

Regular School Board Meeting

Tuesday, July 12, 2022 5:00 PM

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

I. Call to Order - Chair

II. Review and Approve the Agenda - Chair

III. Updates from Student Services, DCALS, Superintendent - Dr. Melissa Schaller, Dr. Michael Favor

IV. Consent Items - Chair

IV.A.

- Minutes:
 - June 14, 2022 - Board Work Session
 - June 14, 2022 - Regular School Board Meeting
- Policies
- Personnel:

V. Donations

VI. Executive Director of Business Services Reports - Nicolle Roush

VI.A.

- Bills
- Wire Transfers

VII. New Business - Chair

VII.A. Review and Approve Agreement between ISD #192 and Intermediate School District 917 for Purchase of Early Childhood Special Education Teacher for early childhood mental health programs - Melissa Schaller

VII.B. Review and Approve Agreement between ISD #271 and Intermediate School District 917 for Purchase of Early Childhood Special Education Teacher for early childhood mental health programs - Melissa Schaller

VII.C. Review and Approve Agreement between ISD #199 and Intermediate School District 917 for Purchase of Early Childhood Special Education Teacher for early childhood mental health programs - Melissa Schaller

VII.D. Review and Approve Lunch Prices for 2022-2023 - Nicolle Roush

VII.E. Review and Approve Temporary Work Agreements - Nicolle Roush

VII.F. Approve renewal of memberships for Metro ECSU, AMSD, AESA, MASA, and MSBA - Supt. Dr. Michael Favor

VII.G. Set annual substitute pay rate - Supt. Dr. Michael Favor

VII.H. Review and Approve Health and Safety Plans and Indoor Air Quality Management Plan for

2022-2023 - Supt. Dr. Michael Favor

VII.I. Review and approve revised calendar noting additional professional development day for paraprofessional staff on Wednesday, August 31, 2022 - Dr. Melissa Schaller

VII.J. Review and approve contract language change for Life Insurance for Executive Assistant Contract for 2022-2024 - Nicolle Roush

VII.K. FYI--Policies upcoming in August (no attachments)

VII.L. 410 Family Medical Leave

VII.M. 413 Harassment and Violence

VII.N. 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse

VII.O. 415 Mandated Reporting of Maltreatment of Vulnerable Adults

VII.P. 506 Student Discipline

VII.Q. 514 Bullying Prohibition

VII.R. 524 Internet Acceptable Use Agreement

522 Student Sex Nondiscrimination

VII.S. 616 School District System Accountability

VII.T. 806 Crisis Safety Management

VIII. **Closed Session per Minnesota Chapter**

13D., Subd. 3 - Open Meeting Law, to review Superintendent's evaluation and negotiations for paraprofessionals' contract for 2022-2024.

IX. **Review Proposed Evaluation Plans and Goals for 2022-2023 - Dr. Michael Favor**

X. **Updates from Member Districts - All**

XI. **Adjournment - Chair**

XII. **POLICY**

XII.A. Review Policy 302 Superintendent, second and final reading - Dr. Michael Favor

INTERMEDIATE SCHOOL DISTRICT 917

A School Board Work Session of the Intermediate School District 917 School Board was held on Tuesday, June 14, 2022, at 1300 145th Street East, Rosemount. The meeting was recorded and will be available by emailing linda.berg@isd917.org.

Members Present: Tom Bennett, Kathy Lewis (arrived at 4:20 PM), Wendy Felton, Cindy Nordstrom, Lisa Hedin, Byron Schwab

Members Absent: Lesley Chester, Lisa Ehleringer

Also Present: Nicolle Roush, Melissa Schaller, Brooke Peterson, Charlie Thompson

School Board Vice Chair Byron Schwab called the meeting to order at 4:00 PM.

The Pledge of Allegiance was conducted.

Discussion on the proposed budget for 2022-2023 as presented by Executive Director of Business Services Nicolle Roush.

There being no further business the meeting adjourned at 5:07 PM.

The next regular School Board Meeting will be Tuesday, July 12, 2022 at 5:15 PM.

Clerk

INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, June 14, 2022, at 1300 145th Street East, Rosemount. The meeting was recorded and will be available by emailing linda.berg@isd917.org.

Members Present: Tom Bennett, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Lisa Hedin, Byron Schwab

Members Absent: Dr. Michael Favor, Lesley Chester, Lisa Ehleringer

Also Present: Nicolle Roush, Melissa Schaller, Brooke Peterson, Chris Devine

School Board Vice Chair Byron Schwab called the meeting to order at 5:15 PM.

The Pledge of Allegiance was conducted.

There were no visitors to be heard.

1. Motion by Cindy Nordstrom, seconded by Kathy Lewis, to approve the agenda, but cancelling the closed session and have as item 12 on the regular agenda.. All present voted aye. Motion passed.

Chris Devine, Principal of DCALS was introduced.

Dr. Melissa Schaller reported on updates from Student Services.

2. Motion by Wendy Felton, seconded by Kathy Lewis, to approve the consent items, as presented. All present voted aye. Motion passed.
 - **Minutes:** May 3, 2021 - Regular School Board Meeting
 - **Personnel:** *New Hires:* Julie Croissant, Classroom Assistant, effective May 16, 2022. Christopher Devine, Principal, effective July 1, 2022. Sarah Rowley, Physical Therapist, effective August 23, 2022. Gina Running, Classroom Assistant, effective May 2, 2022. Vanessa Schmitt, Occupational Therapist, effective August 23, 2022. Sydney Seufer, Administrative Assistant I, effective June 13, 2022. *Rehires:* Marissa Calander-Roll, Classroom Assistant, effective May 2, 2022. Mark Hennager, Teacher, effective August 24, 2022. *Change in Status:* Paige Bjerke, Program Assistant to Administrative Assistant II, effective May 2, 2022. *Leaves of Absence:* Kristin Engelhardt, Teacher, effective August 29, 2022, through May 1, 2023. Michael Favor, Superintendent, effective May 9, 2022, through May 31, 2022. *Resignations and Terminations:* Holly Abel, Teacher, effective August 4, 2022. Alicia Beinbrech, Interpreter, effective July 30, 2022. Natalie Bump, Program Assistant, effective May 13, 2022. Cherise Haakana, Administrative Assistant I, effective May 24, 2022. Jocelyn Jimenez, Teacher, effective May 3, 2022. Tess Johnson, Classroom Assistant, effective June 9, 2022. Laura Kvamme, Dean, effective July 1, 2022. Kathryn Reuder, Program Assistant, effective June 9, 2022. Emily Sanderson, Classroom Assistant, effective June 9, 2022. Shay Smith, Classroom Assistant, effective May 6, 2022. Krislyn Virnig, Classroom Assistant, effective April 29, 2022. Christina Wilkin, Teacher, effective June 10, 2022. *Retirements:* Pamela Garretson, Network Specialist, effective August 12, 2022.

- **Policies:** Final reading - Policy 407 Employee Right to Know – Exposure to hazardous Substances; Policy 408 Subpoena of a School District Employee; Policy 417 Chemical Use and Abuse; Policy 419 Tobacco-free Environment; Possession and Use of Tobacco, Tobacco-related Devices and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction; and Policy 427 Workload Limits for Certain Special Education Teachers. (Addendum A.)
3. Motion by Tom Bennett, seconded by Lisa Hedin, to approve the bills, wire transfers, and investment reports as presented. All present voted aye. Motion passed.
 4. Board Member Cindy Nordstrom introduced the following resolution accepting Donations in the amount of \$300. Motion was seconded by Wendy Felton. Voting aye: Tom Bennett, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Lisa Hedin, Byron Schwab. Voting naye: none. Motion passed. (Addendum B.)
 5. Motion by Lisa Hedin, seconded by Cindy Nordstrom, to approve 917's Budget for 2022-2023 as presented. (Addendum C.) All present voted aye. Motion passed.
 6. Board member Wendy Felton, introduced the following Resolution Terminating Support Staff Employees. Motion was seconded by Tom Bennett. (Addendum D.) Voting aye: Tom Bennett, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Lisa Hedin, Byron Schwab. Voting naye: none Motion passed.
 7. Board member Kathy Lewis, introduced the following Resolution Terminating Probationary Teacher. Motion was seconded by Tom Bennett. (Addendum E.) Voting aye: Tom Bennett, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Lisa Hedin, Byron Schwab. Voting naye: none Motion passed.
 8. Motion by Tom Bennet, seconded by Lisa Hedin, to approve the Clerical Full Year Contract for 2022-2024 as presented. All present voted aye. Motion passed. (Addendum F.)
 9. Motion by Wendy Felton, seconded by Cindy Nordstrom, to approve the Custodial Contract for 2022-2024 as presented. All present voted aye. Motion passed. (Addendum G.)
 10. Motion by Kathy Lewis, seconded by Cindy Nordstrom, to approve the Executive Assistant to the Superintendent and School Board Contract for 2022-2024 as present. All present voted aye. Motion passed. (Addendum H.)
 11. Board member Lisa Hedin, introduced the following Resolution Pertaining to Identified Official with Authority for MDE External User Access Recertification System. The motion was seconded by Kathy Lewis. (Addendum I.) Voting aye: Tom Bennett, Kathy Lewis, Wendy Felton, Cindy Nordstrom, Lisa Hedin, Byron Schwab. Voting naye: none Motion passed.
 12. Motion by Tom Bennett, seconded by Cindy Nordstrom, to approve the Memorandum of Understanding for Story Circles for Union Groups, as presented. (Addendum J.) All present voted aye. Motion passed.
 13. Motion by Wendy Felton, seconded by Kathy Lewis, to approve the Memorandum of

Understanding for Professional Development Day for Paraprofessionals, as presented.
(Addendum K.) All present voted aye. Motion passed.

14. Motion by Lisa Hedin, seconded by Kathy Lewis, to approve the annual Blood Borne Pathogens Control Pan, with minor changes noted. (Addendum L.) All present voted aye. Motion passed.
15. Motion by Lisa Hedin, seconded by Tom Bennett, to approve the Joint Agreement with District 191 for Food Service at Cedar School for 2022-2023 school year. (Addendum M.) All present voted aye. Motion passed.
16. Motion by Cindy Nordstrom, seconded by Kathy Lewis, to approve an extended probationary period for licensed staff member. (Addendum N.) All present voted aye. Motion passed.
17. Motion by Kathy Lewis, seconded by Cindy Nordstrom, to review and approve as a first and final reading the following policies (chapter changes), as presented. Policy 206 Public Participation; Policy 211 Criminal or Civil Action; Policy 423 Employee-Student Relations; and Policy 532 Use of Peace Officers and Crisis Teams. (Addendum N.) All present voted aye. Motion passed.
18. Policy 516 Medication was reviewed on a first reading. This will be brought back to the consent agenda on July 12, 2022.
19. Policy 302 Superintendent will be brought back for a second reading on July 12, 2022.
20. Motion by Cindy Nordstrom, seconded by Tom Bennett, to adjourn the meeting. All present voted aye. There being no further business the meeting adjourned at 7:08 PM.

The next regular School Board Meeting will be Tuesday, July 12, 2022 at 4:30 PM.

Clerk



Intermediate School District 917

Purposeful. Personalized. Partners.

1300 145th Street East, Rosemount, MN 55068

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

Dr. Michael Favor - Superintendent

TO: School Board
FROM: Dr. Michael Favor
DATE: July 12, 2022
REGARDING: Policies

The attached policy is a final reading:

- Policy 516 Student Medication. Adding in yellow: “The administration of prescription medication or drugs at school requires **a licensed healthcare providers written order and** a signed request from the student’s parent or guardian.”

ISD 917 Vision

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

ISD 917 Core Values

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

516 STUDENT MEDICATION

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, or trained staff designee will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires **a licensed healthcare providers written order and** a signed request from the student's parent or guardian. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Authorization and Request for Administration of Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or guardian or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).

- F. The school must be notified immediately by the parent or guardian or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Authorization and Request for Administration of Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
 - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
 - 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
 - 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
 - 5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:

- a. the school district has received a written authorization from the pupil's parent or guardian permitting the student to self-administer the medication;
- b. the inhaler is properly labeled for that student; and
- c. the parent or guardian has not requested school personnel to administer the medication to the student.

The parent or guardian must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:

- a. that are used off school grounds;
- b. that are used in connection with athletics or extracurricular activities; or
- c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

7. Nonprescription Medication.

The school district will not purchase or have a supply of any over the counter (nonprescription) medications for distribution to students. If a parent or guardian requests that their child have access to a nonprescription medication, it must be provided by the parent or guardian and will be kept in and distributed by the health office.

Nonprescriptive medication provided by a parent or guardian for students through 8th grade, will be kept in the health office.

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication, unless prohibited by program procedures. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent or guardian, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
 - a. possess epinephrine auto-injectors; or
 - b. if the parent or guardian and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.
- K. "Parent or guardian" for students 18 years old or older is the student, unless the student has an appointed guardian.
- L. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless

of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

- Legal References:**
- Minn. Stat. § 13.32 (Student Health Data)
 - Minn. Stat. § 121A.21 (Hiring of Health Personnel)
 - Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
 - Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
 - Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
 - Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine AutoInjectors; Model Policy)
 - Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
 - Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
 - Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
 - Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
 - Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
 - 20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
 - 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

- Cross References:**
- MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF July 12, 2022**

NEW HIRES:

Stephanie Betley, Dean of Special Education, effective July 12, 2022.

Kayla Buchmann, Special Education Teacher, effective August 22, 2022.

Sara Henry, Special Education Teacher (BVI), effective August 23, 2022.

Michelle Herron, School Psychologist (0.8 FTE), effective August 23, 2022.

Jennifer Thames, Special Education Teacher, effective August 23, 2022.

RE-HIRES:

Rebecca Albers, Special Education Teacher, effective August 29, 2022.

Christine Chessler, Special Education Teacher, effective August 29, 2022.

Joseph Heaney, Special Education Teacher, effective August 24, 2022.

Monica Joubert, Special Education Teacher, effective August 24, 2022.

Morgan Kennealy, Special Education Teacher, effective August 24, 2022.

Sharri McGibbon, Special Education Teacher, effective August 29, 2022.

Nicholas Reding, Program Assistant, effective July 1, 2022.

Amber Scherer, Special Education Teacher, effective August 29, 2022.

Mandi Thill, Special Education Teacher, effective August 24, 2022.

Micah Vance, School Psychologist, effective August 24, 2022.

John Volkert, Special Education Teacher, effective August 29, 2022.

Sarah Waldhauser, Special Education Teacher, effective August 24, 2022.

Lori Wilson, Special Education Teacher, effective August 29, 2022.

CHANGE IN STATUS:

Jordan Fischer, from Student Assistant to Special Education Teacher, effective August 23, 2022.

Alysha Kandel, from Classroom Assistant to Special Education Teacher, effective August 23, 2022.

Ursula Rumann, from Classroom Assistant to Special Education Teacher, effective August 23, 2022.

LEAVES OF ABSENCE:

Kenneth Hennes, Classroom Assistant, effective April 18, 2022, through June 7, 2022.

RESIGNATION & TERMINATIONS:

Destiny Hobson, Classroom Assistant, effective June 9, 2022.

Anne Just, Special Education Teacher, effective June 10, 2022.

Michelle Vollbrecht, Dean of Special Education, effective June 30, 2022.

Jeryn Waldera, Board Certified Behavior Analyst, effective June 30, 2022.

RETIREMENTS:

Intermediate School District #917
School Board

Resolution to Accept Donations

Board member _____ introduced the following Resolution:

RESOLVED, that the School Board of Intermediate School District 917 accept the following donations, as indicated below, in the amount of \$320

1. Donation of \$320 from Roger and Roxanne Wacek for school supplies and snacks in the DCALS program. Value: \$320.

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 duly passed and adopted.

Date Board Approved: July 12, 2022

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

06/30/2022 DIRECT DEPOSITS REGULAR PAY (PR124)	\$	870,561.38
06/30/2022 CHECKS (PR124)	\$	-

NET PAYROLL **\$ 870,561.38**

Authorized Signature *Ninfa Form* Date 6/29/22

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

06/15/2022 DIRECT DEPOSITS REGULAR PAY (PR123)	\$	756,213.73
06/15/2022 CHECKS (PR123)	\$	-

NET PAYROLL **\$ 756,213.73**

Authorized Signature *Nicole Bonn* Date 6/29/22

DATE: 07/07/2022
TIME: 07:40:39

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
ACCTPA21
ACCOUNTING PERIOD: 1/23

SELECTION CRITERIA: chkstat.rundate between '20220607 00:00:00.000' and '20220707 00:00:00.000'

DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1905919	06/09/2022	AMERICAN TIME & SIGNAL	R	804.75	ACCOUNTS PAYABLE CHECK
1905920	06/09/2022	ANNE HOFF, SAFE HARBOR COUNSELING	R	1700.00	ACCOUNTS PAYABLE CHECK
1905921	06/09/2022	APPLE COMPUTER, INC	R	3023.60	ACCOUNTS PAYABLE CHECK
1905922	06/09/2022	ARVIG ENTERPRISES, INC	R	2525.71	ACCOUNTS PAYABLE CHECK
1905923	06/09/2022	BAMBOO PROFESSIONALS, LLC	R	1916.25	ACCOUNTS PAYABLE CHECK
1905924	06/09/2022	BAYADA HOME HEALTH CARE	R	390.00	ACCOUNTS PAYABLE CHECK
1905925	06/09/2022	CARQUEST AUTO PARTS STORES	R	771.13	ACCOUNTS PAYABLE CHECK
1905926	06/09/2022	CUB FOODS - APPLE VALLEY	R	68.12	ACCOUNTS PAYABLE CHECK
1905927	06/09/2022	CUB FOODS - HASTINGS	R	152.89	ACCOUNTS PAYABLE CHECK
1905928	06/09/2022	CUB FOODS - ROSEMOUNT	R	911.47	ACCOUNTS PAYABLE CHECK
1905929	06/09/2022	CUSTOM EDUCATION SOLUTIONS, INC	R	1157.65	ACCOUNTS PAYABLE CHECK
1905930	06/09/2022	DAKOTA AWARDS & ENGRAVING	R	10.00	ACCOUNTS PAYABLE CHECK
1905931	06/09/2022	DELL MKTG L.P., C/O DELL USA L.P.	R	1693.93	ACCOUNTS PAYABLE CHECK
1905932	06/09/2022	DESIGN FROM WITHIN COACHING, LLC	R	2625.00	ACCOUNTS PAYABLE CHECK
1905933	06/09/2022	EDUCATION ASSOCIATES	R	2500.00	ACCOUNTS PAYABLE CHECK
1905934	06/09/2022	FRONTIER COMMUNICATIONS	R	94.61	ACCOUNTS PAYABLE CHECK
1905935	06/09/2022	INFINITE CAMPUS, INC	R	21553.20	ACCOUNTS PAYABLE CHECK
1905936	06/09/2022	KAREN CASS FELLING, M.A., LP	R	1500.00	ACCOUNTS PAYABLE CHECK
1905937	06/09/2022	LAKESHORE LEARNING MATERIALS	R	3707.16	ACCOUNTS PAYABLE CHECK
1905938	06/09/2022	MACKIN EDUCATIONAL RESOURCES	R	1688.40	ACCOUNTS PAYABLE CHECK
1905939	06/09/2022	MEDICA	R	1260.00	ACCOUNTS PAYABLE CHECK
1905940	06/09/2022	MN CLN SERVICES, INC	R	6400.80	ACCOUNTS PAYABLE CHECK
1905941	06/09/2022	MRI INTERMEDIATE HOLDINGS, LLC	R	20.00	ACCOUNTS PAYABLE CHECK
1905942	06/09/2022	OUTDOOR IMAGES, INC	R	1118.84	ACCOUNTS PAYABLE CHECK
1905943	06/09/2022	PLANSOURCE BENEFITS ADMINISTRATION,	R	3638.82	ACCOUNTS PAYABLE CHECK
1905944	06/09/2022	SUNBELT STAFFING, LLC	R	5685.00	ACCOUNTS PAYABLE CHECK
1905945	06/09/2022	TEACHERS ON CALL	R	8488.11	ACCOUNTS PAYABLE CHECK
1905946	06/09/2022	TEACHERS PAY TEACHERS	R	25.49	ACCOUNTS PAYABLE CHECK
1905947	06/09/2022	TRIUMPH EDUCATIONAL CONSULTING	R	877.50	ACCOUNTS PAYABLE CHECK
1905948	06/09/2022	WESTONE LABORATORIES INC.	R	1214.10	ACCOUNTS PAYABLE CHECK
1905949	06/09/2022	WH SECURITY, LLC	R	68.85	ACCOUNTS PAYABLE CHECK
1905950	06/09/2022	XCEL ENERGY	R	5750.80	ACCOUNTS PAYABLE CHECK
1905951	06/15/2022	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1905952	06/15/2022	917 PROGRAM ASST EDU ASSOCIATION	R	2930.39	ACCOUNTS PAYABLE CHECK
1905953	06/15/2022	D.S. ERICKSON & ASSOCIATES, PLLC	R	94.22	ACCOUNTS PAYABLE CHECK
1905954	06/15/2022	FTC	R	2358.33	ACCOUNTS PAYABLE CHECK
1905955	06/15/2022	MESSERLI & KRAMER P.A.	R	101.76	ACCOUNTS PAYABLE CHECK
1905956	06/15/2022	NCPERS GROUP LIFE INS	R	16.00	ACCOUNTS PAYABLE CHECK
1905957	06/15/2022	O.P.E.I.U., LOCAL 12	R	487.88	ACCOUNTS PAYABLE CHECK
1905958	06/16/2022	ALL IN ONE TRANSLATION AGENCY, LLC	R	360.00	ACCOUNTS PAYABLE CHECK
1905959	06/16/2022	BAYADA HOME HEALTH CARE	R	146.25	ACCOUNTS PAYABLE CHECK
1905960	06/16/2022	CITY WIDE GLASS	R	668.70	ACCOUNTS PAYABLE CHECK
1905961	06/16/2022	CUB FOODS BLOOMINGTON	R	259.00	ACCOUNTS PAYABLE CHECK
1905962	06/16/2022	CUSTOM EDUCATION SOLUTIONS, INC	R	409.37	ACCOUNTS PAYABLE CHECK
1905963	06/16/2022	DUCTS AND CLEATS	R	5918.33	ACCOUNTS PAYABLE CHECK
1905964	06/16/2022	EDUCATORS BENEFIT CONSULTANTS, LLC	R	239.94	ACCOUNTS PAYABLE CHECK
1905965	06/16/2022	FRONTIER COMMUNICATIONS	R	715.32	ACCOUNTS PAYABLE CHECK
1905966	06/16/2022	IND SCH DIST 192	R	23732.71	ACCOUNTS PAYABLE CHECK
1905967	06/16/2022	LAKESHORE LEARNING MATERIALS	R	28.49	ACCOUNTS PAYABLE CHECK
1905968	06/16/2022	MARCO INC	V	0.00	VOID: MULTI STUB CHECK
1905969	06/16/2022	MARCO INC	R	8797.75	ACCOUNTS PAYABLE CHECK
1905970	06/16/2022	MENARDS	R	1719.61	ACCOUNTS PAYABLE CHECK
1905971	06/16/2022	MIDWEST SPECIAL INSTRUMENTS, CORP	R	717.00	ACCOUNTS PAYABLE CHECK

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1905972	06/16/2022	MN ENERGY RESOURCES CORPORATION	R	171.68	ACCOUNTS PAYABLE CHECK
1905973	06/16/2022	O'NEILL ELECTRIC INC	R	774.50	ACCOUNTS PAYABLE CHECK
1905974	06/16/2022	OPG-3 INC	R	925.00	ACCOUNTS PAYABLE CHECK
1905975	06/16/2022	PAWS FOR LEARNING, INC	V	0.00	VOID: MULTI STUB CHECK
1905976	06/16/2022	PAWS FOR LEARNING, INC	R	2015.00	ACCOUNTS PAYABLE CHECK
1905977	06/16/2022	LINDE GAS & EQUIPMENT, INC	R	613.18	ACCOUNTS PAYABLE CHECK
1905978	06/16/2022	RIFTON EQ/COMMUNITY PRODUCTS LLC	R	4653.75	ACCOUNTS PAYABLE CHECK
1905979	06/16/2022	ROSEMOUNT AUTO SERVICE	R	229.78	ACCOUNTS PAYABLE CHECK
1905980	06/16/2022	SCHOLASTIC CLASSROOM MAGAZINES	R	110.90	ACCOUNTS PAYABLE CHECK
1905981	06/16/2022	ST PAUL PIONEER PRESS	R	65.80	ACCOUNTS PAYABLE CHECK
1905982	06/16/2022	STRATEGIC STAFFING SOLUTIONS	R	18333.95	ACCOUNTS PAYABLE CHECK
1905983	06/16/2022	SUNBELT STAFFING, LLC	R	5760.00	ACCOUNTS PAYABLE CHECK
1905984	06/16/2022	TECHNOLOGY BY DESIGN, LLC	R	3648.00	ACCOUNTS PAYABLE CHECK
1905985	06/22/2022	AMAZON CAPITAL SERVICES	R	1399.41	ACCOUNTS PAYABLE CHECK
1905986	06/23/2022	AI TECHNOLOGIES, LLC	R	5000.00	ACCOUNTS PAYABLE CHECK
1905987	06/23/2022	CANON USA	R	208.51	ACCOUNTS PAYABLE CHECK
1905988	06/23/2022	CAPERNAUM PED PHYSICAL THERAPY	R	4304.79	ACCOUNTS PAYABLE CHECK
1905989	06/23/2022	CENTERPOINT ENERGY	R	67.31	ACCOUNTS PAYABLE CHECK
1905990	06/23/2022	CUB FOODS - APPLE VALLEY	R	335.77	ACCOUNTS PAYABLE CHECK
1905991	06/23/2022	DAKOTA COUNTY SHERIFF	R	39163.00	ACCOUNTS PAYABLE CHECK
1905992	06/23/2022	DAKOTA TRUCK UNDERWRITERS	R	87307.00	ACCOUNTS PAYABLE CHECK
1905993	06/23/2022	DISTRICT 191 FOOD SERVICE	R	1407.90	ACCOUNTS PAYABLE CHECK
1905994	06/23/2022	FRONTIER COMMUNICATIONS	R	1211.55	ACCOUNTS PAYABLE CHECK
1905995	06/23/2022	INT SCH DIST 287	R	2953.50	ACCOUNTS PAYABLE CHECK
1905996	06/23/2022	JKM TRAINING, INC	R	164.84	ACCOUNTS PAYABLE CHECK
1905997	06/23/2022	JOHNSON FITNESS & WELLNESS	R	12969.97	ACCOUNTS PAYABLE CHECK
1905998	06/23/2022	LOFFLER BUSINESS SYSTEMS	R	4455.61	ACCOUNTS PAYABLE CHECK
1905999	06/23/2022	LYN-MAR PRINTING	R	159.00	ACCOUNTS PAYABLE CHECK
1906000	06/23/2022	MARCO INC	R	38.75	ACCOUNTS PAYABLE CHECK
1906001	06/23/2022	MCKESSON MEDICAL	R	7082.84	ACCOUNTS PAYABLE CHECK
1906002	06/23/2022	MENARDS	R	944.03	ACCOUNTS PAYABLE CHECK
1906003	06/23/2022	OFFICE OF MN.IT SERVICES	R	114.12	ACCOUNTS PAYABLE CHECK
1906004	06/23/2022	SCHAD TRACY SIGNS, INC	R	250.26	ACCOUNTS PAYABLE CHECK
1906005	06/23/2022	SCHOLASTIC, INC	R	261.80	ACCOUNTS PAYABLE CHECK
1906006	06/23/2022	SHRED-IT USA	R	808.61	ACCOUNTS PAYABLE CHECK
1906007	06/23/2022	TEACHERS ON CALL	R	15019.15	ACCOUNTS PAYABLE CHECK
1906008	06/23/2022	TRIO COMMUNITY MEALS, LLC	R	21267.26	ACCOUNTS PAYABLE CHECK
1906009	06/23/2022	ZIEGLER CAT	R	234.36	ACCOUNTS PAYABLE CHECK
1906010	06/27/2022	AMAZON.COM, LLC	R	120.00	ACCOUNTS PAYABLE CHECK
1906011	06/29/2022	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1906012	06/29/2022	D.S. ERICKSON & ASSOCIATES, PLLC	R	25.01	ACCOUNTS PAYABLE CHECK
1906013	06/29/2022	FTC	R	258.33	ACCOUNTS PAYABLE CHECK
1906014	06/29/2022	MESSERLI & KRAMER P.A.	R	101.76	ACCOUNTS PAYABLE CHECK
1906015	06/29/2022	AMAZON CAPITAL SERVICES	R	52.94	ACCOUNTS PAYABLE CHECK
1906016	06/29/2022	THE HOME DEPOT PRO	R	1553.37	ACCOUNTS PAYABLE CHECK
1906017	06/30/2022	ALL IN ONE TRANSLATION AGENCY, LLC	R	990.00	ACCOUNTS PAYABLE CHECK
1906018	06/30/2022	CENTURYLINK	R	1055.65	ACCOUNTS PAYABLE CHECK
1906019	06/30/2022	CENTURYLINK COMMUNICATONS, LLC	R	441.73	ACCOUNTS PAYABLE CHECK
1906020	06/30/2022	CITY OF ROSEMOUNT	R	1139.09	ACCOUNTS PAYABLE CHECK
1906021	06/30/2022	CUB FOODS - HASTINGS	R	25.01	ACCOUNTS PAYABLE CHECK
1906022	06/30/2022	CUB FOODS - INVER GROVE HTS	R	167.41	ACCOUNTS PAYABLE CHECK
1906023	06/30/2022	CUB FOODS - ROSEMOUNT	R	887.06	ACCOUNTS PAYABLE CHECK
1906024	06/30/2022	CUSTOM EDUCATION SOLUTIONS, INC	R	101.78	ACCOUNTS PAYABLE CHECK
1906025	06/30/2022	DAKOTA COUNTY	R	12000.00	ACCOUNTS PAYABLE CHECK
1906026	06/30/2022	DAKOTA COUNTY TECH COLLEGE	R	242.00	ACCOUNTS PAYABLE CHECK
1906027	06/30/2022	DELL MKTG L.P., C/O DELL USA L.P.	R	713.86	ACCOUNTS PAYABLE CHECK
1906028	06/30/2022	DOOR SERVICE CO	R	1886.00	ACCOUNTS PAYABLE CHECK

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1906029	06/30/2022	IND SCH DIST 192	R	68887.18	ACCOUNTS PAYABLE CHECK
1906030	06/30/2022	INVER HILLS COMMUNITY COLLEGE	R	242.07	ACCOUNTS PAYABLE CHECK
1906031	06/30/2022	LAKESHORE LEARNING MATERIALS	R	94.99	ACCOUNTS PAYABLE CHECK
1906032	06/30/2022	RUPP ANDERSON SQUIRES & WALDSPURGER	R	985.50	ACCOUNTS PAYABLE CHECK
1906033	06/30/2022	SAM'S CLUB/SYNCHRONY BANK	R	915.85	ACCOUNTS PAYABLE CHECK
1906034	06/30/2022	SAVVAS LEARNING COMPANY LLC	R	45.99	ACCOUNTS PAYABLE CHECK
1906035	06/30/2022	SCHOLASTIC, INC	R	99.00	ACCOUNTS PAYABLE CHECK
1906036	06/30/2022	SE ISD, DST	R	2586.00	ACCOUNTS PAYABLE CHECK
1906037	06/30/2022	SONOVA USA INC.	R	337.99	ACCOUNTS PAYABLE CHECK
1906038	06/30/2022	SUNBELT STAFFING, LLC	R	180.00	ACCOUNTS PAYABLE CHECK
1906039	06/30/2022	TEACHERS ON CALL	R	379.67	ACCOUNTS PAYABLE CHECK
1906040	06/30/2022	THE SERVICE AGENCY	R	90.00	ACCOUNTS PAYABLE CHECK
1906041	06/30/2022	XCEL ENERGY	R	10098.61	ACCOUNTS PAYABLE CHECK
1906042	07/06/2022	FOLLETT SCHOOL SOLUTIONS, INC	R	856.20	ACCOUNTS PAYABLE CHECK
1906043	07/06/2022	IXL LEARNING	R	1500.00	ACCOUNTS PAYABLE CHECK
1906044	07/06/2022	RETHINK	R	2075.00	ACCOUNTS PAYABLE CHECK
1906045	07/06/2022	U.S. BANK CHARLOTTE	R	104750.00	ACCOUNTS PAYABLE CHECK
1906046	07/06/2022	ARVIG ENTERPRISES, INC	R	2525.71	ACCOUNTS PAYABLE CHECK
1906047	07/06/2022	BALFOUR	R	429.76	ACCOUNTS PAYABLE CHECK
1906048	07/06/2022	CARQUEST AUTO PARTS STORES	R	41.20	ACCOUNTS PAYABLE CHECK
1906049	07/06/2022	CITY OF INVER GROVE HTS	R	413.53	ACCOUNTS PAYABLE CHECK
1906050	07/06/2022	IND SCH DIST 271	R	89000.00	ACCOUNTS PAYABLE CHECK
1906051	07/06/2022	LOFFLER BUSINESS SYSTEMS	R	87.50	ACCOUNTS PAYABLE CHECK
1906052	07/06/2022	MARSCHALL LINE, INC	R	215.25	ACCOUNTS PAYABLE CHECK
1906053	07/06/2022	MN CLN SERVICES, INC	R	2133.60	ACCOUNTS PAYABLE CHECK
1906054	07/06/2022	OUTDOOR IMAGES, INC	R	2200.00	ACCOUNTS PAYABLE CHECK
1906055	07/06/2022	REPUBLIC SERVICES #923	R	834.59	ACCOUNTS PAYABLE CHECK
1906056	07/06/2022	SONOVA USA INC.	R	218.99	ACCOUNTS PAYABLE CHECK
1906057	07/06/2022	SOUTHWEST/WEST CENTRAL SERVICE CORP	R	49.00	ACCOUNTS PAYABLE CHECK
1906058	07/06/2022	VERIZON WIRELESS	R	1240.31	ACCOUNTS PAYABLE CHECK
1906059	07/06/2022	WESTONE LABORATORIES INC.	R	149.08	ACCOUNTS PAYABLE CHECK
*V4001430	06/16/2022	BENCHMARK EDUCATION CO, LLC	R	1126.40	ACCOUNTS PAYABLE VOUCHER
*V4001431	06/16/2022	BRIQHT MEDIA	R	100.00	ACCOUNTS PAYABLE VOUCHER
*V4001432	06/16/2022	BUG BUSTERS, INC.	R	341.00	ACCOUNTS PAYABLE VOUCHER
*V4001433	06/16/2022	WELLS FARGO	V	0.00	VOID: MULTI STUB VOUCHER
*V4001434	06/16/2022	WELLS FARGO	R	7714.66	ACCOUNTS PAYABLE VOUCHER
*V4001435	06/16/2022	CITY OF APPLE VALLEY	R	306.14	ACCOUNTS PAYABLE VOUCHER
*V4001436	06/16/2022	CITY OF INVER GROVE HTS	R	249.63	ACCOUNTS PAYABLE VOUCHER
*V4001437	06/16/2022	CURRICULUM ASSOCIATES, LLC	R	2105.83	ACCOUNTS PAYABLE VOUCHER
*V4001438	06/16/2022	DICK'S SANITATION-LAKEVILLE	R	603.05	ACCOUNTS PAYABLE VOUCHER
*V4001439	06/16/2022	ENERGIZER HOLDINGS, INC	R	564.00	ACCOUNTS PAYABLE VOUCHER
*V4001440	06/16/2022	GOPHER SPORT	R	111.94	ACCOUNTS PAYABLE VOUCHER
*V4001441	06/16/2022	HEALTHIEST YOU	R	3630.00	ACCOUNTS PAYABLE VOUCHER
*V4001442	06/16/2022	HOUGHTON MIFFLIN HARCOURT	R	394.21	ACCOUNTS PAYABLE VOUCHER
*V4001443	06/16/2022	INNOVATIVE OFFICE SOLUTIONS	V	0.00	VOID: MULTI STUB VOUCHER
*V4001444	06/16/2022	INNOVATIVE OFFICE SOLUTIONS	V	0.00	VOID: MULTI STUB VOUCHER
*V4001445	06/16/2022	INNOVATIVE OFFICE SOLUTIONS	R	9538.36	ACCOUNTS PAYABLE VOUCHER
*V4001446	06/16/2022	LAKESHORE LEARNING MATERIALS	R	719.72	ACCOUNTS PAYABLE VOUCHER
*V4001447	06/16/2022	MCGRAW-HILL EDUCATION	R	272.94	ACCOUNTS PAYABLE VOUCHER
*V4001448	06/16/2022	MCKESSON MEDICAL	R	874.74	ACCOUNTS PAYABLE VOUCHER
*V4001449	06/16/2022	OFFICE DEPOT	R	523.14	ACCOUNTS PAYABLE VOUCHER
*V4001450	06/16/2022	OUTDOOR IMAGES, INC	R	1108.26	ACCOUNTS PAYABLE VOUCHER
*V4001451	06/16/2022	PYRAMID EDUCATIONAL CONSULTANTS LLC	R	378.40	ACCOUNTS PAYABLE VOUCHER
*V4001452	06/16/2022	SCHOOL NURSE SUPPLY	R	452.97	ACCOUNTS PAYABLE VOUCHER
*V4001453	06/16/2022	SCHOOL SPECIALTY, LLC	R	296.11	ACCOUNTS PAYABLE VOUCHER
*V4001454	06/16/2022	SOUTHPAW ENTERPRISES	R	1891.53	ACCOUNTS PAYABLE VOUCHER
*V4001455	06/16/2022	STANLEY STEEMER INTL INC	R	1143.25	ACCOUNTS PAYABLE VOUCHER

