Work Session

Tuesday, July 7, 2026 4:30 PM
917 Board Room, 130 145th Street East, Rosemount, MN 55068

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

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

III. **Conduct Pledge of Allegiance - Chair Cindy Nordstrom**

IV. **Visitors Opportunity to be Heard - Chair Cindy Nordstrom *(Communications)***

V. **Aligning our actions with our values and beliefs *(Integrity)***

V.A.

- Policy

V.A.1. **Review Policies — Supt. Dr. Michael Favor** *(Integrity)*
First and Final Reading - Three Year Review

- 102 Equal Educational Opportunity
- 424 License Status
- 470 Staff Gender Inclusion
- 514 Bullying Prohibition

V.A.2.

VI. **Finance Director - Mark Johns (*Stewardship*)**

- **Bills**
- **Direct Deposit**
- **Wire Transfers**
- **Investment Reports**
- **Payment Register**

VII. **Review Accounts Receivable Aging Report - Mark Johns (*Stewardship*)**

VIII. **Review Property/Casualty Insurance Renewal - Mark Johns *(Stewardship)***
Verbal update - no attachment

IX. **Review Lunch Prices for FY27 - Mark Johns (*Stewardship*)**

X. **Review Agreement with ISD 192, 199, 271 and ISD 917 for Early Childhood Special Education Teachers — Dr. Melissa Schaller (*Collaboration)***
192 we're still waiting on this document.

XI. **Review Health and Safety Plans and Indoor Air Quality Management Plan for 2026-2027 - Nicole Flesner (*Communication*)**

XII. **Updates from Student Services - Dr. Melissa Schaller (*Communications)***

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

XIV. **Adjournment - Chair Cindy Nordstrom**

Intermediate School District 917
Purposeful. Personalized. Partners.
1300 145th Street East, Rosemount, MN 55068
(651) 423-8229 * http://www.isd917.org
Dr. Michael Favor

TO: School Board

FROM: Dr. Michael Favor

DATE: July 7, 2026

RE: First and final reading on policies

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

- Policy 102 – Equal Education Opportunity - Three-Year Review
- Policy 424 - License Status - Three-Year Review
- Policy 470 - Staff Gender Inclusion - Three-Year Review
- Policy 514 - Bullying Prohibition - Three-Year Review

Intermediate School District 917
Board Adopted
Board Reviewed July 7, 2026
Board Revised & Approved November 14, 2024

102 EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. It is the school district's policy to provide equal educational opportunity for all students. The school district does not discriminate on the basis of one or more of the following: race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation**,** including gender identity or expression, or age. The school district also makes reasonable accommodations for students with disabilities.

B. The school district prohibits harassment and discrimination of any individual based on any of the protected classifications listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence (Policy 413).

C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).

D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).

E. The school district shall provide equal opportunity for members of each sex and

to members of all races and ethnicities to participate in its athletic program. In determining whether equal opportunity to participate in athletic programs is available for the purposes of this law, at least the following factors shall be considered to the extent that they are applicable to a given situation: whether the opportunity for males and females to participate in the athletic program reflects the demonstrated interest in athletics of the males and females in the student body of the educational institution; whether the opportunity for members of all races and ethnicities to participate in the athletic program reflects the demonstrated interest in athletics of members of all races and ethnicities in the student body of the educational institution; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of each sex; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of all races and ethnicities; the provision of equipment and supplies; scheduling of games and practice times; assignment of coaches; provision of locker rooms; practice and competitive facilities; and the provision of necessary funds for teams of one sex.

F. This policy applies to all areas of education including academics, coursework, co- curricular and extracurricular activities, or other rights or privileges of enrollment.

G. Every school district employee shall be responsible for complying with this policy.

H. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References:
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Section 121A.04 (Athletic Programs; Sex Discrimination)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 2000d *et seq*. (Title VI of the Civil Rights Act of 1964)

Cross References:
Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

Intermediate School District 917
Board Adopted
Board Reviewed July 7, 2026
Board Revised & Approved July 11, 2023

424 LICENSE STATUS

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district or professional registration for positions such as occupational therapist, physical therapist, registered school nurse, mental health professional, etc.

B. No person shall be a qualified teacher until the school district verifies through the Minnesota Education Licensing System available on the Minnesota Professional Educator Licensing and Standards Board website that the person is a qualified teacher consistent with state law.

C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

D. The school district must annually report to the Professional Educator Licensing and Standards Board: (1) all new teacher hires and terminations, including layoffs, by race and ethnicity; and (2) the reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.

III. PROCEDURE

A. The superintendent or the superintendent's designee shall establish a schedule for

the annual review of teacher licenses. This has been typically handled by human resources.

B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.

C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.

D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References:
Minn. Stat. § 122A.16 (Highly Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Recording of Teacher Licenses)
Minn. Stat. § 122A.40, (Employment; Contracts; Termination – Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed,* 1993 WL 129639 (Minn. App. 1993)

Intermediate School District 917
Board Adopted June 13, 2026
Board Reviewed July 7, 2026
Board Revised & Approved

470 STAFF GENDER INCLUSION POLICY

I. PURPOSE

Intermediate School District 917 does not discriminate in any way on the basis of sex or sexual orientation (as defined by Minn. Stat. 363A.03), gender identity, or gender expression. This policy is intended to create a safe and productive work environment for all employees. In addition to this policy, other district policies apply, including, but not limited to Harassment and Violence (policy 413) and Public and Private Personnel Data (policy 406).

This policy sets forth guidelines to address issues concerning transgender and gender non-conforming employees in the workplace. This policy does not, nor is it intended to anticipate every situation that might occur with respect to transgender or gender non-conforming employees. The concerns and needs of each transgender or gender non-conforming employee will be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of transgender or gender non-conforming employees while maximizing the employee's workplace integration and minimizing stigmatization of the employee.

II. DEFINITIONS

The following definitions are provided to assist in understanding this policy.

a. **Assigned Gender** – An individual's gender assigned at birth, which correlates to the biological, genetic, and anatomical makeup of a body.
b. **Gender Expression –** The manner in which an individual expresses their gender.
c. **Gender Identity** – An individual's sense of being male, female, or otherwise on a continuum of gender.
d. **Gender Dysphoria –** A conflict between an individual's physical or assigned gender and the gender with which they identify.
e. **Gender Non-Conformity** – Behaviors and interests that fit outside of stereotypical behaviors and interests for an individual's assigned sex.
f. **Transgender** – An individual whose gender is different from the gender assigned to them at birth.
g. **Transition –** The process of changing one's gender from the sex assigned at birth to one's gender identity.
h. **Sexual Orientation –** A person's physical or emotional attraction to people of the same and/or other gender.

III. OFFICIAL RECORDS

A transgender or gender non-conforming employee has the right to be addressed by the name and pronoun corresponding to the employee's gender identity. Upon request, email address and district identification cards can be changed to reflect the employee's preferred first name. In the case of district identification, Intermediate School District 917 will update the photograph to reflect the employee's gender identity and expression. Due to state and financial restrictions, official employment records will be changed to the employee's new name and gender upon receipt of official documentation, including but not limited to, a court order, passport, social security card, and/or driver's license.

Requests mentioned above should be directed to the district's human resources department.

IV. NAMES/PRONOUNS

An employee has the right to be addressed by the name and pronoun that corresponds to their gender identity, upon request. A court-ordered name or gender change is not required. The intentional or persistent refusal to respect an employee's gender identity (for example, intentionally referring to the employee by a name or pronoun that does not correspond to the employee's gender identity) can constitute harassment and is a violation of this policy. If an employee is unsure about what pronoun a transitioning co-worker might prefer, one can politely ask their coworker how they would like to be addressed.

V. RESTROOM ACCESSIBILITY

Employees shall have access to the restroom corresponding to their gender identity. Any employee who has a need or desire for increased privacy, regardless of the underlying reason, will be provided access to a single-stall, individual, or gender-neutral restroom, when available. No employee, however, will be required to use such a restroom. All employees have a right to safe and appropriate restroom facilities, including the right to use a restroom that corresponds to the employee's gender identity, regardless of the employee's sex assigned at birth.

VI. DRESS CODES

Intermediate School District 917 does not have dress codes that restrict employees' clothing or appearance on the basis of gender. Transgender and gender non-conforming employees have the right to comply with district dress codes in a manner consistent with their gender identity or gender expression.

Legal Reference:
Minn. Stat. § 121A.031 (Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.03, subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)
Minn. Stat. § 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX) *Montgomery v. ISD No. 709*, 109 F.Supp. 2d 1081, 1093 (D. Minn. 2000).

Cross References:
Policy 102 (Equal Educational Opportunity)
Policy 413 (Harassment and Violence)

Intermediate School District 917
Board Adopted
Board Reviewed July 7, 2026
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514 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibitedThis policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

. False accusations or reports of bullying against another student are prohibited.

. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;

2. The levels of harm, surrounding circumstances, and nature of the behavior;

3. Past incidences or past or continuing patterns of behavior;

4. The relationship between the parties involved; and

5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent and/or guardian, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term "bullying" specifically includes cyberbullying, as defined in this policy.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E.

"On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes they have been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building

report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to

the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;

2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;

3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying

and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;

2. Partner with parents and/or guardians and other community members to develop and implement prevention and intervention programs;

3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;

4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;

5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and

7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents and/or guardians of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

D. Notice of the rights and responsibilities of students and their parents and/or guardians under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents and/or guardians at the beginning of each school year.

E. This policy shall be available to all parents and/or guardians and other school community members in an electronic format in the language appearing on the school district's or a school's website.and/or guardians

. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes section 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and/or guardians and community organizations.

