

**INTERMEDIATE SCHOOL DISTRICT 917  
IN DAKOTA COUNTY**

**REGULAR SCHOOL BOARD MEETING**

**Tuesday, May 3, 2016**

**AGENDA:**

- I. **Call to Order - Jill Lewis**
- II. **Conduct Pledge of Allegiance - Chair Lewis**
- III. **Visitors opportunity to be heard - Chair Lewis**
- IV. **Good News Report - Directors** 2
- V. **Consent Items - Chair Lewis**
  - A. Minutes, April 5, 2016, Regular School Board Meeting - John Christiansen 17
  - B. Personnel Considerations - John Christiansen 19
- VI. **Donations - Jill Lewis** 27
- VII. **Business Manager's Report - Nicolle Roush**
  - A. Review and Approve Payment of Bills 30
  - B. Review and Approve Wire Transfers 35
  - C. Review and Approve Investment Report 54
- VIII. **Reports**
  - A. 917 Teacher of the Spring Quarter - Melissa Schaller
  - B. Resolution Teachers' Appreciation Week - John Christiansen 55
  - C. Review and Approve Blood Borne Pathogens Control Plan - John Christiansen 56
  - D. Review Wellness Policy goals -Nicolle Roush 87
  - E. Update on Communications Project - Greg Vandal and John Christiansen
- IX. **New Business**
  - A. Review and Approve Secondary and Special Education Lead Teachers for 2016-2017 - Melissa Schaller/Eric VanBrocklin 96
- X. **Adjournment**

**SCHOOL BOARD CALENDAR INFORMATION SCHOOL BOARD CALENDAR INFORMATION**

- May 10, 2016 - 4:00—6:00 PM, CTE Open House-DCALS Main Campus
- May 10, 2016 - 6:00-8:00 PM, CTE Student of Distinction Awards Program-DCALS Main Campus
- June 2, 2016 – 12:30 PM, Alliance Education Center Graduation, 14300 Biscayne, Rosemount
- June 3, 2016 - 1:00 PM, Lebanon Education Center,
  
- June 7, 2016 - 1:00 PM, Lakeville North High School DASH Graduation, 19600 Ipava Avenue West
- June 7, 2016 – 5:00 PM, School Board Meeting, 917 Board Room
- June 8, 12:30 PM, TESA Graduation, DCTC Center Commons
- June 8, 1:00 PM, DCALS North Graduation, 150 E. Marie Avenue, West St. Paul
- June 8, 7:00 PM, DCALS Graduation-DCTC Campus
- June 9, 2016 - 10:00 AM, Deaf/Hard of Hearing Preschool Graduation, Gym, Early Learning Services Center, Diamondhead Education Center, 202 W. Burnsville Parkway

**Good News**  
Tuesday, May 3, 2016

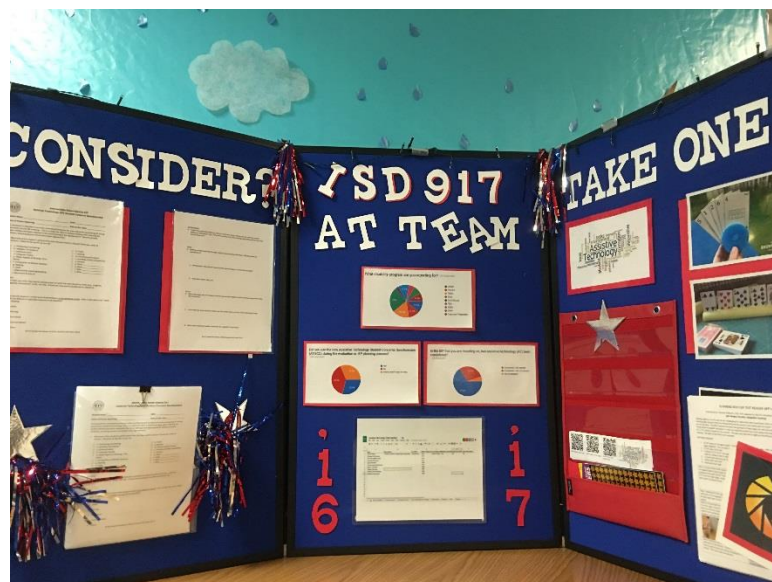
- On Friday, April 8<sup>th</sup>, staff at Alliance Education Center hosted a potluck for the Dakota County Sheriff's Deputies and the Rosemount Police Department to show their appreciation for the wonderful support provided by both law enforcement agencies. Four representatives from the sheriff's office and several Rosemount police officers attended and enjoyed great food and conversation provided by AEC staff. In addition, Kate Speedling and AEC students assembled appreciation "took kits" and made cards for the guests of honor. So much food and fun was had that before the event ended, plans were already being hatched to make this an annual event. We at AEC are so thankful for the partnerships with both the Dakota County Sheriff's office and the Rosemount Police Department. They not only respond in a professional and timely manner to meet the needs of our students, they show their compassion and commitment to safety throughout the community and do so in great partnership!



- Congratulations to **Shannon Rasmussen, Teacher of Deaf/Hard of Hearing**, who was nominated by Burnsville parents, Joe and Kelly Flynn, for the *ISD 191 Inclusive Education Practices Award!* Even though she was not selected as the winner, her nomination speaks volumes about her work with students. The ISD 191 Special Education Advisory Committee, along with the ISD 191 Board of Education, recognized Ms. Rasmussen for her contributions on April 14, 2016 at the ISD 191 School Board meeting. While Ms. Rasmussen primarily teaches in the ISD 917 Deaf/Hard of Hearing (D/HH) Preschool Program, she also serves as an itinerant Teacher of Deaf/Hard of Hearing. She was recognized by these Burnsville parents for the highly valued D/HH services Ms. Rasmussen has provided their elementary child.
- **Karen Doenges**, ISD 917 Speech/Language Pathologist in the ISD 917 D/HH Program, and **Kitri Kylo**, Assistant Director, presented April 20, 2016 on *Cued English: A Bridge to Literacy* to first-year students in the St. Paul College (Sign Language) Interpreter Training Program. Ms. Doenges and Ms. Kylo are invited to present annually about Cued Speech and its benefits for language acquisition and literacy for learners who are deaf/hard of hearing by the St. Paul College Interpreter Training Program.
- Through grants provided by the Minnesota Department of Education and the Metro ECSU twelve 917 staff members: Shelly Vollbrecht, Karri Fisher, Ashley Fischer, Shelbee Jaeger, Michael Burgio, Melanie Rix, Lori Klein, Mary Callister, Jennifer Hetland, Amanda Peters, Taylor Thomas, and Berdetta Lang attended the Charting the C's conference in Alexandria, Minnesota. The conference focused on improving student access to educational content.

There were several activities the committee members participated in

- The 917 Assistive Technology Committee showcased their Assistive Technology Considerations Form and shared an idea for making a low cost card holder (see photo) at the evening poster session.



- Mary Callister and Amanda Peters presented in a session titled **The Efficiency Toolkit for Itinerants**, this presentation gives knowledge on how to effectively utilize an online toolkit that includes online calendars and Google Forms to collect student data.
- Jennifer Troy from *Paws for Learning* visits Kim Martin's classroom an hour a week. She brings along Charlie, a Great Dane, and Annie, a black Labrador Retriever, to help teach the students social and coping skills. Anne Byer and Amy Swaney were awarded a grant through Education Minnesota for innovative classroom programming. Jennifer uses the dogs to teach skills such as cooperation, sharing, and relating. Students are better able to recognize the impact of their actions and voice with the dogs than with people. The grant will continue into the 2016-2017 school year.



- Hy-Vee grocery chain is expanding their business into the local metro area. When they announced their interest in hiring in Dakota County, the TESA teacher team worked to prepare students for real-life interviewing and skill-building. As a result six students successfully obtained jobs at the new future Hy-Vee store opening this June in Lakeville. The TESA students came to the interviews prepared with appropriate attire, resumes, cover letters and completed applications. They practiced interview skills from a script of question given by Hy-Vee in advance. The students who were hired received a grateful letter from the Hy-Vee recruiting Director stating: “Welcome to the Lakeville Hy-Vee family! We want to congratulate you on your new employment and let you know we are looking for fabulous people with a great smile, just like you!” The new student employees have been invited to attend a personal tour of the already up-and-running Hy-Vee in Oakdale by the General Manager. *Congratulations to TESA’s newest Hy-Vee Employees - Aidan Craig (courtesy clerk), Alex Barajas (custodian), Austin Grunewald, (pizza sous chef), Matthew Williams (maintenance), Jacob Kaufmann (kitchen sanitation), Alex Barajas (custodian and cart attendant).*
- The annual TESA Spring Formal Dance took place at the Dakota County Technical College on Friday evening, April 29. The theme chosen by students this year was “Hoedown.” The Spring Formal, took place in the East Commons at DCTC and was planned by TESA staff and students. Students strolled down the red carpet with their dates as they were introduced to the crowd of parents, guardians and various visitors. Special thanks to TESA teachers and staff for their time and hard work to make this event a success. Again we also want to recognize the Dakota County Voiture #1457”40 & 8”, for their generous contributions to help make this event happen.



- Poppy Ann Vogel, has generously donated medical equipment to ISD 917. The medical equipment will benefit students in the DASH classroom at Lakeville North High School. Poppy is the mother of Tyreal Johnson. Tyreal passed away last fall, he was a student in Claudette Lamprecht’s classroom.
- Joan Asmus was part of the “School Nurse Organization of Minnesota (SNOM) Special Education Committee” and the “Minnesota Department of Education (MDE) Special Education Division, Interagency Partnerships Team” that developed an in-person and on-line training/meeting. The training was “Updates on Seizure Management and the School Nurse’s Role in Management of Seizures” held on Thursday, April 21, 2016 at the Minnesota Department of Education, Roseville, MN.

## Good News

### Fundamental Chef Training and Food Industry Careers Minnesota FCCLA State Leadership Conference Results

Five students from Chef Patty LaBeau's Fundamental Chef Training program and six students from Cherry Cramer's Food Industry Careers program attended the Minnesota FCCLA State Leadership Conference April 14-16, 2016. Students attending included:

#### Fundamental Chef Training:

Ashley Moen- TESA/ Lakeville North  
Alex Pierce- TESA/Lakeville South  
Adam Rasmussen/ Lakeville South  
Summer Taha-Bloomington  
Tyler Goodman- Lakeville South

#### Food Industry Careers:

Julia Donath- TESA/Hastings  
Austin Grunewald- TESA/Farmington  
China Lamar- TESA/Simley  
Tayler Hanson- TESA/Hastings  
Erich Hoffmann- TESA/Rosemount  
Cole Spavin- TESA/Hastings

The students participated in a cold sandwich preparation competition. Ten students scored high enough to receive gold medals. One student received a silver medal. They all did a fantastic job.

Scoring 1<sup>st</sup> place in Cold Sandwich was Austin Grunewald. 2<sup>nd</sup> Place went to Julia Donath. These two students received a special apron with the "White House" seal on the apron. Chef Patty and Cherry also received recognition for leading the sandwich competitions.

When not competing, students attended workshops centered on the state theme "Agents of Change". Guest speakers included retired Naval Officer Evelyn Vonn Banks, Joe Schmit from Channel 5 News, Kat Perkins from the Voice, Mark Lindquist author and actor, Renae Groskreutz, Patrick Grady, Reggie Dabbs, Minnesota State Troopers and Michael Cuestas.

Cherry Cramer received an "FCCLA Honorary Life Member" award for helping with the transition of occupational FCCLA-HERO into FCCLA.

Kelly Spavin from KDWA attended the FCCLA State Conference with her son, Cole Spavin. Kelly was so impressed with the conference she conducted interviews and created a news show for the radio station. Her broadcast can be heard at: [www.kdwa.com](http://www.kdwa.com) Thank you to Kelly Spavin and KDWA for the coverage!

Good News Report  
Secondary Programs  
May, 2016  
Eric Van Brocklin, Principal

\*This is the story of the Whitetail Woods Regional Park cabins that were built by our Construction Trades class and Paul Landwehr, instructor. They received recognition from the 2016 American Institute of Architects (AIA) Housing Awards.

The nicest camper cabins in all of Minnesota win architecture award

*The treehouse-esque bunkhouses of Whitetail Woods Regional Park score big at the AIA Housing Awards.*

**MATT HICKMAN**

April 8, 2016, 2:28 p.m.

370 31



A quick drive from Minneapolis, the camper cabins at Whitetail Woods Regional Park are more akin to modernist treehouses than standard, log cabin-esque overnight accommodations. (Photo: Paul Crosby) “Beautiful simplicity.”

“The light footprint is lovely and the low impact on the environment is wonderful.” “Colors, materials and textures reinforce the undisturbed natural habitat.”

It's not every day that you see this sort of praise heaped upon a trio of primitive camper cabins hidden away in a dense stand of pines within a somewhat obscure regional park in the Midwest.

Yet the rentable cabins of [Whitetail Woods Regional Park](#) in Dakota County, Minnesota, are legitimately *nice* — and never mind that “nice” can be a [loaded word](#) in the Land of 10,000 Lakes.



Inside a modernist Minnesota bunkhouse that can be rented for \$70 per night. Just don't expect linens or an on-site toilet. (Photo: Paul Crosby)

As evidenced in the glowing statements above, the jury of the [2016 American Institute of Architects \(AIA\) Housing Awards](#) was so smitten with the 227-square-foot cabins that they were singled out as being the *crème de la crème* in an annual awards program established “to promote the importance of good housing as a necessity of life.”

Alongside a facility that provides transitional housing to homeless veterans in Los Angeles and a new dormitory community at the University of Massachusetts, Amherst, the Whitetail Woods Camper Cabins were honored in the Housing Awards' Specialized Housing category.

Located just outside of Minneapolis in the suburb of Farmington, Whitetail Woods Regional Park is only a couple of years old — it's the first new regional park to open in Dakota County in nearly 30 years — and still relatively under the radar.



Even in the depths of winter, the award-winning camper cabins at Whitetail Woods Regional Park offer an escape from the grind. (Photo: Pete VondeLinde)

Bordering Empire Lake, the 456-acre property boasts over 50 miles of hiking trails, sheltered picnic sites and a “nature play” for kids. The park remains open and active in the winter with snowshoeing, sledding and cross-country skiing all being popular draws. Yet thanks to this week's big AIA win along with previous architectural accolades, the main event — or the “hallmark feature,” per the AIA — of Whitetail Woods is a man-made one.

Designed by architect Steven Dwyer of venerable Minneapolis firm [HGA](#) and constructed by a dedicated team of local (supervised) high school carpenters enrolled in a vocational training program, the three cabins — open for reservations year-round, by the way — are the first of a planned 20 rentable retreats for the park.

Geared to create “extended patron experiences within the park,” the cedar-clad cabins aren’t technically treehouses but their unique positioning, perched 15 feet above a thickly forested hillside as if they are *almost* floating amongst the pines, is the next best thing.



A cozy place to hunker down following an invigorating hike, floor-to-ceiling glass doors in each cabin frame the surrounding forest. (Photo: Paul Crosby)

That said, treehouses aren’t generally accessible to all. But the overnight accommodations at Whitetail Woods are indeed accessible, with one cabin being fully ADA compliant. And while real-deal treehouses inherently tread lightly on the natural environment due to their non-existent footprint, so do the cabins as they’re lifted from the ground atop concrete piers.

“We talked about tree houses and actually explored that idea quite seriously,” Dwyer told [AIA Minnesota](#) magazine. “But the trees wouldn’t have been strong enough, and accessibility was an issue. So instead we focused on the experience. If we couldn’t do a tree house then we would do a house in the trees.”

Given that these are, after all, camper cabins, the three modernist structures, while thoughtfully and beautifully executed, are unfussy, rustic, a step up from tents. Semi-roughing it, you might say. Most importantly, while distinctive and offering a departure from the standard log cabin aesthetic, the cabins don't overwhelm the surrounding landscape.

“Free of modern intrusions — no television, video games or radio — just peace and quiet among the rustling pines,” the cabins aren't off-grid but they're close enough. Each is equipped with electricity but are without running water. Ceiling fans help to keep things tolerable during the summer months but it's the shading forest canopy that really keep the cabins' interiors cool. In the winter, campers can crank up the mechanical heat yet the structures are so well insulated that they stay nice and toasty on their own. And with no running water, the cabins lack kitchens and bathrooms; the latter can be found at a nearby shower-equipped restroom pavilion.



In designing the cabins, Minneapolis-based HGA aimed for an elevated treehouse-esque effect but with improved (read: no ladders) accessibility. (Photo: Paul Crosby)

Spacious enough to accommodate six campers, sleeping arrangements are as follows: full-size bunk beds and/or two sleeper sofas. This is a bring-your-own-linens type of arrangement. And while there's certainly enough room to move around inside the cabins in case the weather takes a turn for the worse (Charades time!), the idea is that overnight guests will spend a majority of their time frolicking in the great outdoors or lazing on a 84-square-foot deck that comes complete with a pair of Adirondack chairs.

So how much does it cost to stay in bathroom-free, architecturally lauded trappings, you ask?

The cabins go for \$70 per night, not including tax and a non-refundable \$8 reservation fee.

While this is the first camper cabin project located within a regional park to win an AIA Housing Award (or that I'm aware of, at least), the cabins at Whitetail Woods Regional Park are part of a [larger nationwide movement](#) to render primitive sleeping shelters found at state- and county-owned parks just a wee bit less primitive — read: modernist in design and more Millennial-friendly — without detracting too much from the overall camping experience.

