

Regular School Board Meeting
Tuesday, May 5, 2020 5:00 PM

917 Board Room
130 145th Street East
Rosemount, MN 55068

Agenda

- I. Call to Order - Chair Lewis**
- II. Conduct Pledge of Allegiance - Chair Lewis**
- III. Visitors Opportunity to be Heard - Chair Lewis**
- IV. Good News Reports - Directors**
- V. Consent Items - Chair Lewis**
- VI. Business Manager's Report - Nicolle Roush**
 - A. Review and Approve Investment Report
 - B. Review and Approve Payment of Bills
 - C. Review and Approve Wire Transfers
- VII. New Business**
 - A. Resolution Relating to the Termination and Non-renewal of the Teaching Contract of Teacher - Mark Zuzek
 - B. Review and Approve Blood Borne Pathogens Exposure Control Plan - Mark Zuzek
 - C. Resolution Teachers' Appreciation Week - Mark Zuzek
 - D. Review and Approve Levy for Safe Schools Levy, Lease Levies-, and LTFM (Long-term Facilities Maintenance) - Nicolle Roush
 - E. Review and Approve Budget 2020-2021 - Nicolle Roush
 - F. Review and Approval Special Education Lead Teachers for 2020-2021 - Melissa Schaller
 - G. Review and Approve DCALS Lead Teachers for 2020-2021 - Eric VanBrocklin
- VIII. Review and Approve Contracts**
 - A. Group Contract for Independent Licensed Psychologists, Mental Health Professional Coordinators, and Centralized Intake Coordinators:
 - 1. Tara Blackert - current and continuing Mental Health Professional Coordinator
 - 2. Anne Byer - current and continuing Independent Licensed Psychologist
 - 3. Jennifer Petersen - STATUS CHANGE to contract as a Mental Health Professional Coordinator
 - 4. Shanna Knutson - STATUS CHANGE to contract as a Centralized Intake Coordinator
 - B.
 - C. Board Certified Behavior Analysts Contracts
 - D. Human Resources Classified Full-Year Employees (Talent Acquisition specialist, Benefits Specialist, Human Resources Assistant)
 - E. Computer Network Specialists
 - F. Review and Approve the following contracts:
 - Brooke Peterson - STATUS CHANGE to contract as Director of Teaching and

Learning;

Jennifer Olson - NEW HIRE contract as an Assistant Director of Special Education

IX. Adjournment

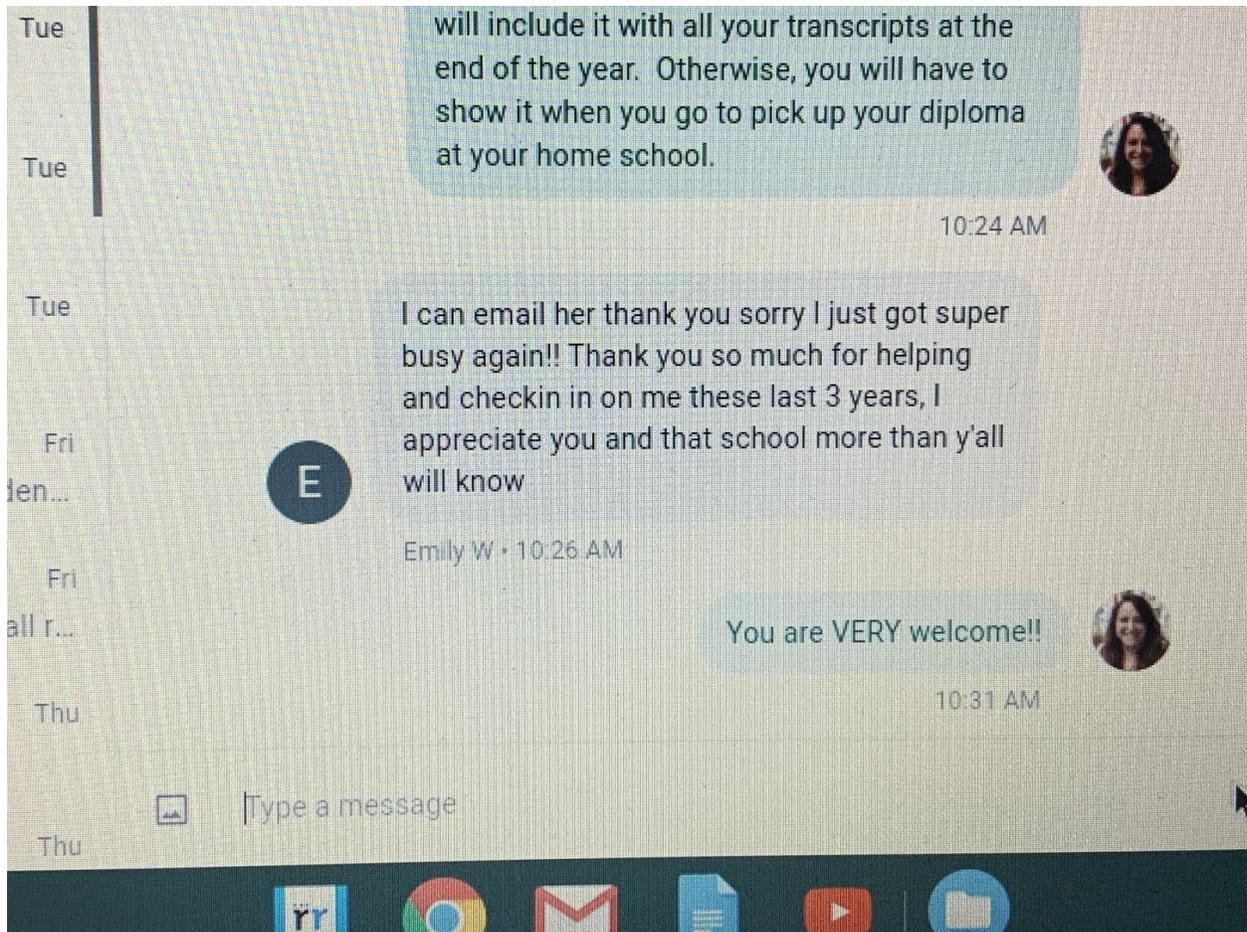
Good News Report
Secondary Programs
May, 2020

-Message from student Trentin Ludewig of Farmington to Tom LeDoux-Heavy Duty Truck Teacher.

Hi Tom, I can't thank you enough for getting me a job at the shop. It's so much better than what I was doing before and I like the opportunities I have there. I was wondering since I now work at the shop can I send pictures of some stuff I do to get extra credit or something like that? Thanks and have a great day.

-At our South campus, during our video chat yesterday we had a pet show and tell with all the staff and students there. It was cute and fun. The kids liked sharing their dogs, rabbits, and a gerbil showed up. DCALS South staff

-Sick! Thank you so much! Thank you for everything you've done for me for the past 3 years, you and the other staff have no idea how much you guys helped me in life. No idea where I would be without you guys. Thank you so much :)



Emily W.(DCALS Main student) msg to Patti Mattos-Enrollment Coord and Erin Sanford-teacher

-Our entire staff wants to thank Michael Berndt, Mark Zuzek, and Cory Langenfeld for helping to make the signage a reality on the DCTC campus location. This has been a long time wish for many of our staff that work on the DCTC site. Looks awesome!



-Cherry Cramer, Chef Patty LaBeau, Maureen Vetell, and Darla Donnelly who all work in our Food Industry and Fundamental Chef programs were able to help coordinate a food sale the week of April 20th. They had much of the food items that were previously purchased for student projects that need to be removed. All ISD 917 staff were given the option to purchase the items so that the funds could help offset the loss of normal activities these programs have in the spring. Thanks to all of them and the support given by a variety of people.

-Hi am Justin's mom. I am beyond proud he finished his online and his credits. Just checking how the transcripts go over to Hastings high school or if there is anything we have to do as parents or Justin has to, to have those sent over. I just want to thank you for all the support you gave Justin these past two years and accepting him at your DCALS program. Glad the online helped him and he worked hard these past few months to get them done. Hope you're staying safe and healthy. (Msg from a parent to Patti Mattos and our staff at DCALS Main).

-Our staff at the North campus have been working on creating short video clips of themselves doing something fun and as a way of encouraging their students to hang in there during these tough times.

Good News
Special Education
May 2020

- In April we received this thankful message from one of our families that participates in the food shelf we have offered at AEC.

Hello 917 Team

Our family has been blessed by each and every one of you. From teachers like Justin, Social worker Laura to the hands that put food baskets and deliver to our home every Friday. Words cannot express our appreciation. All of you mean so much to us in this challenging time with COVID-19 stay home order. Thank you, Gracias, K Vous, Danke.

with much  *& gratitude*

Matthew plus family 



- During this time we have continued to run the food shelf for all of our families out of Alliance. We are happy to provide our families with this food and have welcomed becoming the local “grocery store” for our families.
- Two of our paraprofessionals in the CASE program were asked to record the reading of a short story. They did not have any children’s books at home to read and so they

decided to write their own and record it. It is all about being isolated during this time. What amazing creativity!

- The team at AEC created an amazing “missing you” video. Linked [here](#). We then received this email from a teacher about a powerful moment she had while watching the video with our student:

Today I was in a Google meet with ...

We talked about the video Ms. Kennedy posted in our classroom about Earth Day and Tony pulled up the AEC We Miss You video. Even though we had all seen it individually, we watched it together. I don't think Tony realized we could see him while he was presenting this to us, but we watched as he wiped the tears off his cheeks and sang along to the music ("we're all in this together"). After the video, we talked about how this puts him in the green zone or the "purple zone" (103 made this up to represent love). We mentioned that Tony has so many people who care about him. Then, we extended our Google Meet and played online Uno (his favorite game to play at school).

I want to say thank you to everyone who contributed to this video, and thanks to Kate Adams for choosing some powerful music to remind kids that they are not alone right now. Because of this video, I was able to share a powerful moment with Tony and my team that strengthened our relationship, however distant. This video has helped students (and staff) feel so connected. I appreciate all of the efforts that went into making this.

- Emily Payne organized staff at Lebanon created this message that was sent out to students and their parents. Many people have commented that the “green and gold “ties the whole thing together.



- The paraprofessionals at Lebanon and Cedar have been doing amazing things to support the students, their families, and the teachers. They have done read alouds, science experiments, joined video calls with the students, made masks for families, made personalized videos for students, created videos of their nature walks, dropped off and picked up materials, and provided childcare! The parents have mentioned they love seeing the faces of the paras their children lovingly talk about at home.
- The parents/guardians of the students at Lebanon and Cedar have also been outstanding! They are communicating with staff on a regular basis and help problems solve when some aspect of distance learning isn't going as planned. Many participate in the video sessions with their children and support them with completing work. Others have jumped in to create activities to extend the learning. One parent took her son on a "field trip" studying the Minnesota connection to the Underground Railroad which was connected to the topic being covered during distance learning. Distance learning wouldn't be successful without their support and flexibility!
- The Week of April 19-25 is National Volunteer Week. Kristin Goeser, Developmental Adapted Physical Education Teacher at CEC has worked to recruit and train volunteers to help support students with Adapted Fitness throughout the course of the school year. Thank you to all volunteers and Kristin for your dedication to students.



- Students in Jen Kluaustermeier's TESA Works class participated in cleaning up their respective neighborhoods this week: Pictures are below.



**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF MAY 5, 2020**

NEW HIRES:

Jennifer Olson, Assistant Director, effective July 1, 2020.

CHANGE IN STATUS:

Erin Mahnke, Dean Secondary Education, effective April 6, 2020.

LEAVES OF ABSENCE:

Bruce Alexander, Furlough, effective April 20, 2020.

RESIGNATION & TERMINATIONS:

Scott Fisher, Classroom Assistant, effective March 30, 2020.

Becky Splett, Special Education Teacher, effective June 5, 2020.

Dawn Stephens, Special Education Teacher, effective June 5, 2020.

RETIREMENTS:

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

March, 2020

ACCOUNT NAME	ACCT NO	BEGINNING BALANCE	PURCHASES CREDITS	SALES TRANSFERS	INVESTMENT FEES	INTEREST EARNED	ENDING BALANCE	YEAR TO DATE INTEREST EARNED
MSDLAF + MAX	01	8,671,401.13	0.00	1,750,000.00	0.00	9,221.26	6,930,622.39	95,268.96
MSDLAF Liquid	01	829.10	0.00	0.00	0.00	0.84	829.94	11.19
MSDLAF TERM (CD's, Term, Comm) maturity	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		8,672,230.23	0.00	1,750,000.00	0.00	9,222.10	6,931,452.33	95,280.15

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: **March, 2020** Average MSDLAF Liquid Rate was 1.19 % and the MSDLAF+MAX Average Rate was 1.30%. MSDLAF Term Average Rate is .00%.

SOURCEWELL
 DATE: 04/30/2020
 TIME: 09:51:00

INTERMEDIATE SCHOOL DISTRICT
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
 ACCTPA21
 ACCOUNTING PERIOD: 10/20

SELECTION CRITERIA: chkstat.rundate between '20200330 00:00:00.000' and '20200430 00:00:00.000'

DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1901505	04/28/2020	UNITED WAY, GREATER TWIN CITIES	V	-168.00	VOID MANUAL CHECK
* 1902897	04/29/2020	MSOPA (METRO SUPT OFF PERSONNEL ASS	V	-390.00	VOID MANUAL CHECK
* 1902938	03/31/2020	WISCONSIN SCTF	R	995.39	ACCOUNTS PAYABLE CHECK
1902939	03/31/2020	EDUCATION MINNESOTA, LOCAL 3904	R	9596.46	ACCOUNTS PAYABLE CHECK
1902940	03/31/2020	DEPARTMENT OF EDUCATION AWG	R	138.66	ACCOUNTS PAYABLE CHECK
1902941	03/31/2020	F.H. CANN & ASSOCIATES, INC	R	92.44	ACCOUNTS PAYABLE CHECK
1902942	03/31/2020	O.P.E.I.U., LOCAL 12	R	540.59	ACCOUNTS PAYABLE CHECK
1902943	03/31/2020	RELATED SERVICES NURSES ESP	R	236.50	ACCOUNTS PAYABLE CHECK
1902944	03/31/2020	S.E.P., LOCAL 4242	R	3527.24	ACCOUNTS PAYABLE CHECK
1902945	03/31/2020	UNITED WAY, GREATER TWIN CITIES	R	135.00	ACCOUNTS PAYABLE CHECK
1902946	03/31/2020	IVY FUNDS	R	2340.63	ACCOUNTS PAYABLE CHECK
1902947	03/30/2020	AMAZON.COM, LLC	V	0.00	VOID: MULTI STUB CHECK
1902948	03/30/2020	AMAZON.COM, LLC	V	0.00	VOID: MULTI STUB CHECK
1902949	03/30/2020	AMAZON.COM, LLC	R	8766.38	ACCOUNTS PAYABLE CHECK
1902950	03/30/2020	DISCOUNT SCHOOL SUPPLY	R	104.54	ACCOUNTS PAYABLE CHECK
1902951	03/30/2020	GRAINGER W W INC.	R	63.98	ACCOUNTS PAYABLE CHECK
1902952	03/30/2020	STEALTHWEAR PROTECTIVE CLOTHING INC	R	231.70	ACCOUNTS PAYABLE CHECK
1902953	03/30/2020	SUNBELT STAFFING, LLC	R	4260.00	ACCOUNTS PAYABLE CHECK
1902954	04/02/2020	ADAPTIVE TECH SOLUTIONS LLC	R	165.26	ACCOUNTS PAYABLE CHECK
1902955	04/02/2020	ANNE HOFF, SAFE HARBOR COUNSELING	R	2350.00	ACCOUNTS PAYABLE CHECK
1902956	04/02/2020	CDWG	R	37.70	ACCOUNTS PAYABLE CHECK
1902957	04/02/2020	CENTERPOINT ENERGY	R	547.38	ACCOUNTS PAYABLE CHECK
1902958	04/02/2020	CENTURYLINK	R	1044.26	ACCOUNTS PAYABLE CHECK
1902959	04/02/2020	CITY OF ROSEMOUNT	R	1062.83	ACCOUNTS PAYABLE CHECK
1902960	04/02/2020	COMMERS THE WATER STORE	R	59.90	ACCOUNTS PAYABLE CHECK
1902961	04/02/2020	ECM PUBLISHERS, INC.	R	114.55	ACCOUNTS PAYABLE CHECK
1902962	04/02/2020	GOVCONNECTION INC	R	342.24	ACCOUNTS PAYABLE CHECK
1902963	04/02/2020	IND SCH DIST 194	R	60163.74	ACCOUNTS PAYABLE CHECK
1902964	04/02/2020	KAREN CASS FELLING, M.A., LP	R	600.00	ACCOUNTS PAYABLE CHECK
1902965	04/02/2020	MN CLN SERVICES, INC	R	2877.33	ACCOUNTS PAYABLE CHECK
1902966	04/02/2020	NCS PEARSON, INC.	R	588.00	ACCOUNTS PAYABLE CHECK
1902967	04/02/2020	OFFICE DEPOT	R	197.39	ACCOUNTS PAYABLE CHECK
1902968	04/02/2020	OUTDOOR IMAGES, INC	R	997.00	ACCOUNTS PAYABLE CHECK
1902969	04/02/2020	PROCARE THERAPY	R	1950.00	ACCOUNTS PAYABLE CHECK
1902970	04/02/2020	SAM'S CLUB/SYNCHRONY BANK	R	794.60	ACCOUNTS PAYABLE CHECK
1902971	04/02/2020	SOUTHPAW ENTERPRISES	R	239.40	ACCOUNTS PAYABLE CHECK
1902972	04/02/2020	STILL MOVING YOGA, LLC	R	195.00	ACCOUNTS PAYABLE CHECK
1902973	04/02/2020	STRATEGIC STAFFING SOLUTIONS	R	2800.00	ACCOUNTS PAYABLE CHECK
1902974	04/02/2020	STUTTERING THERAPY RESOURCES, INC	R	50.90	ACCOUNTS PAYABLE CHECK
1902975	04/02/2020	SUNBELT STAFFING, LLC	R	2280.00	ACCOUNTS PAYABLE CHECK
1902976	04/02/2020	SUNBURST DIGITAL, INC	R	229.95	ACCOUNTS PAYABLE CHECK
* 1902976	04/27/2020	SUNBURST DIGITAL, INC	V	-229.95	VOID MANUAL CHECK
1902977	04/02/2020	TIERNEY BROS. INC	R	177.11	ACCOUNTS PAYABLE CHECK
1902978	04/02/2020	TRIG LIFE SERVICES	R	1120.00	ACCOUNTS PAYABLE CHECK
1902979	04/02/2020	VERIZON WIRELESS	R	2106.79	ACCOUNTS PAYABLE CHECK
1902980	04/02/2020	XCEL ENERGY	R	8250.71	ACCOUNTS PAYABLE CHECK
1902981	04/09/2020	ACCELERATED TECHNOLOGIES	R	7350.26	ACCOUNTS PAYABLE CHECK
1902982	04/09/2020	ALLINA HEALTH APPLE VALLEY CLINIC	R	91.00	ACCOUNTS PAYABLE CHECK
1902983	04/09/2020	CANON USA	R	208.51	ACCOUNTS PAYABLE CHECK
1902984	04/09/2020	FRONTIER COMMUNICATIONS	R	518.47	ACCOUNTS PAYABLE CHECK
1902985	04/09/2020	INVER HILLS COMMUNITY COLLEGE	R	577.28	ACCOUNTS PAYABLE CHECK
1902986	04/09/2020	MARCO INC	R	1342.71	ACCOUNTS PAYABLE CHECK
1902987	04/09/2020	MARTIN LAW FIRM PLLC	R	5600.05	ACCOUNTS PAYABLE CHECK

SOURCEWELL
DATE: 04/30/2020
TIME: 09:51:00

INTERMEDIATE SCHOOL DISTRICT
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 2
ACCTPA21
ACCOUNTING PERIOD: 10/20

SELECTION CRITERIA: chkstat.rundate between '20200330 00:00:00.000' and '20200430 00:00:00.000'

1902988	04/09/2020	MASTER TECHNOLOGY GROUP INC	R	160.00	ACCOUNTS PAYABLE CHECK
1902989	04/09/2020	MN ENERGY RESOURCES CORPORATION	R	1081.22	ACCOUNTS PAYABLE CHECK
1902990	04/09/2020	OBBERG CONSULTING INC	R	400.00	ACCOUNTS PAYABLE CHECK
1902991	04/09/2020	PEDIATRIC HOME SERVICE	R	1237.50	ACCOUNTS PAYABLE CHECK
1902992	04/09/2020	PLANSOURCE BENEFITS ADMINISTRATION,	R	6425.38	ACCOUNTS PAYABLE CHECK
1902993	04/09/2020	PROCARE THERAPY	R	1950.00	ACCOUNTS PAYABLE CHECK
1902994	04/09/2020	REPUBLIC SERVICES #923	R	669.01	ACCOUNTS PAYABLE CHECK
1902995	04/09/2020	TEACHERS ON CALL	R	16108.94	ACCOUNTS PAYABLE CHECK
1902996	04/09/2020	TIERNEY BROS. INC	R	133.49	ACCOUNTS PAYABLE CHECK
1902997	04/16/2020	WISCONSIN SCTF	R	995.39	ACCOUNTS PAYABLE CHECK
1902998	04/16/2020	EDUCATION MINNESOTA, LOCAL 3904	R	9596.46	ACCOUNTS PAYABLE CHECK
1902999	04/16/2020	DEPARTMENT OF EDUCATION AWG	R	231.11	ACCOUNTS PAYABLE CHECK
1903000	04/16/2020	NCPERS GROUP LIFE INS	R	32.00	ACCOUNTS PAYABLE CHECK
1903001	04/16/2020	O.P.E.I.U., LOCAL 12	R	540.59	ACCOUNTS PAYABLE CHECK
1903002	04/16/2020	RELATED SERVICES NURSES ESP	R	198.60	ACCOUNTS PAYABLE CHECK
1903003	04/16/2020	S.E.P., LOCAL 4242	R	3471.66	ACCOUNTS PAYABLE CHECK
1903004	04/16/2020	UNITED WAY, GREATER TWIN CITIES	R	135.00	ACCOUNTS PAYABLE CHECK
1903005	04/16/2020	IVY FUNDS	R	2340.63	ACCOUNTS PAYABLE CHECK
1903006	04/16/2020	MESSERLI & KRAMER P.A.	V	-0.01	VOID MANUAL CHECK
* 1903006	04/16/2020	MESSERLI & KRAMER P.A.	R	0.01	ACCOUNTS PAYABLE CHECK
1903007	04/16/2020	ALL IN ONE TRANSLATION AGENCY, LLC	R	180.00	ACCOUNTS PAYABLE CHECK
1903008	04/16/2020	BLUE BELL ENTERPRISES INC	R	8205.77	ACCOUNTS PAYABLE CHECK
1903009	04/16/2020	CDWG	R	4744.10	ACCOUNTS PAYABLE CHECK
1903010	04/16/2020	CUB FOODS - APPLE VALLEY	R	107.61	ACCOUNTS PAYABLE CHECK
1903011	04/16/2020	CUB FOODS - ROSEMOUNT	R	324.63	ACCOUNTS PAYABLE CHECK
1903012	04/16/2020	EDUCATORS BENEFIT CONSULTANTS, LLC	R	254.02	ACCOUNTS PAYABLE CHECK
1903013	04/16/2020	FRONTIER COMMUNICATIONS	R	705.31	ACCOUNTS PAYABLE CHECK
1903014	04/16/2020	INTEGRATED PROTECTION SYSTEMS	R	170.00	ACCOUNTS PAYABLE CHECK
1903015	04/16/2020	LOFFLER	R	60.00	ACCOUNTS PAYABLE CHECK
1903016	04/16/2020	MENARDS	R	700.27	ACCOUNTS PAYABLE CHECK
1903017	04/16/2020	NCS PEARSON INC	R	919.00	ACCOUNTS PAYABLE CHECK
1903018	04/16/2020	OPG-3 INC	R	7435.00	ACCOUNTS PAYABLE CHECK
1903019	04/16/2020	REINHART FOODSERVICE, LLC	R	65.35	ACCOUNTS PAYABLE CHECK
1903020	04/16/2020	SUNBELT STAFFING, LLC	R	5400.00	ACCOUNTS PAYABLE CHECK
1903021	04/16/2020	TIERNEY BROS. INC	R	2325.00	ACCOUNTS PAYABLE CHECK
1903022	04/16/2020	WINSOR LEARNING	R	8756.00	ACCOUNTS PAYABLE CHECK
1903023	04/23/2020	BUG BUSTERS, INC	R	341.00	ACCOUNTS PAYABLE CHECK
1903024	04/23/2020	CANON USA	R	208.51	ACCOUNTS PAYABLE CHECK
1903025	04/23/2020	CARQUEST AUTO PARTS STORES	R	147.85	ACCOUNTS PAYABLE CHECK
1903026	04/23/2020	CENTERPOINT ENERGY	R	977.43	ACCOUNTS PAYABLE CHECK
* 1903026	04/27/2020	CENTERPOINT ENERGY	V	-977.43	VOID MANUAL CHECK
1903027	04/23/2020	FRONTIER COMMUNICATIONS	R	1166.32	ACCOUNTS PAYABLE CHECK
1903028	04/23/2020	IND SCH DIST 191	R	26405.40	ACCOUNTS PAYABLE CHECK
1903029	04/23/2020	IND SCH DIST 192	R	716.00	ACCOUNTS PAYABLE CHECK
1903030	04/23/2020	KAREN CASS FELLING, M.A., LP	R	250.00	ACCOUNTS PAYABLE CHECK
1903031	04/23/2020	MEDICAREBLUE RX	R	42.00	ACCOUNTS PAYABLE CHECK
1903032	04/23/2020	MIDWEST SPECIAL INSTRUMENTS, CORP	R	529.52	ACCOUNTS PAYABLE CHECK
1903033	04/23/2020	OFFICE OF MN.IT SERVICES	R	1852.95	ACCOUNTS PAYABLE CHECK
1903034	04/23/2020	PEDIATRIC HOME SERVICE	R	4500.00	ACCOUNTS PAYABLE CHECK
1903035	04/23/2020	PROCARE THERAPY	R	1950.00	ACCOUNTS PAYABLE CHECK
1903036	04/23/2020	RFL CONSTRUCTION	R	624.00	ACCOUNTS PAYABLE CHECK
1903037	04/23/2020	SOURCEWELL TECHNOLOGIES	R	600.00	ACCOUNTS PAYABLE CHECK
1903038	04/23/2020	STRATEGIC STAFFING SOLUTIONS	R	5880.00	ACCOUNTS PAYABLE CHECK
1903039	04/23/2020	WESTONE	R	197.75	ACCOUNTS PAYABLE CHECK
1903040	04/23/2020	WINSOR LEARNING	R	1094.50	ACCOUNTS PAYABLE CHECK
1903041	04/28/2020	AMAZON.COM, LLC	V	0.00	VOID: MULTI STUB CHECK
1903042	04/28/2020	AMAZON.COM, LLC	R	4356.55	ACCOUNTS PAYABLE CHECK

SOURCEWELL
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ACCTPA21
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SELECTION CRITERIA: chkstat.rundate between '20200330 00:00:00.000' and '20200430 00:00:00.000'

1903043	04/28/2020	CENTERPOINT ENERGY	R	430.05	ACCOUNTS PAYABLE CHECK
1903044	04/28/2020	DAKOTA AWARDS & ENGRAVING	R	1450.00	ACCOUNTS PAYABLE CHECK
1903045	04/28/2020	DIANE KARL	R	26.00	ACCOUNTS PAYABLE CHECK
1903046	04/28/2020	DIANNE THOMAE	R	13.00	ACCOUNTS PAYABLE CHECK
1903047	04/28/2020	GLENDORA ANDRIE	R	13.00	ACCOUNTS PAYABLE CHECK
1903048	04/28/2020	IND SCH DIST 192	R	144.68	ACCOUNTS PAYABLE CHECK
1903049	04/28/2020	KATHLEEN LANGER	R	13.00	ACCOUNTS PAYABLE CHECK
1903050	04/28/2020	LINDA WITTMANN	R	13.00	ACCOUNTS PAYABLE CHECK
1903051	04/28/2020	LISE FREKING	R	14.00	ACCOUNTS PAYABLE CHECK
1903052	04/28/2020	LOFFLER	R	123.75	ACCOUNTS PAYABLE CHECK
1903053	04/28/2020	MARIE DALTON	R	13.00	ACCOUNTS PAYABLE CHECK
1903054	04/28/2020	MN DEPT OF EMPLOYMENT & ECON DEV.	R	3814.46	ACCOUNTS PAYABLE CHECK
1903055	04/28/2020	PROCARE THERAPY	R	1950.00	ACCOUNTS PAYABLE CHECK
1903056	04/28/2020	RFL CONSTRUCTION	R	9270.00	ACCOUNTS PAYABLE CHECK
1903057	04/28/2020	RICHARD FISCHER	R	26.00	ACCOUNTS PAYABLE CHECK
1903058	04/28/2020	ROBBIE KRESS	R	13.00	ACCOUNTS PAYABLE CHECK
1903059	04/28/2020	ROSE HERRMANN	R	13.00	ACCOUNTS PAYABLE CHECK
1903060	04/28/2020	SUNBELT STAFFING, LLC	R	3000.00	ACCOUNTS PAYABLE CHECK
1903061	04/28/2020	SUSAN SCHROER	R	26.00	ACCOUNTS PAYABLE CHECK
1903062	04/28/2020	TURNITIN, LLC	R	2000.00	ACCOUNTS PAYABLE CHECK
1903063	04/28/2020	UNITED WAY, GREATER TWIN CITIES	R	168.00	ACCOUNTS PAYABLE CHECK
1903064	04/30/2020	WISCONSIN SCTF	R	995.39	ACCOUNTS PAYABLE CHECK
1903065	04/30/2020	EDUCATION MINNESOTA, LOCAL 3904	R	9647.85	ACCOUNTS PAYABLE CHECK
1903066	04/30/2020	DEPARTMENT OF EDUCATION AWG	R	231.11	ACCOUNTS PAYABLE CHECK
1903067	04/30/2020	O.P.E.I.U., LOCAL 12	R	540.59	ACCOUNTS PAYABLE CHECK
1903068	04/30/2020	RELATED SERVICES NURSES ESP	R	198.60	ACCOUNTS PAYABLE CHECK
1903069	04/30/2020	S.E.P., LOCAL 4242	R	3469.70	ACCOUNTS PAYABLE CHECK
1903070	04/30/2020	IVY FUNDS	R	2340.63	ACCOUNTS PAYABLE CHECK
*v4000554	04/21/2020	ARK THERAPEUTIC	R	107.97	ACCOUNTS PAYABLE VOUCHER
*v4000555	04/21/2020	BARNES & NOBLE	R	154.52	ACCOUNTS PAYABLE VOUCHER
*v4000556	04/21/2020	BAYADA HOME HEALTH CARE	R	1275.00	ACCOUNTS PAYABLE VOUCHER
*v4000557	04/21/2020	WELLS FARGO	V	0.00	VOID: MULTI STUB VOUCHER
*v4000558	04/21/2020	WELLS FARGO	R	8203.67	ACCOUNTS PAYABLE VOUCHER
*v4000559	04/21/2020	CITY OF INVER GROVE HTS	R	257.46	ACCOUNTS PAYABLE VOUCHER
*v4000560	04/21/2020	COMMERS THE WATER STORE	R	59.90	ACCOUNTS PAYABLE VOUCHER
*v4000561	04/21/2020	CREATIVELY FOCUSED	R	940.00	ACCOUNTS PAYABLE VOUCHER
*v4000562	04/21/2020	CUB FOODS - ROSEMOUNT	R	110.00	ACCOUNTS PAYABLE VOUCHER
*v4000563	04/21/2020	CUTTING-MATS NET	R	141.00	ACCOUNTS PAYABLE VOUCHER
*v4000564	04/21/2020	DELEGARD TOOL CO	R	1232.92	ACCOUNTS PAYABLE VOUCHER
*v4000565	04/21/2020	DEXYP	R	326.10	ACCOUNTS PAYABLE VOUCHER
*v4000566	04/21/2020	ENERGIZER HOLDINGS, INC	R	736.40	ACCOUNTS PAYABLE VOUCHER
*v4000567	04/21/2020	EXERCISE CONNECTION CORPORATION	R	120.00	ACCOUNTS PAYABLE VOUCHER
*v4000568	04/21/2020	FUN AND FUNCTION	R	309.16	ACCOUNTS PAYABLE VOUCHER
*v4000569	04/21/2020	HEALTHIEST YOU	R	3740.00	ACCOUNTS PAYABLE VOUCHER
*v4000570	04/21/2020	INNOVATIVE OFFICE SOLUTIONS	R	3977.53	ACCOUNTS PAYABLE VOUCHER
*v4000571	04/21/2020	JAMF HOLDINGS, INC & SUBSIDIARIES	R	3270.75	ACCOUNTS PAYABLE VOUCHER
*v4000572	04/21/2020	KELLY MAHLER	R	209.33	ACCOUNTS PAYABLE VOUCHER
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*v4000576	04/21/2020	PACER CENTER INC	R	200.00	ACCOUNTS PAYABLE VOUCHER
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*v4000578	04/21/2020	PITNEY BOWES	R	54.00	ACCOUNTS PAYABLE VOUCHER
*v4000579	04/21/2020	PROFESSIONAL CRISIS MANAGEMENT ASSO	R	17.50	ACCOUNTS PAYABLE VOUCHER
*v4000580	04/21/2020	SCHOOL NURSE SUPPLY	R	553.51	ACCOUNTS PAYABLE VOUCHER
*v4000581	04/21/2020	SCHOOL SPECIALTY	R	303.10	ACCOUNTS PAYABLE VOUCHER
*v4000582	04/21/2020	SOUTHPAW ENTERPRISES	R	136.80	ACCOUNTS PAYABLE VOUCHER

