

Regular School Board Meeting of ISD 857

Monday, October 9, 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 Kreidermacher
Bree Maki
Dave Pringle
Sarah Sommer

IV. Approve the October 9, 2023 Meeting Agenda

V. L-A High School Student Report

VI. Open Forum

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

VII. Consent Agenda

- A. Board Meeting Minutes: September 11, 2023
- B. Financial Reports a. Board Bills (wire and checks)
 - b. Treasury Report
 - c. Miscellaneous Payments (wire and checks)
 - d. Statement of Expenditures

Personnel

Accept resignation/retirement notice of Jean Kelly, custodian, effective 12/31/2023.

Accept resignation of Matthew Frisch, custodian, effective October 20, 2023.

Accept resignation of Benjamin White as a Junior High Boys Basketball Coach effective for the 2023-2024 season.

Approve hire of Ben Overing, Paraprofessional, starting September 22, 2023 at \$14.00 per hour.

Approve hire of Megan Greden, Cardinal Care paraprofessional, at \$13.50/hour starting September 29, 2023.

Accept donation of \$5000.00 from The Mark Morris Fund to provide financial support for students in need for the Music Department's trip to Disney World.

Approve the hire of Jessica Clegg as Lead Director , Meagan Caron as Assistant Director , Matthew Wilmes as Musical Director, Brian Hamilton as Pit Director and Makenna Sommer as Choreographer for the Fall Musical in accordance with EdMN/L-A Master Agreement.

Approve coaches and advisors for 2023-2024 in accordance with the EdMN/L-A Master Agreement.

Girls Basketball

Head Coach: Sam Barnes
Ass;t Coach: Olivia Tangley
9th Grade: Ben Overing
8th Grade; Abby Schleper
7th Grade: Open

Boys Basketball

Head Coach: Michael VanderPlas
Ass't Coach: Patrick Overing
9th Grade Coach: Brett Eglund
8th Grade Coach: Cole Mundt
7th Grade Coach: OPEN

Wrestling

L-A Head Coach: Darrin Hegland

Dance

Head Coach: Tiffany Doehling
Assistant Coach OPEN

One Act Play

Director: Shawn Kennedy-Lee
Assistant: OPEN

Knowledge Bowl: Zach Vix

Math League Varsity: Laura Nusbaum

Math League Jr. High: Mari Jo Starks

- VIII. **Policies and Forms on Final Reading**
- a. **102 Equal Educational Opportunity**
 - b. **418 Drug-Free Workplace/Drug-Free School**
 - c. **419 Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction**
 - d. **424 License Status**
 - e. **425 Staff Development and Mentoring**
 - f. **507 Corporal Punishment and Prone Restraint**
 - g. **509 Enrollment of Nonresident Students**
 - h. **514 Bullying Prohibition Policy**
 - i. **515 Protection and Privacy of Pupil Records**
 - j. **532 Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds**
 - k. **534 School Meals Policy**

IX. **Amended Resolution Appointing Election Judges for the November 7, 2023 School District Special Election**

X. **Discussion of the The Dutchman's Crossing Road improvements and possible cost sharing with Utica Township and the City of Lewiston.**

XI. **PK-5 Principal's Report**

XII. **L-A High School Principal's Report**

XIII. **Superintendent's Report**

XIV. **Board Committee Reports**

XV. **Motion to Move to Closed Session for the Purpose of Discussing 2023-2025 Master Agreement Negotiations with Ed-MN/L-A.**

XVI. **Motion to Reopen Meeting to the Public.**

XVII. **Adjourn**

MINUTES OF THE LEWISTON-ALTURA REGULAR SCHOOL BOARD MEETING
ISD #857
September 11, 2023

A regular meeting of the School Board of Independent School District #857 was held on September 11, 2023 at 6:00pm in the High School Library. Members present were David Baer, Sara Daley, Jenny Koverman, Dave Pringle and Sarah Sommer. Bree Maki and Daniel Kreidermacher were absent.

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

Motion by Sommer and seconded by Baer to approve the September 11, 2023 meeting agenda. MCU.

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

There was discussion on MDE Commissioner's approval of the submitted Review and Comment for the November 7th referendum. Public comment was invited, there was none.

The 2023-2024 Safe Learning Plan was reviewed. Public comment was invited, there was none. Motion by Koverman and seconded by Pringle to approve. MCU.

Resolution Appointing Election Judges for November 7, 2023 was moved by Pringle and seconded by Baer. Roll Call vote: Ayes: Pringle, Baer, Sommer, Koverman, Daley. Nays: None. Resolution approved.

Motion by Daley and seconded by Baer to approve Cooperative Sponsorship of Boys Hockey and Girls Hockey with Lewiston – Altura, Hope Lutheran, Cotter and Winona Area Senior High. MCU.

Resolution to Certify the Preliminary 2023 Payable 2024 School District Levy at the Maximum was moved by Pringle and seconded by Baer. Roll Call vote: Ayes: Baer, Koverman, Sommer, Daley, Pringle. Nays: None. MCU.

Motion by Koverman and seconded by Daley to approve Policy 516.5 Overdose Medication on a final reading. MCU.

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

Motion by Koverman, seconded by Baer to adjourn the meeting at 7:20pm. MCU.

Dave Pringle, Clerk

Lewiston-Altura Public Schools OCTOBER 2023 BOARD BILLS CHECKS

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date	
1	2865	N	Bernard Bus Companies	V404BD	105618	32289	460.15	0.00	460.15	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$460.15				
1	7096	N	Brown's Ice Cream Co	V404BD	105619	9023	615.44	0.00	615.44	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$615.44				
1	5631	R1	Y	BSN Sports, LLC	V404BD	105620	271137	210.00	0.00	210.00	10/06/2023	10/06/2023	10/06/2023
1	5631	R1	Y	BSN Sports, LLC	V404BD	105621	10620797	37.98	0.00	37.98	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$247.98				
1	2671	R1	N	CDW-Government	V404BD	105622	92623	121.74	0.00	121.74	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$121.74				
1	1114	N	Century Link	V404BD	105624	91444	63.30	0.00	63.30	10/06/2023	10/06/2023	10/06/2023	
1	1114	N	Century Link	V404BD	105623	88627	85.71	0.00	85.71	10/06/2023	10/06/2023	10/06/2023	
1	1114	N	Century Link	V404BD	105625	551	79.05	0.00	79.05	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$228.06				
1	11065	R2	N	CLIFTON LARSON ALLEN LLP	V404BD	105626	3825717	1,470.00	0.00	1,470.00	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$1,470.00				
1	5101	Y	DAIRYLAND DONKEY BALL, LLC	V404BD	105627	10423	125.00	0.00	125.00	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$125.00				
1	7091	Y	Dalco Enterprises	V404BD	105628	4136053	5,162.13	0.00	5,162.13	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$5,162.13				
1	7089	N	Dashir Management Services, Inc	V404BD	105629	8190	10,304.63	0.00	10,304.63	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$10,304.63				
1	2274	N	DEMCO	V404BD	105630	manley	173.46	0.00	173.46	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$173.46				
1	6376	Y	Ed Midwest LLC	V404BD	105632	1846	6,100.00	0.00	6,100.00	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$6,100.00				
1	5171	R2	Y	Edmentum, Inc.	V404BD	105631	Riebel	3,070.52	0.00	3,070.52	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$3,070.52				
1	3174	Y	Excel Images Inc.	V404BD	105633	Shirts	42.00	0.00	42.00	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$42.00				
1	6919	N	G & B Environmental	V404BD	105694	Storm	1,495.60	0.00	1,495.60	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$1,495.60				

Lewiston-Altura Public Schools OCTOBER 2023 BOARD BILLS CHECKS

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date	
1	6935	N	GWS - Greden's Welding Shop	V404BD	105634	Metal strip	195.00	0.00	195.00	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$195.00				
1	07141	Y	HIGH PLAINS COOPERATIVE	V404BD	105635	July 23and Aug	7,764.78	0.00	7,764.78	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$7,764.78				
1	1621	R1	N	HOUGHTON MIFFLIN	V404BD	105636	Lang Arts	820.75	0.00	820.75	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$820.75				
1	3267	R1	N	INNOVATIVE OFFICE SOLUTIONS, IV	V404BD	105637	office	232.19	0.00	232.19	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$232.19				
1	7035	N	I-State Truck Center	V404BD	105638	75601	1,437.30	0.00	1,437.30	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$1,437.30				
1	3282	Y	Kennedy & Graven Chartered	V404BD	105639	177017	275.00	0.00	275.00	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$275.00				
1	10141	N	KWIK TRIP	V404BD	105640	music savings	13,551.00	0.00	13,551.00	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$13,551.00				
1	5756	N	LEARNING A-Z	V404BD	105641	10369273	234.00	0.00	234.00	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$234.00				
1	11190	Y	LEWISTON AUTO	V404BD	105642	103328	32.46	0.00	32.46	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$32.46				
1	3038	Y	Lewiston Hardware, LLC	V404BD	105643	Sept 23	324.29	0.00	324.29	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$324.29				
1	11260	Y	LEWISTON JOURNAL	V404BD	105644	office	54.00	0.00	54.00	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$54.00				
1	7107	N	LG Promotions	V404BD	105645	Office	207.00	0.00	207.00	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$207.00				
1	5865	R1	N	Loffler Companies -- 131511	V404BD	105647	4480746	104.97	0.00	104.97	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$104.97				
1	1640	N	LOGAN HIGH SCHOOL	V404BD	105646	10723	200.00	0.00	200.00	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$200.00				
1	12018	N	MCGRAW-HILL	V404BD	105648	Vanderplas	1,005.00	0.00	1,005.00	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$1,005.00				

Lewiston-Altura Public Schools OCTOBER 2023 BOARD BILLS CHECKS

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	6910	N	MDE-MCIS	V404BD	105649	23-24	1,655.00	0.00	1,655.00	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$1,655.00			
1	4952	N	MID-AMERICAN RESEARCH CHEMI	V404BD	105650	0800421	721.90	0.00	721.90	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$721.90			
1	5801	Y	Midwest Bus Parts, Inc.	V404BD	105651	9230	1,792.44	0.00	1,792.44	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$1,792.44			
1	3361	N	Minnesota FFA Association	V404BD	105653	91923	400.00	0.00	400.00	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$400.00			
1	3223	N	MINNESOTA HISTORICAL SOCIETY	V404BD	105654	2910	595.00	0.00	595.00	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$595.00			
1	2447	Y	Minnesota Tech for Success	V404BD	105655	8266	2,345.00	0.00	2,345.00	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$2,345.00			
1	12540	Y	MISSISSIPPI WELDERS SUPPLY CCV	V404BD	105657	4143907	193.11	0.00	193.11	10/06/2023	10/06/2023	10/06/2023
1	12540	Y	MISSISSIPPI WELDERS SUPPLY CCV	V404BD	105656	554-553	137.70	0.00	137.70	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$330.81			
1	7098	N	Morpheme Magic	V404BD	105658	82623	127.25	0.00	127.25	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$127.25			
1	12630	N	MOTOR PARTS & EQUIP	V404BD	105659	92023	879.83	0.00	879.83	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$879.83			
1	2555	N	National FFA Organization	V404BD	105661	307575	81.00	0.00	81.00	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$81.00			
1	2995	N	NWEA	V404BD	105662	NWEA	1,836.00	0.00	1,836.00	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$1,836.00			
1	3098	R1	N Pan-O-Gold Baking Company	V404BD	105663	Sept	732.84	0.00	732.84	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$732.84			
1	1240	N	PLAINVIEW-ELGIN-MILLVILLE	V404BD	105664	31677	175.00	0.00	175.00	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$175.00			
1	5545	R1	N Plank Road Publishing	V404BD	105660	harper	425.15	0.00	425.15	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$425.15			

Lewiston-Altura Public Schools OCTOBER 2023 BOARD BILLS CHECKS

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date	
1	5738	Y	Playscripts, Inc.	V404BD	105665	937	336.12	0.00	336.12	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$336.12				
1	1930	Y	PROJECT FINE	V404BD	105667	17104	1,168.75	0.00	1,168.75	10/06/2023	10/06/2023	10/06/2023	
1	1930	Y	PROJECT FINE	V404BD	105666	17127	412.50	0.00	412.50	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$1,581.25				
1	6704	N	Quadient Finance USA, INC.	V404BD	105668	Postage	500.00	0.00	500.00	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$500.00				
1	2010	R1	N	REALLY GOOD STUFF, LLC	V404BD	105669	Weaver	125.71	0.00	125.71	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$125.71				
1	2411	Y	REINHART FOOD SERVICE	V404BD	105672	9142023	7,237.55	0.00	7,237.55	10/06/2023	10/06/2023	10/06/2023	
1	2411	Y	REINHART FOOD SERVICE	V404BD	105671	Sept 23	13,683.86	0.00	13,683.86	10/06/2023	10/06/2023	10/06/2023	
1	2411	Y	REINHART FOOD SERVICE	V404BD	105670	USDA	69.30	0.00	69.30	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$20,990.71				
1	3184	Remit	N	Rochester Telecom Systems, Inc	V404BD	105673	28795	5.09	0.00	5.09	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$5.09				
1	7103	N	S & S Heating and Cooling	V404BD	105681	3461	225.00	0.00	225.00	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$225.00				
1	90855	N	SCHNEIDER, JULIE R.	V404BD	105674	55906	160.00	0.00	160.00	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$160.00				
1	3217	R1	N	School Specialty LLC	V404BD	105676	Kennedy	207.58	0.00	207.58	10/06/2023	10/06/2023	10/06/2023
1	3217	R1	N	School Specialty LLC	V404BD	105675	Sula	323.96	0.00	323.96	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$531.54				
1	6657	N	SDI Innovations	V404BD	105677	Todd	521.52	0.00	521.52	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$521.52				
1	6993	Remit	Y	SOLIANT HEALTH, LLC	V404BD	105678	6993	3,956.94	0.00	3,956.94	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$3,956.94				
1	1682	N	Southeast Minnesota School Counselo	V404BD	105679	Todd	20.00	0.00	20.00	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$20.00				
1	6266	N	SPRING GROVE SCHOOLS	V404BD	105680	92023	150.00	0.00	150.00	10/06/2023	10/06/2023	10/06/2023	
							Check Amount:		\$150.00				

Lewiston-Altura Public Schools OCTOBER 2023 BOARD BILLS CHECKS

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	18645	N	STUMPF PRINTING	V404BD	105682	101106	360.00	0.00	360.00	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$360.00			
1	5876	N	Teachers on Call	V404BD	105683	149466	2,074.49	0.00	2,074.49	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$2,074.49			
1	7113	N	The Magic of Isaiah	V404BD	105684	todd	500.00	0.00	500.00	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$500.00			
1	6801	N	Tobii Dynavox	V404BD	105685	92324	199.00	0.00	199.00	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$199.00			
1	4448	N	VERIZON WIRELESS	V404BD	105686	9945323740	147.93	0.00	147.93	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$147.93			
1	3308	N	Viterbo University	V404BD	105687	weaver	328.00	0.00	328.00	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$328.00			
1	08089	N	WABASHA-KELLOGG SCHOOLS #	V404BD	105688	8/28	150.00	0.00	150.00	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$150.00			
1	22264	N	WINONA POST	V404BD	105689	36653	161.98	0.00	161.98	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$161.98			
1	3945	N	WSCA	V404BD	105690	Todd	475.00	0.00	475.00	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$475.00			
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V404BD	105691	September	6,312.14	0.00	6,312.14	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$6,312.14			
							Report Total:		\$107,964.09			

*Does not meet minimum amount

**Exceeds maximum amount

Lewiston-Altura Public Schools
OCTOBER 2023 BOARD BILLS WIRE

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	6916	Y	ArbiterSports	V404BD	105617	4783	5,000.00	0.00	5,000.00	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$5,000.00			
1	3571	N	MINNESOTA ENERGY RESOURCES	V404BD	105652	9946	28.23	0.00	28.23	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$28.23			
1	5546	N	VISA	V404BD	105692	Boat	180.95	0.00	180.95	10/06/2023	10/06/2023	10/06/2023
1	5546	N	VISA	V404BD	105693	PTCF	267.16	0.00	267.16	10/06/2023	10/06/2023	10/06/2023
							Check Amount:		\$448.11			
							Report Total:		\$5,476.34			