In addition to being honored with a 2016 AIA Housing Award, the cabins were one of several recipients of the 2016 WoodWorks Wood Design Awards.



\*Here are the study desks that were built by the Construction Trades class and being used in the ISD 917-Cedar Sun Plus program.

Paul just had the inspector from the state out here and the house passed final inspection. We are planning for next year and are looking at building another 28' X 56' house and 3-12' x 24' cabins. We received a Perkins grant for a Smart Board to be used in Construction Trades and Geometry in Construction. Special thanks to Lynn Morris for all the hard work to make that happen. The best news is 2 students have found construction jobs, one joined the Union in the electrician program, one enrolled at Dunwoody in Architecture and we have students looking into advancing there construction career at Summit Academy.



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[http://kdwa.com/wireready/indepth/02930\\_StateFCCLAEducationSeries\\_A\\_Generic.mp3](http://kdwa.com/wireready/indepth/02930_StateFCCLAEducationSeries_A_Generic.mp3)

Hi,

I just wanted to thank you so much for giving Cole the opportunity to be a part of that great event. We have always wondered what he could accomplish and how he would be included and your program has been that for him, and more.

I have a few photos that turned out really nice and will forward them to you.

Also, I did 2 complete radio programs on the FCCLA event and one of them will be aired several times tomorrow, Tuesday, April 19th. The other one may be scheduled later this week. I have enough for one more 19 minute program that I will finish sometime Wednesday. I can place these on a CD or flash drive for you to use or share.

They are too big to email.

There is a link tomorrow on the [www.kdwa.com](http://www.kdwa.com) website that you can click on and save to your computer. It's on the left side of the home page under In Depth programs.

The first two feature Maxine Peterson, the incoming president Jacob, Joe Schmit, several students and Mark Lindquist. The third one will have Wendy and the sandwich competition with the Dakota Stars. I will let you know when that one is completed.

Thanks for letting us be a part of the weekend. It was a great time.

**Kelly Casey Spavin**

*News Director/ Host*

*KDWA Radio AM 1460 / FM97.9*

Email: [Kcasey@kdwa.com](mailto:Kcasey@kdwa.com)

Newsroom: 651-437-1460

\*The Career and Technical Education programs will be holding the annual Student Of Distinction Awards Ceremony on Tuesday, May 11<sup>th</sup> at 6:00 p.m. in the Dakota County Technical College Student Commons. Each program will highlight the students who have exhibited the skills and attitude that set them apart from all others within the programs for this past school year. We will also hold an Open House for parents and students that night from 4:00-6:00 pm.

\*DCALS North Top Credit Earners for Quarter 3:

Alfredo Fiero  
Brenda Medina Rocha  
Francisco Medina  
Gabriel Mendoza-Cordova  
Grant Mullally  
Julie Teetzel  
Karissa Terlinde  
Leona Edris  
Melissa Lehmann  
Mykel Nelson  
Nic Geiermann  
Rasheeda Henderson-Bey  
Rosie Hense  
Sara Quast  
Selene Franco  
Sophia Lampley  
Stacy Otgontugs  
Zaki Scarver-Nalls

\*DCALS North Students of the Quarter 3:

Alfredo Fiero  
Brenda Medina Rocha  
Karissa Terlinde  
Leona Edris  
Mykel Nelson  
Nic Geiermann  
Rosie Hense  
Sara Quast

## INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, April 5, 2016, at 1300 145<sup>th</sup> Street East, Rosemount, MN 55068.

**Members Present:** Dan Cater, Bob Erickson, Deb Clark, Vanda Pressnall, Joanne Mansur, Jill Lewis, Melissa Sauser, Ron Hill, and ex-officio member Superintendent John Christiansen.

**Members Absent:** Dick Bergstrom

**Also Present:** Nicolle Roush, Eric Van Brocklin, and Melissa Schaller.

School Board Chair Jill Lewis called the meeting to order at 5:30 PM.

The Pledge of Allegiance was conducted.

There were no visitors to be heard.

The good news reports were presented.

1. Motion by Deb Clark, seconded by Bob Erickson, to approve the consent items, as presented. All present voted aye. Motion carried.
  - **Minutes:** March 15, 2016 – Regular School Board Meeting
  - **Minutes:** March 15, 2016 – School Board Work Session
  - **Personnel:** *New Hires:* Tim Knight, Classroom Assistant, effective March 14, 2016. Corrine Manning, Classroom Assistant, effective March 14, 2016. *Change in Status:* Karri Fisher, Occupational Therapist, Maternity Disability Leave effective August 26, 2016, with an estimated return date of October 10, 2016. Angelita Fleming, Speech Language Pathologist, Speech Language Pathologist, continue at 1.0 FTE effective August 29, 2016, for the 2016-2017 school year. Joseph Lorentz, status change from Program Assistant to Special Education Teacher effective March 16, 2016. *Resignations and Terminations:* Dale Engman, Computer Network Teacher, effective June 10, 2016. Ashley Lewis, Licensed School Nurse, effective June 10, 2016. Laura Wavra, English/Communications Teacher, effective June 10, 2016. Maggie Shaffer, Classroom Assistant, effective March 18, 2016. Tony Lynch, Program Assistant, effective March 24, 2016. Lori Crandall, Custodian/Maintenance, effective April 1, 2016. *Retirements:* Deanna Foss, Technical Tutor, effective June 30, 2016. Therese Harper, Technical Tutor, effective June 10, 2016.
2. Board Member Dan Cater, introduced the following resolution: Resolution to Accept Donations in the amount of \$910.00. The motion for the adoption of the foregoing resolution was duly seconded by Member Melissa Sauser and upon vote being taken thereon, the following voted in favor thereof: Dan Cater, Ron Hill, Bob Erickson, Deb Clark, Vanda Pressnall, Joanne Mansur, Jill Lewis, Melissa Sauser, and the following voted against the same: none. Whereupon said resolution was duly passed and adopted. (Addendum A.)
3. Motion by Ron Hill, seconded by Dan Cater, to approve the bills from March 8, 2016, through March 28, 2016, the wire transfers, the Investment Report for the month of March, 2016, and the FY 16 Revenue and Expenditure budgets for final Carl Perkins Grant Award, as presented by the Business Manager. (Addendum B.) All present voted aye with the exception of Bob Erickson who voted naye.

Motion carried.

4. Motion by Vanda Pressnall, seconded by Deb Clark, to approve the Temporary Employee Report as presented. (Addendum C.) All present voted aye. Motion carried.

The Accounts Receivable Aged Invoice Report was reviewed.

Superintendent Christiansen reported to the Board on the Alliance Remodeling Project and Customized Programs' Planning.

5. Motion by Dan Cater, seconded by Deb Clark, to approve revised Policy 6.74, Special Education Health Services, final reading. (Addendum D.) All present voted aye. Motion carried.
6. Motion by Board Member Bob Erickson to introduce the following resolution and waive the reading: Resolution relating to the termination and nonrenewal of the teaching contracts of Carrie Bartel, Amanda Boehmer, Emily Clark, Shae Elliott, Timothy Foskett, Amy Grainger, Alexi Hansen, Shelbee Jaeger, Gabriela Kubik, Danielle Lafrance, Joseph Lorentz, Cailin Mcgrath, Brian Moga, Ralph Pratola, Bijan Riahi, Angie Weber, and Hannah White Probationary Teachers. The motion for the adoption of the foregoing resolution was duly seconded by Dan Cater and upon vote being taken thereon, the following voted in favor there: Dan Cater, Deb Clark, Melissa Sauser, Bob Erickson, Jill Lewis, Vanda Pressnall and Joanne Mansur, and Ron Hill, and voting against the same: none. Whereupon said resolution was declared duly passed and adopted. (Addendum E.)
7. Motion by Ron Hill, seconded by Joanne Mansur, to deny the leaves of absence requests as presented and recommended by the superintendent. (Addendum F.) All present voted aye. Motion carried.
8. Motion by Deb Clark, seconded by Vanda Pressnall, to approve the ISD 917 Calendar for 2016-2017 as presented by the Calendar Committee. (Addendum G.) All present voted aye. Motion carried.
9. Motion by Joanne Mansur, seconded by Dan Cater, to adjourn the meeting. All present voted aye. Motion carried.

There being no further business the meeting adjourned at 6:14 P.M.

The next regular School Board Meeting will be Tuesday, May 3, 2016, in the 917 Board Room at Dakota County Technical College.

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Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED  
FOR ACTION AT BOARD MEETING OF MAY 3, 2016**

**NEW HIRES:**

Brittney Guerrero, Classroom Assistant, effective April 11, 2016.

Julile MacRae, Teacher of the Deaf/Hard of Hearing, effective August 25, 2016.

Robert Menge, Classroom Assistant, effective April 11, 2016.

Rebecca Moe, Classroom Assistant, effective April 19, 2016.

Amelia Schmitz, Special Education Teacher, effective August 25, 2016.

Sonia Tendrich, Teacher of the Deaf/Hard of Hearing, effective August 26, 2016.

**CHANGE IN STATUS:**

Alisa Herrmann, Program Assistant, Maternity Disability Leave effective on or about May 2, 2016, through June 9, 2016.

Manzie Lohrey, Classroom Assistant, leave of absence from Classroom Assistant assignment effective April 20, 2016, through June 10, 2016. Manzie will be working as a Mental Health Practitioner Long-Term Substitute on a temporary work agreement for the above dates.

Shelby Nutting-Veliz, School Social Worker, reduction from .8 FTE to .75 FTE effective August 29, 2016, for the 2016-2017 school year only.

Tracie Randall, Special Education Teacher, Medical Leave Request effective April 7, 2016, with an expected return date of May 3, 2016.

Laura Tennesen, School Psychologist, continue at .9 FTE effective August 29, 2016, for the 2016-2017 school year only.

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED  
FOR ACTION AT BOARD MEETING OF MAY 3, 2016  
(continued)**

**RESIGNATIONS & TERMINATIONS:**

Danielle Gebhard, Sign Language Interpreter, effective May 6, 2016.

Jenna Greenslit, Program Assistant, effective April 22, 2016.

Alexis Hardy, Sign Language Interpreter, effective June 9, 2016.

Betsy Koepke, School Psychologist, effective June 10, 2016.

Jon Mulville, English Teacher, effective June 10, 2016.

Abigail Olson, Program Assistant, effective July 28, 2016.

**RETIREMENTS:**

Michele Waltman, Program Assistant, effective June 20, 2016.

To Bd 5/3/16

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: April 18, 2016	Teaching Licenses Held:
NAME: Brittney Guerrero	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$17.14
	Employment Date: 4/11/16

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Grafton Virginia	Yes	Generals	Yes
Technical College				
College	Florida State	Yes	Elementary Education	BA
Other				

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Duval County Public Schools	2/14	7/15	Kindergarten Teacher

Total Years Experience 1

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

To Ed. 5/22/16

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: April 22, 2016	Teaching Licenses Held: DHH
NAME: Julie MacRae	
Position: DHH Teacher	
College: Secondary: Special Education: x District:	Recommended Salary : \$74,747
	Employment Date: 8/25/16

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	Cooper High	Yes	Generals	Yes
Technical College				
College	University of MN	Yes	Speech and Hearing Science	BA
	University of MN	Yes	Deaf Education	MA
Other				

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
St. Paul Public Schools	8/13	Current	DHH Teacher
Rochester Public Schools	9/12	6/13	DHH Teacher
Charlotte Mecklenburg Schools	12/09	6/12	DHH Teacher
Mpls. Public Schools	8/98	11/09	DHH Teacher

Total Years Experience 17

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

**Remarks:**

Julie will be a DHH Teacher in the Itinerant Program.

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To 3L 5/2/16

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: April 18, 2016	Teaching Licenses Held:
NAME: Robert Menge	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : 16.37
	Employment Date: 4/11/16

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Ellsworth Wisconsin	Yes	Generals	Yes
Technical College				
College	St. Olaf	Yes	Religion and English	BA
Other				

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Teachers on Call	10/15	Current	Paraprofessional
Target	1/15	8/15	Cashier
TE Connectivity	6/11	8/11	Material Handler
Hincks Economart	8/08	11/08	Clerk

Total Years Experience 3

**Remarks:**

Robert will be a classroom assistant in the TEA Program.

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To Bd 5/13/2016

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: 4/12/16	Teaching Licenses Held:
NAME: Rebecca Moe	
Position: Classroom Assistant	
College:    Secondary:    Special Education: x    District:	Recommended Salary : 16.37
	Employment Date: 4/19/16

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Rosemount High	Yes	Generals	Yes
Technical College	Le Cordon Bleu	Yes	Baking and Pastry	Associate of Applied Science
College				
Other				

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
ARO SST	2/16	Current	Customer Service
Above and Beyond	9/15	9/15	Temporary Nanny
Cupcake	3/15	6/15	Decorator
Valley Fair	10/12	10/14	Talent/Seasonal

Total Years Experience 3

**Remarks:**

Rebecca will be a classroom assistant in the SUN Program at Alliance Education Center.

To Bl 5/3/16

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: April 19, 2016	Teaching Licenses Held:
NAME: Amelia Schmitz	
Position: DCALS Teacher	
College:    Secondary:    Special Education: x    District:	Recommended Salary : \$45,373
	Employment Date: 5/3/16

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Hastings	Yes	Generals	Yes
Technical College				
College	U of M	yes	Special Education	BA and MA
Other				

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Brooklyn Center Secondary	8/14	Current	EBD Teacher

Total Years Experience 2

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Alternatives for People with Autism	4/12	1/15	Living Skills Instructor/Admin.
Mankato Rehabilitation Center	6/07	8/12	Personal Care Attendant
Hastings Public Schools	7/10	8/10	PSA

Total Years Experience 4

**Remarks:**

Amelia will be a teacher in the DCALS Program.

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To Bd 5/3/16

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: April 8, 2016	Teaching Licenses Held: D/HH
NAME: Sonia Tendrich	
Position: Teacher	
College:    Secondary:    Special Education: x    District:	Recommended Salary : 59,804.00
	Employment Date: 8/26/16

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	United South Central	Yes	Generals	Yes
Technical College				
College	Augustanta College	Yes	Elementary and DHH Ed.	BA

**Teaching Experience:**

Employer (most recent first)	From	To	Position/Responsibilities
Palm Beach County –Florida	8/15	Current	DHH Teacher
Broward County Schools –Florida	8/13	6/15	DHH Teacher
ISD 917	8/12	6/13	DHH Teacher
MN Valley Ed. District	2/08	6/12	DHH Teacher

Total Years Experience 8

**Business/Industry Work Experience:**

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

**Remarks:**

Sonia will be a DHH Teacher in the Resource Program at Gideon Pond Elementary.

# Intermediate School District #917 School Board

## Resolution to Accept Donations

Board member \_\_\_\_\_ introduced the following Resolution:

RESOLVED, that the School Board of Intermediate School District 917 accept the following donations, as indicated below, in the amount of \$8,086.

1. Donation of an Arbonne Stress Relieving Body Care Basket by Emily Mateo to be used for Staff Recognition prizes. (Value: \$50).
2. Donation of a Mary Kay Satin Hands Pampering Kit from Heather Stoesz to be used for Staff Recognition prizes. (Value: \$50).
3. Donation of an 18-hole Faribault Country Club certification from Patty LaBeau to be used for Staff Recognition prizes. (Value: \$40).
4. Donation of a picnic bag, towels, flip flops, sunscreen, and more from Sara Pratt to be used for Staff Recognition prizes. (Value: \$60).
5. Donation of a wine basket (three bottles) and gift card for a wine tasting to from John Christiansen to be used for Staff Recognition prizes. (Value: \$60).
6. Donation of four \$25 Applebee's Gift certificates and two \$25 home Depot Gift certificates from the Teachers/Interpreters' Union to be used for Staff Recognition prizes. (Value: \$150)
7. Donation of \$25 Crate and Barrel Gift certificate and a \$25 Cabela's Gift certificate from the Health Associate's union to be used for Staff Recognition prizes. (Value: \$50.)
8. Donation of three \$25 gift cards to SA from the Paraprofessional Union to be used for Staff Recognition prizes. (Value: \$75).
9. Donation of four tickets to the TWINS Game on June 4, 2016 from Jason Froelich of Marco to be used for Staff Recognition prizes. (Value: \$252).
10. Donation of two \$50 gift cards to Dan's Bar in Hastings from Joe Newman of Accelerated Technologies to be used for Staff Recognition prizes. (Value: \$100).
11. Donation of an Avon basket of lotions and soaps from Teri Welch to be used for Staff Recognition prizes. (Value: \$30).

