

**INTERMEDIATE SCHOOL DISTRICT 917  
IN DAKOTA COUNTY**

**REGULAR SCHOOL BOARD MEETING**

**Tuesday, May 2, 2017**

**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** 3
- V. **Consent Items - Chair Lewis**
  - A. Minutes, April 5, 2016, Regular School Board Meeting - John Christiansen 8
  - B. Minutes, April 18, 2017, School Board Work Session- John Christiansen 11
  - C. Personnel Considerations 2016-2017 - John Christiansen 12
- VI. **Donations - Jill Lewis** 15
- VII. **Business Manager's Report - Nicolle Roush**
  - A. Review and Approve Payment of Bills 16
  - B. Review and Approve Wire Transfers 21
  - C. Review and Approve Investment Report 37
- VIII. **Reports**
  - A. Resolution Teachers' Appreciation Week - John Christiansen 38
  - B. Review and Approve Blood Borne Pathogens Control Plan - John Christiansen 40
  - C. Review Wellness Policy goals -Nicolle Roush 71
- IX. **Policies**
  - A. Review revised Policy 467, Staff Recognition, final reading - John Christiansen 76
  - B. Review Revised Policy Section 100 School District, final reading - John Christiansen 79
  - C. Review Policy 905 Establishment and Adoption of School District Budget, first reading - John Christiansen 94
- X. **New Business**
  - A. Review and Approve Secondary and Special Education Lead Teachers for 2017-2018 - Melissa Schaller/Eric VanBrocklin 107
  - B. Board consideration of approval of revised Superintendent position description and revised Performance Evaluation document - John Christiansen 109
  - C. Board consideration of approval of individual contracts for Licensed Psychologist (Mental Health Specialist), Board Certified Behavior Analysts, Mental Health Professional Coordinator, Licensed Independent Clinical Social Worker - John Christiansen 112
  - D. Personnel Considerations 2017-2018 - John Christiansen 114
  - E. Board consideration of approval of the 2017-2020 Strategic Directives document - John Christiansen 130
- XI. **Adjournment**

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

May 25, 2017 - 12:30 PM, Lebanon Education Center, 4800 149th Street, Apple Valley

June 2, 2017 - 11:30 PM, DASH Graduation, Henry Sibley high School, 1897 Delaware, Mendota Heights, Room 199

June 6, 2017 - 12:30 PM, Graduation, Alliance Education Center, 14300 Biscayne, Rosemount  
June 6, 2017 - 1:00PM, DASH & PACES Graduation, Lakeville North High School, Room 248  
June 6, 2017 - 5:00 Pm, Regular School Board Meeting, 917 Board Room  
June 7, 2017 - 12:30 PM, TESA Graduation, DCTC, Dakota Room  
June 7, 2017 - 2:00 PM, DCALS North Graduation, 150 E. Marie, West St. Paul  
June 7, 2017, 7:00 PM, DCALS Graduation, DCTC Commons

## Good News

Tuesday, May 2, 2017

- Congratulations to Sheri Frisque, ISD 917 Teacher of Blind/Visually impaired, and Shannon Rosenberg, ISD 917 Deaf/Blind Intervener Assistant, who are both receiving the 2017 Special Education Community Advisory Council (SECAC) Special Caring Award in the Bloomington school district. Sheri was nominated by a classroom teacher in Early Childhood Special Education, and Shannon by a middle school special education teacher. They will receive their awards on Tuesday, April 25. The SECAC sponsors the award each year to recognize teachers, paraprofessionals and others who have done an outstanding job working with Bloomington district's special education students.
- A total of 13 families attended TESA's caregiver support group Thursday, April 20<sup>th</sup> hosted by Beck Zuehlke and Pat Arneson. All the caregivers and students appreciated and were excited about the food that was provided by Diana O'Neil's class and the students enjoyed spending time socially with their peers outside of the meeting with Ann Staples. The meeting was held in the COST classroom.

This support group would not be possible without the help of the TESA staff spreading the word to caregivers and organizing students to help drive the planning and preparation for this meeting. The students learn valuable skills while building pride in the work they do!

Our next caregiver support group is scheduled for May 18<sup>th</sup>, 2017 from 6-7:30 p.m. We intend to continue with this next year!

- Students in DASH at Henry Sibley High School will celebrate Prom on Friday, May 19<sup>th</sup> from 1:00 to 2:00 p.m. in the small gym at Henry Sibley High School. The theme this year is "Grease." This event has traditionally been well attended by students and staff.
- The staff at Alliance Education Center hosted their 2<sup>nd</sup> Annual Law Enforcement Appreciation potluck on Thursday, April 13<sup>th</sup>. Several law enforcement officials representing Dakota County Sheriff's office and the Rosemount city police department came to eat as staff shared their appreciation for all the support the officers provide to our students, their families, and our staff.
- On Thursday, April 20<sup>th</sup>, students and staff in Ms. Weis', Ms. Lehman's and Mr. Well's room hosted a luncheon spectacular for family members. The Dan Sullivan Conference Room was packed full as students and their families enjoyed a lunch of chicken, mashed potatoes, vegetables and cupcakes. The lunch was planned and made by the students (with just a little help from the staff). Entertainment was provided by students in Ms. Weis' class who played songs on guitar and keyboard that they have been working on in music class. Students in Ms. Lehman's class shared the ecosystems they have created to support their classroom beta fish. So much fun was had, the students were asking to have another lunch before the end of the year! Plans are already underway.
- Through grants provided by the Minnesota Department of Education and the Metro ECSU seven ISD 917 Assistive Technology (AT) team members: Patti Eldred, Jennifer Hetland, Lori Klein, Berdetta Lang, Amanda Peters, Taylor Thomas, Lynn Quam attended the Charting the C's

conference in Alexandria, Minnesota. The conference focused on Everyday Educators Doing Extraordinary Things. There were several activities the committee members participated in

- The 917 Assistive Technology Committee showcased their years' work at the conference poster session. Included in the presentation were the Assistive Technology Considerations Form, the 917 Assistive Technology Fair and how to use the *Do Ink* app to create interesting videos and pictures using a green screen. (see photo below)
- Taylor Thomas presented in a session titled The Age of Innovation: The Impact of Media Barriers on Instructional Access. This presentation gave knowledge on accessibility in the classroom through closed captioning.



Good News Report  
Secondary Programs  
May, 2017

-We have had 71 graduates as of today. (24 super seniors, 26 early '17 grads, 21 DCALS/917 grads) There are 5 juniors almost finished with credits who are preparing to apply for the Early Middle College program.

-4 people have contacted the Construction Trades Dept. wanting us to build the 2017-2018 Student Built House for them.

2 construction companies contacted me inquiring about carpenters.

Farmington/Rosemount Newspaper came to do a story regarding the Whitetail Woods Cabins. To be in week of May 3<sup>rd</sup>.

Paul Landwehr-Construction Trades Teacher

-In coordination with Street Law Inc., three law students from William Mitchell: Angelica, Caitlyn, and Rebecca, on a weekly basis visit and teach students about a variety of law topics. Students have been enjoying and taking advantage of the opportunity to learn about the law and how these three people have moved to and through college. Their visits include an assistant District attorney from Anoka County and public defender Bradford Colbert, whose accomplishments include arguing before the U.S. Supreme Court.

-Fundamental Chef Training students expressed interest in doing a Japanese Hibachi lab in class. They did some research on traditional hibachi ingredients and especially the recipe for hibachi rice. The students sliced chicken, pork, and beef; and marinated the beef in a teriyaki-type marinade. They sliced, diced, and chopped more than fifteen types of vegetables. They cooked rice noodles & rice and prepared both orange barbeque and teriyaki cooking sauces. All of the preparation took a full school day. The following day, the students were able to choose their combination of meat, vegetables, and sauces. They used our flat top grills to prepare their creations. An interesting ingredient blend that the hibachi rice is finished with is a mixture of butter, granulated garlic, and soy sauce. Chef Patty plans on repeating this lab again next year.





-Our new computer and workspace furniture came in last week. We are in the process of getting it all in its proper space and ready for student use. Our students and staff were wonderful about helping to unload and setup many of the items. We will work on getting our North campus items in place over this week. A word of thanks to Hank Broback and Mark Hanson of DCTC for helping to unload and store our furniture in the campus warehouse. This new furniture and workspace will greatly enhance the atmosphere and attitude of our students. It will also allow them a space to work and make appropriate choices during break time and lunch time. The staff and students thank you for your continued support.





## INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, April 4, 2017, at 1300 145<sup>th</sup> Street East, Rosemount, MN 55068.

**Members Present:** Dick Bergstrom, DeeDee Currier, Dan Cater, Bob Erickson, Wendy Felton, Vanda Pressnall, Jill Lewis, Melissa Sauser, and ex-officio member Superintendent John Christiansen.

**Members Absent:** Joanne Mansur.

**Also Present:** Nicolle Roush, Eric Van Brocklin, Richelle Gernes, Kaitlin Adams, Sara Pratt, Dave Stoll, and Melissa Schaller.

School Board Chair Jill Lewis called the meeting to order at 5:00 PM.

The Pledge of Allegiance was conducted.

There were no visitors to be heard.

The good news reports were presented.

1. Motion by Vanda Pressnall, seconded by Dick Bergstrom, to approve the consent items, as presented. All present voted aye. Motion carried.
  - **Minutes:** March 7, 2017, Regular School Board Meeting  
**Personnel:** *New Hires:* Troy Christiansen, Classroom Assistant, effective April 3, 2017. Kali Janssen, Classroom Assistant, effective April 3, 2017. Kristen Mulraney, Administrative Assistant, effective April 10, 2017. Alyssa Nelson, Classroom Assistant, effective March 6, 2017. Lisa Ruhland, Classroom Assistant, effective March 13, 2017. Bobbie Jo Szulim, Health Associate, effective March 13, 2017. *Change in status:* Joan Asmus, Licensed School Nurse, continue at 1.0 FTE (185 days, 8 hours per day) effective August 28, 2017, for the 2017-2018 school year only. Ashley Fischer, Special Education Teacher, medical leave request effective March 9, 2017, with an expected return date of April 10, 2017. Teresa Kane, Classroom Assistant, medical leave request effective March 12, 2017, with an expected return date of April 11, 2017. Caroline Peterson, Sign Language Interpreter, maternity disability leave effective on or about July 1, 2017, with an expected return date of September 25, 2017. MiKayla Sanocki, Physical Therapist, increase from 113 days per year (.6 FTE) to 186 days per year (1.0 FTE) effective August 25, 2017. *Resignations and Terminations:* Erin Billig, Classroom Assistant, effective February 17, 2017. Saige DeFlorin, Special Education Teacher, effective June 9, 2017. Kali Janssen, Classroom Assistant, effective April 4, 2017. Paul Roush, Program Assistant, effective March 24, 2017.
2. Motion by Dan Cater, seconded by Dick Bergstrom, to approve the bills from February 27, 2017, through March 29, 2017, the wire transfers, and the Investment Report for the month of February, as presented by the Business Manager. (Addendum A.) All present voted aye. Motion carried.

Sara Pratt presented Kaitlin Adams with the 917 Teacher of the Spring Quarter.

Dave Stoll presented Richelle Gernes with the 917 Employee of the Spring Quarter.

3. Motion by Wendy Felton, seconded by Dan Cater, to approve the Temporary Employee Report as presented. (Addendum B.) All present voted aye. Motion carried.

The Accounts Receivable Aged Invoice Report was reviewed.

Melissa Schaller presented the 2017-2018 Special Education Staffing.

4. Motion by Dick Bergstrom, seconded by Bob Erickson, to approve revised Policy 6.76, Immunization Policy, final reading, as presented. (Addendum C.) Voting aye: Dick Bergstrom, DeeDee Currier, Bob Erickson, Wendy Felton, Vanda Pressnall, Jill Lewis, Melissa Sauser. Voting naye: Dan Cater. Motion carried.

The following policies were reviewed on a first reading basis:

- Policy 467, Staff Recognition; (insert \$100 District Supported, \$25 fundraising)
- Policy 101, Legal Status of the School District;
- Policy 102, the Name of the School District;
- Policy 103, School District Boundaries;
- Policy 104, Equal Educational Opportunity;
- Policy 105, Statement of Mission (Melissa Sauser suggested to remove this from Board Policy).

The following policies were reviewed for deletion (first reading):

- Policy 1.41, Policies Resulting from Mission Delineation Process;
- Policy 1.42, Application of the Member District Membership Fee;
- Policy 1.52, Mission Statement for Special Education Programs;
- Policy 1.62, Belief Statements for Special Education Programs.

5. Motion by DeeDee Currier, seconded by Dick Bergstrom, to approve the ISD 917 Calendar for 2017-2018, as presented. (Addendum D.) All present voted aye. Motion carried.
6. Discussion on removing the approval of the Treasurer to authorize the payment of bills prior to Board approval. Board Member Bob Erickson would like a policy for items outside of the budget or change orders. Nicolle Roush verified that there are many checks and balances prior to a bill being paid. A policy will be brought to the next Board meeting on May 2, 2017.
7. 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 Amanda Boehmer, Brenda Croell, Shae Elliott, Shelbee Jaeger, Gabriela Kubik, Joseph Lorentz, Alyssa McDonough, Cailin Mcgrath, Leah Palma, Christine Quinn, Angelyn Weber, 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: Dick Bergstrom, DeeDee Currier, Dan Cater, Deb Clark, Melissa Sauser, Bob Erickson, Jill Lewis, Vanda Pressnall and voting against the same: none. Whereupon said resolution was declared duly passed and adopted. (Addendum E.)
8. Motion by Bob Erickson, seconded by Dick Bergstrom, to deny the extended leave of absence request for Steve Winge, as presented and recommended by the superintendent. (Addendum F.) All present voted aye. Motion carried.
9. Discussion on the revised Superintendent Performance Evaluation Instrument. Board Member Bob

Erickson would like added under Essential Functions: “provides leadership to **district level administrators and superintendent office support personnel.**” Also add under Represents the District....”functions/activities **and with DCTC and Minnesota State.**

Board Member Dick Bergstrom would like all the Board Members to agree, if a rating system is used, that they are all on the same page of what a “5” means and what a “1” means so everyone follows the same set of rules.

10. Motion by Dan Cater, seconded by Wendy Felton, to adjourn the meeting. All present voted aye. Motion carried.

There being no further business the meeting adjourned at 6:52 P.M.

The next regular School Board Meeting will be Tuesday, May 2, 2017, in the 917 Board Room at Dakota County Technical College.

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Clerk

## INTERMEDIATE SCHOOL DISTRICT 917

A Board work session of the Intermediate School District 917 School Board was held on Tuesday, April 18, 2017, at 4:30 PM, in the 917 Board Room at Dakota County Technical College.

**Members Present:** Dick Bergstrom, Dan Cater, Bob Erickson, Dee Dee Currier, Vanda Pressnall, Melissa Sauser, Jill Lewis, and ex-officio member Superintendent John Christiansen.

**Members Absent:** Joanne Mansur and Wendy Felton

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

Chair Jill Lewis called the meeting to order at 4:30 PM.

The Pledge of Allegiance was conducted.

Business Manager Nicolle Roush reviewed the preliminary budget for 2017-2018. The budget will be brought back at the June Board meeting for final approval.

Supt. Christiansen reviewed the Strategic Directives Draft for 2017-2020 with the Board. This will be put on the May Board meeting for approval.

Motion by Dan Cater, seconded by Bob Erickson, to adjourn the meeting. All in favor voted aye. Motion carried.

There being no further business, the meeting was adjourned at 5:20 PM.

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Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED  
FOR ACTION AT BOARD MEETING OF MAY 2, 2017**

**NEW HIRES:**

Jean Bannick, Occupational Therapist, effective April 17, 2017.

Kennedy Ellinghuysen, Classroom Assistant, effective April 17, 2017.

**CHANGE IN STATUS:**

Kellie Lange, Classroom Assistant, maternity disability leave effective on or about August 5, 2017, with an expected return date of October 30, 2017.

**RESIGNATIONS & TERMINATIONS:**

Erin Carik, Classroom Assistant, effective June 8, 2017.

Brittney Guerrero, Classroom Assistant, effective May 1, 2017.

Taylor Hewitt, Classroom Assistant, effective April 6, 2017.

Ann Horrmann, Classroom Assistant, effective May 19, 2017.

Alyssa Nelson, Classroom Assistant, effective April 10, 2017.

Sara Pratt, Assistant Director of Special Education, effective June 30, 2017.

Alyssa Stone, Classroom Assistant, effective April 10, 2017.

