

Regular School Board Meeting of ISD 857

Monday, June 10, 2024 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 June 10, 2024 Meeting Agenda

V. 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.

VI. Update from The Cardinal Foundation

VII. Continue planning for a \$760/student operating levy for the November 5, 2024 ballot.

VIII. Continue planning for a \$19.65 million building bond referendum to be held November 5, 2024 and authorize InGensa, Inc. to submit a Review and Comment to the Minnesota Department of Education on the district's behalf.

IX. Hiawatha Valley Education District Overview and Updates from Executive Director Deb Marcotte.

X. Consent Agenda

- A. Board Meeting Minutes: May 13, 2024
- B. Financial Reports a. Board Bills
 - b. Wire Payments
 - c. May 2024 Bank Reconciliation/Treasury Report
 - d. May 2024 Student Activity Report
 - c. Multi Year Guide

Approve 2024-2029 EdMidwest Agreement.

Approve elimination of 20 hour per week school district's custodian position effective June 30, 2024. Thank you to Steven Herrick for his 13 months with Lewiston-Altura.

Approve hire of Lydia Pilger and Sara Leibfried as Cardinal Club staff at \$12.00/hour.

Accept resignation of Victoria Schrimpf, paraprofessional, effective May 30, 2024.

Accept resignation of Samuel Barnes, paraprofessional, effective May 30, 2024.

Accept School Nurse Michelle MacPherson's 2023-2024 Annual Health Services Summary Report.

Approve hire of Victoria Schrimpf as Transportation Assistant at \$17.00/hour for the 2024-2025 School Year.

- XI. Approve FY25 Budget of \$10,513,653 in total revenues, and \$10,502,133 in total expenditures.

XII. 2024-2025 Support Staff Handbook

XIII. 2024-2025 Bus and Supplemental Driver Handbook

XIV. Policies and Forms on 1st Reading

- Policy 501 School Weapons Policy
- Policy 707 Transportation of Public School Students
 - Policy 707.1 Transportation Pick - Up Policy
 - Policy 710 Extracurricular Transportation

- XV. Resolution Relating to the Election of the School Board Members and Calling the School District General Election

XVI. Spanish Trip for Summer 2025

XVII. PK-5 Principal's Report

XVIII. L-A High School Principal's Report

XIX. Superintendent's Report & Report from Dashir

XX. Board Committee Reports

XXI. Motion to Enter Closed Session for the purpose of discussing the possible sale of district property and the evaluation of the Superintendent.

XXII. Motion to Reopen the Meeting to the Public

XXIII. Upcoming Meeting Schedule

July 10, 6:00pm Regular Board Meeting

August 12, 6:00pm Regular Board Meeting

August 28th Back to School Celebration at The Crossings Center

XXIV. Adjourn

MINUTES OF THE LEWISTON-ALTURA REGULAR SCHOOL BOARD MEETING
ISD #857
May 13, 2024

A regular meeting of the School Board of Independent School District #857 was held on May 13, 2024 at 6:00pm in the High School Library. Members present were Bree Maki, Jenny Koverman, Daniel Kreidermacher, David Baer, Sara Daley, Dave Pringle and Sarah Sommer.

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

Motion by Sommer and seconded by Pringle to approve the meeting agenda. MCU.

L-A High School student Owen Sommer presented updates on high school events and activities.

L-A Spanish Teacher Sarah Berndt presented information about a possible trip for students who have completed Spanish II or III to Mexico in the summer of 2025. All of the students would be juniors or seniors. She highlighted the tour stops and educational goals. The Board expressed support for a trip but asked her to also explore Costa Rica as a possible alternative. Ms. Berndt will research the option and survey parents on the options. She will report back to the Board in June.

There was discussion about the district's 20 acre and 40 acre School Forest properties and the possibility of selling them. Winona County Recorder Bob Bambenek spoke to the Board via ZOOM. It was decided by consensus to continue pursuing an easement with Winona County for the 40-acre parcel before putting it on the market, to pursue selling the 20-acre parcel, and to pursue having Farmer's Park designated as the district's school forest.

The Board discussed potential Solar Energy projects with Solar Connections, Inc. to install solar panels on the high school grounds and elementary school roof. When fully operational, the panels will save an estimated \$45,000 in energy costs. State grants would fund 50% of the installation, federal grants would fund 30% of the installation and the district would pay 20% of the installation. Financing proposals to help cover the construction cost timeline vs the grant reimbursement timeline from Minnwest Bank and People's State Bank were discussed. Loan payments would be offset by the energy savings for approximately 5 years, and then when the loan is paid in full, the district would fully realize the energy savings. Motion by Pringle and seconded by Baer to pursue the grants and follow up with People's State Bank to further discuss the financing.

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

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

Motion by Baer and seconded by Koverman to approve Policy 502 Search of Student Lockers, Desks, Personal Possessions and Student's Person, and Policy 524 Internet Acceptable Use and Safety Policy and Form (and to delete duplicative Policy 640) on a 1st reading. MCU.

There was discussion about FY25 budget. A Budget Workshop Session was scheduled for Tuesday, May 28th at 5:30pm in the high school library.

There was discussion about the Community Engagement Meetings in Altura (May 1st) and Lewiston (May 8th).

Reports were presented by Principal Riebel, Principal Hanson and Superintendent Carman, including Dashir's monthly updates. Board Committee reports were discussed. The upcoming meeting schedule was reviewed.

Motion by Koverman, seconded by Kreidermacher to adjourn the meeting at 8:34pm. MCU.

Dave Pringle, Clerk

**Lewiston-Altura Public Schools
May 2024 Board Bills**

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
P2411C 0857	001	67220	76006	Check	1	02100		C & D OIL	Yes	No	No	USD	05/03/2024	60.00
		67222	76007	Check	1	1114		Century Link	Yes	No	No	USD	05/03/2024	232.30
		67245	76008	Check	1	7190		Chromebookparts.com	Yes	No	No	USD	05/03/2024	68.97
		67230	76009	Check	1	2440		Culligan Water Services	Yes	No	No	USD	05/03/2024	70.25
		67244	76010	Check	1	7091		Dalco Enterprises	Yes	No	No	USD	05/03/2024	1,497.67
		67236	76011	Check	1	3737		Hiawatha Valley Ed District	Yes	No	No	USD	05/03/2024	26,619.06
		67225	76012	Check	1	19057		Instrumentalist Awards LLC	Yes	No	No	USD	05/03/2024	268.50
		67228	76013	Check	1	2257	R1	J.W. Pepper & Son, Inc.	Yes	No	No	USD	05/03/2024	555.24
		67221	76014	Check	1	09110		JOSTENS	Yes	No	No	USD	05/03/2024	2,644.90
		67233	76015	Check	1	3038		Lewiston Hardware, LLC	Yes	No	No	USD	05/03/2024	128.71
		67238	76016	Check	1	5865	R1	Loffler Companies -- 131511	Yes	No	No	USD	05/03/2024	217.92
		67223	76017	Check	1	12540		MISSISSIPPI WELDERS SUPPLY COM	Yes	No	No	USD	05/03/2024	163.20
		67224	76018	Check	1	12630		FACTORY MOTOR PARTS	Yes	No	No	USD	05/03/2024	4,340.61
		67234	76019	Check	1	3098	R1	Pan-O-Gold Baking Company	Yes	No	No	USD	05/03/2024	935.08
		67227	76020	Check	1	1930		PROJECT FINE	Yes	No	No	USD	05/03/2024	330.00
		67241	76021	Check	1	6704		Quadient Finance USA, INC.	Yes	No	No	USD	05/03/2024	500.00
		67229	76022	Check	1	2411		REINHART FOOD SERVICE	Yes	No	No	USD	05/03/2024	26,645.02
		67243	76023	Check	1	7069		Rochester Area Officials Association	Yes	No	No	USD	05/03/2024	125.00
		67235	76024	Check	1	3184	Remit	Rochester Telecom Systems, Inc	Yes	No	No	USD	05/03/2024	10.18
		67240	76025	Check	1	6404		Simply Good Food LLC	Yes	No	No	USD	05/03/2024	3,694.00
		67242	76026	Check	1	6993	Remit	SOLIANT HEALTH, LLC	Yes	No	No	USD	05/03/2024	3,956.94
		67239	76027	Check	1	5876		Teachers on Call	Yes	No	No	USD	05/03/2024	6,726.27
		67232	76028	Check	1	2508		Theis Printing	Yes	No	No	USD	05/03/2024	1,320.00
		67226	76029	Check	1	19210		TRI STATE BUSINESS MACHINES	Yes	No	No	USD	05/03/2024	547.65
		67237	76030	Check	1	5218		Trio Supply Company	Yes	No	No	USD	05/03/2024	330.60
		67231	76031	Check	1	25014		ZIEBELL'S HIAWATHA FOODS, INC.	Yes	No	No	USD	05/03/2024	7,699.06
		67246	76032	Check	1	02178		CHATFIELD PUBLIC SCHOOLS	Yes	No	No	USD	05/08/2024	150.00
		67247	76033	Check	1	02584		COTTER HIGH SCHOOL	Yes	No	No	USD	05/08/2024	200.00
		67253	76034	Check	1	4402	R1	Imperial Supplies, LLC	Yes	No	No	USD	05/08/2024	242.37
		67256	76035	Check	1	5893		LeRoy-Ostrander Schools	Yes	No	No	USD	05/08/2024	2,000.00
		67255	76036	Check	1	5801		Midwest Bus Parts, Inc.	Yes	No	No	USD	05/08/2024	513.84
		67251	76037	Check	1	3571		MINNESOTA ENERGY RESOURCES	Yes	No	No	USD	05/08/2024	3,998.17
		67252	76038	Check	1	3887		North Central International	Yes	No	No	USD	05/08/2024	1,212.90
		67249	76039	Check	1	1318		SAINT CHARLES SCHOOL DISTRICT	Yes	No	No	USD	05/08/2024	150.00
		67257	76040	Check	1	6993	Remit	SOLIANT HEALTH, LLC	Yes	No	No	USD	05/08/2024	4,061.07
		67250	76041	Check	1	19140		TOM'S LOCK SERVICE	Yes	No	No	USD	05/08/2024	775.00
		67254	76042	Check	1	4448		VERIZON WIRELESS	Yes	No	No	USD	05/08/2024	98.68
		67248	76043	Check	1	08089		WABASHA-KELLOGG SCHOOLS # 81	Yes	No	No	USD	05/08/2024	250.00
		67267	76044	Check	1	7190		Chromebookparts.com	Yes	No	No	USD	05/10/2024	39.98
		67266	76045	Check	1	7089		Dashir Management Services, Inc	Yes	No	No	USD	05/10/2024	15,576.48
		67262	76046	Check	1	3210		HBC	Yes	No	No	USD	05/10/2024	1,763.61

Lewiston-Altura Public Schools May 2024 Board Bills

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
P2411C	0857	001	67259	76047	Check	1	07141		HIGH PLAINS COOPERATIVE	Yes	No	No	USD	05/10/2024	8,305.16
			67264	76048	Check	1	5801		Midwest Bus Parts, Inc.	Yes	No	No	USD	05/10/2024	93.65
			67263	76049	Check	1	5781		Prigge Electric LLC	Yes	No	No	USD	05/10/2024	955.59
			67265	76050	Check	1	6454		School Management Services	Yes	No	No	USD	05/10/2024	50,000.00
			67260	76051	Check	1	18332		SEMCAC Transportation	Yes	No	No	USD	05/10/2024	700.00
			67261	76052	Check	1	18645		STUMPF PRINTING	Yes	No	No	USD	05/10/2024	298.00
			67275	76053	Check	1	3174		Excel Images Inc.	Yes	No	No	USD	05/14/2024	674.61
P2411	0857	001	67284	76054	Check	1	7128		Affinity Plus Credit Union	Yes	No	No	USD	05/15/2024	25.00
			67282	76055	Check	1	6406		Ameritas Life Insurance Corp	Yes	No	No	USD	05/15/2024	66.52
			67280	76056	Check	1	4951		Bremer Bank	Yes	No	No	USD	05/15/2024	2,115.50
			67276	76057	Check	1	11202		Education Minnesota - Lewiston-Altura	Yes	No	No	USD	05/15/2024	2,132.00
			67281	76058	Check	1	6265		HOME FEDERAL SAVINGS BANK	Yes	No	No	USD	05/15/2024	100.00
			67283	76059	Check	1	6461		ISD 857 - Flex Plan Checking	Yes	No	No	USD	05/15/2024	577.11
			67277	76060	Check	1	17090		MADISON NATIONAL LIFE	Yes	No	No	USD	05/15/2024	505.89
			67279	76061	Check	1	4786	R1	Merchants Bank	Yes	No	No	USD	05/15/2024	450.00
			67285	76062	Check	1	7203		WCF - CARDINAL FOUNDATION	Yes	No	No	USD	05/15/2024	93.00
			67278	76063	Check	1	3545		Winona National Bank	Yes	No	No	USD	05/15/2024	160.00
P2411C	0857	001	67286	76064	Check	1	01097		BEACON ATHLETICS	Yes	No	No	USD	05/15/2024	678.50
			67297	76065	Check	1	6842		Breakdown Sports USA	Yes	No	No	USD	05/15/2024	260.00
			67289	76066	Check	1	2440		Culligan Water Services	Yes	No	No	USD	05/15/2024	165.00
			67300	76067	Check	1	7089		Dashir Management Services, Inc	Yes	No	No	USD	05/15/2024	15,294.70
			67296	76068	Check	1	6455		Fifth Avenue Awards	Yes	No	No	USD	05/15/2024	64.50
			67287	76069	Check	1	06180	R1	GOPHER SPORT	Yes	No	No	USD	05/15/2024	899.00
			67298	76070	Check	1	6891		Harter's Trash & Recycling Inc	Yes	No	No	USD	05/15/2024	1,452.01
			67290	76071	Check	1	4085		IEA, INC	Yes	No	No	USD	05/15/2024	3,000.00
			67293	76072	Check	1	5865	R1	Loffler Companies -- 131511	Yes	No	No	USD	05/15/2024	1,288.23
			67299	76073	Check	1	6981		MF Athletics, LLC	Yes	No	No	USD	05/15/2024	601.00
			67295	76074	Check	1	5956		MiEnergy Cooperative	Yes	No	No	USD	05/15/2024	11,066.73
			67292	76075	Check	1	4877		MINNESOTA Public Employees Insuranc	Yes	No	No	USD	05/15/2024	34,137.54
			67288	76076	Check	1	1930		PROJECT FINE	Yes	No	No	USD	05/15/2024	55.00
			67291	76077	Check	1	4738		Southern Minnesota Inspection	Yes	No	No	USD	05/15/2024	2,283.74
			67294	76078	Check	1	5876		Teachers on Call	Yes	No	No	USD	05/15/2024	3,272.29
			67301	76079	Check	1	2952		Eastwood Golf Course	Yes	No	No	USD	05/17/2024	250.00
			67304	76080	Check	1	4057		Harmony Golf Club	Yes	No	No	USD	05/17/2024	40.00
			67302	76081	Check	1	3172	R1	Hy-Vee Accounts Receivable	Yes	No	No	USD	05/17/2024	238.80
			67303	76082	Check	1	4056		Preston Golf Club	Yes	No	No	USD	05/17/2024	30.00
			67305	76083	Check	1	4426	R1	WAYZATA RESULTS, INC.	Yes	No	No	USD	05/17/2024	1,146.90
			67319	76084	Check	1	6871		Arellano-Sanchez, Angela	Yes	No	No	USD	05/28/2024	80.00
			67308	76085	Check	1	2183		B & S Rentals Inc.	Yes	No	No	USD	05/28/2024	780.00
			67323	76086	Check	1	7213		BELANGER, KENNETH	Yes	No	No	USD	05/28/2024	350.00
			67312	76087	Check	1	2707		City of Lewiston	Yes	No	No	USD	05/28/2024	2,948.84

