

**INTERMEDIATE SCHOOL DISTRICT 917
IN DAKOTA COUNTY**

REGULAR SCHOOL BOARD MEETING

Tuesday, May 7, 2019

AGENDA:

- I. **3:30 PM - Budget Review - Finance Committee Only**
- II. **4:00 PM - Construction Trades House Tour**
- III. **4:15 Regular School Board Meeting**
- IV. **Call to Order - Chair Lewis**
- V. **Conduct Pledge of Allegiance - Chair Lewis**
- VI. **Visitors opportunity to be heard - Chair Lewis**
- VII. **Good News Report - Directors** 3
- VIII. **Consent Items - Chair Lewis**
 - A. Minutes, April 2, 2019, Regular School Board Meeting - Mark Zuzek 20
 - B. Personnel Considerations - Mark Zuzek 22
- IX. **Donations - Chair Lewis** 40
- X. **Business Manager's Report - Nicolle Roush**
 - A. Review and Approve Payment of Bills 43
 - B. Review and Approve Wire Transfers 49
 - C. Review and Approve Investment Report 64
- XI. **Reports**
 - A. Review and Approve Blood Borne Pathogens Exposure Control Plan - Mark Zuzek 65
 - B. Resolution Teachers' Appreciation Week - Mark Zuzek 85
 - C. Review and Approve Levy for LTFM, Safe Schools Levy and Lease Levy - Nicolle Roush 87
 - D. Approve Resolution for Long-Term Facilities Maintenance Levy 2020 99
 - E. Changes in programs and staffing in Special Education - Melissa Schaller 103
 - F. Farmington ALC update - Mark Zuzek and Eric VanBrocklin 118
 - G. Changes in programs and staffing in DCALS - Eric VanBrocklin 127
 - H. Preliminary Review of Budget 2019-2020 - Nicolle Roush 129
- XII. **Policies** 140
 - A. Review and Approve Policy 401 Equal Employment Opportunity, final reading - Mark Zuzek 141
 - B. Remove Policy 401.01, Hiring Procedures, final reading - Mark Zuzek 142
 - C. Review and Approve Policy 402 Disability Nondiscriminatioin Policy, final reading - Mark Zuzek 146
 - D. Review and Approve Policy 403 Discipline, Suspension, and Dismissal of Employees, final reading - Mark Zuzek 147
 - E. Review and Approve Policy 404 Employment Background Checks, final reading - Mark Zuzek 151
 - F. Review and Approve Policy 405, Veteran's Preference, final reading - Mark Zuzek 154
- XIII. **New Business**
 - A. Review and Approve DCALS Lead Teachers for 2019-2020 - Eric Vanbrocklin 157

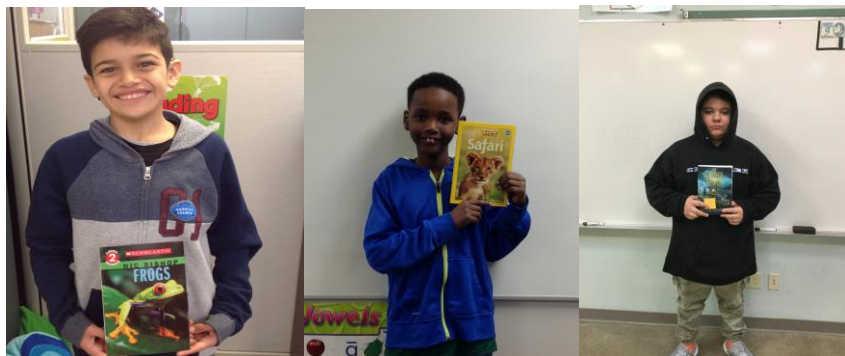
B. Review and Approve Special Education Lead Teachers for 2019-2020 - Melissa Schaller	158
C. Renewal of Lancer Food Service and ISD 191 Lunch Contracts - Nicolle Roush	159
D. Resolution Approving Snow Days - Mark Zuzek	175
E. Review changes to leave requests and documentation in Board agenda and minutes - Mark Zuzek	176
F. Agreement for Services with ISD 192 - Mark Zuzek	179

SCHOOL BOARD CALENDAR INFORMATION SCHOOL BOARD CALENDAR INFORMATION

May 9, 2019 - 3:45 PM, 917 Staff Recognition Program, Dakota Room at DCTC
 May 30, 2019 - 12 PM, Cedar Graduation, 2140 Diffley Road, Eagan
 May 21, 2019 – 6 PM – Career and Technical Student of Distinction, Dakota Room
 May 31, 2019 - 10 AM, Lebanon Graduation, 5800 149th Street, Apple Valley
 June 4, 2019 - 12:-2:30 PM, Alliance (IDEA/SUN/CASE) graduations, 14300 Biscayne, Rosemount
 June 5, 2019 – 12:30 PM, TESA Graduation, DCTC, Dakota Room
 June 5, 2019 – 3:30 PM, DCALS North Graduation, 150 E. Marie, WSP
 June 5, 2019 – 7:00 PM, DCALS Graduation, DCTC, Dakota Room
 June 6, 2019 - 10 AM, D/HH Graduation, Diamondhead Education Center, 202 W. Burnsville Pkwy.
 June 11, 2019 – 5:00 PM, School Board Meeting

Good News
Special Education
May 7, 2019

- Spring has sprung at TESA. TESA's Work-Based Learning students have endured and embraced the harsh weather this winter season. With the winter conditions, many teachable moments occurred. Classroom and workplace discussion included investing in your jobs such as appropriate attire and gear to allow students to do their job safely also, school may cancel, but work doesn't cancel. TESA currently has 20 students in our WBL program working part-time. Mike Zickrick and Janel Vrieze are participating in Minnesota Customized Employment training. According to a Regional Rehabilitation Supervisor from Minnesota Department of Health Services, ISD 917 will be the first school to have teachers receive the Association of Community Rehabilitation Educators - ACRE Certificate which will allow them to complete the Discover Process in the school setting vs. home setting. Once ACRE certification is received Mike and Janel will be able to complete the Discovery Process with our students who need customized employment. Customized Employment finds the skills of the job seeker, strengths of the job seeker and the ideal conditions of the job seeker. The Discovery process works for individuals with limited knowledge about work, limited work experience, students who have been unsuccessful in traditional demand-side employment and people who have been labeled as unlikely to succeed at a job.
- The annual TESA Spring Formal Dance took place at the Dakota County Technical College on Friday evening, April 26. The theme chosen by students this year was "An Enchanted Night." The event took place in the East Commons at DCTC and was planned and prepared by TESA staff and students. Students strolled down the blue carpet with their dates as they were introduced to the crowd of parents, guardians and various visitors. Special thanks to TESA teachers and staff for their time and hard work to make this event a success. Again, we also want to recognize the Dakota County Voiture #1457 "40 & 8", for their generous contributions to help make this event happen.
- As part of the new ISD 917 **Get Caught Reading** incentive program, students, who are caught reading for 20 minutes per day or more in classrooms, while waiting for the bus, in line, anywhere in the school, receive a ticket reward. This ticket then goes into a drawing to receive a free book and newsletter recognition. Congratulations to our February and March winners!

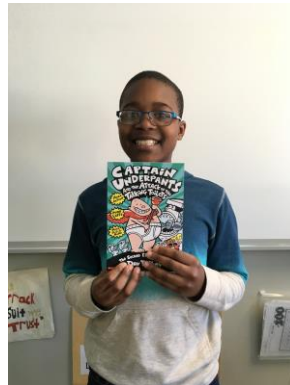


(L to R): Angel and Salan from Gideon Pond Elementary School's D/HH Program and Gabe from Lebanon Education Center on February 8, 2019.

James (no picture available) from Concord Education Center on February 15, 2019.



Keliyah from Lebanon Education Center on March 1, 2019.



Montaevious from Lebanon Education Center on March 22, 2019.

- Despite the inclement weather, six students receiving vision services and several members of the ISD 917 vision team trekked their way to Basecamp in Bloomington on February 12, 2019. Basecamp is located at Fort Snelling and offers year round team building, rock climbing, ropes course and archery. Students from across the Twin Cities came together for team building activities and archery. The students worked together to play games, solve problems and archery. One-on-one archery instruction was provided and a sound source was utilized to provide auditory feedback to locate the target. Basecamp activities ended with a group lunch with new friends. The highlights of the trip were definitely the new friendships forged and the experience of archery.



- On March 8, 2019, the **Resource Program for Deaf/Hard of Hearing Students at Gideon Pond Elementary** presented two plays: in the morning for the whole school and in the afternoon for family and friends. Younger students presented "An ABC Story about Gideon Pond" during which

they taught school members American Sign Language based on the handshape that is used in the sign. Older students presented *"The Tortoise and the Hare."* It was filled with humorous moments, and the students really played the audience for each laugh. The performances are an annual event for the program, and it is not unusual for older deaf/hard of hearing students to arrive on the first day of school asking what play they will perform later in the year. Not only is it an excellent way for students to learn new vocabulary and practice their communication skills, it also gives them an opportunity to perform in front of their peers, showcase their unique talents and develop self-confidence.



- The TEA program was awarded a \$2000 grant for its' Positive Behavior Interventions and Supports program. The money will be used to purchase a sound system for assemblies, school shirts for the staff and students, and incentives for the students.
- Students and staff at Lebanon Education Center participated in Spirit Week from April 22-26. They showed their school spirit with Pajama Day, Crazy Hair Day, Hat Day, and Flannel Day. They capped off the week with Hawaiian Day complete with a Luau Dance at the end of the day.

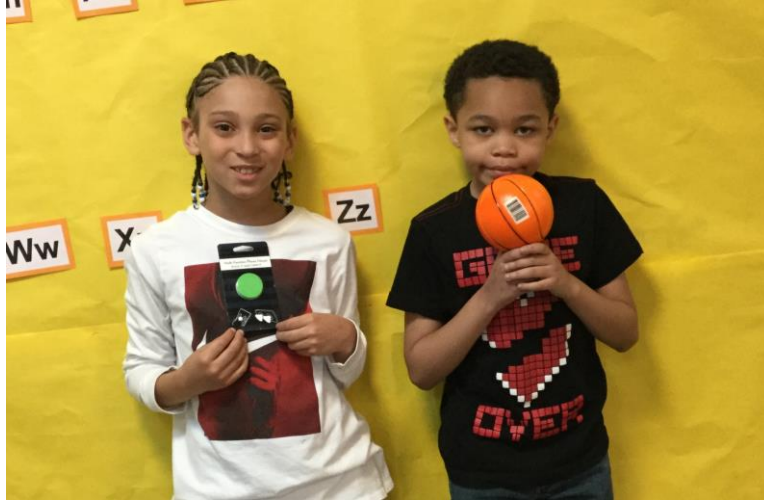


- The second series of clubs wrapped up on April 26th at Cedar School with the students showing off their projects and activities to their families. Students in game club enjoyed learning a variety of new games that involved strategies and teamwork. One the high points of this club was that the group was able to go snowshoeing at Lebanon Park. In music group, the students learned beginning skills of how to play basic chords on the guitar and several of the students learned how to play a song on the keyboard. In the green screen club, students learned how to use an ipad, green screen and imovie to create short videos and movie clips, Several students were very excited about learning their new skills and spent additional time during their breaks working on their projects.



- CEC is doing a “Weekly Edition” with Hannah Radant’s classroom. Each week, Hannah’s students create a 5-minute weekly news bulletin video that goes out to all the staff at the end of the week. Not only are her students featured in the news program, they also go around the school and feature other students and staff! Each week, new pictures from the school are highlighted, as well as book reviews, healthy break choices, staff interviews, songs, and a Joke of the Week. This picture below is of a student who wrote a “School is Cool” rap during a poetry unit. This is the highlight of most CEC staff’s week!
- Mary Callister, Adaptive Physical Education Teacher, held a planking challenge for the students at Lebanon Education Center. Students demonstrated who could plank the longest amount of time in each class and overall for the building. Miss Melzer's class won the challenge for the

building by having Matthew, 4th grade, plank for 8 minutes and 30 seconds and D'Angelo, 2nd grade, plank for 8 minutes and 25 seconds. Way to go!!!



MEDICAL CAREERS.....GOOD NEWS!

Get ready for lots of GOOD NEWS! Let's start here:

Our student, **Nicole Cash**, from Farmington is one of the “representatives” that has been invited to the White House for this amazing accomplishment!

Farmington's **FIRST Robotics Team 2987 *Rogue Robotics*** has been invited to the White House to be recognized for using STEM to create change in their community. After modifying a toy power wheels to serve as an electric wheelchair for two year old Cillian Jackson and receiving global media coverage for their work with “Go Baby Go”, First Lady, Melania Trump reached out to the team to congratulate them. Four team representatives will be traveling to Washington D.C. May 6, 2019 to be recognized for their work, as well as to present a second young boy, Rocco, age 5, with his newly modified powered wheelchair. **HOW AMAZING IS THIS?**



Cillian Jackson is 2 years old.

This is Rocco, he is 5 years old. Rocco and his parents will be at the White House with the Farmington Robotics representatives to receive his new wheelchair!



Good News Report
Secondary Programs
May, 2019

-We have had a successful month of guest speakers at DCALS North. Since April is Sexual Violence Awareness month we had Liliana Marin, a 360 Communities Outreach Worker present about sexual violence, consent and victim rights. She was here 2 days and reached 50 students. Liz Berkman from NAMI (National Alliance on Mental Illness) came to talk about common mental health conditions, what it's like to seek help, gave resources and how everyone can help end the stigma associated with mental illness. May is [Mental Health Month](#). Thanks to Chris Miller, 360 Communities Social Worker at DCALS North.

-Hello Patti,

It's been a while since you helped Alexandra through a very challenging senior high school year.

I'm not sure I thanked you for all the advice and support you gave us? You just came across my mind today.

Alex is 20 now and has her Esthetician license from Aveda Institute of Minneapolis. Alex worked very hard to complete Avedas strict accelerated program, and we are very proud of her.

Alex recently relocated to Los Angeles, CA., to persue a career in Esthology and signed a modeling contract as well.

Patti, your attitude and advise is why Alexandra is successful thus far. Us coming to see you when we did, changed a very broken girl into a confident woman.

Can't thank you enough, hope you and yours are all well.

Enjoy this beautiful day.

Best regards,

Jamie Lynn O.A.

-Students in our DCALS Applied Algebra class taught by Lynn Morris recently worked on developing and constructing mouse trap cars. They used old CD's from our Computer class as the wheels.



-On April 24th and 25th a training session was held on our DCTC campus to introduce Industry 4.0 materials to a variety of members. The training was conducted by Lab Midwest consultants Scott Bullock and Mike Dietrich. The training consisted of certifying members in Course 1: Intro to Mechatronics Systems and Course 2: Industrial Control Systems. Both of these courses are presented through the E-Learning format that ISD 917 and the Perkins Consortium has access to through Amatrol Systems. This training will be used as ISD 917 CTE begins our Mechatronics program offering this fall. Northfield Schools will begin an introductory program this summer. Those taking part in the training represented a wide range of education and industry. Eric Van Brocklin, Dale Engman, Lynn Morris, and Scott Teskey attended to learn more about mechatronics, advanced manufacturing technologies, automation, measurement, safety, and student automation projects. Many teachers and industry professionals attended from Dakota County. Those present were from: ISD 917, Burnsville Schools, Northfield Schools,

Math and Science Academy of MN, Force America, Inc, Post Brands, Inc, and Beckhoff Automation. We will continue to grow and train with this material over the upcoming summer and next school year.



-The Networking and Repair program received a large Donation from:

Jon Edman, Rosemount, MN

These items included the following:

Computers: 7-9

Laptops: 5-6

Software: multiple boxes, CD's, blank DVD's,

Cables: bags of cables

Monitors: 4-5

Other: speakers, fax machine, some books, CPU parts (RAM, heat sinks, cases, keyboards, mice, etc...)

The equipment is for the students to use and learn Repair techniques on. Big Thanks to the Edman's for this gracious donation.

-Eva Johnson and the students from the Hastings STAARS transition program came and cooked with the Fundamental Chef Training students on Tuesday 4-23-19. We prepared Beef Bolognese Pasta and garlic bread. The students were interested in learning how to cook for themselves at home and eventually in their own apartments. They were surprised at how simple the recipe was. They were also shocked that all of the vegetables were so tasty in the



sauce they prepared.



-The Cheery Nook Cafe operated by the Food Industry Careers students was a huge success! Students had input on the menu items. In class, they worked on pricing the items, and they helped set up for the cafe. Once the cafe opened, the students took orders, cooked the food, served the food and cleaned up. The cafe was open for 3 days (a 4th day was snowed out). Each day was full and in addition they prepared food items to go. Students and staff from TESA, Simley High School and Lakeville High School came to eat and toured the secondary and TESA programs. Other guests included school board members, staff from the college, staff from the ISD 917 programs, and family, friends and relatives of the students. Thank you to all who participated and made this a great learning experience for the students



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This is Rocco, he is 5 years old. Rocco and his parents will be at the White House with the Farmington Robotics representatives to receive his new wheelchair!





-On April 17th students and staff from DCALS North volunteered at Neighbors, Inc in West St. Paul. This has been a project with Jessica Sinkinson-Spec. Ed teacher, Rachael Opseth-Counselor, and Chris Miller-Social Worker at this site.



-Total Auto Care has four new wall mounted computers, one in each work bay. These computers can be used for looking up specifications, repair procedures, time standards, parts and many other auto related sections that are on the web. The brackets used make it easy to work with at a nice height and fold up and out of the way for easy storage and have them out of the way for bench work. This makes it easier for the students to have the computers right at their work station. Also notice the new paint job on the walls.



-On April 26th Adam Rachuy and Tim Davis, DCALS teachers, brought a group of students to the state capital for a tour. They explored the history of the capital, current legislation sessions,



and the architecture of the building.



-Friday's field trip to The Compassion Experience. DCALS North students were able to see what it might be like to live in a third world country. Feedback from students about the event was positive! We had a great time. Rachael Opseth-Counselor for DCALS North and Jon Mulville-English Teacher for DCALS chaperoned.





INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, April 2, 2019, at 1300 145th Street East, Rosemount, MN.

Members Present: Dick Bergstrom, Jill Lewis, DeeDee Currier, Bob Erickson, Wendy Felton, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab and ex-officio member Superintendent Mark Zuzek.

Members Absent: None.

Also Present: Nicolle Roush, Eric VanBrocklin, Melissa Schaller, Cory Langenfeld, Amanda Peters, and Linda Berg

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

There were no visitors to be heard.

The good news reports were presented.

1. Motion by Dick Bergstrom, seconded by Byron Schwab, to approve the consent items, as presented. All present voted aye. Motion carried.
 - **Minutes:** March 5, 2019, Regular School Board Meeting
 - **Personnel:** *New Hires:* Chad Brewer, Classroom Assistant, effective April 1, 2019 (from Student Assistant to Classroom Assistant). Rachael Doffing, Classroom Assistant, effective March 13, 2019. Roselaine Jozamar-Inoussa, Classroom Assistant, effective March 4, 2019 (from Student Assistant to Classroom Assistant). Patty Stanley, Sign Language Interpreter, effective April 1, 2019. Lori Wilson, Special Education Teacher, effective April 1, 2019 (from Classroom Assistant to Special Education Teacher). *Change in Status:* Mary Callister, Special Education/DAPE Teacher, intermittent leave effective February 27, 2019, through June 5, 2020. Stephanie Juenemann, Program Assistant, leave request effective on or about May 6, 2019, with an expected return date of August 29, 2019. Laura Schwanz, intermittent leave effective February 25, 2019, with an expected end date of June 30, 2019. *Resignations and Terminations:* Emma Mayes, Classroom Assistant, effective March 15, 2019. Kirsten Mulraney, Administrative Assistant II, effective March 29, 2019.
2. Board Member Vanda Pressnall introduced the following resolution: Resolution to Accept Donations in the amount \$470. The motion for the adoption of the foregoing resolution was duly seconded by Dick Bergstrom, and upon vote being taken thereon, the following voted in favor thereof: Dick Bergstrom, Bob Erickson, Wendy Felton, DeeDee Currier, Jill Lewis, Vanda Pressnall, Russ Rohloff, Melissa Sauser, Byron Schwab, and the following voted against the same: none. Whereupon said resolution was duly passed and adopted. (Addendum A.)
3. Motion by Bob Erickson, seconded by Russ Rohloff, to approve the bills from March 1, 2019 to March 22, 2019, wire transfers and Investment Report, as presented by the Business Manager. All present voted aye. Motion carried.

Melissa Schaller introduced Amanda Peters, 917 Teacher of the Spring Quarter. Billie Edmond was not present but received the 917 Employee of the Spring Quarter.

Cory Langenfeld, Technology Coordinator, reported to the Board on technology at 917.

Nicolle Roush reported on the Accounts Receivable Aged Invoice Report.

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

5. Policies 401-Equal Employment Opportunity, 401.01 – Hiring Procedures, 402 – Disability Nondiscrimination, 403 Discipline, Suspension and Dismissal of Employees, 404 – Employment Background Checks, and 405 Veteran’s Preference, were reviewed on a first reading basis.
6. Motion by Dick Bergstrom, seconded by DeeDee Currier to approve the 2019-2020 917 School Calendar, as presented. (Addendum C.) All present voted aye. Motion carried.
7. Board Member Dick Bergstrom, introduced the following resolution: Resolution Relating to the Termination and Nonrenewal of the Teaching Contracts of Probationary Teachers. The motion for the adoption of the foregoing resolution was duly seconded by Bob Erickson, and upon vote being taken thereon, the following voted in favor thereof: Dick Bergstrom, Bob Erickson, Wendy Felton, DeeDee Currier, Jill Lewis, Vanda Pressnall, Byron Schwab, Russ Rohloff, and the following voted against the same: none. Melissa Sauser abstained from voting. Whereupon said resolution was duly passed and adopted. (Addendum D.)

Superintendent Zuzek discussed the April 16 work session agenda items.

8. Motion by Bob Erickson, seconded by Wendy Felton to approve the Superintendent’s Salary for 2019-2020 in the amount of \$184,839 (which is 95% of the average member superintendents—minus the high and low salaries). Superintendent’s salary for 2020-2021 shall be \$193,497 (which is 97.5% of the average member superintendents—minus the high and low salaries). The School Board agreed that by the fourth year, the Superintendent should be at 100% of the mean (average) of the member district superintendents, although that period of time extends beyond the present contract and therefore is not binding. Board members stated that Superintendent Zuzek has done an excellent job in his first year and appreciated his service to the district. All present voted aye with the exception of Dick Bergstrom who abstained. Motion carried.
9. Motion by Byron Schwab, seconded by Bob Erickson to adjourn the meeting. All present voted aye. Motion carried.

There being no further business the meeting adjourned at 6:31 PM.

The next regular School Board Meeting will be Tuesday, May 7, 2019, at 5:00 PM, in the 917 Board Room at Dakota County Technical College, Rosemount.

Clerk

To Bd 5/7/19

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: May 1, 2019	Teaching Licenses Held:
NAME: Tracie Anderson	
Position: BCBA	
College: Secondary: Special Education: X District:	Recommended Salary : \$55,057
	Employment Date : 7/1/19

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Forest Lake High	Yes	Generals	Yes
Technical College				
College	University of Wisconsin	Yes	Psychology	BA
	Spalding University	Yes	Applied Behavior Analysis	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
Walden Behavior Solutions	6/18	1/19	BCBA
Clinical Behavior Analysis	3/15	4/18	BCBA
Fraser	2/13	7/13	Behavioral Aide

Total Years Experience 7

Remarks:

Tracie will be BCBA at AEC in the CASE Program.

To Bd. 5/17/19

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: April 8, 2019	Teaching Licenses Held:
NAME: Samuel Betterley	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$18.17
	Employment Date : 4/8/19

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Northfield High	Yes	Generals	Yes
Technical College				
College	Stevens Point	Yes	Biology	BA
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Mall of America	9/16	Current	Security Patrol
Life Time Fitness	3/13	Current	Instructor
WI Dept. of Natural Resources	4/12	3/13	Water Resource Specialist

Total Years Experience 7

Remarks:

Sam will be a classroom assistant in the TEA Program.

To Bd 5/7/19

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: April 25, 2019	Teaching Licenses Held:
NAME: Ryo Bowen	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.78
	Employment Date : 4/25/19

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Jackson County High	Yes	Generals	Yes
Technical College	Normandale Community College	Yes	Liberal Arts	AS
College	North Hennepin Community College	Yes	American Sign Language	Certified
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
MRCI	12/18	Current	Direct Support Specialist

Total Years Experience 5 mths

Remarks:

Ryo will be a classroom assistant in the DHH Program at Lakeville North High School.

To Be 5/7/19

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: May 1, 2019	Teaching Licenses Held:
NAME: Bruce English	
Position: Teacher	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$50,758
	Employment Date : 8/22/19

Education:

	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	Aquinas High	Yes	Generals	Yes
Technical College				
College	University of MN	Yes	Work Program	WEH
	University of WI	Yes	Special Education	BA
	St. Thomas	Yes	Marketing Management	BA

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Farmington Schools	10/18	Current	Teacher
Rosemount Schools	9/18	10/18	Substitute Teacher
Lakeville Schools	8/99	6/02	Teacher
Green Bay Schools	8/98	6/99	

Total Years Experience 5

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Schmitt and Sons Bus	3/18	Current	Charter Bus Driver
Divine Swine Catering	6/00	4/18	Manager/Operator

Total Years Experience 18

Remarks:

Bruce will be a teacher in the TESA Program at the Bloomington Transition Center.

To Bd 5/7/19

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: May 1, 2019	Teaching Licenses Held:
NAME: Sarah Halstead	
Position: Occupational Therapist	
College: Secondary: Special Education: X District:	Recommended Salary : \$48,637.00
	Employment Date : 8/22/19

Education:

	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	Denver Lutheran	Yes	Generals	Yes
Technical College				
College	St. Louis University	Yes	Health Sciences	BA
	University of So. Dakota	Yes	Occupational Therapy	Ph.D
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
St. John's Lutheran Church	6/15	7/15	Teacher Assistant
Innovative Occupational Therapy	6/14	8/14	Administrative Assistant
Summer Scholars	6/09	8/13	Summer Classroom Assistant

Total Years Experience 1

Remarks:

Sarah will be an Occupational Therapist in the district.

T. B. D. 5/7/19

DISTRICT 917 CANDIDATE SUMMARY--EMPLOYMENT RECOMMENDATION

DATE: April 24, 2019	Teaching Licenses Held:
NAME: Ibrahim Kalejaiye	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.78
	Employment Date : 4/10/19

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Robbindale Cooper	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
Planet Fitness	5/18	4/19	Assistant Manager

Total Years Experience

Remarks:

Ibrahim will be a classroom assistant in the SUN Program at CEC.

