

Regular School Board Meeting

Tuesday, May 4, 2021 4:30 PM

Google Hangouts, 130 145th Street East, Rosemount, MN 55068

I. Call to Order - Chair Dr. DeeDee Currier

II. Roll Call - Linda Berg

III. Conduct Pledge of Allegiance - Chair Dr. DeeDee Currier

IV. Visitors Opportunity to be Heard - Chair Dr. DeeDee Currier

V. 917 Licensed and Non-Licensed Employees of the Year - Jennifer Hetland

VI. Updates from Student Services and DCALS - Dr. Melissa Schaller/Eric VanBrocklin

VII. Consent Items - Chair Dr. DeeDee Currier

A.

- Minutes:
 - April 6, 2021 - Regular School Board Meeting
 - April 21, 2021 - Special School Board Meeting
- Personnel:
- Policies: Moved to procedures:
 - Policy 494 (b) Plan and Deferred Compensation Plan
 - Policy 493 – Credit Card Program
 - Policy 493.1 – Wireless Devices
- Policies - Final reading:
 - Policy 722 Public Data Requests.
 - Form 722.1 – Form.
 - Policy 529 – Staff Notification of Violent Behavior by Students.

VIII. Donations:

IX. Executive Director of Business Services Reports - Nicolle Roush

A. Review and approve - Nicolle Roush

- Bills
- Wire transfers
- Investment report

X. New Business - Dr. DeeDee Currier

A. Review and Approve Blood Borne Pathogens Plan for 2021-2022 - Mark Zuzek

B. Resolution Approving Teacher Appreciation Week - Mark Zuzek

C.

- Review and Approve LTFM (Long-term Facilities Maintenance) Plan- Nicolle Roush
- Review and Approve Levy for Safe Schools

Levy, Lease Levies - Nicolle Roush

- Review and Approve Long-term Facility Plan
Revenue Resolution - Nicolle Roush

D. **Set date for July Board meeting - All**

XI. **Policies - Assistant Supt. Mark Zuzek**

XII. **Adjournment - Dr. DeeDee Currier**

Licensed and Non-Licensed Employees of the Year 2021

Licensed Employee of the Year – Melissa Ho

During the 2020-2021 pandemic Melissa has accepted numerous responsibilities outside of the traditional LSN roles. She has provided a lot of behind the scenes research and education for the entire school district. Melissa has been involved with mentoring three new LSNs and health service workers. She has been unwavering in her commitment to safety and wellness for district employees, families and students. She is an invaluable resource for all of us!

Non-Licensed Employee of the Year, Kearston Lazaretti

Kearston is a huge support for the first grade individual classroom at LEC. She goes above and beyond her duties as a para. She helps prepare lesson plans, helps set up and put into action all supports (i.e. visual schedules, first then boards, I need boards, etc.), and does an amazing job implementing the students behavioral plans. She picks up on the students' needs extremely quickly and models for other paras how to implement the behavioral plans for the students. She truly takes the time to know the students and figure ways we can help the student's succeed. Kearston has an amazing work ethic and is an extremely hard worker. She is quick to step in for the teacher if she is out for the day, or in a meeting. Kearston also is a great coworker. She helps model Nurtured heart and behavioral plans for the other staff, she fills in for staff when needed, and she has a great attitude no matter the situation. With her busy life of 4 kids at home, 2 with special needs, she still takes home work at times to assure we are prepared for our students.

Executive Director of Student Services
Board Update
May 2021

- **End-of-year planning:** Special education leadership is actively planning end of year activities including graduations. Once again, these events will be scaled back considering COVID-19 safety protocols. As plans are finalized, they will be shared.

- **ESY:** We are nearing finalization of our plans for extended school year. At this time, we are planning for in-person services for students for the most part. A critical factor in our programming this year is ensuring we have enough staff to meet the extended school year needs of our students. We are considering a full day schedule with a session in the morning for some students and a session in the afternoon for other students as one way to address the staffing shortage. We are also combining ESY services for students at Cedar School and Concord Education Center. All students at those sites will be attending ESY at CEC. Our administrators are also considering any compensatory needs that students might have as a result of the pandemic through a diligent planning process developed with consultation from Laura Booth and her colleagues at Ratwik, Rosak, and Maloney. Because of the staffing shortages we are facing, some of these services will be offered in the fall with additional bursts of services for students.

- **Planning for FY22:** We continue to plan for FY22. We have begun to hire for licensed staff positions. By the end of this week, we will have all of our paraprofessional needs outlined for the 2021-2022 school year and will share our postings with Human Resources so we may begin the process of hiring for program and classroom assistants. We are also scheduling the myriad of in-person training, specifically for initial Professional Crisis Management that has been on hold during the pandemic. We are offering this training for fully vaccinated staff at this time considering the continued safety protocols needed when social distancing cannot be maintained. We are hopeful that we will be able to open this up more widely as the summer progresses.

INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, April 6, 2021, via Google Hangouts. The meeting was recorded and will be available by emailing linda.berg@isd917.org.

Members Present: Tom Bennett, DeeDee Currier, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Dave Pemble, Vanda Pressnall, Melissa Sauser, Byron Schwab, and ex-officio Supt. Mark Zuzek.

Members Absent: None.

Also Present: Nicolle Roush, Eric VanBrocklin, Melissa Schaller, Brooke Peterson, Don Budach, Michael Favor, Tom Ledoux, Richelle Gernes, and Linda Berg.

School Board Chair Dr. DeeDee Currier called the meeting to order at 4:30 PM.

Roll call was taken.

The Pledge of Allegiance was conducted by Dr. DeeDee Currier.

There were no visitors to be heard.

Dr. Melissa Schaller reported on updates from Student Services.

Eric VanBrocklin reported on updates from DCALS.

Richelle Gernes was presented with the 917 Employee of the Spring Quarter.

Tom Ledoux was the presented with the 917 Teacher of the Spring Quarter.

1. Motion by Byron Schwab, seconded by Dave Pemble, to approve the consent items, as presented. Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion passed.

- **Minutes:** March 2, 2021 - Regular School Board Meeting
- **Minutes:** March 16, 2021 - Special School Board Meeting
- **Minutes:** March 23, 2021 - Special School Board Meeting
- **Minutes:** March 25-26, 2021 - Special School Board Meeting
- **Minutes:** March 29, 2021 - Special School Board Meeting
- **Personnel:** *New Hires:* Trista Arrigoni, *Long Term Substitute School Counselor*, effective March 22, 2021 - May 7, 2021. Maria Dumer, Classroom Assistant, effective March 10, 2021. Brecken Johnson, Classroom Assistant, effective April 5, 2021. Tandra Johnson, Classroom Assistant, effective March 09, 2021. Jessica King, Classroom Assistant, effective March 08, 2021. Sophia Mai, Classroom Assistant, effective April 5, 2021. Melissa McNeill, Classroom Assistant, effective March 22, 2021. Dorothy Vitullo, Classroom Assistant, effective March 22, 2021. *Rehires:* Bruce Alexander, Custodian, returning from furlough effective April 12, 2021. *Change in Status:* Kianna Martinson, Special Education Teacher, effective March 15, 2021. *Leaves of Absence:* Kimberly Nelson, Classroom Assistant, effective March 8, 2021 to June 11, 2021. Michelle Parker, Special Education Teacher, effective February 22, 2021 to June 4, 2021. Joan Wambheim, Program Assistant, effective April 5, 2021 to June 11, 2021. *Resignations and Terminations:* Fowsiyo Abdulle, Classroom Assistant, effective March 26, 2021. Trejean Curry, Classroom Assistant, effective February 11, 2021. Zachary Dobbmeyer, Classroom Assistant, effective March 26, 2021. Emily Mateo, Teacher, effective

June 11, 2021. Andrea Menzia, Classroom Assistant, effective March 26, 2021. Kathleen Rick, Speech Language Pathologist, effective June 11, 2021. Cassandra Sinner, Program Assistant, effective April 8, 2021. Samantha Wittstruck, Program Assistant, effective March 8, 2021. *Retirements:* Lorilea Klimek, Program Assistant, effective July 29, 2021. Linda Lacher-Gaddard, Special Education Teacher, effective June 11, 2021. Carol Lundquist, Special Education Teacher, effective June 11, 2021.

- **Policies:** *Final reading:* Policy 705 (old 9.27) – Investment policy; Policy 714 (old 9.26) – Fund Balance; Policy 740 (old 9.11) – Facility Utilization. (Addendum A.)
2. Board Member Wendy Felton, introduced the following resolution accepting Donations in the amount of \$3445. Motion was seconded by Cindy Nordstrom. (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 passed.
 3. Motion by Byron Schwab, seconded by Dave Pemble, to approve the bills from February 20, 2021 to March 31, 2021, wire transfers and investment report, as presented. Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion passed.
 4. Motion by Dave Pemble, seconded by Wendy Felton, to approve the Temporary Employee Report as presented. (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 passed.
 5. Board Member Byron Schwab, introduced the following resolution terminating probationary teachers. Motion was seconded by Cindy Nordstrom. (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 passed.

Nicolle Roush reviewed the Aged Invoice Report.

6. Motion by Byron Schwab, seconded by Tom Bennett, to approve the 917 2021-2022 calendar as proposed. (Addendum E.) Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion passed.
7. Motion by Byron Schwab, seconded by Wendy Felton, to approve the Special Education Lead Teachers for 2021-2022, as presented. (Addendum F.) Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion passed.
8. Motion by Dave Pemble, seconded by Byron Schwab, to approve the Lead Teachers for DCALS for 2021-2022, as presented. (Addendum G.) Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion passed.
9. Motion by Melissa Sauser, seconded by Tom Bennett, to approve the contract with Dr. Michael Favor for the position of Superintendent- of ISD 917 beginning on July 1, 2021. (Addendum H.) Voting aye:

Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion passed.