Lewiston-Altura Public Schools May 2024 Board Bills

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
P2411C	0857	001	67318	76088	Check	1	6496		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	05/28/2024	546.36
			67315	76089	Check	1	5691		EMC Insurance Companies	Yes	No	No	USD	05/28/2024	133.00
			67317	76090	Check	1	6094		Fastenal Print Shop	Yes	No	No	USD	05/28/2024	65.00
			67307	76091	Check	1	1343		Kennedy-Lee, Shawn	Yes	No	No	USD	05/28/2024	50.00
			67309	76092	Check	1	2362		Kinstler, Scott	Yes	No	No	USD	05/28/2024	200.00
			67306	76093	Check	1	10141		KWIK TRIP	Yes	No	No	USD	05/28/2024	15,225.00
			67310	76094	Check	1	2451		Lewiston Lions Club	Yes	No	No	USD	05/28/2024	80.00
			67322	76095	Check	1	7202		MARSHMAN, JON	Yes	No	No	USD	05/28/2024	275.00
			67311	76096	Check	1	2555		National FFA Organization	Yes	No	No	USD	05/28/2024	1,570.50
			67320	76097	Check	1	6946		Northern Hills Golf Course	Yes	No	No	USD	05/28/2024	125.00
			67314	76098	Check	1	4800		Region 1A	Yes	No	No	USD	05/28/2024	200.00
			67324	76099	Check	1	7214		REGION 1A	Yes	No	No	USD	05/28/2024	706.00
			67321	76100	Check	1	6993	Remit	SOLIANT HEALTH, LLC	Yes	No	No	USD	05/28/2024	7,861.82
			67316	76101	Check	1	5876		Teachers on Call	Yes	No	No	USD	05/28/2024	3,544.95
			67313	76102	Check	1	4448		VERIZON WIRELESS	Yes	No	No	USD	05/28/2024	321.40
P2411	0857	001	67368	76130	Check	1	7128		Affinity Plus Credit Union	Yes	No	No	USD	05/31/2024	25.00
			67366	76131	Check	1	6406		Ameritas Life Insurance Corp	Yes	No	No	USD	05/31/2024	66.52
			67364	76132	Check	1	4951		Bremer Bank	Yes	No	No	USD	05/31/2024	375.00
			67360	76133	Check	1	11202		Education Minnesota - Lewiston-Altura	Yes	No	No	USD	05/31/2024	2,132.00
			67365	76134	Check	1	6265		HOME FEDERAL SAVINGS BANK	Yes	No	No	USD	05/31/2024	100.00
			67367	76135	Check	1	6461		ISD 857 - Flex Plan Checking	Yes	No	No	USD	05/31/2024	577.11
			67361	76136	Check	1	17090		MADISON NATIONAL LIFE	Yes	No	No	USD	05/31/2024	505.89
			67363	76137	Check	1	4786	R1	Merchants Bank	Yes	No	No	USD	05/31/2024	450.00
			67369	76138	Check	1	7203		WCF - CARDINAL FOUNDATION	Yes	No	No	USD	05/31/2024	93.00
			67362	76139	Check	1	3545		Winona National Bank	Yes	No	No	USD	05/31/2024	160.00

Bank Total: 001

\$303,742.59

Report Total:

\$303,742.59

Lewiston-Altura Public Schools May 2024 Multi Year Guide Obj Series

Sequence: Fd, O/S, Org, Pro, Crs, Fin	Description	202211			202311			202411		
		Budget 22REV	Year to Date	%	Budget 23REV	Year to Date	%	Budget 2REV	Year to Date	%
01	General									
	100 Salaries & Wages	5,718,354.00	4,292,159.69	75%	5,121,079.56	3,931,422.86	77%	4,694,589.00	3,877,343.66	83%
	200 Employee Benefits	1,502,064.00	1,070,369.12	71%	1,383,286.32	1,006,257.44	73%	1,344,727.00	1,008,213.92	75%
	300 Purchased Services	1,475,698.00	1,138,458.26	77%	1,529,536.00	1,419,430.05	93%	1,846,828.00	1,627,858.98	88%
	400 Supplies & Materials	613,217.00	467,700.05	76%	518,595.32	452,142.08	87%	520,672.00	397,752.78	76%
	500 Capital Expenditures	264,506.00	137,436.10	52%	361,981.75	203,458.02	56%	410,776.00	274,256.50	67%
	700 Debt Service	0.00	0.00	0%	0.00	0.00	0%	2,500.00	2,500.00	100%
	800 Other Expenditures	60,858.00	52,661.08	87%	49,224.00	56,403.12	115%	54,476.00	37,817.44	69%
01	General	9,634,697.00	7,158,784.30	74%	8,963,702.95	7,069,113.57	79%	8,874,568.00	7,225,743.28	81%
02	Food Service									
	100 Salaries & Wages	181,000.00	169,125.39	93%	191,695.00	164,379.66	86%	189,368.00	147,306.32	78%
	200 Employee Benefits	71,935.00	63,231.56	88%	0.00	55,689.41	0%	69,801.00	48,767.84	70%
	300 Purchased Services	6,000.00	1,880.09	31%	11,150.00	6,402.29	57%	11,700.00	3,101.83	27%
	400 Supplies & Materials	319,500.00	285,213.20	89%	235,000.00	202,842.35	86%	323,309.00	243,896.44	75%
	500 Capital Expenditures	5,000.00	3,821.78	76%	4,300.00	4,209.15	98%	15,000.00	8,486.06	57%
	800 Other Expenditures	2,750.00	2,100.00	76%	3,000.00	2,956.00	99%	2,000.00	1,516.80	76%
02	Food Service	586,185.00	525,372.02	90%	445,145.00	436,478.86	98%	611,178.00	453,075.29	74%
04	Community Education									
	100 Salaries & Wages	348,243.00	289,009.33	83%	328,035.92	249,634.08	76%	313,960.00	258,405.75	82%
	200 Employee Benefits	68,484.00	55,509.41	81%	67,490.37	51,422.01	76%	66,136.00	60,105.42	91%
	300 Purchased Services	15,955.00	10,070.29	63%	16,210.00	11,189.32	69%	11,850.00	2,447.03	21%
	400 Supplies & Materials	45,500.00	27,000.47	59%	34,807.29	32,375.10	93%	38,878.00	24,873.76	64%
	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	382,338.50	80%	446,543.58	344,620.51	77%	430,824.00	345,831.96	80%
06	Bldg Construction									
	500 Capital Expenditures	237,133.00	246,903.44	104%	0.00	0.00	0%	0.00	0.00	0%
06	Bldg Construction	237,133.00	246,903.44	104%	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%	507,425.00	507,425.00	100%
07	Debt	489,750.00	488,475.00	100%	498,150.00	498,575.00	100%	507,425.00	507,425.00	100%

Lewiston-Altura Public Schools May 2024 Multi Year Guide Obj Series

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

Description	202211			202311			202411		
	Budget 22REV	Year to Date	%	Budget 23REV	Year to Date	%	Budget 2REV	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	19,038.45	27%	79,415.50	60,675.93	76%	72,400.00	72,066.07	100%
400 Supplies & Materials	51,136.00	45,093.25	88%	48,842.13	39,239.00	80%	61,850.00	68,065.83	110%
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%	500.00	470.95	94%
30 Student Activity	144,555.00	84,322.80	58%	144,763.63	103,165.67	71%	134,750.00	140,602.85	104%
Report Totals:	11,573,602.00	8,887,696.06	77%	10,498,305.16	8,451,953.61	81%	10,558,745.00	8,672,678.38	82%

Lewiston-Altura Public Schools May 2024 Wire Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
001	P411AM	67258		Wire	1	3128	R1 Amazon Capital Services		No	No	No	05/08/2024	462.84
001	P2411	67268		Wire	1	1053	MINNESOTA ELECTRONIC FUNDS		No	No	No	05/15/2024	7,998.78
001	P2411	67269		Wire	1	1054	FEDERAL TAXES		No	No	No	05/15/2024	50,311.68
001	P2411	67270		Wire	1	18600	MINNESOTA TEACHERS RETIREMENT		No	No	No	05/15/2024	28,740.72
001	P2411	67271		Wire	1	18610	Public Employers Retirement Association		No	No	No	05/15/2024	7,282.41
001	P2411	67272		Wire	1	4373	ING		No	No	No	05/15/2024	2,213.34
001	P2411	67273		Wire	1	6283	MinnWest Bank Group		No	No	No	05/15/2024	255.33
001	P2411	67274		Wire	1	6496	EDUCATORS BENEFIT CONSULTANTS LLC - Partnership		No	No	No	05/15/2024	6,559.36
001	P2412	67325		Wire	1	1053	MINNESOTA ELECTRONIC FUNDS		No	No	No	06/03/2024	19.28
001	P2412	67326		Wire	1	1054	FEDERAL TAXES		No	No	No	06/03/2024	83.66
001	P2411	67353		Wire	1	1053	MINNESOTA ELECTRONIC FUNDS		No	No	No	05/31/2024	7,369.31
001	P2411	67354		Wire	1	1054	FEDERAL TAXES		No	No	No	05/31/2024	46,007.38
001	P2411	67355		Wire	1	18600	MINNESOTA TEACHERS RETIREMENT		No	No	No	05/31/2024	28,852.76
001	P2411	67356		Wire	1	18610	Public Employers Retirement Association		No	No	No	05/31/2024	5,956.03
001	P2411	67357		Wire	1	4373	ING		No	No	No	05/31/2024	2,213.34
001	P2411	67358		Wire	1	6283	MinnWest Bank Group		No	No	No	05/31/2024	255.33
001	P2411	67359		Wire	1	6496	EDUCATORS BENEFIT CONSULTANTS LLC - Partnership		No	No	No	05/31/2024	6,508.64

Bank Total: \$201,090.19

Report Total: \$201,090.19

IT Consulting Services Agreement

This Consulting Services Agreement (hereinafter “Agreement”) made effective this ___ day of May 2024 entered into by and between Ed Midwest, L.L.C. (hereinafter “Ed Midwest”) having offices located at 9383 Jane Cir N, Lake Elmo, MN 55042 and Lewiston Altura School District located at 100 County Road 25, Lewiston, Minnesota 55952 (hereinafter “Client”). This Agreement, together with the attached Statement of Work (hereinafter ‘SOW’) contains all the terms and conditions in which Ed Midwest may perform IT consulting services for Client and supersedes any additional or contradictory terms and conditions referenced in any Clients purchase order or other writing. There are no other agreements of any kind or nature in writing or oral by or between Client and Ed Midwest.

1. STATEMENT OF WORK

Each consulting project performed under this Agreement will be memorialized in writing in an SOW. Each SOW constitutes a separate contract that will be effective upon execution by an authorized representative of Ed Midwest and Client. Should there be any conflict between this Agreement and a SOW, this Agreement will take precedence.

2. CHANGE ORDERS

This Agreement or any SOW can only be modified by a written amendment signed by each party’s authorized representative and embodied in a Change Order. Ed Midwest will promptly communicate any material changes in the project or its timing to client. If Client requests changes during performance of a SOW, Ed Midwest will provide Client with a Change Order proposal addressing any increase or change in the nature, cost or timing of the Services. The Change Order shall only become effective once signed by an authorized representative of each party.

3. PAYMENT

Ed Midwest shall prepare an Invoice for Services rendered and preapproved Expenses every month for the Services identified in the applicable SOW (“Services”). Invoices are due on receipt unless otherwise agreed to in writing. Ed Midwest is not obligated to continue to provide Services if Client fails to make timely payments of undisputed invoices.

