

Regular School Board Meeting

Tuesday, May 6, 2025 5:45 PM

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

I. **MISSION**

In partnership with member districts, Intermediate School District 917 provides high quality, equitable and specialized programming to meet the needs of all students.

II. **Call to Order - Chair Tom Bennett**

III. **Conduct Pledge of Allegiance - Chair Tom Bennett** *(This was conducted at the Board Work Session prior to this meeting.)*

IV. **Review and Approve the Agenda - Chair Tom Bennett**

V. **Consent Items - Chair Tom Bennett** *(Communications)*

V.A.

- Minutes
- Personnel
- Donations
 - \$800 Value School Store Items for TESA Exchange Program from Kym Nitcher of Oakdale
 - \$500 from South Robert Street Business Association to DCALS North student activity fund.

VI. **Finance Director - Mark Johns** *(Stewardship)*

VI.A.

- Bills
- Wire Transfers
- Investment Reports

VII. **New Business - Chair Tom Bennett** *(Collaboration)*

VII.A. Approve Resolution for Licensed Staff and Interpreters' Week - Dr. Michael Favor *(Personalization)*
(Roll Call)

VII.B. Approve revised Blood Borne Pathogens Exposure Control Plan - Dr. Michael Favor *(Collaboration)*

VII.C. Review Accounts Receivable Aging Report - Mark Johns *(Stewardship)*

VII.D. Approve LTFM (Long-term Facility Maintenance) Plan - Mark Johns *(Stewardship)*

VII.E. Approve LTFM Revenue Resolution - Mark Johns *(Stewardship)*
Roll Call

VII.F. Approve Levy Allocations for 2025 payable 2026-2027 - Mark Johns *(Stewardship)*

VII.G. Approve Extension of Probation for Teacher - Nicole Flesner *(Stewardship)*

VII.H. Approve Resolution for Probationary Non-Renewal for Teacher - Nicole

Flesner (*Stewardship*)

VII.I. Approve 917 MOU for Teacher
Apprenticeship Program - Nicole

Flesner (*Stewardship*)

VII.J. Approve 917 MOU for Educational Support
Professionals' Apprenticeship Program - Nicole

Flesner (*Stewardship*)

VII.K. Approve MOU for Certified Occupational
Therapy Assistants - Nicole

Flesner (*Stewardship*)

VIII. **Policies - Dr. Michael
Favor (*Collaboration*)**

IX. **Adjournment - Chair Tom Bennett**

INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, April 1, 2025, at 1300 145th Street East, Rosemount, MN, in the 917 Board Room.

Members Present: Tom Bennett, Kim Baker, Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Mark Zuzek.

Members Absent: Monica Weber and Superintendent Dr. Michael Favor.

Also Present: Nicole Flesner, Melissa Schaller, Mark Johns, Brooke Peterson, Marci Levi-Maguire, Kim Humann, Rira Bullece, Amy Swaney, and Linda Berg

School Board Chair Tom Bennett called the meeting to order at 5:57 PM.

The Pledge of Allegiance was conducted in the prior work session.

1. Motion by Byron Schwab, seconded by Lesley Chester, to approve the agenda. Voting aye: Tom Bennett, Kim Baker, Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Mark Zuzek. Voting naye: none. Motion passed.

Dr. Melissa Schaller read the information on Sharlene Nagle – ESP at Cedar and the non-licensed 917 employee for the spring quarter.

Amy Swaney introduced Rira Bullecer, teacher at Concord Education Center, as the licensed 917 employee of the spring quarter.

2. Motion by Cindy Nordstrom, seconded by Hannah Simmons, to approve the consent items, as presented. Voting aye: Tom Bennett, Kim Baker, Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Mark Zuzek. Voting naye: none. Motion passed.
 - Minutes: March 5, 2024 - Regular School Board Meeting
 - Personnel: ***New hires:*** Nicole Broadwater, Education Support Professional, effective March 3, 2025. Cydney Mayes, Education Support Professional, effective March 3, 2025. Jillian Sparaco, Education Support Professional, effective March 17, 2025. Kelsey O'Brien, Education Support Professional, effective March 31, 2025. ***Change in Status:*** Stephanie Betley, Assistant Principal to Special Education Assistant Director/Principal, effective July 1, 2025. AJ (Amanda) Boehmer, Assistant Principal to Special Education Assistant Director/Principal, effective July 1, 2025. Amy Dawson, Speech Language Pathologist, 1.0 FTE decrease to 0.6 FTE, for the 2025-2026 School Year only, effective July 1, 2025. Andrea Duesing, Education Support Professional to Teacher, effective February 24, 2025. Amanda Peters, Teacher, 1.0 FTE decrease to 0.8 FTE, for the 2025-2026 School Year only, effective July 1, 2025. Ann Strom, School Social Worker, 1.0 FTE decrease to 0.95 FTE for the 2025-2026 School Year only, effective July 1, 2025. Matthew Newquist, BCBA, 1.0 FTE decrease to 0.85 FTE for the 2025-2026 School Year only, effective July 1, 2025. Kim Martin FTE reduction, Teacher, 0.8 FTE decrease to 0.6 FTE for the 2025-2026 School Year only, effective July 1, 2025. ***Resignations and terminations:*** Mikayla Coops, Education Support Professional, effective February 26, 2025. Jai Lea Vang, Education Support Professional, effective February 26, 2025. Diamonique Williams, Education Support Professional, effective March 7, 2025. ***Retirements:*** Joni Erie, Education Support Professional, effective June 11, 2025. Judy Stoops, Education Support Professional, effective June 11, 2025. Don Williams, Teacher, effective June 12, 2025.
3. Motion by Byron Schwab, seconded by Hannah Simmons, to approve the bills from February 26, 2025, to March 25, 2025, wire transfers, and investment report as presented. Voting aye: Tom Bennett, Kim Baker, Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Mark Zuzek.

Voting naye: none. Motion passed.

4. Board Member Hannah Simmons, introduced the following resolution and waived the reading: Resolution Terminating Probationary Teachers. The motion for the adoption of the foregoing resolution was duly seconded by Mark Zuzek, and upon vote being taken thereon, the following voted in favor thereof: Voting aye: Tom Bennett, Kim Baker, Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Mark Zuzek. Voting naye: none. Motion passed. (Addendum A.)
5. Board Member Mark Zuzek, introduced the following resolution and waived the reading: Resolution Proposing to Place Teachers on Unrequested Leave of Absence. The motion for the adoption of the foregoing resolution was duly seconded by Cindy Nordstrom, and upon vote being taken thereon, the following voted in favor thereof: Voting aye: Tom Bennett, Kim Baker, Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Mark Zuzek. Voting naye: none. Motion passed. (Addendum B.)
6. Motion by Byron Schwab, seconded by Lesley Chester, to approve the lead teachers for 2025-2026, as presented. Voting aye: Tom Bennett, Kim Baker, Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Mark Zuzek. Voting naye: none. Motion passed. (Addendum C.)
7. Motion by Kim Baker, seconded by Cindy Nordstrom, to approve the Lease, Facilities Use and Agreement with DCTC, as presented. Voting aye: Tom Bennett, Kim Baker, Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Mark Zuzek. Voting naye: none. Motion passed. (Addendum D.)
8. Motion by Lesley Chester, seconded by Hannah Simmons, to approve the Administrative Variance for 2025-2026, as presented. Voting aye: Tom Bennett, Kim Baker, Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Mark Zuzek. Voting naye: none. Motion passed. (Addendum E.)
9. Motion by Cindy Nordstrom, seconded by Byron Schwab, to approve the following policies on a first and final reading: 101 Legal Status of the School District; 101.1 The Name of the School District; 103 Complaints – Students, Employees, Parents, Other Persons; 110 School District Boundaries; 413 Harassment and Violence; and 501 Weapons. 491 Mandatory Covid-19 Vaccination or Testing and Face Coverings– Remove this policy. Voting aye: Tom Bennett, Kim Baker, Lesley Chester, Lisa Ehleringer, Cindy Nordstrom, Byron Schwab, Hannah Simmons, Mark Zuzek. Voting naye: none. Motion passed. (Addendum F.)
10. Meeting was adjourned. There being no further business the meeting adjourned at 6:05 PM.

The next regular School Board Meeting will be Tuesday, May 6, 2025, at 5:15 PM.

Clerk



Intermediate School District 917

Purposeful. Personalized. Partners.

1300 145th Street East, Rosemount, MN 55068

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

April 8, 2025

Kym Nitcher
3576 Garden Blvd. N.
Oakdale, MN 55128

Kym,

Thank you for your generous donation of items to be used in the TESA Exchange program. The items will be used in the school store aligning with our MTSS initiative. Students earn TESA bucks for being safe, kind, and responsible and are able to purchase the items. Your donation is greatly appreciated!

Sincerely,

Melissa Schaller, Ph.D.
Executive Director of Student Services
651-423-8204

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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April 17, 2025

S. Robert St. Business Association

To whom it may concern,

Thank you for your generous monetary donation to be used in our DCALS North program. The funds will be placed in the student activity fund and used to provide snacks for the students. Your donation is greatly appreciated!

Sincerely,

A handwritten signature in cursive script that reads "Melissa Schaller".

Melissa Schaller, Ph.D.

Executive Director of Student Services

651-423-8204

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Diversity

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED FOR
ACTION AT BOARD MEETING OF May 6, 2025.**

NEW HIRES:

Kathryn Adee, Sign Language Interpreter, effective April 28, 2025.
Francisco Gomez, Education Support Professional, effective April 1, 2025.
Katie Hayhurtst, Education Support Professional, effective April 22, 2025.
Katie Irby, Education Support Professional, effective April 14, 2025.
Sean Stallings, Education Support Professional, effective April 1, 2025.

RE-HIRES:

CHANGE IN STATUS:

Jeanne D'Aloia, Teacher to Assistant Principal/Special Education Coordinator, effective July 1, 2025.

LEAVES OF ABSENCE:

RESIGNATION & TERMINATIONS:

Daniel Boston, Teacher, effective June 12, 2025.
Dunigan, Annette, Education Support Professional, effective April 3, 2025.
Payton Henderson, Education Support Professional, effective April 11, 2025.
Mark Hennager, Teacher, effective June 12, 2025.
Kaitlyn Knight, Education Support Professional, effective April 24, 2025.
Marci Levy-Maguire, Director of Comm. and Strategic Partnership, effective June 30, 2025.
Barry Rogers, Teacher, Education Support Professional, effective April 11, 2025.
Annie Taylor, Teacher, effective June 12, 2025.

RETIREMENT:

Linda Berg, Ex. Admin. Asst. to the Superintendent, August 1, 2025, to July 31, 2025.

