

Regular School Board Meeting of ISD 857

Monday, March 13, 2023 6:00 PM

Board & Public in HS Library/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
Jenny Koverman
Daniel Kriedermacher
Bree Maki
Dave Pringle
Sarah Sommer

IV. Approve the March 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. Informational Presentation by Deb Marcotte, Hiawatha Valley Education District Director

VIII. Consent Agenda

- A. Board Meeting Minutes: February 13, March 1st
- B. Board Bills
- C. Miscellaneous Payments
- D. Wire Payments
- E. Statement of Expenditures
- F. Treasury Report
- G. Student Activity Report

Accept Donations:

American Legion Post #90: \$500.00 for Trap

Shooting Team (recognized in Feb 2023)
Kwik Trip: \$141.90 for the Washington, D.C.
trip

Personnel:

Approved the hires of JV Baseball Coach Dylan
Wenninger and Jr. High Baseball Coach Ben
Oevering in accordance with 2021-2023 EdMN/L-A
Master Agreement.

IX. 2022-2023 Modified School Year Calendar

X. Resolution to Nonrenew Samantha Lombard, a
probationary teacher, effective at the end of
the 2022-2023 school year.

XI. Resolution to Nonrenew Garry Johnson, a
probationary teacher, effective at the end of
the 2022-2023 school year.

XII. Resolution to Nonrenew Amanda Flesch, a
probationary teacher, effective at the end of
the 2022-2023 school year.

XIII. Resolution to Nonrenew Zachary Vix, a
probationary teacher, effective at the end of
the 2022-2023 school year.

XIV. Resolution to Nonrenew Schad Priem, a Tier I
teacher, effective at the end of the 2022-2023
school year.

XV. Resolution to Nonrenew Tyler Wiese, a Tier I
teacher, effective at the end of the 2022-2023
school year.

XVI. Resolution to place Mandy Rupprecht, a tenured
teacher, on 0.20 FTE Unrequested Leave of
Absence effective at the end of the 2022-2023
school year.

XVII. Policies and Forms on 2nd Reading

1. 538 Gift Solicitation from Civic
Organizations/ 511 Form
2. 596 Video/Movie Usage
3. 530 Immunization Requirements
4. 507 Corporal Punishment
5. 508 Extended School Year for Certain
Students with Individualized Education
Programs
6. 510 Student Activities
7. 416 Drug and Alcohol Testing
8. 417 Chemical Use and Abuse

XVIII. Discussion of Draft Strategic Planning
Mission, Vision and Goals and Board

Representation on Action Planning Teams

XIX. PK-6 Principal's Report

XX. High School Principal's Report

XXI. Superintendent's Report

XXII. Board Committee Reports

XXIII. Upcoming Meeting Schedule

March 27th, 6:00pm Workshop Session with
Facilities Task Force
April 3, 6:00pm Community Engagement Meeting
at High School (school tours prior)
April 10th, 6:00pm Regular Board Meeting
May 8th, 6:00pm Regular Board Meeting
May 15th, 6:00pm Workshop Session with
Facilities Task Force (Survey Results)
TENTATIVE May 22nd, 6:00pm Community
Engagement Meeting
June 12th, 6:00pm Regular Board Meeting

Committee Meetings

Health and Safety: March 16th, 7:15am
Policy Review: March 23, 7:00am
EdMN/L-A Negotiations: March 15th (Board Only,
6:00pm); March 29th (with EdMN/L-A

XXIV. 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 and to
discuss property sale proposal at 24274
County Road 25, Lewiston MN.

XXV. Motion to Reopen the Meeting to the Public

XXVI. Motion to direct administration to
negotiate the sale of the Altura Intermediate
School property and building with the City of
Altura.

XXVII. Adjourn

MINUTES OF THE LEWISTON-ALTURA REGULAR SCHOOL BOARD MEETING
ISD #857
February 23, 2023

A regular meeting of the School Board of Independent School District #857 was held on February 13, 2023 at 6:00pm. The Board members met in the Elementary School Library. Members present were David Baer, Sara Daley, Jenny Koverman Daniel Kreidermacher, Bree Maki, Dave Pringle, and Sarah Sommer.

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

A L-A High School student report was presented by Owen Sommer.

Motion by Koverman and second by Sommer to approve the February 13th meeting agenda. MCU.

Motion by Pringle and second by Kriedermacher to approve the Consent Agenda. MCU.

Motion by Koverman and second by Sommer to approve the Safe Learning Plan. MCU.

Motion by Pringle and second by Koverman to dissolve the cooperative agreement with Saint Charles in boys and girls soccer and form a new boys and girls cooperative soccer agreement with Saint Charles, Lewiston -Altura and Lanesboro. MCU.

Motion by Baer and second by Sommer to approve Policies 538, 596, 530, 507,508, 510, 416, 417 on a 1st reading. MCU.

Motion by Koverman and second by Kreidermacher to approve the 2022-2023 Teacher Seniority List. MCU.

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

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 was approved by Koverman and seconded by Sommer at 7:20pm. MCU.

Motion by Sommer and seconded by Koverman to re-open the meeting to the public at 7:49pm.

Motion by Pringle, seconded by Baer to adjourn the meeting at 7:50pm. MCU.

Dave Pringle, Clerk

MINUTES OF THE LEWISTON-ALTURA REGULAR SCHOOL BOARD MEETING
ISD #857
March 1, 2023

A Community Task Force to look at the financial and facility challenges of the district was held on Wednesday, March 1, 2023 at 6:00pm in the High School Library. Members Sommer, Baer, Daley, Pringle were present.

Representatives from InGensa, Ehlers and ISG presented facility renovation options, cost estimates, financing options, tax implications and a process and options for surveying community members. Task Force and Board members discussed the information and asked questions.

Dave Pringle, Clerk

Lewiston-Altura Public Schools

ARGUMENTS HEADER PAGE

Report Number: 135693
Report Name: ap_prepmt
Submitted By: Kara Prosen

Retrieval Argument(s)		Value(s)
Voucher Company	like	0857
Bank Code	like	* 001
Vendor Group	like	
Vendor Code	like	
Starting Voucher Numbr	>=	0
Ending Voucher Numbr	<=	999999999
Voucher Batch	like	
Category	like	
Priority	like	
Payment Group	like	
Payment Type	like	CH
	(
	(
Starting Due Date	>=	02/14/2023
Ending Due Date	<=	03/07/2023
)	
	(
Starting Disc Date	>=	02/14/2023
Ending Disc Date	<=	03/07/2023
)	
)	

