

Work Session

Tuesday, May 6, 2025 4:30 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

IV. Visitors Opportunity to be Heard - Chair Tom Bennett (*Communications*)

V. Meet and Greet Dr. Frank Herman, Principal of DCALS - Dr. Michael Favor (*Communications*)

VI. [Apprentice Teachers Meet and Greet - Dr. Marci Levy-Maguire](#) (*Innovation*)

Attending: Heather Murphy, Andrea Kranz, Rachel Novy, Kyle Peterson, Leia Ward

VII. Aligning our actions with our values and beliefs (*Integrity*)

VII.A.

- Policy

VII.B. Review Accounts Receivable Aging Report - Mark Johns (*Integrity*)

VII.C. Review LTFM (Long-term Facility Maintenance) Plan - Mark Johns (*Integrity*)

VII.D. Review LTFM Revenue Resolution - Mark Johns (*Integrity*)

VII.E. Review Levy Allocations for 2025 payable 2026-2027 - Mark Johns (*Integrity*)

VII.F. Review Resolutions for Licensed Staff and Interpreters - Dr. Michael Favor (*Personalization*)

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

VII.H. Review Preliminary Budget for FY26 - Mark Johns (*Stewardship*)

VII.I. Review Extension of Probationary Period for Teacher - Nicole Flesner (*Collaboration*)

VII.J. Review Resolution for Probationary Non-Renewal for Teacher - Nicole Flesner (*Stewardship*)

VII.K. Review 917 MOU for Educational Support Professionals' Apprenticeship Program - Nicole Flesner (*Stewardship*)

VII.L. Review 917 MOU for Teacher Apprenticeship Program - Nicole Flesner (*Stewardship*)

VII.M. Review MOU for Certified Occupational Therapy Assistants - Nicole Flesner

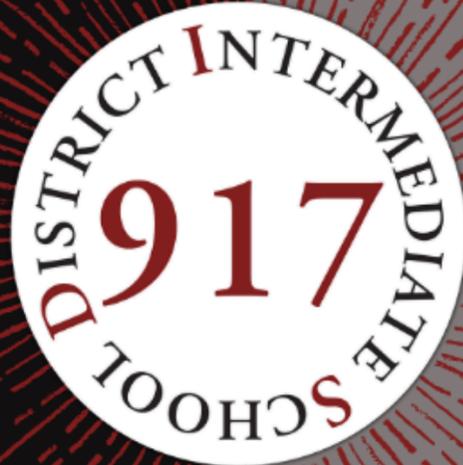
VIII. Updates from Student Services - Dr. Melissa Schaller (*Communications*)

IX. Updates from Member Districts - All

X. Adjournment - Chair Tom Bennett

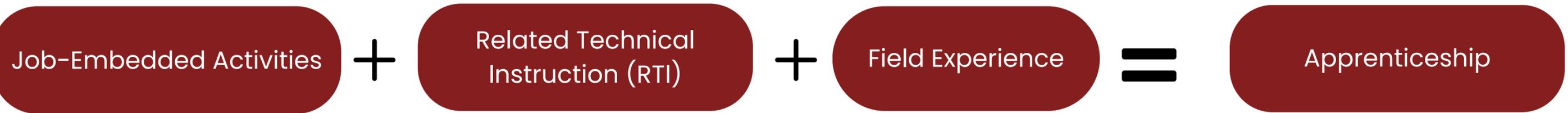
Registered Teacher Apprenticeship

@Intermediate School District 917



May 6th ISD 917 Board Work Session

What is Apprenticeship?



Apprentices (in two years) will be proficient in meeting:

- The 2023 MN Standards of Effective Practice
- Content standards for Emotional-Behavioral Disorders (EBD) AND Autism Spectrum Disorders (ASD) licensure

ISD 917 Apprentices



Andrea
Kranz



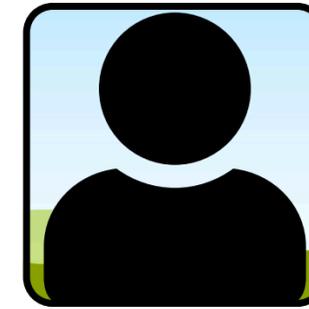
Heather
Murphy

What have you learned about yourself throughout the first year of the program?