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1909808	03/27/2025	BRIAN JOHNSON	R	221.20	ACCOUNTS PAYABLE CHECK
1909809	03/27/2025	CEDARVALE LANES	R	616.00	ACCOUNTS PAYABLE CHECK
1909810	03/27/2025	DAKOTA AWARDS & ENGRAVING	R	1,421.00	ACCOUNTS PAYABLE CHECK
1909811	03/27/2025	INT SCH DIST 287	R	6,500.00	ACCOUNTS PAYABLE CHECK
1909812	03/27/2025	INVER HILLS COMMUNITY COLLEGE	R	70.85	ACCOUNTS PAYABLE CHECK
1909813	03/27/2025	LARSON KING, LLP	R	783.10	ACCOUNTS PAYABLE CHECK
1909814	03/27/2025	MAD HATTER WELLNESS, LLC	R	200.00	ACCOUNTS PAYABLE CHECK
1909815	03/27/2025	MENARDS	R	66.87	ACCOUNTS PAYABLE CHECK
1909816	03/27/2025	MN STATE UNIVERSITY, MANKATO	R	37,484.73	ACCOUNTS PAYABLE CHECK
1909817	03/27/2025	NESSIM AND ASSOCIATES	R	190.00	ACCOUNTS PAYABLE CHECK
1909818	03/27/2025	OFFICE DEPOT	R	445.38	ACCOUNTS PAYABLE CHECK
1909819	03/27/2025	OFFICE OF MN.IT SERVICES	R	94.80	ACCOUNTS PAYABLE CHECK
1909820	03/27/2025	SAM'S CLUB/SYNCHRONY BANK	R	833.54	ACCOUNTS PAYABLE CHECK
1909821	03/27/2025	STEPHANIE A. ADAMS	R	165.00	ACCOUNTS PAYABLE CHECK
1909822	03/31/2025	WISCONSIN SCTF	R	743.50	ACCOUNTS PAYABLE CHECK
1909823	03/31/2025	EDUCATION MINNESOTA, LOCAL 3904	R	9,346.47	ACCOUNTS PAYABLE CHECK
1909824	03/31/2025	ESP LOCAL 4242	R	3,683.67	ACCOUNTS PAYABLE CHECK
1909825	03/31/2025	FTC	R	1,365.83	ACCOUNTS PAYABLE CHECK
1909826	03/31/2025	O.P.E.I.U., LOCAL 12	R	419.70	ACCOUNTS PAYABLE CHECK
1909827	03/31/2025	RELATED SERVICES NURSES ESP	R	126.50	ACCOUNTS PAYABLE CHECK
1909828	03/31/2025	ACCELERATED TECHNOLOGIES	R	350.00	ACCOUNTS PAYABLE CHECK
1909829	03/31/2025	APPLE COMPUTER, INC	R	658.00	ACCOUNTS PAYABLE CHECK
1909830	03/31/2025	BATTERIES PLUS BULBS	R	27.30	ACCOUNTS PAYABLE CHECK
1909831	03/31/2025	CENTURYLINK	R	1,729.45	ACCOUNTS PAYABLE CHECK
1909832	03/31/2025	CITY OF INVER GROVE HTS	R	401.64	ACCOUNTS PAYABLE CHECK
1909833	03/31/2025	MIDWEST SPECIAL INSTRUMENTS, CORP	R	158.60	ACCOUNTS PAYABLE CHECK
1909834	03/31/2025	OTICON	R	1,259.99	ACCOUNTS PAYABLE CHECK
1909835	03/31/2025	REPUBLIC SERVICES #923	R	358.31	ACCOUNTS PAYABLE CHECK
1909836	03/31/2025	SCHMITTY & SONS	R	1,102.68	ACCOUNTS PAYABLE CHECK
1909837	03/31/2025	SONOVA USA INC.	R	509.82	ACCOUNTS PAYABLE CHECK
1909838	03/31/2025	SOUTHPAW ENTERPRISES	R	354.54	ACCOUNTS PAYABLE CHECK
1909839	03/31/2025	VIRCO MFG CORP	R	2,887.56	ACCOUNTS PAYABLE CHECK
1909840	03/31/2025	XCEL ENERGY	R	8,148.31	ACCOUNTS PAYABLE CHECK
1909841	04/07/2025	ACCELERATED TECHNOLOGIES	R	890.00	ACCOUNTS PAYABLE CHECK
1909842	04/07/2025	ADVANCE AUTO PARTS	R	97.84	ACCOUNTS PAYABLE CHECK
1909843	04/07/2025	ANCHOR PAPER	R	2,948.00	ACCOUNTS PAYABLE CHECK
1909844	04/07/2025	ARVIG ENTERPRISES, INC	R	2,240.71	ACCOUNTS PAYABLE CHECK
1909845	04/07/2025	DELEGARD TOOL CO	R	7,614.07	ACCOUNTS PAYABLE CHECK
1909846	04/07/2025	FRONTIER COMMUNICATIONS	R	66.28	ACCOUNTS PAYABLE CHECK
1909847	04/07/2025	HRM HELPS LLC	R	750.00	ACCOUNTS PAYABLE CHECK
1909848	04/07/2025	OUTDOOR IMAGES, INC	R	1,320.00	ACCOUNTS PAYABLE CHECK
1909849	04/07/2025	PEDIATRIC HOME SERVICE	R	233.75	ACCOUNTS PAYABLE CHECK
1909850	04/07/2025	SOUTHPAW ENTERPRISES	R	378.48	ACCOUNTS PAYABLE CHECK
1909851	04/07/2025	ST PAUL PIONEER PRESS	R	24.20	ACCOUNTS PAYABLE CHECK
1909852	04/07/2025	SUNSHINE COTTAGE	R	54.50	ACCOUNTS PAYABLE CHECK
1909853	04/11/2025	CUB FOODS - APPLE VALLEY	R	18.65	ACCOUNTS PAYABLE CHECK
1909854	04/11/2025	CUB FOODS - EAGAN	R	33.06	ACCOUNTS PAYABLE CHECK
1909855	04/11/2025	CUB FOODS - INVER GROVE HTS	R	28.94	ACCOUNTS PAYABLE CHECK
1909856	04/11/2025	CUB FOODS - ROSEMOUNT	R	223.34	ACCOUNTS PAYABLE CHECK
1909857	04/11/2025	DAKOTA AWARDS & ENGRAVING	R	75.00	ACCOUNTS PAYABLE CHECK
1909858	04/11/2025	DISTRICT 191 FOOD SERVICE	R	1,107.30	ACCOUNTS PAYABLE CHECK
1909859	04/11/2025	FARMINGTON COMMUNITY EDUCATION	R	304.00	ACCOUNTS PAYABLE CHECK
1909860	04/11/2025	INT SCH DIST 287	R	4,810.03	ACCOUNTS PAYABLE CHECK
1909861	04/11/2025	MENARDS	R	573.51	ACCOUNTS PAYABLE CHECK
1909862	04/11/2025	PEDIATRIC HOME SERVICE	R	637.50	ACCOUNTS PAYABLE CHECK
1909863	04/11/2025	THERAPY NOTES, LLC	R	329.00	ACCOUNTS PAYABLE CHECK
1909864	04/11/2025	ENERGIZER HOLDINGS, INC	R	202.80	ACCOUNTS PAYABLE CHECK
1909865	04/11/2025	LOFFLER BUSINESS SYSTEMS	R	227.00	ACCOUNTS PAYABLE CHECK

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1909866	04/11/2025	MN ENERGY RESOURCES CORPORATION	R	1,074.32	ACCOUNTS PAYABLE CHECK
1909867	04/11/2025	PLAY THERAPY SUPPLY	R	650.26	ACCOUNTS PAYABLE CHECK
1909868	04/11/2025	SCHOOL SPECIALTY, LLC	R	1,044.11	ACCOUNTS PAYABLE CHECK
1909869	04/11/2025	TEACHING STUDENTS W/VISUALLY IMPAIR	R	50.00	ACCOUNTS PAYABLE CHECK
1909870	04/11/2025	VERIZON WIRELESS	R	529.34	ACCOUNTS PAYABLE CHECK
1909871	04/16/2025	WISCONSIN SCTF	R	743.50	ACCOUNTS PAYABLE CHECK
1909872	04/16/2025	EDUCATION MINNESOTA, LOCAL 3904	R	9,414.70	ACCOUNTS PAYABLE CHECK
1909873	04/16/2025	ESP LOCAL 4242	R	3,664.63	ACCOUNTS PAYABLE CHECK
1909874	04/16/2025	FTC	R	1,365.83	ACCOUNTS PAYABLE CHECK
1909875	04/16/2025	O.P.E.I.U., LOCAL 12	R	419.70	ACCOUNTS PAYABLE CHECK
1909876	04/16/2025	RELATED SERVICES NURSES ESP	R	126.50	ACCOUNTS PAYABLE CHECK
1909877	04/18/2025	BAYCOM, INC.	R	97.50	ACCOUNTS PAYABLE CHECK
1909878	04/18/2025	BENEFIT EXTRAS, INC	R	486.49	ACCOUNTS PAYABLE CHECK
1909879	04/18/2025	CENTERPOINT ENERGY	R	536.87	ACCOUNTS PAYABLE CHECK
1909880	04/18/2025	FRONTIER COMMUNICATIONS	R	774.05	ACCOUNTS PAYABLE CHECK
1909881	04/18/2025	PARTSSOURCE, INC	R	56.72	ACCOUNTS PAYABLE CHECK
1909882	04/18/2025	PER MAR	R	70.00	ACCOUNTS PAYABLE CHECK
1909883	04/18/2025	SCHMITTY & SONS	R	1,062.18	ACCOUNTS PAYABLE CHECK
1909884	04/18/2025	TECHNOLOGY BY DESIGN, LLC	R	512.00	ACCOUNTS PAYABLE CHECK
1909885	04/18/2025	BOARD OF SCHOOL ADMINISTRATORS	R	55.00	ACCOUNTS PAYABLE CHECK
1909886	04/18/2025	DAKOTA COUNTY SHERIFF	R	52,657.50	ACCOUNTS PAYABLE CHECK
1909887	04/18/2025	LAKES COUNTRY SERVICE COOPERATIVE	R	14,000.00	ACCOUNTS PAYABLE CHECK
1909888	04/18/2025	MENARDS	R	96.33	ACCOUNTS PAYABLE CHECK
1909889	04/18/2025	OFFICE OF MN.IT SERVICES	R	362.25	ACCOUNTS PAYABLE CHECK
1909890	04/18/2025	PEDIATRIC HOME SERVICE	R	1,481.25	ACCOUNTS PAYABLE CHECK
1909891	04/18/2025	WEAVING CULTURES, LLC	R	290.45	ACCOUNTS PAYABLE CHECK
1909892	04/25/2025	APPLE COMPUTER, INC	R	1,940.00	ACCOUNTS PAYABLE CHECK
1909893	04/25/2025	FRONTIER COMMUNICATIONS	R	1,380.38	ACCOUNTS PAYABLE CHECK
1909894	04/25/2025	JOHNSON FITNESS & WELLNESS	R	3,665.00	ACCOUNTS PAYABLE CHECK
1909895	04/25/2025	ODP BUSINESS SOLUTIONS, LLC	R	1,947.95	ACCOUNTS PAYABLE CHECK
1909896	04/25/2025	SAM'S CLUB/SYNCHRONY BANK	R	730.68	ACCOUNTS PAYABLE CHECK
1909897	04/25/2025	SCHMITTY & SONS	R	1,163.43	ACCOUNTS PAYABLE CHECK
1909898	04/25/2025	VIRCO MFG CORP	R	2,881.84	ACCOUNTS PAYABLE CHECK
1909899	04/25/2025	XCEL ENERGY	R	2,536.28	ACCOUNTS PAYABLE CHECK
1909900	04/25/2025	ZOLL MEDICAL CORPORATION	R	230.00	ACCOUNTS PAYABLE CHECK
1909901	04/30/2025	WISCONSIN SCTF	R	987.50	ACCOUNTS PAYABLE CHECK
1909902	04/30/2025	EDUCATION MINNESOTA, LOCAL 3904	R	9,414.70	ACCOUNTS PAYABLE CHECK
1909903	04/30/2025	ESP LOCAL 4242	R	3,664.63	ACCOUNTS PAYABLE CHECK
1909904	04/30/2025	FTC	R	1,365.83	ACCOUNTS PAYABLE CHECK
1909905	04/30/2025	O.P.E.I.U., LOCAL 12	R	419.70	ACCOUNTS PAYABLE CHECK
1909906	04/30/2025	RELATED SERVICES NURSES ESP	R	126.50	ACCOUNTS PAYABLE CHECK
V4002492	04/15/2025	ALDI	R	273.89	ACCOUNTS PAYABLE VOUCHER
V4002493	04/15/2025	AMERGIS	V	-	VOID: MULTI STUB VOUCHER
V4002494	04/15/2025	AMERGIS	V	-	VOID: MULTI STUB VOUCHER
V4002495	04/15/2025	AMERGIS	V	-	VOID: MULTI STUB VOUCHER
V4002496	04/15/2025	AMERGIS	R	63,712.22	ACCOUNTS PAYABLE VOUCHER
V4002497	04/15/2025	AQI SERVICES, LLC	R	75.00	ACCOUNTS PAYABLE VOUCHER
V4002498	04/15/2025	ARK THERAPEUTIC	R	207.96	ACCOUNTS PAYABLE VOUCHER
V4002499	04/15/2025	BAYADA HOME HEALTH CARE	R	4,057.00	ACCOUNTS PAYABLE VOUCHER
V4002500	04/15/2025	WELLS FARGO	R	3,762.22	ACCOUNTS PAYABLE VOUCHER
V4002501	04/15/2025	OPENAI	R	120.00	ACCOUNTS PAYABLE VOUCHER
V4002502	04/15/2025	CHOMPSHOP, INC	R	240.57	ACCOUNTS PAYABLE VOUCHER
V4002503	04/15/2025	CITY OF APPLE VALLEY	R	398.87	ACCOUNTS PAYABLE VOUCHER
V4002504	04/15/2025	LOVING GUIDANCE LLC	R	212.75	ACCOUNTS PAYABLE VOUCHER
V4002505	04/15/2025	DEMCO EDUC CORP	R	8,938.57	ACCOUNTS PAYABLE VOUCHER
V4002506	04/15/2025	DODGE NATURE CENTER	R	24.00	ACCOUNTS PAYABLE VOUCHER
V4002507	04/15/2025	GOOGLE HQ	R	2,553.69	ACCOUNTS PAYABLE VOUCHER
V4002508	04/15/2025	HEALTHIEST YOU	R	3,887.00	ACCOUNTS PAYABLE VOUCHER