To Bd 5/2/17

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: April 18, 2017	Teaching Licenses Held:
NAME: Jean Bannick	
Position: OT	
College: Secondary: Special Education: District:	Recommended Salary : 59,087 prorated to 12,164.97
	Employment Date: 4/17/17

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Benilde-St. Margaret's	Yes	Generals	Yes
Technical College	Inver Hills	Yes	Generals	AS
College	U of M	Yes	Interior Design and OT	BA,MA
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
Center for Speech/Language	2010	Current	OT, Manager
Prostep Rehabilitation	12/09	4/10	OT
Evolution Therapy	4/10	Current	OT

Total Years Experience 8

**Remarks:**

Jean will be an Occupational Therapist in the district replacing Karri Fisher.

To Bd 5/2/17

**DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION**

DATE: April 3, 2017	Teaching Licenses Held:
NAME: Kennedy Ellinghuysen	
Position: Classroom Assistant	
College:    Secondary:    Special Education:    District:	Recommended Salary : \$16.95 hourly
	Employment Date: 4/17/17

**Education:**

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Kasson/Mantorville High	Yes	Generals	Yes
Technical College				
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
Kasson-Mantorville Nursery Group	9/16	Current	Aide
Michelle Amundson	6/16	8/16	Nanny

Total Years Experience 6 months

**Remarks:**

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

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**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 \$1540.

1. Donation of \$1500 to the TESA program from Dakota County Voiture 1457, 40 Hommes Et 8 Chevaux to be used for student activities and specifically the spring formal. (Value: \$150.)
  
2. Donation of books to the TESA Program from Tom Marks of Eagan to be used for the new TESA student book club. (Value \$40.)

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: 03/30/17 - 04/24/17

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
322029	S	\$2333.79	03/30/17	23678	0	AMAZON.COM, LLC	OUTSTANDING
322030	S	\$87.49	03/30/17	18052	0	BIRD & CRONIN	CLEARED
322031	S	\$26.22	03/30/17	21674	0	CENTURYLINK	OUTSTANDING
322032	S	\$224.99	03/30/17	29120	2	CITY OF APPLE VALLEY	OUTSTANDING
322033	S	\$851.28	03/30/17	06276	0	CITY OF ROSEMOUNT	OUTSTANDING
322034	S	\$884.18	03/30/17	21866	0	DAKOTA COUNTY TECH COLLEGE	OUTSTANDING
322035	S	\$1108.06	03/30/17	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
322036	S	\$255.00	03/30/17	22631	0	GOVCONNECTION INC	OUTSTANDING
322037	S	\$265.20	03/30/17	13450	0	IND SCH DIST 200	OUTSTANDING
322038	S	\$1237.50	03/30/17	24606	0	INFINITE CAMPUS, INC	OUTSTANDING
322039	S	\$2959.48	03/30/17	23297	0	INNOVATIVE OFFICE SOLUTIONS	CLEARED
322040	S	\$415.00	03/30/17	24665	0	KATHERINE THUNE	OUTSTANDING
322041	S	\$2530.08	03/30/17	23917	1	MARCO INC	OUTSTANDING
322042	S	\$2561.57	03/30/17	21061	2	MCGRAW HILL	OUTSTANDING
322043	S	\$1129.23	03/30/17	23874	0	REINHART FOODSERVICE, LLC	CLEARED
322044	S	\$6.78	03/30/17	29040	0	SAM'S CLUB	OUTSTANDING
322045	S	\$262.50	03/30/17	00735	0	SCHMITTY & SONS	OUTSTANDING
322046	S	\$200.00	03/30/17	17420	0	SCIENCE MUSEUM OF MN	OUTSTANDING
322047	S	\$638.62	03/30/17	22907	0	SUPPLYWORKS	OUTSTANDING
322048	S	\$198.00	03/30/17	24048	0	TOTAL TOOL	CLEARED
322049	S	\$5125.00	03/30/17	24556	0	UNIVERSAL CLEANING SERVICES	OUTSTANDING
322050	S	\$4699.02	03/30/17	02776	0	XCEL ENERGY	CLEARED
322051	S	\$276.40	04/04/17	24737	0	VOIDED	VOIDED
322052	S	\$792.00	04/06/17	23217	0	BRAUN INTERTEC CORPORATION	OUTSTANDING
322053	S	\$323.87	04/06/17	16141	0	CARQUEST AUTO PARTS STORES	OUTSTANDING
322054	S	\$55.15	04/06/17	22238	1	DISCOUNT SCHOOL SUPPLY	OUTSTANDING
322055	S	\$4523.32	04/06/17	22631	0	VOIDED	VOIDED
322056	S	\$400.00	04/06/17	24738	0	HOSANNA	OUTSTANDING
322057	S	\$300.00	04/06/17	24692	0	HUSSEIN RAJPUT, PHD, LP	OUTSTANDING
322058	S	\$24783.22	04/06/17	09592	0	IND SCH DIST 191	OUTSTANDING
322059	S	\$986.34	04/06/17	23297	0	INNOVATIVE OFFICE SOLUTIONS	OUTSTANDING
322060	S	\$1376.00	04/06/17	24725	0	JESSICA DODGE	OUTSTANDING
322061	S	\$33.75	04/06/17	08517	0	LILLIE SUBURBAN NEWSPAPER, INC	OUTSTANDING
322062	S	\$82.50	04/06/17	22778	3	LOFFLER COMPANIES	OUTSTANDING
322063	S	\$160.00	04/06/17	06442	7	MACTA	OUTSTANDING
322064	S	\$423.09	04/06/17	23568	0	MEDI-CAR	OUTSTANDING
322065	S	\$180.00	04/06/17	00211	0	MN SCHOOL BOARDS ASSN	OUTSTANDING
322066	S	\$100.00	04/06/17	21744	5	MN STATE COLLEGES & UNIVERSITIES	OUTSTANDING
322067	S	\$8091.24	04/06/17	22195	4	NCS PEARSON, INC.	OUTSTANDING
322068	S	\$273.24	04/06/17	20568	1	OFFICE DEPOT	OUTSTANDING
322069	S	\$1053.84	04/06/17	23690	0	OUTDOOR IMAGES, INC	OUTSTANDING
322070	S	\$3037.50	04/06/17	23915	0	PEDIATRIC HOME SERVICE	OUTSTANDING
322071	S	\$5032.50	04/06/17	24685	0	PROCARE THERAPY	OUTSTANDING
322072	S	\$960.00	04/06/17	24716	0	RACHEL ERICKSON	OUTSTANDING
322073	S	\$651.81	04/06/17	00623	0	REPUBLIC SERVICES	OUTSTANDING
322074	S	\$1574.75	04/06/17	29040	0	SAM'S CLUB	OUTSTANDING
322075	S	\$150.00	04/06/17	20850	0	SCHOOL NURSE ORGANIZATION OF MN	OUTSTANDING
322076	S	\$150.00	04/06/17	24568	0	SPECIAL DELIVERY OF MN, LLC	OUTSTANDING
322077	S	\$136.75	04/06/17	23700	0	STAPLES PRINT SOLUTIONS	OUTSTANDING
322078	S	\$25947.23	04/06/17	23942	0	TEACHERS ON CALL	OUTSTANDING
322079	S	\$39178.00	04/06/17	00643	0	TIES	OUTSTANDING
322080	S	\$10.00	04/06/17	24676	0	TRUSTED EMPLOYEES	OUTSTANDING

Intermediate School Dist 917  
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK  
 DATE RANGE: 03/30/17 - 04/24/17

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
322081	S	\$10362.99	04/06/17	19389	0	WELLS FARGO	OUTSTANDING
322082	S	\$7839.21	04/12/17	40016	0	EDUCATION MINNESOTA, LOCAL 3904	OUTSTANDING
322083	S	\$71.67	04/12/17	24674	0	F.H. CANN & ASSOCIATES, INC	OUTSTANDING
322084	S	\$400.00	04/12/17	24626	0	IOWA DEPARTMENT OF HUMAN SERVICES	OUTSTANDING
322085	S	\$48.00	04/12/17	21651	0	NCPERS MINNESOTA	OUTSTANDING
322086	S	\$161.25	04/12/17	29972	0	RELATED SERVICES NURSES ESP	OUTSTANDING
322087	S	\$3132.87	04/12/17	40018	0	S.E.P., LOCAL 4242	OUTSTANDING
322088	S	\$107.50	04/12/17	29207	0	U.S. DEPARTMENT OF EDUCATION	OUTSTANDING
322089	S	\$205.00	04/12/17	40012	0	UNITED WAY, GREATER TWIN CITIES	OUTSTANDING
322090	S	\$1239.17	04/12/17	40071	0	WADDELL & REED INC	OUTSTANDING
322091	S	\$107.95	04/13/17	17397	0	409-PRAXAIR DISTRIBUTION INC	OUTSTANDING
322092	S	\$27621.00	04/13/17	23997	1	AMERICAN COMPENSATION INSURANCE COMPANY	OUTSTANDING
322093	S	\$369.00	04/13/17	24083	0	BOOTH LAW GROUP	OUTSTANDING
322094	S	\$333.00	04/13/17	22724	0	BUG BUSTERS, INC	OUTSTANDING
322095	S	\$62.99	04/13/17	16244	0	CUB FOODS	OUTSTANDING
322096	S	\$20.12	04/13/17	16244	5	CUB FOODS	OUTSTANDING
322097	S	\$16110.00	04/13/17	40056	1	DAKOTA COUNTY SHERIFF'S OFFICE	OUTSTANDING
322098	S	\$323.05	04/13/17	19401	0	DEX MEDIA EAST, INC.	OUTSTANDING
322099	S	\$2895.22	04/13/17	24666	0	DIGITAL INSURANCE, INC	OUTSTANDING
322100	S	\$1725.67	04/13/17	24734	0	E COMPLETE LLC	OUTSTANDING
322101	S	\$210.20	04/13/17	24073	0	EDUCATORS BENEFIT CONSULTANTS, LLC	OUTSTANDING
322102	S	\$103.18	04/13/17	22944	0	FASTENAL	OUTSTANDING
322103	S	\$754.63	04/13/17	03079	0	FRONTIER COMMUNICATIONS	OUTSTANDING
322104	S	\$2881.72	04/13/17	22631	0	GOVCONNECTION INC	OUTSTANDING
322105	S	\$52.00	04/13/17	07751	1	HASTINGS STAR GAZETTE	OUTSTANDING
322106	S	\$457.50	04/13/17	24725	0	JESSICA DODGE	OUTSTANDING
322107	S	\$180.00	04/13/17	24665	0	KATHERINE THUNE	OUTSTANDING
322108	S	\$170731.15	04/13/17	24694	0	LANGER CONSTRUCTION	OUTSTANDING
322109	S	\$22.91	04/13/17	14116	0	MENARDS	OUTSTANDING
322110	S	\$9588.00	04/13/17	22974	0	MLA ARCHITECTS PLANNERS	OUTSTANDING
322111	S	\$30.00	04/13/17	22657	8	MN DEPT OF EDUCATION	OUTSTANDING
322112	S	\$3534.96	04/13/17	22885	1	MN UNEMPLOYMENT INSURANCE	OUTSTANDING
322113	S	\$558.56	04/13/17	20568	1	OFFICE DEPOT	OUTSTANDING
322114	S	\$25.00	04/13/17	22779	0	PHONAK	OUTSTANDING
322115	S	\$144.00	04/13/17	22957	0	PROFESSIONAL WIRELESS COMMUNICATIONS	OUTSTANDING
322116	S	\$598.94	04/13/17	23874	0	REINHART FOODSERVICE, LLC	OUTSTANDING
322117	S	\$353.95	04/13/17	22826	0	SCHOOL NURSE SUPPLY	OUTSTANDING
322118	S	\$237.83	04/13/17	20620	3	SCHOOL SPECIALTY INC.	OUTSTANDING
322119	S	\$300.00	04/13/17	22730	0	SOUTHWEST/WEST CENTRAL SERVICE CORP	OUTSTANDING
322120	S	\$3100.00	04/13/17	28814	0	SPRINGSTED, INC.	OUTSTANDING
322121	S	\$231.91	04/13/17	24736	0	SUNRISE RIVER PRESS	OUTSTANDING
322122	S	\$26.55	04/13/17	22907	0	SUPPLYWORKS	OUTSTANDING
322123	S	\$21.12	04/13/17	00450	0	TERRY'S HARDWARE	OUTSTANDING
322124	S	\$573.16	04/13/17	07543	0	TIERNEY BROS. INC	OUTSTANDING
322125	S	\$1480.00	04/13/17	23814	0	TRIG LIFE SERVICES	OUTSTANDING
322126	S	\$360.75	04/13/17	23662	0	WESTONE	OUTSTANDING
322127	S	\$15294.26	04/24/17	23942	0	TEACHERS ON CALL	OUTSTANDING
322128	S	\$7839.21	04/24/17	40016	0	EDUCATION MINNESOTA, LOCAL 3904	OUTSTANDING
322129	S	\$67.14	04/24/17	24674	0	F.H. CANN & ASSOCIATES, INC	OUTSTANDING
322130	S	\$400.00	04/24/17	24626	0	IOWA DEPARTMENT OF HUMAN SERVICES	OUTSTANDING
322131	S	\$785.35	04/24/17	40017	0	O.P.E.I.U., LOCAL 12	OUTSTANDING
322132	S	\$161.25	04/24/17	29972	0	RELATED SERVICES NURSES ESP	OUTSTANDING

Intermediate School Dist 917  
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK  
 DATE RANGE: 03/30/17 - 04/24/17

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
322133	S	\$3150.87	04/24/17	40018	0	S.E.P., LOCAL 4242	OUTSTANDING
322134	S	\$100.71	04/24/17	29207	0	U.S. DEPARTMENT OF EDUCATION	OUTSTANDING
322135	S	\$205.00	04/24/17	40012	0	UNITED WAY, GREATER TWIN CITIES	OUTSTANDING
322136	S	\$1239.17	04/24/17	40071	0	WADDELL & REED INC	OUTSTANDING
709864	E	\$95.77	04/12/17	99999	10776	ANNONI, ELIZABETH	OUTSTANDING
709865	E	\$54.08	04/12/17	99999	10776	ANNONI, ELIZABETH	OUTSTANDING
709866	E	\$15.41	04/12/17	99999	11007	ARANA, MARCO	OUTSTANDING
709867	E	\$63.50	04/12/17	99999	9047	ARNESON, PATRICIA	OUTSTANDING
709868	E	\$5.35	04/12/17	99999	9127	BAUER, CARIE ANN	OUTSTANDING
709869	E	\$158.36	04/12/17	99999	3063	BRITTAIN, DONNA MAE	OUTSTANDING
709870	E	\$278.20	04/12/17	99999	8873	BUDACH, DON JAMES	OUTSTANDING
709871	E	\$135.00	04/12/17	99999	5650	COCHRAN, JAMES EDWARD	OUTSTANDING
709872	E	\$100.00	04/12/17	99999	6062	CORNELIUS, LINDA KAY	OUTSTANDING
709873	E	\$16.05	04/12/17	99999	10965	EATON, CARMEN	OUTSTANDING
709874	E	\$4.82	04/12/17	99999	11121	ERICKSON, BRITTANY	OUTSTANDING
709875	E	\$15.52	04/12/17	99999	10949	FISHER, KARRI	OUTSTANDING
709876	E	\$175.48	04/12/17	99999	10949	FISHER, KARRI	OUTSTANDING
709877	E	\$75.97	04/12/17	99999	10442	FLEMING, ANGELITA	OUTSTANDING
709878	E	\$110.21	04/12/17	99999	11078	HENDRICKS, PETER	OUTSTANDING
709879	E	\$485.25	04/12/17	99999	10767	HOREJSI, CRAIG A.	OUTSTANDING
709880	E	\$99.51	04/12/17	99999	11106	HUGHES, GINA	OUTSTANDING
709881	E	\$98.98	04/12/17	99999	9496	IRELAND, KATHLEEN ELIZAB	OUTSTANDING
709882	E	\$13.38	04/12/17	99999	11149	IVERSON, ALICIA	OUTSTANDING
709883	E	\$103.79	04/12/17	99999	10954	JACOBS, CINDY LOU	OUTSTANDING
709884	E	\$278.74	04/12/17	99999	8842	JOHNSON, ROXANN RHYN	OUTSTANDING
709885	E	\$59.40	04/12/17	99999	10631	JOHNSON, SARAH LYNN	OUTSTANDING
709886	E	\$516.28	04/12/17	99999	10631	JOHNSON, SARAH LYNN	OUTSTANDING
709887	E	\$115.00	04/12/17	99999	10292	MARTIN, KIM	OUTSTANDING
709888	E	\$133.22	04/12/17	99999	10938	KAUFMAN, AMY	OUTSTANDING
709889	E	\$12.84	04/12/17	99999	5957	KLIMEK, LORILEA J.	OUTSTANDING
709890	E	\$200.63	04/12/17	99999	10973	KUBIK, GABRIELA	OUTSTANDING
709891	E	\$577.53	04/12/17	99999	6145	KYLLO, KITRI LARSON	OUTSTANDING
709892	E	\$241.29	04/12/17	99999	10857	LAFRANCE, DANIELLE	OUTSTANDING
709893	E	\$143.92	04/12/17	99999	9468	LANGENFELD, CORY LEE	OUTSTANDING
709894	E	\$39.06	04/12/17	99999	9571	LARSEN, BETSY SUE	OUTSTANDING
709895	E	\$6.42	04/12/17	99999	10823	NELSON, MARTA	OUTSTANDING
709896	E	\$49.22	04/12/17	99999	11068	NEWQUIST, MATTHEW	OUTSTANDING
709897	E	\$30.00	04/12/17	99999	9804	NORRING, JASON LEE	OUTSTANDING
709898	E	\$42.59	04/12/17	99999	10521	NWOKEUKU, PATTIJO	OUTSTANDING
709899	E	\$10.38	04/12/17	99999	10625	PAULEY, JACKIE	OUTSTANDING
709900	E	\$90.95	04/12/17	99999	10397	PEMBLE, HOLLY	OUTSTANDING
709901	E	\$21.72	04/12/17	99999	9589	PETERSEN, JENNIFER MAE	OUTSTANDING
709902	E	\$260.00	04/12/17	99999	11056	PETERSON, CAROLINE	OUTSTANDING
709903	E	\$125.02	04/12/17	99999	10944	PRATT, SARA	OUTSTANDING
709904	E	\$2099.51	04/12/17	99999	10944	PRATT, SARA	OUTSTANDING
709905	E	\$137.71	04/12/17	99999	10944	PRATT, SARA	OUTSTANDING
709906	E	\$100.00	04/12/17	99999	5305	RACHUY, ADAM JOEL	OUTSTANDING
709907	E	\$262.15	04/12/17	99999	9914	RHEIN-MEDINA, KENT E.	OUTSTANDING
709908	E	\$98.49	04/12/17	99999	9915	SCHALLER, MELISSA	OUTSTANDING
709909	E	\$119.84	04/12/17	99999	11051	SCHMITZ, AMELIA	OUTSTANDING
709910	E	\$259.48	04/12/17	99999	10405	STOLL, DAVID L.	OUTSTANDING
709911	E	\$256.27	04/12/17	99999	10375	THOMAS, TAYLOR	OUTSTANDING

