

**INTERMEDIATE SCHOOL DISTRICT 917
IN DAKOTA COUNTY**

REGULAR SCHOOL BOARD MEETING

Tuesday, November 6, 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 Reports** 2
- VI. **Consent Items - Chair Lewis**
 - A. Minutes, October 2, 2018, Regular School Board Meeting 14
 - B. Personnel Considerations 17
- VII. **Donations - Chair Lewis**
 - A. Resolution Approving Donations 32
- VIII. **Business Manager's Report - Nicolle Roush**
 - A. Review and Approve Payment of Bills 33
 - B. Review and Approve Wire Transfers 39
 - C. Review and Approve Investment Report 50
- IX. **Reports**
 - A. Revenue and Expenditure Report - Nicolle Roush 51
- X. **Old Business**
 - A. Debrief on Critical Incident Response - Mark Zuzek 54
 - B. Approve Revised Agreement with ISD #199 and Intermediate School District 917 for Purchase of Early Childhood Special Education Teacher for early childhood mental health program - Mark Zuzek 55
- XI. **New Business**
 - A. Review and Approve Terms and Conditions for Classified School Year Employees 2018-2020- Mark Zuzek 57
- XII. **Policies**
 - A. Review revised Policy 524 - Acceptable Use and Internet Safety Policy and Form - final reading - Mark Zuzek 75
 - B. Review revised Policy 506 - Student Discipline, final reading - Mark Zuzek 84
- XIII. **Adjournment**

SCHOOL BOARD CALENDAR INFORMATION SCHOOL BOARD CALENDAR INFORMATION

November 22-23, 2018- No School for students and staff

December 4, 2018 - 5:00 PM - School Board Meeting, 917 Board Room

December 24-25, 2018 No Students - Closed for Holiday Break

January 1, 2019 - Closed for New Year's Day Holiday

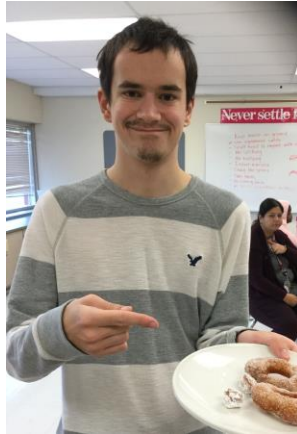
January 8, 2019 - 5:00 PM, School Board Meeting, 917 Board Room

Good News
Special Education
November 6, 2018

- In an effort to create and strengthen a community of social learning, students in TESA participated in the will be 8th annual fall festival on Monday, October 15th. The recurring adaptive game “Minute to Win It” theme was in full swing at 16 different stations. Students and staff organized the event to celebrate a successful beginning of the school year and the induction of the new student council members.
- 15 students from TESA participated in the 7th annual “Reality Store” event this year, sponsored by the Dakota County CTIC. This event offered select transition aged youth the opportunity to learn and practice life skills they will need upon graduating.
- Cindi Jarvi from MN Disability Law Services came out to speak to students in TESA about voters rights. The presentation largely focused on legal rights around voting and why participating in the voting process is important. The session led to a lot of great questions and was well received by students.
- Becky Hague’s elementary classroom at Cedar SUN visited the Applewood Orchard in Lakeville. The students got to pick their own apples and learned how to make homemade apple juice. After the apple orchard, the class went to Cub Foods and bought ingredients to make apple crisp. The next day, the students did a great job making yummy apple crisp with the freshly picked apples! The field trip coincided with science (scientists observe using their 5 senses), health (physical and emotional health), and social studies curriculum (being a good citizen when out in the community).



- This month in Brenda Szoka's transition class at Cedar SUN, students have been practicing some new skills. In the kitchen, the class discovered some cooking skills. They had fun learning how to fry dough and add toppings to make their own delicious donuts.



The students also volunteered at Feed My Starving Children. The class is learning the importance of working as a group. They are also working on skills such as increasing their time on task. They are off to a terrific start.

In addition, the class has partnered with Simon Says Give which is a Minnesota non-profit that was founded and is operated by children. This agency's primary focus is to provide children ages five through twelve who are in need of a birthday celebration. The organization makes birthday boxes filled with a gift of need and a gift of want. It also provides plates and napkins, cake mix, frosting and everything needed to host a birthday celebration. Ms. Szoka's class is learning how to make fleece tied blankets that will be included in the birthday boxes



- The staff at Cedar and Lebanon had a great workshop day on October 17. At Lebanon, the staff participated in trainings on Positive Behavior Interventions and Supports (PBIS) and the Nurtured Heart Approach. In between the training sessions, Amy Hurla led the staff in some mindfulness activities centered around diaphragmatic breathing. Staff were then able to take a walk or participate in a very competitive volleyball game. At Cedar, the staff participated in trainings on literacy strategies and the Nurtured Heart Approach. Anne Beyer led the staff in

deep breathing and relaxation activities. Staff were then able to take a walk or play some basketball. Staff at both sites spent the afternoon working with their teams in the classroom.

- On October 25th the Apple Valley Fire Department visited Lebanon Education Center. Students were able to try on some of the gear and chat with firefighters. The students were surprised at how heavy the jackets were and had a lot of questions about how hot the fire can get.

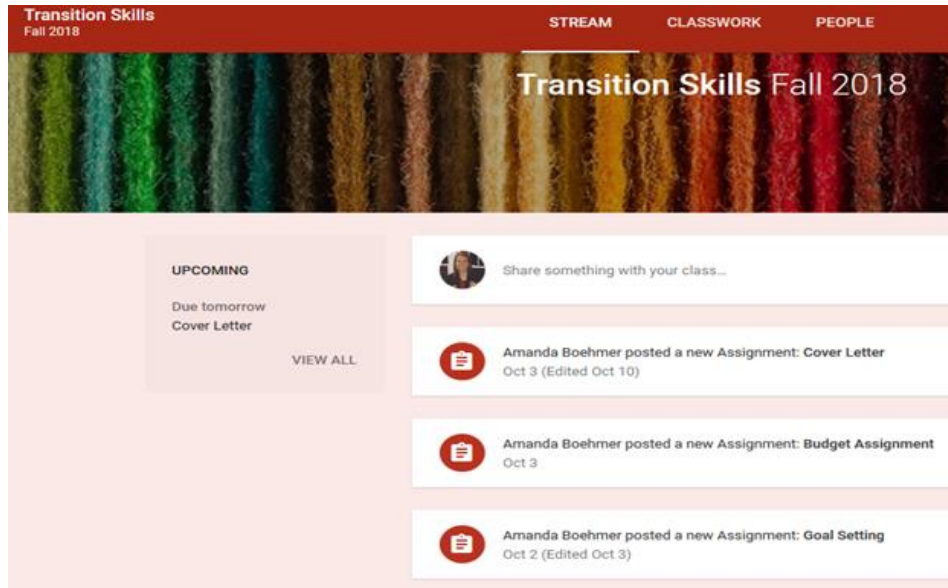


- The Lebanon Education Center PBIS team has been working very hard to promote the "3 B's": BE SAFE, BE RESPECTFUL, and BE RESPONSIBLE. Students have been earning Lynx Pride tickets when demonstrating one or more of the 3 B's. Every Friday four tickets are drawn and those students get to have a pizza party that day to celebrate.
- 19 Staff at LEC were awarded with PERFECT ATTENDANCE trophies for the month of September.
- The staff at Concord Education Center had a productive day of professional development on October 17. The staff learned about specific learning and behavioral strategies to implement with students on the autism spectrum and reviewed positive behavior support plans to become more proactive in behavior management. The staff also participated in a potluck lunch to increase staff camaraderie.
- Hannah Radant's classroom at Concord Education Center started their weekly bingo dates at White Pines Senior Living this month! Every Wednesday, the students walk over to participate in the weekly bingo game with the residents. Many of the residents look forward to this time with the students, and the students have formed some strong bonds with the residents. This is a great activity to increase community participation skills with our students.



- At Riverside School in the Juvenile Services Center, students in the long-term program participate in a transition skills course with Ms. Boehmer. This course focuses on goal setting, resume, cover letter writing skills, and a budget planning project using Google Slides. This year the course has been facilitated using Google Classroom. Google Classroom has been a tool that has enhanced the course for students to complete assignments at their pace and reinforces each student's self-sufficiency skills.

Teachers can customize each course with specific settings. In this course, the only person that can comment on the stream wall is the teacher but it can be changed to allow students to comment. Students also can join the classroom by typing in the class code when they click on Google Classroom under their Google Suite.



Students are able to login and view assignments that are posted under “stream”. Students can also see under the “upcoming” header that their cover letter is due tomorrow which helps with prioritizing and organizing assignments.

Folders are created for each assignment when they are posted under the classroom stream. Teachers can view a student’s assignment in progress before it has been posted.

The teacher then is able to provide written feedback through the comments function and send it back to the students to review and see their grade. Google Classroom has been a useful addition to enhance the transition skills course, teach students the applications of Google Suite, and provide instant grading and feedback on each student’s assignments.

- On October 1, 2018, Val Enfiejian, school psychologist who has specialized training working with students who are deaf, deafblind and hard of hearing, taught a group of 10 deafblind interveners, interveners-in-training, and assistants in the preschool and elementary program at Gideon Pond Elementary School. The focus was Social Stories as created by Carol Gray. Although students who are deafblind may present with similar behaviors to those with autism, the cause of behaviors is different due to compounded lack of or compromised visual and auditory access. Support staff was excited to collaborate with teachers and other licensed staff!
- The Deaf/Hard of Hearing program for students with additional disabilities and its next-door neighbor, the PACES program at Lakeville North High School, banded together to produce a short skit by doing a take off the book, “Room on the Broom”. Teachers, Betsy Larson (PACES) and Kristin Engelhardt-Fischbein (Deaf/Hard of Hearing) were co-directors, with deafblind interveners and classroom assistants rounding out the supporting theatrical staff. Students enjoyed collaborating, learning scripts, and sharing their acting craft.

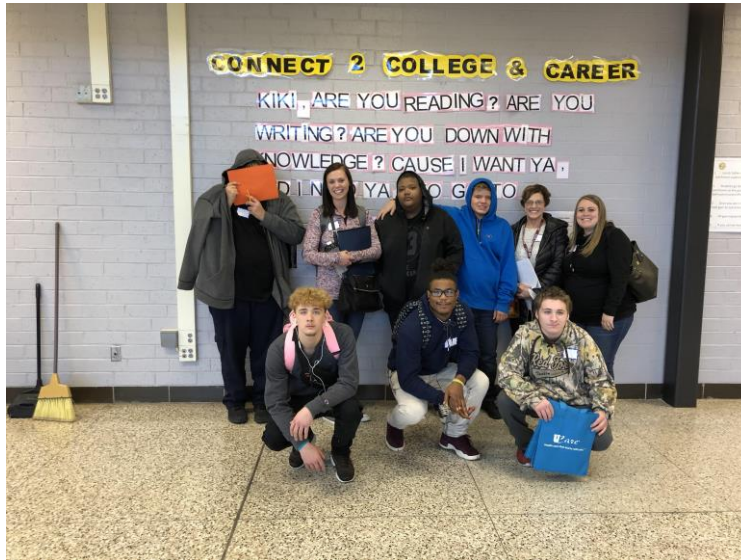


- Lori Bohnert, program secretary for Deaf/Hard of Hearing and Itinerant Services in District 917, is trying out the title of program grandma, and recently purchased dolls that have cochlear implant processors and hearing aids on them to share with students in the programs for students who are deaf/hard of hearing at Gideon Pond Elementary School and Diamondhead Education Center. She looks forward to watching the kids playing with them.



- In collaboration with South St. Paul Secondary Education School, Taylor Thomas, Teacher of Deaf/Hard of Hearing, has organized with high school students who are providing service time for an hour to ensure that teacher-produced videos are accessible with closed captions for all students. Farmington High School's Elizabeth Beckman, National Honor Society advisor, has expanded captioning services provided by NHS students to include middle school teacher-produced videos after connection with Gubby Kubik, Teacher of Deaf/Hard of Hearing at Boeckman Middle School.
- Alliance Education Center high school students and staff attended the 2018 CTIC Reality Store on Tuesday, October 23rd. There were six high school students who registered for different careers such as armed forces, registered nurse, graphic designer and police officer. The students were all given a starting salary based upon the career selected and then had to play the game of life. Students had to figure out things such as child care, groceries, housing, and some

unexpected life events such as legal issues. The students really enjoyed it and could not believe how expensive some things really are in life. After the reality store students attended a guest speaker, Bob "Energizer" Olson. Bob presented the "Magic of Success" where Carl used magic while discussing decision making, goal setting, and happiness.



- Alliance Education Center's student council designated spirit week dress up days including sports teams, inside out day, pajama day, and unity day. The week ended with a harvest dance that included food, games, and prizes. Students earned their way to the dance by getting tickets throughout the week for safety, respect, kindness, and unity. The more tickets students earned, the more activities and food they could get.
- Alliance Education Center had a successful staff development day a few weeks ago. Nancy Reistenburg from the Minnesota Department of Education presented on restorative practices. AEC's 100+ staff participated in and led circle activities. It was a great team building experience and helped us better understand the foundations of our alternative discipline and restorative practices approach building-wide.

Good News Report
Secondary Programs
November 2018

-The construction trades classes with the help of Hank and Tim from DCTC, poured 56 yards of concrete. The concrete made an apron around the building site where the program builds a 28' x 56' house.

Paul Landwehr
Construction Trades instructor





-On Monday, October 29th, DCALS North did our 4th Annual Pumpkin Carving/Decorating Contest. 24 students participated in carving, painting, and decorating pumpkins for various prizes.





-Members of the ISD 917 Heavy Duty Truck Technology and Total Auto Care programs were offered the opportunity to participate in an outing with Extreme Sandbox, RMS-Komatsu, and North Dakota State College and Sciences on November 7th. This trio of partners offered 8 students the opportunity to hear about the careers available through RMS and the educational options through NDSCS. Randy Stenger-Extreme Sandbox owner, Pete Anderson-RMS, and James Johnson-NDSCS offered insight for all students involved.

