

Regular School Board Meeting of ISD 857

Monday, February 13, 2023 6:00 PM

L - A Elementary School and Remote Viewing via ZOOM, 100 County Road 25 ,
Lewiston, MN 55952

I. Call Meeting to Order

II. Pledge of Allegiance.

III. Quorum Call

David Baer
Sara Daley
Daniel Kreidermacher
Jenny Koverman
Bree Maki
Dave Pringle
Sarah Sommer

IV. Approve the February 13, 2023 Meeting Agenda

V. L-A High School Student Report

VI. Open Forum

Guideline: Three minutes per speaker; 15 minutes maximum. Complaints about personnel or individuals are prohibited. No Board action is taken during the Open Forum. This is the only time during the Board meeting that audience participation is allowed unless scheduled prior.

VII. Consent Agenda

A. Board Meeting Minutes: January 9, 2023, January 22, 2023 and January 30, 2023.

- B. Financial Reports a. Bank Reconciliation
- b. Treasury Report
- c. Student Activity Account
- d. Board Bills
- e. Miscellaneous Payments
- f. Wire Payments
- g. Statement of Expenditures

VIII. PERSONNEL

Accept resignation of Laura Noll, teacher and National Honor Advisor, effective January 27, 2023.

Accept resignation of Barb Daley, teacher, effective June 9, 2023.

Approve hire of Ethan Scheck as 2nd semester National Honor Advisor in accordance with

EdMN/L-A 2021-2023 Master Agreement.

Approve hire of Meagan Caron, Director, and Garry Johnson, Assistant Director for the Middle School Play in accordance with EdMN/L-A 2021-2023 Master Agreement.

Approve hire of Sheila McDermott, teacher at MA step 16 in accordance with EdMN/L-A 2021-2023 Master Agreement effective 1/27/2023.

Approve hire of Nicole Gilow, paraprofessional effective 2/1/2023 at \$14.20 per hour.

Approve hire of DeShawn Reed, paraprofessional, at \$15.50/hour starting 1/24/2023.

DONATIONS

Accept donation of 450 books and 9 book shelves from Laura Noll.

Thank you to the Rotary Club of Winona for providing all 3rd grade students and 3rd grade teachers personal student dictionaries.

\$1000.00 - Altura Builders, Kristi and Mark Ties (scholarship)

\$500.00 - Lewiston Lions Club, Washington DC trip

\$250.00- Lewiston Auto, Washington DC trip

\$20.00- Elizabeth Reps, Elementary Library books in Memory of Lee West

\$20.00- Kimberly and Dennis Wirt, Elementary Library books in Memory of Lee West

Application to MSHSL Foundation for a grant to cover the costs for the purchase of an outdoor AED Package (\$2253.000)

IX. Safe Learning Plan Required Review & Public Comment (No Changes Recommended)

X. Dissolve the cooperative agreement with Saint Charles in boys and girls soccer and form a new boys and girls cooperative agreement with Saint Charles, Lewiston-Altura, and Lanesboro.

XI. Policies and Forms on 1st Reading
a. 538 Gift Solicitation from Civic Organizations/ 511

Form

- b. 596 Video/Movie Usage
- c. 530 Immunization Requirements
- d. 507 Corporal Punishment
- e. 508 Extended School Year for Certain Students with Individualized Education Programs
- f. 510 Student Activities
- g. 416 Drug and Alcohol Testing (MSBA Updates)
- h. 417 Chemical Use and Abuse (MSBA Updates)

XII. 2022-2023 Teacher Seniority List

XIII. 2023-2024 School Year Calendar

XIV. Resolution Directing the Administration to Make Recommendations Regarding the Reduction and/or Discontinuance of Programs and Positions and Reasons Therefore

XV. Discussion regarding next steps for possible operating levy increase and facility bond referendums

XVI. PK-6 Principal's Report

XVII. High School Principal's Report

XVIII. Superintendent's Report

XIX. Board Committee Reports

XX. Motion to go into Closed Session in accordance with MN Statutes Section 13D.05, subd. 3(c)3 to discuss the sale of the Altura School and Grounds at 325 1st Avenue, Altura, MN.

XXI. Motion to reopen the meeting to the public.

XXII. Upcoming Meetings

Thursday, February 16th Strategic Planning
6:00pm (HS Library)
Thursday, February 23rd, Policy Review 7:00am
(Remote)
Wednesday, March 1st, Facility Informational
Meetings
- Staff, 7:00am & 3:15pm
-Community, 6:00pm
Monday, March 13th: Regular Board Meeting
6:00pm (HS Library)
Thursday, March 23rd: Policy Review Committee,
7:00am (remote)
Monday, March 27th, 6:00pm (tentative)- working
meeting with InGensa

XXIII. **Adjourn**

MINUTES OF THE LEWISTON-ALTURA REGULAR SCHOOL BOARD MEETING
ISD #857
January 9, 2023

A regular meeting of the School Board of Independent School District #857 was held on January 9, 2023 at 6:00pm. The Board members met in the High School Library. Members present were David Baer, Sara Daley, Jenny Koverman Daniel Kreidermacher, Bree Maki, Dave Pringle, and Sarah Sommer.

Acting Chair Maki called the meeting to order at 6:00pm. The Pledge of Allegiance was recited.

Motion by Pringle and seconded by Sommer to approve the January 9, 2023 Agenda. MCU.

The Ceremonial Oath of Office was recited by all Board members.

Pringle nominated Maki to be Chair. Having no additional nominations, Pringle moved and Sommer seconded to have Maki elected Chair by acclamation. MCU.

Pringle nominated Sommer to be Vice-Chair. Having no additional nominations, Koverman moved and Kreidermacher seconded to have Sommer elected Vice-Chair by acclamation MCU.

Sommer nominated Pringle to be Clerk. Having no additional nominations, Baer moved and Koverman seconded to have Pringle elected Clerk by acclamation. MCU.

Maki nominated Baer to be Treasurer. Having no additional nominations, Sommer moved and Koverman seconded to have Baer elected Treasurer by acclamation. MCU.

Pringle moved and Sommer seconded Resolution to Delegate Clerk and Treasurer Duties to the Business Manager. Roll call vote: ayes all. MCU.

Motion by Kreidermacher and seconded by Pringle to hold the 2023 Regular Meetings on the 2nd Mondays of each month, at 6:00pm in the High School Library, unless location is designated elsewhere. MCU.

Motion by Pringle and seconded by Sommer to designate Superintendent Gwen Carman as the Chief Financial Officer of the School District with authorization to pay bill in advance. MCU.

Motion by Pringle and seconded by Sommer to authorize the superintendent, business manager and finance assistant to make Official Electronic Transfers. MCU.

Motion by Pringle and seconded by Baer to designate MinnWest Bank of Lewiston, The People's State Bank in Altura, Merchants Bank in Winona and Minnesota School District Liquid Asset Fund as official depositories for school district funds. MCU.

Motion by Sommer and seconded by Kreidermacher to authorize updates to and use of 2023 computerized signature files and further authorize use of the 2022 signatures until updates are complete. MCU.

Motion by Koverman and seconded by Maki to designate Kennedy and Graven, Chartered as the official school district law firm and provide the Superintendent and Board Chair the authorization to contact legal counsel on matters relevant to the school district. MCU.

Motion by Koverman and seconded by Sommer to designate The St. Charles Press & Lewiston Journal as the official publication of the school district. MCU.

Board Chair Maki made the following Board Committee assignments, alternates in parenthesis:

- Teacher Negotiations: Pringle, Maki, Baer

- Principal Negotiations: Sommer, Daley, Kreidermacher
- Activities Steering: Kreidermacher, Sommer
- Meet & Confer: Pringle, Koverman, Daley
- District Staff Development: Maki (Koverman)
- Community Education & Early Childhood Advisory: Pringle (Sommer)
- Policy Review: Baer (Sommer)
- Health & Safety/Wellness: Sommer (Maki)
- Systems Accountability: Koverman (Pringle)

Maki designated Kreidermacher to be the Board Representative to the MN State High School League.

Pringle moved and Koverman seconded to make no changes and continue the 2023 compensation for Board members at \$65.00 per meeting and the Board Chair at \$80.00 per meeting. MCU.

Motion by Sommer and seconded by Baer to approve the Consent Agenda. MCU.

Motion by Koverman and seconded by Pringle to approve the Work Agreement with True North Consulting Partners to facilitate a Strategic Planning process. MCU.

Discussion was held with InGensa, Inc. regarding the district's work agreement with them for conducting an assessment of our facilities and stakeholder engagement and communications. It was the consensus of the Board to continue to move forward with this process.

Reports were presented by Principal Riebel, Dr. Hanson and Superintendent Carman. Board Committee reports were discussed.

Motion by Koverman and seconded by Kreidermacher to reopen the meeting to the public at 8:46pm.

Motion by Pringle, seconded by Koverman to adjourn the meeting at 8:47pm. MCU.

Dave Pringle
Clerk

MINUTES OF THE LEWISTON-ALTURA WORKING SCHOOL BOARD MEETING
ISD #857
January 22, 2023

A working meeting of the School Board of Independent School District #857 was held on January 22, 2023 at 6:00pm. The Board members met in the High School Library. Members present were David Baer, Sara Daley, Jenny Koverman Daniel Kreidermacher, Bree Maki, Dave Pringle, and Sarah Sommer. Others present were Gwen Carman, Cory Hanson, Dave Riebel, Sheala Hall.

Koverman left the meeting at 6:20pm.

The purpose of the meeting was to discuss Strategic Planning with True North Consultants.

The meeting ended at approximately 9:00pm.

MINUTES OF THE LEWISTON-ALTURA REGULAR SCHOOL BOARD MEETING
ISD #857
January 30, 2023

A Special meeting of the School Board of Independent School District #857 was held on January 30, 2023 at 5:00pm. The Board members met in the High School Library. Members present were David Baer, Sara Daley, Jenny Koverman Daniel Kreidermacher, Bree Maki, Dave Pringle, and Sarah Sommer.

Motion by Sommer and seconded by Kreidermacher to go into Closed Session in accordance with MN Statutes Section 13D.05,subd. 3(c)3 to discuss the sale of the Altura School and Grounds at 325 1st Avenue, Altura MN. MCU.

Motion by Koverman and seconded by Pringle to reopen the meeting to the public at 5:31pm.

Motion by Pringle and seconded by Sommer to enter negotiations with the City of Altura for the possible sale of the Altura School and property located at 325 1st Avenue, Altura, MN. MCU.

Motion by Koverman and seconded by Kreidermacher to adjourn at 5:34pm.

Lewiston - Altura Public Schools

January 2023 Bank Reconciliation

	Beg. Balance 12/31/2022	Receipts	Disbursements	Journal Entry	End. Balance 1/31/2023
MinnWest Bank #200014	117,439.39	1,053,882.92	1,034,476.60		136,845.71
Merchants Bank	32,816.01	300,000.00	293,863.86		38,952.15
MSDLAF 601470	1,983,188.56	715,212.29	1,265,000.00		1,433,400.85
Investment Account	526,357.02	54.01	3,706.01		522,705.02
CD #7110092004- Minnie Wright Scholarship	18,099.57				18,099.57
CD #7110097746- Irma Crossfield Scholarship	13,169.00				13,169.00
CD #7110131659- Mary Helen Kalmes	9,013.50				9,013.50
Scholarship (Altura)- 412489	8,949.18				8,949.18
Subtotal	2,709,032.23	2,069,149.22	2,597,046.47		2,181,134.98
Transfers between A/Cs	0.00	(1,265,000.00)	(1,265,000.00)		0.00
Previous Outstanding Checks	(46,705.85)		(46,705.85)		0.00
Current Outstanding Checks	0.00		156,816.94		(156,816.94)
Adjustments					
Net Payroll	6,230.67		(293,773.66)	(293,773.66)	6,230.67
Ongoing Visa	(169.37)				(169.37)
Nov 11/7 Deposit Booked at 2376.50 cleared at 2634.00	(257.50)				(257.50)
Dec 12/21 Deposit booked at 6423.80 cleared at 6493.80	(70.00)				(70.00)
Dec Bank refunded check twice	(147.50)		(147.50)		0.00
Jan Check with no check number Minnwest Bank Group	0		30.00		(30.00)
Jan MINNESOTA ENERGY PAYMENT 050234091800005			(4,880.49)		4,880.49
Adjusted Cash Balance	2,667,912.68	804,149.22	1,143,385.91	(293,773.66)	2,034,902.33
Per SMART Reports	2,667,912.68	804,149.22	1,143,385.91	(293,773.66)	2,034,902.33
Difference	0.00	0.00	0.00	0.00	0.00
<i>This bank reconciliation is not designed to prevent or detect fraud. It is the district's responsibility to review carefully all cancelled checks and original bank statements along with this reconciliation.</i>					

January 2023 Bank Reconciliation- Treasury Report

Funds	Balance Beginning of Month	Receipts	Disbursements	Balance End of Month	Ending Balance 1/31/2022
General Fund	\$ 1,530,283.67	\$ 974,460.33	\$ 1,163,546.57		\$ 1,341,197.43
Food Service Fund	\$ 167,970.87	\$ 39,305.57	\$ 35,872.61		\$ 171,403.83
Community Ed	\$ 163,266.57	\$ 26,915.89	\$ 32,734.94		\$ 157,447.52
Building Construction	\$ 357,091.32				\$ 357,091.32
Debt Redemption	\$ 267,843.20		\$ 420,912.50		\$ (153,069.30)
Student Fundraised Fund	\$ 181,457.05	\$ 13,463.40	\$ 34,088.92		\$ 160,831.53
Totals	\$ 2,667,912.68	\$ 1,054,145.19	\$ 1,687,155.54	\$ -	\$ 2,034,902.33

Reconciliation of Treasurer's Balance With Bank

Description	Balance per Bank Statement	Outstanding Checks	Deposits not on Bank Statement	Other Reconciling Items	Balance Per Treasurer's Books
General Fund Checking	\$ 136,845.71	\$ (156,816.94)		\$ 10,584.29	\$ (9,386.94)
Merchants Bank	\$ 38,952.15				\$ 38,952.15
MSDLAF	\$ 1,433,400.85				\$ 1,433,400.85
CD-investments	\$ 522,705.02				\$ 522,705.02
Investments	\$ 49,231.25				\$ 49,231.25

Treasurer's Balance

\$ 2,034,902.33

January 2023 Bank Reconciliation Student Fundraised Money

Activities

Student Council	\$ 2,567.40
National Honor Society	\$ 706.12
FFA	\$ 31,994.61
HOSA	\$ 782.97
Washington DC Trip	\$ 18,491.39
Eagle Bluff	\$ 1,750.00
Cardinal Book	\$ 211.93
Trap League	\$ 3,497.29
Music Savings	\$ 45,353.42
Class of 2026	\$ 728.17
Class of 2027	\$ 218.76
Class of 2022	\$ 1,811.89
Class of 2024	\$ 2,239.87
Class of 2025	\$ (300.00)
Class of 2023	\$ 2,170.69
Yearbook	\$ 3,858.22
Spanish Trip	\$ 2,852.69
JH Student Council	\$ 1,071.99
Tech Club	\$ 3,735.22
Cardinal Cart	\$ 109.23
Drama	\$ 5,814.97
Knowledge Bowl	\$ (1,185.00)
Volleyball	\$ 3,980.13
Girls Basketball	\$ 426.07
Dance	\$ 308.46
Girls Track	\$ 2.12
Softball	\$ 4,470.33
Girls Golf	\$ 198.53
Football	\$ 9,967.38
Boys Basketball	\$ 5,101.67
Wrestling	\$ 419.03
Baseball	\$ 1,873.49
Boys Track	\$ 2.11
Boys Golf	\$ 198.54
General Athletics	\$ 3,048.26
Special Athletics	\$ 2,342.58
Weight Training	\$ 61.00
Subtotal Activities	<u>\$ 160,881.53</u>
Less Adjustments	
Outstanding journal entries	
Accounts Payable	
Accounts Receivable	\$ 50.00
Subtotal Adjustments	<u>\$ 50.00</u>
Total Fundraised Cash	<u><u>\$ 160,831.53</u></u>
Student Fundraised Fund Cash	<u><u>\$ 160,831.53</u></u>