12. Donation of two \$20 Kwik Trip gas cards from Vanda Pressnall to be used for Staff Recognition prizes. (Value: \$40).
13. Donation of a \$79 Ruby Ribbon Cami from Jean Beattie to be used for Staff Recognition prizes. (Value: \$79).
14. Donation of a portable Collapsible Cart from Jeff Corcoran of School Specialty to be used for Staff Recognition prizes. (Value: \$60).
15. Donation of ten \$10 gift cards to Kwik Trip from Heartworks to be used for Staff recognition prizes. (Value: \$100).
16. Donation of an Executive Coaching Package for Educators from Betsy Koepke to be used for Staff Recognition prizes. (Value: \$700).
17. Donation of \$25 from Sam's Club of Apple Valley to be used for Staff Recognition Prizes. (Value: \$25).
18. Donation of an assorted coffee basket and mug from Eric VanBrocklin to be used for Staff Recognition prizes. (Value: \$50).
19. Donation of a candy/movie basket and \$30 Netflix from Melissa Schaller to be used for Staff Recognition prizes. (Value: \$50).
20. Donation of a gardening basket and Bachman's \$15 gift card from Melissa Schaller to be used for Staff Recognition prizes. (Value: \$25.)
21. Donation of a fishing assorted basket from Dave Stoll to be used for Staff Recognition prizes. (Value: \$50).
22. Donation of a teachers' supply basket from Cory Langenfeld to be used for Staff Recognition prizes. (Value: \$20).
23. Donation of a Yankee Candle Assortment Basket from Don Budach to be used for Staff Recognition prizes. (Value: \$50).
24. Donation of a portable rolling cooler with picnic supplies from Jennifer Hetland to be used for Staff Recognition prizes. (Value: \$60).
25. Donation of a crockpot and cooking supplies from Kitri Kylo to be used for Staff Recognition prizes. (Value: \$60).
26. Donation of two \$50 Visa's from Zach Boxrud of Tierney Brothers to be used for Staff Recognition prizes. (Value: \$100).
27. Donation of a treadmill from Wayne and Jan Schaller of White Bear Lake to be used at the Alliance Education Center. (Value: \$200).

28. Donation of various medical and nutritional supplies to be used in the 917 DASH Program from Curt and Sheila Fallon of South St. Paul. (Value: \$4,000)

29. Donation of \$1,500 to the TESA Program from Dakota County Voiture 1457, 40 Hommes et 8 Chevaux of Apple Valley. (Value: \$1,500).

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

Whereupon said resolution was declared duly passed and adopted.

Date Board Approved:

Intermediate School Dist 917  
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK  
 DATE RANGE: 03/29/16 - 04/28/16

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
320118	S	\$7124.82	03/30/16	40016	0	EDUCATION MINNESOTA, LOCAL 3904	OUTSTANDING
320119	S	\$865.50	03/30/16	24569	0	NYS CHILD SUPPORT PROCESSING CENTER	OUTSTANDING
320120	S	\$738.50	03/30/16	40017	0	O.P.E.I.U., LOCAL 12	OUTSTANDING
320121	S	\$171.52	03/30/16	29972	0	RELATED SERVICES NURSES ESP	OUTSTANDING
320122	S	\$3005.15	03/30/16	40018	0	S.E.P., LOCAL 4242	OUTSTANDING
320123	S	\$100.66	03/30/16	29207	0	U.S. DEPARTMENT OF EDUCATION	OUTSTANDING
320124	S	\$203.00	03/30/16	40012	0	UNITED WAY, GREATER TWIN CITIES	OUTSTANDING
320125	S	\$1380.43	03/30/16	40071	0	WADDELL & REED INC	OUTSTANDING
320126	S	\$191.25	03/30/16	24593	0	ALL IN ONE TRANSLATION AGENCY, LLC	OUTSTANDING
320127	S	\$46.00	03/30/16	29549	0	APPLE PLACE BOWL	OUTSTANDING
320128	S	\$19.15	03/30/16	21674	0	CENTURYLINK	OUTSTANDING
320129	S	\$820.36	03/30/16	06276	0	CITY OF ROSEMOUNT	OUTSTANDING
320130	S	\$2852.42	03/30/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
320131	S	\$175.00	03/30/16	22551	0	DAKOTA COUNTY LUMBER	CLEARED
320132	S	\$1848.34	03/30/16	21866	0	DAKOTA COUNTY TECH COLLEGE	OUTSTANDING
320133	S	\$522.91	03/30/16	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
320134	S	\$90.00	03/30/16	23821	0	HANDI MEDICAL SUPPLY	OUTSTANDING
320135	S	\$39.20	03/30/16	02162	0	IND SCH DIST 197	OUTSTANDING
320136	S	\$51.19	03/30/16	22296	0	MACMH (MN ASSOC FOR CHILDREN'S MENTAL HLTH)	OUTSTANDING
320137	S	\$1862.88	03/30/16	23568	0	MEDI-CAR	OUTSTANDING
320138	S	\$240.00	03/30/16	07926	2	METRO ECSU	OUTSTANDING
320139	S	\$375.00	03/30/16	21807	2	MN ASSN OF ALTERNATIVE PROGRAMS	OUTSTANDING
320140	S	\$1397.89	03/30/16	20868	0	OFFICE OF ENTERPRISE TECHNOLOGY	OUTSTANDING
320141	S	\$1440.83	03/30/16	23614	0	REHABMART LLC	OUTSTANDING
320142	S	\$1170.50	03/30/16	24609	0	RFL CONSTRUCTION	OUTSTANDING
320143	S	\$1361.74	03/30/16	29040	0	SAM'S CLUB	OUTSTANDING
320144	S	\$13.75	03/30/16	00735	0	SCHMITTY & SONS	OUTSTANDING
320145	S	\$270.00	03/30/16	24568	0	SPECIAL DELIVERY OF MN, INC	OUTSTANDING
320146	S	\$12191.68	03/30/16	23942	0	TEACHERS ON CALL	OUTSTANDING
320147	S	\$80.00	03/30/16	23595	0	THE MCDOWELL AGENCY, INC	OUTSTANDING
320148	S	\$204.70	03/30/16	07543	0	TIERNEY BROS. INC	OUTSTANDING
320149	S	\$820.71	03/30/16	00643	0	TIES	OUTSTANDING
320150	S	\$100.00	03/30/16	24620	0	TYRAN HARRIS	OUTSTANDING
320151	S	\$386.00	03/30/16	21326	2	USI	OUTSTANDING
320152	S	\$858.18	03/31/16	23678	0	AMAZON.COM, LLC	OUTSTANDING
320153	S	\$58.27	03/31/16	16244	0	CUB FOODS	OUTSTANDING
320154	S	\$160.00	03/31/16	23917	2	MARCO, INC.	OUTSTANDING
320155	S	\$6531.25	03/31/16	21663	0	MEINKE, STEPHANIE	OUTSTANDING
320156	S	\$682.00	03/31/16	24505	0	MN FCCLA	OUTSTANDING
320157	S	\$190.00	03/31/16	22914	1	MSSWA (MN SCH SOCIAL WORKERS ASSOC)	OUTSTANDING
320158	S	\$111.65	04/07/16	17397	0	409-PRAXAIR DISTRIBUTION INC	OUTSTANDING
320159	S	\$500.00	04/07/16	23203	0	ACCELERATED TECHNOLOGIES	OUTSTANDING
320160	S	\$90.00	04/07/16	24593	0	ALL IN ONE TRANSLATION AGENCY, LLC	OUTSTANDING
320161	S	\$1158.00	04/07/16	19645	0	APPLE COMPUTER, INC	OUTSTANDING
320162	S	\$225.00	04/07/16	18827	1	BESTER BROS	OUTSTANDING
320163	S	\$333.00	04/07/16	22724	0	BUG BUSTERS, INC	OUTSTANDING
320164	S	\$226.32	04/07/16	16141	0	CARQUEST AUTO PARTS STORES	OUTSTANDING
320165	S	\$780.00	04/07/16	24610	0	CERTIFIED MOISTURE TESTING, LLC	OUTSTANDING
320166	S	\$206.56	04/07/16	22756	0	CHANNING BETE CO. INC	OUTSTANDING
320167	S	\$254.60	04/07/16	29120	2	CITY OF APPLE VALLEY	OUTSTANDING
320168	S	\$213.95	04/07/16	20307	1	ENABLING DEVICES/TOYS FOR SPEC CHILD	OUTSTANDING
320169	S	\$130.00	04/07/16	18796	0	ESTR PUBLICATIONS	OUTSTANDING

Intermediate School Dist 917  
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK  
 DATE RANGE: 03/29/16 - 04/28/16

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
320170	S	\$40.56	04/07/16	23285	0	FRESHWATER SOCIETY	OUTSTANDING
320171	S	\$420.03	04/07/16	00543	0	GOPHER SPORT	OUTSTANDING
320172	S	\$28.81	04/07/16	22631	0	GOVCONNECTION INC	OUTSTANDING
320173	S	\$24242.50	04/07/16	09592	0	IND SCH DIST 191	OUTSTANDING
320174	S	\$2190.24	04/07/16	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
320175	S	\$240.40	04/07/16	22677	0	KARLSBURGER FOODS INC	OUTSTANDING
320176	S	\$436.00	04/07/16	23427	0	LAKES COUNTRY SERVICE COOPERATIVE	OUTSTANDING
320177	S	\$52.87	04/07/16	21834	0	LAKESHORE LEARNING MATERIALS	OUTSTANDING
320178	S	\$555.00	04/07/16	21993	0	MN CAREER INFORMATION SYSTEM	OUTSTANDING
320179	S	\$1500.00	04/07/16	21735	2	NORTHEAST METRO 916	OUTSTANDING
320180	S	\$1085.41	04/07/16	20568	1	OFFICE DEPOT	OUTSTANDING
320181	S	\$303.87	04/07/16	20624	0	ORIENTAL TRADING CO.	OUTSTANDING
320182	S	\$1023.14	04/07/16	23690	0	OUTDOOR IMAGES, INC	OUTSTANDING
320183	S	\$248.04	04/07/16	22654	0	PEARSON ASSESSMENTS/NCS PEARSON	OUTSTANDING
320184	S	\$3543.75	04/07/16	23915	0	PEDIATRIC HOME SERVICE	OUTSTANDING
320185	S	\$200.00	04/07/16	22779	0	PHONAK	OUTSTANDING
320186	S	\$50.60	04/07/16	06806	0	PRO-ED	OUTSTANDING
320187	S	\$1691.50	04/07/16	23874	0	REINHART FOODSERVICE, LLC	OUTSTANDING
320188	S	\$642.60	04/07/16	00623	0	REPUBLIC SERVICES	OUTSTANDING
320189	S	\$181.78	04/07/16	18869	0	RIVERSIDE PUBLISHING CO	OUTSTANDING
320190	S	\$353.75	04/07/16	21466	0	ROSEMOUNT PARKS & RECREATION	OUTSTANDING
320191	S	\$7.94	04/07/16	29040	0	SAM'S CLUB	OUTSTANDING
320192	S	\$758.39	04/07/16	20620	3	SCHOOL SPECIALTY INC.	OUTSTANDING
320193	S	\$416.10	04/07/16	15713	0	SOUTHPAW ENTERPRISES	OUTSTANDING
320194	S	\$175.00	04/07/16	22730	0	SOUTHWEST/WEST CENTRAL SERVICE CORP	OUTSTANDING
320195	S	\$1692.42	04/07/16	23942	0	TEACHERS ON CALL	OUTSTANDING
320196	S	\$132.00	04/07/16	23595	0	THE MCDOWELL AGENCY, INC	OUTSTANDING
320197	S	\$6999.12	04/07/16	00643	0	TIES	OUTSTANDING
320198	S	\$569.32	04/07/16	18330	3	VIRCO INC.	OUTSTANDING
320199	S	\$4128.46	04/07/16	19389	0	WELLS FARGO	OUTSTANDING
320200	S	\$27453.00	04/14/16	23997	1	AMERICAN COMPENSATION INSURANCE COMPANY	OUTSTANDING
320201	S	\$89.99	04/14/16	24612	0	AUTISM-PRODUCTS	OUTSTANDING
320202	S	\$525.00	04/14/16	24083	0	BOOTH LAW GROUP	OUTSTANDING
320203	S	\$2893.53	04/14/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
320204	S	\$377.91	04/14/16	16244	3	CUB FOODS	OUTSTANDING
320205	S	\$97.60	04/14/16	20406	0	CUB FOODS	OUTSTANDING
320206	S	\$16972.57	04/14/16	40056	1	DAKOTA COUNTY SHERIFF	OUTSTANDING
320207	S	\$153.74	04/14/16	22944	0	FASTENAL	OUTSTANDING
320208	S	\$747.00	04/14/16	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
320209	S	\$518.12	04/14/16	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
320210	S	\$450.00	04/14/16	23959	0	KRISTINE HANSON	OUTSTANDING
320211	S	\$812.33	04/14/16	23917	1	MARCO INC	OUTSTANDING
320212	S	\$106.71	04/14/16	23917	2	MARCO, INC.	OUTSTANDING
320213	S	\$1216.81	04/14/16	13407	0	MCKESSON MEDICAL	OUTSTANDING
320214	S	\$482.60	04/14/16	23258	0	MN ENERGY RESOURCES CORPORATION	OUTSTANDING
320215	S	\$447.73	04/14/16	22195	2	PEARSON EDUCATION	OUTSTANDING
320216	S	\$638.78	04/14/16	22779	0	PHONAK	OUTSTANDING
320217	S	\$11.56	04/14/16	23590	0	SCHILMAN JANELL	OUTSTANDING
320218	S	\$4042.63	04/14/16	21305	0	SPECIAL SCHOOL DIST #6	OUTSTANDING
320219	S	\$533.00	04/14/16	23700	0	STAPLES PRINT SOLUTIONS	OUTSTANDING
320220	S	\$1746.04	04/14/16	22907	0	SUPPLYWORKS	OUTSTANDING
320221	S	\$10036.39	04/14/16	23942	0	TEACHERS ON CALL	OUTSTANDING

Intermediate School Dist 917  
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK  
 DATE RANGE: 03/29/16 - 04/28/16

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
320222	S	\$1480.00	04/14/16	23814	0	TRIG LIFE SERVICES	OUTSTANDING
320223	S	\$332.70	04/14/16	23662	0	WESTONE	OUTSTANDING
320224	S	\$7084.84	04/14/16	40016	0	EDUCATION MINNESOTA, LOCAL 3904	OUTSTANDING
320225	S	\$329.80	04/14/16	22885	2	MN UI FUND	OUTSTANDING
320226	S	\$48.00	04/14/16	21651	0	NCPERS MINNESOTA	OUTSTANDING
320227	S	\$865.50	04/14/16	24569	0	NYS CHILD SUPPORT PROCESSING CENTER	OUTSTANDING
320228	S	\$183.12	04/14/16	29972	0	RELATED SERVICES NURSES ESP	OUTSTANDING
320229	S	\$2960.18	04/14/16	40018	0	S.E.P., LOCAL 4242	OUTSTANDING
320230	S	\$100.66	04/14/16	29207	0	U.S. DEPARTMENT OF EDUCATION	OUTSTANDING
320231	S	\$203.00	04/14/16	40012	0	UNITED WAY, GREATER TWIN CITIES	OUTSTANDING
320232	S	\$1380.43	04/14/16	40071	0	WADDELL & REED INC	OUTSTANDING
320233	S	\$177.00	04/20/16	17397	0	409-PRAXAIR DISTRIBUTION INC	OUTSTANDING
320234	S	\$246.40	04/20/16	12615	0	ABLENET INC.	OUTSTANDING
320235	S	\$1112.67	04/20/16	23678	0	AMAZON.COM, LLC	OUTSTANDING
320236	S	\$55.00	04/20/16	24622	0	AMERICAN EXPRESS	OUTSTANDING
320237	S	\$500.00	04/20/16	19645	0	APPLE COMPUTER, INC	OUTSTANDING
320238	S	\$39714.48	04/20/16	24552	0	APPLE VALLEY ISD LLC	OUTSTANDING
320239	S	\$9.95	04/20/16	24612	0	AUTISM-PRODUCTS	OUTSTANDING
320240	S	\$330.40	04/20/16	24553	0	CANON USA	OUTSTANDING
320241	S	\$517.87	04/20/16	19803	0	CENTERPOINT ENERGY	OUTSTANDING
320242	S	\$153.43	04/20/16	21674	0	CENTURYLINK	OUTSTANDING
320243	S	\$61.01	04/20/16	16244	7	CUB FOODS	OUTSTANDING
320244	S	\$2107.17	04/20/16	21866	0	DAKOTA COUNTY TECH COLLEGE	OUTSTANDING
320245	S	\$481.08	04/20/16	19401	0	DEX MEDIA EAST, INC.	OUTSTANDING
320246	S	\$200.00	04/20/16	24073	0	EDUCATORS BENEFIT CONSULTANTS, LLC	OUTSTANDING
320247	S	\$304.85	04/20/16	20307	1	ENABLING DEVICES/TOYS FOR SPEC CHILD	OUTSTANDING
320248	S	\$773.32	04/20/16	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
320249	S	\$175.00	04/20/16	40075	0	HITESMAN & WOLD, PA	OUTSTANDING
320250	S	\$3270.34	04/20/16	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
320251	S	\$114.44	04/20/16	23568	0	MEDI-CAR	OUTSTANDING
320252	S	\$35.10	04/20/16	23996	0	MEDICAREBLUE RX	OUTSTANDING
320253	S	\$23.67	04/20/16	14116	0	MENARDS	OUTSTANDING
320254	S	\$5846.28	04/20/16	22885	1	MN UNEMPLOYMENT INSURANCE	OUTSTANDING
320255	S	\$623.44	04/20/16	23874	0	REINHART FOODSERVICE, LLC	OUTSTANDING
320256	S	\$360.00	04/20/16	00735	0	SCHMITTY & SONS	OUTSTANDING
320257	S	\$75.00	04/20/16	24094	0	SOUTHWEST METRO EDUCATIONAL CO	OUTSTANDING
320258	S	\$200.00	04/20/16	22730	0	SOUTHWEST/WEST CENTRAL SERVICE CORP	OUTSTANDING
320259	S	\$270.00	04/20/16	24568	0	SPECIAL DELIVERY OF MN, INC	OUTSTANDING
320260	S	\$11384.52	04/20/16	23942	0	TEACHERS ON CALL	OUTSTANDING
320261	S	\$10659.00	04/20/16	00643	0	TIES	OUTSTANDING
320262	S	\$1407.88	04/20/16	20956	0	DOUBLE TREE BY HILTON MPLS SOUTH	OUTSTANDING
708615	E	\$222.26	04/13/16	99999	9874	ALLEN, ANN CATHERINE	OUTSTANDING
708616	E	\$24.84	04/13/16	99999	10776	ANNONI, ELIZABETH	OUTSTANDING
708617	E	\$12.42	04/13/16	99999	9573	BEATTIE, JEAN	OUTSTANDING
708618	E	\$163.08	04/13/16	99999	8873	BUDACH, DON JAMES	OUTSTANDING
708619	E	\$38.88	04/13/16	99999	10626	CALLISTER, MARY HELEN	OUTSTANDING
708620	E	\$290.00	04/13/16	99999	5650	COCHRAN, JAMES EDWARD	OUTSTANDING
708621	E	\$29.27	04/13/16	99999	10718	COOK, ELIZABETH	OUTSTANDING
708622	E	\$469.26	04/13/16	99999	9092	DEVENOW, PEARL SUSAN	OUTSTANDING
708623	E	\$26.07	04/13/16	99999	7170	DIVELY, CYNTHIA GARWOOD	OUTSTANDING
708624	E	\$2038.70	04/13/16	99999	6159	DULKO, TERESA	OUTSTANDING
708625	E	\$29.16	04/13/16	99999	10965	EATON, CARMEN	OUTSTANDING