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
V4002509	04/15/2025	INDEED, INC	R	1,615.78	ACCOUNTS PAYABLE VOUCHER
V4002510	04/15/2025	INNOVATIVE OFFICE SOLUTIONS	R	275.58	ACCOUNTS PAYABLE VOUCHER
V4002511	04/15/2025	MADDEN BROTHERS, INC	R	1,333.74	ACCOUNTS PAYABLE VOUCHER
V4002512	04/15/2025	MASA	R	399.00	ACCOUNTS PAYABLE VOUCHER
V4002513	04/15/2025	MASE	R	319.00	ACCOUNTS PAYABLE VOUCHER
V4002514	04/15/2025	MN DEPT OF AGRICULTURE	R	70.00	ACCOUNTS PAYABLE VOUCHER
V4002515	04/15/2025	MULTI-HEALTH SYSTEMS INC.	R	252.50	ACCOUNTS PAYABLE VOUCHER
V4002516	04/15/2025	RATWIK, ROSZAK & MALONEY, P.A.	R	395.00	ACCOUNTS PAYABLE VOUCHER
V4002517	04/15/2025	ROSEMOUNT AUTO SERVICE	R	1,215.50	ACCOUNTS PAYABLE VOUCHER
V4002518	04/15/2025	SCHOOL NURSE SUPPLY	R	170.39	ACCOUNTS PAYABLE VOUCHER
V4002519	04/15/2025	SECURLY, INC	R	926.00	ACCOUNTS PAYABLE VOUCHER
V4002520	04/15/2025	ST PAUL PARKS AND RECREATION	R	195.00	ACCOUNTS PAYABLE VOUCHER
V4002521	04/15/2025	STRONGER TREES, INC	R	80.00	ACCOUNTS PAYABLE VOUCHER
V4002522	04/15/2025	THE HOME DEPOT PRO	R	4,209.15	ACCOUNTS PAYABLE VOUCHER
V4002523	04/15/2025	TOLL GAS & WELDING SUPPLY	R	253.78	ACCOUNTS PAYABLE VOUCHER
V4002524	04/15/2025	THE MCDOWELL AGENCY, INC.	R	45.10	ACCOUNTS PAYABLE VOUCHER
V4002525	04/15/2025	GRAFTON SCHOOL, INC	R	7,547.87	ACCOUNTS PAYABLE VOUCHER
V4002526	04/15/2025	UNEQUAL TECHNOLOGIES COMPANY	R	249.75	ACCOUNTS PAYABLE VOUCHER
V4002527	04/15/2025	UNIVERSAL CLEANING SERVICES	R	7,947.50	ACCOUNTS PAYABLE VOUCHER
V4002528	04/15/2025	USI	R	470.55	ACCOUNTS PAYABLE VOUCHER
V4002529	04/15/2025	VITAMINK12, LLC	R	690.00	ACCOUNTS PAYABLE VOUCHER
V4002530	04/15/2025	WESTONE LABORATORIES INC.	R	492.25	ACCOUNTS PAYABLE VOUCHER
V6607985	04/17/2025	MARTHA JOAN ALLEN	R	196.00	ACCOUNTS PAYABLE VOUCHER
V6607986	04/17/2025	ANN CATHERINE ALLEN	R	247.80	ACCOUNTS PAYABLE VOUCHER
V6607987	04/17/2025	KELSIE K ARCH	R	110.60	ACCOUNTS PAYABLE VOUCHER
V6607988	04/17/2025	MELISSA L ARMBRUST	R	245.00	ACCOUNTS PAYABLE VOUCHER
V6607989	04/17/2025	KIM MARIE AUSTIN	R	280.00	ACCOUNTS PAYABLE VOUCHER
V6607990	04/17/2025	TREVOR R BAILEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607991	04/17/2025	KIMBERLY D BAKER	R	21.70	ACCOUNTS PAYABLE VOUCHER
V6607992	04/17/2025	KEITH JAMES BARTHOLOMAU	R	105.00	ACCOUNTS PAYABLE VOUCHER
V6607993	04/17/2025	THOMAS RICHARD BENNETT	R	23.80	ACCOUNTS PAYABLE VOUCHER
V6607994	04/17/2025	LINDA JO BERG	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607995	04/17/2025	STEPHANIE BETLEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607996	04/17/2025	MICHAEL JASON BIBRO	R	577.20	ACCOUNTS PAYABLE VOUCHER
V6607997	04/17/2025	AMANDA JO BOEHMER	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6607998	04/17/2025	AIMEE BOONE	R	1,740.00	ACCOUNTS PAYABLE VOUCHER
V6607999	04/17/2025	DON JAMES BUDACH	R	270.60	ACCOUNTS PAYABLE VOUCHER
V6608000	04/17/2025	MICHAEL ROBERT BURGIO	R	5.60	ACCOUNTS PAYABLE VOUCHER
V6608001	04/17/2025	LESLEY ANNE CHESTER	R	18.20	ACCOUNTS PAYABLE VOUCHER
V6608002	04/17/2025	BETHANY LEIGH CHRISTIANSON	R	41.30	ACCOUNTS PAYABLE VOUCHER
V6608003	04/17/2025	EMILY MARGARET MATULA	R	599.20	ACCOUNTS PAYABLE VOUCHER
V6608004	04/17/2025	CRAIG ALAN CURTIS	R	574.40	ACCOUNTS PAYABLE VOUCHER
V6608005	04/17/2025	AMY RICHELLE DAWSON	R	91.00	ACCOUNTS PAYABLE VOUCHER
V6608006	04/17/2025	CHRISTOPHER GORDON DEVINE	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608007	04/17/2025	MARY KAY DISTAD	R	12.60	ACCOUNTS PAYABLE VOUCHER
V6608008	04/17/2025	AMANDA R ECKRE	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608009	04/17/2025	LISA A EHLERINGER	R	26.60	ACCOUNTS PAYABLE VOUCHER
V6608010	04/17/2025	SHAE K ELLIOTT	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608011	04/17/2025	KATHERINE DIANE ENGEL	R	78.40	ACCOUNTS PAYABLE VOUCHER
V6608012	04/17/2025	MICHAEL LEONARD FAVOR	R	1,212.00	ACCOUNTS PAYABLE VOUCHER
V6608013	04/17/2025	SOFIE L FITZSIMMONS	R	45.50	ACCOUNTS PAYABLE VOUCHER
V6608014	04/17/2025	ANGELITA LEE FLEMING	R	23.80	ACCOUNTS PAYABLE VOUCHER
V6608015	04/17/2025	NICOLE K FLESNER	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608016	04/17/2025	SHERILYN FAYE FRISQUE	R	270.20	ACCOUNTS PAYABLE VOUCHER
V6608017	04/17/2025	CHRISTINA ANN TUOHY	R	68.60	ACCOUNTS PAYABLE VOUCHER
V6608018	04/17/2025	CASSIE J. GROFF	R	196.70	ACCOUNTS PAYABLE VOUCHER
V6608019	04/17/2025	SARA ELIZABETH GROVE	R	14.00	ACCOUNTS PAYABLE VOUCHER
V6608020	04/17/2025	MEGAN KRISTINE HAROLDSON	R	205.80	ACCOUNTS PAYABLE VOUCHER

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V6608021	04/17/2025	LEAH HANISCH HARRIS	R	36.40	ACCOUNTS PAYABLE VOUCHER
V6608022	04/17/2025	JANA LEE HEIDEMANN	R	16.80	ACCOUNTS PAYABLE VOUCHER
V6608023	04/17/2025	HEIDI LEE HELM	R	14.00	ACCOUNTS PAYABLE VOUCHER
V6608024	04/17/2025	PETER ALLYN HENDRICKS	R	179.90	ACCOUNTS PAYABLE VOUCHER
V6608025	04/17/2025	SARA ASHLEY HENRY	R	434.70	ACCOUNTS PAYABLE VOUCHER
V6608026	04/17/2025	JENNIFER AMY HETLAND	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608027	04/17/2025	MELISSA ROCHELL HO	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608028	04/17/2025	JUSTIN DAVID HOELSCHER	R	207.60	ACCOUNTS PAYABLE VOUCHER
V6608029	04/17/2025	KATE SCHNEEWEIS HULSE	R	201.93	ACCOUNTS PAYABLE VOUCHER
V6608030	04/17/2025	SARAH CAITLIN IDEEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608031	04/17/2025	CINDY LOU JACOBS	R	77.00	ACCOUNTS PAYABLE VOUCHER
V6608032	04/17/2025	DAVID J JENSEN	R	365.00	ACCOUNTS PAYABLE VOUCHER
V6608033	04/17/2025	MARK W JOHNS	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608034	04/17/2025	SARAH LYNN JOHNSON	R	182.00	ACCOUNTS PAYABLE VOUCHER
V6608035	04/17/2025	AMY TAMARAH WOLF KAUFMAN	R	198.80	ACCOUNTS PAYABLE VOUCHER
V6608036	04/17/2025	LORI ANN KLEIN	R	214.60	ACCOUNTS PAYABLE VOUCHER
V6608037	04/17/2025	JOAN MARGARET KRAFT	R	103.60	ACCOUNTS PAYABLE VOUCHER
V6608038	04/17/2025	ELLANA LAMOREUX	R	39.20	ACCOUNTS PAYABLE VOUCHER
V6608039	04/17/2025	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608040	04/17/2025	BETSY SUE LARSEN	R	172.90	ACCOUNTS PAYABLE VOUCHER
V6608041	04/17/2025	SARAH MARIE LUDEWIG	R	149.10	ACCOUNTS PAYABLE VOUCHER
V6608042	04/17/2025	ERIN JEAN MAHNKE	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608043	04/17/2025	MONIQUE NICOLE MARPLE	R	30.10	ACCOUNTS PAYABLE VOUCHER
V6608044	04/17/2025	KIM MARIE MARTIN	R	68.60	ACCOUNTS PAYABLE VOUCHER
V6608045	04/17/2025	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608046	04/17/2025	ALISON KENNIS-LYNN MCCUSKER	R	25.67	ACCOUNTS PAYABLE VOUCHER
V6608047	04/17/2025	SHARRI HELENE MCGIBBON	R	63.20	ACCOUNTS PAYABLE VOUCHER
V6608048	04/17/2025	STEPHANIE LYNN MUNNS	R	5.60	ACCOUNTS PAYABLE VOUCHER
V6608049	04/17/2025	JENNA ANN NACE	R	341.60	ACCOUNTS PAYABLE VOUCHER
V6608050	04/17/2025	CLAIRE M NACHTWEY	R	37.10	ACCOUNTS PAYABLE VOUCHER
V6608051	04/17/2025	JO ANN MARISKA NAGY	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608052	04/17/2025	RACHEL LOIS NASAL	R	14.00	ACCOUNTS PAYABLE VOUCHER
V6608053	04/17/2025	MATTHEW HARRISON NEWQUIST	R	4.20	ACCOUNTS PAYABLE VOUCHER
V6608054	04/17/2025	CINDY L NORDSTROM	R	11.90	ACCOUNTS PAYABLE VOUCHER
V6608055	04/17/2025	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608056	04/17/2025	ALICIA JOY ODELL	R	144.90	ACCOUNTS PAYABLE VOUCHER
V6608057	04/17/2025	CHARLOTTE ROSE OLSON	R	32.20	ACCOUNTS PAYABLE VOUCHER
V6608058	04/17/2025	ROSALIE L PALAN	R	54.60	ACCOUNTS PAYABLE VOUCHER
V6608059	04/17/2025	JACKIE MARIE PAULEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608060	04/17/2025	EMILY COLLEEN GOODSON	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608061	04/17/2025	HOLLY MARIE PEMBLE	R	256.20	ACCOUNTS PAYABLE VOUCHER
V6608062	04/17/2025	AMANDA LYNN PETERS	R	146.30	ACCOUNTS PAYABLE VOUCHER
V6608063	04/17/2025	JENNIFER MAE PETERSEN	R	171.70	ACCOUNTS PAYABLE VOUCHER
V6608064	04/17/2025	BROOKE ALLYSON PETERSON	R	122.90	ACCOUNTS PAYABLE VOUCHER
V6608065	04/17/2025	CAROLINE ROSE PETERSON	R	449.40	ACCOUNTS PAYABLE VOUCHER
V6608066	04/17/2025	EMILY ANN PFISTERER	R	223.30	ACCOUNTS PAYABLE VOUCHER
V6608067	04/17/2025	BRIAN J PRICE	R	33.60	ACCOUNTS PAYABLE VOUCHER
V6608068	04/17/2025	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608069	04/17/2025	PAMELA R RICKERS	R	76.30	ACCOUNTS PAYABLE VOUCHER
V6608070	04/17/2025	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608071	04/17/2025	SARAH CATHERINE ROWLEY	R	106.40	ACCOUNTS PAYABLE VOUCHER
V6608072	04/17/2025	HAWA D SALAD	R	52.50	ACCOUNTS PAYABLE VOUCHER
V6608073	04/17/2025	MELISSA RAE SCHALLER	R	120.10	ACCOUNTS PAYABLE VOUCHER
V6608074	04/17/2025	BYRON LEITH SCHWAB	R	21.00	ACCOUNTS PAYABLE VOUCHER
V6608075	04/17/2025	ROLAND ARTHUR SESSIONS III	R	189.70	ACCOUNTS PAYABLE VOUCHER
V6608076	04/17/2025	KARLEEN SHERMAN	R	58.10	ACCOUNTS PAYABLE VOUCHER
V6608077	04/17/2025	HANNAH GRACE SIMMONS	R	11.90	ACCOUNTS PAYABLE VOUCHER
V6608078	04/17/2025	NICHOLAS J SOPKOWIAK	R	39.20	ACCOUNTS PAYABLE VOUCHER