10. The following policies were reviewed on a first reading basis:

These policies will be moved to “procedures” as they are not policies.

- Policy 494 – 403(b) Plan and Deferred Compensation Plan
- Policy 493 – Mastercard Credit Card Program
- Policy 493.1 – Wireless Devices

These policies are on the agenda for a first reading:

- Policy 722 Public Data Requests. This is a new policy.
- Form 722.1 – Form for Public Data Requests
- Policy 529 – Staff Notification of Violent Behavior by Students. We are switching this one to the MSBA Model. It was originally called policy 6.38 and was last reviewed in 2006. This policy is not mandatory and does not require an annual review.

11. Motion by Dave Pemble, seconded by Byron Schwab, to adjourn the meeting. Voting aye: Tom Bennett, DeeDee Currier, Wendy Felton, Kathy Lewis, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: none. There being no further business the meeting adjourned at 5:51 PM.

The next regular School Board Meeting will be Tuesday, May 4, 2021, at 4:30 PM.

Clerk

INTERMEDIATE SCHOOL DISTRICT 917

A Special School Board Meeting of the Intermediate School District 917 School Board was held on Wednesday, April 21 2021, via Google Hangouts.

Members Present: Tom Bennett, DeeDee Currier, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab, and ex-officio Mark Zuzek.

Members Absent: Wendy Felton and Kathy Lewis.

Also Present: Melissa Schaller, Nicolle Roush, Brooke Peterson, Linda Berg and Michael Favor.

School Board Chair Dr. DeeDee Currier called the meeting to order at 4:00 PM.

Roll call was taken.

The Pledge of Allegiance was conducted by Dr. DeeDee Currier.

1. Motion by Byron Schwab, seconded by Melissa Sauser, to approve moving Mr. Mark Zuzek to the role of Assistant Superintendent and Dr. John M. Christiansen to the role of Acting Superintendent on an as needed basis contingent on Dr. Christiansen renewing his superintendent license. Voting aye: Tom Bennett, DeeDee Currier, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: none. Motion passed.
2. Motion by Byron Schwab, seconded by Cindy Nordstrom, to adjourn the meeting. Voting aye: Tom Bennett, DeeDee Currier, Cindy Nordstrom, Vanda Pressnall, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: none. Motion passed.

There being no further business the meeting adjourned at 4:17 PM.

The next regular School Board Meeting will be Tuesday, May 4, 2021, at 4:30 PM.

Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF MAY 4, 2021**

NEW HIRES:

RE-HIRES:

CHANGE IN STATUS:

Taylor Thomas, Special Education Dean to Special Education Assistant Director/Principle, effective July 1, 2021.

Teri Welch, Accountant, 0.6FTE to 0.7FTE, effective July 1, 2021.

LEAVES OF ABSENCE:

Joan Wambheim, Program Assistant, effective 04/05/2021 through June 11, 2021.

RESIGNATION & TERMINATIONS:

Shelby Abbott, School Psychologist, effective June 11, 2021.

Kathryn Crone, Classroom Assistant, effective May 7, 2021.

Craig Curtis, Computer Network Specialist, effective May 28, 2021.

Kristin Goeser, DAPE Teacher, effective July 29, 2021.

Angela McIntyre, School Psychologist, effective June 11, 2021.

Shelby Nero, Teacher for Deaf and Hard of Hearing, effective June 11, 2021.

Paula Olson, Program Assistant, effective June 10, 2021.

Hannah Pitzl, Classroom Assistant, effective May 21, 2021.

Whitney Richardson, Special Education Teacher, effective June 11, 2021.

RETIREMENTS:

529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

II. GENERAL STATEMENT OF POLICY

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them.

A. Administration

“Administration” means the superintendent, building principal, or other designee.

B. Classroom Teacher

“Classroom teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

“School staff member” includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute;

and

4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR

A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

V. MAINTENANCE AND TRANSFER OF RECORDS

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

VI. PARENTAL NOTICE

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

VII. TRAINING NEEDS

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 120A.22, Subd. 7 (School Attendance - Education Records)
 Minn. Stat. § 121A.45 (Grounds for Dismissal)
 Minn. Stat. § 121A.64 (Notification of Students with Violent Behavior)
 Minn. Stat. § 121A.75 (Law Enforcement Notice to Schools)
 Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
 34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)
 Minn. Laws 2003, 1st Sp., Ch. 9, Art. 2, § 53

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

722 PUBLIC DATA REQUESTS

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Government Data

“Government data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

B. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

C. Public Data

“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

D. Responsible Authority

“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any

set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

E. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

IV. REQUESTS FOR PUBLIC DATA

A. All requests for public data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:

- a. Date the request is made;
- b. A clear description of the data requested;
- c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
- d. Method to contact the requestor (such as phone number, address, or email address).

2. A requestor is not required to explain the reason for the data request.

3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows:

1. The responsible authority will notify the requestor in writing as follows:

- a. The requested data does not exist; or

- b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
- 2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
 - 3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
 - 4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
 - 5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 - 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 - 1. The estimated costs of preparing the summary data, if any; and
 - 2. The summary data requested; or
 - 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 - 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. COSTS

A. Public Data

- 1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.

- b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
- 2. All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data

- 1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
- 2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

Data Practices Contacts

Responsible Authority:

Superintendent
1300 145th Street East
Rosemount, MN 55068
651-423-8226

Data Practices Compliance Official:

Executive Director of Business Services
1300 145th Street East
Rosemount, MN 55068
651-423-8227

Data Practices Designee(s):

HR Coordinator
1300 145th Street East
Rosemount, MN 55068
651-423-8652

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil
Records)

INTERMEDIATE SCHOOL DISTRICT 917 PUBLIC DATA REQUEST FORM

TO BE COMPLETED BY THE REQUESTOR

REQUESTOR NAME:	PHONE NUMBER:
ADDRESS:	EMAIL ADDRESS:
DATE OF REQUEST:	
DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional page if necessary)	
<p>MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:</p> <p>INSPECTION ONLY _____ COPIES ONLY* _____ BOTH INSPECTION AND COPIES _____ *</p> <p>*Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.</p>	

FOR OFFICE USE ONLY

DATE REQUEST RECEIVED:	REQUEST RECEIVED BY:
DATE OF RESPONSE:	RESPONSE PROVIDED BY:

Contact information is needed if the school district does not understand the request. We will not work on such a request until clarified.

~~MASTERCARD~~ CREDIT CARD PROGRAM

I. PURPOSE

The purpose of this policy is to establish and authorize procedures for the use of a school district ~~MasterCard~~ Credit Card by approved cardholders.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to establish its Credit Card procedures in accordance with the applicable provisions of law.

III. AUTHORIZED CREDIT CARD HOLDERS:

Credit Cards are issued in accordance with the application process as described in the Policy & Procedures Manual, and are issued only to members on the Superintendent's cabinet and/or those approved by the Superintendent.

IV. REQUIREMENT

Credit Cards must be used in accordance with the guidelines established within the Policy & Procedures Manual.

Credit Cards are only to be used for authorized Credits as established by the district budget.

Unauthorized or inappropriate use may result in disciplinary action as described in the Policy & Procedures Manual.

Legal Reference: Minn. Stat. §123B.02 Sub. 23 (Credit Card)

WIRELESS DEVICES PROCEDURE

I. PURPOSE

The purpose of this policy is to establish and authorize procedures for employee use of wireless devices (pagers, cell phones or Personal Digital Assistants with cellular capacity (PDAs), such as the Blackberry or Treo) for conducting District business.

II. GENERAL STATEMENT OF POLICY

Except under certain special situations as described in the Procedures Manual, the District will not supply cellular devices or reimburse employees for ongoing business expenses related to cellular devices. Certain employees using cellular devices for District purposes will be eligible for supplemental compensation instead.

III. SUPPLEMENTAL COMPENSATION

District employees who meet the eligibility requirements in the Procedures Manual will be provided with supplemental compensation to defray some of the costs associated with using a cellular device to conduct District business.

IV. REQUIREMENT

All wireless devices must be used in accordance with the guidelines contained in the Procedures Manual.

Approved by Board 6/2/2009

403(b) PLAN AND DEFERRED COMPENSATION PLAN PROCEDURE

I. PURPOSE

The purpose of this policy is to establish the means and method of providing tax-deferred supplemental retirement benefits for district staff in accordance with the language in various collective bargaining agreements and employment contracts with such staff.

II. GENERAL STATEMENT OF POLICY

Intermediate School District No. 917 shall sponsor a 403(b) plan for the purpose of making certain employer contributions and allowing staff to make employee elective deferrals to such plan. In addition, Intermediate School District No. 917 shall implement the Minnesota State Deferred Compensation Plan for the purpose of allowing staff to defer compensation to such plan. Such plans shall be adopted or implemented (as the case may be) by the district in accordance with Minnesota Statutes and the Internal Revenue Code.

III. PROCEDURES RELATED TO 403(b) PLAN

- A. The district shall operate and administer the 403(b) plan in accordance with Section 403(b) of the Internal Revenue Code and the regulations issued thereunder and in accordance with the written plan document adopted by the district.
- B. In accordance with Minnesota Statutes Section 123B.02, Subd. 15, eligible district staff may make elective deferrals to the 403(b) plan. Such elective deferrals shall be made according to the procedures established in the governing plan document.
- C. In accordance with Minnesota Statutes Section 356.24, Subd. 1((5) and as required under the applicable collective bargaining agreements and employment contracts, the district will make matching contributions to the 403(b) plan in an amount specified in such agreements and contracts not to exceed one-half of the available elective deferral permitted per year per employee under the Internal Revenue Code.
- D. The investment vendors available under the 403(b) plan shall be selected in accordance with Minnesota Statutes Section 123B.02, Subd. 15.