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR:

05/29/2026 CHECKS (PR522)	$	2,079.46
05/29/2026 DIRECT DEPOSITS REGULAR PAY (PR522)	$	898,040.92
NET PAYROLL	**$**	**900,120.38**

Authorized Signature Mark Johns Date 6/3/26

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR:

06/15/2026 CHECKS (PR523)	$	-
06/15/2026 DIRECT DEPOSITS REGULAR PAY (PR523)	$	901,030.54
NET PAYROLL	**$**	**901,030.54**

Authorized Signature Mark Jan Date 6/25/26

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR:

06/30/2026 CHECKS (PR523)		
06/30/2026 DIRECT DEPOSITS REGULAR PAY (PR524)	$	952,340.38
NET PAYROLL	**$**	**952,340.38**

Authorized Signature Mal Jahy Date 6/22/26

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CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1910402	05/29/2026	WISCONSIN SCTF	R	987.50	ACCOUNTS PAYABLE CHECK
1910403	05/29/2026	EDUCATION MINNESOTA, LOCAL 3904	R	9,825.42	ACCOUNTS PAYABLE CHECK
1910404	05/29/2026	ESP LOCAL 4242	R	3,847.55	ACCOUNTS PAYABLE CHECK
1910405	05/29/2026	FTC	R	1,390.83	ACCOUNTS PAYABLE CHECK
1910406	05/29/2026	O.P.E.I.U., LOCAL 12	R	520.74	ACCOUNTS PAYABLE CHECK
1910407	05/29/2026	RELATED SERVICES NURSES ESP	R	134.70	ACCOUNTS PAYABLE CHECK
1910408	05/29/2026	CITY OF INVER GROVE HTS	R	535.16	ACCOUNTS PAYABLE CHECK
1910409	05/29/2026	DISTRICT 191 FOOD SERVICE	R	1,304.80	ACCOUNTS PAYABLE CHECK
1910410	05/29/2026	LAKES COUNTRY SERVICE COOPERATIVE	R	310.00	ACCOUNTS PAYABLE CHECK
1910411	05/29/2026	SAM'S CLUB/SYNCHRONY BANK	R	1,527.56	ACCOUNTS PAYABLE CHECK
1910412	06/08/2026	ARVIG ENTERPRISES, INC	R	2,017.95	ACCOUNTS PAYABLE CHECK
1910413	06/08/2026	CUB FOODS - APPLE VALLEY	R	126.77	ACCOUNTS PAYABLE CHECK
1910414	06/08/2026	CUB FOODS BLOOMINGTON	R	47.51	ACCOUNTS PAYABLE CHECK
1910415	06/08/2026	CUB FOODS - EAGAN	R	155.60	ACCOUNTS PAYABLE CHECK
1910416	06/08/2026	CUB FOODS - ROSEMOUNT	R	543.09	ACCOUNTS PAYABLE CHECK
1910417	06/08/2026	INNOVATIVE CARE CONNECTIONS LLC	R	5,850.00	ACCOUNTS PAYABLE CHECK
1910418	06/08/2026	OUTDOOR IMAGES, INC	R	1,848.33	ACCOUNTS PAYABLE CHECK
1910419	06/08/2026	SOUTHWEST WEST CENTRAL SERVICE CORP	R	24.00	ACCOUNTS PAYABLE CHECK
1910420	06/16/2026	WISCONSIN SCTF	R	987.50	ACCOUNTS PAYABLE CHECK
1910421	06/16/2026	ESP LOCAL 4242	R	3,741.92	ACCOUNTS PAYABLE CHECK
1910422	06/16/2026	FTC	R	258.33	ACCOUNTS PAYABLE CHECK
1910423	06/16/2026	O.P.E.I.U., LOCAL 12	R	466.74	ACCOUNTS PAYABLE CHECK
1910424	06/16/2026	DAKOTA COUNTY TREASURER	R	12,000.00	ACCOUNTS PAYABLE CHECK
1910425	06/24/2026	AMIOT SCHOLASTIC RECOGNITION, INC	R	4,101.00	ACCOUNTS PAYABLE CHECK
1910426	06/24/2026	BATTERIES PLUS BULBS	R	53.64	ACCOUNTS PAYABLE CHECK
1910427	06/24/2026	CENTERPOINT ENERGY	R	117.94	ACCOUNTS PAYABLE CHECK
1910428	06/24/2026	CITY OF ROSEMOUNT	R	1,884.42	ACCOUNTS PAYABLE CHECK
1910429	06/24/2026	OUTDOOR IMAGES, INC	R	24,484.00	ACCOUNTS PAYABLE CHECK
1910430	06/24/2026	SAM'S CLUB/SYNCHRONY BANK	R	1,359.36	ACCOUNTS PAYABLE CHECK
V4003144	06/09/2026	A GREAT DAY FARM	R	225.00	ACCOUNTS PAYABLE VOUCHER
V4003145	06/09/2026	ADVANCE AUTO PARTS	R	209.11	ACCOUNTS PAYABLE VOUCHER
V4003146	06/09/2026	AED SUPERSTORE	R	524.00	ACCOUNTS PAYABLE VOUCHER
V4003147	06/09/2026	ALDI	R	318.62	ACCOUNTS PAYABLE VOUCHER
V4003148	06/09/2026	AMERGIS	V	0.00	VOID: MULTI STUB VOUCHER
V4003149	06/09/2026	AMERGIS	V	0.00	VOID: MULTI STUB VOUCHER
V4003150	06/09/2026	AMERGIS	V	0.00	VOID: MULTI STUB VOUCHER
V4003151	06/09/2026	AMERGIS	R	91,009.84	ACCOUNTS PAYABLE VOUCHER
V4003152	06/09/2026	AMERICINN BY WYNDAM	R	412.47	ACCOUNTS PAYABLE VOUCHER
V4003153	06/09/2026	ARITHMETYPE LLC	R	49.00	ACCOUNTS PAYABLE VOUCHER
V4003154	06/09/2026	BAYADA HOME HEALTH CARE	R	6,000.00	ACCOUNTS PAYABLE VOUCHER
V4003155	06/09/2026	BRIGHTWORKS	R	30.00	ACCOUNTS PAYABLE VOUCHER
V4003156	06/09/2026	BUG BUSTERS, INC	R	345.00	ACCOUNTS PAYABLE VOUCHER
V4003157	06/09/2026	WELLS FARGO	V	0.00	VOID: MULTI STUB VOUCHER
V4003158	06/09/2026	WELLS FARGO	R	6,730.26	ACCOUNTS PAYABLE VOUCHER
V4003159	06/09/2026	OPENAI	R	80.00	ACCOUNTS PAYABLE VOUCHER
V4003160	06/09/2026	CHS FIELD ST. PAUL SAINTS	R	160.00	ACCOUNTS PAYABLE VOUCHER
V4003161	06/09/2026	CITY OF APPLE VALLEY	R	447.68	ACCOUNTS PAYABLE VOUCHER
V4003162	06/09/2026	LOVING GUIDANCE LLC	R	616.00	ACCOUNTS PAYABLE VOUCHER
V4003163	06/09/2026	DAKOTA AWARDS & ENGRAVING	R	1,358.00	ACCOUNTS PAYABLE VOUCHER
V4003164	06/09/2026	DELEGARD TOOL CO	R	2,528.64	ACCOUNTS PAYABLE VOUCHER
V4003165	06/09/2026	DICK'S SANITATION-LAKEVILLE	R	332.72	ACCOUNTS PAYABLE VOUCHER
V4003166	06/09/2026	FIRST BOOK	R	449.66	ACCOUNTS PAYABLE VOUCHER
V4003167	06/09/2026	GOOGLE HQ	R	2,942.36	ACCOUNTS PAYABLE VOUCHER
V4003168	06/09/2026	INDEED, INC	R	1,925.05	ACCOUNTS PAYABLE VOUCHER
V4003169	06/09/2026	INNOVATIVE OFFICE SOLUTIONS	R	1,964.76	ACCOUNTS PAYABLE VOUCHER
V4003170	06/09/2026	IQAIR NORTH AMERICA, INC	R	1,899.99	ACCOUNTS PAYABLE VOUCHER
V4003171	06/09/2026	KEYSTONE INTERPRETING SOLUTIONS INC	R	390.38	ACCOUNTS PAYABLE VOUCHER
V4003172	06/09/2026	MAD HATTER WELLNESS, LLC	R	225.00	ACCOUNTS PAYABLE VOUCHER

