

Work Session

Tuesday, May 7, 2024 4:30 PM

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

I. Call to Order - Chair Cindy Nordstrom

II. Conduct Pledge of Allegiance - Chair Cindy Nordstrom

III. Integrity: Aligning our actions with our values and beliefs

III.A. DCALS Update - Chris Devine

III.B. ISD 917 Grant Summary Update - Dr. Marci Levy-Maguire

III.C. Review Accounts Receivable Aging Report - Nicolle Roush

III.D. Review Uncollectable Accounts - Nicolle Roush

III.E. Review LTFM (Long-term Facility Maintenance) Plan - Nicolle Roush

III.F. Review LTFM Revenue Resolution - Nicolle Roush

III.G. Review Levy Allocations for 2024 payable 2025-2026 - Nicolle Roush

III.H. Review Resale Account Budget Revision - Nicolle Roush

III.I. Review Resolutions for School Nurses, Speech Pathologists, Interpreters, and Teachers - Dr. Michael Favor

III.J. Review revised Blood Borne Pathogens Exposure Control Plan - Dr. Michael Favor

III.K. Review Updated MOU for Teachers' Contract - Lauren Kelly

III.L. Review Agreement between ISD 271 and ISD 917 for Early Childhood Mental Health Program - Dr. Michael Favor

IV. Updates from Student Services - Dr. Marci Levy-Maguire

V. Updates from Member Districts - All

VI. Adjournment - Chair Cindy Nordstrom



School-wide instructional practices will be **personalized** to all students to accelerate individual student success.

Collaboration + Empathy + Innovation + Stewardship + Communication +
Integrity + Personalization + Equity + Diversity



How are students **accessing** Secondary Programming?

Collaboration + Empathy + Innovation + Stewardship + Communication +
Integrity + Personalization + Equity + Diversity



CTE

Pathway 1 - Counselor Request
(High)

Pathway 2 - Student/Parent
Request (Low)

Pathway 3 - SPED students placed
for GenEd Minutes (High)

DCALS

Pathway 1 - Low Credit Need

Pathway 2 - High Credit Need

Pathway 3 - SPED Grad Planning

Pathway 4 - Behavior Incident(s),
Attendance, Poor school/student
relationship, Parent request

COLLABORATION - COMMUNICATION



What do we know about our students?



Credits

Time

Narratives

Lack of Connection

Lost in the System

EMPATHY

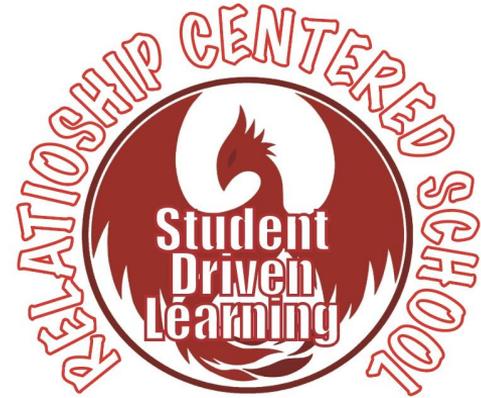


The next steps are using **collaboration** to build a relationship centered school that focuses on developing **student inquiry**.

Collaboration + Empathy + Innovation + Stewardship + Communication +
Integrity + Personalization + Equity + Diversity

Mentor MN

- Measured our current reality focused on relationships (adult and student)
- Committee of all staff, will add students year 2
- Developed frameworks to provide feedback and goal setting for our 3 year journey
- Access to Mentor MN for member districts

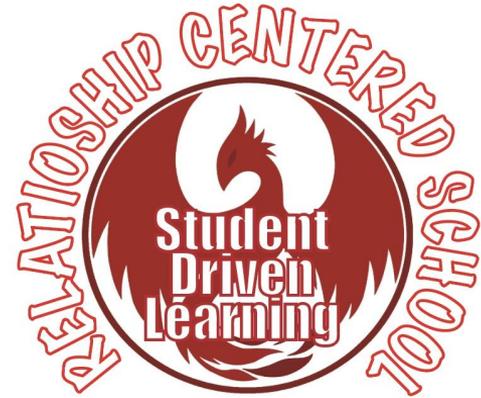


Collaboration + Empathy + Innovation + Stewardship + Communication +
Integrity + Personalization + Equity + Diversity

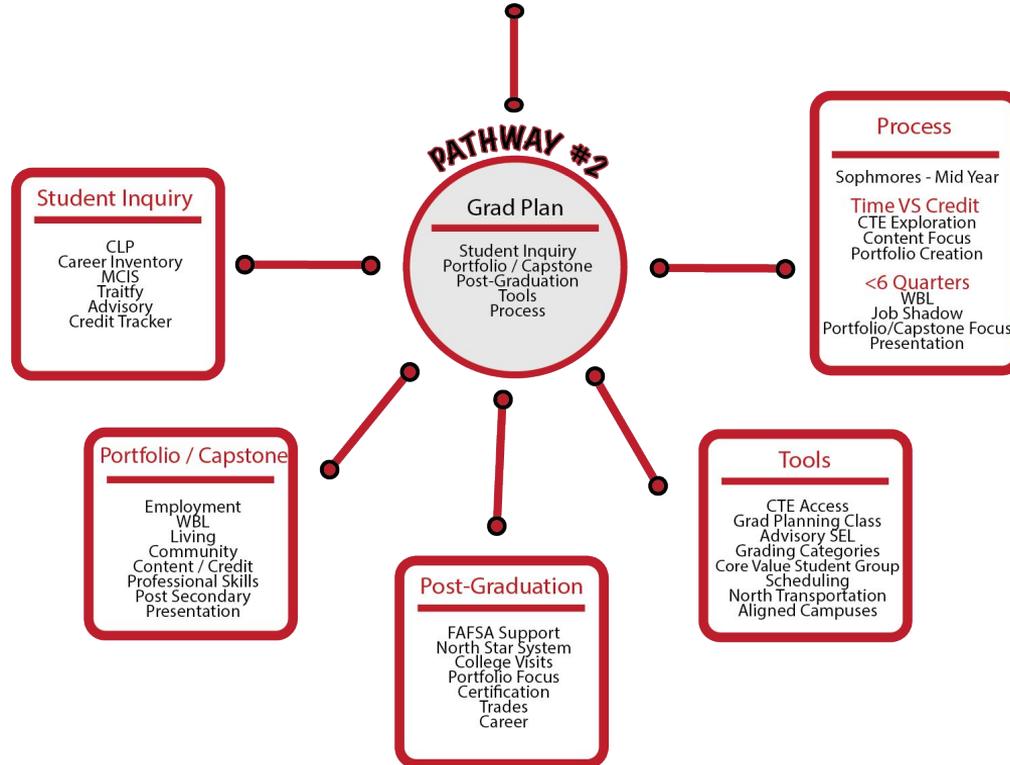
Mentor MN

Focus 2024-2025 school year

- PD on relationship building for all adults
- Development of indicators for the school environment and adult relationships
- Create systems, routines, habits around the indicators to bring them to life at DCALS



Collaboration + Empathy + Innovation + Stewardship + Communication +
Integrity + Personalization + Equity + Diversity





The Impact..