4. COMMUNICATION AND OTHER RESPONSIBILITIES

Client shall appoint a person or persons who shall be responsible for interfacing with Ed Midwest. Those so designated shall be available as a resource in person and or by telephone to respond to make decisions on behalf of Client, to answer questions, provide records or other requested materials or otherwise assist Ed Midwest in undertaking its tasks. Client shall make available applicable and necessary access to electronic records, server, networks, email, phone and other necessary systems books, records, test files, and provide space available for Ed Midwest to work. Client represents and warrants that it has the legal authority to allow/grant full access to Ed

IT Consulting Services Agreement

Midwest to any records or systems necessary to perform a task required in an SOW. Client shall comply with all applicable laws, codes, regulations and ordinances regarding worker and workplace safety. If applicable Client shall allow Ed Midwest to connect to Client's wireless network and use land line telephones. Client shall make Ed Midwest aware of any onsite safety or health risks. Ed Midwest shall likewise comply with all applicable laws relating to the provision of Services and while on site shall observe any of Client's safety, security and confidentiality policies provided in advance to Ed Midwest.

5. PROJECT DELAYS & FORCE MAJEURE

Ed Midwest is not responsible for any project or other delays caused by the Client, a third party's failure to timely cooperate or make agreed to resources available, Internet connectivity issues or power system outages. Neither party is responsible for delays caused by Act(s) of God, war, Pandemic, insurrection, terrorism, flood, labor shortage or other causes outside the reasonable control of that party.

6. CONFIDENTIAL INFORMATION

During the performance of Services under this Agreement, it may be necessary for one party to disclose to the other certain information considered proprietary or confidential by the disclosing party. Each party agrees that such information will be provided subject to the following terms and conditions:

"Confidential Information" denotes any and all technical and business information disclosed in any manner or form including, but not limited to, business strategies, methodologies, trade secrets, pricing, software programs, service or product offerings, relationships with third parties, client lists and information regarding clients, vendors, pricing, employees and affiliates not generally known to the public that the receiving party knows or should reasonably know is confidential in nature.

The Parties each respectively agree to a mutual non-disclosure of any information that is identified as being confidential or that the disclosing party reasonably believes to be confidential. The Parties also agree to reasonably secure and protect the other party's Confidential Information and to take appropriate action, including but not limited to instruction or agreement with its employees, contractors or other agents who are permitted to maintain the confidential status of such information.

The following is not Confidential Information: i) information that is or becomes publicly available through no wrongful act of the receiving party; ii) information that was lawfully obtained by the receiving party from a third party without any obligation to maintain the Confidential Information as proprietary or confidential; iii) was previously known by the receiving party without any obligation to keep it confidential; and/or iv) was independently developed by the receiving party without reference to or reliance on the Confidential Information.

IT Consulting Services Agreement

Confidential Information will be used only as necessary for performance of the receiving party's obligations under this Agreement or to obtain advice from legal or financial consultants or if compelled by law. Neither party will make more copies of the Confidential Information than is necessary. No license to either party's Confidential Information is either granted or implied by the disclosure of Confidential Information.

Within ten (10) business days of a request by the disclosing party, the receiving party will return or destroy, at discloser's option, all property including, but not limited to, documents, records, tapes and any other media as well as all copies thereof in its possession or under its control that contains Confidential Information of the disclosing party. Notwithstanding, the receiving party may retain for archival purposes one electronic copy of the Confidential Information in its back-up systems or servers in accordance with any applicable records retention policy at the time of any such request for the return of the Confidential Information or which may otherwise be required to be retained for purposes of complying with any legal, regulatory or fiduciary obligation.

This mutual non-disclosure agreement of the Parties shall survive termination of this Agreement and a violation of this paragraph shall be a material violation of the Agreement. The Parties' obligations to maintain the privacy and security of Confidential Information under this section are subject to Minnesota Statutes Chapter 13, which shall prevail in the case of any inconsistency.

The parties acknowledge that Confidential Information is valuable and that irreparable damage may result to the disclosing party if the receiving party improperly discloses Confidential Information. The parties agree that legal proceedings at law or in equity including seeking injunctive relief as may be appropriate in the event of a breach hereof. The obligations set forth in this paragraph shall continue for a period of two (2) years from completion of the last SOW.

7. LIMITED WARRANTY/DISCLAIMER OF WARRANTIES

Each party hereby represents and warrants: (a) that it has full power and authority to enter into this Agreement and in performing its obligations herein it is not in conflict with any other understanding, whether oral or written, to which it is a party or by which it may be bound. Ed Midwest represents and warrants that it has the requisite experience and education to competently perform the Services, that all such Services will be performed in a thorough and professional manner in conformance with all applicable professional standards utilized by IT professionals. ED MIDWEST MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED AND SPECIFICALLY DISCLAIMS ANY IMPLIED REPRESENTATIONS, WARRANTIES OR CONDITIONS, INCLUDING WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR SATISFACTORY QUALITY AND TAKES NO RESPONSIBILITY FOR THE LOSS OF OR ACCESS TO DATA. CLIENT IS ADVISED TO IMPLEMENT ITS OWN VIGOROUS PROTECTIONS AGAINST A BREACH OF PERSONAL DATA, DATA PRIVACY LAWS, CYBER ATTACKS INCLUDING TECHNICAL PROTECTIONS AND INSURANCE. ED MIDWEST IS NOT RESPONSBLE FOR THESE RISKS OR LOSSES RELATED THERETO

IT Consulting Services Agreement

AND CLIENT SPECIFICALLY UNDERSTANDS AND WAIVES CLAIMS RELATED THERETO.

8. INSURANCE/INDEMNITY

Client shall indemnify, defend, and hold harmless Ed Midwest, its officers, directors, employees and insurers from and against any and all losses, costs, liabilities, damages, and/or expenses (including, without limitation, reasonable attorneys' fees) in connection with any claim, suit, action, judgment, or other proceeding brought against Ed Midwest by a third party to the extent based on or arising from (i) physical injury or property damage occasioned by the Client's negligence or willful misconduct, or (ii) any breach of a material obligation contained in this Agreement; or (iii) act or omission by Client that infringes any patent, copyright, trademark, trade secret or other intellectual property interest of any third party; or stemming from a data breach or intentional hacking incident.

During the term of this Agreement, Ed Midwest shall obtain and maintain Commercial General Liability Insurance in an amount no less than One Million Dollars (\$1,000,000.00) per occurrence.

9. LIMITATION OF LIABILITY

NEITHER PARTY, NOR ANY OF ITS AFFILIATES, WILL BE LIABLE FOR INDIRECT, SPECIAL, INCIDENTAL, LOST PROFITS, BUSINESS INTERRUPTIONS, LOSS OF BUSINESS INFORMATION OR CONSEQUENTIAL DAMAGES, LOSS OF USE OR LOST DATA, OF ANY KIND EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR SUCH DAMAGES WERE REASONABLY FORESEEABLE.

Ed Midwest's total aggregate liability pursuant to this Agreement to Client is capped at and may not exceed the amount paid by Client to Ed Midwest in the six months preceding the date the claim arose.

10. TERMINATION

Either party may terminate this Agreement following written notice and a reasonable opportunity to cure with Reasonable Cause. Reasonable Cause includes, but is not limited to, a material breach of the contract, or a failure to pay undisputed invoices for services rendered within thirty (30) days of receipt. Upon termination, Ed Midwest shall be paid all fees earned and expenses paid to the point of termination which are not disputed in good faith.

11. INDEPENDENT CONTRACTOR

Ed Midwest represents warrants and agrees that it is an independent contractor having its own established place of business, holds a federal employer tax number, offers services to third parties and meets all requirements necessary to be classified, for all governmental purposes, as an independent contractor and not as an agent and/or employee of Client. Client will have no responsibility to provide fringe benefits or to withhold taxes normally withheld from an

IT Consulting Services Agreement

employee's pay on behalf of Ed Midwest's employees or agents. Client represents that Client shall not hold out Ed Midwest as being an employee of Client.

12. TAXES

Fees and expenses under this Agreement are exclusive of all taxes including state and local use, sales, property and similar taxes. Client agrees to pay any such applicable taxes except those based on the net income of Ed Midwest.

13. ASSIGNMENT

Neither party may assign its rights and/or obligations under this Agreement without the other party's prior written consent.

14. WAIVER

Either party's failure to insist on the strict performance of any term of this Agreement or failure to take advantage of any of its rights hereunder will not operate to excuse performance or waive any such right at any future time.

15. SEVERABILITY

If any provision of this Agreement or any SOW is deemed invalid or unenforceable, the remaining provisions will not be affected. In such event, the invalid or unenforceable provision will be replaced by a mutually acceptable provision that comes closest to the original intent of the parties.

16. GOVERNING LAW

The Laws of the State of Minnesota will govern this Agreement. Each party agrees that any action that it brings will be exclusively venued in Minneapolis, Minnesota Circuit Court or appropriate federal court for the Western District of Wisconsin.

17. SURVIVAL

The following provisions will survive termination of this Agreement for any reason: Payment, Confidentiality, and Indemnification and Limitation of Liability.

IT Consulting Services Agreement

18. COUNTERPARTS

This Agreement may be executed in counterpart originals, and the counterpart originals together shall constitute the original of this Agreement. Facsimile or PDF copy signatures shall be treated as original signatures for this purpose.

ED MIDWEST, L.L.C.

CLIENT

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

STATEMENT OF WORK

Ed Midwest LLC will be responsible for general consulting on the following technologies:

- Technology purchasing, planning, and contact with vendors
- Planning and implementing of network and systems administration
- Planning and maintenance of directory services
- Planning and maintenance of Office 365 and Google G-Suite
- Copy machine lease and purchasing consulting
- Planning and changes of the district Mitel or Shoretel VOIP phone system
- Planning and maintenance of the district IP security camera systems
- Troubleshooting of district IP cameras, not recording server or software
- Planning of district 1:1 program including JAMF servers
- Setup and updates to staff and student workstations, laptops, and mobile devices
- General Classroom technology support to teachers
- General Classroom technology support to students
- Updating of the R-School today Website, not including building out a new R-School website

This contract is for a term of 5 years commencing on July 1st, 2024, and ending on Jun 30th, 2029. This contract can be cancelled by Lewiston Altura School District or Ed Midwest LLC by providing 60 days written notice.

IT Consulting Services Agreement

Ed Midwest LLC will provide a minimum of 1150 onsite hours per school year. Work can be completed anytime day or night. Work will primarily be performed between the hours of 6:30am and 4pm. If additional hours are needed no additional charges will incur.

Ed Midwest LLC will invoice the Lewiston Altura School District monthly according to the scheduled amounts below. No additional travel or per diem expenses will be charged to the district.

	2024-25	2025-26	2026-27	2027-28	2028-29
July	\$ 5,250.00	\$ 5,400.00	\$ 5,550.00	\$ 5,715.00	\$ 5,855.00
August	\$ 5,250.00	\$ 5,400.00	\$ 5,550.00	\$ 5,715.00	\$ 5,855.00
September	\$ 5,250.00	\$ 5,400.00	\$ 5,550.00	\$ 5,715.00	\$ 5,855.00
October	\$ 5,250.00	\$ 5,400.00	\$ 5,550.00	\$ 5,715.00	\$ 5,855.00
November	\$ 5,250.00	\$ 5,400.00	\$ 5,550.00	\$ 5,715.00	\$ 5,855.00
December	\$ 5,250.00	\$ 5,400.00	\$ 5,550.00	\$ 5,715.00	\$ 5,855.00
January	\$ 5,250.00	\$ 5,400.00	\$ 5,550.00	\$ 5,715.00	\$ 5,855.00
February	\$ 5,250.00	\$ 5,400.00	\$ 5,550.00	\$ 5,715.00	\$ 5,855.00
March	\$ 5,250.00	\$ 5,400.00	\$ 5,550.00	\$ 5,715.00	\$ 5,855.00
April	\$ 5,250.00	\$ 5,400.00	\$ 5,550.00	\$ 5,715.00	\$ 5,855.00
May	\$ 5,250.00	\$ 5,400.00	\$ 5,550.00	\$ 5,715.00	\$ 5,855.00
June	\$ 5,250.00	\$ 5,400.00	\$ 5,550.00	\$ 5,715.00	\$ 5,855.00
	\$ 63,000.00	\$ 64,800.00	\$ 66,600.00	\$ 68,580.00	\$ 70,260.00

School Nurses



Care for Kids

**Lewiston-Altura
School District
Health Office Services Summary
2023-2024**

Michelle MacPherson, RN, PHN, District Licensed School Nurse

The quality and quantity of learning of each student is in direct proportion to the physical, mental, emotional and social levels of health. The child entering school with asthma, seizures, diabetes, vision or hearing deficits, etc. may be unable to reach their maximum potential for learning without special consideration for their health needs. Likewise, students present symptoms arising from abusive situations, broken homes, chemical abuse, teen pregnancy, etc. The Licensed School Nurse, in collaboration with other members of the school, family, and community, work to identify and address the needs of these students.

Health Promotion and Prevention

Several screening programs are conducted for identification of students' needs in the areas of vision, hearing, and scoliosis. Screening assists in potential learning deficits because of inability to see or hear.

Vision and Hearing-

Yearly screen students in K, 1st, 2nd, 4th, 5th, 6th, 8th, 10th, all new students, and as individually requested.

	# screened	# referrals
Elementary	163	11
MSHS	161	6
Silo	102	5
St. John's	68	4
Total	494	26

Volunteers are an important part of the initial Vision and Hearing Screening. The Licensed School Nurse works with BSN college students from Winona University. This screening process is a huge task, with the initial screening process taking 3 full school days. The Licensed School Nurse then completes all rescreens and referrals which is an additional 6+ days.

Scoliosis-

Yearly screen students in 5th and 6th grade. This year I was able to utilize BSN students from Winona State to assist with the initial screening. This is done over a two day period, with rescreens taking another day.