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*V6602358	04/23/2020	KATHLEEN RUBBO RICK	R	34.50	ACCOUNTS PAYABLE VOUCHER
*V6602359	04/23/2020	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER

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*V6602362	04/23/2020	DAVID LEON STOLL	R	90.00	ACCOUNTS PAYABLE VOUCHER
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*V6602369	04/23/2020	ERIC JOSEPH VAN BROCKLIN	R	144.75	ACCOUNTS PAYABLE VOUCHER
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*V6602372	04/23/2020	LORI JAYNE WILSON	R	19.66	ACCOUNTS PAYABLE VOUCHER
*V6602373	04/23/2020	FRAN LOUISE WOOD	R	239.20	ACCOUNTS PAYABLE VOUCHER
*V6602374	04/23/2020	SCOTT MICHAEL ZEHNDER	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V6602375	04/23/2020	MARK A. ZUZEK	R	90.00	ACCOUNTS PAYABLE VOUCHER
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*V7700939	04/02/2020	AFLAC	R	2142.26	ACCOUNTS PAYABLE VOUCHER
*V7700940	04/02/2020	AMERIPRISE FINANCIAL ADVISORS	R	8420.54	ACCOUNTS PAYABLE VOUCHER
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*V7700943	04/02/2020	HEALTHQUITY, INC.	R	24524.90	ACCOUNTS PAYABLE VOUCHER
*V7700944	04/02/2020	HORACE MANN LIFE INS	R	2073.97	ACCOUNTS PAYABLE VOUCHER
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*V7700951	04/02/2020	STATE TREASURER, TRA	R	101549.08	ACCOUNTS PAYABLE VOUCHER
*V7700952	04/02/2020	VARIABLE ANNUITY LIFE INS CO	R	8631.52	ACCOUNTS PAYABLE VOUCHER
*V7700953	04/02/2020	VOYA	R	1711.25	ACCOUNTS PAYABLE VOUCHER
*V7700954	04/07/2020	DELTA DENTAL OF MINNESOTA	R	40702.42	ACCOUNTS PAYABLE VOUCHER
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*V7700958	04/07/2020	SE ISD, DST	R	82575.77	ACCOUNTS PAYABLE VOUCHER
*V7700959	04/08/2020	KANSAS CITY LIFE INSURANCE COMPANY	R	10083.60	ACCOUNTS PAYABLE VOUCHER
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*V7700961	04/08/2020	PLANSOURCE FLEX BEN.	R	2547.40	ACCOUNTS PAYABLE VOUCHER
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*V7700971	04/16/2020	MN STATE RETIREMENT SYSTEM	R	2020.83	ACCOUNTS PAYABLE VOUCHER
*V7700972	04/16/2020	EXECUTIVE DIRECTOR	R	53726.32	ACCOUNTS PAYABLE VOUCHER
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*V7700976	04/16/2020	D.S. ERICKSON & ASSOCIATES, PLLC	R	0.01	ACCOUNTS PAYABLE VOUCHER
*V7700976	04/16/2020	D.S. ERICKSON & ASSOCIATES, PLLC	V	-0.01	VOID MANUAL CHECK
*V7700977	04/16/2020	HEALTHQUITY, INC.	R	0.01	ACCOUNTS PAYABLE VOUCHER

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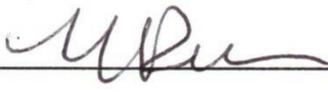
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TOTAL FUND				2011795.74	
TOTAL REPORT				2011795.74	

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

03/31/2020 REGULAR PAY (918) \$ 704,928.47

NET PAYROLL \$ 704,928.47

Authorized Signature  Date 4-30-2020

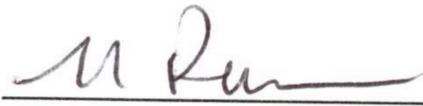
AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

04/30/2020 REGULAR PAY (920) \$ 690,982.67

NET PAYROLL

Authorized Signature



\$

690,982.67

Date

4-30-2020

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

04/15/2020 REGULAR PAY (919) \$ 681,387.31

NET PAYROLL \$ 681,387.31

Authorized Signature  Date 4-13-2020

RESOLUTION

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF KRISTIN GOESER

WHEREAS, **KRISTIN GOESER** is a probationary teacher in Intermediate School District 917.

BE IT RESOLVED by the School Board of Intermediate School District No. 917, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Kristin Goeser, probationary teacher in Intermediate School District No. 917, is hereby terminated at the close of the current 2019-2020 school year.

BE IT FURTHER RESOLVED that written notices be sent to said teacher regarding termination and nonrenewal of contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NONRENEWAL

NAME
STREET
CITY, STATE ZIP

Dear NAME:

You are hereby notified that at a regular meeting of the School Board of Intermediate School District No. 917 held on May 5, 2020, a resolution was adopted by a majority roll call vote of the Board to terminate your contract effective at the end of the current school year and not to renew your contract for the 2020-2021 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the School Board give its reasons for the nonrenewal of your teaching contract. However, such request must be received within ten days after the receipt of this notice.

Yours very truly,

SCHOOL BOARD OF
INTERMEDIATE SCHOOL DISTRICT NO. 917

Clerk of the School Board

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 declared duly passed and adopted.



BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Board Approved ~~May 7, 2019~~

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**BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN
INTERMEDIATE SCHOOL DISTRICT 917**

A. EXPOSURE CONTROL PLAN – OVERVIEW

Most school personnel can reasonably anticipate exposure to blood or other potentially infectious material during their day-to-day work duties. In general, school employees incur a very low risk of exposure to bloody fluids due to the nature of casual contact with individuals in the school environment. However, some employees, especially special education employees, should take extra caution when working with special needs children. Many of these students are more vulnerable to injury, likely to have extraordinary medical needs, be more dependent on adults for personal care, be more involved in risky behaviors, be self injurious and easily agitated and/or combative. It is imperative that all school employees understand the danger of exposure to bloodborne pathogens and ways to minimize their risk.

An exposure incident is defined as a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious body fluid that occurs during the performance of an employee's duties or tasks. Work practice controls are used to reduce the risk to the worker by minimizing or eliminating employee exposure incidents to bloodborne pathogens. The bloodborne pathogen (BBP) exposure control plan is the District's written policy for determination of exposure and implementation of procedures relating to control of infectious disease hazards. It is reviewed regularly by the BBP Exposure Control sub-committee and Health, Safety and Wellness committee. Intermediate School District 917's BBP Exposure Control Plan includes the following components:

- A. Exposure Control Plan Overview/Policy
- B. Program Administration
- C. Definitions
- D. Exposure Determination in the School Setting
- E. Engineering and Work Practice Controls
 - 1. Universal Precautions
 - 2. Hand washing
 - 3. Sharps handling
 - 4. Sharps containers
 - 5. Body fluid clean up
 - 6. Self management
 - 7. First Aid and Health Care
 - 8. Eating, Drinking and Smoking
- F. Personal Protective Equipment & Work Practice
- G. Housekeeping
- H. Hepatitis B Vaccine & Post Exposure
- I. Exposure Incident, Evaluation & Follow Up
- J. Information and Training
- K. Record Keeping
- L. Evaluation and Review of Exposure Control Plan
- M. Appendix
 - 1. OSHA (Occupational Safety and Health Act) Standard 29 CFR 1910.1030
 - 2. Assessment Tool
 - 3. Employee Instructions on Obtaining Hepatitis B Immunizations

POLICY

Intermediate School District 917 is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize

occupational exposure to bloodborne pathogens (BBPs) in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

B. PROGRAM ADMINISTRATION

The Bloodborne Pathogen Exposure Control Committee, a sub-committee of the Health, Safety and Wellness Committee, will be appointed annually and will be responsible for the implementation of the ECP. They will maintain, review, update and monitor compliance with the ECP at least annually, and whenever necessary, to include new or modified tasks and procedures.

Supervisors are responsible for exposure control in their work areas. All supervisors work directly with the exposure control committee members and their employees to ensure that proper exposure control procedures are followed.

Committee members are responsible for the overall management and support of the ECP, including post exposure incidents.

The Exposure Control Committee will be responsible for training, documentation of training, maintenance of records and, when requested, making the training records available to OSHA representatives. They will also maintain records of Hepatitis B vaccination program and declination forms. Written copies of this ECP will be made available to all employees and, as requested, to OSHA representatives.

C. DEFINITIONS

Blood: Human blood, human blood components and products made from human blood.

Other Potentially Infectious Materials (OPIM): The following human body fluids are to be considered potentially infectious: semen, vaginal secretions, cerebrospinal fluid, synovial (joints) fluid, peritoneal (abdominal) fluid, amniotic (pregnancy) fluid, saliva in dental procedures, and body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids. OPIMs also include any unfixed tissue or organ other than intact skin from a human (living or dead).

Bloodborne Pathogens: Pathogenic microorganisms that are present in human blood and body fluids that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C, Human Immunodeficiency (HIV), malaria, syphilis, and tuberculosis.

Personal Protective Equipment (PPE) and Supplies: Specialized clothing or equipment worn by an employee for protection against a hazard.

Contaminated: The presence or reasonably anticipated presence of blood or other potentially infectious human body fluids on an item or surface.

Decontamination: The use of physical or chemical means to remove, inactivate or destroy bloodborne pathogens on surfaces or objects to the point where they are no longer capable of transmitting infectious particles, and the surface or item is rendered safe for handling, use or disposal.

Engineering controls: Means a control that isolates or removes the bloodborne pathogen hazard from the workplace.

Parental: Piercing mucous membranes or skin barriers through such events as needle sticks, human bites, cuts and abrasions.

Universal Precautions: An approach to infection control where all human blood and certain body fluids are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens.

Exposure Incident: A specific eye, mouth, other mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious material that results from the performance of an employee's duties. An exposure incident includes a human bite.

Occupational Exposure: Means reasonably anticipated skin, eye, mucous membrane, or parental contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Regulated Waste: Means liquid, semi-liquid or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious material and are capable of releasing these materials during handling; contaminated sharps; and pathological and micro biological wastes other potentially infectious materials.

SESIP: Sharps with engineered sharps injury protection, defined as a non-needle sharp or needle device used for withdrawing body fluids, or administering medications or other fluids, with a built-in safety feature that reduces the risk of exposure.

Needle-less systems: means a device that does not use needles for the collection or withdrawal of body fluids, the administration of medication or fluids, any other procedure involving the potential for occupational exposure to bloodborne pathogens due to injuries from contaminated sharps.

D. EXPOSURE ASSESSMENT/ DETERMINATION

When an employee is hired or an employee changes jobs within the District, the following assessment process takes place to ensure that they are assessed, and if necessary, trained in the appropriate work practice controls:

1. The employee's job classification and the tasks and the procedures he/she will perform are evaluated by the classification and tasks list which are identified in the ECP.
2. If the employee is transferring from one job to another within the District, the job classifications and tasks/procedures pertaining to the previous position are also checked against these lists.
3. Based on the assessment, the employees occupational exposure risk will be identified and documented. And necessary training will follow.

Those employees who are determined to have occupational exposure risk to blood or other potentially infectious materials (OPIM) **MUST COMPLY** with the procedures and work practices outlined in this Exposure Control Plan (ECP).

Classification 1: Employees who provide first aid or healthcare as a primary component of their position are potentially exposed to blood or other potentially infectious material (OPIM). It is recommended that employees in this classification receive a pre-exposure vaccination and comply with all components of the regulation. All employees in this job classification are covered under this regulation.

- Health Service Employees
- Nurses

Classification 2: Employees who provide first aid, healthcare or are required to clean up blood or other potentially infectious material (OPIM) as an auxiliary component of their position are potentially exposed to blood or other potentially infectious material (OPIM). It is recommended that employees in this classification receive a pre-

exposure vaccination and comply with all components of the regulation. Identify specific employees in this job classification and the tasks they perform where potential exposure to blood or OPIM occurs. Also included are employees who have potential for other occupational exposure to bloodborne pathogens such as blood/OPIM contact with mucous membranes (eyes, nose, mouth) or blood/OPIM contact with skin or the piercing of mucous membranes of the skin barrier through such events as needle sticks, bites, cuts, abrasions, etc.

Employees identified under Classification 2 are fully covered under the Bloodborne Pathogen Standard.