Lewiston-Altura Public Schools February 2023 BOARD BILLS

Grp Code	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	5793	Remit N	Employers Preferred Ins. Co.	V308BD	103900	1/25/2023 inv	37,818.00	0.00	37,818.00	02/07/2023	02/07/2023	02/07/2023
							Check Amount:		\$37,818.00			
1	3012	Y	Equiparts Corp	V308BD	103901	233244	552.49	0.00	552.49	02/07/2023	02/07/2023	02/07/2023
							Check Amount:		\$552.49			
1	5734	Y	FUNK, ED	V308BD	103902	1.31.2023-gbb	15.00	0.00	15.00	02/07/2023	02/07/2023	02/07/2023
							Check Amount:		\$15.00			
1	6909	N	Heimermann, Gabriella	V308BD	103904	jn clock 1.31.2023	20.00	0.00	20.00	02/07/2023	02/07/2023	02/07/2023
							Check Amount:		\$20.00			
1	3737	N	Hiawatha Valley Ed District	V308BD	103905	6624	24,990.76	0.00	24,990.76	02/07/2023	02/07/2023	02/07/2023
							Check Amount:		\$24,990.76			
1	07141	Y	HIGH PLAINS COOPERATIVE	V308BD	103906	2798	1,341.86	0.00	1,341.86	02/07/2023	02/07/2023	02/07/2023
							Check Amount:		\$1,341.86			
1	4085	N	IEA, INC	V308BD	103907	00046660	1,275.00	0.00	1,275.00	02/07/2023	02/07/2023	02/07/2023
							Check Amount:		\$1,275.00			
1	2435	N	INSTY-PRINT OF WINONA	V308BD	103909	65753	85.19	0.00	85.19	02/07/2023	02/07/2023	02/07/2023
							Check Amount:		\$85.19			
1	4845	Y	KELLY, KRISTIN	V308BD	103903	01-2023	1,155.00	0.00	1,155.00	02/07/2023	02/07/2023	02/07/2023
							Check Amount:		\$1,155.00			
1	3038	Y	Lewiston Hardware, LLC	V308BD	103908	Jan 2023	241.59	0.00	241.59	02/07/2023	02/07/2023	02/07/2023
							Check Amount:		\$241.59			
1	5801	Y	Midwest Bus Parts, Inc.	V308BD	103910	178875	1,374.90	0.00	1,374.90	02/07/2023	02/07/2023	02/07/2023
							Check Amount:		\$1,374.90			
1	3571	N	MINNESOTA ENERGY RESOURCES	V308BD	103912	4454010000	4,141.69	0.00	4,141.69	02/07/2023	02/07/2023	02/07/2023
1	3571	N	MINNESOTA ENERGY RESOURCES	V308BD	103911	4452933684	640.46	0.00	640.46	02/07/2023	02/07/2023	02/07/2023
							Check Amount:		\$4,782.15			
1	12540	Y	MISSISSIPPI WELDERS SUPPLY	CCV308BD	103914	1565548	25.11	0.00	25.11	02/07/2023	02/07/2023	02/07/2023
1	12540	Y	MISSISSIPPI WELDERS SUPPLY	CCV308BD	103913	1565547	117.18	0.00	117.18	02/07/2023	02/07/2023	02/07/2023
							Check Amount:		\$142.29			
1	4810	Y	MONSON, DARRELL	V308BD	103915	official JH 1.31.2023	55.00	0.00	55.00	02/07/2023	02/07/2023	02/07/2023
							Check Amount:		\$55.00			
1	12630	N	MOTOR PARTS & EQUIP	V308BD	103918	403056	37.28	0.00	37.28	02/07/2023	02/07/2023	02/07/2023
							Check Amount:		\$37.28			

Lewiston-Altura Public Schools February 2023 BOARD BILLS

Grp Code	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	12630	N	MOTOR PARTS & EQUIP	V308BD	103917	406290	341.31	0.00	341.31	02/07/2023	02/07/2023	02/07/2023
1	12630	N	MOTOR PARTS & EQUIP	V308BD	103916	406165	41.09	0.00	41.09	02/07/2023	02/07/2023	02/07/2023
			Check Amount:						\$419.68			
1	2555	N	National FFA Organization	V308BD	103921	mds286529 credit	(4.00)	0.00	(4.00)	02/07/2023	02/07/2023	02/07/2023
1	2555	N	National FFA Organization	V308BD	103920	mds286529	96.50	0.00	96.50	02/07/2023	02/07/2023	02/07/2023
			Check Amount:						\$92.50			
1	3263	N	North Central Truck Equipment	V308BD	103922	97899	401.99	0.00	401.99	02/07/2023	02/07/2023	02/07/2023
1	3263	N	North Central Truck Equipment	V308BD	103919	549831x1	72.32	0.00	72.32	02/07/2023	02/07/2023	02/07/2023
			Check Amount:						\$474.31			
1	4097	Y	OLSON FENCING LLC	V308BD	103925	786304	3,135.00	0.00	3,135.00	02/07/2023	02/07/2023	02/07/2023
			Check Amount:						\$3,135.00			
1	3098	R1	Pan-O-Gold Baking Company	V308BD	103923	January 2023	438.29	0.00	438.29	02/07/2023	02/07/2023	02/07/2023
			Check Amount:						\$438.29			
1	6912	N	Peterson, Cindy	V308BD	103924	1..31..2023 - gbb	20.00	0.00	20.00	02/07/2023	02/07/2023	02/07/2023
			Check Amount:						\$20.00			
1	2411	N	REINHART FOOD SERVICE	V308BD	103926	January 2023	13,948.82	0.00	13,948.82	02/07/2023	02/07/2023	02/07/2023
			Check Amount:						\$13,948.82			
1	5638	Y	ROCKIE HILL BISON	V308BD	103927	21666	514.50	0.00	514.50	02/07/2023	02/07/2023	02/07/2023
			Check Amount:						\$514.50			
1	18080	N	SCHILLING SUPPLY COMPANY	V308BD	103928	905167-00	1,842.13	0.00	1,842.13	02/07/2023	02/07/2023	02/07/2023
			Check Amount:						\$1,842.13			
1	18397	N	SOUTHEAST SERVICE COOPERAT	V308BD	103929	02124-v3c1f8	402.50	0.00	402.50	02/07/2023	02/07/2023	02/07/2023
			Check Amount:						\$402.50			
1	5876	N	Teachers on Call	V308BD	103930	143090	1,443.14	0.00	1,443.14	02/07/2023	02/07/2023	02/07/2023
			Check Amount:						\$1,443.14			
1	2508	N	Theis Printing	V308BD	103931	48634	1,295.00	0.00	1,295.00	02/07/2023	02/07/2023	02/07/2023
			Check Amount:						\$1,295.00			
1	4448	N	VERIZON WIRELESS	V308BD	103932	9923845293	151.29	0.00	151.29	02/07/2023	02/07/2023	02/07/2023
			Check Amount:						\$151.29			
1	5282	Y	WEBstaurant Store	V308BD	103933	82611794	4,209.15	0.00	4,209.15	02/07/2023	02/07/2023	02/07/2023
			Check Amount:						\$4,209.15			

Lewiston-Altura Public Schools February 2023 BOARD BILLS

Grp Code	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC. V308BD	103934	January 2023	6,880.50	0.00	6,880.50	02/07/2023	02/07/2023	02/07/2023	
							Check Amount:		\$6,880.50			
							Report Total:		\$109,116.04			

*Does not meet minimum amount
 **Exceeds maximum amount

Lewiston-Altura Public Schools

February 2023 MISC Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P313PR	64909		Check	1	6283	MinnWest Bank Group		No	No	No	01/31/2023	30.00
001	P211P2	63305	72571	Check	1	6406	Ameritas Life Insurance Corp		Yes	No	Yes	01/10/2023	(96.72)
001	P302CK	63776	72986	Check	1	6158	Innovative Therapy Solutions, LLC		Yes	No	Yes	01/31/2023	(918.75)
001	P306CK	64629	73790	Check	1	6280	Music Mart		Yes	No	Yes	01/20/2023	(2,563.68)
001	P211P2	64650	73798	Check	1	6406	Ameritas Life Insurance Corp		Yes	Yes	No	01/10/2023	96.72
001	P307BD	64696	73799	Check	1	6887	Adamczyk, Sam		Yes	No	No	01/10/2023	125.00
001	P307BD	64692	73800	Check	1	6115	Associated Bank Green Bay, N.A.		Yes	Yes	No	01/10/2023	85,787.50
001	P307BD	64651	73801	Check	1	00514	AUSTIN PUBLIC SCHOOLS		Yes	Yes	No	01/10/2023	200.00
001	P307BD	64654	73802	Check	1	1114	Century Link	S Corporation	Yes	Yes	No	01/10/2023	270.59
001	P307BD	64684	73803	Check	1	5372	CHATFIELD BOOSTER CLUB		Yes	Yes	No	01/10/2023	100.00
001	P307BD	64682	73804	Check	1	5100	DELTA DENTAL OF MINNESOTA		Yes	Yes	No	01/10/2023	2,140.46
001	P307BD	64683	73805	Check	1	5346	DEPARTMENT OF HUMAN SERVICES		Yes	Yes	No	01/10/2023	145.00
001	P307BD	64656	73806	Check	1	1134	Duane, Brent	Ind/Sole Proprietor	Yes	Yes	No	01/10/2023	55.00
001	P307BD	64693	73807	Check	1	6376	Ed Midwest LLC		Yes	Yes	No	01/10/2023	5,950.00
001	P307BD	64695	73808	Check	1	6465	Ehlers		Yes	Yes	No	01/10/2023	335,125.00
001	P307BD	64672	73809	Check	1	3174	Excel Images Inc.		Yes	Yes	No	01/10/2023	697.12
001	P307BD	64659	73810	Check	1	1638	FILLMORE CENTRAL		Yes	Yes	No	01/10/2023	150.00
001	P307BD	64663	73811	Check	1	2120	FLINN SCIENTIFIC INC		Yes	Yes	No	01/10/2023	1,192.00
001	P307BD	64686	73812	Check	1	5734	FUNK, ED		Yes	Yes	No	01/10/2023	30.00
001	P307BD	64700	73813	Check	1	6915	Gerdes, Hunter		Yes	Yes	No	01/10/2023	55.00
001	P307BD	64666	73814	Check	1	2458	Glazier Drive		Yes	No	No	01/10/2023	450.00
001	P307BD	64694	73815	Check	1	6444	Gophermods, LLC	S Corporation	Yes	No	No	01/10/2023	2,120.00
001	P307BD	64701	73816	Check	1	6935	GWS - Greden's Welding Shop		Yes	Yes	No	01/10/2023	1,752.00
001	P307BD	64698	73817	Check	1	6909	Heimermann, Gabriella		Yes	Yes	No	01/10/2023	40.00
001	P307BD	64652	73818	Check	1	07141	HIGH PLAINS COOPERATIVE		Yes	Yes	No	01/10/2023	4,254.53
001	P307BD	64691	73819	Check	1	5922	Holmen Area Foundation		Yes	Yes	No	01/10/2023	400.00
001	P307BD	64653	73820	Check	1	10141	KWIK TRIP		Yes	Yes	No	01/10/2023	1,852.50
001	P307BD	64681	73821	Check	1	5055	LEGACY TOUR & TRAVEL		Yes	Yes	No	01/10/2023	16,422.50
001	P307BD	64690	73822	Check	1	5893	LeRoy-Ostrander Schools		Yes	Yes	No	01/10/2023	38.01
001	P307BD	64655	73823	Check	1	11190	LEWISTON AUTO		Yes	Yes	No	01/10/2023	42,481.80
001	P307BD	64665	73824	Check	1	2451	Lewiston Lions Club		Yes	Yes	No	01/10/2023	76.00
001	P307BD	64688	73825	Check	1	5865	Loffler Companies -- 131511		Yes	Yes	No	01/10/2023	117.48
001	P307BD	64657	73826	Check	1	12251	MESPA		Yes	Yes	No	01/10/2023	425.00
001	P307BD	64687	73827	Check	1	5801	Midwest Bus Parts, Inc.		Yes	Yes	No	01/10/2023	107.10
001	P307BD	64670	73828	Check	1	3064	Midwest Detail Supply Company, LLC		Yes	Yes	No	01/10/2023	100.51
001	P307BD	64680	73829	Check	1	4877	MINNESOTA Public Employees Insurance		Yes	Yes	No	01/10/2023	33,096.07
001	P307BD	64685	73830	Check	1	5388	Minnesota True Team Track and Field		Yes	Yes	No	01/10/2023	130.00
001	P307BD	64677	73831	Check	1	4485	MINNTEX CITRUS INC		Yes	Yes	No	01/10/2023	7.20
001	P307BD	64679	73832	Check	1	4810	MONSON, DARRELL		Yes	Yes	No	01/10/2023	55.00

Lewiston-Altura Public Schools February 2023 MISC Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P307BD	64658	73833	Check	1	12630	MOTOR PARTS & EQUIP		Yes	Yes	No	01/10/2023	332.06
001	P307BD	64674	73834	Check	1	3263	North Central Truck Equipment		Yes	Yes	No	01/10/2023	268.80
001	P307BD	64669	73835	Check	1	2995	NWEA		Yes	Yes	No	01/10/2023	2,860.00
001	P307BD	64671	73836	Check	1	3098	Pan-O-Gold Baking Company		Yes	Yes	No	01/10/2023	353.86
001	P307BD	64699	73837	Check	1	6912	Peterson, Cindy	Ind/Sole Proprietor	Yes	Yes	No	01/10/2023	20.00
001	P307BD	64678	73838	Check	1	4800	Region 1A		Yes	Yes	No	01/10/2023	200.00
001	P307BD	64664	73839	Check	1	2411	REINHART FOOD SERVICE		Yes	Yes	No	01/10/2023	9,408.00
001	P307BD	64702	73840	Check	1	6973	rSchool Today/VNN		Yes	Yes	No	01/10/2023	895.00
001	P307BD	64660	73841	Check	1	18080	SCHILLING SUPPLY COMPANY		Yes	Yes	No	01/10/2023	834.87
001	P307BD	64673	73842	Check	1	3217	School Specialty LLC		Yes	Yes	No	01/10/2023	304.51
001	P307BD	64703	73843	Check	1	6993	SOLIANT HEALTH, LLC		Yes	Yes	No	01/10/2023	5,652.20
001	P307BD	64697	73844	Check	1	6900	Sommer, Alicia	Ind/Sole Proprietor	Yes	Yes	No	01/10/2023	19.00
001	P307BD	64661	73845	Check	1	18397	SOUTHEAST SERVICE COOPERATIVE		Yes	Yes	No	01/10/2023	1,185.00
001	P307BD	64668	73846	Check	1	2849	St. John's Ev. Lutheran		Yes	Yes	No	01/10/2023	5,854.32
001	P307BD	64689	73847	Check	1	5876	Teachers on Call		Yes	Yes	No	01/10/2023	3,865.54
001	P307BD	64662	73848	Check	1	19140	TOM'S LOCK SERVICE		Yes	Yes	No	01/10/2023	155.00
001	P307BD	64676	73849	Check	1	4448	VERIZON WIRELESS		Yes	Yes	No	01/10/2023	144.21
001	P307BD	64675	73850	Check	1	3279	Westgate Bowl		Yes	Yes	No	01/10/2023	532.00
001	P307BD	64667	73851	Check	1	25014	ZIEBELL'S HIAWATHA FOODS, INC.		Yes	Yes	No	01/10/2023	4,064.19
001	P311P1	64717	73852	Check	1	6406	Ameritas Life Insurance Corp		Yes	Yes	No	01/10/2023	141.20
001	P311P1	64714	73853	Check	1	4951	Bremer Bank		Yes	Yes	No	01/10/2023	450.00
001	P311P1	64710	73854	Check	1	11202	Education Minnesota - Lewiston-Altura		Yes	Yes	No	01/10/2023	4,045.54
001	P311P1	64715	73855	Check	1	6265	HOME FEDERAL SAVINGS BANK		Yes	Yes	No	01/10/2023	42.50
001	P311P1	64718	73856	Check	1	6461	ISD 857 - Flex Plan Checking		Yes	Yes	No	01/10/2023	950.88
001	P311P1	64711	73857	Check	1	17090	MADISON NATIONAL LIFE		Yes	Yes	No	01/10/2023	902.86
001	P311P1	64713	73858	Check	1	4786	Merchants Bank		Yes	Yes	No	01/10/2023	525.00
001	P311P1	64716	73859	Check	1	6283	MinnWest Bank Group		Yes	Yes	No	01/10/2023	30.00
001	P311P1	64712	73860	Check	1	3545	Winona National Bank		Yes	Yes	No	01/10/2023	160.00
001	P307CK	64719	73861	Check	1	7031	Fort Building & Supply, Inc.		Yes	Yes	No	01/10/2023	465.20
001	P313PR	64731	73862	Check	1	4951	Bremer Bank		Yes	Yes	No	01/13/2023	450.00
001	P313PR	64732	73863	Check	1	6265	HOME FEDERAL SAVINGS BANK		Yes	Yes	No	01/13/2023	42.50
001	P313PR	64734	73864	Check	1	6461	ISD 857 - Flex Plan Checking		Yes	Yes	No	01/13/2023	950.88
001	P313PR	64730	73865	Check	1	4786	Merchants Bank		Yes	Yes	No	01/13/2023	525.00
001	P313PR	64733	73866	Check	1	6283	MinnWest Bank Group		Yes	Yes	No	01/13/2023	30.00
001	P313PR	64729	73867	Check	1	3545	Winona National Bank		Yes	Yes	No	01/13/2023	160.00
001	P307CK	64786	73868	Check	1	6916	ArbiterSports		Yes	No	No	01/17/2023	490.00
001	P307CK	64735	73869	Check	1	00420	ARNOLD'S SUPPLY		Yes	Yes	No	01/17/2023	3,085.00
001	P307CK	64779	73870	Check	1	6858	Brummer, Delaney		Yes	No	No	01/17/2023	1,000.00
001	P307CK	64748	73871	Check	1	2671	CDW-Government		Yes	Yes	No	01/17/2023	495.00

