

Regular School Board Meeting  
Tuesday, September 8, 2020 5:00 PM

[meet.google.com/edo-cprn-nns](https://meet.google.com/edo-cprn-nns)

## **Agenda**

- I. Call to Order - Chair Dr. DeeDee Currier**
- II. Roll Call - Linda Berg**
- III. Preamble - Mark Zuzek**
- IV. Conduct Pledge of Allegiance - Chair Dr. DeeDee Currier**
- V. Visitors Opportunity to be Heard - Chair Dr. DeeDee Currier**
- VI. Directors' Update - Melissa Schaller/Eric VanBrocklin**
- VII. Executive Director of Business Services Report - Nicolle Roush**
  - A. Review and Approve Payment of Bills
  - B. Review and Approve Wire Transfers
  - C. Review and Approve Investment Report
- VIII. Resolution for Deb Clark--past 917 School Board Member**
- IX. Written Plans and Policies**
  - A. Review and Approve Written Plan for Respirators - Mark Zuzek
  - B. Review and Approve New Policy 808 - Face Coverings, final reading - Mark Zuzek
- X. Consent Items**
  - A. Minutes - August 18, 2020, Regular School Board Meeting
  - B. Minutes - September 1, 2020, Special School Board Meeting
  - C. Personnel Considerations
- XI. New Business**
  - A. Review Operational Focus for 2020-2021
- XII. Consider Future Agenda Items**
- XIII. Adjournment**
- XIV. Video Recording of School Board Meeting, September 8, 2020**

## REMOTE SCHOOL BOARD MEETINGS

Supt. Zuzek read the following statement:

“Intermediate School District 917 – General Process for Remote School Board Meetings. Due to the current federal and state emergency declarations, the Minnesota directive to residents to stay at home, and guidance about limiting person-to-person contact due to the COVID-19 (coronavirus) pandemic, this meeting of the Intermediate School District 917 School Board is being conducted in accordance with Minnesota Statutes 13D.021 – Meetings by Telephone or Other Electronic Means.

Due to the health pandemic, the school board determined that it is not feasible for at least one board member, the superintendent, or the school district’s legal counsel to be physically present at the regular meeting location and that it is not feasible for the public to attend this meeting at the regular meetings location due to the health pandemic. Persons may monitor this meeting from a remote location by video link through Google Hangouts. School board members are reminded to mute their microphone or phone when they are not speaking. School board members wishing to speak should ‘raise hand via Boardbook’ and wait to be recognized by the Chair. If not recognized, then go off mute and let us know.

The chair will determine the order in which board members wishing to speak will be recognized. When recognized, the board member should unmute the microphone or phone, speak, and then mute their device.

All votes will be conducted by roll call. Each school board member should wait until their name is called before voting.

Persons monitoring this meeting from a remote location may submit a comment by emailing [linda.berg@isd917.org](mailto:linda.berg@isd917.org).

This meeting is being recorded and is available upon request.”

### Returning to Learning by Program/Site

<b>District Location</b>	<b>Site</b>	<b>Program(s)</b>	<b>Start Date/Times/Model</b>	<b># of Students-Hybrid</b>	<b># of Students-Distance</b>	<b># of Staff w/ Accommodations</b>
<a href="#">ISD 917</a>	Alliance Education Center	CASE, IDEA, and SUN	9/14 7:45-2:10 AAXBB	63  19 intakes - TBD	27	1
<a href="#">ISD 917</a> bvv czx	Anthony Louis Center		9/14 9:00-11:40 Students attend M-F in person. To begin with all students will be DL until a site is secured	0	4	0
<a href="#">ISD 271</a>	Bloomington Transition Center	TESA, SUN	9/8 Distance Learning with potential in person opportunities	6	38	1
<a href="#">ISD 192</a>	Boeckman Middle School	PACES	9/3 8:40-3:30 All students attend Monday through Thursday in person; distance Friday	5	1	0
<a href="#">ISD 917</a>	Cedar School	SUN	9/14 7:45-2:10 AAXBB	38	1	5
<a href="#">ISD 194</a>	Cherry View Elementary School	PACES	9/14 9:25-3:55 AAXBB All students will attend in person Monday, Tuesday, Thursday, & Friday with distance Wednesday	8	3	0

<a href="#">ISD 917</a>	Concord Education Center	SUN	9/14 7:45-2:10 AAXBB	58	17	14
<a href="#">ISD 917</a>	Dakota County Technical College	TESA	9/14 7:45-2:20 AAXBB	71	15	2
<a href="#">ISD 192</a>	Farmington High School	PACES	9/3 8:10-2:55 All students attend Monday through Thursday in person; distance Friday	3	2	0
<a href="#">ISD 200</a>	Hastings High School	DASH	9/8 7:50-1:50 All students attend Monday, Tuesday in person, Wednesday distance, Thursday and Friday in person	5	6	0
<a href="#">ISD 197</a>	Henry Sibley High School	DASH	9/14 8:30-3:04 Distance Learning	4	1	0
<a href="#">ISD 199</a>	Inver Grove Middle School	D/HH	9/14 8:30-3:20 AAXBB	4	1	0
Various member districts	Itinerant Services	Audiology BVI DHH O & M PHD PT	Various start dates Itinerant staff will deliver services in distance learning as much as possible; parameters developed for in person delivery contained in Returning to Learning Plan			0
<a href="#">ISD 917</a>	Juvenile Services		9/14 Riverside: 7:45-3:05	19	5	0

	Center		New Chance: 9:15-3:05 Students attend in person M-F. There is a quarantine pod that will distance learn.			
<a href="#">ISD 194</a>	Lakeville North High School	DASH	9/14 8:02-2:37 AAXBB All students will attend in person Monday, Tuesday, Thursday, & Friday with distance Wednesday	2	0	0
<a href="#">ISD 194</a>	Lakeville North High School	PACES	9/14 8:02-2:37 AAXBB All students will attend in person Monday, Tuesday, Thursday, & Friday with distance Wednesday	6	0	0
<a href="#">ISD 917</a>	Lebanon Education Center	TEA	9/14 7:45-2:10 AAXBB	47	6	4
<a href="#">SSD 6</a>	Lincoln Center	D/HH	ECSE: 9-11:30 or 1 Elementary: 8:20-2:55 ECSE <ul style="list-style-type: none"> <li>• Week of 9/8 distance</li> <li>• Week of 9/14 distance</li> <li>• Week of 9/21 distance</li> <li>• Week of 9/28 distance</li> <li>• Week of 10/5 hybrid- will attend 4 days, with Wednesday Distance</li> </ul> Elementary <ul style="list-style-type: none"> <li>• Week of 9/8 distance</li> <li>• Week of 9/14 distance</li> <li>• Week of 9/21 hybrid</li> <li>• Week of 9/28 hybrid</li> </ul>	ECSE: 4 Elem: 7	ECSE: 1 Elem: 8	1