To Bd 5/7/19

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: April 8, 2019	Teaching Licenses Held:
NAME: Brenda Koster	
Position: Classroom Assistant	
College: Secondary: Special Education: X District:	Recommended Salary : \$17.78
	Employment Date : 4/8/19

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Apple Valley High	Yes	Generals	Yes
Technical College				
College	MN Rasmussen	Yes	Health and Wellness	BA
	U of M	No	Art History	
Other	University of Wisc.	No	Education	

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
Lakeville Schools	10/16	2/19	Student Nutrition
Met Life	4/14	8/16	Personal Marketing Asst.
Peace Reformed Church	9/13	5/15	Teaching Asst.

Total Years Experience 5.5

Remarks:

Brenda will be a classroom assistant in the CASE Program.

To Bd 5/7/19

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: May 1, 2019	Teaching Licenses Held:
NAME: Taylor Lyden	
Position: Occupational Therapist	
College: Secondary: Special Education: X District:	Recommended Salary : \$43,753
	Employment Date : 8/22/19

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Maple Grove	Yes	Generals	Yes
Technical College	North Hennepin Tech.	Yes	Spanish Language	Certified
College	MN State, Mankato	Yes	Elementary Ed.	BA
	St. Catherine	Yes	Occupational Therapy	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
Rush Creek Golf Club	8/13	Current	Banquet Server
St. Catherine	5/18	9/18	Clinician Rater for Study
Sodexo	9/08	1/12	Cater for Events

Total Years Experience 10

Remarks:

Taylor will be an occupational therapist in the district.

To Bd 5/7/19

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: March 27, 2019	Teaching Licenses Held:
NAME: Craig Mares	
Position: Teacher	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary :
	Employment Date : 8/22/19

Education:

	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	Merrill Wisconsin	Yes	Generals	Yes
Technical College				
College	St. Mary's	Yes	Director of Special Ed.	MAMS
	St. Mary's	Yes	K-12 Principal	MAMS
Other	St. Mary's	Yes	Master of Arts in Education	MAMS

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities
ISD 192	7/15	Current	Assistant Director of Special Services
Red Wing Public Schools	8/10	6/15	Assistant Principal
Hastings Schools	8/08	8/10	ALC Coordinator
Hastings Schools	8/03	8/08	Teacher

Total Years Experience 16

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Remarks:

Craig will be a teacher in the TESA Program replacing Tracy Birtnen.

To Bd 5/7/19

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: April 2, 2019	Teaching Licenses Held:
NAME: Deonna Ostenson	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.78
	Employment Date : 4/1/19

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Tartan	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
Twin Cities Pets	4/18	11/18	Dog Walker
Alerus Financial	5/14	1/17	Teller
LA Fitness	1/11	7/14	Kids Klub Attendant/Reception
Family Creations Daycare	7/11	8/13	Daycare Assistant

Total Years Experience 8

Remarks:

Deonna will be a classroom assistant in the SUN Program at CEC.

To Bd. 5/7/19

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: March 25, 2019	Teaching Licenses Held:
NAME: Jennifer Walters	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$17.78
	Employment Date : 4/5/19

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Osceola High, FL	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
ISD 719	4/14	Current	Paraprofessional
Teaford Projects	4/07	8/08	Office Manager
Johnson Brothers Liquor	10/05	10/06	Sales Manager

Total Years Experience 14

Remarks:

Jennifer will be a classroom assistant in the CASE Program.

To Bd 5/7/19

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: May 1, 2019	Teaching Licenses Held: DD, ASD, LD
NAME: Teresa Westfall	
Position: Teacher	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$66,706
	Employment Date : 8/22/19

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Libertyville High	Yes	Generals	Yes
Technical College				
College	St. Cloud State	Yes	Special Education	BS and Masters
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities
ISD 6	8/13	6/19	Teacher
Prior Lake/Savage Schools	6/10	6/13	Teacher
Elk River Schools	8/08	6/10	Teacher

Total Years Experience 12

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Remarks:

Teresa will be a teacher at the Bloomington Transition Center TESA Program.

To Bd 5/7/19

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: April 25, 2019	Teaching Licenses Held:
NAME: Melinda Wilger	
Position: Classroom Assistant	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$1857
	Employment Date : 4/24/19

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Santa Isabel, Philippines	Yes	Generals	Yes
Technical College				
College	University of the Philippines	Yes	Family Life and Child Develop.	BA
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Teachers on Call	1/19	Current	Substitute Paraprofessional
Edustaff	9/15	6/18	Substitute Teacher

Total Years Experience 4

Remarks:

Melinda will be a classroom assistant in the SUN Program at CEC.

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF MAY 7, 2019**

NEW HIRES:

Tracie Anderson, Board Certified Behavior Analyst, effective July 1, 2019.

Samuel Betterley, Classroom Assistant, effective April 8, 2019.

Ryo Bowen, Classroom Assistant, effective April 25, 2019.

Bruce English, Special Education Teacher, effective August 22, 2019.

Laura Finkel, Administrative Assistant II, effective May 13, 2019.

Sarah Halstead, Occupational Therapist, effective August 22, 2019.

Ibrahim Kalejaiye, Classroom Assistant, effective April 10, 2019.

Brenda Koster, Classroom Assistant, effective April 8, 2019.

Taylor Lyden, Occupational Therapist, effective August 22, 2019.

Craig Mares, Special Education Teacher, effective August 22, 2019.

Jenna Nace, Special Education Teacher, effective August 22, 2019.

Deonna Ostenson, Classroom Assistant, effective April 1, 2019.

Jennifer Walters, Classroom Assistant, effective April 5, 2019.

Teresa Westfall, Special Education Teacher, effective August 22, 2019.

Melinda Wilger, Classroom Assistant, effective April 24, 2019.

CHANGE IN STATUS:

Katherine Bonine, Classroom Assistant, leave request effective April 5, 2019, with an expected return to work date of August 1, 2019.

Lance Demuth, Classroom Assistant, extension of leave request to include intermittent leave beginning April 5, 2019, through June 6, 2019.

Cindy Jacobs, Occupational Therapist, decrease from 1.0 FTE to .8 FTE effective August 26, 2019, for the 2019-2020 school year only.

CHANGE IN STATUS: (continued)

Kellie Lange, Classroom Assistant, leave request effective on or about May 22, 2019, with an expected return date of August 29, 2019.

Jodi Monson, Interpreter, leave request effective April 11, 2019, with an expected return date of April 25, 2019.

Nathanael Steller, Special Education Teacher, leave request effective on or about April 15, 2019, with an expected return date of April 29, 2019.

Heather Stoesz, Speech Language Pathologist, continue at .8 FTE, effective August 26, 2019, for the 2019-20 school year only.

Teri Welch, Accounts Receivable Clerk, increase from 944 hours per year to 972 hours per year effective July 1, 2019.

RESIGNATIONS & TERMINATIONS:

Anna Adrian, Classroom Assistant, effective April 25, 2019.

Martha Allen, Speech Language Pathologist, effective June 7, 2019.

Olivia Brown, Speech Language Pathologist, effective June 7, 2019.

Mona Dewane, Classroom Assistant, effective June 6, 2019.

Kelsey Funk, Teacher of Deaf/Hard of Hearing, effective June 30, 2019.

Steven Hadrits, Classroom Assistant, effective April 18, 2019.

Ashley Hauff, Classroom Assistant, effective June 6, 2019.

Ann Hawkins, Special Education Teacher, effective June 7, 2019.

Hannah Hildebrand, Classroom Assistant, effective April 3, 2019.

Ann Mayes, Dean, effective June 30, 2019.

Michelle Newman, Classroom Assistant, effective June 5, 2019.

Chad Parslow, Classroom Assistant, effective April 24, 2019.

Jackie Pauley, Special Education Teacher, effective June 7, 2019.

Jeremy Roe, Classroom Assistant, effective June 6, 2019.

RESIGNATIONS & TERMINATIONS: (continued)

Alanna Sanchez, Program Assistant, effective May 2, 2019.

Cassandra Sommervold, Special Education Teacher, effective June 7, 2019.

Laquayila Wells, Classroom Assistant, effective May 1, 2019

RETIREMENTS:

Trina Walter, Graphic Communications Teacher, effective June 30, 2019.

To Bd 5/7/19

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: May 6, 2019	Teaching Licenses Held:
NAME: Laura Finkel	
Position: Administrative Assistant II	
College: Secondary: Special Education: X District:	Recommended Salary : \$20.87
	Employment Date : 5/13/19

Education:

	Institution	Graduated (yes or no)	Major	Degree/Diploma
High School	Kennedy High	Yes	Generals	Yes
Technical College				
College	Metropolitan State	Yes	Training and Development	BA
Other				

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities
Gateway STEM Academy	7/18	Current	Office Manager
Ammacore Inc.	4/18	6/18	National Customer Success Manager

Total Years Experience 1

Remarks:

Laura will be a administrative assistant in the TEA Program.

To Bd 5/11/19

DISTRICT 917 CANDIDATE SUMMARY—EMPLOYMENT RECOMMENDATION

DATE: May 7, 2019	Teaching Licenses Held:
NAME: Jenna Nace	
Position: Teacher	
College: Secondary: Special Education: <input checked="" type="checkbox"/> District:	Recommended Salary : \$63,833
	Employment Date : 8/22/19

Education:

	Institution	Graduated (yes or no)	Major	Degree/ Diploma
High School	Watertown-Mayer	Yes	Generals	Yes
Technical College				
College	Moorhead University	Yes	Special Education	BA
	Bethel University	Yes	Work Based Learning	
	MN State, Mankato	Yes	Masters in Reading, ASD	MA

Teaching Experience:

Employer (most recent first)	From	To	Position/Responsibilities
So. St. Paul Schools	8/09	Current	Teacher
So. St. Paul Activities Dept.	8/11	11/15	Coach

Total Years Experience 10

Business/Industry Work Experience:

Employer (most recent first)	From	To	Position/Responsibilities

Total Years Experience

Remarks:

Jenna will be a teacher in the TESA Program at the Bloomington Transition Center.

**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 donation, as indicated below, in the amount of \$5630.

1. Donation of Parini assorted pans from Diana O'Neil to be used for door prizes for staff recognition. (Value: \$100.)
2. Donation of three free days of parking at EZ Air Park from Mary Callister to be used for door prizes for staff recognition. (Value: \$75.)
3. Donation of one \$25 Kwik Trip gift card from the Program Assistants' Union to be used for door prizes for staff recognition. (Value: \$25.)
4. Two \$25 Target gift cards from the Health Associates Union to be used for door prizes for staff recognition. (Value: \$50.)
5. Electric Smores Kit from Jennifer Hetland to be used for door prizes for staff recognition. (Value: \$25)
6. Donation of a \$25 gift card to Kwik Trip from the Program Assistants' Union to be used for door prizes for staff recognition. (Value: \$25.)
7. Donation of books regarding blind/visually impaired from Sue Allen of St. Paul Park to be used as teacher resources in the classrooms. (Value: \$373.)
8. Donation of five hooded plaid blankets from Max Johnson of Spectrum Brands to be used for staff recognition door prizes. (Value: \$125.)
9. Donation of five \$20 Kwik Trip gas cards from Jeff Moody of AmSan/Supplyworks to be used for staff recognition door prizes. (Value: \$100.)
10. Donation of a 7" Galaxy Tablet from Bryce Morrison of Office Depot to be used for staff recognition door prizes. (Value: \$127.)
11. Donation of a \$50 Visa card from Daniel Labaredas of GovConnection to be used for staff recognition door prizes. (Value: \$50.)
12. Donation of two \$25 Caribou gift cards from Zach Boxrud of Tierney Brothers, Inc. (Value: \$50.)

13. Donation of \$25 Chipotle and \$25 movie passes from Jennifer Hetland to be used for staff recognition door prizes. (Value: \$50.)
14. Donation of \$40 Marcus Theater tickets and movie snacks from Nicolle Roush to be used for staff recognition door prizes. (Value: \$65.)
15. Donation of two \$25 gift cards to Cheesecake Factory and Olive Garden from Paul Landwehr of Farmington to be used for staff recognition door prizes. (Value: \$50.)
16. Two floor swivel rockers from Brady Hendricks of Virco to be used for staff recognition door prizes. (Value: \$100.)
17. Donation of \$20 to Roasted Pear in Burnsville or Brooklyn Park (Craig & Karen Rebers) to be used for staff recognition door prizes. (Value: \$20.)
18. Donation of 31 Bag with Norwex products and a RedCopper Flip Pan – Brooke Peterson to be used for staff recognition door prizes. (Value: \$60.)
19. Donation of a signed Kent Hrbek baseball from Kayla Nelson to be used for staff recognition door prizes. (Value: \$40.)
20. Donation of a basket of assorted gourmet coffees and drinks from Eric VanBrocklin to be used for staff recognition door prizes. (Value: \$50.)
21. Donation of a 31 bag with Norwex supplies and a RedCopper flip pan from Brooke Peterson to be used for staff recognition door prizes. (Value: \$60.)
22. Donation of a Minnesota lottery ticket tree from Melissa Schaller to be used for staff recognition door prizes. (Value: \$50.)
23. Donation of a basket of assorted coffees, placemats, and carafe from Mark Zuzek to be used for staff recognition door prizes. (Value: \$60.)
24. Donation of a basket of associated candies and chocolates and placemats from Don Budach to be used for staff recognition door prizes. (Value: \$50.)
25. Donation of \$200 HyVee gift certificates from Accelerated Technologies of Hastings to be used for staff recognition door prizes. (Value: \$200.)
26. Donation of a “31 Bag” from Ann Wengeler to be used for staff recognition door prizes. (Value: \$25.)
27. Donation of two \$25 gift cards to Lakeshore Learning from Kelly Meinke of Lakeshore Learning and 20% off coupons to be used for staff recognition door prizes. (Value: \$50.)
28. Donation of two trial Taekwondo programs and \$50 off full program from Raberge’s Leadership Martial Arts in Lakeville, to be used to staff recognition door prizes. (Value: \$100.)
29. Donation of assorted classroom supplies from Janice Varnes of School Specialty to be used for staff recognition door prizes. (Value: \$30.)

30. Donation of two St. Paul Saints tickets from Julie Koch of Loffler to be used for staff recognition door prizes. (Value: \$36.)

31. Donation of \$3,409 from JABOR (Just a bunch of Roadies) for the creation of a vegetable garden in the back of Alliance Education Center. (Value: \$3,409.)

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

Date Board Approved:

TIES
 DATE: 05/01/2019
 TIME: 10:04:21

INTERMEDIATE SCHOOL DISTRICT
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
 ACCTPA21
 ACCOUNTING PERIOD: 11/19

SELECTION CRITERIA: chkstat.rundate between '20190401 00:00:00.000' and '20190430 00:00:00.000'

DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1900609	04/24/2019	SCIENCE MUSEUM OF MN	V	-150.00	VOID MANUAL CHECK
* 1900724	04/25/2019	BAYADA HOME HEALTH CARE	V	-2310.00	VOID MANUAL CHECK
* 1901254	04/01/2019	EDUCATION MINNESOTA, LOCAL 3904	R	8789.23	ACCOUNTS PAYABLE CHECK
1901255	04/01/2019	DEPARTMENT OF EDUCATION AWG	R	133.23	ACCOUNTS PAYABLE CHECK
1901256	04/01/2019	F.H. CANN & ASSOCIATES, INC	R	88.82	ACCOUNTS PAYABLE CHECK
1901257	04/01/2019	MESSERLI & KRAMER P.A.	R	9.07	ACCOUNTS PAYABLE CHECK
1901258	04/01/2019	O.P.E.I.U., LOCAL 12	R	446.49	ACCOUNTS PAYABLE CHECK
1901259	04/01/2019	RELATED SERVICES NURSES ESP	R	232.98	ACCOUNTS PAYABLE CHECK
1901260	04/01/2019	S.E.P., LOCAL 4242	R	3485.05	ACCOUNTS PAYABLE CHECK
1901261	04/01/2019	UNITED WAY, GREATER TWIN CITIES	R	168.00	ACCOUNTS PAYABLE CHECK
1901262	04/01/2019	WADDELL & REED INC	R	2169.80	ACCOUNTS PAYABLE CHECK
1901263	04/01/2019	WISCONSIN SCTF	R	1070.39	ACCOUNTS PAYABLE CHECK
1901264	04/04/2019	ALL IN ONE TRANSLATION AGENCY, LLC	R	375.00	ACCOUNTS PAYABLE CHECK
1901265	04/04/2019	ANNE HOFF, SAFE HARBOR COUNSELING	R	7500.00	ACCOUNTS PAYABLE CHECK
1901266	04/04/2019	APPLE COMPUTER, INC	R	114.00	ACCOUNTS PAYABLE CHECK
1901267	04/04/2019	BOGART'S ENTERTAINMENT CENTER	R	300.00	ACCOUNTS PAYABLE CHECK
1901268	04/04/2019	ASL INTERPRETING SERVICES, INC	R	120.00	ACCOUNTS PAYABLE CHECK
1901269	04/04/2019	BOOTH LAW GROUP	R	333.00	ACCOUNTS PAYABLE CHECK
1901270	04/04/2019	CENTURYLINK	R	1093.70	ACCOUNTS PAYABLE CHECK
1901271	04/04/2019	CITY OF ROSEMOUNT	R	900.21	ACCOUNTS PAYABLE CHECK
1901272	04/04/2019	ECM PUBLISHERS, INC.	R	59.50	ACCOUNTS PAYABLE CHECK
1901273	04/04/2019	EDCLUB INC	R	99.75	ACCOUNTS PAYABLE CHECK
1901274	04/04/2019	FRONTIER COMMUNICATIONS	R	589.35	ACCOUNTS PAYABLE CHECK
1901275	04/04/2019	HANDI MEDICAL SUPPLY	R	30.00	ACCOUNTS PAYABLE CHECK
1901276	04/04/2019	HILDI INCORPORATED	R	1535.00	ACCOUNTS PAYABLE CHECK
1901277	04/04/2019	IND SCH DIST 191	R	42828.44	ACCOUNTS PAYABLE CHECK
1901278	04/04/2019	INVISION SERVICES, INC	R	7260.00	ACCOUNTS PAYABLE CHECK
1901279	04/04/2019	ISD 199	R	173.37	ACCOUNTS PAYABLE CHECK
1901280	04/04/2019	KAREN CASS FELLING, M.A., LP	R	600.00	ACCOUNTS PAYABLE CHECK
1901281	04/04/2019	LAURSEN PIANO SERVICE	R	98.00	ACCOUNTS PAYABLE CHECK
1901282	04/04/2019	LILLIE SUBURBAN NEWSPAPER, INC	R	99.00	ACCOUNTS PAYABLE CHECK
1901283	04/04/2019	MEDI-CAR	R	451.72	ACCOUNTS PAYABLE CHECK
1901284	04/04/2019	OUTDOOR IMAGES, INC	R	968.00	ACCOUNTS PAYABLE CHECK
1901285	04/04/2019	PEARSON CLINICAL ASSESSMENT	R	214.00	ACCOUNTS PAYABLE CHECK
1901286	04/04/2019	PEDIATRIC HOME SERVICE	R	2681.25	ACCOUNTS PAYABLE CHECK
1901287	04/04/2019	REINHART FOODSERVICE, LLC	R	1364.33	ACCOUNTS PAYABLE CHECK
1901288	04/04/2019	REPUBLIC SERVICES #923	R	318.01	ACCOUNTS PAYABLE CHECK
1901289	04/04/2019	SAM'S CLUB/SYNCHRONY BANK	R	1047.10	ACCOUNTS PAYABLE CHECK
1901290	04/04/2019	SCHOLASTIC	R	21.78	ACCOUNTS PAYABLE CHECK
1901291	04/04/2019	SPECIAL DELIVERY MN, LLC	R	175.00	ACCOUNTS PAYABLE CHECK
1901292	04/04/2019	SPRINGSTED, INC.	R	800.00	ACCOUNTS PAYABLE CHECK
1901293	04/04/2019	SUNBELT STAFFING, LLC	R	12632.51	ACCOUNTS PAYABLE CHECK
1901294	04/04/2019	TEACHERS ON CALL	R	13176.94	ACCOUNTS PAYABLE CHECK
1901295	04/04/2019	TECHNOLOGY BY DESIGN, LLC	R	2141.00	ACCOUNTS PAYABLE CHECK
1901296	04/04/2019	TRANE U.S. INC.	R	477.50	ACCOUNTS PAYABLE CHECK
1901297	04/04/2019	TWIN CITY FILTER	R	158.80	ACCOUNTS PAYABLE CHECK
1901298	04/04/2019	UNIQUE SOFTWARE CORP	R	179.00	ACCOUNTS PAYABLE CHECK
1901299	04/04/2019	XCEL ENERGY	R	9355.07	ACCOUNTS PAYABLE CHECK
1901300	04/10/2019	ALL IN ONE TRANSLATION AGENCY, LLC	R	90.00	ACCOUNTS PAYABLE CHECK
1901301	04/10/2019	CUB FOODS - HASTINGS	R	21.89	ACCOUNTS PAYABLE CHECK
1901302	04/10/2019	D. J. SOUND SYSTEMS	R	400.00	ACCOUNTS PAYABLE CHECK
1901303	04/10/2019	ECM PUBLISHERS, INC.	R	471.00	ACCOUNTS PAYABLE CHECK
1901304	04/10/2019	INVER GROVE ISD LLC	R	3554.49	ACCOUNTS PAYABLE CHECK

TIES
 DATE: 05/01/2019
 TIME: 10:04:21

INTERMEDIATE SCHOOL DISTRICT
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 2
 ACCTPA21
 ACCOUNTING PERIOD: 11/19

SELECTION CRITERIA: chkstat.rundate between '20190401 00:00:00.000' and '20190430 00:00:00.000'

1901305	04/10/2019	JESSICA DODGE	R	2110.00	ACCOUNTS PAYABLE CHECK
1901306	04/10/2019	KATHERINE THUNE	R	3797.06	ACCOUNTS PAYABLE CHECK
1901307	04/10/2019	MAD SCIENCE OF MINNESOTA	R	785.00	ACCOUNTS PAYABLE CHECK
1901308	04/10/2019	NARDINI FIRE EQUIP CO	R	191.00	ACCOUNTS PAYABLE CHECK
1901309	04/10/2019	PARK SQUARE THEATRE TICKET OFFICE	R	473.00	ACCOUNTS PAYABLE CHECK
1901310	04/10/2019	PLANSOURCE BENEFITS ADMINISTRATION,	R	2876.50	ACCOUNTS PAYABLE CHECK
1901311	04/10/2019	SONOVA USA INC.	R	218.99	ACCOUNTS PAYABLE CHECK
1901312	04/10/2019	TEACHERS ON CALL	R	220.98	ACCOUNTS PAYABLE CHECK
1901313	04/10/2019	TRIG LIFE SERVICES	R	1656.00	ACCOUNTS PAYABLE CHECK
1901314	04/10/2019	U.S. BANK	R	1500.00	ACCOUNTS PAYABLE CHECK
1901315	04/10/2019	UNIQUE SOFTWARE CORP	R	234.00	ACCOUNTS PAYABLE CHECK
1901316	04/16/2019	EDUCATION MINNESOTA, LOCAL 3904	R	8738.82	ACCOUNTS PAYABLE CHECK
1901317	04/16/2019	DEPARTMENT OF EDUCATION AWG	R	133.23	ACCOUNTS PAYABLE CHECK
1901318	04/16/2019	F.H. CANN & ASSOCIATES, INC	R	88.82	ACCOUNTS PAYABLE CHECK
1901319	04/16/2019	MESSERLI & KRAMER P.A.	R	9.07	ACCOUNTS PAYABLE CHECK
1901320	04/16/2019	NCPERS GROUP LIFE INS	R	48.00	ACCOUNTS PAYABLE CHECK
1901321	04/16/2019	O.P.E.I.U., LOCAL 12	R	446.49	ACCOUNTS PAYABLE CHECK
1901322	04/16/2019	RELATED SERVICES NURSES ESP	R	232.98	ACCOUNTS PAYABLE CHECK
1901323	04/16/2019	S.E.P., LOCAL 4242	R	3406.72	ACCOUNTS PAYABLE CHECK
1901324	04/16/2019	UNITED WAY, GREATER TWIN CITIES	R	168.00	ACCOUNTS PAYABLE CHECK
1901325	04/16/2019	WADDELL & REED INC	R	2169.80	ACCOUNTS PAYABLE CHECK
1901326	04/16/2019	WISCONSIN SCTF	R	1070.39	ACCOUNTS PAYABLE CHECK
1901327	04/17/2019	APPLE COMPUTER, INC	R	38.00	ACCOUNTS PAYABLE CHECK
1901328	04/17/2019	ASL INTERPRETING SERVICES, INC	R	240.00	ACCOUNTS PAYABLE CHECK
1901329	04/17/2019	BLUE BELL ENTERPRISES INC	R	11872.24	ACCOUNTS PAYABLE CHECK
1901330	04/17/2019	CENTURYLINK	R	191.84	ACCOUNTS PAYABLE CHECK
1901331	04/17/2019	CHROMEBOOKPARTS.COM	R	84.98	ACCOUNTS PAYABLE CHECK
1901332	04/17/2019	CUB FOODS - ROSEMOUNT	R	950.43	ACCOUNTS PAYABLE CHECK
1901333	04/17/2019	EDUCATORS BENEFIT CONSULTANTS, LLC	R	228.00	ACCOUNTS PAYABLE CHECK
1901334	04/17/2019	FRONTIER COMMUNICATIONS	R	1959.18	ACCOUNTS PAYABLE CHECK
1901335	04/17/2019	GOVCONNECTION INC	R	1700.56	ACCOUNTS PAYABLE CHECK
1901336	04/17/2019	INVER HILLS COMMUNITY COLLEGE	R	3325.42	ACCOUNTS PAYABLE CHECK
1901337	04/17/2019	ISD 191	R	1195.30	ACCOUNTS PAYABLE CHECK
1901338	04/17/2019	MACMH (MN ASSOC FOR CHILDREN'S MENT	R	380.00	ACCOUNTS PAYABLE CHECK
1901339	04/17/2019	MASTER TECHNOLOGY GROUP INC	R	155.00	ACCOUNTS PAYABLE CHECK
1901340	04/17/2019	MN DEPT OF EMPLOYMENT & ECON DEV.	R	7051.95	ACCOUNTS PAYABLE CHECK
1901341	04/17/2019	MN ENERGY RESOURCES CORPORATION	R	1189.59	ACCOUNTS PAYABLE CHECK
1901342	04/17/2019	REINHART FOODSERVICE, LLC	R	1243.70	ACCOUNTS PAYABLE CHECK
1901343	04/17/2019	SONOVA USA INC.	R	178.99	ACCOUNTS PAYABLE CHECK
1901344	04/17/2019	SPECIAL DELIVERY MN, LLC	R	350.00	ACCOUNTS PAYABLE CHECK
1901345	04/17/2019	SUNBELT STAFFING, LLC	R	6120.00	ACCOUNTS PAYABLE CHECK
1901346	04/17/2019	WESTONE	R	913.40	ACCOUNTS PAYABLE CHECK
1901347	04/25/2019	AMAZON.COM, LLC	V	0.00	VOID: MULTI STUB CHECK
1901348	04/25/2019	AMAZON.COM, LLC	V	0.00	VOID: MULTI STUB CHECK
1901349	04/25/2019	AMAZON.COM, LLC	R	6380.72	ACCOUNTS PAYABLE CHECK
1901350	04/25/2019	AUTOMOTIVE SERVICE EXCELLENCE	R	1035.00	ACCOUNTS PAYABLE CHECK
1901351	04/25/2019	BAYADA HOME HEALTH CARE	R	2310.00	ACCOUNTS PAYABLE CHECK
1901352	04/25/2019	CANON USA	R	330.40	ACCOUNTS PAYABLE CHECK
1901353	04/25/2019	CARQUEST AUTO PARTS STORES	R	79.79	ACCOUNTS PAYABLE CHECK
1901354	04/25/2019	CENTERPOINT ENERGY	R	359.75	ACCOUNTS PAYABLE CHECK
1901355	04/25/2019	ECM PUBLISHERS, INC.	R	114.55	ACCOUNTS PAYABLE CHECK
1901356	04/25/2019	IND SCH DIST 191	R	25864.68	ACCOUNTS PAYABLE CHECK
1901357	04/25/2019	K LYNN PRODUCTIONS	R	167.50	ACCOUNTS PAYABLE CHECK
1901358	04/25/2019	KAREN CASS FELLING, M.A., LP	R	400.00	ACCOUNTS PAYABLE CHECK
1901359	04/25/2019	MARCO INC	V	0.00	VOID: MULTI STUB CHECK
1901360	04/25/2019	MARCO INC	R	1392.71	ACCOUNTS PAYABLE CHECK
1901361	04/25/2019	MASPA	R	95.00	ACCOUNTS PAYABLE CHECK