What advice do you have for future apprentices?



Kylie
Petersen



Marco
Arana



Intermediate School District 917

Purposeful. Personalized. Partners.

1300 145th Street East, Rosemount, MN 55068 (651) 423-

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

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 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)

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)

		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

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>	



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.

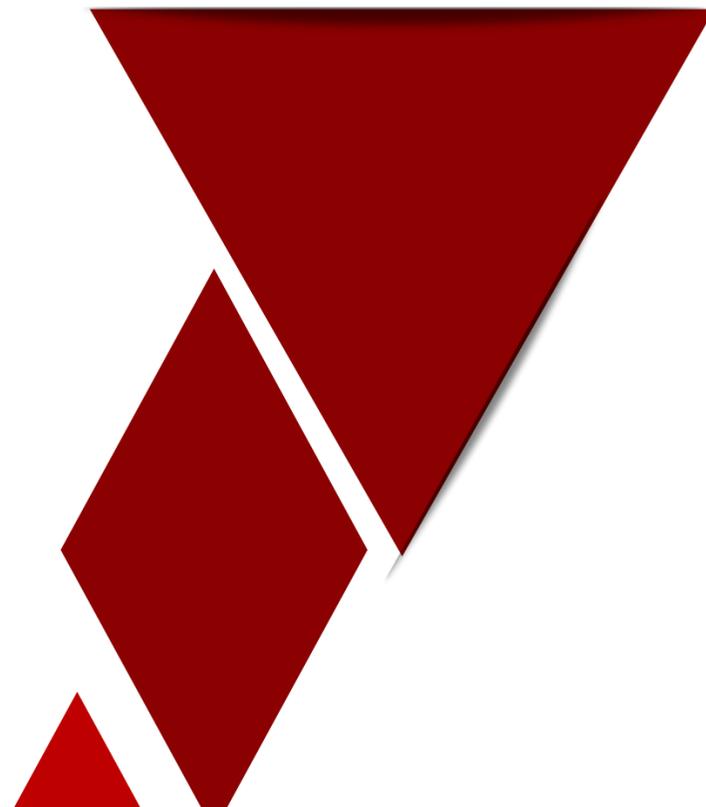
PRELIMINARY



Intermediate School District 917

Fiscal Year 2026 Adopted Budget

May 6, 2025



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FY26 Adopted Budget: Key Items

PRELIMINARY



Stewardship

Managing financial and human resources carefully and responsibly

Special Education:

- Update all staffing rosters and estimate of student hours
- Add 112 new student facing positions, primarily ESP's to accommodate student intakes
- Student hours increase 12% over FY25 Revised Budget and 23% over FY24 actual
- Assumes 3% wage escalation for FY26 contract negotiations

Secondary:

- DCALS net profit loss is significantly reduced, primarily due to staffing realignment
- CTE billing rate to member districts has material reduction. Utilizing MSC grant and levy funds for DCTC occupancy cost have significantly lowered billing rates
- Projecting 25% lower CTE student hours, adversely impacts the billing rate

Unassigned Fund Balance:

- Board target is a ratio of fund balance to annual expense of 15.0%
- Preliminary budget projects an increase from 16.7% at the end of FY25 to 18.0% at the end of FY26
- FY26 would be the first year the fund balance has increased since FY21

PRELIMINARY

FY26 Adopted Budget: Key Metrics



ISD 917 Hours and Rate Comparison

Special Education Programs:

	FY24 Actual	FY25 Revised Budget	FY26 Adopted Budget	% Change	Change in ADM's
Special Education Resource Program Average Rate	\$76.25	\$83.59	\$86.15	3.07%	
Purchase of Services Agreements Average Cost per FTE	\$124,611	\$134,378	\$141,174	5.06%	
Special Education Resource Student Billable Hours	379,981	417,999	468,158	12.00%	46 ADM's
Special Education Purchase of Service Billable Hrs	40,292	38,864	43,500	11.93%	3 FTE's
Total Student Billable Hours	420,273	456,863	511,658	11.99%	

Special Education:

- Student hours increase 12% vs FY25 Revised Budget and 23% over FY24 actual
- Average billing rate is held to 3% increase

Secondary Technical Center Programs:

	FY24 Actual	FY25 Revised Budget	FY26 Adopted Budget	% Change	Change in ADM's
Career & Technical Programs Average Hourly Rate	\$18.66	\$19.81	\$12.09	-38.97%	
CTE Billable Hours	68,488	60,550	45,000	-25.68%	(14) ADM's
DCALS Main Student Billable Hours (unweighted)	74,831	57,306	54,062	-5.66%	(3) ADM's
DCALS North Student Billable Hours (unweighted)	60,169	52,873	54,062	2.25%	1 ADM's
DCALS Ext. Day Student Billable Hours (unweighted)	6,856	6,488	6,488	0.01%	0 ADM's
Total DCALS Hours	141,856	116,667	114,612	-1.76%	(24)
DCALS Avg Cost per Hour	\$ 14.93	\$ 18.52	\$ 12.99	-29.86%	

Secondary:

- Significant reduction in the billing rate for CTE
- CTE rate reduction is realized, even though student hours are projected to decrease
- DCALS staff restructuring is resulting in lower cost per hour

Unassigned Fund Balance Roll-Forward

PRELIMINARY

Fund #	Fund Name	Actual Fund Balance 6/30/2024	Actual Fund Balance 6/30/2025
1	Secondary	3,054,578	2,294,842
2	Special Education	6,570,606	6,704,784
5	Gen Capital Exp.	23,467	32,067
10	Institutional Support		0
13	Secondary Resale	6,680	6,680
14	Special Ed Resale	18,746	19,046
15	917 Support Services		0
50	Student Activities	6,108	2,807
	Total Operating Fund	9,680,185	9,060,226
3	Food and Nutrition	16,826	16,826
20	Internal Service Fund	-443,021	-222,827
21	Self Funded Dental Ins. Plan	609,938	537,902
22	Self Funded Health Ins. Plan	6,484,106	7,119,092
	Total All Funds	16,348,034	16,511,219

FY26 Projected Revenues	FY26 Projected Expenditures	FY26 Net Income / (Loss)	Actual Fund Balance 6/30/2026
3,539,034	3,600,544	-61,510	2,233,332
51,266,555	50,055,216	1,211,339	7,916,123
475,050	477,400	-2,350	29,717
45,800	47,252	-1,452	-1,452
3,500	9,250	-5,750	930
17,450	16,250	1,200	20,246
			0
4,750	4,750	0	2,807
55,352,139	54,210,662	1,141,477	10,201,703
256,125	256,125	0	16,826
80,000	86,000	-6,000	-228,827
468,810	540,756	-71,946	465,956
4,996,417	4,616,777	379,640	7,498,732
61,153,491	59,710,320	1,443,171	17,954,390

- FY24 ended with an Unassigned fund balance of \$9,061,155 or **21.1%**
- FY25 Revised Budget projects ending FY25 a balance of \$8,593,226 or **16.7%**
 - Loss in Secondary (DCALS) combined with the increased expenditures in Special Ed. are impacting the Fund balance ratio
- FY26 projects the balance increasing to \$9,734,703 or **18.0%**
 - Includes Appeal rate of \$2.0M versus \$1.9M in FY25 and \$1.2M in FY24

	FY24 Actual	FY25 Rev Bud
Total Operating Fund	9,680,185	9,060,226
Restricted/Assigned/Nonspendable	619,030	467,000
Unassigned Fund Balance	9,061,155	8,593,226
Total General Fund Expenditures	42,967,646	51,355,199
Unassigned Fund Balance Ratio	21.1%	16.7%

FY26 Adopt Bud
10,201,703
467,000
9,734,703
54,210,662
18.0%

Expenditures: FY26 vs FY25

PRELIMINARY

Fund #	Description	FY 25 Revised Budget	FY26 Prelim	Difference (FY26 v FY25)	Percent Change
1	Secondary	4,567,277	3,600,544	-966,733	-21.17%
2	Special Ed.	46,033,876	50,055,216	4,021,340	8.74%
5	Capital Improvements	525,900	477,400	-48,500	-9.22%
10	Institutional Support	202,865	47,252	-155,613	-76.71%
13	Secondary Resale	9,250	9,250	0	0.00%
14	Special Ed Resale	9,800	16,250	6,450	65.82%
15	917 Support Services			0	
50	Student Activities	6,231	4,750	-1,481	-23.77%
	Total Operating Fund Exp.	51,355,199	54,210,662	2,855,463	5.56%
3	Food and Nutrition	245,175	256,125	10,950	4.47%
20	Internal Service Fund	11,151	86,000	74,849	671.23%
21	Self Funded Dental Ins. Plan	529,140	540,756	11,616	2.20%
22	Self Funded Health Ins. Plan	4,321,860	4,616,777	294,917	6.82%
	Total Expense: All Funds	56,462,525	59,710,320	3,247,795	5.75%