Intermediate School Dist 917  
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK  
 DATE RANGE: 03/30/17 - 04/24/17

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
709912	E	\$319.40	04/12/17	99999	9094	TOLLEFSON, BRENDA KAY	OUTSTANDING
709913	E	\$81.32	04/12/17	99999	6232	WEILAND, MARY ELIZABETH	OUTSTANDING
709914	E	\$363.27	04/12/17	99999	9192	WOOD, FRAN LOUISE	OUTSTANDING
709915	E	\$89.88	04/12/17	99999	10804	BORMANN, NATALIE	OUTSTANDING
709916	E	\$226.84	04/12/17	99999	9092	DEVENOW, PEARL SUSAN	OUTSTANDING
709917	E	\$109.68	04/12/17	99999	10443	GROFF, CASSIE	OUTSTANDING
709918	E	\$28.89	04/12/17	99999	11112	OTT, LISA MARIE	OUTSTANDING
709919	E	\$217.21	04/12/17	99999	10763	PFISTERER, EMILY	OUTSTANDING
709920	E	\$10.00	04/12/17	99999	10810	RIESGRAF, AMY	OUTSTANDING
709921	E	\$200.00	04/12/17	99999	10405	STOLL, DAVID L.	OUTSTANDING
709922	E	\$17.76	04/12/17	99999	10772	STEVENS, ERIN	OUTSTANDING
709923	E	\$90.00	04/12/17	99999	10761	WHITE, HANNAH	OUTSTANDING
709924	E	\$404.48	04/12/17	99999	9702	GARRETSON, PAMELA VICK	OUTSTANDING
709925	E	\$770.88	04/12/17	99999	8907	PROULX, KELLI MARIE	OUTSTANDING
92002616	W	\$2149.86	03/31/17	40072	0	AFLAC	OUTSTANDING
92002617	W	\$7221.52	03/31/17	40027	0	AMERIPRISE FINANCIAL ADVISORS	OUTSTANDING
92002618	W	\$3853.29	03/31/17	40022	0	AXA EQUITABLE LIFE INS CO	OUTSTANDING
92002620	W	\$608.19	03/31/17	22698	0	CORPORATE HEALTH SYSTEMS	CLEARED
92002622	W	\$4327.08	03/31/17	29026	0	EDUCATION MN ESI BILLING TRUST	CLEARED
92002623	W	\$38354.87	04/03/17	40006	0	EXECUTIVE DIRECTOR	OUTSTANDING
92002624	W	\$6896.66	04/03/17	40060	0	FIDELITY INVSTMT TAX-EX SVC CO	OUTSTANDING
92002625	W	\$15864.81	04/03/17	24594	0	HEALTH EQUITY, INC.	OUTSTANDING
92002626	W	\$2068.76	03/31/17	40026	0	HORACE MANN LIFE INS	OUTSTANDING
92002627	W	\$177472.10	03/31/17	40037	0	INTERNAL REVENUE SERVICE	CLEARED
92002628	W	\$8251.99	04/01/17	24031	0	KANSAS CITY LIFE INSURANCE COMPANY	OUTSTANDING
92002631	W	\$63138.71	04/05/17	21088	0	MEDICA	OUTSTANDING
92002632	W	\$320.50	03/31/17	21704	0	MN CHILD SUPPORT PAYMENT CENTER	OUTSTANDING
92002633	W	\$591.57	03/31/17	40058	0	MN DEPT OF REVENUE(C)	OUTSTANDING
92002634	W	\$2575.00	04/03/17	28803	0	MN STATE RETIREMENT SYSTEM	OUTSTANDING
92002635	W	\$478532.86	03/31/17	40001	0	PAYROLL ACCT #3805704197	CLEARED
92002636	W	\$71839.20	04/03/17	40005	0	STATE TREASURER, TRA	OUTSTANDING
92002637	W	\$7637.82	03/31/17	40033	0	VARIABLE ANNUITY LIFE INS CO	OUTSTANDING
92002638	W	\$970.65	03/31/17	28803	2	VOYA	OUTSTANDING
92002639	W	\$7221.52	04/13/17	40027	0	AMERIPRISE FINANCIAL ADVISORS	OUTSTANDING
92002640	W	\$3853.29	04/13/17	40022	0	AXA EQUITABLE LIFE INS CO	OUTSTANDING
92002641	W	\$313.98	04/14/17	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92002643	W	\$3269.24	03/31/17	22698	0	CORPORATE HEALTH SYSTEMS	OUTSTANDING
92002644	W	\$30088.67	04/10/17	30132	0	DELTA DENTAL OF MINNESOTA	OUTSTANDING
92002645	W	\$4327.08	04/13/17	29026	0	EDUCATION MN ESI BILLING TRUST	OUTSTANDING
92002646	W	\$38335.46	04/14/17	40006	0	EXECUTIVE DIRECTOR	OUTSTANDING
92002647	W	\$6896.66	04/17/17	40060	0	FIDELITY INVSTMT TAX-EX SVC CO	OUTSTANDING
92002648	W	\$15706.48	04/14/17	24594	0	HEALTH EQUITY, INC.	OUTSTANDING
92002649	W	\$2068.76	04/14/17	40026	0	HORACE MANN LIFE INS	OUTSTANDING
92002650	W	\$178680.35	04/14/17	40037	0	INTERNAL REVENUE SERVICE	OUTSTANDING
92002651	W	\$41386.94	04/10/17	21088	0	MEDICA	OUTSTANDING
92002652	W	\$70099.94	04/12/17	21088	0	MEDICA	OUTSTANDING
92002653	W	\$79954.48	04/19/17	21088	0	MEDICA	OUTSTANDING
92002655	W	\$320.50	04/14/17	21704	0	MN CHILD SUPPORT PAYMENT CENTER	OUTSTANDING
92002656	W	\$883.85	04/14/17	40058	0	MN DEPT OF REVENUE(C)	OUTSTANDING
92002657	W	\$27757.95	04/14/17	40003	0	MN DEPT OF REVENUE	OUTSTANDING
92002658	W	\$2575.00	04/17/17	28803	0	MN STATE RETIREMENT SYSTEM	OUTSTANDING
92002659	W	\$478162.25	04/14/17	40001	0	PAYROLL ACCT #3805704197	OUTSTANDING

Intermediate School Dist 917  
 CHECK REGISTER FOR BANK 01 - WELLS FARGO BANK  
 DATE RANGE: 03/30/17 - 04/24/17

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
92002660	W	\$71712.32	04/14/17	40005	0	STATE TREASURER, TRA	OUTSTANDING
92002661	W	\$7637.82	04/13/17	40033	0	VARIABLE ANNUITY LIFE INS CO	OUTSTANDING
92002662	W	\$970.65	04/13/17	28803	2	VOYA	OUTSTANDING
TOTAL # OF ISSUED CHECKS:			209	TOTAL AMOUNT		2419398.94	
TOTAL # OF VOIDED CHECKS:			2	TOTAL AMOUNT		4799.72	
TOTAL # OF UNISSUED CHECKS:			0				

Date: April 17, 2017

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	17107146984A
Date:	4/17/2017
Payment Date	4/19/2017

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

ACH Transfer was made in the amount of \$ 79,954.48

Payable to:  
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$79,954.48
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

\$79,954.48 <sup>proof</sup> \$0.00

Authorized Signature



Date

4-17-17

copy for AP  
copy for Board

Date: April 17, 2017

To: FOR EFT INPUT

From: Audrey Weiler  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$313.98  
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$313.98	
10-215-40	D.Care	\$0.00	
10-215-42	L.Scope	\$0.00	
Total		\$313.98	proof \$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 4/14/2017

Authorized Signature  Date 4-17-17

4/10/2017	\$	65.61		
4/12/2017	\$	50.00	2016 Flex	
4/14/2017	\$	198.37	2017 Flex	\$313.98
	\$	313.98		

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

TO: Nicolle Roush DATE: 04/12/2017  
Business Manager

FROM: Audrey Weiler  
Payroll/Fringe Benefits Technician

SUBJECT: EFT for pay period ending 4/14/17

Amerprise Vendor #40027	7,221.52
AXA Equitable Life Vendor #40022	3,853.29
PERA Vendor #40006	38,335.46
Fidelity Vendor #40060	6,896.66
VOYA ( formerly ING) #28803-2	970.65
Horace Mann Vendor #40026	2,068.76
TRA Vendor #40005	71,712.32
VALIC (Variable Annuity Life) Vendor #40033	7,637.82
Minnesota Dept. of Revenue Vendor # 40003	27,757.95
Internal Revenue Service Vendor Nbr 40037	178,680.35
Payroll Acct #XXXXXX4197 Vendor #40001	478,162.25
HealthEquity (HSA) Vendor # 24594-0	15,706.48
Educators Financial Services/ESU/MEA Vendor #29026	4,327.08
MN State Retirement System Vendor #28803-0	2,575.00
MN State Retirement System Vendor #28803-0	0.00
MN Child Support Vendor #21704	320.50
MN Dept Revenue Vendor (Garnishment) #40058	883.85

Total Electronic Funds Transfer was made in the amount of \$

847,109.94

Authorized Signature  Date 4-13-17

Date: March 13, 2017

To: FOR EFT INPUT


From: Audrey Weiler  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$1,047.18  
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$686.77	
10-215-40	D.Care	\$360.41	
10-215-42	L.Scope	\$0.00	
Total		\$1,047.18	proof \$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 3/13/2017

Authorized Signature  Date 3-13-17

3/7/2017	\$	30.00		
3/8/2017	\$	15.00	2016 Flex	\$68.25
3/10/2017	\$	392.55	2017 Flex	\$978.93
3/11/2017	\$	20.77		
3/7/2017	\$	588.86		
	\$	1,047.18		

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

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Re: Sales Tax Wire Transfer

Date: 4/11/17

This memo serves as authorization for the wire transfer of funds for payment of sales tax in the amount of \$ 460,00, from Wells Fargo Bank Account No. 3805702167.

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

Date: April 10, 2017

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	17100146984A
Date:	4/10/2017
Payment Date	4/12/2017

Subjec Group Weekly Claims Invoice  
(Employer's Costs and Employees' Withholdings)

ACH Transfer was made in the amount of \$ \$70,099.94

Payable to:  
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$70,099.94
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

\$70,099.94	proof	\$0.00
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Authorized Signature



Date 4-10-17

copy for AP  
copy for Board

Date: April 3, 2017

To: FOR EFT INPUT


From: Audrey Weiler  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$3,269.24  
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$294.35	
10-215-40	D.Care	\$2,974.89	
10-215-42	L.Scope	\$0.00	
Total		\$3,269.24	proof \$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 3/31/2017

Authorized Signature  Date 4-10-17

4/7/2017	\$	3,233.65		
4/8/2017	\$	35.59		
			2016 Flex	
			2017 Flex	\$3,269.24
	\$	3,269.24		

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

Date: March 13, 2017

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	17072146984A
Date:	3/13/2017
Payment Date	3/15/2017

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

ACH Transfer was made in the amount of \$

\$56,114.35

Payable to:  
Medica

Vendor # 21088

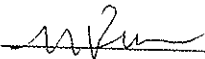
Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$56,114.35
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

\$56,114.35      proof  
\$0.00

Authorized Signature  Date 3-13-17

copy for AP  
copy for Board

Date: March 31, 2017

To: Accounts Payable

From: Audrey Weiler  
Payroll Clerk

Bill Number 1243717  
Paydate 4/1/2017

Subject: Group Insurance Premium for April 2017  
(Employer's Costs and Employees' Withholdings)

Wire Funds to Kansas City Life Insurance Co \$8,251.99

Payable to:  
Kansas City Life Ins Co Vendor # 24031

Charge to:	Amount	
01-215-32	\$477.40	
02-215-32	\$4,687.83	
10-215-32	\$282.46	
01-215-33	\$275.42	
02-215-33	\$2,387.32	
10-215-33	\$141.56	
Total	\$8,251.99	proof \$0.00

cc: Payroll Insurance Payment File

Authorized Signature



Date

4-3-17

Date: April 3, 2017

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	17093146984A
Date:	4/3/2017
Payment Date	4/5/2017

Subjec Group Weekly Claims Invoice  
(Employer's Costs and Employees' Withholdings)

ACH Transfer was made in the amount of \$ \$63,138.71

Payable to:  
Medica

Vendor # 21088

Charge to:

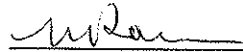
Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$63,138.71
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

\$63,138.71 proof \$0.00

Authorized Signature



Date

4-4-17

copy for AP  
copy for Board

Date: April 3, 2017  
To: FOR EFT INPUT

From: Audrey Weiler  
Payroll Clerk


Subject: Group Insurance Premium for April 2017  
(Employer's Costs and Employees' Withholdings)

Payable to: \$30,088.67  
Delta Dental Vendor # 30132

Charge to:	Amount
21-005-110-000-235-250	\$30,088.67

Total	\$30,088.67	proof	\$0.00
-------	-------------	-------	--------

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 4/10/2017

Authorized Signature  Date 4-4-17

Invoice 6859087 dated 04/02/2017

	LB COPY
	VB COPY

TO: Nicolle Roush DATE: 03/29/2017  
Business Manager

FROM: Audrey Weiler  
Payroll/Fringe Benefits Technician

SUBJECT: EFT for pay period ending 03/31/2017

Aflac Vendor #40072	\$ 2,149.86
Ameriprise Financial Vendor #40027	\$ 7,221.52
AXA Equitable Life Vendor #40022	\$ 3,853.29
Horance Mann Vendor #40026	\$ 2,068.76
PERA - Executive Director Vendor #40006	\$ 38,354.87
TRA - State Treasurer Vendor #40005	\$ 71,839.20
ESI/MEA Vendor #29026	\$ 4,327.08
VALIC (Variable Annuity Life) Vendor #40033	\$ 7,637.82
Minnesota Dept. of Revenue Vendor # 40003	\$ 27,427.56
Internal Revenue Service Vendor Nbr 40037	\$ 177,472.10
Payroll Acct #XXXXXXX4197 Vendor #40001	\$ 478,532.86
HealthEquity (HSA) Vendor # 24594-0	\$ 15,864.81
MN State Retirement System Vendor # 28803-0	\$ 2,575.00
MN State Retirement System Vendor # 28803-0	\$ -
MN Dept of Revenue - Garnishments Vendor #40058	\$ 591.57
MN Child Support Vendor # 21704	\$ 320.50
VOYA (Formerly ING) Vendor #28803-2	\$ 970.65
Fidelity Investments Vendor #40060	\$ 6,896.66