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V4003173	06/09/2026	MCKESSON MEDICAL	R	153.05	ACCOUNTS PAYABLE VOUCHER
V4003174	06/09/2026	MENARDS	R	14.98	ACCOUNTS PAYABLE VOUCHER
V4003175	06/09/2026	RATWIK, ROSZAK & MALONEY, P.A.	R	285.00	ACCOUNTS PAYABLE VOUCHER
V4003176	06/09/2026	RIFTON EQ/COMMUNITY PRODUCTS LLC	R	12.00	ACCOUNTS PAYABLE VOUCHER
V4003177	06/09/2026	SCHOOL HEALTH CORP	R	1,014.94	ACCOUNTS PAYABLE VOUCHER
V4003178	06/09/2026	SCHOOL NURSE SUPPLY	R	702.54	ACCOUNTS PAYABLE VOUCHER
V4003179	06/09/2026	SONOVA USA INC.	R	460.82	ACCOUNTS PAYABLE VOUCHER
V4003180	06/09/2026	SOUTHPAW ENTERPRISES	R	489.58	ACCOUNTS PAYABLE VOUCHER
V4003181	06/09/2026	STEALTHWEAR PROTECTIVE CLOTHING INC	R	699.50	ACCOUNTS PAYABLE VOUCHER
V4003182	06/09/2026	SUN AUTO TIRE & SERVICE	R	926.60	ACCOUNTS PAYABLE VOUCHER
V4003183	06/09/2026	THERAPY NOTES, LLC	R	39.00	ACCOUNTS PAYABLE VOUCHER
V4003184	06/09/2026	TOLL GAS & WELDING SUPPLY	R	282.50	ACCOUNTS PAYABLE VOUCHER
V4003185	06/09/2026	ULINE	R	11,578.32	ACCOUNTS PAYABLE VOUCHER
V4003186	06/09/2026	VERIZON WIRELESS	R	890.24	ACCOUNTS PAYABLE VOUCHER
V4003187	06/09/2026	VIRCO MFG CORP	R	2,473.64	ACCOUNTS PAYABLE VOUCHER
V4003188	06/09/2026	WESTONE LABORATORIES INC.	R	240.09	ACCOUNTS PAYABLE VOUCHER
V6609308	06/18/2026	KATHRYN J ADEE	R	165.00	ACCOUNTS PAYABLE VOUCHER
V6609309	06/18/2026	MARY MICHELLE ADOLPHSON	R	34.80	ACCOUNTS PAYABLE VOUCHER
V6609310	06/18/2026	MARTHA JOAN ALLEN	R	55.10	ACCOUNTS PAYABLE VOUCHER
V6609311	06/18/2026	ANN CATHERINE ALLEN	R	187.05	ACCOUNTS PAYABLE VOUCHER
V6609312	06/18/2026	ELIZABETH SHAWL ANNONI	R	237.08	ACCOUNTS PAYABLE VOUCHER
V6609313	06/18/2026	KELSIE K ARCH	R	92.80	ACCOUNTS PAYABLE VOUCHER
V6609314	06/18/2026	MELISSA L ARMBRUST	R	198.65	ACCOUNTS PAYABLE VOUCHER
V6609315	06/18/2026	LAURA ANN ARMSTRONG	R	14.21	ACCOUNTS PAYABLE VOUCHER
V6609316	06/18/2026	KIM MARIE AUSTIN	R	333.50	ACCOUNTS PAYABLE VOUCHER
V6609317	06/18/2026	TREVOR R BAILEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609318	06/18/2026	KIMBERLY D BAKER	R	22.48	ACCOUNTS PAYABLE VOUCHER
V6609319	06/18/2026	KEITH JAMES BARTHOLOMAUS	R	201.55	ACCOUNTS PAYABLE VOUCHER
V6609320	06/18/2026	LINDA IRENE BECKER	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609321	06/18/2026	STEPHANIE BETLEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609322	06/18/2026	MICHAEL JASON BIBRO	R	276.33	ACCOUNTS PAYABLE VOUCHER
V6609323	06/18/2026	JULIE BLACK	R	44.95	ACCOUNTS PAYABLE VOUCHER
V6609324	06/18/2026	AMANDA JO BOEHMER	R	181.89	ACCOUNTS PAYABLE VOUCHER
V6609325	06/18/2026	GABRIELLE J BROWN	R	9.43	ACCOUNTS PAYABLE VOUCHER
V6609326	06/18/2026	MICHAEL ROBERT BURGIO	R	11.60	ACCOUNTS PAYABLE VOUCHER
V6609327	06/18/2026	CHRISTINE KLECATSKY CHESSLER	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6609328	06/18/2026	LESLEY ANNE CHESTER	R	18.85	ACCOUNTS PAYABLE VOUCHER
V6609329	06/18/2026	KYLE R CHRISTENSEN	R	10.88	ACCOUNTS PAYABLE VOUCHER
V6609330	06/18/2026	BETHANY LEIGH CHRISTIANSON	R	68.15	ACCOUNTS PAYABLE VOUCHER
V6609331	06/18/2026	EMILY MARGARET MATULA	R	951.21	ACCOUNTS PAYABLE VOUCHER
V6609332	06/18/2026	LAWRENCE L COLEMAN	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609333	06/18/2026	CRAIG ALAN CURTIS	R	229.93	ACCOUNTS PAYABLE VOUCHER
V6609334	06/18/2026	JEANNE MARIE D'ALOIA	R	192.95	ACCOUNTS PAYABLE VOUCHER
V6609335	06/18/2026	TIMOTHY MICHAEL DAVIS	R	20.00	ACCOUNTS PAYABLE VOUCHER
V6609336	06/18/2026	AMY RICHELLE DAWSON	R	17.40	ACCOUNTS PAYABLE VOUCHER
V6609337	06/18/2026	MEGAN ROSE DIETRICH	R	291.15	ACCOUNTS PAYABLE VOUCHER
V6609338	06/18/2026	MARY KAY DISTAD	R	50.75	ACCOUNTS PAYABLE VOUCHER
V6609339	06/18/2026	AMANDA R ECKRE	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6609340	06/18/2026	LISA A EHLERINGER	R	27.55	ACCOUNTS PAYABLE VOUCHER
V6609341	06/18/2026	SHAE K ELLIOTT	R	195.13	ACCOUNTS PAYABLE VOUCHER
V6609342	06/18/2026	KATHERINE DIANE ENGEL	R	146.46	ACCOUNTS PAYABLE VOUCHER
V6609343	06/18/2026	MICHAEL LEONARD FAVOR	R	83.38	ACCOUNTS PAYABLE VOUCHER
V6609344	06/18/2026	KATHERINE J FILAS	R	87.73	ACCOUNTS PAYABLE VOUCHER
V6609345	06/18/2026	ANGELITA LEE FLEMING	R	121.80	ACCOUNTS PAYABLE VOUCHER
V6609346	06/18/2026	NICOLE K FLESNER	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609347	06/18/2026	SHERILYN FAYE FRISQUE	R	522.79	ACCOUNTS PAYABLE VOUCHER
V6609348	06/18/2026	ADAM R GHORMLEY	R	255.74	ACCOUNTS PAYABLE VOUCHER
V6609349	06/18/2026	CHRISTINA ANN TUOHY	R	140.65	ACCOUNTS PAYABLE VOUCHER

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V6609350	06/18/2026	BRITNEY A GREELEY	R	372.66	ACCOUNTS PAYABLE VOUCHER
V6609351	06/18/2026	CASSIE J. GROFF	R	163.85	ACCOUNTS PAYABLE VOUCHER
V6609352	06/18/2026	SARAH G HANNAN	R	63.00	ACCOUNTS PAYABLE VOUCHER
V6609353	06/18/2026	MEGAN KRISTINE HAROLDSON	R	257.38	ACCOUNTS PAYABLE VOUCHER
V6609354	06/18/2026	JANA LEE HEIDEMANN	R	76.13	ACCOUNTS PAYABLE VOUCHER
V6609355	06/18/2026	PETER ALLYN HENDRICKS	R	403.83	ACCOUNTS PAYABLE VOUCHER
V6609356	06/18/2026	SARA ASHLEY HENRY	R	627.13	ACCOUNTS PAYABLE VOUCHER
V6609357	06/18/2026	FRANK E HERMAN	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609358	06/18/2026	JENNIFER AMY HETLAND	R	362.60	ACCOUNTS PAYABLE VOUCHER
V6609359	06/18/2026	MELISSA ROCHELL HO	R	157.38	ACCOUNTS PAYABLE VOUCHER
V6609360	06/18/2026	JUSTIN DAVID HOELSCHER	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609361	06/18/2026	KATE SCHNEEWEIS HULSE	R	401.00	ACCOUNTS PAYABLE VOUCHER
V6609362	06/18/2026	SARAH CAITLIN IDEEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6609363	06/18/2026	JULIE CHRISTINE ILLA	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609364	06/18/2026	COURTNEY ELIZABETH ROBINSON	R	206.73	ACCOUNTS PAYABLE VOUCHER
V6609365	06/18/2026	ALLISON L INSERRA	R	5.08	ACCOUNTS PAYABLE VOUCHER
V6609366	06/18/2026	MACKENZIE M IRWIN	R	21.03	ACCOUNTS PAYABLE VOUCHER
V6609367	06/18/2026	ROBERT J JACOBSON	R	129.20	ACCOUNTS PAYABLE VOUCHER
V6609368	06/18/2026	DAVID J JENSEN	R	165.00	ACCOUNTS PAYABLE VOUCHER
V6609369	06/18/2026	MARK W JOHNS	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609370	06/18/2026	SARAH LYNN JOHNSON	R	464.73	ACCOUNTS PAYABLE VOUCHER
V6609371	06/18/2026	AMY TAMARAH WOLF KAUFMAN	R	319.01	ACCOUNTS PAYABLE VOUCHER
V6609372	06/18/2026	LISA MARIE KENT	R	54.38	ACCOUNTS PAYABLE VOUCHER
V6609373	06/18/2026	SHAWN P KINSELLA	R	36.25	ACCOUNTS PAYABLE VOUCHER
V6609374	06/18/2026	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609375	06/18/2026	BETSY SUE LARSEN	R	282.03	ACCOUNTS PAYABLE VOUCHER
V6609376	06/18/2026	JOSEPH PAUL LORENTZ	R	308.85	ACCOUNTS PAYABLE VOUCHER
V6609377	06/18/2026	SARAH MARIE LUDEWIG	R	350.91	ACCOUNTS PAYABLE VOUCHER
V6609378	06/18/2026	JILL K MANN-PORVAZNIK	R	165.00	ACCOUNTS PAYABLE VOUCHER
V6609379	06/18/2026	KIM MARIE MARTIN	R	71.78	ACCOUNTS PAYABLE VOUCHER
V6609380	06/18/2026	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6609381	06/18/2026	SHARRI HELENE MCGIBBON	R	279.90	ACCOUNTS PAYABLE VOUCHER
V6609382	06/18/2026	TONI M MELVILLE	R	8.70	ACCOUNTS PAYABLE VOUCHER
V6609383	06/18/2026	KRISTIN M MESSING	R	17.40	ACCOUNTS PAYABLE VOUCHER
V6609384	06/18/2026	AYSIA N MEYERS	R	165.00	ACCOUNTS PAYABLE VOUCHER
V6609385	06/18/2026	LAURA MILES	R	40.60	ACCOUNTS PAYABLE VOUCHER
V6609386	06/18/2026	JODI KAY MONSON	R	30.00	ACCOUNTS PAYABLE VOUCHER
V6609387	06/18/2026	JENNA ANN NACE	R	280.63	ACCOUNTS PAYABLE VOUCHER
V6609388	06/18/2026	CLAIRE M NACHTWEY	R	40.60	ACCOUNTS PAYABLE VOUCHER
V6609389	06/18/2026	CINDY L NORDSTROM	R	12.33	ACCOUNTS PAYABLE VOUCHER
V6609390	06/18/2026	RACHEL ERIN NOVY	R	113.15	ACCOUNTS PAYABLE VOUCHER
V6609391	06/18/2026	ALICIA JOY ODELL	R	69.60	ACCOUNTS PAYABLE VOUCHER
V6609392	06/18/2026	CHARLOTTE ROSE OLSON	R	23.20	ACCOUNTS PAYABLE VOUCHER
V6609393	06/18/2026	PERES OYARO	R	6.96	ACCOUNTS PAYABLE VOUCHER
V6609394	06/18/2026	ROSALIE L PALAN	R	392.22	ACCOUNTS PAYABLE VOUCHER
V6609395	06/18/2026	JACKIE MARIE PAULEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609396	06/18/2026	EMILY COLLEEN GOODSON	R	129.10	ACCOUNTS PAYABLE VOUCHER
V6609397	06/18/2026	HOLLY MARIE PEMBLE	R	275.50	ACCOUNTS PAYABLE VOUCHER
V6609398	06/18/2026	AMANDA LYNN PETERS	R	82.65	ACCOUNTS PAYABLE VOUCHER
V6609399	06/18/2026	JENNIFER MAE PETERSEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6609400	06/18/2026	BROOKE ALLYSON PETERSON	R	124.80	ACCOUNTS PAYABLE VOUCHER
V6609401	06/18/2026	CAROLINE ROSE PETERSON	R	420.50	ACCOUNTS PAYABLE VOUCHER
V6609402	06/18/2026	EMILY ANN PFISTERER	R	418.33	ACCOUNTS PAYABLE VOUCHER
V6609403	06/18/2026	HANNAH ELAINE ANSEL	R	165.00	ACCOUNTS PAYABLE VOUCHER
V6609404	06/18/2026	TARA C PRECHT	R	144.38	ACCOUNTS PAYABLE VOUCHER
V6609405	06/18/2026	SHANNON K. RASMUSSEN	R	43.20	ACCOUNTS PAYABLE VOUCHER
V6609406	06/18/2026	MELANIE LAVONNE REINARDY	R	94.25	ACCOUNTS PAYABLE VOUCHER
V6609407	06/18/2026	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER

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V6609408	06/18/2026	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6609409	06/18/2026	EMILY ANN RYAN	R	165.00	ACCOUNTS PAYABLE VOUCHER
V6609410	06/18/2026	OLIVIA E SARASIO MEYER	R	210.98	ACCOUNTS PAYABLE VOUCHER
V6609411	06/18/2026	MELISSA RAE SCHALLER	R	357.09	ACCOUNTS PAYABLE VOUCHER
V6609412	06/18/2026	BYRON LEITH SCHWAB	R	21.75	ACCOUNTS PAYABLE VOUCHER
V6609413	06/18/2026	ROLAND ARTHUR SESSIONS III	R	451.68	ACCOUNTS PAYABLE VOUCHER
V6609414	06/18/2026	KARLEEN SHERMAN	R	9.43	ACCOUNTS PAYABLE VOUCHER
V6609415	06/18/2026	DAWN E STEIGAUF	R	21.03	ACCOUNTS PAYABLE VOUCHER
V6609416	06/18/2026	ANN T STROM	R	113.10	ACCOUNTS PAYABLE VOUCHER
V6609417	06/18/2026	MICHELLE ERIN STROMME	R	60.91	ACCOUNTS PAYABLE VOUCHER
V6609418	06/18/2026	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609419	06/18/2026	KAYLEEN LAVONNE TAFFE	R	57.28	ACCOUNTS PAYABLE VOUCHER
V6609420	06/18/2026	MARY ELIZABETH TAYLOR	R	580.00	ACCOUNTS PAYABLE VOUCHER
V6609421	06/18/2026	SONIA LYNN TENDRICH	R	358.93	ACCOUNTS PAYABLE VOUCHER
V6609422	06/18/2026	LAURA J. TENNESSEN	R	43.50	ACCOUNTS PAYABLE VOUCHER
V6609423	06/18/2026	EVE THOMAS BROOK	R	52.92	ACCOUNTS PAYABLE VOUCHER
V6609424	06/18/2026	TAYLOR MAY LOVIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609425	06/18/2026	MELISSA M TORRES	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6609426	06/18/2026	SHANYN NICOLE TUFTEE	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6609427	06/18/2026	ADRIENNE KATE TURZYNSKI	R	40.60	ACCOUNTS PAYABLE VOUCHER
V6609428	06/18/2026	SARA ANN TUVEY	R	13.05	ACCOUNTS PAYABLE VOUCHER
V6609429	06/18/2026	ELLIOT J VIGUE	R	139.49	ACCOUNTS PAYABLE VOUCHER
V6609430	06/18/2026	ANTHONY JOSEPH VILLELLI	R	659.67	ACCOUNTS PAYABLE VOUCHER
V6609431	06/18/2026	JOHN NATHAN VOLKERT	R	363.23	ACCOUNTS PAYABLE VOUCHER
V6609432	06/18/2026	GREGORY ALEXANDER WALETSKI	R	115.00	ACCOUNTS PAYABLE VOUCHER
V6609433	06/18/2026	MONICA J WEBER	R	21.03	ACCOUNTS PAYABLE VOUCHER
V6609434	06/18/2026	SARAH MICHELLE WEILER	R	15.95	ACCOUNTS PAYABLE VOUCHER
V6609435	06/18/2026	SCOTT MICHAEL ZEHNDER	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6609436	06/18/2026	MARK A. ZUZEK	R	15.95	ACCOUNTS PAYABLE VOUCHER
V6609437	06/18/2026	SHANNON M ZYWIEC	R	26.10	ACCOUNTS PAYABLE VOUCHER
V7705252	05/29/2026	ALL IN ONE TRANSLATION AGENCY, LLC	R	990.00	ACCOUNTS PAYABLE VOUCHER
V7705253	05/29/2026	APPLE VALLEY ISD LLC	R	44,335.24	ACCOUNTS PAYABLE VOUCHER
V7705254	05/29/2026	CENTURYLINK	R	1,170.61	ACCOUNTS PAYABLE VOUCHER
V7705255	05/29/2026	IND SCH DIST 191	R	30,010.24	ACCOUNTS PAYABLE VOUCHER
V7705256	05/29/2026	KAREN CASS FELLING, M.A., LP	R	375.00	ACCOUNTS PAYABLE VOUCHER
V7705257	05/29/2026	KELLY SERVICES, INC	R	10,756.56	ACCOUNTS PAYABLE VOUCHER
V7705258	05/29/2026	OFFICE OF MN.IT SERVICES	R	687.75	ACCOUNTS PAYABLE VOUCHER
V7705259	05/29/2026	PROCARE THERAPY	R	17,167.39	ACCOUNTS PAYABLE VOUCHER
V7705260	05/29/2026	SE ISD SUCCESSOR, LLC	R	101,248.22	ACCOUNTS PAYABLE VOUCHER
V7705261	05/29/2026	XCEL ENERGY	R	2,916.75	ACCOUNTS PAYABLE VOUCHER
V7705262	05/29/2026	ZEN EDUCATE INC	V	0.00	VOID: MULTI STUB VOUCHER
V7705263	05/29/2026	ZEN EDUCATE INC	R	23,219.74	ACCOUNTS PAYABLE VOUCHER
V7705264	05/29/2026	UNITED HEALTHCARE SERVICES, INC	R	33,012.51	ACCOUNTS PAYABLE VOUCHER
V7705265	05/29/2026	MN CHILD SUPPORT PAYMENT CENTER	R	534.50	ACCOUNTS PAYABLE VOUCHER
V7705266	05/29/2026	AFLAC	R	1,198.96	ACCOUNTS PAYABLE VOUCHER
V7705267	05/29/2026	AMERIPRISE FINANCIAL ADVISORS	R	12,043.26	ACCOUNTS PAYABLE VOUCHER
V7705268	05/29/2026	AXA EQUITABLE LIFE INS CO	R	2,686.78	ACCOUNTS PAYABLE VOUCHER
V7705269	05/29/2026	FIDELITY INVSTMT TAX-EX SVC CO	R	15,320.47	ACCOUNTS PAYABLE VOUCHER
V7705270	05/29/2026	HEALTHEQUITY (FSA)	R	962.50	ACCOUNTS PAYABLE VOUCHER
V7705271	05/29/2026	HEALTHEQUITY, INC. (HSA)	R	37,792.77	ACCOUNTS PAYABLE VOUCHER
V7705272	05/29/2026	HORACE MANN LIFE INS	R	1,465.83	ACCOUNTS PAYABLE VOUCHER
V7705273	05/29/2026	INTERNAL REVENUE SERVICE	R	304,782.89	ACCOUNTS PAYABLE VOUCHER
V7705274	05/29/2026	EDUCATION MN ESI BILLING TRUST	R	21,851.55	ACCOUNTS PAYABLE VOUCHER
V7705275	05/29/2026	MN DEPT OF REVENUE	R	53,199.22	ACCOUNTS PAYABLE VOUCHER
V7705276	05/29/2026	MN DEPT OF REVENUE(C)	R	325.00	ACCOUNTS PAYABLE VOUCHER
V7705277	05/29/2026	MN STATE RETIREMENT SYSTEM	R	150.00	ACCOUNTS PAYABLE VOUCHER
V7705278	05/29/2026	EXECUTIVE DIRECTOR	R	65,491.40	ACCOUNTS PAYABLE VOUCHER
V7705279	05/29/2026	STATE TREASURER, TRA	R	155,588.09	ACCOUNTS PAYABLE VOUCHER