- E. Participation in the 403(b) plan shall be subject to the rights and responsibilities described in the governing plan document.
- F. In accordance with Minnesota Statutes Section 356.24, Subd. 1((5), the district (or its designee) shall disclose to eligible employees for each available investment all fees and historic rates of return for the prior one-, three-, five-, and ten-year periods (or since inception) in an easily comprehended document not to exceed two pages.

IV. PROCEDURE RELATED TO DEFERRED COMPENSATION PLAN

- A. In accordance with Minnesota Statutes Section 352.965, Subd. 2, eligible district staff may defer compensation to the Minnesota State Deferred Compensation Plan.
- B. Compensation shall be deferred pursuant to an agreement between the staff member and the district. Such agreement shall be in a form approved by the Minnesota State Retirement System (MSRS).
- C. Participation in the Minnesota State Deferred Compensation Plan shall be subject to the rights and responsibilities described in the governing plan document.
- D. The district shall have not responsibility for administering or operating the deferred compensation plan, which is operated by the MSRS. The district's responsibilities with respect to the plan shall limited to implementing the employee's election to defer compensation and forwarding such deferred compensation to MSRS.

Intermediate School District #917
School Board

Resolution to Accept Donations

Board member _____ introduced the following Resolution:

RESOLVED, that the School Board of Intermediate School District 917 accept the following donations, as indicated below, in the amount of \$325.

1. \$25 from Kelly Loftus to be used for school lunches and snacks at DCALS North. (Value: \$25)
2. \$200 from the Eagan Lions Club to be used to purchase snacks and non-perishable microwave lunches for students in the Cedar SUN program. (Value: \$200)
3. 300 shopping bags to Alliance Education Center and ISD 917 to support the food shelf program which provides food to the families from Hy-Vee in Lakeville. (Value: \$100)

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

_____ and the following voted against the same: _____.

Whereupon said resolution was duly passed and adopted.

Date Board Approved: _____.

DATE: 04/28/2021
TIME: 09:57:11

INTERMEDIATE SCHOOL DISTRICT 917
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DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1903825	04/21/2021	EXCEPTIONAL TEACHING, INC.	V	-479.95	VOID MANUAL CHECK
* 1904278	04/01/2021	ALL IN ONE TRANSLATION AGENCY, LLC	R	90.00	ACCOUNTS PAYABLE CHECK
1904279	04/01/2021	BLUECROSS BLUESHIELD OF MINNESOTA	R	856.50	ACCOUNTS PAYABLE CHECK
1904280	04/01/2021	CANON USA	R	208.51	ACCOUNTS PAYABLE CHECK
1904281	04/01/2021	CENTURYLINK	R	1106.25	ACCOUNTS PAYABLE CHECK
1904282	04/01/2021	CENTURYLINK COMMUNICATONS, LLC	R	316.91	ACCOUNTS PAYABLE CHECK
1904283	04/01/2021	CITY OF ROSEMOUNT	R	780.99	ACCOUNTS PAYABLE CHECK
1904284	04/01/2021	DAKOTA COUNTY TECH COLLEGE	R	27.99	ACCOUNTS PAYABLE CHECK
1904285	04/01/2021	FRONTIER COMMUNICATIONS	R	523.35	ACCOUNTS PAYABLE CHECK
1904286	04/01/2021	GRAINGER W W INC.	R	47.64	ACCOUNTS PAYABLE CHECK
1904287	04/01/2021	IND SCH DIST 191	R	26946.13	ACCOUNTS PAYABLE CHECK
1904288	04/01/2021	INVER HILLS COMMUNITY COLLEGE	R	330.50	ACCOUNTS PAYABLE CHECK
1904289	04/01/2021	MARCO INC	R	1467.42	ACCOUNTS PAYABLE CHECK
1904290	04/01/2021	MICROSOFT CORPORATION	R	450.00	ACCOUNTS PAYABLE CHECK
1904291	04/01/2021	MN CLN SERVICES, INC	R	4470.40	ACCOUNTS PAYABLE CHECK
1904292	04/01/2021	PROCARE THERAPY	R	4300.00	ACCOUNTS PAYABLE CHECK
1904293	04/01/2021	REINHART FOODSERVICE, LLC	R	277.64	ACCOUNTS PAYABLE CHECK
1904294	04/01/2021	REPUBLIC SERVICES #923	R	662.25	ACCOUNTS PAYABLE CHECK
1904295	04/01/2021	SAM'S CLUB/SYNCHRONY BANK	R	573.14	ACCOUNTS PAYABLE CHECK
1904296	04/01/2021	SUNBELT STAFFING, LLC	R	3080.00	ACCOUNTS PAYABLE CHECK
1904297	04/01/2021	TEACHERS ON CALL	R	9639.42	ACCOUNTS PAYABLE CHECK
1904298	04/01/2021	TOLL GAS & WELDING SUPPLY	R	139.53	ACCOUNTS PAYABLE CHECK
1904299	04/01/2021	XCEL ENERGY	R	7738.57	ACCOUNTS PAYABLE CHECK
1904300	04/08/2021	ABLENET INC.	R	190.00	ACCOUNTS PAYABLE CHECK
1904301	04/08/2021	ASL INTERPRETING SERVICES, INC	R	128.00	ACCOUNTS PAYABLE CHECK
* 1904301	04/21/2021	ASL INTERPRETING SERVICES, INC	V	-128.00	VOID MANUAL CHECK
1904302	04/08/2021	CAROLINA BIOLOGICAL SUPPLY	R	64.79	ACCOUNTS PAYABLE CHECK
1904303	04/08/2021	CARQUEST AUTO PARTS STORES	R	42.87	ACCOUNTS PAYABLE CHECK
1904304	04/08/2021	CDWG	R	5404.41	ACCOUNTS PAYABLE CHECK
1904305	04/08/2021	COMMITTEE FOR CHILDREN	R	2259.00	ACCOUNTS PAYABLE CHECK
1904306	04/08/2021	CUB FOODS - ROSEMOUNT	R	33.93	ACCOUNTS PAYABLE CHECK
1904307	04/08/2021	ELLISON EDUCATION	R	675.00	ACCOUNTS PAYABLE CHECK
1904308	04/08/2021	IND SCH DIST 192	R	358.00	ACCOUNTS PAYABLE CHECK
1904309	04/08/2021	KAREN CASS FELLING, M.A., LP	R	300.00	ACCOUNTS PAYABLE CHECK
1904310	04/08/2021	MARTIN LAW FIRM PLLC	R	4686.00	ACCOUNTS PAYABLE CHECK
1904311	04/08/2021	MINNESOTA ALLIANCE WITH YOUTH	R	750.00	ACCOUNTS PAYABLE CHECK
1904312	04/08/2021	MN ENERGY RESOURCES CORPORATION	R	805.85	ACCOUNTS PAYABLE CHECK
1904313	04/08/2021	OUTDOOR IMAGES, INC	R	1027.00	ACCOUNTS PAYABLE CHECK
1904314	04/08/2021	POWERSCHOOL GROUP LLC	R	13240.00	ACCOUNTS PAYABLE CHECK
1904315	04/08/2021	PROCARE THERAPY	R	10750.00	ACCOUNTS PAYABLE CHECK
1904316	04/08/2021	PTM DOCUMENT SYSTEMS	R	402.74	ACCOUNTS PAYABLE CHECK
1904317	04/08/2021	REINHART FOODSERVICE, LLC	R	1281.59	ACCOUNTS PAYABLE CHECK
1904318	04/08/2021	RFL CONSTRUCTION	R	6159.70	ACCOUNTS PAYABLE CHECK
1904319	04/08/2021	RIFTON EQ/COMMUNITY PRODUCTS LLC	R	87.00	ACCOUNTS PAYABLE CHECK
1904320	04/08/2021	SOURCEWELL TECHNOLOGIES	R	5212.75	ACCOUNTS PAYABLE CHECK
1904321	04/08/2021	SUNBELT STAFFING, LLC	R	3080.00	ACCOUNTS PAYABLE CHECK
1904322	04/08/2021	SUPPORTING SUCCESS F/CHILDREN W/HEA	R	1768.00	ACCOUNTS PAYABLE CHECK
1904323	04/08/2021	TRUSTED EMPLOYEES	R	20.00	ACCOUNTS PAYABLE CHECK
1904324	04/08/2021	UNIQUE SOFTWARE CORP	R	179.00	ACCOUNTS PAYABLE CHECK
1904325	04/08/2021	VERIZON WIRELESS	R	1470.44	ACCOUNTS PAYABLE CHECK
1904326	04/08/2021	WESTONE	R	269.91	ACCOUNTS PAYABLE CHECK
1904327	04/12/2021	ANNE HOFF, SAFE HARBOR COUNSELING	R	3600.00	ACCOUNTS PAYABLE CHECK
1904328	04/12/2021	CITI CARDS	R	60.00	ACCOUNTS PAYABLE CHECK