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1901362	04/25/2019	MEDICAREBLUE RX	R	37.90	ACCOUNTS PAYABLE CHECK
1901363	04/25/2019	MENARDS	R	113.85	ACCOUNTS PAYABLE CHECK
1901364	04/25/2019	MIDWAY FORD COMPANY	R	55549.68	ACCOUNTS PAYABLE CHECK
1901365	04/25/2019	OFFICE OF MN.IT SERVICES	R	1331.36	ACCOUNTS PAYABLE CHECK
1901366	04/25/2019	OUTDOOR IMAGES, INC	R	225.00	ACCOUNTS PAYABLE CHECK
1901367	04/25/2019	REINHART FOODSERVICE, LLC	R	639.69	ACCOUNTS PAYABLE CHECK
1901368	04/25/2019	SONOVA USA INC.	R	814.99	ACCOUNTS PAYABLE CHECK
1901369	04/25/2019	TEACHERS ON CALL	V	0.00	VOID: MULTI STUB CHECK
1901370	04/25/2019	TEACHERS ON CALL	R	20572.49	ACCOUNTS PAYABLE CHECK
*v4000199	04/15/2019	SUPPLYWORKS	R	1069.27	ACCOUNTS PAYABLE VOUCHER
*v4000200	04/15/2019	ARK THERAPEUTIC	R	218.89	ACCOUNTS PAYABLE VOUCHER
*v4000201	04/15/2019	WELLS FARGO	V	0.00	VOID: MULTI STUB VOUCHER
*v4000202	04/15/2019	WELLS FARGO	R	6255.12	ACCOUNTS PAYABLE VOUCHER
*v4000203	04/15/2019	CHEWY.COM	R	52.04	ACCOUNTS PAYABLE VOUCHER
*v4000204	04/15/2019	CITY OF APPLE VALLEY	R	405.21	ACCOUNTS PAYABLE VOUCHER
*v4000205	04/15/2019	CITY OF INVER GROVE HTS	R	192.49	ACCOUNTS PAYABLE VOUCHER
*v4000206	04/15/2019	DEXYP	R	326.10	ACCOUNTS PAYABLE VOUCHER
*v4000207	04/15/2019	EDHELPER	R	55.98	ACCOUNTS PAYABLE VOUCHER
*v4000208	04/15/2019	SCHOOL SPECIALTY	R	27.12	ACCOUNTS PAYABLE VOUCHER
*v4000209	04/15/2019	ESTR PUBLICATIONS	R	197.00	ACCOUNTS PAYABLE VOUCHER
*v4000210	04/15/2019	HASTINGS STAR GAZETTE	R	55.20	ACCOUNTS PAYABLE VOUCHER
*v4000211	04/15/2019	INNOVATIVE OFFICE SOLUTIONS	V	0.00	VOID: MULTI STUB VOUCHER
*v4000212	04/15/2019	INNOVATIVE OFFICE SOLUTIONS	R	3230.88	ACCOUNTS PAYABLE VOUCHER
*v4000213	04/15/2019	KID START SUPPLY	R	84.92	ACCOUNTS PAYABLE VOUCHER
*v4000214	04/15/2019	LEARNING ALLY	R	990.00	ACCOUNTS PAYABLE VOUCHER
*v4000215	04/15/2019	PITNEY BOWES	R	54.00	ACCOUNTS PAYABLE VOUCHER
*v4000216	04/15/2019	PROFESSIONAL CRISIS MANAGEMENT ASSO	R	4235.00	ACCOUNTS PAYABLE VOUCHER
*v4000217	04/15/2019	READY BODIES, LEARNING MINDS	R	657.60	ACCOUNTS PAYABLE VOUCHER
*v4000218	04/15/2019	SCHOOL NURSE SUPPLY	R	443.00	ACCOUNTS PAYABLE VOUCHER
*v4000219	04/15/2019	SOUTHPAW ENTERPRISES	R	205.20	ACCOUNTS PAYABLE VOUCHER
*v4000220	04/15/2019	THERAPRO INC.	R	123.20	ACCOUNTS PAYABLE VOUCHER
*v4000221	04/15/2019	UNIVERSAL CLEANING SERVICES	R	6508.00	ACCOUNTS PAYABLE VOUCHER
*v4000222	04/15/2019	USI	R	763.78	ACCOUNTS PAYABLE VOUCHER
*v4000223	04/15/2019	VARIDESK, LLC	R	395.00	ACCOUNTS PAYABLE VOUCHER
*v6600904	04/10/2019	SHELBY HARRIS ABBOTT	R	33.64	ACCOUNTS PAYABLE VOUCHER
*v6600905	04/10/2019	ANN CATHERINE ALLEN	R	142.10	ACCOUNTS PAYABLE VOUCHER
*v6600906	04/10/2019	MARTHA JOAN ALLEN	R	136.88	ACCOUNTS PAYABLE VOUCHER
*v6600907	04/10/2019	PATRICIA ARNESON	R	59.74	ACCOUNTS PAYABLE VOUCHER
*v6600908	04/10/2019	JEAN MICHELLE BANNICK	R	345.10	ACCOUNTS PAYABLE VOUCHER
*v6600909	04/10/2019	LINDA JO BERG	R	52.78	ACCOUNTS PAYABLE VOUCHER
*v6600910	04/10/2019	NATALIE ANN BORMANN	R	113.79	ACCOUNTS PAYABLE VOUCHER
*v6600911	04/10/2019	DONNA MAE BRITTAIN	R	82.94	ACCOUNTS PAYABLE VOUCHER
*v6600912	04/10/2019	DON JAMES BUDACH	R	176.32	ACCOUNTS PAYABLE VOUCHER
*v6600913	04/10/2019	ANNE LOUISE BYER	R	479.60	ACCOUNTS PAYABLE VOUCHER
*v6600914	04/10/2019	MARY HELEN CALLISTER	R	60.32	ACCOUNTS PAYABLE VOUCHER
*v6600915	04/10/2019	KATHLEEN COLLINS	R	27.55	ACCOUNTS PAYABLE VOUCHER
*v6600916	04/10/2019	CHERRY KEY CRAMER	R	50.99	ACCOUNTS PAYABLE VOUCHER
*v6600917	04/10/2019	JAMIE AUTUMN DALBESIO	R	367.08	ACCOUNTS PAYABLE VOUCHER
*v6600918	04/10/2019	CYNTHIA GARWOOD DIVELY	R	37.12	ACCOUNTS PAYABLE VOUCHER
*v6600919	04/10/2019	KASANDRA ST. CLAIR DOELP	R	134.56	ACCOUNTS PAYABLE VOUCHER
*v6600920	04/10/2019	CARMEN MARIE EATON	R	17.40	ACCOUNTS PAYABLE VOUCHER
*v6600921	04/10/2019	CRISOULA GABRIELLE ECONOMDU	R	102.66	ACCOUNTS PAYABLE VOUCHER
*v6600922	04/10/2019	BENJAMIN CLARK ENG	R	23.78	ACCOUNTS PAYABLE VOUCHER
*v6600923	04/10/2019	KATHERINE DIANE ENGEL	R	122.96	ACCOUNTS PAYABLE VOUCHER
*v6600924	04/10/2019	SHERILYN FAYE FRISQUE	R	268.54	ACCOUNTS PAYABLE VOUCHER
*v6600925	04/10/2019	KELSEY RAE FUNK	R	254.62	ACCOUNTS PAYABLE VOUCHER
*v6600926	04/10/2019	ELIZABETH KAY GARLOUGH	R	227.94	ACCOUNTS PAYABLE VOUCHER

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*V6600927	04/10/2019	DONNA GAYLE GREENFIELD	R	99.00	ACCOUNTS PAYABLE VOUCHER
*V6600928	04/10/2019	REBECCA AUDREY HAGUE	R	123.65	ACCOUNTS PAYABLE VOUCHER
*V6600929	04/10/2019	KELLY JEAN HANKES	R	51.62	ACCOUNTS PAYABLE VOUCHER
*V6600930	04/10/2019	LUCINDA SUE HANSON	R	174.16	ACCOUNTS PAYABLE VOUCHER
*V6600931	04/10/2019	JANA LEE HEIDEMANN	R	66.12	ACCOUNTS PAYABLE VOUCHER
*V6600932	04/10/2019	PETER ALLYN HENDRICKS	R	318.42	ACCOUNTS PAYABLE VOUCHER
*V6600933	04/10/2019	JENNIFER AMY HETLAND	R	129.92	ACCOUNTS PAYABLE VOUCHER
*V6600934	04/10/2019	ROXANN RHYN JOHNSON	R	342.20	ACCOUNTS PAYABLE VOUCHER
*V6600935	04/10/2019	AMY TAMARAH WOLF KAUFMAN	R	100.92	ACCOUNTS PAYABLE VOUCHER
*V6600936	04/10/2019	LAUREN ROSE KELLY	R	191.98	ACCOUNTS PAYABLE VOUCHER
*V6600937	04/10/2019	MARY JEAN KORSMO	R	93.38	ACCOUNTS PAYABLE VOUCHER
*V6600938	04/10/2019	AMBER LEIGH KURTEN	R	95.12	ACCOUNTS PAYABLE VOUCHER
*V6600939	04/10/2019	DANIELLE MARIE LAFRANCE	R	314.94	ACCOUNTS PAYABLE VOUCHER
*V6600940	04/10/2019	CORY LEE LANGENFELD	R	126.44	ACCOUNTS PAYABLE VOUCHER
*V6600941	04/10/2019	BETSY SUE LARSEN	R	65.54	ACCOUNTS PAYABLE VOUCHER
*V6600942	04/10/2019	ABIGAIL MARIE EVANS LARSON	R	719.78	ACCOUNTS PAYABLE VOUCHER
*V6600943	04/10/2019	MADELINE JULIA LAUX	R	62.06	ACCOUNTS PAYABLE VOUCHER
*V6600944	04/10/2019	ANN LOUISE MAYES	R	258.68	ACCOUNTS PAYABLE VOUCHER
*V6600945	04/10/2019	LISA MARIE OTT	R	136.88	ACCOUNTS PAYABLE VOUCHER
*V6600946	04/10/2019	HOLLY MARIE PEMBLE	R	203.00	ACCOUNTS PAYABLE VOUCHER
*V6600947	04/10/2019	AMANDA LYNN PETERS	R	447.76	ACCOUNTS PAYABLE VOUCHER
*V6600948	04/10/2019	LYNN MARIE QUAM	R	67.28	ACCOUNTS PAYABLE VOUCHER
*V6600949	04/10/2019	MELISSA RAE SCHALLER	R	82.36	ACCOUNTS PAYABLE VOUCHER
*V6600950	04/10/2019	MICHELLE JEAN SHANLEY	R	198.94	ACCOUNTS PAYABLE VOUCHER
*V6600951	04/10/2019	DAVID LEON STOLL	R	165.30	ACCOUNTS PAYABLE VOUCHER
*V6600952	04/10/2019	KAYLEEN LAVONNE TAFFE	R	146.16	ACCOUNTS PAYABLE VOUCHER
*V6600953	04/10/2019	MARY ELIZABETH TAYLOR	R	305.66	ACCOUNTS PAYABLE VOUCHER
*V6600954	04/10/2019	TAYLOR MAY THOMAS	R	142.68	ACCOUNTS PAYABLE VOUCHER
*V6600955	04/10/2019	SHANYN NICOLE TUFTEE	R	53.36	ACCOUNTS PAYABLE VOUCHER
*V6600956	04/10/2019	ANDREW JACOB WEBSTER	R	90.48	ACCOUNTS PAYABLE VOUCHER
*V6600957	04/10/2019	MARY ELIZABETH WEILAND	R	144.42	ACCOUNTS PAYABLE VOUCHER
*V6600958	04/10/2019	FRAN LOUISE WOOD	R	419.34	ACCOUNTS PAYABLE VOUCHER
*V6600959	04/25/2019	JOAN SCHAEFER ASMUS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6600960	04/25/2019	TARA JO BLACKERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6600961	04/25/2019	OLIVIA STANISIC BROWN	R	197.27	ACCOUNTS PAYABLE VOUCHER
*V6600962	04/25/2019	DON JAMES BUDACH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600963	04/25/2019	ANNE LOUISE BYER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6600964	04/25/2019	JESSICA DAWN CHAMBLIN	R	251.14	ACCOUNTS PAYABLE VOUCHER
*V6600965	04/25/2019	EMILY MARGARET CLARK	R	44.08	ACCOUNTS PAYABLE VOUCHER
*V6600966	04/25/2019	JAMES EDWARD COCHRAN	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V6600967	04/25/2019	CHERRY KEY CRAMER	R	211.12	ACCOUNTS PAYABLE VOUCHER
*V6600968	04/25/2019	CRAIG ALAN CURTIS	R	266.32	ACCOUNTS PAYABLE VOUCHER
*V6600969	04/25/2019	JAMIE AUTUMN DALBESIO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600970	04/25/2019	TIMOTHY MICHAEL DAVIS	R	33.57	ACCOUNTS PAYABLE VOUCHER
*V6600971	04/25/2019	PEARL SUSAN DEVENOW	R	313.20	ACCOUNTS PAYABLE VOUCHER
*V6600972	04/25/2019	MEGHAN LOUISE DOBSON	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6600973	04/25/2019	CARMEN MARIE EATON	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6600974	04/25/2019	KATHERINE DIANE ENGEL	R	248.82	ACCOUNTS PAYABLE VOUCHER
*V6600975	04/25/2019	ANGELITA LEE FLEMING	R	115.42	ACCOUNTS PAYABLE VOUCHER
*V6600976	04/25/2019	ELIZABETH KAY GARLOUGH	R	24.94	ACCOUNTS PAYABLE VOUCHER
*V6600977	04/25/2019	PAMELA VICK GARRETSON	R	363.76	ACCOUNTS PAYABLE VOUCHER
*V6600978	04/25/2019	ADDIE SUZANNE GESKE	R	174.00	ACCOUNTS PAYABLE VOUCHER
*V6600979	04/25/2019	MEGAN MARIE GLOCKNER	R	58.00	ACCOUNTS PAYABLE VOUCHER
*V6600980	04/25/2019	DONNA GAYLE GREENFIELD	R	501.70	ACCOUNTS PAYABLE VOUCHER
*V6600981	04/25/2019	SARA ELIZABETH GROVE	R	10.67	ACCOUNTS PAYABLE VOUCHER
*V6600982	04/25/2019	THERESA JEAN GULBRANSEN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600983	04/25/2019	LINDSEY BRYANT HARTJES	R	90.00	ACCOUNTS PAYABLE VOUCHER

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*V6600984	04/25/2019	PETER ALLYN HENDRICKS	R	139.78	ACCOUNTS PAYABLE VOUCHER
*V6600985	04/25/2019	JENNIFER AMY HETLAND	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6600986	04/25/2019	KATHLEEN ELIZABETH IRELAND	R	402.52	ACCOUNTS PAYABLE VOUCHER
*V6600987	04/25/2019	CINDY LOU JACOBS	R	71.34	ACCOUNTS PAYABLE VOUCHER
*V6600988	04/25/2019	LORI ANN KLEIN	R	129.92	ACCOUNTS PAYABLE VOUCHER
*V6600989	04/25/2019	LORILEA J. KLIMEK	R	15.66	ACCOUNTS PAYABLE VOUCHER
*V6600990	04/25/2019	GABRIELA MARTINA KUBIK	R	128.18	ACCOUNTS PAYABLE VOUCHER
*V6600991	04/25/2019	CAROL LEIGH KURTEN	R	78.81	ACCOUNTS PAYABLE VOUCHER
*V6600992	04/25/2019	CORY LEE LANGENFELD	R	247.76	ACCOUNTS PAYABLE VOUCHER
*V6600993	04/25/2019	BETSY SUE LARSEN	R	52.20	ACCOUNTS PAYABLE VOUCHER
*V6600994	04/25/2019	SARAH MARIE LUDEWIG	R	84.68	ACCOUNTS PAYABLE VOUCHER
*V6600995	04/25/2019	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6600996	04/25/2019	KATRINA ANNE MAYES	R	38.86	ACCOUNTS PAYABLE VOUCHER
*V6600997	04/25/2019	ANN LOUISE MAYES	R	318.52	ACCOUNTS PAYABLE VOUCHER
*V6600998	04/25/2019	LAUREN KAY MELZER	R	21.98	ACCOUNTS PAYABLE VOUCHER
*V6600999	04/25/2019	BRIAN RICHARD MOGA	R	15.08	ACCOUNTS PAYABLE VOUCHER
*V6601000	04/25/2019	PATTIJO ELIZABETH NWOKEUKU	R	95.03	ACCOUNTS PAYABLE VOUCHER
*V6601001	04/25/2019	JACKIE MARIE PAULEY	R	39.09	ACCOUNTS PAYABLE VOUCHER
*V6601002	04/25/2019	HOLLY MARIE PEMBLE	R	174.58	ACCOUNTS PAYABLE VOUCHER
*V6601003	04/25/2019	AMANDA LYNN PETERS	R	295.56	ACCOUNTS PAYABLE VOUCHER
*V6601004	04/25/2019	BROOKE ALLYSON PETERSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601005	04/25/2019	EMILY ANN PFISTERER	R	275.50	ACCOUNTS PAYABLE VOUCHER
*V6601006	04/25/2019	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601007	04/25/2019	NICOLLE KATHERINE ROUSH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601008	04/25/2019	MELISSA RAE SCHALLER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601009	04/25/2019	JESSICA ANN SINKINSON	R	80.62	ACCOUNTS PAYABLE VOUCHER
*V6601010	04/25/2019	NORMAN C. SMITH III	R	22.79	ACCOUNTS PAYABLE VOUCHER
*V6601011	04/25/2019	DAVID LEON STOLL	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601012	04/25/2019	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601013	04/25/2019	MARY ELIZABETH TAYLOR	R	348.00	ACCOUNTS PAYABLE VOUCHER
*V6601014	04/25/2019	LAURA J. TENNESSEN	R	120.64	ACCOUNTS PAYABLE VOUCHER
*V6601015	04/25/2019	ADRIENNE KATE TURZYNSKI	R	39.44	ACCOUNTS PAYABLE VOUCHER
*V6601016	04/25/2019	ERIC JOSEPH VAN BROCKLIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6601017	04/25/2019	MICHELLE LYNN VOLLBRECHT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6601018	04/25/2019	JANEL LYNN VRIEZE	R	35.00	ACCOUNTS PAYABLE VOUCHER
*V6601019	04/25/2019	SCOTT MICHAEL ZEHNDER	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V6601020	04/25/2019	MARK A. ZUZEK	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V7700449	04/02/2019	AFLAC	R	2336.36	ACCOUNTS PAYABLE VOUCHER
*V7700450	04/02/2019	AMERIPRISE FINANCIAL ADVISORS	R	8098.76	ACCOUNTS PAYABLE VOUCHER
*V7700451	04/02/2019	AXA EQUITABLE LIFE INS CO	R	3757.65	ACCOUNTS PAYABLE VOUCHER
*V7700452	04/02/2019	FIDELITY INVSTMT TAX-EX SVC CO	R	9273.76	ACCOUNTS PAYABLE VOUCHER
*V7700453	04/02/2019	HEALTHEQUITY, INC.	R	22039.69	ACCOUNTS PAYABLE VOUCHER
*V7700454	04/02/2019	HORACE MANN LIFE INS	R	2092.71	ACCOUNTS PAYABLE VOUCHER
*V7700455	04/02/2019	INTERNAL REVENUE SERVICE	R	204882.01	ACCOUNTS PAYABLE VOUCHER
*V7700456	04/02/2019	EDUCATION MN ESI BILLING TRUST	R	6123.98	ACCOUNTS PAYABLE VOUCHER
*V7700457	04/02/2019	MN DEPT OF REVENUE	R	34184.81	ACCOUNTS PAYABLE VOUCHER
*V7700458	04/02/2019	MN DEPT OF REVENUE(C)	R	172.07	ACCOUNTS PAYABLE VOUCHER
*V7700459	04/02/2019	MN STATE RETIREMENT SYSTEM	R	17020.83	ACCOUNTS PAYABLE VOUCHER
*V7700460	04/02/2019	EXECUTIVE DIRECTOR	R	49609.32	ACCOUNTS PAYABLE VOUCHER
*V7700461	04/02/2019	STATE TREASURER, TRA	R	87553.88	ACCOUNTS PAYABLE VOUCHER
*V7700462	04/02/2019	VARIABLE ANNUITY LIFE INS CO	R	8595.04	ACCOUNTS PAYABLE VOUCHER
*V7700463	04/02/2019	VOYA	R	1669.79	ACCOUNTS PAYABLE VOUCHER
*V7700464	04/02/2019	MN CHILD SUPPORT PAYMENT CENTER	R	31.20	ACCOUNTS PAYABLE VOUCHER
*V7700465	04/02/2019	KANSAS CITY LIFE INSURANCE COMPANY	R	9864.39	ACCOUNTS PAYABLE VOUCHER
*V7700466	04/17/2019	AMERIPRISE FINANCIAL ADVISORS	R	8098.76	ACCOUNTS PAYABLE VOUCHER
*V7700467	04/17/2019	AXA EQUITABLE LIFE INS CO	R	3757.65	ACCOUNTS PAYABLE VOUCHER
*V7700468	04/17/2019	FIDELITY INVSTMT TAX-EX SVC CO	R	9273.76	ACCOUNTS PAYABLE VOUCHER

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*v7700469	04/17/2019	HEALTHEQUITY, INC.	R	22046.03	ACCOUNTS PAYABLE VOUCHER
*v7700470	04/17/2019	HORACE MANN LIFE INS	R	2092.71	ACCOUNTS PAYABLE VOUCHER
*v7700471	04/17/2019	INTERNAL REVENUE SERVICE	R	203715.75	ACCOUNTS PAYABLE VOUCHER
*v7700472	04/17/2019	EDUCATION MN ESI BILLING TRUST	R	6223.98	ACCOUNTS PAYABLE VOUCHER
*v7700473	04/17/2019	MN DEPT OF REVENUE	R	33773.29	ACCOUNTS PAYABLE VOUCHER
*v7700474	04/17/2019	MN DEPT OF REVENUE(C)	R	336.51	ACCOUNTS PAYABLE VOUCHER
*v7700475	04/17/2019	MN STATE RETIREMENT SYSTEM	R	2020.83	ACCOUNTS PAYABLE VOUCHER
*v7700476	04/17/2019	EXECUTIVE DIRECTOR	R	49414.31	ACCOUNTS PAYABLE VOUCHER
*v7700477	04/17/2019	STATE TREASURER, TRA	R	87121.36	ACCOUNTS PAYABLE VOUCHER
*v7700478	04/17/2019	VARIABLE ANNUITY LIFE INS CO	R	8595.04	ACCOUNTS PAYABLE VOUCHER
*v7700479	04/17/2019	VOYA	R	1669.79	ACCOUNTS PAYABLE VOUCHER
*v7700480	04/17/2019	MN CHILD SUPPORT PAYMENT CENTER	R	31.20	ACCOUNTS PAYABLE VOUCHER
*v7700481	04/22/2019	APPLE VALLEY ISD LLC	R	40812.63	ACCOUNTS PAYABLE VOUCHER
*v7700482	04/22/2019	DELTA DENTAL OF MINNESOTA	R	39685.73	ACCOUNTS PAYABLE VOUCHER
*v7700483	04/22/2019	MEDICA	R	281409.57	ACCOUNTS PAYABLE VOUCHER
*v7700484	04/22/2019	PLANSOURCE FLEX BEN.	R	1617.41	ACCOUNTS PAYABLE VOUCHER
*v7700485	04/22/2019	SE ISD, DST	R	70691.34	ACCOUNTS PAYABLE VOUCHER
*v7700486	04/30/2019	MEDICA	R	136978.49	ACCOUNTS PAYABLE VOUCHER
*v7700487	04/30/2019	PLANSOURCE FLEX BEN.	R	1788.88	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				1838527.04	

DISTRIBUTION FUND: 50

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
5000016	04/22/2019	CHERRY CRAMER	R	60.95	ACCOUNTS PAYABLE CHECK
5000017	04/22/2019	HEATHER STOESZ	R	15.34	ACCOUNTS PAYABLE CHECK
5000018	04/22/2019	INT SCH DIST 917	R	139.92	ACCOUNTS PAYABLE CHECK
TOTAL FUND				216.21	
TOTAL REPORT				1838743.25	

Date: April 23, 2019

To: FOR EFT INPUT


From: Audrey Weiler
Payroll Specialist

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$1,788.88
PlanSource Vendor # 85105

Charge to:		Amount
10-215-39	Medical	\$1,497.42
10-215-40	D.Care	\$291.46
10-215-42	L.Scope	\$0.00
10-005-111-000-305-000	Card Replacement	\$0.00 proof
Total		\$1,788.88 \$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited see below

Authorized Signature  Date 4-23-19

4/16/2019	\$	78.47
4/18/2019	\$	30.00
4/19/2019	\$	146.85
4/20/2019	\$	95.39
4/22/2019	\$	408.00
4/22/2019	\$	1,030.17

Total	\$	1,788.88	Total	\$0.00
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copy to Linda B, one for payroll and original to Vickie B

Date: April 22, 2019

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Specialist

Invoice nbr:	1911214684A
Date:	4/22/2019
Payment Date	4/24/2019

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

ACH Transfer was made in the amount of \$ 136,978.49

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$136,978.49
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
22-005-110-000-301-000	QUARTERLY	SUBROGATION FEE	\$0.00

Total	\$136,978.49	proof	\$0.00
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Authorized Signature  Date 4-22-19

copy for AP
copy for Board

Date: April 15, 2019

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Specialist

Invoice nbr:	19105146984A
Date:	4/15/2019
Payment Date	4/17/2019

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

ACH Transfer was made in the amount of \$ 57,350.09

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$57,350.09
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
22-005-110-000-301-000	QUARTERLY	SUBROGATION FEE	\$0.00

Total

\$57,350.09 proof \$0.00

Authorized Signature



Date

4-15-19

copy for AP
copy for Board

Date: April 15, 2019
 To: FOR EFT INPUT
 From: Audrey Weiler
 Payroll Specialist

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$45.00
 PlanSource Vendor # 85105

Charge to:	Amount
10-215-39 Medical	\$45.00
10-215-40 D.Care	\$0.00
10-215-42 L.Scope	\$0.00
10-005-111-000-305-000 Card Replacement	\$0.00 proof
Total	\$45.00 \$0.00

cc: Payroll Insurance Payment File
 Date Bank Account to be debited see below

Authorized Signature WR Date 4-15-19

4/11/2019	\$ 45.00	2018	
		2019	\$45.00
Total	\$ 45.00	Total	\$45.00

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

Date: April 8, 2019

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Specialist

Invoice nbr:	19098146984A
Date:	4/8/2019
Payment Date	4/10/2019

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

ACH Transfer was made in the amount of \$ 54,332.29

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$54,332.29
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
22-005-110-000-301-000	QUARTERLY	SUBROGATION FEE	\$0.00

Total

\$54,332.29 ^{proof} \$0.00

Authorized Signature  Date 4-8-19

copy for AP
copy for Board


Date: April 8, 2019
 To: FOR EFT INPUT
 From: Audrey Weiler
 Payroll Specialist

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$1,553.47
 PlanSource Vendor # 85105

Charge to:		Amount
10-215-39	Medical	\$319.08
10-215-40	D.Care	\$937.47
10-215-42	L.Scope	\$296.92
10-005-111-000-305-000	Card Replacement	\$0.00 proof
Total		\$1,553.47 \$0.00

cc: Payroll Insurance Payment File
 Date Bank Account to be debited see below

Authorized Signature  Date 4-8-19

4/2/2019	\$	60.00	2018	\$283.84
4/4/2019	\$	26.24	2019	\$1,269.63
4/5/2019	\$	45.00		
4/6/2019	\$	125.92		
4/5/2019	\$	1,296.31		
Total	\$	1,553.47	Total	\$1,553.47


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

Intermediate School District 917
1300 E 145th St
Rosemount, MN 55068

Re: Sales Tax Wire Transfer

Date: 4/4/19

This memo serves as authorization for the wire transfer of funds for payment of sales tax in the amount of \$ 135,00, from Wells Fargo Bank Account No. 3805702167.