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V6608079	04/17/2025	COREY S STOCCO	R	18.20	ACCOUNTS PAYABLE VOUCHER
V6608080	04/17/2025	DAVID LEON STOLL	R	92.40	ACCOUNTS PAYABLE VOUCHER
V6608081	04/17/2025	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608082	04/17/2025	KAYLEEN LAVONNE TAFFE	R	39.90	ACCOUNTS PAYABLE VOUCHER
V6608083	04/17/2025	MARY ELIZABETH TAYLOR	R	338.80	ACCOUNTS PAYABLE VOUCHER
V6608084	04/17/2025	SONIA LYNN TENDRICH	R	135.10	ACCOUNTS PAYABLE VOUCHER
V6608085	04/17/2025	TAYLOR MAY LOVIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608086	04/17/2025	RICHARD L TIEMPO	R	16.80	ACCOUNTS PAYABLE VOUCHER
V6608087	04/17/2025	MERIDITH TIETZ	R	147.70	ACCOUNTS PAYABLE VOUCHER
V6608088	04/17/2025	SHANYN NICOLE TUFTEE	R	211.60	ACCOUNTS PAYABLE VOUCHER
V6608089	04/17/2025	JOHN NATHAN VOLKERT	R	105.28	ACCOUNTS PAYABLE VOUCHER
V6608090	04/17/2025	ASHLEY LYNNETTE WARD	R	296.94	ACCOUNTS PAYABLE VOUCHER
V6608091	04/17/2025	SCOTT MICHAEL ZEHNDER	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608092	04/17/2025	MARK A. ZUZEK	R	15.40	ACCOUNTS PAYABLE VOUCHER
V7703729	03/27/2025	ALL IN ONE TRANSLATION AGENCY, LLC	R	776.25	ACCOUNTS PAYABLE VOUCHER
V7703730	03/27/2025	AMANDA GROH	R	585.00	ACCOUNTS PAYABLE VOUCHER
V7703731	03/27/2025	IND SCH DIST 191	R	29,289.27	ACCOUNTS PAYABLE VOUCHER
V7703732	03/27/2025	KAREN CASS FELLING, M.A., LP	R	1,500.00	ACCOUNTS PAYABLE VOUCHER
V7703733	03/27/2025	MINNESOTA HUMANITIES CENTER	R	7,500.00	ACCOUNTS PAYABLE VOUCHER
V7703734	03/27/2025	NOVA EDUCATION CONSULTANTS	R	12,800.00	ACCOUNTS PAYABLE VOUCHER
V7703735	03/27/2025	TEACHERS ON CALL INC	R	13,751.59	ACCOUNTS PAYABLE VOUCHER
V7703736	03/27/2025	TODD A SAVAGE	R	752.00	ACCOUNTS PAYABLE VOUCHER
V7703737	03/27/2025	UPWARD BOUND CONSULTING, LLC	R	5,000.00	ACCOUNTS PAYABLE VOUCHER
V7703738	03/27/2025	ZEN EDUCATE INC	R	9,388.31	ACCOUNTS PAYABLE VOUCHER
V7703739	03/27/2025	MEDICA	R	4,422.02	ACCOUNTS PAYABLE VOUCHER
V7703740	03/27/2025	UNITED HEALTHCARE SERVICES, INC	R	32,217.02	ACCOUNTS PAYABLE VOUCHER
V7703741	03/31/2025	MN CHILD SUPPORT PAYMENT CENTER	R	246.60	ACCOUNTS PAYABLE VOUCHER
V7703742	03/31/2025	AFLAC	R	1,288.54	ACCOUNTS PAYABLE VOUCHER
V7703743	03/31/2025	AMERIPRISE FINANCIAL ADVISORS	R	9,033.82	ACCOUNTS PAYABLE VOUCHER
V7703744	03/31/2025	AXA EQUITABLE LIFE INS CO	R	3,658.44	ACCOUNTS PAYABLE VOUCHER
V7703745	03/31/2025	FIDELITY INVSTMT TAX-EX SVC CO	R	13,399.19	ACCOUNTS PAYABLE VOUCHER
V7703746	03/31/2025	HEALTH EQUITY, INC.	R	32,448.46	ACCOUNTS PAYABLE VOUCHER
V7703747	03/31/2025	HORACE MANN LIFE INS	R	2,169.18	ACCOUNTS PAYABLE VOUCHER
V7703748	03/31/2025	INTERNAL REVENUE SERVICE	R	265,449.72	ACCOUNTS PAYABLE VOUCHER
V7703749	03/31/2025	EDUCATION MN ESI BILLING TRUST	R	10,731.71	ACCOUNTS PAYABLE VOUCHER
V7703750	03/31/2025	MN DEPT OF REVENUE	R	45,247.35	ACCOUNTS PAYABLE VOUCHER
V7703751	03/31/2025	MN DEPT OF REVENUE(C)	R	1,121.98	ACCOUNTS PAYABLE VOUCHER
V7703752	03/31/2025	MN STATE RETIREMENT SYSTEM	R	37,233.33	ACCOUNTS PAYABLE VOUCHER
V7703753	03/31/2025	EXECUTIVE DIRECTOR	R	56,856.21	ACCOUNTS PAYABLE VOUCHER
V7703754	03/31/2025	STATE TREASURER, TRA	R	125,694.70	ACCOUNTS PAYABLE VOUCHER
V7703755	03/31/2025	VARIABLE ANNUITY LIFE INS CO	R	9,435.39	ACCOUNTS PAYABLE VOUCHER
V7703756	03/31/2025	VOYA	R	1,332.51	ACCOUNTS PAYABLE VOUCHER
V7703757	04/01/2025	APPLE VALLEY ISD LLC	R	38,551.99	ACCOUNTS PAYABLE VOUCHER
V7703758	04/01/2025	NATIONAL INSURANCE SERVICES OF WI,	R	9,160.02	ACCOUNTS PAYABLE VOUCHER
V7703759	04/01/2025	SE ISD, DST	R	82,233.57	ACCOUNTS PAYABLE VOUCHER
V7703760	04/02/2025	AMANDA GROH	R	390.00	ACCOUNTS PAYABLE VOUCHER
V7703761	04/02/2025	AMAZON CAPITAL SERVICES	R	2,768.81	ACCOUNTS PAYABLE VOUCHER
V7703762	04/02/2025	GOPHER SPORT	R	338.61	ACCOUNTS PAYABLE VOUCHER
V7703763	04/02/2025	LAKESHORE LEARNING MATERIALS	R	635.55	ACCOUNTS PAYABLE VOUCHER
V7703764	04/02/2025	MN CLN SERVICES, INC	R	5,490.00	ACCOUNTS PAYABLE VOUCHER
V7703765	04/02/2025	NORTHEAST METRO 916	R	6,500.00	ACCOUNTS PAYABLE VOUCHER
V7703766	04/02/2025	OPG-3 INC	R	2,050.00	ACCOUNTS PAYABLE VOUCHER
V7703767	04/02/2025	PROCARE THERAPY	R	5,853.08	ACCOUNTS PAYABLE VOUCHER
V7703768	04/02/2025	REGINA MAENDLER, HEART & SCIENCE	R	6,075.00	ACCOUNTS PAYABLE VOUCHER
V7703769	04/02/2025	TEACHERS ON CALL INC	R	7,303.51	ACCOUNTS PAYABLE VOUCHER
V7703770	04/02/2025	ZEN EDUCATE INC	R	11,825.01	ACCOUNTS PAYABLE VOUCHER
V7703771	04/11/2025	MEDICA	R	1,475.62	ACCOUNTS PAYABLE VOUCHER
V7703772	04/11/2025	UNITED HEALTHCARE SERVICES, INC	R	128,138.85	ACCOUNTS PAYABLE VOUCHER

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V7703773	04/11/2025	FIDELITY SECURITY LIFE INS CO	R	2,607.87	ACCOUNTS PAYABLE VOUCHER
V7703774	04/11/2025	MEDICA	R	119.72	ACCOUNTS PAYABLE VOUCHER
V7703775	04/11/2025	UNITED HEALTHCARE SERVICES, INC	R	56,536.32	ACCOUNTS PAYABLE VOUCHER
V7703776	04/14/2025	AMANDA GROH	R	585.00	ACCOUNTS PAYABLE VOUCHER
V7703777	04/14/2025	BAMBOO PROFESSIONALS, LLC	R	6,128.75	ACCOUNTS PAYABLE VOUCHER
V7703778	04/14/2025	CKC GOOD FOOD	R	20,040.48	ACCOUNTS PAYABLE VOUCHER
V7703779	04/14/2025	MARTIN LAW FIRM PLLC	R	66.00	ACCOUNTS PAYABLE VOUCHER
V7703780	04/14/2025	MRI INTERMEDIATE HOLDINGS, LLC	R	197.50	ACCOUNTS PAYABLE VOUCHER
V7703781	04/14/2025	NOVA EDUCATION CONSULTANTS	R	7,842.50	ACCOUNTS PAYABLE VOUCHER
V7703782	04/14/2025	PROCARE THERAPY	R	10,495.27	ACCOUNTS PAYABLE VOUCHER
V7703783	04/14/2025	PROFESSIONAL WIRELESS COMMUNICATION	R	800.00	ACCOUNTS PAYABLE VOUCHER
V7703784	04/14/2025	TEACHERS ON CALL INC	R	12,286.43	ACCOUNTS PAYABLE VOUCHER
V7703785	04/14/2025	TRIUMPH EDUCATIONAL CONSULTING	R	1,592.50	ACCOUNTS PAYABLE VOUCHER
V7703786	04/14/2025	UNITED HEALTHCARE SERVICES, INC	R	49,836.49	ACCOUNTS PAYABLE VOUCHER
V7703787	04/14/2025	UPWARD BOUND CONSULTING, LLC	R	5,000.00	ACCOUNTS PAYABLE VOUCHER
V7703788	04/16/2025	MN CHILD SUPPORT PAYMENT CENTER	R	246.60	ACCOUNTS PAYABLE VOUCHER
V7703789	04/16/2025	AMERIPRISE FINANCIAL ADVISORS	R	9,033.82	ACCOUNTS PAYABLE VOUCHER
V7703790	04/16/2025	AXA EQUITABLE LIFE INS CO	R	3,658.44	ACCOUNTS PAYABLE VOUCHER
V7703791	04/16/2025	FIDELITY INVSTMT TAX-EX SVC CO	R	13,399.19	ACCOUNTS PAYABLE VOUCHER
V7703792	04/16/2025	HEALTH EQUITY, INC.	R	32,275.13	ACCOUNTS PAYABLE VOUCHER
V7703793	04/16/2025	HORACE MANN LIFE INS	R	2,169.18	ACCOUNTS PAYABLE VOUCHER
V7703794	04/16/2025	INTERNAL REVENUE SERVICE	R	266,996.89	ACCOUNTS PAYABLE VOUCHER
V7703795	04/16/2025	EDUCATION MN ESI BILLING TRUST	R	10,731.71	ACCOUNTS PAYABLE VOUCHER
V7703796	04/16/2025	MN DEPT OF REVENUE	R	45,705.53	ACCOUNTS PAYABLE VOUCHER
V7703797	04/16/2025	MN DEPT OF REVENUE(C)	R	640.45	ACCOUNTS PAYABLE VOUCHER
V7703798	04/16/2025	MN STATE RETIREMENT SYSTEM	R	1,233.33	ACCOUNTS PAYABLE VOUCHER
V7703799	04/16/2025	EXECUTIVE DIRECTOR	R	57,405.16	ACCOUNTS PAYABLE VOUCHER
V7703800	04/16/2025	STATE TREASURER, TRA	R	125,710.18	ACCOUNTS PAYABLE VOUCHER
V7703801	04/16/2025	VARIABLE ANNUITY LIFE INS CO	R	9,435.39	ACCOUNTS PAYABLE VOUCHER
V7703802	04/16/2025	VOYA	R	1,332.51	ACCOUNTS PAYABLE VOUCHER
V7703803	04/16/2025	MEDICA	R	6,600.00	ACCOUNTS PAYABLE VOUCHER
V7703804	04/21/2025	ALL IN ONE TRANSLATION AGENCY, LLC	R	450.00	ACCOUNTS PAYABLE VOUCHER
V7703805	04/21/2025	AMAZON CAPITAL SERVICES	R	4,163.73	ACCOUNTS PAYABLE VOUCHER
V7703806	04/21/2025	AI TECHNOLOGIES, LLC	R	2,889.12	ACCOUNTS PAYABLE VOUCHER
V7703807	04/21/2025	KAREN CASS FELLING, M.A., LP	R	1,500.00	ACCOUNTS PAYABLE VOUCHER
V7703808	04/21/2025	PROCARE THERAPY	R	8,645.37	ACCOUNTS PAYABLE VOUCHER
V7703809	04/21/2025	ZEN EDUCATE INC	R	11,760.69	ACCOUNTS PAYABLE VOUCHER
V7703810	04/21/2025	DELTA DENTAL OF MINNESOTA	R	41,223.32	ACCOUNTS PAYABLE VOUCHER
V7703811	04/21/2025	MEDICA	R	5.58	ACCOUNTS PAYABLE VOUCHER
V7703812	04/21/2025	UNITED HEALTHCARE SERVICES, INC	R	81,836.44	ACCOUNTS PAYABLE VOUCHER
V7703813	04/28/2025	MEDICA	R	888.87	ACCOUNTS PAYABLE VOUCHER
V7703814	04/28/2025	MN DEPT OF EMPLOYMENT & ECON DEV.	R	3.00	ACCOUNTS PAYABLE VOUCHER
V7703815	04/28/2025	UNITED HEALTHCARE SERVICES, INC	R	53,773.49	ACCOUNTS PAYABLE VOUCHER
V7703816	04/28/2025	WA DEPT OF EMP SEC-PD FAM & MED	R	132.39	ACCOUNTS PAYABLE VOUCHER
V7703817	04/28/2025	WA DEPT OF EMP SEC-WA CARES	R	116.70	ACCOUNTS PAYABLE VOUCHER
V7703818	04/28/2025	WA DEPT OF LABOR & INDUSTRIES	R	168.03	ACCOUNTS PAYABLE VOUCHER
V7703819	04/29/2025	AMANDA GROH	R	1,170.00	ACCOUNTS PAYABLE VOUCHER
V7703820	04/29/2025	CDWG	R	467.00	ACCOUNTS PAYABLE VOUCHER
V7703821	04/29/2025	IND SCH DIST 191	R	29,289.27	ACCOUNTS PAYABLE VOUCHER
V7703822	04/29/2025	KAREN CASS FELLING, M.A., LP	R	1,500.00	ACCOUNTS PAYABLE VOUCHER
V7703823	04/29/2025	LAKESHORE LEARNING MATERIALS	R	25.98	ACCOUNTS PAYABLE VOUCHER
V7703824	04/29/2025	NOVA EDUCATION CONSULTANTS	R	14,416.25	ACCOUNTS PAYABLE VOUCHER
V7703825	04/29/2025	POWERSCHOOL GROUP LLC	R	10,366.16	ACCOUNTS PAYABLE VOUCHER
V7703826	04/29/2025	PROCARE THERAPY	R	9,389.16	ACCOUNTS PAYABLE VOUCHER
V7703827	04/29/2025	RATWIK, ROSZAK & MALONEY, P.A.	R	2,795.00	ACCOUNTS PAYABLE VOUCHER
V7703828	04/29/2025	TEACHERS ON CALL INC	R	7,680.59	ACCOUNTS PAYABLE VOUCHER
V7703829	04/29/2025	UPWARD BOUND CONSULTING, LLC	R	5,000.00	ACCOUNTS PAYABLE VOUCHER
V7703830	04/29/2025	ZEN EDUCATE INC	V	-	VOID: MULTI STUB VOUCHER