-The South Robert Street Business Association located in West St. Paul provided a very generous donation to our DCALS North campus in the amount of \$400. This donation will help to keep a small food shelf stocked for those students in need, as well as provide some

opportunities for staff to award students for good deeds or academic/attendance performance. Chris Miller, our 360 Communities Social Worker who works part-time at our North campus was instrumental in making this opportunity happen.

-As part of our Oct. 17th workshop date the staff was able to tour and visit with staff from MN Knitting Mills, which is located in Mendota Heights. They produce all the Love Your Melon products, along with many other fabric components for a large range of companies throughout the U.S. and world. We also had the opportunity to visit and tour Bird and Cronin, Inc. which is located in Eagan. They are a major manufacturer of soft medical products and cold and hot pack medical supplies. They host many U.S. Military contracts.

-On Wednesday, October 10th a group of students from our DCALS program toured the MN Knitting Mills company in Mendota Heights. One of our current students parents is the Inside Sales/Product Manager for this company.

-On Thursday, November 1st a group of students from our DCALS program toured the Cambria U.S.A headquarters in LeSueur and Belle Plaine. These students are part of Adam Rachuy's Trades and Apprenticeship class.

-On Monday, November 5th a group of students from our DCALS program toured Uponor Corp. in Apple Valley. These students are part of Adam Rachuy's Trades and Apprenticeship class.

-On Thursday, October 25th Eric Van Brocklin, Secondary Principal for ISD 917 was invited to present information on Technical Careers to the Henry Sibley HS senior class. This was the second year in a row that he was asked to present. He was able to talk about a variety of careers and training options for students who will be graduating soon that may not require a 4-year traditional college degree.

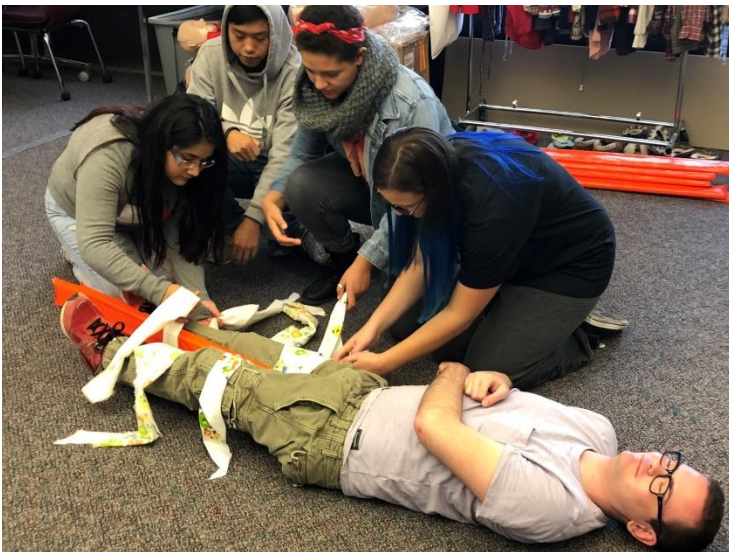
-Good news from your special education team at DCALS. We again had 14 students receiving special education service earn credit in all of their classes as well as some that completed Independent Study for additional credit. There were some holdovers and a few new students that showed excellent growth. These "High Flyers" earned a taco party to celebrate their awesome attendance and academic achievement. Students were rewarded for no behavioral referrals, high attendance, and passing their classes. Many of these students have typically struggled in their home schools and are now having academic success at DCALS. Aaron Evans, Amelia Schmitz, Jessica Sinkinson

GREAT NEWS . . . Medical Careers/Med-Science

Medical Careers has an amazing class of students, willing to learn, and wanting to succeed and measuring their success happens daily with their skill demonstrations, questions and answer scenarios! Since we just taught **AHA First Aid** to two Medical Career classes and one Medical Science class, the results: are **AWESOME!**

We certified 32 high school students with American Heart Saver First Aid. Students are very proud of their accomplishments and certification.

Becky Rachuy, Erin Mahnke, and myself also Certified 25 staff members in Healthcare Provider CPR on Friday, November 2nd, 2018. This is such a great feeling knowing that we have that many more individuals able to help others in their communities and cities, and classrooms!



INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, October 2, 2018, at Concord Education Center, 9015 Broderick Boulevard, Inver Grove Heights, MN

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

Members Absent: Bob Erickson

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

The School Board toured the new Concord Education Center prior to the Board meeting.

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

There were no visitors to be heard.

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:** September 2, 2018, Regular School Board Meeting
 - **Personnel:** *New hires:* Jessica Alexander, Classroom Assistant, effective September 17, 2018. Natalie Bump, Program Assistant, effective September 26, 2018. Ashley Collins, Classroom Assistant, effective September 10, 2018. Martha Davis, Program Assistant, effective October 1, 2018. Kelli DeYoung, Classroom Assistant, effective October 8, 2018. Latricia Domally, Classroom Assistant, effective September 17, 2018. Timothy Furney, Classroom Assistant, effective August 30, 2018. Johnathan Harlin, Special Education Teacher, effective September 24, 2018 (re-hire). Coralee Huddle, Classroom Assistant, effective September 10, 2018. Cassandra Ireland, Program Assistant, effective September 4, 2018. Amy Janey, Classroom Assistant, effective September 4, 2018. Melissa Kinneman, Classroom Assistant, effective October 1, 2018. Elizabeth Miller, Program Assistant, effective August 30, 2018. Amelia Morris, Classroom Assistant, effective September 10, 2018. Brittany Nasgovitz, Classroom Assistant, effective August 30, 2018. Kimberlie Nelson, Classroom Assistant, effective August 30, 2018. Dominique Parks, Classroom Assistant, effective August 30, 2018 (from Student Assistant to Classroom Assistant). Chad Parslow, Classroom Assistant, effective September 26, 2018. Terry Phillips, Classroom Assistant, effective October 3, 2018. Nicholas Reding, Classroom Assistant, effective September 24, 2018. Mariana Roca, Classroom Assistant, effective September 27, 2018. Jeremy Roe, Classroom Assistant, effective August 30, 2018. Lindsay Scanlon, Classroom Assistant, effective October 1, 2018. Kelsey Sletten, Classroom Assistant, effective August 30, 2018. Kristen Thoms, Classroom Assistant, effective September 4, 2018. John Volkert, Classroom Assistant, effective September 17, 2018. Sarah Weiler, Classroom Assistant, effective August 30, 2018. Claire Williams, Classroom Assistant, effective October 4, 2018. *Change in Status:* Sarah Biddle, Classroom Assistant, maternity disability leave effective on or about August 30, 2018, with an expected return date of October 2, 2018. Damian Calamese, Program Assistant, parental leave effective on or about November 3, 2018, with an expected return date of November 19, 2018. Addie Geske, Physical & Health Disabilities Teacher, maternity disability leave effective on or about January 2, 2019, with an expected return date of March 27, 2019.

Kelli Proulx, Physical & Health Disabilities Teacher, maternity disability leave effective on or about January 2, 2019, with an expected return date of March 22, 2019. Alyssa Ross, Special Education Teacher, maternity disability leave effective on or about January 23, 2019, with an expected return date of March 20, 2019. Nichole Short, School Psychologist, maternity disability leave effective September 24, 2018, with an expected return date of January 2, 2019. Lynette Spurgin, Program Assistant, updated medical leave request effective September 1, 2018, through September 28, 2018, with intermittent leave effective October 1, 2018, through June 7, 2019. *Resignations and terminations:* Kayla Foley, Classroom Assistant, effective October 5, 2018. Jessica Points, Classroom Assistant, effective September 21, 2018. Monica Roca, Classroom Assistant, effective October 1, 2018. Alexander Smith, Classroom Assistant, effective August 29, 2018. Jermaine Stansberry, Classroom Assistant, effective September 19, 2018. Riley Felton Viner, Classroom Assistant, effective September 6, 2018.

2. Board Member Byron Schwab introduced the following resolution: Resolution to Accept Donation from Lakefield Vet/Best Friends Pet of Kent, Washington (Inver Grove Heights Animal Hospital) in the amount of \$500 to the TESA Program to be used by students for events and activities. The motion for the adoption of the foregoing resolution was duly seconded by Dick Bergstrom and upon vote being taken thereon, the following voted in favor thereof: Russ Rohloff, Dick Bergstrom, DeeDee Currier, Vanda Pressnall, Jill Lewis, Byron Schwab, Melissa Sauser, and the following voted against the same: none. Whereupon said resolution was duly passed and adopted. (Addendum A.)
3. Motion by Wendy Felton, seconded by Dick Bergstrom, to approve the bills from August 1, 2018, to September 24, 2018, wire transfers and Investment Reports for the month of August, as presented by the Business Manager. All present voted aye. Motion carried.
4. Motion by Melissa Sauser, seconded by Vanda Pressnall, to approve the Minnesota Department of Education Assurance of Compliance for 2018, as presented. All present voted aye. (Addendum B.) Motion carried.

Nicolle Roush reviewed with the Board the Accounts Receivable Aged Invoice Report.

5. Motion by Russ Rohloff, seconded by Byron Schwab, to approve the 2018-2019 Operational Focus Initiatives as presented. (Addendum C.) All present voted aye. Motion carried.
6. Motion by Byron Schwab, seconded by DeeDee Currier, to approve revised Policies 514-Bullying, 413-Harassment and Violence, 414-Mandated Reporting of Child Neglect, 415-Mandated Reporting of Maltreatment of Vulnerable Adults, and 522-Student Sex Nondiscrimination on a final reading. (Addendum D.) All present voted aye. Motion carried.

Policies 524 – Internet Acceptable Use Safety Policy and Policy 506 – Student Discipline were reviewed on a first reading basis.

7. Motion by Wendy Felton, seconded by Dick Bergstrom, to approve the medical and dental insurance renewals with Medica for the administration of the self-funded insurance plan with no benefit changes and a 3% premium increase and Delta Dental for administration of the self-funded dental plan with no benefit changes and no premium increase effective for the January 1, 2019, plan year as presented. (Addendum E.) All present voted aye. Motion carried.

Melissa Schaller reported on the enrollment counts for Special Education as of October 1, 2018.

Eric VanBrocklin reported on the enrollment counts for DCALS as of October 1, 2018.

8. Motion by Dick Bergstrom, seconded by Byron Schwab, to approve the Temporary Work Agreement as presented. (Addendum F.) All present voted aye. Motion carried.
9. Motion by Byron Schwab, seconded by Melissa Sauser, to adjourn the meeting. All present voted aye. Motion carried.

There being no further business the meeting adjourned at 6:18 PM.

The next regular School Board Meeting will be Tuesday, November 6, 2018, at 4:30 PM at Dakota County Technical College, Rosemount.

Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF NOVEMBER 6, 2018**

NEW HIRES:

Madeleine August, Classroom Assistant, effective October 1, 2018.

Madelyn Denhartog, Classroom Assistant, effective October 10, 2018.

Benjamin Eng, Classroom Assistant, effective October 15, 2018.

Elizabeth Flannery, Classroom Assistant, effective October 29, 2018.

Amanda Freeman Fleuriel, Classroom Assistant, effective October 31, 2018.

Hannah Hildebrand, Classroom Assistant, effective November 6, 2018.

Rebecca Kreiling, Classroom Assistant, effective October 8, 2018.

Charles Kregel, Classroom Assistant, effective October 11, 2018.

Krista Meyen, Classroom Assistant, effective October 11, 2018.

Moriah Peterson, Classroom Assistant, effective November 12, 2018.

Kathleen Saporito, Teacher of Visually Impaired, effective October 1, 2018.

Estan Tyler, Program Assistant, effective October 22, 2018.

Naomi Udo, Classroom Assistant, effective November 5, 2018

CHANGE IN STATUS:

Michelle Dodge, Interpreter, lead mentor interpreter stipend effective August 30, 2018, through June 6, 2019, for the 2018-2019 school year only.

Ronnie Jo Morris, Program Assistant, maternity disability leave effective on or about October 8, 2018, with an expected return date of December 8, 2018.

Amanda Pagel, Nurse, maternity disability leave effective on or about February 4, 2019, with an expected return date of April 4, 2019.

Tina Sheppard, Program Assistant, intermittent medical leave request beginning September 20, 2018, and ending June 6, 2019.

Gretchen Toay, Interpreter, mentor interpreter stipend effective August 30, 2018, through June 6, 2019, for the 2018-2019 school year only.

Joan Wambheim, Program Assistant, medical leave request effective October 11, 2018, with an expected return date of November 2, 2018.

RESIGNATIONS & TERMINATIONS:

Kasausha Adams, Classroom Assistant, effective October 2, 2018.

Nicole Ahlstrand, Classroom Assistant, effective October 26, 2018.

Brittany Kneer, Program Assistant, effective October 20, 2018.

Autumn Lapinski, Classroom Assistant, effective October 26, 2018.

Samantha Ness, Classroom Assistant, effective October 9, 2018.

Katherine Phillips, Special Education Teacher, effective October 31, 2018.

Leah Riege, Classroom Assistant, effective October 17, 2018.

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

To Bd 11/6/18

DATE: October 1, 2018	Teaching Licenses Held:
NAME: Madeleine August	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.78
	Employment Date : 10/1/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	St. Charles North High	Yes	Generals	Yes
Technical College				
College	University of MN	Yes	English	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	1/18	5/18	Volunteer
Avalon Charter School	9/17	12/17	Volunteer
Maxwell Elementary	1/17	5/17	Volunteer

Total Years Experience 2

Remarks:

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

To Bd 11/6/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: October 11, 2018	Teaching Licenses Held:
NAME: Madelyn Denhartog	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.78
	Employment Date : 10/10/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Burnsville 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
Dunn Brothers Café	5/18	9/18	Shift Lead
ACR Homes	10/17	5/18	PCA
Wayzata School District	3/17	9/17	Program Assistant

Total Years Experience 2

Remarks:

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

To Bd 11/6/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 10/15/18	Teaching Licenses Held:
NAME: Benjamin Eng	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.78
	Employment Date : 10/15/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Eastview High	Yes	Generals	Yes
Technical College				
College	MN State Bemidji	Yes	Business Administration	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. John's University	9/17	5/18	Event Services Manager
Norcostco	3/14	7/17	Technical Equipment Rental
Ted Man Concert Hall	6/13	7/17	Usher

Total Years Experience 4

Remarks:

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

To Bd 11/6/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: October 16, 2018	Teaching Licenses Held:
NAME: Elizabeth Flannery	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.78
	Employment Date : 10/29/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	So. St. Paul High	Yes	Generals	Yes
Technical College				
College	University of Wisconsin	Yes	Social Work	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
Radias Health	6/14	Current	Mental Health Counselor
Vital Volleyball	10/16	Current	Head Coach

Total Years Experience 4

Remarks:

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

To Bd 11/6/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: October 8, 2018	Teaching Licenses Held:
NAME: Rebecca Kreiling	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.78
	Employment Date : 10/8/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Burnsville High	Yes	Generals	Yes
Technical College	MN School of Business	Yes	Office Administration	AS
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
Mark and Christina Ellering	2/17	8/18	Nanny
Nextten Stauer	10/16	2/17	Customer Service
Walmart	11/15	9/16	Cashier

Total Years Experience 3

Remarks:

Rebecca will be a classroom assistant in the PACES Program.