			<ul style="list-style-type: none"> <li>• Week of 10/5 hybrid</li> <li>• Will attend 4 days with Wed. distance</li> </ul>			
<a href="#">ISD 194</a>	McGuire Middle School	PACES	9/14 8:09-2:45 AAXBB All students will attend in person Monday, Tuesday, Thursday, & Friday with distance Wednesday	1	3	0
<a href="#">ISD 192</a>	Meadowview Elementary	PACES	9/3 7:40-2:10 AABBX All students attend Monday through Thursday in person; distance Friday	5	1	0
<a href="#">ISD 917</a>	Options		9/14 8:30-3:30 Students will attend in person M-F 8:30-11:15 and 12:45-3:30	22	8	2
<a href="#">ISD 199</a>	Pine Bend Elementary	ECSE TEA	9/14 9:00-12:30 AAXBB	1	0	0
<a href="#">ISD 200</a>	Pinecrest Elementary	DASH	9/8 9:40-3:25 All students will attend Monday, Tuesday in person, Wednesday in distance, Thursday and Friday in person	3	1	0
<a href="#">ISD 271</a>	Pond Family Center	ECSE TEA	9/14 9:45-12:15 Students will be in person 5 days per week	4	0	1
<a href="#">ISD 192</a>	Riverview	ECSE TEA	9/3	2	0	0

	Elementary		9:00-12:30 All students will attend 5 days per week			
<a href="#">ISD 199</a>	Simley High School	D/HH	9/14 8:30-3:20 AAXBB Deaf+ classroom will attend in person, Monday, Tuesday, Thursday, and Friday. Distance on Wednesday.	4	1	0

Secondary Programs  
School Board Updates  
September, 2020

-Back to School plans went well. There were lots of questions on how we can best reach our students and families. We addressed how teaching will look different by including both in-person hybrid students and those requesting distance learning only. We are working on the process of keeping all students together in a class daily through Google Classroom, Google Meet, projects, phone calls, emails, or drop in by appointment. We will monitor student interactions, parent feedback, staff feedback, and overall student success as we go through the first few weeks of school. Adjustments will be made as needed.

-Our ALC plans look very similar by site. We will operate on a M/T, Wed-Distance Learning, and TH/F cohort model. This will take place at our Main campus and North campus. At our South campus in Farmington, we will follow the Farmington Schools model of M-TH A/B cohorts with Friday being a distance learning day.

-Our CTE programs will operate 5 days a week with cohorts from the different member schools. This will look unique as some schools may only have kids for the morning shifts and none for the afternoon. It will also be unique based on which days of the week our members want to send students. We will monitor and adjust after the first few weeks.

-Our workshop week included the following training activities: Literacy in a Virtual Setting, Providing Social-Emotional Supports in a Virtual Setting, Project-Based Learning in a Virtual Setting, Google Classroom updates, PrePare Training overview, and a variety of staff meetings to address class delivery models. Our staff has been incredibly helpful and supportive of all the changes they are tasked with providing students. We are very thankful for the flexibility and creativity they have exhibited.

SOURCEWELL  
DATE: 09/02/2020  
TIME: 14:46:56

INTERMEDIATE SCHOOL DISTRICT  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1  
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ACCOUNTING PERIOD: 3/21

SELECTION CRITERIA: chkstat.rundate between '20200806 00:00:00.000' and '20200902 00:00:00.000'

DISTRIBUTION FUND: 01

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1903412	08/17/2020	NCPERS GROUP LIFE INS	R	32.00	ACCOUNTS PAYABLE CHECK
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1903425	08/18/2020	THE HANOVER INSURANCE GROUP	R	58520.26	ACCOUNTS PAYABLE CHECK
1903426	08/18/2020	JOHN CHRISTIANSEN	R	300.00	ACCOUNTS PAYABLE CHECK
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1903441	08/20/2020	APPLE COMPUTER, INC	R	3080.00	ACCOUNTS PAYABLE CHECK
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1903445	08/20/2020	SAND CREEK EAP LLC.	R	3000.00	ACCOUNTS PAYABLE CHECK
1903446	08/20/2020	SOURCEWELL TECHNOLOGIES	R	30749.98	ACCOUNTS PAYABLE CHECK
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1903450	08/20/2020	VERIZON WIRELESS	R	1267.91	ACCOUNTS PAYABLE CHECK
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TIME: 14:46:56

INTERMEDIATE SCHOOL DISTRICT  
CHECK REGISTER INCLUDING SYSTEM VOIDS

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ACCOUNTING PERIOD: 3/21

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*V4000658	08/27/2020	THE HOME DEPOT PRO	R	1003.99	ACCOUNTS PAYABLE VOUCHER
*V4000659	08/27/2020	CLEARMASK, LLC	R	268.00	ACCOUNTS PAYABLE VOUCHER
*V4000660	08/27/2020	DAKOTA COUNTY TECH COLLEGE	R	60000.00	ACCOUNTS PAYABLE VOUCHER
*V4000661	08/27/2020	MENARDS	R	1624.75	ACCOUNTS PAYABLE VOUCHER
*V4000662	08/27/2020	RATWICK, ROSZAK & MALONEY, P.A.	R	1175.00	ACCOUNTS PAYABLE VOUCHER
*V4000663	08/27/2020	UNIVERSAL CLEANING SERVICES	R	3270.00	ACCOUNTS PAYABLE VOUCHER
*V6602593	08/13/2020	MICHAEL ROBERT BURGIO	R	41.40	ACCOUNTS PAYABLE VOUCHER
*V6602594	08/13/2020	DEEDEE CHRISTINE CURRIER	R	16.68	ACCOUNTS PAYABLE VOUCHER
*V6602595	08/13/2020	DENISE ERIN HORVATH	R	11.00	ACCOUNTS PAYABLE VOUCHER
*V6602596	08/13/2020	AMY T. HURLA	R	31.32	ACCOUNTS PAYABLE VOUCHER
*V6602597	08/13/2020	EMMA MARIE KARNES	R	6.33	ACCOUNTS PAYABLE VOUCHER
*V6602598	08/13/2020	ANNA MARIE LAMPHERE	R	30.65	ACCOUNTS PAYABLE VOUCHER
*V6602599	08/13/2020	EMMA IRENE KAE MAYES	R	19.55	ACCOUNTS PAYABLE VOUCHER
*V6602600	08/13/2020	VANDA JOY PRESSNALL	R	21.85	ACCOUNTS PAYABLE VOUCHER
*V6602601	08/13/2020	TINA AGNES SHEPPARD	R	26.45	ACCOUNTS PAYABLE VOUCHER
*V6602602	08/13/2020	JUDY LYNN STOOS	R	18.98	ACCOUNTS PAYABLE VOUCHER
*V6602603	08/13/2020	DEBRA NYLENE STRESE	R	17.25	ACCOUNTS PAYABLE VOUCHER
*V6602604	08/13/2020	SARAH MICHELLE WEILER	R	8.80	ACCOUNTS PAYABLE VOUCHER
*V6602605	08/27/2020	TARA JO BLACKERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602606	08/27/2020	MATTHEW KYLE BRUNS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602607	08/27/2020	DON JAMES BUDACH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602608	08/27/2020	ANNE LOUISE BYER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602609	08/27/2020	CRAIG ALAN CURTIS	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602610	08/27/2020	JAMIE AUTUMN DALBESIO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602611	08/27/2020	MEGHAN LOUISE DOBSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602612	08/27/2020	PAMELA VICK GARRETSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602613	08/27/2020	JENNIFER AMY HETLAND	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602614	08/27/2020	MELISSA ROCHELL HO	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602615	08/27/2020	JUSTIN DAVID HOELSCHER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602616	08/27/2020	LORI ANN KLEIN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602617	08/27/2020	SHANNA MARIE KNUTSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
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*V6602619	08/27/2020	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
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*V6602622	08/27/2020	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602623	08/27/2020	SHANNON BRENNAN BRENNAN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602624	08/27/2020	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602625	08/27/2020	JENNIFER LEE OLSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602626	08/27/2020	AMANDA LYNN PETERS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602627	08/27/2020	BROOKE ALLYSON PETERSON	R	110.70	ACCOUNTS PAYABLE VOUCHER
*V6602628	08/27/2020	VANDA JOY PRESSNALL	R	21.85	ACCOUNTS PAYABLE VOUCHER
*V6602629	08/27/2020	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER

SOURCEWELL  
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INTERMEDIATE SCHOOL DISTRICT  
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PAGE NUMBER: 3  
ACCTPA21  
ACCOUNTING PERIOD: 3/21

SELECTION CRITERIA: chkstat.rundate between '20200806 00:00:00.000' and '20200902 00:00:00.000'

*V6602630	08/27/2020	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
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*V6602632	08/27/2020	MELISSA RAE SCHALLER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602633	08/27/2020	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602634	08/27/2020	THOMAS JOSEPH SZEWCZYK	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602635	08/27/2020	TAYLOR MAY THOMAS	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602636	08/27/2020	SHANYN NICOLE TUFTEE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6602637	08/27/2020	ERIC JOSEPH VAN BROCKLIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602638	08/27/2020	MICHELLE LYNN VOLLBRECHT	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6602639	08/27/2020	SCOTT MICHAEL ZEHNDER	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V6602640	08/27/2020	MARK A. ZUZEK	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V7701137	08/06/2020	MEDICA	R	43422.65	ACCOUNTS PAYABLE VOUCHER
*V7701138	08/13/2020	MEDICA	R	50371.72	ACCOUNTS PAYABLE VOUCHER
*V7701139	08/13/2020	PLANSOURCE FLEX BEN.	R	1420.64	ACCOUNTS PAYABLE VOUCHER
*V7701140	08/17/2020	MN CHILD SUPPORT PAYMENT CENTER	R	31.20	ACCOUNTS PAYABLE VOUCHER
*V7701141	08/17/2020	AMERIPRISE FINANCIAL ADVISORS	R	3022.58	ACCOUNTS PAYABLE VOUCHER
*V7701142	08/17/2020	AXA EQUITABLE LIFE INS CO	R	1406.75	ACCOUNTS PAYABLE VOUCHER
*V7701143	08/17/2020	FIDELITY INVSTMT TAX-EX SVC CO	R	2277.08	ACCOUNTS PAYABLE VOUCHER
*V7701144	08/17/2020	HEALTH EQUITY, INC.	R	22282.35	ACCOUNTS PAYABLE VOUCHER
*V7701145	08/17/2020	HORACE MANN LIFE INS	R	783.33	ACCOUNTS PAYABLE VOUCHER
*V7701146	08/17/2020	INTERNAL REVENUE SERVICE	R	219054.55	ACCOUNTS PAYABLE VOUCHER
*V7701147	08/17/2020	EDUCATION MN ESI BILLING TRUST	R	2729.14	ACCOUNTS PAYABLE VOUCHER
*V7701148	08/17/2020	MN DEPT OF REVENUE	R	34838.18	ACCOUNTS PAYABLE VOUCHER
*V7701149	08/17/2020	MN STATE RETIREMENT SYSTEM	R	145.83	ACCOUNTS PAYABLE VOUCHER
*V7701150	08/17/2020	EXECUTIVE DIRECTOR	R	45255.96	ACCOUNTS PAYABLE VOUCHER
*V7701151	08/17/2020	STATE TREASURER, TRA	R	104030.06	ACCOUNTS PAYABLE VOUCHER
*V7701152	08/17/2020	VARIABLE ANNUITY LIFE INS CO	R	2559.57	ACCOUNTS PAYABLE VOUCHER
*V7701153	08/17/2020	VOYA	R	617.49	ACCOUNTS PAYABLE VOUCHER
*V7701154	08/20/2020	APPLE VALLEY ISD LLC	R	8674.85	ACCOUNTS PAYABLE VOUCHER
*V7701155	08/24/2020	DELTA DENTAL OF MINNESOTA	R	41727.08	ACCOUNTS PAYABLE VOUCHER
*V7701156	08/24/2020	MEDICA	R	77483.56	ACCOUNTS PAYABLE VOUCHER
*V7701157	08/27/2020	MEDICA	R	52110.85	ACCOUNTS PAYABLE VOUCHER
*V7701158	08/27/2020	PLANSOURCE FLEX BEN.	R	2170.57	ACCOUNTS PAYABLE VOUCHER
*V7701159	08/27/2020	MEDICA	R	52.22	ACCOUNTS PAYABLE VOUCHER
*V7701160	09/02/2020	MN CHILD SUPPORT PAYMENT CENTER	R	31.20	ACCOUNTS PAYABLE VOUCHER
*V7701161	09/02/2020	AFLAC	R	1882.74	ACCOUNTS PAYABLE VOUCHER
*V7701162	09/02/2020	AMERIPRISE FINANCIAL ADVISORS	R	3022.58	ACCOUNTS PAYABLE VOUCHER
*V7701163	09/02/2020	AXA EQUITABLE LIFE INS CO	R	1406.75	ACCOUNTS PAYABLE VOUCHER
*V7701164	09/02/2020	FIDELITY INVSTMT TAX-EX SVC CO	R	2527.08	ACCOUNTS PAYABLE VOUCHER
*V7701165	09/02/2020	HEALTH EQUITY, INC.	R	22762.15	ACCOUNTS PAYABLE VOUCHER
*V7701166	09/02/2020	HORACE MANN LIFE INS	R	783.33	ACCOUNTS PAYABLE VOUCHER
*V7701167	09/02/2020	INTERNAL REVENUE SERVICE	R	219603.52	ACCOUNTS PAYABLE VOUCHER
*V7701168	09/02/2020	EDUCATION MN ESI BILLING TRUST	R	2729.14	ACCOUNTS PAYABLE VOUCHER
*V7701169	09/02/2020	MN DEPT OF REVENUE	R	34959.44	ACCOUNTS PAYABLE VOUCHER
*V7701170	09/02/2020	MN STATE RETIREMENT SYSTEM	R	145.83	ACCOUNTS PAYABLE VOUCHER
*V7701171	09/02/2020	EXECUTIVE DIRECTOR	R	44340.28	ACCOUNTS PAYABLE VOUCHER
*V7701172	09/02/2020	STATE TREASURER, TRA	R	105859.98	ACCOUNTS PAYABLE VOUCHER
*V7701173	09/02/2020	VARIABLE ANNUITY LIFE INS CO	R	2559.57	ACCOUNTS PAYABLE VOUCHER
*V7701174	09/02/2020	VOYA	R	617.49	ACCOUNTS PAYABLE VOUCHER
*V7701175	09/02/2020	KANSAS CITY LIFE INSURANCE COMPANY	R	9537.41	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				1593212.45	
TOTAL REPORT				1593212.45	

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

08/31/2020 REGULAR PAY (004)	\$	458,847.82
08/31/2020 EXTRA HOURS (0E4)	\$	63,289.91
08/31/2020 SUMMER PAY (9S4)	\$	154,084.69

**NET PAYROLL** **\$ 676,222.42**

Authorized Signature  Date 8/31/2020

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

**August 2020**

	ACCOUNT NAME	ACCT NO	BEGINNING BALANCE	PURCHASES CREDITS	SALES TRANSFERS	INVESTMENT FEES	INTEREST EARNED	ENDING BALANCE
1	MSDLAF + MAX	01	8,242,206.13	0.00	0.00	0.00	1,877.00	8,244,083.13
2	MSDLAF Liquid	01	831.03	0.00	831.03	0.00	0.04	0.04
3	MSDLAF TERM (CD's, Term, Comm) maturity	01	0.00	0.00	0.00	0.00	0.00	0.00
	<b>TOTAL</b>		8,243,037.16	0.00	831.03	0.00	1,877.04	8,244,083.17

**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: **August, 2020** Average MSDLAF Liquid Rate was .05% and the MSDLAF+MAX Average Rate was .15%. MSDLAF Term Average Rate is .00%.