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*V4001456	06/16/2022	THE HOME DEPOT PRO	R	2041.57	ACCOUNTS PAYABLE VOUCHER
*V4001457	06/16/2022	THE ODYSSEY GROUP	R	450.00	ACCOUNTS PAYABLE VOUCHER
*V4001458	06/16/2022	THERAPY NOTES, LLC	R	385.00	ACCOUNTS PAYABLE VOUCHER
*V4001459	06/16/2022	UNEQUAL TECHNOLOGIES COMPANY	R	599.50	ACCOUNTS PAYABLE VOUCHER
*V4001460	06/16/2022	UNIVERSAL CLEANING SERVICES	R	9618.35	ACCOUNTS PAYABLE VOUCHER
*V4001461	06/16/2022	USI	R	457.25	ACCOUNTS PAYABLE VOUCHER
*V4001462	06/16/2022	VOYAGER SOPRIS LEARNING, INC	R	278.30	ACCOUNTS PAYABLE VOUCHER
*V6604505	06/08/2022	AMY DOREEN ALEXANDER	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V6604506	06/08/2022	KIM MARIE AUSTIN	R	184.28	ACCOUNTS PAYABLE VOUCHER
*V6604507	06/08/2022	MICHAEL JASON BIBRO	R	274.37	ACCOUNTS PAYABLE VOUCHER
*V6604508	06/08/2022	DON JAMES BUDACH	R	138.65	ACCOUNTS PAYABLE VOUCHER
*V6604509	06/08/2022	MICHAEL HOMER CARNEVALE	R	14.04	ACCOUNTS PAYABLE VOUCHER
*V6604510	06/08/2022	EMILY MARGARET CLARK	R	225.81	ACCOUNTS PAYABLE VOUCHER
*V6604511	06/08/2022	JACOB MICHAEL DONALDSON	R	14.04	ACCOUNTS PAYABLE VOUCHER
*V6604512	06/08/2022	KATHERINE DIANE ENGEL	R	60.26	ACCOUNTS PAYABLE VOUCHER
*V6604513	06/08/2022	SHERILYN FAYE FRISQUE	R	324.69	ACCOUNTS PAYABLE VOUCHER
*V6604514	06/08/2022	MEGAN MARIE HALEY	R	157.95	ACCOUNTS PAYABLE VOUCHER
*V6604515	06/08/2022	AMANDA C GARDING	R	46.80	ACCOUNTS PAYABLE VOUCHER
*V6604516	06/08/2022	CASSIE J. GROFF	R	112.91	ACCOUNTS PAYABLE VOUCHER
*V6604517	06/08/2022	KELLY JEAN HANKES	R	52.07	ACCOUNTS PAYABLE VOUCHER
*V6604518	06/08/2022	PETER ALLYN HENDRICKS	R	142.74	ACCOUNTS PAYABLE VOUCHER
*V6604519	06/08/2022	COURTNEY ELIZABETH INMAN	R	45.63	ACCOUNTS PAYABLE VOUCHER
*V6604520	06/08/2022	CINDY LOU JACOBS	R	64.94	ACCOUNTS PAYABLE VOUCHER
*V6604521	06/08/2022	CORA MAE JOHNSON	R	3.44	ACCOUNTS PAYABLE VOUCHER
*V6604522	06/08/2022	SARAH LYNN JOHNSON	R	214.70	ACCOUNTS PAYABLE VOUCHER
*V6604523	06/08/2022	MONICA ANN JOUBERT	R	50.90	ACCOUNTS PAYABLE VOUCHER
*V6604524	06/08/2022	AMY TAMARAH WOLF KAUFMAN	R	250.97	ACCOUNTS PAYABLE VOUCHER
*V6604525	06/08/2022	CAROL LEIGH KURTEN	R	59.09	ACCOUNTS PAYABLE VOUCHER
*V6604526	06/08/2022	LAURA MARIE KVAMME	R	177.84	ACCOUNTS PAYABLE VOUCHER
*V6604527	06/08/2022	ANNA MARIE LAMPHERE	R	23.40	ACCOUNTS PAYABLE VOUCHER
*V6604528	06/08/2022	BETSY SUE LARSEN	R	52.65	ACCOUNTS PAYABLE VOUCHER
*V6604529	06/08/2022	ABIGAIL MARIE EVANS LARSON	R	1104.49	ACCOUNTS PAYABLE VOUCHER
*V6604530	06/08/2022	MARCI LEVY-MAGUIRE	R	2083.03	ACCOUNTS PAYABLE VOUCHER
*V6604531	06/08/2022	SARAH MARIE LUDEWIG	R	91.85	ACCOUNTS PAYABLE VOUCHER
*V6604532	06/08/2022	MONIQUE NICOLE MARPLE	R	6.44	ACCOUNTS PAYABLE VOUCHER
*V6604533	06/08/2022	JENNA ANN NACE	R	62.01	ACCOUNTS PAYABLE VOUCHER
*V6604534	06/08/2022	RACHEL LOIS NASAL	R	11.70	ACCOUNTS PAYABLE VOUCHER
*V6604535	06/08/2022	AMANDA LYNN PETERS	R	102.96	ACCOUNTS PAYABLE VOUCHER
*V6604536	06/08/2022	DARRELL RAYMOND PIPO	R	14.00	ACCOUNTS PAYABLE VOUCHER
*V6604537	06/08/2022	HANNAH DUFFY RADANT	R	8.19	ACCOUNTS PAYABLE VOUCHER
*V6604538	06/08/2022	MELISSA RAE SCHALLER	R	185.45	ACCOUNTS PAYABLE VOUCHER
*V6604539	06/08/2022	MICHELLE JEAN SHANLEY	R	202.41	ACCOUNTS PAYABLE VOUCHER
*V6604540	06/08/2022	STEFANIE CATHERINE SOUKUP	R	385.00	ACCOUNTS PAYABLE VOUCHER
*V6604541	06/08/2022	LYNETTE C. SPURGIN	R	12.29	ACCOUNTS PAYABLE VOUCHER
*V6604542	06/08/2022	BRENDA JEAN SZOKA	R	48.97	ACCOUNTS PAYABLE VOUCHER
*V6604543	06/08/2022	MARY ELIZABETH TAYLOR	R	93.60	ACCOUNTS PAYABLE VOUCHER
*V6604544	06/08/2022	GRETCHEN ANN TOAY	R	12.29	ACCOUNTS PAYABLE VOUCHER
*V6604545	06/08/2022	JESSICA KATHRYN VAILLANCOURT	R	2.34	ACCOUNTS PAYABLE VOUCHER
*V6604546	06/08/2022	ANTHONY JOSEPH VILLELLI	R	157.22	ACCOUNTS PAYABLE VOUCHER
*V6604547	06/08/2022	JANEL LYNN VRIEZE	R	163.80	ACCOUNTS PAYABLE VOUCHER
*V6604548	06/08/2022	GREGORY ALEXANDER WALETSKI	R	37.50	ACCOUNTS PAYABLE VOUCHER
*V6604549	06/08/2022	ANDREW JACOB WEBSTER	R	182.52	ACCOUNTS PAYABLE VOUCHER
*V6604550	06/08/2022	LORI JAYNE WILSON	R	62.04	ACCOUNTS PAYABLE VOUCHER
*V6604551	06/08/2022	MICHAEL PATRICK ZICKRICK	R	70.20	ACCOUNTS PAYABLE VOUCHER
*V6604552	06/22/2022	MAREN ELIZABETH AALGAARD	R	17.55	ACCOUNTS PAYABLE VOUCHER
*V6604553	06/22/2022	MARTHA JOAN ALLEN	R	376.74	ACCOUNTS PAYABLE VOUCHER
*V6604553	06/27/2022	MARTHA JOAN ALLEN	V	-376.74	VOID MANUAL CHECK

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*V6604554	06/22/2022	KATHRYN ANN AMUNRUD	R	53.78	ACCOUNTS PAYABLE VOUCHER
*V6604555	06/22/2022	ELIZABETH SHAWL ANNONI	R	134.57	ACCOUNTS PAYABLE VOUCHER
*V6604556	06/22/2022	THOMAS RICHARD BENNETT	R	99.45	ACCOUNTS PAYABLE VOUCHER
*V6604557	06/22/2022	MICHAEL JASON BIBRO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604558	06/22/2022	TARA JO BLACKERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604559	06/22/2022	LOREEN M. BOHNERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604560	06/22/2022	MATTHEW KYLE BRUNS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604561	06/22/2022	DON JAMES BUDACH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604562	06/22/2022	ANNE LOUISE BYER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604563	06/22/2022	JESSICA DAWN CHAMBLIN	R	186.03	ACCOUNTS PAYABLE VOUCHER
*V6604564	06/22/2022	JAYNE Z. CIODARU	R	44.46	ACCOUNTS PAYABLE VOUCHER
*V6604565	06/22/2022	EMILY MARGARET CLARK	R	227.57	ACCOUNTS PAYABLE VOUCHER
*V6604566	06/22/2022	ANNA JEANNE CORSELLO	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V6604567	06/22/2022	JAMIE AUTUMN DALBESIO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604568	06/22/2022	PEARL SUSAN DEVENOW	R	170.24	ACCOUNTS PAYABLE VOUCHER
*V6604569	06/22/2022	VALERIE RAE ENFIEJIAN	R	425.88	ACCOUNTS PAYABLE VOUCHER
*V6604570	06/22/2022	KATHERINE DIANE ENGEL	R	18.72	ACCOUNTS PAYABLE VOUCHER
*V6604571	06/22/2022	JONI KAY ERIE	R	141.57	ACCOUNTS PAYABLE VOUCHER
*V6604572	06/22/2022	WENDY CATHERINE FELTON	R	32.76	ACCOUNTS PAYABLE VOUCHER
*V6604573	06/22/2022	LINDSAY MAE FITZGERALD	R	72.54	ACCOUNTS PAYABLE VOUCHER
*V6604574	06/22/2022	ANGELITA LEE FLEMING	R	100.62	ACCOUNTS PAYABLE VOUCHER
*V6604575	06/22/2022	SHERILYN FAYE FRISQUE	R	115.83	ACCOUNTS PAYABLE VOUCHER
*V6604576	06/22/2022	ELIZABETH KAY GARLOUGH	R	53.24	ACCOUNTS PAYABLE VOUCHER
*V6604577	06/22/2022	PAMELA VICK GARRETSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604578	06/22/2022	ADDIE SUZANNE GESKE	R	234.00	ACCOUNTS PAYABLE VOUCHER
*V6604579	06/22/2022	CHRISTINA ANN GILLARD	R	215.28	ACCOUNTS PAYABLE VOUCHER
*V6604580	06/22/2022	MEGAN MARIE HALEY	R	169.89	ACCOUNTS PAYABLE VOUCHER
*V6604581	06/22/2022	PAMELA ANN GREENGO	R	32.18	ACCOUNTS PAYABLE VOUCHER
*V6604582	06/22/2022	KELLY JEAN HANKES	R	94.19	ACCOUNTS PAYABLE VOUCHER
*V6604583	06/22/2022	LEAH HANISCH HARRIS	R	2.34	ACCOUNTS PAYABLE VOUCHER
*V6604584	06/22/2022	LISA HEDIN	R	39.78	ACCOUNTS PAYABLE VOUCHER
*V6604585	06/22/2022	JANA LEE HEIDEMANN	R	87.75	ACCOUNTS PAYABLE VOUCHER
*V6604586	06/22/2022	PETER ALLYN HENDRICKS	R	133.97	ACCOUNTS PAYABLE VOUCHER
*V6604587	06/22/2022	JENNIFER AMY HETLAND	R	133.29	ACCOUNTS PAYABLE VOUCHER
*V6604588	06/22/2022	KAREN LYNNE HJERMSTAD	R	121.10	ACCOUNTS PAYABLE VOUCHER
*V6604589	06/22/2022	MELISSA ROCHELL HO	R	111.69	ACCOUNTS PAYABLE VOUCHER
*V6604590	06/22/2022	JUSTIN DAVID HOELSCHER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604591	06/22/2022	KATE SCHNEEWEIS HULSE	R	132.12	ACCOUNTS PAYABLE VOUCHER
*V6604592	06/22/2022	COURTNEY ELIZABETH INMAN	R	28.67	ACCOUNTS PAYABLE VOUCHER
*V6604593	06/22/2022	CINDY LOU JACOBS	R	51.48	ACCOUNTS PAYABLE VOUCHER
*V6604594	06/22/2022	SARAH LYNN JOHNSON	R	41.54	ACCOUNTS PAYABLE VOUCHER
*V6604595	06/22/2022	MONICA ANN JOUBERT	R	21.06	ACCOUNTS PAYABLE VOUCHER
*V6604596	06/22/2022	AMY TAMARAH WOLF KAUFMAN	R	131.04	ACCOUNTS PAYABLE VOUCHER
*V6604597	06/22/2022	LORI ANN KLEIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604598	06/22/2022	SHANNA MARIE KNUTSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604599	06/22/2022	JOAN MARGARET KRAFT	R	99.45	ACCOUNTS PAYABLE VOUCHER
*V6604600	06/22/2022	AMBER LEIGH KURTEN	R	748.30	ACCOUNTS PAYABLE VOUCHER
*V6604601	06/22/2022	CAROL LEIGH KURTEN	R	67.86	ACCOUNTS PAYABLE VOUCHER
*V6604602	06/22/2022	LAURA MARIE KVAMME	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604603	06/22/2022	DANIELLE MARIE LAFRANCE-WARNKE	R	261.50	ACCOUNTS PAYABLE VOUCHER
*V6604604	06/22/2022	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604605	06/22/2022	BETSY SUE LARSEN	R	37.44	ACCOUNTS PAYABLE VOUCHER
*V6604606	06/22/2022	ABIGAIL MARIE EVANS LARSON	R	183.69	ACCOUNTS PAYABLE VOUCHER
*V6604607	06/22/2022	KATHRYN ANN LEWIS	R	80.14	ACCOUNTS PAYABLE VOUCHER
*V6604608	06/22/2022	SARAH MARIE LUDEWIG	R	87.17	ACCOUNTS PAYABLE VOUCHER
*V6604609	06/22/2022	KARIN NICOLE LUNDIN	R	11.70	ACCOUNTS PAYABLE VOUCHER
*V6604610	06/22/2022	TAYLOR LINDSEY LYDEN	R	291.33	ACCOUNTS PAYABLE VOUCHER

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SELECTION CRITERIA: chkstat.rundate between '20220607 00:00:00.000' and '20220707 00:00:00.000'

*V6604611	06/22/2022	ERIN JEAN MAHNKE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604612	06/22/2022	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604613	06/22/2022	EMMA IRENE KAE MAYES	R	74.28	ACCOUNTS PAYABLE VOUCHER
*V6604614	06/22/2022	SHANNON BRENNAN BRENNAN	R	2430.00	ACCOUNTS PAYABLE VOUCHER
*V6604615	06/22/2022	JAMES ANTHONY MYRMAN	R	81.90	ACCOUNTS PAYABLE VOUCHER
*V6604616	06/22/2022	CINDY L NORDSTROM	R	19.89	ACCOUNTS PAYABLE VOUCHER
*V6604617	06/22/2022	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604618	06/22/2022	PATTIJO ELIZABETH NWOKEUKU	R	28.67	ACCOUNTS PAYABLE VOUCHER
*V6604619	06/22/2022	JENNIFER LEE OLSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604620	06/22/2022	HOLLY MARIE PEMBLE	R	233.42	ACCOUNTS PAYABLE VOUCHER
*V6604621	06/22/2022	AMANDA LYNN PETERS	R	138.02	ACCOUNTS PAYABLE VOUCHER
*V6604622	06/22/2022	JENNIFER MAE PETERSEN	R	138.60	ACCOUNTS PAYABLE VOUCHER
*V6604623	06/22/2022	BROOKE ALLYSON PETERSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604624	06/22/2022	CAROLINE ROSE PETERSON	R	276.71	ACCOUNTS PAYABLE VOUCHER
*V6604625	06/22/2022	EMILY ANN PFISTERER	R	348.08	ACCOUNTS PAYABLE VOUCHER
*V6604626	06/22/2022	HANNAH DUFFY RADANT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604627	06/22/2022	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604628	06/22/2022	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6604629	06/22/2022	JANE MARIE ROBINSON	R	45.63	ACCOUNTS PAYABLE VOUCHER
*V6604630	06/22/2022	SHANNON DAWN ROSENBERG	R	183.70	ACCOUNTS PAYABLE VOUCHER
*V6604631	06/22/2022	DANIEL STEPHEN ROSS	R	69.03	ACCOUNTS PAYABLE VOUCHER
*V6604632	06/22/2022	NICOLLE KATHERINE ROUSH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604633	06/22/2022	MELISSA RAE SCHALLER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604634	06/22/2022	AMBER MARIE SCHERER	R	40.48	ACCOUNTS PAYABLE VOUCHER
*V6604635	06/22/2022	AMBER GRACE SCHMITZ	R	202.41	ACCOUNTS PAYABLE VOUCHER
*V6604636	06/22/2022	IRENE ELIZABETH SCHULTZ-ALBERT	R	121.10	ACCOUNTS PAYABLE VOUCHER
*V6604637	06/22/2022	BYRON LEITH SCHWAB	R	87.75	ACCOUNTS PAYABLE VOUCHER
*V6604638	06/22/2022	MARIAH CHRISTINE SETTELL	R	2.11	ACCOUNTS PAYABLE VOUCHER
*V6604639	06/22/2022	MICHELLE JEAN SHANLEY	R	392.54	ACCOUNTS PAYABLE VOUCHER
*V6604640	06/22/2022	STEFANIE CATHERINE SOUKUP	R	352.17	ACCOUNTS PAYABLE VOUCHER
*V6604641	06/22/2022	HEATHER LYNN STOESZ	R	28.67	ACCOUNTS PAYABLE VOUCHER
*V6604642	06/22/2022	LAUREN MARIE STUDER	R	20.53	ACCOUNTS PAYABLE VOUCHER
*V6604643	06/22/2022	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604644	06/22/2022	BRENDA JEAN SZOKA	R	80.95	ACCOUNTS PAYABLE VOUCHER
*V6604645	06/22/2022	KAYLEEN LAVONNE TAFFE	R	108.81	ACCOUNTS PAYABLE VOUCHER
*V6604646	06/22/2022	PHILLIP HENRY TARMANN	R	31.47	ACCOUNTS PAYABLE VOUCHER
*V6604647	06/22/2022	MARY ELIZABETH TAYLOR	R	94.77	ACCOUNTS PAYABLE VOUCHER
*V6604648	06/22/2022	SONIA LYNN TENDRICH	R	136.31	ACCOUNTS PAYABLE VOUCHER
*V6604649	06/22/2022	LAURA J. TENNESSEN	R	64.94	ACCOUNTS PAYABLE VOUCHER
*V6604650	06/22/2022	TAYLOR MAY THOMAS	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604651	06/22/2022	SHANYN NICOLE TUFTEE	R	188.33	ACCOUNTS PAYABLE VOUCHER
*V6604652	06/22/2022	MICHELLE LYNN VOLLBRECHT	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6604653	06/22/2022	JANEL LYNN VRIEZE	R	44.23	ACCOUNTS PAYABLE VOUCHER
*V6604654	06/22/2022	GREGORY ALEXANDER WALETSKI	R	16.38	ACCOUNTS PAYABLE VOUCHER
*V6604655	06/22/2022	ANDREW JACOB WEBSTER	R	60.84	ACCOUNTS PAYABLE VOUCHER
*V6604656	06/22/2022	FRAN LOUISE WOOD	R	544.64	ACCOUNTS PAYABLE VOUCHER
*V6604657	06/22/2022	SCOTT MICHAEL ZEHNDER	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V6604658	06/22/2022	MICHAEL PATRICK ZICKRICK	R	70.20	ACCOUNTS PAYABLE VOUCHER
*V7702081	06/10/2022	MEDICA	R	63482.15	ACCOUNTS PAYABLE VOUCHER
*V7702082	06/10/2022	MEDICA	R	71915.12	ACCOUNTS PAYABLE VOUCHER
*V7702083	06/15/2022	AMERIPRISE FINANCIAL ADVISORS	R	5812.67	ACCOUNTS PAYABLE VOUCHER
*V7702084	06/15/2022	AXA EQUITABLE LIFE INS CO	R	10449.24	ACCOUNTS PAYABLE VOUCHER
*V7702085	06/15/2022	FIDELITY INVSTMT TAX-EX SVC CO	R	3705.63	ACCOUNTS PAYABLE VOUCHER
*V7702086	06/15/2022	HEALTH EQUITY, INC.	R	35056.64	ACCOUNTS PAYABLE VOUCHER
*V7702087	06/15/2022	HORACE MANN LIFE INS	R	262.50	ACCOUNTS PAYABLE VOUCHER
*V7702088	06/15/2022	INTERNAL REVENUE SERVICE	R	267758.80	ACCOUNTS PAYABLE VOUCHER
*V7702089	06/15/2022	EDUCATION MN ESI BILLING TRUST	R	3922.54	ACCOUNTS PAYABLE VOUCHER

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*V7702090	06/15/2022	MN DEPT OF REVENUE	R	45406.72	ACCOUNTS PAYABLE VOUCHER
*V7702091	06/15/2022	MN STATE RETIREMENT SYSTEM	R	22970.83	ACCOUNTS PAYABLE VOUCHER
*V7702092	06/15/2022	EXECUTIVE DIRECTOR	R	50228.69	ACCOUNTS PAYABLE VOUCHER
*V7702093	06/15/2022	STATE TREASURER, TRA	R	125638.46	ACCOUNTS PAYABLE VOUCHER
*V7702094	06/15/2022	VARIABLE ANNUITY LIFE INS CO	R	3924.65	ACCOUNTS PAYABLE VOUCHER
*V7702095	06/15/2022	VOYA	R	820.66	ACCOUNTS PAYABLE VOUCHER
*V7702096	06/15/2022	MEDICA	R	95682.39	ACCOUNTS PAYABLE VOUCHER
*V7702097	06/15/2022	PLANSOURCE FLEX BEN.	R	1089.15	ACCOUNTS PAYABLE VOUCHER
*V7702098	06/16/2022	APPLE VALLEY ISD LLC	R	41815.67	ACCOUNTS PAYABLE VOUCHER
*V7702099	06/16/2022	SE ISD, DST	R	77415.98	ACCOUNTS PAYABLE VOUCHER
*V7702100	06/22/2022	DELTA DENTAL OF MINNESOTA	R	41966.41	ACCOUNTS PAYABLE VOUCHER
*V7702101	06/22/2022	MEDICA	R	67112.66	ACCOUNTS PAYABLE VOUCHER
*V7702102	06/29/2022	AFLAC	R	2214.89	ACCOUNTS PAYABLE VOUCHER
*V7702103	06/29/2022	AMERIPRISE FINANCIAL ADVISORS	R	5652.99	ACCOUNTS PAYABLE VOUCHER
*V7702104	06/29/2022	AXA EQUITABLE LIFE INS CO	R	1949.24	ACCOUNTS PAYABLE VOUCHER
*V7702105	06/29/2022	FIDELITY INVSTMT TAX-EX SVC CO	R	3765.63	ACCOUNTS PAYABLE VOUCHER
*V7702106	06/29/2022	HEALTHEQUITY, INC.	R	35114.79	ACCOUNTS PAYABLE VOUCHER
*V7702107	06/29/2022	HORACE MANN LIFE INS	R	262.50	ACCOUNTS PAYABLE VOUCHER
*V7702108	06/29/2022	INTERNAL REVENUE SERVICE	R	328541.28	ACCOUNTS PAYABLE VOUCHER
*V7702109	06/29/2022	EDUCATION MN ESI BILLING TRUST	R	11966.95	ACCOUNTS PAYABLE VOUCHER
*V7702110	06/29/2022	MN DEPT OF REVENUE	R	57290.85	ACCOUNTS PAYABLE VOUCHER
*V7702111	06/29/2022	MN STATE RETIREMENT SYSTEM	R	10270.83	ACCOUNTS PAYABLE VOUCHER
*V7702112	06/29/2022	EXECUTIVE DIRECTOR	R	56346.93	ACCOUNTS PAYABLE VOUCHER
*V7702113	06/29/2022	STATE TREASURER, TRA	R	144820.35	ACCOUNTS PAYABLE VOUCHER
*V7702114	06/29/2022	VARIABLE ANNUITY LIFE INS CO	R	3099.65	ACCOUNTS PAYABLE VOUCHER
*V7702115	06/29/2022	VOYA	R	740.66	ACCOUNTS PAYABLE VOUCHER
*V7702116	06/29/2022	MEDICA	R	59317.27	ACCOUNTS PAYABLE VOUCHER
*V7702117	06/29/2022	PLANSOURCE FLEX BEN.	R	1242.47	ACCOUNTS PAYABLE VOUCHER
*V7702118	06/29/2022	PLANSOURCE FLEX BEN.	R	495.00	ACCOUNTS PAYABLE VOUCHER
*V7702119	07/01/2022	FIDELITY SECURITY LIFE INS CO	R	1699.28	ACCOUNTS PAYABLE VOUCHER
*V7702120	07/06/2022	DELTA DENTAL OF MINNESOTA	R	38608.89	ACCOUNTS PAYABLE VOUCHER
*V7702121	07/06/2022	INTERNAL REVENUE SERVICE	R	1690.74	ACCOUNTS PAYABLE VOUCHER
*V7702122	07/06/2022	MEDICA	R	78238.78	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				2644677.03	
TOTAL REPORT				2644677.03	



Intermediate School District 917

Purposeful. Personalized. Partners.

1300 145th Street East, Rosemount, MN 55068 (651) 423-8229

<http://www.isd917.org>

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

From: Nicolle Roush, Business Manager

Date: July 12, 2022

Re: FY23 ISD 917 board approved meal prices

Information:

- Intermediate School District 917 has renewed our participation in the National School Lunch Program (NSLP) for FY23. Our Lunch Program operates at four of our locations: Alliance Education Center, Dakota County Technical College, Lebanon Education Center and Concord Education Center.
- CKC Good Food will be contracting with us to provide our breakfast and lunch meals. The contract price per meal will increase by \$.07 to **\$2.05** per breakfast and by \$0.24 to **\$3.55** per lunch. In addition, ISD #917 is contracting through Valley View Creamery to supply milk to the district at \$0.31/half pint. ISD 917 FY22 breakfast prices were \$1.50 for students, \$2.50 for adults; lunch prices were \$3.05 for students and \$4.75 for adults with an additional milk charge of \$0.45.
- ISD #917 is typically required by the USDA under the Healthy, Hunger-Free Kids Act of 2010 to use a Paid Lunch Equity (PLE) price adjustment calculation. This calculation typically requires us to increase our lunch prices by \$.10 annually.
- The USDA has determined that all School Food Authorities will resume operations under the NSLP for FY23. Reimbursement rates have not been released for FY23 at this date.
- ISD #917 does transfer general funds revenues each fiscal year to balance the food service fund history as follows: fiscal year 2017 was \$35,240, 2018 was \$29,032, 2019 was \$29,372, 2020 was \$7876.34 and 2021 was \$12,678.79. I anticipate in 2022 estimated profit of \$9,000. FY23 adopted budget assumption \$0 with unknowing reimbursement rates for FY23.

Recommendation: Based on the USDA decision, PLE calculation, Unknown reimbursement rates, Fund balance history and contract prices ISD 917 pays to our food vendor, I am recommending the board approve the following FY23 pricing:

Student Breakfast **\$1.60 (.10 increase)**, Student Lunch **\$3.15 (.10 increase)**, Milk **\$0.45**, Adult Breakfast **\$2.50**, Adult Lunch **\$4.75**

ISD 917 Vision

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

ISD 917 Core Values

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

Last Name	First Name	Position/Title	Assignment	Details of Assignment	Assignment Start Date	End Date	# of Work Days	Hours Per Day	Total # of Hours	Hourly Rate	Est. Total Amount
Annoni	Elizabeth	SLP - Speech L	Teacher	ESY for PACES Program -	7/1/2021	8/31/2021	8	1.75	14	48.62	\$ 680.68
Baker	Breanna	Nurse	Nurse	updating	7/1/2021	8/31/2021	10.5	8	84	29.27	\$ 2,458.68
Biegler	Pam	Other	Teacher	online summer school coordinator	7/1/2021	8/6/2021	26	4	120	48.72	\$ 5,846.40
Bump	Natalie	Program Assist	PA	Conscious Discipline Curriculum (work with KH)	7/1/2021	8/31/2021	3	8	24	20.95	\$ 502.80
Ciodaru	Jayne	Psychologist	Extra Duty	Conscious Discipline	7/1/2021	8/31/2021	5	8	40	37.61	\$ 1,504.40
Engel	Victoria	Mental Health	Teacher	ESY for ECSE TEA students	7/1/2021	8/31/2021	4	4	16	33.65	\$ 538.40
Engel	Victoria	Mental Health	Training	CPP Training	7/1/2021	8/31/2021	1	4	4	33.65	\$ 134.60
Engel	Victoria	Mental Health	Training	ECSE Summer Meeting / Calendar and Training	7/1/2021	8/31/2021	1	3.5	3.5	33.65	\$ 117.78
Frisque	Sherilyn	Vision-TVI	Teacher	ESY VI ITIN JULY AUGUST HRS	7/1/2021	8/31/2021	23	4	125	59.59	\$ 7,448.75
Gernes	Richelle	Admin. Assista	Training	Mentor Stipen for Training Natallia and Shelene	7/1/2021	4/1/2022	0	0	0	0	\$ 450.00
Herzog	Christine	Mental Health	Teacher	ESY for ECSE TEA students	7/1/2021	8/31/2021	4	4	16	39.18	\$ 626.88
Herzog	Christine	Mental Health	Training	CPP Training	7/1/2021	8/31/2021	1	4	4	39.18	\$ 156.72
Herzog	Christine	Mental Health	Training	ECSE Summer meeting / Calendar and Training	7/1/2021	8/31/2021	1	3.5	3.5	39.18	\$ 137.13
Ho	Melissa	Nurse	Extra Duty	Summer Extra Duty	7/1/2021	8/27/2021	12	8	96	35.08	\$ 3,367.68
Johnson	Deborah	SPED Teacher	Training	ECSE Summer Meeting / Calendar and Training	7/1/2021	8/31/2021	1	3.5	3.5		\$ -
Johnson	Deborah	SPED Teacher	Teacher	ESY for ECSE TEA students	7/1/2021	8/31/2021	4	4	16		\$ -

Kent	Lisa	DHH - Teacher	Extra Duty	Learn-collaborate team tch sci w- IGH teacher	7/1/2021	8/31/2021	8	1	8	36.31	\$	290.48
Kustrich	Kristin	Admin. Assistant	Extra Duty	Do some of the DCALS South work until new person is trained in. ESY for ECSE TEA students	7/1/2021	7/31/2021	8	2	16	28.59	\$	457.44
Lencowski	Erin	SPED Teacher	Teacher	ECSE Summer Meeting / Calendar and Training	7/1/2021	8/31/2021	4	4	16		\$	-
Lencowski	Erin	SPED Teacher	Training	Social work supports for 21-22 (parent nights, etc)	7/1/2021	8/31/2021	1	3.5	3.5		\$	-
Locke	Margaret	Social Worker	Extra Duty	Sensory Pathway/ Task Boxes Project	7/1/2021	8/31/2021	6	4	24	31.41	\$	753.84
Lyden	Taylor	Occupational Therapist	Extra Duty	Lead Teacher Duties (intakes, due process supports for 21-22, ESY support)	7/1/2021	8/31/2021	5	4	20	31.58	\$	631.60
Mattice	Cathleen	Lead Teacher	Lead Teacher	PCM Trainer Prep	7/1/2021	8/31/2021	10	8	80	53.6	\$	4,288.00
Newquist	Matthew	BCBA	Extra Duty		7/1/2021	8/27/2021	7	4	28	48.21	\$	1,349.88

Novy	Rachel	Lead Teacher	Lead Teacher	Intakes, due process supports for 21-22, ESY support, and planning for 21-22 = 80 Admin Meeting · Continuous Improvement Plan = 16 Support interviews for paras = 16	7/1/2021	8/27/2021	26	4.5	112	51.05	\$	5,717.60
Peanasky	Alissa	SPED Teacher	Extra Duty	PCM Trainer prep	7/1/2021	8/27/2021	7	4	28	32.25	\$	903.00
Peanasky	Alissa	Social Worker	Extra Duty	Social work supports for 21-22 (parent nights, etc.)	7/1/2021	8/31/2021	6	4	24	32.25	\$	774.00
Peters	Amanda	Lead Teacher	Lead Teacher	PowerSchools, CIP, planning, PD	7/1/2021	8/31/2021	40	5	200	46.02	\$	9,204.00
Radant	Hannah	Lead Teacher	Extra Duty	Summer Extra Duty	7/1/2021	8/27/2021	19	4	61	55.32	\$	3,374.52
Renken	Wendi	Lead Teacher	Extra Duty	Summer Extra Duty	7/1/2021	8/27/2021	21	4	84	53.6	\$	4,502.40

Rix	Melanie	Lead Teacher	Lead Teacher	Assist with ESY planning- 16hrs; Due Process related activities - 16hrs; Intake/IEP meetings - 8hrs; Planning and coordination for 21- 22school year - 24; New teacher related activities - 8hrs; Admin Mtg/Continuous Improv Plan -	8	7/1/2021	8/31/2021	20	4	80	54.28	\$	4,342.40
Schultz-Albe:	Irene	Occupational T	Extra Duty	Sensory Pathway/ Task Boxes Project		7/1/2021	8/31/2021	5	4	20	55.1	\$	1,102.00
Schulz	Samantha	Mental Health	Teacher	ESY for ECSE TEA students		7/1/2021	8/31/2021	4	4	16	35.02	\$	560.32
Schulz	Samantha	Mental Health	Training	ECSE Summer Meeting / Calendar and Training		7/1/2021	8/31/2021	1	3.5	3.5	35.02	\$	122.57
Taffe	Kayleen	Other	Prof. Dev.	Planning and Providing PD, CIP		7/1/2021	8/31/2021	20	5	100	59.59	\$	5,959.00
Taldone	Jessica	SPED Teacher	Teacher	ESY for ECSE TEA students		7/1/2021	8/31/2021	4	4	16		\$	-
Taldone	Jessica	SPED Teacher	Training	ECSE Summer Meeting / Calendar and Training		7/1/2021	8/31/2021	1	3.5	3.5		\$	-
Vrieze	Janel	SPED Teacher	Extra Duty	WBL Planning		7/1/2021	8/27/2021	7	5	35	60.26	\$	2,109.10
Zickrick	Michael	SPED Teacher	Extra Duty	WBL Planning		7/1/2021	8/27/2021	7	5	35	53.6	\$	1,876.00
Zickrick	Mike	SPED Teacher	Extra Duty	PCMTrainer Prep		7/1/2021	8/27/2021	7	4	28	53.6	\$	1,500.80
Frisque	Sherilyn	Vision-TVI	Teacher	ESY VI-ECC		7/5/2021	8/27/2021	14.5	6	87	59.59	\$	5,184.33