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1904329	04/12/2021	LOFFLER BUSINESS SYSTEMS	R	82.50	ACCOUNTS PAYABLE CHECK
1904330	04/12/2021	SAM'S CLUB/SYNCHRONY BANK	R	33.96	ACCOUNTS PAYABLE CHECK
1904331	04/12/2021	SUNBELT STAFFING, LLC	R	2541.00	ACCOUNTS PAYABLE CHECK
1904332	04/15/2021	BAKER TILLY MUNICIPAL ADVISORS. LLC	R	400.00	ACCOUNTS PAYABLE CHECK
1904333	04/15/2021	CDWG	R	14925.21	ACCOUNTS PAYABLE CHECK
1904334	04/15/2021	CURRICULUM ASSOCIATES, LLC	R	48.75	ACCOUNTS PAYABLE CHECK
1904335	04/15/2021	FRONTIER COMMUNICATIONS	R	825.28	ACCOUNTS PAYABLE CHECK
1904336	04/15/2021	INVER HILLS COMMUNITY COLLEGE	R	255.35	ACCOUNTS PAYABLE CHECK
1904337	04/15/2021	PLANSOURCE BENEFITS ADMINISTRATION,	R	3760.92	ACCOUNTS PAYABLE CHECK
1904338	04/15/2021	ROSEMOUNT AUTO SERVICE	R	37.70	ACCOUNTS PAYABLE CHECK
1904339	04/15/2021	TCI SOLUTIONS, LLC	R	3500.00	ACCOUNTS PAYABLE CHECK
1904340	04/16/2021	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1904341	04/16/2021	EDUCATION MINNESOTA, LOCAL 3904	R	9733.33	ACCOUNTS PAYABLE CHECK
1904342	04/16/2021	MESSERLI & KRAMER P.A.	R	11.39	ACCOUNTS PAYABLE CHECK
1904343	04/16/2021	O.P.E.I.U., LOCAL 12	R	573.77	ACCOUNTS PAYABLE CHECK
1904344	04/16/2021	RELATED SERVICES NURSES ESP	R	160.70	ACCOUNTS PAYABLE CHECK
1904345	04/16/2021	S.E.P., LOCAL 4242	R	3401.08	ACCOUNTS PAYABLE CHECK
1904346	04/16/2021	IVY FUNDS	R	2244.37	ACCOUNTS PAYABLE CHECK
1904347	04/21/2021	ALL IN ONE TRANSLATION AGENCY, LLC	R	495.00	ACCOUNTS PAYABLE CHECK
1904348	04/21/2021	AMAZON.COM, LLC	V	0.00	VOID: MULTI STUB CHECK
1904349	04/21/2021	AMAZON.COM, LLC	R	6820.73	ACCOUNTS PAYABLE CHECK
1904350	04/21/2021	ARVIG ENTERPRISES, INC	R	2525.71	ACCOUNTS PAYABLE CHECK
1904351	04/21/2021	BDK ENTERPRISES INC.	R	86.05	ACCOUNTS PAYABLE CHECK
1904352	04/21/2021	CADAN ASSISTIVE TECHNOLOGIES	R	450.35	ACCOUNTS PAYABLE CHECK
1904353	04/21/2021	CANON USA	R	208.51	ACCOUNTS PAYABLE CHECK
1904354	04/21/2021	CDWG	R	1742.22	ACCOUNTS PAYABLE CHECK
1904355	04/21/2021	CENTERPOINT ENERGY	R	339.80	ACCOUNTS PAYABLE CHECK
1904356	04/21/2021	DISTRICT 191 FOOD SERVICE	R	122.70	ACCOUNTS PAYABLE CHECK
1904357	04/21/2021	EDUCATORS BENEFIT CONSULTANTS, LLC	R	240.60	ACCOUNTS PAYABLE CHECK
1904358	04/21/2021	EXCEPTIONAL TEACHING, INC.	R	479.95	ACCOUNTS PAYABLE CHECK
1904359	04/21/2021	FRONTIER COMMUNICATIONS	R	1244.80	ACCOUNTS PAYABLE CHECK
1904360	04/21/2021	MACMH (MN ASSOC FOR CHILDREN'S MENT	R	270.00	ACCOUNTS PAYABLE CHECK
1904361	04/21/2021	MARCO INC	R	1525.51	ACCOUNTS PAYABLE CHECK
1904362	04/21/2021	MEDICAREBLUE RX	R	66.40	ACCOUNTS PAYABLE CHECK
1904363	04/21/2021	NASCO	R	687.66	ACCOUNTS PAYABLE CHECK
1904364	04/21/2021	OFFICE OF MN.IT SERVICES	R	8527.74	ACCOUNTS PAYABLE CHECK
1904365	04/21/2021	PROCARE THERAPY	R	3423.75	ACCOUNTS PAYABLE CHECK
1904366	04/21/2021	REINHART FOODSERVICE, LLC	R	666.59	ACCOUNTS PAYABLE CHECK
1904367	04/21/2021	SUNBELT STAFFING, LLC	R	693.00	ACCOUNTS PAYABLE CHECK
1904368	04/21/2021	TECHNOLOGY BY DESIGN, LLC	R	2432.00	ACCOUNTS PAYABLE CHECK
1904369	04/21/2021	UNIQUE SOFTWARE CORP	R	179.00	ACCOUNTS PAYABLE CHECK
1904370	04/21/2021	WA GROUP	R	1154.00	ACCOUNTS PAYABLE CHECK
*V4000912	04/14/2021	AMAZON.COM, LLC	R	1515.08	ACCOUNTS PAYABLE VOUCHER
*V4000913	04/14/2021	ARK THERAPEUTIC	R	139.99	ACCOUNTS PAYABLE VOUCHER
*V4000914	04/14/2021	BARNES & NOBLE	R	1476.05	ACCOUNTS PAYABLE VOUCHER
*V4000915	04/14/2021	BEST BUY BUSINESS ADVANTAGE	R	829.97	ACCOUNTS PAYABLE VOUCHER
*V4000916	04/14/2021	CALENDLY LLC	R	10.00	ACCOUNTS PAYABLE VOUCHER
*V4000917	04/14/2021	WELLS FARGO	R	4821.66	ACCOUNTS PAYABLE VOUCHER
*V4000918	04/14/2021	CITY OF APPLE VALLEY	R	253.37	ACCOUNTS PAYABLE VOUCHER
*V4000919	04/14/2021	CITY OF INVER GROVE HTS	R	175.26	ACCOUNTS PAYABLE VOUCHER
*V4000920	04/14/2021	LOVING GUIDANCE INC	R	58.00	ACCOUNTS PAYABLE VOUCHER
*V4000921	04/14/2021	FULLY LOADED ELECTRONICS	R	6248.50	ACCOUNTS PAYABLE VOUCHER
*V4000922	04/14/2021	FUN AND FUNCTION	R	104.97	ACCOUNTS PAYABLE VOUCHER
*V4000923	04/14/2021	HEALTHIEST YOU	R	3900.00	ACCOUNTS PAYABLE VOUCHER
*V4000924	04/14/2021	INNOVATIVE OFFICE SOLUTIONS	V	0.00	VOID: MULTI STUB VOUCHER
*V4000925	04/14/2021	INNOVATIVE OFFICE SOLUTIONS	R	6311.74	ACCOUNTS PAYABLE VOUCHER
*V4000926	04/14/2021	JOHNSON CONTROLS FIRE PROTECTION LP	R	500.00	ACCOUNTS PAYABLE VOUCHER