* = Required Field

Lewiston-Altura Public Schools

March 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		65055		Check	1	18397	SOUTHEAST SERVICE COOPERATIVE		Yes	No	Yes	03/06/2023	0.00
001	P10315	59851	69487	Check	1	6265	HOME FEDERAL SAVINGS BANK		Yes	No	Yes	02/22/2023	(42.50)
001	P10431	60159	69746	Check	1	6276	STATE FARM LIFE INSURANCE COMPA		Yes	No	Yes	02/22/2023	(502.00)
001	P307CK	64902	73984	Check	1	7034	Decorah High School		Yes	No	Yes	02/15/2023	(80.00)
001	P308BD	64940	74030	Check	1	5793	Employers Preferred Ins. Co.		Yes	Yes	No	02/14/2023	37,818.00
001	P308BD	64926	74031	Check	1	3012	Equiparts Corp		Yes	Yes	No	02/14/2023	552.49
001	P308BD	64939	74032	Check	1	5734	FUNK, ED		Yes	Yes	No	02/14/2023	15.00
001	P308BD	64943	74033	Check	1	6909	Heimermann, Gabriella	Ind/Sole Proprietor	Yes	Yes	No	02/14/2023	20.00
001	P308BD	64931	74034	Check	1	3737	Hiawatha Valley Ed District		Yes	No	No	02/14/2023	24,990.76
001	P308BD	64916	74035	Check	1	07141	HIGH PLAINS COOPERATIVE		Yes	Yes	No	02/14/2023	1,341.86
001	P308BD	64932	74036	Check	1	4085	IEA, INC		Yes	Yes	No	02/14/2023	1,275.00
001	P308BD	64922	74037	Check	1	2435	INSTY-PRINT OF WINONA		Yes	Yes	No	02/14/2023	85.19
001	P308BD	64936	74038	Check	1	4845	KELLY, KRISTIN		Yes	Yes	No	02/14/2023	1,155.00
001	P308BD	64927	74039	Check	1	3038	Lewiston Hardware, LLC		Yes	Yes	No	02/14/2023	241.59
001	P308BD	64941	74040	Check	1	5801	Midwest Bus Parts, Inc.		Yes	Yes	No	02/14/2023	1,374.90
001	P308BD	64930	74041	Check	1	3571	MINNESOTA ENERGY RESOURCES	Other	Yes	No	Yes	02/14/2023	4,782.15
001	P308BD	64930	74041	Check	1	3571	MINNESOTA ENERGY RESOURCES	Other	Yes	No	Yes	02/16/2023	(4,782.15)
001	P308BD	64917	74042	Check	1	12540	MISSISSIPPI WELDERS SUPPLY COMP,		Yes	Yes	No	02/14/2023	142.29
001	P308BD	64935	74043	Check	1	4810	MONSON, DARRELL		Yes	No	No	02/14/2023	55.00
001	P308BD	64918	74044	Check	1	12630	MOTOR PARTS & EQUIP		Yes	No	No	02/14/2023	419.68
001	P308BD	64925	74045	Check	1	2555	National FFA Organization		Yes	Yes	No	02/14/2023	92.50
001	P308BD	64929	74046	Check	1	3263	North Central Truck Equipment		Yes	Yes	No	02/14/2023	474.31
001	P308BD	64933	74047	Check	1	4097	OLSON FENCING LLC		Yes	No	Yes	02/14/2023	3,135.00
001	P308BD	64933	74047	Check	1	4097	OLSON FENCING LLC		Yes	No	Yes	03/03/2023	(3,135.00)
001	P308BD	64928	74048	Check	1	3098	Pan-O-Gold Baking Company		Yes	Yes	No	02/14/2023	438.29
001	P308BD	64944	74049	Check	1	6912	Peterson, Cindy	Ind/Sole Proprietor	Yes	No	No	02/14/2023	20.00
001	P308BD	64921	74050	Check	1	2411	REINHART FOOD SERVICE		Yes	Yes	No	02/14/2023	13,948.82
001	P308BD	64938	74051	Check	1	5638	ROCKIE HILL BISON		Yes	No	No	02/14/2023	514.50
001	P308BD	64919	74052	Check	1	18080	SCHILLING SUPPLY COMPANY		Yes	Yes	No	02/14/2023	1,842.13
001	P308BD	64920	74053	Check	1	18397	SOUTHEAST SERVICE COOPERATIVE		Yes	Yes	No	02/14/2023	402.50
001	P308BD	64942	74054	Check	1	5876	Teachers on Call	C Corporation	Yes	Yes	No	02/14/2023	1,443.14
001	P308BD	64924	74055	Check	1	2508	Theis Printing	C Corporation	Yes	Yes	No	02/14/2023	1,295.00
001	P308BD	64934	74056	Check	1	4448	VERIZON WIRELESS		Yes	Yes	No	02/14/2023	151.29
001	P308BD	64937	74057	Check	1	5282	WEBstaurant Store		Yes	Yes	No	02/14/2023	4,209.15
001	P308BD	64923	74058	Check	1	25014	ZIEBELL'S HIAWATHA FOODS, INC.		Yes	Yes	No	02/14/2023	6,880.50
001	P308BD	64945	74059	Check	1	6496	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	Yes	Yes	No	02/15/2023	131.23
001	P308CK	65006	74060	Check	1	3571	MINNESOTA ENERGY RESOURCES	Other	Yes	No	No	02/17/2023	4,889.62
001	P308PR	65003	74061	Check	1	4951	Bremer Bank		Yes	No	Yes	02/17/2023	450.00
001	P308PR	65003	74061	Check	1	4951	Bremer Bank		Yes	No	Yes	02/20/2023	(450.00)