Intermediate School Dist 917  
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK  
 DATE RANGE: 03/29/16 - 04/28/16

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
708626	E	\$131.76	04/13/16	99999	9028	EPPS, DAWN	OUTSTANDING
708627	E	\$451.98	04/13/16	99999	9755	FRISQUE, SHERILYN FAYE	OUTSTANDING
708628	E	\$166.32	04/13/16	99999	9702	GARRETSON, PAMELA VICK	OUTSTANDING
708629	E	\$16.99	04/13/16	99999	9702	GARRETSON, PAMELA VICK	OUTSTANDING
708630	E	\$146.34	04/13/16	99999	9702	GARRETSON, PAMELA VICK	OUTSTANDING
708631	E	\$144.18	04/13/16	99999	10443	GROFF, CASSIE	OUTSTANDING
708632	E	\$23.76	04/13/16	99999	9597	GROVE, SARA ELIZABETH	OUTSTANDING
708633	E	\$114.48	04/13/16	99999	10847	HANEBERG, TIM	OUTSTANDING
708634	E	\$69.57	04/13/16	99999	10591	HASCHIG, ANN	OUTSTANDING
708635	E	\$169.02	04/13/16	99999	8341	HETLAND, JENNIFER AMY	OUTSTANDING
708636	E	\$47.92	04/13/16	99999	8341	HETLAND, JENNIFER AMY	OUTSTANDING
708637	E	\$408.54	04/13/16	99999	9496	IRELAND, KATHLEEN ELIZAB	OUTSTANDING
708638	E	\$163.62	04/13/16	99999	10938	KAUFMAN, AMY	OUTSTANDING
708639	E	\$53.19	04/13/16	99999	10940	KETTLEWELL, AGNIESZKA	OUTSTANDING
708640	E	\$165.54	04/13/16	99999	6356	KLAUSTERMEIER, JENNIFER MARIE	OUTSTANDING
708641	E	\$391.50	04/13/16	99999	10973	KUBIK, GABRIELA	OUTSTANDING
708642	E	\$154.44	04/13/16	99999	10857	LAFRANCE, DANIELLE	OUTSTANDING
708643	E	\$184.68	04/13/16	99999	9468	LANGENFELD, CORY LEE	OUTSTANDING
708644	E	\$29.70	04/13/16	99999	9571	LARSEN, BETSY SUE	OUTSTANDING
708645	E	\$38.88	04/13/16	99999	10867	LEWIS, ASHLEY	OUTSTANDING
708646	E	\$50.00	04/13/16	99999	9504	LUNDQUIST, CAROL LEE	OUTSTANDING
708647	E	\$86.94	04/13/16	99999	10593	MABERRY, SAYRAJAYNE	OUTSTANDING
708648	E	\$12.42	04/13/16	99999	10460	MANNINEN, MELANIE	OUTSTANDING
708649	E	\$667.44	04/13/16	99999	9278	MAYES, ANN LOUISE	OUTSTANDING
708650	E	\$465.81	04/13/16	99999	10872	PETERS, AMANDA	OUTSTANDING
708651	E	\$59.94	04/13/16	99999	9589	PETERSEN, JENNIFER MAE	OUTSTANDING
708652	E	\$40.00	04/13/16	99999	8907	PROULK, KELLI MARIE	OUTSTANDING
708653	E	\$30.78	04/13/16	99999	10430	QUAM, LYNN	OUTSTANDING
708654	E	\$6.99	04/13/16	99999	9914	RHEIN-MEDINA, KENT E.	OUTSTANDING
708655	E	\$79.49	04/13/16	99999	9915	SCHALLER, MELISSA	OUTSTANDING
708656	E	\$296.46	04/13/16	99999	10405	STOLL, DAVID L.	OUTSTANDING
708657	E	\$23.22	04/13/16	99999	10488	SZOKA, BRENDA	OUTSTANDING
708658	E	\$191.43	04/13/16	99999	10375	THOMAS, TAYLOR	OUTSTANDING
708659	E	\$38.88	04/13/16	99999	9703	TOAY, GRETCHEN ANN	OUTSTANDING
708660	E	\$51.84	04/13/16	99999	9703	TOAY, GRETCHEN ANN	OUTSTANDING
708661	E	\$204.12	04/13/16	99999	9094	TOLLEFSON, BRENDA KAY	OUTSTANDING
708662	E	\$23.76	04/13/16	99999	10803	VOLLMUTH, LAURA	OUTSTANDING
708663	E	\$155.52	04/13/16	99999	6232	WEILAND, MARY ELIZABETH	OUTSTANDING
708664	E	\$8.75	04/13/16	99999	10280	WEIR, LAURA	OUTSTANDING
708665	E	\$111.24	04/13/16	99999	10977	WOODWARD, MICHELLE	OUTSTANDING
708666	E	\$14.26	04/13/16	99999	9883	ZEHNDER, SCOTT MICHAEL	OUTSTANDING
708667	E	\$32.40	04/13/16	99999	10986	DOELP, KASANDRA	OUTSTANDING
708668	E	\$165.24	04/13/16	99999	10949	FISHER, KARRI	OUTSTANDING
708669	E	\$263.52	04/13/16	99999	10995	FOSKETT, TIMOTHY	OUTSTANDING
708670	E	\$314.82	04/13/16	99999	8842	JOHNSON, ROXANN RHYN	OUTSTANDING
708671	E	\$62.10	04/13/16	99999	9722	KLEIN, LORI ANN	OUTSTANDING
708672	E	\$21.60	04/13/16	99999	5957	KLIMEK, LORILEA J.	OUTSTANDING
708673	E	\$451.44	04/13/16	99999	10930	MLODOZYNIAC, KELSEY	OUTSTANDING
708674	E	\$21.06	04/13/16	99999	10805	ONYENHO, JIDEFOR ERIC	OUTSTANDING
708675	E	\$113.94	04/13/16	99999	10397	PEMBLE, HOLLY	OUTSTANDING
708676	E	\$188.46	04/13/16	99999	10763	PFISTERER, EMILY	OUTSTANDING
708677	E	\$27.54	04/13/16	99999	10430	QUAM, LYNN	OUTSTANDING

Intermediate School Dist 917  
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK  
 DATE RANGE: 03/29/16 - 04/28/16

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
708678	E	\$544.86	04/13/16	99999	9192	WOOD,FRAN LOUISE	OUTSTANDING
708679	E	\$6.48	04/13/16	99999	10838	ADIX, STEPHANIE	OUTSTANDING
708680	E	\$99.00	04/13/16	99999	5718	DODGE,MICHELLE MARIE	OUTSTANDING
708681	E	\$99.00	04/13/16	99999	6145	KYLLO,KITRI LARSON	OUTSTANDING
708682	E	\$41.04	04/13/16	99999	8435	STOESZ,HEATHER LYNN	OUTSTANDING
708683	E	\$2.32	04/13/16	99999	10455	WERNER, AMY	OUTSTANDING
92002063	W	\$2140.20	03/31/16	40072	0	AFLAC	OUTSTANDING
92002064	W	\$5993.82	03/31/16	40027	0	AMERIPRISE FINANCIAL ADVISORS	OUTSTANDING
92002065	W	\$2429.61	03/31/16	40022	0	AXA EQUITABLE LIFE INS CO	OUTSTANDING
92002067	W	\$4760.44	04/04/16	29026	0	EDUCATION MN ESI BILLING TRUST	OUTSTANDING
92002068	W	\$37661.74	04/04/16	40006	0	EXECUTIVE DIRECTOR	OUTSTANDING
92002069	W	\$7060.90	04/04/16	40060	0	FIDELITY INVSTMT TAX-EX SVC CO	OUTSTANDING
92002070	W	\$12566.72	04/04/16	24594	0	HEALTH EQUITY, INC.	OUTSTANDING
92002071	W	\$1992.71	04/04/16	40026	0	HORACE MANN LIFE INS	OUTSTANDING
92002072	W	\$172964.28	04/01/16	40037	0	INTERNAL REVENUE SERVICE	OUTSTANDING
92002073	W	\$7491.55	04/01/16	24031	0	KANSAS CITY LIFE INSURANCE COMPANY	OUTSTANDING
92002074	W	\$29622.31	03/30/16	21088	0	MEDICA	CLEARED
92002075	W	\$26684.61	04/01/16	40003	0	MN DEPT OF REVENUE	OUTSTANDING
92002076	W	\$121.50	04/01/16	21704	0	MN CHILD SUPPORT PAYMENT CENTER	OUTSTANDING
92002077	W	\$12292.92	04/04/16	28803	0	MN STATE RETIREMENT SYSTEM	OUTSTANDING
92002078	W	\$464158.52	03/31/16	40001	0	PAYROLL ACCT #3805704197	CLEARED
92002079	W	\$69488.14	04/04/16	40005	0	STATE TREASURER, TRA	OUTSTANDING
92002080	W	\$6963.61	04/01/16	40033	0	VARIABLE ANNUITY LIFE INS CO	OUTSTANDING
92002081	W	\$998.10	04/01/16	28803	2	VOYA	OUTSTANDING
92002082	W	\$5993.82	04/15/16	40027	0	AMERIPRISE FINANCIAL ADVISORS	OUTSTANDING
92002083	W	\$2429.61	04/15/16	40022	0	AXA EQUITABLE LIFE INS CO	OUTSTANDING
92002084	W	\$115.00	04/06/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92002085	W	\$3807.40	04/07/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92002086	W	\$104.70	04/02/16	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92002088	W	\$35953.76	04/10/16	30132	0	DELTA DENTAL OF MINNESOTA	OUTSTANDING
92002089	W	\$4760.44	04/15/16	29026	0	EDUCATION MN ESI BILLING TRUST	OUTSTANDING
92002090	W	\$35761.19	04/18/16	40006	0	EXECUTIVE DIRECTOR	OUTSTANDING
92002091	W	\$7060.90	04/18/16	40060	0	FIDELITY INVSTMT TAX-EX SVC CO	OUTSTANDING
92002092	W	\$12631.07	04/18/16	24594	0	HEALTH EQUITY, INC.	OUTSTANDING
92002093	W	\$1992.71	04/15/16	40026	0	HORACE MANN LIFE INS	OUTSTANDING
92002094	W	\$160504.86	04/15/16	40037	0	INTERNAL REVENUE SERVICE	OUTSTANDING
92002095	W	\$76511.95	04/13/16	21088	0	MEDICA	OUTSTANDING
92002096	W	\$44133.80	04/10/16	21088	0	MEDICA	OUTSTANDING
92002097	W	\$18512.07	04/06/16	21088	0	MEDICA	OUTSTANDING
92002098	W	\$24573.56	04/18/16	40003	0	MN DEPT OF REVENUE	OUTSTANDING
92002099	W	\$121.50	04/18/16	21704	0	MN CHILL SUPPORT PAYMENT CENTER	OUTSTANDING
92002100	W	\$4792.92	04/18/16	28803	0	MN STATE RETIREMENT SYSTEM	OUTSTANDING
92002101	W	\$438172.30	04/15/16	40001	0	PAYROLL ACCT #3805704197	OUTSTANDING
92002102	W	\$65955.72	04/18/16	40005	0	STATE TREASURER, TRA	OUTSTANDING
92002103	W	\$6963.61	04/15/16	40033	0	VARIABLE ANNUITY LIFE INS CO	OUTSTANDING
92002104	W	\$998.10	04/15/16	28803	2	VOYA	OUTSTANDING

TOTAL # OF ISSUED CHECKS: 254 TOTAL AMOUNT 2104023.16

TOTAL # OF VOIDED CHECKS: 0 TOTAL AMOUNT 0.00

TOTAL # OF UNISSUED CHECKS: 0

Date: April 27, 2016

To: Accounts Payable

From: Audrey Weiler  
Payroll Clerk

Invoice nbr: 0040526227  
Date: 4/25/2016  
Payment Date 05/10/16

Subject: Group Monthly Invoice May 2016  
(Employer's Costs and Employees' Withholdings)

ACH Funds Transfer was made in the amount of \$ 43,332.42

Payable to:  
Medica

Vendor # 21088


Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$0.00
22-005-110-000-301-000	PASSPORT	MEDICA ADMIN	\$5,831.00
22-005-110-000-305-000	STOP LOSS ADMIN	AGG PREM	\$771.12
22-005-110-000-302-000	STOP LOSS	STOP LOSS	\$33,372.12
22-005-110-000-301-000	MHSA	MEDICA ADMIN	\$740.18
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$2,618.00
02-215-30	PREV YR TERMS		

Total

\$43,332.42 proof \$0.00

Authorized Signature  Date 4-27-16

Date: April 25, 2016

To: FOR EFT INPUT

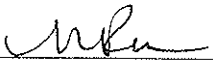
From: Audrey Weiler  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement April 2016

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$200.34  
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$200.34	
10-215-40	D.Care	\$0.00	
10-215-42	L.Scope	\$0.00	
Total		\$200.34	proof \$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 4/24/2016 \$200.34

Authorized Signature  Date 4-25-16

04/19/16	\$41.86
04/20/16	\$91.78
04/22/16	\$56.00
04/24/16	\$10.70
	\$200.34

copy to Linda B, one for payroll and original to Vickie B

Date: April 25, 2016

To: Accounts Payable

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	16116146984A
Date:	4/25/2016
Payment Date	4/27/16

Subject: Group Weekly Claims Invoice April  
(Employer's Costs and Employees' Withholdings)

ACH Transfer was made in the amount of \$

\$26,346.58

Payable to:  
Medica

Vendor # 21088

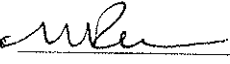
Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$26,346.58
22-005-110-000-301-000	PASSPORT	MEDICA ADMIN	\$0.00
22-005-110-000-305-000	STOP LOSS ADMIN	AGG PREM	\$0.00
22-005-110-000-302-000	STOP LOSS	STOP LOSS	\$0.00
22-005-110-000-301-000	MHSA	MEDICA ADMIN	\$0.00
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$0.00

Total

\$26,346.58 <sup>proof</sup> \$0.00

Authorized Signature 

Date

4-25-16

copy for AP  
copy for Board

Date: April 18, 2016  
To: Accounts Payable

From: Audrey Weiler  
Payroll Clerk

Invoice nbr:	16109146984A
Date:	4/11/2016
Payment Date	4/13/16

Subject: Group Weekly Claims Invoice April  
(Employer's Costs and Employees' Withholdings)

ACH Transfer was made in the amount of \$

\$74,740.05

Payable to:  
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$74,740.05
22-005-110-000-301-000	PASSPORT	MEDICA ADMIN	\$0.00
22-005-110-000-305-000	STOP LOSS ADMIN	AGG PREM	\$0.00
22-005-110-000-302-000	STOP LOSS	STOP LOSS	\$0.00
22-005-110-000-301-000	MHSA	MEDICA ADMIN	\$0.00
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$0.00

Total

\$74,740.05 <sup>proof</sup> \$0.00

Authorized Signature



Date

4-20-16

copy for AP  
copy for Board

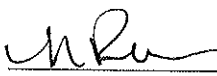
Date: April 19, 2016  
 To: FOR EFT INPUT  
 From: Audrey Weiler  
 Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement April 2016

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$1,025.23  
 Corporate Health Systems Inc Vendor # 22698

Charge to:	Amount
10-215-39 Medical	\$1,025.23
10-215-40 D.Care	\$0.00
10-215-42 L.Scope	\$0.00
Total	\$1,025.23 <sup>proof</sup> \$0.00

cc: Payroll Insurance Payment File  
 Date Bank Account to be debited 4/13/2016 \$1,025.23

Authorized Signature  Date 4-20-16

04/13/16 \$164.56  
 04/14/16 \$624.22  
 04/15/16 \$116.45  
 04/16/16 \$120.00

\$1,025.23

copy to Linda B, one for payroll and original to Vickie B



Date: April 11, 2016

To: FOR EFT INPUT


From: Audrey Weiler  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement March 2016

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$897.03  
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount
10-215-39	Medical	\$897.03
10-215-40	D.Care	\$0.00
10-215-42	L.Scope	\$0.00
Total		\$897.03 <sup>proof</sup> \$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 3/23/2016 \$897.03

Authorized Signature  Date 4-14-16

03/01/16	\$35.00 ~
03/02/16	\$54.16
03/17/16	\$98.38 ~
03/18/16	\$561.00 ~
03/19/16	\$4.23 ~
03/21/16	\$144.26

copy to Linda B, one for payroll and original to Vickie B

Intermediate School District 917  
1300 E. 145<sup>th</sup> Street  
Rosemount, MN 55068

---

Re: Sales Tax Wire Transfer

Date: 4/13/16

This memo serves as authorization for the wire transfer of funds for payment of sales tax in the amount of \$ 1207.00, from Wells Fargo Bank Account No. 3805702167.

