

**INTERMEDIATE SCHOOL DISTRICT 917  
IN DAKOTA COUNTY**

**REGULAR SCHOOL BOARD MEETING**

**Tuesday, January 7, 2020**

**AGENDA:**

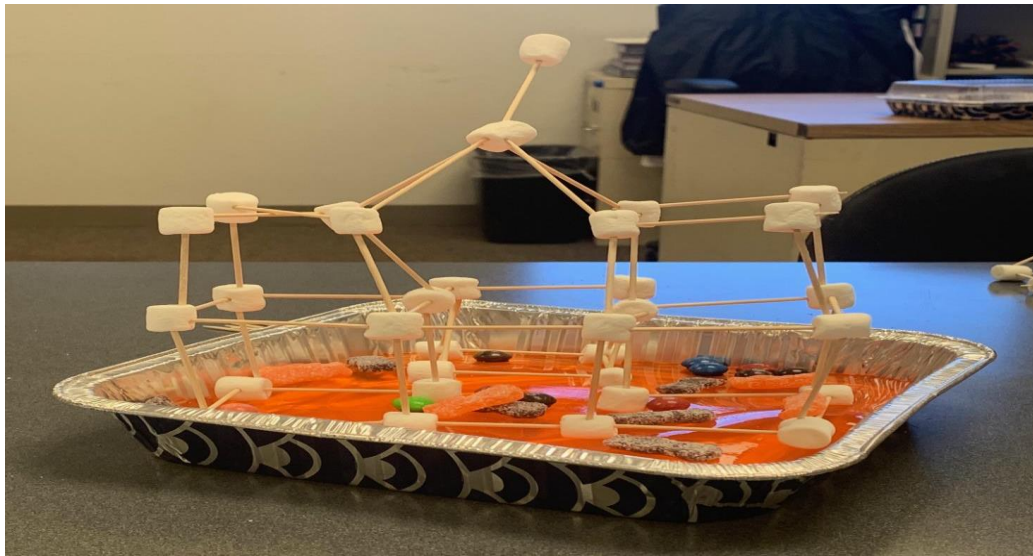
- I. **Call to Order - Chair Lewis**
- II. **Conduct Pledge of Allegiance - Chair Lewis**
- III. **Visitors opportunity to be heard - Chair Lewis**
- IV. **Additions to the agenda - Chair Lewis**
- V. **Good News Report - Directors** 2
- VI. **Consent Items - Chair Lewis**
  - A. Minutes - December 3, 2019, Regular School Board Meeting 29
  - B. Personnel Considerations 31
  - C. Review and approve the following policies, final reading: 35
    - 412-Expense Reimbursement;
    - 417-Chemical Use and Abuse;
    - 532 (old policy 6.39)-Use of Peace Officers and Crisis Teams to Remove Students;
    - 709 (old Policy 6.93)- Student Transportation Safety Policy;
    - and new Policy 535-Service Animals in Schools.
- VII. **Donations** 64
- VIII. **Business Manager's Report - Nicolle Roush**
  - A. Review and Approve Payment of Bills 65
  - B. Review and Approve Wire Transfers 73
  - C. Review and Approve Investment Report 76
- IX. **Reports**
  - A. Review and Approve Temporary Work Agreement - Mark Zuzek 77
  - B. Review Accounts Receivable Aging Report - Nicolle Roush 80
  - C. Update on AESA Conference
- X. **New Business**
  - A. Update on 917 Organizational Changes - Mark Zuzek 81
  - B. Review Superintendent Evaluation - Chair Lewis
- XI. **Adjournment**

**SCHOOL BOARD CALENDAR INFORMATION SCHOOL BOARD CALENDAR INFORMATION**

January 20, 2020 - Martin Luther King Day - No School for Students. Teacher In-service

**Good News**  
***Special Education***  
**January 7, 2020**

- While learning about earthquake-resistant structures in Earth Science class with Ms. Heidi Helm, New Chance students had the opportunity to design their own structures using marshmallows and toothpicks. After designing their structures, they tested them out on a pan of jell-o to find out if their structures could withstand an earthquake. This was a fun, engaging, and competitive activity for all of the students and staff who participated.



- In the Deaf/Hard of Hearing program at Gideon Pond, students and their families were invited to share a meal together. Staff and families brought dishes they eat during the fall season. Staff working with students with multiple disabilities had a chance to share communication methods used at school, including American Sign Language, signed English, spoken English, and picture exchange systems. This was a chance for families to observe the expectations of the students at school and for valuable insight from the parents to be shared with the staff.



- On December 19th the Deaf/Hard of Hearing Program invited both resource and itinerant students at Gideon Pond Elementary to participate in a winter celebration. All 14 students gathered to celebrate and build community. The staff organized a number of activities for the students. The event began with our wonderful support staff taking the students sledding! Afterward, the students participated in three different stations: cookie decorating and hot

cocoa, snowman building, and shaving cream art. The students were able to socialize and practice their language skills in both American Sign Language (ASL) and English. The students had a wonderful time building friendships and having fun!



- TESA Student Council Sponsored Toys For Tots this Christmas and collected toys for Toys for Tots campaign. Thank you for donating toys you really helped the children in the community have a better holiday experience.



- On December 19, Lakeville North PACES and DASH students presented “The Nutcracker Mini Suite”. Student characters included Clara, The Nutcracker Prince, Uncle Drosselmeyer, The Sugar Plum Fairy, toy soldiers, mice, snowflakes, and ballerinas. The holiday show included music, movement, and speaking parts. Family and friends joined the students in their classrooms for fun and refreshments after the show. The event was a wonderful kickoff to winter break.
- Students at both Cedar and Lebanon continue to work towards their goals of returning to their home schools. At Cedar, three students will begin attending their home schools part-time and one individual student is transitioning to a group classroom. At Lebanon there are currently four students attending their home schools for part of the day with two more students starting after break. There is also one student transitioning to a group classroom with another student starting to do so in January.

- Tom Garding's Cedar SUN middle school students spent three weeks researching Native American tribes in Minnesota. They created PowerPoint presentations and wrote speeches which they presented to their parents. This same group of students increased their average reading Lexile level by 250 points between September and early December.
- There are new volunteer opportunities for students at the TEA program. Eighteen students are participating in a mentor-mentee program at the school. The pairs of students get together once a week for a game, activity, or just to talk. The program has also adopted Moeller Park in Apple Valley. Amy Hurla and Amber Scherer's elementary class will be going to the park on a regular basis to keep it clean. The entire school will be conducting a spring cleanup in March or April.
- The students in Brenda Szoka's high school/transition Cedar SUN class have not only been working hard on the traditional academic lessons but they had fun learning how to put on a short play for the school and their parents. In just two weeks the students and staff created the scenery, gathered props, costumes, made treats and learned their lines. Their production of the fall play, *The Big Pumpkin* was entertaining and fun for all. The play taught everyone the lesson that no matter how big a problem is you can ask for help and with perseverance you can succeed. Following the play, the class held a harvest party and shared some delicious treats. When asked what was their favorite part of the play, one student reported getting to wear a costume, one said making all the treats, and another said hearing Ms. Brenda talk and cackle like a witch. They reported that they will never forget her line referring to the big pumpkin, "It's big and it's mine and it's stuck on the vine!"
- Right before Thanksgiving break, two families received a full holiday meal: turkey, stuffing, green beans, potatoes, and sides. The two families were nominated by staff. The food was provided by the Dakota County Black Employee Network. One parent was moved to tears because she was now able to provide her six kids a holiday meal.
- On December 10, 2019 the families and staff of Alliance Education Center gathered for the annual "Thankful for You" celebration which had to be postponed due to a snow day. 50 families signed-in (a new record!). The families, staff, and students shared a meal together. Food was paid for by a donation from the local Rosemount VFW and bought from Cub Foods in Rosemount. Four turkeys were also donated and were raffled off, all families that won were ecstatic to take the turkey home for their holiday meals.



- At Alliance Education Center, one of our high school students, a 9th grader, was selected to participate in Dakota County/Rosemount Law Enforcement Event, “Shop With a Cop”. The student was given two-hundred dollars to purchase gifts for himself and his family of five siblings and one mother. He was so excited to receive the news and was so proud to be able to give back to his mother for the holiday season.



- As happens every year at Alliance Education Center, on December 20, 2019 we were able to provide gifts to each of our students as part of our annual “Mitten Day” celebration. As in past years, the entire student population was adopted by the Minneapolis Division of U.S. Customs and Border Protection. In early October our students filled out a mitten with gift requests. All mittens were “adopted” by employees of the company and gifts were delivered to AEC. Students received these gifts throughout the day. What normally can be a very difficult time for our students was lessened by the generosity of this company.



- Students at Concord Education Center participated in a Gingerbread Extravaganza prior to winter break. This was an opportunity for Jana Jonasen’s class, a middle-school group classroom, to work with and mentor one of our elementary individual classrooms, led by teacher Rebecca Albers. This activity was part of a series of activities for these mentoring opportunities for Mrs. J.’s students to work with Ms. A.’s students. As you can tell by the smiles all around, this activity was a big hit. The students had a blast and it was a great time for all the students to increase their focus, attention, and ability to positively and safely interact with peers!



Good News Report  
Secondary Programs  
January, 2020

-Food Industry Careers students completed the annual Holiday Bake Sale.

The class of 12 students prepared and sold over 300 dozen assorted cookies including Snickerdoodles, Sugar Cookies, Peanut Butter Blossoms, Cherry Blossom Kisses, Chocolate Crinkles and Pecan Sandies. The Holiday Bake sale focuses on communication skills, quantity cooking, recipe reading, measurements, and accuracy in food preparation. Students improved from the first day of baking to the last day of baking to the point they can bake a batch of cookies on their own.

Cherry Cramer-Food Industry Teacher

-Students from the DCALS-South campus in Farmington took a field trip to the Minneapolis Institute of Arts on December 17th. Students learned about a variety of art from throughout the world and connected it to their studies in all areas. The South staff of Melissa Ashmun, John Borup, Carmen Eaton, and Jon Mulville did a wonderful job of setting up this opportunity.







-Kim Wald-DCALS Main Campus Math Teacher, registered teams from her class to play the Stock Market Game on-line from 1/21/20 through 5/01/20. Student teams will invest \$100,000 virtually in the stock market and learn about gains/losses, fees, risk, etc. Visit <https://www.stockmarketgame.org/> for more information.

-Just a spot of Good News to start the New Year off right. After all the technology snafus, our students took third place in the Elympics (see chart below). That is the best we have ever done!!!! Erin Sanford-DCALS Main Social Studies Teacher serves as the advisor for this each year.

On December 12th, students from DCALS Main campus participated in the Elympics hosted by St Croix Valley ALC. The day started with some major technological glitches (we couldn't sign into Schoology) and an old-school solution had to be used to get the questions and answers. While waiting for that solution to arise, students answered 24 questions from a previous year. By the end of the day, DCALS was able to overcome the morning's obstacles answering a variety of questions like identifying animal, logic puzzles, and putting things in chronological order. They brought home a third place finish with 228.78 points; that is the best finish DCALS has had. Students who participated were:Hailey Ries, Isabel Tapia, Zach Hoffman, Marissa Keegan, Airyona Deherrera, Reid Olson, Zach Schulte, Francisco Alers-Rosario, and Johnny Yauri.

Here are some sample questions:

How many more US presidents were in their 50s when they were inaugurated than were in their 60s when inaugurated?

Minnesota's largest school district has several traditional high schools. What is the name of the smallest traditional high school in the state's biggest school district?

If you live in Morken Township in Clay County, how many more children does your state senator have than your state representative?

YES Parrots	325.80	1
Fridley ALC	232.05	2
<b>DCALS</b>	<b>228.78</b>	<b>3</b>
St. Croix Valley ALC Team Br	223.84	4
SWMetro Cyborg Dolpins	208.21	5
St. Croix Valley Team K	183.96	6
Winona Auer Power	182.97	7



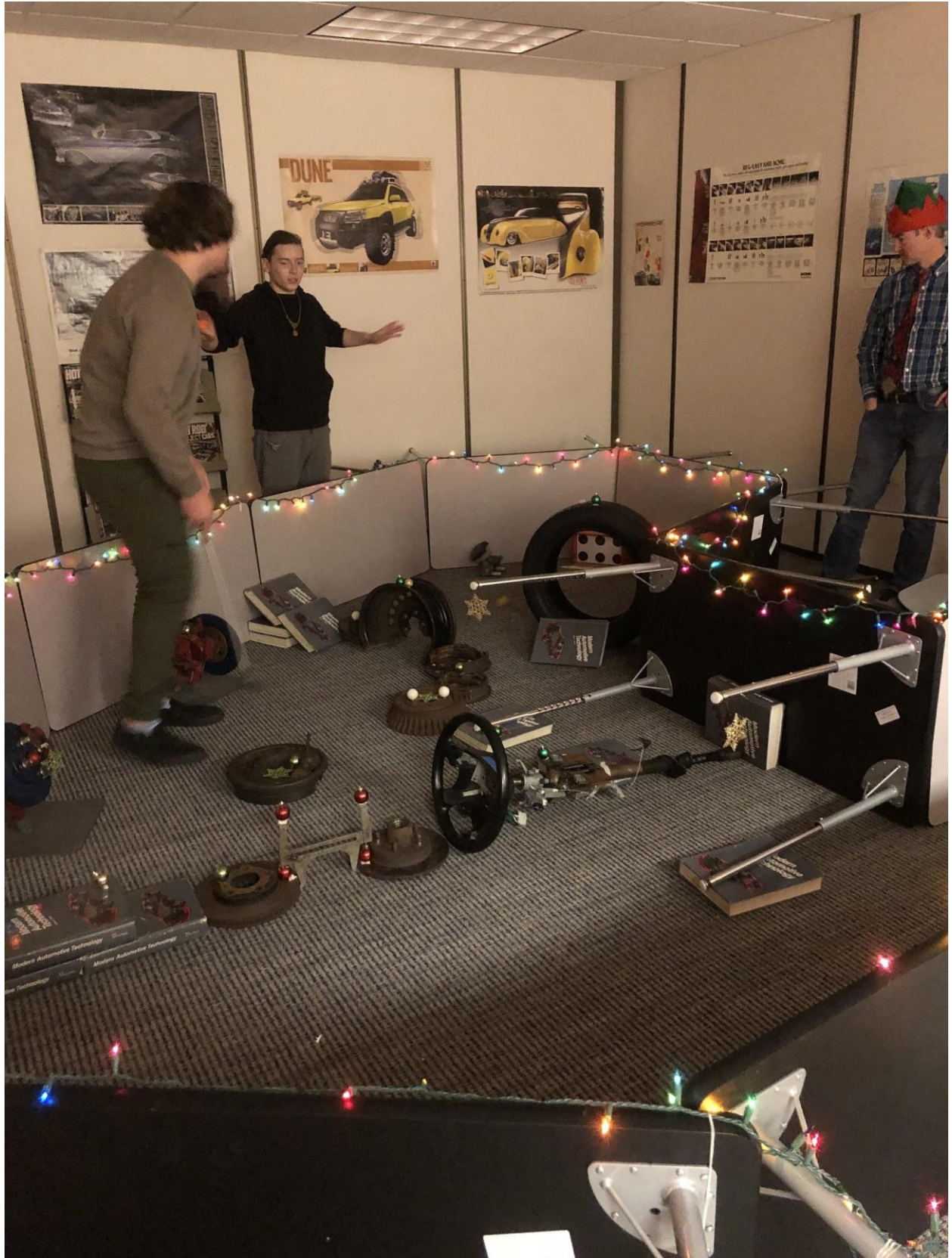
-On 12-10-19, Fundamental Chef Training students presented a Holiday Luncheon for thirty guests. The students planned, prepared, cooked & served a chicken breast stuffed with

cornbread & craisin dressing with candied baby carrots. The dessert was a holiday cookie and candy tray. The guests enjoyed punch and coffee.

Our next luncheon is March 31, 2020. We are planning to serve more guests as the "snowbirds" will be returning from their warm, winter hideaways.

-Chef Patty LaBeau-Fundamental Chef Teacher

-What has turned into an annual tradition, students from our DCALS Main campus created a mini golf course throughout the classrooms. Students generated the designs and helped set up the course for Friday, December 20th. The creativity is always fun to see and it helps send the students off to break on a fun and relaxing note.













-The staff from our DCALS Main campus continued an annual tradition of creating and distributing Christmas coffee cans of goods to students. All the items put into the cans were either bought by the staff or donated from a variety of sources. Staff randomly draw names of students and then present them with the can.





-Students and staff from our DCALS North campus enjoyed a holiday luncheon on December 4th. Part of the luncheon involved the students planning the meal by using funds that were received from an Education Minnesota Grant. The grant helped to support student growth in the area of life skills planning, positive food choices, and building community through cooking. Students also provided some items that they prepared as part of this grant opportunity.



-Chef Patty LaBeau and Lynn Morris-DCALS Mechatronics and Math Teacher, represented ISD 917 programs at the annual Farmington Middle School Career Day on Thursday, December 12th. Chef Patty created some beautiful fruit displays and Lynn provided information on careers in Mechanical Operations and Construction.







-On December 19th Cherry Cramer took her Work Experience classes from DCALS Main and North campus to Flying Cloud Airport in Eden Prairie. While there the students heard from a flight instructor with Thunderbird Aviation Center. He talked about the career options in aviation, what it takes to be a pilot, mechanic, flight attendant, and other related careers. Students got to tour a small hangar to see some private planes. The highlight of the day was the tour of the flight tower. Students and staff got to go into the tower and witness air traffic controllers working with and guiding planes as they landed and took off. Thanks to Travis Perkins-Americorps Promise Fellow at the North campus for accompanying the students.



-Our Construction Trades program recently had a rough-in inspection and the house passed. They are now starting on the insulation and sheetrocking. So far the project is going very well, thanks to the work of Paul Landwehr-Construction Trades teacher and Lynn Morris-Geometry in Construction Teacher. We have had inquiries about building houses next year, so we will work on that process in the near future.