Lewiston-Altura Public Schools
March 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	P308PR	65004	74062	Check	1		HOME FEDERAL SAVINGS BANK		Yes	No	Yes	02/17/2023	42.50
001	P308PR	65004	74062	Check	1		HOME FEDERAL SAVINGS BANK		Yes	No	Yes	02/20/2023	(42.50)
001	P308PR	65005	74063	Check	1		ISD 857 - Flex Plan Checking		Yes	No	Yes	02/17/2023	950.88
001	P308PR	65005	74063	Check	1		ISD 857 - Flex Plan Checking		Yes	No	Yes	02/20/2023	(950.88)
001	P308PR	65002	74064	Check	1	R1	Merchants Bank		Yes	No	Yes	02/17/2023	375.00
001	P308PR	65002	74064	Check	1	R1	Merchants Bank		Yes	No	Yes	02/20/2023	(375.00)
001	P308PR	65001	74065	Check	1		Winona National Bank		Yes	No	Yes	02/17/2023	160.00
001	P308PR	65001	74065	Check	1		Winona National Bank		Yes	No	Yes	02/20/2023	(160.00)
001	P308CK	64993	74066	Check	1		Aarre, Nicole		Yes	Yes	No	02/20/2023	100.00
001	P308CK	64948	74067	Check	1		ARNOLD'S SUPPLY		Yes	Yes	No	02/20/2023	15,925.00
001	P308CK	64987	74068	Check	1		BERGANKDV	C Corporation	Yes	Yes	No	02/20/2023	1,125.00
001	P308CK	64966	74069	Check	1	R1	CDW-Government		Yes	Yes	No	02/20/2023	5,912.97
001	P308CK	64970	74070	Check	1		Chester Pozanc Trucking & Exc. LLC		Yes	No	No	02/20/2023	727.65
001	P308CK	64967	74071	Check	1		City of Lewiston		Yes	Yes	No	02/20/2023	1,879.30
001	P308CK	64949	74072	Check	1	R1	DISCOUNT SCHOOL SUPPLY		Yes	Yes	No	02/20/2023	313.47
001	P308CK	64958	74073	Check	1		FILLMORE CENTRAL		Yes	No	No	02/20/2023	75.00
001	P308CK	64984	74074	Check	1		Gophermods, LLC	S Corporation	Yes	No	No	02/20/2023	563.00
001	P308CK	64986	74075	Check	1		Harter's Trash & Recycling Inc		Yes	No	No	02/20/2023	1,757.13
001	P308CK	64969	74076	Check	1		HBC		Yes	Yes	No	02/20/2023	2,848.00
001	P308CK	64950	74077	Check	1		HIGH PLAINS COOPERATIVE		Yes	Yes	No	02/20/2023	6,821.04
001	P308CK	64951	74078	Check	1		Hillyard, Inc		Yes	No	No	02/20/2023	8.96
001	P308CK	64982	74079	Check	1		Holmen Area Foundation		Yes	No	No	02/20/2023	60.00
001	P308CK	64968	74080	Check	1	R1	Hy-Vee Accounts Receivable		Yes	No	No	02/20/2023	405.59
001	P308CK	64989	74081	Check	1		I-State Truck Center		Yes	Yes	No	02/20/2023	1,391.75
001	P308CK	64964	74082	Check	1	R1	J.W. Pepper & Son, Inc.		Yes	Yes	No	02/20/2023	474.84
001	P308CK	64977	74083	Check	1		KASSON-MANTORVILLE		Yes	No	No	02/20/2023	150.00
001	P308CK	64954	74084	Check	1		KWIK TRIP		Yes	Yes	No	02/20/2023	400.69
001	P308CK	64965	74085	Check	1		L-A Booster Club		Yes	Yes	No	02/20/2023	610.95
001	P308CK	64955	74086	Check	1		LEWISTON AUTO		Yes	Yes	No	02/20/2023	18.76
001	P308CK	64980	74087	Check	1	R1	Loffler Companies --- 131511		Yes	Yes	No	02/20/2023	3,832.32
001	P308CK	64975	74088	Check	1		Mackin		Yes	Yes	No	02/20/2023	2,095.00
001	P308CK	64991	74089	Check	1		MERZER, SHEILA		Yes	No	No	02/20/2023	356.25
001	P308CK	64978	74090	Check	1		Midwest Bus Parts, Inc.		Yes	No	No	02/20/2023	362.90
001	P308CK	64983	74091	Check	1		MiEnergy Cooperative	Other	Yes	Yes	No	02/20/2023	8,858.72
001	P308CK	64992	74092	Check	1		Mindependent		Yes	Yes	No	02/20/2023	175.00
001	P308CK	64974	74093	Check	1		MINNESOTA Public Employees Insurance		Yes	No	No	02/20/2023	30,739.72
001	P308CK	64956	74094	Check	1		MISSISSIPPI WELDERS SUPPLY COMP,		Yes	Yes	No	02/20/2023	152.89
001	P308CK	64957	74095	Check	1		MOTOR PARTS & EQUIP		Yes	No	No	02/20/2023	438.51
001	P308CK	64971	74096	Check	1		North Central Truck Equipment		Yes	Yes	No	02/20/2023	599.21

Lewiston-Altura Public Schools

March 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	P308CK	64959	74097	Check	1	1659	PINE ISLAND HIGH SCHOOL		Yes	Yes	No	02/20/2023	40.00
001	P308CK	64960	74098	Check	1	17077	REGION V COMPUTER SERVICES		Yes	Yes	No	02/20/2023	38.25
001	P308CK	64953	74099	Check	1	1005	RUSHFORD PETERSON SCHOOL DIST		Yes	No	No	02/20/2023	200.00
001	P308CK	64961	74100	Check	1	18080	SCHILLING SUPPLY COMPANY		Yes	Yes	No	02/20/2023	972.37
001	P308CK	64952	74101	Check	1	08001	SILO IMMANUEL LUTHERAN		Yes	No	No	02/20/2023	8,049.69
001	P308CK	64988	74102	Check	1	6993	SOLIANT HEALTH, LLC		Yes	Yes	No	02/20/2023	9,963.20
001	P308CK	64985	74103	Check	1	6729	South Central Service Coop		Yes	No	No	02/20/2023	910.00
001	P308CK	64962	74104	Check	1	18397	SOUTHEAST SERVICE COOPERATIVE		Yes	No	Yes	02/20/2023	0.00
001	P308CK	64962	74104	Check	1	18397	SOUTHEAST SERVICE COOPERATIVE		Yes	No	Yes	03/06/2023	0.00
001	P308CK	64981	74105	Check	1	5876	Teachers on Call	C Corporation	Yes	Yes	No	02/20/2023	6,300.84
001	P308CK	64976	74106	Check	1	5318	The McDowell Agency, Inc.		Yes	Yes	No	02/20/2023	32.00
001	P308CK	64979	74107	Check	1	5805	University Wisconsin - La Crosse		Yes	Yes	No	02/20/2023	252.00
001	P308CK	64990	74108	Check	1	7037	Wilkins Athletics		Yes	No	No	02/20/2023	3,399.00
001	P308CK	64973	74109	Check	1	4635	WINONA CONTROLS, INC.		Yes	Yes	No	02/20/2023	240.65
001	P308CK	64963	74110	Check	1	22254	WINONA COUNTY AUDITOR-TREASURI		Yes	Yes	No	02/20/2023	481.09
001	P308CK	64972	74111	Check	1	4542	WINONA HEALTH SERVICES		Yes	No	No	02/20/2023	110.00
001	P308PR	65009	74112	Check	1	4951	Bremer Bank		Yes	Yes	No	02/17/2023	450.00
001	P308PR	65010	74113	Check	1	6265	HOME FEDERAL SAVINGS BANK		Yes	Yes	No	02/17/2023	42.50
001	P308PR	65011	74114	Check	1	6461	ISD 857 - Flex Plan Checking		Yes	Yes	No	02/17/2023	950.88
001	P308PR	65008	74115	Check	1	4786	Merchants Bank		Yes	Yes	No	02/17/2023	375.00
001	P308PR	65007	74116	Check	1	3545	Winona National Bank		Yes	Yes	No	02/17/2023	160.00
001	P308PR	65012	74117	Check	1	6283	MinnWest Bank Group		Yes	Yes	No	02/17/2023	30.00
001	P308PR	65028	74118	Check	1	6406	Ameritas Life Insurance Corp		Yes	No	No	03/03/2023	178.48
001	P308PR	65025	74119	Check	1	4951	Bremer Bank		Yes	No	No	03/03/2023	450.00
001	P308PR	65021	74120	Check	1	11202	Education Minnesota - Lewiston-Altura		Yes	No	No	03/03/2023	3,940.54
001	P308PR	65026	74121	Check	1	6265	HOME FEDERAL SAVINGS BANK		Yes	No	No	03/03/2023	42.50
001	P308PR	65029	74122	Check	1	6461	ISD 857 - Flex Plan Checking		Yes	No	No	03/03/2023	950.88
001	P308PR	65022	74123	Check	1	17090	MADISON NATIONAL LIFE		Yes	No	No	03/03/2023	898.94
001	P308PR	65024	74124	Check	1	4786	Merchants Bank		Yes	No	No	03/03/2023	375.00
001	P308PR	65027	74125	Check	1	6283	MinnWest Bank Group		Yes	No	No	03/03/2023	30.00
001	P308PR	65023	74126	Check	1	3545	Winona National Bank		Yes	No	No	03/03/2023	160.00
001	P309CK	65034	74127	Check	1	1741	BEST WESTERN KELLY INN		Yes	No	No	03/03/2023	216.24
001	P309CK	65043	74128	Check	1	5631	BSN Sports, LLC		Yes	No	No	03/03/2023	25.98
001	P309CK	65039	74129	Check	1	2671	CDW-Government		Yes	No	Yes	03/03/2023	408.00
001	P309CK	65039	74129	Check	1	2671	CDW-Government		Yes	No	Yes	03/06/2023	(408.00)
001	P309CK	65031	74130	Check	1	1114	Century Link	S Corporation	Yes	No	No	03/03/2023	223.65
001	P309CK	65042	74131	Check	1	5100	DELTA DENTAL OF MINNESOTA		Yes	No	No	03/03/2023	2,173.17
001	P309CK	65032	74132	Check	1	1168	DOVER EYOTA SCHOOL DISTRICT		Yes	No	No	03/03/2023	125.00
001	P309CK	65052	74133	Check	1	7051	Ducosin, Grace		Yes	No	No	03/03/2023	84.00