*Does not meet minimum amount
 **Exceeds maximum amount

Lewiston-Altura Public Schools OCTOBER 2023 Misc Payments

											Pay/Void		
Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Amount
001	P402CK	65920	74920	Check	1	12495	MINNESOTA SCHOOL BOARDS ASSOC		Yes	No	Yes	09/15/2023	(298.00)
001	P403BD	66000	74970	Check	1	6956	BERGANKDV	C Corporation	Yes	No	Yes	09/12/2023	0.00
001	P403BD	66002	74971	Check	1	7096	Brown's Ice Cream Co		Yes	No	Yes	09/12/2023	0.00
001	P403BD	65982	74972	Check	1	11065	R2 CLIFTON LARSON ALLEN LLP		Yes	No	Yes	09/12/2023	0.00
001	P403BD	65996	74973	Check	1	4322	COMPanion Corporation		Yes	No	Yes	09/12/2023	0.00
001	P403BD	66003	74974	Check	1	7106	Concord Theatricals Corp		Yes	No	Yes	09/12/2023	0.00
001	P403BD	65999	74975	Check	1	6691	Elba Cooperative Creamery		Yes	No	Yes	09/12/2023	0.00
001	P403BD	66001	74976	Check	1	6987	FAMILY ZONE, INC.		Yes	No	Yes	09/12/2023	0.00
001	P403BD	65980	74977	Check	1	06170	GEYER INSTRUCTIONAL PRODUCTS		Yes	No	Yes	09/12/2023	0.00
001	P403BD	65981	74978	Check	1	07141	HIGH PLAINS COOPERATIVE		Yes	No	Yes	09/12/2023	0.00
001	P403BD	65991	74979	Check	1	3172	R1 Hy-Vee Accounts Receivable		Yes	No	Yes	09/12/2023	0.00
001	P403BD	65994	74980	Check	1	3282	Kennedy & Graven Chartered	C Corporation	Yes	No	Yes	09/12/2023	0.00
001	P403BD	65990	74981	Check	1	3061	MENARDS		Yes	No	Yes	09/12/2023	0.00
001	P403BD	65995	74982	Check	1	3571	MINNESOTA ENERGY RESOURCES	Other	Yes	No	Yes	09/12/2023	0.00
001	P403BD	65998	74983	Check	1	5723	Minnesota State High School Mathematics		Yes	No	Yes	09/12/2023	0.00
001	P403BD	65983	74984	Check	1	12540	MISSISSIPPI WELDERS SUPPLY COMP,		Yes	No	Yes	09/12/2023	0.00
001	P403BD	65984	74985	Check	1	12630	MOTOR PARTS & EQUIP		Yes	No	Yes	09/12/2023	0.00
001	P403BD	65993	74986	Check	1	3263	North Central Truck Equipment		Yes	No	Yes	09/12/2023	0.00
001	P403BD	65987	74987	Check	1	2444	POPP BINDING AND LAMINATING		Yes	No	Yes	09/12/2023	0.00
001	P403BD	65986	74988	Check	1	2411	REINHART FOOD SERVICE		Yes	No	Yes	09/12/2023	0.00
001	P403BD	65992	74989	Check	1	3217	R1 School Specialty LLC		Yes	No	Yes	09/12/2023	0.00
001	P403BD	65985	74990	Check	1	18680	SUPREME SCHOOL SUPPLY CO		Yes	No	Yes	09/12/2023	0.00
001	P403BD	65989	74991	Check	1	2508	Theis Printing	C Corporation	Yes	No	Yes	09/12/2023	0.00
001	P403BD	65997	74992	Check	1	4849	VEX Robotics, Inc.		Yes	No	Yes	09/12/2023	0.00
001	P403BD	65988	74993	Check	1	25014	ZIEBELL'S HIAWATHA FOODS, INC.		Yes	No	Yes	09/12/2023	0.00
001	P403BD	66023	74994	Check	1	6956	BERGANKDV	C Corporation	Yes	No	No	09/12/2023	1,550.00
001	P403BD	66025	74995	Check	1	7096	Brown's Ice Cream Co		Yes	No	No	09/12/2023	795.00
001	P403BD	66006	74996	Check	1	11065	R2 CLIFTON LARSON ALLEN LLP		Yes	No	No	09/12/2023	6,300.00
001	P403BD	66019	74997	Check	1	4322	COMPanion Corporation		Yes	No	No	09/12/2023	1,544.00
001	P403BD	66026	74998	Check	1	7106	Concord Theatricals Corp		Yes	No	No	09/12/2023	1,951.48
001	P403BD	66022	74999	Check	1	6691	Elba Cooperative Creamery		Yes	No	No	09/12/2023	550.00
001	P403BD	66024	75000	Check	1	6987	FAMILY ZONE, INC.		Yes	No	No	09/12/2023	6,556.27
001	P403BD	66004	75001	Check	1	06170	GEYER INSTRUCTIONAL PRODUCTS		Yes	No	No	09/12/2023	62.00
001	P403BD	66005	75002	Check	1	07141	HIGH PLAINS COOPERATIVE		Yes	No	No	09/12/2023	267.26
001	P403BD	66015	75003	Check	1	3172	R1 Hy-Vee Accounts Receivable		Yes	No	No	09/12/2023	76.43
001	P403BD	66018	75004	Check	1	3282	Kennedy & Graven Chartered	C Corporation	Yes	No	No	09/12/2023	1,469.50
001	P403BD	66014	75005	Check	1	3061	MENARDS		Yes	No	No	09/12/2023	430.45
001	P403BD	66021	75006	Check	1	5723	Minnesota State High School Mathematics		Yes	No	No	09/12/2023	600.00
001	P403BD	66007	75007	Check	1	12540	MISSISSIPPI WELDERS SUPPLY COMP,		Yes	No	No	09/12/2023	142.29

Lewiston-Altura Public Schools OCTOBER 2023 Misc Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
001	P403BD	66008	75008	Check	1	12630	MOTOR PARTS & EQUIP		Yes	No	No	09/12/2023	599.60
001	P403BD	66017	75009	Check	1	3263	North Central Truck Equipment		Yes	No	No	09/12/2023	5,991.55
001	P403BD	66011	75010	Check	1	2444	POPP BINDING AND LAMINATING		Yes	No	No	09/12/2023	504.95
001	P403BD	66010	75011	Check	1	2411	REINHART FOOD SERVICE		Yes	No	No	09/12/2023	6,606.16
001	P403BD	66016	75012	Check	1	3217	R1 School Specialty LLC		Yes	No	No	09/12/2023	205.64
001	P403BD	66009	75013	Check	1	18680	SUPREME SCHOOL SUPPLY CO		Yes	No	No	09/12/2023	97.40
001	P403BD	66013	75014	Check	1	2508	Theis Printing	C Corporation	Yes	No	No	09/12/2023	319.00
001	P403BD	66020	75015	Check	1	4849	VEX Robotics, Inc.		Yes	No	No	09/12/2023	26,985.00
001	P403BD	66012	75016	Check	1	25014	ZIEBELL'S HIAWATHA FOODS, INC.		Yes	No	No	09/12/2023	1,089.07
001	P403CK	66031	75017	Check	1	2183	B & S Rentals Inc.		Yes	No	No	09/12/2023	150.00
001	P403CK	66039	75018	Check	1	7089	Dashir Management Services, Inc		Yes	No	No	09/12/2023	10,554.87
001	P403CK	66029	75019	Check	1	2120	FLINN SCIENTIFIC INC		Yes	No	No	09/12/2023	49.53
001	P403CK	66034	75020	Check	1	4085	IEA, INC		Yes	No	No	09/12/2023	1,100.00
001	P403CK	66027	75021	Check	1	10141	KWIK TRIP		Yes	No	No	09/12/2023	287.79
001	P403CK	66033	75022	Check	1	3038	Lewiston Hardware, LLC		Yes	No	No	09/12/2023	417.26
001	P403CK	66028	75023	Check	1	11260	LEWISTON JOURNAL		Yes	No	No	09/12/2023	37.19
001	P403CK	66040	75024	Check	1	7109	On-site Computers		Yes	No	No	09/12/2023	346.47
001	P403CK	66038	75025	Check	1	6511	Quadient Leasing USA, Inc.		Yes	No	No	09/12/2023	409.98
001	P403CK	66032	75026	Check	1	2411	REINHART FOOD SERVICE		Yes	No	No	09/12/2023	3,393.48
001	P403CK	66037	75027	Check	1	5876	Teachers on Call	C Corporation	Yes	No	No	09/12/2023	360.78
001	P403CK	66030	75028	Check	1	2157	TRUGREEN		Yes	No	No	09/12/2023	4,800.00
001	P403CK	66035	75029	Check	1	4448	VERIZON WIRELESS		Yes	No	No	09/12/2023	147.75
001	P403CK	66036	75030	Check	1	4635	WINONA CONTROLS, INC.		Yes	No	No	09/12/2023	634.22
001	P402CK	66041	75031	Check	1	12495	MINNESOTA SCHOOL BOARDS ASSOC		Yes	No	No	09/15/2023	295.00
001	P403CK	66042	75032	Check	1	00420	ARNOLD'S SUPPLY		Yes	No	No	09/20/2023	1,976.50
001	P403CK	66068	75033	Check	1	5825	Becker's School Supplies		Yes	No	No	09/20/2023	83.96
001	P403CK	66062	75034	Check	1	3868	BRAINPOP		Yes	No	No	09/20/2023	3,708.25
001	P403CK	66066	75035	Check	1	5631	R1 BSN Sports, LLC		Yes	No	No	09/20/2023	1,048.95
001	P403CK	66056	75036	Check	1	2671	R1 CDW-Government		Yes	No	No	09/20/2023	1,416.00
001	P403CK	66076	75037	Check	1	6752	Cincinnati Life Insurance Company		Yes	No	No	09/20/2023	354.00
001	P403CK	66048	75038	Check	1	1612	CITY OF ALTURA		Yes	No	No	09/20/2023	300.00
001	P403CK	66057	75039	Check	1	2707	City of Lewiston		Yes	No	No	09/20/2023	1,229.26
001	P403CK	66046	75040	Check	1	1366	CUSTOM ALARM	C Corporation	Yes	No	No	09/20/2023	243.00
001	P403CK	66063	75041	Check	1	3906	D & A TESTING SERVICES		Yes	No	No	09/20/2023	511.00
001	P403CK	66086	75042	Check	1	7091	Dalco Enterprises		Yes	No	No	09/20/2023	2,616.54
001	P403CK	66085	75043	Check	1	7089	Dashir Management Services, Inc		Yes	No	No	09/20/2023	10,554.87
001	P403CK	66050	75044	Check	1	18635	Department of Labor & Industry		Yes	No	No	09/20/2023	20.00
001	P403CK	66043	75045	Check	1	03124	R1 DISCOUNT SCHOOL SUPPLY		Yes	No	No	09/20/2023	596.04
001	P403CK	66071	75046	Check	1	5900	R1 Dollar General - Regions 410526		Yes	No	No	09/20/2023	111.50

Lewiston-Altura Public Schools OCTOBER 2023 Misc Payments

											Pay/Void		
Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Amount
001	P403CK	66077	75047	Check	1	6891	Harter's Trash & Recycling Inc		Yes	No	No	09/20/2023	1,457.82
001	P403CK	66059	75048	Check	1	3210	HBC		Yes	No	No	09/20/2023	1,747.32
001	P403CK	66061	75049	Check	1	3282	Kennedy & Graven Chartered	C Corporation	Yes	No	No	09/20/2023	1,961.50
001	P403CK	66044	75050	Check	1	10141	KWIK TRIP		Yes	No	No	09/20/2023	10.77
001	P403CK	66045	75051	Check	1	11015	R1 LAKESHORE		Yes	No	No	09/20/2023	286.84
001	P403CK	66067	75052	Check	1	5756	LEARNING A-Z		Yes	No	No	09/20/2023	121.00
001	P403CK	66069	75053	Check	1	5865	R1 Loffler Companies -- 131511		Yes	No	No	09/20/2023	1,026.24
001	P403CK	66058	75054	Check	1	2752	Mabel-Canton FFA		Yes	No	No	09/20/2023	56.00
001	P403CK	66080	75055	Check	1	6965	MENK, ISIAIAH		Yes	No	No	09/20/2023	245.00
001	P403CK	66074	75056	Check	1	6138	Menk, Thomas		Yes	No	No	09/20/2023	245.00
001	P403CK	66065	75057	Check	1	4952	MID-AMERICAN RESEARCH CHEMICAL		Yes	No	No	09/20/2023	456.76
001	P403CK	66072	75058	Check	1	5956	MiEnergy Cooperative	Other	Yes	No	No	09/20/2023	14,479.45
001	P403CK	66084	75059	Check	1	7082	New Dominion School		Yes	No	No	09/20/2023	2,005.26
001	P403CK	66047	75060	Check	1	1452	R3 OTC Brands, Inc.		Yes	No	No	09/20/2023	337.64
001	P403CK	66083	75061	Check	1	7078	PlayPower LT Farmington, Inc.		Yes	No	No	09/20/2023	1,097.00
001	P403CK	66055	75062	Check	1	2444	POPP BINDING AND LAMINATING		Yes	No	No	09/20/2023	65.88
001	P403CK	66049	75063	Check	1	17058	Read Naturally Inc.		Yes	No	No	09/20/2023	1,840.00
001	P403CK	66052	75064	Check	1	2247	R1 RENAISSANCE LEARNING		Yes	No	No	09/20/2023	500.00
001	P403CK	66079	75065	Check	1	6954	Rocket Math		Yes	No	No	09/20/2023	150.00
001	P403CK	66088	75066	Check	1	7110	Salem Lutheran School		Yes	No	No	09/20/2023	980.00
001	P403CK	66051	75067	Check	1	1919	R1 SCHOOL HEALTH		Yes	No	No	09/20/2023	129.79
001	P403CK	66060	75068	Check	1	3217	R1 School Specialty LLC		Yes	No	No	09/20/2023	106.42
001	P403CK	66054	75069	Check	1	2363	SHERWIN WILLIAMS		Yes	No	No	09/20/2023	768.19
001	P403CK	66082	75070	Check	1	6993	Remit SOLIANT HEALTH, LLC		Yes	No	No	09/20/2023	911.14
001	P403CK	66078	75071	Check	1	6941	SUTHERLAND FENCE		Yes	No	No	09/20/2023	6,712.00
001	P403CK	66070	75072	Check	1	5876	Teachers on Call	C Corporation	Yes	No	No	09/20/2023	2,164.68
001	P403CK	66075	75073	Check	1	6512	Up-N-Running IT Partners		Yes	No	No	09/20/2023	202.50
001	P403CK	66089	75074	Check	1	7111	Ventris Learning		Yes	No	No	09/20/2023	160.00
001	P403CK	66073	75075	Check	1	6012	VOCABULARY SPELLING CITY		Yes	No	Yes	09/20/2023	117.00
001	P403CK	66073	75075	Check	1	6012	VOCABULARY SPELLING CITY		Yes	No	Yes	09/26/2023	(117.00)
001	P403CK	66064	75076	Check	1	4635	WINONA CONTROLS, INC.		Yes	No	No	09/20/2023	489.61
001	P403CK	66081	75077	Check	1	6984	WORKFORCE DEVELOPMENT, INC.		Yes	No	No	09/20/2023	2,500.00
001	P403CK	66053	75078	Check	1	23000	ZANER-BLOSER EDUCATIONAL PUB		Yes	No	No	09/20/2023	491.75
001	P403CK	66087	75079	Check	1	7104	Zero Abuse Project		Yes	No	No	09/20/2023	2,000.00
001	P403CK	66124	75080	Check	1	6956	BERGANKDV	C Corporation	Yes	No	No	09/28/2023	1,550.00
001	P403CK	66118	75081	Check	1	5631	R1 BSN Sports, LLC		Yes	No	No	09/28/2023	4,399.71
001	P403CK	66110	75082	Check	1	2671	R1 CDW-Government		Yes	No	No	09/28/2023	182.34
001	P403CK	66107	75083	Check	1	1451	Century High School		Yes	No	No	09/28/2023	300.00
001	P403CK	66104	75084	Check	1	11065	R2 CLIFTON LARSON ALLEN LLP		Yes	No	No	09/28/2023	3,150.00

Lewiston-Altura Public Schools OCTOBER 2023 Misc Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Date	Amount
												Date		
001	P403CK	66101	75085	Check	1	02584	COTTER HIGH SCHOOL		Yes	No	No	09/28/2023	200.00	
001	P403CK	66123	75086	Check	1	6799	Culhane, John (Jack)	Ind/Sole Proprietor	Yes	No	No	09/28/2023	75.00	
001	P403CK	66127	75087	Check	1	7091	Dalco Enterprises		Yes	No	No	09/28/2023	2,274.32	
001	P403CK	66102	75088	Check	1	03124	R1 DISCOUNT SCHOOL SUPPLY		Yes	No	No	09/28/2023	133.31	
001	P403CK	66105	75089	Check	1	1168	DOVER EYOTA SCHOOL DISTRICT		Yes	No	No	09/28/2023	150.00	
001	P403CK	66126	75090	Check	1	7077	Happy Dancing Turtle	Other	Yes	No	No	09/28/2023	50.00	
001	P403CK	66113	75091	Check	1	4341	HILDI INC		Yes	No	No	09/28/2023	5,900.00	
001	P403CK	66112	75092	Check	1	4085	IEA, INC		Yes	No	No	09/28/2023	834.94	
001	P403CK	66119	75093	Check	1	5693	IXL		Yes	No	No	09/28/2023	465.00	
001	P403CK	66103	75094	Check	1	10141	KWIK TRIP		Yes	No	No	09/28/2023	5,122.00	
001	P403CK	66117	75095	Check	1	5520	Lake City Football		Yes	No	No	09/28/2023	150.00	
001	P403CK	66120	75096	Check	1	5756	LEARNING A-Z		Yes	No	No	09/28/2023	117.00	
001	P403CK	66128	75097	Check	1	7103	S & S Heating and Cooling		Yes	No	No	09/28/2023	418.80	
001	P403CK	66108	75098	Check	1	18110	SCHOLASTIC News		Yes	No	No	09/28/2023	900.62	
001	P403CK	66109	75099	Check	1	2363	SHERWIN WILLIAMS		Yes	No	No	09/28/2023	140.00	
001	P403CK	66125	75100	Check	1	6993	Remit SOLIANT HEALTH, LLC		Yes	No	No	09/28/2023	3,878.84	
001	P403CK	66121	75101	Check	1	5804	St. Charles Park/Recreation Dept.		Yes	No	No	09/28/2023	540.00	
001	P403CK	66106	75102	Check	1	1350	ST. CHARLES PUBLIC SCHOOLS		Yes	No	No	09/28/2023	450.00	
001	P403CK	66115	75103	Check	1	4673	STEWARTVILLE FFA		Yes	No	No	09/28/2023	70.00	
001	P403CK	66111	75104	Check	1	3525	TEACHER DIRECT		Yes	No	No	09/28/2023	86.18	
001	P403CK	66122	75105	Check	1	5876	Teachers on Call	C Corporation	Yes	No	No	09/28/2023	2,886.24	
001	P403CK	66116	75106	Check	1	5318	The McDowell Agency, Inc.		Yes	No	No	09/28/2023	287.00	
001	P403CK	66114	75107	Check	1	4448	VERIZON WIRELESS		Yes	No	No	09/28/2023	321.40	
001	P303PR	66143	75108	Check	1	6406	Ameritas Life Insurance Corp		Yes	No	No	09/29/2023	133.04	
001	P303PR	66140	75109	Check	1	4951	Bremer Bank		Yes	No	No	09/29/2023	2,034.50	
001	P303PR	66141	75110	Check	1	6265	HOME FEDERAL SAVINGS BANK		Yes	No	No	09/29/2023	85.00	
001	P303PR	66144	75111	Check	1	6461	ISD 857 - Flex Plan Checking		Yes	No	No	09/29/2023	1,900.64	
001	P303PR	66137	75112	Check	1	17090	MADISON NATIONAL LIFE		Yes	No	No	09/29/2023	194.78	
001	P303PR	66139	75113	Check	1	4786	R1 Merchants Bank		Yes	No	No	09/29/2023	600.00	
001	P303PR	66142	75114	Check	1	6283	MinnWest Bank Group		Yes	No	No	09/29/2023	512.94	
001	P303PR	66138	75115	Check	1	3545	Winona National Bank		Yes	No	No	09/29/2023	320.00	
001	P402PR	66145	75116	Check	1	6283	MinnWest Bank Group		Yes	No	No	09/29/2023	226.47	

Bank Total: \$198,894.87

Report Total: \$198,894.87

Lewiston-Altura Public Schools OCTOBER 2023 WIRE Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
001	P403CK	66096		Wire	1 3571		MINNESOTA ENERGY RESOURCES	Other	No	No	No	09/21/2023	2,287.18
001	P403AM	66129		Wire	1 3128	R1	Amazon Capital Services		No	No	No	09/29/2023	516.83
001	P303PR	66131		Wire	1 1053		MINNESOTA ELECTRONIC FUNDS		No	No	No	09/29/2023	14,505.69
001	P303PR	66132		Wire	1 1054		FEDERAL TAXES		No	No	No	09/29/2023	92,408.49
001	P303PR	66133		Wire	1 18600		MINNESOTA TEACHERS RETIREMENT		No	No	No	09/29/2023	55,509.27
001	P303PR	66134		Wire	1 18610		Public Employers Retirement Association		No	No	No	09/29/2023	14,105.59
001	P303PR	66135		Wire	1 4373		ING		No	No	No	09/29/2023	4,351.80
001	P303PR	66136		Wire	1 6496		EDUCATORS BENEFIT CONSULTANTS LLC - Partnership		No	No	No	09/29/2023	11,713.86