**Total Electronic Funds Transfer was made in the amount of \$ 848,104.11**

Authorized Signature  Date 4-3-17

Date: March 27, 2017

To: FOR EFT INPUT

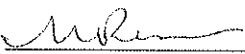
From: Audrey Weiler  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$30.00  
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount
10-215-39	Medical	\$30.00
10-215-40	D.Care	\$0.00
10-215-42	L.Scope	\$0.00
Total		\$30.00 <sup>proof</sup>
		\$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 3/25/2017 \$30.00

Authorized Signature  Date 4-3-17

3/25/2017 \$ 30.00

2016 Flex  
2017 Flex \$30.00

\$ 30.00

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

Date: March 27, 2017

To: Accounts Payable

From: Audrey Weiler  
Payroll Clerk

Invoice nbr: 0043170688  
Date: 3/23/2017  
Payment Date 4/10/17

Subject: Group Monthly Invoice February 2017  
(Employer's Costs and Employees' Withholdings)

ACH Funds Transfer was made in the amount of \$ 41,386.94

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	\$4,239.93
22-005-110-000-305-000	STOP LOSS ADMIN	AGG PREM	\$767.88
22-005-110-000-302-000	STOP LOSS	STOP LOSS	\$33,082.46
22-005-110-000-301-000	MHSA	MEDICA ADMIN	\$689.67
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$2,607.00
10-005-120-000-099-000	WELLNESS CREDIT		

Total

\$41,386.94 proof \$0.00

Authorized Signature  Date 4-3-17

Date: March 27, 2017

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Clerk

Invoice nbr:	17086146984A
Date:	3/27/2017
Payment Date	3/29/2017

Subjec Group Weekly Claims Invoice  
(Employer's Costs and Employees' Withholdings)

ACH Transfer was made in the amount of \$

\$56,929.34

Payable to:

Medica

Vendor # 21088

Charge to:


Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$56,929.34
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

\$56,929.34 proof \$0.00

Authorized Signature



Date

4-3-17

copy for AP  
copy for Board

Date: April 3, 2017  
To: FOR EFT INPUT

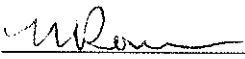
From: Audrey Weiler  
Payroll Clerk

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$608.19  
Corporate Health Systems Inc Vendor # 22698

Charge to:		Amount	
10-215-39	Medical	\$608.19	
10-215-40	D.Care	\$0.00	
10-215-42	L.Scope	\$0.00	
Total		\$608.19	proof \$0.00

cc: Payroll Insurance Payment File  
Date Bank Account to be debited 3/31/2017

Authorized Signature  Date 4-3-17

3/28/2017	\$	266.37		
3/29/2017	\$	341.82	2016 Flex	
			2017 Flex	\$608.19
	\$	608.19		

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

**INTERMEDIATE SCHOOL DISTRICT 917  
SCHOOL BOARD REPORT OF  
CONSOLIDATED INVESTMENTS  
(GENERAL & BUILDING)  
MARCH 2017**

ACCOUNT NAME	ACCT NO	BEGINNING BALANCE	PURCHASES CREDITS	SALES TRANSFERS	INVESTMENT FEES	INTEREST EARNED	ENDING BALANCE	YEAR TO DATE INTEREST EARNED
MSDLAF + MAX	01	4,152,335.35	4,300,000.00	1,400,000.00	0.00	4,328.79	7,056,664.14	31,076.67
MSDLAF	01	3,730.83	0.00	0.00	0.00	2.36	3,733.19	16.10
MSDLAF TERM (CD's, Term, Comm) maturity	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WELLS FARGO SAVINGS ACCT	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WELLS FARGO PORTFOLIO	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>4,156,066.18</b>	<b>4,300,000.00</b>	<b>1,400,000.00</b>	<b>0.00</b>	<b>4,331.15</b>	<b>7,060,397.33</b>	<b>31,092.77</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 2017 Average MSDLAF Liquid Rate was 0.75% and the MSDLAF+MAX Average Rate was 0.85%. MSDLAF Term Average Rate is .00%. The Average Wells Fargo Savings Rate was 0.00%.



Dr. John M. Christiansen  
*Superintendent*

Linda Berg  
*Executive Assistant*

TO: Intermediate School District #917 Teaching Staff

FROM: John Christiansen

DATE: May 2, 2017

RE: Letter of Appreciation

The attached resolution was presented to the School Board for their approval on May 2, 2017. I would like to add my personal recognition and thanks to each of you for your dedication and service to public education in general and to Intermediate School District #917 in particular.

I have been in public education since 1972, and I have known many wonderful educators and observed many outstanding educational programs. I am continually impressed with the quality of our licensed staff and the programs we offer at ISD 917. As the Board's resolution states, Intermediate School District #917 programs are viewed by everyone concerned as being of exceptionally high quality.

Thank you for everything that you do for the students enrolled in Intermediate School District #917 programs.

JC:ljb

Attachment

*Intermediate School District 917 is an Equal Opportunity Educator and Employer*

1300 145th Street East • Rosemount, Minnesota 55068-2999 • 651.423.8214 • Fax: 651.423.8781 • [www.isd917.k12.mn.us](http://www.isd917.k12.mn.us)

# 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 1-5, 2017, has been designated as “Teacher Appreciation Week,”

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

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


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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Enacted by the School Board of Intermediate School District #917 this 2nd day of May, two thousand and seventeen.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



# 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

- f) 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  
Board Approved May 5, 2015  
Board Approved May 3, 2016  
Board Approved \_\_\_\_\_



## **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: Amanda Pagel  
 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>	
A/I	*	copy	copy	Accident injury report
First Report of Injury	*	copy	original	First Report of Injury Privacy Statement
BBP1		copy	original	Health Services/Nursing Report of Employee’s Exposure to Blood or Other Potentially Infectious Materials (OPIMs)
BBP2		copy	original	Exposed Employee Declination of Medical Evaluation
BBP3		original	original	Transmittal Letter to Healthcare Professional
BBP4		original	copy	Exposed Employee’s Consent/Declination for Blood Testing
BBP5		original	copy	Source Individual consent/Declination for Blood Testing
BBP6		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/Workers\\_Compensation\\_Forms.html](http://www.isd917.k12.mn.us/Workers_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 BBP1: Health Services/Nursing Report of Employee's Exposure to Blood or OPIMs**

Employee Name: _____ Birth Date: _____ Job Title: _____ Work Location: _____ Work Phone: _____
<b>Incident Report</b>
Date of Exposure: _____ Time of Exposure _____ A.M. _____ P.M. Location/Building: _____ Room # (or location) _____ Describe what happened: _____ _____ _____
Was a needle, lancet, glass or other sharp object involved? _____ Yes _____ No Type of body fluid involved: <input type="checkbox"/> Blood <input type="checkbox"/> Other body fluid (name) _____ What part of employee's body was involved: <input type="checkbox"/> Eyes <input type="checkbox"/> Nose <input type="checkbox"/> Mouth <input type="checkbox"/> Cut less than 24 hours old

The following information was obtained to assist in a medical evaluation of the incident:

1. Severity of exposure:
  - Percutaneous (skin piercing): Depth of injury: \_\_\_\_\_  
 Was source fluid present at site of injury?      Yes      No
  - Mucous Membranes: Area Affected: \_\_\_\_\_ Length of time of exposure \_\_\_\_\_
  - Non-Intact Skin: Condition of Skin:    Fresh Cut (>24 hrs.)    Dermatitis    Chapped  
 Other: \_\_\_\_\_
2. Was personal protective equipment utilized: (if so, what type, e.g. gloves, face shield, etc.) \_\_\_\_\_      Yes      No
3. Was the integrity of the personal protective equipment compromised? (e.g. gloves pierced)      Yes      No
4. Was clothing contaminated? Did appropriate disposal/laundrying procedures occur?      Yes      No
5. Did hand washing and/or flushing of mucous membrane occur as soon as possible?      Yes      No
6. Employee has been referred to a healthcare professional for medical evaluation and follow-up.      Yes      No

Name and location of Professional Clinic: \_\_\_\_\_

<b>Source Information (Person whose blood contacted employee)</b>
Name: _____ Student: _____ Staff: _____ Other: _____

It was explained to the employee that he/she was involved in an incident that could place him/her at risk for HBV (Hepatitis B Virus) or HIV (Human Immunodeficiency Virus).

The employee was informed of his/her rights to obtain post-exposure medical care including and examination and blood testing for HBV and HIV. The employee was also offered the opportunity to have a blood sample drawn and preserved for 90 days in the event that he/she might choose to have that sample tested.

It was explained to the employee that this examination may be obtained at no cost to the employee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Licensed School Nurse or Assistant Director)  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Employee)

CC: Assistant Director of Special Education and Director of Special Education

**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

Amanda Pagel, LSN

\_\_\_\_\_ LSN

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

Cedar School  
2140 Diffley Road  
Eagan, MN 55122  
952-707-4070

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

<b>Section 2</b>		
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.		
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.		
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  
Cedar School  
2140 Diffley Road  
Eagan, MN 55122  
952-707-4000  
Fax: 952-7070-4002

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

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 Kylo, 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

**Cedar School (SUN):**

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. Individual students participate in a Physical Education whenever possible and also have physical activity breaks incorporated into their schedule throughout the day.

**Lebanon Education Center (TEA and IDEA) :**

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. Individual students participate in a Physical Education whenever possible and also have physical activity breaks incorporated into their schedule throughout 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 Elementary (Gideon Pond):  
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' 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 Elementary (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.

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: 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.

TO: Board Members  
FROM: John Christiansen  
DATE: April 26, 2017  
RE: Policies final readings

We have revised Policy 467, adding the clarification that the value of the 30, 35, and 40 year recognitions of \$125 is \$100 district contribution and \$25 fundraising. In the Policy Section 100, we identify 105 Mission Statement as a delete since it is board approved in the 2017-2020 Strategic Directives document. I recommend approval of Policy Section 100.

JC:ljb

**400 PERSONNEL**

**467 STAFF RECOGNITION PROGRAM**

**I. PURPOSE OF POLICY**

The purpose of this policy is to promote the efficient and effective operation of Intermediate School District 917 through recognition of both the length of employment and service of high distinction as recognized by the employee’s peers and administration.

**II. GENERAL STATEMENT OF POLICY**

The School Board of Intermediate School District 917, in keeping with its obligations to its employees, has incorporated into its compensation plan for all of its employees a “staff recognition program” as described in this policy.

The School Board of Intermediate School District 917 authorizes the administration to develop a program for the recognition of staff members and their contributions to the success of Intermediate School District 917 in providing a high quality of education.

**III. THIS PROGRAM SHALL INCLUDE AT A MINIMUM:**

A. **A recognition event with appropriate food served to all attendees.** This event will be held in the spring of each year and shall be open to all staff of Intermediate School District 917.

B. **Recognition awards for years of service.** Such awards shall be appropriate for the number of years of service and shall be of a monetary value of approximately:

- 1. For 10 years of service \$25
- 2. For 15 years of service \$50
- 3. For 20 years of service \$75
- 4. For 25 years of service \$100
- ~~5. For 30 years of service \$125~~
- ~~6. For 35 years of service \$150~~

**5. For 30, 35, and 40 years of service \$125**  
(\$100 is the District support and \$25 is fundraising.)

~~7.6.~~ For employees who retire from Intermediate School District 917, an award of a school bell of a value of approximately \$50 shall be made.

C. **Recognition of individual staff for exemplar service.** Staff members may be recognized on a quarterly basis by the School Board and the administration for service to students and to the District. Employee organizations and or departments will establish a process for determining the recipients of such recognition.

- D. **Outstanding Service.** Annually the District may recognize up to two teachers as teachers of the year. One additional non-certified staff member may be recognized as an employee of the year.

Employees of the year shall be awarded an appropriate plaque to commemorate their honor.

Board Approved 6/3/86  
Board Revised 4/2/02  
Revised: May 1, 2007  
Revised: \_\_\_\_\_

## 100. SCHOOL DISTRICT

4.1	101	Legal Status of the School District
4.2	102	The Name of the School District
4.3	103	School District Boundaries
	<b>104</b>	<b>Equal Educational Opportunity</b>
4.51	<b>105</b>	<b>Mission Statement of Intermediate School District 917</b>
<del>1.41</del>		<del>Policies Resulting from the Mission Delineation Process - delete</del>
<del>1.42</del>		<del>Application of the Member District Membership Fee-- delete</del>
<del>1.52</del>		<del>Mission Statement for Special Education Programs-- delete</del>
<del>1.62</del>		<del>Belief Statements for Special Education Programs-- delete</del>

04 **100 THE SCHOOL DISTRICT**

~~04.1~~ **101 Legal Status of the School District**

The following is reproduced from Minnesota Statutes, 1994, 136D.81, Subdivision 136D.81 Dakota, Goodhue County District, (also Scott, Rice, and Washington Counties).

Subdivision 1. Agreements. Two or more of the special school district numbered 6 and the independent school districts numbered 191-Burnsville, 192-Farmington, 194-Lakeville, 195-Randolph, 196-Rosemount/Apple Valley/Eagan, 197-West St. Paul/Mendota Heights/Eagan, 199-Inver Grove Heights, 200-Hastings, 252-Cannon Falls, and 256-Red Wing, located wholly or partly in the counties of Dakota or Goodhue, whether or not contiguous, may enter into agreements to accomplish jointly and cooperatively the acquisition, betterment, construction, maintenance, and operation of technical colleges. Each school district which becomes a party to such an agreement is hereinafter referred to as "participating school district." The agreement may provide for the exercise of such powers by the school board of one of the school districts on behalf of and for the benefit of other school districts, or by a joint school board created as set forth in sections 136D.81 to 136D.92. If the powers are to be carried out by one of the school districts, it shall in doing so have the same powers and duties and be subject to the same limitations as are herein provided for joint school boards.

In addition to the districts noted above, legislation passed in 1971 enables districts 716-Belle Plaine, 717-Jordan, 719-Prior Lake, 720-Shakopee, 721-New Prague, and 394-Montgomery to join Intermediate School District 917. Legislation passed in 1973 enables District 659-Northfield to ~~join~~ join District 917. **Legislation passed in 1995, 136D.93, Other Memberships and Powers, provides for membership of the school districts defined in section 471.59.**

**I. PURPOSE**

**A primary principal of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.**

**II. GENERAL STATEMENT OF POLICY**

**A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.**

- B. The legislature has authority to prescribe the school district’s powers and privileges, its boundaries and territorial jurisdictions.**
- C. The school district has only the powers conferred on it by the legislature; however, the school board’s authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.**

**III. RELATIONSHIP TO OTHER ENTITIES**

- A. The school district is a separate legal entity.**
- B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.**
- C. The school district is not subservient to municipalities within its territory.**

**IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT**

**A. Funds**

- 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools, and authority to manage and expend such funds, subject to applicable law.**
- 2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.**
- 3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.**

**B. Raising Funds**

- 1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.**
- 2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.**

3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

**C. Property**

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers and the community.

**D. Contracts**

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. Section 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials or other property, including real property.

**E. Textbooks, Educational Materials, and Studies**

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

**F. Actions and Suits**

**The school district has authority to sue and to be sued.**

***Legal References:*** Minn. Const. art. 13, § 1  
Minn. Stat. Ch. 123B (School Districts, Powers and Duties) Minn. Stat. Ch. 179A (Public Employment Labor Relations) Minn. Stat. § 465.035 (Conveyance or Lease of Land)  
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties of Political Subdivisions)  
*Minnesota Association of Public Schools v. Hanson*, 287 Minn. 415, 178 N.W.2d 846 (1970)  
*Independent School District No. 581 v. Mattheis*, 275 Minn. 383, 147 N.W.2d 374 (1966)  
*Village of Blaine v. Independent School District No. 12*, 272 Minn. 343, 138 N.W.2d 32 (1965)  
*Huffman v. School Board*, 230 Minn. 289, 41 N.W.2d 455 (1950)  
*State v. Lakeside Land Co.*, 71 Minn. 283, 73 N.W.970 (1898)

Board Approved 12/15/87  
Revised 7/25/95  
Revised \_\_\_\_\_

~~01-~~ 100 THE SCHOOL DISTRICT

~~01.2~~ 102 The Name of the School District

The name of the school district shall be Intermediate School District 917. It is this name that the school district shall use in the conduct of all its business including titles, contract, signs, letterheads, publications and official notices; and in all litigation and conveyance of property.

The official school district legal identification is Intermediate School District 917, as designated by the Minnesota commissioner of Education authorized under Minnesota Statute 122.03.

Board Approved 12/15/87

Revised 7/25/95

Reviewed \_\_\_\_\_

04. 100 THE SCHOOL DISTRICT

04.3 103 School District Boundaries

The official School District 917 boundaries shall be inclusive of the total bounded area within the participating districts. The participating districts include District 191, Burnsville; District 192, Farmington; District 200, Hastings; District 199, Inver Grove Heights; District 194, Lakeville; District 195, Randolph; ~~District 196, Rosemount/Apple Valley/Eagan;~~ District 6, South St. Paul; ~~and~~ District 197, West St. Paul/Mendota Heights/Eagan, **and District 271, Bloomington.**

~~School District 917 attendance boundaries for special education and secondary vocational technical education programs shall be inclusive of that area within the boundaries of the aforementioned participating school districts.~~

School District 917 boundaries for tax levying purposes shall be inclusive of the areas within the boundaries of the aforementioned participating school districts.

