting of Maltreatment of Vulnerable Adults, 415

Student Sex Nondiscrimination, 6.32

4. I recommend that the Policy Committee of the School Board meet to discuss the following two policies. I will meet with administration regarding the policy related to student discipline, and the policy related to internet and technology.

I recommend that we model our policies using the template and majority of content from the MSBA model. Where there are substantive differences, I would like to review those portions with the three of you. In the interim, I am going have Linda help find the differences, and begin to organize the policy to match the MSBA model.

Acceptable Use and Internet Safety Policy, 490 (the policy has not been reviewed since 2014, and the policy has several differences between model policy and our current policy).

Student Discipline 6.3, (MSBA #506) will require review.

5. I therefore recommend that Policies 6.32, 411, 413, 414, and 415 be officially read (first reading) and considered at the September 4th School Board Meeting.

411 BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying.]

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (Intermediate School Policy 6.31). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited

conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
 1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or

school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying

or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of

this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of the students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training

materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at

the beginning of each school year.

- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: Policy 413, Harassment and Violence
Policy 423, Employee Student Relationships
Policy 6.1, Student Conduct

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Board Revised _____

Adopted: _____

MSBA/MASA Model Policy 413

Orig. 1995

Revised: _____

Rev. 2017

413 HARASSMENT AND VIOLENCE

[Note: State law (Minn. Stat. § 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minn. Stat. Ch. 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minn. Stat. § 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minn. Stat. § 121A.03. MDE’s policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

[Note: The Minnesota Human Rights Act defines “sexual orientation” to include “having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness.” Minn. Stat. § 363A.03, Subd. 44.]

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person’s

race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
 - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 2. "Familial status" means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor's legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
 5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
 2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual’s employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual’s employment or educational status; or

- f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

- 1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or

other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates _____ as the school

district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹

- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be

sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.

- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
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 414 (Mandated Reporting of Child Neglect
or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment
of Vulnerable Adults)
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 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety
Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital
Status Nondiscrimination)

Adopted: _____

MSBA/MASA Model Policy 414

Orig. 1995

Revised: _____

Rev. 2016

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

[Note: This policy reflects the mandatory law regarding reporting of maltreatment of minors and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.

- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
 5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
 6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4, Clause (5);
 7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
 8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and stage of development, with due regard to the child’s culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child’s care in good faith has selected and depended on those means for treatment or care of disease, except where the lack

of medical care may cause serious danger to the child's health.

- F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- G. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- H. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to

this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.

- I. “School personnel” means professional employee or professional’s delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- J. “Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).

[Note: The inclusion of sex trafficking becomes effective on May 29, 2017.]

- K. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- L. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- M. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to

any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in

school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 4, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)

Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

400 PERSONNEL

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. It shall be a violation of this policy for any school personnel to fail to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. “Mandated Reporters” means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- B. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.
- D. “Abuse” means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first

through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat § 626.5572, Subd. 2.

- E. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- F. ~~"Vulnerable Adult" means any person 18 years of age or older who is a resident or inpatient of a facility, who receives services at or from a licensed facility which serves adults, who receive services at or from a licensed home care provider or who regardless of residence or type of service received, is unable to adequately provide the person's own care or protect the person from maltreatment without assistance because of impairment of mental or physical function or emotional status.~~
- F. **"Vulnerable Adult" means any person 18 years of age or older who: (1) is a**

resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

- G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement or other caretaking services of vulnerable adults.
- I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the designated county entity.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data* as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly

provides false or misleading information in reporting or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.

- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References:

Legal References: Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)

Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)

Minn. Stat. §§ 609.221-609.224 (Assault)

Minn. Stat. § 609.234 (Crimes Against the Person)

Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)

Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)

Minn. Stat. § 609.341 (Definitions)

Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

Minn. Stat. § 626.5572 (Definitions)

In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)

MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)

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 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

Adopted: May 1, 2007

Board Revised _____

6. STUDENTS

6.3 STUDENT DUE PROCESS

6.32 STUDENT SEX NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. The school board hereby designates the superintendent of schools as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the administrator of each program or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from

reporting unlawful sex discrimination toward a student directly to a school district human rights office or to the superintendent.