Bank Total: \$195,398.71

Report Total: \$195,398.71

Lewiston-Altura Public Schools Statement of Expenditures October 2023

Sequence: Fd, O/S, Org, Pro, Crs, Fin	Description	202213			202313			202403		
		Budget 22REV	Year to Date	%	Budget 23REV	Year to Date	%	Budget 24ADP	Year to Date	%
01	General									
	100 Salaries & Wages	5,718,354.00	5,438,684.17	95%	5,121,079.56	4,988,043.03	97%	4,893,585.00	578,255.56	12%
	200 Employee Benefits	1,502,064.00	1,356,442.91	90%	1,383,286.32	1,334,937.35	97%	1,287,608.00	181,140.71	14%
	300 Purchased Services	1,475,698.00	1,416,796.03	96%	1,529,536.00	1,697,646.28	111%	1,679,508.00	231,125.93	14%
	400 Supplies & Materials	613,217.00	519,591.38	85%	518,595.32	474,908.07	92%	463,377.00	154,773.23	33%
	500 Capital Expenditures	264,506.00	152,947.09	58%	361,981.75	376,675.59	104%	365,600.00	96,437.52	26%
	800 Other Expenditures	60,858.00	82,659.23	136%	49,224.00	85,467.12	174%	52,940.00	19,226.65	36%
01	General	9,634,697.00	8,967,120.81	93%	8,963,702.95	8,957,677.44	100%	8,742,618.00	1,260,959.60	14%
02	Food Service									
	100 Salaries & Wages	181,000.00	206,022.53	114%	191,695.00	203,229.14	106%	195,019.00	25,550.75	13%
	200 Employee Benefits	71,935.00	77,393.88	108%	0.00	69,467.75	0%	0.00	7,717.09	0%
	300 Purchased Services	6,000.00	2,622.60	44%	11,150.00	8,520.75	76%	11,700.00	3,509.54	30%
	400 Supplies & Materials	319,500.00	340,636.77	107%	235,000.00	292,100.21	124%	408,309.00	3,896.60	1%
	500 Capital Expenditures	5,000.00	4,094.44	82%	4,300.00	4,209.15	98%	5,000.00	0.00	0%
	800 Other Expenditures	2,750.00	1,800.00	65%	3,000.00	2,956.00	99%	4,000.00	0.00	0%
02	Food Service	586,185.00	632,570.22	108%	445,145.00	580,483.00	130%	624,028.00	40,673.98	7%
04	Community Education									
	100 Salaries & Wages	348,243.00	369,872.92	106%	328,035.92	322,481.41	98%	333,164.00	61,823.32	19%
	200 Employee Benefits	68,484.00	68,755.18	100%	67,490.37	63,151.73	94%	69,893.00	10,987.24	16%
	300 Purchased Services	15,955.00	10,776.27	68%	16,210.00	11,454.32	71%	11,900.00	164.00	1%
	400 Supplies & Materials	45,500.00	31,144.82	68%	34,807.29	36,209.60	104%	36,200.00	1,024.08	3%
	500 Capital Expenditures	1,500.00	749.00	50%	0.00	0.00	0%	0.00	0.00	0%
	800 Other Expenditures	100.00	0.00	0%	0.00	0.00	0%	0.00	0.00	0%
04	Community Education	479,782.00	481,298.19	100%	446,543.58	433,297.06	97%	451,157.00	73,998.64	16%
06	Bldg Construction									
	500 Capital Expenditures	237,133.00	250,062.94	105%	0.00	0.00	0%	0.00	0.00	0%
06	Bldg Construction	237,133.00	250,062.94	105%	0.00	0.00	0%	0.00	0.00	0%
07	Debt									
	700 Debt Service	489,750.00	488,475.00	100%	498,150.00	498,575.00	100%	486,325.00	68,287.50	14%
07	Debt	489,750.00	488,475.00	100%	498,150.00	498,575.00	100%	486,325.00	68,287.50	14%

Lewiston-Altura Public Schools Statement of Expenditures October 2023

Sequence: Fd, O/S, Org, Pro, Crs, Fin	Description	202213			202313			202403		
		Budget 22REV	Year to Date	%	Budget 23REV	Year to Date	%	Budget 24ADP	Year to Date	%
18	Agency									
	800 Other Expenditures	1,500.00	1,500.00	100%	0.00	0.00	0%	0.00	0.00	0%
18	Agency	1,500.00	1,500.00	100%	0.00	0.00	0%	0.00	0.00	0%
30	Student Activity									
	300 Purchased Services	70,419.00	26,005.47	37%	79,415.50	66,566.47	84%	8,700.00	2,736.48	31%
	400 Supplies & Materials	51,136.00	48,853.12	96%	48,842.13	42,501.90	87%	13,100.00	27,242.47	208%
	500 Capital Expenditures	18,900.00	18,900.10	100%	15,000.00	1,744.74	12%	0.00	0.00	0%
	800 Other Expenditures	4,100.00	1,291.00	31%	1,506.00	1,506.00	100%	0.00	0.00	0%
30	Student Activity	144,555.00	95,049.69	66%	144,763.63	112,319.11	78%	21,800.00	29,978.95	138%
	Report Totals:	11,573,602.00	10,916,076.85	94%	10,498,305.16	10,582,351.61	101%	10,325,928.00	1,473,898.67	14%

Lewiston-Altura Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
6406		Ameritas Life Insurance Corp							
			0857	001	75108		Check		
				B 01	215 034	Vision Insurance		\$66.52	
PO#:		Voucher #:	105569	Invoice	Invoice No: S2024050	9/29/2023		Paid Amt:	\$66.52
				B 01	215 034	Vision Insurance		\$66.52	
PO#:		Voucher #:	105594	Invoice	Invoice No: S2024060	9/29/2023		Paid Amt:	\$66.52
								Check Amount:	\$133.04
								Vendor Total:	\$133.04
00420		ARNOLD'S SUPPLY							
			0857	001	75032		Check		
				E 01	102 850 000 000 305	Cleaning for Altura Closing		\$1,976.50	
PO#:	31627	Voucher #:	105468	Invoice	Invoice No: 331486	9/20/2023		Paid Amt:	\$1,976.50
								Check Amount:	\$1,976.50
								Vendor Total:	\$1,976.50
2183		B & S Rentals Inc.							
			0857	001	75017		Check		
				E 01	300 810 000 000 350	Portable Toilet Rent		\$150.00	
PO#:	31612	Voucher #:	105466	Invoice	Invoice No: 6481	9/12/2023		Paid Amt:	\$150.00
								Check Amount:	\$150.00
								Vendor Total:	\$150.00
5825		Becker's School Supplies							
			0857	001	75033		Check		
				E 01	101 201 000 000 430	BJ58520 TISSUE PAPER		\$5.49	
				E 01	101 201 000 000 430	1905069 12 COUNT MR SKETCH		\$12.59	
				E 01	101 201 000 000 430	512049 CRAYOLA SIDEWALK CHALK		\$8.29	
				E 01	101 201 000 000 430	570174 PLAYDOUGH CLASS PACK		\$57.59	
PO#:	31383	Voucher #:	105472	Invoice	Invoice No: 1757748	9/20/2023		Paid Amt:	\$83.96
								Check Amount:	\$83.96
								Vendor Total:	\$83.96
6956		BERGANKDV							
			0857	001	74994		Check		
				E 01	005 110 000 000 305	Monthly Services Aug 23		\$1,550.00	
PO#:	31584	Voucher #:	105443	Invoice	Invoice No: 1205538	9/12/2023		Paid Amt:	\$1,550.00
								Check Amount:	\$1,550.00
			0857	001	75080		Check		
				E 01	005 110 000 000 305	Monthly Services Sep 23		\$1,550.00	
PO#:	31704	Voucher #:	105552	Invoice	Invoice No: 1207536	9/28/2023		Paid Amt:	\$1,550.00
								Check Amount:	\$1,550.00
								Vendor Total:	\$3,100.00

Lewiston-Altura Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
3868		BRAINPOP							
			0857	001	75034		Check		
				E 01	101 203 000 000 406	Brainpop school subscription		\$2,812.00	
				E 01	101 203 000 000 406	Brainpop ELL Subscription		\$896.25	
	PO#: 31384	Voucher #:	105512	Invoice	Invoice No: US448374	9/20/2023		Paid Amt:	\$3,708.25
								Check Amount:	\$3,708.25
								Vendor Total:	\$3,708.25
4951		Bremer Bank							
			0857	001	75109		Check		
				B 01	215 092	Payroll Deductions		\$1,684.50	
	PO#:	Voucher #:	105570	Invoice	Invoice No: S2024050	9/29/2023		Paid Amt:	\$1,684.50
				B 01	215 000	Madison National-LTD		\$350.00	
	PO#:	Voucher #:	105595	Invoice	Invoice No: S2024060	9/29/2023		Paid Amt:	\$350.00
								Check Amount:	\$2,034.50
								Vendor Total:	\$2,034.50
7096		Brown's Ice Cream Co							
			0857	001	74995		Check		
				E 02	005 770 000 707 490	Invoice 12324104		\$795.00	
	PO#: 31578	Voucher #:	105429	Invoice	Invoice No: 118438	9/12/2023		Paid Amt:	\$795.00
								Check Amount:	\$795.00
								Vendor Total:	\$795.00
5631	R1	BSN Sports, LLC							
			0857	001	75035		Check		
				E 30	005 294 782 301 401	Pro Style Field Stencil Deluxe Pkg Item #146115		\$999.99	
				E 30	005 294 782 301 401	Shipping		\$48.96	
	PO#: 31601	Voucher #:	105473	Invoice	Invoice No: 782	9/20/2023		Paid Amt:	\$1,048.95
								Check Amount:	\$1,048.95
			0857	001	75081		Check		
				E 01	320 294 782 000 401	FB Helmet Reconditioning		\$1,439.68	
				E 30	005 294 782 301 401	FB Helmet Reconditioning		\$0.00	
				E 01	320 294 782 000 401	shipping		\$143.97	
				E 01	320 294 782 000 401	Credit applied		(\$82.74)	
	PO#: 31694	Voucher #:	105526	Invoice	Invoice No: 922379048	9/28/2023		Paid Amt:	\$1,500.91
				E 30	005 294 782 301 401	Personalized Jerseys		\$1,520.00	
	PO#: 31693	Voucher #:	105527	Invoice	Invoice No: 922364310	9/28/2023		Paid Amt:	\$1,520.00
				E 01	320 292 000 000 401	Weight cables		\$29.99	
				E 01	320 292 000 000 401	shipping		\$8.00	
	PO#: 31695	Voucher #:	105528	Invoice	Invoice No: 922700841	9/28/2023		Paid Amt:	\$37.99
				E 01	320 292 000 000 401	Athletic Tape		\$479.92	

Lewiston-Altura Public Schools

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No					Pmt/Void Date	Pmt Type	
5631	R1	BSN Sports, LLC										
			0857	001	75081							Check
				E	01	320	292	000	000	401	Mueller Ice Bags	\$129.99
				E	01	320	292	000	000	401	Floor Tape	\$15.98
				E	01	320	292	000	000	401	Officials Jersey	\$49.98
				E	01	320	292	000	000	401	Football Chain Set	\$399.99
				E	01	320	292	000	000	401	Accusplit	\$53.97
				E	01	320	292	000	000	401	Cramer First Aid Bag	\$89.99
				E	01	320	292	000	000	401	Freight	\$120.99
	PO#: 31292	Voucher #:	105529	Invoice	Invoice No:	922486447				9/28/2023		Paid Amt: \$1,340.81
											Check Amount: \$4,399.71	
											Vendor Total: \$5,448.66	
2671	R1	CDW-Government										
			0857	001	75036							Check
				E	02	005	770	000	701	401	Dell 24 inch Touch Monitor	\$354.00
	PO#: 31654	Voucher #:	105516	Invoice	Invoice No:	449				9/20/2023		Paid Amt: \$354.00
				E	01	005	630	000	399	466	Dell 24 inch Touch Monitor	\$1,062.00
	PO#: 31646	Voucher #:	105474	Invoice	Invoice No:	LS92253				9/20/2023		Paid Amt: \$1,062.00
											Check Amount: \$1,416.00	
											Vendor Total: \$1,416.00	
1451		Century High School										
			0857	001	75083							Check
				E	01	320	296	772	000	369	JV and Varsity	\$300.00
	PO#: 31680	Voucher #:	105533	Invoice	Invoice No:	2004				9/28/2023		Paid Amt: \$300.00
											Check Amount: \$300.00	
											Vendor Total: \$300.00	
6752		Cincinnati Life Insurance Company										
			0857	001	75037							Check
				E	01	005	020	000	000	230	Policy # 6675185L	\$354.00
	PO#: 31437	Voucher #:	105213	Invoice	Invoice No:	6675185				9/20/2023		Paid Amt: \$354.00
											Check Amount: \$354.00	
											Vendor Total: \$354.00	

Lewiston-Altura Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1612		CITY OF ALTURA					
			0857	001	75038		Check
				E 01	005 110 000 000 305	Deposit reured for facility use	\$300.00
	PO#: 31644	Voucher #:	105475	Invoice	Invoice No: 300	9/20/2023	Paid Amt: \$300.00
							Check Amount: \$300.00
							Vendor Total: \$300.00
2707		City of Lewiston					
			0857	001	75039		Check
				E 01	101 810 000 000 330	Bus Garage	\$256.65
				E 01	300 810 000 000 330	High School Water	\$878.18
				E 01	101 810 000 000 330	Elementary	\$57.14
				E 01	300 810 000 000 330	HS Garage	\$18.54
				E 01	300 810 000 000 330	Hydrant-Sprinkler	\$18.75
				E 01	300 810 000 000 330	Ball field, Zero balance this time	\$0.00
	PO#: 31636	Voucher #:	105476	Invoice	Invoice No: 11007	9/20/2023	Paid Amt: \$1,229.26
							Check Amount: \$1,229.26
							Vendor Total: \$1,229.26
11065	R2	CLIFTON LARSON ALLEN LLP					
			0857	001	74996		Check
				E 01	005 110 000 000 305	Progress billing for June 30, 2023-invoice 3856€	\$6,000.00
				E 01	005 110 000 000 305	Technology fee	\$300.00
	PO#: 31575	Voucher #:	105430	Invoice	Invoice No: Invoice 3856953	9/12/2023	Paid Amt: \$6,300.00
							Check Amount: \$6,300.00
			0857	001	75084		Check
				E 01	005 110 000 000 305	Invoice 3884930 Audit for year ending June 30, 2	\$3,150.00
	PO#: 31711	Voucher #:	105559	Invoice	Invoice No: 3884930	9/28/2023	Paid Amt: \$3,150.00
							Check Amount: \$3,150.00
							Vendor Total: \$9,450.00
4322		COMPAnion Corporation					
			0857	001	74997		Check
				E 01	300 620 000 000 406	Subscription for high school	\$1,278.00
				E 01	300 620 000 000 406	Sneak Peak subscription high school	\$266.00
	PO#: 31457	Voucher #:	105442	Invoice	Invoice No: 3041	9/12/2023	Paid Amt: \$1,544.00
							Check Amount: \$1,544.00
							Vendor Total: \$1,544.00
7106		Concord Theatricals Corp					
			0857	001	74998		Check
				E 01	320 298 760 000 401	Performance Fee	\$206.25
				E 01	320 298 760 000 401	Performance Fee 2nd	\$618.75

Lewiston-Altura Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No					Pmt/Void Date	Pmt Type			
7106		Concord Theatricals Corp												
			0857	001	74998								Check	
				E 01	320 298 760 000 401	Rental Fee					\$701.48			
				E 01	320 298 760 000 401	Shipping					\$125.00			
				E 01	320 298 760 000 401	Samphony show read					\$300.00			
	PO#: 31570	Voucher #:	105431	Invoice	Invoice No: 2004752					9/12/2023		Paid Amt:	\$1,951.48	
												Check Amount:	\$1,951.48	
												Vendor Total:	\$1,951.48	
02584		COTTER HIGH SCHOOL												
			0857	001	75085								Check	
				E 01	320 296 772 000 369	Varsity VB Tournament					\$200.00			
	PO#: 31679	Voucher #:	105530	Invoice	Invoice No: 2001					9/28/2023		Paid Amt:	\$200.00	
												Check Amount:	\$200.00	
												Vendor Total:	\$200.00	
6799		Culhane, John (Jack)												
			0857	001	75086								Check	
				E 01	320 294 788 000 369	Boys entrance fee CC					\$37.50			
				E 01	320 296 788 000 369	Girls entrance fee for CC					\$37.50			
	PO#: 31676	Voucher #:	105534	Invoice	Invoice No: 3005					9/28/2023		Paid Amt:	\$75.00	
												Check Amount:	\$75.00	
												Vendor Total:	\$75.00	
1366		CUSTOM ALARM												
			0857	001	75040								Check	
				E 01	101 810 000 000 410	On site service					\$87.50			
				E 01	300 810 000 000 410	On site service					\$155.50			
	PO#: 31653	Voucher #:	105515	Invoice	Invoice No: 430426					9/20/2023		Paid Amt:	\$243.00	
												Check Amount:	\$243.00	
												Vendor Total:	\$243.00	
3906		D & A TESTING SERVICES												
			0857	001	75041								Check	
				E 01	005 760 000 720 899	James, Twyla and Ryan					\$255.00			
				E 01	005 760 000 720 899	Dot D/S Pack for J, T and R					\$195.00			
				E 01	005 760 000 720 899	Past dew Mileage					\$61.00			
	PO#: 31620	Voucher #:	105469	Invoice	Invoice No: 2945					9/20/2023		Paid Amt:	\$511.00	
												Check Amount:	\$511.00	
												Vendor Total:	\$511.00	
7091		Dalco Enterprises												
			0857	001	75042								Check	
				E 01	005 810 000 302 530	HS custodial supplies reordered on invoice 361:					\$39.50			