Intermediate School District 917
Check Register Including System Voids
Run Date: 5/22/2026 - 6/26/2026

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
V7705280	05/29/2026	VARIABLE ANNUITY LIFE INS CO	R	9,675.57	ACCOUNTS PAYABLE VOUCHER
V7705281	05/29/2026	VOYA	R	1,190.41	ACCOUNTS PAYABLE VOUCHER
V7705282	06/04/2026	AMANDA GROH	R	1,998.75	ACCOUNTS PAYABLE VOUCHER
V7705283	06/04/2026	AMAZON CAPITAL SERVICES	R	2,235.83	ACCOUNTS PAYABLE VOUCHER
V7705284	06/04/2026	AMPERSAND THERAPY, LLC	R	7,600.00	ACCOUNTS PAYABLE VOUCHER
V7705285	06/04/2026	BUY-RITE BEAUTY SALON & SPA EQ.	R	7,676.00	ACCOUNTS PAYABLE VOUCHER
V7705286	06/04/2026	FRONTIER COMMUNICATIONS	R	1,032.34	ACCOUNTS PAYABLE VOUCHER
V7705287	06/04/2026	GOPHER SPORT	R	542.30	ACCOUNTS PAYABLE VOUCHER
V7705288	06/04/2026	GPS EDUCATION PARTNERS, INC	R	15,000.00	ACCOUNTS PAYABLE VOUCHER
V7705289	06/04/2026	GRAINGER W W INC.	R	896.97	ACCOUNTS PAYABLE VOUCHER
V7705290	06/04/2026	INVER HILLS COMMUNITY COLLEGE	R	99.52	ACCOUNTS PAYABLE VOUCHER
V7705291	06/04/2026	LOFFLER BUSINESS SYSTEMS	R	292.22	ACCOUNTS PAYABLE VOUCHER
V7705292	06/04/2026	MEGAN CATHERINE MATRAS	R	3,120.00	ACCOUNTS PAYABLE VOUCHER
V7705293	06/04/2026	MENARDS	R	287.70	ACCOUNTS PAYABLE VOUCHER
V7705294	06/04/2026	MN CLN SERVICES, INC	R	7,320.00	ACCOUNTS PAYABLE VOUCHER
V7705295	06/04/2026	NOVA EDUCATION CONSULTANTS	R	8,315.00	ACCOUNTS PAYABLE VOUCHER
V7705296	06/04/2026	ODP BUSINESS SOLUTIONS, LLC	R	442.98	ACCOUNTS PAYABLE VOUCHER
V7705297	06/04/2026	PARENTSQUARE, INC	R	6,000.00	ACCOUNTS PAYABLE VOUCHER
V7705298	06/04/2026	PROFESSIONAL WIRELESS COMMUNICATION	R	1,354.75	ACCOUNTS PAYABLE VOUCHER
V7705299	06/04/2026	REGINA MAENDLER, HEART & SCIENCE	R	10,080.00	ACCOUNTS PAYABLE VOUCHER
V7705300	06/04/2026	THE HOME DEPOT PRO	R	4,905.12	ACCOUNTS PAYABLE VOUCHER
V7705301	06/04/2026	WEST METRO AUCTION & EQ. LLC	R	7,250.00	ACCOUNTS PAYABLE VOUCHER
V7705302	06/04/2026	XCEL ENERGY	R	3,885.00	ACCOUNTS PAYABLE VOUCHER
V7705303	06/04/2026	ZEN EDUCATE INC	V	0.00	VOID: MULTI STUB VOUCHER
V7705304	06/04/2026	ZEN EDUCATE INC	R	22,701.15	ACCOUNTS PAYABLE VOUCHER
V7705305	06/08/2026	FIDELITY SECURITY LIFE INS CO	R	2,888.17	ACCOUNTS PAYABLE VOUCHER
V7705306	06/08/2026	NATIONAL INSURANCE SERVICES OF WI,	R	9,948.40	ACCOUNTS PAYABLE VOUCHER
V7705307	06/08/2026	UNITED HEALTHCARE SERVICES, INC	R	39,224.31	ACCOUNTS PAYABLE VOUCHER
V7705308	06/11/2026	ACT	R	158.25	ACCOUNTS PAYABLE VOUCHER
V7705309	06/11/2026	ANNE HOFF, SAFE HARBOR COUNSELING	R	3,925.00	ACCOUNTS PAYABLE VOUCHER
V7705310	06/11/2026	AI TECHNOLOGIES, LLC	R	3,296.92	ACCOUNTS PAYABLE VOUCHER
V7705311	06/11/2026	USI CONSULTING GROUP, INC.	R	1,150.00	ACCOUNTS PAYABLE VOUCHER
V7705312	06/11/2026	KELLY SERVICES, INC	R	20,417.75	ACCOUNTS PAYABLE VOUCHER
V7705313	06/11/2026	MN ENERGY RESOURCES CORPORATION	R	196.03	ACCOUNTS PAYABLE VOUCHER
V7705314	06/11/2026	PROCARE THERAPY	R	6,943.82	ACCOUNTS PAYABLE VOUCHER
V7705315	06/11/2026	SCHMITTY & SONS	R	1,224.18	ACCOUNTS PAYABLE VOUCHER
V7705316	06/11/2026	UNITED HEALTHCARE SERVICES, INC	R	104,936.79	ACCOUNTS PAYABLE VOUCHER
V7705317	06/11/2026	WEAVING CULTURES, LLC	R	115.97	ACCOUNTS PAYABLE VOUCHER
V7705318	06/11/2026	ZEN EDUCATE INC	V	0.00	VOID: MULTI STUB VOUCHER
V7705319	06/11/2026	ZEN EDUCATE INC	R	17,227.73	ACCOUNTS PAYABLE VOUCHER
V7705320	06/16/2026	MN CHILD SUPPORT PAYMENT CENTER	R	534.50	ACCOUNTS PAYABLE VOUCHER
V7705321	06/16/2026	AMERIPRISE FINANCIAL ADVISORS	R	4,598.46	ACCOUNTS PAYABLE VOUCHER
V7705322	06/16/2026	AXA EQUITABLE LIFE INS CO	R	862.08	ACCOUNTS PAYABLE VOUCHER
V7705323	06/16/2026	FIDELITY INVSTMT TAX-EX SVC CO	R	7,977.47	ACCOUNTS PAYABLE VOUCHER
V7705324	06/16/2026	HEALTHEQUITY (FSA)	R	962.50	ACCOUNTS PAYABLE VOUCHER
V7705325	06/16/2026	HEALTHEQUITY, INC. (HSA)	R	41,122.35	ACCOUNTS PAYABLE VOUCHER
V7705326	06/16/2026	HORACE MANN LIFE INS	R	358.33	ACCOUNTS PAYABLE VOUCHER
V7705327	06/16/2026	INTERNAL REVENUE SERVICE	R	305,274.29	ACCOUNTS PAYABLE VOUCHER
V7705328	06/16/2026	EDUCATION MN ESI BILLING TRUST	R	5,658.65	ACCOUNTS PAYABLE VOUCHER
V7705329	06/16/2026	MN DEPT OF REVENUE	R	53,667.98	ACCOUNTS PAYABLE VOUCHER
V7705330	06/16/2026	MN DEPT OF REVENUE(C)	R	688.58	ACCOUNTS PAYABLE VOUCHER
V7705331	06/16/2026	MN STATE RETIREMENT SYSTEM	R	28,269.19	ACCOUNTS PAYABLE VOUCHER
V7705332	06/16/2026	EXECUTIVE DIRECTOR	R	64,988.55	ACCOUNTS PAYABLE VOUCHER
V7705333	06/16/2026	STATE TREASURER, TRA	R	154,234.47	ACCOUNTS PAYABLE VOUCHER
V7705334	06/16/2026	VARIABLE ANNUITY LIFE INS CO	R	3,735.06	ACCOUNTS PAYABLE VOUCHER
V7705335	06/16/2026	VOYA	R	372.91	ACCOUNTS PAYABLE VOUCHER
V7705336	06/16/2026	HEALTHEQUITY (FSA)	R	19.25	ACCOUNTS PAYABLE VOUCHER
V7705337	06/16/2026	UNITED HEALTHCARE SERVICES, INC	R	61,566.92	ACCOUNTS PAYABLE VOUCHER

Intermediate School District 917
Check Register Including System Voids
Run Date: 5/22/2026 - 6/26/2026