To Bd 11/6/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: October 5, 2018	Teaching Licenses Held:
NAME: Charles Kregel	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.78
	Employment Date : 10/11/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Eastview 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
Apple Ford Lincoln	9/17	8/18	Sales
Parallel Technologies	5/15	1/17	Low Voltage Electrician
Pizza Hut	8/14	9/17	Deliveries

Total Years Experience 4

Remarks:

Charles will be a classroom assistant in the SUN Program at Concord Education Center.

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: October 8, 2018	Teaching Licenses Held:
NAME: Krista Meyen	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.78
	Employment Date : 10/11/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Jefferson High	Yes	Generals	Yes
Technical College	MN Business College	Yes	Medical Assistant	Certified
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
Family Chiropractic	10/15	5/18	Chiropractic Assistant
Home Health Aide	10/12	5/16	Medical Assistant, Self Employed
Comfort Keepers	9/06	7/11	Home Health Care

Total Years Experience 10

Remarks:

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

To Bd 11/6/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 10/11/18	Teaching Licenses Held:
NAME: Kathleen Saporito	
Position: Teacher	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : 76,853 prorated to 14,124.34
	Employment Date : 10/1/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	West Catholic High	Yes	Generals	Yes
Technical College				
College	U of M	Yes	Vision Education	Graduate Hours
	U of W. Michigan	Yes	Rehabilitation Teaching	MA
Other	U of W. Michigan	Yes	Home Ec.	BA

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Intermediate 287	8/15	6/18	Teacher
St. Paul Public Schools	1/13	6/15	Teacher
Intermediate 287 and 916	6/10	6/18	Teacher

Total Years Experience 25+

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Remarks:

Kathleen will be a teacher in the Vision Program.

To Bd 11/6/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: October 8, 2018	Teaching Licenses Held:
NAME: Estan Tyler	
Position: Program Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.78
	Employment Date : 10/22/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Johnson City High	Yes	Generals	Yes
Technical College				
College	University of ND	Yes	Liberal Arts	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
Lyft	10/17	Current	Driver
Seagate	5/17	9/17	Machine Operator
Zumbro House	4/16	4/17	Direct Support

Total Years Experience 2

Remarks:

Estan will be a program assistant at Alliance Education Center.

To Bd 11/6/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: November 1, 2018	Teaching Licenses Held:
NAME: Amanda Freeman Fleuriel	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.78
	Employment Date : 10/31/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Apple Valley 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
Primrose of Apple Valley	9/16	6/18	Lead Teacher/Co Teacher

Total Years Experience 2

Remarks:

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

To Bd 11/6/2018

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: November 2, 2018	Teaching Licenses Held:
NAME: Hannah Hildebrand	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.78
	Employment Date : 11/6/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Johnson 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
Fond duLac Reservation	6/18	Current	Administrative Assistant
Mini Mos Childcare	4/18	6/18	Infant Teacher/Care
EBI Homes	8/14	4/18	Training Coordinator

Total Years Experience 4

Remarks:

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

To Bd 11/6/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: 11/1/18	Teaching Licenses Held:
NAME: Moriah Peterson	
Position: Classroom Assistant	
College: Secondary: Special Education: X District:	Recommended Salary : \$17.78
	Employment Date : 11/12/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Winfield City High	Yes	Generals	Yes
Technical College				
College	William Penn University, Iowa	Yes	Elementary Ed.	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
Banana Republic	11/17	1/18	Brand Ambassador
University of MN	2/17	11/17	4H Program Coordinator
MN National Guard	3/13	2/17	Child and Youth Coordinator

Total Years Experience 5

Remarks:

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

To Bd 11/6/18

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: November 2, 2018	Teaching Licenses Held:
NAME: Naomi Udo	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.78
	Employment Date : 11/5/18

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Billings High	Yes	Generals	Yes
Technical College				
College	MN Concordia	Yes	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
Bollig and Sons	6/17	9/18	Admin. Assistant
LifeSpan	7/08	5/17	Reception/Transcription
Office Team	4/07	6/08	Administrative

Total Years Experience 11

Remarks:

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

Intermediate School District #917
School Board

Resolution to Accept Donations

Board member _____ introduced the following Resolution:

RESOLVED, that the School Board of Intermediate School District 917 accept the following donation, as indicated below, in the amount of \$975.

1. Donation of a free hotel night and \$40 Buffet at Black Bear Resort to be used for United Way Drawing. (Value: \$150)
2. Donation of a free hotel night and 425 food voucher in Firefly Lounge at Prairie’s Edge, to be used for United Way Drawing. (Value: \$135)
3. Donation of two \$25 Arbor Point Holiday gas cards (IGH Location only), to be used for United Way Drawing. (Value: \$50)
4. Donation of six free Subway Sandwiches (IGH location only), to be used for United Way Drawing. (Value: \$30)
5. Donation of a set of DMC Cards from the Wellness Committee to be used for United Way Drawing. (Value: \$25)
6. Donation of a \$20 gift certificate to Roasted Pear in Burnsville to be used for United Way Drawing. (Value: \$20)
7. Donation of a free hotel night and \$30 food voucher at Grand Casino Mille Lacs to be used for United Way Drawing. (Value: \$140)
8. Donation of \$25 gift card from Target in Apple Valley to be used for United Way Drawing. (Value: \$25)
9. Donation of \$400 from the South Robert Street Business Association to ISD 917 DCALS North for daily food and necessities. (Value: \$400)

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

Date Board Approved: _____ 2018

TIES
 DATE: 10/30/2018
 TIME: 08:30:57

INTERMEDIATE SCHOOL DISTRICT
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
 ACCTPA21
 ACCOUNTING PERIOD: 4/19

SELECTION CRITERIA: chkstat.rundate between '20181001 00:00:00.000' and '20181030 00:00:00.000'

DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1900138	10/03/2018	DAKOTA COUNTY SOCIAL SERVICES	V	-9.56	VOID MANUAL CHECK
* 1900365	10/04/2018	AMAZON.COM, LLC	V	0.00	VOID: MULTI STUB CHECK
1900366	10/04/2018	AMAZON.COM, LLC	R	9090.82	ACCOUNTS PAYABLE CHECK
1900367	10/04/2018	ANDREA OLSON	R	9.56	ACCOUNTS PAYABLE CHECK
1900368	10/04/2018	BLUECROSS BLUESHIELD OF MINNESOTA	R	744.15	ACCOUNTS PAYABLE CHECK
1900369	10/04/2018	CITY OF ROSEMOUNT	R	2098.48	ACCOUNTS PAYABLE CHECK
1900370	10/04/2018	CPR SAVERS & FIRST AID SUPPLY	R	352.20	ACCOUNTS PAYABLE CHECK
1900371	10/04/2018	CUB FOODS - ROSEMOUNT	R	129.15	ACCOUNTS PAYABLE CHECK
1900372	10/04/2018	DAKOTA COUNTY FINANCIAL SERVICES	R	220.00	ACCOUNTS PAYABLE CHECK
1900373	10/04/2018	DELEGARD TOOL CO	R	469.54	ACCOUNTS PAYABLE CHECK
1900374	10/04/2018	SCHOOL SPECIALTY	R	772.68	ACCOUNTS PAYABLE CHECK
1900375	10/04/2018	MCGRAW HILL	R	733.28	ACCOUNTS PAYABLE CHECK
1900376	10/04/2018	GOVCONNECTION INC	R	702.42	ACCOUNTS PAYABLE CHECK
1900377	10/04/2018	HOUGHTON MIFFLIN HARCOURT	R	7076.87	ACCOUNTS PAYABLE CHECK
1900378	10/04/2018	INNOVATIVE OFFICE SOLUTIONS	R	1084.51	ACCOUNTS PAYABLE CHECK
1900379	10/04/2018	INTELLIGERE	R	262.50	ACCOUNTS PAYABLE CHECK
1900380	10/04/2018	LAKESHORE	R	14.99	ACCOUNTS PAYABLE CHECK
1900381	10/04/2018	LILLIE SUBURBAN NEWSPAPER, INC	R	176.00	ACCOUNTS PAYABLE CHECK
1900382	10/04/2018	MAEOP	R	35.00	ACCOUNTS PAYABLE CHECK
1900383	10/04/2018	MASE	R	774.00	ACCOUNTS PAYABLE CHECK
1900384	10/04/2018	MN CAREER INFORMATION SYSTEM	R	1750.00	ACCOUNTS PAYABLE CHECK
1900385	10/04/2018	MCKESSON MEDICAL	R	425.91	ACCOUNTS PAYABLE CHECK
1900386	10/04/2018	MEDI-CAR	R	182.82	ACCOUNTS PAYABLE CHECK
1900387	10/04/2018	MENARDS	R	191.87	ACCOUNTS PAYABLE CHECK
1900388	10/04/2018	NASCO	R	64.31	ACCOUNTS PAYABLE CHECK
1900389	10/04/2018	NORTHERN SPEECH SERVICES	R	189.72	ACCOUNTS PAYABLE CHECK
1900390	10/04/2018	OFFICE DEPOT	V	0.00	VOID: MULTI STUB CHECK
1900391	10/04/2018	OFFICE DEPOT	V	0.00	VOID: MULTI STUB CHECK
1900392	10/04/2018	OFFICE DEPOT	R	2303.97	ACCOUNTS PAYABLE CHECK
1900393	10/04/2018	OUTDOOR IMAGES, INC	R	968.00	ACCOUNTS PAYABLE CHECK
1900394	10/04/2018	PLANSOURCE BENEFITS ADMINISTRATION,	R	2917.73	ACCOUNTS PAYABLE CHECK
1900395	10/04/2018	PROFESSIONAL CRISIS MANAGEMENT ASSO	R	8052.80	ACCOUNTS PAYABLE CHECK
1900396	10/04/2018	REINHART FOODSERVICE, LLC	R	519.79	ACCOUNTS PAYABLE CHECK
1900397	10/04/2018	REPUBLIC SERVICES #923	R	577.09	ACCOUNTS PAYABLE CHECK
1900398	10/04/2018	SAM'S CLUB	R	32.68	ACCOUNTS PAYABLE CHECK
1900399	10/04/2018	SECOND STEP COMMITTEE FOR CHILDREN	R	6117.00	ACCOUNTS PAYABLE CHECK
1900400	10/04/2018	SONOVA USA INC.	R	377.99	ACCOUNTS PAYABLE CHECK
1900401	10/04/2018	SOUTHPAW ENTERPRISES	R	335.16	ACCOUNTS PAYABLE CHECK
1900402	10/04/2018	SPECIAL DELIVERY MN, LLC	R	350.00	ACCOUNTS PAYABLE CHECK
1900403	10/04/2018	SUNBELT STAFFING, LLC	R	3420.00	ACCOUNTS PAYABLE CHECK
1900404	10/04/2018	TEACHERS ON CALL	R	9409.60	ACCOUNTS PAYABLE CHECK
1900405	10/04/2018	TECHNOLOGY BY DESIGN, LLC	R	992.00	ACCOUNTS PAYABLE CHECK
1900406	10/04/2018	FLOCK HIES & ASSOCIATES INC.	R	7025.27	ACCOUNTS PAYABLE CHECK
1900407	10/04/2018	THERAPRO INC.	R	101.35	ACCOUNTS PAYABLE CHECK
1900408	10/04/2018	TIERNEY BROS. INC	R	2401.49	ACCOUNTS PAYABLE CHECK
1900409	10/04/2018	TIES	R	3815.84	ACCOUNTS PAYABLE CHECK
1900410	10/04/2018	ULINE	R	1497.00	ACCOUNTS PAYABLE CHECK
1900411	10/04/2018	VIRCO MFG CORP	R	4780.00	ACCOUNTS PAYABLE CHECK
1900412	10/05/2018	WISCONSIN SCTF	R	300.00	ACCOUNTS PAYABLE CHECK
1900413	10/05/2018	F.H. CANN & ASSOCIATES, INC	R	83.57	ACCOUNTS PAYABLE CHECK
1900414	10/05/2018	MESSERLI & KRAMER P.A.	R	229.62	ACCOUNTS PAYABLE CHECK
1900415	10/05/2018	O.P.E.I.U., LOCAL 12	R	546.59	ACCOUNTS PAYABLE CHECK
1900416	10/05/2018	S.E.P., LOCAL 4242	R	3423.76	ACCOUNTS PAYABLE CHECK

TIES
 DATE: 10/30/2018
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INTERMEDIATE SCHOOL DISTRICT
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SELECTION CRITERIA: chkstat.rundate between '20181001 00:00:00.000' and '20181030 00:00:00.000'