# screened	# referrals
108	4

Dental-

This is the third year we have worked with the Minnesota School Sealant to offer interested students the opportunity to have a FREE or Low cost dental exam, fluoride treatment, and sealants (if needed). Affordable, dental services are very

difficult to access in our community, especially if families have Medical Assistance for insurance. This helps bridge a gap in health care. This was offered one morning at the elementary and another morning at the High School (first year offered at High School).

	# participants	# Fluoride Treatments	# Students Receiving Sealants (1-4 teeth each)	# Referrals for dental repair
Elementary	20	17	5	2
High School	12	11	8	2

Education

The Licensed School Nurse educates students and parents in a variety of ways. Classroom presentations are done on: dental hygiene, handwashing, nutrition, general hygiene, and puberty education (girls). Each year I meet with all 4th, 5th, and 6th grade girls for 60-90 minutes to discuss the changes they are/will soon be encountering. The Licensed School Nurse also talks with students and parents on an individual basis as needed.

This year, I also had 6 WSU BSN students provide education to PK-5 and 6-9th grade students on a variety of topics including: hygiene, fire safety, healthy habits, health career fields, etc. They spent 3 weeks at the High School level meeting weekly, and then another 3 weeks at the elementary meeting weekly with the students. They are looking forward to continuing this opportunity in the fall.

Illness/Injury Management

Students come into the Health Office for a variety of reasons. They may present with an acute illness/injury, first aid, somatic complaints, etc. When the Licensed School Nurse is present in a building, the number of students sent home unnecessarily decreases as she can provide appropriate assessments and follow up care in school - thus reducing absences, and reduce the spread of contagious illnesses - thus resulting in fewer sick days for other students and staff.

Communicable Disease

Lewiston-Altura School District complied with the Minnesota Statute, Section 121A.15, requiring immunizations against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella, chickenpox, and Hepatitis B before they will be allowed to start the first day of school. This includes all public school students, parochial school students, and home-schooled students. I also assist with ECSE/ECFE students as well. This year we had a multi-month long outbreak of conjunctivitis (pink eye) across all buildings in students and staff, as well as an outbreak of Fifth's Disease across all buildings in mainly students but some staff as well. I also continued to monitor confirmed COVID-19 cases and influenza cases.

The School Immunization Law included boosters for all students entering Kindergarten and 7th grade. At least two letters were sent to parents of these students needing further immunizations before the first day of school.

In addition to complying with this State Law, graduating seniors are also given a copy of their immunizations to keep for their reference.

When a communicable disease outbreak occurs, I work closely with the local Epidemiologist with the MN Department of Health to notify persons as needed.

Injury

Occasionally a student does sustain a more serious injury while at school. Having a Licensed School Nurse improves the outcome of treatment, as appropriate interventions are implemented. Some examples of injuries we have had the past year included: broken bones, deep lacerations requiring stitches, possible concussions, etc. We also work with school staff and administration when accident trends or unsafe school environments are present.

The Licensed School Nurse identified and trained school staff members to be a part of the Medical Emergency team. This emergency procedure was written a few years ago by the LSN, so that all school staff members would know their role in an emergency. This year we were required to add Narcan to our AED cases in each building. This required the Licensed School Nurse to develop a policy and procedure for administration, ordering of the medication, and training of the Emergency Medical Team to administer it if needed.

Medication Administration

The need to administer medication to students during school hours requires a great deal of time, attention, and documentation. In the absence of the District Licensed School Nurse, this task is delegated to trained personnel. This nursing function is performed under the license of the District Licensed School Nurse and must be supervised by her. This required initial training, as well as periodic training and supervision.

	Elementary	MSHS	TOTAL
Daily Medication			
# Students	7	7	14
# Medications	1,470	951	2,421
As Needed Medication			
# Students	16	6	22
# Medications	41	5	46
Short Term Medication			
# Students	21	1	22
# Medications	48	14	62

58 students took medication during this school year, with 2529 pills distributed in our offices!

Students with Specific Health Care Needs

Each year a Health Summary form requesting current health information is sent to the parents of each new student, as well as students in K, 2nd, 4th, 6th, and 8th and 10th grade. Health information that could impact learning or safety is shared with the school staff working with the student, when parent permission is granted.

We have many students in our District, with a variety of health needs. Our school health team is crucial in reducing: potential health emergencies, potential unnecessary absences, potential loss of life, and potential District liability. These plans require communication with parents at least yearly, as well as training of all staff involved with each student.

Individual Health	Care Plans
Diabetes	4
Seizures	5
Severe Allergies	11
Other	7
TOTAL	27

Some of these students require emergency medication be made available in a life and death situation. This also required additional training of staff who work with this student, so that they can administer the medication if needed-if no Health Office staff is available. These medications may include: EPI-PEN for severe allergies, Glucagon for severe low blood sugar, and Diastat for prolonged seizures.

Emergency Medication	
Elementary	4
High School	7
Silo	1
St Johns	3

TOTAL 15

Special Education

When students are assessed for possible Special Education assistance (including initial and reevaluations), the Licensed School Nurse develops health history summaries and assesses the students' current health status. For those students that have medical concerns, permission is obtained from the parent to request and review their child's medical records. The purpose of the nurses'

involvement is to consider possible health implications that could be contributing toward the child's difficulty in school. Each year, increasingly more time is spent working with students in Special Education programs. The Licensed School Nurse was involved in the following assessment/reassessments

Early Childhood	15
Elementary	12
High School	19
Total	46

When there are health conditions, the nurse assists the team with interpretation, communication with medical providers, implications for school, and planning. The students receiving Special Education services, who have health conditions, include the nurse in their school plan. For some of these students, daily nursing interventions with ongoing assessment were required. Approximately 22% of the 0.60 FTE LSN is spent on Special Education services, and can be coded and reimbursed as such. Starting with the 2024-2025 school year, I will also be doing the billing of Third Party Billing, which will require additional time every month.

This year I also met with 2 students on a weekly basis to do health education in regards to meeting a goal in their IEP.

I also train all of our district paraprofessionals to be licensed as Personal Care Assistants (through Department of Human Services). This requires periodic supervision of duties delegated through the PCA plan for each student they work with. This year we had PCA plans (and thus able to do Third Party Billing for PCA services) for 6 students at the High School and 2 at the Elementary. Next year there is an anticipated additional 8 students with PCA needs at the Elementary Building.

Third Party Billing

Lewiston-Altura Schools have been doing Third Party Billing since 2011. The Licensed School Nurse works closely with all special education case managers who qualify for PCA services. The LSN then writes the PCA care plan, ensures all required elements are listed in the students' IEP, trains all para staff as PCA's, initiates and finalizes monthly PCA logs, and provides as needed supervision for the PCA's.

Starting in the fall of 2020, I took over all of the coordination of the Third Party Billing Services in our district. This involves sending out consent forms, tracking MA eligibility, ensuring monthly service logs are turned in from all providers (Speech, PT, PT, Audiology, School Psychologist, etc.) As of 5/31/2024, we have received over \$15,000 from Third Party Billing for the 2023-2024 school year, with many logs still waiting to be entered and billed.

Early Childhood Screening

The purpose of Early Childhood Screening is to identify children with delays and assist these children and their parents with resources before they begin Kindergarten. Early Childhood Screening is aimed at children 3 years of age, however older children are screened if they have not previously been screened. This screening takes place over 5 days of the school year, generally in September, January, and February.

The Licensed School Nurse coordinates the entire screening, trains volunteers and staff, completes hearing and vision screening and health review, and completes the exit interview with the parents. One para sub is utilized to check in and direct the families and complete height and weight on the child. 3 certified teachers are utilized for the developmental and speech components.

The LSN completes hearing and vision screening and health review.

This year the following students were screened:

Age 3	17
Age 4	18
Age 5	3
Total	38

Of the students who were screened, the following referrals were made:

	Refer
Vision/Hearing	1
Speech/Language	3
Fine/Gross Motor	0
Concepts	2
Social/Emotional/Behavior	2

A total of 3 children were referred for Special Education assessments (some children were referred for more than one area). Of those 3 children, 3 qualified for services. 1 child was referred to their medical provider for hearing concerns.

A total of 4 students were referred to Early Childhood Programming, as they have some delays and are not currently in a preschool program.

A total of 5 students will be rescreened in the Fall of 2024 to assess if adequate progress has been made.

This screening program is reimbursable by the MN Department of Education. We are reimbursed a set amount per child, dependent on their age at screening. For this screening year, we will be reimbursed \$2,979.00.

Sports Health Information Review

Prior to fall 2020, at the beginning of each sport season, all participants' health forms are reviewed. Any "yes" answers require a parent and participant interview to determine if any restrictions are necessary. Doctor's notes are requested if more information is needed. All concerns are then forwarded to each sports' coaching staff.

Fall 2020-I don't review all questionnaires, but do relay health concern information to coaches and provide training as needed.

Services for School Personnel

First Aid and Illness:

The Health Office staff often see school employees for first aid and illnesses, as well as seeing students.

Blood Pressure Monitoring:

The Health Office Staff checked the blood pressure of many school staff on a regular basis.

Staff Training:

In addition to meeting with specific staff on health care needs of their students, additional training is done regarding First Aid. All para support staff receive First Aid training every 3 years. The bus company employees also received training upon their request. Our School District currently has 3 AED's located throughout the school buildings. These AED's require monthly checks, as well as purchasing new pads and battery packs as needed, which is done by the Licensed School Nurse.

OSHA:

The Licensed School Nurse is the OSHA coordinator for the District and is responsible for updating and reviewing the OSHA/Bloodborne Pathogens Program. Each staff is categorized into different categories, dependent on their risk of exposure. Staff in category 1 and 2 are offered Hepatitis B vaccines. The Licensed School Nurse is also responsible for being notified of any incident that staff have occurred at school which put them at risk of getting a Bloodborne Pathogen (bite from student, needlestick, coming in contact with bodily fluid, etc.) These staff are then given the opportunity to seek further medical testing and counseling.

Wellness Committee Member

The Licensed School Nurse is also the coordinator of the districts' Wellness committee. Since my start in 2010, I have procured over \$30,000 in wellness funds from grants.

Biometric Screening

This year we offered free cholesterol and blood sugar testing for all interested staff with funds from our wellness grant. 35 staff took advantage of this screening.

The role of the Licensed School Nurse includes assessment, planning, implementation, and evaluation. The LSN works toward the following goals:

- Establish and revise School District health **policies** related to Health Services.
- **Assess** and evaluate the **health** and development status of school children.
- Promote and **maintain health** and well being of students, families, and school personnel by teaching and counseling.
- Implement an **individual plan** for the care of students with chronic health conditions.
- Prevent **communicable diseases**.
- Develop and maintain a system of **first aid** and plan a safe environment.
- Are active in **health education**.

Non-District Funding for Licensed School Nurse:

1. The Licensed School Nurse salary is mostly funded through 3 outside funding resources:
 - a. Parochial student funding through MDE (2023-2024 school year = \$14,245.10)
 - b. Special Education Funds (21% of 0.6 FTE coded Special Ed)
 - c. Third Party Billing Funds (\$5,000 has been billed as of 5/31/2024 for Nursing Services)

School Nursing Practice Framework™

Supporting Students to be Healthy, Safe and Ready to Learn



Care Coordination

- Provide direct care for emergent, episodic, and chronic mental and physical health needs.
- Connect student and family to available resources.
- Collaborate with families, school community, mental health team (including school counselors, social workers, and psychologists), and medical home.
- Develop and implement plans of care.
- Foster developmentally appropriate independence and self-advocacy.
- Provide evidence-based health counseling.
- Facilitate continuity of care with family during transitions.

Leadership

- Direct health services in school, district, or state.
- Interpret school health information and educate students, families, school staff, and policymakers.
- Advocate for district or state policies, procedures, programs, and services that promote health, reduce risk, improve equitable access, and support culturally appropriate care.
- Engage in and influence decision-making within education and health systems.
- Participate in development and coordinate implementation of school emergency or disaster plans.
- Champion health and academic equity.
- Share expertise through mentorship/preceptorship.
- Practice and model self-care.

Quality Improvement

- Participate in data collection for local, state, and national standardized data sets and initiatives.
- Transform practice and make decisions using data, technology, and standardized documentation.
- Use data to identify individual and population level student needs, monitor student health and academic outcomes, and communicate outcomes.
- Engage in ongoing evaluation, performance appraisal, goal setting, and learning to professionalize practice.
- Identify questions in practice that may be resolved through research and evidence-based practice processes.

Community/Public Health

- Provide culturally sensitive, inclusive, holistic care.
- Conduct health screenings, surveillance, outreach, and immunization compliance activities.
- Collaborate with community partners to develop and implement plans that address the needs of school communities and diverse student populations.
- Teach health promotion, health literacy, and disease prevention.
- Provide health expertise in key roles in school, work, and community committees/councils/coalitions.
- Assess school and community for social and environmental determinants of health.

Standards of Practice

- Ensure practice consistent with the scope and standards of school nursing practice, health and education laws (consider the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, Nurse Practice Act, state laws regarding school nursing practice and delegation), federal/state/local policies and regulations, and NASN position statements and code of ethics.
- Employ clinical judgment and critical thinking outlined in nursing process and prioritization.
- Integrate evidence and best/promising practices (consider multi-tiered systems of support, clinical practice guidelines).
- Safeguard privacy of students and data (consider Health Insurance Portability & Accountability Act, Family Educational Rights and Privacy Act).