- CTE and ALC completely aligned
- North students accessing Main CTE and GenEd programming
- Credit vs Time
- Student driven
- CTE access
- Enrollment process
- Diploma / Graduation

STEWARDSHIP - INNOVATION



Story Circle

Collaboration + Empathy + Innovation + Stewardship + Communication +
Integrity + Personalization + Equity + Diversity



Story Circle

Basic Guidelines:

- Only speak when you have the talking piece
- Pass the talking piece to the left
- Expectations are set by the group
- What is said in Story Circle, stays in Story Circle
- Rooted in equity, listening, voice.

Connection to Activity

How can we work together to identify students that need support earlier?

COLLABORATION - EMPATHY - INNOVATION - STEWARDSHIP - COMMUNICATION
INTEGRITY - PERSONALIZATION - EQUITY - DIVERSITY



Story Circle

Basic Guidelines:

- Only speak when you have the talking piece
- Pass the talking piece to the left
- Expectations are set by the group
- What is said in Story Circle, stays in Story Circle
- Rooted in equity, listening, voice.

Connection to Activity

How can we work collaboratively to alleviate negative student narratives?

COLLABORATION - EMPATHY - INNOVATION - STEWARDSHIP - COMMUNICATION
INTEGRITY - PERSONALIZATION - EQUITY - DIVERSITY



Together...

Member Districts

- Identifying students
- Counselor support to understand credit
- Building leadership support for a smooth transition and a positive student experience

DCALS

- Provide students access at halfway point through sophomore year
- Personalized student scheduling
- Erasing negative narratives

COLLABORATION - EQUITY



Thank you for participating in the ISD 917 Member District Superintendent Meeting. Please add any responses to the questions you feel will help us move forward together.

Collaboration + Empathy + Innovation + Stewardship + Communication + Integrity + Personalization + Equity + Diversity



School-wide instructional practices will be **personalized** to all students to accelerate individual student success.

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Intermediate School District 917

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(651) 423-8229 * <http://www.isd917.org>

ISD 917 Grants Summary

May 7, 2024

Dr. Marci Levy-Maguire

Communications, Innovation, & Public Relations Coordinator

Between 2022 and 2024, ISD 917 has sought additional funding through grant applications and direct allocations to achieve our strategic directions and integrate our core values throughout every aspect of our district. We have partnered with multiple organizations to leverage resources, experience, and expertise because we know we can achieve more collectively by working together.

Specifically, we have sought funding to:

- Support staff recruitment, development, and retention
- Improve CTE programming
- Improve alternative education programming
- Provide opportunities to engage truant students in positive educational experiences
- Diversify the teaching workforce
- Create and implement Minnesota's first Registered Teacher Apprenticeship Program

Total amount requested: \$13,755,516

Total amount awarded: **\$6,922,433**

ISD 917 Vision

Intermediate School District 917 models an innovative culture with diverse pathways serving students and families through equitable practices with highly trained staff.

ISD 917 Core Values

Collaboration * Empathy * Innovation * Stewardship * Communication * Integrity * Personalization * Equity * Diversity

Grant/ Allocation Name	Partners	Summary	Total Amount Awarded
<p>CTE Impact Grant</p> <p>Government Agency Allocation</p> <p>Minnesota Service Cooperatives (Brightworks)</p> <p><u>Core Value:</u> <i>Stewardship</i></p>	<p>ISD 287 ISD 288 ISD 916</p>	<p>The Intermediate CTE Innovative and Inclusive Partnership and Programming program receives funds through the Career and Technical Education (CTE) Impact Grant program that is part of the Minnesota Service Cooperative CTE pathway growth initiative. The purposes of this funding are to provide robust CTE experiences for students in grades 5 through 12 by advancing career connected exploration and learning for students, strengthening CTE through school/educator supports, and advancing statewide awareness/collaborative partnerships.</p>	<p>\$1,955,000</p>
<p>Back on Track Joint Powers Agreement</p> <p>Government Agency Allocation</p> <p>Dakota County</p> <p><u>Core Value:</u> <i>Empathy</i></p>	<p>Dakota County</p>	<p>Joint Powers Agreement between Dakota County and ISD 917 to develop and implement a coordinated evaluation of exploration activities in support of increased graduation rates in youth, implement research-based practices and planning discussions focused on connecting successful education and vocational training to career opportunities to support an independent living wage, and provide youth with the continuum of educational and career supports and will increase the number of youth receiving diplomas, resulting in higher employability and decreased poverty</p>	<p>\$30,000</p>
<p>PELSB FY23 Teacher Mentorship and Retention of Effective Teachers Grant</p> <p>Grant</p>	<p>Minnesota Humanities Center Metro State University</p>	<p>Support teacher mentorship and retention through the development and implementation of a graduate course through Metro State University that included a summer BIPOC Educator Institute, professional development offerings through the Minnesota Humanities Center, and additional cohort activities.</p>	<p>\$70,370.40</p>