# MEDICAL CAREERS – MEDICAL SCIENCE

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**We have 30 new “Certified Healthcare Provider CPR-AED” rescuers that are fully prepared to help save lives and watch for signs of impending heart attacks and/or cardiac arrest!**



**Students are Certified in learning CPR for adults, children and infants, along with choking conscious and unconscious. They all need to pass a skills competency and written examination.**

# BLS

For Healthcare Providers



American Heart Association  
authorized provider of  
cpr and ecc courses

## INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, December 3, 2019, at 1300 145<sup>th</sup> Street East, Rosemount, MN.

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

**Members Absent:** Russ Rohloff, Melissa Sauser

**Also Present:** Nicolle Roush, Eric VanBrocklin, Melissa Schaller, Jim Eichten, Jamie Dalbesio, Jennifer Hetland, Ashley Platz, and Linda Berg

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

There were no visitors to be heard.

Chair Lewis thanked Dick Bergstrom for his outstanding School Board service to 917 these last five years.

The good news reports were presented.

1. Motion by Dick Bergstrom, seconded by Byron Schwab, to approve the consent items, as presented. All present voted aye. Motion carried.
  - **Minutes:** November 5, 2019, Regular School Board Meeting
  - **Personnel:** *New Hires:* Danielle Donkers, Classroom Assistant, effective December 2, 2019. Mark Gogala, Classroom Assistant, effective November 6, 2019. Bevin Kilpatrick, Classroom Assistant, effective November 25, 2019. *Change in Status:* Michelle Huberty, went from 7 hours FTE to 7.5 Hours FTE, for the 2019-2020 school year. Gretchen Toay, Interpreter Addition, +\$1,500.00 stipend, for the 2019-2020 school year. *Leaves of absence:* Amanda Burr, effective October 28, 2019 – January 19, 2020. *Resignations and Terminations:* Alyssa Bailey, Classroom Assistant, effective November 29, 2019. Catherine Benson, Classroom Assistant, effective November 8, 2019. Amanda Burr, Program Assistant, effective December 3, 2019. David Diaz, Program Assistant, effective October 31, 2019. Sawyer Helgeson, Sign Language Interpreter, effective November 27, 2019. Mary Korsmo, Sped Teacher Vision, effective December 20, 2019. Shanetta Mitchell, Classroom Assistant, effective November 13, 2019. Rhiannon Stromberg, School Mental Health Practitioner, effective September 3, 2019. *Retirements:* Susan Fox, Classroom Assistant, effective January 10, 2020. Ann Wengeler, Administrative Assistant, effective November 25, 2019.
2. Motion by Kathy Lewis, seconded by Wendy Felton, to approve the bills from October 28, 2019 to November 21, 2019, wire transfers and Investment Report for the month of October, as presented by the Business Manager. All present voted aye. Motion carried.
3. Jamie Dalbesio reported on the Employee of the Fall Quarter Ashley Platz. Jennifer Hetland reported on the Teacher of the Fall Quarter Angie Fleming (not present).

Jim Eichten of MMKR (Malloy, Montague, Karnowski, Radosevich & Co., PA) reported to the School Board on the Audit for 2018-2019. 917's audit was good.

4. Motion by Byron Schwab, seconded by Dick Bergstrom, to accept the 2018-2019 Audit as presented by MMKR, as presented. (Addendum A.) All present voted aye. Motion carried.
5. Motion by Byron Schwab, seconded by Vanda Pressnall to approve the 403b IRS Plan document as presented by the Business Manager (effective July 1, 2019). (Addendum B.) All present voted aye. Motion carried.
6. Motion by Wendy Felton, seconded by Kathy Lewis, to approve the 2019-2021 Teachers' Contract as presented. (Addendum C.) All present voted aye with the exception of Dick Bergstrom who abstained from voting. Motion carried.
7. Policies 412 – Expense Reimbursement, Policy 417-Chemical Use and Abuse, Policy 532 – Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds, Policy 4709 – Student Transportation Safety Policy; and Policy 535 – Service Animals in Schools, were reviewed on a first reading basis.
8. Motion by Byron Schwab, seconded by Dick Bergstrom, to adjourn the meeting. All present voted aye. Motion carried.

There being no further business the meeting adjourned at 6:53 PM.

The next regular School Board Meeting will be Tuesday, January 7, 2020, at 5:00 PM, in the 917 Board Room at Dakota County Technical College, Rosemount.

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Clerk

<u>Last name</u>	<u>First name</u>	<u>Position</u>	<u>New Hire, Rehire, or Employee Status Change</u>	<u>Site</u>	<u>Program</u>	<u>Reason for Vacancy</u>	<u>Educational Level</u>	<u>Years Related/ Teaching Exp.</u>	<u>Lane &amp; Step</u>	<u>Salary</u>	<u>Start/ Effective Date</u>
SCHERER	AMBER	Teacher, Special Education	New Hire	Lebanon	TEA	Replace Resignation	BA	1	BA, Step 2	\$41,194	1/2/2020

<u>Last name</u>	<u>First name</u>	<u>Position</u>	<u>New Hire, Rehire, or Employee Status Change</u>	<u>Site</u>	<u>Program</u>	<u>Reason for Vacancy</u>	<u>Educational Level</u>	<u>Lane &amp;/or Step</u>	<u>Salary/ Hourly Rate</u>	<u>Start/ Effective Date</u>
BRENNER	TARA	Admin Asst II	Status Change	Juvenile Service Center	Care & Treat	Replace Transfer	HS Diploma	Lane 2, Step 4	\$ 21.21	12/17/19
EASLY	SARAH	Admin Asst II	New Hire	Lebanon	TEA	Replace Resignation	Bachelor's degree	Lane 2, Step 5	\$ 21.63	12/9/19
HAUSER	WHITNEY	Classroom Asst	New Hire	Concord	SUN	Addition	< 60 credits, Passed ParaPro	Step 3	\$ 18.81	12/12/19
HEDQUIST	ABBY	Classroom Asst	Rehire	Alliance		Replace Resignation	Bachelor's degree	Step 5	\$19.61	1/6/20
HILD	ALISON	Classroom Asst	Status Change	Cedar	SUN	Replace Resignation	Bachelor's degree	Step 4	\$19.21	12/9/19
JUDNICK	JAYME	Classroom Asst	New Hire	DCTC	TESA	Addition	Bachelor's degree	Step 1	\$18.01	1/2/20
MENZIA	ANDREA	Classroom Asst	Rehire	Concord	SUN	Replace Resignation	Associate's degree	Step 2	\$18.41	12/9/19
MITCHELL	TAMMY	Classroom Asst	New Hire	Concord	SUN	Replace Resignation	< 60 credits, Passed ParaPro	Step 1	\$18.01	12/4/19
NELSON	SAVANNAH	Classroom Asst	New Hire	Alliance	SUN	Replace Transfer	Associate's degree	Step 2	\$18.41	1/2/20
ROBINSON	MARIA	Classroom Asst	New Hire	Concord	SUN	Addition	Bachelor's degree	Step 1	\$18.01	1/6/20
SCHROEDER	MISTY	Classroom Asst	New Hire	Concord (transferred to Alliance as of 1/2/20)	SUN	Replace Transfer	> 60 credits	Step 3	\$18.81	12/12/19
STADELMAN	MARY	Classroom Asst	Rehire	Diamondhead	D/HH	Replace Resignation	> 60 credits	Step 4	\$19.21	1/8/20

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED  
FOR ACTION AT BOARD MEETING OF JANUARY 7, 2020**

**NEW HIRES:**

Sarah Easley, Administrative Assistant II, effective December 9, 2019.

Whitney Hauser, Classroom Assistant, effective December 12, 2019.

Jayne Judnick, Classroom Assistant, effective January 02, 2020.

Tammy Mitchell, Classroom Assistant, effective December 04, 2019.

Savannah Nelson, Classroom Assistant, effective January 02, 2020.

Maria Robinson, Classroom Assistant, effective January 06, 2020.

Amber Scherer, Special Ed Teacher, effective January 02, 2020.

Misty Schroeder, Classroom Assistant, effective December 12, 2019.

**RE-HIRES:**

Abby Hedquist, Classroom Assistant, effective January 06, 2020.

Andrea Menzia, Classroom Assistant, effective December 09, 2019.

Mary Stadelmann, Classroom Assistant, effective January 8, 2020.

**CHANGE IN STATUS:**

Tara Brenner, Program Assistant to Administrative Assistant II, effective December 12, 2019.

Kirstie Gabbert, Teacher, returning from leave of absence, effective January 13, 2020.

Alison Hild, Teacher to Classroom Assistant, effective December 09, 2019.

Julie Illa, Administrative Assistant II to Administrative Assistant III, effective January 02, 2020.

**LEAVES OF ABSENCE:**

**RESIGNATION & TERMINATIONS:**

D'Andre Gordon, Classroom Assistant, effective December 20, 2019.

Kara Hanson, Classroom Assistant, effective December 20, 2019.

Jonathan Harlin, Special Education Teacher, effective December 6, 2019.

Whitney Hauser, Classroom Assistant, effective December 16, 2019.

Michael Knapp, Classroom Assistant, effective December 10, 2019.

Lauren Melzer, Teacher, effective December 20, 2019.

Moriah Peterson, Classroom Assistant, effective November 27, 2019.

Amun Said, Classroom Assistant, effective December 12, 2019.

Kristi Stirler, Classroom Assistant, effective December 20, 2019.

**RETIREMENTS:**

**400 PERSONNEL**

**412 EXPENSE REIMBURSEMENT**

**I. PURPOSE**

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee, and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

**II. AUTHORIZATION**

Requests by staff to attend and/or participate in professional conferences, meetings, and conventions will be considered on an individual basis and should be routed through supervisors ~~and the appropriate director to the superintendent.~~ ~~Requests should be completed on District 917 form titled "Application for Conference and Travel Approval" and should be accompanied by other supporting data deemed necessary by the applicant including a request for substitute instructor(s) if necessary.~~ **Staff must receive approval prior to registration.** Staff should anticipate attendance at these functions and allow a minimum of two weeks for processing of the request.

~~All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees and other reasonable and necessary school district business related expenses.~~

~~Staff will attend the conference with objectives to be accomplished and upon returning from the conference will share information with appropriate persons through a written or oral report submitted with his/her request for reimbursement.~~

**III. REIMBURSEMENT**

1. Business travel by private automobile shall be reimbursed at the current Federal IRS mileage rate. Private automobiles must meet state requirements for liability and property damage insurance coverage. **Reimbursement is requested by completing the ISD 917 "Mileage Report" form.**
2. Reimbursement claims for travel, lodging, meals, taxi fare, baggage handling, and other miscellaneous expenses will be accompanied by itemized original receipts.

3. Trips or attendance at meetings outside of the state shall be authorized by the superintendent by written notice.
4. Travel expenses may be billed directly to the district by an organization, hotel ~~or motel~~ or credit card organization. Such billings will be itemized by the employee involved.
5. School personnel may arrange for car rental with previous authorization of the superintendent.
6. Requests for reimbursement must be itemized on the official School District form and are to be submitted within 60 days after returning. The School District will be required to report reimbursements received after 60 days as taxable income and will not be obligated for claims received 30 days past the June 30 fiscal year end. Itemized receipts for lodging, commercial transportation and registration must be attached to the reimbursement form.
7. Reimbursement of out-of-state travel expenses for use of a personal car for the destination of the conference, meeting, or convention, will be allowed not to exceed the applicable round trip airfare rate (coach fare).

#### IV. OPERATING PROCEDURES

##### TRAVEL

Approved business travel involving use of personal automobile shall be reimbursed on a per mile reimbursement rate. Rates will be set in accordance to Federal IRS mileage rates.

Travel by commercial transportation shall be ~~reimbursed for actual cost~~ **obtained with the ISD 917 Corporate Credit card only** and shall be the most economical air fare available. Only regularly scheduled commercial airlines shall be used for business purposes. In accordance with Minn. Stat. Section 15.435, Frequent Flyer Miles resulting from district paid airfare, shall accrue to the benefit of the district and cannot be used for personal travel.

Travel by personal automobile for long distance trips must be approved in advance by the superintendent and reimbursement shall not exceed the most economical air fare rate available.

##### MEALS

Meals will be reimbursed to a maximum of \$38 per day. If a conference registration fee includes some meals, reimbursement for meals not included shall be based on the following per meal maximums: breakfast - \$6.00; lunch - \$12.00; dinner - \$20.00. There will be no reimbursement for alcoholic beverages.

Reimbursement for an official meal or meeting function shall not exceed actual cost. The Superintendent or Chairperson of the Board must approve meal cost requests exceeding the daily allowance. In this situation, receipts are required.

### **LODGING**

Because of variances in hotel or motel accommodations, no fixed amounts are prescribed. District 917 will reimburse employees for lodging costs incurred in carrying out approved District 917 business. Employees are responsible to use good judgment in incurring lodging costs and shall provide receipts as evidence of lodging payments.

### **PARKING FEES**

~~Parking fees incurred by employees as a result of conducting District 917 approved business shall be fully reimbursed when receipt or other evidence of payment is submitted by the employee.~~

### **TELEPHONE CALLS**

~~Business telephone use costs incurred by employees on District 917 approved business shall be fully reimbursed when receipt other evidence of payment is submitted by the employee.~~

### **OTHER EXPENSES**

Personal and special expenses other than the above shall require special approval by the superintendent or school board.

***Legal References:*** Minn. Stat. § 471.665 (Mileage Allowances)  
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)  
Minn. Op. Atty. Gen. No. 161B-12 (January 24, 1989) (Operating Expenses of Car)  
IRS Publication 463

***Cross References:*** MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members).

## **417 CHEMICAL USE AND ABUSE**

### **I. PURPOSE**

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

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

- A. Use of controlled substances, medical cannabis, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The policy of this school district is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. The school district shall establish and maintain a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The school district shall establish and maintain processes to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

### **III. DEFINITIONS**

- A. “Chemical abuse” means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student’s normal function in academic, school, or social activities is chronically impaired.
- B. “Chemicals” includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.

- C. “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. “Program location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business; **or during the school day when a student may be off campus during open-lunch.**

#### IV. STUDENTS

##### A. Instruction

1. Each program shall have age-appropriate and developmentally-based activities that:
  - a. address the consequences of violence and the illegal use of drugs, as appropriate;
  - b. promote a sense of individual responsibility;
  - c. teach students that most people do not illegally use drugs;
  - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
  - e. teach students about the dangers of emerging drugs;
  - f. engage students in the learning process; and
  - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
2. Each program shall disseminate drug and violence prevention information within the school and to the community.
3. Each program shall have professional development and training for, and involvement of, school personnel, student services personnel, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
4. Each program shall have drug and violence prevention activities that may include the following:

- a. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
- b. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
- c. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

**B. Reports of Chemical Use and Abuse**

- 1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location:
  - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
  - b. The administrator will notify the student's parents **or guardians**. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
  - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.
  - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
  - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
- 2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:

- a. The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents **or guardians**, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
  - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
3. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56, and proposed for expulsion.
  4. Searches by school district officials in connection with the abuse, possession, transfer, distribution, or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Preassessment Team

1. Where appropriate, every program shall have access to a chemical abuse preassessment team designated by the superintendent or designee. The team will be composed of administrators and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents **or guardians** with information about school and community services in connection with chemical abuse.

D. Data Practices

1. Student data may be disclosed without consent in health and safety

emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.

2. Destruction of Records

- a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents **or guardians** with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
- b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents **or guardians** with such information, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
- c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

V. **EMPLOYEES**

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students, and others about:
  1. The dangers and health risks of chemical abuse in the workplace/school.
  2. The school district's drug-free workplace/drug-free school policy.
  3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry, and/or assistance programs available to employees and/or students.
  4. The penalties that may be imposed on employees for drug abuse violations.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

***Legal References:*** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 138.163 (Records Management Act)  
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)  
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)  
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. §§ 7101-7165 (Safe and Drug-Free Schools and Communities Act)  
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

**532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS**

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

*[Note: Minnesota Laws 2009, Chapter 96, made a number of changes to the laws and rules governing the use of “conditional procedures” with respect to special education students. Specifically, Chapter 96 repealed, EFFECTIVE AUGUST 1, 2011, Minn. Stat. §§ 121A.66, 121A.67, Subd. 1, as well as Minn. Rules 3525.0210, Subparts 5, 6, 9, 13, 17, 29, 30, 46, 47, and 3525.2900, Subp. 5. These laws and rules were replaced, effective August 1, 2011, with a restrictive procedures law which generally addresses the restraint of special education students. Also note that the restrictive procedures law contains a significant staff training component, found at Minn. Stat. § 125A.0942, Subds. 1, 2, and 5. Staff who intend to use restrictive procedures must be trained in the areas specified in Subd. 5 to use these procedures.]*

**I. PURPOSE**

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

**II. GENERAL STATEMENT OF POLICY**

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district’s discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student’s behavior will be taken by staff when a student’s behavior violates the school district’s discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

**III. DEFINITIONS**

For purposes of this policy, the following terms have the meaning given them in this section:

- A. “Student with an IEP” or “the student” means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. “Peace officer” means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term “peace officer” includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- C. “Police liaison officer” is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. “Crisis team” means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “Emergency” means a situation where immediate intervention is needed to protect a child or other individual from physical injury, ~~emotional abuse due to verbal and nonverbal gestures, or to prevent severe property damage.~~
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

#### **IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS**

##### **A. Removal By Crisis Team**

If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s

IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

**Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.**

**The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.**

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, 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.