Hoelscher	Justin	Lead Teacher	Lead Teacher	Lead Support (intakes, due process supports for 21-22, mentor/mentees) = 40 Nurtured Heart PD & Set up as coach = 18 Admin Meeting Continuous Improvement Plan = 16 Support interviews for paras = 16	7/5/2021	8/27/2021	19	5	90	30.29	\$	2,726.10
Kaufman	Amy	Vision-TVI	Teacher	ESY VI ITIN JULY AUGUST HRS	7/5/2021	8/27/2021	15	2	30	59.59	\$	1,787.70
Kurten	Amber	PHD Teacher	Extra Duty	Self-Advocacy Curriculum aligned to Compensatory Skills Checklist	7/5/2021	5/31/2022	10	2	10	33.83	\$	338.30
Larson	Abigail	Vision-TVI	Teacher	ESY BVI ITIN HRS	7/5/2021	7/15/2021	4	1	4	32.69	\$	130.76
Nace	Jenna	PHD Teacher	Extra Duty	Self-Advocacy Curriculum aligned to Compensatory Skills Checklist	7/5/2021	8/31/2021	5	2	10	46.53	\$	465.30
Peters	Amanda	PHD Teacher	Extra Duty	Self-Advocacy Curriculum aligned to Compensatory Skills Checklist	7/5/2021	8/31/2021	5	2	10	46.02	\$	460.20
Thomas	Brook Eve	Other	Prof. Dev.	Planning and Providing PD, CIP	7/5/2021	8/31/2021	20	5	100	47.57	\$	4,757.00

Tuftee	Shanyn	Lead Teacher	Lead Teacher	Lead Support - CIP, Planning	7/5/2021	8/31/2021	16	5	80	59.59	\$	4,767.20
Wood	Fran	Vision-TVI	Teacher	ESY VI ITIN JULY AUGUST HRS	7/5/2021	7/15/2021	2	2	4	48.28	\$	193.12
Aalgaard	Maren	Program Assist:	PA	Resource	7/6/2021	7/29/2021	15	8	120	19.79	\$	2,374.80
Abel	Holly	DHH - Teacher	Teacher	LC DHH Resource Program	7/6/2021	7/29/2021	15	8	120	28.57	\$	3,428.40
Adolphson	Mary	Program Assist:	PA	ESY paraprofession al	7/6/2021	7/29/2021	15	4	60	20.52	\$	1,231.20
Anderson	Nicole	Program Assist:	PA	AEC ESY Program Assistant	7/6/2021	7/29/2021	15	8	120	19.79	\$	2,374.80
Baker	Breanna	Health Associa:	Extra Duty	CEC ESY Nurse	7/6/2021	7/8/2021	3	8	24	29.27	\$	702.48
Baker	Kristin	SPED Teacher	Teacher	CEC ESY Teacher	7/6/2021	7/29/2021	15	8	120	51.05	\$	6,126.00
Bauer	Beverly	Program Assist:	PA	Summer Session 2	7/6/2021	8/6/2021	24	7	168	25.55	\$	4,292.40
Behnke	Stephanie	Classroom Assi:	CA	ESY	7/6/2021	7/29/2021	15	8	120	20.95	\$	2,514.00
Berger	Amanda	Classroom Assi:	CA	PACES ESY	7/6/2021	7/29/2021	15	8	120	19.37	\$	2,324.40
Boehmer	Amanda	SPED Teacher	Teacher	Summer Session 2	7/6/2021	8/6/2021	24	8	192	36.42	\$	6,992.64
Bourdon	Carl	Program Assist:	PA	Summer Session 2	7/6/2021	8/6/2021	24	7.5	180	20.52	\$	3,693.60
Bray	Laura	DHH - Teacher	Extra Duty	Eval for learner moving from Part B to Part C	7/6/2021	7/30/2021	2	5	10	56.19	\$	561.90
Bruce	Janet	Classroom Assi:	CA	TESA ESY	7/6/2021	7/29/2021	15	8	120	23.64	\$	2,836.80
Burgio	Michael	SPED Teacher	Teacher	CEC ESY Teacher	7/6/2021	7/29/2021	15	8	120	53.9	\$	6,468.00
Calamese	Damian	Program Assist:	PA	ESY	7/6/2021	7/29/2021	15	8	120	20.52	\$	2,462.40
Calander-Rol	Marissa	Classroom Assi:	CA	LC DHH Resource Program	7/6/2021	7/29/2021	15	8	120	19.79	\$	2,374.80
Canedy	Lexi	Classroom Assi:	CA	AEC ESY Classroom Assistant	7/6/2021	7/29/2021	15	8	120	19.79	\$	2,374.80
Carnevale	Michael	SPED Teacher	PA	ESY Paraprofession al	7/6/2021	7/29/2021	15	8	120	20.52	\$	2,462.40
Cecchini	Lisa	Classroom Assi:	CA	TESA ESY	7/6/2021	7/29/2021	15	8	120	19.37	\$	2,324.40

Corseello	Anna	Classroom Assi:CA		LC Preschool DHH Resource Program	7/6/2021	7/29/2021	15	3	45	21.05	\$	947.25
Dame	Lauren	SPED Teacher	Teacher	CEC ESY Teacher	7/6/2021	7/29/2021	15	8	120	29.11	\$	3,493.20
Domally	Latricia	SPED Teacher	Teacher	ESY Teacher	7/6/2021	7/29/2021	15	4	60	29.09	\$	1,745.40
Dumer	Maria	Classroom Assi:CA		AEC ESY Classroom Assistant	7/6/2021	7/29/2021	7	8	56	18.95	\$	1,061.20
Eddy	Dillon	Program Assist:PA		ESY Paraprofession al	7/6/2021	7/29/2021	15	4	60	19.79	\$	1,187.40
Epps	Dawn	SPED Teacher	Teacher	Summer Session 2	7/6/2021	8/6/2021	24	8	192	48.62	\$	9,335.04
Faye	Bassirou	Program Assist:PA		ESY	7/6/2021	7/29/2021	15	8	120	20.52	\$	2,462.40
Flom	Alice	Program Assist:PA		ESY	7/6/2021	7/29/2021	15	8	120	23.22	\$	2,786.40
Fonseca	Andrea	Classroom Assi:CA		CEC ESY Classroom Assistant	7/6/2021	7/29/2021	15	8	120	19.79	\$	2,374.80
Frolik	Brock	Classroom Assi:CA		AEC ESY Classroom Assistant	7/6/2021	7/29/2021	15	8	120	18.95	\$	2,274.00
Garding	Amanda	SPED Teacher	Teacher	CEC ESY Teacher	7/6/2021	7/29/2021	15	8	120	27.62	\$	3,314.40
Garding	Thomas	SPED Teacher	Teacher	ESY	7/6/2021	7/29/2021	15	8	120	33.83	\$	4,059.60
Goeser	Kristin	DAPE Teacher	Teacher	District-wide DAPE ESY Teacher	7/6/2021	7/29/2021	15	8	120	35.02	\$	4,202.40
Groff	Cassie	Physical Therap	Training	ESY - Training for staff on transfers/equi pment for students	7/6/2021	7/8/2021	2	8	16	53.6	\$	857.60
Hanson	Cindy	SPED Teacher	Teacher	TESA ESY	7/6/2021	7/29/2021	15	8	120	59.59	\$	7,150.80
Heaney	Joseph	SPED Teacher	Teacher	CEC ESY Teacher	7/6/2021	7/29/2021	15	8	120	27.03	\$	3,243.60
Helm	Heidi	SPED Teacher	Teacher	Summer Session 2	7/6/2021	8/6/2021	24	8	192	53.6	\$	10,291.20
Hemminger	Jenae	Classroom Assi:CA		CEC ESY Classroom Assistant	7/6/2021	7/29/2021	15	8	120	18.95	\$	2,274.00
Henriott	Ryan	Program Assist:PA		CEC ESY Program Assistant	7/6/2021	7/29/2021	15	8	120	19.37	\$	2,324.40
Hild	Alison	Classroom Assi:CA		ESY	7/6/2021	7/29/2021	15	8	120	20.95	\$	2,514.00

Hoelscher	Justin	SPED Teacher	Teacher	ESY summer school	7/6/2021	7/29/2021	15	8	120	30.29	\$	3,634.80
Horace	James	Classroom Assi:	CA	AEC ESY Classroom Assistant	7/6/2021	7/29/2021	7	8	56	18.95	\$	1,061.20
Horrman	Ann	Classroom Assi:	CA	DASH ESY	7/6/2021	7/29/2021	15	4	60	19.79	\$	1,187.40
Huddle	Coralee	Classroom Assi:	CA	CEC ESY Classroom Assistant	7/6/2021	7/29/2021	15	4	60	19.79	\$	1,187.40
Hull	Lily	Classroom Assi:	CA	ESY	7/6/2021	7/29/2021	15	8	120	18.54	\$	2,224.80
Jacobs	Madalyn	Classroom Assi:	CA	ESY ONLY	7/6/2021	7/29/2021	15	8	120	18.54	\$	2,224.80
Jimenez	Jocelyn	SPED Teacher	Teacher	ESY Summer School	7/6/2021	7/29/2021	15	8	120	32.69	\$	3,922.80
Johnson	Brecken	Program Assist:	PA	CEC ESY Program Assistant	7/6/2021	7/29/2021	15	8	120	18.95	\$	2,274.00
Johnson	Jennifer	Program Assist:	PA	AEC ESY Program Assistant	7/6/2021	7/29/2021	15	8	120	19.37	\$	2,324.40
Jonasen	Jana	SPED Teacher	Teacher	CEC ESY Teacher	7/6/2021	7/29/2021	15	1.67	25.05	33.83	\$	847.44
Jozamar-Inou:	Roselaine	Program Assist:	PA	AEC ESY Program Assistant	7/6/2021	7/29/2021	15	8	120	19.79	\$	2,374.80
Kalejaiye	Ibrahim	Classroom Assi:	CA	CEC ESY Classroom Assistant	7/6/2021	7/29/2021	15	8	120	19.79	\$	2,374.80
Karnes	Emma	Program Assist:	PA	CEC ESY Program Assistant	7/6/2021	7/29/2021	15	8	120	19.79	\$	2,374.80
Kendall	Emily	Classroom Assi:	CA	DASH ESY	7/6/2021	7/29/2021	15	8	120	19.37	\$	2,324.40
Kenow	Joshua	Classroom Assi:	CA	AEC ESY Classroom Assistant	7/6/2021	7/29/2021	7	8	56	18.95	\$	1,061.20
Kinneman	Melissa	Classroom Assi:	CA	AEC ESY Classroom Assistant	7/6/2021	7/29/2021	15	8	120	20.95	\$	2,514.00
Kipatrick	Bevin	Classroom Assi:	CA	TESA ESY	7/6/2021	7/29/2021	15	4	60	19.79	\$	1,187.40
Klaustermeie:	Kate	Classroom Assi:	CA	PACES ESY	7/6/2021	7/29/2021	15	8	120	18.54	\$	2,224.80
Klimek	Lorilea	Program Assist:	PA	CEC ESY Program Assistant	7/6/2021	7/29/2021	15	8	120	29.76	\$	3,571.20
Kndel	Alysha	Classroom Assi:	CA	CEC ESY Classroom Assistant	7/6/2021	7/29/2021	15	8	120	19.37	\$	2,324.40

Kneer	Adam	Classroom Assi:CA	AEC ESY Classroom Assistant	7/6/2021	7/29/2021	15	8	120	19.79	\$	2,374.80
Knight	Robin	Classroom Assi:CA	ESY	7/6/2021	7/29/2021	15	8	120	21.38	\$	2,565.60
Knips	Rylee	SPED Teacher Teacher	AEC ESY Teacher	7/6/2021	7/8/2021	3	8	24	29.27	\$	702.48
Koprowicz-Scl	Johanna	Classroom Assi:CA	PACES ESY	7/6/2021	7/29/2021	15	8	120	18.95	\$	2,274.00
Kraft	Joan	Nurse Nurse	ESY Nursing duties @ AEC	7/6/2021	7/29/2021	15	8	120	32.51	\$	3,901.20
Kruse	Sarah	Classroom Assi:CA	CEC ESY Classroom Assistant	7/6/2021	7/29/2021	15	8	120	19.37	\$	2,324.40
Kuntz	Meghan	Classroom Assi:CA	LC DHH Resource Program	7/6/2021	7/29/2021	15	8	120	19.79	\$	2,374.80
Lamphere	Anna	Mental Health Teacher	ESY Mental Health Professional	7/6/2021	7/29/2021	15	8	120	53.6	\$	6,432.00
Larsen	Betsy	SPED Teacher Teacher	Homebound ESY - Finley	7/6/2021	7/29/2021	5	1	5	54.28	\$	271.40
Larsen	Samantha	Classroom Assi:CA	CEC ESY Classroom Assistant	7/6/2021	7/29/2021	15	8	120	19.79	\$	2,374.80
Larsen	Betsy	SPED Teacher Teacher	PACES ESY	7/6/2021	7/29/2021	15	8	120	54.28	\$	6,513.60
Larsen	Betsy	SPED Teacher Teacher	Homebound ESY - Simones	7/6/2021	7/29/2021	5	1	5	54.28	\$	271.40
Lavell	Tiffani	Classroom Assi:CA	CEC ESY Classroom Assistant	7/6/2021	7/29/2021	15	8	120	19.37	\$	2,324.40
Lawrence	Mary	Classroom Assi:CA	TESA ESY	7/6/2021	7/29/2021	15	4	60	19.79	\$	1,187.40
Lundin	Karin	Classroom Assi:CA	TESA ESY	7/6/2021	7/29/2021	15	8	120	19.37	\$	2,324.40
Mai	Sophia	Classroom Assi:CA	CEC ESY Classroom Assistant	7/6/2021	7/29/2021	15	8	120	18.95	\$	2,274.00
Malone	Keith	Classroom Assi:CA	CEC ESY Classroom Assistant	7/6/2021	7/29/2021	15	8	120	20.52	\$	2,462.40
Manninen	Melanie	SPED Teacher Teacher	CEC ESY Teacher	7/6/2021	7/29/2021	11	8	88	51.05	\$	4,492.40
Martinson	Kianna	SPED Teacher Teacher	CEC ESY Teacher	7/6/2021	7/29/2021	15	8	120	30.19	\$	3,622.80
Mayes	Emma	SPED Teacher Teacher	DASH ESY	7/6/2021	7/29/2021	15	4	60	29.9	\$	1,794.00
Meyer	Jennifer	Classroom Assi:CA	CEC ESY Classroom Assistant	7/6/2021	7/29/2021	15	8	120	19.79	\$	2,374.80

Miller	Elizabeth	Program Assistant	PA	CEC ESY Program Assistant	7/6/2021	7/29/2021	13	8	104	19.79	\$	2,058.16
Mitchell	Tammy	Classroom Assistant	CA	CEC ESY Classroom Assistant	7/6/2021	7/29/2021	15	8	120	19.79	\$	2,374.80
Moulton	Emily	SPED Teacher	Teacher	TESA ESY	7/6/2021	7/29/2021	15	4	60	34.83	\$	2,089.80
Nero	Shelby	DHH - Teacher	Teacher	IGH Middle School DHH Resource Prog - DL	7/6/2021	7/29/2021	15	3	45	35.08	\$	1,578.60
Novy	Rachel	SPED Teacher	Teacher	AEC ESY Teacher	7/6/2021	7/12/2021	3	8	24	51.05	\$	1,225.20
Nygaard	Taryn	Classroom Assistant	CA	PACES ESY	7/6/2021	7/29/2021	15	8	120	18.95	\$	2,274.00
O'Neil	Diana	SPED Teacher	Teacher	DASH & TESA ESY	7/6/2021	7/29/2021	15	8	120	53.6	\$	6,432.00
Ophus	Samantha	Program Assistant	PA	ESY	7/6/2021	7/29/2021	15	8	120	20.52	\$	2,462.40
Pangerl	Jenny	Classroom Assistant	CA	AEC ESY Classroom Assistant	7/6/2021	7/29/2021	15	8	120	20.95	\$	2,514.00
Peanasky	Alissa	Program Assistant	PA	CEC ESY Program Assistant	7/6/2021	7/29/2021	15	8	120	24.55	\$	2,946.00
Pemble	Holly	SPED Teacher	Teacher	PACES ESY	7/6/2021	7/29/2021	15	8	120	59.59	\$	7,150.80
Petersen	Megan	Classroom Assistant	CA	AEC ESY Classroom Assistant	7/6/2021	7/29/2021	15	8	120	19.79	\$	2,374.80
Platz	Ashley	Program Assistant	PA	CEC ESY Program Assistant	7/6/2021	7/29/2021	8	4	32	19.79	\$	633.28
Porter	Michelle	Classroom Assistant	CA	AEC ESY Classroom Assistant	7/6/2021	7/29/2021	15	8	120	19.79	\$	2,374.80
Priebe	Cally	Health Associate	Extra Duty	Health Associate DASH ESY	7/6/2021	7/29/2021	15	8	120	29.42	\$	3,530.40
Rank	Christina	Classroom Assistant	CA	CEC ESY Classroom Assistant	7/6/2021	7/29/2021	15	8	120	19.37	\$	2,324.40
Rao	Anjali	Program Assistant	PA	AEC ESY Program Assistant	7/6/2021	7/29/2021	15	8	120	20.95	\$	2,514.00
Rasmussen	Shannon	DHH - Teacher	Teacher	LC Preschool DHH Resource	7/6/2021	7/29/2021	15	3	45	55.63	\$	2,503.35

Rasmussen	Shannon	DHH - Teacher	Extra Duty	Write eval for learner going from Part B to C	7/6/2021	7/30/2021	1	4	4	55.63	\$	222.52
Rensch	Amy	Classroom Assi:	CA	ESY - week 1	7/6/2021	7/8/2021	6	8	48	20.95	\$	1,005.60
Resch	Miriam	SLI - Interpreter	Extra Duty	Interp for stu at Pond Early Learning Center-Blmgtn	7/6/2021	7/30/2021	19	2.5	47.5	21.05	\$	999.88
Reuder	Kathryn	Classroom Assi:	CA	ESY	7/6/2021	7/29/2021	15	8	120	19.79	\$	2,374.80
Richard	Emma	Program Assist:	PA	ESY	7/6/2021	7/29/2021	15	8	120	20.52	\$	2,462.40
Richter	Jessica	Classroom Assi:	CA	ESY	7/6/2021	7/29/2021	15	8	120	24.55	\$	2,946.00
Robinson	Jane	SPED Teacher	Teacher	PACES ESY	7/6/2021	7/29/2021	15	60	120	33.91	\$	4,069.20
Ross	Alyssa	SPED Teacher	Teacher	ESY summer school	7/6/2021	7/29/2021	15	8	120	45.76	\$	5,491.20
Salazar	Araceli	Program Assist:	PA	ESY	7/6/2021	7/29/2021	15	8	120	19.79	\$	2,374.80
Savage	Dawn	SLI - Interpreter	Extra Duty	Interp D/HH interviews and staff meetings	7/6/2021	8/31/2021	6	5	30	31.24	\$	937.20
Schlegel	Chelsea	Program Assist:	PA	AEC ESY Program Assistant	7/6/2021	7/29/2021	15	4	60	18.95	\$	1,137.00
Schmitz	Amber	Classroom Assi:	CA	CEC ESY Classroom Assistant	7/6/2021	7/29/2021	11	8	88	24.55	\$	2,160.40
Settell	Mariah	Program Assist:	PA	ESY Paraprofession al	7/6/2021	7/29/2021	15	4	60	19.79	\$	1,187.40
Sittarich	Jenna	Classroom Assi:	CA	DASH ESY	7/6/2021	7/29/2021	15	8	120	23.76	\$	2,851.20
Smith	Shay	Classroom Assi:	CA	ESY Paraprofession al	7/6/2021	7/29/2021	15	4	60	23.22	\$	1,393.20
Sorensen	Karisa	Program Assist:	PA	Summer Session 2	7/6/2021	8/6/2021	24	6.75	162	19.37	\$	3,137.94
Staples	Ann	Classroom Assi:	CA	PACES ESY	7/6/2021	7/29/2021	15	8	120	30.55	\$	3,666.00
Steller	Nate	SPED Teacher	Teacher	ESY	7/6/2021	7/29/2021	15	8	120	33.83	\$	4,059.60
Stiff	Rachel	Classroom Assi:	CA	ESY	7/6/2021	7/29/2021	15	8	120	19.79	\$	2,374.80
Stoeklen	Matthew	Program Assist:	PA	AEC ESY Program Assistant	7/6/2021	7/22/2021	9	8	72	19.79	\$	1,424.88
Stoos	Judy	Classroom Assi:	CA	TESA ESY	7/6/2021	7/29/2021	15	8	120	20.95	\$	2,514.00
Streed	Megan	SPED Teacher	Teacher	DASH ESY	7/6/2021	7/29/2021	15	4	60	34.47	\$	2,068.20

Locke	Margaret	Classroom Assi:CA		CEC ESY Substitute Classroom Assistant	7/7/2021	7/29/2021	10	8	80	24.55	\$	1,964.00
McGibbon	Sharri	SPED Teacher	Teacher	AEC ESY Teacher	7/7/2021	7/15/2021	5	8	40	29.11	\$	1,164.40
Randol	Jessica	SPED Teacher	Teacher	Esy teacher @ Cedar SUN	7/7/2021	7/29/2021	10	3.4	34	36.42	\$	1,238.28
Traynor	Anita	Health Associa	Nurse	HA for ESY	7/7/2021	7/13/2021	8	7.25	45.5	30.24	\$	1,375.92
Waldhauser	Sarah	SPED Teacher	Teacher	CEC ESY Substitute Teacher	7/7/2021	7/29/2021	5	8	40	27.18	\$	1,087.20
Henry	Kathleen	Mental Health	Teacher	Covering as MHP for one day of ESY	7/8/2021	7/8/2021	1	8	8	40.75	\$	326.00
Brittain	Donna	Occupational T	Extra Duty	Interviewing CEC OT Candidates	7/9/2021	8/30/2021	4	1	4	56.31	\$	225.24
Bowen	Ryo 'Zayn'	Classroom Assi:CA		Itinerant CA at Christa McAuliffe Elem Summer Prog	7/12/2021	7/30/2021	15	3.75	56.25	19.79	\$	1,113.19
Savage	Dawn	Classroom Assi:Extra Duty		Itinerant CA for Hastings HS LEAP	7/12/2021	7/30/2021	15	3.25	48.75	24.05	\$	1,172.44
Tendrich	Sonia	DHH - Teacher	Teacher	ESY DHH ITIN JULY AUGUST HRS	7/12/2021	7/30/2021	12	0.75	9	47.26	\$	425.34
Vollmuth	Laura	Classroom Assi:CA		ESY Sub	7/12/2021	7/20/2021	4	4	16	21.38	\$	342.08
Sprouls	William	SPED Teacher	Moves	Moving classroom from MVE to ARE	7/13/2021	7/14/2021	2	4	8	20	\$	160.00
Spurgin	Lynette	Classroom Assi:CA		ESY Sub	7/14/2021	7/28/2021	5	8	25	24.13	\$	603.25
Kerkhoff	Jennifer	SPED Teacher	Teacher	AEC ESY Teacher	7/19/2021	7/29/2021	7	8	56	29.9	\$	1,674.40
Opseth	Rachael	Other	Prof. Dev.	meeting	7/20/2021	7/20/2021	1	3	3	33.83	\$	101.49
Chamblin	Jessica	Vision-TVI	Extra Duty	IEP Meeting - ISD 194 Student V.S.	7/22/2021	8/20/2021	2	2	4	32.69	\$	130.76
Kaufman	Amy	Vision-TVI	Extra Duty	IEP Meeting - ISD 194 Student V.S.	7/22/2021	8/20/2021	2	2	4	59.59	\$	238.36
Klaustermeie:	Jennifer	SPED Teacher	Teacher	ESY Teacher Sub	7/22/2021	7/22/2021	1	8	8	60.79	\$	486.32

Knips	Rylee	SPED Teacher	Teacher	AEC ESY TEACHER	7/22/2021	7/29/2021	4.5	8	36	29.27	\$	1,053.72
Pfisterer	Emily	Audiologist	Extra Duty	IEP Meeting - ISD 914 Student V.S.	7/22/2021	8/20/2021	2	2	4	53.6	\$	214.40
Rosenberg	Shannon	DHH - Teacher	Extra Duty	ISD 194 Student VS	7/22/2021	8/20/2021	2	2	4	31.58	\$	126.32
Stoesz	Heather	SLP - Speech L	Extra Duty	IEP Meeting - ISD 194 Student V.S.	7/22/2021	8/20/2021	2	2	4	55.63	\$	222.52
Webb	Heather	SPED Teacher	Teacher	ESY Teacher Sub @ PACES	7/22/2021	7/22/2021	1	4	4	33.83	\$	135.32
Wilson	Lori	SPED Teacher	Moves	Helping move classrooms	7/24/2021	7/24/2021	1	2	2	20	\$	40.00
Monson	Jodi	SLI - Interpreter	Extra Duty	Interp Marching Band for Dist 197 student	7/26/2021	8/31/2021	20	3	60	25.72	\$	1,543.20
Eaton	Carmen	Other	Prof. Dev.	meeting	7/28/2021	7/28/2021	1	3	3	53.6	\$	160.80
Busch	Anna	Other	Extra Duty	Brochure for Nicole	7/30/2021	8/3/2021	2	2.5	5	34.47	\$	172.35
Anderson	Lindsey	SPED Teacher	Training	CEC New Teacher Training	8/1/2021	8/31/2021	4	4	16	27.03	\$	432.48
Buttedal	Alex	SPED Teacher	Extra Duty	PBIS Action Plan	8/1/2021	8/31/2021	1	2	2	32.69	\$	65.38
Ciodaru	Jayne	Psychologist	Training	Behavior Tools Training Prep	8/1/2021	8/25/2021	1	7	7	37.61	\$	263.27
Eddy	Dillon	SPED Teacher	Moves	Moving into new classroom	8/1/2021	8/23/2021	1	4	4	20	\$	80.00
Garlough	Elizabeth	Occupational T	Extra Duty	PBIS Action Plan	8/1/2021	8/31/2021	1	2	2	40.97	\$	81.94
Hereford	Jessica	SPED Teacher	Teacher	CEC New Teacher Training	8/1/2021	8/31/2021	4	4	16	19.37	\$	309.92
Inman	Courtney	Psychologist	Extra Duty	PBIS Action Plan	8/1/2021	8/31/2021	1	2	2	32.05	\$	64.10
Jeffries	Diane	District Busine	Extra Duty	Assisting HR with data entry.	8/1/2021	10/31/2021	13	6	78	33.24	\$	2,592.72
Novy	Rachel	Lead Teacher	Extra Duty	BTT training prep	8/1/2021	8/25/2021	1	7	7	51.05	\$	357.35
Peterson	Justin	Custodian	Extra Duty	Custodian/Mail Delivery	8/1/2021	8/31/2021	7	5	35	17.06	\$	597.10

Settell	Mariah	Program Assistant	Extra Duty	PBIS Action Plan	8/1/2021	8/31/2021	1	2	2	19.79	\$	39.58
Tarmann	Phillip	Mental Health	Extra Duty	PBIS Action Plan	8/1/2021	8/31/2021	1	2	2	47.82	\$	95.64
Vrieze	Janel	SPED Teacher	Extra Duty	BT Trainer prep	8/1/2021	8/25/2021	1	4	4	60.26	\$	241.04
Armstrong	Laura	Social Worker	Extra Duty	Dept planning/team building	8/2/2021	8/13/2021	1	4	4	51.05	\$	204.20
Buttedal	Alex	SPED Teacher	Training	PBIS Booster Training	8/2/2021	8/2/2021	1	4	4	32.69	\$	130.76
Mayes	Emma	SPED Teacher	Moves	Moving items back to classroom after remodel	8/2/2021	8/2/2021	1	4	4	20	\$	80.00
Priebe	Cally	Health Association	Moves	Moving items back to classroom after remodel	8/2/2021	8/2/2021	1	4	4	20	\$	80.00
Radant	Hannah	Lead Teacher	Extra Duty	Continuous Improvement Process	8/2/2021	8/3/2021	2	8	16	55.32	\$	885.12
Renken	Wendi	Lead Teacher	Extra Duty	Continuous Improvement Process	8/2/2021	8/3/2021	2	8	16	53.6	\$	857.60
Riesgraf	Amy	Mental Health	Training	PBIS Booster Training	8/2/2021	8/2/2021	1	4	4	41.42	\$	165.68
Waters	Brian	SPED Teacher	Training	PCM Prep	8/2/2021	8/24/2021	4	7	28	32.69	\$	915.32
Wilson	Lori	SPED Teacher	Training	PBIS Booster Training	8/2/2021	8/2/2021	1	4	4	35.4	\$	141.60
Enfiejian	Valerie	Psychologist	Extra Duty	Woodcock Johnson prep	8/3/2021	8/27/2021	1	4	4	59.59	\$	238.36
Locke	Maggie	Social Worker	Extra Duty	Dept. building/team building	8/3/2021	8/13/2021	1	4	4	31.41	\$	125.64
Montgomery	Carrissa	Social Worker	Extra Duty	Dept. planning/team building	8/3/2021	8/13/2021	1	4	4	30.35	\$	121.40
Nwokeuku	Pattijo	Social Worker	Extra Duty	Dept. planning/team building	8/3/2021	8/13/2021	1	4	4	53.6	\$	214.40
Peanasky	Alissa	Social Worker	Extra Duty	Dept. planning/team building	8/3/2021	8/13/2021	1	4	4	32.25	\$	129.00
Reuder	Kathryn	Program Assistant	Moves	Helping move classrooms	8/3/2021	8/3/2021	1	2	2	20	\$	40.00

Richter	Jessica	Social Worker	Extra Duty	Dept. planning/team building	8/3/2021	8/23/2021	1	4	4	32.69	\$	130.76
Short	Nichole	Psychologist	Extra Duty	Woodcock Johnson prep	8/3/2021	8/27/2021	1	4	4	47.36	\$	189.44
Tennessee	Laura	Psychologist	Extra Duty	Woodcock Johnson prep	8/3/2021	8/27/2021	1	4	4	59.59	\$	238.36
Thames	Deric	SPED Teacher	Extra Duty	IEP Meeting	8/4/2021	8/10/2021	1	1	1	38.78	\$	38.78
Gabbert	Kirstie	SPED Teacher	Teacher	Nurtured Heart PD	8/5/2021	8/26/2021	2	6.5	13	32.69	\$	424.97
McGibbon	Sharri	SPED Teacher	Teacher	Nurtured Heart PD	8/5/2021	8/26/2021	2	6.5	13	29.11	\$	378.43
Retzlaff	Billie	BCBA	Training	Nurtured Heart PD	8/5/2021	8/26/2021	2	6.5	13	45.38	\$	589.94
Ross	Alyssa	SPED Teacher	Training	Nurtured Heart PD	8/5/2021	8/26/2021	2	6.5	13	45.76	\$	594.88
Chamblin	Jessica	Vision-TVI	Teacher	ESY VI ITIN JULY AUGUST HRS	8/9/2021	8/27/2021	4	2	8	32.69	\$	261.52
Collins	Kathleen	SPED Teacher	Teacher	PD Nurtured Heart	8/9/2021	8/27/2021	2	6.5	13	35.02	\$	455.26
Jimenez	Jocelyn	SPED Teacher	Teacher	PD Nurtured Heart	8/9/2021	8/25/2021	2	6.5	13	32.69	\$	424.97
Schlegel	Chelsea	Program Assistant	Training	PD Nurtured Heart	8/9/2021	8/23/2021	3.5	7	24.5	18.95	\$	464.28
Hoelscher	Justin	Lead Teacher	Extra Duty	PCM prep	8/10/2021	10/30/2021	1	7	7	30.29	\$	212.03
Lamphere	Anna	Mental Health	Extra Duty	IEP Meeting	8/10/2021	8/10/2021	1	1	1	53.6	\$	53.60
Lamphere	Anna	Mental Health	Training	Play Therapy Training=8/IEP Meeting for ARM=1	8/10/2021	8/29/2021	2	8	9	53.6	\$	482.40
Petersen	Jennifer	Mental Health	Extra Duty	PCM trainer	8/10/2021	8/12/2021	3	7	21	56.19	\$	1,179.99
Hankes	Kelly	BCBA	Extra Duty	PBSP Mtg. from Conciliation Conference	8/11/2021	8/11/2021	1	1.5	1.5	40.35	\$	60.53
Retzlaff	Billie	BCBA	Extra Duty	PBSP Meeting from Conciliation Conference	8/11/2021	8/11/2021	1	1.5	1.5	45.38	\$	68.07
Richter	Jessica	Social Worker	Extra Duty	Mandated Reporter Project	8/11/2021	8/30/2021	1	5	5	32.68	\$	163.40

Thill	Mandi	SPED Teacher	Extra Duty	PBSP Meeting from Conciliation Conference	8/11/2021	8/11/2021	1	1.5	1.5	27.03	\$	40.55
Thams	Deric	SPED Teacher	Extra Duty	IEP Meeting for ARM	8/13/2021	8/13/2021	1	1	1	38.78	\$	38.78
OPSETH	RACHAEL	Other	Teacher	ENROLLMENT MEETINGS FOR DCALS NORTH	8/16/2021	8/17/2021	2	3	6	33.83	\$	202.98
Abel	Holly	DHH - Teacher	Moves	Moving from one space to another w/in bldng	8/17/2021	8/27/2021	1	4	4	20	\$	80.00
Stoesz	Heather	SLP - Speech L	Moves	Moving from one space to another w/in bldng	8/17/2021	8/27/2021	1	4	4	20	\$	80.00
Christiansen John		District Busine	Training	Training on Interest Based Bargaining with teachers	8/23/2021	11/1/2021	9	3	27	115	\$	3,105.00
Flom	Alice	Program Assista	PA	Moving supplies from CEC to Cedar	8/23/2021	8/27/2021	1	2	2	20	\$	40.00
Frolik	Brock	Classroom Assi	Training	Nurtured Heart PD	8/23/2021	8/23/2021	1	7	7	18.95	\$	132.65
Hart	Amy	Program Assista	Training	Nurtured Heart PD	8/23/2021	8/23/2021	1	7	7	20.52	\$	143.64
Henry	Cathy	Mental Health	Training	Nurtured Heart Training	8/23/2021	8/23/2021	1	3	3	53.03	\$	159.09
Hild	Alison	Classroom Assi	Extra Duty	Moving supplies from CEC to Cedar	8/23/2021	8/27/2021	1	2	2	20	\$	40.00
Malloy	Katie	Classroom Assi	Training	Nurtured Heart PD	8/23/2021	8/23/2021	1	7	7	20.52	\$	143.64
Minick	Amber	Program Assista	Training	Nurtured Heart PD	8/23/2021	8/23/2021	1	7	7	20.95	\$	146.65
Nelson	Cherie	Program Assista	Training	Nurtured Heart PD	8/23/2021	8/23/2021	1	7	7	27.55	\$	192.85
Newquist	Matt	BCBA	Training	Nurtured Heart PD	8/23/2021	8/23/2021	1	7	7	48.21	\$	337.47
Traynor	Anita	Health Associa	Extra Duty	Training new nursing staff on IC	8/23/2021	8/23/2021	1	4	4	30.95	\$	123.80