Lewiston-Altura Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
7091		Dalco Enterprises					
			0857	001	75042		Check
				E 01	005 810 000 302 530	Custodial Supplies purchase by Dan	\$2,577.04
	PO#: 31600A	Voucher #:	105477	Invoice	Invoice No: 3612345	9/20/2023	Paid Amt: \$2,616.54 Check Amount: \$2,616.54
			0857	001	75087		Check
				E 01	300 810 000 000 410	Custodial supplies 4136053	\$933.76
				E 01	300 810 000 000 410	Custodial supplies 4136073	\$242.63
				E 01	300 810 000 000 410	Custodial soaps 4129687	\$727.93
				E 02	005 770 000 701 401	Food service dishmachine chemicals	\$370.00
	PO#: 31708	Voucher #:	105557	Invoice	Invoice No: 4136	9/28/2023	Paid Amt: \$2,274.32 Check Amount: \$2,274.32
							Vendor Total: \$4,890.86
7089		Dashir Management Services, Inc					
			0857	001	75018		Check
				E 01	005 810 000 000 305	Contract services from August 27-Sept 9, 2023	\$10,554.87
	PO#: 31589	Voucher #:	105454	Invoice	Invoice No: 8155	9/12/2023	Paid Amt: \$10,554.87 Check Amount: \$10,554.87
			0857	001	75043		Check
				E 01	005 810 000 000 305	Contract services from September 10 thru 23, 2	\$10,554.87
	PO#: 31662	Voucher #:	105518	Invoice	Invoice No: 8173	9/20/2023	Paid Amt: \$10,554.87 Check Amount: \$10,554.87
							Vendor Total: \$21,109.74
18635		Department of Labor & Industry					
			0857	001	75044		Check
				E 01	101 865 000 380 820	Elem Boilers	\$10.00
				E 01	300 865 000 380 820	HS Boilers	\$10.00
	PO#: 31588	Voucher #:	105470	Invoice	Invoice No: 680X	9/20/2023	Paid Amt: \$20.00 Check Amount: \$20.00
							Vendor Total: \$20.00
03124	R1	DISCOUNT SCHOOL SUPPLY					
			0857	001	75045		Check
				E 04	005 582 000 344 430	opal glitter #OGU	\$12.99
				E 04	005 582 000 344 430	dot markers #PDD	\$43.98
				E 04	005 582 000 344 430	gallon white paint #GWST	\$0.00
				E 04	005 582 000 344 430	jumbo wiggly eyes #WIDEYED	\$98.97
				E 04	005 582 000 344 430	watercolor paint #JWC	\$58.50
				E 04	005 582 000 344 430	stamp pads #JSP classic set of 6	\$86.62
				E 04	005 582 000 344 430	Colorations colored 1in masking tape #COTAPE	\$36.99

Lewiston-Altura Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No				Pmt/Void Date	Pmt Type
03124	R1	DISCOUNT SCHOOL SUPPLY								
		0857	001		75045					Check
				E 04	005 582 000 344 430	Washable chubbie marker set #CHUBBERS	\$59.97			
				E 04	005 582 000 344 430	Jumbo Foam Construction Set #PLANKS	\$190.32			
				E 04	005 582 000 344 430	Colorations refill set #8VWC12	\$7.70			
		PO#: 31496	Voucher #:	105471	Invoice	Invoice No: 10101		9/20/2023		Paid Amt: \$596.04 Check Amount: \$596.04
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		0857	001		75088					Check
				E 01	101 201 000 000 430	NEONMET12 COLORSTICKS	\$15.99			
				E 01	101 201 000 000 430	WATCOL6	\$8.99			
				E 01	101 201 000 000 430	#MNCHART CHART TABLET	\$101.94			
				E 01	101 201 000 000 430	WSE WHITE SENTENCE STRIPS	\$6.39			
		PO#: 31388	Voucher #:	105544	Invoice	Invoice No: 20101		9/28/2023		Paid Amt: \$133.31 Check Amount: \$133.31
<hr/>										
Vendor Total: \$729.35										
5900	R1	Dollar General - Regions 410526								
		0857	001		75046					Check
				E 01	101 203 000 161 430	Summer School Snacks	\$13.25			
				E 01	101 203 000 161 430	Summer School Snacks	\$13.25			
				E 02	005 770 000 701 401	Office supplies fund 02	\$40.00			
				E 04	005 570 000 000 401	Cardinal club	\$45.00			
		PO#: 31390	Voucher #:	105478	Invoice	Invoice No: 262679		9/20/2023		Paid Amt: \$111.50 Check Amount: \$111.50
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Vendor Total: \$111.50										
1168		DOVER EYOTA SCHOOL DISTRICT								
		0857	001		75089					Check
				E 01	320 294 788 000 369	Boys CC entrance fee	\$75.00			
				E 01	320 296 788 000 369	Girls CC entrance fee	\$75.00			
		PO#: 31673	Voucher #:	105535	Invoice	Invoice No: 2006		9/28/2023		Paid Amt: \$150.00 Check Amount: \$150.00
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Vendor Total: \$150.00										
6691		Elba Cooperative Creamery								
		0857	001		74999					Check
				E 30	005 298 203 301 401	Dairy Bag Supplies	\$550.00			
		PO#: 31264	Voucher #:	105452	Invoice	Invoice No: 300		9/12/2023		Paid Amt: \$550.00 Check Amount: \$550.00
<hr/>										
Vendor Total: \$550.00										

Lewiston-Altura Public Schools

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
6987		FAMILY ZONE, INC.					
			0857	001	75000		Check
				E 01	005 630 000 000 430	Firewall	\$6,556.27
	PO#: 31586	Voucher #:	105444	Invoice	Invoice No: 3980	9/12/2023	
							Paid Amt: \$6,556.27
							Check Amount: \$6,556.27
							Vendor Total: \$6,556.27
2120		FLINN SCIENTIFIC INC					
			0857	001	75019		Check
				E 01	300 260 000 000 430	AP4927 Muscovite Cleavage Sheets	\$25.58
				E 01	300 260 000 000 430	AP4929 Pyrite, massive	\$16.45
				E 01	300 260 000 000 430	Shipping Estimate	\$7.50
	PO#: 31572	Voucher #:	105463	Invoice	Invoice No: 23-75110	9/12/2023	
							Paid Amt: \$49.53
							Check Amount: \$49.53
							Vendor Total: \$49.53
06170		GEYER INSTRUCTIONAL PRODUCTS					
			0857	001	75001		Check
				E 01	300 256 000 000 430	Graph Paper #150083	\$42.00
				E 01	300 256 000 000 430	Shipping and handling	\$20.00
	PO#: 31520	Voucher #:	105441	Invoice	Invoice No: 001	9/12/2023	
							Paid Amt: \$62.00
							Check Amount: \$62.00
							Vendor Total: \$62.00
7077		Happy Dancing Turtle					
			0857	001	75090		Check
				E 01	101 203 901 000 369	Nora Woodworth speaker, first grade classroom:	\$50.00
	PO#: 31650	Voucher #:	105543	Invoice	Invoice No: 1033	9/28/2023	
							Paid Amt: \$50.00
							Check Amount: \$50.00
							Vendor Total: \$50.00
6891		Harter's Trash & Recycling Inc					
			0857	001	75047		Check
				E 01	101 810 000 000 330	Garbage pick up for Elem	\$673.87
				E 01	300 810 000 000 330	Garbage pick up for HS	\$783.95
	PO#: 31637	Voucher #:	105479	Invoice	Invoice No: 525135	9/20/2023	
							Paid Amt: \$1,457.82
							Check Amount: \$1,457.82
							Vendor Total: \$1,457.82
3210		HBC					
			0857	001	75048		Check
				E 01	005 630 000 000 320	District Phone July 2023	\$109.34

Lewiston-Altura Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
3210		HBC						
			0857	001	75048		Check	
				E 01 005 630 000 000 320	District Internet July 2023	\$1,637.98		
PO#:	31639	Voucher #:	105480	Invoice	Invoice No: 10048	9/20/2023		
							Paid Amt:	\$1,747.32
							Check Amount:	\$1,747.32
							Vendor Total:	\$1,747.32
07141		HIGH PLAINS COOPERATIVE						
			0857	001	75002		Check	
				E 01 005 760 000 720 440	Remaining Balance	\$267.26		
PO#:	31569	Voucher #:	105432	Invoice	Invoice No: 433447	9/12/2023		
							Paid Amt:	\$267.26
							Check Amount:	\$267.26
							Vendor Total:	\$267.26
4341		HILDI INC						
			0857	001	75091		Check	
				E 01 005 110 000 000 305	GASB 75 disclosures for the year ending 6-30-2	\$2,500.00		
				E 01 005 110 000 000 305	GASB 16	\$2,500.00		
				E 01 005 110 000 000 305	GASB 75	\$900.00		
PO#:	31705	Voucher #:	105556	Invoice	Invoice No: 15448	9/28/2023		
							Paid Amt:	\$5,900.00
							Check Amount:	\$5,900.00
							Vendor Total:	\$5,900.00
6265		HOME FEDERAL SAVINGS BANK						
			0857	001	75110		Check	
				B 01 215 092	Payroll Deductions	\$42.50		
PO#:		Voucher #:	105575	Invoice	Invoice No: S2024050	9/29/2023		
							Paid Amt:	\$42.50
				B 01 215 092	Payroll Deductions	\$42.50		
PO#:		Voucher #:	105599	Invoice	Invoice No: S2024060	9/29/2023		
							Paid Amt:	\$42.50
							Check Amount:	\$85.00
							Vendor Total:	\$85.00
3172	R1	Hy-Vee Accounts Receivable						
			0857	001	75003		Check	
				E 01 005 640 000 316 490	Food for Taco Bar to be purchased at HyVee	\$76.43		
PO#:	31506	Voucher #:	105433	Invoice	Invoice No: 5411	9/12/2023		
							Paid Amt:	\$76.43
							Check Amount:	\$76.43
							Vendor Total:	\$76.43
4085		IEA, INC						
			0857	001	75020		Check	
				E 01 005 810 012 160 303	Periodic inspection round 2	\$1,100.00		
PO#:	31503	Voucher #:	105455	Invoice	Invoice No: 49234	9/12/2023		
							Paid Amt:	\$1,100.00
							Check Amount:	\$1,100.00

Lewiston-Altura Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
4085		IEA, INC					
			0857	001	75092		Check
				E 01	005 810 012 160 303	Training, Fitch Dan	\$228.75
				E 01	005 810 012 160 303	Half Rate Travel Dan	\$34.31
				E 01	005 810 012 160 303	Space Assessment Dan	\$91.50
				E 01	005 810 012 160 303	Fire Safety Dan	\$45.75
				E 01	005 810 012 160 303	Lead in Water Dan	\$183.00
				E 01	005 810 012 160 303	Lock out Tag out	\$205.88
				E 01	005 810 012 160 303	Machine Guarding Dan	\$45.75
PO#: 31709	Voucher #:	105553	Invoice	Invoice No: 00049234	9/28/2023		Paid Amt: \$834.94
							Check Amount: \$834.94
							Vendor Total: \$1,934.94
6461		ISD 857 - Flex Plan Checking					
			0857	001	75111		Check
				B 01	215 090	FLEX PLAN	\$20.00
PO#:	Voucher #:	105592	Invoice	Invoice No: S2024060	9/29/2023		Paid Amt: \$20.00
				B 01	215 000	Madison National-LTD	\$305.68
PO#:	Voucher #:	105596	Invoice	Invoice No: S2024060	9/29/2023		Paid Amt: \$305.68
				B 01	215 000	Madison National-LTD	\$624.08
PO#:	Voucher #:	105603	Invoice	Invoice No: S2024060	9/29/2023		Paid Amt: \$624.08
				B 01	215 090	FLEX PLAN	\$20.00
PO#:	Voucher #:	105567	Invoice	Invoice No: S2024050	9/29/2023		Paid Amt: \$20.00
				B 01	215 000	Madison National-LTD	\$305.84
PO#:	Voucher #:	105571	Invoice	Invoice No: S2024050	9/29/2023		Paid Amt: \$305.84
				B 01	215 000	Madison National-LTD	\$625.04
PO#:	Voucher #:	105579	Invoice	Invoice No: S2024050	9/29/2023		Paid Amt: \$625.04
							Check Amount: \$1,900.64
							Vendor Total: \$1,900.64
5693		IXL					
			0857	001	75093		Check
				E 01	101 216 000 401 430	calsroom Llicense for 40 students	\$465.00
PO#: 31557A	Voucher #:	105537	Invoice	Invoice No: 479118	9/28/2023		Paid Amt: \$465.00
							Check Amount: \$465.00
							Vendor Total: \$465.00
3282		Kennedy & Graven Chartered					
			0857	001	75004		Check
				E 01	005 850 000 000 305	2023 Special election November	\$1,469.50
PO#: 31565	Voucher #:	105434	Invoice	Invoice No: 176396	9/12/2023		Paid Amt: \$1,469.50
							Check Amount: \$1,469.50

Lewiston-Altura Public Schools

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
3282		Kennedy & Graven Chartered					
		0857	001		75049		Check
				E 01	102 850 000 000 305	General Matters SCZ 7/5/23	\$147.00
				E 01	102 850 000 000 305	With the closing of Altura 7/6	\$147.00
				E 01	102 850 000 000 305	7/10/23	\$21.00
				E 01	102 850 000 000 305	7/11/23	\$168.00
				E 01	102 850 000 000 305	7/12/23	\$63.00
				E 01	102 850 000 000 305	Last of SCZ follow up with altura	\$42.00
				E 01	005 110 000 000 305	District Business 7/17/2023	\$122.50
				E 01	005 110 000 000 305	7/17/2023 ADI	\$245.00
				E 01	005 110 000 000 305	7/17/2023 ADI	\$49.00
				E 01	005 110 000 000 305	7/18/2023	\$73.50
				E 01	005 110 000 000 305	7/18/2023	\$73.50
				E 01	005 110 000 000 305	7/20/2023	\$49.00
				E 01	005 110 000 000 305	7/20/2023	\$49.00
				E 01	005 110 000 000 305	Dispute/Complaint 7/3/2023 ADI	\$49.00
				E 01	005 110 000 000 305	Complaint 7/10/2023 ADI	\$49.00
				E 01	005 110 000 000 305	Student Injury ADI	\$24.50
				E 01	005 110 000 000 305	7/6/2023 ADI	\$49.00
				E 01	005 110 000 000 305	7/7/2023 ADI	\$24.50
				E 01	005 110 000 000 305	7/12/2023 ADI	\$122.50
				E 01	005 110 000 000 305	7/14/2023 ADI	\$147.00
				E 01	005 110 000 000 305	7/14/2023 ADI	\$122.50
				E 01	005 110 000 000 305	7/17/2023 ADI	\$49.00
				E 01	005 110 000 000 305	Tax Assessment SJS	\$75.00
	PO#: 31624	Voucher #:	105481	Invoice	Invoice No: 176476	9/20/2023	
							Paid Amt: \$1,961.50
							Check Amount: \$1,961.50
							Vendor Total: \$3,431.00

10141		KWIK TRIP					
		0857	001		75021		Check
				E 01	005 640 000 316 490	Food for Mentor Class Pizza from Kwik Trip	\$123.31
				E 04	005 570 000 000 490	Milk Ticket 6739414	\$3.39
				E 04	005 570 000 000 490	Ticket for Water 6743220	\$5.97
				E 04	005 570 000 000 490	Ticket 6751925 Milk	\$3.39
				E 04	005 570 000 000 490	Ticket 6745215 milk	\$3.39
				E 04	005 570 000 000 490	Ticket 6756192 Milk	\$3.59
				E 04	005 570 000 000 490	Ticket 6743220 water	\$5.97
				E 04	005 570 000 000 490	Ticket 6731362 Milk	\$3.39
				E 04	005 570 000 000 490	Ticket 6731362 Milk	\$3.39

Lewiston-Altura Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
10141		KWIK TRIP					
			0857	001	75021		Check
				E 01	300 810 000 000 410	Prepay fuel 6729850	\$40.00
				E 01	300 810 000 000 410	Prepay fuel 6741951	\$12.00
				E 01	300 810 000 000 410	Prepay fuel 6739930	\$40.00
				E 01	300 810 000 000 410	Prepay fuel 6734018	\$40.00
	PO#: 31608	Voucher #:		105464	Invoice	Invoice No: 6770362	9/12/2023
							Paid Amt: \$287.79
							Check Amount: \$287.79
							Vendor Total: \$5,420.56
5520		Lake City Football					
			0857	001	75095		Check
				E 01	320 294 782 000 369	Football scrimmage V 150	\$150.00
	PO#: 31672	Voucher #:		105536	Invoice	Invoice No: 2007	9/28/2023
							Paid Amt: \$150.00
							Check Amount: \$150.00
							Vendor Total: \$150.00
11015	R1	LAKESHORE					
			0857	001	75051		Check
				E 01	101 201 000 000 430	FG313 ANIMAL STIKERS	\$11.99
				E 01	101 201 000 000 430	RR731 ALPHABET STICKERS	\$29.99
				E 01	101 201 000 000 430	NF9767 MINI RAINBOW SENENCE STRIPS	\$5.99
				E 01	101 201 000 000 430	STE63903 HOLIDAY CELEBRATION STICKEF	\$15.99
				E 01	101 201 000 000 430	STD168013 NAME TAGS	\$9.98
				E 01	101 201 000 000 430	SCD168013 FAMRN ANIMAL PHOTO STICKE	\$2.99
				E 01	101 201 000 000 430	STE46346 FRIENDLY FRUIT SICKERS	\$3.99
				E 01	101 201 000 000 430	SVT6022 MAGNA TILE CAR EXPANTION	\$14.99
				E 01	101 201 000 000 430	LL227 PLAYFUL PENGUINS	\$29.99
				E 01	101 201 000 000 430	DR622 MAGNATIES HOME BUILDERS	\$49.99
				E 01	101 201 000 000 430	TT232 MOLD AND PLAY SENSORY SAND KIT	\$29.99
				E 01	101 201 000 000 430	TT233 MOLD AND PLAY SENSOY SAND	\$14.99
				E 01	101 201 000 000 430	LC383 PEOPLE COLOR CRAFT SHEETS	\$8.99
				E 01	101 201 000 000 430	RY928 MAKE A FACE CRAFT SHEETS	\$16.99