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*V4000927	04/14/2021	LAKESHORE LEARNING MATERIALS	R	4251.24	ACCOUNTS PAYABLE VOUCHER
*V4000928	04/14/2021	LIFT LABS OF VERILY LIFE SCIENCES	R	390.00	ACCOUNTS PAYABLE VOUCHER
*V4000929	04/14/2021	MACMH (MN ASSOC FOR CHILDREN'S MENT	R	630.00	ACCOUNTS PAYABLE VOUCHER
*V4000930	04/14/2021	409-PRAXAIR DISTRIBUTION INC	R	674.85	ACCOUNTS PAYABLE VOUCHER
*V4000931	04/14/2021	PRO-ED, INC	R	410.30	ACCOUNTS PAYABLE VOUCHER
*V4000932	04/14/2021	RATWICK, ROSZAK & MALONEY, P.A.	R	1000.00	ACCOUNTS PAYABLE VOUCHER
*V4000933	04/14/2021	RIFTON EQ/COMMUNITY PRODUCTS LLC	R	341.25	ACCOUNTS PAYABLE VOUCHER
*V4000934	04/14/2021	SCHOOL SPECIALTY, LLC	R	418.58	ACCOUNTS PAYABLE VOUCHER
*V4000935	04/14/2021	TANGIBLE PLAY, INC	R	1603.25	ACCOUNTS PAYABLE VOUCHER
*V4000936	04/14/2021	TEACHERS PAY TEACHERS	R	46.89	ACCOUNTS PAYABLE VOUCHER
*V4000937	04/14/2021	THE BETTY MILLS COMPANY, INC	R	116.22	ACCOUNTS PAYABLE VOUCHER
*V4000938	04/14/2021	THE HOME DEPOT	R	194.78	ACCOUNTS PAYABLE VOUCHER
*V4000939	04/14/2021	THE HOME DEPOT PRO	R	727.20	ACCOUNTS PAYABLE VOUCHER
*V4000940	04/14/2021	THERAPY NOTES, LLC	R	340.00	ACCOUNTS PAYABLE VOUCHER
*V4000941	04/14/2021	TITLE BOXING	R	179.79	ACCOUNTS PAYABLE VOUCHER
*V4000942	04/14/2021	UNIVERSAL CLEANING SERVICES	R	9474.18	ACCOUNTS PAYABLE VOUCHER
*V4000943	04/14/2021	USI	R	583.92	ACCOUNTS PAYABLE VOUCHER
*V4000944	04/14/2021	VISION ASSOCIATES	R	635.75	ACCOUNTS PAYABLE VOUCHER
*V4000945	04/14/2021	ZANER-BLOSER	R	3267.94	ACCOUNTS PAYABLE VOUCHER
*V6603164	04/07/2021	JOAN MARIE ABDULKADIR	R	6.72	ACCOUNTS PAYABLE VOUCHER
*V6603165	04/07/2021	MARGARET M. ALTMAN	R	15.12	ACCOUNTS PAYABLE VOUCHER
*V6603166	04/07/2021	GWEN MARIE BUCKINGHAM	R	30.00	ACCOUNTS PAYABLE VOUCHER
*V6603167	04/07/2021	JONI KAY ERIE	R	49.28	ACCOUNTS PAYABLE VOUCHER
*V6603168	04/07/2021	MEGAN MARIE HALEY	R	82.77	ACCOUNTS PAYABLE VOUCHER
*V6603169	04/07/2021	JENNIFER AMY HETLAND	R	99.00	ACCOUNTS PAYABLE VOUCHER
*V6603170	04/07/2021	DENISE ERIN HORVATH	R	22.00	ACCOUNTS PAYABLE VOUCHER
*V6603171	04/07/2021	COURTNEY ELIZABETH INMAN	R	14.56	ACCOUNTS PAYABLE VOUCHER
*V6603172	04/07/2021	BEVIN ANNE KILPATRICK	R	11.20	ACCOUNTS PAYABLE VOUCHER
*V6603173	04/07/2021	BETSY SUE LARSEN	R	9.52	ACCOUNTS PAYABLE VOUCHER
*V6603174	04/07/2021	MONIQUE NICOLE MARPLE	R	3.92	ACCOUNTS PAYABLE VOUCHER
*V6603175	04/07/2021	EMMA IRENE KAE MAYES	R	30.24	ACCOUNTS PAYABLE VOUCHER
*V6603176	04/07/2021	JODI KAY MONSON	R	60.00	ACCOUNTS PAYABLE VOUCHER
*V6603177	04/07/2021	JESSICA LYNN RICHTER	R	62.78	ACCOUNTS PAYABLE VOUCHER
*V6603178	04/07/2021	JUDY LYNN STOOS	R	47.60	ACCOUNTS PAYABLE VOUCHER
*V6603179	04/07/2021	BRENDA JEAN SZOKA	R	83.44	ACCOUNTS PAYABLE VOUCHER
*V6603180	04/07/2021	ANITA LOUISE TRAYNOR	R	125.44	ACCOUNTS PAYABLE VOUCHER
*V6603181	04/07/2021	JANEL LYNN VRIEZE	R	21.50	ACCOUNTS PAYABLE VOUCHER
*V6603182	04/07/2021	GREGORY ALEXANDER WALETSKI	R	60.00	ACCOUNTS PAYABLE VOUCHER
*V6603183	04/21/2021	TARA JO BLACKERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603184	04/21/2021	LOREEN M. BOHNERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603185	04/21/2021	MATTHEW KYLE BRUNS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603186	04/21/2021	DON JAMES BUDACH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603187	04/21/2021	ANNE LOUISE BYER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603188	04/21/2021	EMILY MARGARET CLARK	R	185.36	ACCOUNTS PAYABLE VOUCHER
*V6603189	04/21/2021	CRAIG ALAN CURTIS	R	338.64	ACCOUNTS PAYABLE VOUCHER
*V6603190	04/21/2021	JAMIE AUTUMN DALBESIO	R	205.36	ACCOUNTS PAYABLE VOUCHER
*V6603191	04/21/2021	MEGHAN LOUISE DOBSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603192	04/21/2021	SHERILYN FAYE FRISQUE	R	100.24	ACCOUNTS PAYABLE VOUCHER
*V6603193	04/21/2021	PAMELA VICK GARRETSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603194	04/21/2021	RICHELLE E. GERNES	R	36.96	ACCOUNTS PAYABLE VOUCHER
*V6603195	04/21/2021	KELLY JEAN HANKES	R	16.80	ACCOUNTS PAYABLE VOUCHER
*V6603196	04/21/2021	JANA LEE HEIDEMANN	R	36.96	ACCOUNTS PAYABLE VOUCHER
*V6603197	04/21/2021	PETER ALLYN HENDRICKS	R	94.62	ACCOUNTS PAYABLE VOUCHER
*V6603198	04/21/2021	JENNIFER AMY HETLAND	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603199	04/21/2021	MELISSA ROCHELL HO	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603200	04/21/2021	JUSTIN DAVID HOELSCHER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603201	04/21/2021	AMY TAMARAH WOLF KAUFMAN	R	72.24	ACCOUNTS PAYABLE VOUCHER

DATE: 04/28/2021
TIME: 09:57:11

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 4
ACCTPA21
ACCOUNTING PERIOD: 10/21

SELECTION CRITERIA: chkstat.rundate between '20210401 00:00:00.000' and '20210428 00:00:00.000'

*V6603202	04/21/2021	LORI ANN KLEIN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603203	04/21/2021	SHANNA MARIE KNUTSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603204	04/21/2021	LAURA MARIE KVAMME	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603205	04/21/2021	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603206	04/21/2021	BETSY SUE LARSEN	R	19.04	ACCOUNTS PAYABLE VOUCHER
*V6603207	04/21/2021	JENNIFER ANN LENTZ	R	35.84	ACCOUNTS PAYABLE VOUCHER
*V6603208	04/21/2021	KARIN NICOLE LUNDIN	R	5.60	ACCOUNTS PAYABLE VOUCHER
*V6603209	04/21/2021	KIM MARIE MARTIN	R	94.02	ACCOUNTS PAYABLE VOUCHER
*V6603210	04/21/2021	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603211	04/21/2021	ALISON KENNIS-LYNN MCCUSKER	R	84.27	ACCOUNTS PAYABLE VOUCHER
*V6603212	04/21/2021	SHANNON BRENNAN BRENNAN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603213	04/21/2021	JAMES ANTHONY MYRMAN	R	14.00	ACCOUNTS PAYABLE VOUCHER
*V6603214	04/21/2021	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603215	04/21/2021	PATTIJO ELIZABETH NWOKEUKU	R	74.99	ACCOUNTS PAYABLE VOUCHER
*V6603216	04/21/2021	JENNIFER LEE OLSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603217	04/21/2021	TRINA MARIE OSTER	R	22.96	ACCOUNTS PAYABLE VOUCHER
*V6603218	04/21/2021	AMANDA LYNN PETERS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603219	04/21/2021	BROOKE ALLYSON PETERSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603220	04/21/2021	EMILY ANN PFISTERER	R	269.84	ACCOUNTS PAYABLE VOUCHER
*V6603221	04/21/2021	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603222	04/21/2021	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603223	04/21/2021	NICOLLE KATHERINE ROUSH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603224	04/21/2021	MELISSA RAE SCHALLER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603225	04/21/2021	AMBER GRACE SCHMITZ	R	104.16	ACCOUNTS PAYABLE VOUCHER
*V6603226	04/21/2021	MICHELLE JEAN SHANLEY	R	166.32	ACCOUNTS PAYABLE VOUCHER
*V6603227	04/21/2021	PATTY L. STANLEY	R	110.88	ACCOUNTS PAYABLE VOUCHER
*V6603228	04/21/2021	ANN MARGUERITE STAPLES	R	14.56	ACCOUNTS PAYABLE VOUCHER
*V6603229	04/21/2021	JUDY LYNN STOOS	R	11.97	ACCOUNTS PAYABLE VOUCHER
*V6603230	04/21/2021	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603231	04/21/2021	BRETT MICHAEL SWANSON	R	21.73	ACCOUNTS PAYABLE VOUCHER
*V6603232	04/21/2021	THOMAS JOSEPH SZEWCZYK	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603233	04/21/2021	SONIA LYNN TENDRICH	R	19.60	ACCOUNTS PAYABLE VOUCHER
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*V6603235	04/21/2021	GRETCHEN ANN TOAY	R	30.80	ACCOUNTS PAYABLE VOUCHER
*V6603236	04/21/2021	SHANYN NICOLE TUFTEE	R	134.60	ACCOUNTS PAYABLE VOUCHER
*V6603237	04/21/2021	ERIC JOSEPH VAN BROCKLIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603238	04/21/2021	MICHELLE LYNN VOLLBRECHT	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603239	04/21/2021	GREGORY ALEXANDER WALETSKI	R	30.00	ACCOUNTS PAYABLE VOUCHER
*V6603240	04/21/2021	FRAN LOUISE WOOD	R	237.44	ACCOUNTS PAYABLE VOUCHER
*V6603241	04/21/2021	SCOTT MICHAEL ZEHNDER	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V6603242	04/21/2021	MARK A. ZUZEK	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V7701466	04/05/2021	NATIONAL INSURANCE SERVICES OF WI,	R	9498.74	ACCOUNTS PAYABLE VOUCHER
*V7701467	04/06/2021	APPLE VALLEY ISD LLC	R	37037.78	ACCOUNTS PAYABLE VOUCHER
*V7701468	04/06/2021	SE ISD, DST	R	46955.61	ACCOUNTS PAYABLE VOUCHER
*V7701469	04/07/2021	MEDICA	R	41072.54	ACCOUNTS PAYABLE VOUCHER
*V7701470	04/07/2021	PLANSOURCE FLEX BEN.	R	1012.72	ACCOUNTS PAYABLE VOUCHER
*V7701471	04/12/2021	MEDICA	R	66946.88	ACCOUNTS PAYABLE VOUCHER
*V7701472	04/16/2021	MN CHILD SUPPORT PAYMENT CENTER	R	237.70	ACCOUNTS PAYABLE VOUCHER
*V7701473	04/16/2021	AMERIPRISE FINANCIAL ADVISORS	R	8055.00	ACCOUNTS PAYABLE VOUCHER
*V7701474	04/16/2021	AXA EQUITABLE LIFE INS CO	R	3902.39	ACCOUNTS PAYABLE VOUCHER
*V7701475	04/16/2021	FIDELITY INVSTMT TAX-EX SVC CO	R	6026.27	ACCOUNTS PAYABLE VOUCHER
*V7701476	04/16/2021	HEALTHQUITY, INC.	R	26456.03	ACCOUNTS PAYABLE VOUCHER
*V7701477	04/16/2021	HORACE MANN LIFE INS	R	2255.85	ACCOUNTS PAYABLE VOUCHER
*V7701478	04/16/2021	INTERNAL REVENUE SERVICE	R	234541.30	ACCOUNTS PAYABLE VOUCHER
*V7701479	04/16/2021	EDUCATION MN ESI BILLING TRUST	R	10416.30	ACCOUNTS PAYABLE VOUCHER
*V7701480	04/16/2021	MN DEPT OF REVENUE	R	38283.95	ACCOUNTS PAYABLE VOUCHER
*V7701481	04/16/2021	MN STATE RETIREMENT SYSTEM	R	2345.83	ACCOUNTS PAYABLE VOUCHER

