

## Regular School Board Meeting

Tuesday, June 2, 2026 5:45 PM

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

### I. MISSION

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

### II. Call to Order - Chair Cindy Nordstrom

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

### IV. Review and Approve the Agenda - Chair Cindy Nordstrom

### V. Consent Items - Chair Cindy Nordstrom *(Communications)*

#### V.A.

- Minutes
- Personnel

#### V.B.

### VI. Donations *(Roll Call)*

LKQ - Auto Parts

### VII. Finance Director - Mark Johns *(Stewardship)*

#### VII.A.

- Bills
- Wire Transfers
- Investment Reports

### VIII. New Business - Chair Cindy Nordstrom *(Collaboration)*

### IX. Policies - Supt. Dr. Michael Favor *(Integrity)* *First and Final - Three Year Review*

### X. Approve Revised 2026 Budget - Mark Johns *(Stewardship)*

### XI. Approve FY27 Adopted Budget - Mark Johns *(Stewardship)*

### XII. Approve Workers Compensation Renewal for FY26 - Mark Johns *(Stewardship)* *Please see the rate renewal that's available on Page 14.*

### XIII. Approve Health and Safety - Bloodborne Pathogen Exposure Plan - Nicole Flesner *(Collaboration)*

### XIV. Approve Dr. Michael Favor as IOwa Proxy with MDE - Chair Cindy Nordstrom *(Collaboration)*

### XV. Approve Resolution Terminating Support Staff Personnel - Nicole Flesner *(Integrity)*

### XVI. Approve Strategic Plan - Dr. Melissa Schaller *(Innovation)*

### XVII. Adjournment - Chair Cindy Nordstrom

**INTERMEDIATE SCHOOL DISTRICT 917**  
**Organizational and Regular School Board Meeting**

A School Board Meeting of the Intermediate School District 917 was held in the 917 Board Room at Dakota County Technical College on Tuesday, May 5, 2026, at 6:10 PM.

Members Present: Lesley Chester, Lisa Ehleringer, Mark Zuzek, Dawn Steigauf, Monica Weber, Cindy Nordstrom, Byron Schwab, and ex officio member Dr. Michael Favor.

Members Absent: Kyle Christensen, Kim Baker

Also Present: Mark Johns, Melissa Schaller, Brooke Peterson, Kate Hulse, Melissa Torres, Nicole Flesner, and Dr. Frank Herman.

The meeting was called to order at 6:10 PM by Chair Cindy Nordstrom.

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

1. Motion by Lesley Chester, seconded by Dawn Steigauf, to approve the agenda. Voting aye: Lesley Chester, Lisa Ehleringer, Mark Zuzek, Dawn Steigauf, Monica Weber, Cindy Nordstrom, and Byron Schwab. Voting naye: none. Motion carried.
2. Motion by Byron Schwab, seconded by Lisa Ehleringer to approve the consent items, as presented. Voting aye: Lesley Chester, Lisa Ehleringer, Mark Zuzek, Dawn Steigauf, Monica Weber, Cindy Nordstrom, and Byron Schwab. Voting naye: none. Motion carried.

- **Minutes:** April 7, 2026, Regular School Board Meeting

**Personnel:**

**NEW HIRES:**

*Tigist Kifle, Education Support Professional, effective April 13, 2026.*

*Jean Lourdmy, School Nurse, effective March 30, 2026.*

*Toni Melville, Education Support Specialist, effective April 20, 2026.*

**RE-HIRES:**

**CHANGE IN STATUS:**

**LEAVES OF ABSENCE:**

**RESIGNATION & TERMINATIONS:**

*Bailey Bahnsen, Education Support Specialist, effective April 10, 2026.*

*Emma Buchanon, Teacher, effective June 11, 2026.*

**RETIREMENT:**

*Michelle Dodge, Interpreter, effective June 3, 2026.*

*Debra Merritt, Accounts Payable, effective May 22, 2026.*

3. Motion by Lesley Chester, seconded by Lisa Ehleringer to approve the following policies on a first and final reading: 202 School Board Officers, 408 Subpoena of a School District, 412 Expense Reimbursement, 415 Mandated Reporting, 47 Chemical Use and Abuse Policy, 560 Student Gender Inclusion. Voting aye: Lesley Chester, Lisa Ehleringer, Mark Zuzek, Dawn Steigauf, Monica Weber, Cindy Nordstrom, and Byron Schwab. Voting naye: none. Motion carried.
4. Motion by Monica Weber, seconded by Byron Schwab, to approve the bills from March 28, 2026, through April 24, 2026, Investment Report, Direct Deposits, and Wire transfers as presented by the Director of

Finance. Voting aye: Lesley Chester, Lisa Ehleringer, Mark Zuzek, Dawn Steigauf, Monica Weber, Cindy Nordstrom, and Byron Schwab. Voting naye: none. Motion carried.

Mark Johns presented on the Preliminary Budget for FY27 to be presented to the board in June 2026 and the Levy Allocations for 2026 payable 2027-2028..

5. Motion by Byron Schwab, seconded by Mark Zuzek, to approve the Long Term Facility Maintenance Plan and Resolution as presented by Mark Johns. Voting aye: Lesley Chester, Lisa Ehleringer, Mark Zuzek, Dawn Steigauf, Monica Weber, Cindy Nordstrom, and Byron Schwab. Voting naye: none. Motion carried.
6. Motion by Mark Zuzek, seconded by Lesley Chester, to approve the DCALS MAPP Star Field Trip as presented by Dr. Frank Herman. Voting aye: Lesley Chester, Lisa Ehleringer, Mark Zuzek, Dawn Steigauf, Monica Weber, Cindy Nordstrom, and Byron Schwab. Voting naye: none. Motion carried.
7. Motion by Lisa Ehleringer, seconded by Mark Zuzek, to approve the Resolution for Licensed Staff and Interpreters as presented by Dr. Favor Voting aye: Lesley Chester, Lisa Ehleringer, Mark Zuzek, Dawn Steigauf, Monica Weber, Cindy Nordstrom, and Byron Schwab. Voting naye: none. Motion carried.
8. Motion by Lesley Chester, seconded by Byron Schwab, to adjourn the meeting. Voting aye: Lesley Chester, Lisa Ehleringer, Mark Zuzek, Dawn Steigauf, Monica Weber, Cindy Nordstrom, and Byron Schwab. Voting naye: none. Motion carried.

There being no further business, the meeting adjourned at 6:13 PM

The next regular School Board Meeting will be Tuesday, June 2, 2026, at 5:45 PM.

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Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED FOR  
ACTION AT BOARD MEETING OF June 2, 2026**

**NEW HIRES:**

Vena Jones, Teacher, effective August 18, 2026.

**RE-HIRES:**

**CHANGE IN STATUS:**

**LEAVES OF ABSENCE:**

**RESIGNATION & TERMINATIONS:**

Nathalie Bohn, Education Support Professional, effective June 10, 2026

Sara Hannan, Mental Health Professional, effective June 11, 2026.

Ryan Henriott, Education Support Professional, effective June 10, 2026

Johanna Iversen, Teacher, effective July 30, 2026.

Emma Krech, Mental Health Professional, effective June 11, 2026.

**RETIREMENT:**

Megan Altman, Education Support Specialist, effective August 15, 2026.

Carol Kurten, Education Support Specialist, effective August 15, 2026.

Debra Merritt, Accounts Payable, *Updated* effective May15, 2026.



**Intermediate School District 917**

*Purposeful. Personalized. Partners.*

1300 145th Street East, Rosemount, MN 55068

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

May 11, 2026

LKQ Corporation  
Attn. Scott Lindner  
26548 Chippendale Ave. W.  
Northfield, MN 55057

Mr. Lindner,

On behalf of the students and staff in our Career and Technical Education Center's Automotive Program, we would like to thank you for your generous donation of 14 automotive fenders. Your contribution enhances the quality of education our students receive and helps prepare them for successful careers in the industry.

Sincerely,

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

**ISD 917 Core Values**

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

Intermediate School District 917

Check Register Including System Voids

Run Date: 4/25/26 - 5/21/26

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1910373	04/30/2026	WISCONSIN SCTF	R	987.50	ACCOUNTS PAYABLE CHECK
1910374	04/30/2026	EDUCATION MINNESOTA, LOCAL 3904	R	10,093.15	ACCOUNTS PAYABLE CHECK
1910375	04/30/2026	ESP LOCAL 4242	R	3,872.28	ACCOUNTS PAYABLE CHECK
1910376	04/30/2026	FTC	R	1,390.83	ACCOUNTS PAYABLE CHECK
1910377	04/30/2026	O.P.E.I.U., LOCAL 12	R	520.74	ACCOUNTS PAYABLE CHECK
1910378	04/30/2026	RELATED SERVICES NURSES ESP	R	134.70	ACCOUNTS PAYABLE CHECK
1910379	04/30/2026	IND SCH DIST 197	R	1,348.16	ACCOUNTS PAYABLE CHECK
1910380	04/30/2026	SAM'S CLUB/SYNCHRONY BANK	R	694.42	ACCOUNTS PAYABLE CHECK
1910381	05/11/2026	A'BRITIN CATERING & HOSPITALITY	R	3,686.50	ACCOUNTS PAYABLE CHECK
1910382	05/11/2026	ARVIG ENTERPRISES, INC	R	2,017.95	ACCOUNTS PAYABLE CHECK
1910383	05/11/2026	CITY OF INVER GROVE HTS	R	509.72	ACCOUNTS PAYABLE CHECK
1910384	05/11/2026	CUB FOODS BLOOMINGTON	R	101.61	ACCOUNTS PAYABLE CHECK
1910385	05/11/2026	CUB FOODS - HASTINGS	R	139.99	ACCOUNTS PAYABLE CHECK
1910386	05/11/2026	CUB FOODS - INVER GROVE HTS	R	123.92	ACCOUNTS PAYABLE CHECK
1910387	05/11/2026	CUB FOODS - ROSEMOUNT	R	631.52	ACCOUNTS PAYABLE CHECK
1910388	05/11/2026	DAKOTA COUNTY TREASURER	R	63.75	ACCOUNTS PAYABLE CHECK
1910389	05/11/2026	MAAP STARS	R	227.50	ACCOUNTS PAYABLE CHECK
1910390	05/11/2026	OUTDOOR IMAGES, INC	R	1,420.02	ACCOUNTS PAYABLE CHECK
1910391	05/15/2026	WISCONSIN SCTF	R	987.50	ACCOUNTS PAYABLE CHECK
1910392	05/15/2026	EDUCATION MINNESOTA, LOCAL 3904	R	10,036.12	ACCOUNTS PAYABLE CHECK
1910393	05/15/2026	ESP LOCAL 4242	R	3,798.01	ACCOUNTS PAYABLE CHECK
1910394	05/15/2026	FTC	R	1,390.83	ACCOUNTS PAYABLE CHECK
1910395	05/15/2026	O.P.E.I.U., LOCAL 12	R	520.74	ACCOUNTS PAYABLE CHECK
1910396	05/15/2026	RELATED SERVICES NURSES ESP	R	134.70	ACCOUNTS PAYABLE CHECK
1910397	05/15/2026	CEDARVALE LANES	R	164.00	ACCOUNTS PAYABLE CHECK
1910398	05/15/2026	INNOVATIVE CARE CONNECTIONS LLC	R	4,582.50	ACCOUNTS PAYABLE CHECK
1910399	05/20/2026	CENTERPOINT ENERGY	R	190.97	ACCOUNTS PAYABLE CHECK
1910400	05/20/2026	GENERATIVE LEARNING	R	5,600.00	ACCOUNTS PAYABLE CHECK
1910401	05/20/2026	TINA PAULK	R	22.38	ACCOUNTS PAYABLE CHECK
V4003088	05/12/2026	ABLENET INC.	R	2,590.00	ACCOUNTS PAYABLE VOUCHER
V4003089	05/12/2026	ACOUSTIMAC LLC	R	662.65	ACCOUNTS PAYABLE VOUCHER
V4003090	05/12/2026	ALDI	R	391.25	ACCOUNTS PAYABLE VOUCHER
V4003091	05/12/2026	AMERGIS	V	-	VOID: MULTI STUB VOUCHER
V4003092	05/12/2026	AMERGIS	V	-	VOID: MULTI STUB VOUCHER
V4003093	05/12/2026	AMERGIS	V	-	VOID: MULTI STUB VOUCHER
V4003094	05/12/2026	AMERGIS	V	-	VOID: MULTI STUB VOUCHER
V4003095	05/12/2026	AMERGIS	R	108,558.00	ACCOUNTS PAYABLE VOUCHER
V4003096	05/12/2026	ANCHOR PAPER	R	3,036.00	ACCOUNTS PAYABLE VOUCHER
V4003097	05/12/2026	ASL PINNACLE	R	50.00	ACCOUNTS PAYABLE VOUCHER
V4003098	05/12/2026	AVERY PRODUCTS	R	142.00	ACCOUNTS PAYABLE VOUCHER
V4003099	05/12/2026	BAYADA HOME HEALTH CARE	R	3,772.50	ACCOUNTS PAYABLE VOUCHER
V4003100	05/12/2026	WELLS FARGO	R	2,516.50	ACCOUNTS PAYABLE VOUCHER
V4003101	05/12/2026	CAREERSAFE	R	875.00	ACCOUNTS PAYABLE VOUCHER
V4003102	05/12/2026	OPENAI	R	80.00	ACCOUNTS PAYABLE VOUCHER
V4003103	05/12/2026	CITY OF APPLE VALLEY	R	428.49	ACCOUNTS PAYABLE VOUCHER
V4003104	05/12/2026	COBBLESTONE INN & SUITES	R	615.70	ACCOUNTS PAYABLE VOUCHER
V4003105	05/12/2026	CROWN RENTAL	R	548.10	ACCOUNTS PAYABLE VOUCHER
V4003106	05/12/2026	DICK'S SANITATION-LAKEVILLE	R	332.72	ACCOUNTS PAYABLE VOUCHER
V4003107	05/12/2026	DISCOUNT SCHOOL SUPPLY	R	292.69	ACCOUNTS PAYABLE VOUCHER
V4003108	05/12/2026	ENABLING DEVICES	R	178.90	ACCOUNTS PAYABLE VOUCHER
V4003109	05/12/2026	FUN EXPRESS LLC	R	201.51	ACCOUNTS PAYABLE VOUCHER
V4003110	05/12/2026	GOOGLE HQ	R	2,934.43	ACCOUNTS PAYABLE VOUCHER
V4003111	05/12/2026	INDEED, INC	R	1,810.25	ACCOUNTS PAYABLE VOUCHER
V4003112	05/12/2026	INNOVATIVE OFFICE SOLUTIONS	R	4,053.67	ACCOUNTS PAYABLE VOUCHER
V4003113	05/12/2026	MADDEN BROTHERS, INC	R	648.58	ACCOUNTS PAYABLE VOUCHER
V4003114	05/12/2026	MASE	R	434.00	ACCOUNTS PAYABLE VOUCHER
V4003115	05/12/2026	MASPA/STATE NEGOTIATORS	R	150.00	ACCOUNTS PAYABLE VOUCHER

Intermediate School District 917

Check Register Including System Voids

Run Date: 4/25/26 - 5/21/26

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
V4003116	05/12/2026	MCKESSON MEDICAL	R	511.10	ACCOUNTS PAYABLE VOUCHER
V4003117	05/12/2026	MENARDS	R	1,021.92	ACCOUNTS PAYABLE VOUCHER
V4003118	05/12/2026	NATIONAL ASSOCIATION OF SCHOOL PSYC	R	240.00	ACCOUNTS PAYABLE VOUCHER
V4003119	05/12/2026	PRC-SALTILLO	R	196.00	ACCOUNTS PAYABLE VOUCHER
V4003120	05/12/2026	PROFESSIONAL CRISIS MANAGEMENT ASSO	R	11,973.80	ACCOUNTS PAYABLE VOUCHER
V4003121	05/12/2026	RATWIK, ROSZAK & MALONEY, P.A.	R	114.00	ACCOUNTS PAYABLE VOUCHER
V4003122	05/12/2026	RELIABLE MEDICAL	R	760.00	ACCOUNTS PAYABLE VOUCHER
V4003123	05/12/2026	RIFTON EQ/COMMUNITY PRODUCTS LLC	R	8,010.00	ACCOUNTS PAYABLE VOUCHER
V4003124	05/12/2026	ROSEMOUNT AUTO SERVICE	R	609.43	ACCOUNTS PAYABLE VOUCHER
V4003125	05/12/2026	SCHOOL NURSE SUPPLY	R	1,055.51	ACCOUNTS PAYABLE VOUCHER
V4003126	05/12/2026	SCIENCE MUSEUM OF MN	R	300.00	ACCOUNTS PAYABLE VOUCHER
V4003127	05/12/2026	SONOVA USA INC.	R	1,107.08	ACCOUNTS PAYABLE VOUCHER
V4003128	05/12/2026	SOUTHPAW ENTERPRISES	R	804.84	ACCOUNTS PAYABLE VOUCHER
V4003129	05/12/2026	ST PAUL PIONEER PRESS	R	25.36	ACCOUNTS PAYABLE VOUCHER
V4003130	05/12/2026	SUPER DUPER SCHOOL CO	R	99.95	ACCOUNTS PAYABLE VOUCHER
V4003131	05/12/2026	TECHNOLOGY BY DESIGN, LLC	R	448.00	ACCOUNTS PAYABLE VOUCHER
V4003132	05/12/2026	THERAPY NOTES, LLC	R	39.00	ACCOUNTS PAYABLE VOUCHER
V4003133	05/12/2026	TOBII DYNAVOX LLC	R	677.00	ACCOUNTS PAYABLE VOUCHER
V4003134	05/12/2026	TOLL GAS & WELDING SUPPLY	R	317.39	ACCOUNTS PAYABLE VOUCHER
V4003135	05/12/2026	GRAFTON SCHOOL, INC	R	6,612.83	ACCOUNTS PAYABLE VOUCHER
V4003136	05/12/2026	ULINE	R	371.11	ACCOUNTS PAYABLE VOUCHER
V4003137	05/12/2026	UNITED STATES POSTAL OFFICE	R	390.00	ACCOUNTS PAYABLE VOUCHER
V4003138	05/12/2026	UNIVERSAL CLEANING SERVICES	R	7,741.28	ACCOUNTS PAYABLE VOUCHER
V4003139	05/12/2026	USI	R	1,272.26	ACCOUNTS PAYABLE VOUCHER
V4003140	05/12/2026	VERIZON WIRELESS	R	890.40	ACCOUNTS PAYABLE VOUCHER
V4003141	05/12/2026	WALMART	R	48.00	ACCOUNTS PAYABLE VOUCHER
V4003142	05/12/2026	WESTERN PSYCHOLOGICAL SERVICES	R	255.75	ACCOUNTS PAYABLE VOUCHER
V4003143	05/12/2026	WESTONE LABORATORIES INC.	R	578.02	ACCOUNTS PAYABLE VOUCHER
V6609201	05/21/2026	JOAN MARIE ABDULKADIR	R	13.05	ACCOUNTS PAYABLE VOUCHER
V6609202	05/21/2026	ANN CATHERINE ALLEN	R	498.81	ACCOUNTS PAYABLE VOUCHER
V6609203	05/21/2026	ELIZABETH SHAWL ANNONI	R	194.31	ACCOUNTS PAYABLE VOUCHER
V6609204	05/21/2026	KELSIE K ARCH	R	59.45	ACCOUNTS PAYABLE VOUCHER
V6609205	05/21/2026	MELISSA L ARMBRUST	R	156.60	ACCOUNTS PAYABLE VOUCHER
V6609206	05/21/2026	LAURA ANN ARMSTRONG	R	24.01	ACCOUNTS PAYABLE VOUCHER
V6609207	05/21/2026	KIM MARIE AUSTIN	R	645.98	ACCOUNTS PAYABLE VOUCHER
V6609208	05/21/2026	TREVOR R BAILEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609209	05/21/2026	KEITH JAMES BARTHOLOMAUS	R	147.90	ACCOUNTS PAYABLE VOUCHER
V6609210	05/21/2026	STEPHANIE BETLEY	R	300.54	ACCOUNTS PAYABLE VOUCHER
V6609211	05/21/2026	MICHAEL JASON BIBRO	R	219.78	ACCOUNTS PAYABLE VOUCHER
V6609212	05/21/2026	AMANDA JO BOEHMER	R	406.56	ACCOUNTS PAYABLE VOUCHER
V6609213	05/21/2026	CHRISTINE KLECATSKY CHESSLER	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6609214	05/21/2026	LESLEY ANNE CHESTER	R	18.85	ACCOUNTS PAYABLE VOUCHER
V6609215	05/21/2026	LAWRENCE L COLEMAN	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609216	05/21/2026	KATHLEEN COLLINS	R	6.53	ACCOUNTS PAYABLE VOUCHER
V6609217	05/21/2026	ALEXIS DOMINIQUE CORTEZ	R	113.83	ACCOUNTS PAYABLE VOUCHER
V6609218	05/21/2026	CRAIG ALAN CURTIS	R	251.68	ACCOUNTS PAYABLE VOUCHER
V6609219	05/21/2026	JEANNE MARIE D'ALOIA	R	305.33	ACCOUNTS PAYABLE VOUCHER
V6609220	05/21/2026	AMY RICHELLE DAWSON	R	15.95	ACCOUNTS PAYABLE VOUCHER
V6609221	05/21/2026	MARY KAY DISTAD	R	36.25	ACCOUNTS PAYABLE VOUCHER
V6609222	05/21/2026	AMANDA R ECKRE	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6609223	05/21/2026	LISA A EHLERINGER	R	27.55	ACCOUNTS PAYABLE VOUCHER
V6609224	05/21/2026	SHAE K ELLIOTT	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609225	05/21/2026	KATHERINE DIANE ENGEL	R	147.91	ACCOUNTS PAYABLE VOUCHER
V6609226	05/21/2026	MICHAEL LEONARD FAVOR	R	171.83	ACCOUNTS PAYABLE VOUCHER
V6609227	05/21/2026	ANGELITA LEE FLEMING	R	124.70	ACCOUNTS PAYABLE VOUCHER
V6609228	05/21/2026	NICOLE K FLESNER	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609229	05/21/2026	SHERILYN FAYE FRISQUE	R	258.88	ACCOUNTS PAYABLE VOUCHER