Professional Educators Licensing and Standards Board <u>Core Value:</u> Equity			
PELSB FY24 Teacher Mentorship and Retention of Effective Teachers Grant Grant Professional Educators Licensing and Standards Board <u>Core Value:</u> Collaboration	Minnesota Humanities Center Metro State University	Support teacher mentorship and retention through the development and implementation of a graduate course through Metro State University that included a summer BIPOC Educator Institute, professional development offerings through the Minnesota Humanities Center, and additional cohort activities.	\$169,062.96
Special Education Teacher Pipeline Grant Minnesota Department of Education <u>Core Value:</u> Personalization	ISD 287 ISD 288 ISD 916 MSU-Mankato Bethel University University of Minnesota University of St. Thomas LDAMN Western Governors University	Special Education Teacher Pipeline funds will be used to both develop and implement a Registered Teacher Apprenticeship Program for special education teachers and pay tuition for Tier 1 & 2 teachers to earn Tier 3 licensure. This two-pronged approach is designed to strengthen the Special Education Teacher Pipeline to benefit paraprofessionals, teachers, students, administrators, and Intermediate School District member districts by: <ul style="list-style-type: none"> • Creating pathways for professional growth • Ensuring all positions are filled by highly qualified staff • Reducing waitlists • Diversifying teacher workforce • Leveraging expertise of current staff • Aligning daily student experiences with new Standards of Effective Practice 	\$4,147,999.50

<p>DEED Drive for Five Grant</p> <p>Grant</p> <p>Department of Employment and Economic Development</p> <p><u>Core Value:</u> <i>Personalization</i></p>	<p>ISD 287 ISD 916 Minnesota State University – Mankato Dakota County Technical College Inver Hills Community College Minnesota Humanities Center Mentor Minnesota Dakota-Scott Workforce Committee</p>	<p>The Strengthening Special Educators Pathway proposal is designed to provide workforce development services, work-based learning opportunities, and job placement and retention services for special education teachers and paraprofessionals in K-12 schools. As the four Intermediate School Districts collaborate to establish Minnesota’s first registered Teacher Apprenticeship Program, we also plan to establish and strengthen multiple pathways for: 1) non-educational staff to be hired as paraprofessionals, 2) paraprofessionals to earn Associate’s degrees, 3) paraprofessionals to become Teacher Apprentices who earn teaching licenses and Bachelor’s degrees, and 4) teachers to become Journeyworkers. We seek to work within our own districts and with our member and other districts to appropriately place and provide ongoing professional development for our trained paraprofessionals and special education teachers to support a continuous pipeline of diverse, culturally responsive, well-trained educators who are prepared to leverage students’ strengths, meet the unique needs of students with disabilities, collaborate and communicate effectively with colleagues and families, and embed their district’s core values in their work every day.</p>	<p>\$550,000</p>
<p>Minnesota Humanities Center</p> <p>Grant</p> <p>Minnesota Humanities Center</p> <p><u>Core Value:</u> <i>Diversity</i></p>	<p>None</p>	<p>We plan to collaboratively design a foundational course titled “Core Values and Culture through the Arts and Humanities” for all students who attend the Dakota County Area Learning School (DCALS) at Intermediate School District 917. We will actively engage and amplify the voices of students, families, and communities in developing a foundational course that centers the diverse cultures of Minnesota, actively explores and celebrates identity, focuses on creating a relationship-centered school culture, offers opportunities for service learning, and provides a launching point for various secondary and post-secondary learning and career pathways. This course will be the cornerstone of a redesign of our alternative learning program to create a stronger sense of belonging for students and families, foster racial consciousness and reflection among our staff, better meet the academic and social-emotional needs of our increasingly diverse student population, and connect our students, staff, families, and communities.</p>	<p>Unknown</p>

<p>Special Education Apprenticeship Programs Appropriation</p> <p>Government Agency Allocation</p> <p>Minnesota Department of Education</p> <p><u>Core Value:</u> <i>Innovation</i></p>	<p>ISD 287 ISD 288 ISD 916</p>	<p>One-time grant funds from MDE general funds to support: (1) program oversight and administrative costs of the intermediate school district and its partner higher education institution; (2) stipends and tuition, fees, and other direct program costs incurred by apprentices; (3) stipends for teachers serving as mentors; and (4) the cost of substitute teachers.</p>	<p>Unknown</p>
<p>TOTAL</p>			<p>\$6,922,433</p>
<p>TOTAL for ISD 917</p>			<p>\$1,322,312 <i>(plus access to a portion of apx. \$2 million for Tier 1 & 2 teachers)</i></p>

Intermediate School District 917
Accounts Receivable Aged Report As of 3/31/24

Member Districts	31-60 Days	61-90 Days	Over 90 Days	Totals
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Totals	\$ -	\$ -	\$ -	\$ -
All Others				
MDE	\$ -	\$ -	\$ 508,650.56	\$ 508,650.56
Misc employee receivables	\$ -	\$ -	\$ 3,956.58	\$ 3,956.58
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Totals	\$ -	\$ -	\$ 512,607.14	\$ 512,607.14
Grand Total	\$ -	\$ -	\$ 512,607.14	\$ 512,607.14
Total Receivables				\$ 520,722.84

Prepared by: T. Welch



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To: ISD 917 School Board Members
Dr Michael Favor, Superintendent

From: Nicolle Roush, Executive Director of Business Services

Date: May 7, 2024

Re: FY24 Budget Revision

Information:

- The business office has been attempting collection of three separate employee receivables from March 2021, December 2022, and March 2023 respectively, totaling \$3956.58. In each case the employee terminated their employment resulting in an overpayment due to overused vacation or time off without pay.
- The employees have not responded to phone calls, emails or certified letters. When we engaged a collection agency, the employees proceeded to send cease and desist letters or retain an attorney. The agency has not received responses from either of the attorneys to date. Based on public record regarding the employees, successful litigation does not seem likely.

Recommendation: Requesting board approval to decrease FY24 revenue and expenditure budgets in the general operating fund under fund 2 in the amount of \$3,956.58 to reflect the write-off of bad debt due to uncollectable employee receivables.

		Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413	ED - 02478-09 old form correct years
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesc			
District Info.		Enter Information	
District Name:	Intermediate School District 917		
District Number:	907-06		
District Contact Name:	Nicolle Roush		
Contact Phone #	651-423-8227		
Expenditure Categories			2034
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		\$2,950
349	Other Hazardous Materials		\$0
352	Environmental Health and Safety Management		\$35,500
358	Asbestos Removal and Encapsulation		\$0
363	Fire Safety		\$0
366	Indoor Air Quality		\$0
Total Health and Safety Capital Projects			\$38,450
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year			
Finance Code	Category (2)		
358	Asbestos Removal and Encapsulation		\$0
363	Fire Safety		\$0
366	Indoor Air Quality		\$0
Total Health and Safety Capital Projects \$100,000 or More			\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151			
Finance Code	Category 3 (a)		
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.		\$0
Total Remodeling for Approved Voluntary Pre-K Projects			\$0
Remodeling for Gender-Neutral Single-User Restrooms			
Finance Code	Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025		
UFARS Coding Pending	Remodeling for gender-neutral single user restroom per site.		\$0
Total Remodeling for Gender-Neutral Single User Projects			\$0
Accessibility			
Finance Code	Category (4)		
367	Accessibility		\$0
Total Accessibility Projects			\$0
Deferred Capital Expenditures and Maintenance Projects			
Finance Code	Category (5)		
368	Building Envelope		\$50,000
369	Building Hardware and Equipment		\$0
370	Electrical		\$0
379	Interior Surfaces		\$75,000
380	Mechanical Systems		\$0
381	Plumbing		\$0
382	Professional Services and Salary		\$0
383	Roof Systems		\$0
384	Site Projects		\$0
Total Deferred Capital Expense and Maintenance			\$125,000
Total Annual 10-Year Plan Expenditures			\$163,450
Fund Balance Section			
Fund 01			
	Beginning Fund Balance 01-467-XX		\$0
	LTFM Fiscal Year Revenue - Levy		\$0
	LTFM Fiscal Year Revenue - AID if Applicable		\$0
	LTFM Fiscal Year Revenue Other		\$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)		\$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)		\$0
	LTFM Transfer OUT if applicable - Special Legislation		\$0
	LTFM Estimated Fiscal Year Expenditures		\$0
Ending Fiscal Year Fund Balance 01-467-XX			\$0
Fund 06			
	Beginning Fund Balance 06-467-XX		\$0
	LTFM Fiscal Year Bonded Revenue		\$0
	LTFM Fiscal Year Revenue Other		\$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)		\$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)		\$0
	Other Transfers		\$0
	LTFM Estimated Fiscal Year Expenditures		\$0
Ending Fiscal Year Fund Balance 06-467-XX			\$0

Intermediate School District #917
Proposed Health and Safety Plan FY26
Approved May 7, 2024 Board meeting

Appendix A

Environmental Health and Safety - Finance Code 352		
Numerous expenditures covered in this area please see attachment # 3 page 12-14 for details on allowable expenditures		
Project	Object Co Description	Expenditures
305	Fees For Services (Hepatitis A & B, Metro ECSU, Safe Schools tr	\$7,500.00
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)	\$11,533.00
170	IAQ Coordinator	\$4,400.00
200	benefits	\$667.00
820	Mgmt asst. prog. And Metro ECSU H&S Memb	\$4,000.00
		\$28,100.00
Physical Hazard Control - Finance Code 347		
Project	Object Co Description	Expenditures
401	PPE for shop areas (harness, boots, safety glasses etc) and safety equipment for special education programs	\$2,400.00
		\$2,400.00
Building Envelope - Finance Code 368		
Project	Object Co Description	Expenditures
520	Interior floor replacement	\$40,000.00
		\$40,000.00
Mechanical Systems - Finance Code 380		
Project	Object Co Description	Expenditures
520	HVAC Unit replacements- RTU #5,17,18,20	\$185,000.00
		\$185,000.00
Total		\$255,500.00

Intermediate School District No. 917
Levy by Member District, 2023 Payable 2024

Appendix B

Provided by Bakertilly 3/27/24

Participating Districts (9):

ISD #	Name	<u>Pay 2024 Taxable Net Tax Capacity</u>					<u>Combined Total</u>	<u>District %</u>
		<u>Dakota (19)</u>	<u>Scott (70)</u>	<u>Goodhue (25)</u>	<u>Washington (82)</u>	<u>Hennepin (27)</u>		
6	South St. Paul						27,752,985	3.75%
191	Burnsville						119,806,563	16.20%
192	Farmington						56,396,237	7.62%
194	Lakeville						131,513,267	17.78%
195	Randolph						7,182,258	0.97%
197	West St. Paul						100,104,761	13.53%
199	Inver Grove Heights						47,962,065	6.48%
200	Hastings						55,656,062	7.52%
271	Bloomington						193,336,333	26.14%
		0	0	0	0	0	739,710,531	100.00%

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

FY26 Levy: \$255,500.00

ISD #	Name	<u>APU Est 2024-25</u> <u>reported as of</u> <u>3/5/23 by MDE</u>	<u>APU District %</u>	<u>Combined TNTC</u>	<u>NTC District %</u>	<u>50/50</u> <u>Blended %</u>	<u>District's Portion</u> <u>LTFM Levy</u>	<u>NTC Rate</u>
6	South St. Paul	2851.34	5.00%	27,752,985	3.75%	4.43%	11,318.65	
191	Burnsville	8130.40	14.27%	119,806,563	16.20%	15.05%	38,452.75	
192	Farmington	7316.00	12.84%	56,396,237	7.62%	10.18%	26,009.90	
194	Lakeville	13757.20	24.15%	131,513,267	17.78%	19.78%	50,537.90	
195	Randolph	935.20	1.64%	7,182,258	0.97%	1.30%	3,321.50	
197	West St. Paul	5538.80	9.72%	100,104,761	13.53%	12.12%	30,966.60	
199	Inver Grove Heig	3397.40	5.96%	47,962,065	6.48%	6.53%	16,684.15	
200	Hastings	4254.00	7.47%	55,656,062	7.52%	7.63%	19,494.65	
271	Bloomington	10795.56	18.95%	193,336,333	26.14%	22.98%	58,713.90	
				-				
		56,975.90	100.0%	739,710,531	100.0%	100.0%	255,500.00	

Member _____ introduced the following resolution and moved its adoption:

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

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

1. The School Board of Intermediate District 917 hereby approves a long-term facility maintenance program budget for its facilities for the 2025-26 school year in an amount not to exceed \$255,500. 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 7th day of May, 2024.

Clerk
Intermediate School District 917

To: School Board Members
Superintendent Michael Favor

From: Nicolle Roush

Date: May 7, 2024

Subject: Levy Allocation for 2024 payable 2025

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 2025 is **\$2,008,923.70**. This is a \$39,010.28 increase over fiscal year 2024 due to an increase lease payment. 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 2024 payable 2025 safe schools levy request will be **\$854,638.50** This is a \$7,561.20 increase over fiscal year 2024. Intermediate School District 917 is currently utilizing \$15 per APU's. Member district's APU's estimated for FY25 are higher than FY24 by 644.10 (see attached for further details).
3. The 2024 payable 2025 LTFM for fiscal year 2025-26 levy request will be **\$255,500**. A separate board resolution is required to approve the LTMF levy request, and a ten-year maintenance plan each year. This is an \$81,900 increase over fiscal year 2025. 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 further details under board resolution for LTFM).