Motion was made by \_\_\_\_\_ to introduce the following Resolution:



## **INTERMEDIATE SCHOOL DISTRICT 917**

### **RESOLUTION HONORING DEB CLARK**

**WHEREAS**, the Intermediate School District 917 mourns the loss of Deb Clark, School Board Member who had served on the School Board of Intermediate School District 917 for thirteen years and four months (July 2002 through October of 2016) representing the South St. Paul School District;

**WHEREAS**, Ms. Clark had brought with her four years of experience as a school board member and community leader to serve Intermediate School District 917; and

**WHEREAS**, Ms. Clark had served as Treasurer for three years, Clerk for five years, Vice Chair for two years and Chair for one year, and had been a representative to the district insurance, personnel, budget and finance committees and district board representative at regional, state and national meetings; and

**WHEREAS**, Ms. Clark was a loyal supporter of our special education and secondary programs. Ms. Clark had an impact on the vision, mission, and goals of Intermediate School District 917.

**NOW, THEREFORE, BE IT RESOLVED**, in recognition of her remarkable service and tireless contributions to the public education of thousands of students, words cannot express how important Ms. Clark was to the South St. Paul Schools and Intermediate School District 917 communities. The School Board recognizes her leadership and her many contributions for the benefit of the children and youth of our nine member districts and extends gratitude for her years of dedicated service to Intermediate School District 917. And,

**THEREFORE, BE IT FURTHER RESOLVED**, we as the School Board of ISD 917 express our profound gratitude, unwavering joy, and endless confidence that Deb Clark's spirit will inform our thinking and decision making for many years to come. Her voice, her thoughts, and her love endure.

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.

Dated: \_\_\_\_\_



## SARS-CoV-2 Respiratory Protection Program

Board Approved \_\_\_\_\_

### **Written Plan for SARS-CoV-2 Respiratory Masks**

The purpose of this program is to ensure that all employees required to wear respiratory protection as a condition of their employment are protected from respiratory hazards through the proper use of respirators.

### **Program Components**

- Program Administration
- Program Scope/Application
- Identifying Work Hazards
- Respirator Selection
- Medical Evaluations
- Fit Testing
- Proper Respirator Use
- Cleaning and Disinfecting
- Inspecting, Maintenance and Repairs
- Respirator Training
- Evaluating/Updating Program
- Roles and Responsibilities
- Documentation and Record-keeping

### **Program Administration**

- Don Budach, Assistant Director will be responsible for overall supervision of the respiratory protection program.
- Melissa Ho, School Nurse, and Linda Berg, Health and Safety Coordinator, will be responsible for the administration of the respiratory protection program and thus is called the Respiratory Program Administrator (RPA).
- Melissa Ho, School Nurse, and Linda Berg, Health and Safety Coordinator, will be responsible for monitoring the ongoing and changing needs for respiratory protection.
- Intermediate School District 917 shall provide respirators, training, and medical evaluations at no cost to the employee.

## Program Scope and Application

This program applies to all employees who could potentially be exposed to airborne respiratory illnesses during normal work operations. This program applies to those employees required to wear a respirator for a specific health care procedure; it does not apply to the general use of face coverings. Some of the types of work activities required to wear respirators are outlined in the table below:

Work Process	Location	Type of Respirator
Providing an aerosol-generating procedure (AGP) such as trach suctioning	All ISD 917 locations and member district buildings with 917 programs	3M N95 model 1860 3M N95 model 8210
Cleaning the space where an AGP procedure was done	All ISD 917 locations and member district buildings with 917 programs	3M N95 model 1860 3M N95 model 8210

## Identifying Work Hazards

The respirators selected will be used for respiratory protection from droplets and aerosols of potentially infectious diseases

## Respirator Selection

- Only respirators approved by the National Institute for Occupational Safety and Health (NIOSH) will be selected and used.
  - N95 respirators are available for providing AGP procedures to students or cleaning the room where an AGP was done.

## Medical Evaluation

- Persons assigned to tasks that require respiratory protection must be physically able to perform the tasks while wearing a respirator.
- The 3M online respirator medical exam <https://www.respexam.com/> will determine individual medical clearance by a medical questionnaire and/or medical exam. The online results are reviewed by a PLHCP (physician or other licensed health care professional) and if necessary, the employee is referred to a local healthcare provider for an in person evaluation. Employees refusing a medical evaluation will not be allowed to work in conditions requiring respirator use.
- Re-evaluation will be conducted under these circumstances:
  1. Employee report of physical symptoms that are related to the ability to use a respirator. (wheezing, shortness of breath, chest pain, etc.)

2. It is identified that an employee is having a medical problem during respirator use.
  3. The healthcare professional performing the evaluation determines an employee needs to be re-evaluated and the frequency of the evaluation.
  4. A change occurs in the workplace conditions that may result in an increased physiological burden on the employee.
  5. Employee facial size/shape/structure has changed significantly.
- All examinations and questionnaires are to remain confidential between the employee and the PLHCP performing the medical evaluation.

### **Resource**

#### **OSHA Respirator Medical Evaluation Questionnaire (Mandatory)**

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134AppC>

### **Fit Testing**

After the initial fit test, fit tests must be completed at least annually, or more frequently if there is a change in status of the wearer or if the employer changes model or type of respiratory protection (see below).

Fit testing will be completed by MC Sales of Blaine, MN in accordance with CFR 1910.134.

- Fit tests are conducted to determine that the respirator fits the user adequately and that a good seal can be obtained. Respirators that do not seal do not offer adequate protection.
- Fit testing is required for tight fitting respirators.
- Fit tests will be conducted:
  1. Prior to being allowed to wear any respirator.
  2. If the public health department changes the respirator product.
  3. If an employee changes weight by 10% or more.
  4. If an employee has changes in facial structure or scarring.
  5. As Occupational Safety and Health Administration (OSHA) standards require.

Resource Fit Testing Procedures General Requirements

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134AppA>

## **Proper Respirator Use**

### **General Use**

- Employees will use their respirators under conditions specified by this program, and in accordance with the training they receive on the use of the selected model(s). In addition, the respirator shall not be used in a manner for which it is not certified by the National Institute for Occupational Safety and Health (NIOSH) or by its manufacturer.
- All employees shall conduct positive and negative pressure user seal checks each time they wear a respirator.
- All employees shall leave a potentially contaminated work area to change (N95 - disposable) their respirator if the respirator is impeding their ability to work.

## **Cleaning and Disinfecting**

- N95 – disposable
- Discard if soiled, if breathing becomes labored, or if structural integrity is compromised.
- Any piece of PPE that is typically disposable but is being used for extended use or reuse should be restricted for use by one person and not be shared between staff.
- Any piece of PPE being used for extended use or reuse should be inspected prior to use for visible signs of soiling or damage and discarded if needed.
- Any piece of PPE that no longer fastens securely should be discarded.
- N95 respirators, facemasks, and eye protection should be carefully stored between uses in a clean, breathable storage container such as a paper bag or cardboard box.
- Staff should leave the designated treatment space before removing their PPE.