Lewiston-Altura Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
11015	R1	LAKESHORE						
			0857	001	75051		Check	
				E 01	101 201 000 000 430	LL119 LARGE NAME PLATE HOLDERS	\$39.99	
	PO#: 31391	Voucher #:	105483	Invoice	Invoice No: 211504	9/20/2023		
							Paid Amt:	\$286.84
							Check Amount:	\$286.84
							Vendor Total:	\$286.84
5756		LEARNING A-Z						
			0857	001	75052		Check	
				E 01	101 203 904 000 430	Learn A-Z Subscription	\$121.00	
	PO#: 31536A	Voucher #:	105484	Invoice	Invoice No: 7091064	9/20/2023		
							Paid Amt:	\$121.00
							Check Amount:	\$121.00
			0857	001	75096		Check	
				E 01	101 203 904 000 430	Learn A-Z Subscription	\$117.00	
	PO#: 31713	Voucher #:	105558	Invoice	Invoice No: 23-24	9/28/2023		
							Paid Amt:	\$117.00
							Check Amount:	\$117.00
							Vendor Total:	\$238.00
3038		Lewiston Hardware, LLC						
			0857	001	75022		Check	
				E 01	300 361 000 000 430	Chisel	\$60.00	
				E 01	300 810 000 000 410	Gopher gassers	\$39.96	
				E 01	300 810 000 000 410	Drill bit and sonic	\$39.34	
				E 01	300 810 000 000 410	Pex Adapter	\$5.99	
				E 01	300 810 000 000 410	Bolt	\$5.98	
				E 01	300 810 000 000 410	Battery's and anchors	\$127.11	
				E 01	300 810 000 000 410	Belt, and corner brace	\$25.48	
				E 01	005 760 000 720 401	Primer and spray paint	\$65.43	
				E 01	300 810 000 000 410	Mounting tape and belt	\$47.97	
	PO#: 31581	Voucher #:	105457	Invoice	Invoice No: 31581	9/12/2023		
							Paid Amt:	\$417.26
							Check Amount:	\$417.26
							Vendor Total:	\$417.26
11260		LEWISTON JOURNAL						
			0857	001	75023		Check	
				E 01	005 110 000 000 305	advertising for Request for Proposals group ins	\$37.19	
	PO#: 31592	Voucher #:	105456	Invoice	Invoice No: 60589	9/12/2023		
							Paid Amt:	\$37.19
							Check Amount:	\$37.19
							Vendor Total:	\$37.19

Lewiston-Altura Public Schools

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
5865	R1	Loffler Companies --	131511						
			0857	001	75053		Check		
				E 01	300 630 000 000 315	High School Konica B808 and C558		\$1,026.24	
	PO#: 31641	Voucher #:	105485	Invoice	Invoice No: 4469096	9/20/2023		Paid Amt:	\$1,026.24
								Check Amount:	\$1,026.24
								Vendor Total:	\$1,026.24
2752		Mabel-Canton FFA							
			0857	001	75054		Check		
				E 30	005 298 203 301 369	Miller Invite		\$56.00	
	PO#: 31622	Voucher #:	105486	Invoice	Invoice No: 203	9/20/2023		Paid Amt:	\$56.00
								Check Amount:	\$56.00
								Vendor Total:	\$56.00
17090		MADISON NATIONAL LIFE							
			0857	001	75112		Check		
				B 01	215 000	Madison National-LTD		\$97.39	
	PO#:	Voucher #:	105576	Invoice	Invoice No: S2024050	9/29/2023		Paid Amt:	\$97.39
				B 01	215 000	Madison National-LTD		\$97.39	
	PO#:	Voucher #:	105600	Invoice	Invoice No: S2024060	9/29/2023		Paid Amt:	\$97.39
								Check Amount:	\$194.78
								Vendor Total:	\$194.78
3061		MENARDS							
			0857	001	75005		Check		
				E 01	005 810 000 000 410	Supplies for maintenance		\$346.53	
				E 01	005 810 000 000 410	Textrued 4x8 sheet		\$83.92	
	PO#: 31576	Voucher #:	105435	Invoice	Invoice No: 305555	9/12/2023		Paid Amt:	\$430.45
								Check Amount:	\$430.45
								Vendor Total:	\$430.45
6965		MENK, ISAIAH							
			0857	001	75055		Check		
				E 01	005 271 012 161 186	Learning loss math		\$245.00	
	PO#: 31634	Voucher #:	105487	Invoice	Invoice No: 2023	9/20/2023		Paid Amt:	\$245.00
								Check Amount:	\$245.00
								Vendor Total:	\$245.00
6138		Menk, Thomas							
			0857	001	75056		Check		
				E 04	005 590 000 321 305	Learning loss for math		\$245.00	
	PO#: 31635	Voucher #:	105488	Invoice	Invoice No: 823	9/20/2023		Paid Amt:	\$245.00
								Check Amount:	\$245.00
								Vendor Total:	\$245.00

Lewiston-Altura Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
4786	R1	Merchants Bank							
			0857	001	75113		Check		
				B 01	215 000	Madison National-LTD		\$150.00	
				B 01	215 092	Payroll Deductions		\$225.00	
	PO#:	Voucher #:	105604	Invoice	Invoice No: S2024060	9/29/2023		Paid Amt:	\$375.00
				B 01	215 092	Payroll Deductions		\$225.00	
	PO#:	Voucher #:	105580	Invoice	Invoice No: S2024050	9/29/2023		Paid Amt:	\$225.00
								Check Amount:	\$600.00
								Vendor Total:	\$600.00
4952		MID-AMERICAN RESEARCH CHEMICAL							
			0857	001	75057		Check		
				E 01	300 810 000 000 410	Scram Liquid Pipe Opener		\$456.76	
	PO#: 31655	Voucher #:	105517	Invoice	Invoice No: 903046644	9/20/2023		Paid Amt:	\$456.76
								Check Amount:	\$456.76
								Vendor Total:	\$456.76
5956		MiEnergy Cooperative							
			0857	001	75058		Check		
				E 01	101 810 000 000 330	334007001 Elem Electricity		\$6,199.45	
				E 01	300 810 000 000 330	334007002 HS Electricity		\$8,025.74	
				E 01	300 810 000 000 330	334007003 HS Maint Building Electricity		\$56.76	
				E 01	300 810 000 000 330	334007004 Football Field		\$197.50	
	PO#: 31647	Voucher #:	105489	Invoice	Invoice No: 7001234	9/20/2023		Paid Amt:	\$14,479.45
								Check Amount:	\$14,479.45
								Vendor Total:	\$14,479.45
12495		MINNESOTA SCHOOL BOARDS ASSOCIATION							
			0857	001	75031		Check		
				E 01	005 010 000 316 366	Gwen Carman Breadout sessions early pricing		\$295.00	
	PO#: 31501	Voucher #:	105337	Invoice	Invoice No: 7993	9/15/2023		Paid Amt:	\$295.00
								Check Amount:	\$295.00
								Vendor Total:	\$295.00
5723		Minnesota State High School Mathematics League							
			0857	001	75006		Check		
				E 01	320 298 764 000 369	Math League Fee		\$600.00	
	PO#: 31571	Voucher #:	105436	Invoice	Invoice No: CB22	9/12/2023		Paid Amt:	\$600.00
								Check Amount:	\$600.00
								Vendor Total:	\$600.00
6283		MinnWest Bank Group							
			0857	001	75114		Check		
				B 01	215 000	Madison National-LTD		\$226.47	

Lewiston-Altura Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
6283		MinnWest Bank Group							
			0857	001	75114		Check		
				B 01	215 092	Payroll Deductions		\$30.00	
PO#:		Voucher #:	105605	Invoice	Invoice No: S2024060	9/29/2023		Paid Amt:	\$256.47
				B 01	215 000	Madison National-LTD		\$226.47	
				B 01	215 092	Payroll Deductions		\$30.00	
PO#:		Voucher #:	105581	Invoice	Invoice No: S2024050	9/29/2023		Paid Amt:	\$256.47
								Check Amount:	\$512.94
			0857	001	75116		Check		
				B 01	215 000	Madison National-LTD		\$226.47	
PO#:		Voucher #:	105391	Invoice	Invoice No: S2024040	9/29/2023		Paid Amt:	\$226.47
								Check Amount:	\$226.47
								Vendor Total:	\$739.41
12540		MISSISSIPPI WELDERS SUPPLY COMPANY INC							
			0857	001	75007		Check		
				E 01	005 760 000 720 401	Refilling of Cylinders for bus Garage		\$117.18	
				E 01	005 760 000 720 401	Acetylene Cyl		\$25.11	
PO#: 31585		Voucher #:	105446	Invoice	Invoice No: 1650554	9/12/2023		Paid Amt:	\$142.29
								Check Amount:	\$142.29
								Vendor Total:	\$142.29
12630		MOTOR PARTS & EQUIP							
			0857	001	75008		Check		
				E 01	005 760 000 720 401	Invoice 454641		\$57.00	
				E 01	005 760 000 720 401	Invoice 455129		\$187.80	
				E 01	005 760 000 720 401	Invoice 455650		\$73.54	
				E 01	005 760 000 720 401	Invoice 455736		\$10.32	
				E 01	005 760 000 720 401	Invoice 456497		\$114.27	
				E 01	005 760 000 720 401	Invoice 458991		\$134.90	
				E 01	005 760 000 720 401	Invoice 459930		\$36.77	
				E 01	005 760 000 720 401	Invoice 459524 return		(\$15.00)	
PO#: 31567		Voucher #:	105437	Invoice	Invoice No: 48	9/12/2023		Paid Amt:	\$599.60
								Check Amount:	\$599.60
								Vendor Total:	\$599.60
7082		New Dominion School							
			0857	001	75059		Check		
				E 01	300 211 000 000 394	Reg Ed		\$553.26	

Lewiston-Altura Public Schools

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
7082		New Dominion School					
			0857	001	75059		Check
				E 01	300 408 000 740 394	Sped	\$1,452.00
	PO#: 31611	Voucher #:	105491	Invoice	Invoice No: 11866	9/20/2023	Paid Amt: \$2,005.26
							Check Amount: \$2,005.26
							Vendor Total: \$2,005.26
3263		North Central Truck Equipment					
			0857	001	75009		Check
				E 01	005 760 000 720 401	Invoice 304291 Parts	\$617.71
				E 01	005 760 000 720 401	Full cross arm repair to bus 12 Invoice 801970	\$3,514.36
				E 01	005 760 000 720 401	Invoice 801204 Bus Part installed	\$1,859.48
	PO#: 31566	Voucher #:	105438	Invoice	Invoice No: 508300	9/12/2023	Paid Amt: \$5,991.55
							Check Amount: \$5,991.55
							Vendor Total: \$5,991.55
7109		On-site Computers					
			0857	001	75024		Check
				E 01	005 630 000 000 350	Firewall Applcance biulling split	\$51.67
				E 01	005 630 000 000 350	Protection plan portion June 23 to July 24	\$44.80
				E 01	005 630 000 000 350	Labor for firewall installation	\$40.00
				E 01	005 630 000 000 350	Server DAily Backups from June 23-July 24	\$210.00
	PO#: 31614	Voucher #:	105467	Invoice	Invoice No: 88595	9/12/2023	Paid Amt: \$346.47
							Check Amount: \$346.47
							Vendor Total: \$346.47
1452	R3	OTC Brands, Inc.					
			0857	001	75060		Check
				E 01	101 203 902 000 430	13973128 Back to school kits	\$39.99
				E 01	101 203 902 000 430	shipping	\$6.99
				E 01	101 201 000 000 430	Bulk 72 Pc. Christmas Candy Self-Adhesive Shz	\$25.96
				E 01	101 201 000 000 430	Bulk 100 Pc. Super Huge Black Googly Eyes	\$7.29
				E 01	101 201 000 000 430	Bulk 80 Pc. Apple-Scented Stickers 4 Sheet(s) #	\$4.29
				E 01	101 201 000 000 430	Lunar New Year Zodiac Animal Cutouts - 12 Pc.	\$2.77
				E 01	101 201 000 000 430	Bulk 144 Pc. Tooth Saver Necklaces 144 Piece(:	\$16.99
				E 01	101 201 000 000 430	Self-Adhesive Magnetic Tape 12 ft #57/1500	\$5.49
				E 01	101 201 000 000 430	Magic Color Scratch Medium Sheets - 12 Pc. Mi	\$9.99
				E 01	101 201 000 000 430	Bright Picture Frames - 12 Pc. Per Dozen #136:	\$19.58
				E 01	101 201 000 000 430	Schoolgirl Style Alphabet Cards Bulletin Board S	\$20.99
				E 01	101 201 000 000 430	Carson Dellosa Education Hundred Chart Sticke	\$4.99
				E 01	101 201 000 000 430	Carson Dellosa Education Alphabet Photograph	\$5.99
				E 01	101 201 000 000 430	Colorful Faceted Gems 160 Piece(s) #1375258:	\$7.99

Lewiston-Altura Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1452	R3	OTC Brands, Inc.					
			0857	001	75060		Check
				E 01	101 201 000 000 430	Gigantic Fabulous Foam Sheets - 24 Pc. 24 Pie	\$21.99
				E 01	101 201 000 000 430	Playlearn Instant Snow Powder – Makes 2.5 Gal	\$18.99
				E 01	101 201 000 000 430	Chinese New Year Goldtone Coins 144 Piece(s)	\$6.79
				E 01	101 201 000 000 430	Lunar New Year Bamboo Chopsticks - 24 Ct. 24	\$4.00
				E 01	101 201 000 000 430	3 1/2" x 7 1/4" Mini Lucky Money Paper Treat B	\$6.70
				E 01	101 201 000 000 430	Bulk 300 Pc. Chinese Food Self-Adhesive Shap	\$9.99
				E 01	101 201 000 000 430	Matching Animal Shadows Sticker Scenes - 12	\$13.58
				E 01	101 201 000 000 430	Cute Cat Sticker Sheets - 24 Pc. 24 Piece(s) #1	\$5.79
				E 01	101 201 000 000 430	Puppy Dog Sticker Sheets - 24 Pc. 24 Sheet(s) :	\$5.99
				E 01	101 201 000 000 430	Bulk 500 Pc. Fabulous Foam Self-Adhesive Lov	\$9.99
				E 01	101 201 000 000 430	Carson Dellosa Education Apples Shape Sticker	\$5.99
				E 01	101 201 000 000 430	Bulk 300 Pc. Gingerbread Self-Adhesive Shap	\$9.99
				E 01	101 201 000 000 430	Gingerbread Stand-Up Craft Kit - Makes 24 Mak	\$9.99
				E 01	101 201 000 000 430	Weather Icon Cutouts - 16 Pc. 1 Set(s) #141134	\$8.99
				E 01	101 201 000 000 430	DIY Gingerbread House Sticker Scenes - 12 Pc.	\$13.58
				E 01	101 201 000 000 430	Carson Dellosa Education Frogs Shape Stickers	\$5.99
	PO#: 31392	Voucher #:	105492	Invoice	Invoice No: 1452-23	9/20/2023	Paid Amt: \$337.64
							Check Amount: \$337.64
							Vendor Total: \$337.64
7078		PlayPower LT Farmington, Inc.					
			0857	001	75061		Check
				E 04	005 505 316 000 401	Dinosaur climber	\$873.00
				E 04	005 505 316 000 401	Shipping and Handling	\$224.00
	PO#: 31104	Voucher #:	105493	Invoice	Invoice No: 872223	9/20/2023	Paid Amt: \$1,097.00
							Check Amount: \$1,097.00
							Vendor Total: \$1,097.00
2444		POPP BINDING AND LAMINATING					
			0857	001	75010		Check
				E 01	101 203 000 000 430	Laminating film, 2 1/4" core, 25" x 500', 1.5 mil	\$396.00
				E 01	101 203 000 000 430	Black Binding comb 1/4"	\$7.24
				E 01	101 203 000 000 430	Black Binding comb 5/16"	\$8.24
				E 01	101 203 000 000 430	Black Binding comb 3/8"	\$11.00
				E 01	101 203 000 000 430	Black Binding comb 1/2"	\$14.00
				E 01	101 203 000 000 430	Black Binding comb 5/8"	\$18.47
				E 01	101 203 000 000 430	shipping	\$50.00
	PO#: 31509	Voucher #:	105449	Invoice	Invoice No: 90306	9/12/2023	Paid Amt: \$504.95
							Check Amount: \$504.95

Lewiston-Altura Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
2444		POPP BINDING AND LAMINATING						
			0857	001	75062		Check	
				E 01 101 203 000 000 430	difference of payment for PO # 31509	\$65.88		
	PO#: 31656	Voucher #:	105513	Invoice	Invoice No: 3165	9/20/2023		
							Paid Amt:	\$65.88
							Check Amount:	\$65.88
							Vendor Total:	\$570.83
6511		Quadient Leasing USA, Inc.						
			0857	001	75025		Check	
				E 01 005 110 000 000 370	Leasing agreement	\$409.98		
	PO#: 31594	Voucher #:	105459	Invoice	Invoice No: N10084931	9/12/2023		
							Paid Amt:	\$409.98
							Check Amount:	\$409.98
							Vendor Total:	\$409.98
17058		Read Naturally Inc.						
			0857	001	75063		Check	
				E 01 101 216 000 401 430	Read Naturally Live - One Year Subscription	\$460.00		
				E 01 300 216 000 401 430	Read Naturally Live - One Year Subscription	\$575.00		
				E 01 101 422 000 740 433	Read Naturally Live - One Year Subscription	\$805.00		
	PO#: 31559	Voucher #:	105494	Invoice	Invoice No: 17058	9/20/2023		
							Paid Amt:	\$1,840.00
							Check Amount:	\$1,840.00
							Vendor Total:	\$1,840.00
2411		REINHART FOOD SERVICE						
			0857	001	75011		Check	
				E 02 005 770 000 701 490	Gluten free items 512301	\$77.32		
				E 02 005 770 000 701 490	Invoice 507227	\$6,528.84		
	PO#: 31579	Voucher #:	105447	Invoice	Invoice No: 83123	9/12/2023		
							Paid Amt:	\$6,606.16
							Check Amount:	\$6,606.16
			0857	001	75026		Check	
				E 02 005 770 000 701 401	invoice 510953	\$356.08		
				E 02 005 770 000 701 490	Invoice 510976	\$1,320.52		
				E 02 005 770 000 701 490	Invoice 510970	\$1,787.92		
				E 02 005 770 000 701 490	Credit applied to this account	(\$71.04)		
	PO#: 31595	Voucher #:	105460	Invoice	Invoice No: 31595	9/12/2023		
							Paid Amt:	\$3,393.48
							Check Amount:	\$3,393.48
							Vendor Total:	\$9,999.64
2247	R1	RENAISSANCE LEARNING						
			0857	001	75064		Check	
				E 01 101 620 000 302 530	60 minute remote coach	\$82.42		
				E 01 101 620 000 302 530	Annual Platform	\$206.04		