Total FY26 Expenditures are \$3.2M higher than FY25 Revised Budget

Highlight of Significant Variances:

Fund 1 Secondary \$967k reduction:

- DCALS staff restructuring 3 position reductions \$390k
- CTE MSC grant used for staffing \$375k
- CORE Program \$65k, Building occupancy \$40k, Fund 10 allocations \$20k

Fund 2 Special Education \$4.0M increase:

- Staffing 112 new student facing positions (majority are ESP's)
- Non staffing cost are \$335k lower than FY25 Revised Budget

Fund 20: Severance liability assumptions

Fund 21: Dental Claims cost assumptions

Fund 22: Medical Claims cost assumptions

Revenue: FY26 vs FY25

PRELIMINARY!

Fund #	Description	FY24 Actual	FY25 Revised Budget	FY26 Prelim	Difference	Percent Change
1	Secondary	3,756,181	3,807,541	3,539,034	-268,507	-7.05%
2	Special Ed	38,034,231	46,168,054	51,266,555	5,098,501	11.04%
5	Capital Improvements	541,095	534,500	475,050	-59,450	-11.12%
10	Institutional Support	246,589	202,865	45,800	-157,065	-77.42%
13	Secondary Resale	1,082	9,250	3,500	-5,750	-62.16%
14	Special Ed Resale	12,686	10,100	17,450	7,350	72.77%
15	917 Support Services	0	0	0	0	
50	Student Activities	2,841	2,930	4,750	1,820	62.12%
	Total Operating Revenue	42,594,706	50,735,240	55,352,139	4,616,899	9.10%
3	Food and Nutrition	225,164	245,175	256,125	10,950	4.47%
20	Internal Service Fund	222,487	231,345	80,000	-151,345	-65.42%
21	Self Funded Dental Ins. Plan	496,075	457,104	468,810	11,706	2.56%
22	Self Funded Health Ins Plan	4,463,117	4,956,846	4,996,417	39,571	0.80%
	Total Revenue: All Funds	48,001,549	56,625,710	61,153,491	4,527,781	8.00%

Total Revenue in FY26 is projected to increase \$4.5M

Highlight of Significant Variances:

Fund 1 Secondary:

- Lease Levy for DCTC \$271k higher (FY25 was \$0)
- Safe Schools and Compensatory is \$180k higher (shift between Fund 1 and 2)
- CTE billable cost is down \$655k. Student hours are down 30%
- DCALS student count and revenue is projected to be the same as FY25

Fund 2 Special Ed:

- Increase is driven by 12% increase in student hours and a slight increase (3%) in the billing rate

Fund 21 & 22 Dental & Health Plans:

- Less than 3% increases in rates charged to employees. Also impacted by the number of employees on benefit plan and mix of single vs family

Interest Income:

FY26 has incorporated two Fed. rate reductions. Total Interest Income in FY26 is \$470k versus \$600k in FY25 and \$705k in FY24

Funding Sources: FY26 vs FY25

PRELIMINARY

	FY25 Revised Budget	FY26 Adopted Budget	Variance
Safe Schools	854,820	851,271	(3,549)
Compensatory	1,122,404	1,020,828	(101,576)
MDE Innovation Grant	1,128,322	471,254	(657,068)
Medical Assistance	486,133	504,646	18,513
Student Aid	172,909	177,119	4,210
Separate Sites	242,163	273,190	31,027
CTIC Dakota County Grant	16,000	17,000	1,000
LCTS Dakota County	25,219	25,009	(210)
Title I Hasting Funds for JSC	130,000	124,708	(5,292)
DEED Drive for Five	550,000	225,000	(325,000)
SPED Pipeline	237,437	210,297	(27,140)
MDE Apprentice	60,000	120,000	60,000
MSC Grant	439,875	439,708	(167)
Perkins	247,446	213,659	(33,787)
Total	5,712,728	4,673,689	(1,039,039)

Highlight of Significant Variances:

- Compensatory funding does not have a material impact for ISD 917
- MDE Innovation Grant had carry over funds in FY25 that are not expected to re-occur in FY26
- DEED, SPED Pipeline & MDE are all related to providing education to staff to obtain teacher's licensure
- MSC & Perkins are for CTE

PRELIMINARY

Thank You!