1900417	10/05/2018	U.S. DEPARTMENT OF EDUCATION	R	125.35	ACCOUNTS PAYABLE CHECK
1900418	10/05/2018	WADDELL & REED INC	R	504.17	ACCOUNTS PAYABLE CHECK
1900419	10/10/2018	APPLE VALLEY ISD LLC	R	21908.92	ACCOUNTS PAYABLE CHECK
* 1900419	10/22/2018	APPLE VALLEY ISD LLC	V	-21908.92	VOID MANUAL CHECK
1900420	10/10/2018	ASL INTERPRETING SERVICES, INC	R	240.00	ACCOUNTS PAYABLE CHECK
1900421	10/10/2018	BOOTH LAW GROUP	R	23.00	ACCOUNTS PAYABLE CHECK
1900422	10/10/2018	DELEGARD TOOL CO	R	45.29	ACCOUNTS PAYABLE CHECK
1900423	10/10/2018	DEXYP	R	324.00	ACCOUNTS PAYABLE CHECK
1900424	10/10/2018	DISCOUNT SCHOOL SUPPLY	R	113.44	ACCOUNTS PAYABLE CHECK
1900425	10/10/2018	GOPHER SPORT	R	166.50	ACCOUNTS PAYABLE CHECK
1900426	10/10/2018	HASTINGS COMMUNITY EDUCATION	R	55.00	ACCOUNTS PAYABLE CHECK
1900427	10/10/2018	MENARDS	R	5459.07	ACCOUNTS PAYABLE CHECK
1900428	10/10/2018	METRO ECSU	R	60.00	ACCOUNTS PAYABLE CHECK
1900429	10/10/2018	METRO ECSU/DEAFBLIND	R	60.00	ACCOUNTS PAYABLE CHECK
1900430	10/10/2018	PEDIATRIC HOME SERVICE	R	2137.50	ACCOUNTS PAYABLE CHECK
1900431	10/10/2018	REINHART FOODSERVICE, LLC	R	1284.33	ACCOUNTS PAYABLE CHECK
1900432	10/10/2018	RINA COLETTE DEWALD	R	60.00	ACCOUNTS PAYABLE CHECK
1900433	10/10/2018	SAM'S CLUB	R	1387.80	ACCOUNTS PAYABLE CHECK
1900434	10/10/2018	SOUTHWEST/WEST CENTRAL SERVICE CORP	R	20200.00	ACCOUNTS PAYABLE CHECK
1900435	10/10/2018	TEACHERS ON CALL	R	9669.04	ACCOUNTS PAYABLE CHECK
1900436	10/17/2018	ACCIDENT FUND GENERAL INSURANCE CO	R	31356.00	ACCOUNTS PAYABLE CHECK
1900437	10/17/2018	ALL IN ONE TRANSLATION AGENCY, LLC	R	360.00	ACCOUNTS PAYABLE CHECK
1900438	10/17/2018	APPLE COMPUTER, INC	R	1400.00	ACCOUNTS PAYABLE CHECK
1900439	10/17/2018	APPLE VALLEY ISD LLC	R	40705.50	ACCOUNTS PAYABLE CHECK
1900440	10/17/2018	BLUE BELL ENTERPRISES INC	R	18151.71	ACCOUNTS PAYABLE CHECK
1900441	10/17/2018	CAROLINA BIOLOGICAL SUPPLY	R	527.51	ACCOUNTS PAYABLE CHECK
1900442	10/17/2018	CENTURYLINK	R	191.66	ACCOUNTS PAYABLE CHECK
1900443	10/17/2018	EDUCATORS BENEFIT CONSULTANTS, LLC	R	201.20	ACCOUNTS PAYABLE CHECK
1900444	10/17/2018	ESTR PUBLICATIONS	R	88.00	ACCOUNTS PAYABLE CHECK
1900445	10/17/2018	FRONTIER COMMUNICATIONS	R	1949.72	ACCOUNTS PAYABLE CHECK
1900446	10/17/2018	INCLUSIVE TLC INC	R	365.00	ACCOUNTS PAYABLE CHECK
1900447	10/17/2018	IND SCH DIST 191	R	25864.68	ACCOUNTS PAYABLE CHECK
1900448	10/17/2018	INVER GROVE ISD LLC	R	72174.93	ACCOUNTS PAYABLE CHECK
1900449	10/17/2018	JOHNSON CONTROLS FIRE PROTECTION	R	925.40	ACCOUNTS PAYABLE CHECK
1900450	10/17/2018	LOFFLER BUSINESS SYSTEMS	R	363.00	ACCOUNTS PAYABLE CHECK
1900451	10/17/2018	MEDICAREBLUE RX	R	37.40	ACCOUNTS PAYABLE CHECK
1900452	10/17/2018	MENARDS	R	379.98	ACCOUNTS PAYABLE CHECK
1900453	10/17/2018	MN DEPT OF EMPLOYMENT & ECON DEV.	R	7050.85	ACCOUNTS PAYABLE CHECK
1900454	10/17/2018	MN ENERGY RESOURCES CORPORATION	R	174.06	ACCOUNTS PAYABLE CHECK
1900455	10/17/2018	MSOPA (METRO SUPT OFF PERSONNEL ASS	R	50.00	ACCOUNTS PAYABLE CHECK
1900456	10/17/2018	N2Y INC	R	9791.40	ACCOUNTS PAYABLE CHECK
1900457	10/17/2018	NASCO	R	68.39	ACCOUNTS PAYABLE CHECK
1900458	10/17/2018	PEDIATRIC HOME SERVICE	R	1762.50	ACCOUNTS PAYABLE CHECK
1900459	10/17/2018	PITNEY BOWES	R	56.70	ACCOUNTS PAYABLE CHECK
1900460	10/17/2018	SCHMITTY & SONS	R	307.50	ACCOUNTS PAYABLE CHECK
1900461	10/17/2018	SCHOOL NURSE SUPPLY	R	32.10	ACCOUNTS PAYABLE CHECK
1900462	10/17/2018	SPECIAL DELIVERY MN, LLC	R	350.00	ACCOUNTS PAYABLE CHECK
1900463	10/17/2018	STAR TRIBUNE	R	716.10	ACCOUNTS PAYABLE CHECK
1900464	10/17/2018	STRATEGIC STAFFING SOLUTIONS	R	9730.00	ACCOUNTS PAYABLE CHECK
1900465	10/17/2018	STRIVVEN MEDIA, LLC	R	8732.50	ACCOUNTS PAYABLE CHECK
1900466	10/17/2018	SUNBELT STAFFING, LLC	R	3420.00	ACCOUNTS PAYABLE CHECK
1900467	10/17/2018	TEACHERS ON CALL	R	12243.02	ACCOUNTS PAYABLE CHECK
1900468	10/17/2018	TITAN LED, INC	R	23110.36	ACCOUNTS PAYABLE CHECK
1900469	10/17/2018	TRIG LIFE SERVICES	R	1656.00	ACCOUNTS PAYABLE CHECK
1900470	10/17/2018	ULINE	R	178.88	ACCOUNTS PAYABLE CHECK
1900471	10/17/2018	USI	R	363.32	ACCOUNTS PAYABLE CHECK
1900472	10/17/2018	VARIDESK, LLC	R	455.00	ACCOUNTS PAYABLE CHECK

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1900473	10/17/2018	WESTONE	R	1294.85	ACCOUNTS PAYABLE CHECK
1900474	10/19/2018	EDUCATION MINNESOTA, LOCAL 3904	R	9039.04	ACCOUNTS PAYABLE CHECK
1900475	10/19/2018	F.H. CANN & ASSOCIATES, INC	R	85.72	ACCOUNTS PAYABLE CHECK
1900476	10/19/2018	MESSERLI & KRAMER P.A.	R	317.73	ACCOUNTS PAYABLE CHECK
1900477	10/19/2018	NCPERS MINNESOTA	R	48.00	ACCOUNTS PAYABLE CHECK
1900478	10/19/2018	O.P.E.I.U., LOCAL 12	R	479.65	ACCOUNTS PAYABLE CHECK
1900479	10/19/2018	RELATED SERVICES NURSES ESP	R	270.33	ACCOUNTS PAYABLE CHECK
1900480	10/19/2018	S.E.P., LOCAL 4242	R	3495.06	ACCOUNTS PAYABLE CHECK
1900481	10/19/2018	U.S. DEPARTMENT OF EDUCATION	R	128.58	ACCOUNTS PAYABLE CHECK
1900482	10/19/2018	WADDELL & REED INC	R	2144.80	ACCOUNTS PAYABLE CHECK
1900483	10/19/2018	WISCONSIN SCTF	R	300.00	ACCOUNTS PAYABLE CHECK
1900484	10/24/2018	ABLENET INC.	R	1292.50	ACCOUNTS PAYABLE CHECK
1900485	10/24/2018	ACADEMIC THERAPY PUBLICATIONS	R	286.00	ACCOUNTS PAYABLE CHECK
1900486	10/24/2018	AESA	R	2670.00	ACCOUNTS PAYABLE CHECK
1900487	10/24/2018	APPLE VALLEY ISD LLC	R	6625.84	ACCOUNTS PAYABLE CHECK
1900488	10/24/2018	ASL INTERPRETING SERVICES, INC	R	120.00	ACCOUNTS PAYABLE CHECK
1900489	10/24/2018	AUTISM-PRODUCTS	R	503.69	ACCOUNTS PAYABLE CHECK
1900490	10/24/2018	CARQUEST AUTO PARTS STORES	R	373.23	ACCOUNTS PAYABLE CHECK
1900491	10/24/2018	CENTURYLINK	R	1760.01	ACCOUNTS PAYABLE CHECK
1900492	10/24/2018	DAKOTA COUNTY SHERIFF	R	16378.50	ACCOUNTS PAYABLE CHECK
1900493	10/24/2018	DAKOTA COUNTY TECH COLLEGE	R	1.56	ACCOUNTS PAYABLE CHECK
1900494	10/24/2018	DISCOUNT SCHOOL SUPPLY	R	1697.38	ACCOUNTS PAYABLE CHECK
1900495	10/24/2018	GLYNLYON, INC.	R	4125.00	ACCOUNTS PAYABLE CHECK
1900496	10/24/2018	GOVCONNECTION INC	R	2457.69	ACCOUNTS PAYABLE CHECK
1900497	10/24/2018	GYNZY	R	796.00	ACCOUNTS PAYABLE CHECK
1900498	10/24/2018	HOLIDAY INN ALEXANDRIA	R	297.99	ACCOUNTS PAYABLE CHECK
1900499	10/24/2018	HOONUIT, LLC	R	6241.51	ACCOUNTS PAYABLE CHECK
1900500	10/24/2018	HOUGHTON MIFFLIN HARCOURT	R	22.26	ACCOUNTS PAYABLE CHECK
1900501	10/24/2018	K LYNN PRODUCTIONS	R	669.70	ACCOUNTS PAYABLE CHECK
1900502	10/24/2018	LAB MIDWEST	R	5591.64	ACCOUNTS PAYABLE CHECK
1900503	10/24/2018	LAKESHORE LEARNING MATERIALS	R	2607.23	ACCOUNTS PAYABLE CHECK
1900504	10/24/2018	MALLOY, MONTAGUE, KARNOWSKI, RADOSE	R	12500.00	ACCOUNTS PAYABLE CHECK
1900505	10/24/2018	METRO ECSU	R	40.00	ACCOUNTS PAYABLE CHECK
1900506	10/24/2018	MIDWAY FORD COMPANY	R	28608.23	ACCOUNTS PAYABLE CHECK
1900507	10/24/2018	OFFICE OF MN.IT SERVICES	R	1272.91	ACCOUNTS PAYABLE CHECK
1900508	10/24/2018	PEDIATRIC HOME SERVICE	R	4012.50	ACCOUNTS PAYABLE CHECK
1900509	10/24/2018	SCHOOL NURSE SUPPLY	R	330.82	ACCOUNTS PAYABLE CHECK
1900510	10/24/2018	SKILLSUSA	R	26.00	ACCOUNTS PAYABLE CHECK
1900511	10/24/2018	SKILLSUSA MINNESOTA	R	150.00	ACCOUNTS PAYABLE CHECK
1900512	10/24/2018	SONOVA USA INC.	R	532.98	ACCOUNTS PAYABLE CHECK
1900513	10/24/2018	SOUTHPAW ENTERPRISES	R	1320.00	ACCOUNTS PAYABLE CHECK
1900514	10/24/2018	SYSCO MINNESOTA	R	524.14	ACCOUNTS PAYABLE CHECK
1900515	10/24/2018	TIES	R	15276.30	ACCOUNTS PAYABLE CHECK
1900516	10/24/2018	VIRCO MFG CORP	R	139418.55	ACCOUNTS PAYABLE CHECK
1900517	10/29/2018	ANNE HOFF, SAFE HARBOR COUNSELING	R	3025.00	ACCOUNTS PAYABLE CHECK
1900518	10/29/2018	CITY OF INVER GROVE HTS	R	67.05	ACCOUNTS PAYABLE CHECK
1900519	10/29/2018	PROFESSIONAL WIRELESS COMMUNICATION	R	1294.80	ACCOUNTS PAYABLE CHECK
1900520	10/29/2018	XCEL ENERGY	R	1809.45	ACCOUNTS PAYABLE CHECK
* V700103	10/02/2018	CORPORATE HEALTH SYSTEMS	R	4823.38	ACCOUNTS PAYABLE VOUCHER
* V700104	10/02/2018	DELTA DENTAL OF MINNESOTA	R	52712.58	ACCOUNTS PAYABLE VOUCHER
* V700105	10/02/2018	MEDICA	R	289975.37	ACCOUNTS PAYABLE VOUCHER
*V6600158	10/10/2018	BRUCE WADE ALEXANDER	R	5.00	ACCOUNTS PAYABLE VOUCHER
*V6600159	10/10/2018	ANN CATHERINE ALLEN	R	178.76	ACCOUNTS PAYABLE VOUCHER
*V6600160	10/10/2018	GINA MARIE ASHLEY	R	75.21	ACCOUNTS PAYABLE VOUCHER
*V6600161	10/10/2018	CARIE ANN BAUER	R	19.08	ACCOUNTS PAYABLE VOUCHER
*V6600162	10/10/2018	LINDA JO BERG	R	195.12	ACCOUNTS PAYABLE VOUCHER
*V6600163	10/10/2018	RICHARD CARL BERGSTROM	R	118.81	ACCOUNTS PAYABLE VOUCHER

TIES
DATE: 10/30/2018
TIME: 08:30:57

INTERMEDIATE SCHOOL DISTRICT
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 4
ACCTPA21
ACCOUNTING PERIOD: 4/19

SELECTION CRITERIA: chkstat.rundate between '20181001 00:00:00.000' and '20181030 00:00:00.000'