Recommendation: Requesting board approval for the 2024 payable 2025 levies in the amount of \$3,119,062.20 resulting in an overall increase of \$128,471.48 or 4.30% over payable 2024.

Intermediate School district #917
Safe Schools Levy Estimate for FY25 Expenditure Budget
2024 payable 2025
Updated adopted budget 4.1.24

2.0 Guidance Counselor 01-071-710-342-165-000	\$ 231,131.00
	\$ -
4.0 FTE Licensed School Nurse 02-350-720-342-154-000	\$ 467,030.00
.75 FTE School Liaison Officer Lebanon Education Center 02-350-715-342-310-000 & 02- 700-408-740-000 acct 394	\$ 78,238.75
.75 FTE School Liaison Officer Alliance Education Center 02-350-715-342-310-000 & 02- 400-411-740-000 acct 394	\$ 78,238.75

ISD 917 Internal Expenditures

\$854,638.50

School District #	2025-26 EST. APU's as reported on 3/5/24 by MDE	Maximum levy authority based on \$15 per APU's	\$ Amount per APU's	Levy payable 2025 on behalf of ISD 917 for FY25 Expenditures
6	2851.34	\$ 42,770.10	\$ 15.00	\$ 42,770.10
191	8130.40	\$ 121,956.00	\$ 15.00	\$ 121,956.00
192	7316.00	\$ 109,740.00	\$ 15.00	\$ 109,740.00
194	13757.20	\$ 206,358.00	\$ 15.00	\$ 206,358.00
195	935.20	\$ 14,028.00	\$ 15.00	\$ 14,028.00
197	5538.80	\$ 83,082.00	\$ 15.00	\$ 83,082.00
199	3397.40	\$ 50,961.00	\$ 15.00	\$ 50,961.00
200	4254.00	\$ 63,810.00	\$ 15.00	\$ 63,810.00
271	10795.56	\$ 161,933.40	\$ 15.00	\$ 161,933.40
TOTAL	56975.9	\$ 854,638.50		\$ 854,638.50

Final Levy Amount \$ **854,638.50**

Prior Year levy amount	\$ 844,977.00
plus reconciliation of payable 2022	\$ 2,100.30
	\$ 847,077.30
\$ change	\$ 7,561.20
% change	0.89%

Intermediate School District 917 Estimated Lease Expenditures for FY25

Updated 4.9.24

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	TOTAL ANNUAL COSTS
Cedar - ISD 191		6/30/2026	21629	\$ 13.10	\$ 3.15	\$ -	\$ 283,339.90	\$ 351,471.25
	start 7-1-15						\$ 283,339.00	
02-400-810-000-335-803 100% rent and cams								
Lebanon	5800 149th Street Apple Valley, MN 55124	8/1/2030	23000	\$ 12.57	\$ 3.33	\$ 2.99	\$ 357,880.00	\$ 434,470.00
02-700-810-000-570-000 100% rent, 571 interest and 335 for cams and taxes		Over 10 yrs	additional base rent for improvements	\$ 3.48	\$ 76,590.00	\$ 68,770.00	\$ 80,040.00	\$ 80,040.00
	Start 8-1-15						\$ 436,000.00	\$ 514,510.00
Concord	Inver Grove		56202	\$ 12.63	\$ 2.66	\$ 1.88	\$ 815,491.02	\$ 964,988.34
801 100% 571 interest and 335	Start 9-1-18	8/31/2033			\$ 149,497.32	\$ 105,659.76	\$ 814,000.00	
		first year only 11 months						

Base rent F26 w/b 13.50, CAM 3.15
New levy amounts

(note added .08 to cams to bring it to \$6.33 change in FY25 sb \$3.33 cams and 2.99 taxes)

Budget 514600

budget 965000

\$ 1,533,339.00	\$ 1,830,969.59
\$ (49,665.30) ISD 191 portion of lease	
\$ 1,483,673.70	FY25 Proposed operating levy

District #	FY 25 Proposed Operating Levy Amounts 2024 payable 2025	FY26 Proposed Building Levy Amount (25 yrs) 2024 payable 2025	Proposed Total Levy Amounts Payable 2025
6	\$ 101,266.10	\$ 29,425.16	\$ 130,691.26
191	\$ 187,654.01	\$ 78,767.08	\$ 266,421.09
192	\$ 242,187.79	\$ 67,717.65	\$ 309,905.44
194	\$ 264,116.64	\$ 93,103.78	\$ 357,220.42
195	\$ 15,351.12	\$ 7,134.47	\$ 22,485.59
197	\$ 158,103.93	\$ 57,452.33	\$ 215,556.26
199	\$ 126,173.99	\$ 53,166.58	\$ 179,340.57
200	\$ 140,022.11	\$ 47,580.31	\$ 187,602.42
271	\$ 248,798.01	\$ 90,902.64	\$ 339,700.65
	\$ 1,483,673.70	\$ 525,250.00	\$ 2,008,923.70

Total Levy Amounts Payable 2024	% change from prior year	\$ change fr prior year
\$ 120,652.86	8.32%	\$ 10,038.40
\$ 254,052.08	4.87%	\$ 12,369.01
\$ 292,100.25	6.10%	\$ 17,805.19
\$ 391,325.16	-8.72%	\$ (34,104.74)
\$ 20,475.64	9.82%	\$ 2,009.95
\$ 209,128.66	3.07%	\$ 6,427.60
\$ 163,275.02	9.84%	\$ 16,065.55
\$ 192,283.59	-2.43%	\$ (4,681.17)
\$ 326,620.16	4.00%	\$ 13,080.49
\$ 1,969,913.42	1.98%	\$ 39,010.28



Intermediate School District 917

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(651) 423-8229 * <http://www.isd917.org>

To: ISD 917 School Board Members
Dr Michael Favor, Superintendent

From: Nicolle Roush, Executive Director of Business Services

Date: May 7, 2024

Re: FY24 Budget Revision

Information:

- Funds 13 and 14 are the Resale Accounts for our secondary and special ed programs respectively. The accounts have accumulated cash balances over the years that are not traditionally fully utilized each year and the budget for FY24 was established based on historical usage. Current fund balance amounts in Fund 13 are \$6,507 and Fund 14 \$17,631.
- This year has seen greater expenditures than predicted. With the closing of the Fundamental Chef program, I reallocated some of the classroom expenditures to improve the CTE hourly rates and spend down funds from this resale account due to program disclosure.
- The TESA program manages the concession stand through their resale account as well as the Spring Prom ticket sales and expenses. While revenues are tracking well within budget, unfortunately their expenditures were not accurately reflected in their requested budget amounts.