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Amount
001	P307CK	64742	73872	Check	1	1612	CITY OF ALTURA		Yes	Yes	No	01/17/2023	334.97
001	P307CK	64749	73873	Check	1	2916	CONTINENTAL RESEARCH CORP		Yes	Yes	No	01/17/2023	874.95
001	P307CK	64757	73874	Check	1	3906	D & A TESTING SERVICES		Yes	Yes	No	01/17/2023	181.00
001	P307CK	64772	73875	Check	1	6496	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	Yes	Yes	No	01/17/2023	131.23
001	P307CK	64774	73876	Check	1	6717	Frederickson, Kyle		Yes	No	No	01/17/2023	1,500.00
001	P307CK	64736	73877	Check	1	06165	GLASS REPLACEMENT CO.		Yes	Yes	No	01/17/2023	875.00
001	P307CK	64771	73878	Check	1	6444	Gophermods, LLC	S Corporation	Yes	Yes	No	01/17/2023	337.00
001	P307CK	64781	73879	Check	1	6891	Harter's Trash & Recycling Inc		Yes	Yes	No	01/17/2023	1,777.13
001	P307CK	64752	73880	Check	1	3210	HBC		Yes	Yes	No	01/17/2023	1,637.98
001	P307CK	64769	73881	Check	1	6106	Hennessy, Anna Christine		Yes	Yes	No	01/17/2023	1,200.00
001	P307CK	64756	73882	Check	1	3737	Hiawatha Valley Ed District	Ind/Sole Proprietor	Yes	Yes	No	01/17/2023	24,990.76
001	P307CK	64737	73883	Check	1	07141	HIGH PLAINS COOPERATIVE		Yes	Yes	No	01/17/2023	2,213.93
001	P307CK	64782	73884	Check	1	7003	HUNDT, HANNA		Yes	Yes	No	01/17/2023	500.00
001	P307CK	64759	73885	Check	1	4085	IEA, INC		Yes	Yes	No	01/17/2023	414.32
001	P307CK	64745	73886	Check	1	2257	J.W. Pepper & Son, Inc.		Yes	Yes	No	01/17/2023	35.30
001	P307CK	64764	73887	Check	1	4845	KELLY, KRISTIN		Yes	Yes	No	01/17/2023	1,240.55
001	P307CK	64747	73888	Check	1	2362	Kinstler, Scott		Yes	Yes	No	01/17/2023	100.00
001	P307CK	64776	73889	Check	1	6828	Knabel, Keira		Yes	Yes	No	01/17/2023	400.00
001	P307CK	64750	73890	Check	1	3038	Lewiston Hardware, LLC		Yes	Yes	No	01/17/2023	377.38
001	P307CK	64738	73891	Check	1	11260	LEWISTON JOURNAL		Yes	Yes	No	01/17/2023	893.53
001	P307CK	64775	73892	Check	1	6793	Lewiston Rentals and Repairs, LLC		Yes	Yes	No	01/17/2023	346.60
001	P307CK	64767	73893	Check	1	5801	Midwest Bus Parts, Inc.		Yes	Yes	No	01/17/2023	722.65
001	P307CK	64768	73894	Check	1	5956	MIEnergy Cooperative	Other	Yes	Yes	No	01/17/2023	8,591.51
001	P307CK	64755	73895	Check	1	3571	MINNESOTA ENERGY RESOURCES	Other	Yes	Yes	No	01/17/2023	17,274.04
001	P307CK	64746	73896	Check	1	2303	MINNESOTA STATE COLLEGE-SOUTHE		Yes	Yes	No	01/17/2023	3,000.00
001	P307CK	64739	73897	Check	1	12500	MINNESOTA STATE HIGH SCHOOL LEA		Yes	Yes	No	01/17/2023	150.50
001	P307CK	64763	73898	Check	1	4712	MINNESOTA UNEMPLOYMENT INSURA		Yes	No	No	01/17/2023	198.62
001	P307CK	64740	73899	Check	1	12540	MISSISSIPPI WELDERS SUPPLY COMP.		Yes	Yes	No	01/17/2023	207.42
001	P307CK	64741	73900	Check	1	12630	MOTOR PARTS & EQUIP		Yes	Yes	No	01/17/2023	974.32
001	P307CK	64783	73901	Check	1	7007	MUELLER, CALEB		Yes	Yes	No	01/17/2023	500.00
001	P307CK	64777	73902	Check	1	6854	Neu, Anissa		Yes	Yes	No	01/17/2023	2,000.00
001	P307CK	64754	73903	Check	1	3263	North Central Truck Equipment		Yes	Yes	No	01/17/2023	1,335.08
001	P307CK	64773	73904	Check	1	6514	Peterson, Christine		Yes	Yes	No	01/17/2023	896.00
001	P307CK	64785	73905	Check	1	7032	Region VIII FFA - Randolph High School		Yes	No	No	01/17/2023	750.00
001	P307CK	64761	73906	Check	1	4633	ROCHESTER PUBLIC SCHOOLS #535		Yes	Yes	No	01/17/2023	1,906.92
001	P307CK	64751	73907	Check	1	3184	Rochester Telecom Systems, Inc		Yes	Yes	No	01/17/2023	5.09
001	P307CK	64780	73908	Check	1	6862	Schell, Matthew		Yes	No	No	01/17/2023	3,200.00
001	P307CK	64743	73909	Check	1	18080	SCHILLING SUPPLY COMPANY		Yes	Yes	No	01/17/2023	742.11
001	P307CK	64753	73910	Check	1	3217	School Specialty LLC		Yes	No	No	01/17/2023	70.34

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P307CK	64770	73911	Check	1	6394	Sommer, Elise	Ind/Sole Proprietor	Yes	Yes	No	01/17/2023	1,000.00
001	P307CK	64760	73912	Check	1	4232	SUMMIT FIRE PROTECTION		Yes	Yes	No	01/17/2023	1,450.00
001	P307CK	64766	73913	Check	1	5533	Therapy Shoppe, Inc.		Yes	Yes	No	01/17/2023	446.37
001	P307CK	64744	73914	Check	1	19140	TOM'S LOCK SERVICE		Yes	No	Yes	01/17/2023	155.00
001	P307CK	64744	73914	Check	1	19140	TOM'S LOCK SERVICE		Yes	No	Yes	01/30/2023	(155.00)
001	P307CK	64758	73915	Check	1	3958	Universal Trucking		Yes	Yes	No	01/17/2023	1,161.18
001	P307CK	64778	73916	Check	1	6856	University of Northwestern	Scholar	Yes	Yes	No	01/17/2023	1,000.00
001	P307CK	64784	73917	Check	1	7010	WARDWELL, MELANIE		Yes	Yes	No	01/17/2023	1,400.00
001	P307CK	64762	73918	Check	1	4635	WINONA CONTROLS, INC.		Yes	Yes	No	01/17/2023	455.70
001	P307CK	64765	73919	Check	1	5153	WINONA STATE UNIVERSITY WARRIOF		Yes	Yes	No	01/17/2023	200.00
001	P307CK	64806	73920	Check	1	7033	Amerongen, Elise		Yes	Yes	No	01/17/2023	55.00
001	P307CK	64799	73921	Check	1	6768	Anderson, Emily	Ind/Sole Proprietor	Yes	No	No	01/17/2023	65.00
001	P307CK	64793	73922	Check	1	4481	CHANHASSEN DINNER THEATERS		Yes	Yes	No	01/17/2023	1,913.00
001	P307CK	64792	73923	Check	1	2707	City of Lewiston		Yes	Yes	No	01/17/2023	1,234.66
001	P307CK	64807	73924	Check	1	7034	Decorah High School		Yes	Yes	No	01/17/2023	80.00
001	P307CK	64788	73925	Check	1	1134	Duane, Brent	Ind/Sole Proprietor	Yes	Yes	No	01/17/2023	95.00
001	P307CK	64796	73926	Check	1	5734	FUNK, ED		Yes	Yes	No	01/17/2023	60.00
001	P307CK	64802	73927	Check	1	6909	Heimermann, Gabriella	Ind/Sole Proprietor	Yes	Yes	No	01/17/2023	70.00
001	P307CK	64800	73928	Check	1	6857	Heimermann, Michael		Yes	Yes	No	01/17/2023	67.76
001	P307CK	64795	73929	Check	1	5474	HOUGHTON MIFFLIN HARCOURT PUBL		Yes	Yes	No	01/17/2023	355.25
001	P307CK	64798	73930	Check	1	6158	Innovative Therapy Solutions, LLC		Yes	Yes	No	01/17/2023	3,888.75
001	P307CK	64791	73931	Check	1	2451	Lewiston Lions Club		Yes	Yes	No	01/17/2023	114.00
001	P307CK	64797	73932	Check	1	5865	Loffler Companies -- 131511		Yes	Yes	No	01/17/2023	2,596.99
001	P307CK	64794	73933	Check	1	4810	MONSON, DARRELL		Yes	Yes	No	01/17/2023	80.00
001	P307CK	64803	73934	Check	1	6912	Peterson, Cindy	Ind/Sole Proprietor	Yes	Yes	No	01/17/2023	30.00
001	P307CK	64789	73935	Check	1	15189	PHILLIPS BUS SERVICE		Yes	No	No	01/17/2023	1,125.00
001	P307CK	64790	73936	Check	1	2363	SHERWIN WILLIAMS		Yes	Yes	No	01/17/2023	261.24
001	P307CK	64804	73937	Check	1	6993	SOLJANT HEALTH, LLC		Yes	Yes	No	01/17/2023	2,490.80
001	P307CK	64801	73938	Check	1	6900	Sommer, Alicia	Ind/Sole Proprietor	Yes	Yes	No	01/17/2023	44.00
001	P307CK	64805	73939	Check	1	6994	VAN ERP, FAITH		Yes	No	No	01/17/2023	55.00
001	P307CK	64815	73940	Check	1	00420	ARNOLD'S SUPPLY		Yes	Yes	No	01/25/2023	4,860.00
001	P307CK	64825	73941	Check	1	3805	Auto Owners Insurance		Yes	No	No	01/25/2023	546.27
001	P307CK	64840	73942	Check	1	6956	BERGANKDV		Yes	Yes	No	01/25/2023	1,125.00
001	P307CK	64837	73943	Check	1	6858	Brummer, Delaney	C Corporation	Yes	No	No	01/25/2023	125.00
001	P307CK	64823	73944	Check	1	3254	Chester Pozanc Trucking & Exc. LLC		Yes	No	No	01/25/2023	580.21
001	P307CK	64826	73945	Check	1	4077	CollegeBoard		Yes	Yes	No	01/25/2023	162.00
001	P307CK	64819	73946	Check	1	1366	CUSTOM ALARM	C Corporation	Yes	Yes	No	01/25/2023	486.99
001	P307CK	64830	73947	Check	1	5100	DELTA DENTAL OF MINNESOTA		Yes	Yes	No	01/25/2023	2,032.17
001	P307CK	64836	73948	Check	1	6717	Frederickson, Kyle		Yes	No	No	01/25/2023	1,500.00

Lewiston-Altura Public Schools

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												Date	
001	P307CK	64842	73949	Check	1	7008	GUNNARSON, JONNA		Yes	Yes	No	01/25/2023	400.00
001	P307CK	64816	73950	Check	1	07141	HIGH PLAINS COOPERATIVE		Yes	No	No	01/25/2023	1,312.52
001	P307CK	64845	73951	Check	1	7035	I-State Truck Center		Yes	Yes	No	01/25/2023	895.00
001	P307CK	64824	73952	Check	1	3282	Kennedy & Graven Chartered	C Corporation	Yes	No	No	01/25/2023	1,609.75
001	P307CK	64843	73953	Check	1	7012	KETCHUM, KATELYN		Yes	No	No	01/25/2023	1,000.00
001	P307CK	64817	73954	Check	1	10141	KWIK TRIP		Yes	Yes	No	01/25/2023	326.97
001	P307CK	64818	73955	Check	1	11290	LEWISTON POST OFFICE		Yes	No	No	01/25/2023	245.00
001	P307CK	64833	73956	Check	1	5865	Loffler Companies -- 131511		Yes	No	No	01/25/2023	4.80
001	P307CK	64832	73957	Check	1	5801	Midwest Bus Parts, Inc.		Yes	No	No	01/25/2023	93.65
001	P307CK	64829	73958	Check	1	4877	MINNESOTA Public Employees Insurance		Yes	No	No	01/25/2023	33,507.78
001	P307CK	64835	73959	Check	1	6280	Music Mart		Yes	No	No	01/25/2023	1,979.35
001	P307CK	64820	73960	Check	1	17077	REGION V COMPUTER SERVICES		Yes	Yes	No	01/25/2023	4,189.25
001	P307CK	64839	73961	Check	1	6906	Registration Fee Trust		Yes	No	No	01/25/2023	12.00
001	P307CK	64844	73962	Check	1	7029	SANNES, ELLIE		Yes	Yes	No	01/25/2023	250.00
001	P307CK	64838	73963	Check	1	6862	Schell, Matthew		Yes	No	No	01/25/2023	125.00
001	P307CK	64821	73964	Check	1	18080	SCHILLING SUPPLY COMPANY		Yes	Yes	No	01/25/2023	140.77
001	P307CK	64841	73965	Check	1	6993	SOLIANT HEALTH, LLC		Yes	Yes	No	01/25/2023	3,832.00
001	P307CK	64834	73966	Check	1	5876	Teachers on Call		Yes	Yes	No	01/25/2023	7,524.88
001	P307CK	64831	73967	Check	1	5318	The McDowell Agency, Inc.	C Corporation	Yes	Yes	No	01/25/2023	40.00
001	P307CK	64827	73968	Check	1	4448	VERIZON WIRELESS		Yes	Yes	No	01/25/2023	321.40
001	P307CK	64828	73969	Check	1	4635	WINONA CONTROLS, INC.		Yes	No	No	01/25/2023	3,499.40
001	P307CK	64822	73970	Check	1	1883	XCEL ENERGY		Yes	No	No	01/25/2023	2,214.94
001	P313PR	64860	73971	Check	1	6406	Ameritas Life Insurance Corp		Yes	No	No	01/31/2023	113.82
001	P313PR	64858	73972	Check	1	4951	Bremer Bank		Yes	No	No	01/31/2023	450.00
001	P313PR	64854	73973	Check	1	11202	Education Minnesota - Lewiston-Altura		Yes	No	No	01/31/2023	4,045.54
001	P313PR	64859	73974	Check	1	6265	HOME FEDERAL SAVINGS BANK		Yes	No	No	01/31/2023	42.50
001	P313PR	64861	73975	Check	1	6461	ISD 857 - Flex Plan Checking		Yes	No	No	01/31/2023	950.88
001	P313PR	64855	73976	Check	1	17090	MADISON NATIONAL LIFE		Yes	No	No	01/31/2023	880.67
001	P313PR	64857	73977	Check	1	4786	Merchants Bank		Yes	No	No	01/31/2023	525.00
001	P313PR	64856	73978	Check	1	3545	Winona National Bank		Yes	No	No	01/31/2023	160.00
001	P307CK	64901	73979	Check	1	7033	Amerongen, Elise		Yes	No	No	01/31/2023	110.00
001	P307CK	64897	73980	Check	1	6942	BLUUM OF MINNESOTA, LLC		Yes	No	No	01/31/2023	962.36
001	P307CK	64906	73981	Check	1	7041	Carman, Gwen		Yes	No	No	01/31/2023	950.00
001	P307CK	64873	73982	Check	1	2671	CDW-Government		Yes	No	No	01/31/2023	155.84
001	P307CK	64864	73983	Check	1	1114	Century Link	S Corporation	Yes	No	No	01/31/2023	223.65
001	P307CK	64902	73984	Check	1	7034	Decorah High School		Yes	No	No	01/31/2023	80.00
001	P307CK	64865	73985	Check	1	1134	Duane, Brent		Yes	No	No	01/31/2023	30.00
001	P307CK	64889	73986	Check	1	6376	Ed Midwest LLC	Ind/Sole P proprietor	Yes	No	No	01/31/2023	5,350.00
001	P307CK	64882	73987	Check	1	5734	FUNK, ED		Yes	No	No	01/31/2023	45.00