Lewiston Altura #0857
Monthly Bank Reconciliation
May 2024

Bank Statement Date: 5.31.2024

Minnwest Bank		\$506,253.68	
MSDLAF		\$1,411,929.57	
Ehlers		\$395,490.08	
CD's		\$40,463.08	
Merchants		\$31,591.69	
Minnwest Bank Shadow		\$163,375.82	
Ending Balance from Bank Statement			\$2,549,103.92

Add Deposits in Transit:

	Deposit Date	Amount	Deposit Date	Amount
	Deposits	\$132,027.74		

Total Deposits in Transit **\$132,027.74**

Subtotal **\$2,681,131.66**

Subtract Outstanding Checks:

	Account	Amount	Account	Amount
	Checks	\$50,797.85		
	Wires	\$20,647.93		

Total Outstanding Checks **\$71,445.78**

Adjustments **\$0.00**

Computed Book Balance **\$2,609,685.88**

Balance per Your Books 2,609,685.88

Difference **\$0.00**

May 2024 Bank Reconciliation- Treasury Report

Funds	Balance Beginning of Month	Receipts	Disbursements	Ending Balance 5/31/2024
General Fund	\$784,331.82	\$1,965,898.16	(\$943,403.90)	\$1,806,826.08
Food Service Fund	\$189,606.22	\$113,414.55	(\$39,085.62)	\$263,935.15
Community Ed	\$28,968.17	\$43,180.69	(\$449.41)	\$71,699.45
CD's	\$40,463.08	\$0.00		\$40,463.08
Building Construction	\$370,172.96	0		\$370,172.96
Debt Redemption	(\$69,483.32)	\$0.00		(\$69,483.32)
Student Fundraised Fund	\$129,348.28	\$20,042.00	(\$23,317.80)	\$126,072.48
Totals	\$1,473,407.21	\$2,142,535.40	(\$1,006,256.73)	\$2,609,685.88

Reconcilement of Treasurer's Balance With Bank

Description	Balance per Bank Statement	Outstanding Checks	Deposits not on Bank Statement	Balance Per Treasurer's Books
General Fund Checking	\$506,253.68	(\$71,445.78)	\$132,027.74	\$566,835.64
Merchants Bank	\$31,591.69	\$0.00	\$0.00	\$31,591.69
MSDLAF	\$1,411,929.57	\$0.00	\$0.00	\$1,411,929.57
CD's	\$40,463.08	\$0.00	\$0.00	\$40,463.08
Investments	\$395,490.08	\$0.00	\$0.00	\$395,490.08
Minnwest Bank Shadow	\$163,375.82	\$0.00	\$0.00	\$163,375.82
				<u>\$2,609,685.88</u>
				\$0.00

Lewiston Altura #0857

STUDENT ACTIVITY FUND BALANCES

MONTH

May 2024

FUND	BEG BALANCE	DISBURSEMENTS	RECEIPTS	CASH BALANCE
Student Council	\$ 2,566.11	\$ 899.00	\$ -	\$ 1,667.11
National Honor Society	\$ 1,229.64	\$ -	\$ -	\$ 1,229.64
FFA	\$ 26,059.01	\$ 4,251.71	\$ 250.00	\$ 22,057.30
HOSA	\$ 782.97	\$ -	\$ -	\$ 782.97
Washington DC Trip	\$ 3,012.08	\$ -	\$ 15,915.00	\$ 18,927.08
Eagle Bluff	\$ 227.80	\$ -	\$ -	\$ 227.80
Cardinal Book	\$ 211.93	\$ -	\$ -	\$ 211.93
Trap League	\$ 3,165.29	\$ 82.00	\$ 1,150.00	\$ 4,233.29
Music Savings	\$ 25,224.05	\$ 504.00	\$ 225.00	\$ 24,945.05
Class of 2026	\$ 1,795.92	\$ -	\$ -	\$ 1,795.92
Class of 2027	\$ 769.76	\$ -	\$ -	\$ 769.76
Class of 2024	\$ 4,442.50	\$ 2,848.00	\$ -	\$ 1,594.50
Class of 2025	\$ 1,893.00	\$ 541.50	\$ 2,522.00	\$ 3,873.50
Class of 2023	\$ 147.57	\$ -	\$ -	\$ 147.57
Yearbook	\$ 604.02	\$ -	\$ 422.00	\$ 1,026.02
Spanish Trip	\$ 2,852.69	\$ -	\$ -	\$ 2,852.69
JH Student Council	\$ 1,173.65	\$ -	\$ -	\$ 1,173.65
Tech Club	\$ 3,755.22	\$ -	\$ 210.00	\$ 3,965.22
Drama	\$ 14,581.04	\$ 200.00	\$ 1,000.00	\$ 15,381.04
Volleyball	\$ 559.13	\$ -	\$ 1,960.00	\$ 2,519.13
Girls Basketball	\$ 900.33	\$ 260.00	\$ 2,797.00	\$ 3,437.33
Dance	\$ 708.46	\$ -	\$ -	\$ 708.46
Girls Track	\$ 22.12	\$ -	\$ -	\$ 22.12
Softball	\$ 610.21	\$ -	\$ 2,100.00	\$ 2,710.21
Girls Golf	\$ 55.53	\$ -	\$ 415.00	\$ 470.53
Football	\$ 9,075.95	\$ -	\$ -	\$ 9,075.95
Boys Basketball	\$ 5,015.69	\$ -	\$ 1,170.00	\$ 6,185.69
Wrestling	\$ 223.70	\$ -	\$ -	\$ 223.70
Baseball	\$ (170.73)	\$ -	\$ 55.00	\$ (115.73)
Boys Track	\$ 2.11	\$ -	\$ -	\$ 2.11
Boys CC	\$ 20.00	\$ -	\$ -	\$ 20.00
Boys Golf	\$ 55.54	\$ -	\$ 415.00	\$ 470.54
General Athletics	\$ 6,950.43	\$ 678.50	\$ 1,300.00	\$ 7,571.93
Special Athletics	\$ 1,865.27	\$ -	\$ -	\$ 1,865.27
Weight Training	\$ 37.98	\$ -	\$ -	\$ 37.98
TOTALS	\$ 120,425.97	\$ 10,264.71	\$ 31,906.00	\$ 142,067.26

v Balanced w/SMART Trial Balance
v Balanced w/Bank Statement

Lewiston Altura
Budget / Fund Balance Overview (BUDGET)
FY25 Adopted Budget

	Beginning Fund Balance	Revenues	Expenditures	Transfers	End of Year Proj. Balance	Net Increase or Decrease
General Fund - 01						
422 Unassigned Fund Balance	175,552 1.98%	7,544,800	7,551,057	-	169,295 1.97%	(6,257)
Restricted						
403 Staff Development	385	89,265	89,265	-	385	0
424 Operating Capital	86,520	228,482	228,482	-	86,520	0
428 Learning and Development	-	93,266	93,266	-	-	-
438 Gifted and Talented	-	7,969	7,969	-	-	-
441 Basic Skills Programs	80,863	391,736	391,736	-	80,863	(0)
449 Safe Schools Levy	11,368	21,223	21,223	-	11,368	0
467 Long-Term Facilities Maint Nonspendable	240,529 35,583	200,000 -	200,000 -	-	240,529 35,583	- -
472 Medical Assistance	65,355	9,429	9,429	-	65,355	-
Subtotal Restricted	1,031,385	1,041,370	1,041,370	-	1,031,385	0
Assigned Funds						
Assigned-Scholarships	88,588	-	-	-	88,588	-
Subtotal Assigned - 462	88,588	-	-	-	88,588	-
Total General Fund	784,743	8,586,170	8,592,427	-	778,486	(6,257)
Activites Fund - 30						
Restricted/Reserved - Subtotal	167,360	150,850	150,850	-	167,360	-
Total Activities Fund	167,360	150,850	150,850	-	167,360	-
Food Service Fund - 02						
460 Nonspendable	10,735	-	-	-	10,735	-
464 Restricted	182,690	594,941	594,941	-	182,690	-
Total Food Service	193,425	594,941	594,941	-	193,425	-
Community Services - 04						
464 Restricted	86,157	182,292	201,900	-	66,549	(19,608)
Restricted / Reserved						
431 Community Education	55,602	29,330	1,158	-	83,774	28,172
432 Early Childhood	4,518	35,229	45,988	-	(6,241)	(10,759)
444 School Readiness	-	196,399	193,544	-	2,855	2,855
Restricted/Reserved - Subtotal	60,120	260,958	240,690	-	80,388	20,268
Total Community Education	146,277	443,250	442,590	-	146,937	660
Debt Service - 07						
464 Restricted	74,520	738,442	721,325	-	91,637	17,117
Total Debt Service Fund	74,520	738,442	721,325	-	91,637	17,117
Total All Funds:	1,366,325	10,513,653	10,502,133	-	1,377,845	11,520

2024-2025 General Fund Budget Adjustments

June 10, 2024

Expenditure Reductions

- 4.0 FTE Teachers positions eliminated
- .05 FTE HS Guidance Counselor position reduction
- School Nurse Pay adjustment
- Early Childhood Coordinator Change
- No Media Center new book purchases
- Other supply reductions
- No field trips unless fully funded from outside resources/FFA activity account charged for travel
- Software licensing reductions
- Eliminate 20-hour custodian position, summer student hours
- Grounds Fertilizer contract reduction
- Two fewer student contact days
- Cafeteria supervision charged to Food Service budget
- Parents pay for Gr. 1-5 milk (unless donated)
- Reduction of color copies and b/w printing
- Reduction in office staff
- Major curriculum purchases on pause for FY25
- Coaching positions (Jr High)
- Eliminate Strength/Conditioning position
- Athletic trainer at fewer events
- Eliminate SuperMileage, One JH Play
- Reduction of one bus route (driver pay)
- EdMidwest Contract Reduction

Expenditure Increases

- Wage and Salary Increases

Revenue Reductions

- Student enrollment drop

Revenue Increases

- Increases in HS course fees
- Increases in HS activity participation fees
- Increases in game admission fees, HUDL/Remote viewing fees
- Increases in business sponsorships to support activities/athletics
- Increases in Booster Club Donations
- Volleyball raising funds for new uniforms
- Sale of 20-Acre Parcel (estimated \$140,000)
- READ Act: new funding
- Admin providing Winona State student teacher supervision
- REAP Funding – federal funding for small, rural schools that we now qualify for

LEWISTON-ALTURA SCHOOL DISTRICT

Support Staff Wages and Benefits Handbook School Office Staff Paraprofessionals Food Service



July 1, 2024 - June 30, 2025

Approved by the ISD #857 School Board June 10, 2024

I. Job Classifications:

- A. Full Time/Extended School Year Employee: A Full Time/Part time employee is employed 8 hours per day for more than 185 days and less than 260 days—at least 1,480 hours.
- B. School Year Employee: A School Year Employee is employed a minimum of 4 hours per day for a minimum of 170 days—and/or at least 680 hours.
- C. Supplemental Employee: A Supplemental Employee is an hourly employee who is strictly paid by a timesheet.

The work schedule hours and calendar are determined by the supervisor.

PROBATIONARY PERIOD

New employees will serve a ninety (90) calendar day probationary period.

II. Benefits:

A. Holidays:

1. Full Time/Extended School Year Employee:

Full Time/Part Time employees receive 6.5 paid holidays. The holidays are Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, ½ day Good Friday, Memorial Day, Juneteenth, and 1 floating* holiday. A Floating Holiday must be taken on a weekday that school is not in session, with prior approval from the Supervisor.

3. School Year Employee:

School Year employees receive 3.5 paid holidays. The holidays are Labor Day, Thanksgiving Day, ½ day Good Friday, Memorial Day.

4. Supplemental Employee:

Part-time Supplemental employees do not receive paid holidays.

40-hours/week/12 month Supplemental Employees who have worked at least 6-months in the district receive 3.5 paid holidays. The holidays are Labor Day, Thanksgiving Day, ½ day Good Friday, Memorial Day. If Cardinal Club is closed on one of these holidays, the 40-hour per week employee will receive Holiday Pay.

B. Tax-Sheltered Annuity Matching Program (403b):

- 1. Full-time/Extended School Year and School Year employees are eligible for a \$100 annual match contribution from the District toward a Tax Sheltered 403b Annuity if this amount is matched or exceeded by a contribution from the individual employee. The

District contribution will be paid to the employee's account on June 30th.

C. Health Insurance:

1. The district's only obligation is to provide a group insurance plan for employees. The employee, as a result of a denial of insurance benefits by an insurance carrier, shall make no claim against the school district.
2. These policies concerning insurance are subject to change annually at the discretion of the School Board.
3. Full-Time/Extended School Year and School Year employees who work a minimum of 4 hours per day and who qualify as "full-time" per the Affordable Care Act of 2010 that qualify to participate in the District's group health and hospitalization plan and that choose to participate in the District's group health and hospitalization plan will be eligible for a contribution of up to \$600 per month toward the premium of the insurance option they have selected through the District's plan. Any additional premium or cost shall be borne by the employee and paid by payroll deduction.

Support staff that do not meet the definition of Full Time employee per the Affordable Care Act of 2010 that qualify to participate in the District's group health and hospitalization plan may choose to participate at their own expense.

4. If two members of a family are employed by the district, the district will only make one family contribution.
5. If the provisions in this Handbook cause for penalties, fees, or fines to be assessed against the School District per the Affordable Health Care Act of 2010 prior to the handbook's expiration date, the School District will reopen the handbook for review and make adjustments to the handbook that do not cause, or that result in reduced penalties, fees, or fines.

E. Dental and/or Vision Insurance:

All support staff employees may choose to participate in the district's group dental plan at the employee's expense.

F. Sick Leave

1. Sick leave may be used for reasons as allowed by MN Statute 181.9447.
 - a) School Year Employees:
Sick leave will be accrued at the rate of one day per month, up to 9 days per year.
 - b) Supplemental Employees:
Supplemental employees will earn two hours of sick leave for every eighty (80) hours of work.
2. Sick leave accrued each month will be credited to an individual employee's sick leave bank at the start of the following month.