Recommendation: Requesting board approval to increase FY24 expenditure budget in the general operating fund under fund 13 in the amount of \$4500.00 and in fund 14 in the amount of \$4500.00 to reflect the additional expenditures for the current school year.



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TEACHER APPRECIATION WEEK 2024 RESOLUTION

Board member introduced the following Resolution:

WHEREAS, Intermediate School District 917 provides special education, alternative education, and Career and Technical education 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 and families benefit in multiple ways 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, Intermediate School District 917 teachers consistently embed our district core values in teaching and learning district-wide, and

WHEREAS, the week of May 6th-10th, 2024, 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: Tom Bennett, Lesley Chester, Dave Anderson, Monica Weber, Mark Zuzek, Lisa Ehleringer, Cindy Nordstrom, Hannah Simmons, Byron Schwab, and the following voted against the same: none.

Whereupon said resolution was declared duly passed and adopted.

Enacted by the School Board of Intermediate School District 917 this 7th day of May, two thousand and twenty-four.

ISD 917 Vision

Intermediate School District 917 models an innovative culture with diverse pathways serving students and families through equitable practices with highly trained staff.

ISD 917 Core Values

Collaboration * Empathy * Innovation * Stewardship * Communication * Integrity * Personalization * Equity * Diversity



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INTERPRETER APPRECIATION DAY 2024 RESOLUTION

Board member _____ introduced the following Resolution:

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

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

WHEREAS, Intermediate School District 917 students and families benefit in multiple ways as a result of their participation in Intermediate School District 917 programs, and

WHEREAS, Intermediate School District 917 interpreters assist communication for students and staff, and

WHEREAS, Intermediate School District 917 interpreters support students to fully access and participate in classroom communications, and

WHEREAS, Intermediate School District 917 interpreters consistently embed our district core values in teaching and learning district-wide, and

WHEREAS, May 1st, 2024, has been designated as “Interpreter Appreciation Day,”

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 interpreters 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 2nd day of May, two thousand and twenty-three.

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SPEECH PATHOLOGIST DAY 2024 RESOLUTION

Board member _____ introduced the following Resolution:

WHEREAS, Intermediate School District 917 provides special education, alternative education, and Career and Technical education 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 and families benefit in multiple ways as a result of their participation in Intermediate School District 917 programs, and

WHEREAS, Intermediate School District 917 speech pathologists play an important role in the success of students with speech-language-related challenges, and

WHEREAS, Intermediate School District 917 speech pathologists consistently embed our district core values in their work with students, staff, and families, and

WHEREAS, May 18th, 2024, has been designated as "Speech Pathologist Day,"

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 speech pathologists 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 7th day of May, two thousand and twenty-four.

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SCHOOL NURSE DAY RESOLUTION 2024

Board member _____ introduced the following Resolution:

WHEREAS, Intermediate School District 917 school nurses and health associates play a critical role in the health, well-being, and success of students, staff, and families, and

WHEREAS, the quality of the services provided by Intermediate School District 917 is unquestionably high, and

WHEREAS, school nurses and health associates have worked tirelessly to eliminate opportunity gaps and improve access and educational outcomes for all our children, and

WHEREAS, Intermediate School District 917 school nurses and health associates continue to model the idea, "We belong to each other" as they advise and support their school communities,

WHEREAS, May 8th, 2024, has been designated as "School Nurse Day,"

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 school nurses and health associates and thanks these talented professionals for their service and dedication to the students, families, and staff 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 7th day of May, two thousand and twenty-four.

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BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Board Approved ~~May 2, 2023~~

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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. Special education students may be more vulnerable to injury, have a higher incidence of medical needs, require adult support for personal care, engage in risky behavior, have self-injurious behavior, and become agitated and/or combative, increasing the likelihood of exposure to blood and bodily fluids. 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 an accidental contact with blood or body fluids in the eyes, mouth, other mucous membrane, non-intact skin, or parenterally (needlestick, bite) that may occur 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 annually and 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 Plan will be reviewed annually by staff and approved by the school board.

Supervisors are responsible for exposure control in their work areas. All supervisors are to ensure that proper exposure control procedures are followed.

At the time of an employee's hire, human resources maintains a record of the Hepatitis B vaccination/declination form.

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, 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: 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: Liquid, semi-liquid or other potentially infectious materials (OPIM); contaminated items that

would release blood or OPIM in a liquid or semi-liquid state if compressed; items that are caked with dried blood or OPIM and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or OPIM.

Sharps with Engineered Sharps Injury Protection (SESIP): Sharps that have engineering controls that are built into the product and are designed to prevent sharps injuries.

Needleless systems: 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 the **employee** 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 employee's 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 needlesticks, 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 says the person whose blood or other body fluids are exposed should themselves, when 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 a 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 the 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 in 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 a 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 a 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 and shoe covers may be used to prevent potential contamination in the case of accidental exposure.

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".
- 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 processes 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 risk of 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 another licensed healthcare provider;
- 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. A 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 **or guardian** (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 **for duties** where occupational exposure may occur, and 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 pathogens.
- 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.

Annually each staff person is assigned mandatory training in Blood Borne Pathogens. This is done through SafeSchools online training.

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 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
Board Approved June 12, 2021
Board Approved June 14, 2022
Board Approved May 2, 2023

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 the First Report of Injury document and submit it to the supervisor.
3. Call the Alaris Nurse Care Line (NCL)
4. NCL makes an initial assessment for follow up which may include sending the employee to a healthcare provider.
5. NCL facilitates employee's appointment with healthcare providers.
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 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 be 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 test results.

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

5. I understand the results of the test will be confidential and will not be disclosed unless necessary for ISD # 917 to comply with the provisions of OSHA's Bloodborne Pathogen Regulation (29 CFR 1910.1030). If you are a source individual, disclosure will be made to the exposed employee and their healthcare professional.

6. I understand I can personally make arrangements to have my blood drawn, as authorized, or that arrangements will be made for me, with the assistance of district personnel or other designated parties.