Any other employee who reasonably expects exposure to blood or other potentially infectious materials should contact Human Resources immediately.

E. ENGINEERING & WORK PRACTICES CONTROLS

Work practice controls will be utilized to eliminate or minimize exposure to employees. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. The following work practices shall be followed:

- Wear disposable gloves. Do not reuse disposable gloves and wash your hands with soap and water after removing gloves. If utility gloves are used, decontaminate them appropriately by washing with detergent and water and disinfecting according to procedure.
- Wear safety goggles if there is potential for contaminants splashing in the eyes.
- Wear a mask if there is potential for contaminants splashing in the mouth or nose.
- If your skin is not covered, wear additional protective clothing.
- Use an absorbent material as a barrier between you and the blood source.
- In the event you become exposed to any blood or OPIM, wash the area with soap and water or flush mucous membranes immediately and report it to the Nurse and/or appropriate Supervisor so an evaluation can be made and professional medical attention can be provided.

UNIVERSAL PRECAUTIONS

Universal precautions will be observed in the school district to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. Any employee encountering blood or other body fluids is to treat them as being infectious, and use necessary personal protection and work practice controls listed in this section.

- Assume everyone is infected with HIV, Hepatitis B or other bloodborne pathogens.
- Avoid skin exposure to body fluids.
- Use a barrier to keep fluids from contact with your skin (i.e. gloves, masks, aprons, sleeves).
- Be careful with sharps and dispose of sharps such as needles, lancets or contaminated broken glass in a puncture-resistant container. Use tongs or other equipment to pick up broken glass contaminated with blood or OPIM. Use disposable equipment whenever possible.
- Dispose of items soiled with potentially infected fluids in leak-proof bags or containers.
- Wash hands thoroughly for 15-20 seconds, minimum, with soap and water.
- Clean up spills of potentially infected fluids with soap and water and disinfect spill area

HAND WASHING

Hand-washing facilities (running water, liquid soap, single use towels or air dryers) are readily accessible to all employees. In the event hand-washing facilities are not immediately available, antiseptic hand cleaner will be provided. Hand and/or skin will be washed with soap and water as soon as possible.

Hand washing is the first line of defense against infectious disease and is one of the universal precautions. Proper hand washing procedures include the use of warm water and soap, hands should be wetted and soap applied to

hands and wrists, scrubbing between fingers and using a nail brush for fingernails, wash a minimum of 15 seconds. Air dry or single use towels should be used to dry hands.

SHARPS HANDLING

- ~~The Bloodborne Pathogen Exposure Control Committee will maintain a sharps injury log and related documentation.~~
- ~~The Bloodborne Pathogen Exposure Control Committee will annually review the need for safer needle devices as they become available and involve the employees (non-managerial) in identifying and choosing the devices.~~
- Intermediate School District 917, except in extraordinary circumstances, does not provide needles for student or staff use. The designation of an extraordinary circumstance will be determined by a Licensed School Nurse with approval of their supervisor. Students needing injections/blood testing will provide their own supplies to do their own testing/injections. Students with limitations that prevent them from self-administration may be provided assistance by district staff after appropriate staff training.
- Sharps will not be removed or recapped unless it is demonstrated that an alternative is not feasible (i.e. EpiPens) and approval from the Licensed School Nurse Lead is obtained. Needles and other contaminated sharps will not be bent, recapped or removed. Shearing or breaking of the contaminated needles is absolutely prohibited. As soon as possible after use, contaminated sharps should be placed in appropriate marked storage/disposal containers.
- Mechanical devices such as tongs or dustpan and broom will be available to pick up contaminated sharps to avoid any direct contact. Contaminated glass will not be picked up by hand. Appropriate gloves as provided by the employer should be used when handling any contaminated sharps.

SHARPS CONTAINERS

- Sharps containers are provided in the health office at each school.
- Contaminated needles or other contaminated sharps will not be bent, recapped, removed, sheared or purposely broken unless it is demonstrated that an alternative is not feasible.
- Contaminated sharps are discarded immediately or as soon as feasible in containers that are closable, puncture resistant, leak proof on sides and bottom, and labeled or color-coded. Containers are easily accessible and located in each health office. The containers are maintained upright throughout use and replaced when full and at the end of the school year.
- Licensed School Nurse will be responsible for sharps disposal.
- When sharps containers are filled, the Licensed School Nurse will be contacted for final disposal.
- When moving containers of contaminated sharps from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport or shipping.
- All facility containers for reusable sharps are puncture-resistant, labeled with a biohazard label and are leak-proof.
- All full sharps containers are taken to a local health care facility for disposal.

BODY FLUID CLEAN UP

Body fluid clean up is to be performed as soon as possible. In the event a custodian is not available, body fluid clean up supplies are available to employees for clean up use.

- Use gloves. Do not reuse disposable gloves. If utility gloves are used, decontaminate after use with soap and water and appropriate disinfectant.
- Use disposable towels and other absorbent materials to absorb spill.
- Clean spill area with soap and water or approved cleaning agent. Immediately utilize proper Environmental Protection Agency (EPA) registered disinfectant.
- Clean, followed by disinfection, any contaminated object/items using approved solutions as already described.

- Dispose of waste in proper container.
- Discard contaminated items that cannot be cleaned into a lined container.
- If object is to be placed in mouth, e.g. mouth guard for football players, use applicable disinfectant and follow manufacturer's disinfectant directions
- Dispose of contaminated cleaning material in a lined container.

SELF MANAGEMENT

The principle of self management is that the person whose blood or other body fluids are exposed should themselves, where possible, manage treat, clean and dispose of the contaminated materials, to avoid contact and exposure to other parties involved in cleanup, treatment or help.

FIRST AID/HEALTHCARE

- Use gloves or other personal protective equipment.
- Use paper toweling or other absorbent material to wipe injury, if appropriate, allow person to rinse injury with running water.
- Place soiled materials into a lined waste container and direct person to perform as much of these procedures as possible.
- Soiled clothing should be removed and placed into a plastic bag for laundering, if feasible.
- Assist in cleaning affected area: use cotton swabs to apply medicine, if appropriate.
- Follow other procedures for care in minimizing direct contact with blood or body fluids.
- Wash hands thoroughly.

Note: If you do not have access to personal protective equipment (PPE) or exposure control kits, assist the injured person on self-care for him/herself where feasible. Place a barrier between yourself and the injury if you need to provide assistance.

- Mouth Pipetting and Suctioning of Blood or OPIM is prohibited by employees.

EATING, DRINKING, SMOKING

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or handle contact lenses. Food and beverages shall not be stored in close proximity to where blood or OPIM may be present.

F. PERSONAL PROTECTIVE EQUIPMENT AND WORK PRACTICES

All personal protective equipment used in District 917 will be provided without cost to employees. Personal protective equipment (PPE) will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employees' clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used. District 917 will ensure that employees use appropriate PPE through proper training and procurement. Under rare and extraordinary circumstances, an employee may decline to use PPE; these cases will be investigated and documented. We will repair, replace, clean and dispose of PPE at no costs to the employee. Hypoallergenic gloves and or cleansers shall be provided to employees that may be allergic/sensitive to materials normally provided.

PPE includes, but is not limited to:

GLOVES- used for first aid, cleanup, handling of the sharps, and when in contact with any blood or OPIM.

Disposable or single use gloves

If possible, before putting on gloves, wash your hands. After you have put gloves on, check for proper fit and punctures. Pull snug to ensure a good fit. To remove gloves, they shall be rolled down or pulled from the wrist to

the fingers so that the glove is inside out. This minimizes contamination. Disposable gloves shall be placed in lined container and never reused.

Utility gloves

Can be used for blood clean up. They must be inspected prior to each use and discarded if their integrity is compromised. They must be cleaned and disinfected after use.

FACE SHIELD/ MASK- may be used during serious accident or clean up to prevent the splashing of fluids to the mucous membranes including nose, mouth and eyes.

CPR MASKS/MOUTHPIECES- used for resuscitation; may be used to avoid direct contact with blood or saliva during resuscitation.

OTHER- AS APPROPRIATE for example

Disposable gowns/lab coats, shoe covering generally may be used to prevent potential contamination, in case of an accident is advisable where the potential for blood splashing exists or contamination from handling materials.

G. HOUSEKEEPING

Clean and sanitary conditions shall be maintained at the work site.

- All contaminated equipment, environmental and work surfaces, will be cleaned and disinfected after contact with blood or OPIM as already noted under "Body Fluid Clean Up".
- Broken glass which may be contaminated will not be picked up directly with the hands. Tongs, forceps or a brush and dustpan will be used and the material disposed of in a sharps container. After contact with blood or OPIM this equipment will be cleaned and disinfected in "Body Fluid Clean Up".
- In the event that clothing or other washable materials are contaminated with blood or OPIM, the following conditions are applicable:
 - Gloves are used throughout the handling process
 - Contaminated laundry is handled as little as possible and bagged immediately. If laundered at District 917, appropriate cleaning and disinfection process will be utilized.
 - Regulated Waste-

Few items in a school setting are deemed regulated waste. If a material is saturated to the point of dripping or would release fluid if compressed, then it would be considered regulated waste. All other contaminated items (gauze, Band-Aids, facial tissues) should be placed in a trash container designated for materials not meeting the definition of regulated waste.

Regulated waste shall be placed in containers that are closeable and constructed to contain all contents and prevent fluid leaks during handling, storage and transport.

Waste will be labeled or color coded and closed prior to removal. Disposal is done according to federal, state and local regulations. When possible, if 911 is called, the regulated waste will be sent with the ambulance.

H. HEPATITIS B VACCINE AND POST-EXPOSURE AND FOLLOW UP

Intermediate District 917 shall make available the Hepatitis B vaccine and vaccination series to all identified employees who have occupational exposure, and post exposure follow-up to employees who have had an exposure incident.

Intermediate District 917 shall ensure that all medical evaluations and procedures, including the Hepatitis B vaccine and vaccination series and post exposure follow-up, including prophylaxis, are:

- a) Made available at no cost to the employee;
- b) Made available to the employee at a reasonable time and place;
- c) Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional;
- d) Provided according to the recommendations of the U.S. Public Health Service; and
- e) Hepatitis B vaccine titer will be provided at no cost to Classification 1 Employees who receive their Hepatitis B vaccines after February 2000 and with ongoing exposure to blood and injuries from sharps. Titer needs to be drawn within two months after completion of the three vaccination series to be accurate.

All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

Hepatitis B vaccination shall be made available to all identified employees who have occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

If the employee initially declines Hepatitis B vaccination, but at a later date, while still covered under the standard, decides to accept the vaccination, the vaccination shall then be made available.

Employees who decline the Hepatitis B vaccination are requested to sign a declination statement.

If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available.

I. EXPOSURE INCIDENTS

Intermediate District 917 Bloodborne Incident Procedure:

The employee will report all incidents to their supervisor. They will also call the Alaris Nurse Care Line at 1-844-847-8708 to determine if exposure occurred. The nurse care line will provide referral for further medical treatment per their protocol.

The employee will receive extensive counseling and necessary follow-up by the healthcare provider. Records will be maintained at the clinic site as per OSHA guidelines.

If a student is involved as the source person, either the student or the student's parent (if student is under age 18) will be contacted to have the source tested for HIV and Hepatitis B serological status. A consent form will also be requested.

A copy of the incident report is to be retained in a confidential file in the office of the employee designated to handle the Worker's Compensation Program.

Post Exposure Evaluation and Follow-up

The exposed employee shall immediately receive a confidential medical evaluation and follow-up done by the healthcare provider, including at least the following elements:

- a) Provision for a Hepatitis B Vaccination.

- b) Documentation of the route of exposure, and the circumstances under which the exposure incident occurred.
- c) Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law.
- d) The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, Intermediate District 917 shall establish that legally required consent cannot be obtained.
- e) When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- f) Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collections and testing of blood for HBV and HIV serological status will comply with the following:

- a) The employee will be offered the option of having their blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.
- b) The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.

Healthcare Professional's Written Opinion

Within 15 days of the completion of the evaluation, the employee will provide Intermediate School District 917 a copy of the evaluating healthcare professional's written opinion for post-exposure follow-up. This information provided to the employer shall be limited to the following information:

- a) Whether Hepatitis B vaccination is indicated.
- b) Whether Hepatitis B vaccination was given.
- c) A statement that the employee has been informed of the results of the evaluation.
- d) A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

All other information shall remain confidential and not be included in the written report to the employer.

J. INFORMATION AND TRAINING

Intermediate District 917 shall ensure that training is provided at the time of initial assignment to task where occupational exposure may occur, and that it shall be repeated annually. Training will be interactive and cover the following:

- a) An explanation of the standard and how to get a copy.
- b) A discussion of the epidemiology and symptoms of bloodborne disease.
- c) An explanation of the modes of transmission of bloodborne pathogen.
- d) An explanation of the District 917 Bloodborne Pathogen Exposure Control Plan and a method of obtaining a copy.
- e) The recognition of tasks that may involve exposure.
- f) An explanation of the use and limitations of methods to reduce exposure, for example engineering controls, work practices and personal protective equipment (PPE).
- g) Information on the use of gloves.
- h) Information of the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge.

- i) Information on the appropriate action and persons to contact in an emergency involving blood or other potentially infectious materials.
- j) An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up.
- k) Information on the evaluation and follow-up required after an employee exposure incident.
- l) An explanation of the signs and labels.

K. RECORDKEEPING

Medical Records

The employer shall establish and maintain an accurate record for each employee with occupational exposure in accordance with 29 CFR 1910.1020.

This record shall include:

- a) The name and social security number of the employee.
- b) A copy of the employee's Hepatitis B vaccination status including the dates of all Hepatitis B vaccinations.
- c) The employer's copy of the healthcare professional's written opinion.
- d) A copy of information provided to the healthcare professional.

This information cannot be released without written consent of the employee as required by OSHA regulations or by law.

The employer shall maintain this record for at least the duration of employment plus 30 years in accordance with 29 CFR 1910.1020.

Training Records

Intermediate District 917 is responsible for maintaining the following training records. Bloodborne pathogens training is done through SafeSchools Online courses. Linda Berg, Health and Safety Coordinator, maintains these records in the District Office. Training is done annually by all staff. These records will be kept by the Bloodborne Pathogen Exposure Control Committee and maintained in the District Office. Training records shall be maintained for three years from the date of training. The following information shall be documented:

- a) The dates of the training session.
- b) An outline describing the material presented.
- c) The names and qualifications of persons conducting the training.
- d) The names and job titles of all persons completing the training sessions.

Transfer of Records

If the employer ceases to do business and there is no successor employer to receive and retain the records for the prescribed period, the employer shall notify the Director, at least three months prior to their disposal and transmit them to the Director, if required by the Director to do so, within that three-month period.

Sharps Injury Log

The employer shall establish and maintain a sharps injury log for the recording of percutaneous injuries from contaminated sharps. The information in the sharps injury log shall be recorded and maintained in such manner as to protect the confidentiality of the injured employee. The sharps injury log shall contain, at a minimum:

- a) The type and brand of device involved in the incident.
- b) The department or work area where the exposure incident occurred, and,
- c) An explanation of how the incident occurred.

The requirement to establish and maintain a sharps injury log shall apply to any employer who is required to maintain a log of occupational injuries and illnesses under 29 CFR 1904. The sharps injury log shall be maintained for the period required by 29 CFR 1904.6.

Availability

A copy of this plan and the current OSHA standard will be available for review in the District Personnel Office, and the Health Office at Alliance Education Center and Dakota County Technical College. Also, each Special Education Assistant Director has a copy. The OSHA standard for bloodborne pathogens is also available at www.osha.gov.