*V6600164	10/10/2018	LOREEN M. BOHNERT	R	21.26	ACCOUNTS	PAYABLE	VOUCHER
*V6600165	10/10/2018	DON JAMES BUDACH	R	152.06	ACCOUNTS	PAYABLE	VOUCHER
*V6600166	10/10/2018	MARY HELEN CALLISTER	R	106.82	ACCOUNTS	PAYABLE	VOUCHER
*V6600167	10/10/2018	JESSICA DAWN CHAMBLIN	R	311.74	ACCOUNTS	PAYABLE	VOUCHER
*V6600168	10/10/2018	JAYNE Z. CIODARU	R	18.53	ACCOUNTS	PAYABLE	VOUCHER
*V6600169	10/10/2018	DEEDEE CHRISTINE CURRIER	R	49.05	ACCOUNTS	PAYABLE	VOUCHER
*V6600170	10/10/2018	CRAIG ALAN CURTIS	R	155.87	ACCOUNTS	PAYABLE	VOUCHER
*V6600171	10/10/2018	PEARL SUSAN DEVENOW	R	443.63	ACCOUNTS	PAYABLE	VOUCHER
*V6600172	10/10/2018	CARMEN MARIE EATON	R	33.79	ACCOUNTS	PAYABLE	VOUCHER
*V6600173	10/10/2018	CRISOULA GABRIELLE ECONOMOU	R	111.18	ACCOUNTS	PAYABLE	VOUCHER
*V6600174	10/10/2018	VALERIE RAE ENFEJIAN	R	125.35	ACCOUNTS	PAYABLE	VOUCHER
*V6600175	10/10/2018	KATHERINE DIANE ENGEL	R	571.45	ACCOUNTS	PAYABLE	VOUCHER
*V6600176	10/10/2018	WENDY CATHERINE FELTON	R	45.78	ACCOUNTS	PAYABLE	VOUCHER
*V6600177	10/10/2018	PAMELA VICK GARRETSON	R	179.31	ACCOUNTS	PAYABLE	VOUCHER
*V6600178	10/10/2018	ADDIE SUZANNE GESKE	R	184.76	ACCOUNTS	PAYABLE	VOUCHER
*V6600179	10/10/2018	JANA LEE HEIDEMANN	R	80.12	ACCOUNTS	PAYABLE	VOUCHER
*V6600180	10/10/2018	DENISE ERIN HORVATH	R	43.60	ACCOUNTS	PAYABLE	VOUCHER
*V6600181	10/10/2018	CINDY LOU JACOBS	R	106.82	ACCOUNTS	PAYABLE	VOUCHER
*V6600182	10/10/2018	SHELBEЕ MARIE JAEGER	R	250.00	ACCOUNTS	PAYABLE	VOUCHER
*V6600183	10/10/2018	AMY TAMARAH WOLF KAUFMAN	R	155.33	ACCOUNTS	PAYABLE	VOUCHER
*V6600184	10/10/2018	LORILEA J. KLIMEK	R	33.79	ACCOUNTS	PAYABLE	VOUCHER
*V6600185	10/10/2018	GABRIELA MARTINA KUBIK	R	149.88	ACCOUNTS	PAYABLE	VOUCHER
*V6600186	10/10/2018	CORY LEE LANGENFELD	R	162.96	ACCOUNTS	PAYABLE	VOUCHER
*V6600187	10/10/2018	BETSY SUE LARSEN	R	64.31	ACCOUNTS	PAYABLE	VOUCHER
*V6600188	10/10/2018	MADELINE JULIA LAUX	R	14.72	ACCOUNTS	PAYABLE	VOUCHER
*V6600189	10/10/2018	JILL E LEWIS	R	50.69	ACCOUNTS	PAYABLE	VOUCHER
*V6600190	10/10/2018	ANN LOUISE MAYES	R	281.77	ACCOUNTS	PAYABLE	VOUCHER
*V6600191	10/10/2018	LAUREN KAY MELZER	R	21.26	ACCOUNTS	PAYABLE	VOUCHER
*V6600192	10/10/2018	KELSEY RAE MLODOZYNIЕC	R	288.85	ACCOUNTS	PAYABLE	VOUCHER
*V6600193	10/10/2018	JODI KAY MONSON	R	73.58	ACCOUNTS	PAYABLE	VOUCHER
*V6600194	10/10/2018	MARTA LILLIAN NELSON	R	33.79	ACCOUNTS	PAYABLE	VOUCHER
*V6600195	10/10/2018	MICHELLE NEWMAN	R	8.72	ACCOUNTS	PAYABLE	VOUCHER
*V6600196	10/10/2018	LISA MARIE OTT	R	73.03	ACCOUNTS	PAYABLE	VOUCHER
*V6600197	10/10/2018	BROOKE ALLYSON PETERSON	R	269.23	ACCOUNTS	PAYABLE	VOUCHER
*V6600198	10/10/2018	VANDA JOY PRESSNALL	R	92.65	ACCOUNTS	PAYABLE	VOUCHER
*V6600199	10/10/2018	KELLI MARIE PROULX	R	687.79	ACCOUNTS	PAYABLE	VOUCHER
*V6600200	10/10/2018	JANE MARIE ROBINSON	R	33.79	ACCOUNTS	PAYABLE	VOUCHER
*V6600201	10/10/2018	RUSSELL GEORGE ROHLOFF	R	95.92	ACCOUNTS	PAYABLE	VOUCHER
*V6600202	10/10/2018	ALANNA MARIE SANCHEZ	R	43.60	ACCOUNTS	PAYABLE	VOUCHER
*V6600203	10/10/2018	MELISSA ANN SAUSER	R	67.58	ACCOUNTS	PAYABLE	VOUCHER
*V6600204	10/10/2018	MELISSA RAE SCHALLER	R	104.75	ACCOUNTS	PAYABLE	VOUCHER
*V6600205	10/10/2018	BYRON LEITH SCHWAB	R	62.13	ACCOUNTS	PAYABLE	VOUCHER
*V6600206	10/10/2018	HEATHER LYNN STOESZ	R	76.30	ACCOUNTS	PAYABLE	VOUCHER
*V6600207	10/10/2018	AMY LYNN SWANEY	R	164.05	ACCOUNTS	PAYABLE	VOUCHER
*V6600208	10/10/2018	KAYLEEN LAVONNE TAFFE	R	101.92	ACCOUNTS	PAYABLE	VOUCHER
*V6600209	10/10/2018	MARY ELIZABETH TAYLOR	R	288.85	ACCOUNTS	PAYABLE	VOUCHER
*V6600210	10/10/2018	LAURA J. TENNESSEN	R	109.55	ACCOUNTS	PAYABLE	VOUCHER
*V6600211	10/10/2018	TAYLOR MAY THOMAS	R	107.91	ACCOUNTS	PAYABLE	VOUCHER
*V6600212	10/10/2018	GRETCHEN ANN TOAY	R	120.00	ACCOUNTS	PAYABLE	VOUCHER
*V6600213	10/10/2018	SHANYN NICOLE TUFTEE	R	88.29	ACCOUNTS	PAYABLE	VOUCHER
*V6600214	10/10/2018	ADRIENNE KATE TURZYNSKI	R	29.43	ACCOUNTS	PAYABLE	VOUCHER
*V6600215	10/10/2018	MICHELLE LYNN VOLLBRECHT	R	200.56	ACCOUNTS	PAYABLE	VOUCHER
*V6600216	10/10/2018	JERYN LEE WALDERA	R	46.11	ACCOUNTS	PAYABLE	VOUCHER
*V6600217	10/10/2018	MARY ELIZABETH WEILAND	R	178.76	ACCOUNTS	PAYABLE	VOUCHER
*V6600218	10/10/2018	ANN MARIE WENGELER	R	26.16	ACCOUNTS	PAYABLE	VOUCHER
*V6600219	10/10/2018	SCOTT MICHAEL ZEHNDER	R	136.47	ACCOUNTS	PAYABLE	VOUCHER
*V6600220	10/10/2018	MARK A. ZUZEK	R	274.68	ACCOUNTS	PAYABLE	VOUCHER

TIES
DATE: 10/30/2018
TIME: 08:30:57

INTERMEDIATE SCHOOL DISTRICT
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 5
ACCTPA21
ACCOUNTING PERIOD: 4/19

SELECTION CRITERIA: chkstat.rundate between '20181001 00:00:00.000' and '20181030 00:00:00.000'

*V6600221	10/25/2018	MARTHA JOAN ALLEN	R	216.37	ACCOUNTS PAYABLE VOUCHER
*V6600222	10/25/2018	PATRICIA ARNESON	R	98.10	ACCOUNTS PAYABLE VOUCHER
*V6600223	10/25/2018	JOAN SCHAEFER ASMUS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6600224	10/25/2018	JEAN MICHELLE BANNICK	R	375.51	ACCOUNTS PAYABLE VOUCHER
*V6600225	10/25/2018	KEITH JAMES BARTHOLOMAUS	R	163.50	ACCOUNTS PAYABLE VOUCHER
*V6600226	10/25/2018	VICKIE A. BJERKE	R	6.70	ACCOUNTS PAYABLE VOUCHER
*V6600227	10/25/2018	TARA JO BLACKERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6600228	10/25/2018	LOREEN M. BOHNERT	R	8.29	ACCOUNTS PAYABLE VOUCHER
*V6600229	10/25/2018	DONNA MAE BRITTAIN	R	165.68	ACCOUNTS PAYABLE VOUCHER
*V6600230	10/25/2018	OLIVIA STANISIC BROWN	R	23.98	ACCOUNTS PAYABLE VOUCHER
*V6600231	10/25/2018	DON JAMES BUDACH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600232	10/25/2018	ANNE LOUISE BYER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6600233	10/25/2018	KATHLEEN COLLINS	R	12.86	ACCOUNTS PAYABLE VOUCHER
*V6600234	10/25/2018	CRAIG ALAN CURTIS	R	199.55	ACCOUNTS PAYABLE VOUCHER
*V6600235	10/25/2018	JAMIE AUTUMN DALBESIO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600236	10/25/2018	PEARL SUSAN DEVENOW	R	385.32	ACCOUNTS PAYABLE VOUCHER
*V6600237	10/25/2018	CYNTHIA GARWOOD DIVELY	R	41.42	ACCOUNTS PAYABLE VOUCHER
*V6600238	10/25/2018	MEGHAN LOUISE DOBSON	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6600239	10/25/2018	KASANDRA ST. CLAIR DOELP	R	228.90	ACCOUNTS PAYABLE VOUCHER
*V6600240	10/25/2018	CARMEN MARIE EATON	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6600241	10/25/2018	SARAH JOY FAIRBANKS	R	5.45	ACCOUNTS PAYABLE VOUCHER
*V6600242	10/25/2018	PAMELA VICK GARRETSON	R	314.54	ACCOUNTS PAYABLE VOUCHER
*V6600243	10/25/2018	MEGAN MARIE GLOCKNER	R	80.66	ACCOUNTS PAYABLE VOUCHER
*V6600244	10/25/2018	DONNA GAYLE GREENFIELD	R	610.40	ACCOUNTS PAYABLE VOUCHER
*V6600245	10/25/2018	SARA ELIZABETH GROVE	R	11.99	ACCOUNTS PAYABLE VOUCHER
*V6600246	10/25/2018	THERESA JEAN GULBRANSEN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600247	10/25/2018	LINDSEY BRYANT HARTJES	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600248	10/25/2018	PETER ALLYN HENDRICKS	R	121.54	ACCOUNTS PAYABLE VOUCHER
*V6600249	10/25/2018	JENNIFER AMY HETLAND	R	306.37	ACCOUNTS PAYABLE VOUCHER
*V6600250	10/25/2018	AMY T. HURLA	R	19.94	ACCOUNTS PAYABLE VOUCHER
*V6600251	10/25/2018	LYNDA THERESA HURT	R	60.93	ACCOUNTS PAYABLE VOUCHER
*V6600252	10/25/2018	JULIE CHRISTINE ILLA	R	16.35	ACCOUNTS PAYABLE VOUCHER
*V6600253	10/25/2018	KATHLEEN ELIZABETH IRELAND	R	373.87	ACCOUNTS PAYABLE VOUCHER
*V6600254	10/25/2018	ROXANN RHYN JOHNSON	R	234.35	ACCOUNTS PAYABLE VOUCHER
*V6600255	10/25/2018	DANIELLE MARIE LAFRANCE	R	196.75	ACCOUNTS PAYABLE VOUCHER
*V6600256	10/25/2018	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600257	10/25/2018	BETSY SUE LARSEN	R	49.05	ACCOUNTS PAYABLE VOUCHER
*V6600258	10/25/2018	ABIGAIL MARIE EVANS LARSON	R	348.80	ACCOUNTS PAYABLE VOUCHER
*V6600259	10/25/2018	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6600260	10/25/2018	ANN LOUISE MAYES	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600261	10/25/2018	AMANDA MICHELLE PAGEL	R	71.94	ACCOUNTS PAYABLE VOUCHER
*V6600262	10/25/2018	HOLLY MARIE PEMBLE	R	221.82	ACCOUNTS PAYABLE VOUCHER
*V6600263	10/25/2018	AMANDA LYNN PETERS	R	180.16	ACCOUNTS PAYABLE VOUCHER
*V6600264	10/25/2018	BROOKE ALLYSON PETERSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600265	10/25/2018	EMILY ANN PFISTERER	R	213.64	ACCOUNTS PAYABLE VOUCHER
*V6600266	10/25/2018	LYNN MARIE QUAM	R	61.59	ACCOUNTS PAYABLE VOUCHER
*V6600267	10/25/2018	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6600268	10/25/2018	JESSICA LYNN RICHTER	R	74.94	ACCOUNTS PAYABLE VOUCHER
*V6600269	10/25/2018	NICOLLE KATHERINE ROUSH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600270	10/25/2018	MELISSA RAE SCHALLER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600271	10/25/2018	MICHELLE JEAN SHANLEY	R	397.31	ACCOUNTS PAYABLE VOUCHER
*V6600272	10/25/2018	DAVID LEON STOLL	R	404.47	ACCOUNTS PAYABLE VOUCHER
*V6600273	10/25/2018	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600274	10/25/2018	ERIC JOSEPH VAN BROCKLIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600275	10/25/2018	MICHELLE LYNN VOLLBRECHT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6600276	10/25/2018	ANDREW JACOB WEBSTER	R	83.93	ACCOUNTS PAYABLE VOUCHER
*V6600277	10/25/2018	MARY ELIZABETH WEILAND	R	316.00	ACCOUNTS PAYABLE VOUCHER