### Limited reuse of N95 respirators:

- Wear gloves when performing a seal check on a previously used respirator and discard gloves afterward.
- When removing an N95, wash hands and remove the respirator by the straps without touching the inside.

- The respirator manufacturer should be contacted for recommendations on the maximum number of reuses for that particular N95 model. If no manufacturer guidance is available, data suggest no more than five reuses per device.
- During both extended use and reuse of N95s, the mask should be removed if it becomes soiled, wet, damaged, or hard to breathe through.

## **Inspecting, Maintenance and Repairs**

All types of respirators should be inspected prior to use.

- N95 - disposable
  1. Examine the face piece of the disposable respirator to determine if it has structural integrity. Discard if there are nicks, abrasions, cuts, or creases in the seal area or if the filter material is physically damaged or soiled.
  2. Check the respirator straps to be sure they are not cut or otherwise damaged.
  3. Make sure the metal nose clip is in place and functions properly (if applicable).
  4. Follow guidance for re-use above if needed.

## **Respirator Training**

- Workers will be trained prior to the use of a respirator and at least annually and thereafter when deemed necessary by the Respiratory Program Administrator.
- Training will include:
  - Identify hazards, potential exposure to these hazards, and health effects of hazards.
  - Respirator fit, improper fit, usage, limitations, and capabilities for maintenance, usage, cleaning, and storage.
  - Emergency use if applicable.
  - Inspecting, donning, removal, seal check and troubleshooting.
  - Explaining respirator program (policies, procedures, OSHA standard, resources).

## **Evaluating/Updating Program**

The Respiratory Program Administrator will complete an annual evaluation of the respiratory protection program.

- Evaluate any feedback information or surveys.

- The Respiratory Program Administrator will review any new hazards or changes in policy that would require respirator use.
- The Respiratory Program Administrator will make recommendations for any changes needed in the respiratory protection program.

## **Roles and Responsibilities**

### **Respiratory Program Administrator (RPA)**

The Respiratory Program Administrator is responsible for administering the respiratory protection program.

Duties of the RPA include:

- Identify work areas, processes, or tasks that require respiratory protection.
- Monitor OSHA policy and standards for changes and make changes to agency's policy
- Select respiratory protection products.
- Monitor respirator use to ensure that respirators are used in accordance with their certification.
- Distribute and evaluate education/medical questionnaires.
- Evaluate any feedback information or surveys.
- Arrange for and/or conduct training and fit testing.
- Ensure proper storage and maintenance of respiratory protection equipment.

### **Supervisor**

The Supervisor for the respiratory protection program may also be the Respiratory Program Administrator. Supervisors are responsible for ensuring that the respiratory protection program is implemented in their particular units.

In addition to being knowledgeable about the program requirements for their own protection, Supervisors must also ensure that the program is understood and followed by the employees under their charge.

Duties of the Supervisor include:

- Knowing the hazards in the area in which they work.
- Knowing types of respirators that need to be used.
- Ensuring the respirator program and worksite procedures are followed.
- Enforcing/encouraging staff to use required respirators.
- Ensuring employees receive training and medical evaluations.
- Coordinating annual retraining and/or fit testing.
- Notifying Melissa Ho, School Nurse, with any problems with respirator use, or changes in work processes that would impact airborne contaminant levels.
- Ensure proper storage and maintenance of all respirators.

### **Employee**

- Participate in all training.

- Wear respirator when indicated.
- Maintain equipment.
- Report malfunctions or concerns.

**Other**

- *Responsibilities may vary with your Local Public Health Department*

**Documentation and Record-keeping**

- A written copy of this program can be found on ISD 917 website under About, Health, Safety & Wellness, Plans, Tools, and Forms.
- Melissa Ho, LSN maintains the medical information for all employees covered under the respiratory program.
- The completed medical forms and documented medical recommendations are confidential and will remain with/in Nicolle Roush.
- All relevant medical information must be maintained for the duration of the employment of the individual plus thirty years.

## Resources

- [Public Health Respiratory Protection Program Template](http://www.health.state.mn.us/facilities/patientsafety/infectioncontrol/rpp/template/index.html)  
([www.health.state.mn.us/facilities/patientsafety/infectioncontrol/rpp/template/index.html](http://www.health.state.mn.us/facilities/patientsafety/infectioncontrol/rpp/template/index.html))
- [Proper N95 Respirator Use for Respiratory Protection Preparedness](https://blogs.cdc.gov/niosh-science-blog/2020/03/16/n95-preparedness/)  
([blogs.cdc.gov/niosh-science-blog/2020/03/16/n95-preparedness/](https://blogs.cdc.gov/niosh-science-blog/2020/03/16/n95-preparedness/))
- [Filtering out Confusion: Frequently Asked Questions about Respiratory Protection \(PDF\)](http://www.cdc.gov/niosh/docs/2018-130/pdfs/2018-130.pdf)  
([www.cdc.gov/niosh/docs/2018-130/pdfs/2018-130.pdf](http://www.cdc.gov/niosh/docs/2018-130/pdfs/2018-130.pdf))
- [OSHA Respiratory Standards](http://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134)  
([www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134](http://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134))
- [Temporary Enforcement Guidance - Healthcare Respiratory Protection Annual Fit-Testing for N95 Filtering Facepieces During the COVID-19 Outbreak](http://www.osha.gov/memos/2020-03-14/temporary-enforcement-guidance-healthcare-respiratory-protection-annual-fit)  
([www.osha.gov/memos/2020-03-14/temporary-enforcement-guidance-healthcare-respiratory-protection-annual-fit](http://www.osha.gov/memos/2020-03-14/temporary-enforcement-guidance-healthcare-respiratory-protection-annual-fit))
- [Enforcement Guidance for Respiratory Protection and the N95 Shortage Due to the Coronavirus Disease 2019 \(COVID-19\) Pandemic](http://www.osha.gov/memos/2020-04-03/enforcement-guidance-respiratory-protection-and-n95-shortage-due-coronavirus)  
([www.osha.gov/memos/2020-04-03/enforcement-guidance-respiratory-protection-and-n95-shortage-due-coronavirus](http://www.osha.gov/memos/2020-04-03/enforcement-guidance-respiratory-protection-and-n95-shortage-due-coronavirus))
- [Enforcement Guidance for Use of Respiratory Protection Equipment Certified under Standards of Other Countries or Jurisdictions During the Coronavirus Disease 2019 \(COVID-19\) Pandemic](http://www.osha.gov/memos/2020-04-03/enforcement-guidance-use-respiratory-protection-equipment-certified-under)  
([www.osha.gov/memos/2020-04-03/enforcement-guidance-use-respiratory-protection-equipment-certified-under](http://www.osha.gov/memos/2020-04-03/enforcement-guidance-use-respiratory-protection-equipment-certified-under))

## N95 resources

- [Strategies for Optimizing the Supply of Personal Protective Equipment \(PDF\)](http://www.health.state.mn.us/diseases/coronavirus/hcp/optimizingppe.pdf)  
([www.health.state.mn.us/diseases/coronavirus/hcp/optimizingppe.pdf](http://www.health.state.mn.us/diseases/coronavirus/hcp/optimizingppe.pdf))
- [NIOSH-Approved N95 Particulate Filtering Facepiece Respirators](http://www.cdc.gov/niosh/npptl/topics/respirators/disp_part/n95list1.html)  
([www.cdc.gov/niosh/npptl/topics/respirators/disp\\_part/n95list1.html](http://www.cdc.gov/niosh/npptl/topics/respirators/disp_part/n95list1.html))