Intermediate School District 917
 Check Register Including System Voids
 Run Date: 3/26/2025 - 4/30/2025

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
V7703831	04/29/2025	ZEN EDUCATE INC	R	22,888.32	ACCOUNTS PAYABLE VOUCHER
V7703832	04/30/2025	MN CHILD SUPPORT PAYMENT CENTER	R	246.60	ACCOUNTS PAYABLE VOUCHER
V7703833	04/30/2025	AFLAC	R	1,288.54	ACCOUNTS PAYABLE VOUCHER
V7703834	04/30/2025	AMERIPRISE FINANCIAL ADVISORS	R	9,033.82	ACCOUNTS PAYABLE VOUCHER
V7703835	04/30/2025	AXA EQUITABLE LIFE INS CO	R	3,658.44	ACCOUNTS PAYABLE VOUCHER
V7703836	04/30/2025	FIDELITY INVSTMT TAX-EX SVC CO	R	13,399.19	ACCOUNTS PAYABLE VOUCHER
V7703837	04/30/2025	HEALTH EQUITY, INC.	R	32,634.13	ACCOUNTS PAYABLE VOUCHER
V7703838	04/30/2025	HORACE MANN LIFE INS	R	2,169.18	ACCOUNTS PAYABLE VOUCHER
V7703839	04/30/2025	INTERNAL REVENUE SERVICE	R	269,351.99	ACCOUNTS PAYABLE VOUCHER
V7703840	04/30/2025	EDUCATION MN ESI BILLING TRUST	R	10,731.71	ACCOUNTS PAYABLE VOUCHER
V7703841	04/30/2025	MN DEPT OF REVENUE	R	46,355.98	ACCOUNTS PAYABLE VOUCHER
V7703842	04/30/2025	MN DEPT OF REVENUE(C)	R	1,257.28	ACCOUNTS PAYABLE VOUCHER
V7703843	04/30/2025	MN STATE RETIREMENT SYSTEM	R	1,233.33	ACCOUNTS PAYABLE VOUCHER
V7703844	04/30/2025	EXECUTIVE DIRECTOR	R	57,526.97	ACCOUNTS PAYABLE VOUCHER
V7703845	04/30/2025	STATE TREASURER, TRA	R	127,175.10	ACCOUNTS PAYABLE VOUCHER
V7703846	04/30/2025	VARIABLE ANNUITY LIFE INS CO	R	9,435.39	ACCOUNTS PAYABLE VOUCHER
V7703847	04/30/2025	VOYA	R	1,332.51	ACCOUNTS PAYABLE VOUCHER
		Total		<u>3,067,742.07</u>	



Customer Service
PO Box 11760
Harrisburg, PA 17108-11760

ACCOUNT STATEMENT

For the Month Ending
March 31, 2025

INTERMEDIATE SCHOOL DISTRICT 917

Client Management Team

Amber Cannegieter
Key Account Manager
213 Market Street
Harrisburg, PA 17101-2141
1-888-4-MSDLAF
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Danny A. Nelson
Director
800 Nicollet Mall, 4th Floor
Minneapolis, MN 55402
612-371-3747
nelsond@pfmam.com

Contents

- Cover/Disclosures
- Summary Statement
- Individual Accounts

Accounts included in Statement

600430 STATE PAYMENTS

Important Messages

MSDLAF will be closed on 04/18/2025 for Good Friday.

INTERMEDIATE SCHOOL DISTRICT 917
AMY D ALEXANDER
1300 145TH STREET E
ROSEMOUNT, MN 55068

Online Access www.msdlaf.org

Customer Service 1-888-4-MSDLAF

Important Disclosures

Important Disclosures

This statement is for general information purposes only and is not intended to provide specific advice or recommendations. PFM Asset Management ("PFMAM") is a division of U.S. Bancorp Asset Management, Inc. ("USBAM"), a SEC-registered investment adviser. USBAM is direct subsidiary of U.S. Bank National Association ("U.S. Bank") and an indirect subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of PFMAM. PFMAM maintains a written disclosure statement of our background and business experience. If you would like to receive a copy of our current disclosure statement, please contact Service Operations at the address below.

Proxy Voting PFMAM does not normally receive proxies to vote on behalf of its clients. However, it does on occasion receive consent requests. In the event a consent request is received the portfolio manager contacts the client and then proceeds according to their instructions. PFMAM's Proxy Voting Policy is available upon request by contacting Service Operations at the address below.

Questions About an Account PFMAM's monthly statement is intended to detail our investment advisory activity as well as the activity of any accounts held by clients in pools that are managed by PFMAM. The custodian bank maintains the control of assets and executes (i.e., settles) all investment transactions. The custodian statement is the official record of security and cash holdings and transactions. PFMAM recognizes that clients may use these reports to facilitate record keeping and that the custodian bank statement and the PFMAM statement should be reconciled and differences resolved. Many custodians use a settlement date basis which may result in the need to reconcile due to a timing difference.

Account Control PFMAM does not have the authority to withdraw funds from or deposit funds to the custodian outside the scope of services provided by PFMAM. Our clients retain responsibility for their internal accounting policies; implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

Market Value Generally, PFMAM's market prices are derived from closing bid prices as of the last business day of the month as supplied by ICE Data Services. There may be differences in the values shown for investments due to accrued but uncollected income and the use of differing valuation sources and methods. Non-negotiable FDIC-insured bank certificates of deposit are priced at par. Although PFMAM believes the prices to be reliable, the values of the securities may not represent the prices at which the securities could have been bought or sold. Explanation of the valuation methods for a registered investment company or local government investment program is contained in the appropriate fund offering documentation or information statement.

Amortized Cost The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short term securities (those with less than one year to maturity at time of issuance) is amortized on a straightline basis. Such discount or premium with respect to longer term securities is amortized using the constant yield basis.

Tax Reporting Cost data and realized gains / losses are provided for informational purposes only. Please review for accuracy and consult your tax advisor to determine the tax consequences of your security transactions. PFMAM does not report such information to the IRS or other taxing authorities and is not responsible for the accuracy of such information that may be required to be reported to federal, state or other taxing authorities.

Financial Situation In order to better serve you, PFMAM should be promptly notified of any material change in your investment objective or financial situation.

Callable Securities Securities subject to redemption prior to maturity may be redeemed in whole or in part before maturity, which could affect the yield represented.

Portfolio The securities in this portfolio, including shares of mutual funds, are not guaranteed or otherwise protected by PFMAM, the FDIC (except for certain non-negotiable certificates of deposit) or any government agency. Investment in securities involves risks, including the possible loss of the amount invested. Actual settlement values, accrued interest, and amortized cost amounts may vary for securities subject to an adjustable interest rate or subject to principal paydowns. Any changes to the values shown may be reflected within the next monthly statement's beginning values.

Rating Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed.

Shares of some local government investment programs and TERM funds are distributed by representatives of USBAM's affiliate, U.S. Bancorp Investments, Inc. which is registered with the SEC as a broker/dealer and is a member of the Financial Industry Regulatory Authority ("FINRA") and the Municipal Securities Rulemaking Board ("MSRB"). You may reach the FINRA by calling the FINRA Hotline at 1-800-289-9999 or at the FINRA website address <https://www.finra.org/investors/investor-contacts>. A brochure describing the FINRA Regulation Public Disclosure Program is also available from FINRA upon request.

Key Terms and Definitions

Dividends on local government investment program funds consist of interest earned, plus any discount ratably amortized to the date of maturity, plus all realized gains and losses on the sale of securities prior to maturity, less ratably amortization of any premium and all accrued expenses to the fund. Dividends are accrued daily and may be paid either monthly or quarterly. The monthly earnings on this statement represent the estimated dividend accrued for the month for any program that distributes earnings on a quarterly basis. There is no guarantee that the estimated amount will be paid on the actual distribution date.

Current Yield is the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical fund account with a balance of one share over the seven-day base period including the statement date, expressed as a percentage of the value of one share (normally \$1.00 per share) at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by

365 and dividing the result by 7. The yields quoted should not be considered a representation of the yield of the fund in the future, since the yield is not fixed. **Average maturity** represents the average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. The stated maturity date of mortgage backed or callable securities are used in this statement. However the actual maturity of these securities could vary depending on the level or prepayments on the underlying mortgages or whether a callable security has or is still able to be called.

Monthly distribution yield represents the net change in the value of one share (normally \$1.00 per share) resulting from all dividends declared during the month by a fund expressed as a percentage of the value of one share at the beginning of the month. This resulting net change is then annualized by multiplying it by 365 and dividing it by the number of calendar days in the month.

YTM at Cost The yield to maturity at cost is the expected rate of return, based on the original cost, the annual interest receipts, maturity value and the time period from purchase date to maturity, stated as a percentage, on an annualized basis.

YTM at Market The yield to maturity at market is the rate of return, based on the current market value, the annual interest receipts, maturity value and the time period remaining until maturity, stated as a percentage, on an annualized basis.

Managed Account A portfolio of investments managed discretely by PFMAM according to the client's specific investment policy and requirements. The investments are directly owned by the client and held by the client's custodian.

Unsettled Trade A trade which has been executed however the final consummation of the security transaction and payment has not yet taken place.

Please review the detail pages of this statement carefully. If you think your statement is wrong, missing account information, or if you need more information about a transaction, please contact PFMAM within 60 days of receipt. If you have other concerns or questions regarding your account, or to request an updated copy of PFMAM's current disclosure statement, please contact a member of your client management team at PFMAM Service Operations at the address below.

PFM Asset Management
Attn: Service Operations
213 Market Street
Harrisburg, PA 17101

NOT FDIC INSURED NO BANK GUARANTEE MAY LOSE VALUE

Account Statement - Transaction Summary

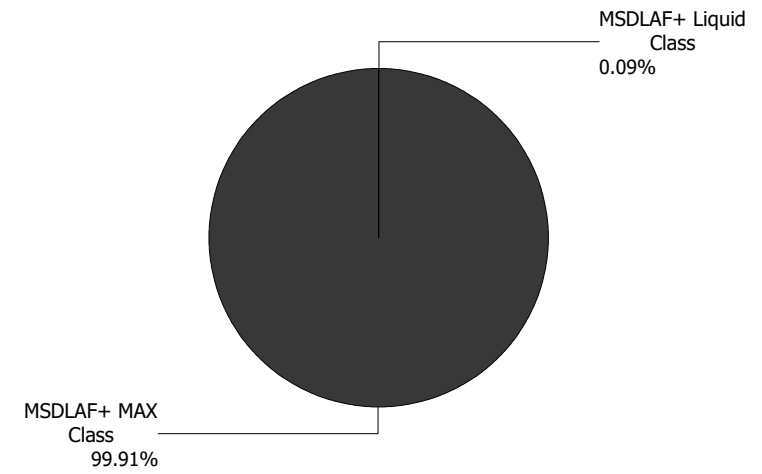
For the Month Ending **March 31, 2025**

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

MSDLAF+ Liquid Class	
Opening Market Value	11,141.55
Purchases	39.33
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$11,180.88
Cash Dividends and Income	39.33
MSDLAF+ MAX Class	
Opening Market Value	12,788,809.18
Purchases	1,047,740.61
Redemptions	(1,000,000.00)
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$12,836,549.79
Cash Dividends and Income	47,740.61

Asset Summary		
	March 31, 2025	February 28, 2025
MSDLAF+ Liquid Class	11,180.88	11,141.55
MSDLAF+ MAX Class	12,836,549.79	12,788,809.18
Total	\$12,847,730.67	\$12,799,950.73

Asset Allocation



Account Statement

For the Month Ending **March 31, 2025**

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
MSDLAF+ Liquid Class					
Opening Balance					11,141.55
03/31/25	04/01/25	Accrual Income Div Reinvestment - Distributions	1.00	39.33	11,180.88
Closing Balance					11,180.88

	Month of March	Fiscal YTD July-March		
Opening Balance	11,141.55	139,302.79	Closing Balance	11,180.88
Purchases	39.33	1,011,878.09	Average Monthly Balance	11,142.82
Redemptions (Excl. Checks)	0.00	(1,140,000.00)	Monthly Distribution Yield	4.16%
Check Disbursements	0.00	0.00		
Closing Balance	11,180.88	11,180.88		
Cash Dividends and Income	39.33	11,878.09		