All employee records shall be made available to the employee, employee's representatives, the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health, or designated representative, upon request.

L. EVALUATION AND REVIEW OF EXPOSURE CONTROL PLAN

The Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update of such plans shall also:

- a) Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens, if that technology is appropriate to tasks/procedures performed in Intermediate School District 917.
- b) Include documentation of annual consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure from tasks/procedures performed in ISD 917.
- c) Non-managerial employees directly responsible for tasks/procedures that create a potential exposure for injuries from contaminated sharps shall be solicited for input. The input shall be utilized in the identification, evaluation and selection of effective engineering work practice controls and will be documented in the exposure control plan.

M. Appendix

- o Bloodborne Pathogens-Post-Exposure Incident Packet
- o Post-Exposure Instructions and Response Actions
- o BBP 1: Exposed Employee Declination of Medical Evaluation
- o BBP 2: Source Individual Consent/Declination for Blood Testing
- o BBP 3: Cleaning and Disinfection Procedures for Blood and Body Fluids

Board Approved May 6, 2008
Board Approved May 5, 2009
Board Approved May 4, 2010
Board Approved May 1, 2012
Board Approved May 7, 2013
Board Approved May 6, 2014
Board Approved May 5, 2015
Board Approved May 3, 2016
Board Approved May 2, 2017
Board Approved June 12, 2018
Board Approved May 7, 2019
Board Approved May 5, 2020

Intermediate School District 917

Section 1: Bloodborne Pathogens-Post-Exposure to Incident Packet

This packet has been developed as an informational guide on what to do when an employee is actually (or potentially) exposed to blood or other potentially infectious materials (OPIM). This packet contains the following important documents:

- BBP1: Exposed Employee Declination of Medical Evaluation
- BBP2: Source Individual consent/Declination for Blood Testing
- BBP3: Cleaning and Disinfection Procedures for Blood and Body Fluids

The injured employee will begin to use this packet by reading and working through the BBP Exposure Self-Assessment and Response Process.

For assistance with this packet or process, please seek help from the district OSHA consultant:

Amy Alexander
651-423-8229
amy.alexander@isd917.org

Section 2: Additional Post-Exposure Instructions and Response Actions

Steps ISD 917 employees will take when there is potential BBP exposure:

1. Inform supervisor of incident.
2. Fill out First Report of Injury document and submit it to supervisor.
3. Call the Alaris Nurse Care Line (NCL)
4. NCL makes initial assessment for follow up which may include sending employee to healthcare provider.
5. NCL facilitates employee's appointment with healthcare provider.
6. Employee will obtain from healthcare provider written treatment given and any follow up plan (Healthcare Professional Written Opinion).
7. Employee will be responsible for all follow up treatment including additional testing.

Intermediate School District 917 (ISD 917) employees who experience a work-related exposure to blood or any other potentially infectious agent (OPIM) are encouraged to seek medical care immediately. Exposed employees are allowed to seek a medical evaluation through a provider of their choice, at no cost to the employee.

Additionally, ISD 917 has identified Allina Health Apple Valley as an optional, primary provider for post-exposure health care services.

Contact Information:

Allina Health Apple Valley
14655 Galaxie Avenue
Apple Valley, MN 55124
952-432-6161

The purpose of medical care is to discuss the event with a qualified healthcare professional and obtain baseline blood antibody levels for Hepatitis B and HIV (Human Immunovirus). Based on the health care provider's recommendation, the exposed employee and source individual may be given an opportunity to accept or decline having their blood drawn and tested, or drawn and held for future testing. In addition, the exposed employee

could be offered and provided with a hepatitis vaccine and/or gamma globulin to prevent development of hepatitis or medication to deter disease development, if deemed necessary.

Form BBP1: Post Exposure: Exposed Employee Declination of Medical Evaluation

The exposed employee must complete this form if she /he chooses not to receive medical care for a work-related exposure involving blood involving blood or OPIMs.

Employee Name: _____ **Job Title:** _____

Date of Exposure: _____ **School and Program Area:** _____

I understand that I have been involved in a workplace encounter with blood or body fluids that may place me at risk for HBV (Hepatitis B virus that causes liver disease) or HIV (Human Immunodeficiency Virus- the virus which causes AIDS).

I have been given the opportunity for a post-exposure follow up examination. Including testing of my blood for HBV and HIV.

I understand that I may have this examination through the physician/health care provider of my choice or at:

Allina Health Apple Valley
14655 Galaxie Avenue
Apple Valley, MN 55124
952-432-6161

Medical services will provided at no cost to me for work related incidents involving exposure to blood or other potentially infectious material. I understand that I am eligible for this examination even if I have been previously vaccinated against HBV.

I have been offered the opportunity to have a sample of my blood drawn and preserved for 90 days in the event that I might choose to have that sample tested at some point within 90 days.

Understanding the written information above, I decline any post exposure medical evaluation, blood sampling, blood testing, or follow-up examination at this time.

Employee signature

Date

Witness

Date

Form BBP2: Source Individual Consent or Declination for Blood Testing

Name of Source Individual: _____ Today's Date: _____

Date of Incident: _____ Date of Birth: _____

On the above date, an exposure incident as defined by the Federal and Minnesota State Bloodborne Pathogen Regulations occurred involving an employee performing his/her duties.

The regulation requires that a sample of blood be drawn as soon as possible from the source of the exposure and the exposed employee to determine if any infectious diseases (Hepatitis B and HIV) are present.

We are requesting to have your blood drawn and tested for HBV and HIV in order to provide the appropriate medical direction. If you are a minor, consent to have your blood drawn and tested must be given by your parent or guardian. You are not legally required to consent to having your blood drawn and tested. In the event that you decline to have your blood drawn and tested, however, we will not be able to determine whether you have been infected by either the Hepatitis B Virus (HBV) or the human immunodeficiency virus (HIV) or advise or counsel you on appropriate steps to take as a result of such infections.

Please read the following and, if you consent, sign and date the form. Directions will be provided on the location for the test and the cost, if not covered, will be paid by the district. You will be provided with the test results as soon as possible.

If you know you are infected with HBV or HIV and can provide medical records or documentation, no blood test is necessary.

1. I authorize and consent to testing of a sample of my blood for the following: (check only one)
 - Human Immunodeficiency Virus (HIV)
 - Hepatitis B Virus (HBV)
 - Both the Human Immunodeficiency Virus (HIV) and the Hepatitis B Virus (HBV)
 - Other: _____ (please indicate)

2. I understand that a positive HIV test does not necessarily mean a person has AIDS; testing can assist healthcare personnel in medical management and infectious disease control of the virus.

3. I understand that I should rely on my physician for information regarding the nature and purpose of the HIV/HBV test and the meaning and significance of the result of the test.

4. I understand that HIV/HBV testing is not always 100% accurate and that results may be "false negative" (negative results when the virus is actually present) or "false positive" (positive results when the virus is not present). If a positive result is obtained, additional tests will be done to attempt to confirm the test results.

5. I understand the results of the test will be confidential and will not be disclosed unless necessary for ISD # 917 to comply with the provisions of OSHA's Bloodborne Pathogen Regulation (29 CFR 1910.1030). If you

are a source individual, disclosure will be made to the exposed employee and their healthcare professional.

6. I understand I can personally make arrangements to have my blood drawn, as authorized, or that arrangements will be made for me, with the assistance of district personnel or other designated parties.
7. I certify that this form has been fully explained to me, that I have read it or had it read to me, and that I understand its contents. I have been given an opportunity to ask questions about the test and I believe that I have sufficient information to give informed consent/declination.

Section 1		
Name _____	Witness _____	
(Print Name/Other Legally Responsible Person)	(Print Name/Witness)	
Signature _____	Signature _____	
Date	Time	Date

Section 2		
<p>I HAVE READ ALL INFORMATION CONTAINED ON THIS FORM, HAVE ASKED QUESTIONS WHERE ADDITIONAL INFORMATION WAS NECESSARY AND FULLY UNDERSTAND THE ISSUES INVOLVED IN THIS MATTER.</p> <p>I REFUSE TO HAVE MY BLOOD DRAWN AND TESTED AT THIS TIME OR DRAWN AND STORED FOR UP TO 90 DAYS FOR POSSIBLE FUTURE TESTING, UPON MY WRITTEN CONSENT.</p>		
Signature	Date	Time

Form BBP3: Cleaning & Disinfecting Procedures for Blood and Body Fluids

Materials Needed

- _____ “Caution Wet Floor” or “Do Not Enter” signs, as needed
- _____ Disposable vinyl or nitrile gloves.
- _____ Disposable cloth or paper towels or absorbent granules or disposable cardboard pieces.
- _____ Pail containing soap & water (or spray bottle of general cleaner).
- _____ Pail (or spray bottle) of rinse water.
- _____ EPA approved disinfectant (tuberculocidal disinfectant) or Lysol Brand II™ Spray Disinfectant (MUST use for all body fluid clean up involving possible blood)

1. PROTECT YOURSELF AND THE AREA

- Secure the area with “Wet Floor” or “Do Not Enter” signs.
- Put on the disposable gloves.

2. REMOVE BODY FLUIDS SAFELY

- Soak up liquids with absorbent, disposable towels.
- If there is a large volume, use absorbing granules. Pick up debris with cardboard pieces.
- For carpet, vacuum granular remains if necessary.
- Place debris and disposable materials used in plastic bag.

3. CLEAN AND DISINFECT THE AREA

- CLEAN the area with soap and water or general cleaning agent. Use disposable towels.
- RINSE WITH CLEAR WATER. Use disposable towels.
- APPLY DISINFECTANT ** and allow to air dry (at least 10 minutes).
- CARPET Use the same process as above. Extra agitation, cleaning agent, and water may be necessary. Repeat wash until blood or body fluids are gone. Rinse and apply disinfectant. Allow to air dry.

****AN APPROPRIATE DISINFECTANT IS:**

- EPA APPROVED (Environmental Protection Agency Approved as “sterilant”) or
- Tuberculocidal (lists on the bottle that it is capable of killing tuberculosis) or Lysol Spray Disinfectant
- Bleach & Water Solution

To prepare bleach solution, mix 2 teaspoonfuls bleach to one quart water.

BLEACH SOLUTION MUST BE MIXED DAILY.

DO NOT MIX BLEACH WITH ANY OTHER CHEMICALS OR PRODUCTS.

LABEL BLEACH SOLUTIONS AND KEEP OUT OF REACH OF CHILDREN.

4. FINISHING

Clean and disinfect any mops, brooms, brushes, dust pans, etc. used in the cleaning process. Remove your gloves and dispose of in plastic trash bag and seal. Discard in regular trash.

WASH YOUR HANDS COMPLETELY.

Intermediate School District #917 School Board

RESOLUTION

Board member _____ introduced the following Resolution:

WHEREAS, Intermediate School District #917 provides educational services to member and non-member districts throughout Dakota County and beyond, and

WHEREAS, the quality of these educational opportunities offered by Intermediate School District #917 are unquestionably high, and

WHEREAS, Intermediate School District #917 students have demonstrated a high degree of success as a result of their participation in Intermediate School District #917 programs, and

WHEREAS, the success of Intermediate School District #917 programs and student achievement can be directly attributed to the talents and efforts of our licensed educators, and

WHEREAS, the week of May 2-6, 2020, has been designated as “Teacher Appreciation Week,”

NOW, THEREFORE, BE IT RESOLVED, by the School Board of Intermediate School District #917 and on behalf of the participating school districts, parents and students as follows:

That the School Board of Intermediate School District #917 formally recognizes the outstanding efforts and performance of its licensed staff and thanks these talented professionals for their service and dedication to the students of this intermediate district.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Enacted by the School Board of Intermediate School District #917 this 5th day of May, two thousand and twenty.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

To: School Board Members
Superintendent Mark Zuzek

From: Nicolle Roush

Date: May 1, 2020

Subject: Levy Allocation for 2020 payable 2021

Pertinent Facts:

1. Intermediate School District #917 will be leasing space at three locations for Special Education: Cedar, Lebanon Education Center, and Concord Education Center. In addition, we will be requesting the annual building levy cost for Alliance Education Center in Rosemount. The total requested lease-levy amount for inclusion in fiscal year 2021 is \$1,933,901. This is a \$53,869 increase over fiscal year 2020 due to increase lease payments. The basis of the distribution for the lease-levy is a formula that weights four components equally between the member school districts as follows: Total Net Tax Capacity (TNTC), Adjusted Cost Pupil Units (ACPU's), 5 year average tuition, and student F.T.E.'s by building (see attached for further details).
2. The 2020 payable 2021 safe schools levy request will be \$870,345. This is a (\$19,179) decrease over fiscal year 2020. Intermediate School District 917 is currently utilizing the \$15 per APU's. Member district's APU's estimated for FY22 are less than FY21 by 1,278.60 (see attached for further details).
3. The 2020 payable 2021 LTFM for fiscal year 2021-22 levy request will be \$27,053. A separate board resolution is required to approve the LTFM levy request and a ten-year maintenance plan each year. This is a \$788 increase over fiscal year 2021. The basis of the distribution for the LTFM levy is a formula that weights two components equally between the member school districts as follows; Total Net Tax Capacity (TNTC) and Adjusted Pupil Units (APU's) (see attached for further details).

Recommendation: Requesting board approval for the 2020 payable 2021 levies in the amount of \$2,831,299 as outlined.