Lewiston-Altura Public Schools
March 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	P309CK	65037	74134	Check	1	2120	FLINN SCIENTIFIC INC		Yes	No	No	03/03/2023	112.31
001	P309CK	65047	74135	Check	1	6158	Innovative Therapy Solutions, LLC		Yes	No	No	03/03/2023	1,530.00
001	P309CK	65030	74136	Check	1	09060	JOHNSON CONTROLS FIRE PROTECTI		Yes	No	No	03/03/2023	5,607.78
001	P309CK	65044	74137	Check	1	5646	Livestockjudging.com		Yes	No	No	03/03/2023	300.00
001	P309CK	65045	74138	Check	1	5865	Loffler Companies --- 131511		Yes	No	No	03/03/2023	13.47
001	P309CK	65051	74139	Check	1	7047	Logic Of English, Inc		Yes	No	No	03/03/2023	999.00
001	P309CK	65033	74140	Check	1	12540	MISSISSIPPI WELDERS SUPPLY COMP,		Yes	No	No	03/03/2023	33.24
001	P309CK	65038	74141	Check	1	2555	National FFA Organization		Yes	No	No	03/03/2023	460.40
001	P309CK	65049	74142	Check	1	6720	Oslie, Madison	Ind/Sole Proprietor	Yes	No	No	03/03/2023	400.00
001	P309CK	65053	74143	Check	1	7052	Pham, Vincent		Yes	No	No	03/03/2023	72.00
001	P309CK	65041	74144	Check	1	4800	Region 1A		Yes	No	No	03/03/2023	200.00
001	P309CK	65035	74145	Check	1	18080	SCHILLING SUPPLY COMPANY		Yes	No	No	03/03/2023	2,231.75
001	P309CK	65050	74146	Check	1	6993	SOLIANT HEALTH, LLC		Yes	No	No	03/03/2023	3,832.00
001	P309CK	65046	74147	Check	1	5876	Teachers on Call	C Corporation	Yes	No	No	03/03/2023	2,409.56
001	P309CK	65048	74148	Check	1	6512	Up-N-Running IT Partners		Yes	No	No	03/03/2023	4,031.00
001	P309CK	65040	74149	Check	1	4448	VERIZON WIRELESS		Yes	No	No	03/03/2023	321.40
001	P309CK	65036	74150	Check	1	1883	XCEL ENERGY		Yes	No	No	03/03/2023	2,094.40
001		65054	74151	Check	1	6265	HOME FEDERAL SAVINGS BANK		Yes	No	No	03/03/2023	42.50

Bank Total: \$262,337.52

Report Total: \$262,337.52

Lewiston-Altura Public Schools March 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	AR308P	64946		Wire	1 6916		ArbiterSports		No	Yes	No	02/20/2023	5,000.00
001	P23AP8	64947		Wire	1 5546		VISA		No	Yes	No	02/17/2023	3,614.07
001	P308PR	64994		Wire	1 1053		MINNESOTA ELECTRONIC FUNDS		No	Yes	No	02/17/2023	6,969.14
001	P308PR	64995		Wire	1 1054		FEDERAL TAXES		No	Yes	No	02/17/2023	46,125.60
001	P308PR	64996		Wire	1 18600		MINNESOTA TEACHERS RETIREMENT		No	Yes	No	02/17/2023	26,333.09
001	P308PR	64997		Wire	1 18610		Public Employers Retirement Association		No	Yes	No	02/17/2023	8,080.63
001	P308PR	64998		Wire	1 4373		ING		No	No	No	02/17/2023	2,193.82
001	P308PR	64999		Wire	1 6283		MinnWest Bank Group		Yes	No	Yes	02/17/2023	0.00
001	P308PR	65000		Wire	1 6496		EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	Yes	No	02/17/2023	7,918.66
001	P308AM	65013		Wire	1 3128	R1	Amazon Capital Services		No	No	No	02/28/2023	448.86
001	P308PR	65014		Wire	1 1053		MINNESOTA ELECTRONIC FUNDS		No	No	No	03/03/2023	6,782.52
001	P308PR	65015		Wire	1 1054		FEDERAL TAXES		No	No	No	03/03/2023	47,528.71
001	P308PR	65016		Wire	1 18600		MINNESOTA TEACHERS RETIREMENT		No	No	No	03/03/2023	26,890.62
001	P308PR	65017		Wire	1 18610		Public Employers Retirement Association		No	No	No	03/03/2023	7,497.37
001	P308PR	65018		Wire	1 4373		ING		No	No	No	03/03/2023	2,193.82
001	P308PR	65019		Wire	1 6283		MinnWest Bank Group		Yes	No	Yes	03/03/2023	0.00
001	P308PR	65020		Wire	1 6496		EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	No	No	03/03/2023	7,918.66

Bank Total: \$205,495.57

Report Total: \$205,495.57

Lewiston-Altura Public Schools Statement of Expenditures March 2023

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

Description	202113		202213		202309	
	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	27,183.58 48%
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	90,181.49 94%
Report Totals:	10,906,578.00	11,133,948.20 102%	11,573,602.00	10,916,076.85 94%	10,540,573.00	6,012,328.54 57%

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
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>\$ 162,066.53</u>
Less Adjustments	
Outstanding journal entries	
Accounts Payable	\$ (3,038.00)
Accounts Receivable	\$ 50.00
Subtotal Adjustments	<u>\$ (2,988.00)</u>
Total Fundraised Cash	<u><u>\$ 165,054.53</u></u>
Student Fundraised Fund Cash	<u><u>\$ 181,457.05</u></u>

December 2022 Bank Reconciliation- Treasury Report

Funds	Balance Beginning of Month	Receipts	Disbursements	Balance End of Month	Ending Balance 2/28/2023
General Fund	\$ 1,341,197.43	\$ 939,394.49	\$ 819,682.27		\$ 1,460,909.65
Food Service Fund	\$ 171,403.83	\$ 48,870.36	\$ 49,554.01		\$ 170,720.18
Community Ed	\$ 157,447.52	\$ 26,771.04	\$ 38,678.97		\$ 145,539.59
Building Construction	\$ 357,091.32	-	-		\$ 357,091.32
Debt Redemption	\$ (153,069.30)				\$ (153,069.30)
Student Fundraised Fund	\$ 160,831.53	\$ 28,823.97	\$ 3,506.49		\$ 186,149.01
Totals	\$ 2,034,902.33	\$ 1,043,859.86	\$ 911,421.74	\$ -	\$ 2,167,340.45

Reconcilement 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	\$ (103,687.18)		\$ 10,584.29	\$ 43,742.82
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