**In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:**

- 1. Corporal punishment prohibited by Minn. Stat. § 121A.58;**
- 2. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;**
- 3. Totally or partially restricting a child's senses as punishment;**
- 4. Denying or restricting a child's access to equipment and devices such as walkers, wheel chairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;**
- 5. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minn. Stat. § 626.556;**
- 6. Physical holding (as defined in Minn. Stat. § 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;**
- 7. Withholding regularly scheduled meals or water; and/or**
- 8. Denying a child access to toilet facilities.**

**D. Parental Notification**

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

**E. Continued Removals; Review of IEP**

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

**F. Effect of Policy in an Emergency; Use of ~~Conditional~~ Restrictive Procedures**

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minn. Stat § 125A.0942, Subd. 5, and otherwise comply with the requirements of § 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

**Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report, in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.**

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)  
Minn. Stat. § 121A.67, Subd. 2 (Aversive and Deprivation Procedures)  
Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)  
Minn. Stat. § 609.06 (Authorized Use of Force)  
Minn. Stat. § 609.379 (Permitted Actions)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))  
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))  
34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)

***Cross References:*** MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 507 (Corporal Punishment)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil  
Records)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)

## **709 STUDENT TRANSPORTATION SAFETY POLICY**

*[Note 1: Intermediate School District 917 does not provide any to-and-from school transportation for students. Such transportation is provided by resident school districts who also provide the required student safety training. Therefore, this policy is restricted to transportation for curricular, extracurricular, and co-curricular purposes by district-owned vans (Type III vehicles).]*

*[Note 2: School districts are required by statute to have a policy addressing these issues.]*

### **I. PURPOSE**

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

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

- A. Riding in a school van is a privilege, not a right. The school district's general student behavior rules are in effect for students in district vans.
  - 1. School Van Rules. The school district van safety rules are to be posted in every vehicle. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of van privileges. It is the school van driver's responsibility to report unacceptable behavior to the program administrator.
  - 2. Rules on the Van.
    - a. Immediately follow the directions of the driver
    - b. Sit in your seat facing forward.
    - c. Talk quietly and use appropriate language.
    - d. Keep all parts of your body inside the van.

- e. Keep your arms, legs and belongings to yourself.
- f. No fighting, harassment, intimidation or horseplay.
- g. Do not throw any object.
- h. No eating, drinking or use of tobacco, **alcohol**, or drugs.
- i. Do not bring any weapons or dangerous objects on the school van.
- j. Do not damage the vehicle.

3. Consequences.

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

1) Discipline

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

2) Records

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

Public Safety in accordance with state and federal law.

3) **Vandalism**

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

4) **Notice**

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

5) **Criminal Conduct**

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

**IV. PARENT AND GUARDIAN INVOLVEMENT**

A. **Parent and Guardian Notification**

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

B. **Parents/Guardians Responsibilities for Transportation Safety**

Parents/Guardians are responsible to:

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

## V. SCHOOL VAN AND TYPE III SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. Under Minnesota law, **Intermediate School** District 917 vans are considered to be Type III school busses.
- B. ~~School van drivers shall have a valid Class A, B, or C Minnesota driver's license.~~ A school district employee, whose normal duties do not include operating a school van, who holds a class D driver's license without a school bus endorsement, may operate a Type III school bus.
- C. The school district business office requires a copy of the driver's valid driver's license and will annually obtain a copy of the driver's motor vehicle report. A driver who has had more than three moving violations in three years is not eligible to drive a Type III school bus. The Business Manager will determine if the school van driver's authorization to transport students is revoked and will notify the school van driver's immediate supervisor.
- D. Drivers shall report all moving violations they receive even in a personal vehicle, to the Business Manager as soon as possible after the violation 6.93-4 occurs. ~~Drivers shall also report if they are convicted of any of the following: driving while intoxicated or driving under the influence; a disqualifying offense (Minnesota Statutes § 171.3215, subd 1; or a moving violation.~~ **A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.** The report must be made in writing to the Business Manager within 10 days of the conviction.
- E. The school district may conduct pre-employment, random, and reasonable suspicion drug and alcohol testing of all school district van drivers and driver applicants in accordance with school district policy 416, Drug and Alcohol Testing.
- F. ~~Drivers will be required to pass a Minnesota Department of Transportation (DOT) equivalent physical exam before driving a Type III vehicle, and every 24 months thereafter, if driving students is their primary job duty.~~

## VI. SCHOOL VAN DRIVER TRAINING

A. Training.

~~All new van drivers (individuals who have not previously had van training with intermediate School district #917) shall be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students.~~ **All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district. Such Training shall, at a minimum, include:**

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

- B. All school van drivers shall receive in-service training annually. Such training shall, at a minimum, include a comprehensive review of the topics included in Section A, above.

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School vans shall be operated in accordance with state traffic and safety laws.
2. Only students assigned to the school van by the school district shall be transported. The number of students or other authorized passengers transported in a District van shall not exceed ten (10) **including the driver, or the number of seats with restraints (whichever is smaller).** No person shall be allowed to stand when the van is in motion.
3. **A bus driver may not operate a school bus while**

**communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, “school bus” has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.**

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer’s rated seating capacity of 10 or fewer people, including the driver, and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A Type III vehicle cannot be older than 12 years old, unless waived according to state and federal law.
5. The school district name will be clearly marked on the side of the vehicle. The Type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A “Type III school bus” must not be outwardly equipped and identified as a Type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on Type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by

shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.

10. Any Type III vehicle used to transport students must carry emergency equipment including:
  - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
  - b. First aid kit and body fluids cleanup kit. A minimum of a ten-unit first aid kit, and a body fluids cleanup kit is required. They must be contained in removable, moisture and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
  - ~~e. A Type III bus must contain at least three red reflectorized triangle road warning devices. Liquid burning "pot type" flares are not allowed.~~
  - d.c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as Type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a Type III vehicle. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type

III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

13. **Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.**

## **VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES**

- A. If possible, school van drivers or their supervisors shall call (911) or the local emergency phone number in the event of a serious emergency. District owned cell phones are provided for emergency calls.
- B. **School van drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).**
- C. **Van drivers and assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of pupils with disabilities, assist pupils with disabilities on and off the bus when necessary for their safe ingress and egress from the van, and ensure that protective safety devices are in use and fastened properly.**
- D. Emergency Health Information shall be maintained on the van for students requiring special transportation service because of their handicapping condition. The information shall state:
  1. the pupil’s name and address;
  2. the nature of the pupil’s disabilities;
  3. emergency health care information; and
  4. the names and telephone numbers of the pupil’s physician, parents, guardians, or custodians, and some person other than the pupil’s parents or custodians who can be contacted in case of an emergency.

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

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

## **X. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

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

### **Legal References:**

Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)

Minn. Stat. § 169.01 (subd. 6(5) (Definitions)

Minn. Stat. § 169.454 (Type III Vehicle Standards)

Minn. Stat. § 169.4582 (Reportable Offense on School Buses)

Minn. Stat. § 171.02, Subd. 2a (Licenses; Types, Endorsements, Restrictions)

Minn. Rules Part 7470.1000-7470-1700 (School Bus Inspection)

### **Cross References:**

Policy 4.81 (Drug and Alcohol Testing)

## **535 SERVICE ANIMALS IN SCHOOLS**

### **I. PURPOSE**

The purpose of this policy is to establish parameters for the use of service animals by students, employees, and visitors within school buildings and on school grounds.

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

Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.

### **III. DEFINITIONS**

#### **A. Service Animal**

A “service animal” is a dog (regardless of breed or size) or miniature horse that is individually trained to perform “work or tasks” for the benefit of an individual with a disability, including an individual with a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets. The work or tasks performed by the service animal must be directly related to the individual’s disability. An animal accompanying an individual for the sole purpose of providing emotional support, therapy, comfort, or companionship is not a service animal.

#### **B. Handler**

A “handler” is an individual with a disability who uses a service animal. In the case of an individual who is unable to care for and supervise the service animal for reasons such as age or disability, “handler” means the person who cares for and supervises the animal on that individual’s behalf. School district personnel are not responsible for the care, supervision, or handling responsibilities of a service animal.

#### **C. Work or Tasks**

1. “Work or tasks” are those functions performed by a service animal.
2. Examples of “work or tasks” include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence

of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

3. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not "work or tasks" for the purposes of this policy.

D. Trainer

A "trainer" is a person who is training a service animal and is affiliated with a recognized training program for service animals.

#### **IV. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES**

- A. In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right: (a) to be present on school district property or in school district facilities; (b) to attend or participate in a school-sponsored event, activity, or program; or (c) to be transported in a vehicle that is operated by or on behalf of the school district.
- B. When an individual with a disability brings a service animal to a school district property, school district employees shall not ask about the nature or extent of a person's disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:
  1. Is the service animal required because of a disability; and
  2. What work or tasks is the service animal trained to perform.
- C. School district employees shall not make these inquiries of an individual with a disability bringing a service animal to school district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. However, school district employees may inquire whether the individual with a disability has completed and submitted the request form described in Part VI., below.
- D. An individual with a disability may not be required to provide documentation such as proof that the animal has been certified, trained, or licensed as a service animal.

#### **V. REQUIREMENTS FOR ALL SERVICE ANIMALS**

- A. The service animal must be required for the individual with a disability.
- B. The service animal must be individually trained to do work or tasks for the benefit of the individual with a disability.
- C. A service animal must have a harness, leash, or other tether, unless either the handler is unable, because of a disability, to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
- D. The service animal must be housebroken.
- E. The service animal must be under the control of its handler at all times. The handler is responsible for the care and supervision of a service animal, including walking the service animal, feeding the service animal, grooming the service animal, providing veterinary care to the service animal, and responding to the service animal's need to relieve itself, including the proper disposal of the service animal's waste.
- F. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
- G. In the case of a student who is unable to care for and/or supervise his or her service animal, the student's parent/guardian is responsible for arranging for such care and supervision. In the case of an employee or other individual who is unable to care for and/or supervise his or her service animal, the employee or other individual's authorized representative is responsible for arranging for a service animal's care and supervision.
- H. The service animal must be properly licensed and vaccinated in accordance with applicable state laws and local ordinances.

## **VI. REQUESTING THE USE OF A SERVICE ANIMAL AT SCHOOL**

- A. Students with a disability seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the building principal of the school the student attends. The principal will notify the superintendent or the administrator designated with responsibility to address such requests. School district employees seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the superintendent or the administrator designated with responsibility to address such requests.
- B. Students or employees seeking to bring a service animal onto district premises are requested to identify whether the need for the service animal is required because of a disability and to describe the work or tasks that the service animal is trained

to perform.

- C. The owner of the service animal shall provide written evidence that the service animal has received all vaccinations required by state law or local ordinance.

## **VII. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL**

- A. A school official may require a handler to remove a service animal from school district property, a school building, or a school-sponsored program or activity, if:
  - 1. Any of the requirements described in Part V., above, are not met.
  - 2. The service animal is out of control and/or the handler does not effectively control the animal's behavior;
  - 3. The presence of the service animal would fundamentally alter the nature of a service, program or activity; or
  - 4. The service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a significant health or safety risk to others that cannot be eliminated by reasonable accommodations.
- B. If the service animal is properly excluded, the school district shall give the individual with a disability the opportunity to participate in the service, program, or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

## **VIII. ADDITIONAL LIMITATIONS FOR MINIATURE HORSES**

In assessing whether a miniature horse may be permitted in a school building or on school grounds as a service animal, the following factors shall be considered:

- A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- B. Whether the handler has sufficient control of the miniature horse;
- C. Whether the miniature horse is housebroken; and
- D. Whether the miniature horse's presence in a specific building or on school grounds compromises legitimate health and safety requirements.

## **IX. ALLERGIES; FEAR OF ANIMALS**

If a student or employee notifies the school district that he or she is allergic to a service animal, the school district will balance the rights of the individuals involved. In general, allergies that are not life threatening are not a valid reason for prohibiting the presence of

a service animal. Fear of animals is generally not a valid reason for prohibiting the presence of a service animal.

**X. NON-SERVICE ANIMALS FOR STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) OR SECTION 504 PLANS**

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student's IEP team or Section 504 team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education (FAPE) or, in the case of a Section 504 student, to reasonably accommodate the student's access to the school district's programs and activities.

**XI. NON-SERVICE ANIMAL AS AN ACCOMMODATION FOR EMPLOYEES**

If an employee seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the superintendent or the administrator designated to handle such requests. A school district employee who is a qualified individual with a disability will be allowed to bring such animal onto school property when it is determined that such use is required to enable the employee to perform the essential functions of his or her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

**XII. LIABILITY**

- A. The owner of the service animal is responsible for any harm or injury to an individual and for any property damage caused by the service animal while on school district property.
- B. An individual who, directly or indirectly through statements or conduct, intentionally misrepresents an animal in that person's possession as a service animal may be subject to criminal liability.

**Legal References:** Section 504 of the Rehabilitation Act of 1973  
28 C.F.R. § 35.104, 28 C.F.R. § 35.130(b)(7), and 28 C.F.R. § 35.136 (ADA Regulations)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)  
Minn. Stat. § 256C.02 (Public Accommodations for Persons with Disabilities)  
Minn. Stat. § 363A.19 (Discrimination Against Blind, Deaf, or Other Persons with Physical or Sensory Disabilities Prohibited)  
Minn. Stat. § 609.226 (Harm Caused by Dog)  
Minn. Stat. § 609.833 (Misrepresentation of Service Animal)

**Cross References:** MSBA/MASA Policy 402 (Disability Nondiscrimination Policy)  
MSBA/MASA Policy 521 (Student Disability Nondiscrimination)

**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 \$150.

1. Donation of \$150 to the EDOP DCALS Extended Day program to be used for student needs and activities. (Value: \$150.)

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: \_\_\_\_\_. Whereupon said resolution was duly passed and adopted.

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

SOURCEWELL  
 DATE: 12/31/2019  
 TIME: 10:43:19

INTERMEDIATE SCHOOL DISTRICT  
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1  
 ACCTPA21  
 ACCOUNTING PERIOD: 6/20

SELECTION CRITERIA: chkstat.rundate between '20191121 00:00:00.000' and '20191231 00:00:00.000'

DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
				-45.00	VOID MANUAL CHECK
				-34.35	VOID MANUAL CHECK
* 1901636	12/06/2019	MIKE STEPHES	V		
* 1901919	12/12/2019	MEDICA	V	-1767.52	VOID MANUAL CHECK
* 1902359	11/21/2019	ACCELERATED TECHNOLOGIES	R	310.00	ACCOUNTS PAYABLE CHECK
1902360	11/21/2019	AMAZON.COM, LLC	V	0.00	VOID: MULTI STUB CHECK
1902361	11/21/2019	AMAZON.COM, LLC	R	5561.08	ACCOUNTS PAYABLE CHECK
1902362	11/21/2019	ANNE HOFF, SAFE HARBOR COUNSELING	R	4200.00	ACCOUNTS PAYABLE CHECK
1902363	11/21/2019	APPLE COMPUTER, INC	R	488.00	ACCOUNTS PAYABLE CHECK
1902364	11/21/2019	ASL INTERPRETING SERVICES, INC	R	1920.00	ACCOUNTS PAYABLE CHECK
1902365	11/21/2019	CANON USA	R	208.51	ACCOUNTS PAYABLE CHECK
1902366	11/21/2019	CARQUEST AUTO PARTS STORES	R	843.20	ACCOUNTS PAYABLE CHECK
1902367	11/21/2019	CENTERPOINT ENERGY	R	318.92	ACCOUNTS PAYABLE CHECK
1902368	11/21/2019	COMMERS THE WATER STORE	R	66.30	ACCOUNTS PAYABLE CHECK
1902369	11/21/2019	CRAGUNS LODGE & CONFERENCE CTR	R	638.82	ACCOUNTS PAYABLE CHECK
1902370	11/21/2019	CREATIVELY FOCUSED	R	1560.00	ACCOUNTS PAYABLE CHECK
1902371	11/21/2019	CUB FOODS - APPLE VALLEY	R	372.67	ACCOUNTS PAYABLE CHECK
1902372	11/21/2019	CUB FOODS - BURNSVILLE	R	96.20	ACCOUNTS PAYABLE CHECK
1902373	11/21/2019	DISCOUNT SCHOOL SUPPLY	R	169.34	ACCOUNTS PAYABLE CHECK
1902374	11/21/2019	EDUCATORS BENEFIT CONSULTANTS, LLC	R	237.20	ACCOUNTS PAYABLE CHECK
1902375	11/21/2019	FRONTIER COMMUNICATIONS	R	1197.34	ACCOUNTS PAYABLE CHECK
1902376	11/21/2019	GOVCONNECTION INC	R	593.35	ACCOUNTS PAYABLE CHECK
1902377	11/21/2019	THE HANOVER INSURANCE GROUP	R	1015.00	ACCOUNTS PAYABLE CHECK
1902378	11/21/2019	KAPLAN EARLY LEARNING COMPANY	R	344.95	ACCOUNTS PAYABLE CHECK
1902379	11/21/2019	MALLOY, MONTAGUE, KARNOWSKI, RADOSE	R	3500.00	ACCOUNTS PAYABLE CHECK
1902380	11/21/2019	METRO ECSU/DEAFBLIND	R	2000.00	ACCOUNTS PAYABLE CHECK
1902381	11/21/2019	MIDWAY FORD COMPANY	R	60574.28	ACCOUNTS PAYABLE CHECK
1902382	11/21/2019	OUTDOOR IMAGES, INC	R	600.00	ACCOUNTS PAYABLE CHECK
1902383	11/21/2019	PEDIATRIC HOME SERVICE	R	975.00	ACCOUNTS PAYABLE CHECK
1902384	11/21/2019	PERFORMANCE FOOD GROUP, INC.	R	1224.93	ACCOUNTS PAYABLE CHECK
1902385	11/21/2019	PROCARE THERAPY	R	1950.00	ACCOUNTS PAYABLE CHECK
1902386	11/21/2019	REINHART FOODSERVICE, LLC	R	732.98	ACCOUNTS PAYABLE CHECK
1902387	11/21/2019	SONOVA USA INC.	R	566.98	ACCOUNTS PAYABLE CHECK
1902388	11/21/2019	SOURCEWELL TECHNOLOGIES	R	15484.73	ACCOUNTS PAYABLE CHECK
1902389	11/21/2019	SUNBELT STAFFING, LLC	R	2942.04	ACCOUNTS PAYABLE CHECK
1902390	11/21/2019	SUPREME SCHOOL SUPPLY	R	34.08	ACCOUNTS PAYABLE CHECK
1902391	11/21/2019	SYSCO MINNESOTA	R	2549.38	ACCOUNTS PAYABLE CHECK
1902392	11/21/2019	TEACHERS ON CALL	R	11654.29	ACCOUNTS PAYABLE CHECK
1902393	11/21/2019	UNIQUE SOFTWARE CORP	R	537.00	ACCOUNTS PAYABLE CHECK
1902394	11/21/2019	ZANER-BLOSER	R	915.60	ACCOUNTS PAYABLE CHECK
1902395	11/21/2019	MEDICAREBLUE RX	R	37.90	ACCOUNTS PAYABLE CHECK
1902396	12/03/2019	WISCONSIN SCTF	R	995.39	ACCOUNTS PAYABLE CHECK
1902397	12/03/2019	EDUCATION MINNESOTA, LOCAL 3904	R	9493.70	ACCOUNTS PAYABLE CHECK
1902398	12/03/2019	DEPARTMENT OF EDUCATION AWG	R	138.52	ACCOUNTS PAYABLE CHECK
1902399	12/03/2019	F.H. CANN & ASSOCIATES, INC	R	92.34	ACCOUNTS PAYABLE CHECK
1902400	12/03/2019	MESSERLI & KRAMER P.A.	R	220.81	ACCOUNTS PAYABLE CHECK
1902401	12/03/2019	O.P.E.I.U., LOCAL 12	R	444.28	ACCOUNTS PAYABLE CHECK
1902402	12/03/2019	RELATED SERVICES NURSES ESP	R	236.50	ACCOUNTS PAYABLE CHECK
1902403	12/03/2019	S.E.P., LOCAL 4242	R	3773.97	ACCOUNTS PAYABLE CHECK
1902404	12/03/2019	UNITED WAY, GREATER TWIN CITIES	R	135.00	ACCOUNTS PAYABLE CHECK
1902405	12/03/2019	WADDELL & REED INC	R	2340.63	ACCOUNTS PAYABLE CHECK
1902405	12/17/2019	IVY FUNDS	V	-2340.63	VOID MANUAL CHECK
1902406	12/04/2019	ANCHOR PAPER	R	58.26	ACCOUNTS PAYABLE CHECK
1902407	12/04/2019	CENTER FOR COLLABORATIVE CLASSROOM	R	22.00	ACCOUNTS PAYABLE CHECK