7. I certify that this form has been fully explained to me, that I have read it or had it read to me, and that I understand its contents. I have been given an opportunity to ask questions about the test and I believe that I have sufficient information to give informed consent/declination.

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

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

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

Materials Needed

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

1. PROTECT YOURSELF AND THE AREA

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

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 a plastic bag.

2. CLEAN AND DISINFECT THE AREA

- **CLEAN** the area with soap and water or a 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 teaspoons of bleach to one quart of 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.

3. FINISHING

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

WASH YOUR HANDS COMPLETELY.

ATTACHMENT G

Memorandum of Understanding: BVI and DHH Teachers' Hiring Incentive

Purpose of the Memorandum:

As a result of contract negotiations, the parties hereby agree to the following hiring incentive for teachers of the Blind/Visually Impaired (BVI) and teachers of the Deaf/Hard of Hearing (DHH) . The parties hereby agree that there is a severe shortage of teachers of the Blind/Visually Impaired (BVI) and teachers of the Deaf/Hard of Hearing (DHH) due to not having approved training programs in the state of Minnesota or the training programs in Minnesota do not align with the vision of the ISD 917 program(s).

BVI & DHH Teacher Hiring Incentive Procedures:

1. A new hire teacher of the Blind/Visually Impaired (BVI) and of the Deaf/Hard of Hearing (DHH) will be paid a hiring incentive stipend of \$5,000 each year of the first three (3) school years of employment. The stipend will be added to the annual salary and paid as part of their monthly payroll distribution.
2. A current ISD 917 teacher, *not* currently licensed as a teacher of the Blind/Visually Impaired (BVI) or of the Deaf/Hard of Hearing (DHH), will be paid a transfer incentive stipend of \$5,000 each year of the first three (3) school years of employment in their new role as a teacher of the Blind/Visually Impaired (BVI) or of the Deaf/Hard of Hearing (DHH) to support the teacher's continued education in obtaining their Blind/Visually Impaired (BVI) and/or Deaf/Hard of Hearing (DHH) teaching license. The stipend will be added to the annual salary and paid as part of their monthly payroll distribution.
3. Should a teacher of the Blind/Visually Impaired or of the Deaf/Hard of Hearing (DHH) be hired/transferred mid-year, the hiring incentive stipend will be prorated based on the number of days worked in that year and the teacher's partial year of employment will count as the first of three (3) school years for stipend eligibility purposes.

It is the parties' express understanding and agreement that nothing in this hiring incentive program constitutes a violation of the Minnesota Wage Law, Minn. Stat. 181.79 by ISD 917. A teacher knowingly and voluntarily enters into the hiring incentive program upon acceptance of an offer of employment with ISD 917. A teacher will not bring any suit, claim, complaint, or other legal action of any type based on or arising from this hiring incentive program against ISD 917 under Minnesota Statute Chapter 181 or any other state or federal employment or wage statute or rule. A teacher participating in the hiring incentive program will indemnify and hold harmless ISD 917 for any claims based on or arising from this MOU.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding as follows:

Education Minnesota
Intermediate School District 917
Local 3904

Intermediate School District 917

President

Chair

Chief Employee Negotiator

Clerk

Dated: May 7, 2024

Dated: May 7, 2024

AGREEMENT

Independent School District #271 (“ISD 271”) and
Intermediate School District #917 (“ISD 917”)

THIS AGREEMENT (“Agreement”) entered into this 1st day of July, 2024, by and between Independent School District #271 (“ISD 271”), and Intermediate School District #917 (“ISD 917”).

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

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

WHEREAS, ISD 271 agrees to provide for purchase by ISD 917 an appropriately licensed early childhood special education teacher for the early childhood mental health program;

NOW THEREFORE IT IS AGREED:

1. EMPLOYMENT

Jessica Taldone, an early childhood special education teacher for ISD 271, has been hired to provide services to students receiving early childhood special education services in the mental health program provided by ISD 917 for the 2024-2025 school year.

Jessica Taldone, will be a full-time teacher of ISD 271 entitled to all salary and benefits as described in the master agreement between ISD 271 and the Bloomington Federation of Teachers representing teachers and is subject to the policies, regulations, benefits, and laws applicable to School Board employees.

2. REIMBURSEMENT OF SALARY AND BENEFITS

The parties agree that, during the term of this Agreement, ISD 917 will reimburse ISD 271 the full cost of salary and benefits. ISD 917 agrees to remit payment in one installments payable prior to June 15 based on billing from ISD 271.

Additional compensation for professional development paid hourly at the employee’s hourly rate will be billed by ISD 271 to ISD 917 separately. In addition, mileage paid at the federal mileage rate incurred by the employee will be billed by ISD 271 to ISD 917 separately.

Costs for substitutes for the early childhood special education teacher will be incurred by and paid for by ISD 917 directly.

3. LIABILITY AND INSURANCE

ISD 917 assumes liability for the acts and omissions of its employees, but does not assume any liability for the acts or omissions of the employees, agents and assigns of ISD 271. ISD 917 and ISD 271 agree that they will at all times during the term of the Agreement, have and keep in force a liability policy that names the other as an additional insured. Limits will include one million dollars (\$1,000,000.00) for each occurrence with two million dollars (\$2,000,000.00) aggregate. Certificate of Insurance is required by each agency, listing ISD #271 as additional insured on the general liability policy. Certificate holder is: ISD#271, 1350W 106th St., Bloomington, MN 55431

4. PERSONNEL

ISD 917 and ISD 271 hereby acknowledge and agree that ISD 271's employees are not employees of ISD 917, and that ISD 271's employees or its agents will have no authority to bind ISD 917 or otherwise incur liability on behalf of ISD 917 without the express written delegation of authority by ISD 917. ISD 917 shall have no obligation to provide any ISD 271 employee with benefits or privileges of any kind or nature including, without limitation, insurance benefits, pension benefits, worker's compensation benefits or any other benefits ISD 917 provides to its employees. ISD 271 has exclusive control and the right to hire and discharge any of its employees rendering services under this Agreement. ISD 271 will be solely responsible for the payment of wages, taxes, and other related charges for services rendered under this Agreement by its employees.

5. CONFIDENTIALITY AND DATA PRACTICES

Minn. Stat. § 13.05, Subd. 11 applies to this Agreement. The Parties believe that data generated and maintained in the early childhood mental health program are government data and are therefore subject to the Minnesota Government Data Practices Act or the federal Family Educational Rights and Privacy Act ("FERPA").