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

Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only

ED - 02478-05

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.		Enter Information		District Info.		Enter Information									
District Name:		Intermediate School District #917		Date:		5/4/2020									
District Number:		0917-06		Email:		nicolle.roush@isd917.org									
District Contact Name:		Nicolle Roush													
Contact Phone #		651-423-8227													
Fiscal Year (FY) Ending June 30															
Expenditure Categories		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029			
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.															
Finance Code	Category (1)														
347	Physical Hazards	\$2,000	\$2,000	\$2,060	\$2,122	\$2,186	\$2,251	\$2,318	\$2,388	\$2,460	\$2,534	\$2,610			
349	Other Hazardous Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
352	Environmental Health and Safety Management	\$22,850	\$23,500	\$24,205	\$24,931	\$25,679	\$26,449	\$27,243	\$28,060	\$28,902	\$29,769	\$30,662			
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Total Health and Safety Capital Projects		\$24,850	\$25,500	\$26,265	\$27,053	\$27,865	\$28,700	\$29,561	\$30,448	\$31,362	\$32,303	\$33,272			
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year															
Finance Code	Category (2)														
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151															
Finance Code	Category (3)														
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner. (No new appropriations for this category FY 2020 - beyond.)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Accessibility															
Finance Code	Category (4)														
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Deferred Capital Expenditures and Maintenance Projects															
Finance Code	Category (5)														
368	Building Envelope	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
369	Building Hardware and Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
370	Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$272,250	\$272,250	\$0	\$0			
379	Interior Surfaces	\$0	\$43,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$119,063	\$0			
380	Mechanical Systems	\$0	\$0	\$0	\$0	\$276,000	\$290,400	\$297,600	\$304,800	\$0	\$0	\$0			
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
383	Roof Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$420,000	\$0	\$542,500	\$0	\$0			
384	Site Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Total Deferred Capital Expense and Maintenance		\$0	\$43,700	\$0	\$0	\$276,000	\$290,400	\$717,600	\$577,050	\$814,750	\$119,063	\$0			
Total Annual 10-Year Plan Expenditures		\$24,850	\$69,200	\$26,265	\$27,053	\$303,865	\$319,100	\$747,161	\$607,498	\$846,112	\$151,366	\$33,272			

**Intermediate School District 917
Estimated Lease Expenditures for FY21**

LEASED PROPERTY	ADDRESS	CONTRACT EXPIRATION DATE	SQ FOOTAGE OCCUPIED	BASE RENT PER SQ FT	CAMS PER SQ FT EXCLUDING TAX	TAX PER SQ FT	TOTAL ELIGIBLE LEVY AMOUNT (BASE RENT AND TAX)	TOTAL ANNUAL COSTS
Cedar - ISD 191		6/30/2022	21629	\$ 9.90	\$ 5.05	\$ -	\$ 214,127.10	\$ 323,353.55
	start 7-1-15						\$ 214,000.00	
02-400-810-000-370-000 68%								
Lebanon	5800 149th Street Apple Valley, MN 55124	8/1/2030	23000	\$ 11.83	\$ 3.02	\$ 3.41	\$ 350,520.00	\$ 419,980.00
02-700-810-000-370-000		Over 10 yrs	additional base rent for improvements	\$ 3.48			\$ 80,040.00	\$ 80,040.00
	Start 8-1-15						\$ 429,000.00	\$ 500,020.00
Concord	Inver Grove		56202	\$ 12.09	\$ 2.32	\$ 2.15	\$ 800,316.48	\$ 930,705.12
02-400-810-000-370-000	Start 9-1-18	8/31/2033					\$ 800,000.00	
							\$ 1,443,000.00	\$ 1,754,078.67
							\$ (34,798.91)	ISD 191 portion of lease
							\$ 1,408,201.10	FY21 Proposed operating levy

District #	FY 21 Proposed Operating Levy Amounts 2020 payable 2021	FY22 Proposed Building Levy Amount (25 yrs) 2020 payable 2021	Proposed Total Levy Amounts Payable 2020
6	\$ 84,279.79	\$ 36,870.76	\$ 121,150.55
191	\$ 174,616.72	\$ 65,004.43	\$ 239,621.15
192	\$ 211,445.11	\$ 73,268.54	\$ 284,713.65
194	\$ 257,584.79	\$ 90,060.33	\$ 347,645.12
195	\$ 14,285.59	\$ 4,202.54	\$ 18,488.13
197	\$ 158,667.33	\$ 56,486.03	\$ 215,153.36
199	\$ 122,095.69	\$ 47,630.30	\$ 169,725.99
200	\$ 131,961.09	\$ 56,744.09	\$ 188,705.18
271	\$ 253,264.98	\$ 95,432.98	\$ 348,697.96
	\$ 1,408,201.09	\$ 525,700.00	\$ 1,933,901.09

Total Levy Amounts Payable 2020	% change from prior year	\$ change fr prior year
\$ 112,226.67	7.95%	\$ 8,923.88
\$ 239,235.59	0.16%	\$ 385.56
\$ 258,985.18	9.93%	\$ 25,728.47
\$ 324,227.14	7.22%	\$ 23,417.98
\$ 15,242.93	21.29%	\$ 3,245.20
\$ 204,329.29	5.30%	\$ 10,824.07
\$ 159,695.73	6.28%	\$ 10,030.26
\$ 215,292.69	-12.35%	\$ (26,587.51)
\$ 350,796.62	-0.60%	\$ (2,098.66)
\$ 1,880,031.84	2.87%	\$ 53,869.25

**ISD 917 Variables used for
Distributing levy**

2020 payable 2021 Taxable Net Tax Capacity Prepared by Springsted 4-27- 20		
	(Dakota, Scott, Goodhue, Washington)	Percent of Total
6	16,269,130	3.11%
191	83,965,056	16.03%
192	35,523,187	6.78%
194	84,603,677	16.15%
195	5,551,207	1.06%
197	74,618,676	14.25%
199	34,189,624	6.53%
200	38,091,871	7.27%
271	150,989,218	28.83%
TOTAL	523,801,646	100.00%

MN Department APU's provided by MDE as of 4-22-20		
	APU est 2020-21	Percent of Total
6	3665.58	6.14%
191	9015.90	15.10%
192	7895.60	13.23%
194	12800.40	21.44%
195	716.40	1.20%
197	5642.60	9.45%
199	3929.92	6.58%
200	4725.20	7.92%
271	11305.76	18.94%
TOTAL	59697.36	100.00%

19-20 Site counts	Alliance Education Center		Lebanon Education Center		Cedar School		Concord Education Center	
		Percent of Total		Percent of Total		Percent of Total		Percent of Total
6	10	11.49%	1	2.56%	4	10.00%	6	8.22%
191	6	6.90%	4	10.26%	9	22.50%	12	16.44%
192	14	16.09%	8	20.51%	6	15.00%	14	19.18%
194	11	12.64%	5	12.82%	7	17.50%	12	16.44%
195	0	0.00%	1	2.56%	0	0.00%	0	0.00%
197	8	9.20%	3	7.69%	7	17.50%	7	9.59%
199	12	13.79%	8	20.51%	2	5.00%	6	8.22%
200	14	16.09%	4	10.26%	1	2.50%	8	10.96%
271	12	13.79%	5	12.82%	4	10.00%	8	10.96%
TOTAL	87	100.00%	39	100.00%	40	100.00%	73	100.00%

**District Wide 5 Year Tuition History - Updated
4/4/20**

	FY15 Tuition	FY16 Tuition	FY17 Tuition	FY18 Tuition	FY19 Tuition	5 Year average	Percent of Total
6	\$1,513,887.83	\$966,361.55	\$1,026,552.54	\$1,100,539.37	\$1,123,192.76	\$1,146,106.81	7.31%
191	\$1,952,750.71	\$1,181,409.35	\$1,485,334.60	\$1,946,269.22	\$2,391,166.55	\$1,791,386.09	11.43%
192	\$3,973,158.10	\$2,604,221.24	\$2,557,462.93	\$2,857,776.93	\$3,394,770.05	\$3,077,477.85	19.65%
194	\$3,453,303.13	\$2,352,443.05	\$2,785,132.10	\$2,595,843.98	\$3,142,030.89	\$2,865,750.63	18.29%
195	\$101,330.62	\$159,261.11	\$135,462.28	\$133,572.19	\$205,151.46	\$146,955.53	0.94%
197	\$1,698,918.24	\$1,231,774.48	\$1,219,377.68	\$1,708,344.07	\$2,036,560.62	\$1,578,995.02	10.09%
199	\$1,743,064.50	\$1,065,071.22	\$1,112,141.12	\$1,714,017.52	\$1,681,981.32	\$1,463,255.14	9.34%
200	\$2,759,514.20	\$1,472,306.61	\$1,659,122.33	\$1,649,517.45	\$1,780,434.47	\$1,864,179.01	11.90%
271	\$2,098,643.10	\$1,658,522.08	\$1,531,399.91	\$1,528,530.05	\$1,861,491.11	\$1,735,717.25	11.08%
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
excel:levy03	\$19,294,570.43	\$12,691,370.69	\$13,511,985.49	\$15,234,410.78	\$17,616,779.23	\$15,669,823.32	100.00%

FY21 Proposed Levy Amount	\$	1,408,201.09
FY22 Proposed AEC Building Levy	\$	525,700.00
Estimated Total Annual Levy Amount	\$	1,933,901.09

Method for distributing levy

*Total Net Tax Capacity (TNTC)

*Adjusted Pupil Units (APU's)

*5 Year Average Special Ed Tuition Utilization

*Prior Yr Student FTE's by building

District #	APU's AS OF 4-23-20	Allowable Levy Authority (\$65.00 per APU's)	Proposed Operating Levy Amounts	Proposed AEC Building Levy Amount (25 yrs)	Proposed Total Levy Amounts	Remaining Unused Levy Amounts
6	3665.58	\$ 238,262.70	\$ 84,279.79	\$ 36,870.76	\$ 121,150.55	\$ 117,112.15
191	9015.90	\$ 586,033.50	\$ 174,616.72	\$ 65,004.43	\$ 239,621.15	\$ 346,412.35
192	7895.60	\$ 513,214.00	\$ 211,445.11	\$ 73,268.54	\$ 284,713.65	\$ 228,500.35
194	12800.40	\$ 832,026.00	\$ 257,584.79	\$ 90,060.33	\$ 347,645.12	\$ 484,380.88
195	716.40	\$ 46,566.00	\$ 14,285.59	\$ 4,202.54	\$ 18,488.13	\$ 28,077.87
197	5642.60	\$ 366,769.00	\$ 158,667.33	\$ 56,486.03	\$ 215,153.36	\$ 151,615.64
199	3929.92	\$ 255,444.80	\$ 122,095.69	\$ 47,630.30	\$ 169,725.99	\$ 85,718.81
200	4725.20	\$ 307,138.00	\$ 131,961.09	\$ 56,744.09	\$ 188,705.18	\$ 118,432.82
271	11305.76	\$ 734,874.40	\$ 253,264.98	\$ 95,432.98	\$ 348,697.96	\$ 386,176.44
	59697.36	\$ 3,880,328.40	\$ 1,408,201.09	\$ 525,700.00	\$ 1,933,901.09	\$ 1,946,427.31

Concord Education Center Distribution of Levy by member district

District #	TNTC	APU'S	5 yr ave. Special Ed Tuition	Student counts by building	District % based on split 1/4 each TNTC,APU's, Special Ed tuition and FTE's
6	3.11%	6.14%	7.31%	8.22%	6.1949%
191	16.03%	15.10%	11.43%	16.44%	14.7458%
192	6.78%	13.23%	19.65%	19.18%	14.7089%
194	16.15%	21.44%	18.29%	16.44%	18.0802%
195	1.06%	1.20%	0.94%	0.00%	0.7994%
197	14.25%	9.45%	10.09%	9.59%	10.8433%
199	6.53%	6.58%	9.34%	8.22%	7.6669%
200	7.27%	7.92%	11.90%	10.96%	9.5107%
271	28.83%	18.94%	11.08%	10.96%	17.4500%
	100.00%	100.00%	100.00%	100.00%	100.0000%

Estimated Annual Levy Amount for Concord

District #	District % based on split 1/4 each TNTC,AMCPU's, Special Ed tuition and FTE's	Concord School Levy amount
6	6.1949%	\$ 49,559.03
191	14.7458%	\$ 117,966.09
192	14.7089%	\$ 117,670.90
194	18.0802%	\$ 144,641.41
195	0.7994%	\$ 6,395.34
197	10.8433%	\$ 86,746.62
199	7.6669%	\$ 61,335.01
200	9.5107%	\$ 76,085.95
271	17.4500%	\$ 139,599.65
	100.00%	\$ 800,000.00

Alliance Education Distribution of Levy by member district

District #	TNTC	APU'S	5 yr ave. Special Ed Tuition	Student counts by building	District % based on split 1/4 each TNTC,APU's, Special Ed tuition and FTE's
					FTE's
6	3.11%	6.14%	7.31%	11.49%	7.0136%
191	16.03%	15.10%	11.43%	6.90%	12.3653%
192	6.78%	13.23%	19.65%	16.09%	13.9373%
194	16.15%	21.44%	18.29%	12.64%	17.1315%
195	1.06%	1.20%	0.94%	0.00%	0.7994%
197	14.25%	9.45%	10.09%	9.20%	10.7449%
199	6.53%	6.58%	9.34%	13.79%	9.0604%
200	7.27%	7.92%	11.90%	16.09%	10.7940%
271	28.83%	18.94%	11.08%	13.79%	18.1535%
	100.00%	100.00%	100.00%	100.00%	100.0000%

District #	District % based on split 1/4 each TNTC,AMCPU's, Special Ed tuition and FTE's	Alliance Education Center Building Levy amount
	6	7.0136%
191	12.3653%	\$ 65,004.43
192	13.9373%	\$ 73,268.54
194	17.1315%	\$ 90,060.33
195	0.7994%	\$ 4,202.54
197	10.7449%	\$ 56,486.03
199	9.0604%	\$ 47,630.30
200	10.7940%	\$ 56,744.09
271	18.1535%	\$ 95,432.98
	100.00%	\$ 525,700.00

Cedar School Distribution of Levy by member district

District #	TNTC	APU'S	5 yr ave. Special Ed		District % based on split 1/4 each TNTC,APU's, Special Ed tuition and FTE's	
			Tuition	Student counts by building		FTE's
6	3.11%	6.14%	7.31%	10.00%	6.6401%	
191	16.03%	15.10%	11.43%	22.50%	16.2612%	
192	6.78%	13.23%	19.65%	15.00%	13.6643%	
194	16.15%	21.44%	18.29%	17.50%	18.3456%	
195	1.06%	1.20%	0.94%	0.00%	0.7994%	
197	14.25%	9.45%	10.09%	17.50%	12.8211%	
199	6.53%	6.58%	9.34%	5.00%	6.8621%	
200	7.27%	7.92%	11.90%	2.50%	7.3960%	
271	28.83%	18.94%	11.08%	10.00%	17.2102%	
	100.00%	100.00%	100.00%	100.00%	100.0000%	

Estimated Annual Levy excluding ISD 191 portion not allowable to levy \$ 179,201.09

Estimated Annual Levy Amount for Cedar. \$ **214,000.00** updated

District #	District % based on split 1/4 each TNTC,AMCPU's, Special Ed tuition and FTE's		Cedar School Levy amount
6	6.6401%	\$	14,209.79
191	16.2612%	\$	34,798.91
192	13.6643%	\$	29,241.69
194	18.3456%	\$	39,259.56
195	0.7994%	\$	1,710.75
197	12.8211%	\$	27,437.08
199	6.8621%	\$	14,684.85
200	7.3960%	\$	15,827.48
271	17.2102%	\$	36,829.89
	100.00%	\$	214,000.00

District #	District % based on split 1/4 each TNTC,AMCPU's, Special Ed tuition and FTE's		Cedar School Levy amount
6	7.9295%	\$	14,209.79
191	0.0000%		
192	16.3178%	\$	29,241.69
194	21.9081%	\$	39,259.56
195	0.9547%	\$	1,710.75
197	15.3108%	\$	27,437.08
199	8.1946%	\$	14,684.85
200	8.8322%	\$	15,827.48
271	20.5523%	\$	36,829.89
	100.00%	\$	179,201.09 actual levy

***responsible for their share of lease not included in levy

Lebanon Education Center Distribution of Levy by member district

District #	TNTC	APU'S	5 yr ave. Special Ed		District % based on split 1/4 each TNTC,APU's, Special Ed tuition and FTE's
			Tuition	Student counts by building	
6	3.11%	6.14%	7.31%	2.56%	4.7811%
191	16.03%	15.10%	11.43%	10.26%	13.2053%
192	6.78%	13.23%	19.65%	20.51%	15.0425%
194	16.15%	21.44%	18.29%	12.82%	17.1757%
195	1.06%	1.20%	0.94%	2.56%	1.4404%
197	14.25%	9.45%	10.09%	7.69%	10.3691%
199	6.53%	6.58%	9.34%	20.51%	10.7403%
200	7.27%	7.92%	11.90%	10.26%	9.3351%
271	28.83%	18.94%	11.08%	12.82%	17.9104%
	100.00%	100.00%	100.00%	100.00%	100.000%

Estimated Annual Levy Amount for the Lebanon

District #	District % based on split 1/4 each TNTC,AMCPU's, Special Ed tuition and FTE's		Lebanon Education Center Levy amount
	6	4.7811%	
191	13.2053%	\$ 56,650.63	
192	15.0425%	\$ 64,532.52	
194	17.1757%	\$ 73,683.82	
195	1.4404%	\$ 6,179.50	
197	10.3691%	\$ 44,483.63	
199	10.7403%	\$ 46,075.83	
200	9.3351%	\$ 40,047.66	
271	17.9104%	\$ 76,835.44	
	100.00%	\$ 429,000.00	

Intermediate School district #917 Safe Schools Levy Estimate for FY21 Expenditure Budget 2020 payable 2021	
1.0 Guidance Counselor 01-071-211-342-165-000	110,407.00
360 community contract 01-080-211-342-311-000	22,000.00
3.0 FTE Licensed School Nurse 02-350-420-342-158-000	334,738.00
DCTC School Nurse .70 FTE 01-300-030-830-305-432/02-350-420-342-305-000	88,110.00
1.2 School Psychologist 02-350-420-342-157-000	120,000.00
0.375 FTE School Liaison Office DCTC	53,000.00
.75 FTE School Liaison Officer Lebanon Education Center	71,045.00
.75 FTE School Liaison Officer Alliance Education Center	71,045.00
ISD 917 Internal Expenditures	\$870,345.00

School District #	2021-22 EST. APU's as reported on 4/22/20 by MDE	Maximum levy authority based on \$15 per APU's	Levy payable 2020 on behalf of ISD 917 for FY19 Expenditures
6	3369.00	\$50,535.00	\$50,535.00
191	8407.00	\$126,105.00	\$126,105.00
192	7832.00	\$117,480.00	\$117,480.00
194	12389.00	\$185,835.00	\$185,835.00
195	722.00	\$10,830.00	\$10,830.00
197	5623.00	\$84,345.00	\$84,345.00
199	3873.00	\$58,095.00	\$58,095.00
200	4690.00	\$70,350.00	\$70,350.00
271	11118	\$166,770.00	\$166,770.00
TOTAL	58023	\$ 870,345.00	\$870,345.00

Intermediate School District #917
Proposed Health and Safety Plan FY22
Approved May 5, 2019 Board meeting

Appendix A

Environmental Health and Safety - Finance Code 352

Numerous expenditures covered in this area please see attachment # 3 page 12-14 for details on allowable expenditures.