SOURCEWELL  
DATE: 12/31/2019  
TIME: 10:43:19

INTERMEDIATE SCHOOL DISTRICT  
CHECK REGISTER INCLUDING SYSTEM VOIDS

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SELECTION CRITERIA: chkstat.rundate between '20191121 00:00:00.000' and '20191231 00:00:00.000'

1902408	12/04/2019	CENTURYLINK	R	1069.83	ACCOUNTS PAYABLE CHECK
1902409	12/04/2019	CENTURYLINK COMMUNICATONS, LLC	R	189.48	ACCOUNTS PAYABLE CHECK
1902410	12/04/2019	CREATIVELY FOCUSED	R	358.00	ACCOUNTS PAYABLE CHECK
1902411	12/04/2019	DISTRICT 191 FOOD SERVICE	R	578.05	ACCOUNTS PAYABLE CHECK
1902412	12/04/2019	FRONTIER COMMUNICATIONS	R	520.22	ACCOUNTS PAYABLE CHECK
1902413	12/04/2019	JAMES K MARTIN	R	550.00	ACCOUNTS PAYABLE CHECK
1902414	12/04/2019	KAREN CASS FELLING, M.A., LP	R	1200.00	ACCOUNTS PAYABLE CHECK
1902415	12/04/2019	MARCO INC	R	1229.59	ACCOUNTS PAYABLE CHECK
1902416	12/04/2019	MN CLN SERVICES, INC	R	3873.33	ACCOUNTS PAYABLE CHECK
1902417	12/04/2019	OFFICE OF MN.IT SERVICES	R	1325.20	ACCOUNTS PAYABLE CHECK
1902418	12/04/2019	PEDIATRIC HOME SERVICE	R	4556.25	ACCOUNTS PAYABLE CHECK
1902419	12/04/2019	PLANSOURCE BENEFITS ADMINISTRATION,	R	3284.44	ACCOUNTS PAYABLE CHECK
1902420	12/04/2019	PROCARE THERAPY	R	3840.00	ACCOUNTS PAYABLE CHECK
1902421	12/04/2019	SAM'S CLUB/SYNCHRONY BANK	R	1194.11	ACCOUNTS PAYABLE CHECK
1902422	12/04/2019	SCENARIO LEARNING LLC	R	3091.00	ACCOUNTS PAYABLE CHECK
1902423	12/04/2019	SSP/IGH ROTARY CLUB	R	252.00	ACCOUNTS PAYABLE CHECK
1902424	12/04/2019	SUNBELT STAFFING, LLC	R	8674.64	ACCOUNTS PAYABLE CHECK
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1902429	12/12/2019	ACCIDENT FUND GENERAL INSURANCE CO	R	35445.00	ACCOUNTS PAYABLE CHECK
1902430	12/12/2019	BENCO	R	1740.00	ACCOUNTS PAYABLE CHECK
1902431	12/12/2019	CARQUEST AUTO PARTS STORES	R	692.63	ACCOUNTS PAYABLE CHECK
1902432	12/12/2019	CHILDRENS SUCCESS FOUNDATION	R	1999.00	ACCOUNTS PAYABLE CHECK
1902433	12/12/2019	CITI CARDS	R	7.00	ACCOUNTS PAYABLE CHECK
1902434	12/12/2019	CUB FOODS - ROSEMOUNT	R	522.48	ACCOUNTS PAYABLE CHECK
1902435	12/12/2019	DODGE OF BURNSVILLE	R	2000.00	ACCOUNTS PAYABLE CHECK
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1902441	12/12/2019	IND SCH DIST 196	R	801.90	ACCOUNTS PAYABLE CHECK
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1902453	12/12/2019	TRUSTED EMPLOYEES	R	15.00	ACCOUNTS PAYABLE CHECK
1902454	12/12/2019	VERIZON WIRELESS	R	1577.58	ACCOUNTS PAYABLE CHECK
1902455	12/17/2019	WISCONSIN SCTF	R	995.39	ACCOUNTS PAYABLE CHECK
1902456	12/17/2019	EDUCATION MINNESOTA, LOCAL 3904	R	9498.37	ACCOUNTS PAYABLE CHECK
1902457	12/17/2019	DEPARTMENT OF EDUCATION AWG	R	138.52	ACCOUNTS PAYABLE CHECK
1902458	12/17/2019	F.H. CANN & ASSOCIATES, INC	R	92.34	ACCOUNTS PAYABLE CHECK
1902459	12/17/2019	MESSERLI & KRAMER P.A.	R	133.67	ACCOUNTS PAYABLE CHECK
1902460	12/17/2019	NCPERS GROUP LIFE INS	R	32.00	ACCOUNTS PAYABLE CHECK
1902461	12/17/2019	O.P.E.I.U., LOCAL 12	R	444.28	ACCOUNTS PAYABLE CHECK
1902462	12/17/2019	RELATED SERVICES NURSES ESP	R	236.50	ACCOUNTS PAYABLE CHECK
1902463	12/17/2019	S.E.P., LOCAL 4242	R	3738.43	ACCOUNTS PAYABLE CHECK
1902464	12/17/2019	UNITED WAY, GREATER TWIN CITIES	R	135.00	ACCOUNTS PAYABLE CHECK

SOURCEWELL  
DATE: 12/31/2019  
TIME: 10:43:19

INTERMEDIATE SCHOOL DISTRICT  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 3  
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SELECTION CRITERIA: chkstat.rundate between '20191121 00:00:00.000' and '20191231 00:00:00.000'

1902465	12/17/2019	IVY FUNDS	R	2340.63	ACCOUNTS PAYABLE CHECK
1902466	12/17/2019	IVY FUNDS	R	2340.63	ACCOUNTS PAYABLE CHECK
1902467	12/19/2019	ALL IN ONE TRANSLATION AGENCY, LLC	R	855.00	ACCOUNTS PAYABLE CHECK
1902468	12/19/2019	ANCHOR VINYL LLC	R	390.00	ACCOUNTS PAYABLE CHECK
1902469	12/19/2019	ANNE HOFF, SAFE HARBOR COUNSELING	R	3250.00	ACCOUNTS PAYABLE CHECK
1902470	12/19/2019	BLUE BELL ENTERPRISES INC	R	15525.72	ACCOUNTS PAYABLE CHECK
1902471	12/19/2019	CANON USA	R	208.51	ACCOUNTS PAYABLE CHECK
1902472	12/19/2019	CREATIVELY FOCUSED	R	664.00	ACCOUNTS PAYABLE CHECK
1902473	12/19/2019	CUB FOODS - BURNSVILLE	R	77.36	ACCOUNTS PAYABLE CHECK
1902474	12/19/2019	DAKOTA COUNTY TECH COLLEGE	R	173513.40	ACCOUNTS PAYABLE CHECK
1902475	12/19/2019	EDUCATORS BENEFIT CONSULTANTS, LLC	R	240.00	ACCOUNTS PAYABLE CHECK
1902476	12/19/2019	ERIN LENCOWSKI	R	38.43	ACCOUNTS PAYABLE CHECK
1902477	12/19/2019	FRONTIER COMMUNICATIONS	R	1197.34	ACCOUNTS PAYABLE CHECK
1902478	12/19/2019	IND SCH DIST 191	R	26594.22	ACCOUNTS PAYABLE CHECK
1902479	12/19/2019	IND SCH DIST 191	R	11160.01	ACCOUNTS PAYABLE CHECK
1902480	12/19/2019	IND SCH DIST 192	R	12680.37	ACCOUNTS PAYABLE CHECK
1902481	12/19/2019	IND SCH DIST 194	R	15751.85	ACCOUNTS PAYABLE CHECK
1902482	12/19/2019	IND SCH DIST 195	R	894.94	ACCOUNTS PAYABLE CHECK
1902483	12/19/2019	IND SCH DIST 197	R	8334.66	ACCOUNTS PAYABLE CHECK
1902484	12/19/2019	IND SCH DIST 199	R	6871.28	ACCOUNTS PAYABLE CHECK
1902485	12/19/2019	IND SCH DIST 200	R	8292.71	ACCOUNTS PAYABLE CHECK
1902486	12/19/2019	IND SCH DIST 271	R	8229.27	ACCOUNTS PAYABLE CHECK
1902487	12/19/2019	JOHNSON CONTROLS FIRE PROTECTION LP	R	540.00	ACCOUNTS PAYABLE CHECK
1902488	12/19/2019	KAREN CASS FELLING, M.A., LP	R	600.00	ACCOUNTS PAYABLE CHECK
1902489	12/19/2019	LEARNING ALLY	R	990.00	ACCOUNTS PAYABLE CHECK
1902490	12/19/2019	MALLOY, MONTAGUE, KARNOWSKI, RADOSE	R	7500.00	ACCOUNTS PAYABLE CHECK
1902491	12/19/2019	MEDI-CAR	R	100.90	ACCOUNTS PAYABLE CHECK
1902492	12/19/2019	MEDICAREBLUE RX	R	42.00	ACCOUNTS PAYABLE CHECK
1902493	12/19/2019	MENARDS	R	134.12	ACCOUNTS PAYABLE CHECK
1902494	12/19/2019	MN ENERGY RESOURCES CORPORATION	R	1444.57	ACCOUNTS PAYABLE CHECK
1902495	12/19/2019	MN HISTORICAL SOCIETY	R	779.95	ACCOUNTS PAYABLE CHECK
1902496	12/19/2019	MN HISTORICAL SOCIETY	R	80.00	ACCOUNTS PAYABLE CHECK
1902497	12/19/2019	OFFICE OF MN.IT SERVICES	R	1365.13	ACCOUNTS PAYABLE CHECK
1902498	12/19/2019	OUTDOOR IMAGES, INC	R	602.00	ACCOUNTS PAYABLE CHECK
1902499	12/19/2019	PROCARE THERAPY	R	1950.00	ACCOUNTS PAYABLE CHECK
1902500	12/19/2019	REINHART FOODSERVICE, LLC	R	1008.97	ACCOUNTS PAYABLE CHECK
1902501	12/19/2019	SONOVA USA INC.	R	69.99	ACCOUNTS PAYABLE CHECK
1902502	12/19/2019	SOURCEWELL TECHNOLOGIES	R	16011.80	ACCOUNTS PAYABLE CHECK
1902503	12/19/2019	SPECIAL SCHOOL DIST #6	R	4975.67	ACCOUNTS PAYABLE CHECK
1902504	12/19/2019	SUNBELT STAFFING, LLC	R	14188.48	ACCOUNTS PAYABLE CHECK
1902505	12/19/2019	WESTERN PSYCHOLOGICAL SERVICES	R	433.40	ACCOUNTS PAYABLE CHECK
1902506	12/19/2019	WESTMINSTER TECHNOLOGIES, INC	R	1059.00	ACCOUNTS PAYABLE CHECK
1902507	12/19/2019	WESTONE	R	742.25	ACCOUNTS PAYABLE CHECK
1902508	12/30/2019	APPLE COMPUTER, INC	V	0.00	VOID: LINE UP/DAMAGED CHK
* 1902508	12/30/2019	APPLE COMPUTER, INC	R	408.00	ACCOUNTS PAYABLE CHECK
1902509	12/30/2019		V	0.00	VOID: LINE UP/DAMAGED CHK
1902510	12/30/2019		V	0.00	VOID: LINE UP/DAMAGED CHK
1902511	12/30/2019		V	0.00	VOID: LINE UP/DAMAGED CHK
1902512	12/30/2019		V	0.00	VOID: LINE UP/DAMAGED CHK
1902513	12/30/2019		V	0.00	VOID: LINE UP/DAMAGED CHK
1902514	12/30/2019		V	0.00	VOID: LINE UP/DAMAGED CHK
1902515	12/30/2019		V	0.00	VOID: LINE UP/DAMAGED CHK
1902516	12/30/2019		V	0.00	VOID: LINE UP/DAMAGED CHK
1902517	12/30/2019		V	0.00	VOID: LINE UP/DAMAGED CHK
1902518	12/30/2019		V	0.00	VOID: LINE UP/DAMAGED CHK
1902519	12/30/2019		V	0.00	VOID: LINE UP/DAMAGED CHK
1902520	12/30/2019		V	0.00	VOID: LINE UP/DAMAGED CHK

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1902521	12/30/2019		V	0.00	VOID: LINE UP/DAMAGED CHK
1902522	12/30/2019	BLUECROSS BLUESHIELD OF MINNESOTA	R	814.50	ACCOUNTS PAYABLE CHECK
1902523	12/30/2019	CENTERPOINT ENERGY	R	546.73	ACCOUNTS PAYABLE CHECK
1902524	12/30/2019	CITI CARDS	R	139.00	ACCOUNTS PAYABLE CHECK
1902525	12/30/2019	ECM PUBLISHERS, INC.	R	223.12	ACCOUNTS PAYABLE CHECK
1902526	12/30/2019	GOVCONNECTION INC	R	539.64	ACCOUNTS PAYABLE CHECK
1902527	12/30/2019	INVER HILLS COMMUNITY COLLEGE	R	471.88	ACCOUNTS PAYABLE CHECK
1902528	12/30/2019	MARCO INC	R	1342.71	ACCOUNTS PAYABLE CHECK
1902529	12/30/2019	MENARDS	R	24.38	ACCOUNTS PAYABLE CHECK
1902530	12/30/2019	MN CLN SERVICES, INC	R	3873.33	ACCOUNTS PAYABLE CHECK
1902531	12/30/2019	SONOVA USA INC.	R	1716.98	ACCOUNTS PAYABLE CHECK
1902532	12/30/2019	STRATEGIC STAFFING SOLUTIONS	R	3920.00	ACCOUNTS PAYABLE CHECK
1902533	12/30/2019	TRIG LIFE SERVICES	R	1120.00	ACCOUNTS PAYABLE CHECK
1902534	12/30/2019	UNIQUE SOFTWARE CORP	R	358.00	ACCOUNTS PAYABLE CHECK
* 7700815	12/27/2019	WISCONSIN SCTF	R	995.39	ACCOUNTS PAYABLE CHECK
7700816	12/27/2019	EDUCATION MINNESOTA, LOCAL 3904	R	9626.21	ACCOUNTS PAYABLE CHECK
7700817	12/27/2019	DEPARTMENT OF EDUCATION AWG	R	138.52	ACCOUNTS PAYABLE CHECK
7700818	12/27/2019	F.H. CANN & ASSOCIATES, INC	R	92.34	ACCOUNTS PAYABLE CHECK
7700819	12/27/2019	MESSERLI & KRAMER P.A.	R	220.78	ACCOUNTS PAYABLE CHECK
7700820	12/27/2019	O.P.E.I.U., LOCAL 12	R	444.28	ACCOUNTS PAYABLE CHECK
7700821	12/27/2019	RELATED SERVICES NURSES ESP	R	236.50	ACCOUNTS PAYABLE CHECK
7700822	12/27/2019	S.E.P., LOCAL 4242	R	3833.75	ACCOUNTS PAYABLE CHECK
7700823	12/27/2019	UNITED WAY, GREATER TWIN CITIES	R	135.00	ACCOUNTS PAYABLE CHECK
7700824	12/27/2019	IVY FUNDS	R	2340.63	ACCOUNTS PAYABLE CHECK
*v4000378	12/20/2019	AM THERMOFORM CORP	R	699.98	ACCOUNTS PAYABLE VOUCHER
*v4000379	12/20/2019	BARNES & NOBLE	R	1056.86	ACCOUNTS PAYABLE VOUCHER
*v4000380	12/20/2019	BAYADA HOME HEALTH CARE	R	1560.00	ACCOUNTS PAYABLE VOUCHER
*v4000381	12/20/2019	WELLS FARGO	V	0.00	VOID: MULTI STUB VOUCHER
*v4000382	12/20/2019	WELLS FARGO	R	6042.12	ACCOUNTS PAYABLE VOUCHER
*v4000383	12/20/2019	CAREERSAFE	R	249.00	ACCOUNTS PAYABLE VOUCHER
*v4000384	12/20/2019	CENTERING ON CHILDREN, INC	R	1250.11	ACCOUNTS PAYABLE VOUCHER
*v4000385	12/20/2019	CITY OF INVER GROVE HTS	R	69.33	ACCOUNTS PAYABLE VOUCHER
*v4000386	12/20/2019	COMO LUBE & SUPPLIES	R	155.00	ACCOUNTS PAYABLE VOUCHER
*v4000387	12/20/2019	DEXYP	R	326.10	ACCOUNTS PAYABLE VOUCHER
*v4000388	12/20/2019	DUNGAREES, LLC	R	89.98	ACCOUNTS PAYABLE VOUCHER
*v4000389	12/20/2019	FASTSIGNS	R	625.00	ACCOUNTS PAYABLE VOUCHER
*v4000390	12/20/2019	GENERAL PARTS	R	618.58	ACCOUNTS PAYABLE VOUCHER
*v4000391	12/20/2019	GOLDEN VALLEY SUPPLY CO	R	132.50	ACCOUNTS PAYABLE VOUCHER
*v4000392	12/20/2019	GOPHER SPORT	R	786.71	ACCOUNTS PAYABLE VOUCHER
*v4000393	12/20/2019	GRAINGER W W INC.	R	87.15	ACCOUNTS PAYABLE VOUCHER
*v4000394	12/20/2019	GYNZY	R	995.00	ACCOUNTS PAYABLE VOUCHER
*v4000395	12/20/2019	HASTINGS STAR GAZETTE	R	62.10	ACCOUNTS PAYABLE VOUCHER
*v4000396	12/20/2019	INNOVATIVE OFFICE SOLUTIONS	V	0.00	VOID: MULTI STUB VOUCHER
*v4000397	12/20/2019	INNOVATIVE OFFICE SOLUTIONS	R	6131.40	ACCOUNTS PAYABLE VOUCHER
*v4000398	12/20/2019	INTEGRATED PROTECTION SYSTEMS	R	170.00	ACCOUNTS PAYABLE VOUCHER
*v4000399	12/20/2019	IXL	R	329.00	ACCOUNTS PAYABLE VOUCHER
*v4000400	12/20/2019	LEARNING A-Z	R	1439.20	ACCOUNTS PAYABLE VOUCHER
*v4000401	12/20/2019	LIFESAVERS	R	401.50	ACCOUNTS PAYABLE VOUCHER
*v4000402	12/20/2019	MCKESSON MEDICAL	R	457.83	ACCOUNTS PAYABLE VOUCHER
*v4000403	12/20/2019	MEDI-CAR	R	4971.17	ACCOUNTS PAYABLE VOUCHER
*v4000404	12/20/2019	MINDFUL	R	29.95	ACCOUNTS PAYABLE VOUCHER
*v4000405	12/20/2019	OFFICE DEPOT	R	506.69	ACCOUNTS PAYABLE VOUCHER
*v4000406	12/20/2019	PEARSON CLINICAL ASSESSMENT	R	270.25	ACCOUNTS PAYABLE VOUCHER
*v4000407	12/20/2019	PEARSON EDUCATION	R	2222.99	ACCOUNTS PAYABLE VOUCHER
*v4000408	12/20/2019	PELLICCI ACE HARDWARE	R	630.53	ACCOUNTS PAYABLE VOUCHER
*v4000409	12/20/2019	PROFESSIONAL CRISIS MANAGEMENT ASSO	R	8800.00	ACCOUNTS PAYABLE VOUCHER
*v4000410	12/20/2019	PROFESSIONAL WIRELESS COMMUNICATION R	R	1422.00	ACCOUNTS PAYABLE VOUCHER