Questions?



FILM NEGATIVE

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.

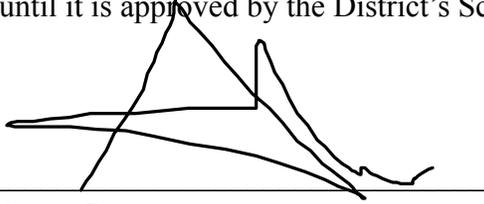
5. **No Undue Influence.** Salad affirms that neither the District nor any of its employees or representatives has in any way pressured, coerced, or unduly influenced them to sign this Agreement. Salad is voluntarily signing this Agreement because of the benefits it provides.

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 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
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

Executive Director of Student Services
Board Update
May 2025

Collaboration: Working together to achieve more collectively.

- Homelessness Prevention Aid Grant: Personalization or Equity: On April 10, a team of ISD 917's school social workers and special education school counselors met with community partners from 360 Communities to discuss ways to maximize the positive impact of that agency's state-funded Local Homelessness Prevention Aid grant for ISD 917 families. The 360 team discussed LHPA-driven services and supports available to families who are at risk of losing housing, as well as those experiencing homelessness, and ISD 917 shared processes and procedures currently in place for identifying and supporting families identified as homeless or highly mobile under the McKinney-Vento Act. The full group discussed and agreed on norms and procedures to foster regular consultation, coordination, and communication between the two organizations to increase access and early housing intervention for ISD 917 families.

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

- Intakes: From 3/31/2025 through 4/30/2025 (22 school days), ISD 917 offered intakes to 20 students, or 18% of the students on the combined setting IV programs waitlist.

20 students from seven of the nine-member districts were offered intakes. (Randolph currently has zero students on the waitlist.) Districts 192 (4), 197 (3), 200 (4), and 271 (5) were offered multiple intakes.

Of the 20 intakes that have been offered from 3/31/2025 through 4/30/2025:

- 12 intakes offered have been scheduled
- There were 6 additional intakes planned for this period from before 3/31/2025
- 18 total intakes scheduled 3/31-4/30
- 3 of the intakes offered 3/31-4/30 are scheduled for May
- 3 intake offers were declined due to the student's needs changing
- 3 intakes remained to be scheduled
- 13 intakes have successfully been completed from 3/31-4/30 (6 of these were scheduled before 3/31)

From (3/31/2025-4/30/2025), there were 13 new Setting IV/III referrals. 9 of these referrals have been placed on a waitlist. Of the 4 remaining referrals, we are awaiting additional referral information pertinent to the determination of program placement (i.e., Diagnostic Assessments (2),

teacher interviews (1), student in treatment)

Finally, **17** new students physically began school in ISD 917 setting IV programs from 3/31/2025 to 4/30/2025, and **2** more students are expected to start the week of 5/5/2025.

Monthly breakdown

Month	Referrals Received	Intakes Offered	Students Started	Declined (Inactive)
July	3	0	0	0
August	6	0	0	1
September	15	3	22	14 (2)
October	14	1	6	10 (2)
November	17	14	11	6
December	13	21	7	16 (6)
January	12	24	21	10 (2)
February	27	15	13	4 (2)
March	25	10	12	0
April	12	19	15	5
Totals	144	117	107	67 (14)

Innovation: Ongoing improvement of programs and services.