- B. In Each School Building. The program administrator is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the program administrator immediately.
- C. Upon receipt of a report or grievance, the program administrator must notify the school district human rights officer immediately, without screening or investigating the report. The administrator may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the administrator to the human rights officer. If the report was given verbally, the administrator shall personally reduce it to written form without 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the administrator. If the complaint involves the building administrator, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates ~~Terri Trexler~~, **Don Budach**, 1300 145th Street East, Rosemount, Minnesota 55068, 651-423-8426, as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school shall conspicuously post the name of the Title IX coordinator and human rights officer(s), including office mailing addresses and telephone numbers.
- F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporters future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school districts legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

VI. REPRISAL

The school district will discipline or take other appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged

unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

VIII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References:

Minn. Stat. section 121A.04 (Athletic Programs; sex discrimination)
Minn. Stat. ch. 363A (Minnesota Human Rights Act)
20 U.S.C. 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing regulations of Title IX)

Cross References:

Policy 6.316.1 Code of Student Conduct
Policy 6.35 Hazing Prohibition
Policy 6.31 Student Conduct
Policy 102 (Equal Educational Opportunity)
Policy 413 (Harassment and Violence)

Board Approved October 5, 2004
Board Revised _____

Draft for Review 09.04.2018

**ISD 917 Leadership Goals
2018-2019
District Focus**

- | | | |
|----------|-----|--|
| SD1, s-1 | 1. | Meet major school stakeholders in each member district. Develop and maintain strong relationships. |
| | | SD1, s-22. Promote the consistent use of the ISD 917 vision, values, and goals through consistent communication, and aligned graphic elements such as color, spatial lay-out, and logo. |
| SD1, s-3 | 3. | Refresh and enhance 917 website. Develop and articulate a standard for the ISD 917 website which describes the frequency of updates, and reviews by those persons responsible for each page. Although the website is intended to largely a static source of information, our goal is to make it visually appealing, intuitive, and accurate. |
| SD1, s-3 | 4. | Implement the Infinite Campus, Voice Messaging system for emergency communications and for limited school to family communication. |
| SD1, s-3 | 5. | Initiate presence on Facebook, Twitter, and other appropriate social media connections. |
| SD1, s-4 | 6. | Host a member district school board members and superintendents' reception to provide an overview of district programs and tour our facilities at DCTC and Concord Education Center. |
| SD1, s-5 | 7. | Develop continuous online feedback system from key communicators in our member districts. |
| SD3, s-3 | 8. | Enhance partnerships with the Department of Human Services and other Dakota County Departments and Services including parks and libraries. |
| | | SD4, s-69. Continue to encourage and facilitate paraprofessionals that are pursuing teacher licensure. Investigate a "grow your own" initiative, through collaborations with DCTC/IHCC and other post-secondary institutions. |
| SD4, s-6 | 10. | Continue to promote flexible contract language options in our negotiations to address staff recruitment and retention. |
| SD4, s-6 | 11. | Continue to optimize the use of the eFinance Plus System to increase efficiencies in business processes in areas of recruiting/job requisition, onboarding/hiring, benefits/payroll, and leave systems to enhance the effectiveness of HR, payroll, and personnel. |

2018-2019
Secondary Programs Focus

- | | | |
|----------------------|-----|--|
| SD1, s-1, s-5 | 1. | Host bi-annual member districts' high school principal and counselor meetings to give updates and collect feedback about best program options for their students. |
| SD1, s-3 | 2. | Provide monthly updates to our member districts' high schools and administration regarding our activities and programs. |
| SD2, s-1 | 3. | Continue to offer all available educational options for students within our Alternative Learning centers to include: seat-based, independent study, project-based, independent study-online, work-based learning, and flexible scheduling. |
| SD2, s-8
SD4, s-4 | 4. | Increase the number of students who participate in the Early/Middle College program offered through our ALC programs and Dakota County Technical College. Identify and encourage those students with an interest in PSEO programs to enroll with these colleges. |
| SD3, s-3 | 5. | Increase our community and business partners to provide career awareness and potential off-site work or internship options for all our students. |
| SD3, s-3 | 6. | Collaborate with community agencies, colleges, and business partners to offer learning experiences for students both within our programs and those receiving support services from within the community. |
| SD3, s-3 | 7. | Host local Chamber of Commerce groups bi-annually to provide information on our programs and conduct tours of our facilities. Gain input from these members to help improve and promote program advancement within our schools and throughout the Perkins consortium schools. |
| SD4, s-4 | 8. | Review and update our Career and Technical Education articulation and college credit bearing opportunities for all students enrolled in our CTE programs through collaboration with DCTC and SE MN consortium members. |
| SD5, s-2 | 9. | Increase our involvement with our members' middle schools to provide awareness for Career and Technical education through on-site visits to school sites and tours visits to our DCTC campus site. We will incorporate a Transportation Careers opportunity with our members middle school students. |
| SD2, s-1 | 10. | Begin the process of incorporating Mechatronics/Robotics instruction within our ALC and CTE programs. We will provide introductory curriculum and training for students that could lead to industry certification. |