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*V4000411	12/20/2019	RIFTON EQ/COMMUNITY PRODUCTS LLC	R	249.75	ACCOUNTS PAYABLE VOUCHER
*V4000412	12/20/2019	SCHOOL NURSE SUPPLY	R	916.94	ACCOUNTS PAYABLE VOUCHER
*V4000413	12/20/2019	SOUTHPAW ENTERPRISES	R	4344.56	ACCOUNTS PAYABLE VOUCHER
*V4000414	12/20/2019	SUPER DUPER SCHOOL CO	R	485.30	ACCOUNTS PAYABLE VOUCHER
*V4000415	12/20/2019	THE HOME DEPOT PRO	R	1463.56	ACCOUNTS PAYABLE VOUCHER
*V4000416	12/20/2019	TRANE U.S. INC.	R	2977.18	ACCOUNTS PAYABLE VOUCHER
*V4000417	12/20/2019	UNIVERSAL CLEANING SERVICES	R	8370.34	ACCOUNTS PAYABLE VOUCHER
*V4000418	12/20/2019	USI	R	565.57	ACCOUNTS PAYABLE VOUCHER
*V4000419	12/20/2019	VIRCO MFG CORP	R	808.50	ACCOUNTS PAYABLE VOUCHER
*V4000420	12/20/2019	WEBSTAIRANT STORE	R	222.85	ACCOUNTS PAYABLE VOUCHER
*V4000421	12/20/2019	ZANER-BLOSER	R	197.84	ACCOUNTS PAYABLE VOUCHER
*V6601738	11/21/2019	LINDA JO BERG	R	50.46	ACCOUNTS PAYABLE VOUCHER
*V6601739	11/21/2019	TARA JO BLACKERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601740	11/21/2019	DON JAMES BUDACH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601741	11/21/2019	ANNE LOUISE BYER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601742	11/21/2019	EMILY MARGARET CLARK	R	443.70	ACCOUNTS PAYABLE VOUCHER
*V6601743	11/21/2019	JAMES EDWARD COCHRAN	R	24.98	ACCOUNTS PAYABLE VOUCHER
*V6601744	11/21/2019	CRAIG ALAN CURTIS	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601745	11/21/2019	JAMIE AUTUMN DALBESIO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601746	11/21/2019	MEGHAN LOUISE DOBSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601747	11/21/2019	KAREN STENE DOENGES	R	75.40	ACCOUNTS PAYABLE VOUCHER
*V6601748	11/21/2019	CARMEN MARIE EATON	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601749	11/21/2019	PAMELA VICK GARRETSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601750	11/21/2019	ADDIE SUZANNE GESKE	R	164.14	ACCOUNTS PAYABLE VOUCHER
*V6601751	11/21/2019	DONNA GAYLE GREENFIELD	R	559.12	ACCOUNTS PAYABLE VOUCHER
*V6601752	11/21/2019	SARA ELIZABETH GROVE	R	5.80	ACCOUNTS PAYABLE VOUCHER
*V6601753	11/21/2019	THERESA JEAN GULBRANSEN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601754	11/21/2019	JENNIFER AMY HETLAND	R	423.50	ACCOUNTS PAYABLE VOUCHER
*V6601755	11/21/2019	SHELBEЕ MARIE JAEGER	R	14.81	ACCOUNTS PAYABLE VOUCHER
*V6601756	11/21/2019	ANNE ELIZABETH JUST	R	60.90	ACCOUNTS PAYABLE VOUCHER
*V6601757	11/21/2019	LORI ANN KLEIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601758	11/21/2019	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601759	11/21/2019	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601760	11/21/2019	BRIAN RICHARD MOGA	R	52.43	ACCOUNTS PAYABLE VOUCHER
*V6601761	11/21/2019	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601762	11/21/2019	HOLLY MARIE PEMBLE	R	128.18	ACCOUNTS PAYABLE VOUCHER
*V6601763	11/21/2019	AMANDA LYNN PETERS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601764	11/21/2019	BROOKE ALLYSON PETERSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601765	11/21/2019	JESSICA RAE RANDOL	R	15.43	ACCOUNTS PAYABLE VOUCHER
*V6601766	11/21/2019	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601767	11/21/2019	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601768	11/21/2019	KACY MARIE RODAMAKER	R	17.17	ACCOUNTS PAYABLE VOUCHER
*V6601769	11/21/2019	NICOLLE KATHERINE ROUSH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601770	11/21/2019	DAWN MARIE SAVAGE	R	122.00	ACCOUNTS PAYABLE VOUCHER
*V6601771	11/21/2019	NAOMI DEE SAWATZKY	R	36.28	ACCOUNTS PAYABLE VOUCHER
*V6601772	11/21/2019	MELISSA RAE SCHALLER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601773	11/21/2019	DAVID LEON STOLL	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601774	11/21/2019	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601775	11/21/2019	THOMAS JOSEPH SZEWCZYK	R	267.48	ACCOUNTS PAYABLE VOUCHER
*V6601776	11/21/2019	MARY ELIZABETH TAYLOR	R	82.36	ACCOUNTS PAYABLE VOUCHER
*V6601777	11/21/2019	SONIA LYNN TENDRICH	R	34.80	ACCOUNTS PAYABLE VOUCHER
*V6601778	11/21/2019	TAYLOR MAY THOMAS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601779	11/21/2019	SHANYN NICOLE TUFTEE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601780	11/21/2019	ERIC JOSEPH VAN BROCKLIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601781	11/21/2019	MICHELLE LYNN VOLLBRECHT	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601782	11/21/2019	CHRISTINA MARIE WILKIN	R	185.60	ACCOUNTS PAYABLE VOUCHER
*V6601783	11/21/2019	SCOTT MICHAEL ZEHNDER	R	20.00	ACCOUNTS PAYABLE VOUCHER

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*V6601784	11/21/2019	MARK A. ZUZEK	R	90.00	ACCOUNTS	PAYABLE	VOUCHER
*V6601785	12/12/2019	JOAN MARIE ABDULKADIR	R	12.76	ACCOUNTS	PAYABLE	VOUCHER
*V6601786	12/12/2019	ALYSSA GRACE BAILEY	R	6.96	ACCOUNTS	PAYABLE	VOUCHER
*V6601787	12/12/2019	LOREEN M. BOHNERT	R	11.07	ACCOUNTS	PAYABLE	VOUCHER
*V6601788	12/12/2019	DONNA MAE BRITTAIN	R	51.04	ACCOUNTS	PAYABLE	VOUCHER
*V6601789	12/12/2019	DON JAMES BUDACH	R	271.44	ACCOUNTS	PAYABLE	VOUCHER
*V6601790	12/12/2019	MARY HELEN CALLISTER	R	49.88	ACCOUNTS	PAYABLE	VOUCHER
*V6601791	12/12/2019	JESSICA ROSE CARVELLI	R	27.84	ACCOUNTS	PAYABLE	VOUCHER
*V6601792	12/12/2019	JESSICA DAWN CHAMBLIN	R	387.44	ACCOUNTS	PAYABLE	VOUCHER
*V6601793	12/12/2019	PEARL SUSAN DEVENOW	R	313.20	ACCOUNTS	PAYABLE	VOUCHER
*V6601794	12/12/2019	CYNTHIA GARWOOD DIVELY	R	38.28	ACCOUNTS	PAYABLE	VOUCHER
*V6601795	12/12/2019	KAREN STENE DOENGES	R	75.40	ACCOUNTS	PAYABLE	VOUCHER
*V6601796	12/12/2019	CARMEN MARIE EATON	R	101.50	ACCOUNTS	PAYABLE	VOUCHER
*V6601797	12/12/2019	PATRICIA ANN ELDRD	R	442.54	ACCOUNTS	PAYABLE	VOUCHER
*V6601798	12/12/2019	KATHERINE DIANE ENGEL	R	222.14	ACCOUNTS	PAYABLE	VOUCHER
*V6601799	12/12/2019	BRUCE DANIEL ENGLISH	R	37.44	ACCOUNTS	PAYABLE	VOUCHER
*V6601800	12/12/2019	JODI JADE ERICKSON	R	20.88	ACCOUNTS	PAYABLE	VOUCHER
*V6601801	12/12/2019	SARAH JOY FAIRBANKS	R	3.47	ACCOUNTS	PAYABLE	VOUCHER
*V6601802	12/12/2019	ANGELITA LEE FLEMING	R	148.48	ACCOUNTS	PAYABLE	VOUCHER
*V6601803	12/12/2019	SHERILYN FAYE FRISQUE	R	153.12	ACCOUNTS	PAYABLE	VOUCHER
*V6601804	12/12/2019	JAMIE LYN GASIOR	R	27.84	ACCOUNTS	PAYABLE	VOUCHER
*V6601805	12/12/2019	MEGAN MARIE GLOCKNER	R	30.74	ACCOUNTS	PAYABLE	VOUCHER
*V6601806	12/12/2019	CASSIE J. GROFF	R	272.60	ACCOUNTS	PAYABLE	VOUCHER
*V6601807	12/12/2019	KELLY JEAN HANKES	R	83.52	ACCOUNTS	PAYABLE	VOUCHER
*V6601808	12/12/2019	LUCINDA SUE HANSON	R	477.96	ACCOUNTS	PAYABLE	VOUCHER
*V6601809	12/12/2019	JANA LEE HEJDEMANN	R	46.40	ACCOUNTS	PAYABLE	VOUCHER
*V6601810	12/12/2019	PETER ALLYN HENDRICKS	R	172.84	ACCOUNTS	PAYABLE	VOUCHER
*V6601811	12/12/2019	KATHLEEN ELIZABETH IRELAND	R	254.04	ACCOUNTS	PAYABLE	VOUCHER
*V6601812	12/12/2019	CINDY LOU JACOBS	R	64.38	ACCOUNTS	PAYABLE	VOUCHER
*V6601813	12/12/2019	SARAH LYNN JOHNSON	R	91.64	ACCOUNTS	PAYABLE	VOUCHER
*V6601814	12/12/2019	AMY TAMARAH WOLF KAUFMAN	R	474.44	ACCOUNTS	PAYABLE	VOUCHER
*V6601815	12/12/2019	JENNIFER M. KLAUSTERMEIER	R	46.90	ACCOUNTS	PAYABLE	VOUCHER
*V6601816	12/12/2019	LORI ANN KLEIN	R	536.50	ACCOUNTS	PAYABLE	VOUCHER
*V6601817	12/12/2019	SHEILA STEPHANIE LANG	R	46.40	ACCOUNTS	PAYABLE	VOUCHER
*V6601818	12/12/2019	CORY LEE LANGENFELD	R	218.66	ACCOUNTS	PAYABLE	VOUCHER
*V6601819	12/12/2019	BETSY SUE LARSEN	R	114.26	ACCOUNTS	PAYABLE	VOUCHER
*V6601820	12/12/2019	SARAH MARIE LUDEWIG	R	122.38	ACCOUNTS	PAYABLE	VOUCHER
*V6601821	12/12/2019	TAYLOR LINDSEY LYDEN	R	121.80	ACCOUNTS	PAYABLE	VOUCHER
*V6601822	12/12/2019	KIM MARIE MARTIN	R	14.00	ACCOUNTS	PAYABLE	VOUCHER
*V6601823	12/12/2019	BRIAN RICHARD MOGA	R	38.28	ACCOUNTS	PAYABLE	VOUCHER
*V6601824	12/12/2019	JAMES ANTHONY MYRMAN	R	54.81	ACCOUNTS	PAYABLE	VOUCHER
*V6601825	12/12/2019	JENNA ANN NACE	R	51.73	ACCOUNTS	PAYABLE	VOUCHER
*V6601826	12/12/2019	JASON LEE NORRING	R	17.64	ACCOUNTS	PAYABLE	VOUCHER
*V6601827	12/12/2019	ALICIA JOY ODELL	R	48.72	ACCOUNTS	PAYABLE	VOUCHER
*V6601828	12/12/2019	RACHAEL MARIE OPSETH	R	90.13	ACCOUNTS	PAYABLE	VOUCHER
*V6601829	12/12/2019	HOLLY MARIE PEMBLE	R	147.90	ACCOUNTS	PAYABLE	VOUCHER
*V6601830	12/12/2019	AMANDA LYNN PETERS	R	146.74	ACCOUNTS	PAYABLE	VOUCHER
*V6601831	12/12/2019	JENNIFER MAE PETERSEN	R	287.68	ACCOUNTS	PAYABLE	VOUCHER
*V6601832	12/12/2019	BROOKE ALLYSON PETERSON	R	171.68	ACCOUNTS	PAYABLE	VOUCHER
*V6601833	12/12/2019	EMILY ANN PFISTERER	R	346.26	ACCOUNTS	PAYABLE	VOUCHER
*V6601834	12/12/2019	PATRICIA ANN PLADSEN	R	51.18	ACCOUNTS	PAYABLE	VOUCHER
*V6601835	12/12/2019	KELLI MARIE PROULX	R	456.46	ACCOUNTS	PAYABLE	VOUCHER
*V6601836	12/12/2019	LYNN MARIE QUAM	R	30.16	ACCOUNTS	PAYABLE	VOUCHER
*V6601837	12/12/2019	KATHLEEN RUBBO RICK	R	20.88	ACCOUNTS	PAYABLE	VOUCHER
*V6601838	12/12/2019	MELANIE ANN RIX	R	133.40	ACCOUNTS	PAYABLE	VOUCHER
*V6601839	12/12/2019	MELISSA RAE SCHALLER	R	170.00	ACCOUNTS	PAYABLE	VOUCHER
*V6601840	12/12/2019	BARBARA LYNN SCHMITZ	R	275.00	ACCOUNTS	PAYABLE	VOUCHER

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PAGE NUMBER: 7  
ACCTPA21  
ACCOUNTING PERIOD: 6/20

SELECTION CRITERIA: chkstat.rundate between '20191121 00:00:00.000' and '20191231 00:00:00.000'