TIES
 DATE: 10/30/2018
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INTERMEDIATE SCHOOL DISTRICT
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 6
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 ACCOUNTING PERIOD: 4/19

SELECTION CRITERIA: chkstat.rundate between '20181001 00:00:00.000' and '20181030 00:00:00.000'

*V6600278	10/25/2018	FRAN LOUISE WOOD	R	377.14	ACCOUNTS PAYABLE VOUCHER
*V6600279	10/25/2018	SCOTT MICHAEL ZEHNDER	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V6600280	10/25/2018	MARK A. ZUZEK	R	171.21	ACCOUNTS PAYABLE VOUCHER
*V7700106	10/03/2018	MEDICA	R	214005.23	ACCOUNTS PAYABLE VOUCHER
*V7700221	10/22/2018	DELTA DENTAL OF MINNESOTA	R	24468.89	ACCOUNTS PAYABLE VOUCHER
*V7700222	10/22/2018	MEDICA	R	231732.98	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				1522396.61	

DISTRIBUTION FUND: 50

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
5000004	10/23/2018	HOLIDAY INN ALEXANDRIA	R	595.98	ACCOUNTS PAYABLE CHECK
5000005	10/23/2018	SKILLSUSA	R	56.00	ACCOUNTS PAYABLE CHECK
5000006	10/23/2018	SKILLSUSA MINNESOTA	R	600.00	ACCOUNTS PAYABLE CHECK
TOTAL FUND				1251.98	
TOTAL REPORT				1523648.59	

Date: October 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 \$3,386.15
Corporate Health Systems Inc Vendor # 22698

Charge to:	Amount
10-215-39 Medical	\$400.62
10-215-40 D.Care	\$2,985.53
10-215-42 L.Scope	\$0.00
10-005-111-000-305-000 Card Replacement	\$0.00 proof
Total	\$3,386.15 \$0.00

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

Authorized Signature  Date 10-23-18

10/1/2018	\$	10.00	
10/2/2018	\$	50.00	
10/4/2018	\$	51.80	
10/5/2018	\$	3,216.49	
10/7/2018	\$	12.00	
10/8/2018	\$	44.86	
10/10/2018	\$	1.00	
Total	\$	3,386.15	Total \$ -

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

Date: October 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 \$2,236.66
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$506.63	
10-215-40	D.Care	\$1,530.03	
10-215-42	L.Scope	\$200.00	
10-005-111-000-305-000	Card Replacement	\$0.00 proof	
Total		\$2,236.66	\$0.00

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

Authorized Signature  Date 10-23-18

10/16/2018	\$	3.19
10/17/2018	\$	375.94
10/19/2018	\$	284.79
10/20/2018	\$	28.44
10/22/2018	\$	14.27
10/22/2018	\$	1,530.03

Total \$ 2,236.66

Total \$ -

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

Date: October 23, 2018

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Specialist

Invoice nbr:	18295146984A
Date:	10/22/2018
Payment Date	10/24/2018

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

ACH Transfer was made in the amount of \$ \$55,623.84

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$55,623.84
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

proof
\$55,623.84 \$0.00

Authorized Signature



Date 10-23-18

copy for AP
copy for Board

Date: October 17, 2018

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Clerk

invoice nbr:	18288146984A
Date:	10/15/2018
Payment Date	10/17/2018

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

ACH Transfer was made in the amount of \$

\$36,407.65

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$36,407.65
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

\$36,407.65 proof \$0.00

Authorized Signature AW Date 10-22-18

copy for AP
copy for Board

Date: October 12, 2018

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	18281146984A
Date:	10/8/2018
Payment Date	10/10/2018

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

ACH Transfer was made in the amount of \$ \$94,305.60

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$94,305.60
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

\$94,305.60 proof
\$0.00

Authorized Signature 

Date

10-16-18

copy for AP
copy for Board

Intermediate School District 917
1300 E 145th St
Rosemount, MN 55068

Re: Sales Tax Wire Transfer

Date: 10.8.18

This memo serves as authorization for the wire transfer of funds for payment of sales tax in the amount of \$ 36.00, from Wells Fargo Bank Account No. 3805702167.



Nicolle Roush, Business Manager

Date: October 2, 2018
To: FOR EFT INPUT

From: Audrey Weiler
Payroll Clerk


Subject: Group Insurance Premium for September 2018
(Employer's Costs and Employees' Withholdings)

Payable to: Delta Dental Vendor # 30132 \$24,468.89

Charge to:	Amount
21-005-110-000-235-250	\$24,468.89

Total	\$24,468.89	proof	\$0.00
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cc: Payroll Insurance Payment File
Date Bank Account to be debited 10/10/2018

Authorized Signature  Date 10-2-18

Invoice 7426158 dated 10/01/2018

	LB COPY
	VB COPY

Date: October 2, 2018

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	18274146984A
Date:	10/1/2018
Payment Date	10/3/2018

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

ACH Transfer was made in the amount of \$

\$39,614.39

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$39,614.39
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

\$39,614.39	proof	\$0.00
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Authorized Signature



Date

10-2-18

copy for AP
copy for Board

Date: October 2, 2018

To: Accounts Payable

From: Audrey Weiler

Payroll Clerk

Invoice nbr: 45629440

Date: 9/24/2018

Payment Date 10/1/2018

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

ACH Funds Transfer was made in the amount of \$

\$61,405.34

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	\$5,563.79
22-005-110-000-305-000	STOP LOSS ADMIN	AGG PREM	\$1,007.64
22-005-110-000-302-000	STOP LOSS	STOP LOSS	\$50,507.90
22-005-110-000-301-000	MHSA	MEDICA ADMIN	\$905.01
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$3,421.00
10-005-120-000-099-000	WELLNESS CREDIT		

Total

\$61,405.34 proof \$0.00

Authorized Signature  Date 10-2-18

Date: October 1, 2018

To: FOR EFT INPUT

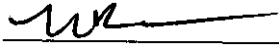
From: Audrey Weiler
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$698.59
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$206.79	
10-215-40	D.Care	\$491.80	
10-215-42	L.Scope	\$0.00	
10-005-111-000-305-000	Card Replacement	\$0.00 proof	
Total		\$698.59	\$0.00

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

Authorized Signature  Date 10-1-18

9/14/2018	\$	18.87
9/16/2018	\$	12.00
9/21/2018	\$	667.72

Total \$ 698.59

Total \$

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

Date: September 25, 2018

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	18267146984A
Date:	9/24/2018
Payment Date	9/26/2018

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

ACH Transfer was made in the amount of \$

\$47,272.17

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$47,272.17
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

\$47,272.17 proof \$0.00

Authorized Signature  Date 9-26-18

copy for AP
copy for Board

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

September 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	6,705,249.79	1,750,000.00	500,000.00	0.00	13,064.39	7,968,314.18	33,962.36
MSDLAF	01	804.21	0.00	0.00	0.00	1.26	805.47	3.87
MSDLAF TERM (CD's, Term, Comm) maturity	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		6,706,054.00	1,750,000.00	500,000.00	0.00	13,065.65	7,969,119.65	33,966.23

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: **September 2018** Average MSDLAF Liquid Rate was 1.91 % and the MSDLAF+MAX Average Rate was 2.00%. MSDLAF Term Average Rate is .00%.



Nicolle Roush
Business Manager

To: ISD 917 School Board Members
Mark Zuzek, Superintendent

From: Nicolle Roush, Business Manager

Date: November 6, 2018

Re: District Revenue and Expenditure Budgets

Information:

- Enclosed for your review are the fiscal year 2018 and 2019 revenue and expenditure budgets to be published in the Dakota County Tribune per Minn. Stat. section 123B.10.
- Information provided is based on the audited information for FY18 which will be presented to the board during the December 4, 2018 board meeting. FY19 information is based on the adopted revenues and expenditures approved by the board on June 12, 2018.
- In summary, FY18 operating fund balances came in higher than anticipated in comparison to the revised budgeted projection by an additional \$539,364.



Division of School Finance
1500 Highway 36 West
Roseville, MN 55113-4266

District Revenues and Expenditures Budget for Fiscal Year (FY) 2018 and FY 2019

ED-00110-41

General Information: Minnesota Statutes, section 123B.10, requires that every school board shall publish the subject data of this report.

District Name:

District Number:

Fund	FY 2018 Beginning Fund Balances	FY 2018 Actual Revenues and Transfers In	FY 2018 Actual Expenditures and Transfers Out	June 30, 2018 Actual Fund Balances	FY 2019 Budget Revenues and Transfers In	FY 2019 Budget Expenditures and Transfers Out	June 30, 2019 Projected Fund Balances
General Fund/Restricted	\$ 880,522	\$ 1,910,692	\$ 1,976,288	\$ 343,579	\$ 1,962,804	\$ 1,962,805	\$ 343,578
General Fund/Other	\$ 6,077,355	\$ 31,980,347	\$ 30,809,191	\$ 7,719,859	\$ 37,972,979	\$ 38,315,911	\$ 7,376,927
Food Service Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community Service Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building Construction Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trust Fund	\$ 2,001	\$ 2,671	\$ 2,528	\$ 2,144	\$ -	\$ 2,001	\$ 143
Internal Service Fund	\$ 308,086			\$ 1,120,925			\$ 1,289,197
* OPEB Revocable Trust Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPEB Irrevocable Trust Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPEB Debt Service Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total - All Funds	\$ 7,267,965	\$ 33,893,710	\$ 32,788,007	\$ 9,186,507	\$ 39,935,783	\$ 40,280,717	\$ 9,009,845
Long-Term Debt	\$ -	no data	Current Statutory Operating Debt per Minnesota Statutes, section 123B.81			no data	no data
Outstanding July 1, 2017	\$ -	no data	Amount of General Fund Deficit, if any, in excess of 2.5% of expenditures 06/30/2018			\$ -	-
Plus: New Issues	\$ -	no data					
Less: Redeemed Issues	\$ -	no data	Cost per student - Average Daily Membership (ADM) 06/30/2018			no data	no data
Outstanding June 30, 2018	\$ -	no data				no data	no data
Short-Term Debt		no data	Total Operating Expenditures			\$ -	
Certificates of Indebtedness	\$ -	no data	FY 2018 Total ADM Served + Tuitioned Out ADM + Adjusted Extended ADM				1,026.51
Other Short-Term Indebtedness	\$ -	no data	FY 2018 Operating Cost per ADM			\$ -	

The complete budget may be inspected upon request to the superintendent.

Comments: FY18 audited data final submission due November 30, 2018 to MN. Department of Education. Due to the special nature of our student population operating costs per ADM is not relevant for reporting purposes. FY19 data is based on the adopted budget approved by the board on June 12, 2018.

STATE OF MINNESOTA
DEPARTMENT OF EDUCATION

SCHOOL REVENUES AND EXPENDITURES FOR 2018-19
Intermediate School Dist 917

DISTRICT-0917

	FY BEGINNING FUND BALANCES	2017-18 ACTUAL REVENUES AND TRANSFERS	2017-18 ACTUAL EXPENDITURES AND TRANSFERS	JUNE 30, 2018 ACTUAL FUND BALANCE	2018-19 BUDGET REVENUES AND TRANSFERS	2018-19 BUDGET EXPENDITURES AND TRANSFERS	JUNE 30, 2019 PROJECTED FUND BALANCE
GENERAL / RESTRICTED	880,522.31	1,910,691.51	1,976,287.73	343,579.03	1,962,804.00	1,962,805.00	343,578.03
GENERAL / OTHER	6,077,355.23	31,980,347.20	30,809,190.94	7,719,858.55	37,972,979.00	38,315,911.00	7,376,926.55
FOOD SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMMUNITY SERVICE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONSTRUCTION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT REDEMPTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRUST	2,000.74	2,671.32	2,528.04	2,144.02	0.00	2,001.00	143.02
INTERNAL SERVICE	308,086.46	0.00	0.00	1,120,924.95	0.00	0.00	1,289,196.95
OPEB REVOCABLE TRUST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OPEB IRREVOCABLE TRUST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OPEB DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - ALL FUNDS	7,267,964.74	33,893,710.03	32,788,006.71	9,186,506.55	39,935,783.00	40,280,717.00	9,009,844.55



Intermediate School District 917

1300 145th Street East
Rosemount, MN 55068-2999
Phone: (651) 423-8229
Fax: (651) 423-8781
www.isd917.org

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

Mark A. Zuzek, Superintendent
Nicolle Roush, Business Manager
Melissa Schaller, Director of Special Education
Eric Van Brocklin, Principal of DCALS / Career Technical Center

TO: ISD 917 Board of Education
DATE: October 23, 2018
REGARDING: Critical Incident Planning

Lead: Terri Gulbransen
Membership: Mark Zuzek Melissa Schaller
 Don Budach Jamie Dalbesio
 Jennifer Hetland Lauren Kelly
 Cory Langenfeld Brooke Peterson
 Nicolle Roush Dave Stoll
 Eric VanBrocklin Law enforcement

Overall tasks: Communication plan
 Procedures
 • Critical incident command procedures
 • Emergency procedures
 Training

Immediate planning: If another critical incident occurs before all planning is complete, any member of the critical incident team can call a meeting. The meeting will be in person and at that time a neutral lead for the incident will be selected to manage.

Actions for the 2018-2019 school year:

1. Arrange active shooter training with Dakota County Sheriff at Alliance Education Center (Terri)
2. Do table topics around critical incidents with leadership team (Terri)
3. Attend MN Juvenile Officers Association 2019 conference (Terri, SRO)
 - a. January 23-25, Holiday Inn & Suites, Duluth - <http://mnjoa.org/2019-conference.html>
4. Update/expand emergency procedures (Terri, team)
5. Arrange for formal district training for administrators during the summer (Terri)

Core Values: Collaboration, Passion for Service, Continuous Improvement, Stewardship, Equity, Open Communication, and Integrity

Assistant Directors: Don Budach, Jamie Dalbesio, Terri Gulbransen, Jennifer Hetland, Brooke Peterson, Dave Stoll

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

THIS AGREEMENT ("Agreement") entered into this 22 day of OCTOBER, 2018, by and between Independent School District #199 ("ISD 199"), and Intermediate School District #917 ("ISD 917").