Board Approved 12/15/87

Revised 7/25/95

Reviewed \_\_\_\_\_

**100 SCHOOL DISTRICT**

**~~102~~ 104 EQUAL EDUCATIONAL OPPORTUNITY**

**I. PURPOSE**

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

**II. GENERAL STATEMENT OF POLICY**

- A. It is the school district’s policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district’s policy on harassment and violence and the school district’s procedures for addressing such complaints, refer to the school district’s policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. It is the responsibility of every school district employee to comply with this policy conscientiously.
- E. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)  
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)

**Cross References:** Policy 402 (Disability Nondiscrimination)  
Policy 413 (Harassment and Violence)

Board Approved: 12/5/2006  
Revised \_\_\_\_\_

~~4.~~ **100** SCHOOL DISTRICT

~~4.5~~ **105** Mission Statement of Intermediate School District 917

Intermediate School District 917 serves as a quality, cost effective resource for member school districts committed together to success for all learners.

Board Approved 12/15/87

Revised 12/3/2013

Reviewed \_\_\_\_\_

1. THE SCHOOL DISTRICT

1.41 Policies Resulting from the Mission Delineation Process

**FINAL RESULTS OF  
MISSION DELINEATION PROCESS  
1994-1995**

- 1) **The mission of Intermediate School District 917 is to complement and supplement learning opportunities with member districts and others for special education, vocational education and other students as determined by member districts.**

(The above mission statement was developed at the first Committee of the Whole Workshop facilitated by Dr. Robert Terry on September 27, 1994.)

2) **Intermediate School District 917 Mission Premises**

1. The highest priority of ISD 917 is to provide quality programs cost effectively.
  2. Members will abide by both the letter and intent of state statutes when making decisions relative to ISD 917.
  3. There should be some enticement for districts to be members of ISD 917.
  4. The member districts need assurance of student slots in ISD 917 programs.
  5. Building organizational and program continuity within ISD 917 is a positive.
  6. Generally, long term planning, decisions, and commitment are better than short term.
  7. Generally, it is better to purchase facilities rather than lease them because it is more cost effective.
  8. ISD 917 member districts abide by the basic cooperative premise, "What's good for the group?"
  9. All things being equal, ISD 917 member districts will make decisions based on the philosophy of working cooperatively.
  10. ISD 917 will be the cooperative of first choice to meet the educational program needs of member districts.
  11. Ease of student access to programs is important.
- 3) The Intermediate School District 917 Membership fee is set at \$25 per member district WADM. Furthermore, the \$25 membership fee is dedicated, 3/11ths of the \$50 levy (\$13.64) for special education, and 2.5/11ths of the \$50 levy (\$11.36) for secondary vocational.
- 4) The Mission Delineation Sub-Committee and the Member District Superintendent's Advisory Committee have recommended to the ISD 917 School Board that the current Administrative structure remain in place at least through the 1995-96 school year. The Administrative structure issue will be reconsidered at a later date when more information is available. Some of the information needed includes the results of the 1995 legislative session; student enrollment in Secondary Technical Center and Special Education programs for 1995-96; and updated financial information. The superintendents also recommended that ISD 917 fund balances be used to pay for a continuation of the current Administrative structure should that be necessary. Among other issues, the importance of maintaining the current Administrative structure during the transition period (1995 to 1997) was emphasized. That transition period includes the mega merger and the withdrawal of ISD 196. Issues that the ISD 917 Administration will be focusing on in the future include the following: attracting new member districts; establishing one or more additional academies at various locations in the county; additional facilities at other locations in the county, especially for the Special Education IDEA program; the mega merger transition; the withdrawal of ISD 196; marketing ISD 917 programs and providing the educational components for the Dakota County Juvenile Detention Facility and the Dakota County Extended Day Program for Juveniles.
- 5) The Member District Superintendents agreed by consensus that ISD 917 exists to meet common needs, and that it is critical for the member districts to be working together. That member districts will not "shop around," they will provide their own programs in their respective school districts when they can, when they cannot they will look to ISD 917 for assistance. The bottom line with the group is that the member districts will cooperate. If they have concerns about programs, costs, or anything related to ISD 917 they will talk about those concerns and make appropriate changes.

- 6) ~~The Member District Superintendents have agreed by consensus that the ISD 917 School Board should continue in its current form, represented as per statute, by one School Board Member from each member district.~~
- 7) ~~The Member District Superintendents have agreed that a Superintendent's Advisory Committee should meet on a regular basis. These meetings will occur prior to regular Dakota County Area Superintendent's Association meetings. From time to time it will be necessary to have a combined meeting with Superintendents and ISD 917 School Board Members. These meetings will be specially scheduled.~~
- 8) ~~The Member District Special Education Directors should continue to meet on a regular basis, as they have in the past.~~
- 9) ~~A Secondary Vocational Advisory Committee will be established. This committee will meet regularly, approximately 7-9 times each year.~~
- 10) ~~Member District Business Managers are encouraged to attend the regular monthly Dakota County School District Business Managers meetings. From time to time it will be necessary for the Business Managers to make important logistical decisions regarding financial issues involving their districts and ISD 917.~~

11) ~~APPLICATION OF THE \$25 MEMBERSHIP FEE~~

~~The \$25 membership fee shall be applied pro-rata based upon the cost of programs for both Special Education and the Secondary Technical Center.~~

~~(As previously stated the Secondary Technical Center programs, including the Technology careers Academy, will receive 2.5/11ths of \$50, or \$11.36. Special Education will be allocated 3/11ths of the \$50, or \$13.64. Combined this equals the \$25 membership fee.) This application of the \$25 membership fee is effective July 1, 1995. (This is a change. Previously an equal dollar amount was applied per student to each program without regard to the cost of the program, the new system will be pro-rata based on the cost of each program.)~~

~~Example: \$400,000 collected in membership fees -- Total program costs are \$1,000,000.  
Program A costs -- \$750,000 (75% of the total) Program B costs -- \$250,000 (25% of the total).~~

~~This results in \$400,000 times 75% being applied against Program A, and 25% being applied against Program B, regardless of the number of FTEs in each program. This means that the membership fee covers the same percentage of the cost in each program regardless of how much that program costs per FTE.~~

12) ~~NON-MEMBER DISTRICT FEES~~

~~Option A~~

~~Non-member districts will pay the cost of each program per FTE plus 5%, in return for guaranteed slots (after the member districts have the first option on the student slots they want), and the non-member districts will pay for the guaranteed slots whether they use the slots or not.~~

~~Option B~~

~~Non-member districts will pay cost plus 10% for student slots which will be offered on a space available basis and they will only pay for the student slots which they actually use.~~

- 1) ~~ISD 917 will not add incremental program sections for non-member district students.~~
- 2) ~~Member districts have first preference. ISD 917 will strive to maintain a safety net for member district students.~~
- 3) ~~Non-member district students will be admitted on a space available basis.~~
- 4) ~~ISD 917 will bill back to both member and non-member districts for extraordinary services as is presently done.~~
- 5) ~~The Administration of ISD 917 is authorized to negotiate special deals with non-member districts which will be advantageous to all concerned.~~

13) ~~PAYING FOR ISD 917 FACILITY LEASES~~

~~— All member districts will levy to pay for ISD 917 building leases based on each member district's total adjusted marginal cost pupil units (AMCPU). The cost of facility leases will also be added to the program costs billed to non-member districts.~~

~~14) PAYING FOR TECHNOLOGY CAREERS ACADEMY (TCA) OPERATING COSTS~~

~~— TCA operating costs shall be paid for in the same way as other Dakota County Secondary Technical Center programs.~~

Approved by Board 8/22/05  
Revised on 5/16/00

DELETED

1. ~~School District~~

~~1.4 Memorandum of Agreement~~

~~1.42 Application of the Member District Membership Fee~~

~~Each Member District shall pay a membership fee to Intermediate School District 917. The amount of each Member District's membership fee shall be determined by multiplying \$25 times the current year Weighted Average Daily Membership (WADMs) for that district. The \$25 per WADM Membership Fee will continue to be applied 6/11 or \$13.64 to Special Education and 5/11 or \$11.36 to Secondary Vocational. Each Member District's membership fee will be applied dollar for dollar as a down payment on that district's annual tuition. This change in applying the \$25 membership fee shall begin with the 1997-98 fiscal year.~~

DELETED

~~1. SCHOOL DISTRICT~~

~~1.5 Statements of Mission~~

~~1.52 Mission Statement for Special Education Programs~~

~~The mission of the special education programs of Intermediate School District 917 is to provide students with disabilities an appropriate individualized educational program in collaboration with their home district.~~

~~These programs and services are offered because the local school districts desire comprehensive special education services that can be offered with enhanced efficiency through a cooperative arrangement under the direction of District 917.~~

~~Approved: Special Education Staff Advisory Committee 11/19/97  
Member District Special Education Directors 11/24/97~~

~~Approved by Board 12/15/87  
Revised 1/20/98~~

1. ~~SCHOOL DISTRICT~~

1.6 ~~Statements of Mission~~

1.62 ~~Belief Statement for Special Education Programs~~

~~Whereas public education is a fundamental right of all children and youth and whereas every person is entitled to an equal opportunity to obtain an education, the District 917 Board upholds the following beliefs as a basis for program decisions:~~

- ~~1. All students are valued equally.~~
- ~~2. All students can learn, including students with disabilities.~~
- ~~3. Students with disabilities must be served in a safe environment appropriate to their educational needs.~~
- ~~4. Educators from the local school districts, District 917 and other agencies must cooperate to achieve comprehensive student-centered services.~~
- ~~5. The school district in which the student resides is legally responsible for the special education services provided to the student; therefore, District 917 must be responsive to the expectations of the local school districts.~~

~~Approved: Special Education Staff Advisory Committee 11/19/97  
Member District Special Education Directors 11/24/97~~

~~Approved by Board 12/15/87  
Revised 1/20/98~~

TO: Board Members  
FROM: John Christiansen  
DATE: April 26, 2017  
RE: Board policy on claims payments

I researched the MSBA Policy manual and some of our member district policies. What I found was a few districts have a policy titled Establishment and Adoption of School District Budget. In the policy is a statement about payment of claims or salaries prior to board approval.

I have edited one of the examples and have it on the board meeting as a first reading for Policy 905, Establishment and Adoption of School District Budget. In Section IV.C. is the reference to claims payments. I have also attached to this agenda item sections of our ISD 917 Accounting Procedures manual to give you more detail on our internal procedures.

JC:ljb

**900 OTHER**

**905 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET**

**I. PURPOSE**

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

**II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to establish revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

**III. REQUIREMENT**

- A. The superintendent or such other school official as designated by the superintendent shall each year prepare preliminary revenue and expenditure budgets for review by the school board. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minn. Stat. § 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official

website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minn. Stat. § 123B.10.

- E. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

#### **IV. IMPLEMENTATION**

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the superintendent. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

**Legal References:** Minn. Stat. § 123B.10 (Publication of Financial Information)  
Minn. Stat. § 123B.76 (Expenditures; Reporting)  
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)  
Minn. Stat. § 126C.23 (Allocation of General Education Revenue)

Board Approved \_\_\_\_\_

**INTERMEDIATE SCHOOL DISTRICT #917  
ACCOUNTING PROCEDURE  
BUDGET MONITORING**

**OVERVIEW:**

1. The Board of Directors adopts the annual budget for all funds, in accordance with state statutory and/or other requirements.
2. The budget is sufficiently detailed to provide meaningful comparisons with actual transactions.
3. The accounting principles used in budget preparation is the same as those used in preparing the financial statements.
4. The Business Manager or designee provides the administrators monthly budget reports that compare actual revenues and expenditures to budget. Significant variances are investigated and explained.
5. A revised Budget that reflects updated financial information is adopted by the Board of Directors at least once during the year.

**REVENUES:**

1. Director/ Principal, Assistant Directors and site secretaries review monthly MARRS records in each program. The reports are compared to planning numbers to ensure revenues are on track with the budget.
2. The Business Manager monitors all components of the MDE Special Education tuition billing system to ensure revenue flowing through that system is correct and consistent with budget. The Business Manager also follows through on all grant financial reporting to ensure that grant dollars flow into the District as anticipated.
3. Other non-tuition revenues will be monitored on a monthly basis and compared to budget and prior year (if applicable).

**PAYROLL / FRINGE BENEFITS:**

1. The quarterly FTE reports by assigned positions are reviewed by Assistant Directors or Principal to ensure they are staying within their staffing budgets. If deviations occur explanations are provided to Special Education Director/Administrator to determine necessity. All additions, deletions or changes in FTE status are reported to HR and presented to the Board of Directors on a monthly basis and incorporated in the revised budget report presented to the board at least once a year.

2. Each payroll posts to the Finance System providing the capability to compare actual to budget within 7 days from the previous payroll cycle.

#### **NON PAYROLL / FRINGE BENEFITS ACCOUNTS:**

1. Special Education Director/Principal and Assistant Directors have on-line access as well as monthly expenditure reports to review all non-payroll/fringe accounts. Any negative variance will be followed up on with the appropriate Director/Principal and will be remedied via budget transfer or expenditure transfer.
2. All budget adjustments will authorized by the Special Education Director/Principal and submitted in writing to the Business Manger for review and approval prior to budget adjustments being processed on the finance system.
3. All major budget adjustments will be closed and presented to school board in January of each fiscal year. Any line item budget adjustments within the same UFARS fund, site and program structure can be submitted and **approved up until the end of March of each fiscal year**. No budget adjustments will occur after this cut off date.

Purchasing Department Procedure.

PURCHASING MISSION STATEMENT

Intermediate School District 917 purchasing mission is to provide an efficient procurement service for the acquisition and delivery of supplies, equipment and services provided which meet the districts requirement at competitive price and in accordance with sound business practices, district policies and applicable laws.

OVERVIEW OF THE PURCHASING PROCESS

District 917 is not responsible for purchases made by employees or individuals associated with the school district who do not have prior approval and fail to follow general purchasing guidelines.

Standard Procedures:

- A. A purchase requisition form is a programs request that the purchasing department purchase or contract for goods or services that are within the approved budget.
  1. Employee completes a purchase requisition form for goods or services needed and attaches all supporting documentation necessary to place the order or services required.
  2. Employee forwards completed requisition to their supervisor for approval, supervisor will then forward to their Director/Principal for approval, and then the requisition is forwarded to the Purchasing Dept.
- B. The Requisition is carefully reviewed by the Buyer for the following:
  1. All necessary signatures
  2. Appropriate budget codes
  3. If using 433 object codes (Special Ed reimburses) then a statement supporting the need for the specialized instruction materials is required on the requisition.
  4. Dollar amount (see guidelines below)
  5. If the vendor has already been set up or needs to be set up, it would need to include the following: Business name, address, telephone and fax number, email address and completed W9 form.
  6. Requisition date entered electronically into TIES finance system, therefore creating a Purchase Order.
  7. Purchase order and encumbrance summary is process by Purchasing Dept.
  8. Purchase order is then placed to vendor, via fax, email, or confirmed by phone.
  9. Orders are shipped to DCTC warehouse unless "other" is indicated on the purchase requisition.

Updated July 2015

10. Once an order has been received, packing slips are initialed (ok to pay) by requisitioner and sent to Accounts Payable for payment

Blanket Orders:

Blanket purchase order is recommended for planned repetitive purchases from one specific vendor. Blanket orders eliminate the need of processing multiple purchase orders and allow the requester to order items as needed. A Blanket order is issued to cover a specific period of time, usually a 1-6 month period and for the ceiling or "not to exceed" dollar amount. The Blanket order names the requestors authorized to make purchases against the purchase order. The vendor ships the material or provides the requested services as the case may be based on the authorization, which may be phoned orders, fax or some other form of communication. Requestors may also pick up items directly from the vendor using a Blanket purchase order. District 917 has an "Open PO approval form" that needs to be completed prior to any purchases on a blanket order and approved by the employee's department supervisor (see enclosed form)

PURCHASING GUIDELINES:

1. Under \$1,000 no quotes are needed
2. \$1,000 to \$25,000 two quotes are required to be established by the Purchasing Dept.
3. \$25,000 to \$50,000 three written quotes are required to be established by the Purchasing Dept.
4. Any purchase exceeding \$50,000 must follow formal Sealed Bid Guidelines.
  - A. Advertising for Bid (2-weeks prior to opening date). Bid specs are created of detailed description of what is to be bid on.
  - B. Bid bond requirements at time of bid opening. After a bid award, payment and performance bonds, certificate of insurance and signed contract are required. Bids must be kept on file along with the big tabulations and proof of school board approval for 15 years.