Intermediate School District 917  
 Check Register Including System Voids  
 Run Date: 4/25/26 - 5/21/26

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
V6609230	05/21/2026	ADAM R GHORMLEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609231	05/21/2026	CHRISTINA ANN TUOHY	R	117.45	ACCOUNTS PAYABLE VOUCHER
V6609232	05/21/2026	CASSIE J. GROFF	R	129.78	ACCOUNTS PAYABLE VOUCHER
V6609233	05/21/2026	MEGAN KRISTINE HAROLDSON	R	134.85	ACCOUNTS PAYABLE VOUCHER
V6609234	05/21/2026	JANA LEE HEIDEMANN	R	35.53	ACCOUNTS PAYABLE VOUCHER
V6609235	05/21/2026	PETER ALLYN HENDRICKS	R	300.16	ACCOUNTS PAYABLE VOUCHER
V6609236	05/21/2026	SARA ASHLEY HENRY	R	303.05	ACCOUNTS PAYABLE VOUCHER
V6609237	05/21/2026	FRANK E HERMAN	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609238	05/21/2026	PAIGE J HERNANDEZ	R	63.08	ACCOUNTS PAYABLE VOUCHER
V6609239	05/21/2026	JENNIFER AMY HETLAND	R	171.93	ACCOUNTS PAYABLE VOUCHER
V6609240	05/21/2026	MELISSA ROCHELL HO	R	104.45	ACCOUNTS PAYABLE VOUCHER
V6609241	05/21/2026	JUSTIN DAVID HOELSCHER	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609242	05/21/2026	KATE SCHNEEWEIS HULSE	R	175.91	ACCOUNTS PAYABLE VOUCHER
V6609243	05/21/2026	SARAH CAITLIN IDEEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6609244	05/21/2026	JULIE CHRISTINE ILLA	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609245	05/21/2026	COURTNEY ELIZABETH ROBINSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609246	05/21/2026	MACKENZIE M IRWIN	R	80.48	ACCOUNTS PAYABLE VOUCHER
V6609247	05/21/2026	ROBERT J JACOBSON	R	265.86	ACCOUNTS PAYABLE VOUCHER
V6609248	05/21/2026	MARK W JOHNS	R	368.40	ACCOUNTS PAYABLE VOUCHER
V6609249	05/21/2026	SARAH LYNN JOHNSON	R	281.30	ACCOUNTS PAYABLE VOUCHER
V6609250	05/21/2026	AMY TAMARAH WOLF KAUFMAN	R	514.79	ACCOUNTS PAYABLE VOUCHER
V6609251	05/21/2026	LISA MARIE KENT	R	34.80	ACCOUNTS PAYABLE VOUCHER
V6609252	05/21/2026	SHAWN P KINSELLA	R	43.50	ACCOUNTS PAYABLE VOUCHER
V6609253	05/21/2026	KRISTIN LEE KUSTRICH	R	53.50	ACCOUNTS PAYABLE VOUCHER
V6609254	05/21/2026	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609255	05/21/2026	BETSY SUE LARSEN	R	205.90	ACCOUNTS PAYABLE VOUCHER
V6609256	05/21/2026	LIBBY S LORRON	R	98.17	ACCOUNTS PAYABLE VOUCHER
V6609257	05/21/2026	KIM MARIE MARTIN	R	55.83	ACCOUNTS PAYABLE VOUCHER
V6609258	05/21/2026	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6609259	05/21/2026	SHARRI HELENE MCGIBBON	R	125.38	ACCOUNTS PAYABLE VOUCHER
V6609260	05/21/2026	LAURA MILES	R	278.40	ACCOUNTS PAYABLE VOUCHER
V6609261	05/21/2026	JENNA ANN NACE	R	287.15	ACCOUNTS PAYABLE VOUCHER
V6609262	05/21/2026	CLAIRE M NACHTWEY	R	34.80	ACCOUNTS PAYABLE VOUCHER
V6609263	05/21/2026	RACHEL LOIS NASAL	R	3.63	ACCOUNTS PAYABLE VOUCHER
V6609264	05/21/2026	CINDY L NORDSTROM	R	12.33	ACCOUNTS PAYABLE VOUCHER
V6609265	05/21/2026	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6609266	05/21/2026	ALICIA JOY ODELL	R	79.75	ACCOUNTS PAYABLE VOUCHER
V6609267	05/21/2026	CHARLOTTE ROSE OLSON	R	51.48	ACCOUNTS PAYABLE VOUCHER
V6609268	05/21/2026	JACKIE MARIE PAULEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609269	05/21/2026	EMILY COLLEEN GOODSON	R	245.83	ACCOUNTS PAYABLE VOUCHER
V6609270	05/21/2026	HOLLY MARIE PEMBLE	R	197.93	ACCOUNTS PAYABLE VOUCHER
V6609271	05/21/2026	AMANDA LYNN PETERS	R	141.38	ACCOUNTS PAYABLE VOUCHER
V6609272	05/21/2026	JENNIFER MAE PETERSEN	R	367.63	ACCOUNTS PAYABLE VOUCHER
V6609273	05/21/2026	BROOKE ALLYSON PETERSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609274	05/21/2026	EMILY ANN PFISTERER	R	740.96	ACCOUNTS PAYABLE VOUCHER
V6609275	05/21/2026	MEGAN E PLOTTS	R	88.45	ACCOUNTS PAYABLE VOUCHER
V6609276	05/21/2026	JULIE M POWERS	R	59.95	ACCOUNTS PAYABLE VOUCHER
V6609277	05/21/2026	TARA C PRECHT	R	149.45	ACCOUNTS PAYABLE VOUCHER
V6609278	05/21/2026	KELLI MARIE PROULX	R	497.35	ACCOUNTS PAYABLE VOUCHER
V6609279	05/21/2026	BETHANY G RADEMACHER	R	104.40	ACCOUNTS PAYABLE VOUCHER
V6609280	05/21/2026	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6609281	05/21/2026	MELANIE ANN RIX	R	109.53	ACCOUNTS PAYABLE VOUCHER
V6609282	05/21/2026	SARAH CATHERINE ROWLEY	R	371.93	ACCOUNTS PAYABLE VOUCHER
V6609283	05/21/2026	OLIVIA E SARASIO MEYER	R	189.95	ACCOUNTS PAYABLE VOUCHER
V6609284	05/21/2026	MELISSA RAE SCHALLER	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609285	05/21/2026	BYRON LEITH SCHWAB	R	21.75	ACCOUNTS PAYABLE VOUCHER
V6609286	05/21/2026	ROLAND ARTHUR SESSIONS III	R	482.86	ACCOUNTS PAYABLE VOUCHER

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CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
V6609287	05/21/2026	KARLEEN SHERMAN	R	33.35	ACCOUNTS PAYABLE VOUCHER
V6609288	05/21/2026	DAWN E STEIGAUF	R	21.03	ACCOUNTS PAYABLE VOUCHER
V6609289	05/21/2026	HEATHER LYNN STOESZ	R	142.10	ACCOUNTS PAYABLE VOUCHER
V6609290	05/21/2026	MICHELLE ERIN STROMME	R	71.05	ACCOUNTS PAYABLE VOUCHER
V6609291	05/21/2026	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609292	05/21/2026	KAYLEEN LAVONNE TAFFE	R	268.98	ACCOUNTS PAYABLE VOUCHER
V6609293	05/21/2026	DELANEY R TATARKA	R	274.05	ACCOUNTS PAYABLE VOUCHER
V6609294	05/21/2026	SONIA LYNN TENDRICH	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6609295	05/21/2026	LAURA J. TENNESSEN	R	86.28	ACCOUNTS PAYABLE VOUCHER
V6609296	05/21/2026	EVE THOMAS BROOK	R	52.93	ACCOUNTS PAYABLE VOUCHER
V6609297	05/21/2026	TAYLOR MAY LOVIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609298	05/21/2026	MELISSA M TORRES	R	279.23	ACCOUNTS PAYABLE VOUCHER
V6609299	05/21/2026	SHANYN NICOLE TUFTEE	R	129.10	ACCOUNTS PAYABLE VOUCHER
V6609300	05/21/2026	ADRIENNE KATE TURZYNSKI	R	34.08	ACCOUNTS PAYABLE VOUCHER
V6609301	05/21/2026	JOHN NATHAN VOLKERT	R	201.55	ACCOUNTS PAYABLE VOUCHER
V6609302	05/21/2026	MONICA J WEBER	R	21.03	ACCOUNTS PAYABLE VOUCHER
V6609303	05/21/2026	AUDREY SUSAN WEILER	R	252.30	ACCOUNTS PAYABLE VOUCHER
V6609304	05/21/2026	TERESA LYNN WELCH	R	771.15	ACCOUNTS PAYABLE VOUCHER
V6609305	05/21/2026	SCOTT MICHAEL ZEHNDER	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6609306	05/21/2026	AMY J ZINS	R	69.60	ACCOUNTS PAYABLE VOUCHER
V6609307	05/21/2026	MARK A. ZUZEK	R	15.95	ACCOUNTS PAYABLE VOUCHER
V7705125	04/27/2026	UNITED HEALTHCARE SERVICES, INC	R	89,507.76	ACCOUNTS PAYABLE VOUCHER
V7705126	04/29/2026	MN DEPT OF EMPLOY & ECONMIC DEV.	R	69,844.70	ACCOUNTS PAYABLE VOUCHER
V7705127	04/29/2026	MN DEPT OF EMPLOYMENT & ECON DEV.	R	4,110.96	ACCOUNTS PAYABLE VOUCHER
V7705128	04/29/2026	WA DEPT OF EMP SEC-PD FAM & MED	R	170.74	ACCOUNTS PAYABLE VOUCHER
V7705129	04/29/2026	WA DEPT OF EMP SEC-WA CARES	R	122.69	ACCOUNTS PAYABLE VOUCHER
V7705130	04/29/2026	WA DEPT OF LABOR & INDUSTRIES	R	204.17	ACCOUNTS PAYABLE VOUCHER
V7705131	04/30/2026	AMPERSAND THERAPY, LLC	R	7,600.00	ACCOUNTS PAYABLE VOUCHER
V7705132	04/30/2026	APPLE VALLEY ISD LLC	R	46,356.47	ACCOUNTS PAYABLE VOUCHER
V7705133	04/30/2026	BAYCOM, INC.	R	3,005.00	ACCOUNTS PAYABLE VOUCHER
V7705134	04/30/2026	CENTURYLINK	R	1,170.61	ACCOUNTS PAYABLE VOUCHER
V7705135	04/30/2026	DAKOTA COUNTY TECH COLLEGE	R	134,752.45	ACCOUNTS PAYABLE VOUCHER
V7705136	04/30/2026	FRONTIER COMMUNICATIONS	R	1,456.71	ACCOUNTS PAYABLE VOUCHER
V7705137	04/30/2026	IND SCH DIST 191	R	30,010.24	ACCOUNTS PAYABLE VOUCHER
V7705138	04/30/2026	KAREN CASS FELLING, M.A., LP	R	375.00	ACCOUNTS PAYABLE VOUCHER
V7705139	04/30/2026	LAKESHORE LEARNING MATERIALS	R	468.69	ACCOUNTS PAYABLE VOUCHER
V7705140	04/30/2026	MENARDS	R	371.55	ACCOUNTS PAYABLE VOUCHER
V7705141	04/30/2026	MIDWEST SPECIAL INSTRUMENTS, CORP	R	1,122.94	ACCOUNTS PAYABLE VOUCHER
V7705142	04/30/2026	OFFICE OF MN.IT SERVICES	R	320.25	ACCOUNTS PAYABLE VOUCHER
V7705143	04/30/2026	PROCARE THERAPY	R	9,615.11	ACCOUNTS PAYABLE VOUCHER
V7705144	04/30/2026	SE ISD SUCCESSOR, LLC	R	88,475.08	ACCOUNTS PAYABLE VOUCHER
V7705145	04/30/2026	TFH SPECIAL NEEDS TOYS	R	99.45	ACCOUNTS PAYABLE VOUCHER
V7705146	04/30/2026	THE HOME DEPOT PRO	R	2,556.70	ACCOUNTS PAYABLE VOUCHER
V7705147	04/30/2026	TWIN CITY HARDWARE COMPANY INC	R	76.96	ACCOUNTS PAYABLE VOUCHER
V7705148	04/30/2026	XCEL ENERGY	R	4,026.54	ACCOUNTS PAYABLE VOUCHER
V7705149	04/30/2026	ZEN EDUCATE INC	R	21,508.91	ACCOUNTS PAYABLE VOUCHER
V7705150	04/30/2026	NATIONAL INSURANCE SERVICES OF WI,	R	9,584.49	ACCOUNTS PAYABLE VOUCHER
V7705151	04/30/2026	UNITED HEALTHCARE SERVICES, INC	R	81,807.12	ACCOUNTS PAYABLE VOUCHER
V7705152	04/30/2026	MN CHILD SUPPORT PAYMENT CENTER	R	534.50	ACCOUNTS PAYABLE VOUCHER
V7705153	04/30/2026	AFLAC	R	1,198.96	ACCOUNTS PAYABLE VOUCHER
V7705154	04/30/2026	AMERIPRISE FINANCIAL ADVISORS	R	12,044.14	ACCOUNTS PAYABLE VOUCHER
V7705155	04/30/2026	AXA EQUITABLE LIFE INS CO	R	2,687.10	ACCOUNTS PAYABLE VOUCHER
V7705156	04/30/2026	FIDELITY INVSTMT TAX-EX SVC CO	R	15,521.27	ACCOUNTS PAYABLE VOUCHER
V7705157	04/30/2026	HEALTH EQUITY (FSA)	R	962.50	ACCOUNTS PAYABLE VOUCHER
V7705158	04/30/2026	HEALTH EQUITY, INC. (HSA)	R	38,401.11	ACCOUNTS PAYABLE VOUCHER
V7705159	04/30/2026	HORACE MANN LIFE INS	R	1,465.83	ACCOUNTS PAYABLE VOUCHER
V7705160	04/30/2026	INTERNAL REVENUE SERVICE	R	283,266.10	ACCOUNTS PAYABLE VOUCHER