Lewiston-Altura Public Schools
February 2023 MISC Payments

r_ap_pymtreg2

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P307CK	64890	73988	Check	1	6444	Gophermods, LLC	S Corporation	Yes	No	No	01/31/2023	780.00
001	P307CK	64870	73989	Check	1	1639	HAYFIELD HIGH SCHOOL		Yes	No	No	01/31/2023	175.00
001	P307CK	64895	73990	Check	1	6909	Heimermann, Gabriella	Ind/Sole Proprietor	Yes	No	No	01/31/2023	60.00
001	P307CK	64892	73991	Check	1	6857	Heimermann, Michael		Yes	No	No	01/31/2023	15.00
001	P307CK	64877	73992	Check	1	3737	Hiawatha Valley Ed District		Yes	No	No	01/31/2023	5,498.48
001	P307CK	64862	73993	Check	1	07141	HIGH PLAINS COOPERATIVE		Yes	No	No	01/31/2023	3,057.50
001	P307CK	64904	73994	Check	1	7039	HVL-TRC ATTN Josh Wieme		Yes	No	No	01/31/2023	150.00
001	P307CK	64887	73995	Check	1	6158	Innovative Therapy Solutions, LLC		Yes	No	No	01/31/2023	70.00
001	P307CK	64903	73996	Check	1	7038	K-M Schools		Yes	No	No	01/31/2023	330.00
001	P307CK	64900	73997	Check	1	7015	KREIDERMACHER, TYLER		Yes	No	No	01/31/2023	500.00
001	P307CK	64863	73998	Check	1	10141	KWIK TRIP		Yes	No	No	01/31/2023	530.00
001	P307CK	64893	73999	Check	1	6892	L-A Diggers		Yes	No	No	01/31/2023	300.00
001	P307CK	64881	74000	Check	1	5055	LEGACY TOUR & TRAVEL		Yes	No	No	01/31/2023	7,618.00
001	P307CK	64884	74001	Check	1	5865	Loffler Companies -- 131511		Yes	No	No	01/31/2023	99.33
001	P307CK	64888	74002	Check	1	6244	Market Construction, LLC		Yes	No	No	01/31/2023	300.00
001	P307CK	64880	74003	Check	1	5015	MENK, NICHOLE	Ind/Sole Proprietor	Yes	No	No	01/31/2023	37.50
001	P307CK	64872	74004	Check	1	2220	MINNESOTA INTERSCHOL. ATH. ADM.		Yes	No	No	01/31/2023	550.00
001	P307CK	64879	74005	Check	1	4810	MONSON, DARRELL		Yes	No	No	01/31/2023	55.00
001	P307CK	64867	74006	Check	1	12630	MOTOR PARTS & EQUIP		Yes	No	No	01/31/2023	167.52
001	P307CK	64868	74007	Check	1	12751	NASSP		Yes	No	No	01/31/2023	385.00
001	P307CK	64869	74008	Check	1	13260	NEUMANN OIL CO		Yes	No	No	01/31/2023	175.00
001	P307CK	64875	74009	Check	1	3263	North Central Truck Equipment		Yes	No	No	01/31/2023	1,247.85
001	P307CK	64896	74010	Check	1	6912	Peterson, Cindy	Ind/Sole Proprietor	Yes	No	No	01/31/2023	40.00
001	P307CK	64866	74011	Check	1	1240	PLAINVIEW-ELGIN-MILLVILLE		Yes	No	No	01/31/2023	200.00
001	P307CK	64891	74012	Check	1	6704	Quadient Finance USA, INC.		Yes	No	No	01/31/2023	500.00
001	P307CK	64871	74013	Check	1	1807	RECREATION CAFE		Yes	No	No	01/31/2023	510.00
001	P307CK	64886	74014	Check	1	5919	Riteway Business Forms		Yes	No	No	01/31/2023	340.33
001	P307CK	64874	74015	Check	1	3184	Rochester Telecom Systems, Inc		Yes	No	No	01/31/2023	5.09
001	P307CK	64898	74016	Check	1	6993	SOLIANT HEALTH, LLC		Yes	No	No	01/31/2023	2,299.20
001	P307CK	64894	74017	Check	1	6900	Sommer, Alicia	Ind/Sole Proprietor	Yes	No	No	01/31/2023	19.00
001	P307CK	64893	74018	Check	1	5795	Springer Dome Scrimmage		Yes	No	No	01/31/2023	250.00
001	P307CK	64878	74019	Check	1	4232	SUMMIT FIRE PROTECTION		Yes	No	No	01/31/2023	40.00
001	P307CK	64885	74020	Check	1	5876	Teachers on Call		Yes	No	No	01/31/2023	1,739.49
001	P307CK	64899	74021	Check	1	6994	VAN ERP, FAITH	C Corporation	Yes	No	No	01/31/2023	55.00
001	P307CK	64876	74022	Check	1	3308	Vierbo University		Yes	No	No	01/31/2023	266.00
001	P307CK	64905	74023	Check	1	7040	Young, James		Yes	No	No	01/31/2023	55.00
001	P307CK	64907	74024	Check	1	12540	MISSISSIPPI WELDERS SUPPLY COMP.		Yes	No	No	01/31/2023	175.50
001	P307CK	64908	74025	Check	1	6158	Innovative Therapy Solutions, LLC		Yes	No	No	01/31/2023	918.75

Lewiston-Altura Public Schools February 2023 MISC Payments

Bank	Batch	Pmt No	Check No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P311P1	64910	74027	74027	Check	1 6283		MinnWest Bank Group		Yes	No	No	01/31/2023	1,000.00
Bank Total:														\$809,598.89
Report Total:														\$809,598.89

Lewiston-Altura Public Schools February 2023 Wire Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P311P1	64704		Wire	1	1053	MINNESOTA ELECTRONIC FUNDS		No	Yes	No	01/10/2023	8,238.49
001	P311P1	64705		Wire	1	1054	FEDERAL TAXES		No	Yes	No	01/10/2023	53,880.61
001	P311P1	64706		Wire	1	18600	MINNESOTA TEACHERS RETIREMENT.		No	Yes	No	01/10/2023	28,200.57
001	P311P1	64707		Wire	1	18610	Public Employers Retirement Association		No	Yes	No	01/10/2023	7,927.63
001	P311P1	64708		Wire	1	4373	ING		No	No	No	01/10/2023	2,193.82
001	P311P1	64709		Wire	1	6496	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	No	No	01/10/2023	8,010.76
001	P313PR	64723		Wire	1	1053	MINNESOTA ELECTRONIC FUNDS		No	Yes	No	01/13/2023	6,860.98
001	P313PR	64724		Wire	1	1054	FEDERAL TAXES		No	Yes	No	01/13/2023	44,537.40
001	P313PR	64725		Wire	1	18600	MINNESOTA TEACHERS RETIREMENT.		No	Yes	No	01/13/2023	25,786.58
001	P313PR	64726		Wire	1	18610	Public Employers Retirement Association		No	Yes	No	01/13/2023	7,098.62
001	P313PR	64727		Wire	1	4373	ING		No	Yes	No	01/13/2023	2,193.82
001	P313PR	64728		Wire	1	6496	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	Yes	No	01/13/2023	8,010.76
001	P23AP7	64812		Wire	1	5546	VISA		No	Yes	No	01/20/2023	806.10
001	P307AM	64813		Wire	1	3128	Amazon Capital Services		No	Yes	No	01/25/2023	1,349.64
001	P307CK	64814		Wire	1	6916	ArbiterSports		No	Yes	No	01/25/2023	5,000.00
001	P307AM	64846		Wire	1	3128	Amazon Capital Services		No	Yes	No	01/26/2023	58.88
001	P313PR	64847		Wire	1	1053	MINNESOTA ELECTRONIC FUNDS		No	No	No	01/31/2023	6,947.65
001	P313PR	64848		Wire	1	1054	FEDERAL TAXES		No	Yes	No	01/31/2023	45,576.33
001	P313PR	64849		Wire	1	18600	MINNESOTA TEACHERS RETIREMENT		No	Yes	No	01/31/2023	26,734.56
001	P313PR	64850		Wire	1	18610	Public Employers Retirement Association		No	Yes	No	01/31/2023	6,699.80
001	P313PR	64851		Wire	1	4373	ING		No	Yes	No	01/31/2023	2,193.82
001	P313PR	64852		Wire	1	6283	MinnWest Bank Group		Yes	No	Yes	01/31/2023	0.00
001	P313PR	64853		Wire	1	6496	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	Yes	No	01/31/2023	8,010.76
001	PR2307	64911		Wire	1	3153	Merchants Bank - Fees		No	Yes	No	01/31/2023	90.20
001	PR2307	64912		Wire	1	6283	MinnWest Bank Group		Yes	No	Yes	01/31/2023	0.00
001	PR2307	64913		Wire	1	6465	Ehlers		No	Yes	No	01/31/2023	3,706.01
001	PR2307	64914		Wire	1	6921	MEDICA		No	Yes	No	01/31/2023	23,323.83
001		64915		Wire	1	6283	MinnWest Bank Group		No	Yes	No	01/31/2023	349.40

Bank Total: \$333,787.02

Report Total: \$333,787.02

Lewiston-Altura Public Schools Statement of Expenditures February 2023

Sequence: Fd, O/S, Org, Pro, Crs, Fin

	202113			202213			202308		
	Budget 21REV	Year to Date	%	Budget 22REV	Year to Date	%	Budget 23ADP	Year to Date	%
01 General									
100 Salaries & Wages	5,268,620.00	5,200,852.72	99%	5,718,354.00	5,438,684.17	95%	5,369,066.00	2,272,364.38	42%
200 Employee Benefits	1,360,712.00	1,299,298.02	95%	1,502,064.00	1,356,442.91	90%	1,408,847.00	562,845.98	40%
300 Purchased Services	299,470.00	262,226.20	88%	385,727.00	370,338.03	96%	253,761.00	245,967.63	97%
	0.00	795.00	0%	0.00	0.00	0%	0.00	0.00	0%
300 Purchased Services	1,024,700.00	903,579.45	88%	1,089,971.00	1,046,458.00	96%	936,157.00	544,939.99	58%
400 Supplies & Materials	445,654.00	357,568.51	80%	398,444.00	303,242.00	76%	334,235.00	235,428.93	70%
	4,533.00	0.00	0%	0.00	0.00	0%	0.00	0.00	0%
400 Supplies & Materials	280,243.00	253,106.55	90%	214,773.00	216,349.38	101%	199,950.00	74,813.98	37%
500 Capital Expenditures	645,052.00	344,778.76	53%	264,506.00	152,947.09	58%	427,555.00	196,432.89	46%
800 Other Expenditures	109,704.00	107,155.25	98%	60,858.00	82,659.23	136%	34,576.00	45,537.02	132%
900 Other Financing Uses	0.00	26,020.35	0%	0.00	0.00	0%	0.00	0.00	0%
01 General	9,438,688.00	8,755,380.81	93%	9,634,697.00	8,967,120.81	93%	8,964,147.00	4,178,330.80	47%
02 Food Service									
100 Salaries & Wages	169,424.00	167,232.83	99%	181,000.00	206,022.53	114%	176,945.00	98,625.00	56%
200 Employee Benefits	50,720.00	56,317.87	111%	71,935.00	77,393.88	108%	74,924.00	32,557.24	43%
300 Purchased Services	10,000.00	3,387.70	34%	6,000.00	2,622.60	44%	4,100.00	5,649.14	138%
400 Supplies & Materials	233,629.00	263,753.21	113%	319,500.00	340,636.77	107%	280,000.00	111,661.96	40%
500 Capital Expenditures	2,000.00	2,894.56	145%	5,000.00	4,094.44	82%	5,000.00	0.00	0%
800 Other Expenditures	6,250.00	6,830.80	109%	2,750.00	1,800.00	65%	2,500.00	2,100.00	84%
02 Food Service	472,023.00	500,416.97	106%	586,185.00	632,570.22	108%	543,469.00	250,593.34	46%
04 Community Education									
100 Salaries & Wages	325,060.00	312,005.37	96%	348,243.00	369,872.92	106%	318,481.00	154,885.70	49%
200 Employee Benefits	63,081.00	63,101.20	100%	68,484.00	68,755.18	100%	68,696.00	30,974.38	45%
300 Purchased Services	11,465.00	6,690.43	58%	15,955.00	10,776.27	68%	15,955.00	9,402.10	59%
400 Supplies & Materials	39,461.00	24,553.05	62%	45,500.00	31,144.82	68%	35,050.00	20,236.45	58%
500 Capital Expenditures	0.00	0.00	0%	1,500.00	749.00	50%	0.00	0.00	0%
800 Other Expenditures	0.00	0.00	0%	100.00	0.00	0%	0.00	0.00	0%
04 Community Education	439,067.00	406,350.05	93%	479,782.00	481,298.19	100%	438,182.00	215,498.63	49%
06 Bldg Construction									
300 Purchased Services	0.00	27,096.00	0%	0.00	0.00	0%	0.00	0.00	0%

Lewiston-Altura Public Schools Statement of Expenditures February 2023

	202113		202213		202308	
	Budget 21REV	Year to Date %	Budget 22REV	Year to Date %	Budget 23ADP	Year to Date %
06 Bldg Construction						
500 Capital Expenditures	0.00	135,295.00 0%	237,133.00	250,062.94 105%	0.00	0.00 0%
06 Bldg Construction	0.00	162,391.00 0%	237,133.00	250,062.94 105%	0.00	0.00 0%
07 Debt						
700 Debt Service	491,200.00	491,675.00 100%	489,750.00	488,475.00 100%	498,325.00	498,100.00 100%
900 Other Financing Uses	0.00	769,454.86 0%	0.00	0.00 0%	0.00	0.00 0%
07 Debt	491,200.00	1,261,129.86 257%	489,750.00	488,475.00 100%	498,325.00	498,100.00 100%
18 Agency						
800 Other Expenditures	0.00	0.00 0%	1,500.00	1,500.00 100%	0.00	0.00 0%
18 Agency	0.00	0.00 0%	1,500.00	1,500.00 100%	0.00	0.00 0%
30 Student Activity						
300 Purchased Services	0.00	195.00 0%	70,419.00	26,005.47 37%	18,950.00	60,252.16 318%
400 Supplies & Materials	65,600.00	45,494.51 69%	51,136.00	48,853.12 96%	56,100.00	23,516.51 42%
500 Capital Expenditures	0.00	0.00 0%	18,900.00	18,900.10 100%	20,000.00	1,239.75 6%
800 Other Expenditures	0.00	2,590.00 0%	4,100.00	1,291.00 31%	1,400.00	1,506.00 108%
30 Student Activity	65,600.00	48,279.51 74%	144,555.00	95,049.69 66%	96,450.00	86,514.42 90%
Report Totals:	10,906,578.00	11,133,948.20 102%	11,573,602.00	10,916,076.85 94%	10,540,573.00	5,229,037.19 50%

FORM B2

RESOLUTION OF SCHOOL BOARD/GOVERNING BOARD SUPPORTING FORM B2 APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Lewiston-Altura High School recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools to provide seminars/training opportunities or support for specific school functions for students/faculty members/officials and others who are involved in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Lewiston-Altura High School supports the school's application to the Minnesota State High School League Foundation for a **FORM B2** grant to offset costs in three specific areas including leadership initiatives, safety and transportation that reduces barriers to participation.