Nicolle Roush, Business Manager

Date: April 2, 2019

To: FOR EFT INPUT

From: Audrey Weiler
Payroll Specialist

Subject: Group Insurance Premium for March 2019
(Employer's Costs and Employees' Withholdings)

Payable to: \$39,685.73
Delta Dental Vendor # 30132

Charge to:		Amount
21-005-110-000-250	235	\$39,685.73

Total		\$39,685.73	proof	\$0.00
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cc: Payroll Insurance Payment File
Date Bank Account to be debited 4/10/2019

Authorized Signature  Date 4-2-19

Invoice 7608639 dated 04/01/2019

<input type="checkbox"/>	LB COPY
<input type="checkbox"/>	VB COPY

Date: April 2, 2019

To: FOR EFT INPUT

From: Audrey Weiler
Payroll Specialist

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$18.94
PlanSource Vendor # 85105

Charge to:		Amount
10-215-39	Medical	\$18.94
10-215-40	D.Care	\$0.00
10-215-42	L.Scope	\$0.00
10-005-111-000-305-000	Card Replacement	\$0.00 proof
Total		\$18.94
		\$0.00

cc: Payroll Insurance Payment File
Date Bank Account to be debited see below

Authorized Signature  Date 4-2-19

3/27/2019	\$	18.94	2018	
			2019	\$18.94

Total	\$	18.94	Total	\$18.94
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copy to Linda B, one for payroll and original to Vickie B

Date: April 2, 2019

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Specialist

Invoice nbr:	19091146984A
Date:	4/1/2019
Payment Date	4/3/2019

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

ACH Transfer was made in the amount of \$ \$63,166.48

Payable to:
Medica

Vendor # 21088

Charge to:


Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$63,166.48
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
22-005-110-000-301-000	QUARTERLY	SUBROGATION FEE	\$0.00

Total

\$63,166.48 proof
\$0.00

Authorized Signature



Date

4-2-19

copy for AP
copy for Board

Date: March 29, 2019

To: Accounts Payable

From: Audrey Weiler
Payroll Clerk

Bill Number
Paydate

1337233
4/1/2019

Subject: Group Insurance Premium for April 2019
(Employer's Costs and Employees' Withholdings)

PAYPERIOD 10

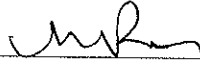
Wire Funds to Kansas City Life Insurance Co \$9,864.39

Payable to:
Kansas City Life Ins Co Vendor # 24031

Charge to: Amount

FUND		TO BE KEYED	EFP 817 and 818	TOTAL	
L215.32	01			\$ -	
L215.32	01	\$ (8.99)	\$ 6,331.99	\$ 6,323.00	
L215.32	10	\$ -		\$ -	
L215.33	01			\$ -	
L215.33	01	\$ 6.19	\$ 3,535.20	\$ 3,541.39	
L215.33	10	\$ -		\$ -	
Total		\$ (2.80)	\$ 9,867.19	\$ 9,864.39	proof \$0.00

cc: Payroll Insurance Payment File

Authorized Signature  Date 4-1-19

Date: March 29, 2019

To: Accounts Payable

From: Audrey Weiler

Payroll Specialist

Invoice nbr: 45952430

Date: 2/25/2019

Payment Date 3/1/2019

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

ACH Funds Transfer was made in the amount of \$

\$53,218.96

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$0.00
22-005-110-000-301-000	PASSPORT	MEDICA ADMIN	\$5,957.37
22-005-110-000-305-000	STOP LOSS ADMIN	AGG PREM	\$899.10
22-005-110-000-302-000	STOP LOSS	STOP LOSS	\$41,730.46
22-005-110-000-301-000	MHSA	MEDICA ADMIN	\$969.03
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$3,663.00
10-005-120-000-099-000	WELLNESS CREDIT		

Total

\$53,218.96 proof \$0.00

Authorized Signature



Date

3-1-19

Date: March 29, 2019

To: Accounts Payable

Invoice nbr: 46009541

Date: 3/25/2019

From: Audrey Weiler

Payment Date 4/1/2019

Payroll Specialist

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

ACH Funds Transfer was made in the amount of \$

\$53,341.75

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$0.00
22-005-110-000-301-000	PASSPORT	MEDICA ADMIN	\$5,885.81
22-005-110-000-305-000	STOP LOSS ADMIN	AGG PREM	\$888.30
22-005-110-000-302-000	STOP LOSS	STOP LOSS	\$41,991.25
22-005-110-000-301-000	MHSA	MEDICA ADMIN	\$957.39
22-005-110-000-310-000	ISD917 MISC	CHS BENEFIT FEE CODE	\$3,619.00
10-005-120-000-099-000	WELLNESS CREDIT		

Total

\$53,341.75

proof

\$0.00

Authorized Signature



Date

4-1-19

Date: March 27, 2019

To: Accounts Payable/Banking

From: Audrey Weiler

Payroll Specialist

Invoice nbr:	19084146984A
Date:	3/25/2019
Payment Date	3/27/2019

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

ACH Transfer was made in the amount of \$ \$53,727.39

Payable to:
Medica

Vendor # 21088

Charge to:

Amount

22-005-110-000-300-000	WEEKLY INVOICE	HLTH/RX CLAIMS	\$53,727.39
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
22-005-110-000-301-000	QUARTERLY	SUBROGATION FEE	\$0.00

Total

\$53,727.39 proof \$0.00

Authorized Signature



Date

3-27-19

copy for AP

copy for Board

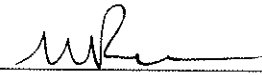
Date: March 26, 2019
 To: FOR EFT INPUT
 From: Audrey Weiler
 Payroll Specialist

Subject: Flex Plan ACH Transfer for Flex Claim Reimbursement

Transferred From Wells Fargo Bank Account Number xxxxxx2167 \$2,253.14
 PlanSource Vendor # 85105

Charge to:		Amount
10-215-39	Medical	\$147.11
10-215-40	D.Care	\$2,106.03
10-215-42	L.Scope	\$0.00
10-005-111-000-305-000	Card Replacement	\$0.00 proof
Total		\$2,253.14
		\$0.00

cc: Payroll Insurance Payment File
 Date Bank Account to be debited see below

Authorized Signature  Date 3-26-19

3/15/2019	\$	45.00	2018	
3/19/2019	\$	30.00	2019	\$2,253.14
3/20/2019	\$	19.65		
3/22/2019	\$	7.46		
3/23/2019	\$	45.00		
3/22/2019	\$	1,960.23		
3/26/2019	\$	145.80		
Total	\$	2,253.14	Total	\$2,253.14

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, 2019

ACCOUNT NAME	ACCT NO	BEGINNING BALANCE	PURCHASES CREDITS	SALES TRANSFERS	INVESTMENT FEES	INTEREST EARNED	ENDING BALANCE	YEAR TO DATE INTEREST EARNED
MSDLAF + MAX	01	7,342,503.47	0.00	1,500,000.00	0.00	14,683.47	5,857,186.94	122,835.12
MSDLAF	01	812.88	0.00	0.00	0.00	1.63	814.51	12.91
MSDLAF TERM (CD's, Term, Comm) maturity	01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		<u>7,343,316.35</u>	0.00	1,500,000.00	0.00	14,685.10	5,858,001.45	122,848.03

EXPLANATION: The 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.

NOTE: March 2019 Average MSDLAF Liquid Rate was 2.37% and the MSDLAF+MAX Average Rate was 2.47%.
MSDLAF Term Average Rate is .00%.



BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Board Approved ~~June 12, 2018~~

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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 bloodborne 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 bloodborne pathogens. The bloodborne pathogen (BBP) exposure control plan is the District's written policy for determination of exposure and implementation of procedures relating to control of infectious disease hazards. It is reviewed 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 bloodborne pathogens (BBPs) in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

B. PROGRAM ADMINISTRATION

The Bloodborne Pathogen Exposure Control 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).

Bloodborne Pathogens: Pathogenic microorganisms that are present in human blood and body fluids that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C, Human Immunodeficiency (HIV), malaria, syphilis, and tuberculosis.

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

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

Decontamination: The use of physical or chemical means to remove, inactivate or destroy bloodborne pathogens on surfaces or objects to the point where they are no longer capable of transmitting infectious particles, and the surface or item is rendered safe for handling, use or disposal.

Engineering controls: Means a control that isolates or removes the bloodborne pathogen hazard from the workplace.

Parental: Piercing mucous membranes or skin barriers through such events as needle sticks, human bites, cuts and abrasions.

Universal Precautions: An approach to infection control where all human blood and certain body fluids are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens.

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

Occupational Exposure: 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 micro biological 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 bloodborne pathogens due to injuries from contaminated sharps.

D. EXPOSURE ASSESSMENT/ DETERMINATION

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

1. The employee's job classification and the tasks and the procedures 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 Bloodborne Pathogen Standard.

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

E. ENGINEERING & WORK PRACTICES CONTROLS

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

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

UNIVERSAL PRECAUTIONS

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

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

HAND WASHING

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

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

SHARPS HANDLING

- The Bloodborne Pathogen Exposure Control Committee will maintain a sharps injury log and related documentation.
- The Bloodborne 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 dustpan and broom will be available to pick up contaminated sharps to avoid any direct contact. Contaminated glass will not be picked up by hand. Appropriate gloves as provided by the employer should be used when handling any contaminated sharps.

SHARPS CONTAINERS

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

BODY FLUID CLEAN UP

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

- Use gloves. Do not reuse disposable gloves. If utility gloves are used, decontaminate after use with soap and water and appropriate disinfectant.
- Use disposable towels and other absorbent materials to absorb spill.
- Clean spill area with soap and water or approved cleaning agent. Immediately utilize proper Environmental Protection Agency (EPA) registered disinfectant.
- Clean, followed by disinfection, any contaminated object/items using approved solutions as already described.
- Dispose of waste in proper container.
- Discard contaminated items that cannot be cleaned into a lined container.
- If object is to be placed in mouth, e.g. mouth guard for football players, use applicable disinfectant and follow manufacturer's disinfectant directions
- Dispose of contaminated cleaning material in a lined container.

SELF MANAGEMENT

The principle of self management 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 used 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 dustpan will be used and the material disposed of in a sharps container. After contact with blood or OPIM this equipment will be cleaned and disinfected in “Body Fluid Clean Up”.
- 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:

The employee will report all incidents to their supervisor. They will also call the Alaris Nurse Care Line at 1-844-847-8708 to determine if exposure occurred. The nurse care line will provide referral for further medical treatment per their protocol.

The employee will receive extensive counseling and necessary follow-up by the healthcare provider. Records will be maintained at the clinic site as per OSHA guidelines.

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

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

Post Exposure Evaluation and Follow-up

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

- a) Provision for a Hepatitis B Vaccination.
- b) Documentation of the route of exposure, and the circumstances under which the exposure incident occurred.
- c) Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law.
- d) The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, Intermediate District 917 shall establish that legally required consent cannot be obtained.
- e) When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- f) Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

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

- a) The employee will be offered the option of having their blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.
- b) The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.

Commented [1]: Done.

Healthcare Professional's Written Opinion

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

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

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

J. INFORMATION AND TRAINING

Intermediate District 917 shall ensure that training is provided at the time of initial assignment 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. Bloodborne pathogens training is done through SafeSchools Online courses. Linda Berg, Health and Safety Coordinator, maintains these records in the District Office. Training is done annually by all staff. These records will be kept by the Bloodborne 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.

Commented [2]: Is this training for how to prevent exposure? We might want to add that if that's the case.

Commented [3]: I think that is the Safe Schools annual training. LB keeps these records.

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

Transfer of Records

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

Sharps Injury Log

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

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

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

Availability

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

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

L. EVALUATION AND REVIEW OF EXPOSURE CONTROL PLAN

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

- a) Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens, if that technology is appropriate to tasks/procedures performed in Intermediate School District 917.
- b) Include documentation of annual consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure from tasks/procedures performed in ISD 917.

Commented [4]: Who keeps these logs?

Commented [5]: I don't keep this log. Wouldn't it be at the sites where the sharps container is? Do we need to track this for governmental regulations?

Commented [6]: Joan might have the answer. I don't know

- c) Non-managerial employees directly responsible for tasks/procedures that create a potential exposure for injuries from contaminated sharps shall be solicited for input. The input shall be utilized in the identification, evaluation and selection of effective engineering work practice controls and will be documented in the exposure control plan.

M. Appendix

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

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

Intermediate School District 917

Section 1: Bloodborne Pathogens-Post-Exposure to Incident Packet

This packet has been developed as an informational guide on what to do when an employee is actually (or potentially) exposed to blood or other potentially infectious materials (OPIM). This packet contains the following important documents:

- BBP1: Exposed Employee Declination of Medical Evaluation
- BBP2: Source Individual consent/Declination for Blood Testing
- BBP3: Cleaning and Disinfection Procedures for Blood and Body Fluids

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

For assistance with this packet or process, please seek help from the district OSHA consultant:

Amy Alexander
651-423-8229
amy.alexander@isd917.org

Section 2: Additional Post-Exposure Instructions and Response Actions

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

1. Inform supervisor of incident.
2. Fill out First Report of Injury document and submit it to supervisor.
3. Call the Alaris Nurse Care Line (NCL)
4. NCL makes initial assessment for follow up which may include sending employee to healthcare provider.
5. NCL facilitates employee's appointment with healthcare provider.
6. Employee will obtain from healthcare provider written treatment given and any follow up plan (Healthcare Professional Written Opinion).
7. Employee will be responsible for all follow up treatment including additional testing.

Intermediate School District 917 (ISD 917) employees who experience a work-related exposure to blood or any other potentially infectious agent (OPIM) are encouraged to seek medical care immediately. Exposed employees are allowed to seek a medical evaluation through a provider of their choice, at no cost to the employee.

Additionally, ISD 917 has identified 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 healthcare professional and obtain baseline blood antibody levels for Hepatitis B and HIV (Human Immunovirus). Based on the health care provider's recommendation, the exposed employee and source individual may be given an opportunity to accept or decline having their blood drawn and tested, or drawn and held for future testing. In addition, the exposed employee could be offered and provided with a hepatitis vaccine and/or gamma globulin to prevent development of hepatitis or medication to deter disease development, if deemed necessary.

Form BBP1: Post Exposure: Exposed Employee Declination of Medical Evaluation

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

Form BBP2: Source Individual Consent or Declination for Blood Testing

Name of Source Individual: _____ Today's Date: _____

Date of Incident: _____ Date of Birth: _____

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

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

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

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

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

- 1. I authorize and consent to testing of a sample of my blood for the following: (check only one)
 - Human Immunodeficiency Virus (HIV)
 - Hepatitis B Virus (HBV)
 - Both the Human Immunodeficiency Virus (HIV) and the Hepatitis B Virus (HBV)
 - Other: _____ (please indicate)
- 2. I understand that a positive HIV test does not necessarily mean a person has AIDS; testing can assist healthcare personnel in medical management and infectious disease control of the virus.
- 3. I understand that I should rely on my physician for information regarding the nature and purpose of the HIV/HBV test and the meaning and significance of the 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.

Commented [7]: Here is states FORM BBP 5.....that is gone now so which form should it be? Also Forms BBP3 and BBP 6.....are these the correct ones?

Commented [8]: I've removed that box from the form. It seemed redundant.

7. I certify that this form has been fully explained to me, that I have read it or had it read to me, and that I understand its contents. I have been given an opportunity to ask questions about the test and I believe that I have sufficient information to give informed consent/declination.

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

Section 2		
<p>I HAVE READ ALL INFORMATION CONTAINED ON THIS FORM, HAVE ASKED QUESTIONS WHERE ADDITIONAL INFORMATION WAS NECESSARY AND FULLY UNDERSTAND THE ISSUES INVOLVED IN THIS MATTER.</p> <p>I REFUSE TO HAVE MY BLOOD DRAWN AND TESTED AT THIS TIME OR DRAWN AND STORED FOR UP TO 90 DAYS FOR POSSIBLE FUTURE TESTING, UPON MY WRITTEN CONSENT.</p>		
_____	_____	_____
Signature	Date	Time

Form BBP3: Cleaning & Disinfecting Procedures for Blood and Body Fluids

Materials Needed

- _____ “Caution Wet Floor” or “Do Not Enter” signs, as needed
- _____ Disposable vinyl or nitrile gloves.
- _____ Disposable cloth or paper towels or absorbent granules or disposable cardboard pieces.
- _____ Pail containing soap & water (or spray bottle of general cleaner).
- _____ Pail (or spray bottle) of rinse water.
- _____ EPA approved disinfectant (tuberculocidal disinfectant) or Lysol Brand II™ Spray Disinfectant
(MUST use for all body fluid clean up involving possible blood)

1. **PROTECT YOURSELF AND THE AREA**

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

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 6-10, 2019, 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 7th day of May, two thousand and nineteen.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Intermediate School District 917

1300 145th Street East
Rosemount, MN 55068-2999
Phone: (651) 423-8229
Fax: (651) 423-8781
www.isd917.org

Working in Partnership with Students, School Districts, Communities, and Industries

Mark A. Zuzek, Superintendent
Nicolle Roush, Business Manager
Melissa Schaller, Director of Special Education
Eric Van Brocklin, Principal of DCALS / Career Technical Center

TO: Intermediate School District 917 Teaching Staff
FROM: Mark A. Zuzek, Superintendent
DATE: May 7, 2019
REGARDING: Letter of Appreciation

The attached resolution was presented to the School Board for their approval on May 7, 2019. 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 school education for thirty years. Prior to my joining the ISD 917 team, I worked all of my career in school districts that were supported by the services provided through ISD 917. I had a deep appreciation for the services provided by the teaching staff and their flexibility, knowledge, compassion, and perseverance. It is important for me to note that although I knew about the incredible work that was happening, I was naïve to the variability, collaboration, and professionalism that exists here. Every time I am out in the buildings, I am struck by the little miracles I see. I continue to be more impressed each day with the quality of our licensed staff and the programs we offer. As the Board's resolution states, ISD 917 programs are viewed by everyone concerned as being of exceptionally high quality. This level of trust and respect is a direct function of the credibility of our licensed staff.

We know that public education continues to change at an ever more rapid pace. Your ability to adapt and change to meet the needs of students, families and districts serves the mission of ISD 917. One of the core values of ISD 917 is that we continuously improve. We have defined this as "***Continuous Improvement***: ongoing improvement of programs and services, including being both ***innovative***, breakthrough improvement and ***adaptable***, incremental improvement." Your leadership allows us to meet each child where they are and develop the plan that will help them to learn and grow.

As we approach the spring of the school year, it is important that you know how much you are appreciated. I hope that you can find a few moments to pause and consider, the growth of your students, the growth of the team you are on, and your own personal growth throughout the year.

Please remember that we are stronger together than we are alone. Stay tight. Be strong.

Attachment: ISD 917 School Board Resolution

Core Values: Collaboration, Passion for Service, Continuous Improvement, Stewardship, Equity, Open Communication, and Integrity

Assistant Directors: Don Budach, Jamie Dalbesio, Terri Gulbransen, Jennifer Hetland, Brooke Peterson, Dave Stoll

To: School Board Members
Superintendent Mark Zuzek

From: Nicolle Roush

Date: May 7, 2019

Subject: Levy Allocation for 2019 payable 2020

Pertinent Facts:

1. Intermediate School District #917 will be leasing space at three locations for Special Education: Cedar, Lebanon Education Center, and Concord Education Center. In addition, we will be requesting the annual building levy cost for Alliance Education Center in Rosemount. The total requested lease-levy amount for inclusion in fiscal year 2020 is \$1,880,031. This is a \$138,216 increase over fiscal year 2019 due to incurring 12 months instead of 10 months of lease payments at the new Concord Education Center. The basis of the distribution for the lease-levy is a formula that weights four components equally between the member school districts as follows: Total Net Tax Capacity (TNTC), Adjusted Cost Pupil Units (ACPU's), 5 year average tuition, and student F.T.E.'s by building (see attached for further details).
2. The 2019 payable 2020 safe schools levy request will be \$889,524. This is a \$60,450 increase over fiscal year 2019. Intermediate School District 917 is proposing to utilize the total allowable \$15 per APU's. In the previous fiscal year five of our member district's utilized the \$2.50 for 360 community contracts. In the past eight years we have been able to utilize a portion of these dollars to assist member districts in the cost of 360 community contracts. Due to the increasing salary and benefits of current 917 positions covered by these funds and the added .75 school liaison officer at LEC we are requesting utilization of the full amount allowable (see attached for further details).
3. The 2019 payable 2020 LTFM for fiscal year 2020-21 levy request will be \$26,265. A separate board resolution is required to approve the LTMF levy request and a ten-year maintenance plan each year. This is a \$42,935 decrease over fiscal year 2020 with replacement of Alliance Education Center's gym floor. The basis of the distribution for the LTFM levy is a formula that weights two components equally between the member school districts as follows; Total Net Tax Capacity (TNTC) and Adjusted Pupil Units (APU's) (see attached for further details).

Recommendation: Requesting board approval for the 2019 payable 2020 levies in the amount of \$2,795,820 as outlined.