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V7705161	04/30/2026	EDUCATION MN ESI BILLING TRUST	R	11,461.19	ACCOUNTS PAYABLE VOUCHER
V7705162	04/30/2026	MN DEPT OF REVENUE	R	49,028.81	ACCOUNTS PAYABLE VOUCHER
V7705163	04/30/2026	MN DEPT OF REVENUE(C)	R	325.00	ACCOUNTS PAYABLE VOUCHER
V7705164	04/30/2026	MN STATE RETIREMENT SYSTEM	R	150.00	ACCOUNTS PAYABLE VOUCHER
V7705165	04/30/2026	EXECUTIVE DIRECTOR	R	65,354.90	ACCOUNTS PAYABLE VOUCHER
V7705166	04/30/2026	STATE TREASURER, TRA	R	144,991.63	ACCOUNTS PAYABLE VOUCHER
V7705167	04/30/2026	VARIABLE ANNUITY LIFE INS CO	R	9,933.87	ACCOUNTS PAYABLE VOUCHER
V7705168	04/30/2026	VOYA	R	1,190.41	ACCOUNTS PAYABLE VOUCHER
V7705169	05/07/2026	ALL IN ONE TRANSLATION AGENCY, LLC	R	360.00	ACCOUNTS PAYABLE VOUCHER
V7705170	05/07/2026	AMANDA GROH	R	1,267.50	ACCOUNTS PAYABLE VOUCHER
V7705171	05/07/2026	AMAZON CAPITAL SERVICES	V	-	VOID: MULTI STUB VOUCHER
V7705172	05/07/2026	AMAZON CAPITAL SERVICES	R	9,431.41	ACCOUNTS PAYABLE VOUCHER
V7705173	05/07/2026	APPLE COMPUTER, INC	R	814.00	ACCOUNTS PAYABLE VOUCHER
V7705174	05/07/2026	BAMBOO PROFESSIONALS, LLC	R	3,295.00	ACCOUNTS PAYABLE VOUCHER
V7705175	05/07/2026	CAROLINA BIOLOGICAL SUPPLY	R	97.58	ACCOUNTS PAYABLE VOUCHER
V7705176	05/07/2026	DAKOTA COUNTY TECH COLLEGE	R	9,834.55	ACCOUNTS PAYABLE VOUCHER
V7705177	05/07/2026	GPS EDUCATION PARTNERS, INC	R	20,000.00	ACCOUNTS PAYABLE VOUCHER
V7705178	05/07/2026	KEEFE CO. LLC	R	357.00	ACCOUNTS PAYABLE VOUCHER
V7705178	05/12/2026	KEEFE CO. LLC	V	(357.00)	VOID MANUAL CHECK
V7705179	05/07/2026	KELLY SERVICES, INC	R	19,329.82	ACCOUNTS PAYABLE VOUCHER
V7705180	05/07/2026	MN CLN SERVICES, INC	R	7,686.00	ACCOUNTS PAYABLE VOUCHER
V7705181	05/07/2026	MN STATE UNIVERSITY, MANKATO	R	28,738.00	ACCOUNTS PAYABLE VOUCHER
V7705182	05/07/2026	MODULARHOSE.COM	R	98.96	ACCOUNTS PAYABLE VOUCHER
V7705183	05/07/2026	MRI INTERMEDIATE HOLDINGS, LLC	R	270.00	ACCOUNTS PAYABLE VOUCHER
V7705184	05/07/2026	NOVA EDUCATION CONSULTANTS	R	7,827.50	ACCOUNTS PAYABLE VOUCHER
V7705185	05/07/2026	PROCARE THERAPY	R	9,440.95	ACCOUNTS PAYABLE VOUCHER
V7705186	05/07/2026	REGINA MAENDLER, HEART & SCIENCE	R	8,100.00	ACCOUNTS PAYABLE VOUCHER
V7705187	05/07/2026	ZEN EDUCATE INC	V	-	VOID: MULTI STUB VOUCHER
V7705188	05/07/2026	ZEN EDUCATE INC	R	19,219.97	ACCOUNTS PAYABLE VOUCHER
V7705189	05/12/2026	FIDELITY SECURITY LIFE INS CO	R	2,880.56	ACCOUNTS PAYABLE VOUCHER
V7705190	05/12/2026	UNITED HEALTHCARE SERVICES, INC	R	74,789.11	ACCOUNTS PAYABLE VOUCHER
V7705191	05/14/2026	ALL IN ONE TRANSLATION AGENCY, LLC	R	90.00	ACCOUNTS PAYABLE VOUCHER
V7705192	05/14/2026	AMAZON CAPITAL SERVICES	V	-	VOID: MULTI STUB VOUCHER
V7705193	05/14/2026	AMAZON CAPITAL SERVICES	R	14,259.20	ACCOUNTS PAYABLE VOUCHER
V7705194	05/14/2026	APPLE COMPUTER, INC	R	2,090.00	ACCOUNTS PAYABLE VOUCHER
V7705195	05/14/2026	AI TECHNOLOGIES, LLC	R	3,311.79	ACCOUNTS PAYABLE VOUCHER
V7705196	05/14/2026	CENTURYLINK	R	557.81	ACCOUNTS PAYABLE VOUCHER
V7705197	05/14/2026	DELL MARKETING L.P.	R	5,004.80	ACCOUNTS PAYABLE VOUCHER
V7705198	05/14/2026	FRONTIER COMMUNICATIONS	R	1,042.89	ACCOUNTS PAYABLE VOUCHER
V7705199	05/14/2026	GRAINGER W W INC.	R	758.20	ACCOUNTS PAYABLE VOUCHER
V7705200	05/14/2026	KAREN CASS FELLING, M.A., LP	R	375.00	ACCOUNTS PAYABLE VOUCHER
V7705201	05/14/2026	KEEFE CO. LLC	R	437.00	ACCOUNTS PAYABLE VOUCHER
V7705202	05/14/2026	KELLY SERVICES, INC	R	7,792.87	ACCOUNTS PAYABLE VOUCHER
V7705203	05/14/2026	LAKESHORE LEARNING MATERIALS	R	255.54	ACCOUNTS PAYABLE VOUCHER
V7705204	05/14/2026	MN ENERGY RESOURCES CORPORATION	R	513.24	ACCOUNTS PAYABLE VOUCHER
V7705205	05/14/2026	PROCARE THERAPY	R	9,982.79	ACCOUNTS PAYABLE VOUCHER
V7705206	05/14/2026	SAFE WAY BUS CO.	R	1,077.03	ACCOUNTS PAYABLE VOUCHER
V7705207	05/14/2026	SCHOOL HEALTH CORP	R	739.95	ACCOUNTS PAYABLE VOUCHER
V7705207	05/14/2026	SCHOOL HEALTH CORP	V	(739.95)	VOID MANUAL CHECK
V7705208	05/14/2026	SWEETWATER SOUND HOLDINGS, LLC	R	3,790.10	ACCOUNTS PAYABLE VOUCHER
V7705209	05/14/2026	UNITED HEALTHCARE SERVICES, INC	R	104,654.80	ACCOUNTS PAYABLE VOUCHER
V7705210	05/14/2026	ZEN EDUCATE INC	V	-	VOID: MULTI STUB VOUCHER
V7705211	05/14/2026	ZEN EDUCATE INC	R	22,084.77	ACCOUNTS PAYABLE VOUCHER
V7705212	05/15/2026	MN CHILD SUPPORT PAYMENT CENTER	R	534.50	ACCOUNTS PAYABLE VOUCHER
V7705213	05/15/2026	AMERIPRISE FINANCIAL ADVISORS	R	12,044.14	ACCOUNTS PAYABLE VOUCHER
V7705214	05/15/2026	AXA EQUITABLE LIFE INS CO	R	2,687.10	ACCOUNTS PAYABLE VOUCHER
V7705215	05/15/2026	FIDELITY INVSTMT TAX-EX SVC CO	R	15,521.27	ACCOUNTS PAYABLE VOUCHER

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V7705216	05/15/2026	HEALTHEQUITY (FSA)	R	962.50	ACCOUNTS PAYABLE VOUCHER
V7705217	05/15/2026	HEALTHEQUITY, INC. (HSA)	R	37,267.76	ACCOUNTS PAYABLE VOUCHER
V7705218	05/15/2026	HORACE MANN LIFE INS	R	1,465.83	ACCOUNTS PAYABLE VOUCHER
V7705219	05/15/2026	INTERNAL REVENUE SERVICE	R	283,761.04	ACCOUNTS PAYABLE VOUCHER
V7705220	05/15/2026	EDUCATION MN ESI BILLING TRUST	R	11,461.19	ACCOUNTS PAYABLE VOUCHER
V7705221	05/15/2026	MN DEPT OF REVENUE	R	49,087.30	ACCOUNTS PAYABLE VOUCHER
V7705222	05/15/2026	MN DEPT OF REVENUE(C)	R	325.00	ACCOUNTS PAYABLE VOUCHER
V7705223	05/15/2026	MN STATE RETIREMENT SYSTEM	R	150.00	ACCOUNTS PAYABLE VOUCHER
V7705224	05/15/2026	EXECUTIVE DIRECTOR	R	64,672.37	ACCOUNTS PAYABLE VOUCHER
V7705225	05/15/2026	STATE TREASURER, TRA	R	144,655.88	ACCOUNTS PAYABLE VOUCHER
V7705226	05/15/2026	VARIABLE ANNUITY LIFE INS CO	R	9,676.37	ACCOUNTS PAYABLE VOUCHER
V7705227	05/15/2026	VOYA	R	1,190.41	ACCOUNTS PAYABLE VOUCHER
V7705228	05/15/2026	HEALTHEQUITY (FSA)	R	19.25	ACCOUNTS PAYABLE VOUCHER
V7705229	05/15/2026	UNITED HEALTHCARE SERVICES, INC	R	42,944.18	ACCOUNTS PAYABLE VOUCHER
V7705230	05/21/2026	AMANDA GROH	R	1,998.75	ACCOUNTS PAYABLE VOUCHER
V7705231	05/21/2026	AMAZON CAPITAL SERVICES	R	6,593.05	ACCOUNTS PAYABLE VOUCHER
V7705232	05/21/2026	AMPERSAND THERAPY, LLC	R	7,600.00	ACCOUNTS PAYABLE VOUCHER
V7705233	05/21/2026	BAYCOM, INC.	R	3,005.00	ACCOUNTS PAYABLE VOUCHER
V7705234	05/21/2026	BENEFIT EXTRAS, INC	R	542.74	ACCOUNTS PAYABLE VOUCHER
V7705235	05/21/2026	CKC GOOD FOOD	R	29,009.70	ACCOUNTS PAYABLE VOUCHER
V7705236	05/21/2026	FRONTIER COMMUNICATIONS	R	1,624.59	ACCOUNTS PAYABLE VOUCHER
V7705237	05/21/2026	KELLY SERVICES, INC	R	9,458.87	ACCOUNTS PAYABLE VOUCHER
V7705238	05/21/2026	MIDWEST SPECIAL INSTRUMENTS, CORP	R	727.00	ACCOUNTS PAYABLE VOUCHER
V7705239	05/21/2026	NORTHEAST METRO 916	R	3,526.25	ACCOUNTS PAYABLE VOUCHER
V7705240	05/21/2026	NOVA EDUCATION CONSULTANTS	R	7,902.50	ACCOUNTS PAYABLE VOUCHER
V7705241	05/21/2026	ODP BUSINESS SOLUTIONS, LLC	R	2,331.37	ACCOUNTS PAYABLE VOUCHER
V7705242	05/21/2026	PEARSON ASSESSMENT/NCS PEARSON	R	78.00	ACCOUNTS PAYABLE VOUCHER
V7705243	05/21/2026	PROCARE THERAPY	R	9,690.11	ACCOUNTS PAYABLE VOUCHER
V7705244	05/21/2026	SCHMITTY & SONS	R	450.09	ACCOUNTS PAYABLE VOUCHER
V7705245	05/21/2026	THE HOME DEPOT PRO	R	369.10	ACCOUNTS PAYABLE VOUCHER
V7705246	05/21/2026	TODD A SAVAGE	R	1,880.00	ACCOUNTS PAYABLE VOUCHER
V7705247	05/21/2026	XCEL ENERGY	R	2,747.64	ACCOUNTS PAYABLE VOUCHER
V7705248	05/21/2026	ZEN EDUCATE INC	V	-	VOID: MULTI STUB VOUCHER
V7705249	05/21/2026	ZEN EDUCATE INC	R	23,557.68	ACCOUNTS PAYABLE VOUCHER
V7705250	05/21/2026	DELTA DENTAL OF MINNESOTA	R	57,000.60	ACCOUNTS PAYABLE VOUCHER
V7705251	05/21/2026	UNITED HEALTHCARE SERVICES, INC	R	132,548.04	ACCOUNTS PAYABLE VOUCHER
Total				2,883,790.53	

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR:

05/15/2026 CHECKS (PR521)	\$	1,909.47
05/15/2026 DIRECT DEPOSITS REGULAR PAY (PR521)	\$	<u>856,778.30</u>

**NET PAYROLL** **\$ 858,687.77**

Authorized Signature Mark John Date 5/14/26

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

	MSDLAF: Liquid						MSDLAF: +Max						Total	
	Purchases	Sales	Fees	Interest	Ending Balance	Monthly Yield	Purchases	Sales	Fees	Interest	Ending Balance	Monthly Yield	Ending Balance	Interest
Jun					11,297.07						13,238,175.67		13,249,472.74	
Jul				39.84	11,336.91	4.15%		500,000.00		47,603.20	12,785,778.87	4.24%	12,797,115.78	47,643.04
Aug				39.83	11,376.74	4.14%				45,946.80	12,831,725.67	4.23%	12,843,102.41	45,986.63
Sep				38.39	11,415.13	4.10%	3,500,000.00			53,427.81	16,385,153.48	4.19%	16,396,568.61	53,466.20
Oct				38.79	11,453.92	4.00%	-	1,000,000.00		56,610.56	15,441,764.04	4.09%	15,453,217.96	56,649.35
Nov				36.07	11,489.99	3.84%		1,500,000.00		47,778.81	13,989,542.85	3.92%	14,001,032.84	47,814.88
Dec				36.02	11,526.01	3.69%		1,000,000.00		44,577.10	13,034,119.95	3.78%	13,045,645.96	44,613.12
Jan				35.15	11,561.16	3.56%		750,000.00		38,882.81	12,323,002.76	3.68%	12,334,563.92	38,917.96
Feb				31.51	11,592.67	3.55%	2,000,000.00	750,000.00		37,720.16	13,610,722.92	3.65%	13,622,315.59	37,751.67
Mar				34.61	11,627.28	3.51%				41,653.69	13,652,376.61	3.61%	13,664,003.89	41,688.30
Apr				33.55	11,660.83	3.51%	2,750,000.00			41,849.22	16,444,225.83	3.60%	16,455,886.66	41,882.77
May					-					-			-	-
Jun					-					-			-	-
<b>Total</b>														
FY 26	-	-	-	363.76	11,660.83		8,250,000.00	5,500,000.00	-	456,050.16	16,444,225.83		16,455,886.66	456,413.92



**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: June 2, 2026

RE: First and final reading on policies

The policies listed below are for a first and final reading.

- Policy 214 Out-of-State Travel by School Board Members - Three-Year Review
- Policy 407 Employee Right to Know - Exposure to Hazardous Substances - Three-Year Review
- Policy 440 Recording of School Personnel - Three-Year Review
- Policy 705 Investments - Three-Year Review
- Policy 820 Provisions for the Closing of Schools Due to Inclement Weather or Other Exigency - Three-Year Review

## **214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS**

### **I. PURPOSE**

The purpose of this policy is to provide structure for out-of-state travel by school board members as required by law.

### **II. GENERAL STATEMENT OF POLICY**

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

### **III. APPROPRIATE TRAVEL**

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings is presumed to fulfill this purpose. Out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

### **IV. REIMBURSABLE EXPENSES**

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses. (Policy 412 Expense Reimbursement.)

### **V. REIMBURSEMENT**

Requests for reimbursement to follow Policy 412.

***Legal References:*** Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)  
Minn. Stat. § 471.661 (Out-of-State Travel)  
Minn. Stat. § 471.665 (Mileage Allowances)  
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

***Cross References:*** Policy 412 (Expense Reimbursement)

**POLICY 407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES**

**I. PURPOSE**

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, subd. 2)

**II. GENERAL STATEMENT OF POLICY**

It is the policy of this school district to provide information and training to employees who may be routinely exposed to a hazardous substance, harmful physical agent, infectious agent, or blood-borne pathogen.

**III. DEFINITIONS**

- A. “Commissioner” means the Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
  - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
  - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or

3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.
- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes but is not limited to radiation, whether ionizing or non-ionizing.
  - E. “Infectious agent” means a communicable bacterium, rickettsia, parasite, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which, according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. An infectious agent does not include an agent present in or on a patient's body before diagnosis.
  - F. “Blood-borne pathogens” means a pathogenic microorganism that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

#### **IV. TARGET JOB CATEGORIES**

Annual training will be provided to all full and part-time employees who are routinely exposed to a hazardous substance, harmful physical agent, or infectious agent, or blood-borne pathogen as set forth above.

#### **V. TRAINING SCHEDULE**

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly-hired employee assigned to a work area where he or she is determined to be “routinely exposed” under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be routinely exposed under the above guidelines. (Minn. Stat. § 182.673)

**Legal References:** Minn. Stat. Ch. 182 (Occupational Safety and Health)  
Minn. Rules Ch. 5205 (Safety and Health Standards)  
Minn. Rules Ch. 5206 (Employee Right to Know Standards)

**Cross References:** MSBA/MASA Model Policy 420 (Students and Employees with Sexually

Transmitted Infections and Diseases and Certain Other Communicable  
Diseases and Infectious Conditions)  
MSBA/MASA Model Policy 807 (Health and Safety Policy)

## **RECORDING OF SCHOOL PERSONNEL**

### **I. PURPOSE**

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which staff may possess, including but not limited to cellular phones and other personal electronic devices capable of recording and/or transmitting data or images.

### **II. INTERMEDIATE DISTRICT 917 REGULATIONS REGARDING RECORDING OF SCHOOL PERSONNEL**

- A. Use of personally owned devices in locker rooms, restrooms, and nurse's offices for recording purposes is expressly prohibited. Employees are prohibited from using the District System or personal electronic devices to send or receive messages, pictures, or documents that are fraudulent, illegal, pornographic, obscene, indecent, sexually explicit, discriminatory, harassing, defamatory, threatening, or that are intended to promote or incite violence against a person or property.
- B. In the event a parent, guardian, or student wishes to record (including pictures/photographs, video, and/or audio) meetings or interactions involving school personnel, written permission from all the participants is required. If parents, guardians, or students wish to record a meeting or interaction involving school personnel, written permission to record must be requested prior to the meeting or interaction. The school district administrator reserves the right to deny the request to have the meeting or interaction recorded, to simultaneously create a recording, or end the meeting in the event of non-compliance by the parent, guardian, or student.
- C. Employees may not record (including pictures/photographs, video, and/or audio) confidential student and/or staff data without the written consent of a school district administrator. This prohibition on recording of employees or staff data is not intended to interfere with employees' rights to engage in protected, concerted activities pursuant to the Minnesota Public Employees Labor Relations Act ("PELRA"), Minn. Stat. Chap 179A.
- D. Employees may, for the purpose of their professional development, record students in the school environment, but such recordings must adhere to the limitations of the media release forms for each student and should focus on the employee. Recordings of this type, that are used for personal professional growth and limited to Intermediate District 917 staff only, are acceptable and do not require written parental consent.

### **III. DISSEMINATION OF POLICY**

This policy shall be included in the Student/Parent/Guardian Handbook, Intermediate School District 917 Staff Handbook, and posted to the District website and otherwise distributed upon request.

***Legal references:***

Minn. Stat. Ch. 179A, Minnesota Public Employees Labor Relations Act

## **705 INVESTMENTS**

### **I. PURPOSE**

The purpose of this policy is to establish guidelines for the investment of school district funds.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of this school district to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

### **III. SCOPE**

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

### **IV. AUTHORITY; OBJECTIVES**

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minnesota Statutes chapter 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows:
  - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
  - 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable and debt service.
  - 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

## **V. DELEGATION OF AUTHORITY**

- A. The Director of Finance of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees, but shall remain responsible for the operation of the program.
- B. All officials and employees who are a part of the investment process shall act professionally and responsibly as custodians of the public trust, and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

## **VI. STANDARD OF CONDUCT**

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner, and appropriate actions shall be taken to control adverse developments.

## **VII. MONITORING AND ADJUSTING INVESTMENTS**

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

## **VIII. INTERNAL CONTROLS**

The investment officer shall establish a system of internal controls that shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes or

imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

## **IX. PERMISSIBLE INVESTMENT INSTRUMENTS**

The school district may invest its available funds in those instruments specified in Minnesota Statutes sections 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds.