Lewiston-Altura Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
2247	R1	RENAISSANCE LEARNING						
			0857	001	75064		Check	
				E 01	101 620 000 302 530	Accelerated REader Subscription	\$211.54	
	PO#: 31628	Voucher #:	105495	Invoice	Invoice No: 6103	9/20/2023		
							Paid Amt:	\$500.00
							Check Amount:	\$500.00
							Vendor Total:	\$500.00
6954		Rocket Math						
			0857	001	75065		Check	
				E 01	101 216 000 401 430	#2401 - Worksheet Program - Three Teacher for	\$150.00	
	PO#: 31619	Voucher #:	105497	Invoice	Invoice No: 52225W	9/20/2023		
							Paid Amt:	\$150.00
							Check Amount:	\$150.00
							Vendor Total:	\$150.00
7103		S & S Heating and Cooling						
			0857	001	75097		Check	
				E 01	300 810 000 000 410	Solenoid repair kit	\$268.80	
				E 01	300 810 000 000 410	Trip charge	\$25.00	
				E 01	300 810 000 000 410	Labor Mark Stephan Commercial	\$125.00	
	PO#: 31706	Voucher #:	105555	Invoice	Invoice No: 1-333-1	9/28/2023		
							Paid Amt:	\$418.80
							Check Amount:	\$418.80
							Vendor Total:	\$418.80
7110		Salem Lutheran School						
			0857	001	75066		Check	
				E 01	701 216 000 401 430	Julie Weishalla	\$150.00	
				E 01	701 216 000 401 430	Alayne Dorn	\$150.00	
				E 01	701 216 000 401 430	Samantha Stange	\$190.00	
				E 01	701 216 000 401 430	Marie Mierau	\$190.00	
				E 01	701 216 000 401 430	Mandy Rupprecht	\$150.00	
				E 01	701 216 000 401 430	Alex Brown	\$150.00	
	PO#: 31625	Voucher #:	105498	Invoice	Invoice No: 1019	9/20/2023		
							Paid Amt:	\$980.00
							Check Amount:	\$980.00
							Vendor Total:	\$980.00
18110		SCHOLASTIC News						
			0857	001	75098		Check	
				E 01	101 203 901 000 430	Scholastic New Magizine	\$119.80	
				E 01	101 203 901 000 430	Scholastic Story Works	\$169.80	
				E 01	101 203 901 000 430	SHIPPING	\$28.96	
	PO#: 31394	Voucher #:	105546	Invoice	Invoice No: M7356524	9/28/2023		
							Paid Amt:	\$318.56
				E 01	101 203 902 000 430	07242898-001 Scholastic News 2 for second gr:	\$239.60	

Lewiston-Altura Public Schools

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
18110		SCHOLASTIC News							
		0857	001		75098		Check		
				E 01	101 203 902 000 430	shipping	\$23.90		
PO#: 31395		Voucher #:	105547	Invoice	Invoice No: M7379820	9/28/2023	Paid Amt:	\$263.50	
				E 01	101 203 901 000 430	Shipping	\$28.96		
				E 01	101 203 901 000 430	Scholastic News Ed.1 (Print+Digital) Full Year	\$119.80		
				E 01	101 203 901 000 430	Storyworks1 Print + Digital	\$169.80		
PO#: 31560		Voucher #:	105548	Invoice	Invoice No: 6524	9/28/2023	Paid Amt:	\$318.56	
								Check Amount:	\$900.62
								Vendor Total:	\$900.62
1919	R1	SCHOOL HEALTH							
		0857	001		75067		Check		
				E 01	005 720 000 000 401	ice pack	\$12.45		
				E 01	005 720 000 000 401	pill envelopes	\$32.99		
				E 01	005 720 000 000 401	sharps containers	\$8.98		
				E 01	005 720 000 000 401	tooth saver chests	\$12.99		
				E 01	005 720 000 000 401	coban wrap	\$17.97		
				E 01	005 720 000 000 401	round bandaids	\$5.09		
				E 01	005 720 000 000 401	isopropyl alcohol	\$3.49		
				E 01	005 720 000 000 401	hot water bottle	\$14.99		
				E 01	005 720 000 000 401	sterile gauze roll	\$12.45		
				E 01	005 720 000 000 401	non sterile rolled gauze	\$8.39		
PO#: 31551		Voucher #:	105501	Invoice	Invoice No: 4706	9/20/2023	Paid Amt:	\$129.79	
								Check Amount:	\$129.79
								Vendor Total:	\$129.79
3217	R1	School Specialty LLC							
		0857	001		75012		Check		
				E 01	101 203 903 000 430	School Smart Glue Sticks, 0.28 Ounces, Purple	\$14.02		
				E 01	101 203 903 000 430	Learning Advantage Playing Cards, Set of 52 lte	\$55.40		
				E 01	101 203 903 000 430	School Smart Pen Style Dry Erase Markers, Fine	\$17.99		
				E 01	101 203 903 000 430	Post-it Super Sticky Lined Notes, 4 x 6 Inches, l	\$14.99		
				E 01	101 203 903 000 430	Mr Sketch Premium Scented Stix Watercolor Me	\$7.72		
				E 01	101 203 903 000 430	Pilot FriXion Colors Erasable Marker Pens, 2.5 l	\$17.99		
				E 01	101 203 903 000 430	School Smart Pencil Tip Wedge Cap Erasers, F	\$11.02		
				E 01	101 203 903 000 430	Pacon Anchor Chart Paper, 24 x 32 Inches, Unn	\$29.39		
				E 01	101 203 903 000 430	School Smart High Clarity Laminating Pouches,	\$37.12		
PO#: 31396		Voucher #:	105450	Invoice	Invoice No: 60642395	9/12/2023	Paid Amt:	\$205.64	
								Check Amount:	\$205.64

Lewiston-Altura Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
3217	R1	School Specialty LLC					
			0857	001	75068		Check
			E	01	101 203 903 000 430	251097 Trend Enterprises Stinky Stickers, Kid's	\$12.99
			E	01	101 203 903 000 430	090021 Scotch 665 Double-Sided Tape in Handl	\$14.42
			E	01	101 203 903 000 430	1567776 Pressman Toy Cribbage Board with Ca	\$12.99
			E	01	101 203 903 000 430	1561452 Crayola Ultra-Clean Washable Markers	\$15.59
			E	01	101 203 903 000 430	1006297 Trend Enterprises SuperShapes Colori	\$7.08
			E	01	101 203 903 000 430	1530193 EXPO Low Odor Dry Erase Markers, F	\$43.35
	PO#: 31405	Voucher #:	105499	Invoice	Invoice No: 40482	9/20/2023	Paid Amt: \$106.42 Check Amount: \$106.42
							Vendor Total: \$312.06
2363		SHERWIN WILLIAMS					
			0857	001	75069		Check
			E	01	300 810 000 000 410	SStripe FMP White Paint	\$768.19
	PO#: 31649	Voucher #:	105500	Invoice	Invoice No: 7391	9/20/2023	Paid Amt: \$768.19 Check Amount: \$768.19
			0857	001	75099		Check
			E	01	300 850 000 302 511	PAINT INV 6682-2	\$140.00
	PO#: 31703	Voucher #:	105551	Invoice	Invoice No: 6682-2	9/28/2023	Paid Amt: \$140.00 Check Amount: \$140.00
							Vendor Total: \$908.19
6993	Remit	SOLIANT HEALTH, LLC					
			0857	001	75070		Check
			E	01	101 401 000 740 394	Carrissa Dosio-Gibbs	\$286.36
			E	01	101 401 000 740 394	Sharon Everett	\$624.78
	PO#: 31645	Voucher #:	105502	Invoice	Invoice No: 20757157	9/20/2023	Paid Amt: \$911.14 Check Amount: \$911.14
			0857	001	75100		Check
			E	01	101 401 000 740 394	Dosio-Gibbs, Carissa	\$2,212.76
			E	01	101 401 000 740 394	Everett, Sharon	\$1,666.08
	PO#: 31702	Voucher #:	105550	Invoice	Invoice No: 20763758	9/28/2023	Paid Amt: \$3,878.84 Check Amount: \$3,878.84
							Vendor Total: \$4,789.98
5804		St. Charles Park/Recreation Dept.					
			0857	001	75101		Check
			E	04	005 570 000 000 369	Pool Punch Card (admission fee)	\$540.00
	PO#: 31660	Voucher #:	105538	Invoice	Invoice No: 6864	9/28/2023	Paid Amt: \$540.00 Check Amount: \$540.00
							Vendor Total: \$540.00

Lewiston-Altura Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
1350 ST. CHARLES PUBLIC SCHOOLS									
			0857	001	75102				Check
				E 01	320 294 788 000 369	Boys CC entrance fee		\$75.00	
				E 01	320 296 788 000 369	Girls CC entrance fee		\$75.00	
PO#:	31675	Voucher #:	105531	Invoice	Invoice No: 2002	9/28/2023		Paid Amt:	\$150.00
				E 01	320 296 772 000 369	JH Volleyball Tourney 9/9/2023		\$150.00	
				E 01	320 296 772 000 369	JV Volleyball Tourney 10/14/2023		\$150.00	
PO#:	31678	Voucher #:	105532	Invoice	Invoice No: 2003	9/28/2023		Paid Amt:	\$300.00
								Check Amount:	\$450.00
								Vendor Total:	\$450.00
4673 STEWARTVILLE FFA									
			0857	001	75103				Check
				E 30	005 298 203 301 369	General admission		\$50.00	
				E 30	005 298 203 301 369	Dairy		\$20.00	
PO#:	31707	Voucher #:	105554	Invoice	Invoice No: 5000	9/28/2023		Paid Amt:	\$70.00
								Check Amount:	\$70.00
								Vendor Total:	\$70.00
18680 SUPREME SCHOOL SUPPLY CO									
			0857	001	75013				Check
				E 01	300 211 000 000 430	Teacher Large planner Form 24BLK		\$77.40	
				E 01	300 211 000 000 430	Shipping and Handling		\$20.00	
PO#:	31337	Voucher #:	105451	Invoice	Invoice No: 164892	9/12/2023		Paid Amt:	\$97.40
								Check Amount:	\$97.40
								Vendor Total:	\$97.40
6941 SUTHERLAND FENCE									
			0857	001	75071				Check
				E 01	101 865 000 384 511	Repaired and Replaced Fence around track and		\$6,712.00	
PO#:	31648	Voucher #:	105503	Invoice	Invoice No: 200f	9/20/2023		Paid Amt:	\$6,712.00
								Check Amount:	\$6,712.00
								Vendor Total:	\$6,712.00
3525 TEACHER DIRECT									
			0857	001	75104				Check
				E 01	101 203 902 000 430	348-9026NS Desk Plates		\$10.78	
				E 01	101 203 902 000 430	348-915285SC Read all about me posters		\$15.88	
				E 01	101 203 902 000 430	348-849337EU Back to School Welcome Board		\$10.88	
				E 01	101 203 902 000 430	348-77104TCR Chalkboard Bright Hanging Fan		\$7.88	
				E 01	101 203 902 000 430	348-20000TCR Desk Pets		\$11.88	
				E 01	101 203 902 000 430	348-8271TCR lesson plan book		\$18.88	

Lewiston-Altura Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
3525		TEACHER DIRECT					
			0857	001	75104		Check
				E 01	101 203 902 000 430	Shipping	\$10.00
	PO#: 31399	Voucher #:	105545	Invoice	Invoice No: SO290060	9/28/2023	Paid Amt: \$86.18
							Check Amount: \$86.18
							Vendor Total: \$86.18
5876		Teachers on Call					
			0857	001	75027		Check
				E 01	300 211 000 000 305	Teacher Vacancy Lomard, Samanthat	\$180.39
				E 01	300 211 000 000 305	Teacher Vacancy Reinardy, Rhiannon	\$180.39
	PO#: 31599	Voucher #:	105462	Invoice	Invoice No: 148701	9/12/2023	Paid Amt: \$360.78
							Check Amount: \$360.78
							Vendor Total: \$360.78
			0857	001	75072		Check
				E 01	101 203 000 000 305	Elem subs	\$541.17
				E 01	300 211 000 000 305	HS subs	\$1,443.12
				E 01	300 211 000 000 305	Elem sub	\$180.39
	PO#: 31640	Voucher #:	105504	Invoice	Invoice No: 148951	9/20/2023	Paid Amt: \$2,164.68
							Check Amount: \$2,164.68
							Vendor Total: \$2,164.68
			0857	001	75105		Check
				E 01	101 203 000 000 305	Elem subs	\$1,984.29
				E 01	300 211 000 000 305	HS subs	\$901.95
	PO#: 31688	Voucher #:	105539	Invoice	Invoice No: 149203	9/28/2023	Paid Amt: \$2,886.24
							Check Amount: \$2,886.24
							Vendor Total: \$5,411.70
5318		The McDowell Agency, Inc.					
			0857	001	75106		Check
				E 01	005 110 000 000 305	Background verificaiotn fees	\$287.00
	PO#: 31687	Voucher #:	105540	Invoice	Invoice No: 0082	9/28/2023	Paid Amt: \$287.00
							Check Amount: \$287.00
							Vendor Total: \$287.00
2508		Theis Printing					
			0857	001	75014		Check
				E 01	005 110 000 000 401	LA Brochure 2023-2028 Strategic Plan	\$319.00
	PO#: 31544	Voucher #:	105439	Invoice	Invoice No: 49208	9/12/2023	Paid Amt: \$319.00
							Check Amount: \$319.00
							Vendor Total: \$319.00
2157		TRUGREEN					
			0857	001	75028		Check
				E 01	005 850 000 000 305	Lawn service	\$1,000.00

Lewiston-Altura Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
2157		TRUGREEN					
			0857	001	75028		Check
				E 01	005 850 000 000 305	Lawn service	\$3,800.00
	PO#: 31593	Voucher #:	105458	Invoice	Invoice No: 4439	9/12/2023	Paid Amt: \$4,800.00
							Check Amount: \$4,800.00
							Vendor Total: \$4,800.00
6512		Up-N-Running IT Partners					
			0857	001	75073		Check
				E 01	300 630 000 000 315	Lewiston Camera Recording	\$202.50
	PO#: 31629	Voucher #:	105496	Invoice	Invoice No: 1445193	9/20/2023	Paid Amt: \$202.50
							Check Amount: \$202.50
							Vendor Total: \$202.50
7111		Ventris Learning					
			0857	001	75074		Check
				E 01	101 216 000 401 430	UFLI Teacher Manual	\$140.00
				E 01	101 216 000 401 430	Shipping	\$20.00
	PO#: 31643	Voucher #:	105505	Invoice	Invoice No: OST	9/20/2023	Paid Amt: \$160.00
							Check Amount: \$160.00
							Vendor Total: \$160.00
4448		VERIZON WIRELESS					
			0857	001	75029		Check
				E 01	300 810 000 000 320	Dan Buege	\$49.25
				E 02	005 770 000 701 320	Vickie Speltz	\$49.25
				E 01	005 740 013 160 320	Randi Ruppert	\$49.25
	PO#: 31590	Voucher #:	105461	Invoice	Invoice No: 5035	9/12/2023	Paid Amt: \$147.75
							Check Amount: \$147.75
			0857	001	75107		Check
				E 01	005 630 000 399 320	Sept 2023 Mach to Mach Charges	\$321.40
	PO#: 31663	Voucher #:	105541	Invoice	Invoice No: 8335	9/28/2023	Paid Amt: \$321.40
							Check Amount: \$321.40
							Vendor Total: \$469.15
4849		VEX Robotics, Inc.					
			0857	001	75015		Check
				E 01	101 203 000 000 430	4 VEX GO classroom bundles	\$14,988.00
				E 01	300 211 000 000 430	VEX EMP classroom bundle	\$11,997.00
	PO#: 31366	Voucher #:	105448	Invoice	Invoice No: 670518	9/12/2023	Paid Amt: \$26,985.00
							Check Amount: \$26,985.00
							Vendor Total: \$26,985.00

Lewiston-Altura Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
4635		WINONA CONTROLS, INC.					
			0857	001	75030		Check
				E 01	300 810 000 000 350	check out chiller and repair	\$634.22
PO#:	31613	Voucher #:	105465	Invoice	Invoice No: 22097	9/12/2023	Paid Amt: \$634.22
							Check Amount: \$634.22
							Vendor Total: \$1,123.83
3545		Winona National Bank					
			0857	001	75115		Check
				B 01	215 092	Payroll Deductions	\$160.00
PO#:		Voucher #:	105591	Invoice	Invoice No: S2024050	9/29/2023	Paid Amt: \$160.00
				B 01	215 092	Payroll Deductions	\$160.00
PO#:		Voucher #:	105615	Invoice	Invoice No: S2024060	9/29/2023	Paid Amt: \$160.00
							Check Amount: \$320.00
							Vendor Total: \$320.00
6984		WORKFORCE DEVELOPMENT, INC.					
			0857	001	75077		Check
				E 01	300 211 000 000 305	Bluff Country Career Navigator July 2022-June2	\$2,500.00
PO#:	31621	Voucher #:	105509	Invoice	Invoice No: 2642314	9/20/2023	Paid Amt: \$2,500.00
							Check Amount: \$2,500.00
							Vendor Total: \$2,500.00
23000		ZANER-BLOSER EDUCATIONAL PUB					
			0857	001	75078		Check
				E 01	101 203 903 000 430	Handwriting Books ISBN 978-145-311-9310	\$491.75
PO#:	31403	Voucher #:	105510	Invoice	Invoice No: 2751	9/20/2023	Paid Amt: \$491.75
							Check Amount: \$491.75
							Vendor Total: \$491.75
7104		Zero Abuse Project					
			0857	001	75079		Check
				E 01	005 640 000 316 305	2023-2024 Back to school Child Protection Worl	\$2,000.00
PO#:	31507	Voucher #:	105511	Invoice	Invoice No: 0994	9/20/2023	Paid Amt: \$2,000.00
							Check Amount: \$2,000.00
							Vendor Total: \$2,000.00
25014		ZIEBELL'S HIAWATHA FOODS, INC.					
			0857	001	75016		Check
				E 02	005 770 000 707 490	Invoice 380195	\$518.15

Lewiston-Altura Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
25014		ZIEBELL'S HIAWATHA FOODS, INC.						
			0857	001	75016		Check	
				E 02 005 770 000 701 490	Invoice 379364	\$425.06		
				E 02 005 770 000 701 490	Invoice 378184	\$97.52		
				E 02 005 770 000 707 490	Invoice 378183	\$48.34		
	PO#: 31577	Voucher #:	105440	Invoice	Invoice No: 380195	9/12/2023	Paid Amt: \$1,089.07	
							Check Amount:	\$1,089.07
							Vendor Total:	\$1,089.07
							Report Total:	\$199,192.87

Adopted: _____

MSBA/MASA Model Policy 102

Orig. 1995

Revised: _____

Rev. 2023

102 EQUAL EDUCATIONAL OPPORTUNITY

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for students with disabilities.
- B. The school district prohibits harassment and discrimination of any individual based on any of the protected classifications listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence (Policy 413).
- C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).
- D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).
- E. The school district shall provide equal opportunity for members of each sex and to members of all races and ethnicities to participate in its athletic program. In determining whether equal opportunity to participate in athletic programs is available for the purposes of this law, at least the following factors shall be considered to the extent that they are applicable to a given situation: whether the opportunity for males and females to participate in the athletic program reflects the demonstrated interest in athletics of the males and females in the student body of the educational institution; whether the opportunity for members of all races and ethnicities to participate in the athletic program reflects the demonstrated interest in athletics of members of all races and ethnicities in the student body of the educational institution; whether the variety and selection of sports and levels of competition effectively accommodate the

demonstrated interests of members of each sex; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of all races and ethnicities; the provision of equipment and supplies; scheduling of games and practice times; assignment of coaches; provision of locker rooms; practice and competitive facilities; and the provision of necessary funds for teams of one sex.