3. A sick leave day is the same as the employee's normal working day, except for in the case of supplemental employees. Supplemental employees earn hours of sick leave based on the number of hours that they work.
4. Employees may accumulate an unlimited amount of sick leave.
5. Sick leave may be taken in increments of 15 minutes.
6. Sick leave days may be used for personal or family illnesses.
7. Two sick leave days may be used each year for personal business that cannot be taken care of outside the normal workday, with prior approval by the Supervisor.
8. The School District may require verification from a doctor for the use of sick leave.

G. Emergency Leave:

An emergency is a situation, often dangerous, which arises suddenly and calls for prompt action. An immediate need cannot be planned out days in advance. Employees may be granted a leave of no more than two (2) days per year for situations that require an employee's immediate personal attention, and which cannot be addressed outside of the employee's workday. The days will be deducted from the employee's sick leave. An emergency leave is granted by the immediate supervisor, subject to review by the Superintendent. The Superintendent reserves the right to make the final decision to grant or deny the request for emergency leave. If denied, pay for that time will be deducted at the next pay period.

H. Bereavement/Funeral Leave:

1. An employee may be granted up to three (3) days to attend a funeral or someone in the employee's or spouse's family. The superintendent may grant up to three additional days in the case of the death of someone in the employee's or employee's spouse's immediate family. These days shall be deducted from sick leave.
2. An employee may be granted up to one day, taken in ¼ day increments, to attend the funeral of someone outside of the employee's family. This time shall be deducted from sick leave.

I. Unpaid Leave:

Employees are hired to work specific schedules as designated by the superintendent. The superintendent reserves the right to grant or deny any request for unpaid leave. Unpaid leave deductions may include pro-rated deductions in the district's contribution to health care benefits.

J. Severance Compensation:

1. Full Time/Extended School Year Employees, and School Year Employees may be eligible for severance compensation based upon the following criteria:
 - a) Any employee, upon reaching age 55 and after 15 years of continuous service to ISD 857, will be entitled to severance pay based on the number of accumulated sick leave days. The reimbursement rate will be \$30 per day of accumulated sick leave.

- b) If the employee dies before severance is paid out, it shall be paid to the employee's beneficiary, if any, otherwise to the employee's estate.
- c) Employees will not be eligible for severance compensation if they are terminated from employment due to poor performance, not meeting expectations, misconduct, or for any other reason per District Policy 403 Discipline, Suspension, and Dismissal of School District Employees.

K. Retirement:

- 1. Employees, upon reaching age 55 and after 15 years of continuous service to ISD 857, and who elect to begin to receive PERA retirement benefits, may be entitled to a health premium contribution based on the number of accumulated sick leave days. This benefit is contingent upon the approval and acceptance by the insurance carrier.

2. An employee who retires before the age of eligibility for Medicare shall be eligible to remain in the existing group health and hospitalization insurance program until reaching the age of eligibility for Medicare.

- 3. For employees employed prior to July 1, 1993:

- a. The annual district contribution will be specified as the maximum amount found in the health and hospitalization section of this agreement.
- b. The maximum contribution will be paid by accumulated sick leave at a rate of 200 hours of sick leave for each year (One year's base contribution for each 25 days of accumulated sick leave.) of extended health and hospitalization coverage.

- 4. For employees employed on or after July 1, 1993:

- a. The annual district contribution will be specified as the maximum amount for single coverage as found in the health and hospitalization section of this agreement.
- b. The maximum contribution, of \$300 per month, will be paid by accumulated sick leave at a rate of 200 hours of sick leave for each year (25 full time (8 hour) days) of extended health and hospitalization coverage.

- 5. Employees will be responsible for any additional premium expenses if an insufficient amount of sick leave has been accrued.
- 6. The eligible coverage (family or single) shall be the same as was in effect at the time of retirement.
- 7. Benefits under this provision shall cease upon the death of the employee except when both husband and wife have been employed by ISD 857 until retirement (and both have been eligible to receive insurance coverage) in which case the survivor will be eligible for continued coverage.
- 8. Food Service shall be provided a school shirt to be worn when on duty. This is a benefit of employment.

2. Pay Periods:

1. Employees (not including Supplemental Employees) will have their compensation divided into 24 pay periods, after the Probationary Period has been successfully met. Paydays will be the 15th and the last business day of the month unless payday falls on a weekend or holiday. Payday will then be the last business day prior to the scheduled payday. Staff who receive annualized pay and work additional hours than what is annualized will only be paid on the 15th of the month for the prior month's hours.
2. Supplemental Employees will be paid twice per month (15th and last business day of the month, see L1). Timesheets (approved by direct supervisors) must be in the business/ payroll office by the 6th and 20th of each month.
3. Exceptions to the prescribed paydays will be at the discretion of the Superintendent.

M. Additional Compensation:

1. Overtime:

As a general rule, overtime is not allowed. The supervisor, prior to the work, must grant approval for overtime. In the case of an emergency, and the supervisor cannot be contacted, the overtime necessary to clear the emergency will be allowed. Overtime will be paid at a rate which is 1.5 times the employee's regular hourly rate. In the event an emergency occurs on one of the following holidays: July 4th, Labor Day, Thanksgiving Day, after 12:00 PM on Christmas Eve, Christmas Day, after 12:00 PM on New Year's Eve, New Year's Day, after 12:00 PM on Good Friday, Easter Sunday, or Memorial Day, Juneteenth, the employee will be paid two times the employee's regular hourly rate. Payment for overtime may be denied if not pre-approved and deemed non-emergency.

2. Compensatory Time:

Compensatory Time may be accrued for hours worked beyond the scheduled work day for extra-ordinary circumstances that require additional time. Accumulation and use of compensatory time must be approved in advance by the Direct Supervisor and usage shall not, in any case, exceed three consecutive working days.

3. Student Transportation:

When a paraprofessional is driving a school vehicle for the purposes of transporting a student(s) to a school related activity, the paraprofessional will be additionally compensated the equivalent of \$5.00 additional per hour for the time spent driving. . The minutes spent driving shall be submitted for additional compensation to the principal for approval.

N. Other:

1. Injury Reports:

Any and all injuries, regardless of their severity, shall be reported to the employee's supervisor as soon after the injury occurs as possible. In order for a claim to Workmen's Compensation to be considered valid, a "First Report of Injury" must be filed within 24 hours of the incident.

2. Emergency Closing:

a. All Full Time, and Full Time/Extended School Year Employees are be expected to work when school is not in session due to an emergency closing. Employees should communicate with Supervisor if arrival will be delayed due to road conditions or other factors. Employees, unable to report to work, may request the use of vacation, compensatory time, or may use up to two sick (personal) days to avoid a pay deduct (via a yellow Absence Request Form).

b. School Year and Supplemental Employees

Food Service: Food Service staff will be paid for their AM shift if school is delayed or canceled after their reporting time.

Paraprofessionals:

- **Paraprofessionals Assigned to Work in Cardinal Club Programs:** Are expected to work their regular schedule, even if school is delayed or canceled.
- **Paraprofessionals Assigned to Work in the Elementary or High School:** Are not paid for full days that school is closed due to an emergency. However, in the event that the school day starts late or begins on time, but is subsequently canceled, will be paid for the full workday. These staff may elect to use up to four sick leave days to avoid a pay deduction if school closed due to an emergency. This desire should be communicated by the employee with an Absence Request Form that is submitted to their supervisor within the current pay period.

3. Full Time/Twelve month employees have the option of working four day weeks/10-hours days in the summer. The summer work schedule must be set up before the end of May.

4. Breaks: Employees who work four consecutive hours will be provided with a paid break, not to exceed 15 minutes.

5. Expense Reimbursement:

All employees will be reimbursed for pre-approved expenses incurred when traveling outside the district on school business at the district-established rate per District Policy 412.

6. Administration may schedule staff trainings on nonstudent days and staff are expected to attend. Staff will be notified of these dates/times by July 1st for the upcoming school year.

Starting Hourly Rates

New hires' starting wages are determined by the Superintendent with input from Supervisor based on employee's prior experience.

Starting Hourly Wage Minimum:

Food Service: \$15.00

Lead Secretary: \$18.00

Transportation Assistant: \$17.00

Assistant Secretary: \$15.00

Paraprofessional/Cardinal Care/Early Childhood: \$15.00

High School Student Cardinal Care Aide: \$12.00

Number of Years Completed in the L-A District	2024-2025 Hourly Pay Increase
1	\$15.00/hour OR +2%
2	\$15.00/hour OR +2%
3	\$15.00/hour OR +2.0%
4-9	\$15.00/hour OR +2%
10 or more years	\$15.00/hour OR \$0.50

Additional Compensation

Food Service

A Head Cook with supervision of other food service staff and with responsibility to assist/back-up Food Service Director receives an additional \$3.00 per hour compensation added to their base compensation.

A Head Cook with supervision of other food service staff receive an additional \$1.00 per hour compensation added to their base compensation.

A Head Cook without supervision of other food service staff receive an additional \$0.50 per hour compensation added to their base compensation.

Assistant Head Cooks with extra responsibilities for the food service program receive an additional \$0.40 per hour added to their base compensation.

Paraprofessionals

Paraprofessionals who hold a valid MN teaching license earn an extra \$0.50 an hour.

LEWISTON-ALTURA SCHOOLS

SCHOOL BUS AND SUPPLEMENTAL DRIVERS HANDBOOK



July 1, 2024– June 30, 2025

Approved by the ISD #857 School Board on June 10, 2024

JOB CLASSIFICATION:

FULL TIME BUS DRIVER -

A Full Time Bus Driver possesses a Commercial Drivers License and is employed and committed to driving a specified route twice each day, each morning and afternoon that school is in session.

PART TIME BUS DRIVER-

A Part Time Bus Driver possesses a Commercial Drivers License and is employed and committed to driving a specified route once each day, either morning or afternoon, that school is in session.

SUBSTITUTE BUS DRIVER

A Substitute Bus Driver possesses a Commercial Drivers License and is employed as needed and does not qualify to be a Full Time/Part Time Bus Driver.

SUPPLEMENTAL DRIVER

A Supplemental Driver transports students in vehicles that do not require the driver to have a Commercial Drivers License.

SALARY AND COMPENSATION

I. BASIC SALARY

- A. FULL TIME/PART TIME BUS DRIVER** Full Time/Part Time Bus Drivers employed during 2024-2025 school year will receive a base salary of \$38.25 per route.

Years of Service	Amount Added to Base Pay 2024-2025
After 3 Years	\$1.50
After 5 Years	\$2.00
After 10 Years	\$2.50
After 15 Years	\$3.00
After 20 Years	\$3.50
After 25 Years	\$4.00
After 30 Years	\$4.50
After 35 Years	\$5.50
After 40 Years	\$6.50

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- B. SUBSTITUTE BUS DRIVERS**-Substitute Bus Drivers will receive the base pay per route.
- C. SUPPLEMENTAL DRIVERS** – Supplemental Drivers will receive \$15.85 per hour in 2024-2025.
- D. COMBINED ROUTES:** If bus routes are combined due to incidental bus or driver shortages, the driver will be compensated at 1.5 times the driver's route pay.
- E. NEW EMPLOYEES**
- 1. PROBATIONARY PERIOD**
New employees will serve a ninety (90) calendar day probationary period.
 - 2. BACKGROUND CHECKS**
All newly employed bus drivers must submit to a criminal and motor vehicle background check prior to employment.
- F. MODIFICATIONS:**
Individual salaries are subject to revision at any time at the discretion of the school board.

II. ADDITIONAL COMPENSATION

- A. ACTIVITY, FIELD TRIPS, AND SUMMER SCHOOL**-Activity trips, and field trips will be compensated for at the rate of \$18.36 per hour. Bus Drivers who drive a bus for summer school will be paid their regular route pay for up to three routes per day.
- Full Time and Part Time drivers, when requested by the district, to drive for an activity or field trip during their regular route time will receive their regular route pay in lieu of additional pay for the first 1.5 hours of the activity or field trip. Drivers will receive the \$18.36 per hour for time beyond the 1.5-hour limitation.
 - Full Time and Full Time/Part Time Drivers will be given priority to receive additional school-sponsored evening or weekend trips that do not interfere with the driver's regular route responsibilities.
 - If a substitute driver is scheduled to take a regular bus route because the driver chooses to drive an activity and the activity is cancelled, the regular driver cannot push the substitute off the route.
 - If a driver gives up their regular scheduled bus route to drive an activity and the activity gets cancelled the driver will still be paid one half of their regular base pay rate for the year.
 - Full Time and Part Time Drivers must notify the District office of their desire for additional driving duties.
 - Drivers for sports and activities such as Speech, One Act and Honor Band will have the opportunity to drive for that same activity each subsequent year until the driver chooses to give up that extra duty. At that time, the duty will be made available to any interested driver. If there is more than one person interested in the extra duty they will decide amongst themselves who will take on the duty. If they are unable to come to an agreement, names of interested individuals will be drawn.

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- g) If a coach is also a licensed school bus driver and is willing to drive for the activity the school district reserves the right to have them drive for that activity.
- h) The School District reserves the right not to have people drive activities that have continual conflicts while serving in that capacity.

B. SILO TRANSFER TRIP--Drivers transporting students to and from Silo School, as a part of their regularly scheduled route, will be paid at the rate of \$3.50 per trip.

D. OPERATION OF WHEELCHAIR BUS LIFT--Drivers transporting students with wheelchairs, as a part of their regularly scheduled route (this does not include transfers or activity trips), will be paid at the rate of \$5.85 per trip. This additional compensation will be paid only on days that the driver was required to operate the wheelchair lift. Drivers must log the dates and routes they were required to operate the lift on the provided calendar. The calendar will be collected at the end of the month and paid on payroll on the 15th of the following month.

III. REIMBURSEMENTS

A. PHYSICAL EXAMINATION REIMBURSEMENT--The school district will reimburse the drivers for the actual cost of a DOT physical examination required to maintain their Commercial Drivers License. The amount of reimbursement shall not exceed \$140.00 annually. Receipt from the medical provider must be provided in order to receive reimbursement.