**INTERMEDIATE SCHOOL DISTRICT 917  
ACCOUNTING PROCEDURE**

**ACCOUNTS PAYABLE**

**Overview:**

1. Purchasing is separated from requisitioning, shipping and receiving functions.
2. Invoice processing and accounts payable are segregated from the general ledger function.
3. Purchases are reviewed for compliance with requirements of law and regulations, the governing body and of funding sources, if applicable.
4. All disbursements are made by check or wire, except for small payments from petty cash.
5. Bank accounts and check signers are authorized by the Board of Directors.
6. Checks are re-numbered, the sequence is accounted for, and un-issued check stock is kept in a secure location.
7. Stale checks are followed up on periodically by AR Clerk, who is independent of A/P and cash disbursement functions. AR Clerk will request A/P to contact vendor and report status of outstanding checks to AR Clerk.
8. Bank accounts are reconciled regularly, and reconciliations are reviewed by the Business Manager. All reconciling items are appropriate and supportable. Bank accounts are reconciled by the AR Clerk, who is independent of cash deposits and disbursement functions.
9. The Business Manager reconciles the A/P trial balance to the general ledger account (at least annually).

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**General:**

1. Before they are paid, all invoices MUST have the following information:
  - a) Appropriate approval signature(s)
  - b) Valid Account Code (Reviewed by A/P Clerk)
  - c) Proper supporting documents (if applicable)
  - d) Appropriate vendor information (name, address, EIN or SS number)
  - e) Amount payable, and confirm that sales tax has not been added to invoice
  - f) Receipts attached (employee reimbursable expenses)If any of this information is missing it will be unprocessed until all documentation is revised and forwarded back to A/P
2. Invoices that have all necessary information will be entered in the A/P software system and updated weekly.
3. Check payments are filed alphabetically, with the corresponding invoice/detail.
4. Accounts Payable runs all checks and assembles with detail for mailing weekly.

**Invoices Generated From Purchase Orders:**

1. Must be processed by Accounts Payable personnel that do not process district purchase orders.
2. Must be paid within 30 days (MN Prompt Pay Law, per MN Statutes, Section 16A.124 unless approved by the Business Manager to not pay. If it is noted on the invoice

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discounts available if paid within a period of time, payment shall be made in that timeline to take advantage of the discount.

3. Verification of receipt of purchased items is necessary to pay the invoice. Accounts Payable personnel shall request verification of items received. If invoice needs to be paid (to get discount, to pay within terms, etc.), the invoice will be allowed to be paid, but accounts payable must continue to pursue verification of receipt.
4. Backorder items are not to be paid until there is an invoice for those items.
5. Required attachments to check file copy:
  - a) Vendor Invoice
  - b) Verification of receipt item
  - c) Copy of purchase order
  - d) Voucher or check stub

### **Contracts and Lease Payments:**

1. Contracts require a purchase order to encumber the total amount payable.
2. Contracts are kept by the Buyer, leases by the Business Manager. It is not necessary to attach a copy of the contract to each payment.

### **Direct Pay Invoices:**

1. If received in accounts payable area not related to an expenditure, exceeding a purchase order, the Business Manager will sign the invoice.
2. Buyer will authorize Direct Pays for A/P when a purchase requisition is completed and includes invoices and appropriate backup to justify a direct payment. This is not a typical practice, but can occur on occasion for training classes or when a payment requires a quick turnaround.
3. If it is determined by A/P personnel that a purchase order should have been generated for this issue, they will notify the Business Manager.
4. Required attachments to check file copy:
  - a) Properly approved Vendor invoice
  - b) Receiving documents and/or packing slip
  - c) Voucher or check stub

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### **Employee Mileage Report:**

1. Accounts Payable personnel shall review document for appropriate mileage rate or costs requested for reimbursement, receipts attached total payable, and proper supervisor approval.
2. Are to be paid within two weeks of receipt by the A/P department (Mileage Reports are paid 2 x per month, on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month).
3. A/P conducts random employee audits against District wide mileage matrix.
4. Required attachments to check file copy:
  - a) Proper approval of Mileage Report
  - b) Receipts when required
  - c) Direct deposit/electronically generated check number is written on expense report.

### **Payroll Invoices:**

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1. A/P has authorization to direct pay on invoices exceeding purchase orders up to \$50.00. Anything above this amount is reviewed and authorized by the Business Manager.
2. Payroll Benefits Technician reviews all required payments, maintains vendor backup and forwards individual payment request forms to A/P for processing.
3. Accounts Payable personnel input payroll data into system and process checks before or within a day of payday.
4. Give checks to payroll for processing and mailing.
5. Payroll Benefits Technician processes EFT transactions and forwards to A/P to record on financial system.

#### **Payment Procedure:**

1. All district payments will be made on the accounts payable software system.
2. Employee expense reimbursements, direct pay stipends, registrations or vendor payment requests for vendors who do not accept purchase orders are paid weekly through manual checks to meet deadlines.
3. Payments are paid upon request through approval of the Business Manager or the Buyer in the Business Manager's absence.
4. Checks are mailed with backup documents within a day of processing unless approved by the Business Manager to not pay.

#### **Corrections:**

1. Any corrections to the general ledger for incorrect coding or the expenditure being recorded in the wrong period are corrected by journal entry. The A/P Clerk gathers and prepares documentation necessary to process the journal entry and forwards to the Business Manager for approval.

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#### **Vendor Statements:**

1. District payments are made from invoices only.
2. Verify invoices listed on statement.
  - If paid discard statement
  - If invoice is missing, contact vendor for copy
  - When invoice(s) have been paid, discard statement

#### **Cash Disbursements:**

1. For each check run, a Cash Requirements report is run, and given to the Business Manager for review and approval.
2. After each Account Payable run, a copy of the A/P Check Run is given to the Business Manager. The Business Manager confirms the check numbers are sequential from the last check run, and that there are not any missing checks between the check run. The Business Manager reviews the A/P Check Register, and looks at each disbursement exceeding \$1,000.00 and randomly selects 1 additional disbursement for every page of the Check Register to review for the following:

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- Appropriate documentation, including approval and verification of receipt
  - Correct UFARS coding
3. After month end, a check register for the prior month will be included in the financial information presented to the Board, to be reviewed by them (the Board has delegated the authority to the Business Office to make payments prior to Board approval).

**1099 Processing:**

1. Form 1099's is required for all vendors paid more than \$600 in the calendar year. This information is kept in and processed through the A/P software vendor's program.
2. The Business Manager reviews the Vendor Activity report and Detail 1099 report prior to processing 1099's to verify all 1099's are accurate and are accounted for. 1099's in the system are processed at TIES and mailed to us. All processing needs to be completed and forms must be in the mail by January 31<sup>st</sup> of each year.
3. After 1099's are processed and before mailing, a copy needs to be made of them, and kept with the final audit copy of the software systems reports as archived detail.

**Encumbrances:**

1. Open purchase orders are reconciled to the outstanding encumbrance listing at year-end.
2. The outstanding encumbrance listing is reconciled to the reserve for encumbrance general ledger account.
3. Any purchase order open with a Purchase Order Encumbered Balance at year end are reviewed by A/P and the Buyer to determine if closure is necessary.

Page

# ACCOUNTS PAYABLE

## Processes

<b>Purchase Requisitions</b>	<b>END RESULT</b>
<ul style="list-style-type: none"> <li>• Receive purchase req from Purchasing</li> <li>• If purchase req is for subscription, training or if all of the needed documents are attached the payment will be made on the following Thursday. All other reqs will be in a pending file until a packing slip and invoice is received.</li> <li>• When packing slips are received they are matched with the purchase req and payment will be made once the invoice is received according to the due date on the invoice. An invoice cannot be paid without proof the order was received. Forward all packing slips to Accounts Payable. The last resort is an e-mail or fax confirming the items ordered were received.</li> <li>• Purchase Order activity can be reviewed on TIES on the POSHD (click on History) screen or VNAMQ (enter D by vendor name then press enter) to look at the vendor.</li> </ul>	<p>Check VISA Payment</p>

<b>Open Purchase Requisitions</b>	<b>END RESULT</b>
<ul style="list-style-type: none"> <li>• Receive purchase req from Purchasing</li> <li>• Purchase reqs are filed in designated folders for vendors.</li> <li>• Prior-Approval Purchase Request Form needs to be attached to receipts. These are held in designated folder until a statement or invoice is received from the vendor. One bill is received for the entire district so it is imperative the receipt and the prior approval form are forwarded to Accounts Payable immediately.</li> <li>• Invoices or statements for open purchases need to be processed the following Thursday to avoid late fees on the account.</li> <li>• All purchases are tax exempt and receipts should be checked at time of purchase.</li> <li>• Open purchase orders can be reviewed on TIES on the POSHD screen, click on History.</li> </ul>	<p>Check</p>

<b>Check Requests</b>	<b>END RESULT</b>
<ul style="list-style-type: none"> <li>• Check requests are stamped in when received</li> <li>• Information on the form needs to include who, what, where, when &amp; why. The form needs to be filled out completely including a complete reason or description of the expense.</li> <li>• A correct budget code must be on the form.</li> <li>• Form must be signed by employee and complete with approval signatures.</li> <li>• When the reimbursement involves student or staff a list of names is required.</li> <li>• A check will be processed the following Thursday if payment is to a vendor. A W-9 needs to be on file for these payments.</li> <li>• If the request is for employee reimbursement the payment will be made on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month via e-payment. Reimbursements can be viewed on MyView after 1:00 p.m. Thursday.</li> <li>• If employee expenses are over 60 days they are subject to being taxed. A copy of the check request is given to payroll.</li> <li>• Check Payable line is the person or company receiving the payment.</li> <li>• All purchases are tax exempt and receipts should be checked at time of purchase. You will not be reimbursed for tax unless the purchase was for food that was ordered from a restaurant.</li> </ul>	<p>Check E-Payment</p>

### Student Activities Check Requests

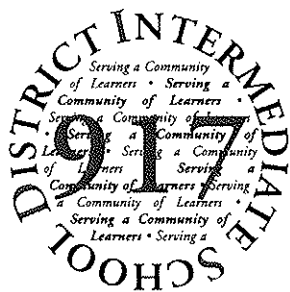
<ul style="list-style-type: none"><li>• Check requests are stamped in when received</li><li>• Information on the form needs to include who, what, where, when &amp; why. The form needs to be filled out completely including a complete reason or description of the expense.</li><li>• Form must be signed by employee and complete with approval signatures.</li><li>• A correct budget code must be on the form.</li><li>• When the reimbursement involves student or staff a list of names is required.</li><li>• Check Payable line is the person or company receiving reimbursement.</li><li>• All purchases are tax exempt and receipts should be checked at time of purchase. You will not be reimbursed for tax unless the purchase was for food that was ordered from a restaurant.</li></ul>	Check
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### Mileage Reimbursement

<ul style="list-style-type: none"><li>• Mileage Reports are stamped in when received</li><li>• The form needs to be filled out completely including a complete reason for the trip.</li><li>• Will accept only the format that is available on the ISD 917 web site.</li><li>• Correct budget code needs to be on the Mileage Report.</li><li>• Form must be signed by employee and completed with approval signatures before received in A/P.</li><li>• Mileage will be compared to the Mileage Chart for accuracy and corrected.</li><li>• If trip is not on Mileage Chart a Mapquest or Google Map must be attached.</li><li>• Forms need to be received by noon the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month to allow processing time.</li><li>• Payment will be made on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month via E-Payment. Payment can be viewed on MyView after 1:00 p.m. Thursday.</li><li>• If employee expenses are over 60 days they are subject to being taxed. A copy of the Mileage Report is given to payroll.</li></ul>	Check E-Payment
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### Conference Expense Reimbursement

<ul style="list-style-type: none"><li>• Conference Expense Reimbursement forms are stamped in when received</li><li>• The form needs to be filled out completely including a complete reason for the trip.</li><li>• Correct budget code needs to be on the Conference Expense Reimbursement form.</li><li>• Attach a completed Application for Conference &amp; Travel Approval must be signed by employee and complete with approval signatures.</li><li>• Mileage will go on the Mileage Report form. If trip is not on Mileage Chart a Mapquest or Google Map must be attached.</li><li>• Forms need to be received by noon the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month to allow processing time.</li><li>• Payment will be made on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month via E-Payment. Payment can be viewed on MyView after 1:00 p.m. Thursday.</li><li>• If employee expenses are over 60 days they are subject to being taxed. A copy of the Conference Expense Reimbursement form is given to payroll.</li><li>• Guidelines for expenses can be found on the ISD 917 web page under Policies, then click on 400 Personnel.</li></ul>	Check E-Payment
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Melissa Schaller  
*Director of Special Education*

To: John Christiansen  
 Superintendent

From: Melissa Schaller *ms*  
 Director of Special Education

Re: 2017-2018 Special Education Lead Teacher Assignments

Date: April 17, 2017

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 2017-2018 school year:

Name	Program
Meghan Dobson	IDEA/SUN – Alliance Education Center
Carmen Eaton	YTP, curriculum and testing
Shanna Knutson	School Psychology
Lori Klein	Blind-Visually Impaired – Purchase of Service
Ann Mayes	Deaf/Hard of Hearing – Purchase of Service
Ann Kalgren	Deaf/Hard of Hearing – Resource
Wendi Renken	SUN – Cedar School
Shelli Vollbrecht	DASH, PACES, TESA, and DCALS-special education
Amanda Peters	Anthony Louis, JSC, Options, PHD, Related Services, curriculum and testing

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

*Intermediate School District 917 is an Equal Opportunity Educator and Employer*



# ***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 21, 2017**

I am writing to respectfully recommend the following staff members for the lead teacher positions for the 2017-2018 school year.

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

**EVB**

# Superintendent

Dept/Div: Administration/N/A

FLSA Status: *Exempt*

## General Definition of Work

Performs complex executive work planning, organizing and directing the activities of district programs, operations, and facilities, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the School Board. Organizational supervision is exercised over all personnel within the organization.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Identifies and establishes district priorities, policies and procedures.

Communicates with district residents, employees, students, the School Board and community organizations.

Supervises, evaluates, supports and provides leadership to district level administrators and superintendent office support personnel.

Provides educational leadership for various committees and task force groups.

Develops the School Board meeting agendas; provides leadership direction and recommendations to the School Board.

Provides educational leadership throughout the District and communities with parents and business leaders.

Represents the District at community, regional, state and national meetings, functions and/or activities and with DCTC and Minnesota State.

Works with resolving concerns and issues within programs, buildings and the District.

Reviews proposed budget; assists with submitting proposed budget to the School Board for approval.

Reviews and prepares written reports and recommendations for the School Board and various committees.

Directs the human resources functions including contract interpretations and labor negotiations.

## Knowledge, Skills and Abilities

Comprehensive knowledge of the principles, practices and procedures of school administration; comprehensive knowledge of school board objectives, practices and organization; comprehensive knowledge of school personnel and administrative practices, procedures and methods; excellent oral and written communications skills; ability to work with and through school board members, administrators, teachers and support staff; ability to conceptualize, initiate, monitor and evaluate new and/or current programs; outstanding personal and leadership qualities; ability to establish and maintain effective working relationships with officials, teachers, employees and the general public.

## Education and Experience

Specialist's degree or 6th Year Certificate in education administration, or related field and extensive experience working in school administration, or equivalent combination of education and experience.

## Special Requirements

Minnesota Superintendent license.

Valid driver's license in the State of Minnesota.

Implemented: 9/27/2011

# DRAFT

## SUPERINTENDENT'S EVALUATION June \_\_\_\_\_

1	Unacceptable performance	4	Very good performance
2	Improvement needed	5	Outstanding performance
3	Meets expectations	UA	Unable to answer

Please circle your rating.