## **X. PORTFOLIO DIVERSIFICATION; MATURITIES**

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects, and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions, or maturities.
  - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
  - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
  - 3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or

scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

## **XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS**

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments that meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to the term and instrument. The school district will accept the quotation or bid that provides the highest rate of return within the maturity required and within the limits of this policy. Generally, all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

## **XI. QUALIFIED INSTITUTIONS AND BROKER-DEALERS**

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a notification to broker and certification by broker, which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the notification to broker and certification by broker and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

## **XII. SAFEKEEPING AND COLLATERALIZATION**

All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The

custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minnesota Statutes section 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

- B. Deposit-type securities shall be collateralized as required by Minnesota Statutes section 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

### **XIII. REPORTING REQUIREMENTS**

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a semi-annual investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the year. The annual report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.
- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall

suggest revisions and improvements that might be made in the investment program.

- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record-keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

#### **XIV. DEPOSITORIES**

The school board shall annually designate one or more official depositories for school district funds. The treasurer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minnesota Statutes section 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

#### **XV. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT**

The school district may make electronic fund transfers for the investment of excess funds upon compliance with Minnesota Statutes section 471.38.

#### ***Legal References:***

- Minn. Stat. § 118A.01 (Definitions)
- Minn. Stat. § 118A.02 (Depositories; Investing; Sales, Proceeds, Immunity)
- Minn. Stat. § 118A.03 (When and What Collateral Required )
- Minn. Stat. § 118A.04 (Investments)
- Minn. Stat. § 118A.05 (Contracts and Agreements)
- Minn. Stat. § 118A.06 (Safekeeping; Acknowledgements)
- Minn. Stat. § 471.38 (Claims)
- Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

#### ***Cross References:***

- MSBA/MASA Model Policy 703 (Annual Audit)
- Minnesota Legal Compliance Audit Guide for School Districts Prepared by the Office of the State Auditor

**820 PROVISIONS FOR THE CLOSING OF SCHOOLS DUE TO INCLEMENT WEATHER OR OTHER EXIGENCY**

**I. PURPOSE**

The purpose of this policy is to establish the procedures to be followed in the event that school is to be cancelled due to inclement weather or other exigency.

**II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of this school district not to place staff or students at serious risk due to extremely hazardous driving conditions going to and from school.
- B. The school board is also cognizant of this district's unique role in providing educational services to member and other districts and the fact that many Intermediate School District 917 employees are assigned at work locations that are situated in other school district's facilities.
- C. This policy establishes the procedures to be followed in various situations when schools may be closed. In situations not anticipated by the provisions of this policy, the superintendent shall make the sole determination as to how the situation shall be addressed. The superintendent's decision in these instances shall be final.
- D. Collective bargaining agreements that contain language that is contrary to this policy shall control.
- E. Employees may be required to report to work even when school is cancelled for students.

**III. DEFINITIONS**

- A. "Dangerous driving conditions" means that highway conditions are extremely hazardous and the Minnesota Highway Department or other government agency has recommended that no unnecessary travel be attempted.
- B. "Extremely cold weather conditions" means an absolute temperature or wind chill temperature that is so severe as to present a health and safety risk for children walking to school or waiting at bus stops.

- C. “Emergency Employee” means any Intermediate School District 917 employee who is designated to perform services as delineated by this Policy.
- D. “Hourly Employee” means any Intermediate School District 917 employee who is paid at an hourly rate.

#### **IV. MAKING THE DECISION TO CLOSE SCHOOL**

- A. Only the superintendent or his specifically authorized representative may approve a school closing.
- B. In making the decision whether or not to close the school, the superintendent shall consider:
  - 1. The status of other member school districts. If other member districts remain open, this will be a major consideration against closing Intermediate School District 917.
  - 2. Dangerous driving conditions could exist in isolated parts of Dakota County. These conditions shall be a major consideration for closing Intermediate School District 917. Since employees come from long distances to reach their work location, they should carefully consider their personal risk in light of the conditions they might encounter on the way to work.
    - a) If the district remains open and employees determine that the risk is too great for them to attempt to reach their work location, they may elect to take a vacation day, personal day, non-duty day or an unpaid day. Emergency leave shall not be granted in these situations.
    - b) This criteria also applies to situations where employees at member school district locations elect to stay home because of the local conditions when that district remains open.

#### **V. PROCEDURES FOR CLOSING SCHOOL FOR ISD 917 STUDENTS**

- A. On days when the weather forecast or early morning weather conditions are questionable, the superintendent will implement the Infinite Campus Messenger system for all staff, students and families. Messages will be received via text, voice, or email, depending on the guardian/family's choice. The superintendent will also call or text the following staff:
  - 1. Executive Director of Student Services
  - 2. Principal DCALS
  - 3. Executive Director of Business Services
  - 4. Executive Assistant to the Superintendent
  - 5. President, Dakota County Technical College

6. Superintendent's Office of any member district that is not closed on that day
- B. In addition to making the official announcement, employees and parents should monitor WCCO Television, Channel #4; WCCORADIO.COM; or WCCO.COM for the official announcement.
- C. Department heads should remind staff of the closing procedures when serious inclement weather is forecast.
- D. Typically, when school is closed due to an emergency, all Intermediate School District 917 locations will be closed. The exception is when an emergency (gas leak, pipe burst, etc.) only affects a single site.

**VI. STAFF RESPONSIBILITIES IN THE EVENT OF AN INTERMEDIATE DISTRICT 917 SCHOOL CLOSING**

- A. The superintendent will inform staff when school is cancelled, whether or not they are expected to report to work. If staff are expected to report to work, employees are expected to report for work as soon as they safely can. Program supervisors will inform their employees of their work expectations for the day. Often, there may be tasks that can also be completed by working remotely.
  1. Employees who are unable to report for work on a day when school is closed and employees are expected to report, may use a vacation day, personal day, non-duty day or non-paid day and are to submit an absence report or time-sheet indicating the option chosen. Emergency leave will not be granted in these instances.
  2. Employees who have already reported in sick (prior to the public announcement or having been contacted on a day that school is cancelled but staff are to report will be charged for a sick day.
  3. Supervisors, deans, and lead teachers shall plan for staff assignments during days when schools are closed for students but employees must report. These activities may include: staff development, classroom preparation, paperwork, curriculum activities, cleaning, etc., depending upon the employee classification and assignment.
  4. All employees (salaried and hourly) will be paid their normal wages on a day when school is closed, and employees are not required to report.
- B. If the announcement about a school closing communicates that staff should not report to work, then staff do not need to physically report to work. However, there may also be the expectation that remote working is required.

1. Emergency employees who are hourly employees will receive overtime pay for the time worked on a day when school is closed and other employees are not required to work. A minimum of four (4) hours will be worked on such a day.
2. Salaried employees shall be paid as though present at work. Salaried employees who are “emergency employees” and report for work will not receive any additional remuneration.
3. Hourly employees shall be paid as though present at work for the number of hours that they were scheduled to work on that day.
4. Employees who have already called in sick will not be charged for a sick day.
5. Employees who are on vacation, personal day or other paid absence will not be charged for that day.
6. Time off without pay will stay time off without pay if three or more days off without pay are used consecutively.

**VII. STAFF RESPONSIBILITIES IN THE EVENT OF A MEMBER DISTRICT SCHOOL CLOSING WITH INTERMEDIATE DISTRICT 917 REMAINING OPEN**

- A. Employees are expected to follow the directions of the member district where their work location is situated.
- B. When their work location school is closed, employees are to communicate with their supervisor to receive direction as to whether or not they are excused for the day.
- C. Supervisors may reassign employees to another work location for the day. This could be at another program that needs assistance or a central location to perform other appropriate duties.
- D. Employees who feel that the local driving conditions for them are too dangerous to drive to the reassigned work location may use vacation, personal leave, non-duty day, or unpaid leave. No emergency leave will be granted in these situations.
- E. If the supervisor does not reassign the employees, they are excused for the day and will be paid for the hours that they were scheduled to work. Employees who have already called in sick will not be charged for a sick day. Employees who were on a scheduled personal leave day or vacation will not be charged for that day.





**Intermediate School District 917**

**Purposeful. Personalized. Partners.**

1300 145th Street East, Rosemount, MN 55068

(651) 423-8229 + [www.isd917.org](http://www.isd917.org)

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

From: Mark Johns, Director of Finance

Date: May 13, 2026

Re: FY26 Budget Revision

**Information:**

ISD 917 is offering two new CTE classes (Cosmetology and Power Sports) in the 2026-27 School Year. To have these programs available to students in August of 2026, certain one-time program start-up costs must be incurred prior to June 30, 2026. The total one-time start-up costs for the two programs are approximately \$120,000, of which \$68,200 is expected to be purchased prior to June 30, 2026. The start-up cost will be recouped by adding a surcharge to the CTE rate in FY27 and FY28.

**Recommendation:**

Requesting Board approval to revise the FY26 Revised Budget to add \$68,200 to Fund 01 for CTE one-time start-up cost for the Cosmetology and Power Sports programs.



Intermediate School District 917

# Fiscal Year 2027 Adopted Budget

June 2, 2026



# FY27 Revised Budget: Overview

## Stewardship

Managing financial and human resources carefully and responsibly



### Changes from Preliminary:

- Increase CTE Expense \$70k for FY27 portion of Cosmetology & Power Sports one-time build cost
- Add \$.85/student hour surcharge to the base CTE rate to recover the one-time build cost for Cosmetology & Power Sports to FY27 and FY28
- Add \$40k expense for board room tech & furniture remodel in General fund

### Special Education:

- Student hours are projected to be 4% over FY26 Revised Budget and 9% above FY26 Actual
- Hourly billing rate to member districts increases approximately 7%

### Secondary:

- DCALS enrollment increases 12+% over FY26. The associated revenue increase combined with the staffing adds, has DCALS projected to have a net \$0 profit in FY27
- CTE enrollment is projected to increase 80%, primarily from having fully enrolled classes in Cosmetology. The increase in student hours results in an overall lower cost per hour that is billed to member districts.

### Unassigned Fund Balance:

- Board target is a ratio of fund balance to annual expense of 15.0%
- FY26 Revised Budget projects the Unassigned Fund Balance will remain at **20.2%** which is where it ended in FY25
- FY27 Adopted Budget projects a decrease to **19.7%**, with the actual fund balance dollars increasing by over \$900k

# FY27 Revised Budget: Key Metrics

## Stewardship

Managing financial and human resources carefully and responsibly



### ISD 917 Hours and Rate Comparison

	FY24 Actual	FY25 Actual	FY26 Revised Budget	FY27 Adopted Budget	% Change
<b>Special Education Programs:</b>					
Special Education Resource Program Average Rate	\$76.25	\$84.20	\$85.30	\$91.61	7.4%
Special Education Resource Student Billable Hours	379,981	393,126	458,094	477,243	4.2%
Special Education Purchase of Service Billable Hours	40,292	40,052	46,544	46,000	-1.2%
Total Student Billable Hours	420,273	433,178	504,638	523,243	3.7%
<b>Secondary Technical Center Programs:</b>					
Career & Technical Programs Average Hourly Rate	\$18.66	\$13.47	\$19.82	\$15.97	-19.4%
CTE Billable Hours	68,488	53,820	39,738	71,400	79.7%
DCALS Main Student Billable Hours	74,831	63,508	77,850	88,230	13.3%
DCALS North Student Billable Hours	60,169	62,726	93,420	103,800	11.1%
DCALS Ext. Day Student Billable Hours	6,856	13,753	15,288	17,841	16.7%
Total DCALS Hours	141,856	139,987	186,558	209,871	12.5%
DCALS Avg Cost per Hour	\$ 14.93	\$ 13.66	\$ 9.72	\$ 9.91	2.0%

#### Special Education:

- Student hours increase 4% vs FY26 Revised Budget and 9% over the expected FY26 Actual
- Average billing rate is increasing 7.4%

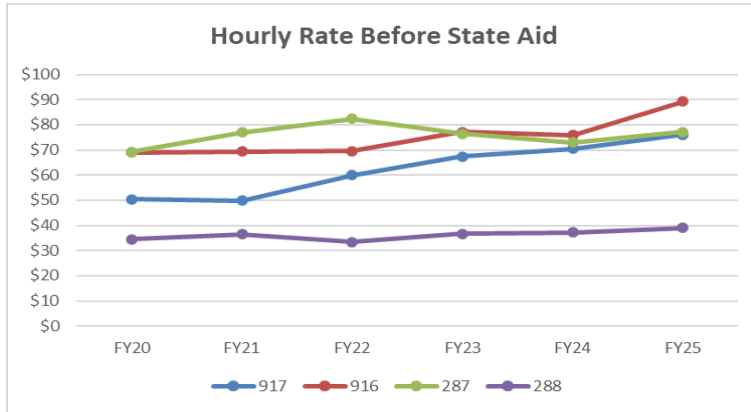
#### Secondary:

- CTE student hours are increase is due to new Cosmetology and Power Sports program which is decreasing the hourly billing rate for all programs
- CTE Rate does not include \$.85/ student hour surcharge to recover the cost of the one-time build cost for Cosmetology and Power Sports that will be applied in FY27 and FY28
- DCALS enrollment continues to increase. Planning to hire one new DCALS teacher

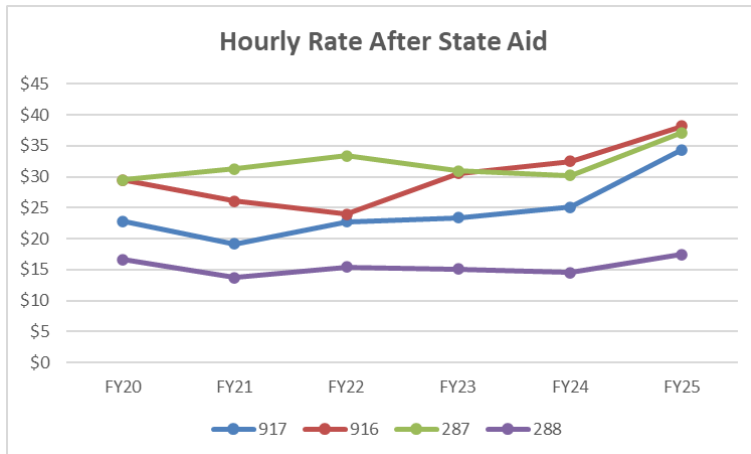
# Intermediate Special Ed Rate Comparison

## Stewardship

Managing financial and human resources carefully and responsibly



- Chart has not been updated since the FY26 Revised Budget (next update will be when FY26 is complete)
- Difficult to compare different program mix across the Intermediates
- 917, 916 and 287 have remained in a similar cost trend
- Hourly Rate After State Aid is the rate that Member Districts fund



# Unassigned Fund Balance Roll-Forward

## Stewardship

Managing financial and human resources carefully and responsibly

Fund #	Fund Name	Actual Fund Balance 6/30/2024	Actual Fund Balance 6/30/2025	FY26 Revised Budget
1	Secondary	3,054,578	2,774,623	2,838,137
2	Special Education	6,570,606	7,319,148	8,458,610
5	Gen Capital Exp.	23,467	23,927	17,777
10	Institutional Support		0	-504
13	Secondary Resale	6,680	4,301	-1,313
14	Special Ed Resale	18,746	20,623	17,223
15	917 Support Services		0	0
50	Student Activities	6,108	5,849	3,250
	<b>Total Operating Fund</b>	<b>9,680,185</b>	<b>10,148,471</b>	<b>11,333,180</b>
3	Food and Nutrition	16,826	4,180	4,360
20	Internal Service Fund	-443,021	-345,050	-372,550
21	Self Funded Dental Ins. Plan	609,938	620,134	573,188
22	Self Funded Health Ins. Plan	6,484,106	7,128,145	7,463,785
	<b>Total All Funds</b>	<b>16,348,034</b>	<b>17,555,880</b>	<b>19,001,963</b>

FY27 Projected Revenues	FY27 Projected Expenditures	FY27 Net Income / (Loss)	Actual Fund Balance 6/30/2027
4,231,992	4,238,260	-6,268	2,831,869
56,674,599	55,765,502	909,097	9,367,707
525,050	529,050	-4,000	13,777
68,428	43,928	24,500	23,996
1,500	2,250	-750	-2,063
11,400	24,000	-12,600	4,623
			0
1,750	4,974	-3,224	26
<b>61,514,719</b>	<b>60,607,964</b>	<b>906,755</b>	<b>12,239,935</b>
255,150	285,600	-30,450	-26,090
0	100,000	-100,000	-472,550
495,546	520,000	-24,454	548,734
5,220,044	5,195,000	25,044	7,488,829
<b>67,485,459</b>	<b>66,708,564</b>	<b>776,895</b>	<b>19,778,858</b>

- FY25 ended with an Unassigned fund balance of \$9,721,096 or **20.2%**
- FY26 projects the balance increasing to \$11,033,180 and the ratio remaining at **20.2%**
- **FY27 projects the balance increasing by \$907k to ~\$11.9M and the ratio slightly declining to 19.7%**

	FY24 Actual	FY25 Actual	FY26 Revised Bud
Total Operating Fund	9,680,185	10,148,471	11,333,180
Restricted/Assigned/Nonspendable	619,030	427,375	300,000
Unassigned Fund Balance	9,061,155	9,721,096	11,033,180
Total General Fund Expenditures	42,967,646	48,241,381	54,496,383
Unassigned Fund Balance Ratio	21.1%	<b>20.2%</b>	<b>20.2%</b>

FY27 Adopt. Bud
12,239,935
300,000
11,939,935
60,607,964
<b>19.7%</b>

# Expenditures: FY27 Adopted Budget

## Stewardship

Managing financial and human resources carefully and responsibly

Fund #	Description	FY 25 Actual	FY26 Revised	FY27 Adopted	Difference vs Revised	Percent Change
1	Secondary	3,811,780	3,607,813	4,238,260	630,447	17.47%
2	Special Ed.	43,685,062	50,280,369	55,765,502	5,485,133	10.91%
5	Capital Improvements	527,400	532,400	529,050	-3,350	-0.63%
10	Institutional Support	196,680	34,038	43,928	9,890	29.06%
13	Secondary Resale	3,219	10,614	2,250	-8,364	-78.80%
14	Special Ed Resale	14,345	25,050	24,000	-1,050	-4.19%
15	917 Support Services					
50	Student Activities	2,895	6,099	4,974	-1,125	-18.45%
	<b>Total Operating Fund Exp.</b>	<b>48,241,381</b>	<b>54,496,383</b>	<b>60,607,964</b>	<b>6,111,581</b>	<b>11.21%</b>
3	Food and Nutrition	236,878	281,445	285,600	4,155	1.48%
20	Internal Service Fund	73,375	107,500	100,000	-7,500	-6.98%
21	Self Funded Dental Ins. Plan	490,176	515,756	520,000	4,244	0.82%
22	Self Funded Health Ins. Plan	4,008,196	4,660,777	5,195,000	534,223	11.46%
	<b>Total Expense: All Funds</b>	<b>53,050,006</b>	<b>60,061,861</b>	<b>66,708,564</b>	<b>6,646,703</b>	<b>11.07%</b>

Total FY27 Expenditures are \$6.6M higher than FY26 Revised Budget

### Highlight of Significant Variances:

#### Fund 1 Secondary \$630k Increase:

- Adding two teachers in CTE for Cosmetology and one electives teacher in DCALS
- FY 27 will have a full year of a DCALS Liaison that was hired mid-year FY26
- Includes ~\$70k in FY27 for one-time CTE build cost for Cosmo & Power Sports
- Updating technology, primarily chrome books for students