- F. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- G. Every school district employee shall be responsible for complying with this policy.
- H. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

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

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

Adopted: _____

MSBA/MASA Model Policy 418

Orig. 1995

Revised: _____

Rev. 2023~~2~~

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, ~~(including edible cannabinoid products)~~, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, ~~(including edible cannabinoid products)~~, and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, ~~(including edible cannabinoid products)~~, or controlled substances in any school location.
- ~~C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.~~
- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "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. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants

that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.~~any route of administration.~~

- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the Commissioner of the Minnesota Department of Health ("Commissioner").
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- ~~H. "Sell" means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.~~
- I. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.
- ~~I. "Use" means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means. includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.~~

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.

V. PROCEDURES

A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.

[Note: School districts are required by Minnesota Statutes, section 121A.22 to develop procedures for the administration of drugs and medicine. If the school district does not have a student medication policy such as MSBA/MASA Model Policy 516, this Paragraph A. can be modified to provide: "Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must provide a copy of the prescription and the medication to the school nurse, principal, or other designated staff member. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer the prescribed medication except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, in accordance with school district procedures."]

B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.

C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

[Note: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition. 41 United States Code section 8103; 34 Code of Federal Regulations Part 84. An acknowledgment will document satisfaction by the school district of this federal requirement.]

D. Employees are subject to the school district's drug and alcohol testing policies and procedures.

E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the superintendent.

F. No person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the

general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.

- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. SCHOOL PROGRAMS

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
 - 1. respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and
 - 2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.
- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VI. ENFORCEMENT

- A. Students
 - 1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and (including edible cannabinoid products.)
 - 2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service. which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
 - 3. A student who violates the terms of this policy shall be subject to discipline in

accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. [§ 120B.215 \(Education on Cannabis Use and Substance Use\)](#)
[Minn. Stat. § 121A.22 \(Administration of Drugs and Medicine\)](#)
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
[Minn. Stat. § 152.01, Subd. 15a \(Definitions\)](#)
[Minn. Stat. § 152.0264 \(Cannabis Sale Crimes\)](#)
Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
[Minn. Stat. § 169A.31 \(Alcohol-Related School Bus or Head Start Bus Driving\)](#)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
[Minn. Stat. § 342.09 \(Personal Adult Use of Cannabis\)](#)
[Minn. Stat. § 342.56 \(Limitations\)](#)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)

21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)

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 417 (Chemical Use and Abuse)

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 506 (Student Discipline)

MSBA/MASA Model Policy 516 (Student Medication)

Adopted: _____

MSBA/MASA Model Policy 419

Orig. 1995

Revised: _____

Rev. 2023

419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minnesota Statutes, section 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate. Additionally, Minnesota Statutes, section 120B.238 requires that vaping prevention instruction be provided as set forth in this policy.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

[Note: The following language is not required by law, but is recommended by MSBA for inclusion in this policy.]

- D. ***The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.***

III. DEFINITIONS

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco,

tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

[NOTE: In addition, school districts may choose to require (a) evidence-based vaping prevention instruction to students in grades 9 through 12; and/or (b) a peer-to-peer education program to provide vaping prevention instruction.]

VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)

Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

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

Adopted: _____

MSBA/MASA Model Policy 424

Orig. 1999

Revised: _____

Rev. 2023

424 LICENSE STATUS

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

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

III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of

duty which are grounds for immediate discharge from employment.

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

Legal References: Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)
Minn. Stat. § 122A.40, ~~Subd. 13~~ (Employment; Contracts; Termination – Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

Cross References: None

Adopted: _____

MSBA/MASA Model Policy 425

Orig. 2001

Revised: _____

Rev. 2023

425 STAFF DEVELOPMENT AND MENTORING

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

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

A. The school board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.
2. Members of the Advisory Staff Development Committee shall be appointed by the school board. Committee members shall serve a two-year term* based upon nominations by board members, teachers, and paraprofessionals. The school board shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.

B. The school board will establish the Site Professional Development Teams.

1. Members of the Site Professional Development Teams will be appointed by the school board. Team members shall serve a two-year term* based upon nominations by board members, teachers, and paraprofessionals. The school board shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.
2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

A. The Advisory Staff Development Committee will develop a Staff Development Plan that will be reviewed and subject to approval by the school board twice a year.*

* This time period may be changed to accommodate individual school district needs.

~~* This time period may be changed to accommodate individual school district needs.~~

- B. The Staff Development Plan must contain the following elements:
1. Staff development outcomes that are consistent with the education outcomes as may be determined periodically by the school board;
- [Note: The board-determined education outcomes for your district could be inserted here.]***
2. The means to achieve the Staff Development outcomes;
 3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minnesota Statutes, section 122A.187;
 4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
 - a. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
 - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;
 - c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
 - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
 - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
 - f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
 - g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
 5. The Staff Development Plan also must:
 - a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
 - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
-

- c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minnesota Statutes, section 120B.125;
 - d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
 - e. Reinforce national and state standards of effective teaching practice.
6. Staff development activities must:
- a. Focus on the school classroom and research-based strategies that improve student learning;
 - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
 - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
 - d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
 - e. Align with state and local academic standards;
 - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
 - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system;
 - h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
 - i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.
7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

[Note: To the extent the school board offers K-12 teachers the opportunity for more staff development training under Minnesota Statutes, section 122A.40, Subdivisions. 7 and 7a, or Minnesota Statutes section 122A.41, subdivisions. 4 and 4a, such additional days of staff development should include peer mentoring, peer gathering, continuing education, professional development, or other training which enable teachers to achieve the staff development outcomes enumerated above in Section III.B.4.]

- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the school board on a quarterly basis* the extent to which staff at the site have met the outcomes of the Staff Development Plan.
- E. In addition to developing a Staff Development Plan, the Staff Development Advisory Committee also must develop teacher mentoring programs for teachers new to the profession or school district, including teaching residents, teachers of color, teachers who are American Indian, teachers in license shortage areas, teachers with special needs, or experienced teachers in need of peer coaching. Teacher mentoring programs must be included in or aligned with the school district's teacher evaluation and peer review processes under Minnesota Statutes, sections 122A.40, subdivision 8 or 122A.41, subdivision 5.
- F. The Advisory Staff Development Committee shall assist the school district in preparing any reports required by the Minnesota Department of Education (MDE) relating to staff development or teacher mentoring including, but not limited to, the reports referenced in Section VII. below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

- A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The school board will review the site plans for consistency with the Staff Development Plan twice a year.*
- B. The Site Professional Development Team must demonstrate to the school board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the school board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the school board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

V. STAFF DEVELOPMENT FUNDING

- A. Unless the school district is in statutory operating debt or a majority of the school board and a majority of its licensed teachers annually vote to waive the requirement to reserve basic revenue for staff development, the school district will reserve an amount equal to at least two percent of its basic revenue for: (1) teacher development and evaluation under Minnesota Statutes, section 122A.40, subdivision 8 or 122A.41, subdivision 5; (2) principal development and evaluation under section 123B.147, subdivision. 3; (3)

* This time period may be changed to accommodate individual school district needs.

professional development under section 122A.60; (4) in-service education for programs under section 120B.22, subdivision 2; and (5) teacher mentorship under section 122A.70, subdivision 1. . To the extent extra funds remain, staff development revenue may be used for development plans, including plans for challenging instructional activities and experiences under section 122A.60, and for curriculum development and programs, other in-service education, teacher’s workshops, teacher conferences, the cost of substitute teachers for staff development purposes, preservice and in-service education for special education professionals and paraprofessionals, and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district’s teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. To receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.

- B. The school district may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher’s knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minnesota Statutes, section 122A.61.

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

- A. On a yearly* basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development and mentoring funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the school board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the school board and/or superintendent for consistency with the Staff Development Plan on a quarterly basis.*
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.
- D. The school district may use staff development revenue, special grant programs established by the legislature, or another funding source to pay a stipend to a mentor who may be a current or former teacher who has taught at least three (3) years and is not on an improvement plan. Other initiatives using such funds. or funds available under Minnesota Statutes, sections 124D.861 and 124D.862, may include:

* This time period may be changed to accommodate individual school district needs.

1. additional stipends as incentives to mentors of color or who are American Indian;
2. financial supports for professional learning community affinity groups across schools within and between districts for teachers from underrepresented racial and ethnic groups to come together throughout the school year;
3. programs for induction aligned with the school district or school mentorship program during the first three (3) years of teaching, especially for teachers from underrepresented racial and ethnic groups; or
4. grants supporting licensed and nonlicensed educator participation in professional development, such as workshops and graduate courses, related to increasing student achievement for students of color and American Indian students in order to close opportunity and achievement gaps.

To the extent the school district receives a grant for any of the above purposes, it will negotiate additional retention strategies or protection from unrequested leave of absences in the beginning years of employment for teachers of color and teachers who are American Indian. Retention strategies may include providing financial incentives for teachers of color and teachers who are American Indian to work in the school or district for at least five (5) years and placing American Indian educators at sites with other American Indian educators and educators of color at sites with other educators of color to reduce isolation and increase opportunity for collegial support.

VII. PARAPROFESSIONALS, TITLE I AIDES, AND OTHER INSTRUCTIONAL SUPPORT STAFF

- A. The school district must provide a minimum of eight hours of paid orientation or professional development annually to all paraprofessionals, Title I aides, and other instructional support staff. Six of the eight hours must be completed before the first instructional day of the school year or within 30 days of hire.
- B. The orientation or professional development must be relevant to the employee's occupation and may include collaboration time with classroom teachers and planning for the school year.
- C. For paraprofessionals who provide direct support to students, at least 50 percent of the professional development or orientation must be dedicated to meeting the requirements of this section. Professional development for paraprofessionals may also address the requirements of Minnesota Statutes, section 120B.363, subdivision 3.
- D. A school administrator must provide an annual certification of compliance with this requirement to the MDE Commissioner.

VIII. REPORTING

- A. The school district and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's world's best workforce report.
 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
 2. The report will provide a breakdown of expenditures for:

- a. Curriculum development and curriculum training programs;
- b. Staff development training models, workshops, and conferences; and
- c. The cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

- 3. The report will be signed by the superintendent and staff development chair.
- B. To the extent the school district receives a grant for mentorship activities described in Section V.D., by June 30 of each year after receiving a grant, the site staff development committee must submit a report to the Professional Educator Licensing and Standards Board on program efforts that describes mentoring and induction activities and assesses the impact of these programs on teacher effectiveness and retention.

Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.125 (Planning for Students’ Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
[Minn. Stat. § 121A.642 \(Paraprofessional Training\)](#)
Minn. Stat. § 122A.187 (Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7, 7a and 8 (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4, 4a and 5 (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.70 (Teacher Mentorship and Retention of Effective Teachers)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 123B.147, subd. 3 (Principals)
Minn. Stat. § 124D.861 (Achievement and Integration for Minnesota)
Minn. Stat. § 124D.862 (Achievement and Integration Revenue)
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

Cross References: None.

Adopted: _____

MSBA/MASA Model Policy 507

Orig. 1995

Revised: _____

Rev. 2023

507 CORPORAL PUNISHMENT AND PRONE RESTRAINT

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

I. PURPOSE

The purpose of this policy is to describe limitations on use of corporal punishment and prone restraint upon a students.

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

1. "Corporal punishment" means conduct involving:
 - a. hitting or spanking a person with or without an object; or
 - b. unreasonable physical force that causes bodily harm or substantial emotional harm.
2. "Prone restraint" means placing a child in a face-down position.

IV. PROHIBITIONS

1. An employee or agent of a district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.
2. An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not use prone restraint.
3. An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not inflict any form of physical holding that restricts or impairs a pupil's ability to breathe; restricts or impairs a pupil's ability to communicate distress; places pressure or weight on a pupil's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a pupil's torso.
4. Conduct that violates this Article is not a crime under Minnesota Statutes, section 645.241, but may be a crime under Minnesota Statutes, chapter 609 if the conduct violates a provision of Minnesota Statutes, chapter 609. Conduct that violates IV.1 above is not per se corporal punishment under thei statute. Nothing in this Minnesota Statutes, section 121A.58 –or 125A.0941 precludes the use of reasonable

force under Minnesota Statutes, section 121A.582.

V. EXCEPTIONS

A teacher or school principal may use reasonable force under the conditions set forth in Policy 506 (Student Discipline).

VI. VIOLATION

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

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

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: _____

MSBA/MASA Model Policy 509

Orig. 1995

Revised: _____

Rev. 2023

509 ENROLLMENT OF NONRESIDENT STUDENTS

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

I. PURPOSE

The school district desires to participate in the Enrollment Options Program (Open Enrollment) established by Minnesota Statutes, section 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

The school board adopts specific standards for acceptance and rejection of Open Enrollment applications.

III. OPEN ENROLLMENT PROCESS

A. Open Enrollment applications will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minnesota Statutes, section 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. If the school district limits enrollment of nonresident students pursuant to this section, the district shall report to the Commissioner of the Minnesota Department of Education (MDE) by July 15 on the number of nonresident pupils denied admission due to the limitations on the enrollment of nonresident pupils.

IV. BASIS FOR DECISIONS

A. Standards that may be used for rejection of application

In addition to the provisions above, the school district may refuse to allow a pupil who is expelled under Minnesota Statutes, section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with except that such term does

~~not include the exception of~~ a pocket knife with a blade less than two and one-half inches in length, at school or a school function;

2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or
4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

C. Standards that may not be used for rejection of application

The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student's proficiency in the English language;
5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in this policy.

D. Application

The student and parent or guardian must complete and submit the "General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education (or the Statewide Enrollment Options Application for State-funded Voluntary Prekindergarten (VPK) or School Readiness Plus (SRP) Application if applicable) developed by MDE and available on its website.

The school district may require a nonresident student enrolled in a program under Minnesota Statutes, section 125A.13, or in a preschool program, except for a program under Minnesota Statutes, section 124D.151 or Laws 2017, First Special Session chapter 5, article 8, section 9, to follow the application procedures under this subdivision to enroll in kindergarten. A district must allow a nonresident student enrolled in a program under Minnesota Statutes, section 124D.151 or Laws 2017, First Special Session chapter 5, article 8, section 9, to remain enrolled in the district when the student enters kindergarten without submitting annual or periodic applications, unless the district terminates the student's enrollment under subdivision 12.

The school district shall notify the parent or guardian in writing by February 15 or within ninety (90) days for applications submitted after January 15 in the case of achievement and integration district transfers whether the application has been accepted or rejected. If an application is rejected, the district must state in the notification the reason for rejection. The parent or guardian must notify the nonresident district by March 1 or within ten (10) business days whether the pupil intends to enroll in the nonresident district.

E. Lotteries

If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:

1. the student's resident district does not operate a school building;
2. the municipality is located partially or fully within the boundaries of at least five school districts;
3. the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
4. no other nonresident, independent, special, or common school district operates a school building within the municipality.

The process for the school district lottery must be established by school board policy and posted on the school district's website.

F. Exclusion

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment

The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minnesota Statutes, section 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minnesota Statutes, chapter 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful

excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8.

A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

Legal References: Minn. Stat. § 120A.22, Subd. 3(e) and Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (~~The~~-Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Definitions)
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)
[18 U.S.C. 930, para. \(g\)\(2\) \(Definition of weapon\)](#)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 517 (Student Recruiting)

Adopted: _____

MSBA/MASA Model Policy 514

Orig. 2003

Revised: _____

Rev. 2023~~2~~

514 BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
1. on the school premises, at the school functions or activities, on the school transportation;
 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also

applies to sexual exploitation.

D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

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

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

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

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

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

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

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

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

J. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher,

administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct as defined in this policy, and sexual exploitation.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

- F.** “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- G.** “Prohibited conduct” means bullying, ~~or cyberbullying as defined in this policy, malicious and sadistic conduct, sexual exploitation,~~ or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct, bullying.
- H.** “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- I.** “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A.** Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B.** The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C.** The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D.** A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include

bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who

are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

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

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may

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

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy ~~or a summary thereof~~ must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.
- C. This policy must be ~~distributed~~given to each school district or school employee and independent contractor at the time of hiring or contracting. ~~who regularly interacts with students at the time of initial employment with the school district.~~
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:

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

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

Adopted: _____

MSBA/MASA Model Policy 515

Orig. 1995

Revised: _____

Rev. 2023

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 United States Code, section 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 Code of Federal Regulations part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and Minnesota Rules parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

D. Directory Information

1. "Directory information," under federal law, means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s). Directory information does not include:

- a. a student's social security number;
- b. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
- c. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
- d. personally identifiable data which references religion, race, color, social position, or nationality; or
- e. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

2. Under Minnesota law, a school district may not designate a student's home address, telephone number, email address, or other personal contact information as "directory information."

[Note: The federal definition includes all of the types of information specifically referenced by state and or federal law as directory information. The federal definition applies to information requests by military recruiting officers, as set out in Article XI below.]

The Minnesota definition imposes additional restrictions upon the types of information that may be designated as directory information.

A school district may choose not to designate some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be

deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality. Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board who must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]

E. Education Records

1. What constitutes "education records." Education records means those records that are: (1) directly related to a student; and (2) maintained by the school district or by a party acting for the school district.
2. What does not constitute education records. The term "education records" does not include:
 - a. Records of instructional personnel that are:
 - (1) kept in the sole possession of the maker of the record;
 - (2) used only as a personal memory aid;
 - (3) not accessible or revealed to any other individual except a temporary substitute teacher; and
 - (4) destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and

- (3) are not available for use for any other purpose.

However, records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, that are:
 - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records created or received by the school district after an individual is no longer a student at the school district and that are not directly related to the individual's attendance as a student.
- f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes, section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes, section 13.05 or a court order.

G. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

H. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

I. Legitimate Educational Interest

“Legitimate educational interest” includes an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education;
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid; or
4. Perform a task directly related to responding to a request for data.

J. Parent

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

K. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

L. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

M. Responsible Authority

“Responsible authority” means *[designate title and actual name of individual]*.

N. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains

education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

O. School Official

"School official" includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

[Note: School districts may wish to reference police liaison officers in the definition of a "school official." Depending on the circumstances of the relationship, this may be added in subpart (d) of the definition or in a new subpart (e). Caution should be used to ensure that police liaison officers are considered "school officials" only when performing duties as a police liaison officer and that they are trained as to their obligations pursuant to this policy. Consultation with the school district's legal counsel is recommended.]