Object Code	Description	Expenditures
305	Fees For Services (Hepatitis A & B, Metro service fee, pest control, Safe Schools training	\$4,500.00
366	CPR training and mileage reimbursements	\$100.00
401	Supplies (personal protective equipment disposable gloves, cloths, pads, masks, pest control, chemical storage (20% Secondary & 80% Special ed)	\$11,814.00
170	IAQ Coordinator	\$4,400.00
200	Benefits	\$667.00
820	Mgmt asst. prog. And Metro ECSU H&S Memb	\$3,450.00
		\$24,931.00

Physical Hazard Control - Finance Code 347

Object Code	Description	Expenditures
401	PPE for shop areas (harness, boots, safety glasses etc)	\$2,122.00
		\$2,122.00
Grand Total		\$27,053.00

Intermediate School District No. 917
 Levy by Member District, 2020 Payable 2021

Exhibit B

Participating Districts (9):

ISD #	Name	<u>Pay 2020 Taxable Net Tax Capacity</u>					<u>Combined Total</u>	<u>District %</u>
		<u>Dakota (19)</u>	<u>Scott (70)</u>	<u>Goodhue (25)</u>	<u>Washington (82)</u>	<u>Hennepin (27)</u>		
6	South St. Paul	16,269,130	-	-	-	-	16,269,130	3.11%
191	Burnsville	62,937,642	21,027,414	-	-	-	83,965,056	16.03%
192	Farmington	35,523,187	-	-	-	-	35,523,187	6.78%
194	Lakeville	69,631,561	14,972,116	-	-	-	84,603,677	16.15%
195	Randolph	4,844,959	706,248	-	-	-	5,551,207	1.06%
197	West St. Paul	74,618,676	-	-	-	-	74,618,676	14.25%
199	Inver Grove Heights	34,189,624	-	-	-	-	34,189,624	6.53%
200	Hastings	33,437,829	-	38,255	4,615,787	-	38,091,871	7.27%
271	Bloomington	-	116,215	-	-	150,873,003	150,989,218	28.83%
		331,452,608	36,821,993	38,255	4,615,787	150,873,003	523,801,646	

Note: The Taxable Net Tax Capacity (TNTC) consists of net tax capacity, less captured tax increment and fiscal disparities contribution.

ISD #	Name	APU Est 2020-21	APU District %	Combined TNTC	NTC District %	50/50 Blended %	District's Portion LTFM Levy
6	South St. Paul	3665.58	6.14%	16,269,130	3.11%	4.62%	1,249.85
191	Burnsville	9015.90	15.10%	83,965,056	16.03%	15.57%	4,212.15
192	Farmington	7895.60	13.23%	35,523,187	6.78%	10.00%	2,705.30
194	Lakeville	12800.40	21.44%	84,603,677	16.15%	18.80%	5,085.96
195	Randolph	716.40	1.20%	5,551,207	1.06%	1.13%	305.70
197	West St. Paul	5642.60	9.45%	74,618,676	14.25%	11.85%	3,205.78
199	Inver Grove Heights	3929.92	6.58%	34,189,624	6.53%	6.56%	1,774.68
200	Hastings	4725.20	7.92%	38,091,871	7.27%	7.59%	2,053.32
271	Bloomington	11305.76	18.94%	150,989,218	28.83%	23.88%	6,460.26
				-			
		59,697.36	100.0%	523,801,646	100.0%	100.0%	27,053.00

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING INTERMEDIATE DISTRICT 917'S LONG TERM FACILITY MAINTENANCE PROGRAM BUDGET AND AUTHORIZING THE INCLUSION OF THOSE PROJECTS IN THE DISTRICT'S APPLICATION FOR LONG TERM FACILITY MAINTENANCE PROGRAM REVENUE

BE IT RESOLVED by the School Board of Intermediate District 917, State of Minnesota as follows:

1. The School Board of Intermediate District 917 hereby approves a long term facility maintenance program budget for its facilities for the 2021-22 school year in an amount not to exceed \$27,053. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference and District administration is directed to apply to the Commissioner of the Department of Education for approval.
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate district's long term facility maintenance budget is approved by the school boards of each of the intermediate's member districts, each member district may include its proportionate share of the costs of the intermediate program in its long term facility maintenance revenue application.
3. It is proposed that the proportionate share of the costs of the Intermediate's long term facility maintenance program for each member district to be included in its application shall be determined by multiplying the total cost of the Intermediate long term facility maintenance program times a formula that weights two components equally between the member districts; total net tax capacity and Adjusted pupil units attached as Exhibit B. The long term facility maintenance costs are funded through annual levy.
4. Upon receipt of the proportionate share of long term facility maintenance program revenue attributable to the Intermediate program, a member district shall promptly pay to the Intermediate the applicable levy proceeds.

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

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF HENNEPIN

I, the undersigned, being the duly qualified and acting Clerk of Intermediate School District No. 917, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Intermediate School District No. 917 held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Intermediate School District 917's long term facility maintenance program budget and authorizing the inclusion of the Intermediate School District's long term facility maintenance projects in the district's application for long term facility revenue.

WITNESS MY HAND officially as such Clerk this 5th day of May, 2020.

Clerk
Intermediate School District 917



Intermediate School District #917

Proposed Adopted Budget 2020-2021

May 5, 2020

ISD 917 Hours and Rate Comparison Secondary Education & Special Education Programs

Secondary Technical Center Programs:

	2019-20 Est. Hrly Rates	2020-21 Est. Hrly Rates	% change
* Secondary Career and Technical Programs Average	13.61	15.23	11.90%
Career Exploration Program Rate	9.08	9.24	1.76%
Food Industry Careers Program Rate	7.78	8.01	2.96%

	2019-20 Est. Billable Hours	2020-21 Est. Billable Hours	% change
Secondary Vocational Student Billable Hours	111,066	102,416	-7.79%
DCALS Student Billable Hours (unweighted)	180,612	180,612	0.00% (Est. based on 3 yr avg.)
DCALS South Student Billable Hours (unweighted) (New)	29,064.00	41,520.00	42.86%
DCALS North Student Billable Hours (unweighted)	65,394.00	65,394.00	0.00% (Est. based on 3 yr avg.)
DCALS Ext. Day Student Billable Hours (unweighted)	40,482.00	40,482.00	0.00% (Est. based on 3 yr avg.)
Total Student Billable Hours	426,618	430,424	0.89%

Special Education Programs:

	2019-20 Est. Hrly Rates	2020-21 Est. Hrly Rates	% change
Special Education Resource Program Average Rate	57.18	60.02	4.97%
Purchase of Services Agreements Average Cost per	107230.68	116032.00	8.21%

	2019-20 Est. Billable Hours	2020-21 Est. Billable Hours	% change
Special Education Resource Student Billable Hours	540,015	607,922	12.57%
Special Education Purchase of Service Billable Hrs	45,788	45,788	0.00%
Total Student Billable Hours	585,803	653,710	11.59%

Intermediate Rate Comparison

Intermediate School District 917

<u>Fiscal year</u>	<u>Ratio of</u>		<u>Total aid</u>	<u>Exp after aid</u>	<u>Billable hours</u>	<u>Hrly rate before aid</u>	<u>Hrly rate after aid</u>
	<u>Exp to</u>	<u>Aid</u>					
FY16	0.58	\$16,026,004	\$9,338,233	\$6,687,772	388492.00	\$41.25	\$17.21
FY17	0.59	\$17,225,861	\$10,175,078	\$7,050,783	414217.40	\$41.59	\$17.02
FY18	0.59	\$19,066,257	\$11,023,393	\$8,042,864	411310.02	\$46.35	\$19.55
*FY19	0.53	\$22,340,891	\$11,914,174	\$10,426,717	439413.30	\$50.84	\$23.73

* ratio lower because aid based on PY and we added CEC

Northeast Metro 916

<u>Fiscal year</u>	<u>Ratio of</u>		<u>Total aid</u>	<u>Exp after aid</u>	<u>Billable hours</u>	<u>Hrly rate before aid</u>	<u>Hrly rate after aid</u>
	<u>Exp to</u>	<u>Aid</u>					
FY16	0.57	\$23,086,129	\$13,172,870	\$9,913,260	470927.1	\$49.02	\$21.05
FY17	0.55	\$25,287,090	\$13,932,241	\$11,354,849	513877.8	\$49.21	\$22.10
FY18	0.53	\$30,175,838	\$15,963,412	\$14,212,426	544881.4	\$55.83	\$26.08
FY19	0.58	\$31,767,389	\$18,467,207	\$13,300,182	513811.3	\$61.83	\$25.89

Intermediate School District 287

<u>Fiscal year</u>	<u>Ratio of</u>		<u>Total aid</u>	<u>Exp after aid</u>	<u>Billable hours</u>	<u>Hrly rate before aid</u>	<u>Hrly rate after aid</u>
	<u>Exp to</u>	<u>Aid</u>					
FY16	0.57	\$35,612,590	\$20,447,167	\$15,165,423	627475.5	\$56.76	\$24.17
FY17	0.53	\$38,769,097	\$20,498,074	\$18,271,023	638535.3	\$60.72	\$28.61
FY18	0.59	\$37,802,164	\$22,392,901	\$15,409,263	595008.6	\$63.53	\$25.90
FY19	0.55	\$39,985,087	\$22,093,866	\$17,891,221	579523.5	\$69.00	\$30.87

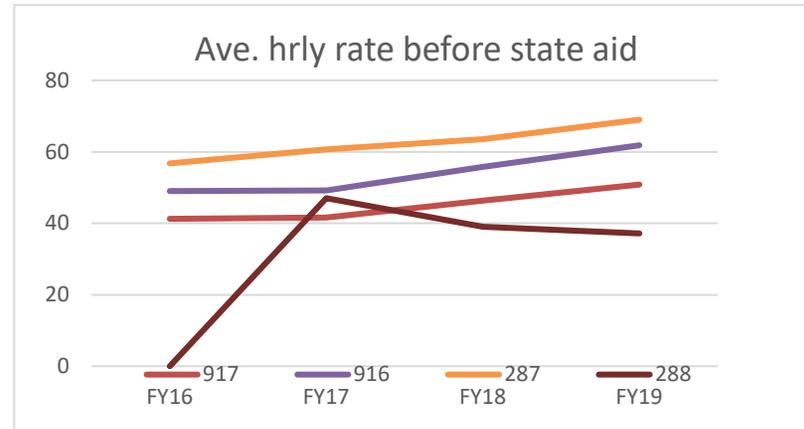
Southwest Metro Intermediate 288

<u>Fiscal year</u>	<u>Ratio of</u>		<u>Total aid</u>	<u>Exp after aid</u>	<u>Billable hours</u>	<u>Hrly rate before aid</u>	<u>Hrly rate after aid</u>
	<u>Exp to</u>	<u>Aid</u>					
FY16	0	\$0	\$0	\$0	0	\$0.00	\$0.00
FY17	0.6	\$8,272,180	\$4,979,577	\$3,292,603	175905.7	\$47.03	\$18.72
FY18	0.56	\$7,810,512	\$4,352,979	\$3,457,533	200026.1	\$39.05	\$17.29
FY19	0.61	\$7,502,699	\$456,503	\$2,937,665	201676.2	\$37.20	\$14.57

Intermediate Rate Comparison

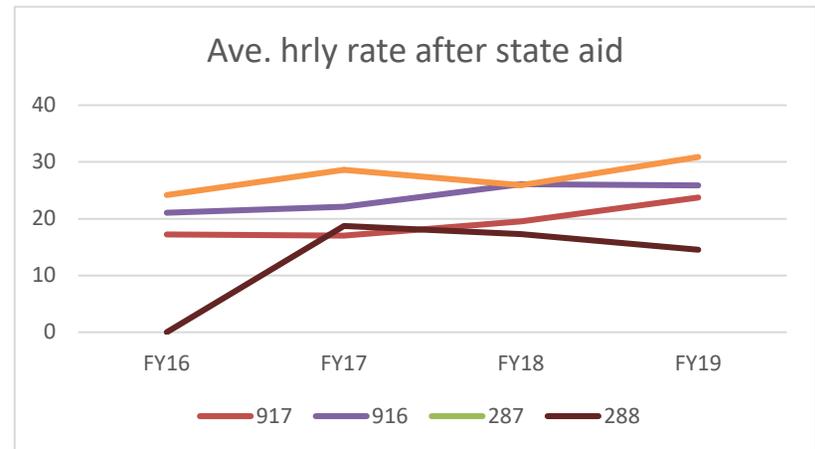
**Hrly rate
before aid**

	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
917	41.25	41.59	46.35	50.84
916	49.02	49.21	55.83	61.83
287	56.76	60.72	63.53	69.00
288	0	47.03	39.05	37.13



Hrly rate after

<u>aid</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
917	17.21	17.02	19.55	23.73
916	21.05	22.10	26.08	25.89
287	24.17	28.61	25.90	30.87
288	0	18.72	17.29	14.54