Vang	Ibnplongsab	Classroom Assi:Training	PD Nurtured Heart	8/23/2021	8/23/2021	1	7	18.27	18.95	\$	346.22
Waller	Emily	Classroom Assi:Training	Nurtured Heart PD	8/23/2021	8/23/2021	1	7	7	18.95	\$	132.65
Wilkerson	Becky	Classroom Assi:Training	Nurtured Heart Training	8/23/2021	8/23/2021	1	3	3	20.52	\$	61.56
Brittain	Donn	Occupational Tl	Extra Duty New Teachers	8/24/2021	8/24/2021	1	0.5	0.5	56.31	\$	28.16
David	Christine	Mental Health !Training	Nurtured Heart Training	8/26/2021	8/26/2021	1	3	3	36.22	\$	108.66
Drobney	Ashley	Student Assist:SA	Student Assistant for Tyson Valek	8/26/2021	10/1/2021	25	7.5	187.5	18.95	\$	3,553.13
Eddy	Dillon	Program Assist:PA	Nurtured Heart Training	8/26/2021	8/26/2021	1	3	3	19.79	\$	59.37
Jozamar-Inou	Roselaine	Program Assist:PA	PD Nurtured Heart	8/26/2021	8/26/2021	1	7	7	19.79	\$	138.53
Rogers	Susan	Student Assist:SA	Student Assistant for Ben Wallevand	8/26/2021	10/8/2021	30	7.25	217.5	18.54	\$	4,032.45
Settell	Mariah	Program Assist:Training	Nurtured Heart Training	8/26/2021	8/26/2021	1	3	3	19.79	\$	59.37
Swanson	Brittany	SPED Teacher	Training Nurtured Heart Training	8/26/2021	8/26/2021	1	3	3	31.58	\$	94.74
Biegler	Pam	Other	Teacher DCALS/ONLINE PROGRAM	8/30/2021	6/10/2022	41	4	164	48.72	\$	7,990.08
Dodge	Michelle	SLI - Interpreter	Extra Duty Interp staff meetings/interviews/in-services	8/30/2021	6/10/2022	6	2	12	31.24	\$	374.88
Larsen	Betsy	SPED Teacher	Teacher Homebound for Joseph Finley	8/30/2021	6/10/2022	38	1.75	66.5	54.28	\$	3,609.62
Larsen	Betsy	SPED Teacher	Teacher DASH Classroom Coverage & Planning	8/30/2021	6/10/2022	200	2	400	54.28	\$	21,712.00
Larsen	Betsy	SPED Teacher	Teacher Homebound for Aidan Simones	8/30/2021	6/10/2022	38	1.75	66.5	54.28	\$	3,609.62

Toay	Gretchen	SLI - Interpreter	Extra Duty	Interp staff meetings/interviews/services	8/30/2021	6/10/2022	75	2	150	30.24	\$	4,536.00
Adelmann	Angela	Program Assistant	Training	Conscious Discipline Training	8/31/2021	8/31/2021	1	6	6	21.38	\$	128.28
Bisping	Alexandra	Classroom Assistant	Training	Conscious Discipline Training	8/31/2021	8/31/2021	1	6	6	19.79	\$	118.74
Erickson	Jodi	Program Assistant	Training	Conscious Discipline Training	8/31/2021	8/31/2021	1	6	6	19.79	\$	118.74
Johnson	Tandra	Classroom Assistant	Training	Conscious Discipline Training	8/31/2021	8/31/2021	1	6	6	18.95	\$	113.70
Waltman	Reesa	Program Assistant	Training	Conscious Discipline Training	8/31/2021	8/31/2021	1	6	6	20.52	\$	123.12
Monson	Jodi	SLI - Interpreter	Extra Duty	Interp extracurricular activities for D/HH students	9/1/2021	6/10/2022	20	2	40	25.72	\$	1,028.80
Peterson	Justin	Custodian	Extra Duty	Delivery/Custodian duties for regular school year	9/1/2021	6/30/2022	129	4	516	17.06	\$	8,802.96
Stanley	Patty	SLI - Interpreter	Extra Duty	Interp before/aft school for Dist 270 students-CH	9/1/2021	6/10/2022	5	1	5	28.14	\$	140.70
Tennessen	Laura	Psychologist	Extra Duty	Woodcock Johnson training	9/1/2021	9/1/2021	1	3.5	3.5	59.59	\$	208.57
Beinbrech	Alicia	SLI - Interpreter	Extra Duty	Interp before/after school activities-Dist 192 students	9/2/2021	6/21/2022	50	2	100	25	\$	2,500.00
Fancher-Whitaker	Meredith	Student Assistant	SA	SA for AJ Beal	9/2/2021	10/26/2021	171	7.25	1239.75	20.52	\$	25,439.67
Horrmann	Ann	Student Assistant	SA	SA for Kollette Kinsley	9/2/2021	12/31/2021	49	7	343	19.79	\$	6,787.97

Koprowicz-Scl	Johanna	Student Assistant	SA	SA for Carson Winters	9/2/2021	12/31/2021	61	7.25	442.25	18.95	\$	8,380.64
Lawrence	Mary	Student Assistant	SA	SA for Brian Patterson	9/2/2021	12/31/2021	63	6.75	425.25	19.79	\$	8,415.70
Moon	Heather	Student Assistant	SA	Stu Asst for Dist 271 Stu-A Miller	9/2/2021	12/10/2021	63	7.5	472.5	18.95	\$	8,953.88
Sixl	Susanne	Health Associate	SA	Health Associate for Andrew Welter	9/2/2021	6/9/2022	176	6.75	1188	30.18	\$	35,853.84
Waletski	Gregory	SLI - Interpreter	Extra Duty	Interp before/aft sch activities for Dist 197 stu E Chavez Romero	9/2/2021	6/10/2022	65	1	65	25.15	\$	1,634.75
Bauer	Beverly	Program Assistant	Training	Control Tactics Training	9/3/2021	9/3/2021	1	8	8	25.55	\$	204.40
Bourdon	Carl	Program Assistant	Training	Control Tactics Training	9/3/2021	9/3/2021	1	1	8	20.52	\$	164.16
Sorensen	Karisa	Program Assistant	Training	Control Tactics Training	9/3/2021	9/3/2021	1	8	8	19.37	\$	154.96
Baker	Breanna	Nurse	Extra Duty	Contact tracing for COVID	9/7/2021	6/10/2022	80	1	80	29.27	\$	2,341.60
Bruns	Matthew	SPED Teacher	Teacher	Covering for DCALS South Teacher	9/7/2021	6/10/2022	186	1	186	37.88	\$	7,045.68
Carnevale	Michael	Classroom Assistant	Training	Nurtured Heart Meetings	9/7/2021	6/9/2022	19	0.75	14.25	20.52	\$	292.41
Davis	Martha	Program Assistant	PA	Breakfast and lunch prep	9/7/2021	6/9/2022	174	0.85	147	21.56	\$	3,169.32
Donkers	Danielle	Program Assistant	Training	Nurtured Heart Meetings	9/7/2021	6/9/2022	19	0.75	14.25	19.37	\$	276.02
Ho	Melissa	Nurse	Nurse	Coverage for LSN that hasn't been hired yet	9/7/2021	6/9/2022	80	1	80	35.08	\$	2,806.40

Ho	Melissa	Nurse	Extra Duty	Contact Tracing for COVID-19	9/7/2021	6/10/2022	80	1	80	35.08	\$	2,806.40
Lazaretti	Kearston	Program Assistant	Training	Nurtured Heart Training	9/7/2021	6/9/2022	19	0.5	9.5	19.79	\$	188.01
Martin	Kim	SPED Teacher	Extra Duty	Nurtured Heart Program Support	9/7/2021	6/9/2021	197	1	158	51.05	\$	8,065.90
Reuder	Kathryn	Program Assistant	Training	Nurtured Heart Meetings	9/7/2021	6/9/2022	19	0.75	14.25	19.79	\$	282.01
Rice	Michael	Classroom Assistant	Training	Nurtured Heart Meetings	9/7/2021	6/25/2022	19	0.5	9.5	18.54	\$	176.13
Settell	Mariah	Program Assistant	Training	Nurtured Heart Meetings	9/7/2021	6/9/2022	19	0.75	14.25	19.79	\$	282.01
Sheppard	Tina	Program Assistant	Extra Duty	Classroom prep for D/HH preschool program	9/7/2021	9/9/2021	3	6	18	24.63	\$	443.34
Wilkerson	Becky	Classroom Assistant	Training	Nurtured Heart Meetings	9/7/2021	6/9/2022	19	0.5	19.5	20.52	\$	400.14
Kraft	Joan	Nurse	Extra Duty	Contact Tracing for COVID	9/8/2021	6/10/2022	80	1	80	32.51	\$	2,600.80
Zehnder	Scott	Custodian	Extra Duty	Check mysterious smell in Middle School rooms	9/10/2021	9/10/2021	1	2	2	31.3	\$	62.60
Savage	Dawn	SLI - Interpreter	Extra Duty	Late bus duty	9/13/2021	9/13/2021	1	0.5	0.5	31.24	\$	15.62
Stanley	Patty	SLI - Interpreter	Extra Duty	Late bus duty	9/13/2021	9/13/2021	1	0.25	0.25	28.14	\$	7.04
Boehmer	Amanda	SPED Teacher	Extra Duty	BTT prep	9/18/2021	9/18/2021	1	7	7	36.42	\$	254.94
Deavan	Grace	Program Assistant	Training	NH Training	9/20/2021	6/9/2022	19	0.75	14.25	18.54	\$	264.20
Gulbransen	Theresa	Psychologist	Teacher	Long-Term School Psychologist Substitute	9/20/2021	6/10/2022	136	3	408	51.72	\$	21,101.76
Hayhurst	Cassidy	Classroom Assistant	Training	NH Training	9/20/2021	9/20/2021	19	0.75	14.25	18.54	\$	264.20
Menge	Robert	Program Assistant	Training	NH training	9/20/2021	9/20/2021	19	0.75	14.25	18.95	\$	270.04
Rice	Michael	Classroom Assistant	Training	Nurtured Heart Training	9/20/2021	6/9/2022	19	0.75	14.25	18.54	\$	264.20

Witt	Brytani	Classroom Assis:Training		NH Meeting	9/20/2021	9/20/2021	19	0.75	14.25	18.95	\$	270.04
Kaufman	Amy	Vision-TVI	Teacher	IEP Meeting	9/21/2021	9/21/2021	1	1	1	61.12	\$	61.12
Erie	Joni	Program Assista:Extra Duty		Subbed at CHE	9/22/2021	9/24/2021	3	0.5	1.5	29.73	\$	44.60
Bjerke	Paige	Classroom Assis:Extra Duty		Child Care for	9/27/2021	6/9/2022	9	2	18	19.79	\$	356.22
Henry	Kathleen	Mental Health :Extra Duty		Parent Group	9/27/2021	6/9/2022	9	2	18	40.75	\$	733.50
Johnson	Roxann	DHH - Teacher	Teacher	Covering Emily	9/27/2021	11/5/2021	28	8	224	53.6	\$	12,006.40
Lamphere	Anna	Mental Health :Extra Duty		Clark's	9/27/2021	6/9/2022	9	2	18	53.6	\$	964.80
				position while								
				EC covers a								
				Parent Group								
Menge	Robert	Classroom Assis:Extra Duty		Parent Group	9/27/2021	6/9/2022	10	2	20	18.95	\$	379.00
				Child Care,								
				time to								
				complete safe								
				schools								
				Additional								
				work, prep and								
				indirect								
				services per								
Rosenberg	Shannon	DHH - Teacher	Extra Duty	student IEPs	9/29/2021	6/30/2022	36	6	216	31.58	\$	6,821.28
Burgio	Michael	SPED Teacher	Teacher	BT prep	10/1/2021	6/30/2022	1	7	7	53.9	\$	377.30
Manninen	Melanie	BCBA	Extra Duty	Supine recert	10/1/2021	6/30/2022	1	7	7	51.05	\$	357.35
Newquist	Matthew	BCBA	Extra Duty	PCM recert	10/1/2021	6/30/2022	1	7	7	48.21	\$	337.47
				prep								
Petersen	Jennifer	Mental Health :Extra Duty		PCM Supine	10/1/2021	6/7/2022	2	6.5	13	56.19	\$	730.47
				prep								
				Provide								
				homebound								
				services for								
Domally	Latricia	SPED Teacher	Teacher	NC	10/4/2021	11/2/2021	10	2	20	29.09	\$	581.80
Drobney	Ashley	Student Assista:SA		SA for AA @	10/4/2021	6/2/2022	151	7	1057	18.95	\$	20,030.15
				ARES								
				Provide								
				homebound								
				therapy								
				services for								
Henry	Kathleen	Mental Health :Extra Duty		NC	10/4/2021	11/2/2021	10	0.5	5	40.75	\$	203.75
				Daily student								
				debriefing per								
Johnson	Brecken	Classroom Assis:CA		MS.	10/4/2021	12/1/2021	40	0.25	10	18.95	\$	189.50

Peterson	Caroline	DHH - Teacher	Extra Duty	Additional work, prep and indirect services per student IEPs	10/4/2021	6/10/2022	34	0.5	17	28.93	\$	491.81
Tendrich	Sonia	DHH - Teacher	Extra Duty	Additional work, prep and indirect services per student IEPs	10/4/2021	6/10/2022	34	1.5	51	47.26	\$	2,410.26
Kurten	Carol	Program Assist:	Extra Duty	Attending Job Coach Conference	10/5/2021	10/8/2021	4	2	8	24.63	\$	197.04
Boston	Daniel	Social Worker	Extra Duty	The result of a Safety Assessment of AF (middle schooler)	10/6/2021	10/12/2021	4	1	4	38.97	\$	155.88
Retzlaff	Billie	BCBA	Extra Duty	The result of a Safety Assessment for AF (middle schooler)	10/7/2021	10/7/2021	1	1	1	45.38	\$	45.38
Last	Charity	Program Assist:	Extra Duty	MN D/B Intv'r Training	10/8/2021	3/5/2022	12	4.25	51	18.54	\$	945.54
Moon	Heather	Student Assist:	Extra Duty	MN D/B Intv'r Training	10/8/2021	3/5/2022	12	4.25	51	18.95	\$	966.45
Armstrong	Laura	Social Worker	Extra Duty	Home-based instructions for CH from outcome of safety assessment	10/11/2021	11/15/2021	10	1	10	51.05	\$	510.50
Bistodeau	Stephanie	Classroom Assi:	Extra Duty	Home based instructions for CH due to outcome of safety assessment	10/11/2021	11/5/2021	10	1.5	15	20.52	\$	307.80
Kath	Tanya	Classroom Assi:	Extra Duty	Home based instructions for CH due to outcome of safety assessment	10/11/2021	11/15/2021	10	1	10	19.79	\$	197.90

Thill	Mandi	SPED Teacher	Extra Duty	Home based instructions for CH due to outcome of safety assessment	10/11/2021	11/5/2021	10	1.5	15	27.03	\$	405.45
Buttedal	Alexandra	SPED Teacher	Extra Duty	Supine recert prep	10/12/2021	6/30/2022	1	7	7	32.69	\$	228.83
Kneer	Amber	Program Assistant	Extra Duty	Supine recert prep	10/12/2021	6/3/2022	1	7	7	23.22	\$	162.54
Knutson	Shanna	Psychologist	Extra Duty	BT prep	10/12/2021	6/30/2022	1	7	7	61.75	\$	432.25
Zickrick	Mike	SPED Teacher	Extra Duty	PCM recert prep	10/12/2021	6/30/2022	1	7	7	53.6	\$	375.20
Stoesz	Heather	SLP - Speech L	Extra Duty	Lakeville team mtg w/parent	10/13/2021	10/13/2021	1	1.75	1.75	55.63	\$	97.35
Johnston	Suzanne	SLI - Interpreter	Extra Duty	Interp for student IEP mtg	10/15/2021	10/15/2021	1	1	1	25.9	\$	25.90
Sowada	Megan	SLI - Interpreter	Extra Duty	Interp for conferences	10/18/2021	10/18/2021	1	2	2	25	\$	50.00
Barnhart	Miranda	SLI - Interpreter	Extra Duty	Interpreted confs for CJM	10/20/2021	10/20/2021	1	2	2	25	\$	50.00
Blasack	Mary	Health Association	Nurse	Helping with coverage at AEC	10/25/2021	11/29/2021	2	5	10	25.17	\$	251.70
Ho	Melissa	Nurse	Extra Duty	FIT Testing and Training	10/25/2021	10/28/2021	3	2.5	7.5	35.08	\$	263.10
Nagy	Jo Ann	Nurse	Extra Duty	FIT testing and training	10/25/2021	10/25/2021	1	3.5	3.5	31.02	\$	108.57
Priebe	Cally	Health Association	Extra Duty	FIT testing and training	10/25/2021	10/25/2021	1	3.5	3.5	29.42	\$	102.97
Proulx	Kelli	PHD Teacher	Extra Duty	Extra Duty - Covering LOA - up to 20 hrs/week	10/25/2021	11/30/2021	20	4	80	53.6	\$	4,288.00
Sixl	Susanne	Health Association	Extra Duty	FIT testing and training	10/25/2021	10/25/2021	1	3.5	3.5	30.18	\$	105.63
Greengo	Pam	Health Association	Extra Duty	FIT testing and training	10/26/2021	10/26/2021	1	3.5	3.5	33.2	\$	116.20
Traynor	Anita	Health Association	Extra Duty	FIT testing and training	10/26/2021	10/26/2021	1	3.5	3.5	30.95	\$	108.33
Willford	Lois	Health Association	Extra Duty	FIT testing and training	10/26/2021	10/26/2021	1	3.5	3.5	30.18	\$	105.63

Kaufman	Amy	Vision-TVI	Extra Duty	Student meetings outside of contract day	10/27/2021	6/10/2022	12	1	12	59.59	\$	715.08
Stoesz	Heather	SLP - Speech L	Extra Duty	Student meetings outside of contract day	10/27/2021	6/10/2022	33	4	132	55.63	\$	7,343.16
Baker	Breanna	Nurse	Extra Duty	FIT Testing and Training	10/28/2021	10/28/2021	1	3.5	3.5	29.27	\$	102.45
Bauer	Carie	Health Associa	Extra Duty	FIT testing and training	10/28/2021	10/28/2021	1	3.5	3.5	35.7	\$	124.95
Floyd	Becky	Health Associa	Training	N95 Mask Fitting and Online Training	10/30/2021	11/6/2021	2	1.75	3.5	29.42	\$	102.97
Gernes	Richelle	Admin. Assista	Extra Duty	Filling in for Admin I, lunch duty, training new staff, filling in for absent staff	11/1/2021	6/10/2022	160	1	160	25.37	\$	4,059.20
Johnson	Cora	Classroom Assi	CA	Subbing in other classrooms	11/1/2021	12/31/2021	10	2	20	20.03	\$	400.60
Lamphere	Anna	Mental Health	Extra Duty	Time to complete DA's for Emily's students	11/1/2021	6/9/2022	6	5	30	53.6	\$	1,608.00
Anderson	Nicole	Program Assista	Extra Duty	Went in place of Teacher as she was out sick	11/2/2021	11/2/2021	1	1.5	1.5	19.79	\$	29.69
Harrison	Kent	SPED Teacher	Extra Duty	Instructing a student (BO) home-based	11/2/2021	12/31/2021	15	2	30	53.03	\$	1,590.90
Lawrence	Mary	Student Assista	CA	Covering in DASH classroom on a day off	11/5/2021	11/5/2021	1	6	6	19.79	\$	118.74
Waldera	Jeryn	BCBA	Teacher	Input Restrictive Procedure data	11/9/2021	11/9/2021	1	2	2	40.9	\$	81.80

Corseello	Anna	SLI - Interpreter	Extra Duty	LC staff coverage meeting	11/10/2021	11/10/2021	1	0.25	0.25	21.05	\$	5.26
Resch	Miriam	SLI - Interpreter	Extra Duty	Staff meeting for coverage	11/10/2021	11/10/2021	1	0.25	0.25	21.05	\$	5.26
Bistodeau	Stephanie	Classroom Assis	Extra Duty	Assisting with home based student	11/11/2021	11/16/2021	2	0.45	1.5	20.52	\$	30.78
Freeberg	Marty	Classroom Assis	Extra Duty	Job shadow	11/11/2021	11/11/2021	1	7.5	7.5	18.54	\$	139.05
Joubert	Monica	SPED Teacher	Teacher	Homebound Services for Sarah Johnson	11/15/2021	6/10/2022	165	1	165	27.03	\$	4,459.95
Engel	Katherine	Physical Therap	Extra Duty	Additional work time, due process, billing (up to 4 hours per week)	11/17/2021	2/28/2022	50	1	50	56.75	\$	2,837.50
Fischer	Jordan	Student Assis	SA	SA for Dillon Wong	11/17/2021	12/31/2021	17	7	119	18.95	\$	2,255.05
Nitcher	Kimberly	SLI - Interpreter	Extra Duty	Interp for D/HH students- IEP mtgs and events	11/18/2021	6/10/2022	6	1	6	27.01	\$	162.06
Staples	Ann	Classroom Assis	Extra Duty	Sub at FHS PACES	12/6/2021	12/6/2021	1	0.25	0.25	30.55	\$	7.64
Bruels	Katelyn	Student Assis	SA	Job shadowing	12/8/2021	12/8/2021	1	7.5	7.5	18.54	\$	139.05
Drobney	Ashley	Student Assis	Extra Duty	Sub as CA at FHS	12/9/2021	12/9/2021	1	1	1	18.95	\$	18.95
Bruels	Katelyn	Student Assis	SA	Stu Asst for Dist 271 Stu - A Miller	12/13/2021	12/31/2021	6	7.5	45.6	18.54	\$	845.42
Moon	Heather	Student Assis	SA	SA for Dist 834 Stu - K Asante Totimeh	12/13/2021	12/31/2021	4	7.5	30	18.95	\$	568.50
Richter	Jessica	Social Worker	Extra Duty	Supporting afterschool truancy preparation and meetings	12/15/2021	6/9/2022	3	2	6	32.69	\$	196.14
Baker	Kristin	SPED Teacher	Teacher	Staffing Brainstorming Session	12/16/2021	12/16/2021	1	1.5	1.5	51.05	\$	76.58

Johnson	Jennifer	Program Assistant	Extra Duty	Stayed with student after hours	12/16/2021	12/16/2021	1	0.5	0.5	19.37	\$	9.69
Jonasen	Jana	SPED Teacher	Teacher	Staffing Brainstorming Session	12/16/2021	12/16/2021	1	1.5	1.5	33.83	\$	50.75
Wendel	Shannon	SPED Teacher	Teacher	Staffing Brainstorming Session	12/16/2021	12/16/2021	1	1.5	1.5	55.1	\$	82.65
Wilkin	Christina	SPED Teacher	Teacher	Staffing Brainstorming Session	12/16/2021	12/16/2021	1	1.5	1.5	33.83	\$	50.75
Fischer	Jordan	Student Assistant	CA	Subbing at PCE on a day off	12/22/2021	12/22/2021	1	7.25	7.25	18.95	\$	137.39
Bruels	Katelyn	Student Assistant	SA	Stu Asst for Dist 271 Stu - A Miller	1/1/2022	6/8/2022	101	7.5	757.5	20.03	\$	15,172.73
Fischer	Jordan	Student Assistant	SA	SA for Dillon Wong	1/1/2022	6/9/2022	106	7	742	20.28	\$	15,047.76
Horrmann	Ann	Student Assistant	SA	SA for Kollette Kinsley	1/1/2022	6/9/2022	118	7	826	20.81	\$	17,189.06
Koprowicz-Schl	Johanna	Student Assistant	SA	SA for Carson Winters	1/1/2022	6/9/2022	109	7.25	790.25	20.28	\$	16,026.27
Lawrence	Mary	Student Assistant	SA	SA for Brian Patterson	1/1/2022	6/9/2022	105	6.75	708.75	20.81	\$	14,749.09
Moon	Heather	Student Assistant	SA	SA for Dist 834 Stu - K Asante Totimeh	1/1/2022	6/8/2022	101	7.5	757.5	20.28	\$	15,362.10
Nagy	Jo Ann	Nurse	Extra Duty	Contact Tracing for COVID	1/3/2022	6/10/2022	40	1	40	31.02	\$	1,240.80
Thames	Deric	SPED Teacher	Extra Duty	Home-based services to student (AW-AEC)	1/3/2022	2/11/2022	21	1	21	38.78	\$	814.38
Larsen	Betsy	SPED Teacher	Teacher	Homebound for Vincent Nguyen	1/10/2022	6/10/2022	114	1	114	54.28	\$	6,187.92
Lawrence	Mary	Student Assistant	SA	Kayla Wigen - TESA BTC	1/18/2022	6/10/2022	91	7	637	20.81	\$	13,255.97

Stoll	David	Substitute	Substitute	Covering lead teacher duties at AEC.	1/19/2022	6/2/2022	60	8	482.5	65.13	\$	31,425.23
Haley	Megan	Psychologist	Extra Duty	3 day PCM training and prep	1/20/2022	6/20/2022	4	7	28	36.34	\$	1,017.52
Bruels	Katelyn	Student Assistant	Extra Duty	MN DB Intv'r Training	1/21/2022	3/5/2022	6	4.25	25.5	20.03	\$	510.77
Freeberg	Marty	Classroom Assistant	Extra Duty	MN D/B Intv'r Training	1/21/2022	3/5/2022	6	4.25	25.5	20.03	\$	510.77
Wilger	Melinda	Classroom Assistant	CA	Working at TRHS on a scheduled day off	1/21/2022	1/21/2022	1	7	7	22.01	\$	154.07
Barnhart	Miranda	SLI - Interpreter	Extra Duty	Interp before/after school activities-Dist 199 student	1/25/2022	6/10/2022	22	1	22	25	\$	550.00
Ellis	Lauren	Classroom Assistant	CA	Assisting Student at Band Concert	1/25/2022	1/25/2022	1	2	2	20.51	\$	41.02
Schouveller	Riley	Classroom Assistant	Extra Duty	Job shadow	1/28/2022	1/28/2022	1	7.25	7.25	20.03	\$	145.22
Lamphere	Anna	Mental Health	Extra Duty	IEP meeting after regular duty hours	1/31/2022	1/31/2022	1	1	1	53.6	\$	53.60
Miller	Delaney	Student Assistant	SA	SA for TV	1/31/2022	6/2/2022	76	7.5	570	20.03	\$	11,417.10
Riesgraf	Amy	Mental Health	Extra Duty	IEP meeting after regular duty hours	1/31/2022	1/31/2022	1	1	1	41.42	\$	41.42
Mitchell	Ella	Student Assistant	SA	SA for BW	2/2/2022	6/2/2022	74	7.25	536.5	20.28	\$	10,880.22
WINKLER	RITA	Nurse	Nurse	SKILLS CHECK OFF NA/HHA	2/8/2022	5/27/2022	14	4	56	30	\$	1,680.00
Henriott	Ryan	Program Assistant	Extra Duty	Needed to stay with student	2/10/2022	2/10/2022	1	0.75	0.75	20.51	\$	15.38
Schouveller	Riley	Classroom Assistant	CA	MN D/B Intv'r Training	2/18/2022	3/5/2022	4	4.25	17	20.03	\$	340.51
Jenkins	Kaitlyn	Program Assistant	Extra Duty	Assisting student crisis after hours	2/23/2022	2/23/2022	1	1	1	20.51	\$	20.51
Perkins	Travis	Program Assistant	Extra Duty	Stayed with student after school	3/1/2022	3/1/2022	1	1.75	1.75	20.03	\$	35.05

Martin	Cameron	Program Assistant	Extra Duty	Stayed with DH after school	3/2/2022	3/2/2022	1	1.75	1.75	20.03	\$	35.05
Corsello	Anna	SLI - Interpreter	Extra Duty	Interp Professional Development training	3/11/2022	3/11/2022	1	3.5	3.5	25	\$	87.50
Savage	Dawn	SLI - Interpreter	Extra Duty	Interp Professional Development training	3/11/2022	3/11/2022	1	3.5	3.5	31.24	\$	109.34
DePover	Ashley	Program Assistant	Extra Duty	Inputting incident report data	3/21/2022	3/24/2022	3	0.75	1.75	20.81	\$	36.42
Pauley	Jackie	Dean - Special Dean		Working on ESY - organizing & setting up	3/25/2022	6/30/2022	66	1	66	56.73	\$	3,744.18
Hoelscher	Justin	Lead Teacher	Extra Duty	Going to be assisting on staff interviews	3/28/2022	3/28/2022	1	1.5	1.5	32.32	\$	48.48
Alexander	Amy	Admin. Assistant	Extra Duty	Covering for Don's Admin II until replacement is hired, training replacement	4/4/2022	6/30/2022	62	1	62	44.88	\$	2,782.56
Thames	Deric	SPED Teacher	Extra Duty	Teach student (CJ) via home-based	4/11/2022	5/6/2022	19	1	19	41.47	\$	787.93
Stoesz	Heather	SLP - Speech L	Extra Duty	Behavior meeting & Eval	4/19/2022	4/25/2022	2	0.75	1.25	58.39	\$	72.99
Johnson	Roxann	DHH - Teacher	Teacher	Casual sub for D/HH Resource Program	4/20/2022	6/10/2022	10	7.5	75	53.6	\$	4,020.00
DePover	Ashley	Program Assistant	Extra Duty	Student Behavior debrief	4/21/2022	4/21/2022	1	0.75	0.75	20.81	\$	15.61
Mahnke	Erin	DEAN	Extra Duty	Principal duties	4/27/2022	6/30/2022	16	2	32	57.22	\$	1,831.04

Corsello	Anna	SLI - Interpreter	Extra Duty	D/HH interpreter for CEC Prom	4/29/2022	4/29/2022	1	4	4	25	\$	100.00
Kurten	Carol	Program Assistant	PA	Provide supervision at the TESA Spring Formal.	4/29/2022	4/29/2022	1	4	4	25.78	\$	103.12
Stoos	Judy	Classroom Assistant	Extra Duty	Provide supervision at the TESA Spring Formal	4/29/2022	4/29/2022	1	4	4	22.01	\$	88.04
Hart	Amy	Program Assistant	Extra Duty	Stayed with student after hours	5/6/2022	5/6/2022	1	1	1	20.52	\$	20.52
Barnhart	Miranda	SLI - Interpreter	Extra Duty	Anime Club for TCF	5/12/2022	5/19/2022	4	1	4	25	\$	100.00
Gabbert	Kirstie	SPED Teacher	Extra Duty	homebased for MR (CASE program) student	5/16/2022	6/9/2022	15	1.25	18.75	34.85	\$	653.44
Thames	Deric	SPED Teacher	Teacher	Provide homebound services for student (MJ)	5/16/2022	6/9/2022	18	1	18	41.47	\$	746.46
Kneifl	Cailyn	Program Assistant	Extra Duty	Student transition to parent	5/17/2022	5/17/2022	1	0.75	0.75	20.51	\$	15.38
Perkins	Travis	Program Assistant	Extra Duty	Stayed with student after school	5/17/2022	5/17/2022	1	0.25	0.25	20.03	\$	5.01
Resch	Miriam	SLI - Interpreter	Extra Duty	Interp choir concert for AM	5/17/2022	5/17/2022	1	2	2	25	\$	50.00
Vaillancourt	Jessica	Program Assistant	Extra Duty	Stayed late due to staffing	5/17/2022	5/17/2022	1	0.5	0.5	20.03	\$	10.02
Lundin	Karin	Classroom Assistant	CA	Meeting with Shelli	5/24/2022	5/24/2022	1	1	1	19.37	\$	19.37
Wronka	Cassandra	Program Assistant	Extra Duty	After school meeting	5/24/2022	5/24/2022	1	1	1	20.28	\$	20.28
Ross	Alyssa	SPED Teacher	Extra Duty	Home base inst:	5/31/2022	6/10/2022	9	1.1	10	49.12	\$	491.20
Abel	Holly	DHH - Teacher	Teacher	LC DHH Resource Program	6/1/2022	6/1/2022	1	0.5	0.5	28.57	\$	14.29

Rix	Melanie	Lead Teacher	Lead Teacher	CIP, New Teacher	6/1/2022	6/30/2022	2	8	16	56.16	\$	898.56
Simonsen	Beverly	Program Assist	Extra Duty	Valleyfair field trip	6/1/2022	6/1/2022	1	2.25	2.25	27.23	\$	61.27
Waletski	Gregory	SLI - Interpreter	Extra Duty	Graduation and other events for KS	6/3/2022	6/4/2022	2	4	8	25.15	\$	201.20
Corsetto	Anna	SLI - Interpreter	Extra Duty	Graduation and other events for ECR	6/4/2022	6/9/2022	2	2	4	25	\$	100.00
Schmitt	Holli	Program Assist	Extra Duty	Student Medical Emergency	6/7/2022	6/7/2022	1	0.5	0.5	31.73	\$	15.87
Studer	Lauren	Program Assist	Extra Duty	Student Medical Emergency	6/7/2022	6/7/2022	1	0.5	0.5	20.51	\$	10.26
Weiler	Sarah	Classroom Assi	CA	Student bus supervision	6/7/2022	6/7/2022	1	0.5	0.5	21.56	\$	10.78
Allen	Ann	Audiologist	Extra Duty	Equipment drops, Training, Repairs, B-3 Evaluations	6/8/2022	6/30/2022	5	1	5	61.12	\$	305.60
Austin	Kim	Audiologist	Extra Duty	Equipment drops, training, repairs, B-3 Evaluations	6/8/2022	6/30/2022	5	1	5	54.42	\$	274.10
Bruels	Katelyn	Student Assist	Extra Duty	DB intervener for End of Yr Celebration for AM	6/8/2022	6/8/2022	1	2	2	20.03	\$	40.06
Pfisterer	Emily	Audiologist	Extra Duty	Equipment drops, training, repairs, Birth-3 Evaluations	6/8/2022	6/30/2022	5	1	5	55.01	\$	275.05
Resch	Miriam	SLI - Interpreter	Extra Duty	Interp End of Year Celebration for AG and AM	6/8/2022	6/8/2022	1	2	2	25	\$	50.00
Bauer	Beverly	Program Assist	PA	June ESY	6/10/2022	6/13/2022	2	7	14	26.73	\$	374.22

Berger	Amanda	Classroom Assi:	CA	Homebound services for	Dillon Wong	6/10/2022	6/21/2022	8	2	16	20.51	\$	328.16
Boehmer	Amanda	SPED Teacher	Teacher	June ESY	June ESY	6/10/2022	6/20/2022	7	8	56	38.97	\$	2,182.32
Eddy	Dillon	SPED Teacher	Moves	Moving classrooms	Moving classrooms	6/10/2022	6/30/2022	1	4	4	20	\$	80.00
Epps	Dawn	SPED Teacher	Teacher	June ESY	June ESY	6/10/2022	6/20/2022	7	8	56	53.56	\$	2,999.36
Helm	Heidi	SPED Teacher	Teacher	June ESY	June ESY	6/10/2022	6/20/2022	7	8	56	55.01	\$	3,080.56
Larsen	Betsy	SPED Teacher	Teacher	Homebound Services for Morgan S.	Homebound Services for Morgan S.	6/10/2022	6/30/2022	15	2	32	56.16	\$	1,797.12
Monson	Jodi	SLI - Interpreter	Extra Duty	Graduation ceremony for AC	Graduation ceremony for AC	6/10/2022	6/11/2022	2	2	4	25.72	\$	102.88
Savage	Dawn	SLI - Interpreter	Extra Duty	Graduation ceremony for AC	Graduation ceremony for AC	6/10/2022	6/11/2022	2	2	4	31.24	\$	124.96
Sorensen	Karisa	Program Assistant	PA	June ESY	June ESY	6/10/2022	6/20/2022	7	6.75	47.25	20.51	\$	969.10
Tarmann	Phillip	Mental Health	Moves	Moving classrooms	Moving classrooms	6/10/2022	6/30/2022	1	4	4	20	\$	80.00
Wilson	Lori	SPED Teacher	Moves	Moving classrooms	Moving classrooms	6/10/2022	6/30/2022	1	4	4	20	\$	80.00
Baker	Kristin	SPED Teacher	Extra Duty	Project Discovery Training @ CEC (paid by ESSR 169)	Project Discovery Training @ CEC (paid by ESSR 169)	6/13/2022	6/30/2022	2	5	10	55.01	\$	550.10
Beck	Samantha	SLP - Speech L	Extra Duty	Project Discovery Training @ CEC (paid by ESSR 169)	Project Discovery Training @ CEC (paid by ESSR 169)	6/13/2022	6/30/2022	2	5	10	31.13	\$	311.30
Biegler	Pam	Other	Teacher	Independent Study Summer Program	Independent Study Summer Program	6/13/2022	6/30/2022	5	4	60	50.66	\$	3,039.60
Blackert	Tara	Other	Prof. Dev.	CIP meeting	CIP meeting	6/13/2022	6/13/2022	1	8	8	55.55	\$	444.40
Corseello	Anna	SLI - Interpreter	Extra Duty	Interp for DHH	Interp for DHH	6/13/2022	6/13/2022	1	5	5	25	\$	125.00
Dame	Lauren	SPED Teacher	Extra Duty	Project Discovery Training @ CEC (paid by ESSR 169)	Project Discovery Training @ CEC (paid by ESSR 169)	6/13/2022	6/30/2022	2	5	10	31.07	\$	310.70