Click or tap here to enter text.

Date

Board Chair

Click or tap here to enter text.

Date

Board Clerk - Treasurer

A RESOLUTION submitted by an Activity Conference or Region Committee must adhere to the same form and context of the School Board Resolution above.

**MSHSL Foundation FORM B2 Grant Request
Line Item Budget
2022-2023**

**MSHSL Foundation
FORM B
Expenditure Line Item Budget**

Grant Request: Purchase of outdoor AED Package
Amount Requested: \$2,253

Purchase of AED package @ \$2253	\$2,253
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Total Request	\$ 2,253.00
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2022-23 Lewiston – Altura School District Safe Learning Plan



Updated: August 22, 2022

Reviewed: February 13, 2023

This Plan is in place because of the COVID-19 pandemic. A Safe Learning Plan (reviewed every six months) is required in order for the district to receive funding that has been made available as a result of the pandemic.

DISTRICT PRIORITIES IN REGARDS TO A SAFE LEARNING PLAN

- Maintain as much ‘normalcy’ in routines and student activities as possible.
- Protect students and staff from COVID-19 or other variants – **especially to avoid in-school transmission**
- Prioritize protecting students who are unable to receive a COVID-19 vaccinations.
- Assure all staff and students feel supported and respected if s/he chooses to wear a mask.
- Significant changes to the Safe Learning Plan will be discussed and determined by the School Board in a public meeting.

STUDENTS OR STAFF WHO TEST POSITIVE for COVID-19	<p>If the person is fever free for 24 hours (without fever reducing medication) and other symptoms are improving, the person may return to school on Day 6. Since individuals are most likely contagious through day 10, positive persons are strongly recommended to wear a mask on Days 6-10.</p> <p>If an individual has symptoms and is awaiting COVID-19 test results, the person may not come to school or activities.</p>
CALCULATING NUMBER OF DAYS	Day 0 is first day symptoms emerge.
ABSENCES	<p>A student or staff member who is ill and misses 3 or more consecutive days of school, will not be allowed to return until they have one of the following: a negative COVID-19 test, an alternate diagnosis from a medical provider, or quarantine at home for a total of 5 days from the first day of school absence (return on Day 6).</p> <p>Absences in excess of 6 days may require a doctor’s letter to verify the ongoing COVID-19 symptoms preventing school or work attendance.</p>

MN State High School League Activities	The district follows the MSHSL guidance and requirements.
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ABSENCES, REPORTING SYMPTOMS IN THE CASE OF ABSENCES and COVID-19 TESTING:

- Parents and staff must provide the office complete and accurate information for the purpose of an absence from school. Incomplete or inaccurate information may result in the absence being recorded as unexcused.
- Test results (positive or negative) must be confirmed with the school nurse or office staff, in order for absences associated with COVID-19 testing to be marked as excused.

Adopted: February 2, 1999

Revised: _____

538 GIFT SOLICITATION FROM CIVIC ORGANIZATIONS

I. PURPOSE

- A. The Lewiston-Altura School District believes that the public schools have the primary responsibility for providing the formal education of the children within the community. Yet, the school board recognizes that civic organizations, while not primarily involved with education, may play a supportive role in education. It is the desire of the school board to continue positive working relationships with all civic organizations which contribute to the educational process.

II. GENERAL STATEMENT OF POLICY

- A. To promote the continued success of these relationships, it shall be the policy of the school district to require that any request for financial/program support from civic organizations by school employees be pre-approved by the principal or superintendent of schools. **Lewiston-Altura Public Schools Fundraiser Request Form (511F) should be used for this purpose.**
- B. **Financial donations from community organizations or private individuals should indicate in writing the specific program or activity that the funds are intended for and will be officially accepted by the school board.**

LEWISTON-ALTURA PUBLIC SCHOOLS

FUNDRAISER REQUEST FORM (Policy 511 Form)

All organizations wishing to raise funds on school property or for the benefit of the school district or district students must receive approval from school district administration before initiating any school-sponsored fundraiser.

Organization Name: _____ Date Submitted: _____

Contact Person: _____ Contact Phone/Email: _____

Beginning Date of Fundraiser: _____ Ending Date of Fundraiser: _____

Description of Fundraiser: _____

Purpose of Fundraiser: _____

Will the Fundraiser take place on or be using school property? Yes No

If no, where will the Fundraiser take place? _____

Will the Fundraiser or the Fundraising Organization be using the school name in advertising, flyers, etc? Yes No

Is another organization within the school district or community doing a similar fundraiser? Yes No

How much money does your organization need to raise through this fundraiser? Monetary Goal of Fundraiser: \$ _____

Total Predicted Sales: \$ _____

Total Contribution from Booster Club: _____

Total Paid to Outside Vendor: - _____

Total Predicted Revenue: \$ _____

Describe in detail how the funds you will be raising will be used (attachments as needed):

Please describe how you believe this fundraiser will benefit our school and community:

Please describe the financial impact you believe this fundraiser will have on the school district:

Where is the money going to be deposited?

OFFICE USE ONLY			
RECOMMENDATION:			
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	_____ PRINCIPAL	DATE: _____
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	_____ SUPERINTENDENT	DATE: _____

Please allow up to 2 weeks for processing.

596 VIDEO/MOVIE USAGE

I. PURPOSE

The purpose of this policy is to establish a clear statement regarding the use of videos and movies in and out of the classroom setting at Lewiston Altura Public Schools.

II. GENERAL STATEMENT OF POLICY

The school district believes that media technology such as videos and movies can be beneficial to student learning but that limits must be set to maintain appropriate usage.

III. PROCEDURE

- A. Videos and movies shown in and out of the classroom setting at Lewiston-Altura Public Schools will be age appropriate. If rated by the Motion Picture Association, that rating will be used.
- B. The staff member presenting the video or movie must preview it prior to its presentation to students. If the staff member has any concerns about content of the video or movie, it is recommended they do not show it and discuss their concern with the building principal.

Movies may be used for educational purposes when the movie's message is directly connected to a learning goal of the approved curriculum. ~~Age-appropriate movies may be shown on a limited basis for celebration or rewards.~~

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~~The decision to use a movie containing violence is a matter of judgment. The following criteria should be utilized to determine the use of a movie containing violence or sexual content.~~

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- ~~1. The violence or sexual content has not been included in the film for shock value of the violence or sexual content itself.~~
- ~~2. The plot and theme of the film are significantly advanced by the violence or sexual content.~~
- ~~3. The violence is shown to be the wrong choice or the option of last resort.~~
- ~~4. The story told by the movie is sufficiently important to subject children to the desensitizing effects of the brutality shown.~~
- ~~5. The movie is an excellent method for teaching the information contained in the film.~~
- ~~6. The children who will be shown the movie are of a sufficient age that the violence will not scare them or give them nightmares.~~
- ~~7. The teacher showing the movie does not frequently use movies containing violence.~~
- ~~8. If a teacher deems an R-rated movie necessary, a notice will be sent a week in advance to notify parent.~~

- C. If a video or movie is ~~rated R or~~ out of the age appropriate rating for that group/student, the teacher must get a signed parent permission slip and have alternate activities available. The permission slip shall contain the following:

1. title of video/movie;
2. rating/age appropriateness of the video/movie;
3. when video/movie will be shown;
4. why video/movie is being shown (indicate educational objective);
5. indicate alternative activities;
6. parent signature line;
7. sent home at least seven (7) calendar days in advance of the movie/video showing;
8. if students do not return the permission slip, it should be assumed the parent is giving permission and the student can view the video/movie;
9. encourage parents to visit the class during the video/movie viewing.

Adopted: June 9, 2003

Revised: December 9, 2019

Revised DRAFT: Oct 27, 2022/Dec 22 2022

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Adopted: _____

MSBA/MASA Model Policy 530

Revised: _____

Orig. 1999

Rev. ~~2011~~ 2017

530 IMMUNIZATION REQUIREMENTS

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

II. GENERAL STATEMENT OF POLICY

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
1. a statement from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), stating affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or
 2. a medical statement ~~from a physician or a public clinic which provides immunizations, stating affirming~~ that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement ~~of a physician or public clinic which administers immunizations~~. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent

or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the superintendent of the school district by October 1 of the first year of their home schooling in Minnesota and the grade 7 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III.B., above, or Section IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a **physician's** signed **medical** statement **stating affirming** that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

- A. The school district will develop and implement a procedure to:
 - 1. notify parents and students of the immunization and exemption requirements by use of a form approved by the Department of Health;
 - 2. notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
 - 3. review student health records to determine whether the required information has been provided; and
 - 4. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.

- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.

- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.

- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

VII. OTHER

Within 60 days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Department of Education stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district

also will forward a copy of all exemption statements received by the school district to the Commissioner of the Department of Health.

- Legal References:** Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 121A.17 (School Board Responsibilities)
Minn. Stat. § 144.29 (Health Records; Children of School Age)
Minn. Stat. § 144.3351 (Immunization Data)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 144.442 (Testing in Schools)
Minn. Rules Parts 4604.0100-4604.1020 (Immunization)
McCarthy v. Ozark Sch. Dist., 359 F.3d 1029 (8th Cir. 2004)
Op. Atty. Gen. 169-W (July 23, 1980)
Op. Atty. Gen. 169-W (Jan. 17, 1968)
- Cross References:** MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Adopted: _____

MSBA/MASA Model Policy 507

Orig. 1995

Revised: _____

Rev. 200121

507 CORPORAL PUNISHMENT

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to describe limitations on corporal punishment of students.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district or charter school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

III. EXCEPTIONS

A teacher or school principal may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. Other school district employees, school bus drivers, or other agents of a school district may use reasonable force when necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

IV. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

Legal References: Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 123B.25 ([Legal](#) Actions Against Districts and Teachers)
Minn. Stat. § 609.06 Subd. 1 (6)(7) (Authorized Use of Force)

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

Adopted: _____

MSBA/MASA Model Policy 508

Revised: _____
202207

Orig. 1995
Rev.

508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS

[Note: The provisions of this policy substantially reflect statutory and regulatory requirements.]

I. PURPOSE

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

II. GENERAL STATEMENT OF POLICY

- A. Extended School Year Services Must Be Available to Provide a FAPE. The school district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.
- B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:
1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
 2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR
 3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.
- C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:
1. Prior observations of the student's regression and recoupment over the summer;
 2. Observations of the student's tendency to regress over extended breaks in

instruction during the school year; and

3. Experience with other students with similar instructional needs.

D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:

1. The student's progress and maintenance of skills during the regular school year.
2. The student's degree of impairment.
3. The student's rate of progress.
4. The student's behavioral or physical problems.
5. The availability of alternative resources.
6. The student's ability and need to interact with nondisabled peers.
7. The areas of the student's curriculum which need continuous attention.
8. The student's vocational needs.

E. No Unilateral Decisions.

In the course of providing ESY services to children with disabilities, the school district may not unilaterally limit the type, amount, or duration of those services.

F. Services to Nonresident Students Temporarily Placed in School District.

A school district may provide ESY services to nonresident children with disabilities temporarily placed in the school district in accordance with applicable state law.

Legal References: Minn. Stat. § 125A.14 (Extended School Year)
Minn. Rules Part 3525.0755
~~20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Improvement Act of 2004)~~
34 C.F.R. Part 300 (~~IDEA Regulations Assistance to States for the Education of Children with Disabilities~~)

Cross References: None

Adopted: _____

MSBA/MASA Model Policy 510

Orig. 1995

Revised: _____

Rev. ~~2000~~ 2019

510 SCHOOL ACTIVITIES

I. PURPOSE

The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

II. GENERAL STATEMENT OF POLICY

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

III. RESPONSIBILITY

- A. The school board expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal, or unsportsmanlike behavior at these activities or events.
- C. The superintendent shall be responsible for disseminating information needed to inform students, parents, staff, and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. Those employees who conduct MSHSL activities shall be responsible for familiarizing students and parents with all applicable rules, penalties, and opportunities.
- E. The superintendent shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.

F. The school board will ensure that any funds raised for extracurricular activities will be spent only on extracurricular activities.

Legal References: Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)

Cross References: MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 713 (Student Activity Accounting)
~~MSBA Service Manual, Chapter 5, Various Educational Programs~~

Adopted: _____

MSBA/MASA Model Policy 416

Orig. 1995

Revised: _____

Rev. ~~2015~~2022

416 DRUG AND ALCOHOL TESTING

[Note: Drug and ~~a~~Alcohol ~~t~~Testing of school bus drivers and applicants is mandatory under federal law. The mandatory testing is described under Part III. of the policy. Testing of other employees or testing of school bus drivers beyond that mandated by federal law is optional ~~but and~~ can be done under state law only if a policy containing provisions, such as the provisions of Part IV. of this policy, are adopted. To preserve the right to request or require school district employees who are not bus drivers and applicants to undergo drug and/or alcohol testing or to require bus drivers to submit to testing that is not federally mandated, a school district should adopt Part IV. as part of its drug and alcohol testing policy.]

I. PURPOSE

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug and alcohol use will be not only safer, healthier, and more productive but also more conducive to effective learning. ~~Therefore, t~~To provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and [Minn. Stat. §§Minnesota Statutes, sections 181.950-181.957](#).

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in [Minn. Stat. §§Minnesota Statutes, sections 181.950-181.957](#).
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in [Minn. Stat. §§Minnesota Statutes, sections 181.950-181.957](#).
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, ~~regardless of whether or not~~ it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs ~~which that~~ are not medically prescribed, including medical cannabis, ~~regardless of whether or not~~ it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district

property. Employees under the influence of drugs ~~which~~that are not medically prescribed are prohibited from entering or remaining on school district property.

- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline ~~which~~that includes, but is not limited to, immediate suspension without pay and immediate discharge.

III. **FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS**

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the EBT.
4. "Commercial Motor Vehicle" (CMV) includes a vehicle ~~which~~that is designed to transport 16 or more passengers, including the driver.
5. "Designated Employer Representative" (DER) means an employee authorized by the school district ~~a designated school district representative authorized~~ to take immediate action to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation process. ~~, and to~~ The DER receives test results and other communications for the school district.
6. "Department of Transportation" (DOT) means United States Department of Transportation.
7. "Direct Observation" means observation of alcohol or controlled substances use

and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing.

8. "Driver" is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent, or occasional drivers, leased drivers, and independent owner-operator contractors.
9. "Evidential Breath Testing Device" (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
10. "Licensed Medical Practitioner" means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.
11. "Medical Review Officer" (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district's drug testing program and for evaluating medical explanations for certain drug tests.
12. "Refusal to Submit" (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver's provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed by the school district or the collector; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); (i) fails to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.
13. "Safety-Sensitive Functions" are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work and all responsibility for performing work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or

remaining in attendance during the repair of a disabled vehicle.

14. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
15. "Stand Down" means ~~the practice of~~ temporarily removing an employee from performing safety-sensitive functions ~~after-based only upon~~ a laboratory reports ~~to the MRO of~~ a confirmed positive ~~test for a drug or drug metabolite~~, an adulterated ~~test~~, or a substituted test ~~result but~~ before the MRO completes the verification process.
16. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

[Note: ~~The f~~ederal regulations require that school districts provide materials to bus drivers explaining the school district's policies and procedures and the federal requirements with respect to the mandatory drug and alcohol testing of bus drivers. 49 Code of Federal Regulations section ~~C.F.R. §~~ 382.601. ~~Almost all~~ Most of the required information is contained within this model policy. Additional materials to be provided to employees are described in Paragraph 2. of ~~this~~ Section C.]

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information required under Title 49 of the Code of Federal Regulations, including information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or ~~drug-controlled substance~~ problem (the driver's or a coworker's); and available methods of intervening when an alcohol or ~~drug-controlled substance~~ problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that the driver~~he or she~~ ~~has~~ received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

[Note: The federal regulations require a school district to obtain a signed statement from each driver certifying that he or she ~~has~~ received a copy of these materials. 49 Code of Federal Regulations section ~~C.F.R. §~~ 382.601(d). The original signed certificate must be maintained by the school district and a copy may be provided to the driver.]

D. Alcohol and Controlled Substances Testing Program Manager

[Note: School districts are required by the federal regulations to designate a person to answer driver questions about the policy and the education materials described in Section C. above and to notify the drivers of the designation. 49 Code of Federal Regulations section 382.601(b)(1).]

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

[Note: The specific prohibitions for drivers are contained, in large part, in 49 Code of Federal Regulations sections 382.201-382.215.]

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until ~~the driver~~ ~~he or she~~ undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed ~~physician~~ ~~medical practitioner~~ who ~~is familiar with the driver's medical history and~~ has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. ~~Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.~~

8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district ~~which that~~ prohibit ~~the~~ possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

[Note: *Consequences for drivers engaging in alcohol-related conduct are described in the federal regulations. 49 Code of Federal Regulations section C.F.R. § 382.505.*]

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and ~~the policies~~ of the school district.

G. Prescription Drugs/Cannabinoid Products

A driver shall inform ~~the driver's~~ ~~his or her~~ supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for marijuana. MROs will verify a drug test confirmed as positive, even if a driver claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.

H. Testing Requirements

[Note: *School districts must utilize the U.S. DOT Drug & Alcohol Clearinghouse ("Clearinghouse") to conduct pre-employment queries, annual queries, and reports regarding CDL holders who operate CMVs on public roads (including school bus drivers) and who are covered by the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Testing Program. In addition to utilizing the Clearinghouse, school districts must continue to comply with the alcohol and controlled substance testing required under Title 49 of the Federal Regulations.*]

1. Pre-Employment Testing

[Note: *49 Code of Federal Regulations section C.F.R. § 382.301 details the requirements for pre-employment testing.*]

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances, including medical cannabis, before the first time the driver

performs safety-sensitive functions for the school district.

[Note: A school district is permitted, but not required, to conduct pre-employment testing for the use of alcohol. If a school district elects to require pre-employment testing for alcohol, it should include the bracketed text in Subparagraph a., above, and test all applicants uniformly.]

- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. ~~In order to~~ To be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.

[Note: ~~The~~ Federal regulations require school districts to inquire about, obtain, and review alcohol and controlled substances information from prior employers pursuant to a driver's written authorization, prior to the time a driver performs safety-sensitive functions, if feasible. 49 Code of Federal Regulations section ~~C.F.R. §~~ 382.413 and 49 Code of Federal Regulations section ~~C.F.R. §~~ 40.25. If not feasible, school districts must not permit the employee to perform safety-sensitive functions for more than thirty (30) days from the date a safety-sensitive function was performed unless the school districts make good faith efforts to obtain the information and to make a record of those efforts to be retained in the driver's qualification file.]

- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.
- e. Before employing a driver subject to controlled substances and alcohol testing, the school district must conduct a full pre-employment query of the federal Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse ("Clearinghouse") to obtain information about whether the driver (1) has a verified positive, adulterated, or substituted controlled substances test result; (2) has an alcohol confirmation test with a concentration of 0.04 or higher; (3) has refused to submit to a test in violation of federal law; or (4) that an employer has reported actual knowledge that the driver used alcohol on duty, before duty, or following an accident in violation of federal law or used a controlled substance in violation of federal law. The applicant must give specific written or electronic consent for the school district to conduct the Clearinghouse full query. The school district shall retain the consent for three (3) years from the date of the query.

32. Post-Accident Testing

[Note: 49 [Code of Federal Regulations section C.F.R. § 382.303](#) governs post-accident testing of drivers.]

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.
- g. [The school district shall report drug and alcohol program violations to the Clearinghouse as required under federal law.](#)

43. Random Testing

[Note: 49 [Code of Federal Regulations section C.F.R. § 382.305](#) governs random testing of drivers.]

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.

[Note: The Federal Highway Administration (FHWA) ~~lowered~~ has set the random alcohol selection and testing rate ~~from at~~ 1025% of the average number of driver positions ~~to 10% in 1998~~ and evaluates this minimum percentage each year. School districts can elect to stay at the 1998 level of 25% (or a higher percentage) if they do not want to monitor the minimum annual percentage rate set by the FHWA. The random controlled substances selection and testing rate has remained at 50% each year and has not been lowered to 25% as is possible under

the regulations.]

- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made. Each driver selected for testing shall be tested during the selection period.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

54. Reasonable Suspicion Testing

[Note: 49 Code of Federal Regulations section ~~C.F.R. §~~ 382.307 governs reasonable suspicion testing of drivers.]

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty, ~~or~~ within four (4) hours before coming on duty, or just after the period of the work day. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.

- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

[Note: ~~49 Code of Federal Regulations sections C.F.R. §§ 382.309, 40.23(d), and 40.305 govern return-to-duty testing.]~~

65. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances. The school district is not required to return a driver to safety-sensitive duties because the driver has met these conditions; this is a personnel decision subject to collective bargaining agreements or other legal requirements.

[Note: ~~49 Code of Federal Regulations sections C.F.R. §§ 382.311, 40.307, and 40.309 govern follow-up testing.]~~

76. Follow-Up Testing. When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.

87. Refusal to Submit and Attendant Consequences

[Note: Consequences for refusals to submit to required drug and alcohol tests are addressed generally in 49 Code of Federal Regulations sections C.F.R. §§ 40.191, 40.261, and 382.211. They are more specifically addressed in 49 Code of Federal Regulations sections C.F.R. §§ 382.501-382.507 and in 49 United States Code section U.S.C. § 521(b).]

- a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
- b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 United States Code section U.S.C. § 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-

sensitive functions.

- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

I. Testing Procedures

1. Drug Testing

[Note: The Federal Drug Testing Custody and Control Form (CCF) must be used to document every urine collection required by the DOT drug testing program. 49 [Code of Federal Regulations section C.F.R. § 40.45.](#)]

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services - SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate explanation for the

donor's failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.

- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - (1) The donor expressly declines the opportunity to discuss the test results;
 - (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
 - (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

[Note: The DOT Alcohol Testing Form (ATF) must be used for every DOT alcohol test. 49 Code of Federal Regulations section ~~C-F-R-~~§ 40.225.]

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any test result less than 0.02 alcohol concentration is considered a "negative" test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.

- e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

- 1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.

[Note: The limitation on discharge in Paragraph 2., below, is contained solely in Minnesota law. State law is preempted by federal laws and regulations as it relates to drivers of commercial motor vehicles (such as bus drivers). See [Minnesota Statutes section Minn. Stat. § 221.031, Subd. 10](#). Nevertheless, school districts may decide to comply with the state law requirements for various reasons (such as to treat all school district employees equally since employees subject to testing only under state law are accorded these additional rights). Consultation with the school district's legal counsel is recommended.]

- 2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
 - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
 - c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be [***name, address, telephone number***], which is a laboratory certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in [Minnesota Statutes, Chapter 13](#). Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.

[Note: The federal recordkeeping requirements for school districts are detailed in the federal regulations, 49 Code of Federal Regulations sections C.F.R. §§ 382.401 et seq. and 40.331. The DOT publishes a guide to the recordkeeping requirements of mandatory drug and alcohol testing for persons with a commercial driver's license as part of its Alcohol & Drugs: DOT Compliance Manual.]

2. The required records shall be retained for the following minimum periods:

Basic records 5 years

"Basic records" includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers 3 years

~~Collection records~~ Alcohol and controlled substance collection procedures 2 years

Negative and cancelled drug controlled substance tests 1 year

Alcohol tests with less than 0.02 concentration 1 year

Education and training records indefinite

"Education and training records" must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

3. Personal Information

Personal information about all individuals who undergo any required testing under this policy will be shared with the U.S. DOT Drug & Alcohol Clearinghouse ("Clearinghouse) as required under federal law, including:

- a. The name of the person tested;
- b. Any verified positive, adulterated, or substituted drug test result;
- c. Any alcohol confirmation test with a BAC concentration of 0.04 or higher;
- d. Any refusal to submit to any test required hereunder;
- e. Any report by a supervisor of actual knowledge of use as follows
 - i. Any on-duty alcohol use;
 - ii. Any pre-duty alcohol use;

- iii. Any alcohol use following an accident; and
- iv. Any controlled substance use.

f. Any report from a substance abuse professional certifying successful completion of the return-to-work process;

g. Any negative return-to-duty test; and

h. Any employer's report of completion of follow-up testing.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.

2. Referral, Evaluation, and Treatment

a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district.

[Note: Subparagraphs b. and c., below, are based on the provisions of 49 Code of Federal Regulations section C.F.R. § 40.289.]

b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment.

[Note: School districts are not required to comply with state law governing drug and alcohol testing when the individuals are subject to the federal laws and regulations (i.e., bus drivers). If a school district, after consultation with legal counsel, chooses to comply voluntarily with these requirements, Subparagraph b., above, can be modified as follows:

b. The school district will offer a driver an opportunity to return to a DOT safety-sensitive duty following an employee's first positive test result on a confirmatory

test if no reasons independent of the first test result for discharge exist. Otherwise, the school district may choose, but is not required, to provide an SAP evaluation or any subsequent recommended education or treatment.

- c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
- d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in ~~Minnesota Statutes, §§sections~~ 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy.

[Note: When the testing of drivers complies with federal testing requirements and procedures, school districts clearly are exempt from the state drug and alcohol testing requirements in ~~Minn-esota Stat-utes, §§sections~~ 181.950-181.957. See Minnesota Statutes sectionMinn-Stat-§ 221.031, subdivisionSubd- 10. When testing beyond the federally mandated requirements, however, school districts still must comply with state law.]

Q. Report to Clearinghouse

The school district shall promptly submit to the Clearinghouse any record generated of an individual who refuses to take an alcohol or controlled substance test required under Title 49, Code of Federal Regulations, tests positive for alcohol or a controlled substance in violation of federal regulations, or violates subpart B of Part 382 of Title 49, Code of

Federal Regulations (or any subsequent corresponding regulations).

R. Annual Clearinghouse Query

1. The school district must conduct a query of the Clearinghouse record at least once per year for information for all employees subject to controlled substance and alcohol testing related to CMV operation to determine whether information exists in the Clearinghouse about those employees. In lieu of a full query, the school district may obtain the individual driver's consent to conduct a limited query to satisfy the annual query requirement. The limited query will tell the employer whether there is information about the driver in the Clearinghouse but will not release that information to the employer. If the limited query shows that information exists in the Clearinghouse about the driver, the school district must conduct a full query within twenty-four (24) hours or must not allow the driver to continue to perform any safety-sensitive function until the employee conducts the full query and the results confirm the driver's Clearinghouse record contains no prohibitions showing the driver has a verified positive, adulterated or substitute controlled substance test, no alcohol confirmation test with a concentration of 0.04 or higher, refuses to submit to a test, or was reported to have used alcohol on duty, before duty, following an accident or otherwise used a controlled substance in violation of the regulations except where the driver completed the SAP evaluation, referral and education/treatment process as required by the regulations. The school district shall comply with the query requirements set forth in 49 Code of Federal Regulations § 382.701.
2. The school district may not access an individual's Clearinghouse record unless the school district (1) obtains the individual's prior written or electronic consent for access to the record; and (2) submits proof of the individual's consent to the Clearinghouse. The school district must retain the consent for three (3) years from the date of the last query. The school district shall retain for three (3) years a record of each request for records from the Clearinghouse and the information received pursuant to the request.
3. The school district shall protect the individual's privacy and confidentiality of each Clearinghouse record it receives. The school district shall ensure that information contained in a Clearinghouse record is not divulged to a person or entity not directly involved in assessing and evaluating whether a prohibition applies with respect to the individual to operate a CMV for the school district.
4. The school district may use an individual's Clearinghouse record only to assess and evaluate whether a prohibition applies with respect to the individual to operate a CMV for the school district.

IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Section III. of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory ~~which participates in one of the programs that meets one of the criteria~~ listed in ~~Minnesota Statutes, §section~~ 181.953, ~~Subdivision~~ 1.
- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing on an arbitrary and capricious basis.

2. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer ~~which that~~ is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

3. Random Testing

The school district may request or require employees to undergo drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

4. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in ~~Minnesota Statutes, section- §~~ 176.011, ~~Subdivision- 16~~, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

5. Treatment Program Testing

The school district may request or require any employee to undergo drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

6. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

B. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

C. Definitions

1. "Drug" means a controlled substance as defined in Minnesota Statutes, including medical cannabis, regardless of enrollment in the state registry program.
2. "Drug and Alcohol Testing," "Drug or Alcohol Testing," and "Drug or Alcohol Test" mean analysis of a body component sample ~~according to the standards established under one of the programs by a testing laboratory that meets one of the criteria~~ listed in ~~Minnesota Statutes, § section~~ 181.953, ~~Subdivision~~ 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
3. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of "other employees."
4. "Job Applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a

commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.).

5. "Positive ~~T~~est ~~R~~esult" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in ~~Minnesota Statutes, §section~~ 181.953, ~~S~~ubdivision 1.
6. "Random ~~S~~election ~~B~~asis" means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
7. "Reasonable ~~S~~suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
8. "Safety-~~S~~sensitive ~~P~~osition" means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of this Section ~~IV.D.~~

2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the

form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide ~~him or her~~the individual with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.
- b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.
- c. The employee may present verification of enrollment in the medical cannabis patient registry as part of the employee's explanation.
- d. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for marijuana. MROs will verify a drug test confirmed as positive, even if an employee claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.
- de. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide ~~him or her~~the individual with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.

- b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minnesota Statutes, Section 181.953, Subdivision 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.
- 6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform him or her of the individual of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments E and F to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

- 1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
- 2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
- 3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its

completion or by a positive test result on a confirmatory test after completion of the program.

4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.
6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.
7. An employee must be given access to information in ~~his or her~~ the individual's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;

3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minnesota Statutes Chapter 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minnesota Statutes Chapter 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

V. POSTING

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available

for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

- Legal References:**
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. Ch. 43A (State Personnel Management)
 - [Minn. Stat. § 151.72 \(Sale of Certain Cannabinoid Products\)](#)
 - [Minn. Stat. § 152.01 \(Definitions\)](#)
 - Minn. Stat. § 152.22 (~~Definitions~~; Medical Cannabis; ~~Definitions~~)
 - Minn. Stat. § 152.23 (~~Limitations~~; Medical Cannabis; ~~Limitations~~)
 - Minn. Stat. § 152.32 (Protections for Registry Program Participation)
 - [Minn. Stat. § 176.011, subd. 16 \(Definitions; Personal Injury\)](#)
 - Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
 - Minn. Stat. § 221.031 (Motor Carrier Rules)
 - 49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
 - [49 U.S.C. 31306a \(National Clearinghouse for Controlled Substance and Alcohol Test Results of Commercial Motor Vehicle Operators\)](#)
 - 49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
 - 49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)
- Cross-References:**
- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 - MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
 - MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
 - MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

Adopted: _____

MSBA/MASA Model Policy 417

Revised: _____

Orig. 1995
Rev. 2022~~15~~

417 CHEMICAL USE AND ABUSE

[Note: This policy reflects mandatory provisions of state and federal law and is not discretionary.]