B. MEAL STIPEND--Drivers, engaged in trips in excess of five hours, will be paid an additional \$10.00 per five hours of service to cover the cost of meals.

C. ADMISSION REIMBURSEMENT--Admission to events will be reimbursed.

IV. SUBSTITUTE DRIVERS--Full Time and Part Time Drivers should contact the district office when a substitute is needed. If no substitute is available, the driver may be expected to drive.

V. PAY PERIODS

A. FREQUENCY—All Full Time and Part Time Bus Drivers shall be paid twice monthly for 24 paychecks.

B. PAY DAYS—Pay days will be the 15th and the last business day of the month. In the event that payday falls on a weekend or holiday, payday will be the last prior working day.

C. ADDITIONAL COMPENSATION—All extra driving must be turned in by the 6th of the month in order to be paid on the 15th of the month, and by the 20th for the end of the month.

VI. LEAVES

A. SICK LEAVE

1. ALLOCATION

- a) Full Time Bus Drivers will earn one sick leave day for each month of regular driving.
- b) Part Time Bus Drivers will earn one/half sick leave day for each month of regular driving.
- c) Sick leave earned each month will be credited to an individual employee's sick leave bank at the start of the following month.

2. ACCUMULATION LIMIT

Sick leave days may be accumulated to an unlimited number.

3. DEDUCTIONS

Sick leave deductions will be made in one-half day increments. One route equals ½ day.

4. USE OF SICK LEAVE

- a) Sick leave may be used for reasons as allowed by MN Statute 181.9447.
- b) A sick leave day is the same as the employee's normal working day.
- c) Sick leave days may be used for personal or family illnesses, as well as for funerals, doctor appointments, and maternity leave.
- d) One sick leave day may be used each year for personal business that cannot be taken care of outside the normal workday.
- e) In the event that the schools are closed due to an emergency, drivers may elect to use up to four days of sick leave during the school year to avoid a pay deduction.
- f) The School District may require verification from a doctor for the use of sick leave.

B. EMERGENCY LEAVE

Employees may be granted a leave of no more than two (2) days per year for situations that require an employee's immediate personal attention, and which cannot be addressed outside of the employee's workday. The days will be deducted from the employee's sick leave. The superintendent reserves the right to grant or deny the request for leave. All requests for emergency leave must receive prior approval from the superintendent.

C. UNPAID LEAVE

Employees are hired to work specific schedules as designated by the superintendent. The superintendent reserves the right to grant or deny any request for unpaid leave.

VII. SEVERANCE COMPENSATION

A. Full Time Bus Drivers and Full Time/Part Time Bus Drivers may be eligible for severance compensation based upon the following criteria:

- 1. Any employee, upon reaching age 55 and after 15 years of continuous service to ISD 857, will be entitled to severance pay based on the number of accumulated sick leave days. The reimbursement rate will be \$25.00 per day.

2. Payments will be to the employee in one lump sum on June 30th following the bus driver's retirement.
3. If the employee dies before severance is paid out it shall be paid to the employee's beneficiary, if any, otherwise to the employee's estate.
4. Bus Drivers will not be eligible for severance compensation if they are terminated from employment due to poor performance, not meeting expectations, misconduct, or for any other reason per District Policy 403 Discipline, Suspension, and Dismissal of School District Employees.

VIII. DURATION

The handbook will be effective July 1, 2024 through June 30, 2025.

DUTIES AND RESPONSIBILITIES

I. VEHICLE OPERATION

- A. Safety**-Passenger safety is the primary concern for the driver. Drivers will exercise extreme caution while driving and during the processes of loading and unloading.
- B. Radio and Cell Phone Use**-The school bus radios are there to help ensure student safety and should be used to call for help when needed, check with the office to see if a missing student is absent, or if a student not normally riding the bus should be allowed on the bus. Casual conversations should wait until you are no longer driving. If it is necessary to use a cell phone stop the bus to make the call or answer the call.
- C. Defensive Driving**-Driving in a manner to avoid accident involvement despite adverse conditions created by roads, weather, traffic or errors of other drivers or pedestrians.
- D. Driving Adjustments**-Winter and wet weather driving may require adjusting speed and normal driving practices to compensate for road conditions.
- E. Railroad Crossing**-All vehicles, whether loaded or empty, used to transport people must stop at all railroad crossing, using required procedures. 4-way hazard lights are to be activated before stopping and when crossing the tracks.
- F. Yellow Curbs**-It is not legal to park by a yellow curb such as the entrance to the high school parking lot. Pull ahead into the north end of the bus parking area so the entrance does not get blocked up while you are unloading students.
- G. Standing Prohibited**-Drivers must not move a bus from a stopped position until all passengers are seated. Students are to remain seated until the bus has stopped.
- H. Dangerous Articles**-No weapons or articles that may be classified as dangerous may be transported on a school bus.
- I. Operating Speed**-No bus driver will operate a bus faster than road, traffic and weather conditions safely permit.

II. OPERATOR RESTRICTIONS

A. Speeding and Moving Violations

Any driver convicted of a moving violation with a school bus will face disciplinary action, which may include suspension or termination.

B. Smoking Prohibited

No driver or passenger may smoke on any school bus or Type III vehicle.

C. Route Changes Prohibited

No driver is to make changes in the designated pick-up or drop-off bus stops without prior authorization. No stops are to be added, deleted or moved without administrative approval. No driver may deviate from the established route without prior permission except in the event of an emergency or temporary road conditions.

D. Seat Belt

Bus drivers must wear seat belts while operating the bus.

E. Unauthorized Passengers

Only authorized passengers may be transported in a bus. Any additional passengers must be specifically approved by the administration.

III. VEHICLE RESTRICTIONS

A. Overloads

The maximum passenger capacity of the bus is displayed above the front right windshield. A driver may not operate a vehicle that exceeds the maximum passenger limit. Per District Policy 709, students are not to sit in the last four seats of the bus, unless told to do so by the driver.

B. Emergency Doors

Emergency doors must be free and operable. Easy and direct access must be maintained at all times.

C. Service Door

The service door must be closed at all times while the bus is in motion.

IV. PRE-TRIP INSPECTION

A. Bus Inspection

Drivers are required to make a pre-trip inspection of the bus before each trip. Failure to do so is a violation of State Law. Defects are to be reported in writing to the bus mechanic. Drivers are to check their buses for students, vandalism, and articles left on the bus after each route or trip.

B. Safety Equipment

Drivers are responsible for insuring that the necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflectorized emergency warning device, and any additional items required by the district. Drivers of vehicles for disabled students will ensure all student health information cards are on board the bus.

C. BUS CLEANING

1. Drivers are required to keep the interior of their buses swept and free of trash at all times.
2. Drivers who keep their buses at their homes are responsible for cleaning the exterior of the buses.
3. Windows, flashers, and lights must be kept clean at all times.
4. Activity Trip Drivers need to make sure the bus they drove for an activity is clean after the activity trip.

D. FUELING

1. The driver is responsible for ensuring that the assigned vehicle is adequately fueled before leaving the bus garage.
2. The engine shall be turned off during fueling.
3. Drivers should not fuel with passengers aboard.

V. BUS STORAGE

1. Buses will be stored alongside the bus garage when not in use.
2. Buses not kept at the bus garage must be delivered to the bus garage whenever the driver will not be driving their regular route.

VI. STUDENT DISCIPLINE

Drivers are responsible for maintaining order on the bus. Drivers may never, under any circumstance, physically discipline a student. Drivers have no authority to deny a child the privilege of riding the bus, or drop the student at other than the designated stop. School administration may deny or restrict the bus-riding privileges of a student.

A. Activity Trips - Conduct Standards to be upheld by the operator of the vehicle:

1. Passengers are allowed to eat snacks or light meals, provided they limit distractions to others, agree to clean up any excess mess, and properly dispose of any trash when they exit the vehicle. A single violation can result in revocation of this privilege.
2. Limited, (brief) use of mobile phones is allowed for the purpose of contacting family, adults, guardians who need to be informed about bus arrival and location issues before departing for home.
3. The bus driver has the authority to request a passenger discontinue the use of mobile phones and other devices, if and when the driver feels inappropriate use is being made, or it causes potentially hazardous safety issue for the driver. A single violation can result in revocation of this privilege

VII. REPORTING REQUIREMENTS

It is the bus driver's responsibility to complete and submit all reports, discipline referrals, time cards, and mechanical defect slips in a timely manner. This includes all requirements pertaining to pre-trip inspections and stop-arm violation reports.

VIII. TRAINING

All bus drivers must participate in a minimum of 120 minutes of bus safety in-service each year.

IX. DRUG AND ALCOHOL MONITORING

All bus drivers must submit to pre-employment, post-accident, random, and reasonable suspicion alcohol and drug testing.

- A. Pre-employment Testing**-Bus drivers will not be allowed to drive until the employee has been tested for controlled substances and the school district has received the negative test results from the Medical Review Officer (MRO).
- B. Post-Accident Testing**-If a driver is involved in an accident while operating a CMV and the accident resulted in:
 - 1. Loss of human life or,
 - 2. A citation to the driver for a moving traffic violation,
 - 3. An accident resulting in disabling damage to one or more vehicles requiring a vehicle to be towed and a citation is issued to the driver for a moving violation, a controlled substance abuse test must be performed on the surviving driver within 32 hours.

C. Random Drug/Alcohol Testing

- 1. **Drug Testing**--A minimum of 50% of the drivers employed throughout the school year will be tested annually for drugs. A random process will be used to select drivers to be tested.
- 2. **Alcohol Testing**-A minimum of 25% of the drivers employed throughout the school year will be tested annually for drugs. A random process will be used to select drivers to be tested. The test must be conducted immediately prior or immediately after the time that the driver is scheduled to drive.

D. Reasonable Suspicion Testing

The district may require any bus driver to submit to a controlled substance test whenever the district has reasonable suspicion to believe that the driver has violated the prohibitions listed below concerning controlled substances and/or alcohol.

E. Prohibited Use of Alcohol and Controlled Substances

- 1. **Drugs**-No driver shall report to duty or remain on duty when the driver uses any controlled substance, except when the use of the substance is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a vehicle.
- 2. **Alcohol**-
 - a) No driver shall report to duty or remain on duty while having a blood-alcohol concentration of 0% or greater.
 - b) No driver shall possess alcohol while on duty.
 - c) No driver shall drive within four hours after having consumed alcohol.

F. Refusal to Submit to Mandatory Testing

1. Any driver who refuses to submit to any of the controlled substance testing will be immediately removed from any driving responsibilities.
2. The driver will be referred to a substance abuse professional to determine if the driver has a substance abuse related problem which may require treatment.
3. Drivers removed from duty because of refusal of mandatory controlled substance testing must undergo a return-to-duty test.

G. Testing Procedures

1. Arrangements will be made at a local collection site, supervised by trained medical people.
2. Samples obtained will be sent to a laboratory certified by the Substance Abuse and Mental Health Services Administration and Health and Human Services.

Adopted: _____

MSBA/MASA Model Policy 501

Orig. 1995

Revised: _____

Rev. 20142021

501 SCHOOL WEAPONS POLICY

[Note: School districts are required by statute to have a policy addressing these issues. ATTENTION: This policy incorporates certain provisions of the Minnesota Citizens' Personal Protection Act (often referred to as the "conceal and carry" law).]

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

D. "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device

designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
1. active licensed peace officers;
 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 3. persons authorized to carry a pistol under ~~Minnesota Statutes~~ §section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 4. persons who keep or store in a motor vehicle pistols in accordance with ~~Minnesota Statutes~~ §§section 624.714 or 624.715 or other firearms in accordance with §Minnesota Statutes section 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§Sections 624.714 and 624.715.
 5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 7. a gun or knife show held on school property;

8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

[Note: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not prohibit the lawful carry or possession of firearms in a parking facility or parking area. Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them. For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than the exceptions to the general prohibition of having a weapon on school grounds set forth in (7) to Minnesota Statutes Section 609.66, Subdivision 1d (f) listed in Section IV.B. above. However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by nonstudents or nonemployees, in a manner that is inconsistent with Minnesota Statutes Section 609.66, Subdivision 1d.]

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statutes Section 62A.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/ DISTRIBUTION

- A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:
 1. immediate out-of-school suspension;

2. confiscation of the weapon;
 3. immediate notification of police;
 4. parent or guardian notification; and
 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

~~C. The appropriate school official/building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a pupil/student who brings a firearm to school unlawfully.~~

CD. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

[Note: An employer may establish policies that restrict the carry or possession of firearms by its employees while acting in the course and scope of employment. Employment-related sanctions may be invoked for a violation. Thus, for example, reasonable limitations may be imposed on the method of storing firearms by permit-holding employees while at work or performing employment-related duties. Reasonable limitations may include requiring firearms to have trigger locks and to be stored in a locked container or locked compartment of the vehicle.]

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.

2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES

A. The school district must electronically report to the Minnesota Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes section 121A.06.