## Alternate respirator resource

- [Strategies for Optimizing the Supply of N95 Respirators](http://www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy/index.html#contingency)  
([www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy/index.html#contingency](http://www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy/index.html#contingency))



## 808 COVID-19 FACE COVERING POLICY

~~*[Note: The Governor's Emergency Executive Order 20-81 generally requires Minnesotans to wear a face covering in certain settings and circumstances, including in various school settings. Emergency Executive Order 20-82 states that all Minnesota public schools must adhere to parameters determined by Minnesota Department of Health ("MDH") in implementing or shifting between in-person learning, hybrid learning and distance learning. MDH's Safe Learning Plan for 2020-21 and the 2020-2021 Planning Guide for Schools requires school district and charter schools to develop and implement a face covering policy that is clearly posted and communicated to students, staff, families, and potential visitors to the school building. The provisions of this policy substantially reflect the requirements of the 2020-2021 Planning Guide for Schools, Executive Order 20-81, and Executive Order 20-82.]*~~

### I. PURPOSE

The purpose of this policy is to establish requirements for employees students and other persons (including visitors, guests, contractors, etc.) present on school property to wear face coverings in classrooms, preschool, child care settings and other indoor areas, as well as outdoor areas where a physical distance of 6 feet cannot be maintained between persons, in order to minimize exposure to COVID-19.

### II. GENERAL OF STATEMENT OF POLICY

- A. The policy of the school district is to comply with Executive Order 20-81, Executive Order 20-82, and applicable face covering requirements from the Minnesota Department of Health and the Minnesota Department of Education.
- B. Face coverings are meant to protect other people in case the wearer does not know they are infected.
- C. Unless an exception described in Part IV below applies, all students, staff, and other people present indoors in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering.
- D. A violation of this policy occurs when any student, staff, or other person present in a school building, in the school district office, or on a school transportation vehicle fails to wear a face covering, unless an enumerated exception applies.

### III. DEFINITION OF FACE COVERING

- A. A face covering must be worn to cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear. The following are included in the definition of face covering:
  - 1. Paper or disposable mask;
  - 2. Cloth face mask;
  - 3. Scarf;
  - 4. Neck gaiter;
  - 5. Bandana;
  - 6. Religious face covering; and
  - 7. Medical-grade masks and respirators
- B. A face shield is a clear plastic barrier that covers the face and allows visibility of facial expressions and lip movements for speech perception. A face shield should extend below the chin ~~anteriorly~~, **and** to the ~~ears~~ ~~heats~~ ~~laterally~~, and there should be no exposed gap between the forehead and the shield's headpiece.
- C. Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air.

#### **IV. EXCEPTIONS AND ALTERNATIVES; TEMPORARY REMOVAL OF FACE COVERING**

- A. Face coverings should not be placed on anyone under age 2, anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.
- B. A face shield may be used as an alternative to a face covering in the following situations:
  - 1. A student in grades kindergarten through eighth grade may wear a face shield when wearing a face covering is problematic.
  - 2. A teacher of any grade level may wear a face shield when wearing a face covering may impede the educational process.

3. Staff, students, or visitors who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition may wear a face shield instead of a face covering.
  4. Staff providing direct support student services may wear a face shield instead of a face covering when a face covering would impede the service being provided.
- C. Staff, students, and other people present in school buildings or in district offices may temporarily remove their face covering or face shield in the following situations:
1. When engaging in classes or activities conducted outdoors, though people participating in these activities should maintain six feet of distance to the extent possible;
  2. When engaging in indoor physical activity where the level of exertion makes wearing a face covering difficult, though people participating in these activities should maintain six feet of distance to the extent possible;
  3. During activities, such as swimming or showering, where the face covering will get wet;
  4. While receiving a service, including nursing, medical, or personal care services, that cannot be performed or is difficult to perform when the individual receiving the service is wearing a face covering;
  5. Pre-kindergarten students age 5 years and younger participating in programming in a school building or district office;
  6. When the wearer needs to remove their face covering to eat or drink, though care should be taken to maintain as much space as possible between people while doing so;
  7. During indoor practices or performances involving singing, acting, public speaking, or playing musical instruments where a face covering cannot be used while playing the instrument, though people participating in these activities should maintain six feet of distance to the extent possible;
  8. When required by school staff for the purposes of identification;
  9. Staff working alone in their offices, classrooms, vehicles, or job locations that have no person-to-person interaction;
  10. Staff working in communal spaces that have barriers such as Plexiglas or cubicle walls between employees that are above face level; or

11. When communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with a face covering difficult, provided that social distancing is maintained to the extent possible.

## V. IMPLEMENTATION

- A. ~~This policy will be conspicuously posted in each school building and administrative office and communicated to students, staff, families, and potential visitors to the school building.~~ **This policy will be available on the website at [www.isd917.org](http://www.isd917.org), About, School Board, Policies.**
- B. The school district will provide face coverings and/or face shields to employees and students. Employees and students may choose to wear their own face covering as long as it covers the nose and mouth. To the extent practicable, the school district will maintain an extra supply of face coverings for people who forget to bring their face covering.
- C. The school district will teach and reinforce the use of face coverings and/or face shields for students and staff throughout the school day, including on transportation vehicles, inside school buildings, and generally when on school grounds.
- D. Individuals who cannot tolerate a face covering due to a medical condition or disability related condition may be permitted to utilize alternative options such as a face shield or other reasonable accommodation. The Superintendent or designee shall have discretion to determine whether an employee, parent, or community member qualifies for a reasonable accommodation and the accommodation to be provided. For a student with a medical condition or disability, the student's education team (i.e. IEP team, Section 504 team, health plan team) will determine whether the student qualifies for a reasonable accommodation and the accommodation to be provided. As a condition to granting a reasonable accommodation, the school district may require an individual to provide a physician's note and/or other relevant information or with respect to the condition or circumstance. Requests for reasonable accommodations from the face covering requirement shall be assessed on a case-by-case basis in accordance with applicable federal and state law.
- E. All face coverings shall meet the requirements of applicable dress code policies and/or codes of conduct. ~~To the extent the face covering requirements of this policy conflict with MSBA Model Policy 504—Student Dress and Appearance, this Policy shall control.~~
- F. The school district will make available distance learning to its enrolled students who may be medically vulnerable or otherwise unwilling to return to in-person or hybrid learning.

## **VI. ENFORCEMENT; CONSEQUENCES FOR NON-COMPLIANCE**

- A. In order to promote the health and safety of employees, students and members of the community, and make available a safe environment that is conducive to learning, compliance with this policy is necessary.
- B. Employees who fail or refuse to comply with this policy may be subject to discipline, as appropriate, up to and including the termination of employment.
- C. Students who fail or refuse to comply with this policy may be subject to discipline or removal from school property. Students unwilling to participate in in-person or hybrid learning in compliance with this policy will be offered distance learning.
- D. The school district may, in its discretion, report violators of this policy to law enforcement. Any individual who willfully violates Emergency Executive Order 20-81 or 20-82 is guilty of a petty misdemeanor and upon conviction must be punished by a fine not to exceed \$100. (NOTE: This does not apply to: (1) children younger than 14 years old; or (2) students 14 years old and older who are enrolled in a school identified in Paragraph 12 of Emergency Executive Order 20-81, and who are on the premises of the school for educational purposes).