6. TERM, TERMINATION, OR MODIFICATION

The term of this Agreement shall be from July 1, 2024, through June 30, 2025. If the parties mutually agree in writing, this Agreement may be terminated on the terms and the date stipulated in such a separate written document. This Agreement may not be modified without the written and mutual consent of both parties.

7. CONTRACT ADMINISTRATION

The Agreement shall be administered on behalf of ISD 271 by the Superintendent or designee and shall be administered on behalf of ISD 917 by the Superintendent or designee.

8. NOTICE

All notices or other communications required or permitted to be given under this Agreement must be in writing and will be deemed to have been given properly if delivered personally by hand or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the appropriate party at the following address or any other address that may be given in writing to the parties:

ISD 271:

Jennifer McIntyre
Name of Executive Director of Student Services

1350 West 106th Street
Address

Bloomington, MN 55431
City, State, Zip

952-681-6503
Phone

ISD 917:

Melissa Schaller
Name of Executive Director of Student Services

14300 145th Street East
Address

Rosemount, MN 55068
City, State, Zip

651-423-8204
Phone

651-423-8776
Fax

9. GENERAL

This Agreement cannot be assigned by either party, except with the prior written consent of the other party. This Agreement shall be governed by and construed under the laws of the State of Minnesota. If any provision of this Agreement is invalid, illegal, or unenforceable under any applicable statute or rule of law, it is to that extent deemed omitted and the remainder of the Agreement shall be valid and enforceable to the maximum extent possible.

IN WITNESS WHEREOF, the duly authorized officers or representatives of the parties have set their hands hereto on the dates indicated by their signatures.

Independent School District #271 Bloomington Public Schools

By: *Dawn E. Stegany*
It's Chairperson

By: *Beth Beebe*
It's Clerk

Dated: April 22, 2024

School Board's Tax Identification Number:

Executive Director of Student Services
Board Update
May 2024

Values

Collaboration: Working together to achieve more collectively.

- Groundwork Fellow from AmeriCorp: We recently applied for and were accepted to house a Groundwork Fellow from AmeriCorp. The fellow will work to improve access to instructional resources, support recruitment and retention, and refine data management as well as curriculum processes.

Empathy: Considering and respecting the perspective and needs of member districts, students, families and staff.

- Setting IV Safety Committee: Members of the Setting IV Safety Committee engaged their colleagues in interviews about safety tools and practices they use more frequently and find most useful. The next step for the group is to break into two smaller groups to explore and create tools to fill some of the gaps they've identified in their interviews.

Innovation: Ongoing improvement of programs and services.

- Ukeru: Ukeru is a trauma-informed, hands-off approach for responding to behavior in order to keep both students and staff safe. We have had a few individuals trained in this approach and additionally have learned about the successful implementation from school districts in Minnesota as well as Michigan. In July, we will be training many of our CASE staff as well as administrators from Alliance Education Center as we plan to begin implementation of Ukeru in our district. We believe that this will reduce the use of restrictive procedures including restraint and seclusion.

Stewardship: Managing financial and human resources carefully and responsibly.

- Staffing update: We continue to recruit for our open licensed positions. Additionally, we are moving forward to pursue additional recruitment opportunities including hiring internationally. Soon our non-licensed positions will be posted. Our primary focus will be direct hires. We are exploring options for hiring through agencies in addition to support with recruiting.

Communication: Multi-dimensional, transparent conversation focused on sharing information and creating a positive learning and working environment.

- District Update: The most recent District Update sent via Smore can be found [here](#). A Director Advisory was also sent in April. You can access that [here](#).

Integrity: Aligning our actions with our values and beliefs.

- Nurtured Heart and Conscious Discipline: We continue to refine and expand the Nurtured Heart Approach in the district. Recently, Kim Martin accepted a position in the district as a teacher focused on the implementation of Nurtured Heart districtwide. This addition allows us to begin supported implementation of Nurtured Heart at TESA in the upcoming school year and continue to grow at our other sites including our setting IV buildings. Similarly, Jen Petersen continues to work with our D/HH and ECSE programs to increase staff knowledge and skill in the implementation of Conscious Discipline and ensure fidelity of implementation in these classrooms.

Personalization: Building on the strengths and addressing the unique needs of individual students.

- World Cafe Event - Secondary: On April 11th, the secondary team hosted a World Cafe event at InverHills Community College. The goal was to connect our current team with community leaders, families, and students to open lines of communication and to discuss the personalization of ALC programming for our 2024-2025 school year. Attendance was low, but the secondary team participated in the process and had powerful discussions around their own personal views on education and how we can meet the needs of our changing student body. For those that were unable to attend a survey with the discussion prompts was sent out. We will continue the World Cafe process into next year.

Equity: Intentionally providing opportunities while removing barriers at all levels of the organization.

- Bingo night: On Thursday, April 25th, Alliance Education Center had a family bingo night welcoming all of their community. Families and staff members came together to build relationships. From elementary students to grandparents and even some high school graduates shared food and won prizes. It was a great night of community building while celebrating their uniqueness.
- Spring Fling at CEC: On April 18th, Concord Education Center held its second annual Spring Fling. Students and their families had a great time!



Diversity: Appreciating and valuing everyone's unique selves.

- Robin Knight: Robin, a paraprofessional at Cedar School, recently attended the Minnesota Indian Education Association Conference. Robin is an individual with indigenous heritage, a parent of children with additional indigenous heritage, an educator, and a member of the District 191 American Indian Parent Advisory Committee. Click on this [document](#) to read Robin's experience and information on the sessions at the Conference. Thank you to Robin for sharing information about this conference with us!
- D/HH Program at LCE: This past month, 5th graders at Lincoln Center Elementary in Lisa Kent's classroom organized a presentation for their general education classroom to explain how their disabilities impact them at school (one student is Deaf and the other is DeafBlind). Staff Lisa Kent, Amy Kaufman, and Heather Moon supported students in providing vision and hearing simulations for the students in the room. Students and staff walked away with more empathy and understanding for the diversity within their classroom and building. The students were courageous and vulnerable in sharing. It was truly an amazing learning opportunity for everyone involved. The D/HH program hopes to do a presentation for each grade level next school year to support more inclusion and understanding of the impact of vision and hearing differences!