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

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

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

NOW THEREFORE IT IS AGREED:

1. EMPLOYMENT

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

Erin Lencowski, will be a 1.0 FTE teacher of ISD 199 entitled to all salary and benefits as described in the master agreement between ISD 199 and Education Minnesota Inver Grove Heights 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 November 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: Melissa Schaller
Name of Director of Special Education

14300 145th Street East
Address
Rosemount, MN 55068
City, State, Zip

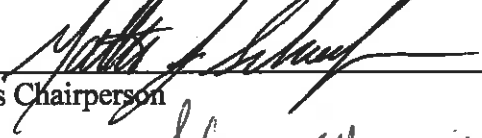
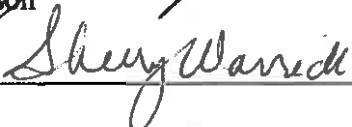
651-423-8204
Phone
651-423-8776
Fax

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 #199 Inver Grove Heights Public Schools

By: 
It's Chairperson
By: 
It's Clerk

Dated: 10-18, 20 18 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: _____

INTERMEDIATE SCHOOL DISTRICT 917

**COMPENSATION INFORMATION/TERMS AND CONDITIONS OF
EMPLOYMENT FOR DISTRICT
*CLASSIFIED SCHOOL YEAR EMPLOYEES***

~~EFFECTIVE July 1, 2016 – June 30, 2018~~

Effective July 1, 2018 – June 30, 2020

APPROVED BY THE SCHOOL BOARD

Board Approved November ~~1, 2016~~, 2018

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**ARTICLE I
DEFINITION OF ELIGIBLE EMPLOYEES**

These terms and conditions of employment cover those employees of Intermediate School District 917 who are not included in any bargaining unit with an exclusive bargaining representative under the Minnesota Public Employment Labor Relations Act and who meet the following conditions:

- a. Are full-time or regular part-time school year employees in a position approved by the school board, and
- b. Are employed in that position at least 30 hours per week.

The first year of employment shall be defined as any days of employment prior to the last student day of the regular school calendar in the first employment agreement. The next regular school calendar becomes the second year of employment with each successive school calendar adding to the years of employment.

**ARTICLE II
LEAVES**

Section 1: Sick Leave

All eligible employees as defined in Article I in their first or second year of **continuous** employment shall earn sick leave at the rate of one day for each month of service in the employment of the school district, which is equivalent to nine (9) days in each school year.

Subd. 1: All eligible employees as defined in Article I beginning with their third year of **continuous** employment shall earn sick leave at the rate of one and one-ninth (1-1/9) days for each month of service in the employ of the School District, which is equivalent to ten (10) days for each school year. Each employee shall be given a credit of nine (9) or ten (10) sick days at the beginning of each school year depending on their year of **continuous** employment.

Subd. 2: An employee may use one (1) day of accumulated sick leave for each day of illness or disability of the employee's child who is less than eighteen (18) years old, for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness. (Minn. Stat. § 181.9413).

Subd. 3: Unused sick leave days may accumulate without limit.

Section 2. Parental Leave:

Subd. 1. An employee shall be afforded a parental leave of absence of no more than twelve (12) months in duration, according to the procedures as outlined in this section, to one parent of a newborn child or an adopted child, provided such parent is caring for the child on a full-time basis.

Subd. 2. The employee shall submit a written request to the superintendent for a parental leave including commencement date and return date.

Subd. 3. The effective beginning date of such leave and its duration shall be submitted by the superintendent to the School Board for approval. The superintendent will notify the employee in writing of the Board's decision.

Subd. 4. The parties agree that periods of time for which the employee is on parental leave shall not be counted in determining the completion of the probationary or trial period.

Subd. 5. An employee who returns from parental leave within the provisions of this section shall retain all previous work experience credit and any unused leave time earned under the provisions of this Agreement prior to the beginning of the leave. The employee shall not accrue any additional work experience credit for leave time during the period of child care leave.

Subd. 6. An employee on parental leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall be responsible for the full cost of the premium of the insurance programs selected and will begin paying the district at the beginning of the leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.

Subd. 7. The parties further agree that any child care leave of absence granted under this section shall be a leave without pay.

Section 3. Maternity/Adoption Leave:

Subd. 1. The start of a physical disability absence for pregnancy, delivery, and recovery from childbirth shall be determined by the employee's physician. The end of the physical disability absence for childbirth shall be determined by the employee's physician at the time of the child's birth.

Subd. 2. A pregnant employee shall notify the superintendent in writing, not later than the end of the sixth month of pregnancy, and, also at such time provide a physician's statement indicating the estimated date of delivery of the child. The employee shall submit a written request to the superintendent for the use of paid sick leave, including commencement date and return date. The time periods provided herein can be modified by the employee's physician.

Subd. 3. An employee's maternity absence may encompass school holidays and/or school vacations. Holidays and/or vacations that fall during the period of disability to not cause the disability period to be extended. These days would not be deducted from sick leave.

Subd. 4. Subd. 2 and 3 of this section shall also apply to one parent for the adoption of a child in compliance with the Family Medical Leave Act.

Section 4: Bereavement and Family Illness Leave

Subd. 1: An employee may be granted up to five (5) days absence with pay due to the death of a spouse, child, brother, sister, parent, grandparent, grandchild, or parent-in-law. Up to three (3) days absence with pay may be granted for the death of the employee's son-in-law, daughter-in-law, brother-in-law, sister-in-law, or a regular member of the immediate household. Absence due to the death of a family member shall not be deducted from sick leave.

Subd. 2: An absence due to the illness or injury of a spouse, child, brother, sister, parent, grandparent, grandchild, step-parent or parent-in-law will be granted up 160 hours per calendar year with the approval of the immediate supervisor, and shall be deducted from sick leave.

Subd. 3: Additional absence for severe illness or death may be granted at the sole discretion of the Superintendent.

Section 5: Personal Leave

Subd. 1: Employees who are in their first and second year of **continuous** employment with the school district shall be eligible for one (1) day of personal leave. Employees in their third year of **continuous** employment with the school district and thereafter shall be eligible for two (2) days of personal leave per year. Personal leave shall be allowed to accumulate to a total of four (4) days.

Subd. 2: The use of a personal leave day is subject to the approval of the school district to ensure a minimum disruption for the educational program. Accordingly, the following limitations apply:

- A. A personal leave day normally shall not be granted for the day preceding or the day following holidays or vacation periods and the first ten (10) duty days and the last ten (10) duty days of the school year. Exceptions may be made with the approval of the superintendent.
- B. Personal leaves shall not be granted during parent conference days, in-service days or other days when it is critical that the employee be in attendance.
- C. Personal leave requests may be denied on a particular day if other employees in the same unit/department have already been granted personal leave which would be disruptive of the functioning of the particular program/department.

Subd. 3: An employee may be granted leave without pay at the sole discretion of the superintendent, in accordance with school board policy 410 and 464.

Subd. 4: At the beginning of each employment year, employees will be credited with the number of days of personal leave specified in Subd. 1 herein. Those employees who have accumulated three (3) days of personal leave or more prior to the beginning of any year shall receive a lump sum payment of \$80 for each day beyond four for which they become eligible in lieu of being granted additional days beyond four.

Subd. 5: Usage of personal leave shall be requested as early as practicable and normally at least two weeks in advance.

Subd. 6: Accrued Benefits – Unpaid Leaves: An employee on an unpaid leave pursuant to this Article shall retain such amounts of experience credit for pay purposes and other accrued benefits, if any, which he/she had accrued at the time he/she went on leave for use upon his/her return. No additional experience credit for pay purposes or other benefits shall accrue for the period of time that an employee is on leave under this Section 7.

Subd. 7: Accrued Benefits – Paid Leaves: An employee on an extended leave where compensation is involved, including sick leave and worker's compensation, shall be eligible for and shall be entitled to normal accruals for sick leave during any month in which the employee actually performs services. However, an employee shall not be eligible for accrual of sick leave during any month in which the employee does not perform services because of absence on paid sick leave or during the entire month the employee is being compensated by worker's compensation or long-term disability insurance.

Section 6: Military Leave. Military leave shall be granted to employees pursuant to applicable Minnesota Statutes.

Section 7: Jury Duty. An employee who is called for jury duty will be reimbursed for the difference between the amount paid for such services and his or her straight time hourly rate for his or her regular scheduled hours for work during the period of service. Employees will be expected to report for their regular duties when temporarily excused from attendance at court.

Section 8: Extra Duty Compensation Time. **The employees in this group are contracted to work an extended duty calendar. A Brailist works 200 contracted duty days. A Technology Tutor works 185 contracted duty days.** The duty calendar for employees **Tech Tutors** includes extended day duties for three evening events each school year. ~~Compensation in this time will be achieved by not requiring attendance for the equivalent of one work day on one of the February staff in-service days.~~ **The details of the calendar are to be determined by the supervising program administrator.**

**ARTICLE III
403B MATCHING CONTRIBUTION**

Section 1. Eligibility. To be eligible for contribution under this Article, an employee must have completed two years of **continuous** employment and thus will be eligible for contribution in the employee's third year of **continuous** employment. To be eligible for this contribution, an employee must be regularly employed at least 1110 hours during the fiscal year, and such benefits shall not apply to employees employed for a lesser time or substitute employees.

Section 2. Contribution. The School District will match eligible employee contributions up to a maximum as listed in the following schedule, according to year of employment.

<u>Year of Continuous Employment</u>	<u>2016-2018</u>	2018-2020
3-5	\$400	
6-9	\$500	
10 – 14	\$650	
15 – 19	\$800	
20+	\$950	

Section 3. Authorization. A salary reduction authorization agreement must be completed by the eligible employee by October 1 and each year thereafter for the employee to participate in the 403B matching contribution plan.

Section 4. Unpaid Leaves. Employees on unpaid leaves may not participate in the matching program while on leave.

Section 5. Matching Requirement. The School District's contribution, in any event, shall not exceed the employee's matching contribution within the limitations of this Article.

**ARTICLE IV
INSURANCE BENEFITS**

Section 1. Health and Hospitalization Insurance

Subd. 1: Individual Coverage. Effective January 1, ~~2017~~, **2019**, the School District shall contribute a sum not to exceed ~~\$600~~ **\$650** per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, ~~2018~~, **2020**, the School District shall contribute a sum not to exceed ~~\$625~~ **\$650** per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3.

Subd. 2: Family Coverage. Effective January 1, ~~2017,~~ **2019**, the School District shall contribute a sum not to exceed ~~\$1,450~~**\$1,575** per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective, January 1, ~~2018,~~ **2020**, the School District shall contribute a sum not to exceed ~~\$1,500~~**\$1,575** per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

Subd. 3: Individual High Deductible Coverage

- a. Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed ~~\$600~~**\$650** per month starting January 1, ~~2017~~ **2019**, and shall not exceed ~~\$625~~**\$650** per month starting January 1, ~~2018,~~ **2020**.
- b. The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- c. The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the plan. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan,

which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

Subd. 4: Family High Deductible Coverage

- a. Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). The total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed ~~\$1,450~~**\$1,575** per month starting January 1, ~~2017~~ **2019**, and shall not exceed ~~\$1,500~~**\$1,575** per month starting January 1, ~~2018~~ **2020**.
- b. The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- c. The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

Section 2. Group Income Protection. The School District will pay each month 100 percent of the premium for income protection insurance for each eligible employee. The income protection plan shall include the following:

- a. Benefits begin after ninety (90) calendar days of total disability.

- b. The monthly income benefit shall be 66-2/3 percent of basic monthly earnings (exclusive of any additional compensation from this district or any other source).

Section 3. Life Insurance. Effective November 1, ~~2016~~**2018**, the School District will pay each month all of the life insurance premium for a \$50,000 term life insurance policy for each eligible employee.

Section 4. Dental Insurance

Subd. 1: Individual Coverage. Effective July 1, ~~2016~~, **2018**, the School District shall contribute a sum not to exceed \$60 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

Subd. 2: Family Coverage. Effective July 1, ~~2016~~, **2018**, the School District shall contribute a sum not to exceed \$124 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

ARTICLE V OTHER BENEFITS

Section 1: Professional Development The School Board agrees to reimburse tuition and fees and membership/association fees for courses and memberships which are approved in accordance with district policy.

Section 2: Mileage Employees required to use their personal vehicle in the performance of employment responsibilities shall be reimbursed for such travel pursuant to School District policy.

ARTICLE VI MISCELLANEOUS

Section 1: Probationary Period Employees, under the provisions of this Agreement, who have assignments that primarily entail student contact, shall serve a probationary period of two (2) calendar years from the date of continuous employment, during which time the School District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee.

ARTICLE VII SEVERANCE/RETIREMENT

Section 1. Eligibility: Full-time employees who have completed at least fifteen (15) years of continuous employment with the School District, and who are at least fifty-five (55) years of age,

shall be eligible for severance pay pursuant to the provisions of this Article upon submission of a written resignation accepted by the School Board. Severance pay shall not be granted to any employee who is discharged for cause by the School District. This Article shall apply only to employees who retire after the execution of this contract and shall not be retroactive to any employee who retired prior to said execution date.

Section 2. Amount of Severance: Eligible employees, upon retirement, shall receive as severance pay unused sick leave days, not to exceed thirty-five (35) days. ~~The amount of severance payment under this Article shall be reduced by the amount of the School District matching 403B contributions made under Article III, Section 2, for employees hired after July 1, 2002.~~

Section 3. Method of Pay-out:

- a. Subject to the limitations listed below, the school district will contribute an amount equal to the value of the employee's severance pay directly into the School Board approved 403b vendor account. The retiree will not receive any direct payment from the school district for the severance pay.
- b. The school district's annual contribution into the School Board approved 403b vendor account must not exceed the IRS contribution limit. If the amount calculated in A exceeds the available limits in the year of separation, the excess amount will be paid out in cash and not be tax sheltered.
- c. The school district contribution(s) (into the approved 403b vendor account) will be made according to the same timeline as was provided for the direct payment of the severance pay.
- d. The school district will make the severance pay contributions to the School Board approved 403b vendor. For purposes of calculating the maximum deferral limit, the school district will provide the retiree or approved vendor with contribution information for the previous twelve (12) months of employment. The vendor has agreed to calculate the maximum deferral limit.