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substance, medical cannabis, ~~toxic substances~~, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in ~~the school setting in~~ accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. ~~The policy of this school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement. is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.~~
- C. ~~Every~~The school district ~~that participates in a school district chemical abuse program~~ shall establish ~~and maintain in every school~~ a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- ~~D. The superintendent, with the advice of the school board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district.~~
- ED. The school district shall establish ~~and maintain a drug-free awareness program to~~ educate ~~and assist its employees, and may establish a students,~~ and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

[Note: School districts are required to establish a drug-free awareness program for school district employees pursuant to the Drug-Free Workplace Act. In addition, state law requires that the written districtwide school discipline policy must include procedures for detecting and addressing chemical abuse problems of a student while on the school premises. Further, school districts are required to develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement if receiving funding under the federal Student Support and Academic Enrichment Grants law. Comprehensive drug prevention programs are required to be adopted and carried out by school districts pursuant to the Safe and Drug-Free Schools and Communities Act. In addition, school

~~districts are required by the Drug-Free Workplace Act to establish drug-free awareness programs for school district employees. Further, state law authorizes school districts to provide instructional programs in chemical abuse and the prevention of chemical dependency.]~~

III. DEFINITIONS

- A. ~~“Chemical abuse,” as applied to students,~~ means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the ~~minor’s student’s~~ normal function in academic, school, or social activities is chronically impaired.
- B. ~~“Chemicals” includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.~~
- B. ~~“Controlled substances,” as applied to the chemical abuse assessment of students,~~ means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes section 152.02 and “marijuana” as defined in Minnesota Statutes section 152.01, subdivision 9; but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, “controlled substances” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
- C. ~~“Drug prevention” means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.~~
- C. ~~“Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.~~
- D. ~~“School location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.~~
- D. ~~“Teacher” means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.~~

IV. STUDENTS

A. Districtwide School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.

AB. Programs and Activities Instruction

1. ~~Every~~The school district shall develop, implement, and evaluate comprehensive ~~provide an instructional~~ programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes, in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.

[Note: The Safe and Drug-Free Schools and Communities Act requires school districts to adopt and carry out a comprehensive drug and violence prevention program with funds received. Since a comprehensive drug prevention program is required and a school district is specifically authorized by state law to provide instructional programs in chemical abuse and the prevention of chemical dependency, this should be a component of each school district's mandatory program. In addition, the Safe and Drug-Free Schools and Communities Act specifies additional items which that may be included as part of the mandatory comprehensive drug prevention program. Some of the suggested items relating to instruction or training are detailed in Paragraphs 2. Through 6. Below and a school district may wish to adopt one or all of the listed components as part of its mandatory program.]

2. ~~As part of its drug-free programs, the school district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.~~

~~2. Each school shall have age-appropriate and developmentally-based activities that:~~

~~a. address the consequences of violence and the illegal use of drugs, as appropriate;~~

~~b. promote a sense of individual responsibility;~~

~~c. teach students that most people do not illegally use drugs;~~

~~d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;~~

~~e. teach students about the dangers of emerging drugs;~~

~~f. engage students in the learning process; and~~

~~g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.~~

~~3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.~~

~~4. Each school shall disseminate drug and violence prevention information within the school and to the community.~~

5. — Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.

6. — Each school shall have drug and violence prevention activities that may include the following:

a. — Community wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.

b. — The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.

c. — Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.

d. — Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.

e. — Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

**CB. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance
Chemical Use and Abuse**

1. — In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location:

a. — The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.

b. — The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.

c. — The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.

d. — The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.

e. — The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.

2. — If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:

a. ~~_____~~ The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.

b. ~~_____~~ The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.

1. ~~_____~~ 1. _____ A teacher in a nonpublic school participating in a school district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.

[Note: School districts are not required to participate in a chemical abuse program or establish a chemical abuse preassessment team pursuant to state law. Schools are required to have procedures for detecting student chemical abuse and can obtain federal funding if they establish drug prevention, detection, intervention, and recovery support services. Thus, it is recommended that schools establish these programs and activities. For those schools that do not establish a chemical abuse preassessment team, those obligations could be assigned to a specified staff member such a school counselor or administrator.]

32. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals ~~shall~~ may be suspended and proposed for expulsion in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes section ~~§~~ 121A.40-121A.56, and proposed for expulsion.
43. Searches by school district officials in connection with the ~~abuse, possession, or transfer, distribution, or sale of~~ alcohol or a controlled substance chemicals will be conducted in accordance with school board policies related to search and seizure.
4. ~~_____~~ Nothing in paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.

DE. Preassessment Team

1. Every school ~~that participates in a school district chemical abuse program shall establish~~ have a chemical abuse preassessment team designated by the superintendent or designee. The team ~~must~~ will be composed of classroom teachers, administrators, and ~~to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social~~

~~worker, chemical abuse specialist, or others. For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated school district employee.~~

2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

ED. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes section§ 13.32 and applicable federal law and regulations.

2. Destruction of Records

- a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
- b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with ~~such~~ information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
- c. ~~This section shall govern~~ Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding provisions of the Records Management Act, Minnesota Statutes section§ 138.163 (Preservation and Disposal of Public Records).

FE. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

[Note: State law permits schools to provide these services to minor students without the consent of a parent. If, however, a school district provides these or other services pursuant to a grant received under the Student Support and Academic Enrichment Grants law, this funding could be jeopardized if the requirements of federal law, to obtain prior written, informed consent from the parent of each child who is under 18 years of age is not obtained.]

1. ~~The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.~~

2. ~~The advisory team shall:~~

a. ~~build awareness of the problem within the community, identify available treatment and counseling programs for students, and develop good working relationships and enhance communication between the schools and other community agencies; and~~

b. ~~develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.~~

V. EMPLOYEES

A. ~~The school district shall establish superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students, and others about:~~

1. ~~The dangers and health risks of chemical of drug abuse in the workplace/school.~~
2. ~~The school district's drug-free workplace/drug-free school policy of maintaining a drug-free workplace.~~
3. ~~Any available drug or alcohol counseling, treatment, rehabilitation, re-entry, and/or employee assistance programs available to employees and/or students.~~
4. The penalties that may be imposed on employees for drug abuse violations.

B. ~~The school district superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of any criminal drug statute conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.~~

~~**[Note: Notification to the federal granting agency within ten (10) days is required by the Drug-Free Workplace Act. 41 U.S.C. § 8103.]**~~

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
[Minn. Stat. § 121A.61 \(Discipline and Removal of Students from Class\)](#)
[Minn. Stat. § 124D.695 \(Approved Recovery Program Funding\)](#)
[Minn. Stat. § 126C.44 \(Safe Schools Levy\)](#)
Minn. Stat. § 138.163 (Preservation and Disposal of Public Records) Records Management Act)
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse,

Abortion)

[Minn. Stat. § 152.01 \(Definitions\)](#)

[Minn. Stat. § 152.02 \(Schedules of Controlled Substances; Administration of Chapter\)](#)

[Minn. Stat. § 152.22 \(Medical Cannabis; Definitions; Medical Cannabis\)](#)

[Minn. Stat. § 152.23 \(Medical Cannabis; Limitations; Medical Cannabis\)](#)

[Minn. Stat. § 299A.33 \(DARE Program\)](#)

[Minn. Stat. § 466.07, subd. 1 \(Indemnification Required\)](#)

[Minn. Stat. § 609.101, subd. 3\(e\) \(Controlled Substance Offenses; Minimum Fines\)](#)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

20 U.S.C. §§ 7101-716522 ([Student Support and Academic Enrichment Grants](#)~~Safe and Drug-Free Schools and Communities Act~~)

20 U.S.C. § 5812 ([National Education Goals](#))

20 U.S.C. § 7175 ([Local Activities](#))

41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)

34 C.F.R. Part 84 (Government-~~w~~[Wide](#) Requirements for Drug-Free Workplace)

Cross References:

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

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)

MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)

[MSBA/MASA Model Policy 419 \(Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction\)](#)

MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

INDEPENDENT SCHOOL DISTRICT #857
Continuing Contract Teacher's Seniority List
Update: 2/07/2023

<u>Name</u>	<u>Start Date</u>	<u>Current Valid Certification</u>	<u>Expires</u>	<u>Tier</u>	<u>Function Codes</u>	<u>Current General Assignment</u>
O'Duggan, Marcia	9/1/1994	K-6 Elementary Education	2027	4	180100	Kindergarten Teacher
Pilger, Suzanne	9/1/1998	K-6 Elementary Education Pre-Kindergarten	2027	4	180100 180102	Kindergarten Teacher
Harper, John	9/1/1999	K-12 Vocal and Classroom Music	2028	4	120400	K-4 General Music
Heftman, Debra	9/1/1999	1-6 Elementary Education K-12 Learning Disabilities 7-12 Coaching	2024	4	180100 190201 080450	2nd Grade Teacher
Manley, Sharon	9/1/1999	1-6 Elementary Education K-12 Library Media Specialist	2027	4	180100 941000	K-12 Librarian
Menk, Brian	9/1/1999	7-12 Mathematics	2028	4	110000	7-12 AD/Dean of Students
Olson, Brent	9/1/1999	1-6 Elementary Education Middle School Mathematics 7-12 Coaching	2026	4	180100 110000 080450	MS Math
Schmaltz, Scott	9/1/1999	1-6 Elementary Education	2025	4	180100	3rd Grade Teacher
Falkowski, Katherine	9/1/1999	1-6 Elementary Education Middle School Social Studies Middle School Life Science Middle School Physical Sciences	2027	4	180100 150000 130200 130300	2nd Grade Teacher
Todd, Victoria	9/1/1999	1-6 Elem Guidance & Counseling 7-12 Secondary Guidance & Counseling	2026	4	940302 940300	K-6 Guidance and Counseling
Walth, Stacy	9/1/1999	B-Age 6 Early Childhood Special Education	2027	4	190500	Early Childhood Special Education
Anderson, Lori	8/14/2000	K-12 School Counselor	2023	4	940310	7-12 Guidance and Counseling
Montgomery, Richard	9/1/2000	K-12 Physical Education 7-12 Coaching Pre K-12 DAPE	2024	4	080300 080450 190302	K-4 Physical Education K-4 DAPE

INDEPENDENT SCHOOL DISTRICT #857
Continuing Contract Teacher's Seniority List
Update: 2/07/2023

Sikkink, Connie	9/1/2012	K-12 Reading	2024	4	050196	9-12 Math
Berndt, Sarah	9/1/2013	7-12 Mathematics	2023	4	110000	Spanish Teacher/Curriculum Coord. (Out of Field Placement)
Czaplewski, Shannon	9/1/2013	1-6 Elementary Education	2028	4	180100	7-12 Special Education
Kennedy, Liza	9/1/2013	7-12 Social Studies	2027	4	150000	4th Grade Teacher
Sula, Britney	9/1/2013	Middle School Social Studies	2027	4	150000	5th Grade
VanderPlas, Michael	9/1/2014	K-12 Emotional Behavior Disorders	2027	4	190200	7-12 Social Studies
Nusbaum, Laura	11/3/2014	K-12 Learning Disabilities	2027	4	190201	9-12 Math
VanderPlas, Renee	8/31/2015	K-6 Elementary Education	2025	4	180100	5-6 Special Education
Brennan, Emily	8/29/2016	Age 3-PreK Pre-Primary	2025	4	180105	7-12 Science
Scheck, Ethan	8/28/2017	K-6 Elementary Education	2025	4	150000	9-12 Social Studies
Hanson, Cory	11/1/2018	Age 3-PreK Pre-Primary	2025	4	180105	7-12 Principal
		5-12 Social Studies	2025	4	150000	
		5-12 Mathematics	2026	4	110000	
		K-12 Learning Disabilities	2026	4	190201	
		K-12 Academic & Behavioral Strategist	2026	4	199810	
		5-8 Science	2026	4	130600	
		9-12 Earth Science	2026	4	130400	
		9-12 Life Science	2026	4	130200	
		5-12 Social Studies	2025	4	150000	
		District Principal K-12	2024	Prof Admin	933000	
		K-12 Reading Leader	2024	4	050195	
		K-12 Reading	2024	4	050196	
		5-12 Social Studies	2024	4	150000	

HIRE DATE

LEWISTON-ALTURA ISD #857
2023-24 School Calendar for Board Approval - Option 1 (May 31 - No Spring Break)

July							1st Quarter - 44 Student Days							January - 21 Days						
S	M	T	W	Th	F	S	Aug. 24-25: New Teacher Orientation	S	M	T	W	Th	F	S						
						1	Aug. 29 - High School Teacher Planning Night		1	2	3	4	5	6						
2	3	4	5	6	7	8	Aug. 28-31: No School - Staff Development Days	7	8	9	10	11	12	13						
9	10	11	12	13	14	15	Sept. 4: Labor Day - No School	14	15	16	17	18	19	20						
16	17	18	19	20	21	22	Sept. 5: New Student Orientation 6/7/New Students	21	22	23	24	25	26	27						
23	24	25	26	27	28	29	Sept. 5/6: K-5 Orientation with evening Sept. 5	28	29	30	31									
30	31						Sept. 6: All 6-12 Students Begin School													
August							2nd Quarter - 45 Student Days							February - 19 Days						
S	M	T	W	Th	F	S	Sept. 21: No School - Staff Development Day	S	M	T	W	Th	F	S						
		1	2	3	4	5	Oct. 17 - High School Conferences 4-7					1	2	3						
6	7	8	9	10	11	12	Oct. 18: No School - Staff Development Day	4	5	6	7	8	9	10						
13	14	15	16	17	18	19	Oct. 19-20: MEA Break - No School	11	12	13	14	15	16	17						
20	21	22	23	24	25	26	Nov. 9: Last day of 1st Quarter	18	19	20	21	22	23	24						
27	28	29	30	31				25	26	27	28	29								
September - 18 Days							3rd Quarter - 40 Student Days							March - 18 Days						
S	M	T	W	Th	F	S	Nov. 10: No School - Staff Development Day	S	M	T	W	Th	F	S						
					1	2	Nov. 13: First Day of 2nd Quarter						1	2						
3	4	5	6	7	8	9	Nov. 14: K-5 Conferences 4-7													
10	11	12	13	14	15	16	Nov. 16: K-5 Conferences 4-7	3	4	5	6	7	8	9						
17	18	19	20	21	22	23	Nov. 23-24: No School - Thanksgiving Break	10	11	12	13	14	15	16						
24	25	26	27	28	29	30	Dec. 13: No School - Staff Development Day	17	18	19	20	21	22	23						
							Dec. 25 - Jan. 1: No School - Winter Break	24	25	26	27	28	29	30						
							Jan. 4 - High School Conferences 4-7	31												
							Jan. 25: Last Day of Quarter 2 / Semester 1													
October - 19 Days							4th Quarter - 42 Student Days							April - 21 Days						
S	M	T	W	Th	F	S	Jan. 26: No School - Staff Development Day	S	M	T	W	Th	F	S						
1	2	3	4	5	6	7	Jan. 29: First Day of Semester 2 and 3rd Quarter		1	2	3	4	5	6						
8	9	10	11	12	13	14	Feb. 13: No School - Staff Development Day	7	8	9	10	11	12	13						
15	16	17	18	19	20	21	Feb. 19: No School - President's Day	14	15	16	17	18	19	20						
22	23	24	25	26	27	28	Feb. 20: K-5 Conferences 4-7	21	22	23	24	25	26	27						
29	30	31					Feb. 22: K-5 Conferences 4-7	28	29	30										
November - 19 Days							5th Quarter - 42 Student Days							May - 21 Days						
S	M	T	W	Th	F	S	March 14 - High School Conferences 4-7	S	M	T	W	Th	F	S						
			1	2	3	4	March 26: Last Day of Quarter 3				1	2	3	4						
5	6	7	8	9	10	11														
12	13	14	15	16	17	18	March 27: No School - Staff Development Day	5	6	7	8	9	10	11						
19	20	21	22	23	24	25	March 28 - April 1: No School - Spring Break	12	13	14	15	16	17	18						
26	27	28	29	30			April 2: First Day of Fourth Quarter	19	20	21	22	23	24	25						
							May 27: No School - Memorial Day	26	27	28	29	30	31							
December - 15 Days							June - 0 Days													
S	M	T	W	Th	F	S	May 14 - High School Conferences 4-7	S	M	T	W	Th	F	S						
					1	2	May 30: Last Day of Quarter 4 / Semester 2							1						
3	4	5	6	7	8	9	May 31: No School - Staff Development Day													
10	11	12	13	14	15	16	May 31: Graduation - 7 PM LAHS Gym	2	3	4	5	6	7	8						
17	18	19	20	21	22	23		9	10	11	12	13	14	15						
24	25	26	27	28	29	30		16	17	18	19	20	21	22						
31								23	24	25	26	27	28	29						
								30												

Key		K-6 PT Conferences/Open House
		No School-Teacher Workshop
		7-12 P/T Conferences/Open House
		No School for Students and/or Staff
		Last Day of Qtr./Last Student Day
		First Day of Qtr./First Student Day
		Graduation
	New Teacher Orientation	

Snow Days 1-3 will not be rescheduled
Make-up Days for Snow Days 4 / 5: Feb. 19 and April 1; additional snow make-up days may be added to the end of the school year if needed.