\$ 2,088,032.09

Lewiston - Altura Public Schools						
February 2023 Bank Reconciliation						
	Beg. Balance 1/31/2023	Receipts	Disbursements	Journal Entry	End. Balance 2/28/2023	
MinnWest Bank #200014	136,845.71	412,696.42	416,948.63		132,593.50	
Merchants Bank	38,952.15	320,000.00	316,423.98		42,528.17	
MSDLAF 601470	1,433,400.85	701,281.23	645,000.00		1,489,682.08	
Investment Account	522,705.02	3,754.90	3,709.06		522,750.86	
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	2,181,134.98	1,437,732.55	1,382,081.67		2,236,785.86	
Transfers between A/Cs	0.00	(645,000.00)	(645,000.00)		0.00	
Previous Current	(156,816.94)		(156,816.94)		0.00	
Outstanding Checks			103,632.18		(103,632.18)	
Adjustments						
Net Payroll	6,230.67		(316,332.13)	(316,332.13)	6,230.67	
Ongoing	(169.37)		(3.22)		(166.15)	
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)	
Jan Check with no check number Minnwest Bank Group	(30.00)		(30.00)		0.00	
Jan MINNESOTA ENERGY PAYMENT 050234091600005	4,880.49				4,880.49	
Feb Amazon payment no cleared until 3.1.2023	0				0.00	
Feb AJE 9988 JV Tournament	0			-320	-320	
Feb AJE 9992 JV Tournament	0			-250	-250	
Feb AJE 9996	0			160.58	160.58	
Feb MSDLAF Interest not booked	0	-2,206.78		2,206.78	0	
Feb Change in Investment Account not booked	0	-3,754.90		3,754.90	0	
Feb Merchants Fees not booked	0		-91.85	-91.85	0	
Adjusted Cash Balance	2,034,902.33	786,770.87	367,439.71	(310,871.72)	2,143,361.77	
Per SMART Reports	2,034,902.33	786,770.87	363,189.76	(310,871.72)	2,147,611.72	
Difference	0.00	0.00	4,249.95	0.00	(4,249.95)	
<i>This bank reconciliation is not designed to prevent or detect fraud. It is the district's responsibility to review carefully</i>						

2022-2023 Snow Days

Notes

- MN Statute requires students have a minimum of 165 school days in a school year. Original 2022-2023 Calendar: Students had 171 days.
- Some non-certified staff are expected to work on snow days. This is determined by the principal, superintendent, or department head. If we have snow days # 8 or #9, this will be discussed individually with the employee (if not made up).
- Many school districts have adopted e-learning days as an option to snow days where there is no instruction for students. However, we have concerns about adopting this practice. Quality e-learning requires teacher planning, students interacting 'live' with teachers, adults available to support the e-learning in the home setting or at a child care setting, and all homes having reliable internet services. These are significant barriers for us to address for all students. Therefore, at this point, we are preferring to instead keep snow days in the traditional sense and make calendar modifications as we need to still fulfill MN requirements for the required number of student days.

Snow Day #	Snow Day Dates	Student Make Up or Not (# Student Days)	Calendar Changes	Impact on Non-Certified Staff Pay (Teachers paid if there is no make up day.)
1	December 15	No (170)	None	Must use a sick leave day, or have a pay deduct.
2	December 22	No (169)	None	Must use a sick leave day, or have a pay deduct.
3	January 3	No (168)	None	Must use a sick leave day, or have a pay deduct.
4	January 19	Yes (168)	March 9 th – staff/student day	Working – are paid.
5	February 22	Yes (168)	March 10 th – staff/student day	Working – are paid.
6	February 23	Yes (168)	April 10 th – work day for teachers April 11 th -staff/student day	Working – are paid.
7	February 27	No (167)	None	Paid standard daily rate of pay without use of sick leave day. If approved or needed to work on Feb. 27 th , will receive standard daily pay and accrue paid leave time equivalent of time worked.
8	TBD if needed	No (166)	None	Paid standard daily rate of pay without use of sick leave day. If approved or needed to work on Snow Day #8, will receive standard daily pay and accrue paid leave time equivalent of time worked.
9	TBD if needed	Yes (166)	If there is 9 th snow day March 13 - March 17 th , then March 23 rd becomes a staff/student day (change from a teacher only day).	Working – are paid.
		Yes (166)	If there is a 9 th snow day between March 20 th and March 31 st , April 7 th will be a half day for teachers, and April 10 th becomes a staff/student day.	Working – are paid.
		No (165)	If there is a 9 th snow day on/after April 3 rd , we will not make it up.	Paid standard daily rate of pay without use of sick leave day. If approved or needed to work on Snow Day #8, will receive standard daily pay and accrue paid leave time equivalent of time worked.
10+	TBD if needed	Yes (164 or fewer)	If there is a 10 th snow day (or more) on/after April 4 th , we must make calendar adjustments in June to assure students have the minimum 165 days as required by MN Statute.	Working – are paid. HS graduation date of June 9 th would not change.

Resolution Nonrenewing a Probationary Teacher

(BOARD MEMBER NAME: _____) introduced the following resolution and moved its adoption:

WHEREAS, **Samantha Lombard** is a probationary teacher in Independent District No. 857.

BE IT RESOLVED, by the School Board of Independent District No. 857, that pursuant to Minn. Stat. 122A.40, subd. 51 and the District Master Agreement,

the teaching contract of Samantha Lombard, a probationary teacher in Independent District No. 857, shall be nonrenewed at the end of the 2022- 23 school year effective June 10, 2023.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding the nonrenewal of the teacher's teaching contract.

VOTING RECORD

The motion for the adoption of the preceding resolution was duly seconded by

BOARD MEMBER NAME: _____

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 March 13, 2023.

Resolution Nonrenewing a Probationary Teacher

(BOARD MEMBER NAME: _____) introduced the following resolution and moved its adoption:

WHEREAS, **Garry Johnson** is a probationary teacher in Independent District No. 857.

BE IT RESOLVED, by the School Board of Independent District No. 857, that pursuant to Minn. Stat. 122A.40, subd. 51 and the District Master Agreement,

the teaching contract of Garry Johnson a probationary teacher in Independent District No. 857, shall be nonrenewed at the end of the 2022- 23 school year effective June 10, 2023.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding the nonrenewal of the teacher's teaching contract.

VOTING RECORD

The motion for the adoption of the preceding resolution was duly seconded by

BOARD MEMBER NAME: _____

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 March 13, 2023.

Resolution Nonrenewing a Probationary Teacher

(BOARD MEMBER NAME: _____) introduced the following resolution and moved its adoption:

WHEREAS, **Amanda Flesch** is a probationary teacher in Independent District No. 857.

BE IT RESOLVED, by the School Board of Independent District No. 857, that pursuant to Minn. Stat. 122A.40, subd. 51 and the District Master Agreement,

the teaching contract of Amanda Flesch, a probationary teacher in Independent District No. 857, shall be nonrenewed at the end of the 2022- 23 school year effective June 10, 2023.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding the nonrenewal of the teacher's teaching contract.

VOTING RECORD

The motion for the adoption of the preceding resolution was duly seconded by

BOARD MEMBER NAME: _____

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 March 13, 2023.

Resolution Nonrenewing a Probationary Teacher

(BOARD MEMBER NAME: _____) introduced the following resolution and moved its adoption:

WHEREAS, Zachary Vix, is a probationary teacher in Independent District No. 857.