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
V7705338	06/18/2026	AMANDA GROH	R	2,123.55	ACCOUNTS PAYABLE VOUCHER
V7705339	06/18/2026	AMPERSAND THERAPY, LLC	R	12,029.38	ACCOUNTS PAYABLE VOUCHER
V7705340	06/18/2026	BAMBOO PROFESSIONALS, LLC	R	2,658.75	ACCOUNTS PAYABLE VOUCHER
V7705341	06/18/2026	BENEFIT EXTRAS, INC	R	527.74	ACCOUNTS PAYABLE VOUCHER
V7705342	06/18/2026	CKC GOOD FOOD	R	37,650.66	ACCOUNTS PAYABLE VOUCHER
V7705343	06/18/2026	DAKOTA COUNTY TECH COLLEGE	R	134,752.45	ACCOUNTS PAYABLE VOUCHER
V7705344	06/18/2026	FRONTIER COMMUNICATIONS	R	14,735.59	ACCOUNTS PAYABLE VOUCHER
V7705344	06/24/2026	FRONTIER COMMUNICATIONS	V	-14,735.59	VOID MANUAL CHECK
V7705345	06/18/2026	INVER HILLS COMMUNITY COLLEGE	R	2,322.30	ACCOUNTS PAYABLE VOUCHER
V7705346	06/18/2026	MARCO INC	R	3,385.51	ACCOUNTS PAYABLE VOUCHER
V7705347	06/18/2026	MEGAN CATHERINE MATRAS	R	698.75	ACCOUNTS PAYABLE VOUCHER
V7705348	06/18/2026	MENARDS	R	650.83	ACCOUNTS PAYABLE VOUCHER
V7705349	06/18/2026	MRI INTERMEDIATE HOLDINGS, LLC	R	159.50	ACCOUNTS PAYABLE VOUCHER
V7705350	06/18/2026	NOVA EDUCATION CONSULTANTS	R	2,880.00	ACCOUNTS PAYABLE VOUCHER
V7705351	06/18/2026	OFFICE OF MN.IT SERVICES	R	493.50	ACCOUNTS PAYABLE VOUCHER
V7705352	06/18/2026	PROCARE THERAPY	R	7,709.75	ACCOUNTS PAYABLE VOUCHER
V7705353	06/18/2026	ZEN EDUCATE INC	V	0.00	VOID: MULTI STUB VOUCHER
V7705354	06/18/2026	ZEN EDUCATE INC	R	25,579.18	ACCOUNTS PAYABLE VOUCHER
V7705355	06/18/2026	DELTA DENTAL OF MINNESOTA	R	42,687.12	ACCOUNTS PAYABLE VOUCHER
V7705356	06/18/2026	UNITED HEALTHCARE SERVICES, INC	R	50,692.01	ACCOUNTS PAYABLE VOUCHER
V7705357	06/25/2026	ADAPTIVE SPECIALTIES, INC	R	2,730.50	ACCOUNTS PAYABLE VOUCHER
V7705358	06/25/2026	ALL IN ONE TRANSLATION AGENCY, LLC	R	360.00	ACCOUNTS PAYABLE VOUCHER
V7705359	06/25/2026	AMAZON CAPITAL SERVICES	R	1,119.56	ACCOUNTS PAYABLE VOUCHER
V7705360	06/25/2026	CENTURYLINK	R	1,170.61	ACCOUNTS PAYABLE VOUCHER
V7705361	06/25/2026	DAKOTA COUNTY TECH COLLEGE	R	550.00	ACCOUNTS PAYABLE VOUCHER
V7705362	06/25/2026	FRONTIER COMMUNICATIONS	R	1,624.59	ACCOUNTS PAYABLE VOUCHER
V7705363	06/25/2026	KELLY SERVICES, INC	R	10,792.28	ACCOUNTS PAYABLE VOUCHER
V7705364	06/25/2026	PROCARE THERAPY	R	2,364.90	ACCOUNTS PAYABLE VOUCHER
V7705365	06/25/2026	THE HOME DEPOT PRO	R	6,768.87	ACCOUNTS PAYABLE VOUCHER
V7705366	06/25/2026	XCEL ENERGY	R	4,139.05	ACCOUNTS PAYABLE VOUCHER
V7705367	06/25/2026	ZEN EDUCATE INC	R	13,824.83	ACCOUNTS PAYABLE VOUCHER
		Total		2,623,985.10	

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

	MSDLAF: Liquid						MSDLAF: +Max						Total	
	Purchases	Sales	Fees	Interest	Ending Balance	Monthly Yield	Purchases	Sales	Fees	Interest	Ending Balance	Monthly Yield	Ending Balance	Interest
Jun					11,297.07						13,238,175.67		13,249,472.74	
Jul				39.84	11,336.91	4.15%		500,000.00		47,603.20	12,785,778.87	4.24%	12,797,115.78	47,643.04
Aug				39.83	11,376.74	4.14%				45,946.80	12,831,725.67	4.23%	12,843,102.41	45,986.63
Sep				38.39	11,415.13	4.10%	3,500,000.00			53,427.81	16,385,153.48	4.19%	16,396,568.61	53,466.20
Oct				38.79	11,453.92	4.00%	-	1,000,000.00		56,610.56	15,441,764.04	4.09%	15,453,217.96	56,649.35
Nov				36.07	11,489.99	3.84%		1,500,000.00		47,778.81	13,989,542.85	3.92%	14,001,032.84	47,814.88
Dec				36.02	11,526.01	3.69%		1,000,000.00		44,577.10	13,034,119.95	3.78%	13,045,645.96	44,613.12
Jan				35.15	11,561.16	3.56%		750,000.00		38,882.81	12,323,002.76	3.68%	12,334,563.92	38,917.96
Feb				31.51	11,592.67	3.55%	2,000,000.00	750,000.00		37,720.16	13,610,722.92	3.65%	13,622,315.59	37,751.67
Mar				34.61	11,627.28	3.51%				41,653.69	13,652,376.61	3.61%	13,664,003.89	41,688.30
Apr				33.55	11,660.83	3.51%	2,750,000.00			41,849.22	16,444,225.83	3.60%	16,455,886.66	41,882.77
May				34.56	11,695.39	3.49%		2,000,000.00		48,260.40	14,492,486.23	3.58%	14,504,181.62	48,294.96
Jun					-						-		-	-
Total FY 26	-	-	-	398.32	11,695.39		8,250,000.00	7,500,000.00	-	504,310.56	14,492,486.23		14,504,181.62	504,708.88

Intermediate School District 917
Accounts Receivable Aged Report As of 06/30/26

Member Districts	31-60 Days	61-90 Days	Over 90 Days	Totals
SSD 6	$ -	$ 5,809.77	$ -	$ 5,809.77
ISD 191	$ 128,205.15	$ -	$ -	$ 128,205.15
ISD 194	$ 216,889.71	$ 394,645.40	$ 41,146.32	$ 652,681.43
	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -
Totals	**$ 345,094.86**	**$ 400,455.17**	**$ 41,146.32**	**$ 786,696.35**
All Others				
ISD 625	$ 10,985.40	$ 10,985.40	$ -	$ 21,970.80
MDE	$ -	$ -	$ 43.45	$ 43.45
	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -
Totals	**$ 10,985.40**	**$ 10,985.40**	**$ 43.45**	**$ 22,014.25**
Grand Total	**$ 356,080.26**	**$ 411,440.57**	**$ 41,189.77**	**$ 808,710.60**
Total Receivables				**$ 837,682.19**

Prepared by: T. Welch

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

From: Mark Johns, Director of Finance

Date: July 7, 2026

Re: FY27 ISD 917 board approved meal prices

Information:

- Intermediate School District 917 has renewed our participation in the National School Lunch Program (NSLP) for FY27. Our Lunch Program operates at five of our locations: Alliance Education Center, Dakota County Technical College, Lebanon Education Center, Concord Education Center and DCALS North.

- CKC Good Food will again be contracting with us to provide our breakfast and lunch meals. The contract price per meal will increase by $0.10 to **$2.72** per breakfast and $0.17 to **$4.47** per lunch. This 4% increase reflects the maximum allowed increase by statute. This is the final year of our contract with CKC Good Food and ISD 917 will need to request new bids for FY28.

- ISD #917 participates in the Free School Meals program signed into law in Minnesota. As a result of our Free and Reduced student population, we are also required to participate in the Community Eligibility Provision which results in a Federal Free reimbursement rate of 77.68% and Paid reimbursement rate of 22.32%. The balance of the Paid meals reimbursement rate will be paid by the state. FY27 Reimbursement rates have not been released by the USDA as of this date.

- Historically ISD #917 transfers general fund revenues each fiscal year to balance the food service fund. In FY24, this amount was $26,331.94 and in FY25 it was $18,184.09. The initial FY25 transfer of $30,829.32 was reduced as a result of Covid-era supply chain funds we were not able to defer into FY26. I anticipate a need for approximately $35K to balance the FY26 food service fund. We continue to support the sites to manage optimal ordering quantities to limit our loss.

Recommendation: Per state statute, student meal prices for both breakfast and lunch will now be $0.00. Recommend the following based on contract prices to our food vendor:

Student Breakfast $0.00, Student Lunch $0.00,
Second Meal Student Breakfast $2.72 and Lunch $4.47, Milk $0.45
Adult Breakfast **$3.00**, Adult Lunch $**5.00**

AGREEMENT
Independent School District #271 ("ISD 271") and
Intermediate School District #917 ("ISD 917")

THIS AGREEMENT ("Agreement") entered into this 1st day of July, 2026, by and between Independent School District #271 ("ISD 271"), and Intermediate School District #917 ("ISD 917").

WHEREAS, ISD 917 is an intermediate school district organized according to Minnesota Statutes, Chapter 136D, and its mission includes providing special education and related services to students; and

WHEREAS, ISD 917 provides an early childhood mental health program to eligible students of its member districts; and

WHEREAS, ISD 271 agrees to provide for purchase by ISD 917 an appropriately licensed early childhood special education teacher for the early childhood mental health program;

NOW THEREFORE IT IS AGREED:

1. EMPLOYMENT

   Jessica Taldone, an early childhood special education teacher for ISD 271, has been hired to provide services to students receiving early childhood special education services in the mental health program provided by ISD 917 for the 2026-2027 school year.

   Jessica Taldone, will be a full-time teacher of ISD 271 entitled to all salary and benefits as described in the master agreement between ISD 271 and the Bloomington Federation of Teachers representing teachers and is subject to the policies, regulations, benefits, and laws applicable to School Board employees.

2. REIMBURSEMENT OF SALARY AND BENEFITS

   The parties agree that, during the term of this Agreement, ISD 917 will reimburse ISD 271 the full cost of salary and benefits. ISD 917 agrees to remit payment in one installments payable prior to June 15 based on billing from ISD 271.

   Additional compensation for professional development paid hourly at the employee's hourly rate will be billed by ISD 271 to ISD 917 separately. In addition, mileage paid at the federal mileage rate incurred by the employee will be billed by ISD 271 to ISD 917 separately.