Dawson	Amy	SLP - Speech L	Extra Duty	Project Discovery Training @ CEC (paid by ESSR 169)	6/13/2022	6/30/2022	2	5	10	59.59	\$	595.90
Fleming	Angelita	SLP - Speech L	Extra Duty	Project Discovery Training @ CEC (paid by ESSR 169)	6/13/2022	6/30/2022	2	5	10	55.01	\$	550.10
Frisque	Sherilyn	Vision-TVI	Teacher	ESY VI ITIN HOURS	6/13/2022	6/30/2022	11	3	33	61.12	\$	2,016.96
Gillard	Christina	OT	Extra Duty	Project Discovery Training @ CEC (paid by ESSR 169)	6/13/2022	6/30/2022	2	5	10	31.13	\$	311.30
Gonyer	Tess	Mental Health	Moves	Moving classrooms	6/13/2022	6/30/2022	1	4	4	20	\$	80.00
Harris	Leah	OT	Extra Duty	Project Discovery Training @ CEC (paid by ESSR 169)	6/13/2022	6/30/2022	2	5	10	54.42	\$	544.20
Heaney	Joseph	SPED Teacher	Extra Duty	Project Discovery Training @ CEC (paid by ESSR 169)	6/13/2022	6/30/2022	2	5	10	27.91	\$	279.10
Hereford	Jessica	SPED Teacher	Extra Duty	Project Discovery Training @ CEC (paid by ESSR 169)	6/13/2022	6/30/2022	2	5	10	27.91	\$	279.10
Hoelscher	Justin	Lead Teacher	Training	Leadership team data day	6/13/2022	6/13/2022	1	4	4	32.32	\$	129.28
Jacobs	Cindy	OT	Extra Duty	Project Discovery Training @ CEC (paid by ESSR 169)	6/13/2022	6/30/2022	2	5	10	61.12	\$	611.20
Jonasen	Jana	SPED Teacher	Extra Duty	Project Discovery Training @ CEC (paid by ESSR 169)	6/13/2022	6/30/2022	2	5	10	36.06	\$	360.60

Kaufman	Amy	Vision-TVI	Teacher	ESY VI ITIN	6/13/2022	6/30/2022	4	1	4	61.12	\$	244.48
Kranz	Andrea	Program Assist	PA	JUNE HOURS June ESY	6/13/2022	6/20/2022	6	7.5	45	22.01	\$	990.45
Lauer	Katie	SPED Teacher	Extra Duty	Write IEP for student due to eval was on 6/9/22 and IEP meeting on 6/10/22	6/13/2022	6/17/2022	4	2	8	28.7	\$	229.60
Lorentz	Joseph	SPED Teacher	Extra Duty	Project Discovery Training @ CEC (paid by ESSR 169)	6/13/2022	6/30/2022	2	5	10	53.09	\$	530.90
Manninen	Melanie	SPED Teacher	Extra Duty	Project Discovery Training @ CEC (paid by ESSR 169)	6/13/2022	6/30/2022	2	5	10	55.01	\$	550.10
Mattice	Cathy	Lead Teacher	Lead Teacher	CIP	6/13/2022	6/17/2022	1	8	1	56.16	\$	449.28
Novy	Rachel	SPED Teacher	Training	Leadership Data Day	6/13/2022	6/13/2022	1	4	4	55.01	\$	220.04
Renken	Wendi	Lead Teacher	Lead Teacher	CIP	6/13/2022	6/13/2022	1	8	8	56.16	\$	449.28
Renken	Wendi	Lead Teacher	Lead Teacher	CIP	6/13/2022	6/13/2022	1	4	4	56.16	\$	260.64
Retzlaff	Billie	BCBA	Extra Duty	Attend Leadership Data Session	6/13/2022	6/13/2022	1	4	4	45.38	\$	181.52
Savage	Dawn	SLI - Interpreter	Extra Duty	Interp for DHH	6/13/2022	6/13/2022	1	5	5	31.24	\$	156.20
Scherer	Amber	SPED Teacher	Moves	Moving classrooms	6/13/2022	6/30/2022	1	4	4	20	\$	80.00
Schultz-Albe	Irene	OT	Extra Duty	Project Discovery Training @ CEC (paid by ESSR 169)	6/13/2022	6/30/2022	2	5	10	56.54	\$	565.40
Smith	Katherine	Mental Health	Moves	Moving classrooms	6/13/2022	6/30/2022	1	4	4	20	\$	80.00
Tuvey	Sara	SPED Teacher	Extra Duty	Project Discovery Training @ CEC (paid by ESSR 169)	6/13/2022	6/30/2022	2	5	10	56.57	\$	565.70

				Project Discovery Training @ CEC (paid by ESSR 169)	6/13/2022	6/30/2022	2	5	10	29.03	\$	290.30
Waldhauser	Sarah	SPED Teacher	Extra Duty	Dean interview:	6/14/2022	6/14/2022	1	4	4	62.36	\$	249.44
Swaney	Amy	Dean - Special	Extra Duty	Interview Pane:	6/16/2022	6/16/2022	1	4	4	61.12	\$	244.48
Allen	Ann	Audiologist	Extra Duty	Interview Pane:	6/16/2022	6/16/2022	1	4	4	47.79	\$	191.16
Ideen	Sarah	DHH - Teacher	Extra Duty	Meeting	6/16/2022	6/16/2022	1	3	3	55.01	\$	165.03
Martin	Kim	SPED Teacher	Extra Duty	Interview Pane:	6/16/2022	6/30/2022	2	3.5	7	57.65	\$	403.55
Rasmussen	Shannon	DHH - Teacher	Extra Duty	Interpret for I	6/16/2022	6/30/2022	3	2	6	31.24	\$	187.44
Savage	Dawn	SLI - Interpre	Extra Duty	Meeting	6/16/2022	6/16/2022	1	3	3	62.36	\$	187.08
Swaney	Amy	Dean - Special	Extra Duty									
				Summer School Academic Liaison	6/20/2022	6/30/2022	7	6	42	33.23	\$	1,395.66
Boone	Aimee	Other	Prof. Dev.	Summer School	6/20/2022	6/30/2022	2	4	8	58.06	\$	464.48
Eaton	Carmen	Other	Prof. Dev.	DCALS Summer School	6/20/2022	6/30/2022	8	4	32	38.97	\$	1,247.04
Hanson	Benjamin	Other	Teacher	Summer School	6/20/2022	6/30/2022	8	2	16	47.79	\$	716.85
Mulville	Jonathon	Other	Teacher	Summer School	6/20/2022	6/30/2022	2	4	8	58.06	\$	464.48
Smith	Norman	Other	Prof. Dev.	Homebound services for Dillon Wong	6/21/2022	6/30/2022	8	2	16	25.28	\$	404.48
Spurgin	Lynette	Classroom Assi:	CA									
				Fitness equipment delivery and DAPE Interview	6/23/2022	6/23/2022	1	3	3	52.7	\$	158.10
Proeung	Lindsey	DAPE Teacher	Extra Duty	Homebound services for Dillon Wong	6/27/2022	6/30/2022	4	7	28	35.7	\$	999.60
Bauer	Carie	Health Associa:	Nurse	Services for Dillon Wong	6/27/2022	6/30/2022	4	7	28	56.16	\$	1,572.48
Larsen	Betsy	SPED Teacher	Teacher	OT interview	6/28/2022	6/30/2022	1	2	2	61.12	\$	122.24
Jacobs	Cindy	Occupational Tl	Extra Duty	Summer School	6/20/0022	6/30/2022	8	2	16	58.06	\$	928.96
Engman	Dale	Other	Teacher									

Est. 4th Quarter Total TW \$ 52,873.94

Est. Total TWA's 2021-22 \$1,053,687.86

Est. Prior Year Total TW \$ 685,650.20

Increase ESY started back in 2021-2022 \$ 368,037.66

TO: School Board Members
 FROM: Dr. Michael Favor
 DATE: July 14, 2022
 RE: Renewal of Memberships

The renewal rates for the following memberships are listed below.

Memberships	2021	2022	2023
Metro ECSU	\$700	\$700	\$700
AMSD - Association of Metropolitan School Districts	\$3,700	\$3,700	\$3,700
MSBA Membership Dues	\$5,653	\$5,936	\$6,233
BoardBook Subscription Tier I	\$1,925	\$2,100	\$2,100
MSBA Policy Renewal	\$715	\$730	\$750
AESA - Association of Educational Service Agencies		\$355	\$355
MASA - Minnesota Association of School Administrators		\$860	\$860

I recommend approval of these renewals for 2022-2023.

MF:ljb



Intermediate School District 917

Purposeful. Personalized. Partners.

1300 145th Street East, Rosemount, MN 55068

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

TO: School Board Members
FROM: Dr. Michael Favor
DATE: July 14, 2022
RE: Licensed and non-licensed Substitute Pay Rate 2022-2023

Our licensed substitute pay rate was \$25 per hour for teachers last year which is a daily rate of \$175/\$187.50.

I recommend a 5% increase or \$26 an hour or range of \$182- \$195 for this upcoming year.

I recommend that we follow the paraprofessional contract language which stipulates that it will be step one of the salary schedule.

MF:ljb

Substitute Teacher Rates for 2022-2023

6 – SSP	\$200 for full day; \$100 half day.
191 – Burnsville	\$135 \$200 on Mondays and Fridays Every 20 days worked \$300 bonus
192 – Farmington	\$143
194 – Lakeville	Uses teachers on call
195 – Randolph	\$135 day (may change in July)
196 – Rosemount	\$165/\$99 Retirees from district get \$180/\$108
197 – WSP	\$200/\$100
199 – IGH	\$180
200 – Hastings	\$175
271 – Bloomington	\$160 first 40 days, then \$165 Retirees from district get \$175 \$15 incentive added to work on Fridays
Northfield	Teachers – Elementary & Secondary Up to 1 hour \$40.00 Over 1 hour up to 1/2 Day \$100.00 Full Day \$200.00 (maximum - \$200.00/day)
Intermediate 288	\$145/day
Intermediate 916	\$140/day
Intermediate 287	\$186/\$93 new teacher rate \$210/\$105 experienced

Indoor Air Quality Management Plan

Intermediate School District 917

Dakota County Technical College

1300 145th Street East

Rosemount, Minnesota 55068

July, 2022

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I – Building and Grounds Maintenance Checklist	
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K – Ventilation Checklist and Log	

I. ISD 917 Indoor Air Quality Management Plan

A. Purpose and Scope

The purpose of this document is to provide minimum building operational standards to ensure acceptable indoor air quality within all Intermediate School District 917 facilities. This plan will impact all building occupants by proactively managing indoor air quality and provide a healthier and safer environment for students and staff members. This document is reviewed and revised annually, or more often if significant changes are made to building operations, cleaning, or maintenance.

B. Description

Indoor Air Quality (IAQ) files and all records relating to IAQ are located in the Superintendent's office at Dakota County Technical College, 1300 145th Street East, Rosemount, MN, 55068.

The following building locations (categorized) will be occupied by Intermediate School District 917 programs during the 2022-2023 school year:

DISTRICT OWNED SPACE

Alliance Education Center

14300 Biscayne Avenue
Rosemount, MN 55068
651-423-8100

DISTRICT LEASED SPACE

Cedar School (SUN)

2140 Diffley Road
Eagan, MN 55122
952-707-4050

Concord Education Center

9015 Broderick Blvd.
Inver Grove Heights, MN 55076

Dakota County Area Learning School North (DCALS-North)

150 E. Marie
West St. Paul, MN 55118
651-332-5570

Dakota County Technical College (TESA, Dakota County Area Learning School (DCALS), Administrative Offices)

1300 East 145th Street
Rosemount, MN 55068
651-423-8214

Lebanon Education Center (TEA)

5800 149th Street
Apple Valley, MN 55124
952-431-4062

SPACE OCCUPIED WITHIN ANOTHER PUBLIC SCHOOL DISTRICT

Akin Road Elementary (PACES)

5231 195th St W Farmington, MN 55024
Main Office: 651-460-1700
Fax: 651-460-1710
School Hours: 7:40-2:10

Bloomington Transition Center (DASH, SUN & TESA)

2575 W 88th Street, Door 10
Bloomington, MN 55431
Main Office: 952-681-6118
Fax: 952-681-6179
School Hours: 7:45-2:20

Boeckman Middle School (PACES)

800 Denmark Avenue
Farmington, MN 55024
651-460-1401

Cherry View Elementary School (PACES)

8600 175th Street W
Lakeville, MN 55044
Main Office: 952-232-3200
Fax: 952-469-7245
School Hours: 9:25-3:55

Farmington High School (PACES)

50655 Flagstaff Avenue
Farmington, MN 55024
651-252-2628

Hastings Middle School (DASH)

1000 11th Street West
Hastings, MN 55033

Hastings Senior High School (DASH)

200 General Sieben Drive
Hastings, MN 55033
651-480-7521

Inver Grove Heights Middle School (DHH)

8167 Cahill Avenue
Inver Grove Heights, MN 55076
Rm. 8208
Main Office: 651-306-7200
Fax: 651-306-7152
School Hours: 8:30-3:20

Lakeville North Senior High School (PACES and DASH)

19600 Ipava Avenue West
Lakeville, MN 55044

952-232-3600

Lincoln Center (DHH)

357 9th Avenue N.
South St. Paul, MN 55075
Rm. 135A
Main Office: 651-457-9426
Fax: 651-457-9423
School Hours: 8:20-2:55

McGuire Middle School (PACES)

21220 Holyoke Ave. Wes
Lakeville, MN 55044
952-232-2289

Pine Bend Elementary (TEA)

9875 Inver Grove Trail
Inver Grove Heights, MN 55076

Pinecrest Elementary School (DASH)

975 12th Street W
Hastings, MN 55033
Rm. 42: 651-480-7320
Main Office: 651-480-7280
Fax: 651-480-7282
School Hours: 8:00-2:30

Pond Family Center (TEA)

9600 Pond Avenue South
Bloomington, MN 55420
Rm. XXX:
Main Office: 612-870-7422
Fax: 651-438-4985

Riverview Elementary (TEA)

4100 208th Street West
Farmington, MN 55024

Simley High School (DHH)

2920 80th Street East
Inver Grove Heights, MN 55076

Two Rivers High School (DASH)

1897 Delaware Avenue
Mendota Heights, MN 55118
651-403-7345

SPACE OCCUPIED WITHIN OTHER FACILITIES (Public or Private)

Juvenile Services Center (JSC)

1600 West Highway 55
Hastings, MN 55033

651-438-4980

Options

151 W. Burnsville Parkway, #100
Burnsville, MN 55337
952-564-3000

C. Acceptable Indoor Air Quality Goals

Intermediate School District 917 has identified the following goals to assure acceptable indoor air quality within its facilities. Each goal is measurable to provide a quantitative assessment of what constitutes good indoor air quality:

Goals and Objectives

1. Provide a minimum of 15 cubic feet per minute (cfm) of outside air per person during regular school hours.
2. Reduce the number of complaints and reactive investigations by improving indoor air quality throughout the district and solving any problems/handling concerns proactively.
3. Implement a thorough preventative maintenance program involving heating, ventilation, and air conditioning systems and building envelope.
4. Improve the effectiveness of cleaning buildings with better procedures, supplies, and equipment.
5. Reduce chemical usage during times when buildings are occupied.
6. Improve the overall health and well being of building staff members and students.
7. Ensure well-maintained building envelop (walls, windows, roofs) to limit moisture infiltration into buildings.

D. Process Utilized

Intermediate School District 917 has followed a logical process as described in the “Tools for Schools” documents to develop this plan. The specific process included:

- Interviews with building custodians and program supervisors (Directors/Assistant Directors) to develop a database of the occupants’ present satisfaction with the quality of indoor air.
- A baseline assessment of the indoor air quality within each facility that included appropriate indoor air quality testing
- Problems identified and isolated were appropriately remedied or a plan was developed for remediation.

E. District Policy

District 917 understands the importance of providing acceptable indoor air quality to our customer base. The district is committed to ensuring that acceptable indoor air quality is provided and maintained in all buildings. This Management Plan provides the tools to help provide acceptable indoor air quality.

F. IAQ Plan Review

The Intermediate School District 917 Indoor Air Quality (IAQ) team will review this plan annually.

II. Indoor Air Quality Team

The following is a list of the District’s Indoor Air Quality Team members and their roles and responsibilities:

A. District IAQ Coordinator

Name: Linda Berg, ISD 917 Health and Safety Coordinator, Certificate #I1559
Telephone: 651-423-8214

Role and functions: The primary role of the IAQ Coordinator is team management, coordination, and record keeping.

- To manage the IAQ team and encourage a sense of shared responsibility and cooperative effort, and ensure the implementation of the Management Plan.
- To prepare for emergency response and consult with the superintendent to determine if and when outside consultation is needed.
- To maintain Minnesota Department of Education IAQ certification.
- To assure that baseline investigations are conducted and make recommendations to remediate identified IAQ problems.
- To disseminate IAQ information, register IAQ complaints, direct the response and communicate IAQ issues and status to school administration, staff, students, parents and media.

B. District IAQ Team Members

Name: Dr. Michael Favor, ISD 917 Superintendent, Chair

Telephone: 651-423-8226

Role and functions: Supervision and administration of the IAQ plan.

- To convene regular meetings of District 917 Health, Safety & Wellness Committee.
- To ensure that agendas include IAQ and health/safety issues, concerns, and action plans.
- To oversee building and facility operations.
- To provide assistance in remediating IAQ concerns as they are identified.
- To direct IAQ remediation activities as needed.
- To communicate IAQ issues and status to school administration, staff, students, parents and the media.

Name: Melissa Ho, Licensed School Nurse

Telephone: 651-423-8152

Role and functions:

- To provide overall assistance related to health concerns attributable to IAQ.
- To provide support in monitoring and recognizing trends in reported illnesses that may give warning signs of IAQ or other more serious health problems.

Name: Scott Zehnder, Alliance Education Center, Maintenance Engineer

Telephone: 651-423-8127

Role and functions:

- To ensure facility maintenance is appropriately planned and implemented.
- To provide assistance in remediating IAQ concerns as they are identified.

Name: Contracted Health & Safety Specialist

Role and functions:

- To arrange and/or conduct environmental testing, if warranted.
- To serve as the technical IAQ resource for ISD 917.

Name: ISD 917 Directors/Assistant Directors/DCALS Principal

Role and functions:

- To assist with reporting of IAQ issues and supporting IAQ training and implementation.

III. Building Surveys

A. Walk-Through

A walk-through of all District 917 buildings that house students and/or employees will be conducted annually. The walk-through is done by building custodians, directors/assistant directors, classroom teachers, and nurses, and will evaluate the following:

- Obvious water intrusion problems (interior and exterior)
- Obvious ventilation failures and/or problems
- Obvious building/structural failures and/or problems
- Overall cleanliness of buildings and classrooms
- Assess the need for program improvements and upgrades (e.g. ventilation, carpet, building compounds).

Teachers will evaluate classrooms annually using the checklist in Appendix E. Classrooms located in school buildings covered by another district IAQ plan will also be inspected and the district notified regarding any areas of concern.

Maintenance engineers will evaluate ventilation systems annually using the checklist in Appendix K.

Maintenance engineers will evaluate all building maintenance issues using the checklist in Appendix I at least annually.

B. Ventilation Surveys

Ventilation surveys of all buildings will be conducted annually, and as needed when condition changes occur and time elapses. Reports will be available in the Health and Safety Coordinator's Office.

IV. Maintaining and Operating Buildings for Optimum Indoor Air Quality

A. Heating, Ventilation, & Air Conditioning (HVAC) Preventative Maintenance Program

A proactive HVAC management program is key to providing good air quality in schools. To assure good quality of indoor air the following procedures will be implemented through the district's preventative maintenance program:

1. Outdoor Air Intake

- Inspect intake for blockage quarterly.
- Verify if intake damper works and is within design specifications quarterly.
- Verify damper does not close completely under occupied conditions quarterly.
- Check the calibration of all HVAC controls as needed.

Ideally, the minimum fresh air intake setting, while a building is occupied is 15 to 20 percent (15 to 20 percent of supply air to an occupied space is outdoor air) of the total mixed airstream (return air plus outdoor air). During building occupancy the fresh air intake will not be completely closed.

2. Exhaust Air Outlet – Maintenance Includes:

Annually, the belt tension on all fan motors will be checked for proper deflection (see manufacturer's service manual).

3. HVAC Ventilation Ductwork – Ductwork will be inspected on an as needed basis. Ductwork inspection should occur when the cleaning of the cooling coils occurs. Ductwork needs to have easy-to-open observation and clean-out doors installed at a minimum in the following locations:

- a. Clean-out door(s) (as large as possible) upstream and downstream of cooling coils to allow maintenance workers good access to clean the ductwork within five feet of the cooling coils, the cooling coils and drainage pans from the cooling coils.
- b. Inspections door(s) (minimum 10 inch size) 10 to 20 feet downstream of the cooling coils. If there are several supply air ductwork branches in this area, an inspection door needs to be installed in each branch.

- c. Clean-out door(s) (as large as possible) at the filtration system for the air handling unit to inspect the duct work surfaces five feet on each side of the filtration system.
- d. Inspection doors (minimum 10 inch x 10 inch size) 10 to 20 feet upstream of the filtration systems. If there are several return and/or mixed air ductwork branches in this area, an inspection door needs to be installed in each branch.

These observation doors (clean-out doors) are needed to allow inspection of the condition of the ductwork in these buildings. Things to look for are dust, mold (microbial) and water accumulations in the ductwork, which indicate potential problems with the air-handling unit.

Standard galvanized ductwork should be cleaned every 20 to 30 years. Cleaning ductwork lined with fibrous glass on the inside is very difficult and should always be approached with caution. Before any cleaning is conducted, an appropriate inspection should be conducted to determine the need for cleaning.

4. Air Handling Unit (AHU) – The components of the air-handling unit at Alliance Education Center are inspected on a regular basis by the maintenance engineer. This regular maintenance can vary greatly among the different types of air handling units. Service manuals for each air-handling unit are consulted for maintenance schedules. The discussion below outlines regular maintenance to components conducted to prevent indoor air quality concerns.

a. *Air filtration system* – filters are primarily used to remove particles from the air.

Low efficiency filters (ASHRAE Dust Spot ratings of 10-20 percent or less) are often used to keep lint and dust from clogging the heating and cooling coils of a system. In order to maintain clean air in occupied spaces, filters must also remove bacteria, pollens, insects, soot, dust and dirt with efficiency suited to the use of the building. Using high quality filters is one of the best insurance policies for the good health and energy efficiency of an air handling system.

All dirt cannot be eliminated from the HVAC system; however, the amount of dirt present inside the HVAC system can be controlled by proper air filtration.

b. *Heating Coils* – Heating coils are inspected annually for accumulation of debris on the upstream side of the coils. These coils normally are thoroughly cleaned as needed.

c. *Cooling Coils* – These coils are thoroughly cleaned as needed.

d. *Supply Fan or Air Blower* – Supply Fans or Air Blowers should be cleaned as a part of the duct cleaning process. Supply Fans should be thoroughly inspected as least annually for surface debris and general operation.

A copy of the following checklist is kept on file in the Health and Safety Office:

HVAC COMPONENT	MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUALLY	AS REQUIRED
A. Outdoor air intake inspection (unit ventilators)				X	

B. Check belt tension				X	
C. HVAC duct work inspection					X
D. HVAC controls calibration					X
E. Filter changes				X	
F. Heating coils/cooling coils inspection				X	
G. Heating coils/cooling coils cleaning					X (unit ventilators)
H. Supply fan inspection				X	
I. Supply fan cleaning					X

The ASHRAE 62-1989 requirements are 20 cfm of outside air per expected occupant in office area, conference rooms, and 15 cfm per expected occupant in reception areas and classrooms. Buildings complying with these regulations should maintain the carbon dioxide concentrations in occupied spaces (where the source of the carbon dioxide is people’s exhaled breaths) under most operating conditions below 1000 ppm.

Minnesota Occupational Safety and Health Regulation (MOSHA) which were adopted from the Minnesota Industrial Commission in 1972, regulate the amount of fresh air that must be provided and distributed in all workrooms. This is covered under Minnesota Rules 5205.01109 “Workroom Ventilation and Temperature”. This regulation state’s the following:

Subpart 1. Air. Air shall be provided and distributed in all workrooms as required in this code, unless prohibited by process requirements. Outside air shall be provided, to all workrooms, at the rate of 15 cubic feet per minute per person.

Buildings complying with the MOSHA regulation should maintain the carbon dioxide concentration in occupied spaces (where the source of the carbon dioxide is people’s exhaled breath) below an average of 1000 ppm.

The legal ventilation standard, which applies to most buildings, is the MOSHA standard Minnesota Rules 5205.0110. The goal on ventilation for buildings should be the ASHRAE standard 62-1989.

Intermediate School District 917 uses the guidelines established by the Environmental Protection Agency in its “Tools For Schools” packet to calculate the amount of outside air being supplied to each individual. The following provides the formulas used to calculate the amount of outside air per person and a layout of a typical HVAC system.

A Note About Carbon Dioxide As A Measurement of Ventilation:

In a fully occupied classroom, with doors and windows shut, and measured several hours of occupancy, above 1300 PPM will indicate the need for remediation.

In building areas, where there are sources of carbon dioxide besides peoples exhaled breaths; the above guidelines cannot be used. Other sources can include exhaust gas from kilns, internal combustion engines, and dry ice. Under these conditions, the OSHA standard on carbon dioxide needs to be used to determine whether adequate fresh air is being provided. The OSHA standard on carbon dioxide is an 8-hour time weighted average of 10,000 ppm with a short-term 15-minute average limit of 30,000 ppm.

RECORD KEEPING: Building custodians will develop a record keeping schedule for preventive maintenance of HVAC systems. This schedule will be based on the manufacturer's recommendations, and information contained in the IAQ Management Plan. See Appendix J.

B. Temperature

In Minnesota it is recommended that occupied space temperatures in the summer should be 72-78 degrees with a relative humidity of 20-50 percent. The fall, winter, and spring occupied space temperatures should be 70-74 degrees with a relative humidity of 20-50 percent.

C. Water Intrusion

Below is a protocol for dealing with building materials where there has been water intrusion:

1. Visually review all flooded areas to determine which building materials have gotten wet.
2. For **ceiling tile**, remove and dispose of all wet ceiling tiles within 24 hours of water contact.
3. For **sheet rock**, remove all drywall and insulation that had become wet up to 12 inches above the water line. This is because wicking can cause water to move up above the water line.
4. For **furniture** that is made of wood, particleboard, or laminates air dry. For upholstered furniture that is wet by drinking quality water, air dry and monitor. For upholstered furniture, wet by contaminated water, discard.
5. For **carpet**, extract excess water from carpet, disinfect, dry as rapidly as possible, and then monitor. Carpet that has been wet for over 24 hours will be evaluated on a case by case basis. A wet/dry vacuum, extractor, and floor fans will be available for use.
6. For **papers, books, and files**, dry essential items within 24 hours. If that is not possible, then freeze them until there is time to dry them. Unessential items should be discarded. Essential items could also be photocopied.

The drying time can be decreased with the use of fans, dehumidifiers, and air conditioning.

D. Painting, Roofing and Flooring

Other work that can impact IAQ in a building includes flooring, painting, and roofing. Refer to Appendices F, G, and H for proper procedures.

V. Indoor Air Quality Checklists

Indoor Air Quality information (IAQ complaint form, questionnaire, action items list and the investigative form) is available in the Superintendent's office for review by interested District 917 staff members. In the event that a building custodian, teacher, or health & safety personnel would like to review a particular area with regard to IAQ, a comprehensive checklist is available for use in Appendices A, B, C, & D.

VI. Integrated Pest Management (IPM)/Chemicals

A. IPM

Pending state regulations, Integrated Pest Management (IPM) is a coordinated approach to pest control intended to prevent unacceptable levels of pests, while causing the least possible hazard to people, property, and the environment and using the most cost-effective means. IPM uses a combination of methods, which include:

- Improved sanitation removing food from desks, cleaning.

- Inspection and monitoring of pest population sites.
- Managing waste (keeping refuse in tight containers and locating waste containers away from buildings, if possible).
- Maintaining structures (fixing leaking pipes promptly, sealing cracks).
- Adding physical barriers to pest entry and movement (screens for chimneys, doors, and windows; air curtains).
- Modifying habitats (removing clutter, relocating outside light fixtures away from doors).
- Using traps (light traps, snap traps, and glue boards).
- Using pesticides judiciously.

An efficient IPM program will integrate pest management planning with preventive maintenance, housekeeping practices, landscaping, occupant education, and staff training.

Pest control activities that depend upon the use of pesticides involve the storage, handling, and application of materials that can have serious health effects. The district will only use pesticides after providing appropriate notice to staff, students and parents. Caulking or plastering cracks, crevices, and/or holes to prevent harborage behind walls will be used as the preferred strategy for dealing with pests.

Intermediate School District 917 will use an outside contractor for pest control when needed. Terms of the contract will be renewed annually and include the principles discussed below:

1. Pest Control Schedule

Whenever possible, pesticide applications are scheduled during unoccupied periods so that affected areas can be flushed with ventilation air before occupants return. Pesticides are applied in targeted locations, with minimum treatment of exposed surfaces. They are used in strict conformance with manufacturers' instructions and EPA labels. General periodic spraying may not be necessary. If occupants are present they will be notified prior to the pesticide application.

2. Materials Selection, Handling and Storage

Pesticides are selected that are species-specific and attempt to minimize toxicity for humans and non-target species. Contractors or vendors are asked to provide EPA labels and material safety data sheets. Pesticides are stored and handled properly consistent with their EPA labels. Pesticides and other chemicals used will be recorded on a "Chemical Inventory" form.

If only limited areas of the building are being treated, the heating ventilation and air conditioning (HVAC) system will be adjusted so that it does not distribute contaminated air throughout the rest of the building. Temporary exhaust systems may be used to remove contaminants during the work day. HVAC system operation will be modified when necessary during and after pest control activities (e.g., running air handling units on 100 percent outdoor air for some period of time or running the system for several complete air exchanges before occupants re-enter the treated space).

Information on pesticide selection, use, and storage is available from several local and national sources. These include Minnesota Department of Agriculture at <http://www.mda.state.mn.us> and the Federal EPA at <http://www.epa.gov>, and 800/858-7378 or email npic@ace.orst.edu.

Notification of parents and employees, as required in MN Statute, Section 121A.30, is addressed in the Student/Parent Handbooks distributed to all students in September of each year and to new students as they enroll in the district. Notice of unscheduled applications is available to parents and employees. Relevant documentation is available in the Superintendent's office.

B. Chemicals

District employees who purchase chemicals will insure that the least hazardous chemical available is selected for every application. The District 917 Buyer requests all available health and safety information for product review and distribution.

VII. Indoor Air Quality Cleaning Standards

After establishing guidelines that focus on prevention and containment, the final procedure for the effective reduction of contaminants that affect air quality is the implementation of Indoor Air Quality Cleaning Standards.

Keep in mind that whether an item is clean or not, does not necessarily affect IAQ, (e.g. a drinking fountain or wash basin). It may affect sanitation, but not IAQ. "Clean air," however, cannot be foul smelling. Items that have a potential of becoming foul smelling must also have IAQ Cleaning Standards (e.g., a urinal or a wastebasket).

IAQ Cleaning Standards deal with *Items* (anything, object, or surface) to be cleaned, the *Tasks* required, *Task Frequencies*, and *When*. Since contaminated dirt by and large gets tracked into buildings onto floors, much emphasis is placed on clean floors. Since contaminated dirt gets into buildings through lower entrance levels, those levels are impacted far greater by contaminated dirt than upper levels. Task frequencies for floor maintenance tasks should therefore be lowered accordingly for upper levels. Recommended IAQ Cleaning Standards are for high impact areas on first and lower floors: Entrances, Hallways, Food and Beverage Areas, Kitchens, Restrooms and Locker rooms, Classrooms, and Offices.

A. Entrances

The purpose of entry mats is to stop and trap dirt and moisture. It's necessary, therefore, to have two types of mats in place: a dirt mat and a moisture mat.

Dirt Mat: A dirt mat should have a coarse surface that affects removing contaminated dirt more easily from shoes. It should be porous to allow dirt to fall through to the backing of the mat, or into a dirt well into which the mat is placed. It should be thick enough to trap and hold at least 1/8 of an inch of dirt before emptying; and, it should be big enough for a person to step on it at least four times. Of course, the more traffic, the more mat.

Moisture Mats: A moisture mat should be capable of absorbing at least 4 ounces of water per square foot. It should have a backing to prevent moisture from passing through to the floor on which it is placed. And it should be big enough for a person to step on it at least four times. At this time Thompson Heights School is not utilizing moisture mats due to entrance size restrictions. This is an option that will continue to be explored in the future.

Waste Receptacles (plastic lined): Fifteen-inch, double lined waste receptacles are located at each entrance of Alliance Education Center to easily accommodate a day's trash. The location of these waste receptacles encourages use and greatly reduces the amount of contaminants that would otherwise be brought into building.

B. Hallways

It is a goal of District 917 to keep the hallways clean at Alliance Education Center (dusted, damp mopped, or cleaned with the automatic equipment regularly and stripped and refinished annually).

C. Food and Beverage Areas

Food and Beverages (F&B areas) should be designated and should be provided with appropriate facilities:

Facilities:

Food and beverages storage
Clean-up
Eating
Food and beverage purchases
Food disposal
Recyclable Disposal

Examples:

Refrigerator
Wash basin, hand soap, hand towels
Tables and chairs
Vending machines
Lined wastebaskets or refuse containers
Aluminum cans containers

At Alliance Education Center food and beverage areas are thoroughly cleaned by staff daily.

D. Kitchens

The kitchen staff is responsible for cleaning and sanitizing the surfaces, tools, and utensils they use for food preparation, but the custodial staff is responsible for the remainder of the cleaning. Cleaning is completed at the end of the cooking staff shift.

When sweeping and wet mopping the floor, special precautions are taken to reach under stoves and tables to remove all residues. Kitchen floors are swept or mopped daily.

E. Restrooms and Locker Rooms.

Fixtures, floors, and spots on the walls are cleaned daily. Entry surfaces are cleaned annually.

Weekly damp dusting horizontal surfaces and vent covers are a priority IAQ Cleaning Standard.

F. Classrooms

Clean floors, chalkboards, and chalk trays are priorities in classrooms. Clean floors because the tracked in contaminated dirt is a major carrier and source of contaminants. Also, clean chalkboards and chalk trays because of the chalk dust, an air contaminant and irritant.