BE IT RESOLVED, by the School Board of Independent District No. 857, that pursuant to Minn. Stat. 122A.40, subd. 51 and the District Master Agreement,

the teaching contract of Zachary Vix, a probationary teacher in Independent District No. 857, shall be nonrenewed at the end of the 2022- 23 school year effective June 10, 2023.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding the nonrenewal of the teacher's teaching contract.

VOTING RECORD

The motion for the adoption of the preceding resolution was duly seconded by

BOARD MEMBER NAME: _____

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 March 13, 2023.

Resolution Nonrenewing a Tier I Teacher

(BOARD MEMBER NAME: _____) introduced the following resolution and moved its adoption:

WHEREAS, **Schad Priem** is a Tier I teacher in Independent District No. 857.

BE IT RESOLVED, by the School Board of Independent District No. 857, that pursuant to Minn. Stat. 122A.40, subd. 51 and the District Master Agreement,

the teaching contract of Schad Priem, a Tier I teacher in Independent District No. 857, shall be nonrenewed at the end of the 2022- 23 school year effective June 10, 2023.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding the nonrenewal of the teacher's teaching contract.

VOTING RECORD

The motion for the adoption of the preceding resolution was duly seconded by (BOARD MEMBER NAME: _____)

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 March 13, 2023.

Resolution Nonrenewing a Tier I Teacher

(BOARD MEMBER NAME: _____) introduced the following resolution and moved its adoption:

WHEREAS, **Tyler Wiese** is a Tier I teacher in Independent District No. 857.

BE IT RESOLVED, by the School Board of Independent District No. 857, that pursuant to Minn. Stat. 122A.40, subd. 51 and the District Master Agreement,

the teaching contract of Tyler Wiese, a Tier I teacher in Independent District No. 857, shall be nonrenewed at the end of the 2022- 23 school year effective June 10, 2023.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding the nonrenewal of the teacher's teaching contract.

VOTING RECORD

The motion for the adoption of the preceding resolution was duly seconded by (BOARD MEMBER NAME: _____)

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 March 13, 2023.

**Resolution Proposing Placement of a
Continuing Contract/Tenured Teacher on
Unrequested Leave of Absence**

BOARD MEMBER _____ introduced the following resolution and moved its adoption:

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

That it is proposed that Mandy Rupprecht, a continuing contract/tenured teacher of said District, be placed on 0.20 FTE unrequested leave of absence without pay or fringe benefits, at the end of the 2022 -2023 school year effective June 10, 2023.

Said action is taken in accordance with the District Master Agreement and pursuant to Minn. Stat. 122A.40, subd. 10.1 upon the grounds described in said statute and which are specifically as follows:

- A. Financial limitations
- B. Change of classes caused by school closure

BE IT FURTHER RESOLVED, that a notice of proposed placement on unrequested leave, together with a copy of this resolution be forwarded to said teacher and that an affidavit of the same be placed in (his/her) personnel file with a copy of the notice and resolution.

VOTING RECORD

The motion for the adoption of the preceding resolution was duly seconded by

BOARD MEMBER NAME: _____

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 March 13, 2023.

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 the 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.

- 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: _____

Adopted: 1995
Revised: 2021
Revised: 2022
Revised: _____

Policy 416

416 DRUG AND ALCOHOL TESTING

[Note: Drug and alcohol 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 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. 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 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 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 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, 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 that are not medically prescribed, including medical cannabis, 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 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 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 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 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. 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 based only upon a laboratory report to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test 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

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 controlled substance problem (the driver's or a coworker's); and available methods of intervening when an alcohol or 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 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.

D. Alcohol and Controlled Substances Testing Program Manager

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

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 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 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 that prohibit 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

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 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

1. 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.
- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. 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.
- 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.

3. Post-Accident Testing

- 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.

4. Random Testing

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

5. Reasonable Suspicion Testing

[Note: 49 Code of Federal Regulations section 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, 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.

6. 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.

7. 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.

8. Refusal to Submit and Attendant Consequences
 - 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 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

- 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

- 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.
- 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.

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

Basic records	5 years
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“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
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Alcohol and controlled substance collection procedures	2 years
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Negative and cancelled controlled substance tests	1 year
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Alcohol tests with less than 0.02 concentration	1 year
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Education and training records	indefinite
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“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.
 - 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.
 - 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.

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 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 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 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 Test Result" 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, subdivision 1.
6. "Random Selection Basis" 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 Suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
8. "Safety-Sensitive Position" 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 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 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.
- e. 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 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 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 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)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
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: 1999

Policy 417

Revised: 2021

Revised: _____

417 CHEMICAL USE AND ABUSE

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, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The 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.
- C. Every school that participates in a school district chemical abuse program shall establish 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 school district shall establish a drug-free awareness program for its employees. .

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 normal function in academic, school, or social activities is chronically impaired.
- 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.
- 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.

B. Programs and Activities

1. The school district shall develop, implement, and evaluate comprehensive 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.
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.

C. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance

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.
2. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals 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.
3. Searches by school district officials in connection with the use, possession, or transfer of alcohol or a controlled substance 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.

D. Preassessment Team

1. Every school that participates in a school district chemical abuse program shall establish a chemical abuse preassessment team designated by the superintendent or designee. The team must 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. 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.

E. 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 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. Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding Minnesota Statutes section 138.163 (Preservation and Disposal of Public Records).

F. 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. 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.

V. **EMPLOYEES**

A. The school district shall establish a drug-free awareness program to inform employees about:

1. The dangers of drug abuse in the workplace.
2. The school district's policy of maintaining a drug-free workplace.
3. Available drug counseling, rehabilitation, and employee assistance programs.
4. The penalties that may be imposed on employees for drug abuse violations.

B. The school district shall notify a 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 occurring in the workplace.

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)
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 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (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. §§ 7101-7122 (Student Support and Academic Enrichment Grants)
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-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)

Adopted: 1995
Revised: 2003
Revised: _____

Policy 507

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 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)

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 Act)
34 C.F.R. Part 300 (Assistance to States for the Education of Children with Disabilities)

Cross References: None

Adopted: 1995

Policy 510

Revised: 2004, 2021

Revised: _____

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)

Adopted:1999

Revised: 2017

Revised: _____

Policy 530

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"), affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or
 2. a medical statement 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. 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 signed medical statement 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: 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
Strategic Plan Framework: 2023-2028
DRAFT March 13, 2023

Mission Statement (*what we do every day*):

The mission of the Lewiston-Altura Public Schools is: To build a Caring, Adaptable, Respectful, Determined, Successful community of learners.

Vision Statement (*where we want to be*):

- “**Growth** for Each, **Kindness** at the Core, **Respect** for All.”

Belief Statements (*internal operations- beliefs to drive decisions*):

- LIFELONG LEARNERS: We believe in the value of education for all ages.
- ACCOUNTABILITY: We believe we are accountable for our actions and outcomes.
- COMMUNITY CENTERED: We believe our schools are a central hub of our community and essential for building strong communities.
- ADAPTABLE: We believe in being responsive to an ever changing world.
- RESPECTFUL: We believe in everyone’s right to safety, respect and dignity in our schools.
- DIVERSE: We believe in fostering the value of each other’s individual differences, perspectives and life experiences.
- STUDENT FOCUSED: We believe that we are all responsible for the success of students.