DATE: 04/28/2021
TIME: 09:57:11

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

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*V7701482	04/16/2021	EXECUTIVE DIRECTOR	R	52222.49	ACCOUNTS PAYABLE VOUCHER
*V7701483	04/16/2021	STATE TREASURER, TRA	R	109393.03	ACCOUNTS PAYABLE VOUCHER
*V7701484	04/16/2021	VARIABLE ANNUITY LIFE INS CO	R	7860.30	ACCOUNTS PAYABLE VOUCHER
*V7701485	04/16/2021	VOYA	R	2148.21	ACCOUNTS PAYABLE VOUCHER
*V7701486	04/19/2021	MEDICA	R	44401.39	ACCOUNTS PAYABLE VOUCHER
*V7701487	04/19/2021	PLANSOURCE FLEX BEN.	R	3392.80	ACCOUNTS PAYABLE VOUCHER
*V7701488	04/21/2021	DELTA DENTAL OF MINNESOTA	R	51465.14	ACCOUNTS PAYABLE VOUCHER
*V7701489	04/21/2021	MEDICA	R	73586.11	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				1142243.92	
TOTAL REPORT				1142243.92	

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

04/15/2021 DIRECT DEPOSITS REGULAR PAY (019)	\$	700,423.85
04/15/2021 CHECKS	\$	-

NET PAYROLL **\$ 700,423.85**

Authorized Signature *Ninette Poma* Date 4/23/21



Account Statement - Transaction Summary

For the Month Ending **March 31, 2021**

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

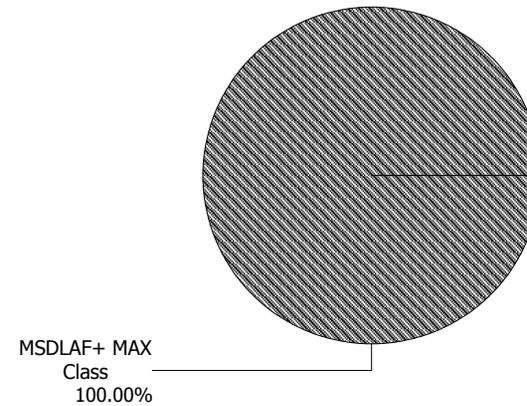
MSDLAF+ MAX Class

Opening Market Value	11,297,266.87
Purchases	390.84
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
<hr/>	
Closing Market Value	\$11,297,657.71
Cash Dividends and Income	390.84

Asset Summary

	March 31, 2021	February 28, 2021
MSDLAF+ MAX Class	11,297,657.71	11,297,266.87
<hr/>		
Total	\$11,297,657.71	\$11,297,266.87

Asset Allocation





Account Statement

For the Month Ending **March 31, 2021**

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
MSDLAF+ MAX Class					
Opening Balance					11,297,266.87
03/31/21	04/01/21	Accrual Income Div Reinvestment - Distributions	1.00	390.84	11,297,657.71
Closing Balance					11,297,657.71

	Month of March	Fiscal YTD July-March		
Opening Balance	11,297,266.87	8,240,776.45	Closing Balance	11,297,657.71
Purchases	390.84	6,556,881.26	Average Monthly Balance	11,297,279.48
Redemptions (Excl. Checks)	0.00	(3,500,000.00)	Monthly Distribution Yield	0.04%
Check Disbursements	0.00	0.00		
Closing Balance	11,297,657.71	11,297,657.71		
Cash Dividends and Income	390.84	6,050.19		



BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Board Approved May 5, 2020

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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

- 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

- Bloodborne Pathogens-Post-Exposure Incident Packet
- Post-Exposure Instructions and Response Actions
- BBP 1: Exposed Employee Declination of Medical Evaluation
- BBP 2: Source Individual Consent/Declination for Blood Testing
- 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 _____	Signature _____
Date _____	Time _____	Date _____

Section 2

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.

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.

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 Vanda Pressnall 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 3-7, 2021, 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 4th day of May, two thousand and twenty-one.

Dr. DeeDee Currier Chairperson

Melissa Sauser, Vice Chairperson

Vanda Pressnall, Clerk

Kathy Lewis, Treasurer

Tom Bennett

Dave Pemble

Wendy Felton

Gindy Nordstrom

Byron Schwab

To: School Board Members
Superintendent Mark Zuzek

From: Nicolle Roush

Date: May 4, 2021

Subject: Levy Allocation for 2021 payable 2022

Pertinent Facts:

1. Intermediate School District #917 will continue 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 2022 is \$1,921,191.58. This is a \$6,815.49 increase over fiscal year 2021 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 2021 payable 2022 safe schools levy request will be \$865,461. This is a \$2,465.28 increase over fiscal year 2021. 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 325.60 and an adjustment from payable 2018 (see attached for further details).
3. The 2021 payable 2022 LTFM for fiscal year 2022-23 levy request will be \$127,865. A separate board resolution is required to approve the LTMF levy request and a ten-year maintenance plan each year. This is a \$100,812 increase over fiscal year 2022. 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 2021 payable 2022 levies in the amount of \$2,914,517.58 resulting in an overall increase of \$104,472.48 or 3.71% over payable 2021.

Intermediate School District 917 Estimated Lease Expenditures for FY22

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	2140 Diffley Road Eagan, MN	6/30/2022	21629	\$ 10.05	\$ 5.20	\$ -	\$ 217,371.45	\$ 329,842.25
	Start 7-1-15						\$ 217,000.00	
02-400-810-000-370-000 68%								
Lebanon	5800 149th Street Apple Valley, MN	8/1/2030	23000	\$ 12.02	\$ 3.14	\$ 3.03	\$ 346,035.00	\$ 418,255.00
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						\$ 425,000.00	\$ 498,295.00
Concord	9015 Broaderick Boulevard Inver Grove Heights, MN	8/31/2033	56202	\$ 12.08	\$ 2.39	\$ 2.00	\$ 791,324.16	\$ 925,646.94
02-400-810-000-370-000	Start 9-1-18	first year only 11 months					\$ 788,000.00	

\$ 1,430,000.00 \$ 1,753,784.19
 \$ (33,308.42) ISD 191 portion of lease
 \$ (33,308.42) ISD 191 portion of lease
\$ 1,396,691.58 **FY22 Proposed Operating Levy**

District #	FY22 Proposed Operating Levy Amounts 2021 payable 2022	FY23 Proposed Building Levy Amount (25 yrs) 2021 payable 2022	Proposed Total Levy Amounts Payable 2022
6	\$ 87,244.97	\$ 36,084.25	\$ 123,329.22
191	\$ 173,842.55	\$ 68,255.20	\$ 242,097.74
192	\$ 214,918.68	\$ 66,173.86	\$ 281,092.55
194	\$ 255,864.66	\$ 92,891.10	\$ 348,755.77
195	\$ 14,607.12	\$ 4,593.52	\$ 19,200.64
197	\$ 161,324.26	\$ 58,055.44	\$ 219,379.70
199	\$ 109,385.92	\$ 51,784.36	\$ 161,170.27
200	\$ 128,767.96	\$ 52,430.17	\$ 181,198.13
271	\$ 250,735.46	\$ 94,232.10	\$ 344,967.55
	\$ 1,396,691.58	\$ 524,500.00	\$ 1,921,191.58

Total Levy Amounts Payable 2021	% Change from Prior Year	\$ Change from Prior Year
\$ 112,226.67	9.89%	\$ 11,102.55
\$ 239,235.59	1.20%	\$ 2,862.15
\$ 258,985.18	8.54%	\$ 22,107.37
\$ 324,227.14	7.57%	\$ 24,528.63
\$ 15,242.93	25.96%	\$ 3,957.71
\$ 204,329.29	7.37%	\$ 15,050.41
\$ 159,695.73	0.92%	\$ 1,474.54
\$ 215,292.69	-15.84%	\$ (34,094.56)
\$ 350,796.62	-1.66%	\$ (5,829.07)
\$ 1,880,031.84	2.19%	\$ 41,159.73

FY22 Proposed Levy Amount	\$	1,396,691.58
FY23 Proposed AEC Building Levy	\$	524,500.00
Estimated Total Annual Levy Amount	\$	1,921,191.58