   Costs for substitutes for the early childhood special education teacher will be incurred by and paid for by ISD 917 directly.

3. LIABILITY AND INSURANCE

   ISD 917 assumes liability for the acts and omissions of its employees, but does not assume any liability for the acts or omissions of the employees, agents and assigns of ISD 271. ISD 917 and ISD 271 agree that they will at all times during the term of the Agreement, have and keep in force a liability policy that names the other as an additional insured. Limits will include one million dollars ($1,000,000.00) for each occurrence with two million dollars ($2,000,000.00) aggregate. Certificate of Insurance is required by each agency, listing ISD

#271 as additional insured on the general liability policy. Certificate holder is: ISD#271, 1350W 106th St., Bloomington, MN 55431

4. PERSONNEL

ISD 917 and ISD 271 hereby acknowledge and agree that ISD 271's employees are not employees of ISD 917, and that ISD 271's employees or its agents will have no authority to bind ISD 917 or otherwise incur liability on behalf of ISD 917 without the express written delegation of authority by ISD 917. ISD 917 shall have no obligation to provide any ISD 271 employee with benefits or privileges of any kind or nature including, without limitation, insurance benefits, pension benefits, worker's compensation benefits or any other benefits ISD 917 provides to its employees. ISD 271 has exclusive control and the right to hire and discharge any of its employees rendering services under this Agreement. ISD 271 will be solely responsible for the payment of wages, taxes, and other related charges for services rendered under this Agreement by its employees.

5. CONFIDENTIALITY AND DATA PRACTICES

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

6. TERM, TERMINATION, OR MODIFICATION

The term of this Agreement shall be from July 1, 2026, through June 30, 2027. If the parties mutually agree in writing, this Agreement may be terminated on the terms and the date stipulated in such a separate written document. This Agreement may not be modified without the written and mutual consent of both parties.

7. CONTRACT ADMINISTRATION

The Agreement shall be administered on behalf of ISD 271 by the Superintendent or designee and shall be administered on behalf of ISD 917 by the Superintendent or designee.

8. NOTICE

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

ISD 271: Jennifer McIntyre
Name of Executive Director of Student Services

1350 West 106th Street
Address

Bloomington, MN 55431
City, State, Zip

952-681-6503
Phone

ISD 917: Melissa Schaller
Name of Executive Director of Student Services

14300 145th Street East
Address

Rosemount, MN 55068
City, State, Zip

651-423-8204
Phone

651-423-8776
Fax

9. GENERAL

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

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

Independent School District #271 Bloomington Public Schools

By: _____
It's Chairperson Tom Bennett

By: _____
It's Clerk Matt Dymoke

Dated: June 22., 2026 School Board's Tax Identification Number:

Intermediate School District 917

By: _____
It's Chairperson

By: _____
It's Clerk

Dated: _____, 20___ School Board's Tax Identification Number: _____

AGREEMENT
Independent School District #199 ("ISD 199") and
Intermediate School District #917 ("ISD 917")

THIS AGREEMENT ("Agreement") entered into this 22 day of June, 2026, by and between Independent School District #199 ("ISD 199"), and Intermediate School District #917 ("ISD 917").

WHEREAS, ISD 917 is an intermediate school district organized according to Minnesota Statutes, Chapter 136D, and its mission includes providing special education and related services to students; and

WHEREAS, ISD 917 provides an early childhood mental health program to eligible students of its member districts; and

WHEREAS, ISD 199 agrees to provide for purchase by ISD 917 an appropriately licensed early childhood special education teacher for the early childhood mental health program;

NOW THEREFORE IT IS AGREED:

1. EMPLOYMENT

   Erin Lencowski, an early childhood special education teacher for ISD 199, has been hired to provide services to students receiving early childhood special education services in the mental health program provided by ISD 917 for the 2026-2027 school year.

   Erin Lencowski will be a full-time teacher of ISD 199 entitled to all salary and benefits as described in the master agreement between ISD 199 and the Inver Grove Heights Education Association representing teachers and is subject to the policies, regulations, benefits, and laws applicable to School Board employees.

2. REIMBURSEMENT OF SALARY AND BENEFITS

   The parties agree that, during the term of this Agreement, ISD 917 will reimburse ISD 199 the full cost of salary and benefits. ISD 917 agrees to remit payment in two equal installments payable mid-year and prior to June 15 based on billing from ISD 199.

   Additional compensation for professional development paid hourly at the employee's hourly rate will be billed by ISD 199 to ISD 917 separately. In addition, mileage paid at the federal mileage rate incurred by the employee will be billed by ISD 199 to ISD 917 separately.

   Costs for substitutes for the early childhood special education teacher will be incurred by and paid for by ISD 917 directly.

3. LIABILITY AND INSURANCE

   ISD 917 assumes liability for the acts and omissions of its employees, but does not assume any liability for the acts or omissions of the employees, agents and assigns of ISD 199. ISD 917 and ISD 199 agree that they will at all times during the term of the Agreement, have and keep in force a liability policy that names the other as an additional insured. Limits will include one million dollars ($1,000,000.00) for each occurrence with two million dollars ($2,000,000.00) aggregate. Each agrees to provide a Certificate of Insurance to the other upon request.

4. PERSONNEL

ISD 917 and ISD 199 hereby acknowledge and agree that ISD 199's employees are not employees of ISD 917, and that ISD 199's employees or its agents will have no authority to bind ISD 917 or otherwise incur liability on behalf of ISD 917 without the express written delegation of authority by ISD 917. ISD 917 shall have no obligation to provide any ISD 199 employee with benefits or privileges of any kind or nature including, without limitation, insurance benefits, pension benefits, worker's compensation benefits or any other benefits ISD 917 provides to its employees. ISD 199 has exclusive control and the right to hire and discharge any of its employees rendering services under this Agreement. ISD 199 will be solely responsible for the payment of wages, taxes, and other related charges for services rendered under this Agreement by its employees.

5. CONFIDENTIALITY AND DATA PRACTICES

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

6. TERM, TERMINATION, OR MODIFICATION

The term of this Agreement shall be from July 1, 2026, through June 30, 2027. If the parties mutually agree in writing, this Agreement may be terminated on the terms and the date stipulated in such a separate written document. This Agreement may not be modified without the written and mutual consent of both parties.

7. CONTRACT ADMINISTRATION

The Agreement shall be administered on behalf of ISD 199 by the Superintendent or designee and shall be administered on behalf of ISD 917 by the superintendent or designee.

8. NOTICE

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

ISD 199: Abel Riodique
Name of Director of Special Services

2990 80th Street East
Address

Inver Grove Heights, MN 55076
City, State, Zip

651-306-7828
Phone

651-306-7295
Fax

ISD 917: Melissa Schaller
Name of Executive Director of Student Services

14300 145th Street East
Address

Rosemount, MN 55068
City, State, Zip

651-423-8204
Phone

651-423-8776
Fax

9. GENERAL

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

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

Independent School District #199 Inver Grove Heights Public Schools

By: Carrie Lounsberry
Carrie Lounsberry (Jun 23, 2026 16:52:43 CDT)
It's Chairperson

By: Shana Dukes
Shana Dukes (Jun 23, 2026 17:27:45 CDT)
It's Clerk

Dated: June 22, 2026 School Board's Tax Identification Number: 41-6007663

Intermediate School District 917

By: _____
It's Chairperson

By: _____
It's Clerk

Dated: _____, 20___ School Board's Tax Identification Number: _____

Indoor Air Quality
Management Plan

Intermediate School District 917

1300 145th Street East

Rosemount, Minnesota 55068

July, 2026

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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 2026-2027 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

Bloomington Transition Center (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

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 (DASH)
19600 Ipava Avenue West
Lakeville, MN 55044
952-232-3600

Lincoln Center (DHH, DASH)
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

Pine Bend Elementary (TEA)
9875 Inver Grove Trail
Inver Grove Heights, MN 55076

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

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: **Rachel NaSal, ISD 917 Health and Safety Coordinator, Certificate #_____(Rachel is taking the course in December).**
Telephone: **651-423-8515**
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: **612-384-0458**
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 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.

***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:	Examples:
Food and beverages storage	Refrigerator
Clean-up	Wash basin, hand soap, hand towels
Eating	Tables and chairs
Food and beverage purchases	Vending machines
Food disposal	Lined wastebaskets or refuse containers
Recyclable Disposal	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. A goal is to purchase and install micron bags for all 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: Melissa Ho (Licensed School Nurse) 612-384-0458.

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.

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.org. 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. <u>Annual Notification</u>

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 <u>in detail.</u> 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 Rachel NaSal, Health and Safety Coordinator, District Office, 1300 145th Street East, Rosemount, MN 55068 or fax to 651-423-8781.

APPENDIX B-Questionnaire

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 C-Action Items List

INTERMEDIATE SCHOOL DISTRICT 917
HEALTH, WELLNESS & SAFETY
ACTION ITEMS LIST
LOCATION: _____

DATE	ACTION ITEMS	ASSIGNED TO	COMPLETED

******Please write down all Health, Wellness & Safety issues. RETURN this completed form to Rachel NaSal in District Administration by June 1 of each year.***

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:	•Yes •No	_____
Air flowing from Vents:	•Yes •No	_____
Exhaust Operations:	•Yes •No	_____
Thermostat Properly Set:	•Yes •No	_____

Other Problems Noted:

_____
_____

Moisture

Any Present Signs of Moisture:	**•Yes •No**	_____
Any Previous Moisture Concerns:	**•Yes •No**	_____
Any signs of Biological Growth:	**•Yes •No**	_____
Any Odors:	**•Yes •No**	_____

Other Sources

Any Recent Renovation in Area:	•Yes •No	_____
Is it Overly Dusty/Unclean:	•Yes •No	_____
Are Chemicals Stored in Room:	•Yes •No	_____
Any Pesticides Recently Applied:	•Yes •No	_____
Any Tunnel System:	•Yes •No	_____
Any Unused Drains:	•Yes •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

- No lead in existing paint

O 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

- Have selected an appropriate paint

O 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 has 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

- Occupant exposure is minimized

O 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

- 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 out door 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 contaminates:

- 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.)
- 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.