  
\_\_\_\_\_  
Nicolle Roush, Business Manager

Date: April 11, 2016  
 To: Accounts Payable  
 From: Audrey Weiler  
 Payroll Clerk

Invoice nbr:	16102146984A
Date:	4/11/2016
Payment Date	4/13/16

Subject: Group Weekly Claims Invoice April  
 (Employer's Costs and Employees' Withholdings)

ACH Transfer was made in the amount of \$ 76,511.95

Payable to:  
 Medica

Vendor # 21088

Charge to:

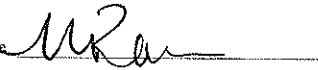
Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$76,511.95
22-005-110-000-301-000	PASSPORT	MEDICA ADMIN	\$0.00
22-005-110-000-305-000	STOP LOSS ADMIN	AGG PREM	\$0.00
22-005-110-000-302-000	STOP LOSS	STOP LOSS	\$0.00
22-005-110-000-301-000	MHSA	MEDICA ADMIN	\$0.00
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$0.00

Total

\$76,511.95 <sup>proof</sup> \$0.00

Authorized Signature



Date

4-11-16

copy for AP  
 copy for Board

Date: April 11, 2016  
To: FOR EFT INPUT

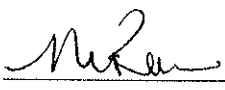
From: Audrey Weiler  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement April 2016

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$115.00  
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$115.00	
10-215-40	D.Care	\$0.00	
10-215-42	L.Scope	\$0.00	
Total		\$115.00	proof \$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 4/6/2016 \$115.00

Authorized Signature  Date 4-11-16  
04/06/16 \$115.00

copy to Linda B, one for payroll and original to Vickie B

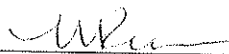
Date: April 7, 2016  
 To: FOR EFT INPUT  
 From: Audrey Weiler  
 Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement April 2016

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$3,807.40  
 Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$856.45	
10-215-40	D.Care	\$2,950.95	
10-215-42	L.Scope	\$0.00	
Total		\$3,807.40	proof \$0.00

cc: Payroll Insurance Payment File  
 Date Bank Account to be debited 4/7/2016 \$3,807.40

Authorized Signature  Date 4-7-16  
 04/07/16 \$3,807.40

copy to Linda B, one for payroll and original to Vickie B

Date: April 7, 2016  
 To: FOR EFT INPUT  
 From: Audrey Weiler  
 Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement March/April 2016

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$104.70  
 Corporate Health Systems Inc Vendor # 22698

Charge to:	Amount
10-215-39 Medical	\$104.70
10-215-40 D.Care	\$0.00
10-215-42 L.Scope	\$0.00
Total	\$104.70 <sup>proof</sup> \$0.00

cc: Payroll Insurance Payment File  
 Date Bank Account to be debited 4/2/2016 \$104.70

Authorized Signature  Date 4-7-16

03/30/16	\$35.70
03/31/16	\$20.00
04/01/16	\$19.00
04/02/16	\$30.00

copy to Linda B, one for payroll and original to Vickie B

Date: March 28, 2016

To: Accounts Payable

From: Audrey Weiler

Payroll Clerk

Invoice nbr: 004285145

Date: 3/23/2016

Payment Date 4/10/2016

Subject: Group Monthly Invoice APRIL 2016  
(Employer's Costs and Employees' Withholdings)

Wire Funds Transfer was made in the amount of \$ 44,133.80

Payable to:  
Medica

Vendor # 21088

Charge to:

Amount

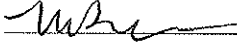
22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$0.00
22-005-110-000-301-000	PASSPORT	MEDICA ADMIN	\$5,880.00
22-005-110-000-305-000	STOP LOSS ADMIN	AGG PREM	\$777.60
22-005-110-000-302-000	STOP LOSS	STOP LOSS	\$34,089.80
22-005-110-000-301-000	MHSA	MEDICA ADMIN	\$746.40
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$2,640.00
02-215-30	PREV YR TERMS		

Total

\$44,133.80

proof

\$0.00

Authorized Signature  Date 4-4-16

5/30/16  
ash



Date: March 28, 2016  
To: Accounts Payable

From: Audrey Weiler  
Payroll Clerk

Invoice nbr:	16088146984A
Date:	3/28/2016
Payment Date	3/30/16

Subject: Group Weekly Claims Invoice March  
(Employer's Costs and Employees' Withholdings)

ACH Transfer was made in the amount of \$ 29,622.31

Payable to:  
Medica

Vendor # 21088

Charge to:

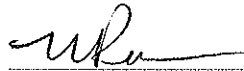
Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$29,622.31
22-005-110-000-301-000	PASSPORT	MEDICA ADMIN	\$0.00
22-005-110-000-305-000	STOP LOSS ADMIN	AGG PREM	\$0.00
22-005-110-000-302-000	STOP LOSS	STOP LOSS	\$0.00
22-005-110-000-301-000	MHSA	MEDICA ADMIN	\$0.00
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$0.00

Total

\$29,622.31 <sup>proof</sup> \$0.00

Authorized Signature



Date

4-4-16

copy for AP  
copy for Board

3/30/16



Date: March 28, 2016  
To: FOR EFT INPUT

From: Audrey Weiler  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement March 2016

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$663.87  
Corporate Health Systems Inc Vendor # 22698

Charge to:	Amount
10-215-39 Medical	\$663.87
10-215-40 D.Care	\$0.00
10-215-42 L.Scope	\$0.00
Total	\$663.87 <sup>proof</sup>
	\$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 3/22/2016 \$663.87

Authorized Signature  Date 4-4-16

03/23/16	\$30.00
03/24/16	\$595.85
03/26/16	\$26.02
03/27/16	\$12.00

copy to Linda B, one for payroll and original to Vickie B

3/30 asw

✓ss

Date: April 1, 2016

To: FOR EFT INPUT

From: Audrey Weiler  
Payroll Clerk

Subject: Group Insurance Premium for March 2016  
(Employer's Costs and Employees' Withholdings)

Payable to: \$35,953.76  
Delta Dental Vendor # 30132

Charge to:	Amount
21-005-110-000-235-250	\$35,953.76

Total	\$35,953.76	proof	\$0.00
-------	-------------	-------	--------

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 4/10/2016

Authorized Signature  Date 4-4-16

Invoice 6440984 dated 04/01/2016

	LB COPY
	VB COPY

Date: March 28, 2016

To: Accounts Payable

From: Audrey Weiler  
Payroll Clerk

Invoice nbr:	16095146984A
Date:	4/4/2016
Payment Date	4/6/16

Subject: Group Weekly Claims Invoice March  
(Employer's Costs and Employees' Withholdings)

ACH Transfer was made in the amount of \$ \$18,512.07

Payable to:  
Medica

Vendor # 21088

Charge to:


Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$18,512.07
22-005-110-000-301-000	PASSPORT	MEDICA ADMIN	\$0.00
22-005-110-000-305-000	STOP LOSS ADMIN	AGG PREM	\$0.00
22-005-110-000-302-000	STOP LOSS	STOP LOSS	\$0.00
22-005-110-000-303-000	MHSA	MEDICA ADMIN	\$0.00
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$0.00

Total

\$18,512.07 <sup>proof</sup> \$0.00

Authorized Signature



Date

4-4-16

copy for AP  
copy for Board

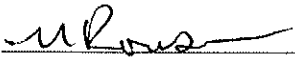
TO: Nicolle Roush DATE: 04/04/2016  
Business Manager

FROM: Audrey Weiler  
Payroll/Fringe Benefits Technician

SUBJECT: EFT for pay period ending March 31, 2016

Aflac Vendor #40072	\$ 2,140.20
Amperprise Financial Vendor #40027	\$ 5,993.82
AXA Equitable Life Vendor #40022	\$ 2,429.61
Horance Mann Vendor #40026	\$ 1,992.71
PERA - Executive Director Vendor #40006	\$ 37,661.74
TRA - State Treasurer Vendor #40005	\$ 69,488.14
ESI/MEA Vendor #29026	\$ 4,760.44
VALIC (Variable Annuity Life) Vendor #40033	\$ 6,963.61
Minnesota Dept. of Revenue Vendor # 40003	\$ 26,684.61
Internal Revenue Service Vendor Nbr 40037	\$ 172,964.28
Payroll Acct #XXXXXX4197 Vendor #40001	\$ 464,158.52
Health Equity Vendor New	\$ 12,566.72
MN State Retirement System Vendor # 28803-0	\$ 12,292.92
MN Dept of Revenue - Garnishments Vendor #40058	\$ -
MN Child Support Vendor # 21704	\$ 121.50
VOYA (Formerly ING) Vendor #28803-2	\$ 998.10
Fidelity Investments Vendor #40060	\$ 7,060.90

**Total Electronic Funds Transfer was made in the amount of \$ 828,277.82**

Authorized Signature  Date 4-4-16

Date: April 1, 2016  
To: Accounts Payable

From: Audrey Weiler  
Payroll Clerk

Bill Number 1205462


Subject: Group Insurance Premium for April 2016  
(Employer's Costs and Employees' Withholdings)

Wire Funds to Kansas City Life Insurance Co \$7,491.55

Payable to:  
Kansas City Life Ins Co Vendor # 24031

Charge to:	Amount	
01-215-32	\$462.46	
02-215-32	\$4,245.74	
10-215-32	\$254.48	
01-215-33	\$244.72	
02-215-33	\$2,164.71	
10-215-33	\$119.44	
Total	\$7,491.55	proof \$0.00

cc: Payroll Insurance Payment File

Authorized Signature  Date 4-4-16

payment made 4/1/16

**INTERMEDIATE SCHOOL DISTRICT 917  
SCHOOL BOARD REPORT OF  
CONSOLIDATED INVESTMENTS (GENERAL & BUILDING)  
MARCH 2016**

ACCOUNT NAME	ACCT NO	BEGINNING BALANCE	PURCHASES CREDITS	SALES TRANSFERS	INVESTMENT FEES	INTEREST EARNED	ENDING BALANCE	YEAR TO DATE INTEREST EARNED
1 MSDLAF + MAX	01	4,463,663.21	6,000,000.00	1,550,000.00	0.00	2,589.10	8,916,252.31	7,356.06
2 MSDLAF	01	800.48	0.00	0.00	0.00	0.22	800.70	74.00
MSDLAF TERM (CD's, Term, Com maturity 5/16/16)	01	2,000,000.00	0.00	0.00	0.00	0.00	2,000,000.00	739.73
3 WELLS FARGO SAVINGS ACCT	01	0.00	0.00	0.00	0.00	0.00	0.00	74.31
4 WELLS FARGO PORTFOLIO	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>6,464,463.69</b>	<b>6,000,000.00</b>	<b>1,550,000.00</b>	<b>0.00</b>	<b>2,589.32</b>	<b>10,917,053.01</b>	<b>8,244.10</b>

**EXPLANATION:** Lines 1 through 4 above are School District Investments complying with the requirements of Minnesota Statutes 118.01, 471.56 and 475.66.

1. MSDMAX is MSDLAF'S "Max Portfolio" and includes pooled investments plus banker's acceptances, commercial paper, repurchase agreements and US Government obligations.
2. MSDLAF is MSDLAF'S primary clearing "Money Market" fund. All fixed rate investments (FRI) clear through this account as do maturities, interest, and fees.
3. WELLS FARGO is a primary clearing "Money Market" fund. All maturities, interest, and fees clear through Intermediate School District 917's main bank account.
4. WELLS FARGO PORTFOLIO includes pooled investments plus banker's acceptances, commercial paper, repurchase agreements and US Government obligations.

NOTE: March 2016 Average MSDLAF Liquid Rate was 0.32% and the MSDLAF+MAX Average Rate was 0.43%. MSDLAF Term Average Rate is .50% Maturity Date 5/16/2016. The Average Wells Fargo Savings Rate was 0.00%.

# Intermediate School District #917 School Board

## RESOLUTION

Board member \_\_\_\_\_ introduced the following Resolution:

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

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

WHEREAS, Intermediate School District #917 students have demonstrated a high degree of success as a result of their participation in Intermediate School District #917 programs, and

WHEREAS, the success of Intermediate School District #917 programs and student achievement can be directly attributed to the talents and efforts of our licensed educators, and

WHEREAS, the week of May 2-6, 2016, has been designated as “Teacher Appreciation Week,”

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

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


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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Enacted by the School Board of Intermediate School District #917 this 3rd day of May, two thousand and sixteen.

_____	_____
_____	_____
_____	_____
_____	_____



# BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Board Approved May 3, 2016

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## **BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN INTERMEDIATE SCHOOL DISTRICT 917**

### **A. EXPOSURE CONTROL PLAN – OVERVIEW**

Most school personnel can reasonably anticipate exposure to blood or other potentially infectious material during their day-to-day work duties. In general, school employees incur a very low risk of exposure to bloody fluids due to the nature of casual contact with individuals in the school environment. However, some employees, especially special education employees, should take extra caution when working with special needs children. Many of these students are more vulnerable to injury, likely to have extraordinary medical needs, be more dependent on adults for personal care, be more involved in risky behaviors, be self injurious and easily agitated and/or combative. It is imperative that all school employees understand the danger of exposure to blood-borne pathogens and ways to minimize their risk.

An exposure incident is defined as a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious body fluid that occurs during the performance of an employee's duties or tasks. Work practice controls are used to reduce the risk to the worker by minimizing or eliminating employee exposure incidents to blood-borne pathogens. The bloodborne pathogen (BBP) exposure control plan is the District's written policy for determination of exposure and implementation of procedures relating to control of infectious disease hazards. It is reviewed regularly by the BBP Exposure Control sub-committee and Health, Safety and Wellness committee. Intermediate School District 917's BBP Exposure Control Plan includes the following components:

- A. Exposure Control Plan Overview/Policy
- B. Program Administration
- C. Definitions
- D. Exposure Determination in the School Setting
- E. Engineering and Work Practice Controls
  - 1. Universal Precautions
  - 2. Hand washing
  - 3. Sharps handling
  - 4. Sharps containers
  - 5. Body fluid clean up
  - 6. Self management
  - 7. First Aid and Health Care
  - 8. Eating, Drinking and Smoking
- F. Personal Protective Equipment & Work Practice
- G. Housekeeping
- H. Hepatitis B Vaccine & Post Exposure
- I. Exposure Incident, Evaluation & Follow Up
- J. Information and Training
- K. Record Keeping

- L. Evaluation and Review of Exposure Control Plan
- M. Appendix
  1. OSHA (Occupational Safety and Health Act) Standard 29 CFR 1910.1030
  2. Assessment Tool
  3. Employee Instructions on Obtaining Hepatitis B Immunizations

## **POLICY**

Intermediate School District 917 is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to blood-borne pathogens (BBPs) in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Blood-borne Pathogens."

### **B. PROGRAM ADMINISTRATION**

The Blood-borne Pathogen Exposure Control Committee, a sub-committee of the Health, Safety and Wellness Committee, will be appointed annually and will be responsible for the implementation of the ECP. They will maintain, review, update and monitor compliance with the ECP at least annually, and whenever necessary, to include new or modified tasks and procedures.

Supervisors are responsible for exposure control in their work areas. All supervisors work directly with the exposure control committee members and their employees to ensure that proper exposure control procedures are followed.

Committee members are responsible for the overall management and support of the ECP, including post exposure incidents.

The Exposure Control Committee will be responsible for training, documentation of training, maintenance of records and, when requested, making the training records available to OSHA representatives. They will also maintain records of Hepatitis B vaccination program and declination forms. Written copies of this ECP will be made available to all employees and, as requested, to OSHA representatives.

### **C. DEFINITIONS**

Blood: Human blood, human blood components and products made from human blood.

Other Potentially Infectious Materials (OPIM): The following human body fluids are to be considered potentially infectious: semen, vaginal secretions, cerebrospinal fluid, synovial (joints) fluid, peritoneal (abdominal) fluid, amniotic (pregnancy) fluid, saliva in dental procedures, and body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids. OPIMs also include any unfixed tissue or organ other than intact skin from a human (living or dead).