Section 4. Notice: To be eligible for the benefits of this section, unless waived by the School District, an employee must notify the School District not less than ninety (90) calendar days prior to the proposed retirement date.

Section 5. Cut-off Date: The benefits of this article shall not apply to a member of this group hired after July 1, 2018.

ARTICLE VIII SALARIES

Section 1. Salary Increases for New Employees: A new employee shall be given a salary as agreed between the School District and the employee. An employee hired prior to January 1 shall be eligible for a step increase effective the following July 1. An employee hired after

January 1 shall not be eligible for a salary increase until the second following July 1. (Example: An employee hired prior to January 1, ~~2016, 2018~~, shall be eligible for a salary increase effective on July 1, ~~2017, 2018~~. An employee hired after January 1, ~~2016, 2018~~, shall not be eligible for a salary increase until July 1, ~~2018, 2019~~. These salary terms may only be modified by mutual agreement in writing between the School District and the Employee at the time of initial employment.

Section 2. Basic Salaries

Subd. 1: The wages and salaries set forth in Schedule A attached hereto shall be a part of this agreement for the period July 1, ~~2016, 2018~~, through June 30, ~~2017, 2019~~. The wages and salaries set forth in Schedule B attached hereto shall be a part of this agreement for the period July 1, ~~2017, 2019~~, through June 30, ~~2018, 2020~~.

Subd. 2: In the event the School Board has not acted on Terms and Conditions of Employment prior to July 1 in any year in which the Terms and Conditions Agreement expires, an employee shall remain at the same step as compensated during the last year of the expired Terms and Conditions Agreement until School Board action occurs. Moreover, the School District reserves the right to withhold step advancement or other salary increase in individual cases for cause.

Section 3. Longevity: Employees shall receive a longevity salary increase beyond the rates delineated in Schedules A and B of the agreement as follows; years of **continuous** employment refer to years in the Classified School group.

	16/17 and 17/18	18/19 and 19/20
In their 12-15 year of continuous employment	\$1.50/hour	\$1.75/hour
In their 16-19 year of continuous employment	\$2.00/hour	\$2.25/hour
In their 20+ year of continuous employment or more	\$2.25/hour	\$2.50/hour

Section 4. Absence of Regular Teacher: In the event the regular teacher is absent from school one and a half or more consecutive hours per day during student contact time and a substitute is not hired, one School District designated technical tutor shall receive his/her current rate of pay plus an additional \$7.00 in ~~2016-2018~~**2018-2020** per hour for student contact hours that neither the regular teacher nor a substitute teacher is in attendance at school. The School District will designate the responsible technical tutor who will receive the override. When the teacher's absence is for one and a half or more hours, all consecutive hours will qualify for the override. In all cases when a technical tutor is acting in lieu of the regular teacher, the Principal of the Secondary Technical Center shall designate another licensed teacher to provide emergency assistance and guidance to the technical tutor who is designated to teach the class.

On days when the technical tutor has a full-time teaching assignment, in addition to the increase per hour, they will receive payment for an extra half hour (10 minutes per shift) for preparation time, ~~to be submitted on a timesheet.~~ **to be documented in accordance with district operating procedures. The Tech Tutor will be paid an additional half hour on days when they are covering the classroom assignment for the entire day.**

SCHEDULE A

2016-2017 SALARY SCHEDULE

Step _____ No. _____	Technical Tutors _____	Braillist _____	Educ Trans _____
1	16.03 -	16.91 -	13.96
2	16.48 -	17.52 -	14.37
3	17.06 -	18.13 -	14.77
4	17.59 -	18.76 -	15.18
5	18.16 -	19.39 -	15.61
6	18.74 -	20.01 -	16.03
7	19.31 -	20.62 -	16.42
8	19.86 -	21.24 -	16.84
9	20.45 -	21.85 -	17.25
10	20.97 -	22.45 -	17.65
11	21.54 -	23.08 -	18.06
12	22.11 -	23.71 -	18.47
13	22.66 -	24.30 -	18.90
14	23.25 -	24.91 -	19.31

SCHEDULE B

2017-2018 SALARY SCHEDULE

Step No.	Technical Tutors	Brailist	Educ Trans
1	16.41 -	17.31 -	14.29
2	16.87 -	17.94 -	14.72
3	17.47 -	18.56 -	15.13
4	18.01 -	19.21 -	15.54
5	18.60 -	19.86 -	15.98
6	19.19 -	20.49 -	16.41
7	19.77 -	21.11 -	16.82
8	20.33 -	21.75 -	17.25
9	20.94 -	22.38 -	17.66
10	21.47 -	22.99 -	18.07
11	22.06 -	23.64 -	18.50
12	22.64 -	24.28 -	18.92
13	23.20 -	24.88 -	19.35
14	23.80 -	25.51 -	19.77

SCHEDULE A

2018-2019 SALARY SCHEDULE

Step No.	Technical Tutors	Braillist	Education Transcriber
1	16.61	17.51	14.49
2	17.07	18.14	14.92
3	17.67	18.76	15.33
4	18.21	19.41	15.74
5	18.80	20.06	16.18
6	19.39	20.69	16.61
7	19.97	21.31	17.02
8	20.53	21.95	17.45
9	21.14	22.58	17.86
10	21.67	23.19	18.27
11	22.26	23.84	18.70
12	22.84	24.48	19.12
13	23.40	25.08	19.55
14	24.00	25.71	19.97

SCHEDULE B

2019-2020 SALARY SCHEDULE

Step No.	Technical Tutors	Braillist	Education Transcriber
1	16.85	17.75	14.73
2	17.31	18.38	15.16
3	17.91	19.00	15.57
4	18.45	19.65	15.98
5	19.04	20.30	16.42
6	19.63	20.93	16.85
7	20.21	21.55	17.26
8	20.77	22.19	17.69
9	21.38	22.82	18.10
10	21.91	23.43	18.51
11	22.50	24.08	18.94
12	23.08	24.72	19.36
13	23.64	25.32	19.79
14	24.24	25.95	20.21



Intermediate School District 917

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

Mark A. Zuzek, Superintendent
Nicolle Roush, Business Manager
Melissa Schaller, Director of Special Education
Eric Van Brocklin, Principal of DCALS / Career Technical Center

MEMORANDUM

TO: ISD 917 Board of Education
FROM: Mark A. Zuzek, Superintendent
DATE: October 23, 2018
REGARDING: Summary of Negotiated Classified School Year Employees

The employees in this bargaining group include the Technical Tutors, Braillists, and Education Transcribers. Interest-based bargaining was used. Lauren Kelly and I met with Danny Hoffman for two meetings. I consulted with Nicollee Roush, Eric Van Brocklin, and Melissa Schaller. Nicollee was present for the second meeting while we balanced the economic priorities and tracked the changes in a cost-out worksheet.

1. As you review the changes to the contract, you will note that additions are noted in **bold** and the deletions are noted in ~~strike-out~~.
2. The word “continuous” was added to the contract in numerous locations to indicate that employment needs to be continuous to earn seniority related benefits and privileges.
3. Page 5; Article II, Leaves; Section 8: The language in the contract was changed to match current practice and the intention to have the employees contract be three evening sessions as needed by the program administrator. The length of the duty calendar remains 185 work days.
4. There is an increase to each cell of the salary schedule of \$0.20 in year 1, and \$0.24 in year 2.
5. There is no change in dental, life, or income protection insurance.
6. The district contribution toward single coverage is increased by \$25, family coverage by \$75, effective 1-1-19.
7. Changes were made in Article VII: Severance/Retirement language in Sections 2 and 5. This language is changed in alignment with other classified contracts to sunset severance provisions for future and grandfather all present employees into the previous language.
8. Longevity pay is increased by \$0.25 per hour, to \$1.75 for 12-15, \$2.25 for 16-19, and \$2.50 for 20+ years.
9. Article VIII, Section 4, ‘Absence of a Regular Teacher’ was changed to accommodate new payroll and business accounting procedures. It also allows for the process to change in the future. The language now reads “to be documented in accordance with district procedures.”
10. Total increase over two (2) years is 7.9936%.

I recommend the approval of the contract for Classified School Year Employees for 2018-2020.

Mark A. Zuzek

Core Values: Collaboration, Passion for Service, Continuous Improvement, Stewardship, Equity, Open Communication, and Integrity

Assistant Directors: Don Budach, Jamie Dalbesio, Terri Gulbransen, Jennifer Hetland, Brooke Peterson, Dave Stoll

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. LIMITED EDUCATIONAL PURPOSE

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

IV. USE OF SYSTEM IS A PRIVILEGE

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

district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with **Policy 515 (Currently 6.4 Student Records)**; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with **Policy 515 (Currently 6.4, Student Records)**.
 - c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks.
7. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or

from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's **Bullying Prohibition Policy 514 (Currently 411, Bullying)**. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
1. Obscene;

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

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school

district policy.

- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

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

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

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

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.

- B. This notification shall include the following:
1. Notification that Internet use is subject to compliance with school district policies.
 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by **MSBA Policy 406, Public and Private Personnel Data (Currently 406), and MSBA Policy 515 (Currently 6.4), Protection and Privacy of Pupil Records.**
 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - 1. A copy of the user notification form provided to the student user.
 - 2. A description of parent/guardian responsibilities.
 - 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 - 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 - 5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))

47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733,
21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56
L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL
3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff'd on
other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 656 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton
R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

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

506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all

students of the school district.

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Administrator. The school administrator is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The administrator shall give direction and support to all school personnel performing their duties within the framework of this policy. The administrator shall consult with parents of students conducting themselves in a manner contrary to the policy. The administrator shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A administrator, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate

regarding the behavior of their children.

- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures; except when a manifestation of disability has been determined;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;

- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of potential unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; 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 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 unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district's Hazing Prohibition Policy;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 - 6. Violation of the school district's Student Attendance Policy;
 - 7. Opposition to authority using physical force or violence;

8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper

activation of fire alarms, or bomb threats;

21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, radios, phones, including picture phones; wearable technology, or smart watches.
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy, and the Student Transportation Safety Policy of their home district;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;

34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Sexual and/or racial abuse and/or harassment;
38. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
39. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
40. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
41. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
42. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which

violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, administrator, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent or Guardian contact;
- D. Parent or Guardian conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;

- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Expulsion under the Pupil Fair Dismissal Act;
- S. Exclusion under the Pupil Fair Dismissal Act; and/or
- T. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents or guardians. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, administrator, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of

instruction for a given course of study and shall not exceed five (5) such periods.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. Procedures for Removal of a Student from a Class
Teachers have the responsibility to attempt to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement or proactive strategies, offering options from the student's Positive Behavior Support Plan (PBSP), assigning consequences, or contacting the student's parents/guardian. The IEP and/or PBSP shall drive decisions regarding the removal of special education students from a class or activity. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class. "Removal from class" and "removal" mean any actions taken by a teacher, administrator, or other school district employee to prohibit a student from continuing to participate in a class or activity with the student's peers. Students who are asked to leave a class by a teacher shall be sent or escorted to the office or other designated area.
- D. Responsibility for and Custody of a Student Removed From Class
A teacher removing a student receiving special education services from class is required to have the student escorted to the school office or other designated area by either the teacher, a paraprofessional, or other staff and verify his or her arrival as soon as practicable. For a student receiving special education services, the student's PBSP or agreed-upon conditional procedures plan will be followed and the case manager will be notified. General education students shall be sent to the office or other designated area. If a student who is removed from class fails to report to the designated area, the teacher will report this to the building administrator.
- E. Procedures for Return of a Student to a Class From Which the Student Was Removed
Students who are removed from class may return to class the same day, or the next school day, unless the administration (or in the case of student receiving special education services, the IEP team and the administrator) deems additional action or requirements for return are necessary. A general education student may return to class after a conference with the appropriate administrator or teacher, and/or the parent or guardian. At the time of this conference a definite plan of

action shall be established, including a review of any existing special education services. A student may return to the class or the activity after becoming calm, demonstrating regulated behavior and meeting with staff as needed to reenter. At this time a plan of action appropriate to the incident and reentry to class shall be developed with the special education student. Staff and the case manager shall meet afterwards, if necessary, to review the student's PBSP.

F. Procedures for Notification

Parents or guardians shall receive notification of the student's removal from class for students under 18 years of age, or for special education students 18 or older, or as provided in the IEP. Students and parents/guardian are informed by the program administrator or designee of the resulting disciplinary action and readmission plan, if any, consistent with state and federal law. Students and their parents/guardian shall be notified of the need to hold a meeting to modify the IEP or PBSP, as appropriate. Seclusionary time out notification shall be made as required by the IEP or PBSP. If emergency restrictive procedure have been implemented the parent or guardian shall be notified by the student's teacher, a school social worker, school psychologist, behavior specialist or program administrator according to the district's restrictive procedures plan.

G. Students With Disabilities; Special Provisions

If a student receiving special education services is removed from class, at the time of reentering the class or activity the student's case manager and other staff shall determine whether there is a need for a team review of the adequacy of the student's IEP and PBSP, if any, and the need for any additional assessment. If the student does not have a PBSP a Functional Behavioral Assessment may be considered. When necessary a manifestation determination hearing shall be held to assess the impact, if any, of the student's disability upon the student's conduct.

H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises

School Board Policy 417 **6.12 (Students and Chemical Dependency)** addresses chemical abuse problems of students while on school premises. The school social worker is the program contact person who would refer the student or parent/guardian to assessment resources.

IX. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to

any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive general or special education instruction during that dismissal period.
2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative

educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The program administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension,

provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. After program administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the administrator or the administrator's designee; and
 - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The program administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent

enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian,

the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal

to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, administrator or other school district official may provide additional notification as deemed appropriate.

XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a

necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment by publication in the parent/student handbook. This policy shall also be available upon request in each administrator's office.

XV. REVIEW OF POLICY

The administrator and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Reasonable Force)

Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
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 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)