MSDLAF+ MAX Class					
Opening Balance					12,788,809.18
03/17/25	03/17/25	Purchase - ACH Purchase	1.00	1,000,000.00	13,788,809.18
03/28/25	03/28/25	Redemption - ACH Redemption	1.00	(1,000,000.00)	12,788,809.18
03/31/25	04/01/25	Accrual Income Div Reinvestment - Distributions	1.00	47,740.61	12,836,549.79

Account Statement

For the Month Ending **March 31, 2025**

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
Closing Balance					12,836,549.79
		Month of March	Fiscal YTD July-March		
Opening Balance		12,788,809.18	12,453,732.60	Closing Balance	12,836,549.79
Purchases		1,047,740.61	6,482,817.19	Average Monthly Balance	13,145,187.91
Redemptions (Excl. Checks)		(1,000,000.00)	(6,100,000.00)	Monthly Distribution Yield	4.28%
Check Disbursements		0.00	0.00		
Closing Balance		12,836,549.79	12,836,549.79		
Cash Dividends and Income		47,740.61	442,449.02		

Intermediate School District 917
School Board Report
Consolidate Investments (General & Building)

	MSDLAF: Liquid						MSDLAF: +Max						Total	
	Purchases	Sales	Fees	Interest	Ending Balance	Monthly Yield	Purchases	Sales	Fees	Interest	Ending Balance	Monthly Yield	Ending Balance	Interest
Jun					139,302.79	5.16%					12,453,732.60	5.24%	12,593,035.39	
Jul	-	100,000.00	-	593.51	39,896.30	5.14%	-	1,400,000.00	-	55,113.80	11,108,846.40	5.23%	11,148,742.70	55,707.31
Aug	1,000,000.00			1,714.46	1,041,610.76	5.11%				49,195.39	11,158,041.79	5.21%	12,199,652.55	50,909.85
Sep				4,267.28	1,045,878.04	4.99%	1,500,000.00			51,004.33	12,709,046.12	5.09%	13,754,924.16	55,271.61
Oct				4,201.03	1,050,079.07	4.73%				52,125.78	12,761,171.90	4.83%	13,811,250.97	56,326.81
Nov		1,000,000.00		574.01	50,653.08	4.55%	1,500,000.00	1,000,000.00		50,959.61	13,312,131.51	4.64%	13,362,784.59	51,533.62
Dec				189.43	50,842.51	4.40%				50,194.93	12,162,326.44	4.46%	12,213,168.95	50,384.36
Jan				184.38	51,026.89	4.27%				50,000.00	11,706,229.70	4.36%	11,757,256.59	44,087.64
Feb		40,000.00		114.66	11,141.55	4.21%	2,040,000.00	1,000,000.00		42,579.48	12,788,809.18	4.32%	12,799,950.73	42,694.14
Mar				39.33	11,180.88	4.16%	1,000,000.00	1,000,000.00		47,740.61	12,836,549.79	4.28%	12,847,730.67	47,779.94
Apr														
May														
Jun														
Total														
FY 25	1,000,000.00	1,140,000.00	-	11,878.09	11,180.88		6,040,000.00	6,100,000.00	-	442,817.19	12,836,549.79		12,847,730.67	454,695.28

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

03/31/2025 DIRECT DEPOSITS REGULAR PAY (PR418)
PAYROLL CHECKS

\$776,892.75
\$0.00

NET PAYROLL

\$ 776,892.75

Authorized Signature

Mark Johns

Date

3/31/2025

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

02/14/2025 DIRECT DEPOSITS REGULAR PAY (PR415)

\$797,641.66

NET PAYROLL

\$

797,641.66

Authorized Signature

Max John

Date

3/31/2025

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

04/15/2025 DIRECT DEPOSITS REGULAR PAY (PR419)		\$779,719.39
PAYROLL CHECKS		\$47.74
4/4/2025 MAN CHECK	\$	636.67

NET PAYROLL **\$ 780,403.80**

Authorized Signature Mark J. [Signature] Date 4/14/25

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

04/30/2025 DIRECT DEPOSITS REGULAR PAY (PR430)
PAYROLL CHECKS

\$782,655.58
\$1,917.53

NET PAYROLL

\$ 784,573.11

Authorized Signature Mark Johns Date 4/28/2015



Intermediate School District 917

Purposeful. Personalized. Partners.

1300 145th Street East, Rosemount, MN 55068

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

LICENSED STAFF APPRECIATION WEEK 2025 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 Interpreters, and

WHEREAS, Intermediate School District 917 licensed educators consistently embed our district core values, work toward our strategic directions, and create a culture of belonging for all students, staff, and families

WHEREAS, the week of May 5th-9th, 2025, has been designated as "Teacher Appreciation Week," the day of May 7th, 2025 has been designated as "School Nurse Day" and "Interpreter Appreciation Day," and May 18th, 2025 has been designated as "Speech Pathologist Day," we express appreciation for all ISD 917 licensed staff members, also including Physical Therapists, Occupational Therapists, Audiologists, School Social Workers, and Mental Health Professionals

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

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

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

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

Whereupon said resolution was declared duly passed and adopted.

Enacted by the School Board of Intermediate School District 917 this 6th day of May, two thousand and twenty -five.

Cindy Nordstrom
Lisa Ehleringer
Hannah Simmons

Lesley Chester
Monica Weber
Byron Schwab

Tom Bennett
Kim Baker
Mark Zuzek



BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Board Approved May 7, 2024

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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

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

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

Intermediate School District 917
Accounts Receivable Aged Report As of 4/30/25

Member Districts	31-60 Days	61-90 Days	Over 90 Days	Totals
ISD 199 Inver Grove Heights	\$ -	\$ 8,938.85	\$ -	\$ 8,938.85
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Totals	\$ -	\$ 8,938.85	\$ -	\$ 8,938.85
All Others				
MDE	\$ -	\$ -	\$ 40,242.51	\$ 40,242.51
ISD 625 St Paul Public Schools	\$ 9,845.75	\$ 9,845.75	\$ -	\$ 19,691.50
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Totals	\$ 9,845.75	\$ 9,845.75	\$ 40,242.51	\$ 59,934.01
Grand Total	\$ 9,845.75	\$ 18,784.60	\$ 40,242.51	\$ 68,872.86
Total Receivables				\$ 207,671.93

Prepared by: T. Welch

		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) unde			
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			2035
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		\$0
349	Other Hazardous Materials		\$0
352	Environmental Health and Safety Management		\$0
358	Asbestos Removal and Encapsulation		\$0
363	Fire Safety		\$0
366	Indoor Air Quality		\$0
		Total Health and Safety Capital Projects	\$0
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		\$0
369	Building Hardware and Equipment		\$70,000
370	Electrical		\$0
379	Interior Surfaces		\$40,500
380	Mechanical Systems		\$0
381	Plumbing		\$0
382	Professional Services and Salary		\$0
383	Roof Systems		\$0
384	Site Projects		\$15,000
		Total Deferred Capital Expense and Maintenance	\$125,500
Total Annual 10-Year Plan Expenditures			\$125,500
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 FY27
Approved May 6, 2025 Board meeting

Appendix A

Project #	Object Code	Description	FY27 Expenditures	FY26 Revised Expenditures	FY26 Original Expenditures
Environmental Health & Safety - Finance Code 352					
Numerous expenditures covered in this area please see attachment # 3 page 12-14 for details on allowable expenditures					
305		Fees For Services (Hepatitis A & B, Metro ECSU, Safe Schools training)	\$7,500	\$7,500	\$7,500
366		CPR training and mileage reimbursements	\$0	\$0	\$0
401		Supplies (personal protective equipment, disposable gloves, clothes, pads, masks, pest control, chemical storage). 80% Special Ed, 20 % Secondary	\$11,533	\$11,533	\$11,533
170		IAQ Coordinator Stipend	\$4,400	\$4,400	\$4,400
200		IAQ Coordinator Benefits	\$667	\$667	\$667
820		Mgmt asst. prog. and Metro ECSU H&S Memb	\$4,000	\$4,000	\$4,000
Total Health & Safety			\$28,100	\$28,100	\$28,100
Physical Hazard Control - Finance Code 347					
401		PPE for shop areas (harness, boots, safety glasses etc) and safety equipment for special education programs (Ukeru blocking pads \$15k)	\$17,500	\$2,400	\$2,400
Roofing Systems - Finance Code 383					
520		Build reserve for 2028-2030 roof replacement	\$250,000	\$0	\$0
Site Projects - Finance Code 384					
520		Parking Lot B asphalt/bituminous-crack fill and fog seal	\$15,000		
		Replace outdoor picnic tables		\$13,500	
Total Site Projects			\$15,000	\$13,500	\$0
Building Hardware & Equip - Finance Code 369					
		Replace video monitoring camera system		\$40,000	
		Replace PA System	\$70,000		
Total Building Hardware & Equip			\$70,000	\$40,000	\$0
Electrical - Finance Code 370					
520		Electrical - T8 fluorescent light replacement	\$0	\$141,200	\$0
Interior Surfaces - Finance Code 379					
520		Interior floor replacement	\$34,000	\$14,000	\$40,000
		Interior maintenance	\$6,500	\$6,100	
Total Interior Surfaces			\$40,500	\$20,100	\$40,000
Mechanical Systems - Finance Code 380					
520		HVAC Unit replacements- RTU #5,17,18,20	\$0	\$10,125	\$185,000
Total LTFM			\$421,100	\$255,425	\$255,500

Intermediate School District No. 917
LTFM Levy by Member District, 2024 Payable 2025

Appendix B

Provided by Bakertilly 1/21/25

Participating Districts (9):

ISD #	Name	<u>Pay 2024 Taxable Net Tax Capacity</u>					Combined Total	District %
		<u>Dakota (19)</u>	<u>Scott (70)</u>	<u>Goodhue (25)</u>	<u>Washington (82)</u>	<u>Hennepin (27)</u>		
6	South St. Paul						26,383,264	3.35%
191	Burnsville						129,316,289	16.43%
192	Farmington						60,018,342	7.63%
194	Lakeville						141,836,049	18.02%
195	Randolph						7,957,095	1.01%
197	West St. Paul						110,013,706	13.98%
199	Inver Grove Heights						50,842,636	6.46%
200	Hastings						59,883,017	7.61%
271	Bloomington						200,811,804	25.51%
		0	0	0	0	0	787,062,202	100.00%

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

FY27 Levy: \$421,100.00

ISD #	Name	APU Est 2025-26 reported as of 2/10/25 by MDE	APU District %	Combined TNTC	NTC District %	50/50 Blended %	District's Portion LTFM Levy
6	South St. Paul	2,842.16	5.00%	26,383,264	3.35%	4.18%	17,594.06
191	Burnsville	7,956.60	14.01%	129,316,289	16.43%	15.22%	64,089.80
192	Farmington	7,022.40	12.36%	60,018,342	7.63%	9.99%	42,088.47
194	Lakeville	13,218.20	23.27%	141,836,049	18.02%	20.65%	86,944.29
195	Randolph	924.40	1.63%	7,957,095	1.01%	1.32%	5,555.48
197	West St. Paul	5,736.02	10.10%	110,013,706	13.98%	12.04%	50,694.18
199	Inver Grove Heig	3,669.62	6.46%	50,842,636	6.46%	6.46%	27,204.75
200	Hastings	4,347.90	7.66%	59,883,017	7.61%	7.63%	32,137.63
271	Bloomington	11,079.12	19.51%	200,811,804	25.51%	22.51%	94,791.33
				-			
		56,796.42	100.0%	787,062,202	100.0%	100.0%	421,100.00

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 2026-27 school year in an amount not to exceed \$421,100. 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 6th day of May, 2025.

Clerk
Intermediate School District 917

To: School Board Members
Superintendent Michael Favor

From: Mark Johns

Date: May 6, 2025

Subject: Levy Allocation for 2025 payable 2026

Pertinent Facts:

1. Intermediate School District #917 will continue leasing space at four locations for Special Education: Cedar, Lebanon Education Center, Concord Education Center and DCTC. 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 2027 is **\$2,423,409**. This is a \$414,485 increase over fiscal year 2025 primarily due to an including DCTC as part of the lease levy. 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 2025 payable 2026 safe schools levy request will be **\$851,946** This is a \$2,692 decrease over fiscal year 2025. Intermediate School District 917 is currently utilizing \$15 per APU's. Member district's APU's estimated for FY26 are 179 APU's lower than FY25 (see attached for further details).
3. The 2025 payable 2026 LTFM for fiscal year 2026-27 levy request will be **\$421,100**. A separate board resolution is required to approve the LTMF levy request, and a ten-year maintenance plan each year. This is a \$166,100 increase over fiscal year 2025 primarily due to building a \$250,000 LTFM reserve for roof replacement beginning in FY28. 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 2025 payable 2026 levies in the amount of \$3,696,455 resulting in an overall increase of \$577,393 or 19.0% over payable 2025.