Five Strategic Priorities & Goals (*continuous improvement*):

1. ***STUDENT SUCCESS: Provide all students the education they need for success: academically, emotionally, and socially.***

Goal #1: Implement instruction and assessments that are based on standards to grow individual students’ achievement at all levels.

Goal #2: Ensure that there is a comprehensive education plan to promote life, career and post-secondary success.

Goal #3: Build a system to assess and support social and emotional competencies within **all members** of our schools.

2. ***EFFECTIVE STAFFING: Hire, maintain, train and support staff to be as effective as possible.***

Goal #1: Hire, develop and retain high quality staff.

Goal #2: Prioritize professional development for all employee groups.

Goal #3: Create and implement a plan to develop a “Cardinal Culture” that fulfills our mission and vision.

3. FINANCE: *Be financially healthy and sustainable.*

Goal #1: Increase revenue.

Goal #2: Develop and maintain a sustainable budget to meet current and future school district and school board needs, goals and priorities.

Goal #3: Develop and implement a 3-year budget forecast.

4. FACILITIES: *Have facilities that are safe, modern and conducive to 21st century education.*

Goal #1: Create and implement a plan to ensure that our elementary and high school are safe, secure, flexible and adaptable facilities.

Goal #2: Develop Long Term Facilities Maintenance (LTFM) and Capital Improvement plans with a realistic budget.

5. COMMUNITY ENGAGEMENT: *Engage with parents, community members and business owners.*

Goal #1: Educate both the external and internal community on long term facilities, financial and educational needs.

Goal #2: Implement an intentional and consistent plan to strengthen and improve external and internal messaging.

Goal #3: Strengthen student, staff and community pride in the Lewiston-Altura School District.

Report to the School Board

March 13, 2023

By Elementary / Intermediate School Principal Dave Riebel

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

- K-6 Conferences

Our lovely winter weather not only took a day away from school on February 23, but also caused a postponement of parent-teacher conferences for one week. Most of the staff and parents were able to utilize the same evening schedule, just one week later. We appreciate the strong attendance for conferences. Thanks to all for their flexibility and needed adjustments.



- Book Fair record success.

Even though the second evening of conferences were postponed by a week, the Elementary Book Fair retained a thriving pace of business. The fair generated a record \$3200 in book credits that will replenish the many paperback choices our students have in our PK-5 library. Thanks to all who supported our book fair.

- Early Childhood screening

Thank you to the early childhood staff who completed the last of the needed district screenings of our preschool students with their parents. These screening days are our best way to meet and inform parents as well as screen for possible areas of need.

- Math Wizards Final Competition



Congratulations to the 5th grade Math Wizards team (Carson Chartier, Leo Hedlund, Emily Burt, Georgia Daley & Emmet Simon) for placing 3rd of 17 teams at the regional meet in Spring Valley on Thursday, Feb. 16th. Congratulations to 5th grade individual place winners Carson(5th), Leo(11th), Emmet(13th) as well as sixth grader Bently Wirt (2nd) out of approximately 85 contestants.

- History Day

The long term efforts were put on display as the sixth grade students presented their History Day information to the panel of judges on Friday, March 3. This years theme is "Frontiers in History: People, Places, Ideas". The judges help select four groups to move on to the regional history day competition at Winona State. These groups meet with a History Day staff member to plan ways to enhance their information and presentations and then implement those adjustments before the regional event. Congratulations to the following groups:

- 1- Ian Garcia, Luis Morales, Mina Sozio, Kassandra Cavosos
- 2- Aria Lueck, Landon Zenk, Jose Trejo, Autumn Fabian, Alyssa Moger
- 3- Violet Passow, Annika Shurson
- 4- Zander Thelen, Rosalie Heinz



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

- PK-6 Building Task Force –

The task force group of 13 staff members continues its monthly meetings working towards addressing the topics involved in transitioning from the grade 5-6 Intermediate School to a PK-5 Elementary School.

- MCA assessment planning and preparations

Preparations for students and staff are underway to set up for the annual MCA assessment season. State reading assessments will take place the week of April 17 with math assessments during the week of April 24. Grade level teachers are utilizing a new online site to access practice questions from previous assessments.

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

- Fools Five Kick off:

Mr. Schmaltz, aka the Biggest Fool in Lewiston, led the kickoff assembly on Feb. 16 that begins our annual PK-6 assistance with the community Fools Five efforts to raise funds for cancer research. The elementary and intermediate students and staff will play a big role. The Intermediate students and staff also have an additional Coins vs Cancer effort that decorates the Intermediate hallway.



- Read Across America Week –

The annual celebration of Dr. Suess's birthday highlights Read Across America Week in our schools and across the nation. The Elementary and Intermediate Schools enjoyed themed dress up days, coloring contest, trivia of the day and guest readers during the week of 2/27-3/3.

- 100 Day celebrations – Week of March 6.

When you are learning about a calendar, and learning how to count to 100, and building up for the day, it makes for some fun activities in kindergarten and 1st grade! Great to see the number sense connections.

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

- Auction Prep:

Staff are beginning the process for marking items in their teaching areas that can be included in the district auction to be held in June. The overall goal is to sell the unneeded items from the Intermediate School, but the online auction format allows us to also include items from the elementary and high school in the auction. A great chance to cull and discard items that are no longer needed. Marking items with blue tape will be the sign for moving the item to the auction in June.

Upcoming events:

Elementary Carnival – March 17

Kindergarten Registration Night – March 28

Reading Night – March 30



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
 - Natalie Buege
 - Jonathan Gomez
 - Rylee Kennedy
- Congratulations to the following Cardinals of the Month for March:
 - Yoselin Ortega
 - Mia Banther
- A huge shout out to Mr. Wilmes and Mr. Hamilton on completing a marathon day and a marathon of concerts this past week. 7th Grade band, 7th Grade Choir, 8th Grade Band, 8th Grade Choir, High School Band, 9/10 Bass Clef, 9/10 Treble Clef, and Concert Choirs all performed on conference night. The choirs all sounded great. I have to apologize for being the one audience member coughing during recording for Disney. Each group did a great job with their respective music, and it was great to see a 9-12 choir perform. We had instruments, dancing, and more.
- Thank you to Mrs. Moe and the Sophomore advisors, chaperones, and student council for a successful Snoball Week. Congratulations to the royalty.
- Thank you to Mrs. Moe, Lori LaBrec, and senior high helpers for putting on the spring fling dance for 7th – 9th grades.
- Thank you to the FFA officer team, FFA members, and LAHS students that participated in the Ag Olympics to celebrate National FFA week.
- The Southeast Minnesota High School Art Show the SEMN high school art show is being held at the Rochester Art Center and celebrate four of our talented students: Senior - Lizzy Elsing, Sophomores - Addie Smith, Marel McCann, and Juliana Samano. The show will be open through March 19th.
- Softball and Track begin on March 13. Baseball and Golf Begin on March 20.
- Congratulations to the following students who qualified for state FFA participation:
 - Choir/Band – Tyler Steele, Jazmin Garteski, Abby Hansen
 - Creed Speaking – Claire Daley
 - Dairy Judging – Kyli Ketchum, Ben Wenzel, Abby Marxhausen, Spencer Nelson
 - Milk Quality – Jamie Gibbs, Joelle Hammann, Morgan Jackson
- A huge thank you to our winter activity coaches and advisors on great seasons. Congratulations to all of our participants. A few of our season highlights with more to come as seasons have just wrapped up and not all awards have been issued:
 - Math League
 - 3rd place in the final meet of the season
 - Largest team in the Conference for the sixth straight year (38 students)
 - 4 kids in the top 20 (Ryan Fredrickson, Caitlyn Dresselhaus, Nathan Heier, and Jace Ferguson)
 - Knowledge Bowl