#### Fund 2 Special Education - \$5.4M Higher:

- Adding 71 positions (59 are ESP's) with total cost of \$3.9M

Fund 20: Other Post Employment Benefits and Severance liability assumptions

Fund 21: Dental Claims cost assumptions

Fund 22: Medical Claims cost assumptions

# CTE Investment Cost

## Stewardship

Managing financial and human resources carefully and responsibly

<b>CTE Cost in FY27 Budget Does Not Include One-time Investment Cost</b>			
	Spend in FY26	Spend in FY27	Total
Cosmetology	\$55,392	\$39,060	\$94,452
Power Sports	7,200	18,862	26,062
<b>Total One-Time Invest.</b>	<b>\$62,592</b>	<b>\$57,922</b>	<b>\$120,514</b>
	FY27 Student Hours		71,400
	Recovery Surcharge		\$1.69

One-time Investment Cost for Cosmetology and Power Sports CTE classes are approximately \$120,000

### Options to Recover Investment Cost

Option 1 Recommended:

- Incur a \$~63k Loss in FY26 (needs Board approval)
- Apply a \$0.85 per student hour surcharge in the billable CTE rate in FY27
- Apply a \$0.85 per student hour surcharge in the billable CTE rate in FY28

# Revenue: FY27 Adopted Budget

## Stewardship

Managing financial and human resources carefully and responsibly

Fund #	Description	FY24 Actual	FY25 Actual	FY26 Revised Budget	FY27 Adopted Budget	Difference (Revised vs Adopted)	Percent Change
1	Secondary	3,756,181	3,473,513	3,671,327	4,231,992	560,665	15.27%
2	Special Ed	38,034,231	44,331,034	51,419,831	56,674,599	5,254,768	10.22%
5	Capital Improvements	541,095	527,860	526,250	525,050	-1,200	-0.23%
10	Institutional Support	246,589	54,800	33,534	68,428	34,894	104.06%
13	Secondary Resale	1,082	400	5,000	1,500	-3,500	-70.00%
14	Special Ed Resale	12,686	16,222	21,650	11,400	-10,250	-47.34%
15	917 Support Services	0	0	0	0	0	
50	Student Activities	2,841	2,306	3,500	1,750	-1,750	-50.00%
	<b>Total Operating Revenue</b>	<b>42,594,706</b>	<b>48,406,135</b>	<b>55,681,092</b>	<b>61,514,719</b>	<b>5,833,627</b>	<b>10.48%</b>
3	Food and Nutrition	225,164	224,335	281,625	255,150	-26,475	-9.40%
20	Internal Service Fund	222,487	171,345	80,000	0	-80,000	-100.00%
21	Self Funded Dental Ins. Plan	496,075	500,372	468,810	495,546	26,736	5.70%
22	Self Funded Health Ins Plan	4,463,117	4,652,236	4,996,417	5,220,044	223,627	4.48%
	<b>Total Revenue: All Funds</b>	<b>48,001,549</b>	<b>53,954,423</b>	<b>61,507,944</b>	<b>67,485,459</b>	<b>5,977,515</b>	<b>9.72%</b>

Total Revenue in FY27 is projected to be \$6.0M higher

### Highlight of Significant Variances:

#### Fund 1 Secondary:

- Planning for a 12% increase in DCALS enrollment
- Planning for an 80% increase in CTE student hours, primarily driven by Cosmetology

- Add \$.85/student hour surcharge to CTE rate in FY27 and FY28

#### Fund 2 Special Ed:

- Planning for a 9% increase in Spec. Ed. Hours vs projected FY26 actual
- MA funding projected at \$1.2M vs \$486k in FY25. Planning to use approximately \$500k of FY27 MA revenue for a construction reserve at Bloomington

#### Fund 21 & 22 Dental & Health Plans:

- Medical plan increase driven primarily by more enrolled employees. Annual increase is planned at 2.5%

#### Interest Income:

FY27 has incorporated two Fed. rate reductions. Total Interest Income:

FY27 Adopted \$440k

FY26 Revised \$500k

FY25 Actual \$610k

# Fund 10 Expenses

## Stewardship

Managing financial and human resources carefully and responsibly

	FY24 Actual	FY25 Actual	FY26 Revised Budget	FY27 Adopted Budget	FY27 vs FY26	% Var
Board	98,763	102,998	105,250	124,304	19,054	18%
Superintendent	592,556	618,149	453,065	491,833	38,768	9%
HR	635,721	650,540	549,882	569,778	19,896	4%
Bus Office	855,162	1,035,456	930,230	1,036,489	106,259	11%
IT	491,773	511,971	512,961	522,399	9,438	2%
Misc.	28,815	29,600	30,700	43,428	12,728	41%
<b>Total Fund 10</b>	<b>2,702,790</b>	<b>2,948,714</b>	<b>2,582,088</b>	<b>2,788,231</b>	<b>206,143</b>	<b>8%</b>

### Highlight of Significant Variances:

- Board: Increase primarily due to FY26 Revised budget not including attendance pay for board members
- Superintendent: Includes \$40k Board room tech & furniture updates. FY26 severance for Exec. Admin offset wage escalation
- HR: Wage Escalation
- Business Office: Duplicate payroll function and \$25k placeholder for severance
- IT: Minimal year over year increase
- Misc: Increase in Health & Safety budget – primarily Ukeru equip.

# Funding Sources: FY26 Revised vs Adopted Budget

## Stewardship

Managing financial and human resources carefully and responsibly

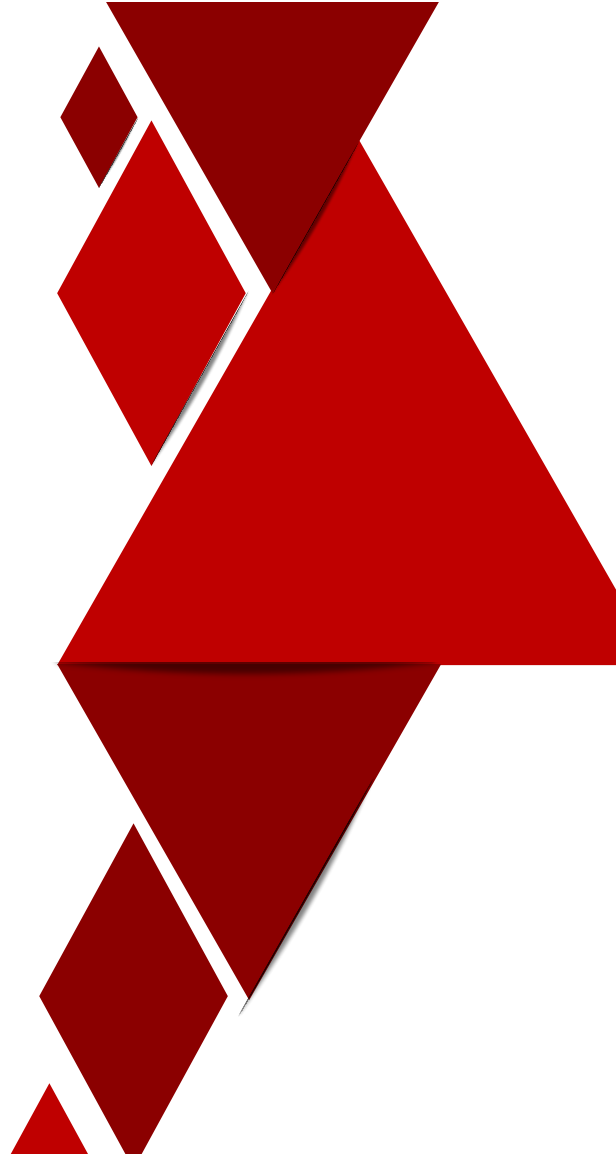
	FY25 Actual	FY26 Revised Budget	FY27 Adopted Budget	Variance
Safe Schools	889,456	863,113	845,323	(17,790)
Compensatory	996,449	1,030,170	1,022,540	(7,630)
MDE Innovation Grant	1,126,482	474,179	453,797	(20,382)
Medical Assistance	558,105	1,551,902	1,176,000	(375,902)
Student Aid	280,000	79,580	83,470	3,890
Separate Sites	310,784	286,923	346,696	59,773
CTIC Dakota County Grant	15,646	17,000	17,000	-
LCTS Dakota County	25,219	24,882	25,857	975
Title I Hasting Funds for JSC	130,000	80,562	81,385	823
SHIP Grant	11,645	4,700	8,700	4,000
DEED Drive for Five	159,251	191,702	0	(191,702)
SPED Pipeline	150,008	166,948	87,024	(79,924)
MDE Apprentice	60,000	206,273	124,921	(81,352)
Grow Your Own	-	46,027	55,920	9,893
SPED Apprenticeship	-	36,425	192,337	155,912
MSC Grant	455,000	155,800	152,785	(3,015)
Perkins	177,075	236,767	238,503	1,736
<b>Total Revenue</b>	<b>5,345,120</b>	<b>5,452,953</b>	<b>4,912,258</b>	<b>(540,695)</b>

## Highlight of Significant Variances:

- Approximately \$5.0M of funding that does not come from Member Districts. Allows 917 to cover some Special Ed. staffing and programs without charging Member Districts
- MA funding is increasing significantly over FY25. Planning to use approximately \$500k of this funding in FY27 to build a construction reserve for Bloomington
- MSC & Perkins are for CTE. MSC funding is down \$300K from FY25



**Thank You!**  
**Questions?**





## **Intermediate School District 917**

**Purposeful. Personalized. Partners.**

1300 145th Street East, Rosemount, MN 55068

(651) 423-8229 + [www.isd917.org](http://www.isd917.org)

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

From: Mark Johns, Director of Finance

Date: June 2, 2026

Re: FY27 Worker's Compensation Policy Renewal

Each year, 917 renews its Worker's Compensation insurance policy. Because of the dollar threshold, the 917 Board is required to approve the policy renewal. The cost of the policy is primarily determined by the actual amount of worker's comp. claims paid over the last three years. This experience rating is known as the mod rate. A mod rate of 1.0 would mean that 917's claims payments are equal to that of other school districts (includes both regular and intermediate school districts). Typically, intermediate school districts mod rate runs between 2.0 and 4.0.

	FY26	FY27
ISD 917 Mod Rate	2.29	1.11
ISD 917 Annual Premium	\$373,969	\$225,859

Recommendation: Requesting Board approval for the FY27 Worker's Compensation policy renewal in the amount of \$225,859.

# Workers Compensation Insurance Proposal

ISD 917



Mohammad ElSawaf, CPCU, MBA: VP Business Ins Consultant  
Mark Kraemer, CIC, CWCA, CSR: Producer Relationship Mgr  
Account Manager: Janelle Darling, CIC, CISR, CWCA  
Date Prepared: April 23, 2026



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This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

## About USI Insurance Services

USI is one of the largest insurance brokerage and consulting firms in the world, delivering property and casualty, employee benefits, personal risk, program and retirement solutions to large risk management clients, middle market companies, smaller firms and individuals. Headquartered in Valhalla, New York, USI connects together over 10,500 industry leading professionals across ~200 offices to serve clients' local, national and international needs. USI has become a premier insurance brokerage and consulting firm by leveraging the USI ONE Advantage®, an interactive platform that integrates proprietary and innovative client solutions, networked local resources and expertise, and enterprise-wide collaboration to deliver customized results with positive, bottom line impact. USI attracts best-in-class industry talent with a long history of deep and continuing investment in our local communities. For more information, visit [usi.com](http://usi.com).

### The USI ONE Advantage

What truly distinguishes USI as a leading insurance brokerage and consulting firm is the USI ONE Advantage, a game-changing value proposition that delivers clients a robust set of risk management and benefit solutions and exclusive resources with financial impact. USI ONE® represents **Omni, Network, Enterprise**—the three key elements that create the USI ONE Advantage and set us apart from the competition.

#### **Omni – USI's Proprietary Analytics**

Omni, which means "all," is USI's one-of-a-kind solutions platform—real time, interactive, dynamic and evolving, and customized for each client. Built in-house by USI subject matter experts, Omni captures the experience of more than 500,000 clients, thousands of professionals and over 150 years of business activity through our acquired agencies into targeted, actionable solutions across property & casualty, employee benefits, personal risk and retirement. Omni features over a thousand solutions, case studies, work products and detailed analysis across industry verticals in a single dashboard. USI consultants input the client's personalized data into Omni – highlighting their business, employees, and risks. The results feature client specific recommendations with quantified financial impact and the ability to analyze alternative scenarios with the touch of a button.

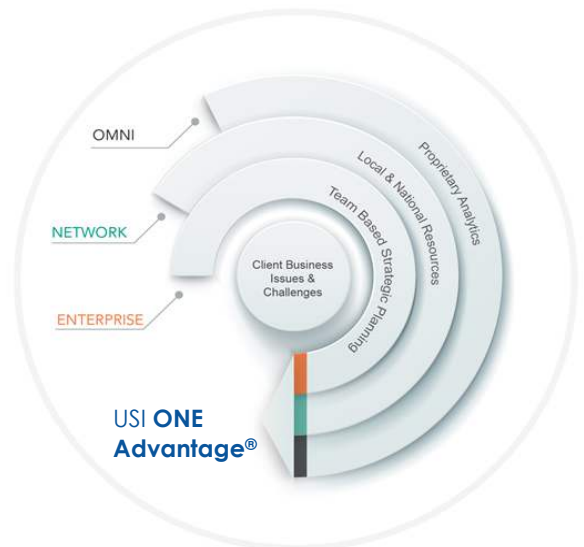
#### **Network – USI's Local and National Resources**

USI has made a very large investment in local resources and technical expertise, with more than 10,000 professionals networked nationally to build strong vertical capabilities and integrated account teams. Our local and regional experts ensure account team availability, hands-on service, and ongoing diligent follow-through so we can deliver on the solutions we customize for our clients.

#### **Enterprise – USI's Team Based Strategic Planning**

USI's enterprise planning is a disciplined, focused, analysis centered on our client's issues and challenges. Highly consultative meetings integrate USI's Omni analytics with our broad resource network to build a risk management strategy aligned with client business needs. Our enterprise process is a proven method for identifying, quantifying and minimizing client risk exposures.

The USI ONE Advantage—our Omni knowledge engine, with our Network of local and national resources, delivered to our clients through our Enterprise planning process gives USI fundamentally different solutions, the resources to deliver, and a process to bring superior results to our clients.



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## Service Team

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### USI Insurance Services, LLC

8000 Norman Center Dr, Suite 400, Bloomington, MN 55437

(612) 509-1001    www.usi.com

#### Producers

Your Consultant is **Mohammad ElSawaf**

Direct Number: (952) 322-9054

E-Mail: Mohammad.ElSawaf@usi.com

Your **Producer Relationship Mgr** is **Mark Kraemer**

Direct Number: (952) 322-9102

E-Mail: Mark.Kraemer@usi.com

#### Account Management Team

Your **CL Sr Account Manager** is **Janelle Darling**

Direct Number: (952) 322-9046

E-Mail: Janelle.Darling@usi.com

Your **CL Sr Account Rep** is **Michelle Borowick**

Direct Number: (952) 322-9024

E-Mail: Michelle.Borowick@usi.com

#### Additional USI Contacts

Your **Risk Control Primary** contact is **Brian Plautz**

Direct Number: (952) 322-9415

E-Mail: Brian.Plautz@usi.com

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# InsurLink Client Portal

InsurLink, USI's secure, interactive portal for client collaboration and self-service resources, helps streamline the administration of your insurance program with efficient, environmentally friendly, paperless transactions.

InsurLink enables you to manage your program online in seamless collaboration with your USI service team 24 hours a day, 7 days a week.

## With our user-friendly, intuitive software you can:



View and reprint Certificates of Insurance.



View policies, endorsements and other key documents.



Generate and issue Certificates of Insurance quickly and accurately.



Share documents with your USI service team



Reprint and replace Auto ID cards.\*

For more information about InsurLink, contact your USI service representative.

USI Insurance Services LLC  
100 Summit Lake Drive, Suite 400  
Valhalla, NY 10595  
www.usi.com

Overview  
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USI

My Account

### Hello Client User

**My Quick Links**

**Auto Insurance**  
Download Insurance Card

**Certificates**  
Add a holder

**Links**

Chubb  
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InsurLink  
in | Privacy Policy | Terms of Use

Get our mobile app for Android or Apple and access your InsurLink client portal on the go!

\*Limitations in NY and NJ

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Proposal date: 04/07/2026 Prepared for ISD 917  
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## CertVault<sup>SM</sup> for Certificate Delivery

USI utilizes CertVault<sup>SM</sup>, a cloud-based system for storage and secure delivery of certificates of insurance to your certificate holders.

### Benefits of CertVault<sup>SM</sup>

- ✓ Supports USI's go-green initiative by eliminating printed and mailed certificates.
- ✓ Provides faster delivery than standard printing and mailing.
- ✓ Reduces your contact with Holders by providing them with self-service access to obtain issued certificates.
- ✓ Provides USI with a reliable reporting mechanism to identify Holders that have taken delivery of certificates, as well as Holders that have not retrieved their issued certificates. *(This data can be used to facilitate a review of the Holder list prior to renewal).*
- ✓ Protects your information by delivering your certificates securely with Blockchain Technology to ensure authenticity.



#### Certificate Delivery Process for Holders

When USI issues a certificate for one of your Holders, they are sent a CertVault<sup>SM</sup> registration letter via email or regular mail.

After registration is completed, the Holder representative can view only their certificate on the CertVault<sup>SM</sup> platform.



#### Client Copies of Certificates

You will continue to receive copies of certificates issued on your behalf via the method requested (email or regular mail).



#### For More Information

If you have any questions, please contact your USI Account Management Team.