Intermediate School district #917
Safe Schools Levy Estimate for FY26 Expenditure Budget
2025 payable 2026
Updated adopted budget 4.1.25

3.0 Guidance Counselor	01-071-710-342-165-000	FY26 \$306,355.00	FY25 \$231,131.00
360 Communities	01-071-211-342-305-000	\$37,500.00	
5.0 FTE Licensed School Nurse	02-350-720-342-154-000	\$507,303.00	\$467,030.00
0 School Psychologist	02-350-730-342-157-000		
.75 FTE School Liaison Officer Lebanon Education Center	02-350-715-342-310-000 & 02-700-408-740-000 acct 394	\$0.00	\$78,238.75
.75 FTE School Liaison Officer Alliance Education Center	02-350-715-342-310-000 & 02-400-411-740-000 acct 394	\$0.00	\$78,238.75
ISD 917 Internal Expenditures		\$851,158.00	\$854,638.50

School District #	2026-27 EST. APU's as reported on 2/10/25 by MDE	Maximum levy authority based on \$15 per APU's	\$ Amount per APU's	Levy payable 2026 on behalf of ISD 917 for FY26 Expenditures
6 South St. Paul	2,842.2	\$ 42,632.40	\$ 15.00	\$ 42,632.40
191 Burnsville	7,956.6	\$ 119,349.00	\$ 15.00	\$ 119,349.00
192 Farmington	7,022.4	\$ 105,336.00	\$ 15.00	\$ 105,336.00
194 Lakeville	13,218.2	\$ 198,273.00	\$ 15.00	\$ 198,273.00
195 Randolph	924.4	\$ 13,866.00	\$ 15.00	\$ 13,866.00
197 West St. Paule	5,736.0	\$ 86,040.30	\$ 15.00	\$ 86,040.30
199 Inver Grove Heights	3,669.6	\$ 55,044.30	\$ 15.00	\$ 55,044.30
200 Hastings	4,347.9	\$ 65,218.50	\$ 15.00	\$ 65,218.50
271 Bloomington	11,079.1	\$ 166,186.80	\$ 15.00	\$ 166,186.80
TOTAL	56,796.4	\$ 851,946.30		\$ 851,946.30

Final Levy Amount \$ 851,946.30

Prior Year levy amount \$ 854,638.50
Plus reconciliation of payable 2023 \$ 854,638.50
\$ change \$ (2,692.20)
% change -0.32%

Intermedial School District 917 Estimated Lease Expenditures for FY26

District #	FY 26 Proposed Operating Levy Amounts (2025 Payable 2026)	FY27 Proposed Building Levy Amount (25 yrs 2025 Payable 2026)	FY Proposed Total Levy Amounts Payable 2026	Allowable FY26 Levy	Total Levy Amounts Payable 2025	% Change From Prior Year	\$ Change From Prior Year
6 - South St. Paul	\$ 113,321	\$ 23,863	\$ 137,183	\$ 184,740	\$ 130,691	4.97%	\$ 6,492
191 Burnsville	\$ 238,412	\$ 74,386	\$ 312,799	\$ 517,179	\$ 266,421	17.41%	\$ 46,378
192 Farmington	\$ 305,543	\$ 64,242	\$ 369,785	\$ 456,456	\$ 309,905	19.32%	\$ 59,880
194 Lakeville	\$ 394,645	\$ 85,465	\$ 480,111	\$ 859,183	\$ 357,220	34.40%	\$ 122,890
195 Randolph	\$ 28,228	\$ 4,751	\$ 32,979	\$ 60,086	\$ 22,486	46.67%	\$ 10,493
197 W. St Paul	\$ 203,548	\$ 59,181	\$ 262,730	\$ 372,841	\$ 215,556	21.88%	\$ 47,173
199 Inver Grove Hts.	\$ 180,287	\$ 44,038	\$ 224,325	\$ 238,525	\$ 179,341	25.08%	\$ 44,984
200 Hastings	\$ 168,889	\$ 41,643	\$ 210,532	\$ 282,614	\$ 187,602	12.22%	\$ 22,930
271 Bloomington	\$ 315,486	\$ 77,480	\$ 392,966	\$ 720,143	\$ 339,701	15.68%	\$ 53,265
Total	\$ 1,948,359	\$ 475,050	\$ 2,423,409	\$ 3,691,767	\$ 2,008,924	20.63%	\$ 414,486

	FY26	Prior Yr.	
Cedar	\$291,991	\$283,339	
Lebanon	\$381,000	\$436,000	Fully amortized construction cost
Concord	\$834,500	\$814,000	
DCTC	\$485,109	\$0	Previously included in Gen Funds, not Levy
Less ISD 191	(\$44,241)	(\$49,665)	
	<u>\$1,948,359</u>	<u>\$1,483,674</u>	
AEC Bond	\$475,050	\$525,250	\$50k Arbitrage credit
Total Levy Amount	<u>\$2,423,409</u>	<u>\$2,008,924</u>	

AGREEMENT TO EXTEND PROBATIONARY PERIOD

This Agreement to Extend the Probationary Period (“Agreement”) is entered into by and between Intermediate School District 917 (“District”), and Hawa Salad, (“Salad”) and Education Minnesota Local 3904 (“Union”).

WHEREAS, the District and the Union are parties to a collective bargaining agreement (“CBA”) governing the negotiated terms and conditions of employment for teachers employed by the District;

WHEREAS, the District employs Salad as a teacher;

WHEREAS, Minnesota Statutes section 122A.40, subdivision 5, states that the first three consecutive years of a teacher’s first teaching experience in a single district or a single charter school in Minnesota or in another state is deemed to be a probationary year of employment, and after completion thereof, the probationary period in each district in which the teacher is thereafter employed shall be one year;

WHEREAS, all parties agree that Salad is in a probationary period of employment in the District;

WHEREAS, District administrators would like additional time for Salad to obtain the correct teaching licensure in English as Second Language “(ESL)” field through an accredited program or through the portfolio option with Professional Educator Licensing and Standards Board (“PELSB”);

WHEREAS, District administrators are charged with the responsibility of making a recommendation to the School Board, but the School Board has the statutory authority to decide whether the annual contract of a probationary employee will be renewed;

WHEREAS, to date the District’s School Board has not decided whether it will renew Salad’s annual contract for next school year; and

WHEREAS, Salad has reviewed the rights provided under the CBA and Minnesota Statutes section 122A.40, and they have carefully considered the available options;

NOW, THEREFORE, IN CONSIDERATION OF the foregoing and the mutual promises contained in this Agreement, including the relinquishment of certain rights, Salad, the Union, and the District agree as follows:

1. **Options.** Salad understands that they are under no obligation to enter into this Agreement. If Salad chooses to sign this Agreement, Salad understands that they will be agreeing to extend the probationary period of employment for one year, and that they will be waiving certain rights under the CBA and Minnesota Statutes section 122A.40. If they choose not to sign this Agreement, the School Board may vote to give Salad written notice of non-renewal before July 1, 2025, or it may take no action, in which case Salad would attain non-probationary status after June 30, 2025.

2. **Waiver of Rights and Extension of Probationary Period.** By signing this Agreement, Salad knowingly and voluntarily waives their right to the probationary period described in Minnesota Statutes section 122A.40. Salad agrees to extend the statutory probationary period for one additional year, which will run from July 1, 2025 through June 30, 2026. In addition, for the 2025-26 school year, Salad waives all rights that are afforded to non-probationary certified employees (sometimes referred to as “continuing contract” or “tenured” employees) under Minnesota law or the CBA.

3. **Contract for 2025-26 School Year.** The District will offer Salad a probationary teaching contract for the 2025-26 school year. During the 2025-26 school year, Salad’s employment rights will be the same, and no greater than, the employment rights of a probationary teacher under the CBA and Minnesota Statutes section 122A.40.

4. **Right to Non-Renew or Discharge.** This Agreement does not constitute a guarantee of employment. The School Board may or may not renew Salad’s 2025-26 contract as it sees fit, provided it gives notice of non-renewal before July 1, 2026. In addition, at any time during the 2025-26 school year, the District may terminate Salad’s annual contract by discharging them for cause after a hearing held upon due notice, or as otherwise permitted by law for a probationary teacher.

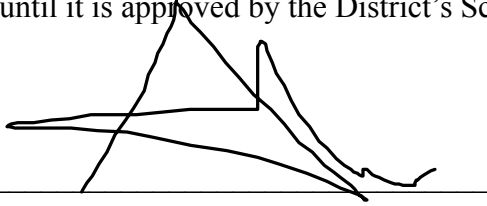
5. **No Undue Influence.** Salad affirms that neither the District nor any of its employees or representatives has in any way pressured, coerced, or unduly influenced them to sign this Agreement. Salad is voluntarily signing this Agreement because of the benefits it provides.

6. **Knowledge of Rights.** Salad has had the opportunity to consult with a Union representative or with legal counsel regarding this Agreement, the CBA, and their rights under Minnesota Statutes section 122A.40. Salad affirms that they understand their rights, their options, and the terms of this Agreement.

7. **No Precedent or Practice.** This Agreement may not be deemed to establish a precedent or practice or to alter any established precedent or practice arising out of or relating to the CBA.

8. **Entire Agreement.** This Agreement reflects the entire agreement between the parties relating to the extension of Salad’s probationary period of employment. The terms of this Agreement are legally binding. This Agreement supersedes any prior agreements between the parties relating to the extension of Salad’s probationary period of employment. No party has relied upon any statements, representations, or promises that are not expressly stated in this Agreement. No changes to this Agreement will be valid or enforceable unless they are in writing and signed by all parties. A signed copy of this Agreement will have the same legal effect as the original.

IN WITNESS WHEREOF, the parties have knowingly and voluntarily entered into this Agreement on the dates shown by their signatures. This Agreement will not take effect unless and until it is approved by the District’s School Board and is fully executed.



Employee Signature

5/1/25

Date

Local 3904 President

School Board Chair Signature

Local 3904 Lead Negotiator

School Board Clerk Signature

School Board Meeting Review Date: May 6, 2025

School Board Chair

Date

School Board Clerk

Date

RESOLUTION

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF ALLA BOULOS

WHEREAS, **Alla Boulos** is a probationary teacher in Intermediate School District 917.

BE IT RESOLVED by the School Board of Intermediate School District No. 917, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Alla Boulos, probationary teacher in Intermediate School District No. 917, is hereby terminated at the close of the current 2024-2025 school year.

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

**NOTICE OF TERMINATION
AND NONRENEWAL**

NAME
STREET
CITY, STATE ZIP

Dear NAME:

You are hereby notified that at a meeting of the School Board of Intermediate School District No. 917 held on May 6, 2025, a resolution was adopted by a majority roll call vote of the Board to terminate your contract effective at the end of the current school year and not to renew your contract for the 2025-2026 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

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

Yours very truly,

SCHOOL BOARD OF
INTERMEDIATE SCHOOL DISTRICT NO. 917

Clerk of the School Board

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

Whereupon said resolution was declared duly passed and adopted.

Dated: May 6, 2025

MEMORANDUM OF UNDERSTANDING
between INTERMEDIATE SCHOOL DISTRICT 917
and EDUCATION MINNESOTA LOCAL 3904

Regarding the Intermediate District Teacher Residency Apprenticeship Collaborative (ITRAC)

WHEREAS, the District has participated in a collaborative effort with other Intermediate School Districts in Minnesota to create a teacher apprenticeship program in partnership with Minnesota State University - Mankato; and

WHEREAS, the District and its Intermediate School partners have currently secured multiple sources of funding for implementing said program for the 2025-2026 school year; and

WHEREAS, the parties are committed to creating alternative pathways to becoming a qualified educator in response to significant teacher shortages; and

WHEREAS, the parties are committed to our strategic priorities and core values with the drive toward improved student outcomes; and

WHEREAS, the parties agree that the experience of long-term mentorship to individuals by experienced and licensed teachers will aid in creating competent new educators and will allow for an increased ability to serve our students and community;

WHEREAS, members from this collective bargaining agreement will have the opportunity to serve as a journeyworker;

THEREFORE, the parties hereby agree as follows for the 2025-2026 school year:

1. Intermediate School District 917 will participate in the Intermediate District Teacher Residency Apprenticeship Collaborative (ITRAC) as designed by the representatives of Intermediate School Districts, Minnesota State University - Mankato, and other applicable partners and as a part of this collaborative will establish the roles of both the journeyworker and teacher apprentice.
2. The District will maintain sole discretion in the final selection and number of journey workers and apprentices for the program, but agrees to consult with Local 3904 about the implementation of the program and its effect on members of Local 3904.
3. The parties also agree that inter-district level programming recommendations will not govern the associated terms and conditions of employment, including compensation, for the journeyworkers and apprentices of ISD 917. Any agreements related to terms and conditions of employment will be governed by collective bargaining between the District and Local 3904. The employer agrees that its participation in this program will not result in the reduction of the number of personnel in the Local 3904 bargaining unit.
4. The selection of journeyworkers will be contingent upon successful completion of a District-determined selection process and commitment to completing all requirements of the program, including participation for two (2) consecutive years, guiding a teacher

apprentice who works alongside the journeyworker: following the teacher calendar which is 185-days per school year and teacher duty day. Failure to meet the requirements of the program in this role, as determined by the District, or if the journeyworker's assigned apprentice(s) is unable to meet the requirements of the program will result in prorated or no payment of the compensation described in this memorandum, dependent on the timing;

5. Journeyworkers will receive an annual stipend each school year that they serve in the program provided they meet all requirements of the role outlined below. The stipend will be paid out evenly over the course of the year in alignment with their standard regular paycheck. The stipend will be as follows:

- \$5,000 per journeyworker per school year (end-of August through the following mid-August)

6. To fulfill the role, the journeyworker must:

- Hold a Tier 4 license in autism spectrum disorders (ASD) and/or emotional behavioral disorders (EBD).
- Have at least three (3) years of experience teaching students with autism spectrum disorders (ASD) and/or emotional behavioral disorders (EBD) with a minimum of one (1) year in the district.
- Commit to a two (2) year program with one (1) or two (2) apprentices, assigned by the District.
- Demonstrate racial consciousness and a commitment to culturally responsive pedagogy.
- Use best practices in adult coaching and mentoring to collaborate with the teacher apprentice on the duties of a special education teacher, providing a gradual transition to special education teacher duties aligned to the 2023 Standards of Effective Practice and the pace of the two year teacher apprenticeship program.
- Follow the apprentice gradual release document provided through the teacher apprenticeship program, which includes but is not limited to:
 - Engage apprentice(s) in establishing a consistent, organized, and respectful learning environment
 - Engage apprentice(s) in providing positive and constructive feedback to guide students' learning and behavior.
 - Engage the apprentice(s) in student assessment and evaluation; including due process, district and state assessments, etc.
 - Engage the apprentice(s) in due process responsibilities, including Individual Education Plan (IEP) development and implementation.
 - Engage the apprentice(s) in instructional design and delivery.
 - Engage the apprentice(s) in family collaboration and communication.
 - Engage the apprentice(s) in collaboration and communication with school and community partners and team members.
 - Provide weekly review of on-the-job learning activities that are completed by the apprentice(s).
 - Provide opportunities for the apprentice(s) to implement job-embedded assignments.