Intermediate School District 917

2020-2021

Overview of Proposed Adopted Budget

Fund #	Fund Name	Projected Fund Balance 6/30/2020	Projected Revenues	Projected Expenditures	Projected Fund Balance 6/30/2021
1	Secondary	3,222,509	4,607,997	4,687,098	3,143,408
2	Special Education	6,613,713	43,577,288	43,879,811	6,311,190
5	Gen Capital Exp.	13,878	526,800	529,800	10,878
10	Institutional Support	0	37,565	37,565	0
13	Secondary Resale	20,676	14,600	17,464	17,812
14	Special Ed Resale	6,594	8,200	11,800	2,994
15	917 Support Services	671		0	671
50	Student Activities	3,420	2,700	2,700	3,420
	Total Operating Fund	9,878,041	48,775,150	49,166,238	9,486,953
3	Food and Nutrition	0	191,370	191,370	0
6	Capital Projects (Bldg)	0	0	0	0
7	Debt Service	0	0	0	0
8	Trust Fund	0	0	0	0
9	Agency Funds	0	0	0	0
20	Internal Service Fund	-694,178	155,000	142,500	-681,678
21	Self Funded Dental Ins. Plan	311,792	394,000	460,000	245,792
22	Self Funded Health Ins. Plan	2,472,802	3,937,000	3,894,775	2,515,027
	Total Funds	11,968,457	53,452,520	53,854,883	11,566,094

The general funds projected reserved/unassigned fund balance as of 6/30/2021

Preliminary operating fund balance \$ 9,486,953

Preliminary operating fund balance as a percentage of expenditures 19.30%

Excluding restricted fund balance (fund 5) 19.48%

FY20 projected unassigned fund balance 22.78%

Intermediate School District 917																		
Balance Sheet - GASB 54 Fund Balances																		
Governmental Funds as of June 30, 2020																		
			General Fund						Food Service	Capitol Projects	Debt Service	Trust Fund	Agency Fund	Internal Service Fund	Self Funded Dental	Self Funded Medical	Student Activities	Total Fund Balance
	Fund 1	Fund 2	Fund 5	Fund 10	Fund 13	Fund 14	Fund 15	Fund 3	Fund 6	Fund 7	Fund 8	Fund 9	Fund 20	Fund 21	Fund 22	Fund 50		
Nonspendable:																		
inventories																		
prepaid expenses																		
Restricted for:																		
health and safety																		
basic skills compensatory																		
deferred maintenance projects																		
operating capitol/Bond payment			10,878															
safe schools levy																		
OPEB																		
other fund activities																		
Committed for:																		
fund balance for next year operations																		
Assigned for:																		
next year severance pay																		
next year retiree health insurance																		
school carryover budgets																		
scholarships																		
encumbrances																		
Unassigned for:																		
unassigned	3,143,408	6,311,190	0	0	17,812	2,994	671				0		-681,678	245,792	2,515,027	3,420		
20-21 Projected Fund Balance	3,143,408	6,311,190	10,878	0	17,812	2,994	671	0	0	0	0	0	-681,678	245,792	2,515,027	3,420	11,569,514	
19-20 Final Fund Balance	3,222,509	6,613,713	13,878	0	20,676	6,594	671	0	0	0	0	0	-694,178	311,792	2,472,802	3,420	11,968,457	
Change	-79,101	-302,523	-3,000	0	-2,864	-3,600	0	0	0	0	0	0	12,500	-66,000	42,225	0	-402,363	

Intermediate School District 917

Expenditure Comparison

2019-20 Revised Budget and 2020-21 Adopted Budget

Fund #	Description	FY 19-20 Revised Exp. Budget	FY 20-21 Adopted Exp. Budget	Difference	Percent Change
1	Secondary	4,399,740	4,687,098	287,358	6.53%
2	Special Ed.	38,816,711	43,879,811	5,063,100	13.04%
5	Capital Improvements	525,700	529,800	4,100	0.78%
10	Institutional Support	36,916	37,565	649	1.76%
13	Secondary Resale	38,613	17,464	-21,149	-54.77%
14	Special Ed Resale	11,000	11,800	800	7.27%
15	917 Support Services	0	0	0	0.00%
50	Student Activities	2,800	2,700	-100	0.00%
	Total Operating Fund	43,831,480	49,166,238	5,334,758	12.17%
3	Food and Nutrition	171,595	191,370	19,775	11.52%
6	Building Fund	0	0	0	0.00%
7	Debt Redemption	0	0	0	0.00%
8	Trust Fund	0	0	0	0.00%
9	Agency Funds	0	0	0	0.00%
20	Internal Service Fund	142,500	142,500	0	0.00%
21	Self Funded Dental Ins. Plan	450,000	460,000	10,000	2.22%
22	Self Funded Health Ins. Plan	3,727,500	3,894,775	167,275	4.49%
	Total Funds	48,323,075	53,854,883	5,531,808	11.45%

Highlight of significant changes between 2019-20 revised exp vs 2020-21 adopted exp:

Fund 1 Salary and benefit increases built in for estimated and actual contract settlements. Additional budget adjustment detail enclosed on page 5 and 6.

Fund 2 Salary and benefit increases built in for estimated and actual contract settlements. Additional budget adjustment detail enclosed on page 5 and 6.

Fund 13 Projecting decrease in amount of resale activities in STC programs.

Fund 3 Increase projected with expansion of TESA and SUN Programs.

Funds

21 & 22 Anticipating an increase in participation with increase in staffing. ISD 917 is going out for Bids this year for Dental and Medical plans anticipating we will receive competitive bids to hold stop loss and third party administrative fees.

FY21 Intermediate School District 917 Revised Budget Assumptions

2% increase in General Ed formula per ADM

2019-21 Contracts settled:

Teachers	4.35%	
Superintendent		

2019-21 Contracts settled:

Administrators (includes Bus. Manager, Sp. Ed Director, Asst Directors/Principals and IT)	2.21%	Average
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2020-22 Contracts settled:

BCBA's Mental Health	3.47%	
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2020-22 Contracts unsettled:

Classified School Year costs for salary and benefits		
Classified Full Year costs for salary and benefits		
Clerical costs for salary and benefits	4.00%	Average
Custodians costs for salary and benefits		
Executive Assistant costs for salary and benefits		
Health Assoc. costs for salary and benefits		
Interpreters cost for salary and benefits		
Paraprofessionals cost for salary and benefits		

Enrollment Assumptions:

Secondary Vocational Programs	Enrollment decrease	-25	ADMs
DCALS South	Enrollment increasing	12	ADMs
DCALS	Enrollment decrease (based on 3 yr avg.)	0	ADMs
DCALS North	Enrollment decrease (based on 3 yr avg.)	0	ADMs
Ext Year On-line	Enrollment decrease (based on 3 yr avg.)	0	ADMs
Special Education	Enrollment increasing	65	ADMs

Total ADM Changes	52	
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FY20 vs. FY21 staffing and budget comparison

Fund 1				
DCALS	Replace 1 science teacher senior staff moving into dean position			(\$42,306)
	Increase .25 language arts teacher	0.25	FTE	\$14,959
DCALS North	Increase .75 math teacher hired spring of FY20	0.75	FTE	\$55,866
DCALS South	Increase .50 counselor	0.50	FTE	\$54,910
	Decrease in supplies and equipment FY20 we had start up costs for opening new site			(\$40,500)
District Wide	Increase .08 director of teaching and learning	0.08	FTE	\$15,300
	Increase .80 dean started spring of FY20	0.80	FTE	\$71,736
	Increase in workers compensation and reemployment			\$12,556
	Increase Safe Schools Levy			\$16,732
	Increase in Carl Perkins Grant			\$46,300
	Increase in basic skills compensatory			\$53,835
	Decrease two vans purchased in FY20			(\$55,661)
	Total Changes in Fund 1	2.38		\$203,727
Fund 2				
SUN program	Increase 5 teachers, 15 paras, .	20.00	FTE	\$950,000
TEA Prgram	Increase 2.0 teachers 2.0 mental health professional, 1.0 mental health coordinator and 8 paras.	13.00	FTE	\$765,000
	increase to program costs for salary and benefits due to loss of DHS grant			\$292,000
TESA Program	3 teachers, 6 paras, 1.0 social worker and .50 lead teacher	10.50	FTE	\$590,000
District Wide Increases	Increase in overhead allocation			\$122,000
	Increase in Workers Compensation due to staffing growth and new mod. factor			\$55,000
	Increase in leases			\$89,000
	increase in para hours at Alliance Education Center			\$89,423
	Increase 1.0 dean care and treatments and TEA programs and reduction in -1.0 lead teacher			\$15,240
	Increase 1.0 centralize intake coordinator	1.00	FTE	\$103,900
	Increase 1.0 director of teaching and learning	0.91	FTE	\$175,700
	Increase 1 literacy specialist	1.00	FTE	\$112,000
	Increase 1 instructional technology specialist	1.00	FTE	\$99,800
	increase .40 dape, .20 OT, .5 speech lang. path, 1 school psych., 1 BCBA, and .4 PT	3.50	FTE	\$300,000
	Decrease overall in grant funds (MA, Title I, DHS, level VI staff development, Compensatory and Safe Schools)			-\$647,500
	Decrease overall remodeling in FY21 due to not having the build out expense from Concord in FY20			-\$245,500
	Total Changes in Fund 2	50.91		\$2,866,063
	Net Changes	53.29		\$3,069,790

ISD 917 Levies FY20 vs. FY21

District	FY20 Lease Levy payable 2020	FY21 Lease Levy payable 2021	FY21 AEC Levy payable 2020	FY22 AEC Levy payable 2021	FY20 Safe School Levy payable 2020	FY21 Safe School Levy payable 2021	FY21 LTFM payable 2020	FY22 LTFM payable 2021	\$ change from prior year levies	% Change from prior year levies
6	\$77,316.49	\$84,279.79	\$34,910.18	\$36,870.76	\$54,078.00	\$50,535.00	\$1,213.44	\$1,249.85	\$5,417.29	3.23%
191	\$163,695.58	\$174,616.72	\$75,540.01	\$65,004.43	\$138,585.00	\$126,105.00	\$4,147.24	\$4,212.15	(\$12,029.53)	-3.15%
192	\$190,002.19	\$211,445.11	\$68,982.99	\$73,268.54	\$118,347.00	\$117,480.00	\$2,637.01	\$2,705.30	\$24,929.76	6.56%
194	\$235,008.31	\$257,584.79	\$89,218.83	\$90,060.33	\$189,090.00	\$185,835.00	\$4,853.77	\$5,085.96	\$20,395.17	3.94%
195	\$11,045.57	\$14,285.59	\$4,197.36	\$4,202.54	\$11,322.00	\$10,830.00	\$309.93	\$305.70	\$2,748.97	10.23%
197	\$149,490.38	\$158,667.33	\$54,838.91	\$56,486.03	\$82,965.00	\$84,345.00	\$3,067.75	\$3,205.78	\$12,342.10	4.25%
199	\$115,404.67	\$122,095.69	\$44,291.06	\$47,630.30	\$57,420.00	\$58,095.00	\$1,680.96	\$1,774.68	\$10,798.98	4.94%
200	\$156,860.86	\$131,961.09	\$58,431.83	\$56,744.09	\$71,295.00	\$70,350.00	\$2,009.27	\$2,053.32	(\$27,488.46)	-9.52%
271	\$254,407.79	\$253,264.98	\$96,388.83	\$95,432.98	\$166,422.00	\$166,770.00	\$6,345.63	\$6,460.26	(\$1,636.03)	-0.31%
Totals	\$1,353,231.84	\$1,408,201.09	\$526,800.00	\$525,700.00	\$889,524.00	\$870,345.00	\$26,265.00	\$27,053.00	\$35,478.25	1.27%

* Lease Levy allocated based on 4 variables: TNTC, APU's, Five Year Average Special Education Tuition Costs, and 18-19 Student Utilization
 *Safe School Levy allocated based on APU's
 *LTFM levy allocated based on 2 variables: TNTC and APU's

ISD 917 2020-21 Maintenance Projects by building location:

Alliance Education Center:

Masonnite in classrooms	\$1,200	Fund 2
General repairs/maintenance	\$40,000	Fund 2

Concord Education Center

General repairs/maintenance	\$20,000	Fund 2
Delayed egress	\$10,000	Fund 2
Furniture for expansion of 4 classrooms	\$55,000	Fund 2

Lebanon Education Center:

General repairs/maintenance	\$20,000	Fund 2
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Grand Total **\$146,200**



To: Mark Zuzek
Superintendent

From: Melissa Schaller
Director of Special Education

Re: 2020-2021 Special Education Lead Teacher Assignments

Date: April 24, 2020

The position of lead teacher provides assistance to the staff and to the administration in a variety of ways including:

- Providing resources, training, and support to staff
- Being available to staff in the absence of the assistant director
- Monitoring due process
- Attending team meetings as an administrative designee
- Completing intake meetings
- Serving as a mentor
- Assisting in crisis management
- Developing curriculum and supporting equipment needs

Based on a review of interested applicants, I am recommending that the following individuals be appointed as lead teachers for the 2020-2021 school year:

Name	Program
Melanie Rix	Care and Treatments and TEA
Justin Hoelscher	CASE, IDEA, and SUN-Alliance Education Center
Rachel Novy	CASE, IDEA, and SUN-Alliance Education Center
Wendi Renken	DASH, PACES, and TESA
Matt Bruns	DCALS
Amanda Peters	Physical/Health Disabilities and Assistive Technology
Shanyn Tufte	Physical Therapy
Cathy Mattice	SUN-Concord Education Center

These assignments are subject to an annual appointment by the school board.



Intermediate School District 917

1300 145th Street East
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Fax: (651) 423-8781
www.isd917.org

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

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

TO: Mark Zuzek, Supt.
FROM: Eric Van Brocklin, Principal
RE: Lead Teacher positions
DATE: April 27, 2020

I am writing to respectfully recommend the following staff members for the lead teacher positions for the 2020-2021 school year.

<u>Name</u>	<u>Comment</u>
Dale Engman	Dakota County Area Learning School (CTE)
Pam Biegler/Erin Sanford(split)	Dakota County Area Learning School (Main)
Don Williams	Dakota County Area Learning School (North)
John Borup	Dakota County Area Learning School (South)

EVB



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

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

MEMORANDUM

TO: Intermediate School District 917 School Board members
FROM: Mark A. Zuzek, ISD 917, Superintendent
DATE: May 1, 2020
REGARDING: Summary of proposed contracts for May 5, 2020 Board Approval

Listed below are the summaries of the contracts for board approval:

Independent Licensed Psychologist, Mental Health Professional Coordinator, and Centralized Intake Coordinator:

- Salary Schedule: Year 1 and Year 2 increase 1.6% (same as teachers)
- Health Insurance district contribution increase: Year 1 – Single/\$15; Year 2 – No increase.
- Health Insurance district contribution increase: Year 1 – Family/\$25; Year 2 – No increase
- Total Package Increase: 4.19%

BCBAs

- Health Insurance district contribution increase: Year 1 – Single/\$30; Year 2 – Single/\$20
- Health Insurance district contribution increase: Year 1 – Family/\$75; Year 2 – No increase
- Increase life insurance to \$100,000
- Total Package Increase: 8.68%

Computer Network Specialists:

- Health Insurance district contribution increase: Year 1 – Single/\$15; Year 2 – Single/\$20
- Health Insurance district contribution increase: Year 1 – Family/\$150; Year 2 – Family/\$50
- 4% each year
- 403b Increase \$100 each year
- Total Package Increase: 7.74%

Human Resources Classified Full-Year Employees

(Talent Acquisition Specialist, Benefits Specialist, Human Resources Assistant)

- Health Insurance district contribution increase: Year 1 – Single/\$15; Year 2 – Single/\$20
- Health Insurance district contribution increase: Year 1 – Family/\$75; Year 2 – Family/\$50
- 4% each year
- 403b decrease from \$1500 to \$1100
- Total Package Increase: 7.76%