### Essential Functions

- Identifies and establishes district priorities, policies and procedures.  
Comments:
- Communicates with district residents, employees, students, the School Board and community organizations?  
Comments:
- Supervises, evaluates, supports and provides leadership to district level administrators and superintendent office support personnel.  
Comments:
- Provides educational leadership for various committees and task force groups.  
Comments:
- Develops the School Board meeting agendas; provides leadership direction and recommendations to the School Board.  
Comments:
- Provides educational leadership throughout the District and communities with parents and business leaders.  
Comments:
- Represents the District at community, regional, state and national meetings, functions and/or activities and with DCTC and Minnesota State.  
Comments:

**DRAFT**

8. Works with resolving concerns and issues within programs, buildings and the District.  
Comments: 

1	2	3	4	5	UA
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9. Reviews proposed budget; assists with submitting proposed budget to the School Board for approval.  
Comments: 

1	2	3	4	5	UA
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10. Reviews and prepares written reports and recommendations for the School Board and various committees.  
Comments: 

1	2	3	4	5	UA
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11. Directs the human resources functions including contract interpretations and labor negotiations.  
Comments: 

1	2	3	4	5	UA
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Superintendent/School District Goal One 

1	2	3	4	5	UA
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Superintendent/School District Goal Two 

1	2	3	4	5	UA
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Superintendent/School District Goal Three 

1	2	3	4	5	UA
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Comments:

Superintendent/Professional Goal One 

1	2	3	4	5	UA
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Superintendent/Professional Goal Two 

1	2	3	4	5	UA
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Superintendent/Professional Goal Three 

1	2	3	4	5	UA
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Comments:

Superintendent Self-Evaluation Narrative on Goal Progress Provided

**Board Member Name:** \_\_\_\_\_  
*a. (optional)*

TO: Board Members

FROM: John Christiansen

DATE: April 26, 2017

RE: Individual Contracts for Clinically Licensed Psychologist (Mental Health Specialist), Board Certified Behavior Analysts, Mental health Professional Coordinator, Licensed Independent Clinical Social Worker

These six contracts are the current mental health services professional staff who provide support to our families and staff in our TEA, SUN, IDEA, and CASE programs and on an as needed basis to our other programs. They also provide consultative services when requested by member districts.

These positions do not require a Board of Teaching license but do require a Department of Human Services license. The employment of these positions are on stand alone one-year contracts. The terms and conditions are bench marked to our other groups of professionally licensed personnel but do not have the more complex lay off language, steps, and lanes, etc. of union contracts.

These contracts provide health, dental, LTD, and life insurance contributions. The health insurance district contribution recommended increase is \$20 per month (\$680 to \$700) single, \$75 per month (\$1500 to \$1575) family and no change to the other benefits. The total two-year package percentage for this group for this years and next falls into the same total range as our other groups on the two year cycle of 2016-2017 and 2017-2018 at 8.68%.

This team provides a great deal of training to teaching and program assistants' staff on the skills needed to work with our most challenging setting IV students.

**Behavior Support Team:**

Ann Byer – Clinically Licensed Psychologist -1.0 FTE - \$83,070  
Adrienne Turzynski – Board Certified Behavior Analyst - .80 FTE - \$60,797  
Matt Newquist – Board certified Behavior Analyst – 1.0 FTE - \$61,147  
Lisa Ott – Board Certified Behavior Analyst – 1.0 FTE - \$57,375

**Mental Health Services Support Team:**

Jennifer Petersen – Mental Health Professional Coordinator – 1.0 FTE \$79,579  
Patricia Arneson – Licensed Independent Clinical Social Worker – 1.0 FTE - \$79,883

TO: Board Members

FROM: John Christiansen

DATE: April 26, 2017

RE: Individual Contracts for Clinically Licensed Psychologist (Mental Health Specialist), Board Certified Behavior Analysts, Mental health Professional Coordinator, Licensed Independent Clinical Social Worker

These six contracts are the current mental health services professional staff who provide support to our families and staff in our TEA, SUN, IDEA, and CASE programs and on an as needed basis to our other programs. They also provide consultative services when requested by member districts.

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This team provides a great deal of training to teaching and program assistants' staff on the skills needed to work with our most challenging setting IV students.

**Behavior Support Team:**

Ann Byer – Clinically Licensed Psychologist -1.0 FTE  
Adrienne Turzynski – Board Certified Behavior Analyst - .80 FTE  
Matt Newquist – Board certified Behavior Analyst – 1.0 FTE  
Lisa Ott – Board Certified Behavior Analyst – 1.0 FTE

**Mental Health Services Support Team:**

Jennifer Petersen – Mental Health Professional Coordinator – 1.0 FTE  
Patricia Arneson – Licensed Independent Clinical Social Worker – 1.0 FTE

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED  
FOR ACTION AT BOARD MEETING OF MAY 2, 2017**

**FOR 2017-2018 SCHOOL YEAR**

**CHANGE IN STATUS:**

Lindsey Hartjes, Dean, Special Education, effective July 1, 2017, from Special Education Teacher-Lead to Dean, Special Education.

Amy Swaney, Dean, Special Education, effective July 1, 2017, from Special Education Teacher-Lead to Dean, Special Education.

**INTERMEDIATE SCHOOL DISTRICT 917**

**TERMS AND CONDITIONS  
OF EMPLOYMENT FOR  
DEAN, SPECIAL EDUCATION**

**EFFECTIVE JULY 1, 2017 - JUNE 30, 2019**

**APPROVED BY THE SCHOOL BOARD**

Board Approved: May 2, 2017

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**ARTICLE I  
DEFINITION OF ELIGIBLE EMPLOYEES**

The terms and conditions provided herein, cover those employees who enter into this agreement with the School Board of Intermediate District 917, Rosemount, Minnesota (School District) beginning July 1, 2017 as a Dean, Special Education with licensing in special education by the State of Minnesota. The agreement calls for 225 paid days (215 work days, 10 holidays) to be scheduled with the Director of Special Education. This agreement will continue through the week of June 30, 2019 or until otherwise amended.

**ARTICLE II  
LEAVES OF ABSENCE**

Section 1: Sick Leave

Subd. 1: The employee shall earn sick leave at the rate of ten (10) days during each year of service in the employ of the School District. Part-time and job share employees shall accrue sick leave days on a pro-rata basis. The Dean, Special Education shall be credited with ten (10) days at the beginning of each year of employment, but no credit shall be given which would cause the accumulated sick leave to exceed the maximum provided for herein. In the event that the Dean, Special Education uses credited sick leave prior to completion of the year in which such credit is earned, the Dean, Special Education shall be liable to the School District for any sick leave pay advanced beyond actual accrual in the event the employee leaves the service of the School District.

Subd. 2: The employee may use one (1) day of accumulated sick leave for each day of illness or disability of the employee's child who is less than eighteen (18) years old or under age 20 and attending secondary school, for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness (Minn. Stat. § 181.9413).

Subd. 3: Unused sick leave days may accumulate without limit.

Section 2. Parental Leave:

Subd. 1. An employee shall be afforded a parental leave of absence of no more than twelve (12) months in duration, according to the procedures as outlined in this section, to one parent of a newborn child or an adopted preschool child, provided such parent is caring for the child on a full-time basis.

Subd. 2. The employee shall submit a written request to the superintendent for a parental leave including commencement date and return date.

Subd. 3. The effective beginning date of such leave and its duration shall be submitted by the superintendent to the School Board for approval.

Subd. 4. The parties agree that periods of time for which the employee is on parental leave shall not be counted in determining the completion of the probationary or trial period.

Subd. 5. An employee who returns from parental leave within the provisions of this section shall retain all previous work experience credit and any unused leave time earned under the provisions of this Agreement prior to the beginning of the leave. The employee shall not accrue any additional work experience credit for leave time during the period of child care leave.

Subd. 6. An employee on parental leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall be responsible for the full cost of the premium of the insurance programs selected and will begin paying the district at the beginning of the leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.

Subd. 7. The parties further agree that any child care leave of absence granted under this section shall be a leave without pay.

### Section 3. Maternity/Adoption Leave:

Subd. 1. The start of a physical disability absence for pregnancy, delivery, and recovery from childbirth shall be determined by the employee's physician. The end of the physical disability absence for childbirth shall be determined by the employee's physician at the time of the child's birth.

Subd. 2. A pregnant employee shall notify the superintendent in writing, not later than the end of the sixth month of pregnancy, and, also at such time provide a physician's statement indicating the estimated date of delivery of the child. The employee shall submit a written request to the superintendent for the use of paid sick leave, including commencement date and return date. The time periods provided herein can be modified by the employee's physician.

Subd. 3. An employee's maternity absence may encompass school holidays and/or school vacations. Holidays and/or vacations that fall during the period of disability to not cause the disability period to be extended. These days would not be deducted from sick leave.

Subd. 4. Subd. 2 and 3 of this section shall also apply to one parent for the adoption of a child in compliance with the Family Medical Leave Act.

### Section 4. Bereavement and Family Illness Leave

The employee may be granted up to five (5) days absence with pay due to the death of a spouse, child, brother, sister, parent, grandparent, grandchild, or parent-in-law. Up to three (3) days absence with pay may be granted for the death of the employee's son-in-law, daughter-in-law, brother-in-law, sister-in-law, or a regular member of the immediate household. Absence due to the death of a family member shall not be deducted from sick leave.

An absence due to the illness of a spouse, child, adult child, brother, sister, parent, grandparent or parent-in-law will be granted up to twenty (20) days per year with the approval of the immediate supervisor, and shall be deducted from sick leave.

Additional absence for severe illness or death may be granted at the sole discretion of the Superintendent.

Section 5. Military Leave: Military leave shall be granted to employees pursuant to applicable Minnesota Statutes.

Section 6. Jury Duty: An employee who is called for jury duty will be reimbursed for the difference between the amount paid for such services and his or her straight time hourly rate for his or her regular scheduled hours for work during the period of service. Employees will be expected to report for their regular duties when temporarily excused from attendance at court.

Section 7. General Leave:

Subd. 1. Employees in the school district may apply for an unpaid leave of absence, subject to the provisions of this section. The granting of such leave shall be at the sole discretion of the school board.

Subd. 2. Such leave may be granted by the school board for extended illness of the employee, extended illness of the employee's family, additional education, or other reasons acceptable to the school board.

Subd. 3. An employee on general leave of absence shall provide notice to the school district in writing no later than April 1 of the employee's intention concerning return to employment at the end of the general leave.

See also Board Policy 464 for additional unpaid leave provisions.

Section 8. Personal Leave: The employee shall be eligible for two (2) personal leave days per year. Unused personal leave days may accrue to a maximum of five (5) days. The days must be submitted in writing and pre-approved by Director of Special Education.

Section 9. Previously Accumulated Leave: Employees that are transitioning within the district between one employee group to another will be allowed to carry over the accumulated sick leave from the previous role.

Section 10. Holidays. Employees shall have the following named holidays:

1. July 4
2. First Monday of September
3. Fourth Thursday of November
4. Fourth Friday of November
5. December 24
6. December 25
7. January 1
8. Third Monday of February
9. The Friday before the full moon that follows the northern Spring equinox

10. Last Monday of May

**ARTICLE III  
403B MATCHING CONTRIBUTION**

Section 1. Contribution.

The School District will match eligible employee contributions to a maximum of \$1,500 annually in 2017-2018 and \$2,000 annually in 2018-2019.

Section 2. Authorization:

A salary reduction authorization agreement must be completed by the eligible employee by October 1 and each year thereafter for the employee to participate in the 403B matching contribution plan.

Section 3. Unpaid Leaves:

Employees on unpaid leaves may not participate in the matching program while on leave.

Section 4. Matching Requirement

The School District's contribution, in any event, shall not exceed the employee's matching contribution within the limitations of this Article.

**ARTICLE IV  
INSURANCE BENEFITS**

Section 1. Health and Hospitalization Insurance:

Subd. 1. Eligibility:

Eligible full-time employees shall receive full single or family medical/health insurance benefits, as applicable, with the cost of the premium paid by the School District, excluding the HSA Plan, for those employees who qualify and are enrolled in the School District's medical health insurance plan. Employees working more than 75% time shall receive the full district contribution. Employees working 74% time or less shall receive the district contribution on a prorated basis.

Subd. 2. Individual Coverage:

Effective July 1, 2017, the School District shall contribute a sum not to exceed \$700 per month for individual coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective July 1, 2018, the School District shall contribute a sum not to exceed

\$735 per month for individual coverage. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3. Employees working 74%

Subd. 3. Family Coverage:

Effective July 1, 2017, the School District shall contribute a sum not to exceed \$1600 per month for family coverage of each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective July 1, 2018, the School District shall contribute a sum not to exceed \$1680 per month for family coverage. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

Subd. 4. Individual High Deductible Coverage:

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). Effective July 1, 2017, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$700. Effective July 1, 2018, the total monthly contribution by the school district shall not exceed \$735.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement

Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

Subd. 5. Family High Deductible Coverage:

- (a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). Effective July 1, 2017, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$1600 per month. Effective July 1, 2018, the total monthly contribution by the school district shall not exceed \$1680.
- (b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district, who qualifies for and is enrolled in family coverage under the high deductible coverage option of the school district's health and hospitalization plan, a monthly amount equal to the total monthly contribution identified in subsection (a) minus the HSA contribution identified in subsection (c) and the HSA administrative fees.
- (c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contributions to an HSA.

Subd. 6. Changed in Coverage under High Deductible Coverage: If an eligible employee who qualifies for and is enrolled in coverage under the high deductible coverage option of the school district's health and hospitalization plan changes the type of coverage during a calendar year (e.g., from individual coverage under the high deductible coverage option to family coverage under the high deductible coverage option; from family coverage under the high deductible coverage option to individual coverage under the high deductible coverage option; from family or individual coverage under the high deductible coverage option to no coverage under the high deductible coverage option), the school district's contribution to the employee's HSA shall change

accordingly. The change in the amount of HSA contributions shall be effective coincident with the change in the type of coverage under the high deductible coverage option.

Section 2. Group Income Protection:

The School District will pay each month 100 percent of the premium for income protection insurance for each eligible employee. The income protection plan shall include the following:

- (a) Benefits begin after ninety (90) calendar days of total disability. The monthly income benefit shall be 66-2/3 percent of basic monthly earnings (exclusive of any additional compensation from this district or any other source)

Section 3. Life Insurance: The School District will pay the entire cost of the premiums for an \$100,000 term life insurance policy for the Dean, Special Education. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

Section 4. Dental Insurance:

Subd. 1. Individual Coverage: The School District shall contribute a sum not to exceed \$60 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction. Employees working 74% time or less shall receive the district contribution on a prorated basis.

Subd. 2. Family Coverage: The School District shall contribute a sum not to exceed \$124 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction. Employees working 74% time or less shall receive the district contribution on a prorated basis.

**ARTICLE V  
OTHER BENEFITS**

Section 1. Mileage: Employees required to use their personal vehicle in the performance of employment responsibilities shall be reimbursed for such travel pursuant to School District policy.

Section 2. Trainer/Inservice Presenter: An employee who is assigned to train, teach, or otherwise in-service other staff members outside of the 215-work day contract shall be compensated at the hourly rate pro-rata of the employee's contract. All such training assignments must be made in writing by the appropriate director or by the superintendent.

Section 3. Professional Development: The School Board agrees to reimburse tuition and fees and membership/association fees for courses and memberships which are preapproved in accordance with district policy.

## **ARTICLE VI ABOLITION OF POSITION**

Section 1. Effect: This Section shall be effective only if this position is eliminated by the School District for its own reason or as a result of modification of state law substantially altering its form or funding which dictates the abolishment of this position.

Section 2. Conditions: In the event this position is abolished as provided in Section 2 hereof, the employee shall be considered for open positions within the district, for which the employee is qualified, prior to the hire of external applicants. Upon School Board approval of the hire of the employee into an open position, the employee would be subject to the provisions within the contract of their new position of hire.

## **ARTICLE VII SALARIES**

Section 1. Basic Salary. The employee shall faithfully perform the services of Dean, Special Education as prescribed by the School Board or its designated representative, abide by the rules and regulations as established by the School Board, and agrees to serve in the schools of said District as assigned by the School District.

In consideration thereof, the School Board agrees to pay employee for the employment year within the salary ranges described below, annually, in such installments as may be determined by appropriate School District regulations for the duration of this agreement.

<u>Contract Year</u>	<u>Minimum</u>	<u>Maximum</u>
2017-2018	\$88,000	\$101,500
2018-2019	\$91,000	\$105,000

Section 2. Daily Rate of Pay. When it is necessary to compute a per day salary or hourly rate, the employee's basic salary will be divided by 215.

Section 3. Longevity: An employee hired to fill a role under this agreement unit shall receive a longevity stipend beyond the salary as follows:

After 10 years of employment under this agreement (11 through 15):	\$1,000
After 15 years of employment under this agreement (16 and beyond):	\$2,500

Employees working less than full time will receive the stipend on a prorated basis.

The first year of employment shall be defined as any days of employment prior to the last student day of the regular school calendar in the first employment agreement. The next regular school calendar becomes the second year of employment with each successive school year adding to the years of employment.

DEAN, SPECIAL EDUCATION AGREEMENT  
INTERMEDIATE SCHOOL DISTRICT 917  
(Licensed Position)

The School Board of Intermediate School District 917, of the State of Minnesota, Rosemount, Minnesota, enters into this agreement, pursuant to Minn. Stat. § 122A.40, as amended, with **Lindsey Hartjes**, who agrees to serve in the public schools of said district in the position of Dean, Special Education, as licensed in education by the State of Minnesota, for the term beginning July 1, 2017, and continuing until June 30, 2019, or until otherwise amended.