- Epi-pen program: Melissa Ho, lead nurse, has been pursuing a program with our district's nurses. This is a program which will make Epi-pens available at our sites for any student or staff member in case of an anaphylactic reaction. Twenty-five percent of anaphylactic reactions in schools are first-time occurrences that had not been previously diagnosed ([AAFA](#)). Our medication

policy already has language for a program like this which is supported by [state law](#). This is the language from our medication policy:

Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine. Effective July 1, 2024, registered nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine auto-injectors in a school setting according to a condition specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine auto-injector is to be administered, when caring for a patient whose condition falls within the protocol. A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

A medical order is not required for obtaining epinephrine in the state of MN. The most recent MN law allows nurses (RNs and LPNs) to administer Epi-pens according to a condition specific protocol. The plan is to have this medication available at district sites which have nurses who can administer with the exception of the DASH sites. This will include TESA/DCALS, AEC, CEC, Cedar, LEC, BTC, and LCE. DASH may be added at a later time.

We are able to obtain a free supply of Epi-pens through the [Epipen 4 Schools program](#).

As part of the roll-out of this program, we will be training the nurses in the building to the condition specific protocol. A procedure similar to our Naloxone procedure will be created. The largest difference between this and the Naloxone procedure will be that nurses will be the only staff administering the medication at this time.

Stewardship: Managing financial and human resources carefully and responsibly.

- **READ Act:** We have 109 staff members who have completed the required professional development as outlined by the READ Act! This includes 102 teachers, 4 apprentices, and 3 administrators. The Director of Teaching and Learning is working to plan how new licensed staff will be trained as they join our team next year. In addition, we are continuously monitoring information

from MDE as it comes out and working on implementation plans for new requirements.

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

- District Update: If you did not have the opportunity to read the latest District Update, you can access it [here](#).

Integrity: Aligning our actions with our values and beliefs.

- Calendar Options Exploration: This school year a committee has convened to explore calendar options. We are studying options our district may consider focused on our core values, most specifically innovation, integrity, and stewardship. There are several specific reasons calendar options may be appropriate that align with our core values including:
 - More consistent services for students, especially those marginalized, including access to food.
 - Consistency in mental health services for students.
 - To prevent regression and recoupment of skills through an extended summer break, especially for students receiving special education services.
 - Promoting staff wellness by implementing a year-round school schedule that includes balanced and consistent breaks throughout the year.

There are two options for consideration as detailed below:

- 45-15 day calendar: This calendar spreads the school year over a longer period of time by having school for 45 days and then having a 15 day break.
- 4 days/week calendar: Unlike some districts undertaking this type of calendar, this calendar does not shorten the school week and extend the school day, but rather shortens the school week and extends the school year by having a four day week instead of a five day week with the length of the school day remaining the same.

As part of our committee's work, we are in the process of gathering feedback from stakeholders. A first glance at the data shows parents are more supportive than other groups with more interest in the 4 days/week calendar. Look for information soon on overall feedback received from our survey.

Thank you to members of our committee: Kristin Baker, Erin Hale-Sanford, Jennifer Kerkhoff, Jen Klaustermeier, Kristin Kustrich, Marci Levy-Maguire, Sharri McGibbon, Cheryl Novine, and Amanda Peters.

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

- TESA Spring Formal: On Friday, April 25th, the staff in our TESA program at DCTC hosted their spring formal. The 40 & 8 Club, also known as **La Societe des Quarante Hommes et Huit Chevaux**, made a \$2400 donation to the TESA Program to be used for the Spring Formal. For over 30 plus years, the 40 & 8 Club has been donating to the ISD 917 TESA Program for special programming events. The 40 & 8 have a tradition of promoting the wellbeing of veterans, widows and their children, and actively participate in selected charitable endeavors including programs that promote child welfare; ISD 917 TESA Program has been honored by them once again this year.



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

- ITRAC (Intermediate District Teacher Residency Apprenticeship Collaborative) or Apprenticeship program: Our first round of apprentices are completing year one of the program. We are continuing to plan and prepare for a second round of apprentices. Five candidates have applied, all of whom are all now accepted into MSU-Mankato. Our goal is to choose 4 apprentices from this group. Interviews will be held on May 5th and May 12th. Candidates will be notified by May 13th if they are accepted or not. We are looking forward to continuing this program in collaboration with our intermediate district counterparts.

Diversity: Appreciating and valuing everyone's unique selves.

- Amanda Peters: Amanda Peters, Instructional Technology Coach, is a leader across the state in using artificial intelligence in special education. Amanda was recently the keynote speaker at the Charting the C's conference. We are

so grateful for the leadership and innovation that Amanda provides for technology, specifically AI!