1. BUILDING MAINTENANCE SUPPLIES

1a. Developed appropriate procedures and stocked supplies for spill con

1b. Reviewed supply labels

1c. Ensured that air from chemical and trash storage areas vents to the outdoors

1d. Stored chemical products and supplies in sealed, clearly labeled containers

1e. Researched and selected the safest products available

1f. Ensured that supplies are being used according to manufacturers' instructions

1g. Ensured that chemicals, chemical-containing wastes, and containers disposed of according to manufacturers' instructions

1h. Substituted less- or non-hazardous materials (where possible)

1i. Scheduled work involving odorous or hazardous chemicals for perio when the school is unoccupied

1j. Ventilated affected areas during and after the use of odorous or hazardous chemicals

2. GROUNDS MAINTENANCE SUPPLIES

2a. Stored grounds maintenance supplies in appropriate area(s)

2b. Ensured that supplies are used and stored according to manufacturer instructions

2c. Established and followed procedures to minimize exposure to fumes from supplies

2d. Reviewed and followed manufacturers' guidelines for maintenance

2e. Replaced portable gas cans with low-emission cans

2f. Stored chemical products and supplies in sealed, clearly-labeled containers

2g. Ensured that chemicals, chemical-containing wastes, and containers disposed of according to manufacturers' instructions

3. DUST CONTROL

3a. Installed and maintained barrier mats for entrances □ □ □

3b. Used high efficiency vacuum bags □ □ □

3c. Used proper dusting techniques □ □ □

3d. Wrapped feather dusters with a dust cloth □ □ □

3e. Cleaned air return grilles and air supply vents □ □ □

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.

Ventilation Checklist

Name: _____

School: _____

Unit Ventilator/AHU No: _____

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 **each** ventilation unit in your school, as well as a copy 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.

1. OUTDOOR AIR INTAKES

1a. Marked locations of all outdoor air intakes on a small floor plan (for example, a fire escape floor plan)

1b. Ensured that the ventilation system was on and operating in "occupi mode

ACTIVITY 1: OBSTRUCTIONS

1c. Ensured that outdoor air intakes are clear of obstructions, debris, clo or covers

1d. Installed corrective devices as necessary (e.g., if snowdrifts or leave frequently block an intake)

ACTIVITY 2: POLLUTANT SOURCES

1e. Checked ground-level intakes for pollutant sources (dumpsters, load docks, and bus-idling areas)

1f. Checked rooftop intakes for pollutant sources (plumbing vents; kitch toilet, or laboratory exhaust fans; puddles; and mist from air-conditioning cooling towers)

1g. Resolved any problems with pollutant sources located near outdoor a intakes (e.g., relocated dumpster or extended exhaust pipe)

ACTIVITY 3: AIRFLOW

1h. Obtained chemical smoke (or a small piece of tissue paper or light p

1i. Confirmed that outdoor air is entering the intake appropriately

2. SYSTEM CLEANLINESS

ACTIVITY 4: AIR FILTERS

2a. Replaced filters per maintenance schedule

2b. Shut off ventilation system fans while replacing filters (prevents dirt blowing downstream)

2c. Vacuumed filter areas before installing new filters

2d. Confirmed proper fit of filters to prevent air from bypassing (flowing around) the air filter

2e. Confirmed proper installation of filters (correct direction for airflow)

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)	☐	☐	☐
2g. Cleaned drain pans	☐	☐	☐
2h. Checked drain pans for mold and mildew	☐	☐	☐

ACTIVITY 6: COILS

2i. Ensured that heating and cooling coils are clean	☐	☐	☐

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	☐	☐	☐
2k. Ensured that ducts are clean	☐	☐	☐

ACTIVITY 8: MECHANICAL ROOMS

2l. Checked mechanical room for unsanitary conditions, leaks, and spills	☐	☐	☐
2m. Ensured that mechanical rooms and air-mixing chambers are free of trash, chemical products, and supplies	☐	☐	☐

3. CONTROLS FOR OUTDOOR AIR SUPPLY

3a. Ensured that air dampers are at least partially open (minimum position)	☐	☐	☐
3b. Ensured that minimum position provides adequate outdoor air for occupants	☐	☐	☐

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)	☐	☐	☐

ACTIVITY 10: CLOCKS, TIMERS, SWITCHES

3d. Turned summer-winter switches to the correct position	☐	☐	☐
3e. Set time clocks appropriately	☐	☐	☐
3f. Ensured that settings fit the actual schedule of building use (including night/weekend use)	☐	☐	☐

ACTIVITY 11: CONTROL COMPONENTS

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

ACTIVITY 12: OUTDOOR AIR DAMPERS

3k. Ensured that the outdoor air damper is visible for inspection	☐	☐	☐
3l. Ensured that the recirculating relief and/or exhaust dampers are visible for inspection	☐	☐	☐
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	☐	☐	☐
3o. Checked that the outdoor air damper opens (at least partially with no delay) when the air handler is turned on	☐	☐	☐
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	☐	☐	☐
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	☐	☐	☐
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	☐	☐	☐
• Moving parts are free of impediments (e.g., rust, corrosion)	☐	☐	☐
• Electrical wire or pneumatic tubing connects to the damper actuator	☐	☐	☐
• The outside air thermostat(s) is			

functioning properly (e.g., in the right location, calibrated correctly) ☐

3x. Confirmed proper economizer settings based on design specifications or local practices ☐

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

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

ACTIVITY 13: FREEZE STATS

3s. Disconnected power to controls (for automatic reset only) to test continuity across terminals ☐

3y. Checked that sensor on the economizer is shielded from direct sunlight ☐

OR

3z. Ensured that dampers operate properly (for outside air, return air, exhaust/relief air, and recirculated air), per the design specifications ☐

3t. Confirmed (if applicable) that depressing the manual reset button (usually red) trips the freeze stat (clicking sound indicates freeze stat was tripped) ☐

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.

3u. Assessed the feasibility of replacing all manual reset freeze-stats with automatic reset freeze-stats ☐

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 ☐

3w. Ensured that the mixed air stat for cooling mode is set no lower than the room thermostat setting ☐

ACTIVITY 15: ECONOMIZERS

3. CONTROLS FOR OUTDOOR AIR SUPPLY (continued)

ACTIVITY 16: FANS

	Yes	No	N/A
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)	☐	☐	☐

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. EXHAU

ACTIVITY 1
OPERA

5a. Checked air flows	☐	☐	☐

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
ounding spaces).

smoke) that air is drawn into the room **Yes** **NoN/A**

☐ ☐☐

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

toward the exhaust intake ☐ ☐☐

ACTIVITY 21: EXHAUST 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 2026

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. 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 indicted 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.

1. **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.
1. Post first aid procedures in each laboratory area.
1. Never block access to emergency exits, equipment, or utility controls.
1. Keep all aisles clear.
1. Know emergency evacuation and fire emergency procedures.
1. Know where and how to use master utility controls to shut off gas, electrical and water supplies.
1. 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. This will be done through SafeSchools (Vector Solutions) online training. 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.

RESPIRATORY PROTECTION

WRITTEN PLAN

Intermediate School District 917

July 2026

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 Rachel NaSal, 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 l910.134:

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 Rachel NaSal, Health and Safety Coordinator at 651-423-8515.

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.

CONFINED SPACE ENTRY

WRITTEN PLAN

Intermediate School District 917

July 2026

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 Rachel NaSal, Health and Safety Coordinator, District Office, at 651-423-8515.

Under this program, we identify non-permit and permit- required spaces in ISD 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 Rachel NaSal at 651-423-8515. 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 ISD 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 ISD 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, ISD 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 ISD 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 ISD 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

ISD 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; ISD 917 reviews the Confined Space Entry Program on a regular basis. ISD 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.

LOCKOUT/TAG-OUT ENERGY CONTROL

WRITTEN PLAN

Intermediate School District 917

July 2026

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, Construction Trades, Heavy Duty Truck Technology, Total Auto Care – Vehicle Service and Auto Body, Graphic Communications, 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.)

0) 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.

1) 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.

0) Check the work area to ensure that all employees have been safely positioned or removed from the area.

1) Verify the controls are neutral.

2) Remove the lockout devices and re-energize the machine or equipment.

3) 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

Amy Alexander 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. Amy Alexander 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 2026

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.

Rachel NaSal is responsible for this plan. Rachel NaSal will review and update the plan annually. Copies of the written plan may be obtained from Rachel NaSal 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 Rachel NaSal 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 Rachel NaSal at 651-423-8515. 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 Rachel NaSal and the person ordering the chemical. Rachel NaSal 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 Amy Alexander, Health and Safety Coordinator or forward chemical information so Amy Alexander 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.
- 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, Construction Trades; Heavy Duty Truck Technology; Total Automotive Care; and Health and Safety.

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 electronic 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 Jackie Pauley, 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 Rachel NaSal at 651-423-8515.

PERSONAL PROTECTIVE EQUIPMENT

WRITTEN PLAN

Intermediate School District 917

July 2026

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.

Rachel NaSal 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 Rachel NaSal at 651-423-8515. 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; 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; Custodial – boilers.

- Chemical exposures could occur in: Heavy Duty Truck Technology Careers and Total Auto Care – paint, parts washer, auto chemicals; Science; 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; 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; 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.

Rachel NaSal will do selection of PPE with the assistance of the Assistant Director and/or Director.

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

It is the responsibility of Amy Alexander (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, Total Auto Care, - Shop coats and welding

Science, - 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, 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:

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.