G. Offices

Office parallel classrooms, the emphasis being on floor care and dusting.

H. Carpet

Weekly routine Carpet Maintenance:

Vacuuming Carpet: A top-fill upright vacuum with brush agitation or a canister vacuum with a power head incorporating brush agitation is to be used with frequency. Equally important, soil that is loosened and vacuumed from carpet must be collected in the vacuum recovery system and not allowed to re-enter the air within the structure to contribute to indoor air pollution. For this reason a high efficiency filtering system and vacuum cleaner bags with a minimum rating of 90 percent efficient for 1 micron size particles need to be used in any vacuum equipment employed. Three of the five vacuum cleaners used at Thompson Heights School currently use installed micron bags. A goal is to purchase and install micron bags for all five of the vacuum cleaners.

Immediate Spotting: Immediate attention is given to any spotting at Alliance Education Center as soon as the need is reported by a student or staff member.

Carpet Dry Chemical/Foam/Shampoo/Steam (Hot Water) Cleaning:

Cleaning Frequency: Specialized maintenance and cleaning programs (e.g. weekly, monthly, quarterly, and semi-annually) will be implemented based on individual needs.

Frequent cleaning of exterior entrances and high traffic areas reduces the contaminants and soil particles from outside the structure that accumulate in these areas.

Carpet Treatment for Fungi/Bacteria:

Carpets which have tested higher than normal will be cleaned or removed depending on the location, age of carpet and microbiological levels.

VIII. Area Indoor Air Quality Guidelines

A. Animals in Classrooms

Certain individuals, in particular those with asthma, may be sensitive to animal fur, dander, body fluids, or feces, and may experience reactions to these allergens. Furthermore, individuals can become sensitized (made allergic) by repeated exposure to allergens. District 917 has developed the following guidelines to address this area:

1. Use alternatives to animals, if possible.
2. If the teacher's intent is to have animals, then it is the site administrators responsibility to:
 - a. Prior to having animals consult the school nurse/health aide about student allergies or sensitivities (data privacy laws will need to be adhered to).
 - b. Ask parents about potential allergies, or seek to obtain information through a note that students take home or during parent-teacher conference. Remember to check for allergies when new students enter the class.
 - c. Locate sensitive students away from animals and habitats.
 - d. Have the teacher clean cages regularly (daily if possible).
 - e. Have the teacher locate animals away from ventilation system vents to avoid circulating allergens.
 - f. Use gloves to handle feces and dispose of in double bags and immediately place in the outside dumpster, not in building trash containers.
 - g. Keep animals caged. An exception is made for instructional activities in the Animal Science program.
 - h. Bottom of cage should have an impermeable liner on the bottom to prevent liquid or solid leakage from the cage.
 - i. Ensure trash bag is removed from classroom after cage cleaning.
 - j. Animals will be kept in the classroom as needed for curriculum activities and not for extended time periods.

For any health issues related to these guidelines please contact Intermediate School District 917 licensed school nurses: Joan Asmus (LSN) 651-423-8493.

B. Food Service

Cooking activities generate odors, heat, moisture, food waste, and other trash which, if not managed carefully, can lead to indoor air quality problems. Intermediate School District 917 has delineated the following responsibilities involved in the preparation and/or serving of food to ensure IAQ management:

Cooking Areas:

1. Make sure that the exhaust fans are working properly. If problems are noted, contact the building custodian.
2. Exhaust fans should be operational whenever cooking, dishwashing, and cleaning.
3. Any leaks or odors of combustion gas should be reported immediately to the building engineer.
4. Clean kitchen after each use as required by district and Department of Health policy.
5. Report any signs of mold, mildew, or algae to building custodian.
6. Report any plumbing water leaks to building custodian.
7. Report any pest problems to building custodian.

Food Handling and Storage:

1. Regularly check food service areas for signs of insects or vermin.
2. Follow food handling and storage practices as recommended by district and Department of Health.
3. Maintain general cleanliness.

Waste Management:

1. Follow district guidelines concerning the recycling of waste.
2. Store waste in appropriate sealed containers.
3. Make sure dumpsters are located away from air intake vents, operable windows, etc.

The District 917 Secondary Technical Center offers several courses to high school students involving food preparation careers (Food Industry Careers, Dietary Aide, and Fundamental Chef). Instructors attend training updates as needed to maintain safety and health within these departments.

C. Art and Crafts Classrooms

Classrooms used for arts and crafts activities shall comply with items detailed in the Teacher's Checklist in Appendix E. Materials emitting toxic fumes are not used in classroom spaces when students and staff members are present.

IX. Indoor Air Quality Complaint Resolution System

A. Purpose/Scope

The purpose of the IAQ Complaint Resolution system is to investigate and attempt to resolve IAQ issues within Intermediate School District 917 buildings in a prompt, responsive manner.

B. Process

The following describes the process to be implemented if a building occupant is concerned about IAQ:

1. The person(s) concerned about indoor air quality should contact the Health and Safety Coordinator using an IAQ complaint form (Appendix A)
2. The Health and Safety Coordinator and/or building custodians will conduct an investigation, using Appendix B, to try to resolve the problem internally.
3. The Health and Safety Coordinator will review the IAQ complaint form and may request relevant medical documents from occupants with symptoms.
4. The Health and Safety Coordinator will investigate the problem using Appendix D. The Health and Safety Coordinator will provide a written report to the Superintendent, the Director/Assistant Director of the program involved, and the building custodian. The Superintendent and Health and Safety Coordinator contact an outside vendor if additional testing is required.
5. District employees will perform remediation when feasible and appropriate. If an outside contractor is necessary the Superintendent will define the scope of services and assist in procuring those services in accordance with district policies.
6. If a problem is not solved after appropriate testing, investigation and remediation, the person may need to be moved to a different space based on availability.

X. Communication/Information

A. Availability of Information

Intermediate School District 917 is committed to open communication regarding IAQ and will make available any and all information regarding IAQ in district facilities. Parents and employees can obtain information about IAQ by contacting the Superintendent's office, or checking the District 917 website: <http://www.isd917.k12.mn.us>. Information available includes:

- Checklists or self-help information so they can properly evaluate their child's home or other out of school situations.
- Information about school facility construction, maintenance, and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects, pesticides and herbicides and the like to determine the extent to which school activities contribute to a child's symptoms.

- Information on what a parent can do (how they can effect change) upon discovering questionable activities occurring within schools.

B. Annual Notification

Annual notification of parents will occur each September (or when a new student is enrolled in District 917) through the Parent/Guardian and Student Handbook. Notification of employees will be included in employee orientation materials, policy handbooks, and the annual IAQ Walk-through Inspection process.

XI. Training, Education, and Information

Employee Annual Training Plan:

EMPLOYEE	TRAINING 1	TRAINING 2	TRAINING 3
Superintendent	X	X	
Directors/Assistant Directors	X		(As Needed)
IAQ / Health and Safety Committee Members	(IAQ Coordinator)	X	
Maintenance/Custodial Staff		X	X
School Nurses/Health Assistants		X	(As Needed)
Teachers			(As Needed)

Training 1 – Executive IAQ Briefing

This briefing opportunity, provided annually at a meeting of the District 917 Administrative Team, will provide a broad overview of IAQ and its impact on occupant’s health. The presentation will also review/discuss Intermediate School District 917 plan to manage IAQ in the proactive manner.

Training 2– IAQ Plan Implementation

This training will take place at a meeting of the Health, Safety, and Wellness Committee, and will specifically review the IAQ management plan, the impact of the plan on building occupants, and the process and individual responsibilities for its implementation.

Training 3– IAQ in Classrooms

This training for District 917 custodians will address the operation of ventilation equipment, carpet care, animals, food, and the district IAQ plan.

XII. Renovation, Remodeling, and Redecorating Activities

Renovation, remodeling, and redecorating activities have the potential for causing indoor air quality problems. Proper planning is important to minimize potential problems. Building occupants will be informed of the nature of these activities.

District remodeling specifications require cleanliness, dust control, protection of building and building materials from water and clean HVAC parts:

- All mechanical ventilation improvements will result in demonstrated current performance criteria as found in state law, statute or rule, to include proper amount of ventilation rate over a specified outside temperature range, proper filtration, and ability to measure ventilation rate.
- Proper commissioning of all mechanical ventilation improvements will be done and validated by a designated professional who has adequate errors and omissions insurance.
- Mechanical ventilation improvement work will remain under warranty by the outside party until a full range of seasons has occurred, allowing any deficiencies to surface and be corrected.

A common concern which can occur during these activities is the release of volatile organic compounds from paint, stain, adhesives, sealants, new carpeting, and furniture. When feasible these types of activities will be scheduled to occur when the building is not occupied. Many times, for a variety of reasons, these activities need to occur while the building is occupied. During these activities the maintenance engineer will increase the fresh intake air as feasible. This increased ventilation will occur during these activities and for a short time after the work has been completed. A representative from the Indoor Air Quality Management team will advise on the selection and purchase of paint products.

If only limited areas of the building are being remodeled, the HVAC system will be adjusted and/or containment systems utilized as applicable so that it does not distribute contaminated air throughout the rest of the building. Temporary exhaust systems to remove contaminants during the work day will be considered. It may be necessary to modify HVAC system operation during and after these activities (e.g., running air handling units on 100 percent outdoor air for a period of time or running the system for several complete air exchanges before occupants return to the building).

When feasible, activities where solvents will be released will be scheduled to occur late in the day or on Friday so the building can air out overnight or during the weekend. Whenever possible, carpeting will be installed on a Friday so the solvents in the carpet and its adhesive have the weekend to air out before the tenants return to work.

Prior to modifications to the building system that could impact asbestos-containing materials, the AHERA inspection manual will be reviewed. If asbestos-containing materials will be affected by work, asbestos abatement contractors will generally remove asbestos-containing materials and document the removal work.

The documents in Appendices F and G will be provided by the purchasing department to contractors who do painting and roofing repairs.

XIII. Budgeting

The district health and safety budget is available for use in remedying IAQ problems. This budget is submitted annually for approval. Annual needs, project upgrades, etc., are prioritized and included in the health and safety budget. Routine maintenance items are planned and budgeted for in order to prevent water intrusion, maintain airflow, and improve cleanliness in district buildings as a part of annual budgeting.

APPENDIX A-IAQ Complaint Form
Intermediate School District 917

Indoor Air Quality Complaint Form

(This form is to be filled out by the building occupant or a staff member)

Date: _____ Building Name: _____ Room Number: _____

Occupant's Name: _____ Phone Number: _____

Please describe the problem in detail. Include specific symptoms you have experienced, time of day, weather conditions, number of occupants and any additional observations you would like to make.

Someone may need to contact you to discuss the complaint. What is the best time to reach you? _____

So that we can respond promptly, please return this form to Linda Berg, Health and Safety Coordinator, District Office, 1300 145th Street East, Rosemount, MN 55068 or fax to 651-423-8781.

Indoor Air Quality Questionnaire

The purpose of this form is to gather the information required for solving the indoor air quality concerns.

Name: _____

Date: _____

Program/Site: _____

Background Information

Question	Response
1. How long have you been in the building?	
2. How long have you been your present location in the building?	
3. Have you experienced any physical discomfort or symptoms related to indoor air quality?	
4. What type of symptoms are you experiencing?	
5. When did the symptoms start?	
6. How long do the symptoms last?	
7. Are symptoms experienced apart from the work area? If yes, when and where?	
8. Is an odor coinciding with our symptoms? If yes, describe the odor.	
9. Have these symptoms ever been experienced at another work area? If yes, please describe.	

Additional comments:

APPENDIX D-IAQ Investigation Form
Intermediate School District 917
Health & Safety Coordinator Indoor Air Quality Investigation Form

1. INVESTIGATOR INFORMATION

Name: _____ Date: _____ Time: _____
 Room #/Area _____ # of Occupants in Room or Area _____

2. COMPLAINT DATA

Name: _____ Date of complaint _____ Time: _____
 Room #/Area _____ Building Name: _____
Health Symptoms Associated With Complaint:

Other Concerns, i.e. odor, moisture, airflow, cleaning, etc.:

3. INVESTIGATION CHECKLIST

Air Handling Unit	Comments/Action Taken
Air Handling Unit On: <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Air flowing from Vents: <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Exhaust Operations: <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Thermostat Properly Set: <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Other Problems Noted: _____ _____	
Moisture	
Any Present Signs of Moisture: <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Any Previous Moisture Concerns: <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Any signs of Biological Growth: <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Any Odors: <input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Other Sources

Any Recent Renovation in Area:	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Is it Overly Dusty/Unclean:	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Are Chemicals Stored in Room:	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Any Pesticides Recently Applied:	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Any Tunnel System:	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Any Unused Drains:	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

4. TEST DATA

AHU # _____	VAV/Zone # _____
Room Temp. (°F) _____	
Room Relative Humidity (%) _____	
T'stat Setting (°F) _____	
Room CO (ppm) _____	Room CO ₂ (ppm) _____
Particulates _____	
Outside Air Temp (°F) _____	
Outside CO (ppm) _____	Outside CO ₂ (ppm) _____

5. WATER INTRUSION

6. OTHER DATA

7. IMMEDIATE CORRECTIVE ACTIONS TAKEN

8. ADDITIONAL CORRECTIVE ACTION REQUIRED

9. ADDITIONAL COMMENTS

APPENDIX F-Renovation/Repairs Checklist

RENOVATION AND REPAIRS CHECKLIST- FLOORING

Pre-Installation

- Determine whether resilient tile flooring scheduled for removal contains asbestos fibers.
- Renovation may/will disturb asbestos- containing flooring.**
- Select low-emitting adhesive when installing glue-down flooring.
- Obtain information about product constituents and emissions that may adversely impact IAQ from manufacturers.
- Select low-emitting adhesive.
- Select low-emitting flooring materials.
- Need additional information for selecting low-emitting adhesive and flooring materials.**
- Do not install carpet near water sources.
- When possible, schedule installation for time when school is unoccupied.

During Installation

- Use low-emitting adhesives.
- Use low-emitting flooring materials.
- Air new products before installation.
- Need help arranging the airing out of flooring products.**
- Follow manufacturers' recommendations for ventilating the work area during and after flooring installation.
- Install carpet, vinyl, and related flooring materials only when the school building is not in use or maintain the room under negative pressure relative to the surrounding rooms and hallways.
- Avoid re-circulating air from the installation area, through the heating, ventilation, and air conditioning system, and into occupied areas. Seal return air grilles, open door ways, stairways, and use exhaust fans to remove airborne contaminants.
- Need help arranging the airing out of space during and after installation.**
- Vacuum old carpet that is to be removed and subfloor surfaces (once carpet is removed).
- Seal joints of hard surfaces and/or entire surface of porous flooring installed near water sources.

Post-Installation

- Vacuum new flooring after installation to remove loose matter and particles generated by the installation process and general construction in the area.
- Follow manufacturers' recommendations for ventilating the work area space during and after flooring installation. (Typical recommendation is maximum outdoor air for 72 hours after installation.)

No Problems to Report.

I have completed the activities on the Renovation and Repairs Checklist, and I do not need help in any areas.

Name:
School:
Room or Area:
Date Completed:
Signature:

APPENDIX G-Painting Checklist
Intermediate School District 917
Painting Checklist

Name	Room	School
------	------	--------

Date Completed	Signature
----------------	-----------

Instructions:

- 1. Check off each box as you complete the activity.**
- 2. Check the triangle as appropriate or check the circle if you need additional help with this activity.**
- 3. File this checklist for future reference.**

There are many factors to consider before beginning a painting project. Special care should be taken when sanding a surface to prepare for painting, due to the dust released into the air. This dust may contain lead particles. Exposure to excessive levels of lead could affect a child's mental growth, and interfere with nervous system development, which could cause learning disabilities and impaired hearing. In adults, lead can increase the blood pressure.

The type of paint is an important decision. For instance, both solvent-based and water-based paints give off volatile organic compounds (VOCs) that could lead to IAQ problems. Water-based paints produce less VOCs than solvent-based paints, but produce them over a longer period of time.

Durability is important – a relatively low-emitting paint might create more IAQ problems in the long run than a higher emitting paint, if the lower-emitting paint requires repainting more often. In addition, many water-based (even interior paints) have, until recently, used mercury as a fungicide. Any paint that contains mercury should not be used indoors.

Confirm that the painted surface is lead-free before preparing a surface for painting

- Check painting records or old paint cans to determine whether the paint contains lead
- Do an initial screen using a trained lead paint inspector
- If there is lead paint in the existing paint, contact a trained lead-based paint contractor
- Δ No lead in existing paint
- \circ Paint contains lead or testing is needed to determine if lead is in existing paint

Select a low-VOC emitting paint that is free of lead and mercury

- Evaluate existing stock of paint (properly dispose of paints containing lead or mercury or having higher VOC emissions than new paints)
- Evaluate new paint before you purchase it. Express your indoor air quality concerns to paint suppliers and use their technical personnel as a resource. Not all paint suppliers have information on pollutant emissions; consult other sources (e.g., manufacturers) if your paint supplier cannot provide adequate information
- Δ Have selected an appropriate paint
- \circ Need to discuss which paint to use with an IAQ specialist

During exterior painting, minimize occupant exposure to odors and pollutants

- Schedule exterior painting to occur when the building is unoccupied (for example, on weekends or during vacation periods), and allow time for paint odors to dissipate before occupants return to the area. If the area being

Painted areas have a heating, cooling, and ventilation system which is shared with other areas, those areas should also be unoccupied

- ❑ Use supply and exhaust fans to sweep paint fumes out of the building. Operate supply fans continuously (24-7) at the highest possible outdoor air supply setting, from the beginning of the painting work until several days after the painting has been completed
- ❑ Block return openings to prevent circulating air from the work area to occupied areas
- Δ Occupant exposure is minimized
- Need help to minimize occupant exposure

Use appropriate storage and disposal practices for paints, solvents, clean-up materials, and asbestos containing materials

- ❑ Seal containers carefully after use
- ❑ Keep paint containers in designated storage areas equipped with exhaust ventilation, but not in heating, ventilation, and air conditioning equipment
- ❑ Use an appropriate waste disposal method to dispose of any paints containing lead or mercury
Follow EPA National Emission Standards for Hazardous Air Pollutant rules for disposal of asbestos-containing materials
- Δ No problem with storage and disposal
- Need help with storage and disposal

APPENDIX H-Roofing Checklist
Intermediate School District 917
Roofing Checklist

Name

Date Completed

School Building

Signature

Instructions:

- 1. Check off each box as you complete the activity.**
- 2. Check the triangle as appropriate or check the circle if you need additional help with this activity.**
- 3. File this checklist for future reference.**

Roofing work often involves the use of tar or other pollutant-producing chemicals that may cause indoor air problems if fumes enter the building. School officials and roofers can cooperate to prevent these problems and complaints from occupants.

Schedule pollutant-producing activities for unoccupied periods (e.g., weekends or vacation periods):

- Check to ensure that pollutant-producing activities occur during unoccupied periods
- Work is scheduled for an unoccupied period
- Work is scheduled for an occupied period; need help to minimize occupant exposure
- Locate “hot-spots” of tar and other pollutant-producing materials away from outdoor air intakes:
- Consider wind patterns at the work site, and arrange equipment so that prevailing winds carry odors away from the building
- Pollutant-producing materials are away from and downwind from outdoor air intakes
- No good location for pollutant-producing materials

Modify ventilation to avoid introducing odors and contaminants:

- Advise staff and students to keep doors and windows closed until the roofing work is finished
- It may be advisable to temporarily close the outdoor air intakes of air handlers; particularly rooftop units in the vicinity of (and downwind from) the work area. (NOTE: To avoid creating IAQ problems from underventilation, provide a temporary means (fans and/or ducts) to supply unaffected outdoor air.)

Δ Ventilation is arranged to avoid entry of pollutants

- Need help to modify ventilation

Building and Grounds – Maintenance Checklist

Name: _____	
School: _____	
Room or Area: _____	Date Completed: _____
Signature: _____	

Instructions

1. Read the *IAQ Backgrounder* and the Background Information for this checklist.
2. Keep the Background Information and make a copy of the checklist for future reference.
3. Complete the Checklist.
 - Check the “yes,” “no,” or “not applicable” box beside each item. (A “no” response requires further attention.)
 - Make comments in the “Notes” section as necessary.
4. Return the checklist portion of this document to the IAQ Coordinator.

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1c. Ensured that air from chemical and trash storage areas vents to the outdoors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1d. Stored chemical products and supplies in sealed, clearly labeled containers..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1e. Researched and selected the safest products available | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1f. Ensured that supplies are being used according to manufacturers’ instructions..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1g. Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers’ instructions..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1h. Substituted less- or non-hazardous materials (where possible) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1i. Scheduled work involving odorous or hazardous chemicals for periods when the school is unoccupied | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1j. Ventilated affected areas during and after the use of odorous or hazardous chemicals | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2. GROUNDS MAINTENANCE SUPPLIES

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 2a. Stored grounds maintenance supplies in appropriate area(s)..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2b. Ensured that supplies are used and stored according to manufacturers’ instructions..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2c. Established and followed procedures to minimize exposure to fumes from supplies | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2d. Reviewed and followed manufacturers’ guidelines for maintenance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2e. Replaced portable gas cans with low-emission cans..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2f. Stored chemical products and supplies in sealed, clearly-labeled containers..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2g. Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers’ instructions..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. DUST CONTROL

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 3a. Installed and maintained barrier mats for entrances | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3b. Used high efficiency vacuum bags | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3c. Used proper dusting techniques | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3d. Wrapped feather dusters with a dust cloth..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3e. Cleaned air return grilles and air supply vents..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

1. BUILDING MAINTENANCE SUPPLIES

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| | Yes | No | N/A |
| 1a. Developed appropriate procedures and stocked supplies for spill control | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1b. Reviewed supply labels | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4. FLOOR CLEANING

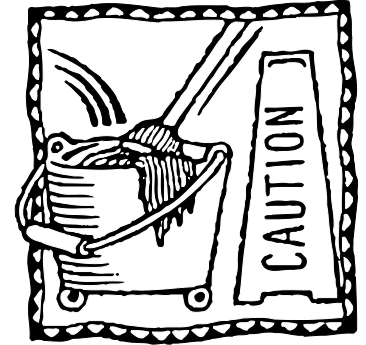
- 4a. Established and followed schedule for vacuuming and mopping floors.....
- 4b. Cleaned spills on floors promptly (as necessary).....
- 4c. Performed restorative maintenance (as necessary)

5. DRAIN TRAPS

- 5a. Poured water down floor drains once per week (about 1 quart of water)
- 5b. Ran water in sinks at least once per week (about 2 cups of water).....
- 5c. Flushed toilets once each week (if not used regularly)

6. MOISTURE, LEAKS, AND SPILLS

- 6a. Checked for moldy odors.....
- 6b. Inspected ceiling tiles, floors, and walls for leaks or discoloration (may indicate periodic leaks)
- 6c. Checked areas where moisture is commonly generated (e.g., kitchens, locker rooms, and bathrooms)
- 6d. Checked that windows, windowsills, and window frames are free of condensate
- 6e. Checked that indoor surfaces of exterior walls and cold water pipes are free of condensate
- 6f. Ensured the following areas are free from signs of leaks and water damage:
 - Indoor areas near known roof or wall leaks.....
 - Walls around leaky or broken windows.....
 - Floors and ceilings under plumbing.....
 - Duct interiors near humidifiers, cooling coils, and outdoor air intakes



7. COMBUSTION APPLIANCES

- 7a. Checked for odors from combustion appliances.....
- 7b. Checked appliances for backdrafting (using chemical smoke).....
- 7c. Inspected exhaust components for leaks, disconnections, or deterioration.....
- 7d. Inspected flue components for corrosion and soot.....

8. PEST CONTROL

- 8a. Completed the *Integrated Pest Management Checklist*

NOTES

Appendix J-HVAC Maintenance Schedule

HVAC Maintenance Schedule

HVAC COMPONENT	MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUALLY	AS REQUIRED
A. Outdoor air intake inspection (unit ventilators)				X	
B. Check belt tension				X	
C. HVAC duct work inspection					X
D. HVAC controls calibration					X
E. Filter changes				X	
F. Heating coils/cooling coils inspection				X	
G. Heating coils/cooling coils cleaning					X (unit ventilators)
H. Supply fan inspection				X	
I. Supply fan cleaning					X

TO: Scott Zehnder, Maintenance Engineer

Signature

Date

When this page is filled with "DATES" please sign, date and return to Linda Berg, Health and Safety Coordinator, DCTC, District Administration, for the Health, Wellness and Safety files.

Appendix K-Ventilation Checklist

Ventilation Checklist



Name: _____

School: _____

Unit Ventilator/AHU No: _____

Room or Area: _____ Date Completed: _____

Signature: _____

Instructions

- Read the *IAQ Backgrounder* and the Background Information for this checklist.
- Keep the Background Information and make a copy of the checklist for **each** ventilation unit in your school, as well as a copy for future reference.
- Complete the Checklist.
 - Check the “yes,” “no,” or “not applicable” box beside each item. (A “no” response requires further attention.)
 - Make comments in the “Notes” section as necessary.
- Return the checklist portion of this document to the IAQ Coordinator.

1. OUTDOOR AIR INTAKES

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1a. Marked locations of all outdoor air intakes on a small floor plan (for example, a fire escape floor plan)..... | Yes | No | N/A |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1b. Ensured that the ventilation system was on and operating in “occupied” mode | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ACTIVITY 1: OBSTRUCTIONS

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1c. Ensured that outdoor air intakes are clear of obstructions, debris, clogs, or covers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1d. Installed corrective devices as necessary (e.g., if snowdrifts or leaves frequently block an intake) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ACTIVITY 2: POLLUTANT SOURCES

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1e. Checked ground-level intakes for pollutant sources (dumpsters, loading docks, and bus-idling areas)..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1f. Checked rooftop intakes for pollutant sources (plumbing vents; kitchen, toilet, or laboratory exhaust fans; puddles; and mist from air-conditioning cooling towers)..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1g. Resolved any problems with pollutant sources located near outdoor air intakes (e.g., relocated dumpster or extended exhaust pipe)..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ACTIVITY 3: AIRFLOW

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 1h. Obtained chemical smoke (or a small piece of tissue paper or light plastic) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1i. Confirmed that outdoor air is entering the intake appropriately | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2. SYSTEM CLEANLINESS

ACTIVITY 4: AIR FILTERS

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 2a. Replaced filters per maintenance schedule | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2b. Shut off ventilation system fans while replacing filters (prevents dirt from blowing downstream) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2c. Vacuumed filter areas before installing new filters | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2d. Confirmed proper fit of filters to prevent air from bypassing (flowing around) the air filter | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2e. Confirmed proper installation of filters (correct direction for airflow)..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2. SYSTEM CLEANLINESS (continued)

ACTIVITY 5: DRAIN PANS

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 2f. Ensured that drain pans slant toward the drain (to prevent water from accumulating) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2g. Cleaned drain pans..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2h. Checked drain pans for mold and mildew | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ACTIVITY 6: COILS

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 2i. Ensured that heating and cooling coils are clean | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

ACTIVITY 7: AIR-HANDLING UNITS, UNIT VENTILATORS

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 2j. Ensured that the interior of air-handling unit(s) or unit ventilator (air-mixing chamber and fan blades) is clean | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2k. Ensured that ducts are clean..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ACTIVITY 8: MECHANICAL ROOMS

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 2l. Checked mechanical room for unsanitary conditions, leaks, and spills..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2m. Ensured that mechanical rooms and air-mixing chambers are free of trash, chemical products, and supplies | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. CONTROLS FOR OUTDOOR AIR SUPPLY

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 3a. Ensured that air dampers are at least partially open (minimum position)..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3b. Ensured that minimum position provides adequate outdoor air for occupants..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ACTIVITY 9: CONTROLS INFORMATION

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 3c. Obtained and reviewed all design inside/outside temperature and humidity requirements, controls specifications, as-built mechanical drawings, and controls operations manuals (often uniquely designed) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|

ACTIVITY 10: CLOCKS, TIMERS, SWITCHES

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 3d. Turned summer-winter switches to the correct position | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3e. Set time clocks appropriately..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3f. Ensured that settings fit the actual schedule of building use (including night/weekend use) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ACTIVITY 11: CONTROL COMPONENTS

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 3g. Ensured appropriate system pressure by testing line pressure at both the occupied (day) setting and the unoccupied (night) setting..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3h. Checked that the line dryer prevents moisture buildup..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3i. Replaced control system filters at the compressor inlet based on the compressor manufacturer’s recommendation (for example, when you blow down the tank) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3j. Set the line pressure at each thermostat and damper actuator at the proper level (no leakage or obstructions)..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ACTIVITY 12: OUTDOOR AIR DAMPERS

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 3k. Ensured that the outdoor air damper is visible for inspection..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3l. Ensured that the recirculating relief and/or exhaust dampers are visible for inspection | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3m. Ensured that air temperature in the indoor area(s) served by each | | | |



3. CONTROLS FOR OUTDOOR AIR SUPPLY (continued)

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 3n. Checked that the outdoor air damper fully closes within a few minutes of shutting off appropriate air handler | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3o. Checked that the outdoor air damper opens (at least partially with no delay) when the air handler is turned on | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3p. If in heating mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room thermostat is set to 85°F..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3q. If in cooling mode, checked that the outdoor air damper goes to its minimum position (without completely closing) when the room thermostat is set to 60°F and mixed air thermostat is set to 45°F | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3r. If the outdoor air damper does not move, confirmed the following items: | | | |
| • The damper actuator links to the damper shaft, and any linkage set screws or bolts are tight..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Moving parts are free of impediments (e.g., rust, corrosion) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Electrical wire or pneumatic tubing connects to the damper actuator | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • The outside air thermostat(s) is functioning properly (e.g., in the right location, calibrated correctly)..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Proceed to Activities 13–16 if the damper seems to be operating properly.

ACTIVITY 13: FREEZE STATS

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 3s. Disconnected power to controls (for automatic reset only) to test continuity across terminals..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OR | | | |
| 3t. Confirmed (if applicable) that depressing the manual reset button (usually red) trips the freeze stat (clicking sound indicates freeze stat was tripped)..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3u. Assessed the feasibility of replacing all manual reset freeze-stats with automatic reset freeze-stats | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

NOTE: HVAC systems with water coils need protection from the cold. The freeze-stat may close the outdoor air damper and disconnect the supply air when tripped. The typical trip range is 35°F to 42°F.

ACTIVITY 14: MIXED AIR THERMOSTATS

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 3v. Ensured that the mixed air stat for heating mode is set no higher than 65°F..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3w. Ensured that the mixed air stat for cooling mode is set no lower than the room thermostat setting..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ACTIVITY 15: ECONOMIZERS

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 3x. Confirmed proper economizer settings based on design specifications or local practices | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

NOTE: The dry-bulb is typically set at 65°F or lower.

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 3y. Checked that sensor on the economizer is shielded from direct sunlight..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3z. Ensured that dampers operate properly (for outside air, return air, exhaust/relief air, and recirculated air), per the design specifications | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

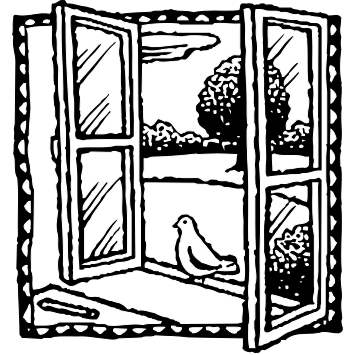
NOTE: Economizers use varying amounts of cool outdoor air to assist with the cooling load of the room or rooms. There are two types of economizers, dry-bulb and enthalpy. Dry-bulb economizers vary the amount of outdoor air based on outdoor temperature, and enthalpy economizers vary the amount of outdoor air based on outdoor temperature and humidity level.

3. CONTROLS FOR OUTDOOR AIR SUPPLY (continued)

ACTIVITY 16: FANS

- 3aa. Ensured that all fans (supply fans and associated return or relief fans) that move outside air indoors continuously operate during occupied hours (even when room thermostat is satisfied) **Yes** **No** **N/A**

NOTE: If fan shuts off when the thermostat is satisfied, adjust control cycle as necessary to ensure sufficient outdoor air supply.



4. AIR DISTRIBUTION

ACTIVITY 17: AIR DISTRIBUTION

- 4a. Ensured that supply and return air pathways in the existing ventilation system perform as required.....
- 4b. Ensured that passive gravity relief ventilation systems and transfer grilles between rooms and corridors are functioning

NOTE: If ventilation system is closed or blocked to meet current fire codes, consult with a professional engineer for remedies.

- 4c. Made sure every occupied space has supply of outdoor air (mechanical system or operable windows)
- 4d. Ensured that supply and return vents are open and unblocked

NOTE: If outlets have been blocked intentionally to correct drafts or discomfort, investigate and correct the cause of the discomfort and reopen the vents.

- 4e. Modified the HVAC system to supply outside air to areas without an outdoor air supply
- 4f. Modified existing HVAC systems to incorporate any room or zone layout and population changes.....
- 4g. Moved all barriers (for example, room dividers, large free-standing blackboards or displays, bookshelves) that could block movement of air in the room, especially those blocking air vents
- 4h. Ensured that unit ventilators are quiet enough to accommodate classroom activities.....
- 4i. Ensured that classrooms are free of uncomfortable drafts produced by air from supply terminals

ACTIVITY 18: PRESSURIZATION IN BUILDINGS

NOTE: To prevent infiltration of outdoor pollutants, the ventilation system is designed to maintain positive pressurization in the building. Therefore, ensure that the system, including any exhaust fans, is operating on the “occupied” cycle when doing this activity.

- 4j. Ensured that air flows out of the building (using chemical smoke) through windows, doors, or other cracks and holes in exterior wall (for example, floor joints, pipe openings)

5. EXHAUST SYSTEMS

ACTIVITY 19: EXHAUST FAN OPERATION

- 5a. Checked (using chemical smoke) that air flows into exhaust fan grille(s)

If fans are running but air is not flowing toward the exhaust intake, check for the following:

- Inoperable dampers
- Obstructed, leaky, or disconnected ductwork
- Undersized or improperly installed fan
- Broken fan belt

5. EXHAUST SYSTEMS (continued)

ACTIVITY 20: EXHAUST AIRFLOW



door contaminants from areas such as bathrooms, kitchens, and labs by keeping them under negative surrounding spaces).

(smoke) that air is drawn into the room **Yes No N/A**

the door slightly open while checking airflow high and low in the door opening (see "How to Measure

toward the exhaust intake.....

DUCTWORK

5d. Checked that the exhaust ductwork downstream of the exhaust fan (which is under positive pressure) is sealed and in good condition.....

6. QUANTITY OF OUTDOOR AIR

ACTIVITY 22: OUTDOOR AIR MEASUREMENTS AND CALCULATIONS

NOTE: Refer to "How to Measure Airflow" for techniques.

6a. Measured the quantity of outdoor air supplied (22a) to each ventilation unit.....

6b. Calculated the number of occupants served (22b) by the ventilation unit under consideration.....

6c. Divided outdoor air supply (22a) by the number of occupants (22b) to determine the existing quantity of outdoor air supply per person (22c)

ACTIVITY 23: ACCEPTABLE LEVELS OF OUTDOOR AIR QUANTITIES

6d. Compared the existing outdoor air per person (22c) to the recommended levels in Table 1.....

6e. Corrected problems with ventilation units that supplied inadequate quantities of outdoor air to ensure that outdoor air quantities (22c) meet the recommended levels in Table 1.....

NOTES:

SECONDARY TECHNOLOGY CENTER SAFETY MANAGEMENT

WRITTEN PLAN

Intermediate School District 917

July 2022

INTRODUCTION

The health and safety standards included in the following sections are provided for guidance to Intermediate School District 917 Secondary Technology Center instructors. Compliance with these standards will substantially aid in providing a safe and healthy work and teaching environment. Procedures outlined should be considered the minimum standards that apply for classrooms. The standards are derived from existing state or federal occupational health and safety regulations and other organizations such as: the National Fire Protection Association and the American National Standards Institute. If there are discrepancies between this plan and the standards, the standards are to take precedence.