***Legal References:*** Emergency Executive Order 20-81  
Emergency Executive Order 20-82  
Minn. Stat. § 12.45 (Governor's Orders and Rules, Effect)  
Minn. Stat. § 12.45 (Violations; Penalties)

***Cross References:*** MSBA/MASA Model Policy 807 (Health and Safety Policy)

## INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, August 18, 2020, via Google Hangouts at 3:30 PM.

**Members Present:** Tom Bennett, DeeDee Currier, Kathy Lewis joined at 3:47 (internet connection problems), Wendy Felton, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab and ex-officio member Superintendent Mark Zuzek.

**Members Absent:** None.

**Also Present:** Nicolle Roush, Eric VanBrocklin, Brooke Peterson, Cory Langenfeld, and Linda Berg

School Board Chair Dr. DeeDee Currier called the meeting to order:

Supt. Zuzek read the following statement:

“Intermediate School District 917 – General Process for Remote School Board Meetings. Due to the current federal and state emergency declarations, the Minnesota directive to residents to stay at home, and guidance about limiting person-to-person contact due to the COVID-19 (coronavirus) pandemic, this meeting of the Intermediate School District 917 School Board is being conducted in accordance with Minnesota Statutes 13D.021 – Meetings by Telephone or Other Electronic Means.

Due to the health pandemic, the school board determined that it is not feasible for at least one board member, the superintendent, or the school district’s legal counsel to be physically present at the regular meeting location and that it is not feasible for the public to attend this meeting at the regular meetings location due to the health pandemic. Persons may monitor this meeting from a remote location by video link through Google Hangouts. School board members are reminded to mute their microphone or phone when they are not speaking. School board members wishing to speak should “raise hand via Boardbook” and wait to be recognized by the Chair. If not recognized, then go off mute and let us know.

The chair will determine the order in which board members wishing to speak will be recognized. When recognized, the board member should unmute the microphone or phone, speak, and then mute their device.

All votes will be conducted by roll call. Each school board member should wait until their name is called before voting.

Persons monitoring this meeting from a remote location may submit a comment by emailing [linda.berg@isd917.org](mailto:linda.berg@isd917.org).

This meeting is being recorded. Access to the recording will be made available on the school district’s website as soon as it is reasonably possible.”

There were no visitors to be heard.

1. Motion by Cindy Nordstrom seconded by Byran Schwab, to approve the consent items, as presented. Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
- **Minutes:** July 7, 2020, Regular School Board Meeting

- **Minutes:** July 7, 2020, Organizational School Board Meeting
  - **Personnel:** *New hires:* Anna Corssello, Sign Language Interpreter, effective September 3, 2020. Amy Fox, Speech Language Interpreter, effective September 3, 2020. Candice Jenkins, Special Education Teacher, effective August 24, 2020. Joan Kraft, Licensed School Nurse, effective September 3, 2020. Karina Lozano, Special Education Teacher, effective August 25, 2020. Angela McIntyre, School Psychologist, effective August 25, 2020. Michelle Parker, Special Education Teacher, effective August 25, 2020. Molly Peterson, Physical Therapist, effective August 24, 2020. Cally Priebe, Health Associate, effective September 3, 2020. Miriam Resch, Sign Language Interpreter, effective September 3, 2020. Samantha Strong, Classroom Assistant, effective September 3, 2020. *Rehires:* Rachel Craig, Classroom Assistant Intervener, effective September 3, 2020. Shelby Nero, Special Education Teacher, effective August 26, 2020. Robin Knight, Classroom Assistant, effective September 3, 2020. *Change in Status:* Amanda Garding, Teacher licensure/contract type - now individual contract, effective August 25, 2020. Bevin Kilpatrick, Student Assistant to Classroom Assistant, effective September 3, 2020. Sarah Kruse, Student Assistant to Classroom Assistant, effective September 3, 2020. Victoria Menzia, Student Assistant to Classroom Assistant, effective September 3, 2020. Shannon Miller, Student Assistant to Classroom Assistant, effective August 27, 2020. Amy Reiersen, Student Assistant to Classroom Assistant, effective September 3, 2020. Nancy Smoley, Student Assistant to Classroom Assistant, effective September 3, 2020. *Leaves of Absence: Resignations and Terminations:* Natalie Bormann, Health Associate, effective August 17, 2020. Candice Jenkins, Special Education Teacher, effective August 14, 2020. Sheila Lang, Special Education Teacher, effective June 5, 2020. Alaina Raway, Classroom Assistant, effective July 12, 2020. Rebecca Schrank, Classroom Assistant, effective August 20, 2020. Anjana Silwal, Classroom Assistant, effective August 21, 2020. Jaclyn Suchy, Classroom Assistant, effective August 7, 2020.
3. Motion by Vanda Pressnall, seconded by Byron Schwab, to approve the payments of bills from June 4, 2020 to August 5, 2020 and October 31, 2019 to April 30, 2020, the investments reports, and the wire transfers as presented by the Director of Business Services. Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
  4. Motion by Cindy Nordstrom, seconded by Byron Schwab, to approve the Committee Assignments for 2020-2021, as presented. (Addendum A.) Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.

School Board agenda items were reviewed for 2020-2021.

5. Motion by Dave Pemble, seconded by Byron Schwab, to approve the School Resource Officer Contract for FY20-FY22 (with the note in the contract stating that in light of the pandemic, this contract can be terminated by either party anytime within 30 days of notice.) (Addendum B.) Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
6. Motion by Byron Schwab, seconded by Dave Pemble, to approve the Agreement between ISD 917 and ISD 199 for the Purchase of Early Childhood Special Education Teacher for early mental health programs. (Addendum C.) Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
7. Motion by Vanda Pressnall, seconded by Wendy Felton to approve the Agreement between ISD 917 and ISD 192 for the Purchase of Early Childhood Special Education Teacher for early mental health programs.

(Addendum C.) Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.

8. Motion by Cindy Nordstrom, seconded by Byron Schwab, to approve the Agreement between ISD 917 and ISD 271 for the Purchase of Early Childhood Special Education Teacher for early mental health programs. (Addendum C.) Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.

Eric VanBrocklin reported to the Board on the DCALS Return to Learning agenda.

Melissa Schaller reported to the Board on the Special Education Return to Learning agenda.

9. Motion by Kathy Lewis, seconded by Cindy Nordstrom, to approve the Hybrid Calendar for ISD 917 for 2020-2021 as presented. (Addendum D.) Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
10. Board Member Dave Pemble, introduced the following resolution and Supt. Mark Zuzek read the entire Resolution for adopting a base learning model for the 2020-2021 School Year and other COVID-19 related matters: The motion for the adoption of the foregoing resolution was duly seconded by Kathy Lewis, and upon vote being taken thereon, the following voted in favor thereof: Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried. Whereupon said resolution was duly passed and adopted. (Addendum E.)
11. It was noted that at the last meeting it was suggested to move the November 3 school board meeting to November 10, 2020, due to the election on November 3. All board members approved of this change.
12. Motion by Byron Schwab, seconded by Dave Pemble, to adjourn the meeting. All present voted aye. Motion carried.

There being no further business the meeting adjourned at 5:50 PM.

The next regular School Board Meeting will be Tuesday, September 8, 2020, at 5:00 PM.