**For more information about CertVault<sup>SM</sup>, contact your USI service representative.**

*"Certvault<sup>SM</sup>" is a service mark of Patra Corporation*

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Proposal date: 04/07/2026 Prepared for ISD 917  
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## Schedule of Named Insureds

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### Workers Compensation

**Insurance Company:** Dakota Truck Underwriters  
**Policy Term:** 06/30/2026 to 06/30/2027

Named Insureds
Intermediate School District 917

**Only the Named Insureds shown above are included in this proposal. If any Named Insureds are not shown above and should be included for coverage, please notify us immediately.**

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# Schedule of Locations

## Workers Compensation

**Insurance Company:** Dakota Truck Underwriters

**Policy Term:** 06/30/2026 to 06/30/2027

Location Number	Address	City	State	ZIP Code
1	1300 145th Street East, Dakota County Technical College	Rosemount	MN	55068
2	14300 Biscayne Avenue West, Alliance Education Center, SUN/IDEA	Rosemount	MN	55068
3	2140 Diffley Road, Cedar School	Eagan	MN	55122
4	150 E Marie Ave, Dakota County Learning School (DCALS-North Campus)	West Saint Paul	MN	55118
5	200 General Sieben Drive, Hastings High School	Hastings	MN	55033
6	19600 Ipava Avenue West, Lakeville North High School	Lakeville	MN	55044
7	1600 Highway 55 West, Riverside/New Chance School	Hastings	MN	55033
8	1897 Delaware Avenue, Two Rivers High School	Mendota Heights	MN	55118
9	5800 149th Street, Lebanon Education Center	Apple Valley	MN	55124
10	9875 Inver Grove Trail, Pine Bend Elementary	Inver Grove Heights	MN	55076
11	4100 208th Street West, Riverview Elementary	Farmington	MN	55024
12	2575 West 88th Street, #10, Bloomington Transition	Bloomington	MN	55431
13	1300 145th Street East, District Office	Rosemount	MN	55068
14	14300 Biscayne Avenue West, Alliance Education Center CASE	Rosemount	MN	55068
15	1300 145th Street East, TESA DCTC	Rosemount	MN	55068
16	9015 Broderick Boulevard Concord Education Center	Inver Grove Heights	MN	55076
17	357 9th Avenue North, Lincoln Center	South Saint Paul	MN	55075
18	2920 80th Street East, Simley High School	Inver Grove Heights	MN	55076
19	9600 Pond Avenue South, Pond Family Center	Bloomington	MN	55420
20	9501 Toledo Avenue South, Normandale Hills Elementary	Bloomington	MN	55437
21	400 134th Street East, Nicollet Middle School	Burnsville	MN	55337

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Location Number	Address	City	State	ZIP Code
22	4551 102nd Street West, Olson Middle School	Bloomington	MN	55437
23	8401 Xerxes Avenue South, Washburn Early Learning Center	Bloomington	MN	55431
24	8167 Cahill Avenue, Inver Grove Heights Middle School	Inver Grove Heights	MN	55076

**Only the locations shown above are included in this proposal. If any locations are not shown above and should be included for coverage, please notify us immediately.**

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Proposal date: 04/07/2026 Prepared for ISD 917  
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# Workers' Compensation Overview

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**Insurance Company:** Dakota Truck Underwriters  
**Policy Term:** 06/30/2026 to 06/30/2027

## **Part One**

Workers' Compensation agrees to pay the benefits required under the applicable State's Workers' Compensation Law.

## **Part Two**

Employers Liability for work-related injuries or disease other than that's imposed by a state Workers' Compensation Law.

## **Part Three**

Other States in which you have no exposure on the policy inception date, but in which you may have a temporary or future worksite or exposure in during the policy term. If listed, statutory benefits will apply as if the state were listed in Part One.

## **Overview**

It is possible that you might subcontract certain operations. Compensation laws provide that the principal contractor is responsible for compensation to the employees of uninsured subcontractors. In determining compensation premiums, you will be charged premium for coverage in connection with employees of subcontractors unless the subcontractors have insured this obligation and have furnished satisfactory evidence of such insurance. *For your protection, you should obtain certificates of insurance from all subcontractors performing work for you.*

The policy is written subject to audit, and payroll records should be kept in such a manner as to show any overtime paid. For audit purposes, you would only report 2/3 of the overtime paid.

## **Executive Officers**

The entire remuneration earned by each Executive Officer during the policy period shall be used as the basis of premium subject to a minimum remuneration of \$73,996 per annum and a maximum of \$295,984 per annum for each Executive Officer included.

## **Partners**

If the policy covers one or more partners as employee(s) during the policy period, the entire remuneration earned by such partner(s) during such coverage (including the annual amount of wages, salary, emoluments or profits of each such partner) shall be used as the basis of premium subject to a minimum remuneration of \$73,996 per annum and a maximum remuneration of \$295,984 per annum for each partner so included.

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Proposal date: 04/07/2026 Prepared for ISD 917  
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# Workers' Compensation

**Insurance Company:** Dakota Truck Underwriters  
**Policy Term:** 06/30/2026 to 06/30/2027  
**Coverage:** **Part One** – Workers' Compensation agrees to pay the benefits required under the applicable State's Workers' Compensation Law.

**Part Two** – Employers Liability for work-related injuries or disease other than that which is imposed by a state Workers' Compensation Law.

**Part Three** – Other States. States in which you have no exposure on the policy inception date, but in which you may have a temporary or future worksite or exposure in during the policy term. If listed, statutory benefits will apply as if the state were listed in Part One.

Coverage Description	Limit
Employers Liability - Each Accident	\$500,000
Employers Liability - Disease (Policy Limit)	\$500,000
Employers Liability - Disease (Each Employee)	\$500,000
Experience Modification Factor	1.11
Scheduled Modification Factor	1.25
Statutory Limits Apply	Y
United States Longshore and Harbor (USL&H)	N
Voluntary Compensation	N
Other States	Y

**Coverage is not automatic in all states. Please notify us immediately if you begin operations in another state.**

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## Workers' Compensation Schedule of Exposures

State: MN

Class Code	Classification Description	Estimated Annual Payroll	Rate	Premium
9101	School - All Other Employees	\$150,500	3.71	\$5,585
7380	Chauffeurs & Helpers	If Any	7.02	\$0
8868	College: Professional Employees & Clerical	\$30,737,000	0.53	\$161,677
<b>Total Estimated Standard Premium (without Premium Adjustments)</b>				<b>\$167,262</b>

Premium Adjustments	Amount
Increased limits	\$1,338
Experience Medication Factor	\$18,546
Scheduled Modification Factor	\$46,787
Premium Discount	(27,136)
Expense Constant	\$220
Terrorism	\$3,089
Minnesota SCF Assessment	\$3,561
<b>Total Estimated Annual Premium Including Premium Adjustments</b>	<b>\$213,667</b>

### Audit Provisions - Audit based on Payroll

The premium quoted is the minimum and deposit premium and is a fully earned premium. The policy is auditable at expiration and there may be charges for additional exposures; however the premium will never fall below the minimum and deposit premium shown above.

Premiums are calculated based on the insurance company's rules and rates. Premiums shown as advance or deposit premiums are subject to audit and adjustment at the close of each audit period. If the advance premium is less than the earned premium as determined by the audit, the insured pays the difference. If the advance premium is more than the earned premium as determined by the audit, the insurance company returns the difference to the insured. The insured must keep records of the information needed for the audit and the premium calculations and send copies to the insurance company when it requests them.

**Other exclusions and policy limitations may apply. Please refer to the actual policies for specific terms, conditions, limitations, exclusions and sublimits that will govern in the event of a loss.**

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## Workers' Compensation Exposure – Rate Comparison

This summary is provided as a quick comparison of exposure and rates for the expiring and proposed terms.

### Workers' Compensation Schedule of Exposures

State: MN

Classification	Class Code	Expiring Rate	Expiring Payroll	Expiring Premium	Proposed Rate	Proposed Payroll	Proposed Premium
School - All Other Employees	9101	4.42	\$147,700	\$6,528	3.71	\$150,500	\$5,585
Chauffeurs & Helpers	7380	6.97	If Any	\$0	7.02	If Any	\$0
College: Professional Employees & Clerical	8868	.52	\$29,169,300	\$151,680	0.53	\$30,737,000	\$161,677

<b>Total</b>	<b>\$158,208</b>	<b>Total</b>	<b>\$167,262</b>
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Description	Expiring Term	Proposed Term	Percentage Difference
Experience Modification	2.29	1.11	(1.06)
Scheduled Modification	1.11	1.25	.13
Estimated Annual Payroll	\$29,317,000	\$30,887,500	5%
Estimated Standard Premium	\$366,759	\$213,667	(.72)

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## Premium Summary

Coverage	Term	Carrier	AM Best Rating	Admitted or Non Admitted	Expiring Term Premium	Proposed Term Premium
Worker's Compensation	Annual	RAS/Dakota	A	Admitted	\$366,759.00	\$213,667.00
Injury Management Fee	Annual	USI			\$7,210.00	\$12,192.00
<b>TOTAL ESTIMATED ANNUAL PREMIUM</b>					<b>\$373,969.00</b>	<b>\$225,859.00</b>

### Binding Requirements:

- "Client Authorization To Bind" signed by the insured

### Payment Terms:

- Workers Compensation – Direct Bill – RAS – 25% downpayment + 9 Installments
- Fee – Agency Bill – USI - Annual

### Note:

In evaluating your exposure to loss, we have been dependent upon information provided by you. If there are other areas that need to be evaluated prior to binding of coverage, please bring these areas to our attention. Should any of your exposures change after coverage is bound, such as your beginning new operation, hiring employees in new states, buying additional property, etc., please let us know so proper coverage(s) can be discussed.

Higher limits may be available. Please contact us if you would like a quote for higher limits.

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## Agency Bill Payment Options and Procedures

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We appreciate the opportunity to service your insurance needs. We believe good credit relationships are established by making our clients aware in advance of the terms of our payment procedures.

**Our basic payment policy is that all payments are due on or before the effective date of coverage. The following Agency Bill payment methods are available.**

- Check prior to effective date
- Online payment through ePayPolicy prior to effective date
- Insurance Company payment plan, if available

Additional premium invoices during the policy term are payable upon receipt. (Additional premiums may be premium financed under certain circumstances, please contact your insurance representative to determine eligibility).

You will receive a monthly statement of your account. Client statements are processed and mailed on the 15<sup>th</sup> of each month. Policies with payments past due are subject to cancellation for non-payment of premium. This is a serious situation as your insurer may refuse to reinstate coverage even if payment is made after cancellation.

Accounts are subject, but not limited to, reasonable attorney fees, interest, collection fees and/or court costs incurred in connection with collection of past due balances.

**Payments:** To ensure accurate application of all premiums, return the remittance copy of the invoice with your payment or use [ePayPolicy](#) to electronically send your payment. If we cannot identify the applicable invoice being paid, payments will be left unapplied or applied to your oldest balance.

**Credits:** After USI receives the return premium from the carrier(s), the funds can be applied to your account or returned to you. If your account is premium financed and the contract has not been paid in full, the funds will be returned to the Premium Finance Company. Receipt of funds from the carrier(s) can take up to 90 days.

These payment procedures will apply for all policy renewals or future business written.

If you have any questions concerning our payment procedures or any other matters pertaining to account payments, please feel free to contact our Regional Accounts Receivable Staff Accountant at 855-874-0004.

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## USI Disclosures

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**Direct Bill DISCLOSURE:** The Insurance Company operates independently for the financing of your insurance premium. Your agreement to finance this premium is directly with the insurance company and not USI Insurance Services.

If payment is not received by the due date, the insurance company could cancel your insurance policy(s) for non-payment of premium. The insurance company has the right to honor the cancellation date and **NOT** offer reinstatement or rewrite the insurance coverage.

We are not in a position to make monthly reminders or verify that your payment was received. Please take the necessary action to avoid possible cancellation of your insurance policy(s) which you are paying directly to the insurance company.

**Information Concerning Our Fees:** As a licensed insurance producer, USI is authorized to confer with or advise our clients and prospective clients concerning substantive benefits, terms or conditions of insurance contracts, to sell insurance and to obtain insurance coverages for our clients. Our compensation for placement of insurance coverage, unless otherwise specifically negotiated and agreed to with our client, is customarily based on commission calculated as a percentage of the premium collected by the insurer and is paid to us by the insurer. We may also receive from insurers and insurance intermediaries (which may include USI affiliated companies) additional compensation (monetary and non-monetary) based in whole or in part on the insurance contract we sell, which is contingent on volume of business and/or profitability of insurance contracts we supply to them and/or other factors pursuant to agreements we may have with them relating to all or part of the business we place with those insurers or through those intermediaries. Some of these agreements with insurers and/or intermediaries include financial incentives for USI to grow its business or otherwise strengthen the distribution relationship with the insurer or intermediary. Such agreements may be in effect with one or more of the insurers with whom your insurance is placed, or with the insurance intermediary we use to place your insurance. You may obtain information about the nature and source of such compensation expected to be received by us, and, if applicable, compensation expected to be received on any alternative quotes pertinent to your placement upon your request.

**Document Delivery DISCLOSURE:** USI strives to make your interactions with us easy and efficient. Therefore, we intend to deliver your policy and all policy-related documents electronically through our InsurLink client portal or through email. If you do not wish to receive these documents electronically or if you would like a paper copy of any or all documents at no cost to you, please notify your client service representative in writing. If your email or electronic contact information changes, please notify your client service representative in writing.

**Reviewing Client Contracts DISCLOSURE:** As a service to our clients, upon their request, USI will review those portions of your contract regarding the insurance and indemnity requirements as they relate to your insurance program and provide comments and/or recommendations based upon such review. This service should not be taken as legal advice and it does not replace the need for review by the insured's own legal counsel.

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# USI Privacy Notice

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## Our Privacy Promise to You

USI provides this notice to you, our customer, so that you will know what we will do with the personal information, personal financial and health information (collectively referred to as the “protected information”) that we may receive from you directly or receive from your health care provider or receive from another source that you have authorized to send us your protected information. We at USI are concerned about your privacy and assure you that we will do what is required of us to safeguard your protected information.

## What types of information will we be collecting?

USI collects information from you required both for our business and pursuant to regulatory requirements. Without it, we cannot provide our products and services for you. We will be collected protected information about you from:

- Applications or other forms, such as name, address, Social Security number, assets and income, employment status and dependent information;
- Your transactions with us or your transactions with others, such as account activity, payment history, and products and services purchased;
- Consumer reporting agencies, such as credit relationships and credit history. These agencies may retain their reports and share them with others who use their services;
- Other individuals, businesses and agencies, such as medical and demographic information; and
- Visitors to our websites, such as information from on-line forms, site visitorship data and on-line information collection devices, commonly called “cookies.”

## What will we do with your protected information?

The information USI gathers is shared within our company to help us maximize the services we can provide to our customers. We will only disclose your protected information as is necessary for us to provide the insurance products and services you expect from us. USI does not sell your protected information to third parties, nor does it sell or share customer lists.

We may also disclose all of the information described above to third parties with which we contract for services. In addition, we may disclose your protected information to medical care institutions or medical professionals, insurance regulatory authorities, law enforcement or other government authorities, or to affiliated or nonaffiliated third parties as is reasonably necessary to conduct our business or as otherwise permitted by law.

## Our Security Procedures

At USI, we have put in place the highest measures to ensure the security and confidentiality of customer information. We will handle the protected information we receive by restricting access to the protected information about you to those employees and agents of ours who need to know that information to provide you with our products or services or to otherwise conduct our business, including actuarial or research studies. Our computer database has multiple levels of security to protect against threats or hazards to the integrity of customer records, and to protect against unauthorized access to records that may harm or inconvenience our customers. We maintain physical, electronic, and procedural safeguards that comply with federal and state regulations to safeguard all of your protected information.

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## **Our Legal Use of Information**

We retain the right to use ideas, concepts, know-how, or techniques contained in any nonpublic personal information you provide to us for our own purposes, including developing and marketing products and services.

## **Your Right to Review Your Records**

You have the right to review the protected information about you relating to any insurance or annuity product issued by us that we could reasonably locate and retrieve. You may also request that we correct, amend or delete any inaccurate information by writing to us at the above address.

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# Insurance Carrier Ratings

As a service to our clients, USI is furnishing an assessment by a financial rating service of the insurance companies included in our proposal. We are including the legends used by this service.

All ratings are subject to periodic review, therefore, it is important to obtain updated ratings from each service. Should you desire further information concerning the financial statements of any of the insurance companies being proposed, so that you can make your own assessment of the financial strength of the companies being offered, it is available from USI at your request.

USI has made no attempt to determine independently the financial capacity of the insurance companies that we are including in our proposal as we believe the nationally recognized services are better equipped to comment.

### A. M. BEST RATINGS

<b>A++ &amp; A+</b>	Superior	<b>D</b>	Poor
<b>A &amp; A-</b>	Excellent	<b>E</b>	Under Regulatory Supervision
<b>B++ &amp; B+</b>	Good	<b>F</b>	In Liquidation
<b>B &amp; B-</b>	Fair	<b>S</b>	Rating Suspended
<b>C++ &amp; C+</b>	Marginal	<b>NR</b>	Not Rated

### FINANCIAL SIZE CATEGORY

(In \$ Thousands)

Class I	Less than		1,000
Class II	1,000	to	2,000
Class III	2,000	to	5,000
Class IV	5,000	to	10,000
Class V	10,000	to	25,000
Class VI	25,000	to	50,000
Class VII	50,000	to	100,000
Class VIII	100,000	to	250,000
Class IX	250,000	to	500,000
Class X	500,000	to	750,000
Class XI	750,000	to	1,000,000
Class XII	1,000,000	to	1,250,000
Class XIII	1,250,000	to	1,500,000
Class XIV	1,500,000	to	2,000,000
Class XV	2,000,000	to	or greater

### RATING "NOT ASSIGNED" CLASSIFICATIONS

<b>NR-1</b> Insufficient Data	<b>NR-2</b> Insufficient Size and/or Operating Experience
<b>NR-3</b> Rating Procedure Inapplicable	<b>NR-4</b> Company Request
<b>NR-5</b> Not Formally Followed	

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## Client Authorization to Bind

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**Important Information - Coverage cannot be bound when severe weather is threatening regardless of the expiration date.**

After careful consideration of your proposal dated April 23, 2026, we accept your insurance program as presented with the following exceptions, changes, and/or recommendations:

Workers Compensation - \$213,667
Injury Management Fee - \$12,192

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Client Signature

Date Signed

ISD 917

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BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Board Approved June 2, 2026

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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 membranes, 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 to bloodborne pathogens. The bloodborne pathogen (BBP) exposure control plan is the District's written policy for determining exposure and implementing procedures to control 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 virus (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:** A device that does not use needles for the collection or withdrawal of body fluids, the administration of medication or fluids, or 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 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 procedures the employee will perform are evaluated by the classification and tasks list, which is 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 them. 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 the 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 that hand-washing facilities are not immediately available, an 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 for 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 appropriately marked storage/disposal containers.

- Mechanical devices such as tongs or a 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.
- The 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 the spill.
- Clean spill area with soap and water or approved cleaning agent. Immediately utilize a 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 a proper container.
- Discard contaminated items that cannot be cleaned into a lined container.
- If the object is to be placed in the mouth, e.g., a mouth guard for football players, use an applicable disinfectant and follow the 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 towels or other absorbent material to wipe the injury. If appropriate, allow a person to rinse the injury with running water.
- Place soiled materials into a lined waste container and direct the person to perform as many 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 your 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 cost to the employee. Hypoallergenic gloves and or cleansers shall be provided to employees who 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 on the gloves, 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 cleanup. 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 are at 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 received 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 kept by HR.

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.

ISD 917 has a contract with Dakota County for Hepatitis B vaccines and Mantoux testing.

## **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 a 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 the 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 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. The information provided to the employer shall be limited to the following:

- 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 that 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 on 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 Bloodborne 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 the 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. The 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.

#### 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 a 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 5 years 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](http://www.osha.gov).

All employee records shall be made available to the employee, the 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 that 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  
Board Approved May 6, 2025  
Board Approved June 2, 2026

## 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 Human Resources.

### **Section 2: Additional Post-Exposure Instructions and Response Actions**

Steps ISD 917 employees will take when there is potential BBP exposure

1. Inform the supervisor of the 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 employees' appointments with healthcare providers.
6. The employee will obtain from the healthcare provider written treatment given and any follow-up plan (Healthcare Professional Written Opinion).
7. The 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 Immunodeficiency Virus). 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 the 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.

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

<b>Section 2</b>		
<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 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 washing 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 a bleach solution, mix 2 teaspoons of bleach with 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 it. Discard in regular trash.

WASH YOUR HANDS COMPLETELY.