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 1-4-21	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	3389.20	\$ 220,298.00	\$ 87,244.97	\$ 36,084.25	\$ 123,329.22	\$ 96,968.78
191	8472.60	\$ 550,719.00	\$ 173,842.55	\$ 68,255.20	\$ 242,097.74	\$ 308,621.26
192	7832.20	\$ 509,093.00	\$ 214,918.68	\$ 66,173.86	\$ 281,092.55	\$ 228,000.45
194	12910.20	\$ 839,163.00	\$ 255,864.66	\$ 92,891.10	\$ 348,755.77	\$ 490,407.23
195	768.40	\$ 49,946.00	\$ 14,607.12	\$ 4,593.52	\$ 19,200.64	\$ 30,745.36
197	5684.00	\$ 369,460.00	\$ 161,324.26	\$ 58,055.44	\$ 219,379.70	\$ 150,080.30
199	3794.20	\$ 246,623.00	\$ 109,385.92	\$ 51,784.36	\$ 161,170.27	\$ 85,452.73
200	4690.60	\$ 304,889.00	\$ 128,767.96	\$ 52,430.17	\$ 181,198.13	\$ 123,690.87
271	11165.40	\$ 725,751.00	\$ 250,735.46	\$ 94,232.10	\$ 344,967.55	\$ 380,783.45
TOTALS	58706.80	\$ 3,815,942.00	\$ 1,396,691.58	\$ 524,500.00	\$ 1,921,191.58	\$ 1,894,750.43

ISD 917 Variables Used for Distributing Levy

2021 payable 2022		
Taxable Net Tax Capacity Prepared by Springsted 4-28-21		
	(Dakota, Scott, Goodhue, Washington)	Percent of Total
6	16,891,359	3.06%
191	89,211,160	16.18%
192	38,401,186	6.97%
194	89,752,884	16.28%
195	5,846,152	1.06%
197	79,678,842	14.45%
199	36,486,618	6.62%
200	40,643,191	7.37%
271	154,447,613	28.01%
TOTAL	551,359,005	100.00%

MN Department APU's provided by MDE as of 1-4-21		
	APU est 2021-22	Percent of Total
6	3389.20	5.78%
191	8472.60	14.43%
192	7832.20	13.34%
194	12910.20	21.99%
195	768.40	1.31%
197	5684.00	9.68%
199	3794.20	6.46%
200	4690.60	7.99%
271	11165.40	19.02%
TOTAL	58706.80	100.00%

20-21 Site Counts - Updated 2/22/2021	Alliance Education Center	Percent of Total	Lebanon Education Center	Percent of Total	Cedar School	Percent of Total	Concord Education Center	Percent of Total
6	11	11.71%	3	5.89%	4	10.81%	7	9.47%
191	9	9.57%	5	9.80%	7	18.92%	13	17.57%
192	10	10.64%	12	23.53%	7	18.92%	14	18.92%
194	13	13.83%	6	11.76%	7	18.92%	11	14.86%
195	0	0.00%	1	1.96%	0	0.00%	0	0.00%
197	9	9.57%	3	5.88%	3	8.11%	10	13.51%
199	16	17.02%	8	15.69%	3	8.11%	3	4.05%
200	13	13.83%	6	11.76%	1	2.70%	8	10.81%
271	13	13.83%	7	13.73%	5	13.51%	8	10.81%
TOTAL	94	100.00%	51	100.00%	37	100.00%	74	100.00%

**District Wide 5 Year
Tuition History -
Updated 2/22/2021**

	FY16 Tuition	FY17 Tuition	FY18 Tuition	FY19 Tuition	FY20 Tuition	5 Year average	Percent of Total
6	\$966,361.55	\$1,026,552.54	\$1,100,539.37	\$1,127,405.08	\$1,256,646.80	\$1,095,501.07	6.99%
191	\$1,181,409.35	\$1,485,334.60	\$1,946,269.22	\$2,398,895.35	\$2,286,923.19	\$1,859,766.34	11.87%
192	\$2,604,221.24	\$2,557,462.93	\$2,857,776.93	\$3,406,002.55	\$3,856,269.47	\$3,056,346.62	19.51%
194	\$2,352,443.05	\$2,785,132.10	\$2,595,843.98	\$3,149,324.86	\$3,803,830.16	\$2,937,314.83	18.74%
195	\$159,261.11	\$135,462.28	\$133,572.19	\$205,193.72	\$255,088.26	\$177,715.51	1.13%
197	\$1,231,774.48	\$1,219,377.68	\$1,708,344.07	\$2,041,589.21	\$2,071,440.53	\$1,654,505.19	10.57%
199	\$1,065,071.22	\$1,112,141.12	\$1,714,017.52	\$1,687,507.99	\$1,779,708.29	\$1,471,689.23	9.39%
200	\$1,472,306.61	\$1,659,122.33	\$1,649,517.45	\$1,786,454.16	\$1,890,610.66	\$1,691,602.24	10.79%
271	\$1,658,522.08	\$1,531,399.91	\$1,528,530.05	\$1,864,186.33	\$2,055,358.75	\$1,727,599.42	11.02%
TOTAL	\$12,691,370.69	\$13,511,985.49	\$15,234,410.78	\$17,666,559.25	\$19,255,876.11	\$15,672,040.46	100.00%

Intermediate School District #917
Safe Schools Levy Estimate for FY22 Expenditure Budget
2021 Payable 2022
Finalized 4-19-21

1.0 Guidance Counselor 01-071-211-342-165-000	\$	113,557.00
360 Community Contract 01-080-211-342-311-000	\$	22,000.00
4.0 FTE Licensed School Nurse 02-350-420-342-158-000	\$	309,500.00
DCTC School Nurse .70 FTE 01-300-030-830-305-432/02-350-420-342-305-000	\$	77,782.00
1.2 School Psychologist 02-350-420-342-157-000	\$	153,155.00
.50 FTE Guidance Counselor 02-350-420-342-165-000	\$	47,377.00
.75 FTE School Liaison Officer Lebanon Education Center 02-350-420-342-314-000	\$	71,045.00
.75 FTE School Liaison Officer Alliance Education Center 02-350-420-342-314-000	\$	71,045.00
ISD 917 Internal Expenditures		\$865,461.00

School District #	2022-23 EST. APU's as reported on 2/22/21 by MDE	Maximum levy authority based on \$15 per APU's	\$ Amount per APU's	Levy payable 2020 on behalf of ISD 917 for FY19 Expenditures
6	3293.00	\$ 49,395.00	\$ 15.00	\$ 49,395.00
191	7997.80	\$ 119,967.00	\$ 15.00	\$ 119,967.00
192	7691.60	\$ 115,374.00	\$ 15.00	\$ 115,374.00
194	12999.00	\$ 194,985.00	\$ 15.00	\$ 194,985.00
195	764.40	\$ 11,466.00	\$ 15.00	\$ 11,466.00
197	5707.00	\$ 85,605.00	\$ 15.00	\$ 85,605.00
199	3609.00	\$ 54,135.00	\$ 15.00	\$ 54,135.00
200	4618.60	\$ 69,279.00	\$ 15.00	\$ 69,279.00
271	11017	\$ 165,255.00	\$ 15.00	\$ 165,255.00
TOTAL	57697.4	\$ 865,461.00		\$ 865,461.00

Prior Year levy amount	\$	870,345.00
Less Credit payable 2018	\$	(7,349.28)
	\$	862,995.72
\$ change	\$	2,465.28
% change		0%

Intermediate School District #917
Proposed Health and Safety Plan FY23
Approved May 4, 2021 Board meeting

Appendix A

Environmental Health and Safety - Finance Code 352		
Object		
Project #	Code	Description
		Expenditures
		Fees For Services (Hepatitis A & B, Metro service fee, pest control, Safe Schools training)
305		\$6,000.00
366		CPR training and mileage reimbursements
		\$0.00
401		Supplies (personal protective equipment disposable gloves, cloths, pads, masks, pest control, chemical storage (20% Secondary & 80% Special Ed)
		\$10,798.00
170		IAQ Coordinator
		\$4,400.00
200		Benefits
		\$667.00
820		Mgmt Asst. Prog. And Metro ECSU H&S Memb
		\$3,500.00
		\$25,365.00
Physical Hazard Control - Finance Code 347		
Object		
Project #	Code	Description
		Expenditures
		PPE for shop areas (harness, boots, safety glasses etc)
401		\$2,500.00
		\$2,500.00
Mechanical Systems - Finance Code 380		
Object		
Project #	Code	Description
		Expenditures
		HVAC Unit replacements (3, 4 ton units and 2, 7.5 ton units)
520		\$100,000.00
		\$100,000.00

Total \$127,865.00

Intermediate School District No. 917
Levy by Member District, 2021 Payable 2022

Exhibit B

Participating Districts (9):

ISD #	Name	<u>Pay 2021 Taxable Net Tax Capacity</u>					Combined Total	District %
		<u>Dakota (19)</u>	<u>Scott (70)</u>	<u>Goodhue (25)</u>	<u>Washington (82)</u>	<u>Hennepin (27)</u>		
6	South St. Paul	16,891,359	-	-	-	-	16,891,359	3.06%
191	Burnsville	66,073,095	23,138,065	-	-	-	89,211,160	16.18%
192	Farmington	38,401,186	-	-	-	-	38,401,186	6.96%
194	Lakeville	74,523,322	15,229,562	-	-	-	89,752,884	16.28%
195	Randolph	5,089,734	-	756,418	-	-	5,846,152	1.06%
197	West St. Paul	79,678,842	-	-	-	-	79,678,842	14.45%
199	Inver Grove Heights	36,486,618	-	-	-	-	36,486,618	6.62%
200	Hastings	35,652,253	-	39,743	4,951,195	-	40,643,191	7.37%
271	Bloomington	-	130,059	-	-	154,317,554	154,447,613	28.01%
		352,796,409	38,497,686	796,161	4,951,195	154,317,554	551,359,005	100%