Blood Borne Pathogens: Pathogenic microorganisms that are present in human blood and body fluids

that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C, Human Immunodeficiency (HIV), malaria, syphilis, and tuberculosis.

Personal Protective Equipment (PPE) and Supplies: Specialized clothing or equipment worn by an employee for protection against a hazard.

Contaminated: The presence or reasonably anticipated presence of blood or other potentially infectious human body fluids on an item or surface.

Decontamination: The use of physical or chemical means to remove, inactivate or destroy blood borne 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 blood borne 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 blood-borne pathogens.

Exposure Incident: A specific eye, mouth, other mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious material that results from the performance of an employee's duties. An exposure incident includes a human bite.

Occupational Exposure: Means reasonably anticipated skin, eye, mucous membrane, or parental contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Regulated Waste: Means liquid, semi-liquid or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious material and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes other potentially infectious materials.

SESIP: Sharps with engineered sharps injury protection, defined as a non-needle sharp or needle device used for withdrawing body fluids, or administering medications or other fluids, with a built-in safety feature that reduces the risk of exposure.

Needle-less systems: means a device that does not use needles for the collection or withdrawal of body fluids, the administration of medication or fluids, any other procedure involving the potential for occupational exposure to blood borne pathogens due to injuries from contaminated sharps.

#### **D. EXPOSURE ASSESSMENT/ DETERMINATION**

When an employee is hired or an employee changes jobs within the District, the following assessment process takes place to ensure that they are assessed, and if necessary, trained in the appropriate work practice controls:

1. The employee's job classification and the tasks and the procedures he/she will perform are evaluated by the classification and tasks list which are identified in the ECP.
2. If the employee is transferring from one job to another within the District, the job classifications and tasks/procedures pertaining to the previous position are also checked against these lists.
3. Based on the assessment, the employees occupational exposure risk will be identified and documented. And necessary training will follow.

Those employees who are determined to have occupational exposure risk to blood or other potentially infectious materials (OPIM) **MUST COMPLY** with the procedures and work practices outlined in this Exposure Control Plan (ECP).

**Classification 1:** Employees who provide first aid or healthcare as a primary component of their position are potentially exposed to blood or other potentially infectious material (OPIM). It is recommended that employees in this classification receive a pre-exposure vaccination and comply with all components of the regulation. All employees in this job classification are covered under this regulation.

- Health Service Employees
- Nurses

**Classification 2:** Employees who provide first aid, healthcare or are required to clean up blood or other potentially infectious material (OPIM) as an auxiliary component of their position are potentially exposed to blood or other potentially infectious material (OPIM). It is recommended that employees in this classification receive a pre-exposure vaccination and comply with all components of the regulation. Identify specific employees in this job classification and the tasks they perform where potential exposure to blood or OPIM occurs. Also included are employees who have potential for other occupational exposure to bloodborne pathogens such as blood/OPIM contact with mucous membranes (eyes, nose, mouth) or blood/OPIM contact with skin or the piercing of mucous membranes of the skin barrier through such events as needle sticks, bites, cuts, abrasions, etc.

Employees identified under Classification 2 are fully covered under the Blood Borne Pathogen Standard.

Any other employee who reasonably expects exposure to blood or other potentially infectious materials should contact Human Resources immediately.

#### **E. ENGINEERING & WORK PRACTICES CONTROLS**

Work practice controls will be utilized to eliminate or minimize exposure to employees. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. The following work practices shall be followed:

- Wear disposable gloves. Do not reuse disposable gloves and wash your hands with soap and water after removing gloves. If utility gloves are used, decontaminate them appropriately by washing with detergent and water and disinfecting according to procedure.
- Wear safety goggles if there is potential for contaminants splashing in the eyes.
- Wear a mask if there is potential for contaminants splashing in the mouth or nose.
- If your skin is not covered, wear additional protective clothing.
- Use an absorbent material as a barrier between you and the blood source.
- In the event you become exposed to any blood or OPIM, wash the area with soap and water or flush mucous membranes immediately and report it to the Nurse and/or appropriate Supervisor so an evaluation can be made and professional medical attention can be provided.

### UNIVERSAL PRECAUTIONS

Universal precautions will be observed in the school district to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. Any employee encountering blood or other body fluids is to treat them as being infectious, and use necessary personal protection and work practice controls listed in this section.

- Assume everyone is infected with HIV, Hepatitis B or other blood borne pathogens.
- Avoid skin exposure to body fluids.
- Use a barrier to keep fluids from contact with your skin (i.e. gloves, masks, aprons, sleeves).
- Be careful with sharps and dispose of sharps such as needles, lancets or contaminated broken glass in a puncture-resistant container. Use tongs or other equipment to pick up broken glass contaminated with blood or OPIM. Use disposable equipment whenever possible.
- Dispose of items soiled with potentially infected fluids in leak-proof bags or containers.
- Wash hands thoroughly for 15-20 seconds, minimum, with soap and water.
- Clean up spills of potentially infected fluids with soap and water and disinfect spill area

### HAND WASHING

Hand-washing facilities (running water, liquid soap, single use towels or air dryers) are readily accessible to all employees. In the event hand-washing facilities are not immediately available, antiseptic hand cleaner will be provided. Hand and/or skin will be washed with soap and water as soon as possible.

Hand washing is the first line of defense against infectious disease and is one of the universal precautions. Proper hand washing procedures include the use of warm water and soap, hands should be wetted and soap applied to hands and wrists, scrubbing between fingers and using a nailbrush for finger nails, wash a minimum of 15 seconds. Air dry or single use towels should be used to dry hands.

### SHARPS HANDLING

- The Blood-borne Pathogen Exposure Control Committee will maintain a sharps injury log and related documentation.
- The Blood-borne Pathogen Exposure Control Committee will annually review the need for safer needle devices as they become available and involve the employees (non-managerial) in identifying and choosing the devices.
- Intermediate School District 917, except in extraordinary circumstances, does not provide needles for student or staff use. The designation of an extraordinary circumstance will be determined by a Licensed School Nurse with approval of their supervisor. Students needing injections/blood testing will provide their own supplies to do their own testing/injections. Students with limitations that prevent them from self-administration may be provided assistance by district staff after appropriate staff training.
- Sharps will not be removed or recapped unless it is demonstrated that an alternative is not feasible (i.e. EpiPens) and approval from the Licensed School Nurse Lead is obtained. Needles and other contaminated sharps will not be bent, recapped or removed. Shearing or breaking of the contaminated needles is absolutely prohibited. As soon as possible after use, contaminated sharps should be placed in appropriate marked storage/disposal containers.
- Mechanical devices such as tongs or dust pan and broom will be available to pick up contaminated sharps to avoid any direct contact. Contaminated glass will not be picked up by hand. Appropriate gloves as provided by the employer should be used when handling any contaminated sharps.

#### SHARPS CONTAINERS

- Sharps containers are provided in the health office at each school.
- Contaminated needles or other contaminated sharps will not be bent, recapped, removed, sheared or purposely broken unless it is demonstrated that an alternative is not feasible.
- Contaminated sharps are discarded immediately or as soon as feasible in containers that are closable, puncture resistant, leak proof on sides and bottom, and labeled or color-coded. Containers are easily accessible and located in each health office. The containers are maintained upright throughout use and replaced when full and at the end of the school year.
- Licensed School Nurse will be responsible for sharps disposal.
- When sharps containers are filled, the Licensed School Nurse will be contacted for final disposal.
- When moving containers of contaminated sharps from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport or shipping.
- All facility containers for reusable sharps are puncture-resistant, labeled with a biohazard label and are leak-proof.
- All full sharps containers are taken to a local health care facility for disposal.

#### BODY FLUID CLEAN UP

Body fluid clean up is to be performed as soon as possible. In the event a custodian is not available, body fluid clean up supplies are available to employees for clean up use.

- Use gloves. Do not reuse disposable gloves. If utility gloves are used, decontaminate after use with soap and water and appropriate disinfectant.
- Use disposable towels and other absorbent materials to absorb spill.

- Clean spill area with soap and water or approved cleaning agent. Immediately utilize proper Environmental Protection Agency (EPA) registered disinfectant.
- Clean, followed by disinfect any contaminated object/items using approved solutions as already described.
- Dispose of waste in proper container.
- Discard contaminated items that cannot be cleaned into a lined container.
- If object is to be placed in mouth, e.g. mouth guard for football players, use applicable disinfectant and follow manufacturer's disinfectant directions
- Dispose of contaminated cleaning material in a lined container.

### SELF MANAGEMENT

The principle of self management is that the person whose blood or other body fluids are exposed should themselves, where possible, manage treat, clean and dispose of the contaminated materials, to avoid contact and exposure to other parties involved in cleanup, treatment or help.

### FIRST AID/HEALTHCARE

- Use gloves or other personal protective equipment.
- Use paper toweling or other absorbent material to wipe injury, if appropriate, allow person to rinse injury with running water.
- Place soiled materials into a lined waste container and direct person to perform as much of these procedures as possible.
- Soiled clothing should be removed and placed into a plastic bag for laundering, if feasible.
- Assist in cleaning affected area: use cotton swabs to apply medicine, if appropriate.
- Follow other procedures for care in minimizing direct contact with blood or body fluids.
- Wash hands thoroughly.

Note: If you do not have access to personal protective equipment (PPE) or exposure control kits, assist the injured person on self-care for him/herself where feasible. Place a barrier between yourself and the injury if you need to provide assistance.

- Mouth Pipetting and Suctioning of Blood or OPIM is prohibited by employees.

### EATING, DRINKING, SMOKING

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or handle contact lenses. Food and beverages shall not be stored in close proximity to where blood or OPIM may be present.

## **F. PERSONAL PROTECTIVE EQUIPMENT AND WORK PRACTICES**

All personal protective equipment used in District 917 will be provided without cost to employees. Personal protective equipment (PPE) will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employees' clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used. District 917 will ensure that employees use appropriate PPE through proper training and procurement. Under rare and extraordinary circumstances, an employee may decline to use PPE; these cases will be investigated and documented. We will repair, replace, clean and dispose of PPE at no costs to the employee. Hypoallergenic gloves and or cleansers shall be provided to employees that may be allergic/sensitive to materials normally provided.

PPE includes, but is not limited to:

GLOVES- used for first aid, cleanup, handling of the sharps, and when in contact with any blood or OPIM.

Disposable or single use gloves

If possible, before putting on gloves, wash your hands. After you have put gloves on, check for proper fit and punctures. Pull snug to ensure a good fit. To remove gloves, they shall be rolled down or pulled from the wrist to the fingers so that the glove is inside out. This minimizes contamination. Disposable gloves shall be placed in lined container and never reused.

Utility gloves

Can be used for blood clean up. They must be inspected prior to each use and discarded if their integrity is compromised. They must be cleaned and disinfected after use.

FACE SHIELD/ MASK- may be use during serious accident or clean up to prevent the splashing of fluids to the mucous membranes including nose, mouth and eyes.

CPR MASKS/MOUTHPIECES used for resuscitation may be used to avoid direct contact with blood or saliva during resuscitation.

OTHER- AS APPROPRIATE for example

Disposable gowns/lab coats, shoe covering generally may be used to prevent potential contamination, in case of an accident is advisable where the potential for blood splashing exists or contamination from handling materials.

**G. HOUSEKEEPING**

Clean and sanitary conditions shall be maintained at the work site.

- All contaminated equipment, environmental and work surfaces, will be cleaned and disinfected after contact with blood or OPIM as already noted under "Body Fluid Clean Up".
- Broken glass which may be contaminated will not be picked up directly with the hands. Tongs, forceps or a brush and dust pan will be used and the material disposed of in a sharps container. After contact with blood or OPIM this equipment will be cleaned and disinfected in "Body Fluid Clean Up".

- In the event that clothing or other washable materials are contaminated with blood or OPIM, the following conditions are applicable:
- Gloves are used throughout the handling process
- Contaminated laundry is handled as little as possible and bagged immediately. If laundered at District 917, appropriate cleaning and disinfection process will be utilized.
- Regulated Waste-

Few items in a school setting are deemed regulated waste. If a material is saturated to the point of dripping or would release fluid if compressed, then it would be considered regulated waste. All other contaminated items (gauze, Band-Aids, facial tissues) should be placed in a trash container designated for materials not meeting the definition of regulated waste.

Regulated waste shall be placed in containers that are closeable and constructed to contain all contents and prevent fluid leaks during handling, storage and transport.

Waste will be labeled or color coded and closed prior to removal. Disposal is done according to federal, state and local regulations. When possible, if 911 is called, the regulated waste will be sent with the ambulance.

#### **H. HEPATITIS B VACCINE AND POST-EXPOSURE AND FOLLOW UP**

Intermediate District 917 shall make available the Hepatitis B vaccine and vaccination series to all identified employees who have occupational exposure, and post exposure follow-up to employees who have had an exposure incident.

Intermediate District 917 shall ensure that all medical evaluations and procedures, including the Hepatitis B vaccine and vaccination series and post exposure follow-up, including prophylaxis, are:

- a) Made available at no cost to the employee;
- b) Made available to the employee at a reasonable time and place;
- c) Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional;
- d) Provided according to the recommendations of the U.S. Public Health Service; and
- e) Hepatitis B vaccine titer will be provided at no cost to Classification 1 Employees who receive their Hepatitis B vaccines after February 2000 and with ongoing exposure to blood and injuries from sharps. Titer needs to be drawn within two months after completion of the three vaccination series to be accurate.

All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

Hepatitis B vaccination shall be made available to all identified employees who have

occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

If the employee initially declines Hepatitis B vaccination, but at a later date, while still covered under the standard, decides to accept the vaccination, the vaccination shall then be made available.

Employees who decline the Hepatitis B vaccination are requested to sign a declination statement.

If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available.

## **I. EXPOSURE INCIDENTS**

### **Intermediate District 917 Bloodborne Incident Procedure:**

All exposure incidents shall be reported to a school nurse, or health designee.

Appropriate incident reports for BBP post exposure incidents will be completed by the employee and school nurse. The school nurse will advise the employee to seek a medical evaluation and follow-up with their own personal healthcare provider within 24 hours. The incident report and a return to work form is to be taken by the employee to their own personal healthcare provider. The employee will receive extensive counseling and necessary follow-up by their personal healthcare provider. Records will be maintained at the clinic site.

If a student is involved as the source person, either the student or the student's parent (if student is under age 18) will be contacted to have the source tested for HIV and Hepatitis B serological status. A consent form will also be requested.

A copy of the incident report is to be retained in a confidential file in the office of the employee designated to handle the Worker's Compensation Program.

### **Post Exposure Evaluation and Follow-up**

The exposed employee shall immediately receive a confidential medical evaluation and follow-up done by their personal healthcare provider, including at least the following elements:

- a) Provision for a Hepatitis B Vaccination.
- b) Documentation of the route of exposure, and the circumstances under which the exposure incident occurred.
- c) Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law.
- d) The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If

consent is not obtained, Intermediate District 917 shall establish that legally required consent cannot be obtained.

- e) When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- f) Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collections and testing of blood for HBV and HIV serological status will comply with the following:

- a) The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
- b) 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.

#### **Healthcare Professional's Written Opinion**

Within 15 days of the completion of the evaluation, Intermediate School District 917 shall obtain a copy of the evaluating healthcare professional's written opinion for post-exposure follow-up. This information provided to the employer shall be limited to the following information:

- a) Whether Hepatitis B vaccination is indicated.
- b) Whether Hepatitis B vaccination was given.
- c) A statement that the employee has been informed of the results of the evaluation.
- d) A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

All other information shall remain confidential and not be included in the written report to the employer.

#### **J. INFORMATION AND TRAINING**

Intermediate District 917 shall ensure that training is provided at the time of initial assignment to task where occupational exposure may occur, and that it shall be repeated annually.

Training will be interactive and cover the following:

- a) An explanation of the standard and how to get a copy.

- b) A discussion of the epidemiology and symptoms of bloodborne disease.
- c) An explanation of the modes of transmission of bloodborne pathogen.
- d) An explanation of the District 917 Bloodborne Pathogen Exposure Control Plan and a method of obtaining a copy.
- e) The recognition of tasks that may involve exposure.
- f) An explanation of the use and limitations of methods to reduce exposure, for example engineering controls, work practices and personal protective equipment (PPE).
- g) Information on the use of gloves.
- h) Information of the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge.
- i) Information on the appropriate action and persons to contact in an emergency involving blood or other potentially infectious materials.
- j) An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up.
- k) Information on the evaluation and follow-up required after an employee exposure incident.
- l) An explanation of the signs and labels.

## **K. RECORDKEEPING**

### Medical Records

The employer shall establish and maintain an accurate record for each employee with occupational exposure in accordance with 29 CFR 1910.1020.

This record shall include:

- a) The name and social security number of the employee.
- b) A copy of the employee's Hepatitis B vaccination status including the dates of all Hepatitis B vaccinations.
- c) The employer's copy of the healthcare professional's written opinion.
- d) A copy of information provided to the healthcare professional. This information cannot be released without written consent of the employee as required by OSHA regulations or by law.

The employer shall maintain this record for at least the duration of employment plus 30 years in accordance with 29 CFR 1910.1020.

### Training Records

Intermediate District 917 is responsible for maintaining the following training records. These records will be kept by the Blood-borne Pathogen Exposure Control Committee and maintained in the District Office. Training records shall be maintained for three years from the date of training. The following information shall be documented:

- a) The dates of the training session.
- b) An outline describing the material presented.