## Intermediate School District 917

*Purposeful. Personalized. Partners.*

1300 145th Street East, Rosemount, MN 55068

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

### Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOWA) for each Local Educational Agency (LEA) that uses the Education Identity and Access Management (EDIAM) system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their LEA in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOWA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOWA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to MDE annually, as well as any time there is a change in the assignment of the IOWA.

MDE strongly recommends that the superintendent or executive director is named IOWA, who then can grant IOWA proxy roles.

---

#### Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: **INTERMEDIATE DISTRICT 917**

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): **091706**

Will the Superintendent/Executive director act as the IOWA? See options below, please check **one**

Yes, the Superintendent/Executive Director **will serve** as the IOWA. *(If checked, skip to Board Member Signature section.)*

· **Full Name:** DR. MICHAEL FAVOR

· **EDIAM Username** *(If not yet created, visit [Data Submissions](#)):* \_\_\_\_\_

No, in lieu of the Superintendent/Executive Director acting as the IOWA they **designate the following individual** to serve as the IOWA:

· **Full Name:** \_\_\_\_\_

· **EDIAM Username** *(If not yet created, visit [Data Submissions](#)):* \_\_\_\_\_

Board Member Signature:

Name: \_\_\_\_\_

Date: **JUNE 3, 2026**

Once the EDIAM Board Resolution is completed, scan and email it to: [useraccess.mde@state.mn.us](mailto:useraccess.mde@state.mn.us)

#### 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



## **Intermediate School District 917**

*Purposeful. Personalized. Partners.*

1300 145th Street East, Rosemount, MN 55068

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

### ISD 917 Vision

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Board Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

### RESOLUTION PERTAINING TO THE TERMINATION OF EMPLOYMENT SUPPORT SERVICE EMPLOYEES

WHEREAS, the School Board of Intermediate School District 917 had received on \_\_\_\_\_, from the administration, recommendations on program reductions and termination of support service employees,

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

The following employee(s) will be terminated from their position/employment with Intermediate School District 917 effective at the end of the 2025-2026 school year:

- Kimary Carlson, ESP
- Kaliah Kelly, ESP

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: Monica Weber, Lesley Chester, Kyle Christensen, Kim Baker, Lisa Ehleringer, Byron Schwab, Mark Zuzek, Dawn Steigauf, Mark Zuzek, and Cindy Nordstrom. and the following voted against same: none.

Whereupon said resolution was declared duly passed and adopted.

Dated: June 2, 2026.

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

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# Strategic Plan

2026-2030

Approved by the ISD 917 School Board on June 2, 2026

# History

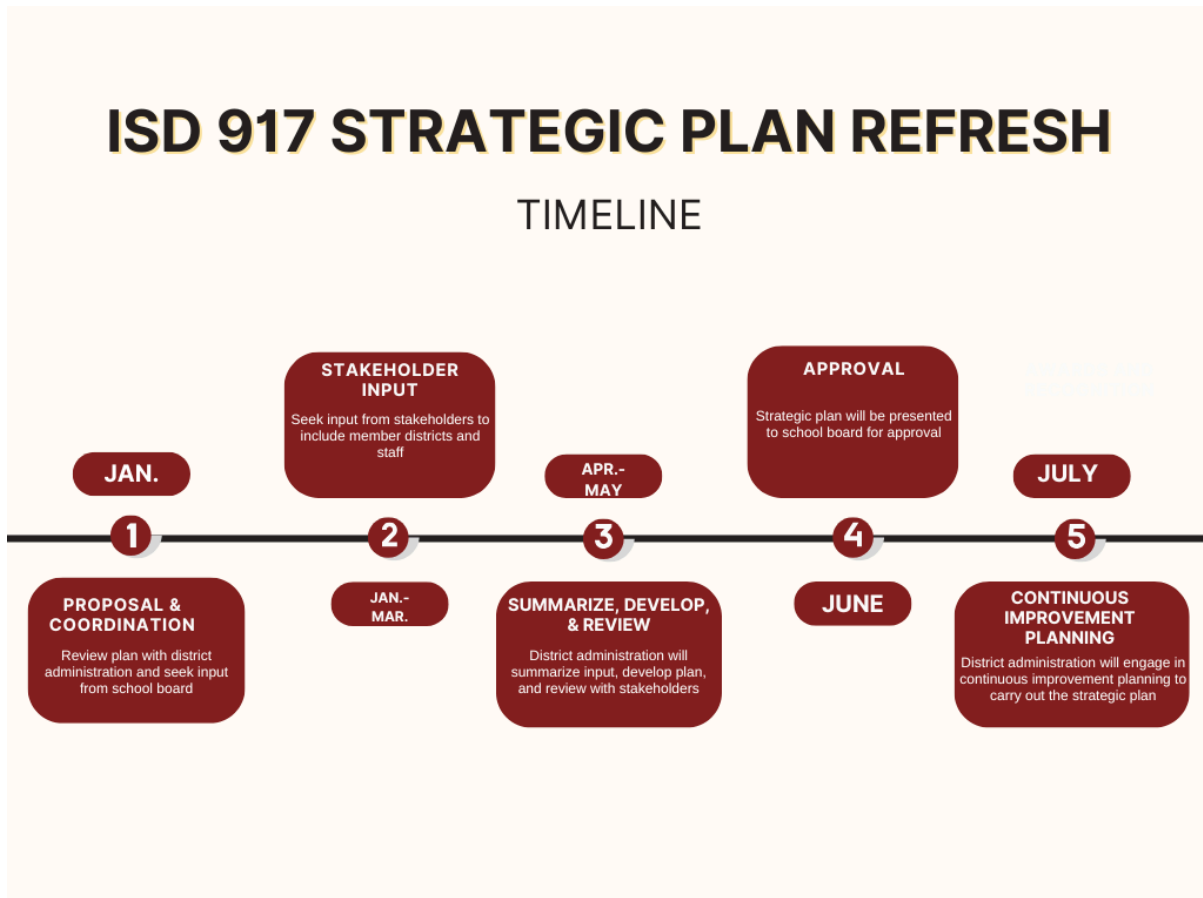
In the first half of 2022, Intermediate School District 917 embarked on a comprehensive planning process to develop an updated strategic plan for the organization. The process included the following:

- Developing a story wall documenting the history of ISD 917
- Defining the mission, vision, core values, and strategic directions for the district
- Defining the desired daily experience which included seeking stakeholder feedback to include member districts, staff, families, and students
- Developing a theory of action
- Utilizing vision cards to outline desired daily experiences in measurable terms
- Develop a three-year operational plan

In September 2022, the ISD 917 School Board approved a [three-year strategic plan](#) based on the results of the comprehensive planning process. The plan has provided us with direction and focus as an organization, especially living the plan's core values.

In January 2026, the ISD 917 School Board approved a [proposal](#) to update the strategic plan. The strategic plan for 2026-2030 was drafted utilizing a Refresh Framework based on [the 3C's](#) as guideposts to direct the work.

# Timeline



# Stakeholder Input

To ensure our strategic plan reflects the needs of our members, we considered ample stakeholder input. Stakeholders included students, parents, guardians, and caregivers, staff, school board members, member districts, especially superintendents and directors, and strategic partners. To gather input, eighteen listening circles were conducted and a survey was utilized to gather feedback on the following questions:

1. Please identify your role related to or within ISD 917.
2. What site/program is most aligned with your association to or position with Intermediate School District 917.
3. Which core value(s) resonate most with you regarding your experience with ISD 917?
4. What 2-3 things are going well for ISD 917 & provided services?
5. What 2-3 things need to be worked on or improved?
6. What should ISD 917 take on as near-term priorities in the next 12-18 months?
7. What should ISD 917 look like in 5 years?
8. Is there anything else you would like to share as we develop our new strategic plan?

A summary of input from stakeholders follows.

## Executive overview

Across stakeholder groups, the most consistent strengths were caring relationships, teamwork, communication, and student-centered support. The most common challenges were staffing, consistency across systems and programs, facilities, access, and communication clarity. Near-term priorities focused on stabilizing systems, expanding access thoughtfully, strengthening transitions, and preserving relationship-based practice while the district grows.

## Common districtwide themes

- **Strengths:** caring staff, teamwork, improved communication, student-centered practice, and program growth.
- **Challenges:** staffing shortages, waitlists, consistency across sites and systems, facilities, and communication clarity.
- **Priorities:** stabilize core systems, expand access thoughtfully, strengthen transition supports, and preserve strong relationships.

## Summaries by stakeholder

### Student

Question	Summary of themes
Core values that resonate most	Students most often pointed to communication, empathy, collaboration, and feeling understood. They valued environments where adults listen, explain decisions, and create a sense of safety and belonging.

<b>What is going well</b>	Students highlighted supportive teachers, patient staff, access to accommodations, friendships, breaks, and community at school. DHH students especially valued interpreters and advocacy support; SUN students noted feeling safer, more accepted, and better able to participate than in prior settings.
<b>What needs improvement</b>	Common student concerns centered on lunch quality and choice, school spaces and facilities, discipline systems, and wanting adults to understand student behavior more fully before responding. Many also wanted more engaging activities, less repetitive instruction, and more age-appropriate environments.
<b>Near-term priorities (12-18 months)</b>	Students want practical quality-of-life improvements: better food options, more activities and clubs, more supportive staff interactions, stronger follow-through on grievances, and clearer, fairer behavior expectations.
<b>What ISD 917 should look like in 5 years</b>	Students envision more opportunity and belonging: more clubs, music, sports, outdoor spaces, better facilities, stronger transition preparation, and staffing that allows more individualized support and course access.
<b>Anything else to share</b>	Additional comments reinforced a desire for student voice, more choice in lunch and activities, more technology and enrichment, and school structures that feel more typical, inclusive, and motivating.

### Parents/Guardians/Caregivers

<b>Question</b>	<b>Summary of themes</b>
<b>Core values that resonate most</b>	Parents most often emphasized personalization, equity, empathy, and communication. They value programs that recognize individual needs and treat students and families with care and dignity.
<b>What is going well</b>	Families described students thriving because of caring staff, reliable supports, community experiences, and strong teacher/case manager relationships. Parents particularly appreciated kindness, flexibility, and inclusive approaches.
<b>What needs improvement</b>	Parents want stronger communication consistency, clearer district-level alignment,

	more staffing stability, better accessibility and nutrition options, and smoother transportation and transition routines.
<b>Near-term priorities (12-18 months)</b>	Top priorities included individualized planning, appropriate staffing, expanded community partnerships, and stronger support across a wider range of disability needs.
<b>What ISD 917 should look like in 5 years</b>	Parents generally want the district to preserve what works while becoming more communicative, more responsive to diverse needs, and more innovative in how it supports students across age groups and disabilities.
<b>Anything else to share</b>	Parents encouraged the district to continue listening to success stories as well as concerns, create more opportunities for family understanding of the school experience, and explore more transition/job opportunities for students.

#### ISD 917 Staff Members

<b>Question</b>	<b>Summary of themes</b>
<b>Core values that resonate most</b>	Staff most frequently named collaboration, communication, personalization, empathy, innovation, and integrity. Their responses show a strong commitment to teamwork and student-centered practice.
<b>What is going well</b>	Staff consistently praised teamwork, relationships, leadership support at many sites, growth in programs, better communication, and movement toward more student-centered and less punitive practices. Many also cited stronger systems, innovation, and growing opportunities for students.
<b>What needs improvement</b>	The strongest themes were staffing shortages, need for more collaboration time, consistency of systems and expectations, training and onboarding, facility limitations, and communication overload or fragmentation. Staff also raised concerns about safety, due process consistency, and initiative fatigue.
<b>Near-term priorities (12-18 months)</b>	Staff want the district to stabilize and strengthen systems before adding more initiatives, improve staffing and substitute coverage, expand resources and programs thoughtfully, and create time to implement

	training, curriculum, and behavior frameworks well.
<b>What ISD 917 should look like in 5 years</b>	Staff described a future district with stronger facilities, sustainable staffing, expanded transition programming, continued innovation, broader language and cultural responsiveness, and more support for students after graduation. They also want growth without losing quality or coherence.
<b>Anything else to share</b>	Additional comments called for fewer competing initiatives, stronger visibility of values, better operational support, contingency staffing, and more consistent leadership presence and recognition across sites.

### School Board Members

<b>Question</b>	<b>Summary of themes</b>
<b>Core values that resonate most</b>	Board members identified diversity, empathy, equity, collaboration, integrity, stewardship, and innovation, suggesting broad alignment with the district's stated values.
<b>What is going well</b>	Board members saw progress in reducing waitlists, strengthening finances, growing CTE and ITRAC, retaining staff, and continuing innovation in programming.
<b>What needs improvement</b>	Main concerns centered on collaboration among board members and member districts, communication to and from the board, and ongoing staffing and waitlist challenges.
<b>Near-term priorities (12-18 months)</b>	Board members emphasized expanding space and programs, prioritizing and executing goals well, strengthening existing initiatives, deepening partnerships, and using innovation such as AI strategically and positively.
<b>What ISD 917 should look like in 5 years</b>	No responses were recorded for this question from school board members.
<b>Anything else to share</b>	No additional comments were recorded for this question from school board members.

## Member District Stakeholders (including Directors and Superintendents)

Question	Summary of themes
Core values that resonate most	Member district stakeholders emphasized collaboration and equity, reflecting the importance of partnership and access across the service continuum.
What is going well	They praised the breadth of services, responsiveness to district needs, strong communication, real-time information sharing, and creative problem-solving around staffing shortages.
What needs improvement	Their clearest concern was the waitlist and its impact on timely access to services, along with the need to continue refining programs based on student and family needs.
Near-term priorities (12-18 months)	They want collaborative, creative solutions to shorten waitlists, expand programs and transition services, and work with member districts to address barriers earlier.
What ISD 917 should look like in 5 years	They envision ISD 917 as a collaborative leader with additional sites, much shorter wait times, strong transition programming, and recognized best practices across early childhood through transition.
Anything else to share	The one additional comment strongly affirmed the responsiveness and thoughtfulness of the leadership team.

## AEC-CEC/IDEA/SUN

Question	Summary of themes
Core values that resonate most	Responses from AEC-CEC/IDEA/SUN most often emphasized diversity, collaboration, innovation, and empathy.
What is going well	Feedback from AEC-CEC/IDEA/SUN most often highlighted caring relationships and student-centered support, teamwork, communication, and collaboration, facilities, space, and access as current strengths.
What needs improvement	The most common improvement themes for AEC-CEC/IDEA/SUN were facilities, space, and access, caring relationships and student-centered support, safety, consistency, and behavior supports.
Near-term priorities (12-18 months)	Near-term priorities for AEC-CEC/IDEA/SUN centered on facilities, space, and access, staffing and

	retention, caring relationships and student-centered support.
<b>What ISD 917 should look like in 5 years</b>	In five years, respondents connected to AEC-CEC/IDEA/SUN most often envisioned stronger facilities, space, and access, caring relationships and student-centered support, staffing and retention.
<b>Anything else to share</b>	Additional comments for AEC-CEC/IDEA/SUN reinforced themes related to facilities, space, and access, caring relationships and student-centered support, quality-of-life improvements and enrichment.

#### BTC & DCTC-TESA

<b>Question</b>	<b>Summary of themes</b>
<b>Core values that resonate most</b>	Responses from BTC & DCTC-TESA most often emphasized collaboration, communication, and empathy.
<b>What is going well</b>	Feedback from BTC & DCTC-TESA most often highlighted teamwork, communication, and collaboration, caring relationships and student-centered support, transitions, pathways, and future readiness as current strengths.
<b>What needs improvement</b>	The most common improvement themes for BTC & DCTC-TESA were facilities, space, and access, staffing and retention, transitions, pathways, and future readiness.
<b>Near-term priorities (12-18 months)</b>	Near-term priorities for BTC & DCTC-TESA centered on facilities, space, and access, program growth, systems, and innovation, teamwork, communication, and collaboration.
<b>What ISD 917 should look like in 5 years</b>	In five years, respondents connected to BTC & DCTC-TESA most often envisioned stronger facilities, space, and access, staffing and retention, caring relationships and student-centered support.
<b>Anything else to share</b>	Additional comments for BTC & DCTC-TESA reinforced themes related to caring relationships and student-centered support, staffing and retention, transitions, pathways, and future readiness.

#### CEC-SUN

<b>Question</b>	<b>Summary of themes</b>
<b>Core values that resonate most</b>	Responses from CEC-SUN most often emphasized collaboration and empathy.

<b>What is going well</b>	Feedback from CEC-SUN most often highlighted caring relationships and student-centered support, teamwork, communication, and collaboration, safety, consistency, and behavior supports as current strengths.
<b>What needs improvement</b>	The most common improvement themes for CEC-SUN were program growth, systems, and innovation, facilities, space, and access, quality-of-life improvements and enrichment.
<b>Near-term priorities (12-18 months)</b>	Near-term priorities for CEC-SUN centered on program growth, systems, and innovation, quality-of-life improvements and enrichment, staffing and retention.
<b>What ISD 917 should look like in 5 years</b>	In five years, respondents connected to CEC-SUN most often envisioned stronger facilities, space, and access, quality-of-life improvements and enrichment.
<b>Anything else to share</b>	Additional comments for CEC-SUN reinforced themes related to quality-of-life improvements and enrichment, teamwork, communication, and collaboration, facilities, space, and access.

**CTE**

<b>Question</b>	<b>Summary of themes</b>
<b>Core values that resonate most</b>	Responses from CTE most often emphasized innovation, personalization, equity, and integrity.
<b>What is going well</b>	Feedback from CTE most often highlighted program growth, systems, and innovation, caring relationships and student-centered support, teamwork, communication, and collaboration as current strengths.
<b>What needs improvement</b>	The most common improvement themes for CTE were teamwork, communication, and collaboration, caring relationships and student-centered support, staffing and retention.
<b>Near-term priorities (12-18 months)</b>	Near-term priorities for CTE centered on caring relationships and student-centered support, program growth, systems, and innovation, facilities, space, and access.
<b>What ISD 917 should look like in 5 years</b>	In five years, respondents connected to CTE most often envisioned stronger staffing and retention, program growth, systems, and innovation.
<b>Anything else to share</b>	Additional comments for CTE reinforced themes related to facilities, space, and access, program growth, systems, and innovation.

Cedar-SUN

Question	Summary of themes
Core values that resonate most	Responses from Cedar-SUN most often emphasized collaboration and Empathy.
What is going well	Feedback from Cedar-SUN most often highlighted teamwork, communication, and collaboration as current strengths.
What needs improvement	The most common improvement themes for Cedar-SUN were facilities, space, and access, safety, consistency, behavior supports, teamwork, communication, and collaboration.
Near-term priorities (12-18 months)	Near-term priorities for Cedar-SUN were varied without a single dominant pattern.
What ISD 917 should look like in 5 years	Long-term hopes for Cedar-SUN varied across responses.
Anything else to share	There were few or no additional comments recorded for Cedar-SUN.