**2018-2019
Special Education Focus**

- | | | |
|------------------|----|---|
| SD1, s-1 | 1. | Enhance communication with member districts on status of referrals, waitlists, projected timelines, progress of students outside of IEP meetings, and transportation. |
| SD1, s-2 | 2. | Continue collaboration with member districts to guide internal program development with an emphasis on space needs in D/HH and staffing challenges. |
| SD3, s-2, s-3 | 3. | Engage parents, guardians, and families through structured, student-based activities as well as intensive wrap around services when appropriate as facilitated by specialized personnel including school social workers. |
| SD2, s3; SD3, s1 | 4. | Focus on addressing the needs of students through utilization of perspectives mindful of equity and trauma. This includes purposeful implementation of appropriate social/emotional frameworks in our most intense, setting IV programs. |
| SD2, s-2 | 5. | Engage staff in utilization of data to drive instruction day-to-day with formal and informal measures. Further, enhance staff skill in utilization of data in the individualized education plan process including interpretation and application of assessment results in long-term planning. |
| SD2,s2; SD3,s1 | 6. | Implement learning targets and high yield instructional strategies supported through coaching and professional development to increase student achievement with a focus on student achievement in reading. |

AGREEMENT
Independent School District #199 (“ISD 199”) and
Intermediate School District #917 (“ISD 917”)

THIS AGREEMENT (“Agreement”) entered into this 27th day of August, 2018, by and between Independent School District #192 (“ISD 199”), and Intermediate School District #917 (“ISD 917”).

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

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

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

NOW THEREFORE IT IS AGREED:

1. EMPLOYMENT

Erin Lencowski, an early childhood special education teacher for ISD 199, has been hired to provide services to students receiving early childhood special education services in the mental health program provided by ISD 917 for the 2018-2019 school year.

Erin Lencowski, will be a .8 FTE teacher of ISD 199 entitled to all salary and benefits as described in the master agreement between ISD 199 and the Inver Grove Heights Education Association representing teachers and is subject to the policies, regulations, benefits, and laws applicable to School Board employees.

2. REIMBURSEMENT OF SALARY AND BENEFITS

The parties agree that, during the term of this Agreement, ISD 917 will reimburse ISD 199 the full cost of salary and benefits. ISD 917 agrees to remit payment in two equal installments payable on or about September 1, 2018, and February 1, 2019 based on billing from ISD 199.

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

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

3. LIABILITY AND INSURANCE

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

4. PERSONNEL

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

5. CONFIDENTIALITY AND DATA PRACTICES

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

6. TERM, TERMINATION, OR MODIFICATION

The term of this Agreement shall be from July 1, 2018, through June 30, 2019. If the parties mutually agree in writing, this Agreement may be terminated on the terms and the date stipulated in such a separate written document. This Agreement may not be modified without the written and mutual consent of both parties.

7. CONTRACT ADMINISTRATION

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

8. NOTICE

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

ISD 199: Mary Garrison
Name of Director of Special Services

2990 80th Street East
Address
Inver Grove Heights, MN 55076
City, State, Zip

651-306-7827
Phone
651-306-7295
Fax

ISD 917:

Melissa Schaller

Name of Director of Special Education

14300 145th Street East

Address

Rosemount, MN 55068

City, State, Zip

651-423-8204

Phone

651-423-8776

Fax

9. GENERAL

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

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

Independent School District #917

By: _____
It's Chairperson

By: _____
It's Clerk

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

Intermediate School District 199
By: [Signature]
It's Chairperson

By: [Signature]
It's Clerk

Dated: 8-27, 2018 School Board's Tax Identification Number: 4106008805

AGREEMENT

Independent School District #192 (“ISD 192”) and
Intermediate School District #917 (“ISD 917”)

THIS AGREEMENT (“Agreement”) entered into this 16th day of August, 2018, by and between Independent School District #192 (“ISD 192”), and Intermediate School District #917 (“ISD 917”).