P. Summary Data

"Summary data" means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

Q. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 Code of Federal Regulations section 99.31(a).

C. Students with a Disability

The school district shall follow 34 Code of Federal Regulations sections 300.610-300.617 with regard to the privacy, notice, access, recordkeeping, and accuracy of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and

- e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes, chapter 256B or Minnesota Care under Minnesota Statutes, chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.
6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made;
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 United States Code section 7917, *[insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes, section 260B.171, unless the data are required to be destroyed under Minnesota Statutes, section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:

- a. determine eligibility for the aid;
- b. determine the amount of the aid;
- c. determine conditions for the aid; or
- d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual’s attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers;
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, “organizations,” includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third

party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;

13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 3. The principal must notify

the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action;

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies

and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or

22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 United States Code section 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification Educational Data

1. Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:

a. Minnesota Statutes, section 13.32, subdivision 5; and

b. United States Code, title 20, section 1232g, and Code of Federal Regulations, title 34, section 99.37, which were in effect on January 3, 2012.

2. The school district may not designate a student's home address, telephone

number, email address, or other personal contact information as directory information under this section.

3. When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.

[Note: This section became effective on the day following final enactment (May 19, 2023). Beginning on the effective date, a student's personal contact information subject to this section must be treated as private educational data under Minnesota Statutes, section 13.32, regardless of whether that contact information was previously designated as directory information under Minnesota Statutes, section 13.32, subdivision 5].

~~Directory information is public except as provided herein.~~

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. ~~Prior to such disclosure the school district shall:~~

1. When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.

2. The school district shall give ~~public-annual~~ notice by any means that are reasonably likely to inform the parents and eligible students of:

- a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
- b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
- c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

[Note: Federal law allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.1.d. that specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases, state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 - e. whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes, sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes, chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minnesota Statutes, chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes, chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.

2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes, section 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, section 121A.40, *et seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

- A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary

educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

- B. Data released to military recruiting officers under this provision:
1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;
 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
 3. copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority [*designate title of individual, i.e., building principal*] in writing by [*date*] each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
 2. Home address;
 3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public,

including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code section 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

[Note: 42 United States Code section§ 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 Code of Federal Regulations section 99.31(a)(3), or an authorized representative

of a state or local educational authority or a federal agency headed by an official listed in section 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy, and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record, with the education records of the student, that indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and

- c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 Code of Federal Regulations section 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code section 2332b(g)(5)(B) or an act of domestic or international terrorism.

[Note: While Section XIII.E.1. does not apply to requests for or disclosures of directory information under Section VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]

4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and

- c. the parties authorized by law to audit the record-keeping procedures of the school district.
- 5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
- 6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

- 1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
- 2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
- 3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she

wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine-based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's

education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also

be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minnesota Statutes, chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means *[designate title and actual name of individual]*.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the superintendent's office.

- Legal References:**
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - [Minn. Stat. § 13.32, Subd. 5 \(Directory Information\)](#)
 - Minn. Stat. § 13.393 (Attorneys)
 - Minn. Stat. Ch. 14 (Administrative Procedures Act)
 - Minn. Stat. § 120A.22 (Compulsory Instruction)
 - Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
 - Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
 - Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
 - Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
 - Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
 - Minn. Stat. Ch. 256L (MinnesotaCare)
 - Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
 - Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
 - Minn. Stat. § 363A.42 (Public Records; Accessibility)
 - Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
 - Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
 - 10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
 - 18 U.S.C. § 2331 (Definitions)
 - 18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
 - 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
 - 20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
 - 20 U.S.C. § 7908 (Armed Forces Recruiting Information)
 - 20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
 - 25 U.S.C. § 5304 (Definitions – Tribal Organization)
 - 26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
 - 42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
 - 42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
 - 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
 - 34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
 - 42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
 - Gonzaga University v. Doe*, 536 U.S. 273 309 (2002)
 - Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)
- Cross References:**
- MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 - MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
 - MSBA/MASA Model Policy 506 (Student Discipline)
 - MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
 - MSBA/MASA Model Policy 520 (Student Surveys)
 - MSBA/MASA Model Policy 711 (Video Recording on School Buses)
 - MSBA/MASA Model Policy 722 (Public Data Requests)
 - MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
 - MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

Adopted: _____

MSBA/MASA Model Policy 532

Orig. 2003

Revised: _____

Rev. 2023

532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

[Note: School districts are required by statute to have a policy addressing these issues.]

[Note: Minnesota Laws 2009, Chapter 96, made a number of changes to the laws and rules governing the use of "conditional procedures" with respect to special education students. Specifically, Chapter 96 repealed, EFFECTIVE AUGUST 1, 2011, Minnesota Statutes sections 121A.66, 121A.67, Subd. 1, as well as Minnesota Rules 3525.0210, Subparts 5, 6, 9, 13, 17, 29, 30, 46, 47, and 3525.2900, Subp. 5. These laws and rules were replaced, effective August 1, 2011, with a restrictive procedures law which generally addresses the restraint of special education students. Also note that the restrictive procedures law contains a significant staff training component, found at Minnesota Statutes section 125A.0942, Subds. 1, 2, and 5. Staff who intend to use restrictive procedures must be trained in the areas specified in Subd. 5 to use these procedures.]

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Crisis team" means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- B. "Emergency" means a situation where immediate intervention is needed to protect a child or other individual from physical injury.

- C. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- D. "Police liaison officer" is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- E. The phrase "remove the student from school grounds" is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student's behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team may be summoned. The crisis team may attempt to de-escalate the student's behavior by means including, but not limited to, those described in the student's IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family

Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

[Note: If the school district uses a different reference name for its student records policy, insert that name in place of the reference to Protection and Privacy of Pupil Records, which is the title of MSBA/MASA Model Policy 515.]

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

1. In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, 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
2. In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:
 - a. Corporal punishment prohibited by Minnesota Statutes, section 121A.58;
 - b. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
 - c. Totally or partially restricting a child's senses as punishment;
 - d. Denying or restricting a child's access to equipment and devices such as walkers, wheelchairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
 - e. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minnesota Statutes, Chapter 260E;
 - f. Physical holding (as defined in Minnesota Statutes, section 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
 - g. Withholding regularly scheduled meals or water; and/or
 - h. Denying a child access to toilet facilities.
3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minnesota Statutes, section 125A.0942, subdivisionSubd. 5, and otherwise comply with the requirements of section§ 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report, in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67 (Removal by Police Officer)
Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Act)
34 C.F.R. § 300.535 (Referral to and Action by Law Enforcement and Judicial Authorities)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

Adopted: _____

MSBA/MASA Model Policy 534

Orig. 2017

Revised: _____

Rev. 2023

534 SCHOOL MEALS POLICY

[Note: In 2021, the Minnesota legislature amended Minnesota Statutes, section 124D.111, ~~that now states to require~~ that Minnesota school districts that participate in the national school lunch program **must** adopt a school meals policy. In 2023, the Minnesota legislature amended the statute to create the free school meals program].

[Note: This MSBA/MASA model policy is drafted to be consistent for all grade levels. However, local school districts may vary the meal charge policy for elementary, middle, and high schools.]

[Note: School districts must follow appropriate debt collection practices when attempting to recover unpaid a la carte items or second meal charges.]

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte items or second school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

[Note: Payment systems and procedures will likely vary from school district to school district. The school district should select one of the following options and delete the remaining options.]

A. [OPTION 1: All a la carte items or second meal purchases are to be prepaid before meal service begins. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).] A student who does not have sufficient funds will not be allowed to charge ~~meals or~~ a la carte items or a second meal until additional money is deposited in the student's account.]

[OPTION 2: Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$[insert amount] or [insert number of meals] to this account]. When an account reaches this limit, a student shall not be allowed to charge ~~further second~~ meals or a la carte items until the negative account balance is paid. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).]]

[OPTION 3: Insert a school district-specific process for payment of a la carte items or second meals.]

If the school district participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.

B. A school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.

C. Each school that participates in the free school meals program must:

(1) participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and

(2) provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.

~~If the school district receives school lunch aid under Minnesota Statutes section 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.~~

~~C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.~~

~~D. A student who has been determined to be eligible for free and reduced-price lunch always must be served a reimbursable meal even if the student has an outstanding debt.~~

~~D. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.~~

~~E. When a student has a negative account balance, the student will not be allowed to charge a snack item.~~

~~E. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.~~

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.

B. Families will be notified of an outstanding negative balance once the negative balance reaches \$*[insert amount]* or *[insert number of meals]*. Families will be notified by *[insert the method used to notify families (e.g., automated calling system, email, letters sent home)]*.

- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing nonreimbursable meals; or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free or reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$*[insert amount]*, not paid prior to *[enter time period (e.g., end of the month, end of the semester, end of the school year)]*, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district will post this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111 (School Meals Policies; Lunch Aid; Food Service Accounting)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Cross References: None

EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 857
(LEWISTON-ALTURA PUBLIC SCHOOLS)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a _____ meeting of the School Board of Independent School District No. 857 (Lewiston-Altura Public Schools), State of Minnesota, was duly held in the School District on _____, 2023, at _____ o'clock __.m., for the purpose, in part, of adopting a resolution appointing election judges.

Member _____ moved the adoption of the following Resolution:

**RESOLUTION APPOINTING ELECTION JUDGES
FOR THE NOVEMBER 7, 2023
SCHOOL DISTRICT SPECIAL ELECTION**

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

1. The individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the School District's special election on November 7, 2023, to act as such at the combined polling places listed on said exhibit.
2. The election judges shall act as clerks of election, count the ballots cast, and submit the results to the School Board for canvass in the manner provided for other school district elections.
3. The School District Clerk and the Clerk's designee are hereby authorized to appoint additional election judges, as needed, to fill vacancies that may occur on or before election day.

The motion for the adoption of the foregoing resolution was duly seconded by _____ . On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

Resolution Appointing Election Judges

For the November 7, 2023

School District Special Election

EXHIBIT A

October 9, 2023

Ballot Board (Absentee Voting)

Mary Botten

Susan Reed

Laurel Moger

Laura Krause

Chelsi Wilbright (additional judge from those appointed Sept. 11, 2023)

Altura Community Center (November 7, 2023)

Raelene Stanislawski (Head Judge)

Laurie Kennedy (Head Judge)

Sandra Pasche (Head Judge)

Julie Johnson

Yvonne Ruhoff

Marlene Spencer

Lewiston Community Center (November 7, 2023)

Holly Jacobs (Head Judge)

Amy Benke

Bryan Brown

Amy Gaffne

Sandra McNab

Bernard McNab

Judges are paid \$15.00/hour; Head Judges are paid \$17.00/hour.

Report to the School Board

October 9, 2023

By Elementary School Principal Dave Riebel

Strategic Priority 1: Student Success

- Safety Drills

All students and staff participated in building wide safety drills on Thursday, Sept 14. Our overall emphasis for all drills is to practice in order to be prepared and have all students understand what to do in case of these emergencies. Classroom teachers first spoke with classrooms to introduce, prepare and discuss the drills. The whole school then participated in announced storm, fire and evacuation drills. Classrooms also completed the bus evacuations drills that are required each year.

- Fall Assessments

Students and staff are near the end of the fall assessments. The staff are able to make data based decisions about instruction and services. We utilize the information from our Fastbridge fluency assessments, MAP comprehension assessments as well as the curricular assessments to differentiate the instruction and gauge learning levels. Our intervention staff directly utilize the assessment information to update the small groups that receive additional time and instruction for reading and math skills.

- Picture Day

Elementary School students and staff had picture day with Jostens on Thursday and Friday, Oct. 5-6. All students and families have the opportunity to purchase picture packages directly from the company website.

- Fire Prevention Week

Oct. 8 – 14 is Minnesota Fire Prevention Week. Our local volunteer fire department will be bringing fire trucks and the smoke house to teach students how be safe in the event of a house fire as well as how to prevent fires in their homes. Thank you to our local volunteers for this opportunity.

Strategic Priority 2: Effective Staffing

- Welcome Ben Oevering who has been added to our early childhood paraprofessional staff. Ben will assist in our school readiness rooms as well as assist with our early childhood special education department.

Strategic Priority 3: Finance

No report this month.

Strategic Priority 4: Facilities

No report this month.

Strategic Priority 5: Community Engagement

- Homecoming Week fun



Students and staff at the elementary participated in the homecoming fun by following the dress up days throughout the week. The build up the excitement for homecoming that was capped off by the annual walk to main street to watch homecoming parade on Friday afternoon. Go CARDS!



- Absentee voting under way

Community members who wish to cast an absentee ballot for the Operating Levy and Bond Referendum vote are able to stop by the elementary school from 7:30-3:30 each day that school is in session up to Friday, Nov. 3. Thank you to Nancy West and Linda Leibfried for their training and assistance with the absentee voting process.



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

Priority 1: Student Success

- Thank you to the student council for a great homecoming celebration week. Congratulation to our royalty.
- Congratulations to the meat judging team for qualifying for state.
- We have four students taking the PSAT this month. We had to switch to online and a huge thank you to Mrs. Anderson for fighting through the new process.

Priority 2: Effective Staffing

- We had a great day on September 21st continuing to move forward with our standards work and look forward to time on Oct. 18.

Priority 3 - Finance

- Thank you to Katie Morris and the Mark Morris foundation for offering a senior workshop on applying for college and financial aid. More information to come for parents through our guidance office. Thank you to Mrs. Anderson for her help setting students up with the Direct Admissions program as well.

Priority 4 – Facilities

- Our fields and outdoors areas have never looked better. Thanks to the maintenance staff for all their work.

Priority 5 – Community Engagement

- Thank you to all the community groups that participated in the homecoming parade. Thank you to the City of Lewiston for securing our route.
- There will be a 6th through 8th grade fun night November 3. We have invited SILO and St. John's students to attend.

Upcoming Events:

Oct. 17 – High School Conferences from 4 to 7

Oct. 18 – No school staff development day

Oct. 19-20 – No School MEA

Nov. 9 – Last day of the quarter



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

Gwen Carman, Superintendent
Cory Hanson, High School Principal • Dave Riebel, PK - Elementary Principal

Building A Caring, Adaptable, Respectful, Determined, Successful Community of Learners

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 the 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.

Goals

1. **STUDENT SUCCESS:** Provide all students with the education they need for success: academically, emotionally, and socially.
2. **EFFECTIVE STAFFING:** Hire, maintain, train and support staff to be as effective as possible.
3. **FINANCE:** Be financially healthy and sustainable.
4. **FACILITIES:** Have facilities that are safe, modern and conducive to 21st century education.
5. **COMMUNITY ENGAGEMENT:** Engage with parents, community members and business owners.

Superintendent’s Report to the School Board

Respectfully Submitted by Gwen Carman

October 9, 2023

Meeting Agenda Item Notes

November 7, 2023 Election On the agenda is an amended resolution to appoint Chelsi Wilbright, Winona County Auditor/Treasurer to be an absentee ballot board judge. We have a day when the ballots must be checked and we are short a judge. She will also be available to assist as needed when the envelopes are opened November 6th. All ballots will be counted November 7th. Polls close at 8:00pm. The Cities of Lewiston and Altura will bring their results to be compiled at the Elementary School that evening. Nancy will report the results to the MN Secretary of State. I anticipate I will be there and will communicate the results to you, staff and the community.

A required Notice of General Election was mailed to all property owners in our district. This was a multi-step process that required research on how to do it and time from many. We received the mailing list from Winona County. We were able to mail each for 23 cents. Special thanks to Deb, Denise, Sue and Lori who worked extra time after their HS food service shifts to stuff, seal and count the envelopes. There were a total of 1676 letters.

Based on Property Owner’s Home Address Zip Code

- Lewiston: 844
- Altura: 282
- Winona: 155
- St. Charles: 72
- Utica: 104
- Rushford: 26

Policies There are several policies on the agenda for approval. These are all policies that are modified because of changes in statutes from the 2023 Legislature. MSBA has said it is appropriate to approve these after one reading because law supersedes policy. Our Policy Committee reviewed/approved these at our September 28th meeting.

Dutchman’s Crossing Drive The road improvements have been made. The total cost was \$92,277.90. The City of Lewiston is asking if we will pay 25% of the cost, i.e., \$23,069.48. I will have an update from our attorney regarding the situation and options.

Snowbids and Other Facility Updates: We had a Facilities Committee meeting on Oct. 5th. Thank you to Dave P., Sarah S. and Sara D for being part of this. We discussed general updates of projects that have been done the past few months, and upcoming staffing changes with Dan and Trevor (Dashir rep).

The majority of the time we discussed snow removal strategies for our parking lots and sidewalks. It was agreed by consensus to proceed with contracting for parking lots (bids being opened Fri, Oct 6th) and to purchase additional equipment to facilitate effective and efficient snow removal on our sidewalks. We are going to meet with a preferred potential contractor Oct 17th to discuss details before I recommend the Board accept the bid. The equipment expense is \$13,500 (salt spreader, snow blower, brush replacement). The consensus was that these are needed investments that should last several years and are needed to help assure our sidewalks are cleared well and with less damage to the bordering grass.

We have received many compliments from the public on the improved conditions of our grounds – especially our football field. Thank you to Ryan Eppen for painting hash marks and numerals on the field, along with the work of Matt and Dan.

We are going to put out an opportunity for sealed bids to sell some excess aluminum from damaged bleachers, etc from the windstorm and an old trailer. Unfortunately, we did not remember to put these items on the auction.

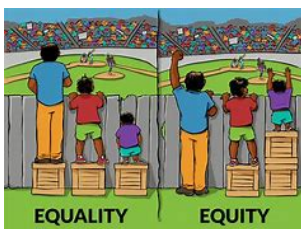
OTHER ITEMS

Referendum Information Outreach I have done referendum informational presentations with The Lewiston Chamber of Commerce, the Wanek Foundation with local business owners, the Lions Club, and community presentations in Lewiston and Altura. Thank you to the Board members who have attended any of these. The community meetings did not have a lot of community members in attendance (Lewiston- 3, Altura – 6). I do not have any meetings scheduled at this time. We can discuss other ideas or if there is a need.

HVED’s Purchase of the Winona Mall All HVED districts have approved the JPA to purchase the mall. This is a significant accomplishment for our districts to come to a united agreement on. We will now transition to the purchase agreement process and development of designs, etc.

Solar Grant After a meeting with Ideal Energies and reps from Dashir, we agreed to not pursue a grant for solar panels at this time. There will likely be additional funding available next year when we know whether or not we are having a major building project and can assess how solar panels might be appropriate and assess any roofing work / timing as well.

Business Office I have posted a Finance Assistant position again to see if we can find any qualified candidates. Sheala and I are in agreement that we need more assistance that what Vickie is able to provide. If we are able to find someone there will be needed training as the school finance software and processes are not easy. I will keep you informed.



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.