- No team in 2021-22 to three teams this year.
 - 13 total participants which is our largest ever number
 - A lot of the fun at meets came from our teams being competitive with one another, and in between rounds the students would always let each other know who was the best Lewiston knowledge bowl team at the current moment.
 - We did have one team that placed very well at subregional and almost made it to the next round.
- Boy's Basketball
 - We had a very young team but played very well and competed well every game.
- Girl's Basketball
 - There were several girls needing to play at levels higher than their own so that we could have enough for a team. They played very hard and stayed positive all season.
- Wrestling
 - 6 wrestlers placed at sections
- Dance
 - Placed 5th in section in Jazz and 8th in Kick
 - Jenna Brugger – All state participant in Kick
 - Claire Dailey – All Conference
- Great job to our student sections representing our winter teams. We received many comments from attendees at home and away events that our students sections are some of the best in the area.

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

- We just received notice from Minnesota State University SE that Mrs. McDermott was approved to offer concurrent enrollment courses in the following areas: literature, writing, and speech. We will now be able to offer Concurrent College Writing next year, and have enough student interest for two sections.

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

- We had a great presentation for state of the school from student council on March 8.
- We will be implementing community of CARDS membership cards to reward positive behavior in the building.

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

- Thank you to Fastenal (Craig Oslie) for thinking of us in donating approximately 20 desktop computers that we have begun to pass out to use for connecting to SMARTboards and other needs.

Upcoming Events

- March 14 – Large group music contest
- March 19 – Farmer Appreciation Meal at the Lewiston Community Center (First 200 Meals served from 11-2 or until food is out)
- March 23 – No School for Students
- April 6 – End of 3rd Quarter
- April 10 – No School for Students
- April 11 – School for staff and students (Snow Day Make-up)



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

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

Meeting Agenda Item Notes

Deb Marcotte, Executive Director Hiawatha Valley Education District Ms. Marcotte will be doing an informational presentation about the special education cooperative that our district belongs to. Special education services are very important and complex. The Cooperative enables us to share expenses with other districts for services that are specialized and that would be cost prohibitive and difficult for us to hire/deliver alone. In addition, the Cooperative provides our special education staff and administration support in assuring our IEPs and services are in compliance with the law, best practices and problem solving when there is a challenging situation. She will also be explaining HVED's need for a single site for services and administration and potential options.

2022-2023 School Year Calendar Modifications Due to the Large Number of Snow Days Attached to the agenda is a chart that explains and shows my recommendations for accommodating student days and compensation for staff. It is important to know that going under 165 student contact days is not an option per state laws.

Strategic Planning Framework: Attached is the agenda is a draft framework for a potential mission, vision, priorities and goals. This is the result of the most recent work session Bree, Cory, Dave and I had with Terry and Jeff. Thank you for your thoughtful input and discussions on January 22nd and February 16th. We will discuss this at the meeting. Hopefully, we can tentatively plan for approval at the April 10th meeting.

Teacher Non-Renewals and Placement on Unrequested Leave of Absence It is difficult to pass resolutions for teachers' contracts to not be renewed or reduced because this obviously directly impacts their lives. On the agenda are seven resolutions regarding teachers' positions in 2023-2024. One is a partial FTE reduction resulting from the closing of Altura. Two are for licensed teachers who are currently approved to teach with an 'Out of Field Placement' license and we are required to non-renew, and re-post their position (we will rehire these individuals if they are the most appropriate/most qualified applicant). Two are Tier I teachers and similarly, we must re-post their position and will re-hire if they are the most appropriate/most qualified applicant. Two are probationary and will not be rehired.

Facility Improvements and Operating Levy Increase Needs We had excellent discussions on March 1st with staff and the Facilities Task Force. The information shared on renovation options, cost estimates, property tax implications and the process of surveying our community was very informative. We are on track to continue this process, and continue to discuss the best option for our district, students and the community moving forward.

Monday, March 27th, 6:00pm: Working School Board meeting with InGensa and the Facilities Task Force.

Monday, April 3rd: School Tours, Meal and Community Engagement Meeting at the High School

- 4:30pm – Tour of the Elementary School (community invited)
- 5:15pm – Tour of the High School (community invited)
- 6:00pm – meal prepared by Vicky and Lori! (paid for by InGensa)
- 6:30pm – Presentation/Discussion in the cafeteria

OTHER UPDATES

Region 5 Computer Services This important organization provides reporting and SMART (our financial software system) application support services to school districts throughout south central and southeastern MN. As I now serve on the Board of Directors as a superintendent representative, I participated in interviews to replace Darin Jensen, the Executive Director, who resigned to move on to a different organization. Ultimately, the decision was made to hire Jill Guhlke to be an Interim Director for one year. Jill has worked for Region V for many years and is highly respected by many. Jill didn't apply for the position for personal reasons, but we are very happy she has agreed to take on this interim role. We are hopeful that in a year the applicant pool will generate qualified candidates.

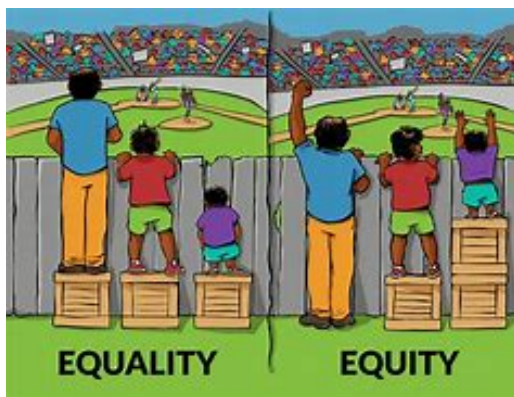
Early Childhood Programming Principal Riebel and I have been working with Vicky Greden and Kelli Loveless on 'reimagining' our early childhood programs next year. We want to lessen the 'silos' of 'daycare' vs 'preschool' and instead market that we provide quality, developmentally appropriate early childhood programming all day – 6:00am - 5:30pm. We are offering parents a menu of options in terms of length of day and number of days they would like care/education for their children.

We are also making significant fee adjustments (lower) in order to be competitive with other local schools' early childhood programs. Ultimately, this will mean subsidizing these programs (offered under the Community Education umbrella – Fund 04) with General Fund 01 dollars. This practice is quite common in other school districts.

Increased funding for early childhood programs is a discussion in the legislature (and now also at the federal level), that potentially if approved would benefit us.

I feel strongly that this programming we must invest in as these programs enable us to provide essential quality programming for young children and will also help us develop positive relationships with families to help assure their enrollment in our kindergarten programs (and beyond). There are many details that will need to be worked out as registrations come in but we are excited!

Lewiston Chamber of Commerce If you are able, I encourage you to attend the meeting on Wednesday, March 15th at noon at the Rec Café. There will be a presentation from the City regarding the need for expanded EMS facilities. The need for my local housing and land for business development will also likely be discussed.



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.