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

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

WHEREAS, ISD 192 agrees to provide for purchase by ISD 917 an appropriately licensed early childhood special education teacher for the early childhood mental health program;

NOW THEREFORE IT IS AGREED:

1. EMPLOYMENT

Deb Johnson, an early childhood special education teacher for ISD 192, has been hired to provide services to students receiving early childhood special education services in the mental health program provided by ISD 917 for the 2018-2019 school year.

Deb Johnson, will be a full-time teacher of ISD 192 entitled to all salary and benefits as described in the master agreement between ISD 192 and the Farmington Education Association representing teachers and is subject to the policies, regulations, benefits, and laws applicable to School Board employees.

2. REIMBURSEMENT OF SALARY AND BENEFITS

The parties agree that, during the term of this Agreement, ISD 917 will reimburse ISD 192 the full cost of salary and benefits. ISD 917 agrees to remit payment in two equal installments payable on or about September 1, 2018, and February 1, 2019 based on billing from ISD 192.

Additional compensation for professional development paid hourly at the employee’s hourly rate will be billed by ISD 192 to ISD 917 separately. In addition, mileage paid at the federal mileage rate incurred by the employee will be billed by ISD 192 to ISD 917 separately.

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

3. LIABILITY AND INSURANCE

ISD 917 assumes liability for the acts and omissions of its employees, but does not assume any liability for the acts or omissions the employees, agents and assigns of ISD 192. ISD 917 and ISD 192 agree that they will at all times during the term of the Agreement, have and keep in force a liability policy that names the other as an additional insured. Limits will include one million dollars (\$1,000,000.00) for each occurrence with two million dollars (\$2,000,000.00) aggregate. Each agrees to provide a Certificate of Insurance to the other upon request.

4. PERSONNEL

ISD 917 and ISD 192 hereby acknowledge and agree that ISD 192's employees are not employees of ISD 917, and that ISD 192's employees or its agents will have no authority to bind ISD 917 or otherwise incur liability on behalf of ISD 917 without the express written delegation of authority by ISD 917. ISD 917 shall have no obligation to provide any ISD 192 employee with benefits or privileges of any kind or nature including, without limitation, insurance benefits, pension benefits, worker's compensation benefits or any other benefits ISD 917 provides to its employees. ISD 192 has exclusive control and the right to hire and discharge any of its employees rendering services under this Agreement. ISD 192 will be solely responsible for the payment of wages, taxes, and other related charges for services rendered under this Agreement by its employees.

5. CONFIDENTIALITY AND DATA PRACTICES

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

6. TERM, TERMINATION, OR MODIFICATION

The term of this Agreement shall be from July 1, 2018, through June 30, 2019. If the parties mutually agree in writing, this Agreement may be terminated on the terms and the date stipulated in such a separate written document. This Agreement may not be modified without the written and mutual consent of both parties.

7. CONTRACT ADMINISTRATION

The Agreement shall be administered on behalf of ISD 192 by the Superintendent or designee and shall be administered on behalf of ISD 917 by the superintendent or designee.

8. NOTICE

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

ISD 917: Kim Chalmers
Name of Director of Special Services
20655 Flagstaff Avenue
Address
Farmington, MN 55024
City, State, Zip
651-463-5022
Phone
651-463-5071
Fax

ISD 917: Melissa Schaller
Name of Director of Special Education
14300 145th Street East
Address
Rosemount, MN 55068
City, State, Zip
651-423-8204
Phone
651-423-8776
Fax

9. GENERAL

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

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

Independent School District #192 Farmington Area Public Schools

By: Melissa A. Sam
It's Chairperson

By: Kevin J. York
It's Clerk

Dated: Aug. 27, 2018

School Board's Tax Identification Number: 41-6007663

Intermediate School District 917

By: _____
It's Chairperson

By: _____
It's Clerk

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