*V6601841	12/12/2019	SAMANTHA KAY SCHULZ	R	71.34	ACCOUNTS PAYABLE VOUCHER
*V6601842	12/12/2019	MICHELLE JEAN SHANLEY	R	87.00	ACCOUNTS PAYABLE VOUCHER
*V6601843	12/12/2019	CORTNEY ELIZABETH SMITH	R	111.94	ACCOUNTS PAYABLE VOUCHER
*V6601844	12/12/2019	BRENDA JEAN SZOKA	R	72.04	ACCOUNTS PAYABLE VOUCHER
*V6601845	12/12/2019	KAYLEEN LAVONNE TAFFE	R	245.92	ACCOUNTS PAYABLE VOUCHER
*V6601846	12/12/2019	PHILLIP HENRY TARMANN	R	535.00	ACCOUNTS PAYABLE VOUCHER
*V6601847	12/12/2019	MARY ELIZABETH TAYLOR	R	94.54	ACCOUNTS PAYABLE VOUCHER
*V6601848	12/12/2019	GRETCHEN ANN TOAY	R	15.66	ACCOUNTS PAYABLE VOUCHER
*V6601849	12/12/2019	JANEL LYNN VRIEZE	R	157.39	ACCOUNTS PAYABLE VOUCHER
*V6601850	12/12/2019	JERYN LEE WALDERA	R	29.99	ACCOUNTS PAYABLE VOUCHER
*V6601851	12/12/2019	BECKY MAY WILKERSON	R	7.19	ACCOUNTS PAYABLE VOUCHER
*V6601852	12/12/2019	SAMANTHA LOUISE WITTSTRUCK	R	8.70	ACCOUNTS PAYABLE VOUCHER
*V6601853	12/12/2019	MARK A. ZUZEK	R	382.80	ACCOUNTS PAYABLE VOUCHER
*V6601854	12/19/2019	GINA MARIE ASHLEY	R	16.47	ACCOUNTS PAYABLE VOUCHER
*V6601855	12/19/2019	TARA JO BLACKERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601856	12/19/2019	DON JAMES BUDACH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601857	12/19/2019	ANNE LOUISE BYER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601858	12/19/2019	EMILY MARGARET CLARK	R	465.16	ACCOUNTS PAYABLE VOUCHER
*V6601859	12/19/2019	CRAIG ALAN CURTIS	R	211.22	ACCOUNTS PAYABLE VOUCHER
*V6601860	12/19/2019	JAMIE AUTUMN DALBESIO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601861	12/19/2019	PEARL SUSAN DEVENOW	R	274.34	ACCOUNTS PAYABLE VOUCHER
*V6601862	12/19/2019	MEGHAN LOUISE DOBSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601863	12/19/2019	CARMEN MARIE EATON	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601864	12/19/2019	ELIZABETH KAY GARLOUGH	R	95.70	ACCOUNTS PAYABLE VOUCHER
*V6601865	12/19/2019	PAMELA VICK GARRETSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601866	12/19/2019	ADDIE SUZANNE GESKE	R	169.36	ACCOUNTS PAYABLE VOUCHER
*V6601867	12/19/2019	DONNA GAYLE GREENFIELD	R	464.00	ACCOUNTS PAYABLE VOUCHER
*V6601868	12/19/2019	THERESA JEAN GULBRANSEN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601869	12/19/2019	PETER ALLYN HENDRICKS	R	161.24	ACCOUNTS PAYABLE VOUCHER
*V6601870	12/19/2019	JENNIFER AMY HETLAND	R	286.62	ACCOUNTS PAYABLE VOUCHER
*V6601871	12/19/2019	LORI ANN KLEIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601872	12/19/2019	AMBER LEIGH KURTEN	R	159.50	ACCOUNTS PAYABLE VOUCHER
*V6601873	12/19/2019	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601874	12/19/2019	BETSY SUE LARSEN	R	59.16	ACCOUNTS PAYABLE VOUCHER
*V6601875	12/19/2019	KEARSTON MARGARET LAZARETTI	R	15.08	ACCOUNTS PAYABLE VOUCHER
*V6601876	12/19/2019	SARAH MARIE LUDEWIG	R	106.72	ACCOUNTS PAYABLE VOUCHER
*V6601877	12/19/2019	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601878	12/19/2019	MICHAELA ALYSE MENIGO	R	346.26	ACCOUNTS PAYABLE VOUCHER
*V6601879	12/19/2019	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601880	12/19/2019	AMANDA LYNN PETERS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601881	12/19/2019	BROOKE ALLYSON PETERSON	R	264.00	ACCOUNTS PAYABLE VOUCHER
*V6601882	12/19/2019	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601883	12/19/2019	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601884	12/19/2019	NICOLLE KATHERINE ROUSH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601885	12/19/2019	MELISSA RAE SCHALLER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601886	12/19/2019	MARIAH CHRISTINE SETTELL	R	33.93	ACCOUNTS PAYABLE VOUCHER
*V6601887	12/19/2019	DAVID LEON STOLL	R	671.79	ACCOUNTS PAYABLE VOUCHER
*V6601888	12/19/2019	AMY LYNN SWANEY	R	286.62	ACCOUNTS PAYABLE VOUCHER
*V6601889	12/19/2019	THOMAS JOSEPH SZEWCZYK	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601890	12/19/2019	SONIA LYNN TENDRICH	R	95.12	ACCOUNTS PAYABLE VOUCHER
*V6601891	12/19/2019	LAURA J. TENNESSEN	R	266.59	ACCOUNTS PAYABLE VOUCHER
*V6601892	12/19/2019	TAYLOR MAY THOMAS	R	235.82	ACCOUNTS PAYABLE VOUCHER
*V6601893	12/19/2019	SHANYN NICOLE TUFTTEE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601894	12/19/2019	ADRIENNE KATE TURZYNSKI	R	80.00	ACCOUNTS PAYABLE VOUCHER
*V6601895	12/19/2019	ERIC JOSEPH VAN BROCKLIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601896	12/19/2019	MICHELLE LYNN VOLLBRECHT	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601897	12/19/2019	ANDREW JACOB WEBSTER	R	196.04	ACCOUNTS PAYABLE VOUCHER

SOURCEWELL  
 DATE: 12/31/2019  
 TIME: 10:43:19

INTERMEDIATE SCHOOL DISTRICT  
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 8  
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 ACCOUNTING PERIOD: 6/20

SELECTION CRITERIA: chkstat.rundate between '20191121 00:00:00.000' and '20191231 00:00:00.000'

*V6601898	12/19/2019	SARAH MICHELLE WEILER	R	9.00	ACCOUNTS PAYABLE VOUCHER
*V6601899	12/19/2019	FRAN LOUISE WOOD	R	626.98	ACCOUNTS PAYABLE VOUCHER
*V6601900	12/19/2019	SOUA YANG	R	11.60	ACCOUNTS PAYABLE VOUCHER
*V6601901	12/19/2019	SCOTT MICHAEL ZEHNDER	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V6601902	12/19/2019	MARK A. ZUZEK	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V7700772	11/21/2019	APPLE VALLEY ISD LLC	R	41143.32	ACCOUNTS PAYABLE VOUCHER
*V7700773	11/21/2019	SE ISD, DST	R	71504.86	ACCOUNTS PAYABLE VOUCHER
*V7700774	11/21/2019	DELTA DENTAL OF MINNESOTA	R	17687.30	ACCOUNTS PAYABLE VOUCHER
*V7700775	11/21/2019	MEDICA	R	58021.63	ACCOUNTS PAYABLE VOUCHER
*V7700776	11/21/2019	PLANSOURCE FLEX BEN.	R	150.00	ACCOUNTS PAYABLE VOUCHER
*V7700777	12/05/2019	MN CHILD SUPPORT PAYMENT CENTER	R	31.20	ACCOUNTS PAYABLE VOUCHER
*V7700778	12/05/2019	AFLAC	R	2229.75	ACCOUNTS PAYABLE VOUCHER
*V7700779	12/05/2019	AMERIPRISE FINANCIAL ADVISORS	R	8251.80	ACCOUNTS PAYABLE VOUCHER
*V7700780	12/05/2019	AXA EQUITABLE LIFE INS CO	R	3895.54	ACCOUNTS PAYABLE VOUCHER
*V7700781	12/05/2019	FIDELITY INVSTMT TAX-EX SVC CO	R	6612.45	ACCOUNTS PAYABLE VOUCHER
*V7700782	12/05/2019	HEALTHQUITY, INC.	R	22759.62	ACCOUNTS PAYABLE VOUCHER
*V7700783	12/05/2019	HORACE MANN LIFE INS	R	1923.97	ACCOUNTS PAYABLE VOUCHER
*V7700784	12/05/2019	INTERNAL REVENUE SERVICE	R	216837.04	ACCOUNTS PAYABLE VOUCHER
*V7700785	12/05/2019	EDUCATION MN ESI BILLING TRUST	R	5408.78	ACCOUNTS PAYABLE VOUCHER
*V7700786	12/05/2019	MN DEPT OF REVENUE	R	34005.56	ACCOUNTS PAYABLE VOUCHER
*V7700787	12/05/2019	MN DEPT OF REVENUE(C)	R	274.89	ACCOUNTS PAYABLE VOUCHER
*V7700788	12/05/2019	MN STATE RETIREMENT SYSTEM	R	2020.83	ACCOUNTS PAYABLE VOUCHER
*V7700789	12/05/2019	EXECUTIVE DIRECTOR	R	53868.04	ACCOUNTS PAYABLE VOUCHER
*V7700790	12/05/2019	STATE TREASURER, TRA	R	94150.72	ACCOUNTS PAYABLE VOUCHER
*V7700791	12/05/2019	VARIABLE ANNUITY LIFE INS CO	R	8852.35	ACCOUNTS PAYABLE VOUCHER
*V7700792	12/05/2019	VOYA	R	1711.25	ACCOUNTS PAYABLE VOUCHER
*V7700793	12/18/2019	MN CHILD SUPPORT PAYMENT CENTER	R	31.20	ACCOUNTS PAYABLE VOUCHER
*V7700794	12/18/2019	AMERIPRISE FINANCIAL ADVISORS	R	8326.80	ACCOUNTS PAYABLE VOUCHER
*V7700795	12/18/2019	AXA EQUITABLE LIFE INS CO	R	3895.54	ACCOUNTS PAYABLE VOUCHER
*V7700796	12/18/2019	FIDELITY INVSTMT TAX-EX SVC CO	R	6793.75	ACCOUNTS PAYABLE VOUCHER
*V7700797	12/18/2019	HEALTHQUITY, INC.	R	22975.39	ACCOUNTS PAYABLE VOUCHER
*V7700798	12/18/2019	HORACE MANN LIFE INS	R	1923.97	ACCOUNTS PAYABLE VOUCHER
*V7700799	12/18/2019	INTERNAL REVENUE SERVICE	R	229974.14	ACCOUNTS PAYABLE VOUCHER
*V7700800	12/18/2019	EDUCATION MN ESI BILLING TRUST	R	5408.78	ACCOUNTS PAYABLE VOUCHER
*V7700801	12/18/2019	MN DEPT OF REVENUE	R	37030.52	ACCOUNTS PAYABLE VOUCHER
*V7700802	12/18/2019	MN DEPT OF REVENUE(C)	R	157.89	ACCOUNTS PAYABLE VOUCHER
*V7700803	12/18/2019	MN STATE RETIREMENT SYSTEM	R	2020.83	ACCOUNTS PAYABLE VOUCHER
*V7700804	12/18/2019	EXECUTIVE DIRECTOR	R	55085.24	ACCOUNTS PAYABLE VOUCHER
*V7700805	12/18/2019	STATE TREASURER, TRA	R	95576.11	ACCOUNTS PAYABLE VOUCHER
*V7700806	12/18/2019	VARIABLE ANNUITY LIFE INS CO	R	8852.35	ACCOUNTS PAYABLE VOUCHER
*V7700807	12/18/2019	VOYA	R	1711.25	ACCOUNTS PAYABLE VOUCHER
*V7700808	12/20/2019	MEDICA	R	172787.35	ACCOUNTS PAYABLE VOUCHER
*V7700809	12/20/2019	PLANSOURCE FLEX BEN.	R	2114.82	ACCOUNTS PAYABLE VOUCHER
*V7700810	12/20/2019	KANSAS CITY LIFE INSURANCE COMPANY	R	10485.28	ACCOUNTS PAYABLE VOUCHER
*V7700811	12/20/2019	MEDICA	R	213336.29	ACCOUNTS PAYABLE VOUCHER
*V7700812	12/20/2019	PLANSOURCE FLEX BEN.	R	2073.68	ACCOUNTS PAYABLE VOUCHER
*V7700813	12/20/2019	APPLE VALLEY ISD LLC	R	2220.75	ACCOUNTS PAYABLE VOUCHER
*V7700814	12/20/2019	SE ISD, DST	R	3307.50	ACCOUNTS PAYABLE VOUCHER
*V7700825	12/27/2019	APPLE VALLEY ISD LLC	R	41399.75	ACCOUNTS PAYABLE VOUCHER
*V7700826	12/27/2019	SE ISD, DST	R	76770.06	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				2430018.13	
TOTAL REPORT				2430018.13	

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

12/31/2019 REGULAR PAY (912) \$ 692,799.20

**NET PAYROLL \$ 692,799.20**


Authorized Signature  Date 12-24-19

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

12/13/2019 REGULAR PAY (911) \$ 697,654.86

**NET PAYROLL \$ 697,654.86**

Authorized Signature 

Date 12-12-19

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

11/29/2019 REGULAR PAY (910) \$ 661,176.68

**NET PAYROLL \$ 661,176.68**

Authorized Signature  Date 12-2-19

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

**NOVEMBER 2019**

ACCOUNT NAME	ACCT NO	BEGINNING BALANCE	PURCHASES CREDITS	SALES TRANSFERS	INVESTMENT FEES	INTEREST EARNED	ENDING BALANCE	YEAR TO DATE INTEREST EARNED
MSDLAF + MAX	01	6,876,346.49	0.00	0.00	0.00	9,756.36	6,886,102.85	49,281.40
MSDLAF Liquid	01	824.75	0.00	0.00	0.00	1.11	825.86	6.75
MSDLAF TERM (CD's, Term, Comm) maturity	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>6,877,171.24</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,757.47</b>	<b>6,886,928.71</b>	<b>49,288.15</b>

**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: **November 2019** Average MSDLAF Liquid Rate was 1.64 % and the MSDLAF+MAX Average Rate was 1.73%. MSDLAF Term Average Rate is .00%.

INTERMEDIATE SCHOOL DISTRICT 917										
TEMPORARY EMPLOYMENT AGREEMENT REPORT										
July 1, 2019 through June 30, 2020										
FIRST QUARTER 7/1/19-9/30/20										
SECOND QUARTER 10/1/19-12/31/19										
THIRD QUARTER 1/1/19-3/31/20										
FOURTH QUARTER 4/1/20-6/30/20										
						START	END	MAX	MAX	
LAST NAME	FIRST NAME	DESCRIPTION	LOCATION	POSITION	DATE	DATE	#WORK DAYS	HRS/DAY	SALARY	
ABBOTT	SHELBY	TEMP WORK AGREEMENT	AEC	SCHOOL PSY	8/27/2019	8/30/2019	2	6.0	\$372.60	
AMOS	ANDREA	TEMP WORK AGREEMENT	LEC TEA	CLASSROOM ASSISTANT	10/23/2019	6/4/2020	15	2.0	\$540.30	
ANDERSON	NICOLE	TEMP WORK AGREEMENT	AEC CASE	PROGRAM ASSISTANT	8/30/2019	8/30/2019	1	4.0	\$73.64	
BABIC	ANAICE	TEMP WORK AGREEMENT	CEDAR SUN	STUDENT ASSISTANT	10/29/2019	6/4/2020	136	7.0	\$17,145.52	
BEINBRECH	ALICIA	TEMP WORK AGREEMENT	OMS ITIN	SIGN LANGUAGE INTERPRETER	2/24/2020	2/28/2020	3	5	\$375.00	
BEINBRECH	ALICIA	TEMP WORK AGREEMENT	D/HH Itin-OMS	INTERPRETER	9/6/2019	6/4/2020	5	2.0	\$250.00	
BELTER	AMBER	TEMP WORK AGREEMENT	CEDAR SUN	STUDENT ASSISTANT	8/29/2019	6/4/2020	175	7.00	\$22,062.25	
BLACK	REBECCA	TEMP WORK AGREEMENT	TESA,DCTC	PROGRAM ASSISTANT	12/1/2019	5/31/2019	4	3.00	\$240.24	
BLASCHKA	AMY	TEMP WORK AGREEMENT	LEC TEA	HEALTH ASSOCIATE	8/22/2019	6/5/2020	30	1.00	\$972.90	
BOEHMER	AMANDA	TEMP WORK AGREEMENT	JSC	SPECIAL EDUCATION TEACHER	10/16/2019	10/16/2019	1	2.50	\$81.95	
BOEHMER	AMANDA	TEMP WORK AGREEMENT	JSC	SPECIAL EDUCATION TEACHER	10/21/2019	10/21/2019	1	1.00	\$32.78	
BOEHMER	AMANDA	TEMP WORK AGREEMENT	JSC	SPECIAL EDUCATION TEACHER	12/16/2019	12/16/2019	1	1.00	\$32.78	
BOEHMER	AMANDA	TEMP WORK AGREEMENT	JSC	SPECIAL EDUCATION TEACHER	12/12/2019	12/12/2019	1	7.00	\$229.46	
BOWEN	RYO	TEMP WORK AGREEMENT	D/HH RES-CMS	STUDENT ASSISTANT	10/25/2019	4/4/2020	12	66.00	\$1,215.06	
BOWEN	RYO	TEMP WORK AGREEMENT	D/HH RES-CMS	STUDENT ASSISTANT	10/24/2019	6/9/2020	4	2.00	\$147.28	
BROWN	OLIVIA	TEMP WORK AGREEMENT	JSC	SPECIAL EDUCATION SPEECH LANG	8/22/2019	8/23/2019	2	0.75	\$50.61	
CANEDY	LEXI	TEMP WORK AGREEMENT	AEC CASE	CLASSROOM ASSISTANT	8/30/2019	8/30/2019	1	4.00	\$73.64	
CECCHINI	LISA	TEMP WORK AGREEMENT	DCTC TESA	STUDENT ASSISTANT	9/18/2019	6/4/2020	163	6.75	\$ 19,815.50	
CIODARU	JAYNE	TEMP WORK AGREEMENT	CEC	SCHOOL PSY	8/27/2019	8/30/2019	2	6.00	\$405.96	
COONS	KRISTI	TEMP WORK AGREEMENT	DASH /LNHS	STUDENT ASSISTANT	11/6/2019	6/4/2020	128	7.00	\$16,136.96	
DAVID	CHRISTINE	TEMP WORK AGREEMENT	LEC TEA	MENTAL HEALTH PRACTITIONER	8/22/2019	6/5/2020	40	40.00	\$1,342.40	
DODGE	MICHELLE	TEMP WORK AGREEMENT	D/HH Itin-CMS	SLI - INTERPRETER	10/1/2019	6/9/2020	5	2.00	\$297.80	
DODGE	MICHELLE	TEMP WORK AGREEMENT	D/HH RES-CMS	SIGN LANGUAGE INTERPRETER	10/14/2019	6/6/2020	3	0.50	\$44.67	
DONALDSON	JAKE	TEMP WORK AGREEMENT	CEDAR SUN	PROGRAM ASSISTANT	11/19/2019	1/5/2020	2	2.00	\$39.22	
DYE	NANCY	TEMP WORK AGREEMENT	LKV N HS/ DHH	CLASSROOM ASSISTANT	10/25/2019	4/4/2020	12	6.50	\$1,267.86	
DYVIG	JODI	TEMP WORK AGREEMENT	CEDAR SUN	SPECIAL EDUCATION TEACHER	8/19/2019	8/19/2019	1	4.00	\$121.72	
EDMONDS	BILLIE	TEMP WORK AGREEMENT	IDEA/AEC	PROGRAM ASSISTANT	9/5/2019	9/6/2019	2	2.00	\$36.82	
ENFIEJIAN	VALERIE	TEMP WORK AGREEMENT	GIDEON POND	SCHOOL PSY	8/27/2019	8/30/2019	2	6.00	\$692.64	
ENGELBY	SAMANTHA	TEMP WORK AGREEMENT	BTC TESA	STUDENT ASSISTANT	9/16/2019	6/4/2020	160	7.00	\$ 20,171.20	
GERNES	RICHELLE	TEMP WORK AGREEMENT	TESA,DCTC	ADMINISTRATIVE ASSISTANT	10/10/20019	12/20/2019	15	1.00	\$351.30	
GLOCKNER	MEGAN	TEMP WORK AGREEMENT	CEDAR SUN	SCHOOL PSY	10/15/2019	10/15/2019	1	2.00	\$61.76	
GLOCKNER	MEGAN	TEMP WORK AGREEMENT	CEDAR SUN	SCHOOL PSY	8/27/2019	8/30/2019	2	6.00	\$392.16	