Intermediate School District 917 Estimated Lease Expenditures for FY20

Updated Lease amounts as of 4 12 19

LEASED PROPERTY	ADDRESS	CONTRACT EXPIRATION DATE	SQ FOOTAGE OCCUPIED	BASE RENT PER SQ FT	CAMS PER SQ FT EXCLUDING TAX	TAX PER SQ FT	TOTAL ELIGIBLE LEVY AMOUNT (BASE RENT AND TAX)	TOTAL ANNUAL COSTS	
Cedar - ISD 191		6/30/2022	21629	\$ 9.75	\$ 4.90	\$ -	\$ 210,882.75	\$ 316,864.85	updated
	start 7-1-15						\$ 210,800.00		
02-051-810-000-									
Lebanon	5800 149th Street Apple Valley, MN	8/1/2030	23000	\$ 11.67	\$ 2.89	\$ 3.42	\$ 347,070.00	\$ 413,540.00	updated
02-700-810-000-370-000		Over 10 yrs	additional base rent for improvements	\$ 3.48			\$ 80,040.00	\$ 80,040.00	
	Start 8-1-15						\$ 426,500.00	\$ 493,580.00	
Concord	Inver Grove		56202	\$ 11.74	\$ 1.91	\$ 1.60	\$ 749,689.72	\$ 857,035.54	updated
02-400-810-000-370-000	Start 9-1-18	8/31/2033					\$ 749,000.00		
		first year only 11 months							

\$ 1,386,300.00 \$ 1,667,480.39
 \$ (33,068.16) ISD 191 portion of lease
 FY20 Proposed
 \$ 1,353,231.84 operating levy

District #	FY 20 Proposed Operating Levy Amounts 2019 payable 2020	FY21 Proposed Building Levy Amount (25 yrs) 2019 payable 2020	Proposed Total Levy Amounts Payable 2020
6	\$ 77,316.49	\$ 34,910.18	\$ 112,226.67
191	\$ 163,695.58	\$ 75,540.01	\$ 239,235.59
192	\$ 190,002.19	\$ 68,982.99	\$ 258,985.18
194	\$ 235,008.31	\$ 89,218.83	\$ 324,227.14
195	\$ 11,045.57	\$ 4,197.36	\$ 15,242.93
197	\$ 149,490.38	\$ 54,838.91	\$ 204,329.29
199	\$ 115,404.67	\$ 44,291.06	\$ 159,695.73
200	\$ 156,860.86	\$ 58,431.83	\$ 215,292.69
271	\$ 254,407.79	\$ 96,388.83	\$ 350,796.62
	\$ 1,353,231.84	\$ 526,800.00	\$ 1,880,031.84

Total Levy Amounts Payable 2019	% change from prior year	\$ change fr prior year
\$ 104,403.41	7.49%	\$ 7,823.26
\$ 224,159.48	6.73%	\$ 15,076.11
\$ 241,946.35	7.04%	\$ 17,038.83
\$ 299,971.76	8.09%	\$ 24,255.38
\$ 15,691.77	-2.86%	\$ (448.84)
\$ 208,218.63	-1.87%	\$ (3,889.34)
\$ 148,918.75	7.24%	\$ 10,776.98
\$ 178,354.43	20.71%	\$ 36,938.26
\$ 320,151.22	9.57%	\$ 30,645.40
\$ 1,741,815.80	7.94%	\$ 138,216.02

2019 payable 2020		
Taxable Net Tax Capacity Prepared by Springsted 4-23-19		
	(dakota.scott.goodhue, washin	Percent of Total
6	14,592,557	3.0031%
191	76,388,141	15.7206%
192	33,462,749	6.8866%
194	78,288,155	16.1117%
195	5,391,840	1.1096%
197	68,555,265	14.1086%
199	30,889,388	6.3570%
200	35,609,504	7.3284%
271	142,732,468	29.3743%
TOTAL	485,910,067	100.000%

MN Department APU's provided by MDE s peck) as of 3-13-19			
		APU est 2019-20	Percent of Total
6		3723.40	6.2278%
191		9479.80	15.8560%
192		7889.80	13.1965%
194		12462.80	20.8453%
195		752.00	1.2578%
197		5531.00	9.2512%
199		3849.40	6.4385%
200		4771.60	7.9810%
271		11327.20	18.9459%
TOTAL		59787.00	100.00%

18-19 Site counts Updated 4/04/19	Alliance Education Center	%	Lebanon Education Center	%	Cedar School	%	Concord Education Center	%
6	11	9.73%	2	3.77%	2	4.55%	3	6.82%
191	17	15.04%	9	16.98%	9	20.45%	5	11.36%
192	14	12.39%	12	22.64%	5	11.36%	5	11.36%
194	14	12.39%	4	7.55%	8	18.18%	6	13.64%
195	0	0.00%	0	0.00%	0	0.00%	0	0.00%
197	10	8.85%	4	7.55%	9	20.45%	4	9.09%
199	13	11.50%	9	16.98%	3	6.82%	4	9.09%
200	18	15.93%	3	5.66%	1	2.27%	12	27.27%
271	16	14.16%	10	18.87%	7	15.91%	5	11.36%
TOTAL	113	100.00%	53	100.00%	44	100.00%	44	100.00%

District Wide 5 Year Tuition History - Updated 4/4/19							
	FY14 Tuition	FY15 Tuition	FY16 Tuition	FY17 Tuition	FY18 Tuition	5 Year average	Percent of Total
6	1379618.31	1513887.83	966361.55	1026552.54	1100539.37	1197391.92	7.54%
191	1957379.15	1952750.71	1181409.35	1485334.6	1946267.12	1704628.186	10.74%
192	3801617.26	3973158.1	2604221.24	2557462.93	2857776.24	3158847.154	19.91%
194	3417769.95	3453303.13	2352443.05	2785132.1	2595834.91	2920896.628	18.40%
195	121014.49	101330.62	159261.11	135462.28	133572.49	130128.198	0.82%
197	1619338.8	1698918.24	1231774.48	1219377.68	1708341.44	1495550.128	9.43%
199	1772324.84	1743064.5	1065071.22	1112141.12	1714018.45	1481324.026	9.33%
200	2881483.55	2759514.2	1472306.61	1659122.33	1649501.02	2084385.542	13.13%
271	1699617.9	2098643.1	1658522.08	1531399.91	1528530.38	1703342.674	10.73%
TOTAL	0	0	0	0	0	0	
excel:levy03	18650164.25	19294570.43	12691370.69	13511985.49	15234381.42	15876494.46	100.00%

FY19 Proposed Levy Amount	\$	1,353,231.83
FY20 Proposed AEC Building Levy	\$	526,800.00
Estimated Total Annual Levy Amount	\$	1,880,031.83

Methodology for distributing the lease levy in Fiscal Year 2020
--

Based on four

- Variables**
- *Total Net Tax Capacity (TNTC)
 - *Adjusted Pupil Units (APU's)
 - *5 Year Average Special Ed Tuition Utilization
 - *Prior Yr Student FTE's by building

District #	APU's AS OF 3-12-19	Allowable Levy Authority (\$65.00 per APU's)	Proposed Operating Levy Amounts	Proposed AEC Building Levy Amount (25 yrs)	Proposed Total Levy Amounts	Remaining Unused Levy Amounts
6	3723.40	\$ 242,021.00	\$ 77,316.49	\$ 34,910.18	\$ 112,226.67	\$ 129,794.33
191	9479.80	\$ 616,187.00	\$ 163,695.58	\$ 75,540.01	\$ 239,235.59	\$ 376,951.41
192	7889.80	\$ 512,837.00	\$ 190,002.19	\$ 68,982.99	\$ 258,985.18	\$ 253,851.82
194	12462.80	\$ 810,082.00	\$ 235,008.31	\$ 89,218.83	\$ 324,227.14	\$ 485,854.86
195	752.00	\$ 48,880.00	\$ 11,045.57	\$ 4,197.36	\$ 15,242.93	\$ 33,637.07
197	5531.00	\$ 359,515.00	\$ 149,490.38	\$ 54,838.91	\$ 204,329.29	\$ 155,185.71
199	3849.40	\$ 250,211.00	\$ 115,404.67	\$ 44,291.06	\$ 159,695.73	\$ 90,515.27
200	4771.60	\$ 310,154.00	\$ 156,860.86	\$ 58,431.83	\$ 215,292.69	\$ 94,861.31
271	11327.20	\$ 736,268.00	\$ 254,407.79	\$ 96,388.83	\$ 350,796.62	\$ 385,471.38
	59787.00	\$ 3,886,155.00	\$ 1,353,231.84	\$ 526,800.00	\$ 1,880,031.84	\$ 2,006,123.16

Alliance Education Distribution of Levy by member district

Distribution Methodology based on TNTC, APU's, Five Year Average Special Education Tuition Costs, and 18-19 Student Utilization

District #	TNTC	Est. 19-20 APU'S	5 yr ave. Special Ed Tuition	Student counts 18- 19 by building	District % based on split 1/4 each TNTC,APU's, Special Ed tuition and FTE's
6	3.00%	6.23%	7.54%	9.73%	6.6268%
191	15.72%	15.86%	10.74%	15.04%	14.3394%
192	6.89%	13.20%	19.91%	12.39%	13.0947%
194	16.11%	20.85%	18.40%	12.39%	16.9360%
195	1.11%	1.26%	0.82%	0.00%	0.7968%
197	14.11%	9.25%	9.43%	8.85%	10.4098%
199	6.36%	6.44%	9.33%	11.50%	8.4076%
200	7.33%	7.98%	13.13%	15.93%	11.0918%
271	29.37%	18.95%	10.73%	14.16%	18.2970%
	100.00%	100.00%	100.00%	100.00%	100.0000%

Estimated Annual Levy Amount for Alliance.

\$ 526,800.00 Updated

District #	District % based on split 1/4 each TNTC,AMCPU 's, Alliance Special Ed Education Center tuition and FTE's	Building Levy amount
6	6.6268%	\$ 34,910.18
191	14.3394%	\$ 75,540.01
192	13.0947%	\$ 68,982.99
194	16.9360%	\$ 89,218.83
195	0.7968%	\$ 4,197.36
197	10.4098%	\$ 54,838.91
199	8.4076%	\$ 44,291.06
200	11.0918%	\$ 58,431.83
271	18.2970%	\$ 96,388.83
	100.00%	\$ 526,800.00

Cedar School Distribution of Levy by member district

Distribution Methodology based on TNTC, APU's, Five Year Average Special Education Tuition Costs, and 18-19 Student Utilization

District #	TNTC	Est. 19-20 APU's	5 yr ave. Special Ed Tuition	Student counts 18-19 by building	District % based on split 1/4 each TNTC,APU's, Special Ed tuition and FTE's	Use to distribute allowable levies
6	3.00%	6.23%	7.54%	4.55%	5.3296%	6.3212%
191	15.72%	15.86%	10.74%	20.45%	15.6870%	
192	6.89%	13.20%	19.91%	11.36%	12.8383%	15.2269%
194	16.11%	20.85%	18.40%	18.18%	18.3841%	21.8046%
195	1.11%	1.26%	0.82%	0.00%	0.7968%	0.9450%
197	14.11%	9.25%	9.43%	20.45%	13.3111%	15.7877%
199	6.36%	6.44%	9.33%	6.82%	7.2360%	8.5823%
200	7.33%	7.98%	13.13%	2.27%	7.6777%	9.1062%
271	29.37%	18.95%	10.73%	15.91%	18.7395%	22.2261%
	100.00%	100.00%	100.00%	100.00%	100.0000%	100.00%
					84.3130%	

Estimated Annual Levy excluding ISD 191 portion which is not allowable to 1 \$ 177,731.84
 Estimated Annual Levy Amount for Cedar. \$ 210,800.00 updated

District #	District % based on split 1/4 each TNTC,AMCPU's, Special Ed tuition and FTE's	Cedar School Levy amount
6	5.3296%	\$ 11,234.73
191	15.6870%	\$ 33,068.16
192	12.8383%	\$ 27,063.11
194	18.3841%	\$ 38,753.70
195	0.7968%	\$ 1,679.58
197	13.3111%	\$ 28,059.72
199	7.2360%	\$ 15,253.50
200	7.6777%	\$ 16,184.64
271	18.7395%	\$ 39,502.86
	100.00%	\$ 210,800.00

***responsible for their share of lease not included in levy

District #	District % based on split 1/4 each TNTC,AMCPU's, Special Ed tuition	Cedar School Levy amount
6	6.3212%	\$ 11,234.73
191	0.0000%	
192	15.2269%	\$ 27,063.11
194	21.8046%	\$ 38,753.70
195	0.9450%	\$ 1,679.58
197	15.7877%	\$ 28,059.72
199	8.5823%	\$ 15,253.50
200	9.1062%	\$ 16,184.64
271	22.2261%	\$ 39,502.86
	100.00%	\$ 177,731.84

***responsible for their share of lease not included in levy

actual levy

Concord Education Center Distribution of Levy by member district

Distribution Methodology based on TNTC, APU's, Five Year Average Special Education Tuition Costs, and 18-19 Student Utilization

District #	TNTC	Est. 19-20 APU'S	5 yr ave. Special Ed Tuition	Student counts 18- 19 by building	District % based on split 1/4 each TNTC,APU's, Special Ed tuition and FTE's
6	3.00%	6.23%	7.54%	6.82%	5.8978%
191	15.72%	15.86%	10.74%	11.36%	13.4143%
192	6.89%	13.20%	19.91%	11.36%	12.8383%
194	16.11%	20.85%	18.40%	13.64%	17.2477%
195	1.11%	1.26%	0.82%	0.00%	0.7968%
197	14.11%	9.25%	9.43%	9.09%	10.4702%
199	6.36%	6.44%	9.33%	9.09%	7.8042%
200	7.33%	7.98%	13.13%	27.27%	13.9277%
271	29.37%	18.95%	10.73%	11.36%	17.6031%
	100.00%	100.00%	100.00%	100.00%	100.0000%

Estimated Annual Levy Amount for Concord.

\$ 749,000.00 updated

District #	District % based on split 1/4 each TNTC,AMCPU' s, Special Ed tuition and FTE's	Concord School Levy amount
6	5.8978%	\$ 44,174.16
191	13.4143%	\$ 100,472.79
192	12.8383%	\$ 96,158.76
194	17.2477%	\$ 129,185.59
195	0.7968%	\$ 5,967.78
197	10.4702%	\$ 78,421.46
199	7.8042%	\$ 58,453.36
200	13.9277%	\$ 104,318.65
271	17.6031%	\$ 131,847.45
	100.00%	\$ 749,000.00

Lebanon Education Center Distribution of Levy by member district

Distribution Methodology based on TNTC, APU's, Five Year Average Special Education Tuition Costs, and 18-19 Stu

District #	TNTC	Est. 19-20 APU'S	5 yr ave. Special Ed Tuition	Student counts 18- 19 by building	District % based on split 1/4 each TNTC,APU's, Special Ed tuition and FTE's
6	3.00%	6.23%	7.54%	3.77%	5.1366%
191	15.72%	15.86%	10.74%	16.98%	14.8236%
192	6.89%	13.20%	19.91%	22.64%	15.6578%
194	16.11%	20.85%	18.40%	7.55%	15.7254%
195	1.11%	1.26%	0.82%	0.00%	0.7968%
197	14.11%	9.25%	9.43%	7.55%	10.0842%
199	6.36%	6.44%	9.33%	16.98%	9.7767%
200	7.33%	7.98%	13.13%	5.66%	8.5246%
271	29.37%	18.95%	10.73%	18.87%	19.4742%
	100.00%	100.00%	100.00%	100.00%	100.000%

Estimated Annual Levy Amount for the Lebanon

\$ 426,500.00 updated

District #	% based on split 1/4 each TNTC,AMCP U's, Special Ed tuition	Lebanon Education Center Levy amount
6	5.1366%	\$ 21,907.60
191	14.8236%	\$ 63,222.79
192	15.6578%	\$ 66,780.32
194	15.7254%	\$ 67,069.02
195	0.7968%	\$ 3,398.21
197	10.0842%	\$ 43,009.20
199	9.7767%	\$ 41,697.81
200	8.5246%	\$ 36,357.57
271	19.4742%	\$ 83,057.48
	100.00%	\$ 426,500.00

Intermediate School district #917
 Safe Schools Levy Estimate for FY19 Expenditure Budget
 2019 payable 2020
 Up dated as of 4-4-19

1.0 Guidance Counselor 01-071-211-342-165-000	\$ 84,859.00	5.17% increase		
360 community contract 01-080-211-342-311-000	\$ 22,000.00	5.5% increase		
.8 Family Support Social Worker 02-350-420-342-156-000	\$ 104,540.00	7.68% increase		
2. FTE Licensed School Nurse 02-350-420-342-158-000	\$ 198,375.00	1.75% increase		
DCTC School Nurse .58 FTE 01-300-030-830-305-432/02-350-420-342-305-000	\$ 79,560.00	4.27% increase		
2.0 School Psychologist 02-350-420-342-157-000	\$ 210,100.00	5% increase		
0.375 FTE School Liaison Office DCTC	\$ 48,000.00	6.67% increase		
.75 FTE School Liaison Officer Lebanon Education Center	\$ 71,045.00	New contract		
.75 FTE School Liaison Officer Alliance Education Center	\$ 71,045.00	(cover full)	\$ 889,524.00	FY20
ISD 917 Internal Expenditures	\$889,524.00		\$ 745,043.35	F19
			\$ 144,480.65	change

Family Support Social Worker Note: only covering a portion of contract under Safe Schools Levy 19.39% fr prior

ISD-6	\$ _____	(Est total contract cost is 65617)
ISD-192	\$ _____	(Est total contract cost is \$127790)
ISD-194	\$ _____	(Est total contract cost is 119102)
ISD-197	\$ _____	(Est total contract cost is \$111228)
ISD-200	\$ _____	(Est total contract cost is \$42312)

10-005-740-342-305-000	OR 10-005-730-342-362-000	<u>\$0.00</u>	
Total FY20 Safe Schools Levy request		\$889,524.00	\$ 829,073.45 fr prior yr

School District #	2020-21 EST. APU's as reported on 3/13/19 by MDE	Maximum levy authority based on \$15 per APU's	\$ Amount per APU's	Levy payable 2020 on behalf of ISD 917 for FY19 Expenditures
6	3605.20	\$ 54,078.00	\$ 15.00	\$ 54,078.00
191	9239.00	\$ 138,585.00	\$ 15.00	\$ 138,585.00
192	7889.80	\$ 118,347.00	\$ 15.00	\$ 118,347.00
194	12606.00	\$ 189,090.00	\$ 15.00	\$ 189,090.00
195	754.80	\$ 11,322.00	\$ 15.00	\$ 11,322.00
197	5531.00	\$ 82,965.00	\$ 15.00	\$ 82,965.00
199	3828.00	\$ 57,420.00	\$ 15.00	\$ 57,420.00
200	4753.00	\$ 71,295.00	\$ 15.00	\$ 71,295.00
271	11094.8	\$ 166,422.00	\$ 15.00	\$ 166,422.00
TOTAL	59301.6	\$ 889,524.00		\$ 889,524.00

*Estimated amount we would need to meet FY20 expenditures would be \$15.00
 917 proposal to access full levy authority for internal expenditures and discontinue member district 360 contracts utilized by 6, 192, 194, 197 and 200 This would be a \$2.50 increase per APU's over last years

Appendix A

Environmental Health and Safety - Finance Code 352		
Numerous expenditures covered in this area please see attachment # 3 page 12-14 for details on allowable expenditures		
Project #	Object Code	Description
		Expenditures
	305	Fees For Services (Hepatitis A & B, Metro service fee, pest control, Safe Schools trainir
		\$4,500.00
	366	CPR training and mileage reimbursements
		\$100.00
	401	Supplies (personal protective equipment
		disposable gloves,cloths,pads, masks, pest control, chemical storage
		(20% Secondary & 80% Special ed)
		\$11,088.00
	170	IAQ Coordinator
		\$4,400.00
	200	benefits
		\$667.00
	820	Mgmt asst. prog. And Metro ECSU H&S Memb
		\$3,450.00
		\$24,205.00
- Finance Code 358- Asbestos Removal and Encapsulation		
Includes costs related to asbestos removal.		
(see attachment #3 page 16-18 for details on allowable expenditures)		
Project #	Object Code	Descriptor **Not approved by state
		Expenditures
	305	Estimated Costs of Asbestos Removal per GES (Groundwater &
		Environmental Services) during Thompson Heights Demolition in FY09
		\$0.00
		\$0.00
		****total project cost is est at \$240,000 will submitt full amount for approval
		\$0.00
		but will levy over two fiscal years(FY08 & FY09)
		\$0.00
- Finance Code 366- Indoor Air Quality		
Includes costs related to the development and implementation of the IAQ plan including thoses associated with IAQ coordinator activities.		
(see attachment #3 page 16-18 for details on allowable expenditures)		
Project #	Object Code	Descriptor **Not approved by state
		Expenditures
		\$0.00
		\$0.00
		\$0.00
		\$0.00
Physical Hazard Control - Finance Code 347		
Includes playground safety,swimming pools, bleachers,mechanical & power equipment safety OSHA standards for physical & electrical Hazard (ergonomics not allowed),Food Code Safety (training of staff runs thru Finance Code 352), elevator & lift inspections, Personal protective equipment in industrial, fine arts & science areas and machine guard safety.		
See enclosed attachment #3 page 10-11 for detailed description of allowable expenditures.		
Project #	Object Code	Description
		Expenditures
	305	Elevator inspection
		\$0.00
	401	PPE for shop areas (harness, boots, safety glasses etc)
		\$2,060.00
	570	AED TEA Program
		\$0.00
		\$2,060.00
Hazardous Substances - Finance Code 349		
Includes wood boilers, fuel tank removal, Hazardous waste management, Lead or copper in water testing, Local exhaust ventilation, & radon detection. See enclosed attachment #3 pages 11-12 for detail on expenditures		
Project #	Object Code	Description
		Expenditures
	305	Radon and water testing
		\$0.00
		\$0.00
Grand Total		\$26,265.00

Intermediate School District No. 917
Levy by Member District, 2019 Payable 2020

Exhibit B

Participating Districts (9):

ISD #	Name	<u>Pay 2019 Taxable Net Tax Capacity</u>					District %	District's Portion	NTC Rate	
		<u>Dakota (19)</u>	<u>Scott (70)</u>	<u>Goodhue (25)</u>	<u>Washington (82)</u>	<u>Hennepin (27)</u>				<u>Combined Total</u>
6	South St. Paul	14,592,557	-	-	-	-	14,592,557	3.00%	788.77	0.00541%
191	Burnsville	57,027,968	19,360,173	-	-	-	76,388,141	15.72%	4,129.02	0.00541%
192	Farmington	33,462,749	-	-	-	-	33,462,749	6.89%	1,808.77	0.00541%
194	Lakeville	63,977,124	14,311,031	-	-	-	78,288,155	16.11%	4,231.73	0.00541%
195	Randolph	4,686,686	705,154	-	-	-	5,391,840	1.11%	291.45	0.00541%
197	West St. Paul	68,555,265	-	-	-	-	68,555,265	14.11%	3,705.63	0.00541%
199	Inver Grove Heights	30,889,388	-	-	-	-	30,889,388	6.36%	1,669.67	0.00541%
200	Hastings	31,331,018	-	38,875	4,239,611	-	35,609,504	7.33%	1,924.81	0.00541%
271	Bloomington	-	105,215	-	-	142,627,253	142,732,468	29.37%	7,715.15	0.00541%
		304,522,755	34,481,573	38,875	4,239,611	142,627,253	485,910,067		26,265.00	

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

FY21 Levy: \$26,265.00

ISD #	Name	APU Est 2019-20	APU District %	Combined TNTC	NTC District %	50/50 Blended %	District's Portion LTFM Levy	NTC Rate
191	Burnsville	9,479.80	15.86%	76,388,141	15.72%	15.79%	4,147.24	0.0143%
192	Farmington	7,889.80	13.20%	33,462,749	6.89%	10.04%	2,637.01	0.0208%
194	Lakeville	12,462.80	20.85%	78,288,155	16.11%	18.48%	4,853.77	0.0163%
195	Randolph	752.00	1.26%	5,391,840	1.11%	1.18%	309.93	0.0152%
197	West St. Paul	5,531.00	9.25%	68,555,265	14.11%	11.68%	3,067.75	0.0118%
199	Inver Grove Heights	3,849.40	6.44%	30,889,388	6.36%	6.40%	1,680.96	0.0143%
200	Hastings	4,771.60	7.98%	35,609,504	7.33%	7.65%	2,009.27	0.0149%
271	Bloomington	11,327.20	18.95%	142,732,468	29.37%	24.16%	6,345.63	0.0117%
		59,787.00	100.0%	485,910,067	100.0%	100.0%	26,265.00	





Division of School Finance
1500 Highway 36 West
Roseville, MN 55113-4266

Long-Term Facilities Maintenance Ten-Year Expenditure Application

ED - 02478-04

Instructions: Enter estimated expenditures that are allowable uses of Long-Term Facilities Maintenance Revenue under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code by fiscal year in the space provided.

District Name: Intermediate School District #917 District #: 917

Date: 4/23/2019

District Contact for Questions on this Spreadsheet: Name: Nicole Roush Email: nicolle.roush@isd917.org

Fiscal Year, Ending June 30th --> 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029

Estimated Expenditures:

Health and Safety - this section excludes project costs of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.

Finance Code	Category	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
347	Physical Hazards	\$2,000	\$2,000	\$2,060	\$2,122	\$2,186	\$2,251	\$2,318	\$2,388	\$2,460	\$2,534	\$2,610
349	Other Hazardous Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
352	Environmental Health and Safety Management	\$22,850	\$23,500	\$24,205	\$24,931	\$25,679	\$26,449	\$27,243	\$28,060	\$28,902	\$29,769	\$30,662
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects		\$24,850	\$25,500	\$26,265	\$27,053	\$27,865	\$28,700	\$29,561	\$30,448	\$31,362	\$32,303	\$33,272

Health and Safety - Projects Costing \$100,000 or more per Site/Year

Finance Code	Category	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151

Finance Code	Category	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
355	Remodeling for prekindergarten (Pre-K) instruction approved by the Commissioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Accessibility

Finance Code	Category	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Deferred Capital Expenditures and Maintenance Projects

Finance Code	Category	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
368	Building Envelope	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
369	Building Hardware and Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
370	Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$272,250	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$0	\$43,700	\$0	\$0	\$0	\$0	\$0	\$0	\$119,063	\$0	\$0
380	Mechanical Systems	\$0	\$0	\$0	\$0	\$276,000	\$0	\$290,400	\$297,600	\$304,800	\$0	\$0
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$0	\$0	\$0	\$420,000	\$0	\$0	\$0	\$542,500	\$0	\$0	\$0
384	Site Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Deferred Capital Expense and Maintenance		\$0	\$43,700	\$0	\$420,000	\$276,000	\$0	\$562,650	\$840,100	\$423,863	\$0	\$0

Total Annual 10 Year Plan Expenditures		\$24,850	\$69,200	\$26,265	\$447,053	\$303,865	\$28,700	\$592,211	\$870,548	\$455,225	\$32,303	\$33,272
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Member _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING INTERMEDIATE DISTRICT 917'S LONG TERM FACILITY MAINTENANCE PROGRAM BUDGET AND AUTHORIZING THE INCLUSION OF THOSE PROJECTS IN THE DISTRICT'S APPLICATION FOR LONG TERM FACILITY MAINTENANCE PROGRAM REVENUE

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

1. The School Board of Intermediate District 917 hereby approves a long term facility maintenance program budget for its facilities for the 2020-21 school year in an amount not to exceed \$26,265. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference and District administration is directed to apply to the Commissioner of the Department of Education for approval.
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate district's long term facility maintenance budget is approved by the school boards of each of the intermediate's member districts, each member district may include its proportionate share of the costs of the intermediate program in its long term facility maintenance revenue application.
3. It is proposed that the proportionate share of the costs of the Intermediate's long term facility maintenance program for each member district to be included in its application shall be determined by multiplying the total cost of the Intermediate long term facility maintenance program times a formula that weights two components equally between the member districts; total net tax capacity and Adjusted pupil units attached as Exhibit B. The long term facility maintenance costs are funded through annual levy.
4. Upon receipt of the proportionate share of long term facility maintenance program revenue attributable to the Intermediate program, a member district shall promptly pay to the Intermediate the applicable levy proceeds.

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

_____ and the following voted against the same:
_____.

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF HENNEPIN

I, the undersigned, being the duly qualified and acting Clerk of Intermediate School District No. 917, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Intermediate School District No. 917 held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Intermediate School District 917's long term facility maintenance program budget and authorizing the inclusion of the Intermediate School District's long term facility maintenance projects in the district's application for long term facility revenue.

WITNESS MY HAND officially as such Clerk this 7th day of May, 2019.

Clerk
Intermediate School District 917

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
SCHOOL DISTRICT # _____
(Name of School District- Example: Lakeville)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a School Board meeting of School District No. _____, State of Minnesota, was held on _____, at _____ m., for the purpose, in part, of approving the Intermediate School District No. 917's Long-Term Facility Maintenance budget and authorizing the inclusion of a proportionate share of Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance.

Inspector _____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING INTERMEDIATE SCHOOL DISTRICT
NO. 917'S LONG-TERM FACILITY MAINTENANCE PROGRAM
BUDGET AND AUTHORIZING THE INCLUSION OF A
PROPORTIONATE SHARE OF THOSE PROJECTS IN THE DISTRICT'S
APPLICATION FOR LONG-TERM FACILITY MAINTENANCE
REVENUE**

BE IT RESOLVED by the School Board of District No. _____, State of Minnesota, as follows:

1. The School Board of Intermediate School District 917 has approved a long-term facility maintenance program budget for its facilities for the 2020-2021 school year in the amount of \$_____ of which our District # _____ proportionate share is \$_____. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved. (Exhibit A)
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long-term facility maintenance revenue application.
3. The proportionate share of the costs of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district long-term facility maintenance

program times a formula that weights two components equally between the member districts; total net tax capacity and Adjusted pupil units. The long-term facility maintenance costs shall be funded through annual levy instead of issuing bonds. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for fiscal year 2021 is hereby approved, subject to approval by the Commissioner of Education.

4. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF DAKOTA

I, the undersigned, being the duly qualified and acting Clerk of School District No. _____, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. _____, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Intermediate School District No. 917's long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of the Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk this _____ day of _____, 2019.

Clerk
School District No. _____



Special Education Planning 2019–2020

Intermediate School District #917



Information Utilized for Decision Making

- ▶ Enrollment history
- ▶ Waiting lists
- ▶ Projections
 - Site based programs
 - Itinerant services
- ▶ Staff/student ratios
- ▶ Staffing standards for related and support services



Information To Be Determined

- ▶ Reassignment of staff at YTP
 - 6 teachers
 - 3 to existing positions (1 CEC, 2 AEC)
 - 3 to new SUN classrooms at CEC
 - 6 paraprofessionals
- ▶ Reduction
 - Administrative assistant (currently open)
 - Lead teacher assignment
- ▶ Assignment readjustment
 - Assistant director/principal



Increasing Program Demand

▶ CASE

▶ SUN



Program Growth CASE

▶ History

- 2017–2018 1 teacher (2 planned)
- 2018–2019 2 teachers (3 planned)

▶ Planned

- 2019–2020 3 teachers



Program Growth SUN

▶ History

- 2008–2009 8 classrooms
- 2009–2010 9 classrooms
- 2010–2011 11 classrooms
- 2011–2012 11 classrooms
- 2012–2013 14 classrooms
- 2013–2014 15 classrooms
- 2014–2015 16 classrooms
- 2015–2016 19 classrooms
- 2016–2017 20 classrooms*
- 2017–2018 20 classrooms *
- 2018–2019 24 classrooms

*No growth due to lack of space

▶ Planned

- 2019–2020 33 classrooms



2018–2019 Unfilled Openings

▶ Teachers

- 1.0 BVI
- 1.0 CASE
- 0.5 PHD
- 2.0 SUN

▶ Other

- 1.0 BCBA
- 12.0 Paraprofessionals–CASE



Current Special Permissions

- ▶ **Community Expert**
 - 3 total
 - All with no bachelors degree
 - Not eligible for rehire as teachers, all will likely be rehired as paraprofessionals
- ▶ **Tier 1**
 - 5 total
- ▶ **Tier 2**
 - 17 total
- ▶ **Out of Field Permission/Variance**
 - 5 total



Staffing Growth History

- ▶ FY12 – 330
- ▶ FY13 – 342
- ▶ FY14 – 361
- ▶ FY15 – 380
- ▶ FY16 – 408
- ▶ FY17 – 413
- ▶ FY18 – 449
- ▶ FY19 – 505 (people)



Additions- Program Expansion

▶ Teachers

- 1.0 CASE (from 18-19)
- 1.0 DCALS-South
- 9.0 SUN (2.0 from 18-19)
- 3.0 TESA-BTC
- 1.0 BVI (from 18-19)
- 1.0 D/HH Resource
- 1.0 D/HH Itinerant

▶ Related Services

- 1.0 Developmental/Adaptive Physical Education*
- 1.0 Licensed School Nurse
- 1.0 Occupational Therapy
- 1.0 Speech/Language Pathologist

** Waiting to ensure appropriate compliment at SUN-CEC*



Additions– Program Expansion

- ▶ Other
 - 3.0 BCBA (1.0 from 18–19, 1.0*)
 - 2.0 School Social Workers (1.0*)
 - 1.0 School Psychologist
 - 1.0 Staff Development Coach
- ▶ Administrative Support
 - 2.0 Dean (1.0–DASH, PACES, TESA, 1.0–CEC)
 - 1.7 Lead Teacher (DCALS, D/HH, PHD & AT, PT, Vision)

** Waiting to ensure appropriate compliment at SUN–CEC*



Additions–Non–Certified Program Expansion

- ▶ Paraprofessionals
 - 12.0 CASE
 - 45.0 SUN
 - 6.0 TESA



Additions–Non–Certified Program Expansion

- ▶ Other support professionals
 - Administrative Assistant I*

* *Waiting to ensure appropriate compliment at SUN–CEC*



Planned Reductions

- ▶ .5 Lead Teacher – Care & Treatment
- ▶ 1.0 Lead Teacher – DASH, PACES, & TESA
- ▶ 1.0 Dean (D/HH & Itinerant Services)
- ▶ 1.0 Health Associate



Questions?



DCALS South



Why: Mission

- 2 to 3 years of discussion
- Serving the needs of at-risk kids in grade 8-10
- There are some students that are not a good fit a school within their current school
- Relational strengths of a smaller culture: "I belong here."
- The "What" and "How" will look different for different kids.




Vision...

School is modified to meet the unique needs of each child. The program provides high quality alternative learning options that are creative, individualized, interest-based, and are designed to ensure a broad and diverse range of future life opportunities.



Why: Operational

- The initial start-up cost is low.
- Typical furniture for the site is available.
- Physical site modifications are being completed at ISD 192 expense.
- There is no ongoing lease cost. ISD 917 will pay an on-going CAM rate.
- The ALC middle-level program is available to any school, but is the school of record for targeted services for five districts. ISD 917 will utilize the middle level program fee from four member districts (\$29,568.00) to offset costs.
- The agreement will be reviewed in three years.




What: Passion and purpose

- ❑ Own their learning
- ❑ Project-based, Inquiry-based
- ❑ Independent study for those that qualify
- ❑ Collaborative (when possible and preferred)
- ❑ Prepared for 4-year, 2-year, Career, Technical, Military, etc.
- ❑ Find their “Spark”, What topic are you gifted in?
- ❑ Soft Skills, Study Skills



What: Academic rigor... at their level

- ❑ Minnesota Standards will be the basis for all content
- ❑ Specific credit recovery for students who are credit deficient
- ❑ Core content teachers will teach in their area of licensure
- ❑ Elective and exploratory options will be available
- ❑ Specific academic support will be provided during WIN time
- ❑ 8th grade students will be supported in classes that they may struggle with back at their homebase school.



What

- We encourage 8th and 9th graders to participate in Career Exploration similar to the introductory program offered at CTE.
- We encourage every 10th grader to take a DCALS DCTC Career Technical Course.
- Students can continue Career/Technical Pathway in early middle college as a junior or senior.



Who

- An Area Learning Center is open to any student who qualifies
- Qualifies under the Minnesota Graduate Incentives Program, M.S.124D.68
- The program is designed to meet the needs students in grades 8 to 10
- The site will be registered for 7-12 for unique circumstance
- 8th graders will meet for ½ of the school day
- 9th and 10th graders will meet for full day
- Some kids will be able to concurrently do credit recovery

How

English/Literacy

Math

Science

Lunch, Transition

WIN (What I Need!)

Exploratory, PE

Social Studies

How: Special Education

- An ALC is open for anyone
- We will serve students with Special Needs
 - DCALS at DCTC (61 of 158, 39%)
 - DCALS North (12 of 65, 18%)
 - DCALS South (? out of 52)
- Our site will serve students in Fed Settings 1 and 2
- 1.0 increase in Sp. Ed. Staffing for DCALS across three sites



How: Program model

- Seat-based
- On-line
- Blended
- Project-based, inquiry-based
- Integrated and cross-disciplinary



How will we measure success?

- Credit attainment
- Attendance will improve
- Relationships with staff and other students will improve
- Student surveys on perception of school, perception of self, and future orientation will improve
- Minnesota Comprehensive Exams, as compared to students' prior scores
- Student performance in CTE program (10th grade)
- 8th grade Student performance in the academic courses at their home-based school
- Continuous enrollment in DCALS program, or enrollment in a different rigorous program



When

- Opening in the fall of 2019
- Extended day (Possible)
- Extended year (Possible)
- On-line, asynchronous



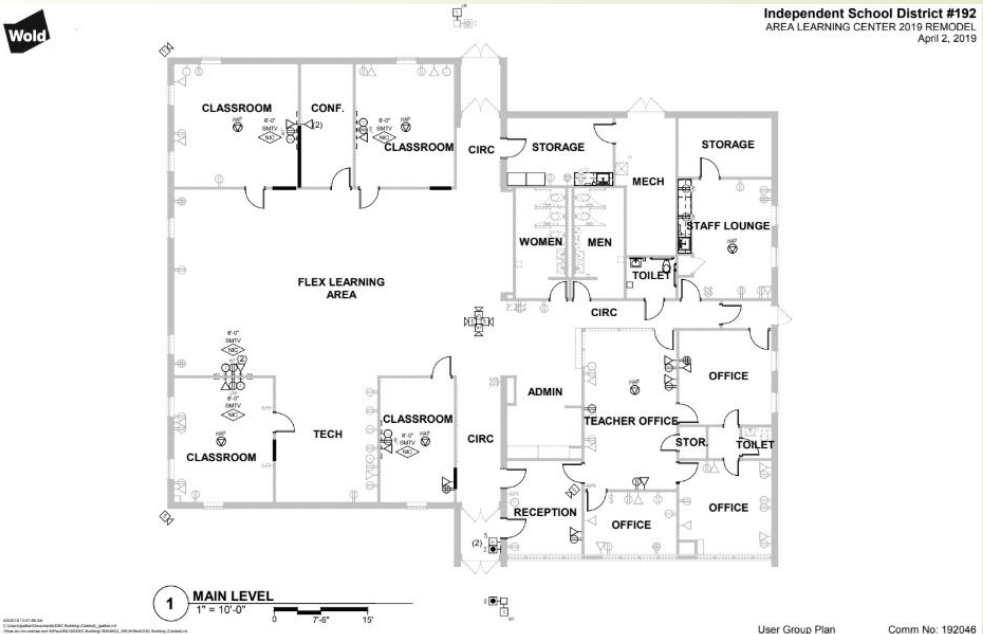
Academic Support

- 8th grade support for our site and for their work back at their home-base school
- AmeriCorps Promise Fellow
- WIN (What I Need) Time
- Academic support:
 - Basic skills (Reading, Writing and Math)
 - Work completion (Grades)
 - Learner efficacy (How to learn, develop passion and habits)

Where: 421 Walnut Street, Farmington, MN



Where: The Building





Digital Assets for review:

Jason Berg, Executive Director of Educational Services, Farmington Public Schools. Topic School Change....

https://mnasa.typepad.com/voice_of_mn_education/2018/08/jason-berg-ex-dir-of-education-services-hs-change-and-use-of-strategic-plans.html

Freakonomics, How is a Bad Radio Station Like Our Public Schools?....

<http://freakonomics.com/podcast/freakonomics-radio-how-is-a-bad-radio-station-like-the-public-school-system/>

Minnesota Statute 124D.68:

<https://www.revisor.mn.gov/statutes/cite/124D.68>

Minnesota Department of Education, Alternative Learning Center:

<https://education.mn.gov/MDE/fam/al/>



Questions?

- How will we measure success?
- How will we support students academically in their regular studies?
- How will we account for the increase workload on the operational infrastructure?
 - District office hiring, payroll, funds payable, MIS, etc.
 - Secondary support staff, counselors, online learning, academic support, etc.
 - Secondary Leadership

Secondary Programs Update
May 7, 2019
Eric Van Brocklin, Secondary Principal

The following is an update for the Secondary Programs within ISD 917 under my supervision. These programs include: Dakota County Area Learning School (DCALS-DCTC site), DCALS (West St. Paul site), and Career and Technical Education Center (DCTC site). This will also include the recommendation of DCALS South (Farmington site) for the 2019-20 school year.

DCALS Main (DCTC site):

- We have roughly 160 students enrolled in our daily seat-based program in grades 10-12+
- We have roughly 100 students enrolled in our Independent Study program in grades 10-12+
- We have 9 regular education teachers at this site (1 Lead Teacher with teaching duties)
- We share 3 regular education teachers with the West St. Paul site for ½ days
- We have 2 special education teachers
- We have 1 school counselor
- We have 1 administrative assistant
- We have 1 shared principal
- We provide a 5 period school day from 7:40-2:15 Mon-Fri.

DCALS North (West St. Paul site):

- We have 65 students enrolled in our daily seat-based program in grades 10-12+
- We have 40 students enrolled in our Independent Study program in grades 10-12+
- We have 3 regular education teachers (1 Lead Teacher with teaching duties)
- We share 3 regular education teachers with DCTC site for ½ days
- We have 1 special education teacher
- We have 1 school counselor
- We have 1 part-time 360 Communities Social Worker
- We have 1 administrative assistant-partial year
- We have 1 shared principal
- We provide a 5 period school day from 8:30-2:50 Mon-Fri.

Career and Technical Education (DCTC site):

- We have 300 students enrolled in grades 10-12+
- Students attend during 3 separate shifts Mon-Fri
- Member districts provide bus transportation to students
- We have 9 full-time teachers
- We have 4 full-time technical tutors
- We have 1 administrative assistant
- We have 1 shared principal who also serves as Dakota County Perkins Consortium Coordinator
- We offer 10 separate program options for students

DCALS South (Farmington site 19-20 pending approval):

- Anticipate 52 students in grades 8-10 in daily seat-based program
With 8th grade students typically in ½ day program (weighted 0.5 APU)
- Anticipate 10 students in our independent study program in grade 10
- Recommend 3 regular education teachers (1 Lead Teacher with teaching duties)
- Recommend 1 part-time special education teacher shared with other DCALS sites
- Recommend 1 part-time school counselor shared with other DCALS sites
- Recommend 1 administrative assistant-partial year
- Recommend 1 part-time social worker shared with other DCALS sites
- Recommend 1 shared principal with other secondary programs
- Recommend providing a 5 period school day from 7:40-2:20 Mon-Fri.

Changes for the 2019-20 school year:

- Addition of the Advanced Mechatronics CTE course offering
- Reduction of the Graphics Design Technology course to part-time
- Recommend addition of the DCALS South (Farmington site)
- Perkins consortium Comprehensive Needs Assessment completion
- Recommend contracting with Minnesota Alliance with youth for 2 Americorps Promise Fellows



Intermediate School District #917

Proposed Adopted Budget

2019 -2020

May 07, 2019

ISD 917 Hours and Rate Comparison Secondary Education & Special Education Programs

Secondary Technical Center Programs:

	2018-19 Est. Hrly Rates		2019-20 Est. Hrly Rates	% change
* Secondary Career and Technical Programs Average Rate	\$ 13.56	\$	13.51	-0.37%
Career Exploration Program Rate	\$ 7.07	\$	7.94	12.31%
Food Industry Careers Program Rate	\$ 7.88	\$	10.76	36.55%

	2018-19 Est. Billable Hours		2019-20 Est. Billable Hours	% change
Secondary Vocational Student Billable Hours	109235		109,235	0.00%
DCALS Student Billable Hours (unweighted)	168084		168,084	0.00%
DCALS South Student Billable Hours (unweighted) (New)	0		53,244.00	0.00%
DCALS North Student Billable Hours (unweighted)	59508		62,640.00	5.26%
DCALS Ext. Day Student Billable Hours (unweighted)	36540		36,540.00	0.00%
Total Student Billable Hours	373,367		429,743	15.10%

Special Education Programs:

	2018-19 Est. Hrly Rates		2019-20 Est. Hrly Rates	% change
Special Education Resource Program Average Rate	\$ 55.79	\$	56.30	0.91%
Purchase of Services Agreements Average Cost per F.T.E.	\$ 100,814.25	\$	103,831.40	2.99%

	2018-19 Est. Billable Hours		2019-20 Est. Billable Hours	% change
Special Education Resource Student Billable Hours	482,348		558,870	15.86%
Special Education Purchase of Service Billable Hrs	47,188		48,668	3.14%
Total Student Billable Hours	529,536		607,538	14.73%

Intermediate School District 917

2019-2020

Overview of Proposed Adopted Budget as of

Fund #	Fund Name	Projected Fund Balance 6/30/2019	Projected Revenues	Projected Expenditures	Projected Fund Balance 6/30/2020
1	Secondary	2,451,278	4,209,405	4,148,878	2,511,805
2	Special Education	5,127,774	39,232,693	39,450,491	4,909,976
5	Gen Capital Exp.	6,581	524,900	524,900	6,581
10	Institutional Support	0	36,200	36,200	0
13	Secondary Resale	5,226	39,500	39,973	4,753
14	Special Ed Resale	4,725	10,500	11,000	4,225
15	917 Support Services	671	0	0	671
	Total Operating Fund	7,596,255	44,053,198	44,211,442	7,438,011
3	Food and Nutrition	0	172,920	172,920	0
6	Capital Projects (Bldg)	0	0	0	0
7	Debt Service	0	0	0	0
8	Trust Fund	143	0	0	143
9	Agency Funds	0	0	0	0
20	Internal Service Fund	-729,477	165,989	144,200	-707,688
21	Self Funded Dental Ins. Plan	329,299	380,000	400,000	309,299
22	Self Funded Health Ins. Plan	1,979,884	3,899,000	3,566,500	2,312,384
	Total Funds	9,176,104	48,671,107	48,495,062	9,352,149

The general funds projected reserved/unassigned fund balance as of 6/30/20

Preliminary operating fund balance \$ 7,438,011

Preliminary operating fund balance as a percentage of expenditures 16.82%

Excluding restricted fund balance (fund 5) 17.01%

FY19 Estimated unassigned fund balance 18.98%

**Intermediate School District 917
Balance Sheet - GASB 54 Fund Balances
Governmental Funds as of June 30, 2020**

	General Fund										Food Service	Capitol Projects	Debt Service	Trust Fund	Agency Fund	Internal Service Fund	Self Funded Dental	Self Funded Medical
	Fund 1	Fund 2	Fund 5	Fund 10	Fund 13	Fund 14	Fund 15	Fund 3	Fund 6	Fund 7	Fund 8	Fund 9	Fund 20	Fund 21	Fund 22			
Nonspendable:																		
Inventories																		
Prepaid Expenses																		
Restricted for:																		
health and safety																		
basic skills																		
compensatory																		
deferred maintenance projects																		
operating capitol/Bond payment				6,581														
safe schools levy																		
OPEB																		
other fund activities																		
Committed for:																		
fund balance for next year operations																		
Assigned for:																		
next year severance pay																		
next year retiree health insurance																		
school carryover budgets																		
Scholarships																		
encumbrances																		
Unassigned for:																		
unassigned	2,511,805	4,909,976	0	0	4,753	4,225	671				143		-707,688	309,299	2,312,384			
19-20 Projected Fund Balance	\$ 2,511,805	4,909,976	6,581	0	4,753	4,225	671	0	0	0	143	0	-707,688	309,299	2,312,384	9,352,149		
18-19 Projected Fund Balance	\$ 2,451,278	5,127,774	6,581	0	5,226	4,725	671	0	0	0	143	0	-729,477	329,299	1,979,884	9,176,104		
Change	60,527	-217,798	0	0	-473	-500	0	0	0	0	0	0	21,789	-20,000	332,500	176,045		

Intermediate School District 917

Expenditure Comparison

2018-19 Revised Budget and 2019-20 Adopted Budget

Fund #	Description	FY 18-19 Exp. Budget	FY 19-20 Exp. Budget	Difference	Percent Change
1	Secondary	3,797,244	4,148,878	351,634	9.26%
2	Special Ed.	35,765,618	39,450,491	3,684,873	10.30%
5	Capital Improvements	529,500	524,900	-4,600	-0.87%
10	Institutional Support	506,999	36,200	-470,799	-92.86%
13	Secondary Resale	46,608	39,973	-6,635	-14.24%
14	Special Ed Resale	11,500	11,000	-500	-4.35%
15	917 Support Services	0	0	0	0.00%
	Total Operating Fund	40,657,469	44,211,442	3,553,973	8.74%
3	Food and Nutrition	164,665	172,920	8,255	5.01%
6	Building Fund	0	0	0	0.00%
7	Debt Redemption	0	0	0	0.00%
8	Trust Fund	2,001	0	-2,001	-100.00%
9	Agency Funds	0	0	0	0.00%
20	Internal Service Fund	133,200	144,200	11,000	8.26%
21	Self Funded Dental Ins. Plan	390,000	400,000	10,000	2.56%
22	Self Funded Health Ins. Plan	3,407,970	3,566,500	158,530	4.65%
	Total Funds	44,755,305	48,495,062	3,739,757	8.36%

Highlight of significant changes between 2018-19 revised vs. 2019-20 adopted:

- Fund 1 Salary and benefit increases built in for estimated and actual contract settlements, additional budget adjustments enclosed on the 6th page of this document.
- Fund 2 Salary and benefit increases built in for estimated and actual contract settlements, additional budget adjustments enclosed on the 6th page of this document.
- Fund 10 Decrease in expenditures due to proposed discontinuance of 360 community contracts on behalf of member districts.
- Fund 13 Decrease in Food Industry Careers resale activities with decrease in number of shifts running.
- Fund 3 Increase is a result of a combination of closing YTP and expansion of Concord SUN Program
- Fund 21 & 22 Anticipating an increase in participation with increase in staff: resulting in a increase in fees to administer program and claims.

FY20 Intermediate School District 917 Revised Budget Assumptions

.5% increase in General Ed formula per ADM

2018-20 Contracts settled:

Classified School Year costs for salary and benefits		
Classified Full Year costs for salary and benefits		
Clerical costs for salary and benefits	3.75%	Average
Custodians costs for salary and benefits		
Executive Assistant costs for salary and benefits		
Health Assoc. costs for salary and benefits		
Interpreters cost for salary and benefits		
Paraprofessionals cost for salary and benefits		

2019-21 Contracts unsettled

Teachers	4%	Est. Average
Administrators (includes Superintendent, Bus. Manager, Sp. Ed Director, Asst Directors/Principals and IT)	3%	Est. Average

Enrollment Assumptions: See Detailed attachment

Secondary Vocational Programs	Enrollment no change	0	ADMs
DCALS South	Enrollment increasing (new)	51	ADMs
DCALS	Enrollment no change	0	ADMs
DCALS North	Enrollment increasing	3	ADMs
Ext Year On-line	Enrollment no change	0	ADMs
Special Education	Enrollment increasing	73	ADMs

Total ADM Changes

127

FY19 vs. FY20 staffing and budget comparison

Fund 1			
DCALS	FY20 reduction in furniture and equipment budget upgrades occurred in FY19		(\$77,950)
DCALS South	FY20 open new program 3 teachers, 1 Admin. Asst., .3 Social Worker, supplies, equipment, and maintenance.	4.3	\$420,713
Secondary Vocational	FY20 reduction in equipment, prior year purchased a Hydrolyc lift in Vehicle Services, reduction of in graphics due to retirement and built in .6 FTE unsure of enrollment for next year		(\$25,000)
District Wide	Decrease in ISD 917 overhead allocation which includes supt, HR, business office, IT depts.		(\$56,557)
	Decrease in CPIP grant unknown for FY20		(\$37,700)
	Increase in Carl Perkins Grant		(\$20,000)
	Increase 1 van purchase		\$9,500
			\$30,000
	Total Changes in Fund 1		\$243,006
Fund 2			
CASE Program	Increase 1 teachers, 12 para,	13	FTE's \$462,500
DCALS Program	Increase 1 teacher,	1	FTE \$64,500
D/HH Program	Increase 1 teacher	1	FTE \$80,620
PACES	Increase 2 paras open compliments,	2	FTE's \$71,250
RIVERSIDE PROGRAM	Decrease 1 teacher	-1	FTE's (\$66,350)
SUN program	Increase 9 teachers, 45 paras, .90 OT, 2 BCBA, .60 school social worker, .40 psychologist, .5 custodian and added 2 PAES lab. One at CEC and AEC. (holding on Dean, Admin. Assistant, and 1.0 social worker)	56.4	FTE's \$2,451,000
TESA Program	3 teachers, 6 paras, shared .45 health assoc. and .4 admin asst., supplies/equipment and CAMs for Bloomington space	9.9	FTE's \$555,000
TEA Program	Decrease 1 para	-1	FTE's (\$35,625)
YTP Program closed	Decrease 7 teachers and 6 paras and supplies and equipment annual costs.	-13	FTE's (\$969,000)
District Wide Increases			
	Increase in overhead allocation		\$188,000
	Increase in Workers Compensation due to staffing growth and new mod. factor		\$81,833
	Increase in overall leases due to increased rent and new site lease has addtl 2 months		\$90,533
	Increase 1.5 Speech Pathologist		\$93,900
	Decrease in overall ESY program		-\$28,643
	Decrease in maintenance/remodeling compared to FY19		-\$79,088
	Total Changes in Fund 2	68.3	\$2,960,430
	Net Changes	68.3	\$3,203,436

ISD 917 Levies FY19 vs. FY20

District	FY19 Lease Levy payable 2019	FY20 Lease Levy payable 2020	FY20 AEC Levy payable 2019	FY21 AEC Levy payable 2020	FY19 Safe School Levy payable 2019	FY20 Safe School Levy payable 2020	FY20 LTFM payable 2019	FY21 LTFM payable 2020	\$ change from prior year levies	% Change from prior year levies
6	\$65,513.82	\$77,316.49	\$38,889.59	\$34,910.18	\$58,403.70	\$54,078.00	\$3,342.37	\$1,213.44	\$1,368.63	0.82%
191	\$148,499.12	\$163,695.58	\$75,660.36	\$75,540.01	\$121,945.00	\$138,585.00	\$11,112.24	\$4,147.24	\$24,751.11	6.93%
192	\$171,370.33	\$190,002.19	\$70,576.02	\$68,982.99	\$112,473.00	\$118,347.00	\$6,727.16	\$2,637.01	\$18,822.68	5.21%
194	\$209,497.83	\$235,008.31	\$90,473.93	\$89,218.83	\$179,289.00	\$189,090.00	\$12,464.96	\$4,853.77	\$26,445.19	5.38%
195	\$11,652.24	\$11,045.57	\$4,039.53	\$4,197.36	\$9,142.50	\$11,322.00	\$814.41	\$309.93	\$1,226.18	4.78%
197	\$154,515.61	\$149,490.38	\$53,703.02	\$54,838.91	\$81,736.50	\$82,965.00	\$7,962.39	\$3,067.75	(\$7,555.48)	-2.54%
199	\$109,555.46	\$115,404.67	\$39,363.29	\$44,291.06	\$53,049.75	\$57,420.00	\$4,676.00	\$1,680.96	\$12,152.19	5.88%
200	\$119,170.19	\$156,860.86	\$59,184.24	\$58,431.83	\$72,279.00	\$71,295.00	\$5,326.39	\$2,009.27	\$32,637.14	12.75%
271	\$229,341.20	\$254,407.79	\$90,810.02	\$96,388.83	\$140,755.00	\$166,422.00	\$16,774.08	\$6,345.63	\$45,883.95	9.61%
Totals	\$1,219,115.80	\$1,353,231.84	\$522,700.00	\$526,800.00	\$829,073.45	\$889,524.00	\$69,200.00	\$26,265.00	\$155,731.59	5.90%

- * Lease Levy allocated based on 4 variables: TNTC, APU's, Five Year Average Special Education Tuition Costs, and 18-19 Student Utilization
- *Safe School Levy allocated based on APU's
- *LTFM levy allocated based on 2 variables: TNTC and APU's

ISD 917 Maintenance Projects by building location:

Alliance Education Center:

Update camera system	\$18,153	Fund 2
Gym floor (\$43,700 LTFM portion)	\$54,910	Fund 2
Security Entrance	\$30,000	Fund 2
Remodeling Itinerant space	\$110,000	Fund 2

Concord Education Center

Blinds	\$6,000	Fund 2
Acoustical Panels for Gym	\$200,000	Fund 2
General Repairs/Maintenance	\$15,000	Fund 2

Lebanon Education Center:

Reconfigure front entry	\$12,000	Fund 2
Door replacement in lunchroom	\$11,000	Fund 2
Blinds	\$9,000	Fund 2
Security cameras	\$21,000	Fund 2

Grand Total **\$487,063**

TO: School Board Members

FROM: Mark Zuzek

DATE: April 29, 2019

RE: Policies to Review

The following policies are being reviewed on a second reading basis:

- Policy 401 - Equal Employment Opportunity
 - E. Changed name to Human Resources

- 401.01 - Hiring Procedures – Recommend Elimination - Not using these procedures
 - Policy is not required
 - Procedures will likely evolve more rapidly and responsively a policy should

- Policy 402 - Disability Nondiscrimination Policy
 - D. Changed name to Don Budach

- Policy 403 - Discipline, Suspension, and Dismissal of Employees
 - No changes MSBA Model Policy

- Policy 404 - Employment Background Checks
 - Changes on III.B and IV
 - Eliminate III. C as we do accept the MDE criminal background check for licensure in lieu of ISD 917 criminal background check.