12 Teacher Workshop Days
4 Elementary Conferences and 1 Orientation Day
4 High School Conferences and 1 Orientation Day

Lewiston-Altura School Board Resolution – February 13, 2023

**Resolution Directing the Administration to Make Recommendations
Regarding the Reduction and/or Discontinuance of Programs and Positions and Reasons Therefore**

_____ introduced the following resolution and moved its adoption:

WHEREAS, the financial limitations of the District dictate that the School Board must reduce expenditures and there has been a reduction in overall student enrollment,

WHEREAS, this reduction in expenditures and this decrease in student enrollment may necessitate the discontinuance or reduction of programs and/or the discontinuance or reduction of positions, and

WHEREAS, a determination must be made as to whether programs or positions must be reduced and/or discontinued,

BE IT RESOLVED, by the School Board of Independent District No. 857 as follows:

That the School Board hereby directs the Superintendent and Administration to consider the discontinuance and/or reduction of programs to effectuate economies in the District as a result of a reduction in enrollment and make recommendations to the School Board for the discontinuance of programs, reduction of programs, discontinuance of positions, or the reduction of positions.

VOTING RECORD

The motion for the adoption of the preceding resolution was duly seconded by _____
and upon vote being taken thereon,

the following voted in favor thereof,

the following voted against the same:

whereupon said resolution was declared duly passed and adopted on February 13, 2023.

Report to the School Board

Feb. 13, 2023

By Elementary / Intermediate School Principal Dave Riebel

GOAL 1: THE DISTRICT WILL STRIVE TO PROVIDE THE BEST EDUCATIONAL PROGRAMS.

- Science curriculum inservice

K-6 classroom teachers worked with a representative from Twig science on our January 27 workshop day. The unfortunate delay in science material and kits caused a pause in the rollout of our new curriculum. The workshop day was set up to take staff through what the teacher view is and what the student view is. As we finish up with our current units, staff can transition into utilizing Twig science.

- Continued Math Wizard success.

Our fifth and sixth grade Math Wizard teams had an additional competition at Dover-Eyota with six area districts sending teams. Our teams had a successful competition with 5th graders Leo Hedlund and Carson Chartier as well as sixth grader Bently Wirt taking home individual honors.

GOAL 2: THE DISTRICT WILL STRIVE TO HIRE, DEVELOP AND MAINTAIN THE BEST POSSIBLE STAFF.

- Feb. 8 PD day

On our Feb. 8 staff development day, Paraprofessional staff gathered to meet with Angie Ellsworth, a Behavior Systems Consultant and trainer from Southeast Service Cooperative. Angie provided a wealth of engagement strategies and ideas for our staff who interact with all levels of learners within our schools. Angie also shared insight into positive behavior intervention strategies for our paras to put into practice.

- The district Continuing Ed committee met on 2/6/23 to review current staff members licensure renewal progress and the opportunities for continuing ed. credits.

GOAL 3: THE DISTRICT WILL STRIVE TO MAINTAIN A POSITIVE EMOTIONAL AND SAFE CLIMATE FOR LEARNERS AND STAFF.

- Intermediate Fun Night



It had been a couple of years since we were able to participate in this event, so the excitement was high for the Jan. 26 Intermediate Fun Night. A huge thanks goes out to the PLAY group for sponsoring and organizing the event. WE also thank the many parent volunteers who staffed the activities. Each hour, whole group Minute to Win It competitions capped mixed in with students rotating between activity rooms of bingo, hair/nail salon, foosball and beanbag tournaments craft and game



rooms with the opportunity to stop by the snack room all evening. The night concluded with many raffle prizes heading home with students. Thanks for a Fun Night!

- Valentine wishes

The Elementary Student Council members teamed up with High School National Honor Society members to spread a little love via their Valentine card and critter creations. The residents of the local assisted living homes in Lewiston received the cards and “Love Bugs” created by our combined student forces.



GOAL 4: THE DISTRICT WILL STRIVE TO MAINTAIN AND IMPROVE THE DISTRICT'S INFRASTRUCTURE.

- Ms. Manley and Ms. Ziegler have been the first staff members to start the process of packing up the Intermediate School by beginning to clean and box library items. Knowing that there will be space needed at the elementary school library, a team of paraprofessionals spent part of workshop days in a culling and storing process. More work will be needed throughout the spring in order to merge the Intermediate School library into the other buildings.
- Building task force team continues to meet on a monthly basis to address the topics of building closure.
- Ms. Carman, Mr. Riebel and Mr. Banicki met with Grafe Auction service to discuss the possibilities for a district auction connected to the closure of the Intermediate School. A walkthrough of the building highlighted the potential for an auction. Great insight on the logistics and timelines were shared.



Independent School Dist. No. 857
100 County Road 25
Lewiston, MN 55952
(507) 523-2191

Gwen Carman, Superintendent
Dave Riebel, Elementary and Intermediate Principal
Cory Hanson, High School Principal

Goal 1: The District will strive to provide the best possible educational programs.

- Congratulations to the following Cardinals of the Week
 - Georgia Mundt
 - Addison Smith
 - Emily Bacilio
 - Noah Dahlke
- Congratulations to the following Cardinals of the Month for February:
 - Peyton Kessler
 - Emily Chick
- Congratulations to the following Cardinals of the Month for February:
 - Grayson Speltz
 - Taya Olson
- 7th Grade student Peyton Kessler was chosen to represent Winona County ASAP at a national conference in Washington D.C. the week of January 29. Congratulations Peyton!
- Brielle Borchardt was chosen to participate in the Minnesota House of Representative Page Program. She represented Lewiston-Altura from January 16-20 at the state capitol. Congratulations Brielle!
- Owen Sommer was selected as one of our two representatives for the Excel Award, and was selected as one of 36 state Excel winners. As an Excel winner, Owen will be recognized on 45TV during the broadcast of the 2023 winter tournaments and in an on-court award ceremony during the Class AA championship game of the Girls Basketball State Tournament in March.
- We began the new quarter on January 30. It is hard to believe that we have less than half a school year remaining.

Goal 2: The District will strive to hire, develop, and maintain the best possible staff.

- Please welcome Sheila McDermott as our new High School English teacher. Sheila is coming to us from teaching at the technical college level for over 20 years. We are working to credential her for teaching concurrent enrollment for next school year as well.
- Please welcome Mr. Dashawn Reed and Mrs. Nicole Gilow as paraprofessionals at the high school. Both come to use with experience in the field of education and working with students.
- Please welcome Yang Xiong as our new onsite technical support person. Yang has stepped in and done a great job with taking over midyear. Thank you to Tyler for his years of support at LA.
- We had a great staff development day on January 27 with Angie Ellsworth from SSC. She worked with staff on engagement, de-escalation, and support for staff.
- We were able to bring her back on February 8 to work with paras. On February 8, teachers were trained on MCA procedures, as well as continued work with proficiency scales that many teachers are completing and we are being asked to look forward for those that are ready.

Goal 3: The District will strive to maintain a positive emotional and safe climate for learners and staff.

- We are in the process of SnoBall week. Royalty was announced on Friday to kickoff SnoBall. SnoBall will culminate with a dance on Saturday.

Goal 4: The District will strive to maintain and improve the district infrastructure.

- Nothing to report at this time.

Upcoming Events

- February 20 – No School for Staff or Students
- March 7 – High School Conferences
- March 9 – Snow Day make-up day
- March 10 – No School for Staff or Students



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Gwen Carman, Superintendent
Cory Hanson, High School Principal • Dave Riebel, Elementary/Intermediate Principal

Lewiston - Altura Schools: Building A Caring, Adaptable, Respectful, Determined, Successful Community

Superintendent's Report to the School Board
Respectfully Submitted by Gwen Carman
February 13, 2023

Meeting Agenda Item Notes

2023-2024 School Year Calendar The principals, 5 teachers and I met twice to discuss calendar options for 2023-2024. We then surveyed staff on two options. This is a typical process, and usually the survey results are typically almost evenly divided, ie, approx. 50% want a spring break and get out 'later', and 50% do not want a spring break and get out 'sooner.'

This year, there was an option (the one I am recommending) that has the last teacher day being May 31st. This is earlier than when we can typically do, but it works because of the way the holidays fell, etc. 49 staff responded to the survey (40 licensed). 67% preferred this option, while 33% preferred a June 7th last day (more breaks).

This calendar incorporates a more extensive transition experience for the incoming 6th and 7th graders (Sept. 5th), as well as continuing the two day transition (individual conferences) for K-5 students/parents (Sept. 5th & 6th). It also continues to provide for 5 full days for teacher professional development – with one of the days being August 31st (a 4 day vs the traditional 3 day August workshop week for teachers).

A related topic is that MDE has an option for districts to apply for a 'flexible learning year' and have students start school prior to Labor Day. The principals informally surveyed teachers about this and there was widespread support for pursuing this. The process includes surveying parents and a public input process. I would like to know if the Board supports pursuing this for 2024-2025.

Safe Learning Plan We are required to have our "Safe Learning Plan" reviewed and take public comments on it every six months as part of receiving the pandemic funding. I am recommending no changes to our current plan.

Teacher Seniority List We are required to establish a Seniority List for teachers each year. This document must show each teacher's date of hire and their licensure area as this would be utilized if there are any Unrequested Leaves of Absences due to staffing reductions. The proposed Seniority List has been reviewed by EdMN/L-A and all of the teachers.

Resolution Directing Administration to Make Recommendations Regarding the Reduction and/or Discontinuance of Programs This resolution is made each winter and by virtually every school district. This resolution provides administration the 'permission' to recommend staffing or program reductions.

I am anticipating that at the March 13th meeting, I will have recommendations for a revised 2022-2023 budget and anticipated position/staffing changes for 2023-2024. These will include recommended adjustments that will result from the closing of the Altura School. The 2023-2024 budget will be approved in June 2023.

Strategic Planning Process: Thank you for your thoughtful input and discussions on January 22nd. Our next meeting will be February 16th. Jeff and Terry drafted documents from our 1st meeting that the “Thoughts Leaders” are reviewing. These will be shared at the meeting on the 16th.

Facility Improvements and Operating Levy Increase Needs The principals, Joe and I met with InGensa to discuss and review the draft facility plans from last summer, asked many questions, discussed possible plan modifications and a possible timeline IF we want to have a referendum vote in November 2023. Note that Operating Levy votes must happen on General Election Days.

To continue this progress and process, we have scheduled facility needs informational meetings for:

Wednesday, March 1st:

- 7:00am and 3:15pm: Optional meetings for staff
- 6:30pm – Facilities Task Force (and open to the community. Board members can also attend.)
 - IF there are Board members who would like to meet with InGensa during the day on March 1st, let me know and we can schedule a time.

Monday, March 27th, 6:00pm

- Working School Board meeting with InGensa to discuss facility plans and community survey questions/options

OTHER UPDATES

Math Score Data Information: Lewiston-Altura High School students are assessed in math three times per year utilizing the STAR Assessment Suite. STAR assessments provide standardized data to measure each student’s understanding of mathematical concepts based on the MN Standards for their grade level.

In September 2022, for the Math 9 (freshmen) students, 22 of the top 26 scores were from students who attended L-A in grades 6-8. Specifically, four students who attended a local non-public school in grades 6-8, scored 4th, 12th, 24th and 26th respectively.

In December 2022, Math 9 students, students who attended L-A in grades 6-8, had the seven highest scores on the STAR Assessment as compared to students who attended a local non-public school in grades 6-8.

In December 2022, Geometry students (Grade 10), students who attended L-A in grade 6-8, had 7 of the 9 highest scores as compared to students who attended a local non-public school in grades 6-8.

This data confirms that local non - public school students are generally strong math students, but they are not exceeding the skill level of the stronger students who have been in L-A for grades 6-8th.

This data is also a positive reflection on our math curriculum changes in the past 5 years. This data also reinforces the importance of continuing to support our teachers in assuring their instruction, assessments and grading practices are in alignment with the MN Standards.

City of Altura/Altura School and Grounds: The City of Altura has approved forming a committee to negotiate with our school district regarding the possible purchase of the Altura School and grounds. We are coordinating to have our mutual committees meet.

Thank You Kevin Ziebell! Thank you and congratulations to Transportation Supervisor Kevin Ziebell for doing everything that needed to be done so that all of our buses and vans passed DOT inspections on February 7th. This is on top of Kevin also frequently driving bus routes because we often need him to be a substitute driver. We can be very proud that our transportation fleet completed another successful inspection day! This is in no means a simple task as the

inspectors are extremely detailed. We need to have continued discussions about the need to replace vans that will be exceeding their time for transporting students (September 2023) and buses that will need replacement (we have one on order currently).

HVED Committee Work: My work with HVED (Hiawatha Valley Education District – our special education cooperative) has increased in recent weeks. I am part of a group who met individually with staff from the SAIL program (Level IV Behavior Disabled) to better understand the challenges and help identify possible recommendations.

I am also now one of two superintendents now on the Personnel Committee. My first meeting is February 8th (evening).

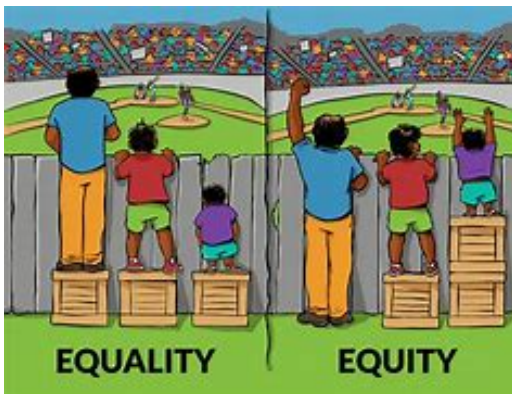
MSBA Negotiations Trainings: Sheala, Bree and I will be attending the training in St. Cloud on February 24th. David and Dave indicated their preference to attend the remote trainings. Let me now which you prefer so we can register you:

- Part A: 6 p.m. to 9 p.m. Tuesday, February 28, 2023
- Part A: 9 a.m. to noon Wednesday, March 1, 2023

- Part B: 6 p.m. to 9 p.m. Tuesday, March 7, 2023
- Part B: 9 a.m. to noon Wednesday, March 8, 2023

February 10th – Legislative Day (Kasson): I will have an update on this at the meeting.

March 20, 2023 MSBA/MASA Advocacy Day at the Capitol This year MASA (MN Association of School Administrators) is adding a day of advocacy at the capitol in collaboration with MSBA (MN School Board Association). Both organizations are inviting their members to meet at the Radisson Hotel, formerly the Best Western Capitol Ridge, at 8:00am on Monday, March 20, 2023. There will be a program at the hotel in the morning followed by lunch and then time for you to meet your local representatives and committee chairs in the afternoon at the state capitol. Please let me know if you would like to attend.



A reminder of the importance of considering equity in the work we do:
Every student deserves our best and what s/he needs to achieve.