The Intermediate School District 917 technology programs include: Construction; Total Auto Care; Heavy Duty Truck Technology; Graphic Communications; Computer Repair, Networking, and Video Game Design; Fundamental Chef; and Food Industry Careers. It is imperative that instructors become familiar with and implement the sections in this plan that pertain to the operation(s) under their control.

Each technology program is responsible for providing safety equipment and supplies as specified in this plan. If there is equipment that does not meet the standard, it is not to be used. If there is equipment that is not used and is not likely to be used in the future, it should be decommissioned. Equipment shall be maintained in good repair. If equipment is not operable or does not meet the standards, it should be red tagged as not operable until a time when it is repaired or upgraded. Instructors are not to perform repairs or upgrades to equipment.

Section 1: The Technology Shop Safety Management Plan

The Secondary Technology Center Safety Management Plan covers: general safety and housekeeping, clothing and safe dress, personal protective equipment, machine safety, hand and power tool safety, electrical safety, compressed air safety, compressed gas cylinders, employee right to know, chemical storage requirements, safety equipment, emergency procedures, employee training and recordkeeping. This plan will be reviewed annually, evaluated for effectiveness and updated as necessary. This plan will be maintained in the District Office and on-site by each shop instructor. It shall be made available to employees, employee representatives, and safety inspectors upon request.

Each Technology Shop curriculum shall develop and implement their safety plan specific to the activities being performed. Safety guidelines for students are to be developed by instructors that are specific to the task to be performed. Student guidelines should include items identified in this plan and student behavior do's and don'ts. **Health and safety must be made an integral part of all Technology Shop curriculums and the instructor must document student competency on safety procedures by maintaining a file for each student containing safety worksheets and actual safety test passed at the 100% level.**

On a regular schedule, but not less than monthly, instructors are responsible for inspecting the shop areas under their control.

Section 2: General Safety/Housekeeping

The following precautions pertain to the minimum general safety/housekeeping procedures to be implemented in the Technology Shop classrooms:

1. Report all injuries. Injuries to instructors must be documented through the **Business and Nurses's** Office on the Injury Report Form. The Student Injury Log is to be used to document injuries to students.
2. Students are to be supervised by a licensed Technology Shop instructor when using shop equipment or chemicals.
3. No food is allowed in a Technology Shop area. Do not eat, drink, chew gum, or apply cosmetics in a shop area.
4. Minimize exposures by using appropriate personal protective apparel and equipment. (i.e. eye protection, machine guards, etc.)
5. Only tools, equipment, and machinery that are properly maintained and adjusted may be used.
6. Tools, equipment, and machinery may not be altered for use other than that for which it was designed and specified by the manufacturer.
7. Know the locations of and maintain accessibility of all safety equipment including: fire extinguishers, eyewashes, drench showers, etc.
8. Floor areas and aisles must be kept free of debris or any item that may constitute a tripping or slipping hazard.
9. Dust collections systems must be used when performing woodworking activities.
10. Cleanliness around woodworking activities is to be maintained. Particular attention should be made in regards to preventing fire hazards from wood dust inside electrical switch enclosures, bearings and motors.
11. Use shop vacuum equipment to keep work areas clean. Compressed air must not be used to clean dirt and dust from equipment, clothing or skin.
12. Clean up liquid spills immediately.
13. Maintain storage areas in a safe and orderly manner.
14. Store flammables in an approved flammable cabinet if in excess of 10 gallons.
15. Maintain aisles and egresses open and clear.
16. A minimum of 18 inches of clearance must be maintained between storage materials and fire sprinkler heads.
17. Storage of materials must not create a hazard. Overhead storage must be stable and secure. Large objects should not be stored overhead. Attention to the weight limit of a shelving or rack unit should be monitored.

18. A minimum of 36 inches of open area must be maintained for access to all electrical boxes and utility controls.

Section 3: Clothing and Safe Dress

The following precautions pertain to the minimum clothing and safe dress procedures to be implemented in Technology Shop classrooms:

1. The type of clothing is to be appropriate for the planned shop activities.
2. Instructors are responsible for ensuring that students are informed as to the requirements for wearing apparel that is suitable for the type of shop activities to be performed and the hazards involved.
3. For those working with machinery or in other hazardous operations, clothing should be well fitted with no loose or flowing articles. Shirts must be tucked in and short sleeve types are the best.
4. Shoes should be well fitted with good soles and heels and of a style that completely covers the foot. Open-toe shoes “sandals” or lightweight shoes must not be worn during shop activities.
5. Instructors and students with long hair who work around moving machinery must wear adequate hair covering to preclude the possibility of entanglement.
6. Jewelry such as rings, pendants, necklaces, earrings, and watches shall not be worn when working around moving machinery, electricity or electronics equipment.

Section 4: Personal Protective Equipment

This section addresses eye, face, hand and hearing protection. Activities are not to be performed which would require the use of respirator protection, however voluntary use of respirators is allowed. Personal protective equipment (PPE) is to be used by instructors and students whenever doing so will reduce the likelihood of injury. PPE is not a substitute for engineering controls, administrative controls, or good work practices, but must be used in conjunction with these controls.

Responsibility

Instructors have the primary responsibility for implementation of the PPE program in their shop area. This includes: conducting a hazard assessment in their area, determining what type of PPE is required, purchasing the necessary equipment and signage, ensuring students are trained on the proper use, care and cleaning of PPE, ensuring students are wearing PPE and replacing defective or damaged equipment immediately. Based on the hazard assessment, locations or activities that require PPE are to be clearly demarcated identifying the type of PPE required. Visitors or others passing through the area should be able to easily identify the hazards and PPE required.

Eye and Face Protection

Instructors and students must use appropriate eye and face protection when working in eye protection areas or exposed to hazards from flying particles or chemicals. Eye protection areas include but are not limited to, technology shops in which activities are taking place and materials are being used involving: hot molten materials, milling, sawing, turning, shaping, cutting,

grinding or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding, repair or servicing of any vehicle or mechanical equipment. Eyewear must comply with ANSI Z87.1 as indicated by labels on the PPE. When there is a hazard from flying objects, side protectors must be used.

Hand Protection

Instructors and students must use appropriate hand protection when exposed to hazards from skin absorption of harmful substances, severe cuts or lacerations, abrasions, punctures, chemical burns or temperature extremes. An evaluation of the hazard must be made and the appropriate glove type selected. Glove selection will be based on performance characteristics of the gloves, conditions, duration of use, and hazard present. One type of gloves will not work in all situations.

Hearing Protection

Instructors and students exposed to noise levels at or above the OSHA permissible exposure limit of 85 dBA as measured on an eight-hour time weighted average (TWA) must wear hearing protection. It is recommended that hearing protection be used whenever operating equipment which generates decibel level above 80 dBA. The type of hearing protection device used must, at a minimum, attenuate the noise level to an 8-hour TWA of 85 dBA or less. Instructors should also limit their daily noise exposure by reducing the time period devoted to excessively noisy activities. Personnel and equipment noise level monitoring can be performed by Health and Safety upon request.

Refer to the District Respiratory Protection, Personal Protective Equipment and Hearing Conservation Written Plans for more information on these topics.

Section 5: Machine Safety

Machinery is the most immediate and apparent safety hazard in the shop area. **It is imperative that instructors supervise students at all times when using any shop machines.** Prior to student usage, the instructor must approve the intended operation by the student making sure that guards are in place and that student has passed the safety test for the equipment he/she will be operating. Instructors must ensure that the equipment is functioning properly and all safety equipment is in place and being used. Equipment lighting is to be maintained operational and must be protected from breakage. All safety guards must be maintained in proper position while the machine is in operation. The instructor is responsible for performing regular scheduled inspections and manufacturer specified preventative maintenance of machinery. The instructor is not to perform maintenance that will require the implementation of lockout/tagout procedures. If machine equipment is determined not to be functioning properly or it is missing safety or guarding equipment, it is not to be used. The instructor must label the equipment with a red tag as not operational until such a time when repairs or upgrades can be made. Students shall have completed a safety worksheet for each piece of equipment and passed a safety test at the 100% level in order to be deemed fit to operate that machine. The instructor will keep a file for each student containing the worksheet and student safety test. The instructor will record on a visible, posted sheet the student's name and the machines he is qualified to operate. Students not

demonstrating competency with machine operation and safety procedures must not be allowed to operate machinery.

Guarding

Machine guarding procedures are as required by OSHA 29 CFR 1910.212. One or more methods of machine guarding shall be provided to protect the operator and other people in the machine area from hazards such as those created by point of operation, in-going nip points, rotating parts, flying chips and sparks. Examples of guarding methods are barrier guards, two-hand tripping devices, electronic safety devices, etc. Safeguards must meet the following minimum requirements:

1. **Prevent Contact:** The safeguard must prevent hands, arms, and any other body part of the user's body from making contact with dangerous moving parts. All belts, pulleys, gears, shafts and moving parts must be guarded. Chip shield guards and filler plates need to be maintained at a maximum clearance of 1/4 inch on the top plate and 1/8 inch on bottom.
2. **Secure:** Users should not be able to easily remove or tamper with the safeguard. Guards and safety devices should be made of durable material that will withstand the conditions of normal use. Safeguards must be firmly attached to the machine.
3. **Protect from Falling Objects:** The safeguard should ensure that no objects could fall into moving parts.
4. **Create No New Hazards:** A safeguard defeats its own purpose if it creates a hazard of its own such as a shear point, a jagged edge, or an unfinished surface which can cause a laceration. The edges of guards should be rolled or bolted in such a way that they eliminate sharp edges.
5. **Create No Interference:** Any safeguard, which impedes a user from performing the job quickly and comfortably, may soon be overridden or disregarded. The guard should be evaluated by Health and Safety personnel for possible improvement but **not** removed.
6. **Allow Safe Lubrication:** If possible, machines should be able to be lubricated without removing the safeguards.

Section 6: Hand and Power Tool Safety

The instructor must monitor activities involving the use of hand and power tools. Tools must be maintained in a safe and operable condition. Any hand or power tool found not in proper working order must be removed from service. Tools must be inspected at regular intervals and preventative maintenance performed in accordance with the manufacturer's specifications. All tools must be used with the correct PPE, shield, guard or attachment recommended by the manufacturer. Tools are only to be used for the designed or intended usage. Following usage, hand and power tools are to be properly stored and secured. Tools should never be left unattended where they may be available to unauthorized persons.

Guarding of Portable Power Tools

Portable power tool guarding procedures must meet the following minimum procedures:

1. All portable, power-driven circular saws having a blade diameter greater than two inches must be equipped with guards above and below the base plate or shoe. The upper guard must cover the saw to the depth of the teeth except for the minimum arc required to permit the base to be tilted for bevel cuts. The lower guard must cover the saw to the depth of the teeth except for the minimum arc required to allow proper retraction and contact with the work. When the tool is withdrawn from the work, the lower guard must automatically and instantly return to covering position.
2. All hand-held power circular saws having a blade diameter greater than two inches must be equipped with a constant pressure switch or control that will shut off the power when the pressure is released.
3. All hand-held power drills, fastener drivers, grinders or disc with wheels greater than two inches, belt sanders, reciprocating saws, saber, scroll and jig saws with blade shanks greater than a one-fourth inch, and other similarly operating powered tools will be equipped with a constant pressure switch or control, and may have a lock-on control provided that turnoff can be accomplished by a single motion of the same finger that turned it on.
4. The operating control on hand-held power tools must be located as to minimize the possibility of its accidental operation.
5. All portable electric power tools must be grounded.

Section 7: Electrical Safety

Safe work practices must be employed to prevent electric shock or other injuries resulting from electrical contact. Activities performed near or on equipment or circuits that are or may be energized must incorporate safety-related work practices consistent with the nature and extent of the associated electrical hazard. The minimum electrical safety procedures are as follows:

1. All electrical equipment and cords must be inspected monthly by the instructor to insure proper use and safe condition.
2. Damaged electrical equipment must be reported for repairs.
3. The power source to damaged electrical equipment must be disconnected (red tagged) until repairs can be made.
4. Damaged extension cords should be discarded.
5. All electrical equipment and cords must be properly grounded with three-prong type plugs. Power tools not equipped with three-prong type plugs must be double insulated or connected to a ground-faulted outlet or adapter.
6. All occasional use electrical equipment must be disconnected when not in use.
7. Extension cords must not be used on a **permanent basis** to supplement existing outlets to provide electricity for appliances and equipment in regular use.
8. The use of octopus plugs, strip adapters and three-prong adapters are prohibited. The use of ground faulted power strips is acceptable.
9. Circuit breaker panels and wiring are not to be modified by instructors or students.
10. All circuit breakers must be identified by label according to service area. Breakers are to be labeled to facilitate power shut-off in the case of an emergency.
11. A minimum of a 36-inch clearance around electrical service panels and emergency shut-off equipment must be maintained.

12. Electrical service panels are to be secured (locked) at all times to prevent student access. If the service panel is the only location for equipment emergency shut-off, it is to be maintained unlocked and accessible.

Electrical Controls and Equipment

1. Mechanical or electrical power controls must be provided for each machine to make it possible for the operator to cut off the power. Clearly marked power controls must be located within easy reach of the operator. Emergency stops should be identified in red.
2. Students should be given instruction on the purpose of the over-current devices and disconnects should be properly labeled.
3. Electrically driven equipment must be controlled with a magnetic or similar device to prevent automatic restarting of the machine after a power failure.
4. Power controls and operating controls should be located within easy reach of the operator without requiring them to reach over operating parts.
5. Instructors are not to perform repairs on electrical equipment. Adjustments that are considered to be routine, repetitive, and integral to the use of the equipment can be performed by the instructor.
6. Prior to making adjustments to electrical machinery, procedures must be followed to render controls and devices inoperative (lockout/tagout).

Section 8: Compressed Air Safety

The following precautions pertain to the use of compressed air in shop areas:

1. Students are to be supervised by the instructor at all times during compressed air activities.
2. The instructor, prior to each use, must inspect all components of the compressed air system.
3. Compressed air equipment is not to be modified by instructors or students.
4. Compressed air equipment must be labeled to identify its use and maximum allowable working pressures.
5. Air supply shutoff valves must be located as near as possible to the point of operation.
6. Air hoses must be kept free of grease and oil to reduce the possibility of deterioration.
7. Hoses must not be strung across floors or aisles where they are likely to cause occupants to trip and fall.
8. Hose storage must be in a location that provides efficient access and protects the hose and nozzle from damage.
9. Hose ends must be secured to prevent whipping if an accidental cut or break occurs.
10. Before a pneumatic tool is disconnected, the air supply must be turned off at the control valve and the tool bled.
11. Eye and face protection must be worn at all times by instructors and students during compressed air activities.
12. Compressed air nozzles must be equipped with a separate regulator to reduce pressure to less than 30 psi when used for blowing.
13. Compressed air must not be used to clean dirt and dust from clothing or off a person's skin.

14. Compressed air is not to be used for cleaning machinery or blowing dust around the shop area. Shop vacuums and brooms are to be used for cleaning.

Section 9: Compressed Gas Cylinders

Procedures for the use and storage of compressed gas cylinders must meet the following minimum procedures:

1. Instructors must inspect compressed gas cylinders on a weekly basis when in storage and prior to each use.
2. Compressed gases must be handled as a high-energy source and as a potential explosive.
3. All compressed gas cylinders must be clearly labeled with the chemical or trade name of the gas.
4. Always protect cylinder valve stems with valve protectors when not in use or connected for use.
5. Avoid exposing cylinders to heat sources and direct sunlight.
6. Never lubricate, modify, force or tamper with cylinder valves.
7. Gas cylinders must be secured in place and reactive gas cylinders must be separated from oxidizing cylinders by a firewall or a minimum of a 20-foot distance. Mobile cylinders must be securely chained to a wall or cart.
8. Proper personal protective equipment must be used when necessary. (i.e., welding/cutting)

Section 10: Right-to-Know

Right to Know is designed to protect employees, occupants and students from the effects of any hazardous chemical used or stored in industrial arts areas. The purpose of the program is to ensure that all hazardous chemicals in the workplace are identified and to increase employee education and awareness of hazardous chemicals. The District-wide written Employee Right to Know Written Plan is maintained in the District Office.

Procedures to be implemented by instructors are as follows:

1. **Chemical Inventory:** A complete and current inventory of all hazardous chemicals must be maintained for each technology program. The inventory should be maintained as part of this plan using the Chemical Inventory Form. All items in inventory must show the chemical name, manufacturer information, storage location, quantity, product usage and hazard analysis. Examples of hazardous chemicals include, but are not limited to, cleaning chemicals, gasoline and other petroleum products, compressed gases, paints and solvents, inks, and processing chemicals. Products exempted from this requirement include consumer products packaged for distribution to the general public, if used by employees in the workplace in the same form, concentration, frequency and manner, as would the general public.
2. **Safety Data Sheets:** Every item in the chemical inventory must have a corresponding Safety Data Sheet (SDS). It is the responsibility of each school technology shop

department to maintain SDS's as part of this plan. SDS's must be organized and made easily available to employees and students. ISD 917 uses MSDSONline for their chemical inventory. Every teacher computer has it on their desktop for easy access.

SDS's are available from the product suppliers and should provide the following minimum information: chemical name, hazardous components, physical characteristics (density, flashpoint, etc.) physical hazards (fire, explosion, reactivity) health hazards and symptoms, primary routes of entry, permissible exposure limits or threshold limit value, any applicable precautions (gloves, goggles, fume hood, etc.) first aid and emergency procedures, date prepared and name and address of the manufacturer. Any item in inventory that does not have a SDS is to be disposed of. Hazardous products are to be disposed of in accordance with the Regulated Waste Management Plan.

3. **Chemical Labeling:** All chemical containers must be labeled to clearly identify contents. At a minimum, chemical container labeling is to list: chemical name, concentration and how the chemical can hurt you. It is best if the label on the container matches the name on the corresponding SDS.

Section 11: Chemical Storage Requirements

All chemicals represent potential hazards and storage systems must recognize these hazards and be designed to minimize them. The quantity of stored chemicals should be minimized to include only those needed for scheduled shop activities. In the event that a shop area has excess or old chemical products, the District Office should be contacted to provide for proper disposal. Storage and disposal requirements for specific chemicals are identified in the Regulated Waste Management Plan.

Chemical storage requirements to be implemented by instructors are as follows:

1. Chemicals should be stored in secured, storerooms or cabinets. Unsecured areas are not to be used for chemical storage.
2. Instructors must inspect chemical storage rooms and cabinets weekly.
3. No unlabeled products should be stored anywhere.
4. Store only the minimum amount of chemicals needed.
5. Storage areas and cabinets must be labeled to identify the hazardous nature of the products stored within.
6. Shelving above work areas must be kept free of chemical storage.
7. All storage containers must have lids or covers. The instructor must clean up spills immediately.
8. Chemicals stored on the floor must be in approved shipping containers.
9. Only authorized personnel are allowed in chemical storage areas or cabinets. **Students are never allowed in these areas.**
10. Exposure to heat or direct sunlight in chemical storage areas must be avoided.
11. Quantities of flammable and combustible liquids in excess of ten gallons (total) must be stored in approved flammable liquid storage cabinets. Doors to the cabinets should be closed after the chemical has been obtained for use. Quantities less than ten gallons may be stored in approved safety cans or original containers.

12. The maximum quantity of flammable and combustible liquids in storage and use must not exceed 120 gallons or 240 gallons in sprinkled areas.
13. When transferring flammable liquids between metal containers, the containers must be properly bonded.
14. Flammable liquids must be stored away from all sources of ignition.

Section 12: Safety Equipment

Safety equipment must be in good operating condition and must be functional at all times. The minimum safety equipment and procedures are as follows:

1. Eye wash fountains and deluge showers, if present or required, must provide tempered water at 55 to 90 degrees Fahrenheit. Eye wash fountains must be flushed weekly. Flushing records are to be maintained at the flushing station.
2. At least one 2A-20BC or larger fire extinguisher must be available for each 3000 feet of shop area. Travel distance to reach the extinguisher must not exceed 50 feet from anywhere in the shop area. A minimum of 36 inches of open area must be maintained for access to all fire extinguishers and fire pull stations.
3. Fire blankets must be easily accessible in shop areas.
4. Neutralizing materials (floor dry) and spill clean-up kits must be available for flammable liquids.
5. A minimum of 18 inches of clearance must be maintained between storage materials and fire sprinkler heads.
6. Safety guards and devices are to be maintained in place and operable at all times. Removal or non-use of safety equipment is **not** allowed.
7. Floor areas around machines should have a non-slip surface.
8. A minimum of 36 inches of open area must be maintained for access to all electrical boxes, utility controls and shut off devices.
9. Hazard lines demark safety zones around machines.

Section 13: Emergency Procedures

It is the responsibility of the instructor to establish emergency procedures specific to the shop areas and activities under their control. The minimum emergency procedure guidelines are as follows:

1. Post emergency phone numbers in each shop area.
2. Post first aid procedures in each laboratory area.
3. Never block access to emergency exits, equipment, or utility controls.
4. Keep all aisles clear.
5. Know emergency evacuation and fire emergency procedures.
6. Know where and how to use master utility controls to shut off gas, electrical and water supplies.
7. Clean-up spills immediately and thoroughly. Technology Shop instructors following standard clean-up procedures should only clean-up spills.

Section 14: Employee Training

Safety training will be held once a year and are to include all Technology Shop instructors and assistants. Efforts will be made to hold this training during summer in-service or on a professional development release day. Training will include, but is not limited to, the following:

1. Contents and location of the Technology Shop Safety Management Plan.
2. Technology Shop instructor responsibilities under the safety plan.
3. Employee Right-to-Know information including chemical inventory, material safety data sheets, chemical labeling and storage.
4. Potential hazards involved in using chemicals.
5. Signs and symptoms associated with exposure to hazardous chemicals.
6. The proper use and location of safety equipment.
7. Emergency procedures.
8. Information on the storage and disposal of hazardous materials.

Section 15: Recordkeeping

The District Office and individual instructors share recordkeeping responsibilities for the Technology Shop Safety Management Plan. Records will be retained for a minimum of three years and will include: noise level monitoring results, inspection records, hazardous waste disposal records and employee training records. Recordkeeping by individual instructors should be maintained in the shop area as part of this management plan. **The minimum recordkeeping responsibilities to be performed by instructors include all completed Technology Shop Safety Checklists, safety tests and worksheets contained in files for each student, and keeping their chemical inventory up to date on MSDSONline.** Instructors shall keep a log of employee and student accidents and injuries so that shop improvements can be determined. Corrective action as needed based on accident reports and near misses shall be taken. In the event of instructor turn-over, all records for that shop area should be provided to the new instructor.

Section 16: Future Equipment

The Department of Education bid specification criteria shall be used for procurement of all future equipment. Instructors should not assume that the equipment they are ordering meets the criteria.

CONFINED SPACE ENTRY

WRITTEN PLAN

Intermediate School District 917

July 2022

General District Policy

The purpose of this program is to inform interested persons, including employees, that I.S.D. 917 is complying with the OSHA Confined Space Standard, Title 29 Code of Federal Regulations 1910.146. We have determined that this workplace needs written procedures for the evaluation of confined spaces, and where permit-required spaces are identified, we have developed and implemented a permit-required confined space entry program. This program applies to all work operations at I.S.D. 917 where employees must enter a confined space as part of their job duties.

Superintendent Michael Favor has overall responsibility for coordinating safety and health programs in this district and is the person having overall responsibility for the Confined Space Entry Program. This program will be reviewed and updated as necessary.

Copies of the written program may be obtained from Linda Berg, Health and Safety Coordinator, District Office, at 651-423-8214.

Under this program, we identify non-permit and permit- required spaces in I.S.D. 917, and provide training for our employees according to their responsibilities in these spaces. These employees receive instructions for safe entry into our specific type of confined spaces, including testing and monitoring, appropriate personal protective equipment, rescue procedures, and attendant responsibilities.

This program is designed to ensure that safe work practices are utilized during all activities regarding the confined spaces to prevent personal injuries and illnesses that could occur.

If, after reading this program, you find that improvements can be made, please contact Linda Berg at 651-423-8214. We encourage all suggestions because we are committed to creating a safe workplace for all our employees and a safe and effective confined space entry program is an important component of our overall safety plan. We strive for clear understanding, safe work practices, and involvement in the program from every level of the district.

Hazard Evaluation for Permit Spaces

To determine if there are permit-required confined spaces in I.S.D. 917 a review of the spaces was conducted. Information was provided by District 917 employees regarding the location of and hazards of the confined spaces. This evaluation has provided ISD 917 employees with the information necessary for the classification of the confined spaces throughout the district. This written hazard evaluation is kept in the Health and Safety files located in the district office. The confined spaces in our district have been classified.

Class 1 Spaces – No permit required. No known toxic gas, no engulfment potential and are naturally ventilated upon opening dampers, doors, etc.

Class 1 spaces include: (Alliance Education Center, Cedar, Lebanon, Concord Education Center)

HVAC Duct Work
Plumbing Access Areas
Air Conditioning Units

Pre-Entry procedures for Class 1 spaces:

- 1) Assure that a sign, which indicates that this space is a confined space, is posted at all the entrances to the space.
- 2) Only persons who have been trained on confined spaces can enter.
- 3) These spaces will be opened to allow for natural ventilation before and during the entry.
- 4) Lockout/tagout shall be applied before entry occurs.
- 5) Air monitoring is not required.
- 6) No written permit is required however the use of the attached checklist is recommended.
- 7) Notify another employee regarding entry, however no attendant is required.

Entry procedures for Class 1 spaces:

- 1) Ensure space is ventilated during the entry.

Class 2 Spaces – No permit required. No known toxic gas, no engulfment potential and the primary concern is adequate ventilation. These spaces have defined walls and can be effectively ventilated with a mechanically powered ventilator.

Class 2 Spaces include: (Alliance Education Center)

(Boiler Room Sumps)

Pre-Entry procedures for Class 2 spaces:

- 1) Assure that a sign, which indicates that this space is a confined space, is posted at all the entrances to the space.
- 2) Only persons who have been trained on confined spaces can enter.
- 3) Before beginning work isolate the space using barricades, cones, ribbon, etc. to prevent unauthorized persons from entering the area around the space or the space.
- 4) These spaces will be ventilated with a powered blower initially for the time period necessary to replace the volume of the confined space a minimum of five times prior to entry.
- 5) Lockout/tagout shall be applied before entry occurs.
- 6) Air monitoring is not required.
- 7) No permit is required however the use of the attached checklist is recommended.
- 8) Notify another employee regarding the entry, however no attendant is required.

Entry Procedures for Class 2 spaces:

- 1) Continue this ventilation at a minimum rate of 200 cfm per worker inside the space.

Class 3 Spaces –No permit required. These confined spaces are the pipe chase tunnels. These spaces are all below grade and are naturally ventilated. Some have dirt or rock floors, some have concrete floors, they open to the boiler room, have pipes running throughout, and have access hatches or openings in various locations. On occasion a tunnel has steam leaking into the tunnels necessitating repairs. These confined spaces have the potential for oxygen deficiency. They can not be manually ventilated due to their size and shape.

Class 3 Spaces include: (none)

Class 4 spaces include:

(Any confined space with sewage or the odor of sewage--dock storm drains)

There are no Class 4 spaces at Alliance Education Center, Cedar, Lebanon, or Concord Education Center.

Work Tasks Performed in a Confined Space

The work activities authorized employees are expected to perform in district confined spaces include:

- 1) Cleaning
- 2) Maintenance
- 3) Surveillance

District employees may not weld or use hazardous materials in a confined space.

Preventing Unauthorized Entry

To provide a safe work environment and to prevent exposed employees from accidentally entering a permit space, we have implemented the following procedures to inform all employees of the existence, location, and danger posed by confined spaces in I.S.D. 917. To inform employees of the existence of a permit space, we post every entrance to a confined space. This signage indicates that unauthorized employees are not to enter. Employees who work in areas where confined spaces are accessible are trained on the existence of confined spaces.

Pre-Entry Non-Permit Confined Space Evaluation

To ensure the safety and health of our employees a Pre-Entry Checklist is available for use with Class 1, 2 and 3 spaces before entry. Use of this checklist is optional.

Equipment

To ensure the safety and health of our employees, I.S.D. 917 will provide a torpedo mechanical fan for entry into Class 2 spaces. We maintain all equipment in excellent working condition, train the entrants in the correct usage of this equipment, and ensure that all equipment, including that used for personal protection, is used properly.

Duties: Authorized Entrants

Only persons who have completed confined space entry training are authorized to enter our spaces. The elements covered in the training program for authorized entrants include:

- 1) Recognition of confined spaces
- 2) Understanding that only trained employees may enter
- 3) Proper procedures for entry into Class 1 and spaces
- 4) Use of equipment
- 5) Knowledge of Pre-Entry Checklist

These are the employees who have current authorization to work in our Class 1 confined spaces:

- 1) Lead Custodian

These are the employees who have current authorization to work in our Class 2 confined spaces:

- 1) Lead Custodian

Duties: Attendants

Those persons who have completed the training and have been designated as confined space attendants are assigned specific duties and responsibilities, which they must perform in confined space, job duties.

Lead Custodian duties and responsibilities include:

- 1) Maintain voice communications with employee in the confined space
- 2) Be able to access an emergency response team

Duties: Entry Supervisors

Only Scott Zehnder, who has completed the training, is designated as confined space entry custodian and is assigned specific duties and responsibilities which must be performed in confined space job duties. Those duties and responsibilities include:

- 1) Posting the entrances of all confined spaces
- 2) Ensuring that Pre-entry and Entry procedures are followed by I.S.D. 917 Employees
- 3) Providing a copy of the Confined Space Entry Program to vendors prior to their entering any confined space.

Training Program

Every employee at I.S.D. 917 who faces the risk of confined space entry is provided with training so that each designated employee acquires the understanding, knowledge and skills necessary for the safe performance of the duties assigned to them. This can be done using the SafeSchools Online Training. All training related materials and documents are kept in the Alliance Education Center office and in the Health and Safety files located in the District office.

When we conduct the training, we use a variety of materials and methods. New employees are always trained before their initial assignment of duties. When changes occur in permit-required confined space areas of our district, we notify custodians in the building. If we have reason to believe that an employee has deviated from a previously trained upon procedure or that their knowledge seems inadequate, discipline procedures for insubordination as outlined in the contract may be used.

Rescue and Emergency Services

I.S.D. 917 utilizes local public emergency personnel to perform rescue and emergency services in the event of a permit space incident. To familiarize this service with our facility and emergency needs, we provide access to all permit spaces from which rescue may be necessary so the rescue team can develop appropriate rescue plans and practice rescue operations. We also send a copy of this plan to the Rosemount fire department.

Multiple Employer Entry Procedures

When vendors/outside employers/contractors enter our facility to perform work in confined spaces, we coordinate entry and work operations following these procedures:

- 1) The Lead Custodian provides contractors with a copy of the Confined Space Entry Written Program.
- 2) The Lead Custodian informs the contractor that they are to follow appropriate safety procedures.
- 3) The Lead Custodian informs outside personnel of any expected hazards.
- 4) The Lead Custodian retains a copy of any Pre-Entry Checklists or Permits completed by the contractor.
- 5) The Lead Custodian will debrief the people entering to ascertain if there was any change in conditions confronted in the space and report these changes to the Health and Safety Coordinator.

Post-operations Procedures

Upon completion of work in a confined space, we follow these procedures to close-off the space.

- 1) Barricades are removed.
- 2) Any hatches or doors are closed.
- 3) The Pre-Entry checklist is filed.

Review-Procedures

To ensure that all employees participating in entry operations are protected from confined space hazards; I.S.D. 917 reviews the Confined Space Entry Program on a regular basis. I.S.D. 917 performs a single annual review covering all entries performed during a 12-month period. If no entry is performed during a 12-month period, no review will be performed.

Enforcement

Constant awareness of and respect for confined space entry hazards, and compliance with all safety rules is considered conditions of employment. Supervisors reserve the right to issue disciplinary warnings to employees and to act as detailed in the contract.

Appendix

Appendix A: Optional Pre-Entry Checklist for Use with Class 1 and 2.

RESPIRATORY PROTECTION

WRITTEN PLAN

Intermediate School District 917

July 2022

This Respiratory Protection Plan specifies standard operating procedures to protect all employees from respiratory hazards, according to the requirements of 29 CFR 1910.134. At Intermediate School District 917, respirators are not required but can be used by employees on a voluntary basis. Employees who voluntarily determine that they wish to use a respirator shall be responsible for the storage, maintenance, and cleanliness of the respirator. Procurement, consumables, and replacement parts shall be funded by the District.

Administrative Duties

At Intermediate School District 917 our Respiratory Protection Program Administrator is Linda Berg, the Health and Safety Coordinator. This person is solely responsible for all facets of the plan and has full authority to make necessary decisions to ensure success of this plan.

Employees may review a copy of this Respiratory Protection Plan. It is located in the District Office. We review this plan periodically to ensure its effectiveness.

Respiratory Hazards

A review of potential respiratory hazards indicates that employees may be exposed to mold, soot, solvents, welding fumes and dust. These exposures are below the permissible exposure limit. However, for comfort, employees may choose to wear a respirator.

Respirator Selection

Respirators are selected on the basis of respiratory hazards to which the worker is exposed and workplace and user factors that affect respirator performance and reliability.

Our district's selection procedures include:

Selection Procedure Checklist

When selecting any respirator in general:

- Select and provide respirators based on respiratory hazard(s) to which a worker is exposed and workplace and user factors that affect respirator performance and reliability.
- Select a NIOSH-certified respirator. (NIOSH stands for the National Institute for Occupational Safety and Health)

- Select respirators from a sufficient number of respirator models and sizes so that the respirator is acceptable to, and fits the user.

When selecting respirators for atmospheres that are not IDLH (Immediately Dangerous to Life or Health):

- Provide a respirator that is adequate to protect the health of the employee and ensure compliance with all other OSHA statutory and regulatory requirements, under routine and reasonably foreseeable emergency situations.
- Select respirators appropriate for the chemical state and physical form of the contaminant.

For protection against gases and vapors, provide:

- An atmosphere-supplying respirator, or
- An air-purifying respirator, provided that: (1) The respirator is equipped with an end-of-service-life indicator (ESLI) certified by NIOSH for the contaminant; or (2) If there is no ESLI appropriate for conditions in our workplace, implement a change schedule for canisters and cartridges that is based on objective information or data that will ensure that canisters and cartridges are changed before the end of their service life. Describe in the respirator program the information and data relied upon and the basis for the canister and cartridge change schedule and the basis for reliance on the data.

For protection against particulates, provide:

- An atmosphere-supplying respirator; or
- An air-purifying respirator equipped with a filter certified by NIOSH under 30 CFR part 11 as a high efficiency particulate air (HEPA) filter, or an air-purifying respirator equipped with a filter certified for particulates by NIOSH under 42 CFR 84; or
- For contaminants consisting primarily of particles with mass median aerodynamic diameters (MMAD) of at least 2 micrometers, an air-purifying respirator equipped with any filter certified for particulates by NIOSH.

Respirator Types and Uses

- Half-mask canister respirator for boiler cleaning, removing mold, welding, painting, dust, and solvents
- A 2 strap paper dust mask for dust or mold

The following types of respirators are in use in this facility for the following uses:

Only NIOSH-certified respirators are selected and used. The respirators will be assigned to individual workers for their exclusive and voluntary use.

Medical Evaluations

A medical evaluation for respirator use is not provided to employees by Intermediate School District 917 since the employees are wearing the respirator on a voluntary basis. However, a medical evaluation to determine whether an employee is able to use a given respirator is an important element and recommended to prevent injuries, illnesses, and even, in rare cases, death from the physiological burden imposed by respirator use. A medical evaluation will determine if an employee is physically able to perform the work and use the respirator. Please see 29 CFR 1910.134 for information regarding the recommended medical evaluation. Respirator medical evaluations will be the employee's responsibility and at the employee's expense.

Fit Testing Procedures

Fit testing is not provided since this is a voluntary respirator program.

Proper Use Procedures

Once the respirator has been properly selected and fitted, its protection efficiency must be maintained by proper use in accordance with 29 CFR 1910.134(g).