Concord Education Center-SUN

Question	Summary of themes
Core values that resonate most	Responses from Concord Education Center-SUN most often emphasized empathy.
What is going well	Feedback from Concord Education Center-SUN most often highlighted facilities, space, and access, caring relationships and student-centered support, staffing and retention as current strengths.
What needs improvement	The most common improvement themes for Concord Education Center-SUN were transition pathways and future readiness, facilities, space and access, teamwork, communication, and collaboration.
Near-term priorities (12-18 months)	Near-term priorities for Concord Education Center-SUN centered on facilities, space, and access, program growth, systems, and innovation, transition pathways and future readiness.
What ISD 917 should look like in 5 years	In five years, respondents connected to Concord Education Center-SUN most often envisioned stronger facilities, space, and access.
Anything else to share	Additional comments for Concord Education Center-SUN reinforced themes related to teamwork, communication, and collaboration, caring relationships and student-centered support, facilities, space, and access.

## DASH

Question	Summary of themes
<b>Core values that resonate most</b>	Responses from DASH most often emphasized collaboration, integrity, and communication.
<b>What is going well</b>	Feedback from DASH most often highlighted staffing and retention, transition pathways and future readiness, teamwork, communication, and collaboration as current strengths.
<b>What needs improvement</b>	The most common improvement themes for DASH were staffing and retention, program growth, systems, innovation, caring relationships and student-centered support.
<b>Near-term priorities (12-18 months)</b>	Near-term priorities for DASH centered on staffing and retention, teamwork, communication, and collaboration, transition pathways and future readiness.
<b>What ISD 917 should look like in 5 years</b>	In five years, respondents connected to DASH most often envisioned stronger facilities, space, and access, caring relationships and student-centered support.
<b>Anything else to share</b>	Additional comments for DASH reinforced themes related to transition pathways and future readiness, caring relationships and student-centered support, staffing and retention.

## DCALS-Main & North

Question	Summary of themes
<b>Core values that resonate most</b>	Responses from DCALS-Main & North most often emphasized personalization and empathy.
<b>What is going well</b>	Feedback from DCALS-Main & North most often highlighted caring relationships and student-centered support, teamwork, communication, and collaboration, program growth, systems, and innovation as current strengths.
<b>What needs improvement</b>	The most common improvement themes for DCALS-Main & North were facilities, space, and access, program growth, systems, and innovation, teamwork, communication, and collaboration.
<b>Near-term priorities (12-18 months)</b>	Near-term priorities for DCALS-Main & North centered on program growth, systems, and innovation, facilities, space, and access.
<b>What ISD 917 should look like in 5 years</b>	Long-term hopes for DCALS-Main & North varied across responses.

<b>Anything else to share</b>	Additional comments for DCALS-Main & North reinforced themes related to teamwork, communication, and collaboration.
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**DHH Resource-LCE, IGMS, SHS**

<b>Question</b>	<b>Summary of themes</b>
<b>Core values that resonate most</b>	Responses from DHH Resource-LCE, IGMS, SHS most often emphasized collaboration, communication, and personalization.
<b>What is going well</b>	Feedback from DHH Resource-LCE, IGMS, SHS most often highlighted caring relationships and student-centered support, teamwork, communication, and collaboration, program growth, systems, and innovation as current strengths.
<b>What needs improvement</b>	The most common improvement themes for DHH Resource-LCE, IGMS, SHS were caring relationships and student-centered support, staffing and retention, teamwork, communication, and collaboration.
<b>Near-term priorities (12-18 months)</b>	Near-term priorities for DHH Resource-LCE, IGMS, SHS centered on teamwork, communication, and collaboration, transitions, pathways, and future readiness, facilities, space, and access.
<b>What ISD 917 should look like in 5 years</b>	In five years, respondents connected to DHH Resource-LCE, IGMS, SHS most often envisioned stronger caring relationships and student-centered support, staffing and retention, transition pathways and future readiness.
<b>Anything else to share</b>	There were few or no additional comments recorded for DHH Resource-LCE, IGMS, SHS.

**Districtwide**

<b>Question</b>	<b>Summary of themes</b>
<b>Core values that resonate most</b>	Responses from Districtwide most often emphasized collaboration, stewardship, and communication.
<b>What is going well</b>	Feedback from Districtwide most often highlighted staffing and retention, caring relationships and student-centered support, program growth, systems, and innovation as current strengths.
<b>What needs improvement</b>	The most common improvement themes for Districtwide were program growth, systems, and innovation, teamwork, communication, and collaboration, facilities, space, and access.

<b>Near-term priorities (12-18 months)</b>	Near-term priorities for Districtwide centered on program growth, systems, and innovation, caring relationships and student-centered support, facilities, space, and access.
<b>What ISD 917 should look like in 5 years</b>	In five years, respondents connected to Districtwide most often envisioned stronger program growth, systems, and innovation, facilities, space, and access, staffing and retention.
<b>Anything else to share</b>	Additional comments for Districtwide reinforced themes related to program growth, systems, and innovation, staffing and retention, facilities, space, and access.

### Itinerants

<b>Question</b>	<b>Summary of themes</b>
<b>Core values that resonate most</b>	Responses from Itinerants most often emphasized collaboration, innovation, personalization, and empathy.
<b>What is going well</b>	Feedback from Itinerants most often highlighted caring relationships and student-centered support, teamwork, communication, and collaboration, belonging, inclusion, and equity as current strengths.
<b>What needs improvement</b>	The most common improvement themes for Itinerants were teamwork, communication, and collaboration, safety, consistency, and behavior supports, caring relationships and student-centered support.
<b>Near-term priorities (12-18 months)</b>	Near-term priorities for Itinerants centered on program growth, systems, and innovation.
<b>What ISD 917 should look like in 5 years</b>	Long-term hopes for Itinerants varied across responses.
<b>Anything else to share</b>	There were few or no additional comments recorded for Itinerants.

### Lebanon Education Center & ECSE-TEA

<b>Question</b>	<b>Summary of themes</b>
<b>Core values that resonate most</b>	Responses from LEC & ECSE-TEA most often emphasized collaboration, empathy, equity, diversity, and personalization.
<b>What is going well</b>	Feedback most often highlighted caring relationships and student-centered support as a core strength. Respondents also noted teamwork, communication, and collaboration, along with program growth, systems, and innovation, and facilities, space, and access as positive aspects of

	the current environment. Safety, consistency, and behavioral supports were also identified as important strengths.
<b>What needs improvement</b>	The most common improvement themes included staffing and retention, facilities, space, and access, and program growth, systems, and innovation. Continued attention to caring relationships and student-centered support was also noted as an area to strengthen and sustain.
<b>Near-term priorities (12-18 months)</b>	Near-term priorities centered on staffing and retention, program growth, systems, and innovation, and facilities, space, and access. Respondents also emphasized strengthening teamwork, communication, and collaboration, as well as maintaining a focus on caring relationships and student-centered support.
<b>What ISD 917 should look like in 5 years</b>	In five years, respondents most often envisioned stronger staffing and retention, improved facilities, space, and access, and sustained caring relationships and student-centered support. They also highlighted the importance of continued growth in teamwork, communication, and collaboration across programs.
<b>Anything else to share</b>	Additional comments reinforced themes related to caring relationships and student-centered support, teamwork, communication, and collaboration, staffing and retention, and facilities, space, and access.

## Other

<b>Question</b>	<b>Summary of themes</b>
<b>Core values that resonate most</b>	Responses from Other most often emphasized personalization and empathy.
<b>What is going well</b>	Feedback from Other most often highlighted teamwork, communication, and collaboration, staffing and retention, program growth, systems, and innovation as current strengths.
<b>What needs improvement</b>	The most common improvement themes for Other were facilities, space, and access, teamwork, communication, and collaboration, staffing and retention.
<b>Near-term priorities (12-18 months)</b>	Near-term priorities for Other centered on program growth, systems, and innovation, staffing and retention, safety, consistency, and behavior supports.

<b>What ISD 917 should look like in 5 years</b>	In five years, respondents connected to Other most often envisioned stronger caring relationships and student-centered support, transitions, pathways, and future readiness, facilities, space, and access.
<b>Anything else to share</b>	Additional comments for Other reinforced themes related to caring relationships and student-centered support, program growth, systems, and innovation.

## Mission and Vision

As a reminder, mission statements generally focus on why an organization exists while vision statements focus on what an organization should become to accomplish their purpose.

Based on stakeholder input, it is recommended that both the mission and vision for Intermediate School District 917 be refined. The current statements are directionally strong and already reflect major themes such as partnership, equity, specialized services, and support for students and families. However, stakeholder feedback suggests the language could better emphasize belonging, trust, personalization, responsiveness, and clear pathways for student success.

Area	Current	Proposed	Recommended
Mission	In partnership with member districts, Intermediate School District 917 provides high quality, equitable and specialized programming to meet the needs of all students.	Refine slightly	In partnership with member districts, Intermediate School District 917 provides high-quality, equitable, and personalized services to build on the unique strengths and needs of students in support of families and caregivers.
Vision	Intermediate School District 917 models an innovative culture with diverse pathways serving students and families through equitable practices with highly trained staff.	Refine more clearly	Intermediate School District 917 exhibits an innovative culture centered in belonging with diverse pathways serving students and supporting families and caregivers through equitable practices and highly trained staff.

**Rationale**

- The current mission and vision align with stakeholder priorities, so a full rewrite is not necessary.

- The mission would be stronger with more explicit student- and family-centered language and a clearer emphasis on strengths and individualized needs.
- The vision would benefit from less abstract language and a stronger emphasis on trust, belonging, responsiveness, and meaningful pathways.
- These revisions preserve the district's current direction while making the statements more human, distinctive, and reflective of stakeholder voice.

The recommended revision keeps the foundation of both statements, but refines the wording so the mission and vision more clearly reflect belonging, trust, personalization, equity, and student-centered pathways.

## Core Values

Once again, based on stakeholder feedback, it is recommended that the current core values are refined rather than replaced. Stakeholder feedback suggests the district's current values are directionally strong, but definitions could be updated to better reflect what stakeholders emphasized most: collaboration, personalization, empathy, communication, trust, belonging, and practical improvement.

Further, the revised core values have been reordered. The first core values focus on student outcomes (personalization, equity), and then follow as detailed:

- Building trust (integrity, empathy)
- Centering belonging (diversity)
- Focusing on working together (collaboration, communication)
- Ending with action and accountability (innovation, stewardship)

### Original core values

- **Personalization:** Building on the strengths and addressing the unique needs of individual students
- **Equity:** Intentionally providing opportunities while removing barriers at all levels of the organization
- **Empathy:** Considering and respecting the perspective and needs of member districts, students, families, and staff
- **Collaboration:** Working together to achieve more collectively
- **Innovation:** Ongoing improvement of programs and services
- **Stewardship:** Managing financial and human resources carefully and responsibly
- **Communication:** Multi-dimensional, transparent conversation focused on sharing information and creating a positive learning and working environment
- **Integrity:** Aligning our actions with our values and beliefs
- **Diversity:** Appreciating and valuing everyone's unique selves

### Suggested revised core values

- **Integrity:** Acting with honesty and accountability to align actions with our values
- **Empathy:** Actively listening to honor the perspectives and needs of others
- **Personalization:** Building on everyone's strengths and addressing their unique needs
- **Diversity:** Valuing intersectionality, lived experiences, and perspectives to foster belonging for all
- **Collaboration:** Fostering relationships and working in partnership to achieve shared goals
- **Communication:** Engaging in transparent, multi-dimensional communication that fosters trust
- **Equity:** Ensuring access and outcomes by removing barriers and providing appropriate support
- **Innovation:** Continuously improving programs and services through practical, responsive solutions
- **Stewardship:** Responsibly managing financial and human resources to build trust and effectiveness

These core values build on our existing foundation while using more human, mission-aligned language that reflects what stakeholders most consistently shared. Our core values are the basis for individual or team-based decision-making throughout the implementation of our Strategic Plan.

## Strategic Directions

### Purpose

This draft strategic plan and specifically strategic directions is to guide district improvement over the next three to five years. It is intentionally simpler than prior planning documents so it can be used as a living framework for action, reflection, and accountability. The plan builds from the strongest elements of the previous strategic directions and aligns them with recent stakeholder feedback.

### Why a revised approach is needed

The previous plan included many strong ideas, but its structure made it difficult to sustain and monitor over time. Stakeholders emphasized the need for clearer direction, stronger communication, staffing stability, belonging, individualized student support, and practical follow-through. This draft responds by focusing the district on five strategic priorities with a smaller number of shared outcomes and annual action steps.

### Planning commitments

- Keep the plan concise, actionable, and aligned across the district
- Center students, families and caregivers, staff, member districts, and stakeholders in decision-making
- Use stakeholder feedback and data as part of continuous improvement
- Review progress annually and refine actions based on what is working
- Focus on implementation and sustainability, not just initiative adoption
- Ensure involvement of strategic partners in our initiatives to support our core values

### 1. Student Learning, Engagement, Achievement, and Pathways

Ensure students experience meaningful, personalized, and engaging learning that increases achievement and prepares them successfully for next steps.

#### Objectives

- Increase student engagement, connection, and academic growth
- Strengthen access to relevant, hands-on, and individualized learning experiences that support engagement and achievement
- Expand and clarify pathways that support transition to employment, postsecondary learning, and adult life
- Involve appropriate strategic partners to connect learning, engagement, achievement, and pathways to support students as they prepare for transition

#### Desired outcomes

- Students demonstrate increased engagement, stronger staff connections, and improved academic achievement
- Programs provide consistent, high-quality pathways and transition opportunities
- Student achievement and success indicators improve over time
- Strategic partnerships expand relevant learning experiences and strengthen pathways that support student achievement and successful transition

## **Suggested measures**

- Student engagement survey results
- Student-staff connection data
- Number and consistency of active strategic partners supporting pathways
- Academic growth and achievement data (skill attainment, course completion, progress toward IEP goals)
- Participation in pathways, transition, work-based, or experiential learning opportunities
- Completion, transition, placement, or graduation-related indicators

## **2. Safe, Supportive, and Inclusive Environments**

Create environments where students and staff experience safety, belonging, emotional and behavioral regulation, and inclusion.

### **Objectives**

- Strengthen systems of prevention and support, including social-emotional learning and behavioral supports
- Increase consistency in inclusive and culturally responsive practices
- Promote environments where students and staff feel seen, valued, and safe
- Effectively integrate strategic partners into prevention, support, and inclusion efforts to better meet student and staff needs

### **Desired outcomes**

- Students and staff report stronger feelings safety and belonging
- Restrictive and exclusionary practices decrease over time
- Inclusive practices are more visible and consistent across sites
- Strategic partners are consistently engaged in coordinated efforts that enhance student and staff safety, belonging, and access to supports

## **Suggested measures**

- Student and staff safety survey results
- Family, staff and strategic partner inclusion/belonging data
- Restrictive procedures, discipline, and threat assessment trends
- Student attendance trends
- Implementation of systems of prevention and support, including SEL and behavior support practices

## **3. Staff Development, Support, and Stability**

Attract, support, develop, and retain high-quality staff across programs and roles.

### **Objectives**

- Improve staffing stability and reduce vacancies
- Provide meaningful professional learning, coaching, and support
- Increase staff recognition, voice, and trust in district systems
- Engage strategic partners to support staff development, recruitment, and retention efforts

### **Desired outcomes**

- Staff feel more valued, supported, and prepared

- Retention improves across employee groups and programs
- Professional learning is relevant and connected to district priorities
- Strategic partnerships contribute to stronger staff support systems, development opportunities, and workforce stability

#### **Suggested measures**

- Staff retention rates
- Vacancy/fill rates by program
- Staff climate and satisfaction survey results
- Participation in coaching, mentoring, and professional development
- Impact of strategic partner contributions to staff development, recruitment, or retention

#### **4. Family, Caregiver, District, and Community Partnerships**

Strengthen trust, communication, and shared responsibility with families, caregivers, member districts, and community partners.

#### **Objectives**

- Improve consistency and accessibility of communication
- Increase meaningful family and caregiver engagement and partnership
- Deepen trust and responsiveness with member districts and community organizations
- Strengthen collaboration with strategic partners to support coordinated communication, engagement, and services for families and students

#### **Desired outcomes**

- Families and caregivers feel informed, welcomed, respected, and empowered
- Member districts experience ISD 917 as a trusted partner
- Communication systems are easier to access and use
- Strategic partners work collaboratively with the district to provide coordinated, responsive, and accessible support for families and students

#### **Suggested measures**

- Family and caregiver survey results
- Member district partner feedback
- Strategic partner feedback on effectiveness of collaboration and communication with ISD 917
- Participation in family and caregiver engagement opportunities
- Communication access and responsiveness measures

#### **5. Organizational Effectiveness and Continuous Improvement**

Strengthen district systems so improvement work is aligned, data-informed, and sustainable.

#### **Objectives**

- Clarify annual priorities and align program plans to district goals
- Use common improvement routines (i.e., continuous improvement planning) and data review cycles
- Improve consistency in communication, intake, referral, and operational systems
- Collaborate with strategic partners to align systems, share expertise, and strengthen continuous improvement efforts

## Desired outcomes

- District priorities are clearer and more manageable
- Programs use annual improvement cycles tied to shared goals
- Systems become more efficient, aligned, and easier to navigate
- Strategic partnerships contribute to aligned systems, shared learning, and continuous improvement across programs and services

## Suggested measures

- Annual progress monitoring by strategic priority
- Completion of district action steps
- Program-level continuous improvement planning cycle documentation
- Operational consistency and process improvement indicators
- Evidence of strategic partner involvement in continuous improvement efforts

# Implementation & Review

Implementation and review, grounded in principles of implementation science and focused on continuous improvement, are guided by our core values, which serve as a lens for decision-making, collaboration, and reflection throughout this plan.

## Implementation cycle

- Year 1  
Under each strategic direction, to ensure alignment with core values:
  - Confirm priorities
  - Establish baseline data
  - Set 1–3 district or program/site action steps
- Years 2–3  
Based on data and stakeholder feedback, using core values to guide decision-making and adjustments:
  - Implement
  - Monitor
  - Define strategies
- Years 4–5  
Reflecting on how core values are demonstrated across the system:
  - Scale successful practices
  - Strengthen consistency across programs
  - Prepare the next planning cycle

## Annual review process

- Review progress on each strategic direction at least annually
- Use survey, staffing, operational, and student outcome data to assess progress
- Assess the extent to which actions and outcomes reflect the district's core values
- Identify what should continue, improve, stop, or start
- Engage stakeholders in reflecting on how well the system is living its core values in practice
- Publish a brief annual progress update for stakeholders, including examples of core values in action

## Conclusion

This strategic plan builds on the strongest elements of the district's prior work while creating a more coherent, focused, and sustainable path forward. It establishes clear priorities, a manageable set of measures, and a structure for ongoing reflection, learning, and continuous improvement.

At the center of this work are the district's core values—integrity, empathy, diversity, collaboration, communication, personalization, equity, innovation, and stewardship—which serve as a foundation for how decisions are made, how relationships are built, and how progress is evaluated. These values are not only guiding principles, but a commitment to how we will carry out this work in practice.

Through intentional implementation and regular review, this plan is designed to remain responsive to student, staff, family, and partner needs while maintaining alignment with our shared values. In doing so, it supports a system that is not only effective, but also reflective, inclusive, and grounded in trust—ensuring meaningful outcomes for all learners and a strong foundation for the future.

## Notes

ChatGPT was utilized to analyze data collected including comparison to current elements of the strategic plan. Further, ChatGPT was utilized when developing the elements of the updated Intermediate School District 917 Strategic Plan.