- Policy 405 - Veteran's Preference
 - All references to point scoring have been removed
 - ISD 917 does not use a 100 point scale

400 PERSONNEL

401 EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

II. GENERAL STATEMENT OF POLICY

- A. It is the school district's policy to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status. The school district also makes reasonable accommodations employees with disabilities.
- 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 impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment. ~~Administrators responsible for recommendations for hiring and promotion will follow the Hiring Administrative Procedures described in 401.01.~~
- D. It is the responsibility of every school district employee to follow this policy.
- E. Any person having any questions regarding this policy should discuss it with ~~Dr. John M. Christiansen, Superintendent.~~ **Human Resources.**

- Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4301 *et seq.* (Vietnam Era Veterans' Readjustment Assistance Act)
38 U.S.C. § 4211 *et seq.* (Veterans' Reemployment Rights Act)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

- Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 405 (Veteran's Preference)
MSBA/MASA Model Policy 413 (Harassment and Violence)

400 PERSONNEL

401 EQUAL EMPLOYMENT OPPORTUNITY

**401.01 ADMINISTRATIVE PROCEDURES: SCHOOL DISTRICT
HIRING**

Selection and Hiring of Employees

I. Establishing the Vacancy

A vacancy, for the purpose of this hiring practice, is defined as a School Board approved position that currently has no incumbent Classification holder or has a Classification holder who has tendered a resignation.

II. Conducting a Classification Analysis

- A. In the case of a newly created position for which there is no current Classification Description, a Job Analysis must be preformed. In the event that a position must be filled immediately, a preliminary Job Analysis may be created by the supervising Administrator in order to advertise for the position. Prior to interviewing candidates and determining the relative level of this positioning comparison to other positions, a formal Job Analysis must be performed.
- B. In the case of positions for which there are Classification Descriptions already in place, a consideration as to whether or not the Classification Description is still valid should be addressed. If it is determined that the subject position has essential responsibilities that deviate from the existing Classification Description, a new Job Analysis should be conducted and the subject Classification Description should be modified prior to interviewing candidates.
- C. If there are major changes to the essential duties of the Classification Description, the revised classification description must be submitted for review to the district's banding and grading consultant prior to making a Classification offer to any applicant.

III. Advertising/Recruitment

- A. Open positions will be posted on the District's Bulletin Boards and on the District's website (www.isd917.k12.mn.us), from the time that the vacancy is known, for a minimum of five (5) working days. Additional

notification may be required in order to comply with collective bargaining agreements.

- B. During the summer months, when school is not in session, postings will be added to the District's electronic payroll link on the website "My View."
- C. Vacancies may be posted for internal applicants only or may be advertised for any qualified applicant. Postings for internal applicants only may only be employed for non-promotional positions when it is believed that there are internal employees interested in the vacant position.
- D. Advertising for open positions will be promulgated so as to encompass a wide distribution to a diverse population. To this end, the District may post advertisements on various websites, in local and regional newspapers, and in regional or ethnocentric publications.
- E. When stating the required qualifications for the position, refer to the appropriate Classification Description.

IV. Application Form

- A. All applicants for positions within Intermediate School District #917 must be provided with an official Classification Description for the position.
- B. All applicants for positions within Intermediate School District #917 must also complete the "Supplement to Employment Application" and agree to submit to a criminal background check at their own expense before final Board action on their appointment.
- C. Applications received in the personnel office or post-marked after the position closing date will not be considered unless the position is re-posted.
- D. Incomplete applications may not be considered.

V. Equal Employment Opportunity and Veteran's Preference

- A. **Non-Discrimination Policy.** Intermediate School District Policies 401 and 402 prohibit any form of discrimination in the recruitment and hiring of staff. All postings and employment advertisements must identify Intermediate School District #917 as an "equal opportunity employer."
- B. **Veteran's Preference.** Persons claiming a "veteran's preference" must submit a legible copy of their Military Separation Papers (DD 214) with their application for employment. All veterans who meet the minimum qualifications for the position will be granted an interview.

VI. Interviewing

- A. All candidates for employment who meet the minimum qualifications for the position and pass an initial screening of experience and training should be interviewed. (All veteran's preference candidates who meet the minimum qualifications must be interviewed.)

- B. Interviews for licensed staff positions or promotions shall be conducted by the direct supervisor for the position in question, the appropriate administrator, and a committee established by the supervisor or administrator. (The teachers' union will be consulted on recommendations for committee member participants for licensed staff vacancies.) The interview should be used to provide the applicant with information about the district as well as the nature of the position. Interviews for non-licensed staff shall be conducted by the direct supervisor for the position and the appropriate administrator. An interview committee for non-licensed positions may be used when the administrator determines it is desirable.

- C. **Interview tips and requirements**
 - 1. Develop a list of questions that relate to the essential qualifications of the position, previous work experience and training, and afford the applicants an opportunity to explain why they are a good fit for this position.
 - 2. Avoid questions that might illicit answers regarding candidates' protected classification. (i.e. age, ethnicity, marital status, sexual preference, disability, etc.)
 - 3. Use "open ended" questions that will encourage comprehensive answers.
 - 4. Use an initial opening statement explaining the process to be followed, the fact that you will be taking notes, and that there will be an opportunity for the candidate to ask questions about the position or the district.
 - 5. Use the same list of questions with each candidate; in the same order and asked by the same person. Limit follow-up questions to clarifications as to the candidate's answers. Slight differences in the statement of the question are acceptable as long as the essence of the question is consistent from person to person.
 - 6. Establish a 100 point scale for rating candidate interviews. Veterans and the spouses of veterans will receive five (5) additional points when rating the candidates; disabled veterans and their spouses will receive ten (10) additional points.

7. Advise each applicant of the next steps in the hiring process and the time-line for decision, and if selected, when they would be required to start work.

VII. Reference Checks/Background Checks

- A. All finalists to be recommended to the Board for appointment must undergo a criminal background check through the Bureau of Criminal Apprehension or similar service.
- B. Reference checks should be made to listed references and other sources not recommended by the candidate. An exception to this is acceptable when the applicant requests that the current employer not be notified.

VIII. Classification Offers

- A. Prior to making a job offer to a candidate, refer to the appropriate collective bargaining agreement to determine the appropriate step and lane (if appropriate).
- B. The administrator will review the candidate salary recommendation with the Superintendent when the candidate's situation exceeds past practice.
- C. All employment offers will be submitted to the School Board through the personnel office.

Approved: July 1, 2008

400 PERSONNEL

402 DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact ~~Dr. Terri Trexler~~, **Don Budach**, Assistant Director of Special Education. This individual is the school district's appointed ADA/Section 504 coordinator.

Legal References: 29 U.S.C. 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)
29 C.F.R. Part 32
34 C.F.R. Part 104

Cross References: MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

400 PERSONNEL

403 DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES

I. PURPOSE

The purpose of this policy is to achieve the effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

III. DISCIPLINE

A. Violation of School Laws and Rules

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

IV. FORMS OF DISCIPLINE

A. The forms of discipline that may be imposed by the school district include, but are not limited to:

1. oral warning;

2. written warning or reprimand;
 3. probation;
 4. disciplinary suspension, demotion or leave of absence with pay;
 5. disciplinary suspension, demotion or leave of absence without pay; and
 6. dismissal/termination or discharge from employment.
- B. Other forms of discipline, including any combination of the forms described in Paragraph A., above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

- A. In an instance where any form of discipline is imposed, the employee's supervisor will:
1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time and nature of the oral warning.
 2. Provide directives to the employee to correct the conduct or performance.
 3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
 4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
 5. Specify the expected level of performance or modification of conduct to be required from the employee.
- B. The school district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

Legal References: Minn. Stat. § 122A.40 (Teachers – Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure)
Minn. Stat. § 122A.44 (Contracting with Teachers)

Minn. Stat. § 122A.58 (Coaches)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 197.46 *et seq.* (Veterans Preference Act)

Cross References: MSBA Service Manual, Chapter 3, Employees

400 PERSONNEL

404 EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district or such other background checks as provided by this policy. The school district may also elect to do background checks of volunteers, independent contractors and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment submit to a criminal history background check. The offer of employment shall be conditioned upon a determination by the school district that an applicant's criminal history does not preclude the applicant from employment with the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees or applicants without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, independent contractors and student employees.

III. PROCEDURES

- A. The school district may conditionally hire an applicant pending completion of the background check, but shall notify the applicant that the applicant's employment may be terminated based on the result of the background check. Background checks will be performed by an external company contracted with the school district specializing in criminal history background checks.
- B. An applicant who is offered employment must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history

background check, and provide ~~a money order or check payable to Intermediate School District 917 in an amount equal to the actual cost to the school district of conducting~~ **the funds to cover the cost of conducting** the criminal history background check. If the applicant fails to provide the school district with a signed Informed Consent Form and fee at the time the applicant receives a job offer, the applicant will be considered to have voluntarily withdrawn the application for employment.

- C. ~~The school district, in its discretion, may elect not to request a criminal history background check on an applicant who holds an initial entrance license issued by the state board of teaching or the state board of education within the 12 months preceding an offer of employment.~~
- C.~~D.~~ The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 3. the applicant executes a written consent form giving the school district access to the results of the check; and
 4. there is no reason to believe that the applicant has committed an act subsequent to the check that would disqualify the applicant for employment.
- D. ~~E.~~ When required, applicants must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the applicant are unusable, the applicant will be required to submit another set of prints.
- E. ~~F.~~ Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment in the job posting and job advertisements.
- F. ~~G.~~ The applicant will be informed of the results of the criminal background check(s) to the extent required by law.
- G. ~~H.~~ If the criminal history background check precludes employment with the school district, the applicant will be so advised.
- H. ~~I.~~ The school district may apply these procedures to volunteers, independent contractors or student employees as though they were applicants for employment.

IV. CRIMINAL HISTORY CONSENT FORM

~~A form to~~ **To obtain consent for a criminal history background check is included with this policy. the employee is sent a link from the District to complete their background screening online.**

Legal References: Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)
Minn. Stat. § 123B.03 (Background Checks)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

400 PERSONNEL

405 VETERAN'S PREFERENCE

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference ~~points~~ for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference ~~points~~ to veterans and spouses of deceased veterans or disabled veterans.
 - B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice and in writing. This paragraph does not apply to the position of teacher.
 - C. Veteran's preference ~~points~~ will be applied pursuant to applicable law as follows:
 - ~~1. A credit of five points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.~~
 - ~~2. A credit of ten points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.~~
 - ~~3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.~~
- 1. When claiming veterans' preference, the perspective candidate must provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other acceptable documentation.**

2. 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- F. ~~The school district's policy is to use a 100 point hiring system to enable allocation of veteran's preference points, including teaching positions, whenever possible. If a 100 point hiring system is not used for filling a teaching position, preference points will not be added, but a~~ All veteran applicants who have proper licensure for the ~~teaching~~ position **for which they are applying**, will be granted an interview for the position.
- G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board of school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 *et seq.* (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (1990)
Young v. City of Duluth, 410 N.W. 2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)



Intermediate School District 917

1300 145th Street East
Rosemount, MN 55068-2999
Phone: (651) 423-8229
Fax: (651) 423-8781
www.isd917.org

Working in Partnership with Students, School Districts, Communities, and Industries

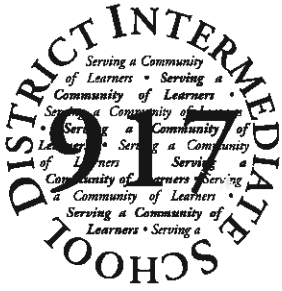
Mark A. Zuzek, Superintendent
Nicolle Roush, Business Manager
Melissa Schaller, Director of Special Education
Eric Van Brocklin, Principal of DCALS / Career Technical Center

TO: Mark Zuzek, Supt.
FROM: Eric Van Brocklin, Principal
RE: Lead Teacher positions
DATE: April 23, 2019

I am writing to respectfully recommend the following staff members for the lead teacher positions for the 2019-2020 school year.

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

EVB



Melissa Schaller
Director of Special Education

To: Mark Zuzek
Superintendent

From: Melissa Schaller *ms*
Director of Special Education

Re: 2019-2020 Special Education Lead Teacher Assignments

Date: April 16, 2019

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 a review of interested applicants, I am recommending that the following individuals be appointed as lead teachers for the 2019-2020 school year:

Name	Program
Melanie Rix	Anthony Louis, JSC, Options, Related Services, curriculum, and testing
Rachel Novy	CASE, IDEA, and SUN-Alliance Education Center
Carmen Eaton	DCALS
Taylor Thomas	D/HH
Amanda Peters	Physical/Health Disabilities/Assistive Technology
Shanyn Tufte	Physical Therapy
Shanna Knutson	School Psychology
Cathy Mattice	SUN-Concord Education Center
Wendi Renken	TEA-Lebanon Education Center
Lori Klein	Vision

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

Intermediate School District 917 is an Equal Opportunity Educator and Employer

TO: School Board Members

FROM: Nicolle Roush

DATE: May 7, 2019

RE: Review of School Nutrition Programs Contracts for Vended Meals

Pertinent Facts:

1. 2019-20 will have five program sites that need a school nutrition program provided by an external vendor. None of the sites have preparation kitchen facilities because the expense of equipment, space and staff is not cost effective for the number of meals served. The five sites are Lebanon TEA Program, Cedar SUN Program, Alliance IDEA/SUN program, Concord SUN program and TESA at DCTC.
2. Over the years we have explored a variety of vendor options to meet our needs. We have met with the Farmington and West St. Paul/Mendota Heights/Eagan nutrition services directors and a couple of private companies such as Chartwell and CKC Good Foods. When we opened our Alliance site and moved from South St. Paul, we contracted with ISD 196 because South St. Paul didn't want to continue due to the distance to Alliance. At that time we leased space in a strip mall in Apple Valley for SUN and ISD 196 was our vendor there also. Due to the higher than normal meal price increases from ISD 196 for 2017-2018, we awarded the contract to Lancer Dining Services for 2017-18 school year.
3. Enclosed for your review is the 2019-20 Lancer Dining Services contract which proposes a 2.28% increase in Lunch and 2.18% increase in Breakfast meal prices compared to 2018-19. Lancer Dining Services is an approved vendor under Minnesota Department of Education with over 60 schools participating.
4. The next contract document attached is from ISD 191 for Cedar for 2019-2020. The ISD 191 contract is different than the Lancer Dining Services contract. ISD 191 charges us an administrative fee per meal Cedar students purchase their meals through the ISD 191 lunch program. At Cedar, ISD 191 also delivers and serves the meals. The administrative fee will remaining the same for Cedar's breakfast at \$.50 and lunch at \$1.35 per meal. Cedar contract is below the \$175,000 bid versus quotes threshold per statutory requirement Minn. Stat 123B.52.

LANCER

DINING SERVICES

April 3, 2019

Teri Welch & Nicolle Roush
Intermediate School District 917
1300 145th Street East
Rosemount, MN 55068

Dear Teri & Nicolle,

Lancer Dining Services welcomes the opportunity to present our food program for your consideration. We successfully provide healthy meals that kids love to eat to thousands of students across the Twin Cities every day.

At Lancer we believe that the simple act of breaking bread together is a celebration of human fellowship. Even at a young age, the ritual of sharing a meal with others is an essential component of a strong and vibrant social community. With this foundation, we are passionate about providing meals that will not only nurture the physical well-being of your students but will enhance the social fabric of your community.

Our goal is to nurture healthy eating habits for your students through our meal catering and nutrition education. Menus that feature many familiar favorites are sprinkled with exposure to new foods that we hope will support a lifetime of healthy eating habits. All of our menus are created under the watchful eye of our in-house executive chef who continually reviews ongoing research on child nutrition to guarantee our menus always meet or exceed standards set by the USDA and the Minnesota Department of Education.

Lancer's menus include seasonal fresh fruit and vegetables every day with an emphasis on local products and vendors whenever possible. We feature a variety of proteins including poultry, beef, cheese, and legumes and maintain a pork and nut-free kitchen. Whole grain breads, pastas, breakfast, snack items, and rBST free dairy products round out our offerings. Each of our menus is created to eliminate or minimize trans-fats, MSG, sucralose, high fructose corn sugar, and sulfites. Our ability to deliver on these objectives is why Lancer has become the local caterer of healthy meals that kids actually want to eat!

As your partner and expert in childcare food service Lancer will provide unparalleled customer service. In addition to providing guidance from a regulatory perspective, we will manage your commodity foods and provide assistance during your MDE administrative reviews giving you peace of mind.

Our proposed pricing for the 2018-2019 school year renewal including milk, disposable plates, and disposable utensils is:

School Lunch	\$3.13	Breakfast	\$1.87
Allergen/Vegetarian Meals	\$4.05	Individual Bag Lunch Add	\$0.25
Extra Milk	\$0.26		

Thank you for the opportunity to be your caterer. Please contact us if you have additional questions at (651) 646-2197 x 26 or bperrizo@lancercatering.com.



Beth Perrizo,
Account Manager

School Nutrition Programs

Renewal of Contract for Vended Meals

School Year 2019-20

Upon mutual agreement of the School Nutrition Programs (SNP) school food authority (SFA) and the Vendor, a SNP Contract for Vended Meals may be renewed for subsequent one-year terms after the original contract. Program regulations (7 CFR 210.16) allow a contract to be renewed up to four times (total of five years). State law for public schools (Minnesota Statutes section 123B.52) allows an SNP Contract for Vended Meals to follow the federal rule for up to four renewals if federal program requirements are met.

This template must be used for contract renewal, without change to any provisions except for inserting required information. No material changes may be made to the original contract.

1. Definitions

"SFA" refers to the school food authority that is contracting for the meals and will claim the meals for SNP reimbursements.

SFA: Intermediate School District 917

SFA's Cyber-Linked Interactive Child Nutrition System (CLICS) Identification Number: 2000010011

"Vendor" refers to the company, school or other organization providing meals to the SFA.

Vendor: Lancer Dining Services

"Original contract" refers to the first year of the contract, which started on 7/1/2017.

2. Renewal of Contract

SFA and Vendor mutually agree to renew the original contract for the term indicated below, not to exceed one year, without change except for adjustments specified in this renewal document. The contract may be renewed a maximum of four times (a total of five years including the original contract).

This is the 3rd year of the contract, counting the original contract and all renewals.

Start Date for Renewed Contract: 7/1/2019 End Date for Renewed Contract: 6/30/2020

3. Adjustments to Contract

SFA and Vendor agree to the terms of the original Contract for Vended Meals, as adjusted here, for the term of the renewed contract.

a. Financial Terms

SFA will pay the fixed meal prices specified in the original contract, as adjusted here. Vendor will not charge any fees, or request reimbursement of costs, in addition to the adjusted fixed meal prices. For each meal service, the table below shows the 2018-19 meal price, the mutually agreed percentage increase, and the 2019-20 meal price (rounded to the nearest whole cent). **The percentage increase may not exceed 2.5 percent** (the increase in the cost of Food Away from Home from the Consumer Price Index for All Urban Consumers (CPI-U), Midwest Region, for the 12 months ending December 2018.)

SFA and Vendor mutually agree to the 2019-20 meal prices shown below:

Meal Type	2018-19 Price	Percentage Increase	2019-20 Price
Lunch	\$ 3.06	2.5 %	\$ 3.13
Breakfast	\$ 1.83	2.5 %	\$ 1.87
	\$	___ %	\$

b. Non-Financial Terms

Minor adjustments to non-financial terms of the original contract may be made. Major changes to contractual responsibilities may not be made without rebidding.

Describe any adjustments to non-financial terms here: _____

4. USDA Foods

If Vendor will use USDA Foods in the preparation of meals at its commercial facility, Vendor is a processor of USDA Foods as defined in federal regulations (7 CFR 250.3). Vendor acknowledges that it will be required to enter into an In-State Processing Agreement with the Minnesota Department of Education or, if Vendor operates in multiple states, a National Processing Agreement with the U.S. Department of Agriculture, and to comply with the terms of the processing agreement.

Vendor will credit SFA for the cash value of USDA Foods received for use. Costs to Vendor of receiving and using USDA Foods are included in the fixed meal charges. Vendor will not charge any fees, or request reimbursement of any costs, related to USDA Foods.

SFA confirms that it has fully received credits for USDA Foods for school year 2018-19 or at a minimum for school year 2017-18 before renewing the contract for 2019-20, as documented on the Reconciliation of Credits for USDA Foods form or other documentation.

5. Termination

SFA or Vendor may terminate this contract for cause as allowed in the original contract. The contract may be terminated for convenience (no cause) if the parties mutually agree to terminate for convenience.

6. Summer Food Service Program (if applicable)

Meal Patterns: Vendor will provide SFSP meals that meet the requirements for the following meal patters:

- Summer Food Service Meal Pattern
- Child and Adult Care Food Program Meal Pattern for Children Ages 1-6
- Child and Adult Care Food Program Meal Pattern for Infants
- National School Lunch and Breakfast Programs Meal Patterns

Unitized Meals: Vendor will provide unitized meals for all SFSP sites unless the box below is checked to request MDE approval of non-unitized / bulk meal service for one or more sites.

Vendor will provide non-unitized meals for SFSP, with instructions on the planned portion size for each food component. MDE's approval of SFA's SFSP application approves SFA for a waiver from the SFSP requirement to provide unitized meals.

Offer versus Serve (OVS): One or more sites receiving bulk food will use the OVS provision when serving SFSP meals. SFA and Vendor will coordinate regarding OVS requirements.

7. Vendor Certification Statements

Total estimated contract payments during the renewal year are: \$ 152,200

Check one:

The contract amount is expected to be less than \$100,000. A Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower-Tier Covered Transactions (signed by Vendor) is attached to this contract.

The contract amount is expected to be \$100,000 or more. In addition to the certification listed above, a Certification Regarding Lobbying (signed by Vendor) and, if applicable, a Disclosure of Lobbying Activities (signed by Vendor) are attached to this contract.

SIGNATURES

SFA Name: _____

Name of SFA's Authorized Representative: _____

Title: _____

Signature of Authorized Representative: _____

Date: _____

Vendor Name: Lancer Dining Services

Name of Vendor's Authorized Representative: Cameron Bolender

Title: Vice President of Operations

Signature of Authorized Representative: _____

Date: _____

Vendor Contact: Beth Perrizo

Title: District Manager

Phone: 651-646-2197 x26

Email: bperrizo@lancercatering.com

INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT FORM

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the certification form in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower-tier covered transaction," "participant," "person," "primary-covered transaction," "principal," "proposal" and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower-tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower-tier Covered Transactions," without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Excluded Parties List data on the federal System for Award Management website (EPLS).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies as appropriate, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

LOWER-TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 2 CFR Part 417, Subpart C, Responsibilities of Participants Regarding Transactions Doing Business with Other Persons.

Read instructions on previous page before completing certification.

1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Vendor Name: Lancer Dining Services

Award Number or Project Name: National School Lunch Program

Name of Authorized Vendor Representative: Cameron Bolender

Title: Vice President of Operations

Signature: _____

Date: _____

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment or modification of a federal contract, grant, loan or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Vendor Name: Lancer Dining Services

Award Number or Project Name: National School Lunch Program

Name of Authorized Vendor Representative: Cameron Bolender

Title: Vice President of Operations

Signature: _____

Date: _____



Future Ready. Community Strong.

April 15, 2019

Intermediate School District 917
Attn: Nicole Roush, Business Manager
1300 East 145th Street
Rosemount, MN 55068

Addendum to School Nutrition Programs Joint Agreement

We are pleased to continue our partnership and have the opportunity to provide meals to students in Intermediate School District 917. We are waiting for the USDA to release the Paid Lunch Equity worksheet in order to determine if we will need to increase breakfast and lunch meal prices for paid students. Once determined, we will provide meal prices.

We require Intermediate School District 917 to pay additional administrative and operational surcharges of \$0.50 for each breakfast meal; \$1.35 for each lunch meal. These costs include, but are not limited to costs related to: processing meal applications, mailing notifications, maintaining client meal accounts, collecting data, processing state and federal claims, menu planning, completing production records, labor, and meal preparation supplies. The meal accounting software program has an annual \$395 support fee per site. At the end of each month, we will invoice Intermediate School District 917 for the designated fee per/meal based on the agreement between both parties.

Every three years the Food & Nutrition Services program undergoes a State and/or Federal Administrative Review. Sites are chosen at random by state authorities. If a site, where meals are prepared or served as part of this agreement, is chosen for a review, additional fees will be charged to the Intermediate School District 917, related to the cost of collecting documents and preparing for the review.

I have attached a contract for the 2019-20 school year. If you wish for District 191 to continue meal service, please print the agreement, sign it and return to me by May 31, 2019. If you are not able to meet this timeline, please let me know.

Please contact me at 952-707-2032 or jkronabetter@isd191.org if you have any questions or concerns. Thank you.

Julie Kronabetter
Director, Food & Nutrition Services

Minnesota Department of
Education

School Nutrition Programs Joint Agreement

A joint agreement is required when a School Food Authority (SFA) will administer School Nutrition Programs (SNP), and any other child nutrition programs listed on page 2 of this agreement, for another school (referred to as "Site" in the joint agreement) that is legally separate from the SFA and is eligible to participate in SNP.

- This template must be used for the joint agreement.
- Meals served at the school qualify to be claimed for program reimbursement if (1) a joint agreement is in effect and (2) the school is an approved site on the SFA's application to the Minnesota Department of Education (MDE) to participate in the applicable child nutrition program(s).
- While this joint agreement is in effect, the school may not participate in or claim reimbursements for the program(s) independently from the SFA.

The SFA is responsible under its program agreement with MDE for ensuring that program requirements are met at the school including accurate meal counts taken at the point of service. The SFA is responsible for fiscal and other corrective actions taken concerning program operations at the school.