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Clerk

## INTERMEDIATE SCHOOL DISTRICT 917

A Special School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, September 1, 2020, via Google Hangouts at 5:00 PM.

**Members Present:** Tom Bennett, DeeDee Currier, Wendy Felton, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Byron Schwab and ex-officio member Superintendent Mark Zuzek.

**Members Absent:** Kathy Lewis and Melissa Sauser

**Also Present:** Cory Langenfeld and Linda Berg

School Board Chair DeeDee Currier called the meeting to order:

Supt. Zuzek read the following statement:

“Intermediate School District 917 – General Process for Remote School Board Meetings. Due to the current federal and state emergency declarations, the Minnesota directive to residents to stay at home, and guidance about limiting person-to-person contact due to the COVID-19 (coronavirus) pandemic, this meeting of the Intermediate School District 917 School Board is being conducted in accordance with Minnesota Statutes 13D.021 – Meetings by Telephone or Other Electronic Means.

Due to the health pandemic, the school board determined that it is not feasible for at least one board member, the superintendent, or the school district’s legal counsel to be physically present at the regular meeting location and that it is not feasible for the public to attend this meeting at the regular meetings location due to the health pandemic. Persons may monitor this meeting from a remote location by video link through Google Hangouts. School board members are reminded to mute their microphone or phone when they are not speaking. School board members wishing to speak should “raise hand via Boardbook” and wait to be recognized by the Chair. If not recognized, then go off mute and let us know.

The chair will determine the order in which board members wishing to speak will be recognized. When recognized, the board member should unmute the microphone or phone, speak, and then mute their device.

All votes will be conducted by roll call. Each school board member should wait until their name is called before voting.

Persons monitoring this meeting from a remote location may submit a comment by emailing [linda.berg@isd917.org](mailto:linda.berg@isd917.org).

This meeting is being recorded. Access to the recording will be made available on the school district’s website as soon as it is reasonably possible.”

There were no visitors to be heard.

1. Motion by Byron Schwab, seconded by Wendy Felton, to review Policy 808, Face Coverings, on a first reading basis. This policy will be brought back on the September 8, 2020, Regular School Board meeting for a final reading. Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Byron Schwab. Motion passed.

2. Motion by Dave Pemble, seconded by Byron Schwabe, to adjourn the meeting. All present voted aye.  
Motion carried.

There being no further business the meeting adjourned at 5:13 PM.

The next regular School Board Meeting will be Tuesday, September 8, 2020, at 5:00 PM.

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Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED  
FOR ACTION AT BOARD MEETING OF SEPTEMBER 8, 2020**

**NEW HIRES:**

Kathryn Amunrud, Special Education Teacher, effective August 24, 2020.

Cheryl Novine, Special Education Teacher, effective August 25, 2020.

William Sprouls, Special Education Teacher, effective August 25, 2020.

Alison Stueber, Special Education Teacher, effective August 24, 2020.

**RE-HIRES:**

Leah Swenson, Program Assistant, effective August 31, 2020.

**CHANGE IN STATUS:**

**LEAVES OF ABSENCE:**

**RESIGNATION & TERMINATIONS:**

Megan Boehm, Classroom Assistant, effective August 31, 2020.

JoAnna Collins, Classroom Assistant, effective August 25, 2020.

Celeste Grussing, Classroom Assistant, effective September 4, 2020.

Ebony Harris, Classroom Assistant, effective September 2, 2020.

Brenda Koster, Classroom Assistant, effective August 27, 2020.

Jack Overstreet, Classroom Assistant, effective August 24, 2020.

Marcus Pennington, Classroom Assistant, effective September 2, 2020.

Ryan Petrich, Classroom Assistant, effective August 27, 2020.

Maria Robinson, Classroom Assistant, effective August 31, 2020.

Kacy Rodamaker, Classroom Assistant, effective August 21, 2020.

Keng Xiong, Classroom Assistant, effective August 31, 2020.

**RETIREMENTS:**

Board Approved September 8, 2020

**ISD 917 Leadership Goals  
2020-2021  
District Focus**

- SD1, s-1      1.      **Stakeholder Communications:** Maintain high-quality, relevant communications with major school stakeholders in each member district. Maintain strong relationships with internal and external stakeholders.
- SD1, s-3      2.      **COVID-19 Pandemic Response:** Manage the ISD 917 response to the COVID-19 Pandemic following MDE, MDH, CDC, and member district recommendations.
- SD2, s-7 (We need a greater focus on equity in our Strategic Plan, and Strategic Directives).
3.      **Equity Leadership:** Develop strategies to identify, reduce, and eliminate barriers to access across all organizational levels. Develop equity leadership agreements and protocols to formalize and actualize system-wide equity lenses.
- SD1, s-3      4.      **Website and Social Media:** Refresh and enhance the ISD 917 website. Although the website is intended to be a static source of information, our goal is to make it visually appealing, intuitive, and accurate. To promote both family and community engagement, we will maintain a presence on Facebook, Twitter, and Instagram.
- SD4, s-6      5.      **Career Pathways:** Develop career pathways for the growth of employees pursuing licensure, with a focus on increasing the diversity of staff.
- SD4 s-1      6.      **Infrastructure Analysis:** Monitor and evaluate procedures and staffing levels in all organizational operations to ensure that they are sufficient to effectively complete necessary processes.
- SD5, s-1      7.      **Policy:** Continue to review and update ISD 917 Board of Education policies.
- SD4, s-6      8.      **Safety and Crisis Management:** Review and update safety-related and crisis management policies, procedures, practices, and protocols.

**2020-2021**

**Secondary Programs Focus**

- SD1, s-3      1.      Provide monthly updates to our member districts' high schools and administration regarding our activities and programs.
- SD2, s-1      2.      Strive to maintain steady enrollment within all our programs, Alternative Learning Centers and Career and Technical Education, by responsive to student interests, employment data, and member district needs.

- SD2, s-8      3.      Expand the Alternative Learning Center program in Farmington, by supporting all our ISD 917 members who may need educational options for students in grades 8-10.
- SD3, s-3      4.      Collaborate with community agencies, colleges, and business partners to offer learning experiences for students both within our programs and those receiving support services from within the community. Given the COVID-19 restrictions, we will need to be creative and responsive in our ISD 917 Work Seminar and Work-Based Learning programs.
- SD2, s-1      5.      Implement our Mechatronics/Robotics instruction within our ALC and CTE programs. We will provide curriculum and training for students that could lead to industry certification. We are also going to evolve our transportation courses to meet the high employment demands and student interests.

### **2020-2021**

#### **Special Education Focus**

- SD2, s3; SD3, s1 1.      Focus on addressing the needs of students through the utilization of perspectives mindful of equity and trauma. This includes the purposeful implementation of appropriate social/emotional frameworks in our most intense, setting IV programs.
- SD2, s-2      2.      Engage staff in the utilization of data to drive instruction day-to-day with formal and informal measures. Further, enhance staff skills in the utilization of data in the individualized education plan process including interpretation and application of assessment results in long-term planning.
- SD2,s2; SD3,s1 3.      Implement learning targets and high yield instructional strategies supported through coaching and professional development to increase student achievement with a focus on student achievement in academic areas including reading.

**School Board meeting via Google Hangouts**

**Regular School Board Meeting**

**September 8, 2020**

<https://drive.google.com/file/d/1YbtIj4DaExJmT9OosvkOYwn3NuUrLBR/view>