GOETZ	KERRY	TEMP WORK AGREEMENT	CEDAR SUN	CLASSROOM ASSISTANT	8/21/2019	8/21/2019	1	2.00	\$36.82
GREENGO	PAM	TEMP WORK AGREEMENT	DASH @ HHS	HEALTH ASSOCIATE	8/28/2019	8/29/2019	1	2.50	\$76.53
GREENGO	PAM	TEMP WORK AGREEMENT	DASH @ HHS	HEALTH ASSOCIATE	12/12/2019	12/12/2019	1	4.00	\$122.44
GRUSSING	CELESTE	TEMP WORK AGREEMENT	CEDAR SUN	CLASSROOM ASSISTANT	8/21/2019	8/21/2019	1	2.00	\$36.02
HAGUE	REBECCA	TEMP WORK AGREEMENT	CEDAR SUN	SPECIAL EDUCATION TEACHER	8/21/2019	8/21/2019	1	2.00	\$76.32
HART	AMY	TEMP WORK AGREEMENT	IDEA/AEC	PROGRAM ASSISTANT	8/30/2019	8/30/2019	1	4.00	\$75.24
HEIDMANN	JANA	TEMP WORK AGREEMENT	CEDAR SUN	SLP SPEECH LANG	8/20/2019	8/20/2019	4	5.00	\$245.95
HEIDMANN	JANA	TEMP WORK AGREEMENT	CEDAR SUN	SLP SPEECH LANG	8/21/2019	8/27/2019	4	4.00	\$80.00
HELM	HEIDI	TEMP WORK AGREEMENT	JSC	SPECIAL EDUCATION TEACHER	10/21/2019	10/21/2019	1	1.00	\$47.10
HENDRICKS	PETER	TEMP WORK AGREEMENT	JSC	SPECIAL EDUCATION TEACHER	12/20/2019	12/20/2019	1	0.50	\$17.57
HENRIOTT	RYAN	TEMP WORK AGREEMENT	CEC/SUN	STUDENT ASSISTANT	10/28/2019	6/4/2020	138	7.00	\$17,397.66
HENRIOTT	RYAN	TEMP WORK AGREEMENT	CEC/SUN	STUDENT ASSISTANT	10/28/2019	6/4/2020	138	0.35	\$869.88
HORRMANN	ANNA	TEMP WORK AGREEMENT	PACES @ CHERRY VIE	CLASSROOM ASSISTANT	11/15/2019	11/15/2019	1	0.50	\$9.21
HURLA	AMY	TEMP WORK AGREEMENT	LEC TEA	MHP	10/23/2019	6/4/2020	15	2.00	\$912.90
HURT	AMY	TEMP WORK AGREEMENT	LEC TEA	MENTAL HEALTH PRACTITIONER	10/9/2019	10/9/2019	1	2.00	\$61.20
JOHNSON	JENNIFER	TEMP WORK AGREEMENT	IDEA/AEC	CLASSROOM ASSISTANT	9/5/2019	9/6/2019	2	2.00	\$36.02
JOHNSTON	SUZANNE	TEMP WORK AGREEMENT	D/HH RES-CMS	SIGN LANGUAGE INTERPRETER	10/14/2019	6/6/2020	3	0.50	\$35.15
JUST	ANNE	TEMP WORK AGREEMENT	CEDAR SUN	SPECIAL EDUCATION TEACHER	8/19/2019	8/19/2019	1	4.00	\$129.96
KNAPP	MICHAEL	TEMP WORK AGREEMENT	DHH RES-LNHS	CLASSROOM ASSISTANT	10/25/2019	4/4/2020	12	5.50	\$1,321.32
KNEER	ADAM	TEMP WORK AGREEMENT	CASE-AEC	PROGRAM ASSISTANT	11/1/2019	11/1/2019	1	2.00	\$36.82
KNUTSON	SHANNA	TEMP WORK AGREEMENT	DCTC	LEAD SCHOOL PYS	8/27/2019	8/30/2019	2	6.00	\$628.32
KOIVOGUI	MARIUM	TEMP WORK AGREEMENT	DASH/LNHS	STUDENT ASSISTANT	11/8/2019	6/4/2020	126	7.00	\$16,237.62
KRUSE	SARAH	TEMP WORK AGREEMENT	CEC	STUDENT ASSISTANT	8/29/2019	5/4/2020	174	1174.50	\$21,152.75
KRUSE	SARAH	TEMP WORK AGREEMENT	CEC	STUDENT ASSISTANT	8/29/2019	5/4/2020	10	5.00	\$90.05
KRUSE	SARAH	TEMP WORK AGREEMENT	CEC	STUDENT ASSISTANT	8/29/2019	5/4/2020	1	10.00	\$180.10
KUNTZ	MEGHAN	TEMP WORK AGREEMENT	DHH RES, POND	CLASSROOM ASSISTANT	10/25/2019	4/4/2020	12	5.50	\$1,215.06
KURTEN	CAROL	TEMP WORK AGREEMENT	TESA,DCTC	PROGRAM ASSISTANT	11/1/2019	11/27/2019	15	1.00	\$325.95
LAFLEX	APRIL	TEMP WORK AGREEMENT	CEDAR SUN	CLASSROOM ASSISTANT	10/1/2019	5/30/2020	16	2.00	\$589.12
LAMPHERE	ANNA	TEMP WORK AGREEMENT	LEC TEA	MENTAL HEALTH PRACTITIONER	10/9/2019	10/9/2019	2	2.00	\$98.38
LAMPHERE	ANNA	TEMP WORK AGREEMENT	LEC TEA	MENTAL HEALTH PRACTITIONER	10/23/2019	6/4/2020	15	2.00	\$1,467.90
LAWRENCE	KATY	TEMP WORK AGREEMENT	AEC CASE	CLASSROOM ASSISTANT	8/30/2019	8/30/2019	1	4.00	\$72.04
LUNDQUIST	CAROLINE	TEMP WORK AGREEMENT	ISD917	FIRST AID STAFF IN SERVICE/MEDICAL CA	11/1/2019	11/1/2019	1	6.00	\$311.58
MARTIN	KIM	TEMP WORK AGREEMENT	CEDAR SUN	SPECIAL EDUCATION TEACHER	8/21/2019	8/21/2019	1	2.00	\$90.14
MARTIN	KIM	TEMP WORK AGREEMENT	CEDAR SUN	SPECIAL EDUCATION TEACHER	8/19/2019	8/19/2019	2	2.00	\$90.14
MENZIE	VICTORIA	TEMP WORK AGREEMENT	CEC	STUDENT ASSISTANT	9/13/2019	5/4/2020	10	5.00	\$90.05
MENZIE	VICTORIA	TEMP WORK AGREEMENT	CEC	STUDENT ASSISTANT	9/13/2019	5/4/2020	1	10.00	\$180.10
MENZIE	VICTORIA	TEMP WORK AGREEMENT	CEC	STUDENT ASSISTANT	9/13/2019	5/4/2020	166	1120.50	\$20,180.21
MYRMAN	JAMES	TEMP WORK AGREEMENT	TESA,DCTC	CLASSROOM ASSISTANT	11/1/2019	11/27/2019	20	0.50	\$180.10
NORD	EMILY	TEMP WORK AGREEMENT	CEDAR SUN	PROGRAM ASSISTANT	8/26/2019	8/27/2019	3	18.00	\$338.58
NORD	EMILY	TEMP WORK AGREEMENT	CEDAR SUN	PROGRAM ASSISTANT	9/3/2019	6/4/2019	70	35.00	\$658.35
NORD	EMILY	TEMP WORK AGREEMENT	CEDAR SUN	PROGRAM ASSISTANT	8/21/2019	8/21/2019	1	2.00	\$37.62
NORD	EMILY	TEMP WORK AGREEMENT	CEDAR SUN	PROGRAM ASSISTANT	9/3/2019	6/4/2020	70	0.50	\$658.35
OPHUS	SAMANTHA	TEMP WORK AGREEMENT	CEDAR SUN	PROGRAM ASSISTANT	10/1/2019	5/30/2020	16	2.00	\$601.92
OTT	LISA	TEMP WORK AGREEMENT	DCTC	TRAINER	9/16/2019	9/18/2019	3	7.00	\$829.50

PELZEL	KENNEDY	TEMP WORK AGREEMENT	AEC IDEA	STUDENT ASSISTANT	9/23/2019	6/4/2020	160	6.75	\$19,450.80
PETERSEN	JENNIFER	TEMP WORK AGREEMENT	TEA PINE BEND TRAU	MEANTAL HEALTH PRACTIONER	10/16/2019	10/16/2019	1	2.00	\$51.93
PETERSON	CAROLINE	TEMP WORK AGREEMENT	D/HH Itin - FHS	SLI - INTERPRETER	10/16/2019	6/5/2020	2	1.00	\$50.00
PETERSON	SHERI	TEMP WORK AGREEMENT	PACES @ CHERRY VIE	SPECIAL EDUCATION TEACHER	10/17/2019	10/17/2019	1	8.00	\$160.00
POWERS	EMILY	TEMP WORK AGREEMENT	CEDAR SUN	CLASSROOM ASSISTANT	5/30/2019	1/2/2020	2	6.00	\$220.92
RANDOL	JESSICA	TEMP WORK AGREEMENT	CEDAR SUN	SPECIAL EDUCATION TEACHER	8/19/2019	8/19/2019	1	4.00	\$127.44
ROUSH	KAYLA	TEMP WORK AGREEMENT	DHH RES-CMS	SIGN LANGUAGE INTERPRETER	10/14/2019	6/9/2020	3	0.50	\$33.26
REUDER	KATIE	TEMP WORK AGREEMENT	LEC TEA	CLASSROOM ASSISTANT	10/23/2019	6/4/2020	15	2.00	\$552.30
RICK	KATHLEEN	TEMP WORK AGREEMENT	CEC	SPEECH LANGUAGE PATHOLOGIST	9/3/2019	6/4/2020	17	1.00	\$497.25
RICHTER	JESSICA	TEMP WORK AGREEMENT	CEDAR SUN	TEACHER	10/2/2019	6/4/2020	15	2.00	\$877.50
RUIZ-BRUCE	BRIANA	TEMP WORK AGREEMENT	PACES @ CHERRY VIE	SPECIAL EDUCATION TEACHER	10/17/2019	10/17/2019	1	8.00	\$160.00
RUTTER	CATHERINE	TEMP WORK AGREEMENT	CHR MCAULIFE D/HH	CLASSROOM ASSISTANT	10/25/2019	4/4/2020	12	5.50	\$1,188.66
RUTTER	CATHERINE	TEMP WORK AGREEMENT	MCAULIFF ELEM DHH	PARAPROFESSIONAL	10/25/2019	4/4/2020	12	5.50	\$ 1,188.66
SALAZAR	ARACELI	TEMP WORK AGREEMENT	CEDAR SUN	CLASSROOM ASSISTANT	10/1/2019	5/30/2019	16	2.00	\$589.12
SAVAGE	DAWN	TEMP WORK AGREEMENT	BHS - ITIN	SIGN LANGUAGE INTERPRETER	9/3/2019	6/4/2020	10	2.00	\$595.60
SCHUMACHER	AMY	TEMP WORK AGREEMENT	LEC TEA	MHP	8/22/2019	6/5/2020	1	30.00	\$972.90
SHEPPARD	TINA	TEMP WORK AGREEMENT	D/HH RES-DEC	PROGRAM ASSISTANT	9/9/2019	6/4/2020	5	0.50	\$54.33
SHORT	NICHOLE	TEMP WORK AGREEMENT	LEC	SCHOOL PSY	8/27/2019	8/30/2019	2	6.00	\$509.04
SHORT	NICHOLE	TEMP WORK AGREEMENT	DW LEC	SCHOOL PSY	7/1/2019	8/23/2019	2	4.00	\$339.36
SMITH III	NORMAN	TEMP WORK AGREEMENT	DCALS	GUIDANCE COUNSELOR	9/2/2019	6/4/2020	5	8.00	\$1,884.00
STADELMAN	MARY	TEMP WORK AGREEMENT	D/HH RES-POND	CLASSROOM ASSISTANT	10/4/2019	10/7/2019	2	7.25	\$278.55
STAPELS	ANN	TEMP WORK AGREEMENT	TESA,DCTC	PROGRAM ASSISTANT	12/1/2019	5/31/2019	4	3.00	\$335.76
STELLER	NATHANAEL	TEMP WORK AGREEMENT	CEDAR SUN	SPECIAL EDUCATION TEACHER	8/21/2019	8/21/2019	1	3.00	\$20.00
STROMME	MICHELLE	TEMP WORK AGREEMENT	LEC TEA	CLASSROOM ASSISTANT	10/23/2019	6/4/2020	15	2.00	\$552.30
TENNESSEN	LAURA	TEMP WORK AGREEMENT	TESA,DCTC	SPECIAL ED STAFF, SCHOOL PSYHOLOGIS	10/3/2019	10/6/2019	4	21.00	\$1,099.56
TENNESSEN	LAURA	TEMP WORK AGREEMENT	DCTC	SCHOOL PSY	8/27/2019	8/30/2019	2	6.00	\$628.32
TRAYNOR	ANITA	TEMP WORK AGREEMENT	DASH @ HHS	HEALTH ASSOCIATE	8/28/2019	8/29/2019	1	2.50	\$73.45
TRAYNOR	ANITA	TEMP WORK AGREEMENT	DASH @ HHS	HEALTH ASSOCIATE	12/12/2019	12/12/2019	1	4.00	\$117.52
VINCENT	MICHELLE	TEMP WORK AGREEMENT	PACES @ CHERRY VIE	STUDENT ASSISTANT	10/22/2019	6/4/2020	139	7.25	\$18,149.58
VRIEZE	JANEL	TEMP WORK AGREEMENT	TESA,DCTC	SPED TEACHER	8/28/2019	8/28/2019	1	4.00	\$230.88
WALETSKI	GREGORY	TEMP WORK AGREEMENT	D/HH Itin-HSHS	INTERPRETER	9/26/2019	6/3/2020	70	2.00	\$3,500.00
WERTANEN	SUE	TEMP WORK AGREEMENT	CEDAR SUN	PROGRAM ASSISTANT	8/21/2019	8/21/2019	1	2.00	\$51.96
WITTSTRUCK	SAMANTHA	TEMP WORK AGREEMENT	JSC NEW CHANCE	PROGRAM ASSISTANT	12/16/2019	12/16/2019	1	0.75	\$13.81
WOODWARD	MICHELLE	TEMP WORK AGREEMENT	DASH @HSHS	HEALTH ASSOCIATE	12/12/2019	12/12/2019	1	4.00	\$111.72
ZAPPETILLO	ANNA	TEMP WORK AGREEMENT	CEC SUN	PROGRAM ASSISTANT	8/30/2019	8/30/2019	1	4.00	\$73.64
								Total:	\$247,742.14

**Intermediate School District 917  
Accounts Receivable Aged Report As of 12/31/19**

<b>Member Districts</b>	<b>31-60 Days</b>	<b>61-90 Days</b>	<b>Over 90 Days</b>	<b>Totals</b>
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>All Others</b>				
MDE	\$ -	\$ -	\$ 1,183,619.79	\$ 1,183,619.79
Misc employee receivable	\$ -	\$ -	\$ 3,300.00	\$ 3,300.00
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,186,919.79</b>	<b>\$ 1,186,919.79</b>
<b>Grand Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,186,919.79</b>	<b>\$ 1,186,919.79</b>
<b>Total Receivables</b>				<b>\$ 4,364,004.23</b>



# Intermediate School District 917

Planning and staffing to meet needs of  
our member districts

# We have...

- Considered the ISD 917 Mission and Core Values
- Consulted the School Board and Superintendents
- Completed interviews, site visits, and staffing analysis of other Intermediate school districts
- Consulted member districts and organizational charts
- Evaluated and prioritized options
- **Now we seek your input, welcome your comments, and encourage a robust discussion**

# Mission... **serve our members**

To serve our member E-12 school districts' students and families in the areas of:

- special education,
- career and technical education,
- and alternative education.