Instructions for completing Section I: Information in Section I must be complete in order to meet program requirements. Section I provisions may not be changed except for information required to be inserted.

Instructions for completing Section II: Information in Section II may be provided as needed to specify operational requirements. The SFA and school may change, add to, or delete Section II provisions as long as Section II does not conflict with Section I.

Section I

The SFA and Site must provide all requested information in Section I.

Identification of Parties, Term and Renewals, Cancellation

A. ISD 191 Burnsville-Eagan-Savage Food and Nutrition Services

Cyber-Linked Interactive Child Nutrition System (CLiCS) ID 1000003550
agrees to provide food service meeting SNP requirements, and meeting the requirements
for any other child nutrition programs indicated on page 2 of this agreement to
Intermediate School District 917 at Cedar Building

CLiCS Site ID Number 90000012819 for the period of
7/1/19 through 6/30/20 in accordance with this agreement and
regulations for the applicable program(s). Site agrees to meet program requirements that
are applicable to site operations so that SFA can meet the costs of providing meals by
claiming SNP meal reimbursements.

B. This agreement may be renewed for additional years, if mutually agreed to by SFA and Site, for up to four (4) program years following the initial agreement period indicated above. SFA must annually provide MDE with a copy of the renewal document for the agreement to document that Site continues to be eligible to be a site on SFA's program application.

C. Either party may cancel this agreement by notifying the other party with:

Thirty (30) days written notice

Other – specify: _____

Meal Requirements

D. SFA will provide the following types of SNP meals and/or milk that conform to the meal pattern or milk requirements for the following USDA programs:

School Breakfast (7 CFR 220)

School Lunch (7 CFR 210)

Afterschool Care Snack (7 CFR 210)

Milk Programs (Special Milk Program* and/or Minnesota Kindergarten Milk Program)

* SMP reimbursement may be claimed only for milk served to groups of children who do not have access to program meals.

E. Meals will be provided:

As unitized (Individual) meals

In bulk quantities, accompanied by written instructions provided by SFA listing the planned portion size to be served of each food component needed to meet meal pattern requirements.

Describe any additional requirements for meals/milk:

F. If applicable, indicate additional USDA child nutrition programs for which meals will be provided and specify which meal/snack services will be provided for each program:

Child and Adult Care Food Program (7 CFR 226)

Summer Food Service Program (7 CFR 225)

G. SFA will be liable for meals which do not meet meal pattern requirements or are spoiled or unwholesome at time of delivery.

Substitutions and Modifications for Medical or Special Dietary Needs

H. SFA will substitute food or beverage items or modify food items for qualifying students as required by federal and state law and SFA policies. Neither SFA nor Site may charge any additional amounts to students for substitutions or modifications.

1. Substitutions or Modifications for Students with Disability – Federal Requirement

SFA will provide substitutions to, or modifications of, meals as required by federal law for students who are documented by a physician to be unable to consume the regular program meals due to a disability. A physician's statement must identify the student's disability, the major life activities affected by the disability, the food or foods to be omitted from the student's diet, and the food or choice of foods that must be substituted. The statement must be signed and dated by the physician and maintained on file.

2. **Lactose-Reduced Milk for Students with Lactose Intolerance – State Requirement**

SFA will make available at least one of the following types of lactose-reduced milk specified in Minnesota Statutes section 124D.114, upon the written request of the parent of a lactose-intolerant student: lactose-reduced milk; milk fortified with lactase in liquid, tablet, granular, or other form; or milk to which lactobacillus acidophilus has been added. A portion of a lactose-reduced milk product may be poured or served from a large container. The parent's request must be maintained on file.

3. **Meal Substitutions for Students without Disability (Optional)**

- If this box is checked, SFA has established a policy as allowed by SNP regulations to offer meal substitutions for students who do not have a disability but who are unable to eat the regular meals due to medical or special dietary needs. SFA will provide substitutions for students who do not have a disability upon the written request of a recognized medical authority (physician, physician's assistant, certified nurse practitioner, registered dietitian, licensed nutritionist, or chiropractor). The request must specify the food or foods to be omitted from the student's diet, the food or choice of foods that must be substituted, be signed and dated by the recognized medical authority, and be maintained on file.

4. **Non-Dairy Fluid Milk Substitutes (Optional)**

- If this box is checked, SFA has established a policy as allowed by SNP regulations to offer one or more non-dairy fluid milk substitutes that are nutritionally equivalent to cow's milk to students with a medical or other special dietary need. SFA will provide non-dairy fluid milk substitute(s) in accordance with SFA's policy. A request for a non-dairy fluid milk substitute must be in writing, identify the medical or other special dietary need that restricts the student's diet, be signed and dated by the parent/legal guardian or a medical authority (physician, physician's assistant, certified nurse practitioner, registered dietitian, licensed nutritionist, or chiropractor), and be maintained on file. Product information must be maintained on file to document that the non-dairy product(s) offered to students meet SNP standards for non-dairy fluid milk substitutes.

Meal Counts

- I. SFA / Site will take daily counts at the point of service of the number of reimbursable meals served by category (free, reduced-price and paid) to eligible children, and the number of meals served to adults. If Site takes meal counts, Site will accurately report meal counts to SFA. SFA is responsible for submitting claims for reimbursement to MDE and maintaining documentation to support the claim.

Describe any additional requirements for meal counts:

Collection of Meal Payments

- J. SFA / Site is responsible for the collection of money and/or the sale of meal pre-payments to students and adults.

- K. Meal payments will be deposited into SFA's nonprofit food service fund. All payments received under this agreement and all expenditures made by SFA in connection with this agreement will be paid from this fund.

Describe any additional requirements for collection of meal payments:

Checks are to be written to ISD #191 Food Service. Site staff provide cash and check payments to SFA who enters them into the meal accounting software program and deposits payments into a financial institution. SFA Manager is responsible for this deposit and will keep a record of all deposits. Refunds will follow SFA established procedures.

Free and Reduced-Price Meals

- L. SFA and Site will coordinate procedures as necessary to provide free and reduced-price meals to eligible children and ensure that children are not discriminated against because of their inability to pay the full price of the meal. Responsibility for free/reduced-price meal application procedures:

Distribution of free/reduced-price meal applications SFA Site

Approval and verification of free/reduced-price meal applications SFA Site

Providing administrative review appeal of termination or reduction of benefits SFA Site

Describe any additional requirements for free and reduced-price meals procedures:

Application for Educational Benefits will be made available online for parents/guardians of clients and will be encouraged as the primary method of applying.

Health and Sanitation

- M. SFA and Site agree that federal, state and local health and sanitation requirements will be met at all times. All food will be properly stored, prepared, packaged and transported at appropriate temperatures and free of contamination.

Describe any additional requirements for health and sanitation:

SFA and Site is responsible for maintaining proper food temperatures of food on site and during transport. Cooling units will have interior thermometers and SFA and Site will take and record temperatures a minimum of once per student contact day. Food safe transportation of meals is the responsibility of the SFA.

Record Keeping

- N. SFA agrees to maintain all records applicable to this agreement for a period of three years after the end of the federal fiscal year to which they pertain, including records of meal counts, menus, food purchases, quantities prepared and delivered, and the use of USDA-donated commodities.
- O. SFA and Site agree to make books and records pertaining to SNP operations at Site available to representatives of MDE, the USDA, and the U.S. General Accounting Office at any reasonable time and place.

Describe any additional requirements for record keeping:

Site is responsible to provide required information to create an account for each client and to notify SFA of additions/deletions/changes to clients. Site staff will monitor account balances and inform guardians (verbally or written) when money is needed in the account. Clients are not allowed to order meals until sufficient funds are available. Negative balances are the responsibility of the Site.

Monitoring

- P. Prior to February 1 of the school year that this agreement is in effect, SFA will perform an on-site review of the lunch counting and claiming system at Site. If the review discloses problems with meal counting or claiming procedures, SFA will ensure that Site implements corrective action and SFA will conduct a follow-up on-site review in accordance with 7 CFR 210.8(a)(1).

Section II

Section II provisions may not conflict with Section I provisions.

Ordering and Delivery

- Q. Describe how Site will notify SFA in advance for number of meals needed (include minimum timeline for notification; whether notified by phone or other method; minimum timeline for increase or decrease to order):

Ordering processes using Google Forms will be utilized. Telephone method will be used if online process is unavailable. Meals will be ordered by timeline established between Site and SFA.

- R. By 10:15 am each day food is prepared, meals will be:

- Delivered by SFA to Site.
 Ready for pickup at SFA's site.
 Other – describe: Site staff will retrieve meals from serving area at designated meal times.

Site will provide a calendar of the days that meals are required.

Describe any additional procedures for ordering and delivery:

SFA Kitchen Manager will record quantity of meals shipped on the Meal Order Form and send a copy with the shipment. Site will be billed adult meal prices for ordering overages if there are discrepancies in the student meals purchased at the Site.

Labor

- S. SFA or Site is responsible for providing labor, as indicated:

SFA	Site	Labor
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Employee(s) for meal service—number of employees: 1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Additional servers if necessary to accommodate meal schedules
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cashier
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supervision
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clean-up of kitchen
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other—describe: Site provides labor for distributing meals to students

The party providing each type of labor is responsible for the expense of the labor, unless otherwise indicated.

Equipment and Supplies

T. Responsibility for equipment and supplies:

SFA	Site	Equipment and Supplies
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Trays
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Serving spoons and tongs
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Eating utensils
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Condiments
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Disposable supplies
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Safe transportation containers*
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Equipment**

*Specify SFA and/or Site responsibilities for cleaning and transportation of containers:

- * Site is responsible for providing food safe, insulated containers and transportation of containers.
- * SFA is responsible for cleaning and sanitizing insulated containers.

**Specify equipment – oven, refrigerator, cooler, serving counter, etc. – and describe responsibilities for equipment:

Site is responsible for Site food cooling, heating, serving equipment and thermometers. Site responsible for providing computer, printer for meal accounting purposes and correspondence.

Student and Adult Meal Prices

U. The following meal prices will be in effect during the term of this agreement:

Meal	Children Elementary/Secondary	Adult
Breakfast (paid)	\$1.50 / \$1.50	n/a - no adult meals provided
Lunch (paid)	\$2.70 / \$2.80	n/a - no adult meals provided
Lunch (reduced-price)	\$0.00 / \$0.00	n/a - no adult meals provided
Milk	\$0.50 / \$0.50	n/a - no adult a la carte sales
Other (describe)	/	

Meal charges may be updated as needed during the agreement.

V. Additional provisions at option of SFA and Site:

SFA and Site have caused this agreement to be executed by their duly authorized representatives:

SFA: ISD 191 Burnsville-Eagan-Savage Food and Nutrition Services

Julie Kronabetter

Director, Food & Nutrition Services

Authorized Representative

Title of Authorized Representative

Telephone: (952) 707-2032

Signature: Julie Kronabetter

Date: 4/15/19

Site: Intermediate School Distict 917 at Cedar Bldg Burnsville

Nicollé Roush

Business Manager

Authorized Representative

Title of Authorized Representative

Telephone: (651) 423-8227

Signature: _____ Date: _____

The following resolution was moved by _____ and seconded by _____:

RESOLUTION FOR SCHOOL CALENDAR ADJUSTMENT FOR THE 2018-2019 SCHOOL YEAR

WHEREAS, the Intermediate School District No. 917 (School District) canceled instructional days on January 28th and January 29th, 2019 during the 2018-2019 school year due to health and safety concerns; and

WHEREAS, the Minnesota Legislature enacted Laws of Minnesota 2019, Chapter 5—Senate File 1743, which permits Minnesota school districts and charter schools to count these dates as instructional days for purposes of calculating the number of hours and days in the school year pursuant to Minnesota law and the calculation of average daily membership pursuant to Minnesota law for students enrolled both before and after those school closure dates; and

WHEREAS, the School District wishes to count the dates identified above for the purposes set forth in Laws of Minnesota 2018, Chapter 5—Senate File 1743;

NOW THEREFORE BE IT RESOLVED by the School Board of Intermediate School District No. 917 State of Minnesota, as follows:

Pursuant to Laws of Minnesota 2019, Chapter 5—Senate File 1743, the canceled instructional days of January 28th and January 29th, 2019, will be counted in the calculation of the number of hours and days in the school year and the calculation of the average daily membership for the 2018-2019 school year; and

The School District will comply with all other requirements set forth in Laws of Minnesota 2019, Chapter 5—Senate File 1743.

The vote on adoption of the Resolution was as follows: Voting Aye:

Voting Nay:

Absent:

Whereupon, the Resolution was declared duly adopted.

By: _____
Chair

By: _____
Clerk

Dated May 7, 2019

Note: This law states, "If a school board resolves to count a day that school was canceled as an instructional day in accordance with [this law], the school district must compensate employees and contract employers in accordance with subdivisions 2 and 3." School boards should be aware of this requirement before taking action on this resolution.

MSBA encourages school districts to review Meet and Confer obligations under their Master Agreements.

MEMORANDUM

TO: ISD 917 School Board members
FROM: Mark A. Zuzek
DATE: April 16, 2019
REGARDING: Discussion guide for consideration of data practices

The concerns raised by two employees about data practices related to employment prompted further research on the topic. I contacted MSBA and spoke to Gary Lee regarding the concerns. Administration has met and discussed the concerns and the recommendations and makes the following recommendation for your consideration. I have reviewed our historical practices and our policies. These practices are articulated at the level of district-level procedures and are not referenced in District Policy in most circumstances. Exceptions to this include:

- 463, Jury Leave
- 464, General leave policy
- 465, Employee time-off for union negotiations

For this conversation, there is an important distinction. Some information is legally public, and yet, it is does not have to published. For example, if asked to provide all or part of an employment record, we may be obligated. However, we do not need to disclose all information by proactively publishing it.

Topic 1:

When employees are on a leave that is condoned by federal regulations or rules, state statutes or rules, or district policy the school board does not need to take formal action regarding the leave. There is administrative documentation of the leave, and if leave requires that a replacement is hired, then there is a public posting.

What length of Job Assignment Vacancy requires a posting?

Possible reason for leave:

1. Maternity disability
2. Family Medical Leave Act leave (The leave may be contiguous or intermittent)
 - a. Medical (self)
 - b. Medical (Family member)
 - c. Military Exigency
3. Parental leave
4. Military leave
5. Jury duty
6. Bereavement leave
7. Union related leave for negotiations, or Union business
8. General leave (five or fewer days)
9. Medical leave (for situations that do not qualify for FMLA)

There are certainly reasons that the Board of Education may want to be informed of employment status changes that do not require formal board action.

Topic 2:

When does formal board action need to be taken related to leaves?:

Historical practice was that any absence of 10 or more days would require school board action.

1. A general leave request of six or more days (policy 463)
2. A medical leave for self or family for an employee that does not qualify for FMLA
3. When a Medical Leave qualifying for FMLA extends beyond the day limits for FMLA
4. FMLA qualifies for employees who have worked a minimum of 12 months for the district and have worked at least 1,250 hours in the previous 12 months. FMLA guarantees that the employee will retain their employment for 12 weeks. Or, the leave is equal to 12 weeks of time, but it could be intermittent.

Topic 3:

To publish or not to publish, what is the controlling factor? What factors determine that a leave would need to be publicly published?:

1. If the employee is compensated during the leave? No.
2. If a leave is the result of an employment discipline matter? No.
3. Length of leave? No, maybe sometimes....
4. If formal action by the Board of Education is required to initiate or extend the leave? Yes.
5. If the vacant position requires a temporary employee to fill it, the vacant position may be posted, but the original leave may not be required.

Topic 4:

Tracking the vacant and temporarily filled positions:

When an employee is absent from their assignment their absence and the reasons and approvals are tracked in Aesop (Frontline).

Under the following conditions, the absence is also documented in records retained file:

- If it is disciplinary
- If it is a medical or military absence requiring external documentation
- Parental, maternity disability requiring external documentation

Lauren Kelly is currently working on documentation and procedures related to leaves and the related data practices. This includes developing protocols, records retention practices, and aligning the practices that we have with contract language that is existing.

Topic 5:

Tracking employment of new employees, and changes in employee classification of job assignment:

The candidate summaries are only viewable by the school board. The employee summaries that are currently processed take a great deal of time. We are not certain how much they are needed or appreciated by the school board, and we would like to hear your perspective. It may be more important for some employee groups?

At a minimum, the following information would be shared:

- Employee Name
- Assignment title
- Program and site of assignment
- Years of service (Credited for step placement)
- Education (Credited for lane placement)
- Compensation rate
- Start date
- End date of assignment (If applicable)
- Reason for the vacancy

We would envision that this information may be published as a spread sheet for the Board of Education.

We would envision replacing the “personnel items” for terminations, retirements and resignations, changes in classification or their time or percentage of FTE changes and if it affects their pay?

Topic 6:

When an employee’s service with the district ends, under what circumstances should it be publicly published on agenda, and minutes, or in a separate addendum?

Retirement?

Termination?

Resignation?

Resignations, retirements, and terminations as a larger category:

Unrequested leave (Non-renewal of tenured), by resolution.

Non-renewal of non-tenured, by resolution.

AGREEMENT TO PROVIDE EDUCATIONAL SERVICES

This Agreement to Provide Educational Services (“Agreement”) is made between Independent School District 192 (“ISD 192”) and Intermediate School District 917 (“ISD 917”). The purpose of this Agreement is to set forth the respective responsibilities of the parties in the provision of educational services to students who are placed in the DCALS South program located at 421 Walnut Street, Farmington, MN.

WHEREAS, ISD 917 is authorized to provide alternative education and other educational services to students pursuant to Minnesota Statute § chapters 136D and 123A.21 at the request of a participating district.

WHEREAS, ISD 917 has a history of providing appropriate alternative education services to children.

WHEREAS, ISD 192 finds it is financially and educationally appropriate to contract ISD 917 to provide alternative education services to its residents who are placed in the program located at 421 Walnut Street, Farmington, MN.

WHEREAS, pursuant to Minnesota Statute § chapter 123A.01, the Area Learning Center at the DCALS South location will be available to any student regardless of their school district of residence.

WHEREAS, the Parties’ primary intention is to provide alternative education for students in eighth grade through tenth grade at the site. The Parties also agree that it is advantageous to allow flexibility for unique circumstances by registering the DCALS South site with the Minnesota Department of Education as an Alternative Learning Center school site that can serve students in grades seven through twelve.

And WHEREAS, the Parties believe it is appropriate to recognize their respective responsibilities and further define the relationship of the Parties in this Agreement;

NOW, THEREFORE, IT IS AGREED:

1. EMPLOYMENT

Custodial and maintenance services provided at the site will be the responsibility of ISD 192. It is expected that the costs of the cleaning and maintenance services for both the interior and exterior portions of the site will be the responsibility of ISD 917. The cost will be calculated and apportioned as part of the CAM rate discussed below in Section 3.

Food service arrangements will be made between the parties such that students at the DCALS South location can have access to breakfast and lunch service that meets the Federal School Lunch Program Standards. Students who qualify for Free or Reduced Priced Lunch will have the ability to access the program in compliance with Federal and State regulations. ISD 192 will be responsible for providing the food and tracking the payment. ISD 917 employees will assist in the service, cashiering, documentation, supervision, and cleaning duties related to the provision

of lunch. A reasonable fee for service on a per trip cost for ISD 192 employee services and mileage will be billed by ISD 192 to ISD 917. For the 2019-2020 school year, the delivery price will be \$18.08 per trip.

All other employees will be hired, supported, and supervised by ISD 917.

2. REIMBURSEMENT OF SALARY AND BENEFITS

The parties agree that, during the term of this Agreement, ISD 917 will reimburse ISD 192 the costs of services at the DCALS South site that extend beyond the services provided beyond the Common Area Maintenance. ISD 192 agrees to remit payment in two equal installments payable on or about January 15 and June 15 based on billing from ISD 192.

3. INSTRUCTIONAL SPACE, FURNITURE, EQUIPMENT, SUPPLIES:

ISD 917 will provide instructional services to students in mutually agreeable, designated instructional space at ISD 192's premises. ISD 192 will be responsible for cleaning and maintaining the instructional space. ISD 917 will be responsible for payment of Common Area Maintenance (CAM) based on square footage occupied by the DCALS South program. ISD 192 will be responsible for billing this to ISD 917 twice a year on January 15 and June 15. For this calculation, the square footage of the space occupied is 8000 ft². The initial CAM rate for the 2019-2020 will be \$3.53 per square foot, for a total annual cost of \$28,271.08. The monthly CAM cost is \$2,355.92 for the 2019-2020 school year \$23,559.23 from 9/1 to 6/30. The cost for each subsequent year will be based on the previous year's true cost of Common Area Maintenance and may be increased based on expected cost increases in the next year. The maximum inflation of CAM rate will be 8.0%.

Both ISD 192 and ISD 917 will contribute used furnishings to meet the educational and other programmatic needs of the students and staff. Any furniture contributed by ISD 192 will remain the property of ISD 192. Any furniture contributed by ISD 917 will remain the property of ISD 917. Any additional furniture needed for the site will be the financial responsibility of ISD 917.

ISD 192 will allow ISD 917's employees to access its premises, furnishings, equipment, and supplies as reasonably necessary for instructional purposes.

ISD 917 employees will be issued keys/or pass cards to access the premises. Issued keys and/or pass cards will be returned immediately if a staff member resigns or is terminated from their position.

ISD 917 employees will receive U.S postal and in-district mail at the ISD 192 site.

ISD 192 is responsible for the installation and maintenance of the video security system at the DCALS South site. Both ISD 917 site level leadership and ISD 192 administration will have access to the video security system for investigation purposes.

ISD 192 is responsible for the installation and maintenance of telecommunication systems. For the telephone services, ISD 192 will be responsible for the purchase of all telephones and devices as well to ensure the interconnectivity with ISD 192 video security. For hardwire and wireless internet connectivity, ISD 192 will be responsible for all routers, wiring, switches, hubs, arrays, and internet ports. ISD 917 will be responsible for all end point devices including but not limited to computers, laptops, chromebooks, iPads, monitors, printers, faxes, and scanners.

ISD 917's employees may bring equipment and supplies into ISD 192's premises, and ISD 192 will provide reasonable access to storage space on-site as may be needed for storage of equipment and supplies. In the event ISD 192 is no longer able to provide space at the site, ISD 192 will give the ISD 917's employees access to the premises to allow ISD 917 to retrieve its equipment and supplies.

ISD 192 will be responsible for transportation to and from school of students who reside within the boundaries of the ISD 192. This transportation will be managed in accordance with the policies and procedures of ISD 192. The families of students who reside in other school districts will be responsible for the transportation of the child to and from school. On the dates and times ISD 192 is already providing bus transportation to the DCTC DCALS for students, ISD 917 DCALS South students will be able to utilize that transportation as space allows. All other transportation during the school day will be the responsibility of ISD 917 and will be provided in accordance with ISD 917 policies and procedures. Additional transportation collaborations that both parties find favorable programmatically and financially may be pursued by mutual agreement of the parties.

4. LIABILITY AND INSURANCE

ISD 917 assumes liability for the acts and omissions of its employees but does not assume any liability for the acts or omissions of the employees, agents and assigns of ISD 192. ISD 917 and ISD 192 agree that they will at all times during the term of the Agreement, have and keep in force a liability policy that names the other as an additional insured. Limits will include one million dollars (\$1,000,000.00) for each occurrence with two million dollars (\$2,000,000.00) aggregate. Each party agrees to provide a Certificate of Insurance to the other upon request. Both parties also need to show proof of workers compensation insurance, Umbrella coverage and School Leaders Legal Liability for their employees upon request of the other party.

5. PERSONNEL

ISD 917 and ISD 192 hereby acknowledge and agree that ISD 192's employees are not employees of ISD 917, and that ISD 192's employees or its agents will have no authority to bind ISD 917 or otherwise incur liability on behalf of ISD 917 without the express written delegation of authority by ISD 917. Likewise, ISD 192 and ISD 917 hereby acknowledge and agree that ISD 917's employees are not employees of ISD 192, and that ISD 917's employees or its agents will have no authority to bind ISD 192 or otherwise incur liability on behalf of ISD 192 without the express written delegation of authority by ISD 192.

ISD 917 employees are hired, supported, supervised, and held accountable to the expectations and agreements described in ISD 917 policies, procedures, contracts, and agreements.

ISD 192 employees are hired, supported, supervised, and held accountable to the expectations and agreements described in ISD 192 policies, procedures, contracts, and agreements.

This agreement does not prohibit the parties from entering employment agreements between ISD 192 and ISD 917 when both parties believe it to be mutually beneficial to contract services between the parties.

6. CONFIDENTIALITY AND DATA PRACTICES

Minn. Stat. § 13.05, Subd. 11 applies to this Agreement. The Parties believe that data generated and maintained in the DCALS South program are government data and are therefore subject to the Minnesota Government Data Practices Act or the federal Family Educational Rights and Privacy Act (“FERPA”).

7. TERM, TERMINATION, OR MODIFICATION

The term of this Agreement shall be in full force and effect from July 1, 2019 until June 30, 2022. The School Board may extend agreement after June 30, 2022 with confirmation by December 31 of the prior year. If either School Board wishes to terminate the Agreement before June 30, 2022 it must be communicated in writing and be received by December 31 of prior year. Either School Board can terminate this Agreement for any reason prior to June 30, 2022 by giving notice to the other party on or before December 31 of any year. The termination will be effective as of June 30 of the following year and neither School Board will have any continuing obligations under this Agreement after the effective date of the termination. This Agreement may not be modified without the written and mutual consent of both School Boards.

8. CONTRACT ADMINISTRATION

The Agreement shall be administered on behalf of ISD 192 by the superintendent or designee and shall be administered on behalf of ISD 917 by the superintendent or designee.

9. NOTICE

All notices or other communications required or permitted to be given under this Agreement must be in writing and will be deemed to have been given properly if delivered personally by hand or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the appropriate party at the following address or any other address that may be given in writing to the parties:

ISD 192: Jason Berg
Executive Director of Education Services
20655 Flagstaff Ave
Farmington, MN 55024

651-463-5028
651-463-5071 (FAX)

ISD 917: Eric Van Brocklin
Secondary Principal
1300 145th Street East
Rosemount, MN 55068
651-423-8259
651-423-8781 (FAX)

10. GENERAL

This Agreement cannot be assigned by either party, except with the prior written consent of the other party. This Agreement shall be governed by and construed under the laws of the State of Minnesota. If any provision of this Agreement is invalid, illegal, or unenforceable under any applicable statute or rule of law, it is to that extent deemed omitted and the remainder of the Agreement shall be valid and enforceable to the maximum extent possible.

IN WITNESS WHEREOF, the duly authorized officers or representatives of the parties have set their hands hereto on the dates indicated by their signatures.

Independent School District 192, Farmington Public Schools

By: _____
It's Chairperson

By: _____
It's Clerk

Dated: _____, 2019 School Board's Tax Identification Number: _41-6007663

Intermediate School District 917

By: _____
It's Chairperson

By: _____
It's Clerk

Dated: _____, 2019 School Board's Tax Identification Number: 41-0961008