- c) The names and qualifications of persons conducting the training.
- d) The names and job titles of all persons completing the training sessions.

#### Transfer of Records

If the employer ceases to do business and there is no successor employer to receive and retain the records for the prescribed period, the employer shall notify the Director, at least three months prior to their disposal and transmit them to the Director, if required by the Director to do so, within that three-month period.

#### Sharps Injury Log

The employer shall establish and maintain a sharps injury log for the recording of percutaneous injuries from contaminated sharps. The information in the sharps injury log shall be recorded and maintained in such manner as to protect the confidentiality of the injured employee. The sharps injury log shall contain, at a minimum:

- a) The type and brand of device involved in the incident.
- b) The department or work area where the exposure incident occurred, and,
- c) An explanation of how the incident occurred.

The requirement to establish and maintain a sharps injury log shall apply to any employer who is required to maintain a log of occupational injuries and illnesses under 29 CFR 1904. The sharps injury log shall be maintained for the period required by 29 CFR 1904.6.

#### Availability

A copy of this plan and the current OSHA standard will be available for review in the District Personnel Office, and the Health Office at Alliance Education Center and Dakota County Technical College. Also, each Special Education Assistant Director has a copy. The OSHA standard for bloodborne pathogens is also available at [www.osha.gov](http://www.osha.gov).

All employee records shall be made available to the employee, employee's representatives, the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health, or designated representative, upon request.

### **L. EVALUATION AND REVIEW OF EXPOSURE CONTROL PLAN**

The Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update of such plans shall also:

- a) Reflect changes in technology that eliminate or reduce exposure

to bloodborne pathogens, if that technology is appropriate to tasks/procedures performed in Intermediate School District 917.

- b) Include documentation of annual consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure from tasks/procedures performed in ISD 917.
- c) Non-managerial employees directly responsible for tasks/procedures that create a potential exposure for injuries from contaminated sharps shall be solicited for input. The input shall be utilized in the identification, evaluation and selection of effective engineering work practice controls and will be documented in the exposure control plan.

#### **M. Appendix**

- OSHA Standard
- BBP Exposure Self Assessment & Response Process
- BBP 1: Health Services/Nursing Report of Employee's Exposure to Blood or other Potentially Infectious Materials (OPIMs)
- BBP 2: Exposed Employee Declination of Medical Evaluation
- BBP 3: Transmittal Letter to Healthcare Professional
- BBP 4: Exposed Employee's Consent/Declination for Blood Testing
- BBP 5: Source Individual Consent/Declination for Blood Testing
- BBP 6: Healthcare Professional Written Opinion
- BBP 7: 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

## 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:

1. Bloodborne Pathogen (BBP) Exposure “Employee Self-Assessment and Immediate Response Process”
2. Additional Post-Exposure Instructions and Response Actions
3. Summary of Post-Exposure Forms Routing Process
4. Forms:

BBP1: Health Services/Nursing Report of Employee’s Exposure to Blood or Other Potentially Infectious Materials (OPIMs)

BBP2: Exposed Employee Declination of Medical Evaluation

BBP3: Transmittal Letter to Healthcare Professional

BBP4: Exposed Employee’s Consent/Declination for Blood Testing

BBP5: Source Individual consent/Declination for Blood Testing

BBP6: Healthcare Professional Written Opinion

BBP7: Cleaning and Disinfection Procedures for Blood and Body Fluids

The injured employee will begin to use this packet by reading and working through the BBP Exposure Self-Assessment and Response Process.

For assistance with this packet or process, please seek help from the school’s health services or the district OSHA consultant. Contact numbers are as follows:

District Health Services: Joan Asmus, 651-423- 8493 or cell 651-230-6731

[Joan.Asmus@isd917.k12.mn.us](mailto:Joan.Asmus@isd917.k12.mn.us)

, LSN

, LSN

District 917 OSHA Consultant: Val Whitmer, 651-423-8229

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

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 Apple Valley Medical Clinic as an optional, primary provider for post-exposure health care services.

Contact Information:

Apple Valley Medical Clinic  
14655 Galaxie Avenue  
Apple Valley, MN 55124  
952-432-6161

The purpose of medical care is to discuss the event with a qualified health care professional and obtain baseline blood antibody levels for Hepatitis B and HIV (Human Immunovirus). Based on the health care provider's recommendation, the exposed employee and source individual may be given an opportunity to accept or decline having their blood drawn and tested, or drawn and held for future testing. In addition, the exposed employee could be offered and provided with a hepatitis vaccine and/or gamma globulin to prevent development of hepatitis or medication to deter disease development, if deemed necessary.

General Instructions:

1. Review and work through the "BBP Exposure Self-Assessment & Response Process" form with the assistance of your Assistant Director/District 917 Health Services. The process continues only if you have experienced an "exposure." (Indicated by one or more YES answers on page 1 of the BBP Exposure Self-Assessment & Response Process form.)
2. Complete the "Health Services/Nursing Report of Employee's Exposure to Blood or OPIMs" form (BBP1) with your LSN and send the form to LSN. This should be done as soon after the incident as possible, but in every case it must be done within 24 hours of the incident.

**NOTE:**

- If you choose not to seek a medical evaluation, complete the "Exposed Employee Declination of Medical Evaluation" form (BBP2) with the assistance of your Health Services LSN. Send the original to LSN and keep a copy of the form for your records.
  - If you choose not to seek a medical evaluation and have signed the form, you may stop at this point in the process.
3. Complete the "Transmittal Letter to Healthcare Professional" form (BBP3) with the assistance of you LSN. Take this form to the medical care provider of your choice. Give the form directly to the doctor or nurse and ask that they process the form, as indicated.
  4. Complete the "Exposed Individual- Consent/Declination for Testing" (BBP4) with the assistance of your Assistant Director or LSN *or take to clinic to complete*.
  5. Complete the "Source Individual - Consent/Declination for Blood Testing" (BBP5) with the assistance of your Assistant Director or LSN *or take to clinic to complete*. The source individual may go to his/her own medical provider to provide a blood sample for testing and follow up care. *The consent form should go with the source individual and be given to the medical provider administering the test and treatment. If a minor child is involved or you are unable to get the adult source individual to sign this form, involve the Assistant Director or the Special Education Director.*

6. Obtain medical care within 24 hours. You may go to your usual health care provider or health clinic for this exam. **Take this booklet with you.**
  - Give the medical provider a copy of the “Health Care Professional Written Opinion” form (BBP 6) to complete, as appropriate. *The provider is asked to send the completed form back to the district.*
7. Provide copies of all event-related documents to LSN. Communicate with your supervisor regarding job restrictions, return-to-work date or other appropriate information.

### Section 3: Summary of Bloodborne Pathogens Post Exposure Program

#### *Forms and Routing Directions*

- All forms will ultimately be submitted to designated LSN.
- Take the forms indicated below to your health care provider/physician with the enclosed copy of the OSHA regulation-29 CFR 1910.1030, Occupational Exposure to Bloodborne Pathogens. (Please note: all forms are located on web site: Post Exposure to Blood Borne Pathogen in addition to being in this packet)
- Health Care Provider/physician: Send Copies of the completed forms:
  1. BBP3: Transmittal Letter to Healthcare Professional
  2. BBP4: Exposed Employee’s Consent/Declination for Blood Testing
  3. BBP5: Source Individual consent/Declination for Blood Testing
  4. BBP6: Healthcare Professional Written Opinion

To designated Health Services 917 LSN at:

Alliance Education Center, Attention: \_\_\_\_\_

Cedar School, Attention: \_\_\_\_\_

DASH, PACES, TESA, DCALS, Attention: Joan Asmus

- Complete form BBP2: Exposed Employee Declination of Medical Evaluation *ONLY if* the employee does not warrant medical attention. Forward to Health Services, Attention (above).

Form #	Page #	Routing	Form Title
		<b>Take with you to health care provider</b>	<b>Send to Health Services/917 LSN</b>
<b>A/I</b>	*	copy	copy Accident injury report
<b>First Report of Injury</b>	*	copy	original First Report of Injury Privacy Statement
<b>BBP1</b>		copy	original Health Services/Nursing Report of Employee’s Exposure to Blood or Other Potentially Infectious Materials (OPIMs)
<b>BBP2</b>		copy	original Exposed Employee Declination of Medical Evaluation
<b>BBP3</b>		original	original Transmittal Letter to Healthcare Professional
<b>BBP4</b>		original	copy Exposed Employee’s Consent/Declination for Blood Testing
<b>BBP5</b>		original	copy Source Individual consent/Declination for Blood Testing
<b>BBP6</b>		original	original Healthcare Professional Written

				Opinion
<b>BBP7</b>		Not applicable	Not applicable	Cleaning and Disinfection Procedures for Blood and Body Fluids

\* See Workmans compensation forms available through  
[http://www.isd917.k12.mn.us/Worker\\_s\\_Compensation\\_Forms.html](http://www.isd917.k12.mn.us/Worker_s_Compensation_Forms.html)

- Employee Report of Accident Injury
- First Report of Injury
- Privacy Statement

**Section 4: BBP Exposure Self-Assessment & Response Process**

Employee Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**\*\*\* ATTENTION INJURED EMPLOYEE \*\*\***

**Please follow the steps listed below:**

1. Seek immediate first aid from health service LSN/health service designee. Call 917 Licensed School Nurse.
2. Answer the following questions to determine if the incident you've been involved in should be considered an "exposure" to bloodborne pathogens or other potentially infectious materials (OPIMs). Any YES answer means an "exposure" has occurred. Initial your answers. Make sure to ask for clarification if you're not sure of any answer!
3. **Questions: Did the contact with blood OR other potentially infectious materials (OPIMs) include any of the following:**

<b>Initials</b>	<b>Yes</b>	<b>No</b>
Blood or OPIMs in your eyes, nose or mouth?		
Blood or OPIMs in contact with your broken skin (less than 24 hours old), including cuts or open skin rashes, or breaking of your skin in a bite?		
Penetration of your skin by a blood or OPIM contaminated sharp (needle, lancet, glass, teeth, etc.)?		

4. If you answered **NO to All** of the questions above, *an exposure did not occur* and medical attention for exposure to blood or OPIMs is not required. Other medical attention may still be appropriate. You may stop here and give this form to your supervisor, with appropriate incident or injury report, as applicable. Please ask for help if you're not sure what to do next.
5. If you answered YES to any of the above questions, do the following:
  - Report the incident to your supervisor immediately.
  - Complete a Health Services/Nursing Report of Employee Exposure to Blood" (Form BBP1) with your LSN. Send the form as soon as possible (within 24 hrs.) to LSN.
  - You are encouraged to obtain medical care within 24 hours of the exposure. Take all forms indicated in the routing directions on page 4 of this booklet (or bring the entire packet if you're not sure.)
  - Call your physician to notify them that you will be coming in for medical care right away (or as very soon as possible.) Ask the clinic for travel directions.
  - If you choose to decline medical services at this time, you must sign the Exposed Employee Declination of Medical Services (Form BBP2), found on page 7 of this booklet. Send the signed form to LSN and keep a copy for your records.
  - Ensure all documentation related to the event is given to 917 LSN.



**Form BBP2: Post Exposure: Exposed Employee Declination of Medical Evaluation**

The exposed employee must complete this form if she /he chooses not to receive medical care for a work-related exposure involving blood involving blood or OPIMs.

**Employee Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Date of Exposure:** \_\_\_\_\_ **School and Program Area:** \_\_\_\_\_

I understand that I have been involved in a workplace encounter with blood or body fluids that may place me at risk for HBV (Hepatitis B virus that causes liver disease) or HIV (Human Immunodeficiency Virus- the virus which causes AIDS).

I have been given the opportunity for a post-exposure follow up examination. Including testing of my blood for HBV and HIV.

I understand that I may have this examination through the physician/health care provider of my choice or at:

Apple Valley Medical Clinic  
14655 Galaxie Avenue  
Apple Valley, MN 55124  
952-432-6161

Medical services will provided at no cost to me for work related incidents involving exposure to blood or other potentially infectious material. I understand that I am eligible for this examination even if I have been previously vaccinated against HBV.

I have been offered the opportunity to have a sample of my blood drawn and preserved for 90 days in the event that I might choose to have that sample tested at some point within 90 days.

Understanding the written information above, I decline any post exposure medical evaluation, blood sampling, blood testing, or follow-up examination at this time.

\_\_\_\_\_  
**Employee signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Date**

**BBP3 Post Exposure Transmittal Letter to Healthcare Professional**

Today’s Date: \_\_\_\_\_ Date of Exposure Incident: \_\_\_\_\_

Exposed Employee: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

The identified employee has been exposed to blood or other potentially infectious body fluids, and requires a medical evaluation, as determined in OSHA Regulation 29 CFR 1910.1030, Occupational Exposure to Bloodborne Pathogens.

To assist in conduction the medical evaluation, we have attached the following information and forms:

- Copy of the OSHA standard 29CFR 1910.1030
- Health Services/ Nursing Report of Employee’s Exposure to Blood or OPIM’s (BBP 1)
- Exposed Individual – Consent/Declination for Blood Testing (BBP4)  
(Results to be transmitted directly)
- Source Individual – Consent/Declination for Blood Testing (BBP 5)  
(Results to be transmitted directly)
- Healthcare Professional Written Opinion Form (BBP6)

We request that you complete a confidential medical evaluation for the employee, including all appropriate treatments, counseling and evaluation of illnesses.

Your written opinion must be provided to Intermediate School District 917, including the limited information requested on the attached form (BBP 6). *All other medical information is maintained by your facility.* You may utilize the attached form BBP 6 or an alternative form that contains the required information.

Please return the written opinion within 12 days for timely distribution to the employee, ATTENTION HEALTH SERVICES/NURSE.

Thank you for your assistance. Should you have any questions, please contact the employer’s representative at the location listed below.

Sincerely,

\_\_\_\_\_

Joan Asmus, Licensed School Nurse, LSN

1300 145<sup>th</sup> Street  
Rosemount, MN 55068  
651-230-6731

\_\_\_\_\_ LSN \_\_\_\_\_ LSN

Cedar School  
2140 Diffley Road  
Eagan, MN 55122  
952-707-4000

Alliance Ed. Center  
14300 Biscayne Ave.  
Rosemount, MN 55068  
651-423-8130

## Form BBP4 Exposed Individual Consent or Declination for Blood Testing

Employee Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Form BBP 4 asks for permission to test the exposed individual's blood. The exposed individual may have their blood drawn and tested by a medical provider of their choice or at Apple Valley Medical Clinic. Forms BBP 3 (Transmittal Letter) and BBP 6 (Health Care Professional Written Opinion) should go with the exposed individual and be given to the medical provider administering the test.

If the exposed individual declines to sign permission to have their blood tested, send form BBP 5 to District Health Services/Nursing incomplete. The district will review and assist in obtaining permission, as appropriate.

On the above date, an exposure incident as defined by the Federal and Minnesota State Bloodborne Pathogen Regulations occurred involving an employee performing his/her duties.

The regulation requires that a sample of blood be drawn as soon as possible from the source of the exposure and the exposed employee to determine if any infectious diseases (Hepatitis B and HIV) are present.

We are requesting to have your blood drawn and tested for HBV and HIV in order to provide the appropriate medical direction. If you are a minor, consent to have your blood drawn and tested must be given by your parent or guardian. You are not legally required to consent to having your blood drawn and tested. In the event that you decline to have your blood drawn and tested, however, we will not be able to determine whether you have been infected by either the Hepatitis B Virus (HBV) or the human immunodeficiency virus (HIV) or advise or counsel you on appropriate steps to take as a result of such infections.

**Please read the following and, if you consent, sign and date the form.** Directions will be provided on the location for the test and the cost, if not covered, will be paid by the district. You will be provided with the test results as soon as possible.

If you know you are infected with HBV or HIV and can provide medical records or documentation, no blood test is necessary.

1. I authorize and consent to testing of a sample of my blood for the following: (check only one)
  - Human Immunodeficiency Virus (HIV)
  - Hepatitis B Virus (HBV)
  - Both the Human Immunodeficiency Virus (HIV) and the Hepatitis B Virus (HBV)
  - Other: \_\_\_\_\_ (please indicate)
2. I understand that a positive HIV test does not necessarily mean a person has AIDS; testing can assist healthcare personnel in medical management and infectious disease control of the virus.
3. I understand that I should rely on my physician for information regarding the nature and purpose of the HIV/HBV test and the meaning and significance of the result of the test.
4. I understand that HIV/HBV testing is not always 100% accurate and that results may be "false negative" (negative results when the virus is actually present) or "false positive" (positive results when the virus is not present). If a positive result is obtained, additional tests will be done to attempt to confirm the test results.
5. I understand the results of the test will be confidential and will not be disclosed unless necessary for ISD # 917 to comply with the provisions of OSHA's Bloodborne Pathogen Regulation (29 CFR 1910.1030). If you are a source individual, disclosure will be made to the exposed employee and their healthcare professional.

6. I understand I can personally make arrangements to have my blood drawn, as authorized, or that arrangements will be made for me, with the assistance of district personnel or other designated parties.
7. I certify that this form has been fully explained to me, that I have read it or had it read to me, and that I understand its contents. I have been given an opportunity to ask questions about the test and I believe that I have sufficient information to give informed consent/declination.