# Core Organizational Values

- Passion for Service 
- Collaboration
- Open Communication
- Stewardship 
- Integrity
- Equity 
- Continuous Improvement 

# Organizational Planning

- Phase I - FY20
- Phase II - FY21
- Phase III - FY22
- Phase IV – beyond... as needed and as revenue allows
- Growth in infrastructure cannot exceed our revenue
- Revenue sources include:
  - General Education Revenue,
  - Special Education Tuition,
  - DCALS revenue by ADMs in both seat-based and independent study,
  - and CTE tuition, based on program costs.

# Process and Sequencing Considerations

- Leadership – functions, expertise, and supervisory responsibility
- Internal and external comparisons for comparable worth
- Growth over time to meet needs and not exceed revenue
- One hire can sometimes relieve pressure on other positions
- Site leadership responsibilities
- District-level leadership responsibilities

# Economic considerations of growth

- Prediction of general education revenue and inflationary factors
  - Average \$300,000-\$400,000 annually for General Education
- Market forces
  - Employment rate
  - Secure the “right person” (identify, recruit, retain)
  - CTE and Special Education are very challenging
- Equipment needs for CTE are high to maintain relevance for industry
- Tuition rates are low as compared to other intermediates
- Lack of membership fees
- Non-member fees are 20% and based-on real costs of operation
- Lack of utilization of the appeal rate for special education tuition rates

# Structures and Practices to Improve Efficiency

- Laserfiche
- DocuSign
- Professional Development
  - On-boarding processes
  - On-line tutorials and generalized lessons
  - Monthly or bi-weekly on-boarding sessions
- Website
- Centralized Digital Learning Management System (LMS)

Systemic Approach

# Departmental Specific Needs



# Technology

- Phase II - FY21
  - Increase current 0.75 FTE position to full-time
  - Add 0.75 FTE position (as resources are available)
- Phase III and IV
  - Depends on growth and other needs

# Finance and Business Operations

- Phase I - FY20, budget adjustment
  - Accounts Payable (as soon as practical)
- Phase II - FY21
  - Change Business Manager to Executive Director of Finance; affecting title, responsibilities, and compensation
  - Add Controller position, at Coordinator level
  - Human Resources Department is managed by Executive Director of Finance
- Phase II or III (depending on talent pool and workload analysis)
  - Accounts Receivable to Accountant (possibly increased to 0.75 FTE or 1.0 FTE)
- Phase III or IV - FY22 or beyond
  - Accounts Receivable (PT or FT)

# Human Resources

- Phase I - FY20, budget adjustment
  - Add the Talent Acquisition Specialist (May of FY20)
- Phase II - FY21
  - Human Resources Department is managed by Executive Director of Finance
- Phase III – FY22
  - Monitor to consider clerical or specialist level support
- Phase IV - FY22 or beyond
  - Human Resources Specialist (this person would potentially take over licensed staff hiring, workers' compensation)

# Secondary – DCALS and CTE

- Phase I - FY20
  - Dean of Students - 1.0 FTE
  - Math or Science Teacher - 1.0 FTE
  - Language Arts Teacher - .5 FTE
  - Social Worker - .5 FTE (consider 360 Communities contract and potentially increase this to 1.0 FTE, another option would be to share with Special Education)
- Phase II - FY21
  - Continue to monitor our staff supporting the mental health needs of students
  - On-line Specialist (consideration for modifications to current practices)
- Phase III or IV - FY22 or beyond
  - Assistant Principal (dependent on growth and funding)

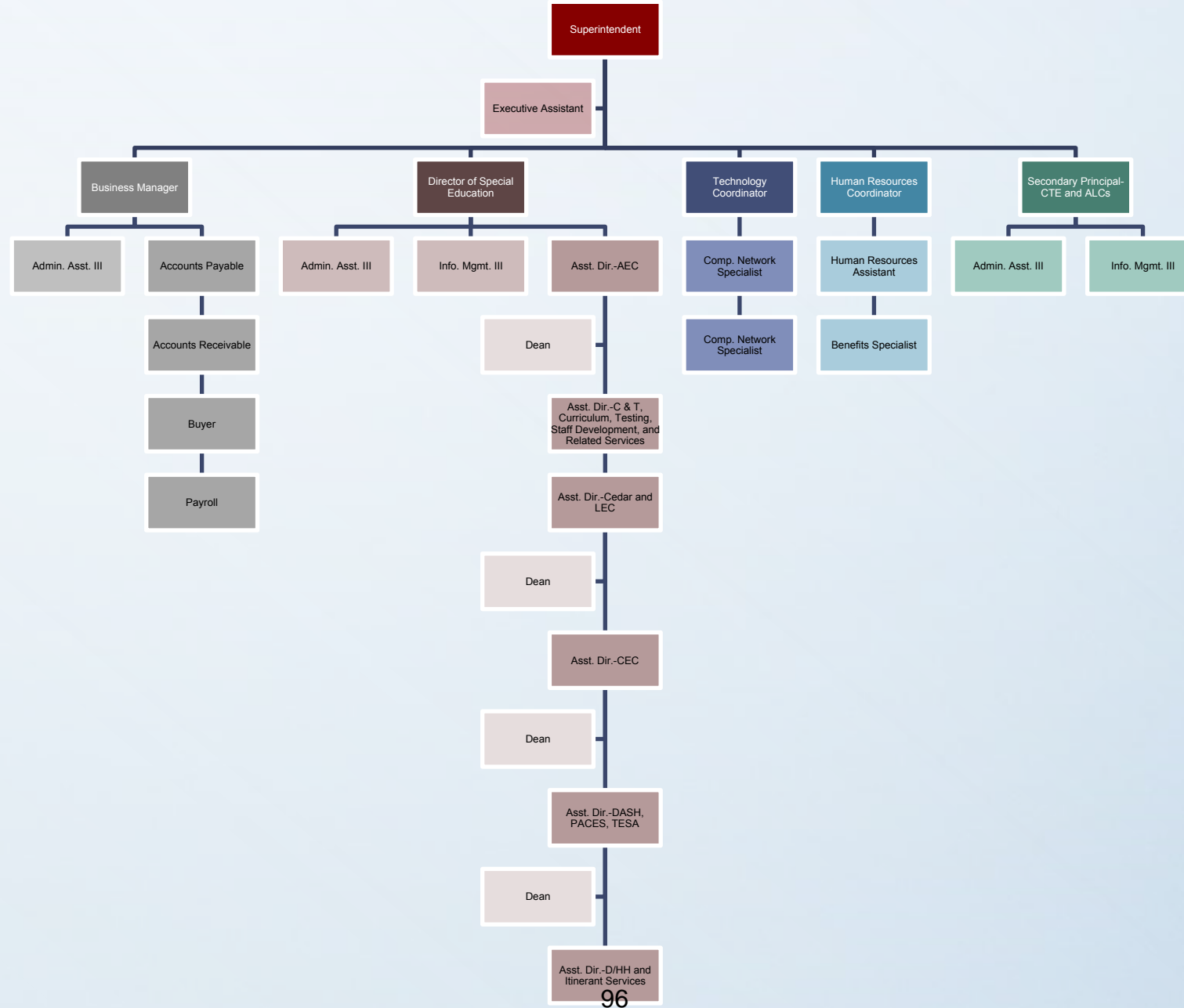
# Special Education

- Phase II - FY21
  - Change Director of Special Education to Executive Director of Student Services; affecting title, responsibilities, and compensation
  - Director of Teaching and Learning (new position, shared with Secondary)
    - Centralized Intake Coordinator for Special Education (new position)
    - Instructional Technology Specialist (new position)
    - Reading/Instructional Specialists
    - EL Teacher (new position, shared with Secondary)
  - Adjust Assistant Director/Principal assignments to accommodate duties of Director of Social/Emotional Learning and Support
  - Add a Dean of Students for Care and Treatment and TEA
  - Consider alterations to lead teacher assignments including potential reductions
- Phase III
  - Additional federal setting IV program space
- Phase III or IV - FY22 or beyond
  - Director of Social/Emotional Learning

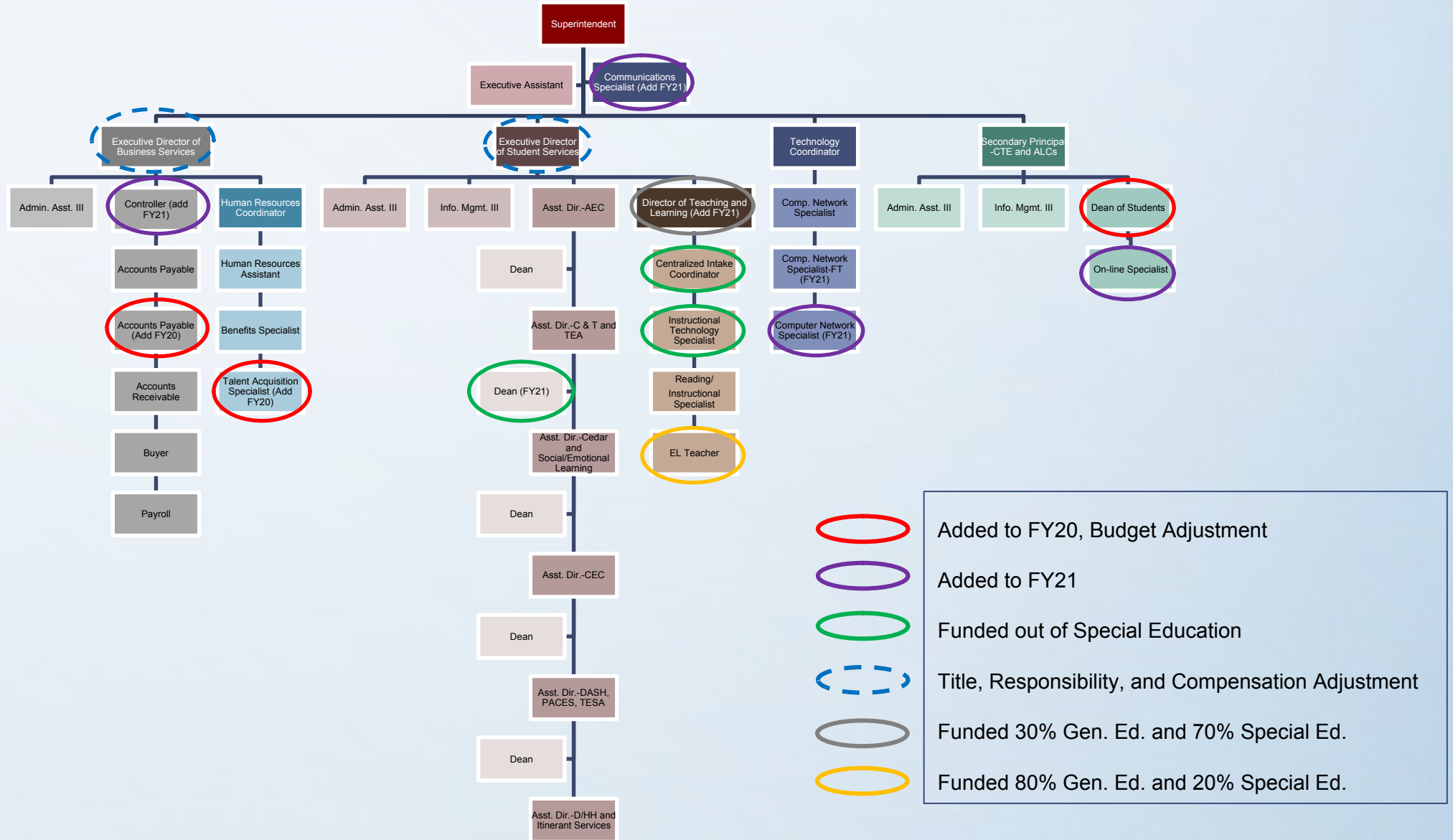
# Districtwide

- Phase II - FY21
  - Communications Specialist
- Phase III and IV - FY22 and beyond
  - Consider addition of Assistant Superintendent of Student Services to oversee special education, Teaching and Learning, Social/Emotional Learning and Support, and Secondary (CTE and ALCs)
  - Add a Director of Special Services

# Current ISD 917 Organizational Chart

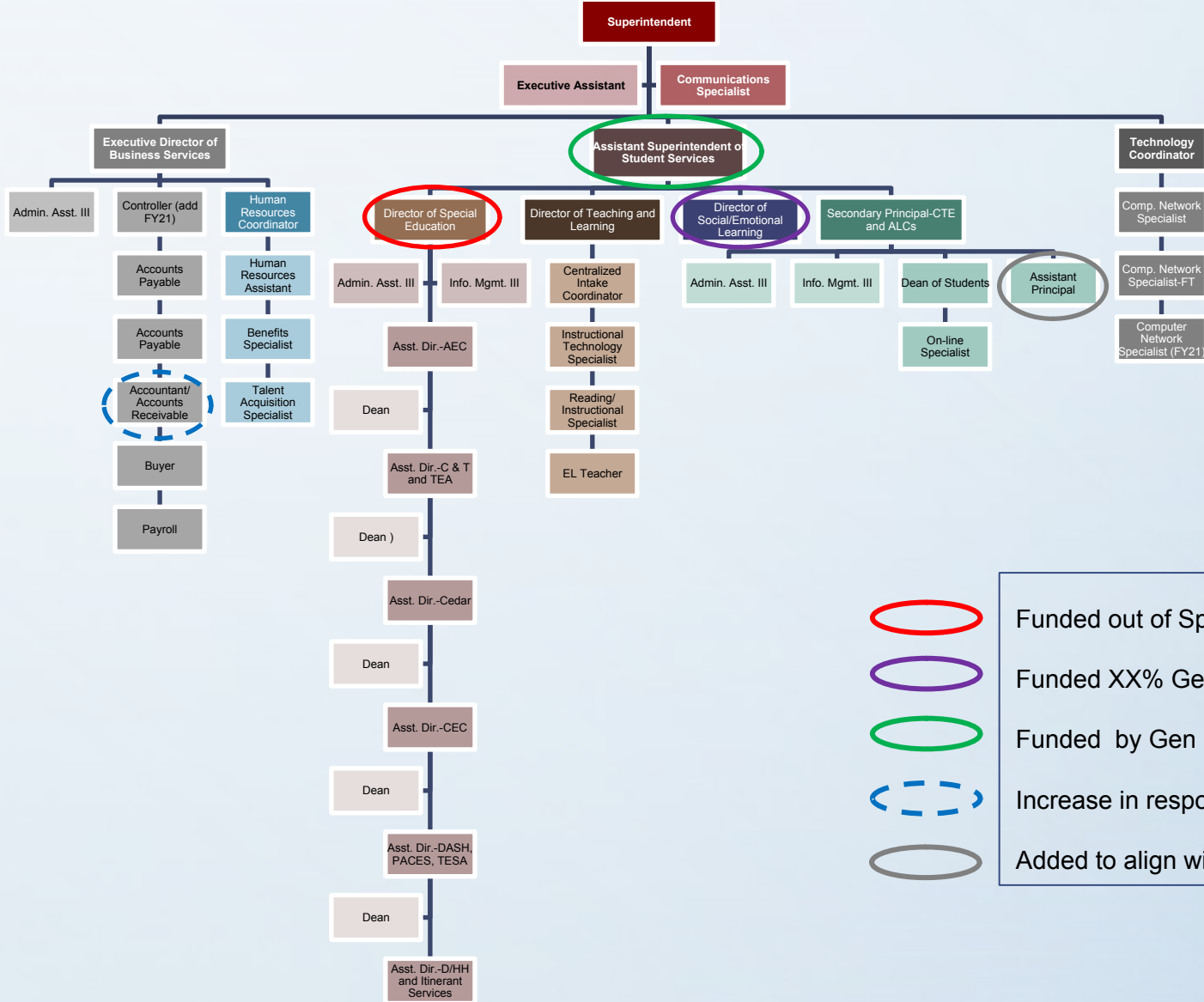


# Transitional ISD 917 Organizational Chart



- Added to FY20, Budget Adjustment
- Added to FY21
- Funded out of Special Education
- - - Title, Responsibility, and Compensation Adjustment
- Funded 30% Gen. Ed. and 70% Special Ed.
- Funded 80% Gen. Ed. and 20% Special Ed.

# Future ISD 917 Organizational Chart



- Funded out of Special Education
- Funded XX% Gen. Ed. And XX% Special Ed
- Funded by Gen Ed, Sp. Ed., and CTE Pro-rated
- ⋯ Increase in responsibility and compensation
- Added to align with student enrollments and budget

Summary of recommendations

# Phased growth in infrastructure



# Phase I, FY20 (budget adjustment)

- Secondary Staffing
  - Dean of Students - 1.0 FTE
- Accounts payable
  - Relieve the workload on:
    - Accounts Payable
    - Payroll Specialist
    - Business Office Admin III
- Talent Acquisition Specialist (May 1, FY20)

# Phase II, FY21

- Technology
  - Add 0.25 FTE
  - Add 0.75 FTE, as funds are available
- Finance
  - Business Manager to Executive Director of Finance
  - Add Controller
  - Accounts Receivable to Accountant (full-time or at least 30 hours/week)
- Secondary
  - Continue to monitor our staff supporting the mental health needs of students
  - On-line Specialist

# Phase II, FY21 (continued)

- Special Education
  - Change Director of Special Education to Executive Director of Student Services
  - Director of Teaching and Learning (shared with Secondary)
    - Supervising Centralized Intake Coordinator, Instructional Technology Specialist Reading/Instructional Specialists, EL Teacher (shared with Secondary)
  - Adjust Assistant Director/Principal assignment to accommodate duties of Director of Social/Emotional Learning
  - Add a Dean of Students for Care and Treatment and TEA
  - Consider alterations to lead teacher assignments including potential reductions
- Districtwide
  - Communications Specialist

# Phase III, FY22

- Monitor student population, budget, programmatic needs
- Consider potential Phase IV needs that should be implemented

# Phase IV, Monitor Growth

- We will monitor student population, budget, programmatic needs
- Finance
  - Accounts Receivable (PT or FT)
- Human Resources
  - Human Resources Specialist (this person would potentially take over licensed staff hiring, workers' compensation)
- Secondary
  - Assistant Principal (dependent on growth and funding)
- Special Education
  - Director of Social/Emotional Learning and Support
- Districtwide
  - Consider addition of Assistant Superintendent to oversee special education, teaching and learning, social/emotional learning and support, and secondary (CTE and ALCs)