- Provide at least one check-in meeting per week with the apprentice(s).
 - Provide timely and constructive feedback for the apprentice(s).
 - Use rubrics and feedback forms designed by and provided by the apprenticeship program to provide the apprentice(s) with constructive feedback on development of skills based on observations and/or to report the progress of the apprentice(s).
 - Collaborate with District and various apprenticeship team members; Participate in collaborative meetings at least one (1) time per month with the teacher apprentice and team members from the District and University.
 - Maintain confidentiality in data sharing.
 - Additional time outside of contract time may include supporting apprentices in completion of MSU coursework, professional development and connection with various apprenticeship partners in each of the two (2) years of the program compensated via the stipend.
7. Admittance will require commitment to additional paid work hours at the employee's hourly rate in the form of:
- Up to 40 hours for orientation for journeyworkers and apprentices in the first summer of the program.
8. Both journeyworkers and apprentices will collaborate with ITRAC program navigators and coordinators at the inter- and intra- district level as necessary to meet the requirements of the program.
9. If at any point the journeyworker is unwilling or unable to meet program requirements for coursework, mentorship, work experience, or any other expectation for completion, the District reserves the right to end the apprenticeship and terminate the associated and additional compensation described in this memorandum.

This MOU does not create a precedent or past practice and memorializes the parties' entire agreement reached concerning this topic(s).

Local 3904 President

School Board Chair

Local 3904 Lead Negotiator

School Board Clerk

School Board Meeting Review Date: May 6, 2025

MEMORANDUM OF UNDERSTANDING
between INTERMEDIATE SCHOOL DISTRICT 917
and EDUCATION MINNESOTA LOCAL 4242

Regarding the Intermediate District Teacher Residency Apprenticeship Collaborative (ITRAC)

WHEREAS, the District has participated in a collaborative effort with other Intermediate School Districts in Minnesota to create a teacher apprenticeship program in partnership with Minnesota State University - Mankato; and

WHEREAS, the District and its Intermediate School partners have currently secured multiple sources of funding for implementing said program for the 2025-2026 school year; and

WHEREAS, the parties are committed to creating alternative pathways to becoming a qualified educator in response to significant teacher shortages; and

WHEREAS, the parties are committed to our strategic priorities and core values with the drive toward improved student outcomes; and

WHEREAS, the parties agree that the experience of long-term mentorship to individuals by experienced and licensed teachers will aid in creating competent new educators and will allow for an increased ability to serve our students and community;

WHEREAS, members from this collective bargaining agreement will have the opportunity to obtain a degree and teaching licensure through fulfilling the role of a teacher apprentice;

THEREFORE, the parties hereby agree as follows for the 2025-2026 school year:

1. Intermediate School District 917 will participate in the Intermediate District Teacher Residency Apprenticeship Collaborative (ITRAC) as designed by the representatives of Intermediate School Districts, Minnesota State University - Mankato, and other applicable partners and as a part of this collaborative will establish the roles of both the journeyworker and teacher apprentice.
2. The District will maintain sole discretion in the final selection and number of journeyworkers and teacher apprentices for the program, but agrees to consult with Local 4242 about the implementation of the program and its effect on members of Local 4242.
3. The parties also agree that inter-district level programming recommendations will not govern the associated terms and conditions of employment, including compensation, for the journeyworkers and apprentices of ISD 917. Any agreements related to terms and conditions of employment will be governed by collective bargaining between the District and Local 4242. The employer agrees that its participation in this program will not result in the reduction of the number of personnel in the Local 4242 bargaining unit.
4. The selection of teacher apprentices will be contingent upon successful completion of a District-determined selection process and successful admittance into the applicable

degree program at Minnesota State University - Mankato.

5. The selection of teacher apprentices will be contingent upon successful completion of a District-determined selection process and commitment to completing all requirements of the program.

A failure to meet the requirements of the program in this role, for coursework, mentorship, work experience, or any other expectation for completion, as determined by the District, will result in loss of the additional compensation listed below including any added hours and/or days associated with the apprenticeship;

6. In compliance with DLI requirements, in the second year of the program, teacher apprentices will receive an additional \$3.00 increase per hour to their normal Program Assistant/Classroom Assistant hourly step schedule placement commencing at the start of the second year of the program; July 1 through June 30 of the following year. The additional pay mentioned here will be in addition to any annual salary increases that are otherwise negotiated in the Education Minnesota Local 4242 Master Agreement.

7. To fulfill the role, the teacher apprentice must:

- Follow the 185-day ISD 917 Teacher calendar and duty day
- Commit to completing all requirements of the program to obtain teaching licenses in autism spectrum disorders (ASD) and emotional behavioral disorders (EBD), including participation for two (2) consecutive years, including two (2) summers working the Extended School Year (ESY) program.
 - 1st Cohort: ESY 2025
 - 2nd Cohort: ESY 2026 and ESY 2027
- Commit to completing all field experiences as assigned within ISD 917 and member districts, which may also include temporary reassignment.
- Participate in and complete assigned courses and assignments through the collaborating university.
- Demonstrate racial consciousness and a commitment to culturally responsive pedagogy.
- Commitment to additional paid work hours at the employee's hourly rate up to 40 hours for orientation for journeyworkers and apprentices in the first summer of the program.
- Follow the apprentice gradual release document provided through the teacher apprenticeship program, which includes but is not limited to:
 - Participate in due process requirements.
 - Participate in family communication.
 - Participate in teacher professional development opportunities.
 - Participate in instructional design and delivery.
 - Participate in development and oversight of student assessments (due process, state and district assessments, etc.).
 - Participate in establishing a consistent, organized, and respectful learning environment.
 - Complete job-embedded assignments aligned to the teacher

apprenticeship program.

- Engage in racial consciousness and culturally relevant pedagogy teaching strategies.
- In collaboration with journeyworker, engage in instructional design.
- In collaboration with journeyworker, engage in student assessments.

8. Tuition due to the partnering university will be covered by the District on the teacher apprentice's behalf for the duration of the program subject to the terms and conditions outlined in this memorandum, so long as the funding exists. Lack of funding would result in the discontinuation of the program.

9. Both journeyworkers and teacher apprentices will collaborate with ITRAC program navigators and coordinators at the inter- and intra- district level as necessary to meet the requirements of the program.

This MOU does not create a precedent or past practice and memorializes the parties' entire agreement reached concerning this topic(s).

Local 4242 President

School Board Chair

Local 4242 Vice President

School Board Clerk

School Board Meeting Review Date: May 6, 2025

MEMORANDUM OF UNDERSTANDING

Certified Occupational Therapy Assistants (COTA's)

Between

ISD 917 (the Board)

AND

Classified School Year Contract

Intermediate School District 917 has identified the need for support staff who are trained and who can assist Occupational Therapists with occupational therapy needs for students on a daily basis. As such, the District has developed a job description for Certified Occupational Therapy Assistants (COTA's) whose job duties align with other similar roles outlined in the Classified School Year employee contract.

While all aspects of the contract apply to Certified Occupational Therapy Assistants, specific COTA contractual implications for this new position include:

COTA Assignment Description:

Certified Occupational Therapy Assistants (COTA): Certified Occupational Therapy Assistants are responsible for providing direct and indirect occupational therapy services for students under supervision of an Occupational Therapist. This position will be researching and planning interventions for students in accordance with IEP (Individualized Education Plan) goals; assisting in performing developmental and related assessments; maintaining work records; reporting on student progress; assisting in determining IEP goals; making equipment recommendations; providing modifications to facilitate student participation in activities.

Article V. Professional Development:

Section 2. The School Board agrees to reimburse any fees to obtain recertification, provided the employee provides proof of payment for such recertification by the National Board for Certification in Occupational Therapy (NBCOT) every three years

Article VI. Section 2. Duty Days and Schedule:

Subd. 1. A full-time COTA works 185 contracted duty days, 8-hour days

Article VII. Section I. Subdivision 2: Effective July 1, 2025, all employees hired as a COTA will have a salary placement Range 3 between \$29.00 per hour and \$32.00 per hour. Upon the next negotiation of a successor contract, (2026-2028) steps will be identified to match the other positions included within this contract.

WE, THE UNDERSIGNED, AGREE TO THIS MEMORANDUM OF UNDERSTANDING.

Classified School Year Contract

the BOARD

Signature School Board Chair

Signature School Board Clerk

Date: May 6, 2025

Date: May 6, 2025



Intermediate School District 917

Purposeful. Personalized. Partners.

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8229 * <http://www.isd917.org>

Dr. Michael Favor

TO: School Board
FROM: Dr. Michael Favor
DATE: May 6, 2025
RE: Policies

The policies listed below are a first and final reading:

- 201 Legal Status of the School Board- no changes
- 203 Operation of the School Board – Governing Rules – no changes
- 203.1 School Board Procedures – Rules of Order – no changes
- 203.5 School Board Meeting Agenda – minor statute and his/her change
- 203.6 Consent Agendas – no changes

203 OPERATION OF THE SCHOOL BOARD – GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. QUORUM

One half of the board members plus one shall constitute a quorum. A quorum is necessary for official transaction of School Board and district business.

IV. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. Robert’s Rules of Order, Revised (latest edition) where not inconsistent with A. and B., above.

Legal References: Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (School Board Matters)
Minn. Stat. § 123B.14 (Officers)
Minn. Stat. Ch. 13D (Open Meeting Law)

201 LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

The responsibility for the care, fiduciary management and control of the programs and sites of the school district is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties and powers of the school board in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, fiduciary management, and control over programs and sites of the school district.
- B. Generally, appointed members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. DEFINITION

“School board” means the governing body of the school district.

IV. ORGANIZATION AND MEMBERSHIP

- A. As per the joint powers agreement, the membership of the Intermediate School District 917 School Board shall consist of one appointed person from each Member School District, and the Superintendent of Schools as an ex-officio member.
- B. The term of a School Board Member shall be three (3) years. If a School Board member is unable to complete the full term, a successor shall be appointed by the member district to complete the uncompleted term.
- C. Following the established rotational plan, one-third of the members are to be appointed each year on or before June 30.

- D. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

The School Board is responsible for the fair and uniform application of all local, state and federal laws applicable in the operation of District 917 schools. The schools shall be operated for the educational benefit and service to all students served by district programs.

The School Board is the policy-making body of the school district. The School Board in its operation and organization will provide direction and exercise leadership primarily through the formulation and adoption of policies.

Legal References: Minn. Stat. § 123B.02 (General Powers **of Independent School Districts**)
Minn. Stat. § 136D.81 to 136D.92 (Intermediate School Districts)

203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

II. GENERAL STATEMENT OF POLICY

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.

- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.
- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board.
- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. One half of the board members plus one constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

Legal References: Minn. Stat. § 123B.09, Subds. 6 and 7 (School Board Powers)
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)
Minn. Stat. § 122A.40 (Employment Contracts, Termination)
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)
Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)
Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)
Minn. Stat. § 471.88 (Exceptions)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. It shall be the responsibility of the school board chair and superintendent to develop, prepare and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent six days prior to the school board meeting. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the school board members five (5) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

IV. VOTING PROCEDURES AT BOARD MEETINGS

- A. A majority vote of the Board Members present and casting votes of "Yes" or "No" is the legal and official action of that body, and should be supported by members as such. A member voting in opposition to the majority, however, has a legal right to the recording of ~~his/her~~ **their** vote in the official Board minutes. Voting on decisions shall be oral unless otherwise specified.
- B. A roll call vote may be requested by any Board Member or at the discretion of the Board Chairperson.
- C. A member may abstain from voting on a particular ballot by casting a "present" or "abstain" as ~~his/her~~ **their** vote is called for. If that vote is re-cast at a later time, ~~he/she~~ **they** may then re-record ~~his/her~~ **their** vote.
- D. The Chairperson shall be a voting member of the Board.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (~~School Board Powers~~) (**Boards of Independent School Districts**)
Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 207 (Public Hearings)

203.6 CONSENT AGENDAS

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

III. CONSENT AGENDAS

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References: MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)