The following provisions shall apply and are a part of this contract:

1. Length of Appointment: This Agreement shall consist of an appointment as defined in the Terms and Conditions of Employment for Dean, Special Education.
2. Basic Services: Said employee shall faithfully perform the services of the above position as prescribed by the School Board or its designated representative, abide by the rules and regulations as established by the School Board and State Board of Education, for the annual salary indicated below, and agrees to serve in the schools of said district as assigned by the School District.
3. Duration: This Agreement is subject to the provisions of Minn. Stat. § 122A.40, as amended, and to all laws, rules and regulations of the State of Minnesota, relevant to qualification, license, employment, termination, and discharge for cause of licensed staff. Thereafter, this Agreement shall remain in full force and effect, except if modified by mutual consent of the School Board and the employee or unless terminated as provided by law, or by written resignation pursuant to Minn. Stat. § 144A.40, Subd. 7, as amended.
4. Duty Year and Duty Day: Duty year and duty day shall be as provided in the School District's Terms and Conditions of Employment for Dean, Special Education.
5. Basic Salary:
  - (a) Compensation: The employee shall render services as provided herein. In consideration thereof, the School Board agrees to pay said employee the following annual salary in such installments as may be determined by appropriate School District regulations:

2017-2018 School Year: \$88,000

2018-2019 School Year: To be determined prior to June 30, 2018

(b) Other Compensation or Reimbursement Provisions Where Applicable: Other terms and conditions of employment shall be as provided in the Terms and Conditions of Employment for Dean, Special Education.

6. Other Terms and Conditions of Employment, Including Fringe Benefits and Leaves: Other terms and conditions of employment shall be as provided in the School District's Terms and Conditions of Employment for Dean, Special Education.

This Agreement shall be effective only upon signature by the officers of the School Board after authorization for such signatures has been taken by the School Board in appropriate action, recorded in its minutes.

Date of School Board Action  
authorizing execution

May 2, 2017

\_\_\_\_\_  
Lindsey Hartjes: Dean, Special Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

DEAN, SPECIAL EDUCATION AGREEMENT  
INTERMEDIATE SCHOOL DISTRICT 917  
(Licensed Position)

The School Board of Intermediate School District 917, of the State of Minnesota, Rosemount, Minnesota, enters into this agreement, pursuant to Minn. Stat. § 122A.40, as amended, with **Amy Swaney**, who agrees to serve in the public schools of said district in the position of Dean, Special Education, as licensed in education by the State of Minnesota, for the term beginning July 1, 2017, and continuing until June 30, 2019, or until otherwise amended.

The following provisions shall apply and are a part of this contract:

1. Length of Appointment: This Agreement shall consist of an appointment as defined in the Terms and Conditions of Employment for Dean, Special Education.
2. Basic Services: Said employee shall faithfully perform the services of the above position as prescribed by the School Board or its designated representative, abide by the rules and regulations as established by the School Board and State Board of Education, for the annual salary indicated below, and agrees to serve in the schools of said district as assigned by the School District.
3. Duration: This Agreement is subject to the provisions of Minn. Stat. § 122A.40, as amended, and to all laws, rules and regulations of the State of Minnesota, relevant to qualification, license, employment, termination, and discharge for cause of licensed staff. Thereafter, this Agreement shall remain in full force and effect, except if modified by mutual consent of the School Board and the employee or unless terminated as provided by law, or by written resignation pursuant to Minn. Stat. § 144A.40, Subd. 7, as amended.
4. Duty Year and Duty Day: Duty year and duty day shall be as provided in the School District's Terms and Conditions of Employment for Dean, Special Education.
5. Basic Salary:
  - (a) Compensation: The employee shall render services as provided herein. In consideration thereof, the School Board agrees to pay said employee the following annual salary in such installments as may be determined by appropriate School District regulations:

2017-2018 School Year: \$94,000

2018-2019 School Year: To be determined prior to June 30, 2018

(b) Other Compensation or Reimbursement Provisions Where Applicable: Other terms and conditions of employment shall be as provided in the Terms and Conditions of Employment for Dean, Special Education.

6. Other Terms and Conditions of Employment, Including Fringe Benefits and Leaves: Other terms and conditions of employment shall be as provided in the School District's Terms and Conditions of Employment for Dean, Special Education.

This Agreement shall be effective only upon signature by the officers of the School Board after authorization for such signatures has been taken by the School Board in appropriate action, recorded in its minutes.

Date of School Board Action  
authorizing execution

May 2, 2017

\_\_\_\_\_  
Amy Swaney: Dean, Special Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

TO: Board Members  
FROM: John Christiansen  
DATE: April 26, 2017  
RE: 2017-2020 Strategic Directives

I recommend approval of the Strategic Directives document that has been developed with information from our communications study, stakeholder surveys, administrator, and board member input.

JC:ljb



## Strategic Directives

2017-2020

### Intermediate School District 917

*.....to serve as  
the best resource.....*

*(from the District 917 mission statement)*

#### Directives for Intermediate School District 917

Board Approved \_\_\_\_\_

DISTRICT INTERMEDIATE  
 SCHOOL  
 917

Burnsville/Eagan/Savage  
 Hastings  
 Randolph Farmington  
 Lakeville  
 South St. Paul Bloomington  
 Inver Grove Heights  
 West St. Paul/Mendota Heights/Eagan

**9 Member School Districts**

To serve our member E-12 school districts' students and families in the areas of special education, career & technical education, and alternative education.

**1 Mission**  
**Serve our Members**

Passion for Service  
 Collaboration  
 Open Communication  
 Stewardship  
 Integrity  
 Equity  
 Continuous Improvement

**7 Core Organizational Values**

- **Collaboration:** Working together to achieve more collectively than individually.
- **Passion for Service:** Solving problems considering the perspective of member district students and families.
- **Continuous Improvement:** Ongoing improvement of programs and services, including being both *innovative*, breakthrough improvement and *adaptable*, incremental improvement.
- **Stewardship:** Managing financial and human resources carefully and responsibly.
- **Equity:** Fairness and impartiality to others. Giving as much advantage, consideration, and latitude to one person as to another.
- **Open Communication:** Directly, clearly, and transparently sharing information and engaging dialogue.
- **Integrity:** Being honest and fair.

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## Introduction

This document identifies strategic directives to guide decision-making and to help the organization be more responsive to learners and effective in delivering educational services.

The Intermediate is a complex organization operating within a complex environment. These directives are to bring clarity and focus to the work of District 917 as our staff does their work with a shared vision, mission, and commitment to our core organizational values.

This is a flexible document. It will change and evolve as staff, families, students, member school districts, and our communities help shape District 917's work.

One should read this document carefully and consider it a guide for Intermediate School District staff as they work to meet the needs of students and the school districts served by 917. In addition, this document is designed to serve as a communication tool to provide and bring clarity to the educational services provided by Intermediate School District 917.

## **Why Are Strategic Directives Needed?**

Intermediate School District 917's mission is to provide services to our member E-12 school districts, students and families for low incidence special education needs, secondary career and technical education and secondary alternative education. Our members and Intermediate School District 917 face a wide range of factors, trends, and forces that affect our relationships, our internal environment, and may or may not be within the control of the member districts or ISD 917.

The passage of the federal law known as the Every Student Succeeds ACT (ESSA) replacing No Child Left Behind (NCLB) requires the state to submit a ESSA state plan in early 2017. The new state plan may provide more flexibility for local school districts in testing, teacher performance and standards but it may also bring new compliance and reporting requirements.

The following statements describe many of the critical challenges our member districts and Intermediate School District 917 are currently faced with and may continue to be faced with for the next several years during changes at the federal and state levels of government.

Member Districts are faced with:

- Challenging financial situations because of variables that affect their district's revenue and expenses
- The public, state and federal government, demanding increased accountability in all areas of education—especially student performance in reading, science and math
- Students who are not engaged and are at risk of not graduating or who are dropping out
- Increasing special education costs and increased numbers of students with low-incidence disabilities demanding customized services
- Difficulty in hiring and retaining staff in all staffing categories
- Increasing numbers of students needing cultural adaptations
- Increasing numbers of students with significant mental health needs
- A greater emphasis from political leaders, business leaders, industry leaders, education administrators, teachers, and parents regarding the need for secondary career and technical programs as pathways to careers and college
- Implementation of state legislation for principal and teacher evaluation
- Legislative mandates on roles and procedures for schools related to student discipline, student safety, and staff safety

Member District Special Education Programs are faced with:

- Attrition and shortage of special education licensed instructional and support staff
- Federal and state mandates specifying services to be delivered as well as implementation regulations

- Significant paperwork requirements
- An increasing number of students with multiple and complex needs
- Legislative policy changes for use of restrictive procedures in schools
- An increasing number of students with significant mental health needs

Intermediate School District 917, board members, superintendent, and administrators are faced with:

- Planning and implementing building adaptations and needed maintenance with limited revenue sources for leased facilities and planning for program needs utilizing Long-Term Maintenance Levy for owned facilities
- Member district leadership changes because of retirements and periodic leadership changes
- Financial uncertainty due to financial challenges of our member districts and legislative changes that have modified special education funding formulas
- Identifying and accessing space to accommodate programs with increasing enrollment in appropriate locations
- A decrease in the number of students participating in technical program opportunities due to member district enrollment guidelines or addition of program options in member schools
- The challenge of starting new career and technical programs that address industry needs and student needs without a source of “startup” funding
- A continuing shift in student career and technical enrollment toward more students with individual education plans which increases the need to modify career and technical curriculum to provide for all students’ needs
- Recruiting staff in all areas with appropriate licensure and high quality teaching proficiency
- Maintaining licensed and competent substitute staff
- Adapting to the increasingly complex needs of students with mental health needs served in our special education programs
- Staying current with parent/student rights due to ever changing state and federal laws and regulations
- Increased requirements for documentation and record keeping
- Providing for the safety and security of students and staff
- Passing legislation at the state and federal level to increase funding for special education programming and services to reduce the E-12 school districts’ general fund cross subsidies
- Updating, adding, and replacing technology for students and staff

Intermediate District 917 is committed to providing successful learning opportunities for students and support services for districts. The scope and scale of changes facing the students, educators, and districts we serve requires that we continuously review and modify our operational actions and goals to respond to these changes. District 917 is committed to utilizing the strategic directives to guide our annual administrative operational actions and goals.

\*\*\*\*\*

## **OUR VISION**

**Intermediate School District 917 will be a community of students, families, teachers, staff members, school districts, regional organizations and associations actively engaged in ensuring student learning success.**

- Effectively addressing students' needs is the center of our work. We will deliver services that promote educational excellence and provide what is needed to address individual learner needs. We are known for our creative solutions to changing and emerging student learning needs and our commitment to customer satisfaction and cost containment.
- School districts are confident that District 917 listens, responds, and adapts to their needs and the needs of their students.
- The leaders of our organization constantly seek to improve and expand the services and opportunities offered by District 917. Everyone who works at District 917 is committed to continuous improvement and professional development. Leaders forge partnerships among organizations — public, private or non-profit — that support learner success and our own financial stability.
- Student and staff environments are areas of creativity that stimulate learning. The environments in which we educate are safe, secure, clean and appropriate for delivering programs and services of high quality.
- We are responsive to families' wishes to keep students in educational environments that are close to their homes and home schools. District 917's educational programs and services are designed for mobile delivery, to the extent possible, and adaptable to host sites which may include homes, schools, libraries, online or in other accessible and desirable community locations.
- Families, school districts and businesses throughout Dakota County and the southern metropolitan area view the programs and services of District 917 as high quality, in terms of the models used to serve changing student needs, staff competency use of appropriate technology, and facilities. District 917's programs and services are respected for cost-effectiveness and integrity.

\*\*\*\*\*

## **OUR MISSION**

**Intermediate School District 917 serves as a quality, cost effective resource for member school districts committed together to success for all learners.**

**“Serves” means**

We are a service organization; we bring an attitude of service to everything we do.  
We assess and continually improve customer satisfaction.

**“Quality” means**

We are accountable for excellent, cost-effective programs.  
Member school districts turn to us as a “first resource” when seeking external resources.

**“Cost effective” means**

We always look for solutions and strategies balancing the responsibility to achieve quality programs and services in the most cost effective manner.

**“Resource” means**

We provide or facilitate the means to achieve success for each learner.  
As partners of the referring school district, community or county agency, we find solutions to identified learner needs.

**“Member school districts” means**

These are the principal customers for whose benefit we exist.  
We actively listen to understand and respond to their needs relative to student learning.

**“Success” means**

We are accountable to member school districts for learner success.  
We know and report student achievement and growth.

**“All learners” means**

We are a resource for any learner, currently birth to 21, with identified needs.  
Learners are not necessarily “bound” to a school building.  
We also support the families of these learners.

\*\*\*\*\*

## ***CORE ORGANIZATIONAL VALUES***

**“Collaboration”** means working together to achieve more collectively than individually.

**“Passion for Service”** means solving problems considering the perspective of member districts, students and families.

**“Continuous Improvement”** means ongoing improvement of programs and services, including being both innovative, breakthrough improvement and adaptable, incremental improvement.

**“Stewardship”** means managing financial and human resources carefully and responsibly.

**“Equity”** means fairness and impartiality to others. Giving as much advantage, consideration and latitude to one person as to another.

**“Open Communication”** means directly, clearly, and transparently sharing information and engaging in dialogue.

**“Integrity”** means being honest and fair.

\*\*\*\*\*

## **STRATEGIC DIRECTIVES AND STRATEGIES**

***The following strategic directives and strategies are intended to assist us in setting priorities, allocating resources and making choices.***

**Strategic Directive 1: Ensure interactive, high quality, and relevant communications to, and engagement of, internal and external stakeholders.**

### **Strategies:**

1. Organize and facilitate regular meetings of superintendents, directors, and key building/district contact professionals to share program information and potential shared future needs and initiatives.
2. Develop new and maintain existing relationships with key staff in participating districts.
3. Expand the flow of information regarding student achievement and successes with home districts and parents through the use of eBlasts and social media.
4. Implement on a regular schedule ISD 917 Orientations for 917 new staff, 917 existing staff and key staff new to our member districts.
5. Gather and analyze feedback from member districts regarding their level of satisfaction with the programs, services, customer relations, and professional leadership, on an annual basis.

**Strategic Directive 2: Increase achievement of all learners served.**

### **Strategies:**

1. Expand the scope of learning opportunities for students in 917 programs through the use of online options, project based learning, work based learning, and assistive technology.
2. Develop a variety of systematic approaches to gather student achievement data to enhance instruction and learning.
3. Provide staff development opportunities, focusing on strategies that enhance student performance.
4. Develop and administer common assessments within all classes to provide assurance of alignment of outcomes and instruction as well as to provide the data necessary to identify best instructional practice.

5. Adopt and implement curriculums that align with state standards and measure student progress.
6. Promote best practices in providing programming for students with disabilities including providing instruction tailored to disability areas, age, and grade.
7. Research and implement a variety of models to address students in need of alternative approaches to education.
8. Enhance our model to support transitional needs of students ages 18 through 21.
9. Promote and support the use of assistive technology to supplement instruction.

**Strategic Directive 3: Increase staff knowledge and participation in a culture of collaboration throughout the Intermediate District.**

**Strategies:**

1. Continue the use of Professional Learning Communities as an improvement model for the staff of 917.
2. Provide specific opportunities for engagement of district staff in critical areas of need such as mental health support or career pathways to strengthen and develop educational and community partnerships.
3. Develop and foster partnership opportunities with community organizations and programs to enhance services and learning opportunities for students.

**Strategic Directive 4: Use resources carefully and responsibly to advance our mission of service.**

**Strategies:**

1. Emphasize and maintain a focus on responsible approaches to the use of state and district funds.
2. Educate internal and external stakeholders of the full cost of service delivery.
3. Study current funding formulas and legislation initiatives to maximize available funds.
4. Maintain and expand the opportunities with DCTC and IHCC to provide learning opportunities for secondary programs and articulation to post-secondary programs.

5. Continue the curriculum development process which focuses on standards, skill development, and student learning.
6. Enhance our recruitment and retention activities for all staff and explore flexible contract options and incentives for difficult to fill positions.
7. Monitor staffing ratios and class sizes to be in compliance with Minnesota Special Education Rules.
8. Continually **assess** member district needs and **assets** to avoid duplication and provide needed services.

**Strategic Directive 5: Research, prioritize, and develop programs and services that meet our member districts' current and future needs.**

**Strategies:**

1. Look to the future and assume a pro-active approach to meeting the needs of learners in special education, secondary alternative learning programs and career and technical education.
2. Advocate for the importance of creating collaborative services to learners in member districts.
3. Continually examine enrollment and participation trends in all programs to inform decisions on the allocation of available resources.

***IN SUMMARY...***

These strategic directives are a work in progress and are intended to support a process that will forever be evolving. Based on continuous review of data, the directives and strategies we will continue to adapt to meet the needs of our learners and the school districts we serve.