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

FY23 Levy: \$127,865.00

ISD #	Name	APU Est 2021-22	APU District %	Combined TNTC	NTC District %	50/50 Blended %	District's Portion LTFM Levy	NTC Rate
6	South St. Paul	3389.20	5.77%	16,891,359	3.06%	4.43%	5,664.41	
191	Burnsville	8472.60	14.43%	89,211,160	16.18%	15.23%	19,473.84	
192	Farmington	7832.20	13.34%	38,401,186	6.96%	10.06%	12,863.22	
194	Lakeville	12910.20	21.99%	89,752,884	16.28%	19.07%	24,383.86	
195	Randolph	768.40	1.31%	5,846,152	1.06%	1.18%	1,508.81	
197	West St. Paul	5684.00	9.68%	79,678,842	14.45%	11.97%	15,305.44	
199	Inver Grove Heig	3794.20	6.46%	36,486,618	6.62%	6.50%	8,311.23	
200	Hastings	4690.60	7.99%	40,643,191	7.37%	7.63%	9,756.10	
271	Bloomington	11165.40	19.02%	154,447,613	28.01%	23.93%	30,598.09	
		58,706.80	100.0%	551,359,005	100.0%	100.0%	127,865.00	



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

Long-Term Facility Maintenance Ten-Year Expenditure Ap

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 Star

District Info.	Enter Information	District Info.	Enter Information
District Name:	Intermediate School District 917	Date:	5/4/2021
District Number:	917-06	Email:	nicolle.roush@isd917.org
District Contact Name:	Nicolle Roush		
Contact Phone #	651-423-8227		

Expenditure Categories		Fiscal Year				
		2020 (base year)	2021	2022	2023	2024
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	\$2,060	\$2,122	\$2,186	\$2,251
349	Other Hazardous Materials	\$0	\$0	\$0	\$0	\$0
352	Environmental Health and Safety Management	\$23,500	\$24,205	\$24,931	\$25,679	\$26,449
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects		\$25,500	\$26,265	\$27,053	\$27,865	\$28,700
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
363	Fire Safety	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More		\$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.	\$0	\$0	\$0	\$0	\$0
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0	\$0	\$0
Accessibility						
Finance Code	Category (4)					
367	Accessibility	\$0	\$0	\$0	\$0	\$0
Total Accessibility Projects		\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects						
Finance Code	Category (5)					
368	Building Envelope	\$0	\$0	\$0	\$0	\$0
369	Building Hardware and Equipment	\$0	\$0	\$0	\$0	\$0
370	Electrical	\$0	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$43,700	\$0	\$0	\$0	\$0
380	Mechanical Systems	\$0	\$0	\$0	\$100,000	\$75,000
381	Plumbing	\$0	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$0	\$0	\$0	\$0	\$0
384	Site Projects	\$0	\$0	\$0	\$0	\$0
Total Deferred Capital Expense and Maintenance		\$43,700	\$0	\$0	\$100,000	\$75,000
Total Annual 10-Year Plan Expenditures		\$69,200	\$26,265	\$27,053	\$127,865	\$103,700

		Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266		Application (LTFM) - Fund 01 and Fund 06 Projects Only				ED - 02478-06
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesodards (UFARS) finance code and by fiscal year in the cells provided.								
District Info.		Enter Information						
District Name:	Intermediate School District 917							
District Number:	917-06							
District Contact Name:	Nicolle Roush							
Contact Phone #	651-423-8227							
Expenditure Categories		(FY) Ending June 30						
		2025	2026	2027	2028	2029	2030	
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	\$2,318	\$2,388	\$2,460	\$2,534	\$2,610	\$2,680	
349	Other Hazardous Materials	\$0	\$0	\$0	\$0	\$0	\$0	
352	Environmental Health and Safety Management	\$27,243	\$28,060	\$28,902	\$29,769	\$30,662	\$31,580	
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	
Total Health and Safety Capital Projects		\$29,561	\$30,448	\$31,362	\$32,303	\$33,272	\$34,260	
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	
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	
Total Health and Safety Capital Projects \$100,000 or More		\$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.	\$0	\$0	\$0	\$0	\$0	\$0	
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0	\$0	\$0	\$0	
Accessibility								
Finance Code	Category (4)							
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	
Total Accessibility Projects		\$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	
369	Building Hardware and Equipment	\$0	\$0	\$0	\$118,000	\$0	\$0	
370	Electrical	\$0	\$0	\$30,000	\$0	\$119,000	\$129,000	
379	Interior Surfaces	\$0	\$0	\$43,000	\$44,000	\$45,000	\$40,000	
380	Mechanical Systems	\$69,000	\$94,000	\$0	\$0	\$13,000	\$31,000	
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	
383	Roof Systems	\$0	\$0	\$0	\$0	\$0	\$488,000	
384	Site Projects	\$0	\$0	\$0	\$0	\$0	\$0	
Total Deferred Capital Expense and Maintenance		\$69,000	\$94,000	\$73,000	\$162,000	\$177,000	\$688,000	
Total Annual 10-Year Plan Expenditures		\$98,561	\$124,448	\$104,362	\$194,303	\$210,272	\$722,260	

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 2022-23 school year in an amount not to exceed \$127,865. 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 4th day of May, 2021.

Clerk
Intermediate School District 917

MEMORANDUM

TO: School Board
FROM: Mark A. Zuzek
DATE: May 4, 2021
REGARDING: Policy Review Update for the board meeting

The attached policies are on the agenda for the May 4, 2021, School Board meeting. This is a first reading.

These policies are on the agenda for a first reading:

- Policy 6.76 Immunizations renumbered to MSBA Policy 530. No changes.
- Policy 6.77 DNR-DNI renumbered to MSBA Policy 518. No changes.
- Policy 420 Students with Sexually Transmitted Diseases, etc. and Procedure 420. Exactly the same as MSBA Model Policy 420. We have removed tuberculosis screening on the last page.

Intermediate School District Policy 420 Students and Employees with Sexually Transmitted Infections and Diseases and certain other communicable diseases and infectious conditions

Board Approved May 1, 2007

Board reviewed, first reading, May 4, 2021

420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS

I. PURPOSE

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

It is the policy of the school board that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

It is the policy of the school board that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission,

such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties) and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.
2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

Intermediate District 917, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minn. Stat. § 121A.23 which includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;

5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources including public health funds and foundations, department professional development funds, federal block grants or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings containment in keeping with current state and federal law.

Legal References: Minn. Stat. § 121A.23 (Health-Related Programs)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 144.441-442 (Tuberculosis)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), *cert. denied*, 493 U.S. 892, 110 S.Ct. 239 (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273, 107 S.Ct. 1123 (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Adopted: May 1, 2007

*Intermediate School District 917 Policy 6.77 DNR-DNI Orders
Board Approved January 4, 2005
Board reviewed, first reading, May 4, 2021*

06. STUDENT

06.7 Student Health and Safety

6.77 DNR-DNI ORDERS

I. PURPOSE

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life-threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff in these situations.

II. GENERAL STATEMENT OF POLICY

- A. The primary mission of the school district is education. DNR-DNI Orders are medical documents. School district staff will not accept or honor requests to withhold emergency care of DNR-DNI orders (including AED's). The school district will not convey such orders to emergency medical personnel.
- B. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.
- E. Notwithstanding this school district policy, IEP and § 504 teams must do individual emergency health plans for students when indicated in keeping with state and federal law.

- F. School district staff will not provide DNR-DNI orders to emergency responders.
- G. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI Orders, shall be advised of and shall be given a copy of this policy.

Board Approved 12/4/01
Revised January 4, 2005

Legal References: 29 U.S.C. § 794 *et seq.* (§ 504 Rehabilitation Act of 1973)
42 USCA §§ 12101-12213 (Americans with Disabilities Act)

Cross References: Policy 06.74, Special Education Health Services

~~06. STUDENT~~

~~06.7 STUDENT HEALTH SERVICE~~

~~6.76~~ **530 IMMUNIZATION REQUIREMENTS**

I. PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

II. GENERAL STATEMENT OF POLICY

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary, or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:

1. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the immunizations required by law, consistent with medically acceptable standards; or
2. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards;

B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the statement of a physician or public clinic which administers immunizations. If such a statement is substituted, this

statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A or III.B above or a statement of immunization set forth in Section IV, below, to the superintendent of the school district by October 1 of the first year of their home schooling in Minnesota and the grade 7 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A or III.B above or Section IV below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided, or an approved vaccine schedule has been initiated.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement and other requirements of this policy.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a physician's signed statement stating that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or

- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

- A. The school district will develop and implement a procedure to:
 - 1. notify parents and students of the immunization and exemption requirements by use of a form approved by the Department of Health;
 - 2. notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
 - 3. review student health records to determine whether the required information has been provided; and
 - 4. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by ~~Policy 006.4, Student Records~~, **Policy 515 Protection and Privacy of Pupil Records** regarding the protection and privacy of student data.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer. All ISD 917 students who attend programs located in a member district building will follow the Immunization policy and procedures of the member district.
- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

VII. OTHER

Within 60 days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Department of Education stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district also will forward a copy of all exemption statements received by the school district to the Commissioner of the Department of Health.

Legal References: Minn. Stat. § 13.32 (Educational Data)

Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)

Minn. Stat. § 121A.17 (School Board Responsibilities)

Minn. Stat. § 144.29 (Health Records; Children of School Age)

Minn. Stat. § 144.3351 (Immunization Data)

Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)

Minn. Stat. § 144.442 (Testing in Schools)

Minn. Rules Parts 4604.100-4604.1000 (Immunization)

McCarthy v. Ozark Sch. Dist., 359 F 3d 1029 (8th Cir. 2004)

Op. Att'y Gen. 169-W (Jan.17, 1968) (2)

Op. Att'y Gen. 169-W (July 23, 1980) (1)

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)