Our district uses the following recommendations for employees who wear respirators:

Face piece Seal Protection

Do not permit respirators with tight-fitting face pieces to be worn by employees who have:

- Facial hair that comes between the sealing surface of the face piece and the face or that interferes with valve function; or
- Any condition that interferes with the face-to-face piece seal or valve function.

If an employee wears corrective glasses or goggles or other personal protective equipment, ensure that such equipment is worn in a manner that does not interfere with the seal of the face piece to the face of the user.

For all tight-fitting respirators, ensure that employees perform a user seal check each time they put on the respirator using the procedures in 29 CFR 1910.134 Appendix B-1 (User Seal Check Procedures) or procedures recommended by the respirator manufacturer that you could demonstrate are as effective as those in Appendix B-1.

Maintenance and Care Procedures

In order to ensure continuing protection from respiratory protective devices, it is necessary to establish and implement proper maintenance and care procedures and schedules. A lax attitude toward maintenance and care will negate successful selection and fit because the devices will not

deliver the assumed protection unless they are kept in good working order.

Cleaning & disinfecting

Our district provides each respirator user with a respirator that is clean, sanitary, and in good working order. Respirator users are responsible to ensure that respirators are cleaned and disinfected using the procedures below:

- In Appendix B-2 of 29 CFR 1910.134.
- Recommended by the respirator manufacturer.

The respirators are cleaned and disinfected at the following intervals:

Respirator type:	Are cleaned and disinfected at the following interval:
Issued for the exclusive use of an employee	As often as necessary to be maintained in a sanitary condition

Storage

Storage of respirators must be done properly to ensure that the equipment is protected and not subject to environmental conditions that may cause deterioration. Respirator users are responsible for ensuring that respirators are stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals to prevent deformation of the face piece and exhalation valve.

Inspection

In order to assure the continued reliability of respirator equipment, it must be inspected by the user on a regular basis. The frequency of inspection is related to the frequency of use. Frequencies for inspection:

Respirator type:	Inspected at the following frequencies:
All types used in routine situations	Before each use and during cleaning

Respirator inspections include a check:

- For respirator function, tightness of connections, and the condition of the various parts including, but not limited to, the face piece, head straps, valves, connecting tube, and cartridges, canisters or filters; and
- Of elastomeric parts for pliability and signs of deterioration.

Repairs

Respirators that fail an inspection or are otherwise found to be defective are removed from service, and are discarded or repaired or adjusted by the district in accordance with the following procedures:

- Repairs or adjustments to respirators are to be made only by persons appropriately trained to perform such operations and only with the respirator manufacturer's NIOSH-approved parts designed for the respirator;
- Repairs must be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed; and
- Reducing and admission valves, regulators, and alarms must be adjusted or repaired only by the manufacturer or a technician trained by the manufacturer.

Discarding of respirators

Respirators that fail an inspection or are otherwise not fit for use and cannot be repaired must be discarded and will be replaced by the District.

Air Quality Procedure

Filters, Cartridges, and Canisters:

Ensure that all filters, cartridges and canisters used in the workplace are labeled and color-coded with the NIOSH approval label and that the label is not removed and remains legible.

Training

No training is required since this is a voluntary respirator program. Employees are provided with a copy of Appendix D of the standard. Employees are also periodically informed regarding:

- Respiratory hazards to which our employees are potentially exposed during routine and emergency situations, and
- Proper use of respirators, including putting on and removing them, any limitations on their use, and their maintenance.
- Providing the employee with a copy of Appendix D to 1910.134:

Information for employees using respirators when not required under the standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

- Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
- Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
- Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
- Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Questions

If an employee has questions or concerns regarding respirator use they are to contact Linda Berg, Health and Safety Coordinator at 651-423-8214.

Appendix B-1 to § 1910.134: User Seal Check Procedures (Mandatory)

The individual who uses a tight-fitting respirator is to perform a user seal check to ensure that an adequate seal is achieved each time the respirator is put on. Either the positive and negative pressure checks listed in this appendix, or the respirator manufacturer's recommended user seal check method shall be used. User seal checks are not substitutes for qualitative or quantitative fit tests.

I. Facepiece Positive and/or Negative Pressure Checks

- A. *Positive pressure check.* Close off the exhalation valve and exhale gently into the facepiece. The face fit is considered satisfactory if a slight positive pressure can be built up inside the facepiece without any evidence of outward leakage of air at the seal. For most respirators this method of leak testing requires the wearer to first remove the exhalation valve cover before closing off the exhalation valve and then carefully replacing it after the test.
- B. *Negative pressure check.* Close off the inlet opening of the canister or cartridge(s) by covering with the palm of the hand(s) or by replacing the filter seal(s), inhale gently so that the facepiece collapses slightly, and hold the breath for ten seconds. The design of the inlet opening of some cartridges cannot be effectively covered with the palm of the hand. The test can be performed by covering the inlet opening of the cartridge with a thin latex or nitrile glove. If the facepiece remains in its slightly collapsed condition and no inward leakage of air is detected, the tightness of the respirator is considered satisfactory.

II. Manufacturer's Recommended User Seal Check Procedures

The respirator manufacturer's recommended procedures for performing a user seal check may be used instead of the positive and/or negative pressure check procedures provided that the employer demonstrates that the manufacturer's procedures are equally effective.

Appendix B-2 to § 1910.134: Respirator Cleaning Procedures (Mandatory)

These procedures are provided for employer use when cleaning respirators. They are general in nature, and the employer as an alternative may use the cleaning recommendations provided by the manufacturer of the respirators used by their employees, provided such procedures are as effective as those listed here in Appendix B- 2. Equivalent effectiveness simply means that the procedures used must accomplish the objectives set forth in Appendix B-2, i.e., must ensure that the respirator is properly cleaned and disinfected in a manner that prevents damage to the respirator and does not cause harm to the user.

I. Procedures for Cleaning Respirators

- A. Remove filters, cartridges, or canisters. Disassemble facepieces by removing speaking diaphragms, demand and pressure- demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective parts.
- B. Wash components in warm (43 deg. C [110 deg. F] maximum) water with a mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt.
- C. Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), preferably running water. Drain.
- D. When the cleaner used does not contain a disinfecting agent, respirator components should be immersed for two minutes in one of the following:
 - 1. Hypochlorite solution (50 ppm of chlorine) made by adding approximately one milliliter of laundry bleach to one liter of water at 43 deg. C (110 deg. F); or,
 - 2. Aqueous solution of iodine (50 ppm iodine) made by adding approximately 0.8 milliliters of tincture of iodine (6-8 grams ammonium and/or potassium iodide/100 cc of 45% alcohol) to one liter of water at 43 deg. C (110 deg. F); or,
 - 3. Other commercially available cleansers of equivalent disinfectant quality when used as directed, if their use is recommended or approved by the respirator manufacturer.
- E. Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on facepieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.
- F. Components should be hand-dried with a clean lint-free cloth or air-dried.
- G. Reassemble facepiece, replacing filters, cartridges, and canisters where necessary.
- H. Test the respirator to ensure that all components work properly.

Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

LOCKOUT/TAG-OUT ENERGY CONTROL

WRITTEN PLAN

Intermediate School District 917

July 2022

Purpose

This procedure establishes the minimum requirements for controlling hazardous energy whenever maintenance or repair is done on machinery at our sites. It is used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

Authorized and Affected Employees

Authorized employees subject to the requirements of this program and to be trained on their duties within it include all staff from the following programs: Alliance Education Center, Food Industry Careers, Fundamental Chef Training, Construction Trades, Heavy Duty Truck Technology, Total Auto Care – Vehicle Service and Auto Body, Graphic Communications, Special Education Employment Training Laboratory, Health and Safety.

Machinery and Equipment

The machinery and equipment in this facility that falls under the Control of Hazardous Energy Standard includes the following: Any equipment which is hard wired (not cord/plug operated) including: univents, exhaust and circulating fans at Alliance Education Center, garbage disposals, refrigerators, all lights at Alliance Education Center, and automatic garage doors.

Lockout is the preferred method of isolating machines or equipment from energy sources. Tag-out is to be performed instead of lockout only when there is no way to lockout a machine.

Lockout/Tag-out Procedures

Affected employees are notified verbally when their machine is to be locked out by the authorized employee who will be performing the lockout.

The machinery and equipment listed above follows these shutdown, isolation, blocking and securing procedures for lockout/tag-out:

- 1) The authorized employee shall determine the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy and shall know the methods to control the energy.
- 2) If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.)
- 3) Deactivate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
- 4) Lock out the energy isolating device(s) with assigned individual lock(s.)
- 5) Stored or residual energy (such as that in capacitor, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
- 6) Ensure that equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate. Then return the operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

The machinery and equipment listed above follows these lockout removal and restart procedures:

Check the machine or equipment and the immediate area around the machine to ensure that non-essential items have been removed and that the machine or equipment components are operationally intact.

- 1) Check the work area to ensure that all employees have been safely positioned or removed from the area.
- 2) Verify the controls are neutral.
- 3) Remove the lockout devices and re-energize the machine or equipment.
- 4) Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

Written procedures for equipment with multiple energy sources, such as soil or gas space heaters, will be kept in the area where the equipment is located.

Lockout/Tag-out equipment will be the responsibility of Scott Zehnder, Lead Custodian, and individual instructors. Lockout/Tag-out equipment will be kept in a box in the Custodial office at Alliance Education Center and in the DCALS Office such that the equipment is accessible. Equipment including: tags, locks, chain and breaker locks will be ordered from the Health and

Safety Coordinator in the District Administration Office.

Periodic Inspection

A periodic inspection is done, looking at the energy control procedures performed to ensure that the procedure and requirements of the standard are being followed. This inspection is performed by a consultant.

Administrative Duties

Linda Berg has overall responsibility for coordinating safety and health programs in this district. She is the person having overall responsibility for the Lockout/Tag-out Program. Linda Berg will review and update the program, as necessary. Copies of the written program may be found on the website at www.isd917.org.

Discipline

Employees who do not use Lockout/Tag-out to control energy will be considered insubordinate and disciplined according to their contract.

Training and Certification

Annual training will be provided by SafeSchools Online Training to authorized employees. Annual review to certify that building employees are able to perform lockout/tag-out will be done by Scott Zehnder and the secondary building principal.

Outside Contractors

Outside contractors who work on equipment or machinery in the buildings will be shown this plan, prior to doing any work where lockout/tag-out is required. Outside contractors shall use lockout/tag-out whenever the unexpected energization, start up, or release of stored energy could injure. The outside contractor will be responsible for informing affected employees when they plan to use lockout/tag-out. Outside contractors shall provide their own lockout/tag-out equipment.

EMPLOYEE RIGHT TO KNOW

WRITTEN PLAN

Intermediate School District 917

July 2022

Intermediate School District 917 is complying with the requirements of OSHA's Employee Right to Know Standard 5205.0100 to 5202.1200 by ensuring that employees are aware of the dangers associated with hazardous substances, harmful physical agents or infectious agents they may be exposed to in their workplaces.

Written Plan

This plan applies to all work activities in our district where employees may be exposed to hazardous substances or harmful physical agents under normal working conditions or during an emergency situation.

Linda Berg is responsible for this plan. Linda Berg will review and update the plan annually. Copies of the written plan may be obtained from Linda Berg in District Administration.

All employees can obtain further information on this written plan, the Employee Right to Know standard, applicable SDS, and chemical information lists from Linda Berg in the District Administration Office. Under this plan, our employees will be informed of the contents of the Employee Right to Know Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals. They will also be informed about any exposure to harmful physical hazards: heat, noise or radiation.

If after reading this plan you find that improvements can be made, please contact Linda Berg at 651-423-8214. We encourage all suggestions because we are committed to the success of our written Employee Right to Know plan. We strive for clear understanding, safe behavior, and involvement in the program from every level of the district.

Hazard Evaluation Procedures

Our chemical inventory is a list of hazardous chemicals known to be present in our work place. Anyone who comes into contact with the hazardous chemicals on the list needs to know what those chemicals are and how to protect themselves. That is why it is so important that hazardous chemicals are identified, whether they are found in a container or generated in work operations (for example, welding fumes, dusts, and exhaust fumes). The hazardous chemicals on the list can cover a variety of physical forms including liquids, solids, gases, vapors, fumes, and mists.

Barb Schmitz, Buyer, will request an SDS sheet be sent with every chemical order. Barb will

then give the SDS sheet to Linda and the person ordering the chemical. Linda Berg will maintain an inventory of hazardous chemicals and SDS sheets. **All staff who order or purchase chemicals or use a blanket purchase order are responsible to request an SDS sheet and furnish a copy to Linda Berg, Health and Safety Coordinator or forward chemical information so Linda Berg can input into MSDSONline. This MSDS icon is on every staff computer for easy chemical access.**

No chemicals may be brought in from home.

Harmful physical agents and where they are present in this work place include:

- Excess Noise – See the Hearing Conservation Plan
- Excess Heat – Heavy duty truck, TESA kitchen, TESA shop, construction, fundamental chef and food industry careers
- Radiation – no known radiation source.
- Infectious Agents – Nurses’ office. See policy 407.

Safety Data Sheet (SDS)

The SDS is a fact sheet for chemicals that pose a physical or health hazard in the workplace. SDS provides our employees with specific information on the chemicals they use.

ISD 917 uses MSDSONline for their chemical inventory. All employee computers have this available on their computers desktop for quick lookups. No hard copies are available.

Here is the website to look up chemicals: <https://msdsmanagement.msdsonline.com/6144367c-5b59-4df8-b787-4fa89f0d907a/ebinder/?nas=True>

Contractors working on-site will provide SDS for products being used to the building custodial department before work begins. This will be required of all contractors by the contract or purchase order.

Labels and Other Forms of Warning

All chemicals in the district must be labeled. If chemicals are purchased through normal channels, the chemicals will come with a label. If a chemical is not labeled by the manufacturer or vendor, then the user will put a label on the product. If chemicals are taken out of the shipping container and placed in other containers (such as wood glue being put into small plastic bottles) then the secondary use containers must be labeled.

Labels list at least the chemical identity and the appropriate hazard warnings. The chemical identity is found on the label, the SDS, and the chemical inventory. The chemical identity used by the supplier may be a common or trade name, or a chemical name. The hazard warning is a brief statement of the hazardous effects of the chemical (i.e., "flammable," or "causes lung damage"). Labels frequently contain other information, such as precautionary measures (i.e., "do not use near open flame"), but this information is provided voluntarily by the

district and is not required by the law. Our labels are legible and prominently displayed, though their sizes and colors can vary.

The user of the chemical is responsible for ensuring that all hazardous chemicals are properly labeled.

If employees transfer chemicals from a labeled container to a portable container that is intended only for their IMMEDIATE use, no labels are required on the portable container.

A poster is displayed to inform employees about the hazard communication standard. It is located on the bulletin board near shops, labs and classrooms where hazards may exist.

Warning labels will be posted where harmful physical agents are at a level which may be expected to exceed the action level.

Training

Everyone who works with or is potentially "exposed" to hazardous chemicals will receive initial training and annual retraining on the Employee Right to Know Standard, the safe use of hazardous chemicals, and the hazards of physical agents. This training will be completed annually through the online Hazardous Communications course in SafeSchools Online Learning. "Exposure" means that "an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.) and includes potential (e.g., accidental or possible) exposure."

Information and training is a critical part of the Employee Right to Know program. We train our employees to read and understand the information on labels and SDS, understand the risks of exposure to the chemicals and physical hazards in their work areas and the ways to protect themselves. The employees who receive training include those from the following programs: Alliance Education Center, Food Industry Careers; Fundamental Chef Training; Construction Trades; Heavy Duty Truck Technology; Total Automotive Care; Graphic Communications; and Health and Safety.

The Personnel Department provides initial employee right to know training for all employees hired. This training is done through SafeSchools, an online course, and is shown to all employees before they begin to work. Records of this training are kept in the Health and Safety files in the District Administration Office.

The Assistant Directors, designated instructors or outside consultants will provide annual training. Records of annual training are kept on file in the District's Health and Safety files in the District Administration Office.

Our goal is to ensure employee comprehension and understanding, including their being aware that they are exposed to hazardous chemicals and physical agents, knowing how to read and use labels and SDS, and appropriately following the protective measures we have established. We instruct our employees to ask their supervisors any questions regarding hazardous material or any other safety issue. As part of the assessment of the training program, we seek input from employees regarding the training they have received, and their suggestions for improving it.

Training Content

Training content is organized according to the hazards to which the employees are exposed. The format of the training program used is either group training, hands-on training or one-on-one training.

The training plan emphasizes these elements:

- Summary of the standard and this written program, including what hazardous chemicals are present, the labeling system used, and access to SDS information and what it means.
- Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods that can be used to detect the presence of chemicals.
- Physical hazards of chemicals (e.g., potential for fire, explosion, etc.).
- Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
- Harmful physical agents, the level of exposure, effects, symptoms and emergency treatment.
- Procedures to protect against hazards (e.g., engineering controls; work practices or methods to assure proper use and handling of chemicals; personal protective equipment required, and its proper use, and maintenance; and procedures for reporting chemical emergencies).

Contractors

When contractors or any other employers' workers (i.e., painters, electricians, or plumbers) will be working at this work place, the contractor will:

- Provide the custodial department with SDS for any of the chemicals brought onto our site
- Relay verbally to the Assistant Director any information relating to possible emergencies that may arise or possible exposures to district employees

At Alliance Education Center, contractors must contact Scott Zehnder and also Shannon McBrennan, Assistant Director (651-423-8100).

At Dakota County Technical College, contractors must contact Paul DeMuth, Director of Operations (651-423-8370).

Additional Information

All employees, or their designated representatives, can obtain further information on this written program, the Right to Know Law, applicable SDS, harmful physical agents and chemical information lists by contacting Linda Berg at 651-423-8214.

PERSONAL PROTECTIVE EQUIPMENT

WRITTEN PLAN

Intermediate School District 917

July 2022

This written plan documents steps Intermediate School District 917 (ISD 917) has taken to minimize injury, resulting from various occupational hazards present at our sites, by protecting workers through the use of personal protective equipment (PPE) when the hazards cannot be eliminated.

Linda Berg is the program coordinator, acting as the representative of the School Board, who has overall responsibility for the program. Annual training on employee's use of PPE will be conducted by a consultant, one-on-one, or viewing a video or computer-based training module. Procurement of PPE is done by contacting Linda Berg who will select the equipment and place the orders. This written plan is kept in the district office and will be reviewed annually.

ISD 917 believes its obligation is to provide a hazard-free environment to its employees. Any employee encountering hazardous conditions must be protected against the potential hazards. The purpose of protective clothing and equipment (PPE) is to shield or isolate individuals from chemical, physical, biological, or other hazards that may be present in the workplace. (See also separate written plans for the respiratory protection and hearing conservation programs.)

Establishing an overall written PPE program detailing how employees use PPE makes it easier to ensure that they use PPE properly in the workplace, and documents our PPE efforts in the event of an OSHA inspection. Our PPE program covers:

- Purpose
- Hazard assessment
- PPE selection
- Employee training
- Cleaning and maintenance of PPE
- PPE specific information

If after reading this program you find that improvements can be made, please contact Linda Berg at 651-423-8214. We encourage all suggestions as we are committed to the success of our Personal Protective Equipment Program. We strive for clear understanding, safe behavior, and involvement in the program from every level of the school district.

Purpose of Program

The basic element of any PPE program is an in depth evaluation of the equipment needed to protect against the hazards at the workplace; this is the initial hazard assessment for which written documentation is required. Two basic objectives of any PPE program should be to protect the wearer from incorrect use and/or malfunction of PPE. The purpose of this Personal Protective Equipment (PPE) Program is to document the hazard assessment, protective measures in place, and PPE in use at this workplace. PPE devices are not to be relied on as the only means to provide protection against hazards, but are used in conjunction with guards, engineering controls, and sound work practices. If possible, hazards will be abated first through engineering controls, with PPE to provide protection against hazards, which cannot reasonably be abated otherwise.

Hazard Assessment

In order to assess the need for PPE the following steps are taken:

1. The Health and Safety Coordinator and the Assistant Directors and/or Directors will have identified the job classifications where exposures occur or could occur. The business office examines the First Reports of Injury.
2. The Health and Safety Coordinator and the Assistant Directors and/or Directors conduct on going walk through surveys of workplace areas where hazards exist or may exist to identify sources of hazards to employees. Employees are also asked to inform the Health and Safety Coordinator of any hazards in their work. The basic hazard categories are:
 - Impact
 - Heat
 - Penetration
 - Harmful dust
 - Compression (roll over)
 - Light (optical) radiation
 - Chemical
 - Noise
 - Body Fluids

During the walk-through surveys the Health and Safety Coordinator and the Assistant Directors and/or Directors observe and record the following hazards. Employees also provide information during training sessions.

- Sources of motion; i.e., machinery or processes where any movement of tools, machine elements, or particles could exist or movement of personnel that could result in collision

with stationary objects: Heavy Duty Truck Technology Careers-vehicles; Graphic Communications; Food Industry Careers-Food, mixers and slicers; Fundamental Chef Training-Food, mixers and slicers; Vehicle Services – moving vehicles and lifts; Custodial/Maintenance – HVAC units; Grounds – lawn mowers and snow blowers.

- Sources of high temperatures that could result in burns, eye injury or ignition: Heavy Duty Truck Technology Careers; Total Auto Care - welders, torches, plasma cutter; Food Industry Careers and Fundamental Chef Training– ranges; Custodial – boilers.
- Chemical exposures could occur in: Heavy Duty Truck Technology Careers and Total Auto Care – paint, parts washer, auto chemicals; Science; Food – dish room; Custodial – cleaning chemicals, boiler chemicals.
- Exposures to harmful dusts are covered in the Respiratory Protection Program.
- Exposures to sources of light radiation, i.e., welding, brazing, cutting, high intensity lights, ultra-violet light etc. occur in: Heavy Duty Truck Technology Careers– welding; Total Auto Care – welding and torching.
- Sources of falling objects or potential for dropping objects occur in: Total Auto Care-vehicles on lifts; Construction; where hard hats are worn.
- Sources of sharp objects which might pierce the feet or cut the hands have been observed in: Graphic Communication; Food Industry Careers and Fundamental Chef Training; Total Auto Care-sheet metal; Science.
- Sources of rolling or pinching objects, which could crush the feet, have been observed in: Total Auto Care – vehicles moving.
- Sources of excess noise are covered in the Hearing Conservation Program written plan.
- Exposures to potentially infectious body fluids occur in all shop type programs where first aid could be needed.
- Electrical hazards can occur in: Graphic Communications; Total Auto Care; Heavy Duty Truck; Food Industry Careers and Fundamental Chef Training; Custodial; Construction.

An estimate of the potential for injuries has been made. Each of the basic hazards has been reviewed and a determination made as to the frequency, type, level of risk, and seriousness of potential injury from each of the hazards found. The existence of any situations where multiple exposures occur or could occur has been considered.

Selection Guidelines/Purchasing

Once any hazards have been identified and evaluated through hazard assessment, the general procedure for selecting protective equipment is to:

1. Become familiar with the potential hazards and the type of PPE that is available, and what they can do.

2. Compare types of equipment to the hazards associated with the environment.
3. Select the PPE, which ensures a level of protection greater than the minimum required to protect employees from the hazards.
4. Fit the user with proper, comfortable, well fitting protection and instruct employees on care and use of the PPE. It is very important that the users are aware of all warning labels for and limitations of their PPE.

Linda Berg will do selection of PPE with the assistance of the Assistant Director and/or Director. The Laboratory Safety catalogue will be available for ordering in the District Office.

Never will PPE be denied, limited or said to be not available due to departmental budgets.

It is the responsibility of Linda Berg (with the aid of a consultant) to reassess the workplace hazard situation as necessary, to identify and evaluate new equipment and processes, to review accident records, and reevaluate the suitability of previously selected PPE. This reassessment will be ongoing.

Elements, which should be considered in the reassessment, include:

- Adequacy of PPE program
- Accidents and illness experience
- Levels of exposure (this implies appropriate exposure monitoring if needed)
- Adequacy of equipment selection
- Number of person hours that workers wear various protective ensembles
- Adequacy of training/fitting of PPE
- Program costs
- Recommendation for program improvement and modification
- Coordination with overall safety and health program

Employee Training

Annual training is required to use personal protective equipment. Training will be accomplished using SafeSchools Online Learning. Training includes:

- When PPE is necessary
- What PPE is necessary
- How to wear assigned PPE
- Limitations of PPE

- The proper care, maintenance, useful life, and disposal of assigned PPE

Employees must demonstrate an understanding of the training and the ability to use the PPE properly before they are allowed to perform work requiring the use of the equipment.

Employees are prohibited from performing work without donning appropriate PPE to protect them from the hazards they will encounter in the course of that work. Supervisors are responsible to see that employees wear their PPE.

If the Assistant Director and/or Director has reason to believe an employee does not have the understanding or skill required, the employee must be retrained. Circumstances where retraining may be required include changes in the workplace, changes in the types of PPE to be used that would render previous training obsolete, and inadequacies in an affected employee's knowledge or use of the assigned PPE that indicates the employee has not retained the necessary understanding or skills.

The trainer certifies in writing that the employee has received and understands the PPE training. Annual training records will be kept on file in the Health and Safety Office, located in the District Office.

Because failure to comply with district guidelines concerning PPE can result in OSHA citations and fines as well as employee injury, an employee who does not comply with this program will be disciplined for insubordination according to their contract.

Cleaning and Maintenance

It is important that all PPE be kept clean and properly maintained by the employee to whom it is assigned. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE is to be inspected, cleaned, and maintained by employees at regular intervals as part of their normal job duties so that the PPE provides the requisite protection. Instructors and the lead Custodian are responsible for ensuring compliance with cleaning responsibilities by employees. If a piece of PPE is in need of repair or replacement, it is the responsibility of the employee to bring it to the immediate attention of their supervisor. It is against work rules to use PPE that is in disrepair or not able to perform its intended function. Contaminated PPE, which cannot be decontaminated, is disposed of in a manner that protects employees from exposure to hazards.

PPE Specific Information

Body Protection - Aprons, Lab Coats, Chaps, Jackets, Smocks

It is the policy of the district as a condition of employment, all regular, full time, part time, and temporary employees working in a designated work area and/or job assignment are required to wear aprons, lab coats, chaps or jackets to help prevent injury to the body resulting from chemicals, light radiation, flying particles, for example. See the following list:

Heavy Duty Truck Technology Careers, Food Industry Careers, Fundamental Chef Training, Total Auto Care, - Shop coats and welding

Fundamental Chef Training and Food Industry Careers, Science, Career Exploration -
Lab coats, aprons

Eye Protection -Goggles, Face Shields and Safety Eyewear

All regular full time, part time, and temporary employees working in designated work area and/or job assignments are required to wear ANSI approved goggles/face shields to help prevent eye and face injuries, including those resulting from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or light radiation. See the following list:

Goggles, Face Shields or Safety Eyewear -- Total Auto Care, Heavy Duty Truck Technology Careers, Career Exploration, Food, Graphic Communications, Computer Repair, Networking and Video Game Design; Construction Trades

Safety Eyewear -- Computer Repair, Networking, and Video Game Design, Construction Trades

Goggles - Science

Foot Protection-Safety Shoes

All regular full time, part time, and temporary employees working in designated work areas and/or job assignments are required to wear safety shoes to help prevent foot injuries, ankle injuries, slips, and falls. Employees in the following designated work areas are required to wear OSHA approved safety shoes:

Construction, Heavy Duty Truck, Total Auto Care, Maintenance- Safety Shoes

Hand Protection – Gloves

All regular full time, part time, and temporary employees working in designated work areas and/or job assignments are required to wear gloves to help prevent hand injuries, including cuts, burns, and chemical exposure. Employees in the following designated work areas are required to wear protective gloves:

Hot gloves, chemical gloves, cut resistant gloves, lifting gloves – Food Classes

Leather gloves, hot gloves, and chemical gloves – Total Auto Care; Heavy Duty Truck

Chemical gloves, leather gloves – Maintenance

Head protection -- Hard hats

All regular full time, part time, and temporary employees working in designated work areas and/or job assignments are required to wear ANSI approved hard hats to help prevent head injuries, including those resulting from falling objects, bumping the head against a fixed object, or electrical shock.

Employees in the following designated work areas are required to wear hard hats:

None

In Addition

Employees from temporary work agencies and contractors are required to wear PPE if assigned to work in the designated work areas.

All assistant supervisors are responsible for ensuring employees under their charge are in compliance with this written plan.

All employees who work in designated work areas and/or job assignments are responsible for wearing district provided PPE to comply with this written plan. Failure to comply will result in disciplinary action.

All employees required to wear PPE must routinely inspect and properly care for their PPE.



Intermediate School District 917 2022-2023 Calendar

Proposed to ISD 917 School Board on 7.7.22



8/23/22 - 1st Year Licensed Staff PD

8/24/22 - 1st & 2nd Year Licensed Staff PD

8/29/22 - 8/30/22 - All Licensed Staff PD

8/31/22 - All Staff PD

AUGUST 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

2/20/23 - Holiday observance (No school for students or staff)

9/1/22 - All Staff PD

9/2/22 - All Licensed Staff PD

9/5/22 - Holiday observance (No school for students or staff)

9/6/22 - 1st Day of School

SEPTEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3/2/23 - Evening Open House/Conferences (CTE & DCALS only)

3/24/23 - PD for CTE & DCALS (No school for CTE & DCALS students ONLY)

3/27/23 - 3/31/23 - Spring Break (No school for students or staff)

10/6/22 - Evening Open House/Conferences (CTE & DCALS only)

10/19/22 - All Staff PD (No school for students)

10/20/22 - 10/21/22 - MN Education Association Conference (No school for students or staff)

OCTOBER 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4/7/23 - Holiday observance (No school for students or staff)

4/13/23 - Evening Conferences for special education

4/14/23 - Licensed staff PD for Special Education ONLY (No school for special education students)

11/10/22 - Evening Conferences (Special Education Only)

11/11/22 - Daytime Conferences (Special Education)/PD (CTE & DCALS) (No school for students)

11/24/22 - 11/25/22 - Holiday observance (No school for students or staff)

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5/29/23 - Holiday observance (No school for students or staff)

12/23/22 - 12/30 - Winter Break (No school for students or staff)

DECEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

6/7/23 - DCALS Graduation

6/8/23 - Last Day of School

6/9/23 - .5 Licensed Staff Day

6/9/23 - 6/19/23 - JSC in session

6/20/23 - .5 Licensed Staff Day (JSC ONLY)

1/2/23 - Holiday observance (No school for students or staff)

1/16/23 - Holiday observance (No school for students or staff)

1/23/23 - Licensed staff PD (No school for students)

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	8/1	8/2	8/3	8/4	

7/5/23 - 8/4/23 - JSC in session

Paraprofessional Professional Development Dates

District	PD Date
ISD 917	8/31/22 10/19/22
SSD 6	10/14/22
ISD 192	10/14/22 *10/19/22 For ECSE TEA
ISD 194	10/19/22
ISD 197	10/3/22
ISD 199	12/2/2022 *10/19/22 For ECSE TEA
ISD 200	11/28/22
ISD 271	1/17/2023 *10/19/22 For ECSE TEA





Intermediate School District 917

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Fax: (651) 423-8781
www.isd917.org

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

Dr. Michael Favor, Superintendent
Nicolle Roush, Executive Director of Business Services
Dr. Melissa Schaller, Executive Director of Student Services
Chris Devine, Principal of DCALS / Career Technical Center
Dr. Brooke Peterson, Director of Teaching and Learning

TO: Intermediate School District 917 School Board members
FROM: Dr. Michael Favor, ISD 917, Superintendent
DATE: July 12, 2022
REGARDING: Correction to board approved contract for proposed Executive Assistant to the Superintendent contract.

Pertinent Facts:

- Increase life insurance benefits from \$80,000 to \$100,000 to be consistent with other classified year-round positions.
- Total percent package would create a minor increase from 7.24% to 7.26%

Recommendation: Board approve Executive Assistant to the Superintendent revised contract with a total package increase of 7.26 %

Proposed Superintendent Evaluation Plan 2022-2023

**Dr. Michael Favor
July 12, 2022**



Recap of 2021-2022 Superintendent Evaluation

- **3 focus goal areas: Professional Development, SEL, Strategic Plan**
 - Finalized goals mid-year
 - Developed rubric for evaluation
 - Developed online evaluation form
 - Dr. Favor completed a self-evaluation in June 2022
 - Board members evaluated and provided feedback in June 2022
- **Superintendent Essential Functions**
 - 11 areas
 - Board provided feedback (Very Evident, Evident, Not Evident, Not Sure) via online form in June 2022



2021-2022 Superintendent Goals

Social-Emotional Learning (SEL) Comprehensive Needs Assessment

Identify SEL needs across programs, students, & staff (*in collaboration with students and staff)

Evaluate social-emotional curricula, instruction, assessments, & services

Strategic Plan Development and Implementation

Finalize Strategic Plan in collaboration with Board

Work with district leadership to implement outlined plans & actions

Provide ongoing feedback

Monitor progress

Professional Development

Leadership Development: Align leadership goals, development, and evaluations to Strategic Plan, equity, systemic improvement, & staff recruitment and retention

Staff Development: Align staff professional development to Strategic Plan, equity, compliance requirements, and continuous improvement

11 Superintendent Essential Functions



Curriculum & Instruction
Policy, Leadership
School Finance
Organization Management
Staff Development
Personnel Management
Superintendent Board Relations
Communication,
District/Community Relations,
District Facilities Management



Reflections on 2021-2022

- **As a district, ISD 917 made great progress in updating our Strategic Plan:**
 - **Mission:** Our core purpose
 - **Vision:** What we intend to create
 - **Core Values:** Drivers of words and actions
 - **Strategic Directions:** Focus of our improvement efforts
- **I better understand the district's history and its current strengths and needs.**
- **Next Steps:**
 - Continue focus on the 11 Superintendent essential functions
 - Focus on leadership development in 3 specific areas to effectively implement the Strategic Plan



Dr. Favor's Proposed 2022-2023 Superintendent Goals

Strategic Directions

Increase student achievement and engagement

Support and lead staff through continuous improvement

Increase social-emotional learning and skills for students and staff

Increase support for ALL through inclusive practices

Deepen engagement of stakeholders through quality, equitable communication practices

Establish and implement leadership development plan to support district and site leaders to:

1. Achieve Strategic Directions district-wide and at each site
2. Actualize the district Vision
3. Utilize district Core Values as drivers of words and actions

Vision

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

Core Values

Collaboration
Empathy
Innovation
Stewardship.
Communication
Integrity
Personalized
Equity
Diversity



Proposed Evaluation Timeline for 2022-2023

- July 2022- Establish Superintendent 2022-2023 Goals
- August 2022 - Develop rubric for evaluation of 3 goal areas
- January 2023 - Mid-year self-evaluation & update
- May 2023 - Individual Board members evaluate & provide feedback
- June 2023 - Final Superintendent evaluation completed



302 SUPERINTENDENT

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.

B. The superintendent shall be responsible for the supervision and evaluation of those staff reporting directly to the superintendent.

C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.

D. If the superintendent becomes incapacitated or temporarily unable to serve in all the required roles of superintendent, due to health or other emergency situations, the school board chair in conjunction with Human Resources will appoint a qualified district employee licensed as a superintendent to serve as acting superintendent for the duration of health or other emergency situation. A prioritized list of district employees who hold superintendent licensure will be maintained by the Human Resources Department and approved annually at the organizational meeting. In the event that there is not a district employee licensed as a superintendent to serve as acting superintendent, the board chair will work with the Human Resources Department to recruit an individual to serve as acting superintendent until the health or other emergency situation ends or a permanent replacement is hired. In the case of recruiting an acting superintendent, the school board will approve the appointment. A per diem rate for the acting superintendent will be negotiated with the support of the Executive Director of Business Services and paid to the acting superintendent for the duration of the health or other emergency situation. **The Human Resources Department will notify the Board of School Administrators of all personnel changes in the superintendent position. [Is this required?]**

~~D.~~ E. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)