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

<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 BBP5 Source Individual Consent or Declination for Blood Testing**

Name of Source Individual: \_\_\_\_\_ Today’s Date: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Form BBP 5 asks for permission to have your blood sampled and tested for HBV and HIV. The exposed individual may have their blood drawn and tested by a medical provider of their choice or at Apple Valley Medical Clinic. Forms BBP 3 (Transmittal Letter) and BBP 6 (Health Care Professional Written Opinion) should go with the exposed individual and be given to the medical provider administering the test.

If the source individual declines to sign permission to have their blood tested, send form BBP 5 to District Health Services/Nursing. The district will review and assist in obtaining permission, as appropriate.

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.

- 8. 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)
  
- 9. 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.
  
- 10. I understand that I should rely on my physician for information regarding the nature and purpose of the HIV/HBV test and the meaning and significance of the result of the test.
  
- 11. 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.
  
- 12. 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.

- 13. 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.
- 14. 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>			
Name _____ (Print Name/Other Legally Responsible Person)	Witness _____ (Print Name/Witness)		
Signature _____	Signature _____		
Date _____	Time _____	Date _____	Time _____

<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 _____

**BBP6: Healthcare Professional Written Opinion**

Date: \_\_\_\_\_

Exposed Employee: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

The above individual received a medical evaluation on \_\_\_\_\_ (date):

- For an occupational exposure to blood or other potentially infectious material
- As source individual involved in a potential BBP exposure incident

The Intermediate School District #917 provided the required information necessary for the evaluation. Please indicate the following:

- Hepatitis B vaccine was provided
- Hepatitis B vaccine was not provided

Notes: \_\_\_\_\_  
\_\_\_\_\_

- The above individual was informed as to the results of the evaluation
- The individual was informed about medical conditions resulting from the exposure that may require further evaluation or treatment.

Notes: \_\_\_\_\_  
\_\_\_\_\_

- All other medical information is maintained at the healthcare professional’s facility

Please forward this form or similar form to the attention of Health Services/Nurse:

Joan Asmus, Licensed School Nurse, Lead  
1300 145<sup>th</sup> Street  
Rosemount, MN 55068  
651-230-6731  
Fax: 651-423-8776

_____ LSN	_____, LSN
Cedar School	Alliance Ed. Center
2140 Diffley Road	14300 Biscayne Ave.
Eagan, MN 55122	Rosemount, MN 55068
952-707-4000	651-423-8130
Fax: 952-7070-4002	Fax: 651-423-8120

Date sent to ISD 917: \_\_\_\_\_

\_\_\_\_\_  
(Clinic Name and Phone Number)

\_\_\_\_\_  
( Print Name of Health Care Professional)

\_\_\_\_\_  
(Signature of Health Care Professional)

\_\_\_\_\_  
(Signature of Parent/Guardian, if applicable)

## **BBP7: 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 <sup>TM</sup> Spray Disinfectant (MUST use for all body fluid clean up involving possible blood)

#### **1. PROTECT YOURSELF AND THE AREA**

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

#### **2. REMOVE BODY FLUIDS SAFELY**

- Soak up liquids with absorbent, disposable towels.
- If there is a large volume, use absorbing granules. Pick up debris with cardboard pieces.
- For carpet, vacuum granular remains if necessary.
- Place debris and disposable materials used in plastic bag.

#### **3. CLEAN AND DISINFECT THE AREA**

- **CLEAN** the area with soap and water or general cleaning agent. Use disposable towels.
- **RINSE** WITH CLEAR WATER. Use disposable towels.
- **APPLY DISINFECTANT** \*\* and **allow to air dry (at least 10 minutes)**.
- **CARPET** Use the same process as above. Extra agitation, cleaning agent, and water may be necessary. Repeat wash until blood or body fluids are gone. Rinse and apply disinfectant. Allow to air dry.

#### **\*\*AN APPROPRIATE DISINFECTANT IS:**

- EPA APPROVED (Environmental Protection Agency Approved as “sterilant”) or
- Tuberculocidal (lists on the bottle that it is capable of killing tuberculosis) or Lysol Spray Disinfectant
- Bleach & Water Solution

To prepare bleach solution, mix 2 teaspoonfuls bleach to one quart water.

**BLEACH SOLUTION MUST BE MIXED DAILY.**

**DO NOT MIX BLEACH WITH ANY OTHER CHEMICALS OR PRODUCTS.**

**LABEL BLEACH SOLUTIONS AND KEEP OUT OF REACH OF CHILDREN.**

#### **4. FINISHING**

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

**WASH YOUR HANDS COMPLETELY.**

**Board Policy 6.15 Wellness** states the Food Service Program Administrator/Business manager will annually inform the community about district progress in attaining the goals of the Wellness Policy. This Policy was reviewed and approved by the board on April 7, 2014 (copy of complete policy enclosed). ISD 917 has made progress in attaining goals within this policy and I would like to summarize by location the reports provided by our Assistant Directors supervising these locations.

**Goal 1 - Physical Activity:**

Don Budach, Assistant Director

**TESA:**

Students participate in recreation and leisure activities in the community as well as a part of our curriculum in Health and Fitness and Lifetime Recreation classes. Students are engaged in a variety of activities such as bowling, bocce ball, kickball, yoga, walking, seasonal outdoor activities and utilizing the DCTC fitness center.

**PACES:**

Students participate in a variety of motor related activities throughout the school day. Specialists such as DAPE and OT provide services related to students motor needs during DAPE and Occupational Therapy. In the elementary program recess is a part of the daily routine, allowing student's time to access playground equipment and interact with their non-disabled peers.

**DASH:**

Students participate in a variety of adapted motor related activities on a daily basis with the support of staff. Specialists such as DAPE, OT and PT also address the students motor needs based on their ability

Sara Pratt, Assistant Director

**Alliance Education Center:**

Physical Education/DAPE is offered each day. A portion of the curriculum dedicated to educate students on the benefits of a healthy lifestyle and what a healthy lifestyle means. Short physical breaks are provided throughout the academic day, and motor activities are designed and supported by Occupational Therapists to meet individual student needs as needed.

Jennifer Hetland, Assistant Director

**Options and Anthony Louis:**

Teachers create opportunities for physical activity throughout the instructional day.

**Juvenile Service Center/New Chance:**

Physical Education/DAPE is offered each day/ a portion of the curriculum dedicated to educate students on the benefits of a healthy lifestyle and what a healthy lifestyle means. Short physical breaks are provided throughout the academic day.

**Youth Transition Program:**

Teachers create opportunities for physical activity throughout the instructional day.

Kitri Kyllo, Assistant Director

**D/HH Preschool:**

Learners participate daily in physical activity in the DEC motor room, and then also with another planned physical activity session either outside on the playground, or in the DEC gym, depending on the weather. Some learners with motor delays additionally receive PT services to develop their balance, strength and coordination skills to be as physically active as they are able. In addition, the D/HH preschool classrooms start out the morning with Brain Gym activities, and additional movement/sensory breaks are provided throughout the school day per individual student's sensory/physical needs.

**D/HH Gideon Pond Elementary:**

Students participate in physical activity during their school day with regular physical education classes provided in the general education setting at Gideon Pond, which follows the District 191 PE curriculum. In addition, learners participate in physical activity by playing games and playing on playground equipment during daily recess. Staff promotes learners' participation during their supervision of students in both school PE classes and recess settings. Some learners with motor delays additionally receive PT and DAPE services to develop their balance, strength and coordination skills to be as physically active as they are able. In addition, learners participate in Brain Gym and Me Moves activities at certain times of the school day, and additional movement/sensory breaks are provided throughout learners' school day per individual student's sensory/physical needs.

**D/HH Century Middle School:**

Students participate in physical activity during their school day with regular physical education classes provided in the general education setting at Century Middle School, which follows the District 194 PE curriculum.

**D/HH Lakeville North High School:**

Students participate in physical education classes per high school credit requirements.

David Stoll, Assistant Director

**IDEA (Cedar School):**

Students participate in a 30 minute Physical Education class each day.

**SUN (Cedar School):**

Students in the group setting participate in a 30 Physical Education class each day. They also have breaks during the day for shorter periods (10-15 minutes) of physical activity such as walking, playing catch, shooting baskets in the gym, etc. Students in the individual program participate in either a small group or individual DAPE. Many of the students have scheduled time in the sensory room.

**TEA (Lebanon Education Center):** All students have a 30 minute physical education class each day. Many students have scheduled in the sensory room and the room is available to all students for physical breaks during the day.

Eric Van Brocklin, Principal

**DCALS (DCTC Campus):**

Students are given the opportunity to participate in Physical Education class on quarter to quarter basis. We provide time during our daily advisory class for staff to get students involved in group activities such as dodge ball, kick ball, soccer and walking around the campus.

**DCALS (North Campus):**

Students are given the opportunity to participate in Physical Education class on quarter to quarter basis. We provide time during our daily advisory class for staff to get students involved in group activities such as dodge ball, kick ball, soccer and walking around the campus.

**Goal #2 - Nutritional Education and Promotion:**

Don Budach, Assistant Director

**TESA:**

Students are taught about healthy eating habits in Independent Living, Home Living Basics and Health and Fitness. Students also learn about serving sizes, reading labels, planning balanced meals and healthy food choices.

**PACES:**

Students have an opportunity for a healthy snack during break time. Students also learn about healthy eating through curriculum accessed in both special education and general education classrooms.

**DASH:**

Student's nutritional needs are met per their individualized plan.

Sara Pratt, Assistant Director

**Alliance Education Center:**

Life skills curriculum includes nutrition education, students participate in creating healthy meals. Teachers are encouraged to incorporate nutritional information into subject lessons when appropriate. The school offers appropriate foods and snacks at the student store.

Jennifer Hetland, Assistant Director

**Options and Anthony Louis:**

Teachers incorporate nutritional information into subject lessons when appropriate. Students are encouraged to bring healthy lunches to program.

**Juvenile Service Center/New Chance:**

Life skills curriculum includes nutrition education, students participate in creating healthy meals. Teachers are encouraged to incorporate nutritional information into subject lessons when appropriate.

**Youth Transition Program:**

Teachers incorporate nutritional information into subject lessons when appropriate. Students are encouraged to bring healthy snacks and lunches to program.

Kitri Kylo, Assistant Director

D/HH Preschool:

The parents of learners are encouraged by staff to provide healthy snacks and lunches for their preschool-age children, and staff educates the young preschool learners about healthy food choices within the context of instruction during snack and lunch time.

D/HH Gideon Pond Elementary:

Students are taught about healthy eating habits and making healthy food choices through the District 191 general education health education curriculum, through District 191's very proactive guidance of good nutrition through their breakfast and lunch programs, as well as District 191's deliberate instruction about this area in general education classrooms through special in-services. Staff encourages students to make healthy food choices. Finally, learners who have need have access to 191's *Brain Food in a Backpack* program where they receive a backpack of healthy food to help provide them proper nutrition during the weekend.

D/HH Century Middle School:

Students are taught about healthy eating habits and making healthy food choices through the general education health education curriculum, and District 194's food service programs. Staff encourages students to make healthy food choices.

D/HH Lakeville North High School:

Students are taught about healthy eating habits and making healthy food choices through the general education health education curriculum, and District 194's food service programs. Staff encourages students to make healthy food choices.

David Stoll, Assistant Director

IDEA (Cedar School):

A portion of the student's health class focuses on healthy eating and nutritional needs. As part of Transition Skills and "Friday Activities" students will learn to make health meals and snacks. The school store at Cedar has started the transition to selling items that meet the new guidelines. This past year pop and candy were no longer sold.

SUN (Cedar School):

Group classrooms taught healthy eating as part of the Life Skills class and students learned to make healthy meals and snacks. The school store at Cedar has started the transition to selling items that meet the new guidelines. This past year pop and candy were no longer sold.

TEA (Lebanon Education Center):

Students learned about healthy eating as part of their Life Skills classes. Cooking activities focused on healthy eating and snacks offered to students also focused on healthy items.

Eric Van Brocklin, Principal

**DCALS (DCTC Campus):**

Students are provided the opportunity to enroll in a Health class throughout the year. Staff address healthy living choices during daily advisory class. Students are periodically involved in cooking activities that promote healthy choices in foods.

**DCALS (North Campus):**

Students are provided the opportunity to enroll in a Health class throughout the year. Staff address healthy living choices during daily advisory class. Students are periodically involved in cooking activities that promote healthy choices in foods.

## **600 STUDENTS**

### **6.15 WELLNESS**

#### **I. PURPOSE**

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

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

- A. The school board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.
- B. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school district nutrition and physical activity policies.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

#### **III. GOALS**

##### **A. Physical Activity**

- 1. Through district curriculum district 917 will educate students to recognize that physical education is an essential component of the educational process and that good health fosters student achievement.
- 2. Provide opportunities to strengthen the skills and knowledge needed to maintain a healthy lifestyle through the district's physical education and health curricula.

3. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;
4. Teachers will be encouraged to develop opportunities for physical activity that can be incorporated into subject lessons and are encouraged to provide short, physical activity breaks during class.

**B. Nutrition Education and Promotion**

1. Through district curriculum district 917 will provide nutrition education that follows national and state standards and focuses on understanding the relationship between personal behavior, individual health and the impact of food choices.
2. Provide nutrition education that is developmentally appropriate, culturally relevant and includes participatory activities.
3. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte [snack] lines, vending machines, fundraising events, concession stands, and student stores.
4. Teachers will be encouraged to incorporate nutritional information into subject lessons when appropriate.

**IV. NUTRITION GUIDELINES**

**A. Foods and Beverages**

1. All foods and beverages made available on campus (including concessions and a la carte cafeteria items) will be consistent with the current USDA Dietary Guidelines for Americans.
2. Food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.
3. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.

4. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
5. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
6. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
7. Food will not be used as a reward or punishment for academic performance or behavior. Per the Americans with Disabilities Act, special Consideration will be given for students with an Individual Education Plan, 504 accommodation or with special health and dietary requirements.

B. School Food Service Program/Personnel

1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.
2. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.
3. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Communications with Parents

1. The school district recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support

parents' efforts to provide their children with opportunities to be physically active outside of school.

## V. IMPLEMENTATION AND MONITORING

- A. After approval by the school board, the wellness policy will be implemented throughout the school district.
- B. District 917 will maintain a Health and Wellness Committee to support the goals of the Wellness Policy. The committee will compile data reported from schools to assess compliance with the Wellness Policy and report to the superintendent on the progress made by the district in attaining the goals of the Wellness Policy.
- C. School food service staff, at the school or district level, will ensure compliance within the school's food service areas and will report to the food service program administrator, the building principal, or the superintendent's designee, as appropriate.
- D. The school district's food service program administrator will annually inform the community about district progress in attaining the goals of the Wellness Policy.
- E. The superintendent or designee will ensure compliance with the wellness policy and will provide an annual report of the school district's compliance with the policy to the school board.

**Legal References:** 42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)  
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)  
P.L. 108-265 (2004) § 204 (Local Wellness Policy)  
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)  
7 C.F.R. § 210.10 (School Lunch Program Regulations)  
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

**Local Resources:** Minnesota Department of Education, [www.education.state.mn.us](http://www.education.state.mn.us)  
Minnesota Department of Health, [www.health.state.mn.us](http://www.health.state.mn.us)  
County Health Departments  
Action for Healthy Kids Minnesota, [www.actionforhealthykids.org](http://www.actionforhealthykids.org)

Board Approved: October 6, 2009  
Board Approved: April 7, 2014



# **Dakota County Area Learning School**

**Home of Career & Technical Education**

Intermediate School District 917 is an Equal Opportunity Educator and Employer

DCALS Office • 651.423.8458 • 651.423.8263 • 651.423.8287 • Fax 651.423.8760

Eric Van Brocklin, Principal

**TO:** John Christiansen, Supt.  
**FROM:** Eric Van Brocklin, Principal  
**RE:** Lead Teacher positions  
**DATE:** April 11, 2016

I am writing to respectfully recommend the following staff members for the lead teacher positions for the 2016-2017 school year.

<u>Name</u>	<u>Comment</u>
Patty LaBeau	Dakota County Area Learning School (Tech)
Erin Mahnke	Dakota County Area Learning School (DCALS)
Don Williams	Dakota County Area Learning School (North)
EVB	

To: John Christiansen  
Superintendent

From: Melissa Schaller  
Director of Special Education

Re: 2016-2017 Special Education Lead Teacher Assignments

Date: April 11, 2016

The position of lead teacher provides assistance to the staff and to the administration in a variety of ways including:

- Providing resources, training and support to staff
- Being available to staff in the absence of the assistant director
- Monitoring due process
- Attending team meetings as an administrative designee
- Completing intake meetings
- Serving as a mentor
- Assisting in crisis management
- Developing curriculum and supporting equipment needs

Based on review of interested applicants, I am recommending that the following individuals be appointed as lead teachers for the 2016-2017 school year:

<b>Name</b>	<b>Program</b>
Meghan Dobson	IDEA/SUN – Alliance Education Center
Carmen Eaton	YTP, Curriculum and Testing
Lindsey Hartjes	School Psychology
Lori Klein	Blind-Visually Impaired – Purchase of Service
Ann Mayes	Deaf/Hard of Hearing – Purchase of Service
Wendi Renken	IDEA/TEA – Lebanon Education Center
Amy Swaney	SUN – Cedar School
Brenda Tollefson	DASH, PACES, TESA, and DCALS-special education
Open	Anthony Louis, JSC, Options, Related Services, curriculum and testing

These assignments are subject to an annual appointment by the school board.