Legal References: Minn. Stat. § 97B.045 (~~Transportation of~~ Firearms)
Minn. Stat. § 121A.05 (~~Policy to Refer Firearms Possessor~~Referral to Police)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)
Minn. Stat. § 609.02, ~~S~~subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M., 611 N.W.2d 802 (Minn. 2000)
In re A.D., 883 N.W.2d 251 (Minn. 2016)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

Adopted: _____

MSBA/MASA Model Policy 707

Orig. 1995

Revised: _____

Rev. 202217

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

[Note: The obligations stated in this policy are largely governed by statute. ~~Statutory references are included throughout the policy.~~ A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the ~~the~~ Commissioner of the Minnesota Department of Education ("Commissioner"). A licensed physician, an advanced practice nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (~~Minn. Stat. § 125A.02~~)
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (~~Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2~~)

- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (~~42 U.S.C. § 11434a~~)
- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of ~~Minn. Stat. §Minnesota Statutes section~~ 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964. (~~42 U.S.C. § 2000d, et seq.~~). (~~Minn. Stat. §123B.41, Subd. 9~~)
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (~~Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3~~)
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (~~Minn. Stat. § 123B.41, Subd. 4~~)
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (~~42 U.S.C. § 11432(g)(3)(G)~~)
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of ~~Minn. Stat. §Minnesota Statutes section~~ 120A.22 by attendance at a nonpublic school. (~~Minn. Stat. § 126C.01, Subd. 8~~)
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (~~Minn. Stat. § 123B.41, Subd. 11~~)

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. (~~Minn. Stat. § 123B.88, Subd. 1~~)
- B. The school district may, in its discretion, also provide transportation to any student to

and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

[Note: In this section, school districts may wish to outline those discretionary areas where they intend to provide transportation. For example, some school districts may provide that transportation shall be provided for all resident elementary students who reside one mile or more from the school.]

- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation. ~~(Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)~~
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. ~~(Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)~~
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. ~~(Minn. Stat. § 123B.88, Subd. 6)~~
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. ~~(Minn. Stat. § 127A.47, Subd. 3(b))~~
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. ~~(Minn. Stat. § 123B.92, Subd. 3(b))~~

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the

poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)

- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (~~Minn. Stat. § 123B.88, Subds. 1 and 4~~)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (~~Minn. Stat. § 124D.041~~)

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with ~~Minn. Stat. § Minnesota Statutes section~~ 123B.92, ~~subdivision~~Subd. 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs. (~~Minn. Stat. § 123B.88, Subd. 1~~)
- B. Resident students with a disability whose ~~handicapped-disabling~~ conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the ~~handicapping-disabling~~ condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (~~Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600~~)
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (~~Minn. Stat. § 125A.65~~)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided

outside the school district boundary. (~~Minn. Stat. § 125A.12~~)

- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (~~Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d)~~)
- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (~~Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e)~~)
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (~~Minn. Rules Part 7470.1700~~)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. Minnesota Statutes chapter 125A. (~~Minn. Rules Part 7470.1600, Subd. 2~~)

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (~~42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A)~~)
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district. (~~42 U.S.C. § 11432(g)(1)(J)(iii)(I)~~)
 - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district,

unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (~~Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II)~~)

3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (~~Minn. Stat. § 125A.51(f)~~)
4. A homeless nonresident student enrolled under ~~Minn. Stat. § Minnesota Statutes section 124D.08, subdivision Subd. 2a~~, must be provided transportation from the student's district of residence to and from the school of enrollment. (~~Minn. Stat. § 123B.92, Subd. 3(c)~~).

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (~~Minn. Stat. § 123B.88, Subd. 21~~)

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (~~Minn. Stat. § 123B.88, Subd. 1~~)

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 [United States Code section U.S.C. § 1415](#) (Individuals with Disabilities Act), 29 [United States Code section U.S.C. § 794](#) (the Rehabilitation Act), and 42 [U.S.C. § United States Code section 12132](#), (Americans with Disabilities Act) are governed by these provisions. (~~Minn. Stat. § 121A.59~~)

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (~~Minn. Stat. § 123B.36, Subd. 1(10)~~)
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district

also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in ~~Minn. Stat. § Minnesota Statutes section 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)~~

- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. ~~(Minn. Stat. § 123B.36, Subd. 1(13))~~
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. ~~(Minn. Stat. § 123B.36, Subd. 3)~~

Legal References:

Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation ~~is~~-a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (~~Educational Aids for Nonpublic School Children;~~
Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.88 (Independent School Districts;~~7~~ Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (~~Options for Enrolling in Adjoining~~
~~States)Enrollment Options Programs in Border States)~~
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident
District; ~~Exceptions~~)
Minn. Stat. Ch. 125A (~~Children With a Disability~~~~Special Education and~~
~~Special Programs~~)
Minn. Stat. § 125A.02 (Children ~~W~~with a Disability~~7~~, Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities;
Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education
Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (~~General Education Revenue~~ - Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with
Disability~~ies~~)
20 U.S.C. § 1415 (Individuals with Disabilities Education ~~Improvement~~
~~Act of 2004~~)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition ~~a~~Against Exclusion from Participation in,
Denial of Benefits of, and Discrimination under Federally Assisted
Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of
2001)

42 U.S.C. § 12132 *et seq.* (Americans ~~w~~With Disabilities Act)

Cross References:

MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 710 (Extracurricular Transportation)

~~MSBA Service Manual, Chapter 2, Transportation~~

707.1 TRANSPORTATION PICK-UP POLICY

General:

As a general rule, the Lewiston Altura School District will pick-up only elementary students who live further than one mile from the school. The District will only pick-up high school students who live further than two miles from the school.

A mile must be calculated by following the route in which the student could safely walk to school.

Hazards:

The Lewiston Altura School District will pick-up any student who would have to cross the following hazardous areas to get to school. Students in the Fischer addition will be picked up.

Lewiston Hazardous Areas:

- a. Highway 14
- b. Railroad tracks

Altura Hazardous Areas:

- a. Highway 248/33

Open Enrollment:

The Lewiston Altura School District will decide on an individual basis, using the availability of safe roads and reasonable economic factors to determine where students outside the district will be picked up. Families who wish to open enroll into the district that do not meet the above criterion will need to transport their children to a place designated by the district administration.

Non-Public Transportation:

The Lewiston Altura School District will transport non-public students using the same criterion that is used for public school students. The District is not obligated to provide transportation to non-public school students on days when public school is not in session.

Adopted: April 11, 2005

710 EXTRACURRICULAR TRANSPORTATION

I. PURPOSE

The purpose of this policy is to make clear to students, parents and staff the school district's policy regarding extracurricular transportation.

II. GENERAL STATEMENT OF POLICY

The determination as to whether to provide transportation for students, spectators or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

School district employees shall undertake independent arrangement, scheduling or coordination of transportation for extracurricular activities only when specifically directed or approved by the school district administration. School district employees will notify a building administrator of all transportation arrangements made. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

IV. TRANSPORTATION TO AND FROM SCHOOL SPONSORED EVENTS

Students participating in a school-sponsored event must ride to and from that activity in a school owned vehicle. The coach or director of the activity, the principal, or the superintendent may grant exceptions for students wishing to ride home with a parent. A signed note from the parent is necessary for permission to be granted, and the parent must see the coach or director of the activity to notify the coach/director that the parent is present to take the student.

At least one coach or supervisor is required to travel to and from all athletic contests with the team. Exceptional situations must have the approval of the AD or Principal.

V. STUDENTS DRIVING TO PRACTICE OR TRANSPORTING OTHER STUDENTS TO PRACTICE

- A. Parents and participants are to be notified that the school provides transportation to and from practice.
- B. Students driving to practice must have signed parent permission slips indicating the parents are accepting liability for any mishaps.
- C. Students driving other students to practice must have signed parent permission slips indicating the parents of the student driver are accepting responsibility for any mishaps.

- D. Students riding with other students to practice must get signed permission slips from their parents indicating they are absolving the school district of any liability for any mishaps.
- E. A letter from the school district must be issued to the parents of students transporting other students that they are accepting exponentially increasing liability for having their child transport other students.

VI. EMPLOYEE TRANSPORTATION OF STUDENTS

In the event of an emergency or other unforeseeable circumstances, employees are authorized to make appropriate transportation arrangements for students as necessary. Employees will transport students in nonemergency circumstances only when such extracurricular transportation is approved by the administration. If any transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration. All vehicles used to transport students shall be properly registered and insured.

VII. FEES

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

Adopted on the first reading: November 8, 2004

Adopted on the second reading: December 13, 2004

Updated: April 14, 2008

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)

Cross References: MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA Service Manual, Chapter 2, Transportation

Timeline for 2024 General Election

First Tuesday After First Monday in November

November 5, 2024

		No later than:
Last day for school board to publish notice of filing period.	14 days before filing opens	July 16, 2024
Last day for school district to post notice of filing period.	10 days before filing opens	July 20, 2024
Candidate filing period for General Election.	Not less 98 to 84 days before the election	July 30 to August 13, 2024
Last day for candidates to withdraw. Send candidate information to County Auditor(s).	5 p.m. 2 days after filing closes	August 15, 2024
Last day to adopt resolution calling General Election.	74 days prior to election	August 23, 2024
Last day to notify county auditors with written notice of General Election.	74 days prior to election	August 23, 2024
First day absentee ballots must be available for General Election.	46 days prior to election	September 20, 2024
Last day to preregister for General Election.	5 p.m. 21 days prior to election	October 15, 2024
Last day to publish first notice of General Election.	At least 14 days prior to election	October 22, 2024
Last day to post notice of General Election.	10 days prior to election	October 26, 2024
Campaign finance reports due if spent or received more than \$750, an initial report was filed, and the name is on the ballot.	10 days prior to election	October 26, 2024
Last day to publish second notice of November General Election.	At least 7 days prior to election	October 29, 2024
Last day to post sample ballot of November General Election.	At least 4 days prior to election	November 1, 2024
General Election Day. No public meetings or school events may be held between 6 p.m. and 8 p.m. Voting hours are 7 a.m. to 8 p.m.		November 5, 2024
Time period to canvass results of the General Election. Note that districts should NOT canvass on Veterans Day, Nov. 11.	3 to 10 days after election	November 8 to 15, 2024
Last day for candidates to file Campaign Financial Report Certification of Filing form.	7 days after election	November 12, 2024
Time period for candidates to request a recount.	Up to 7 days after canvass period ends	November 15 to 22, 2024
Time period to issue certificate of election. (IF candidate has filed the Campaign Financial Report Certification of Filing form, AND no recounts are requested.	Up to 7 days after recount period ends	November 15 to 22, 2024
Time period for newly elected school district officers to file acceptance of office and oath forms.	Within 30 days of Receiving Certificate of Election	November 15 to December 29, 2024
Campaign finance reports due.	30 days after election	December 5, 2024
Terms begin for members elected at 2024 November Election.	First Monday in January After Election	January 6, 2025

**RESOLUTION RELATING TO THE ELECTION OF
SCHOOL BOARD MEMBERS AND CALLING THE
SCHOOL DISTRICT GENERAL ELECTION**

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

It is necessary for the school district to hold its general election for the purpose of electing four school board members for terms of four (4) years each.

1. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 5th day of November 2024.
2. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.
3. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.
4. The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.
5. The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.
6. The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.
7. The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot and shall include information concerning each established precinct and polling place.
8. The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.
9. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election

authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

10. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

Report to the School Board

June 10, 2024

By Elementary School Principal Dave Riebel

Strategic Priority 1: Student Success

- Concerts:

Professional Bluegrass Band:

Through a grant from the Southeastern Minnesota Arts Council, our school was a part of a May 16 visit by The Waddington Brothers, a professional Bluegrass Band. They left a performance in Branson, Missouri and came to our elementary on their way to a weekend Bluegrass Festival at a Houston, Mn. campground. It was an impressive showcase of musical skills in a fashion many students have not experienced before.



Elementary spring concerts:

Mr. Harper and students begin preparations months prior. The results of that preparation and practice gets showcased in the spring elementary concert performances, held this year on May 23. Our kindergarten, first and second graders performed in the first show, followed by the third and fifth graders. Our fourth graders put on a performance that is also a part of their social studies learning of American history. Members of the fifth grade also joined Mr. Hamilton on stage to show off their new instrumental band skills with their first band concert. All of these performances allow students to highlight their musical skill's and build excitement for the future years.



- Elementary Track Meet:

The fourth, fifth and sixth graders worked on their track and field skills during the springtime phy.ed. classes. They then showcased some of those skills at the elementary track and field day. St. John's Elementary school also sent their students to compete and enjoy the event. Thank you to Ms. Kennedy and Mr. Montgomery for their coordination efforts.



- Last day of school events:



Walk of the Graduates

The annual Walk of the Graduates starts the fun of the last day of school at the Elementary. It is a great way for our youngest students to look up to these seniors, cousins, neighbors and friends than in their cap and gowns. We hope that the seniors also feel the genuine congratulations expressed by the elementary students and staff as they visit.

Fifth Grade Graduation:

We are proud to send 36 students on to the high school as graduating fifth graders. A graduation ceremony was held on the last day of school to honor this milestone event of the halfway point of their educational Lewiston-Altura school journey. A few awards were followed by the handing out of graduation certificates and wrapped up with a couple of songs for their parents and family members. Congratulations!



Last Day Olympics:

The weather cooperated nicely on the last day of school. Our staff met and put together a revised plan for our last day afternoon activities. An Olympic theme was chosen. The Olympics allowed us to set up in multi grade level, country teams. Each country participated in seven different activities such as sack races, hula hoop challenge and Unicorn relay race. Lots of fun together as we finished up the school year.

Strategic Priority 2: Effective Staffing

- Cardinal Club update:

We thank Vicky Greden for all of her coordination efforts and wish her the best in her next adventure. Ms. Linda Leibfried rejoins the Cardinal Club staff, taking over the coordination efforts beginning in June and heading into the upcoming school year. We appreciate Linda's experience and knowledge as a former Cardinal Club staff member, elementary school paraprofessional and office worker.

- Administrative Assistant

Our elementary school family welcomes Victoria Schrimpf to the elementary school. Ms. Schrimpf will take over the elementary administrative assistant and transportation secretary position vacated by Ms. Leibfried. When the school year begins, stop in and welcome Ms. Schrempf.

Strategic Priority 3: Finance

- Successful fundraising:

As a result of the unsuccessful levy and bond referendum votes, our elementary staff understood the budget needs and discussed ways that we could help the district situation. It was agreed that we would work to find ways to fundraise to cover the costs of our Elementary School field trips so that those costs could/would be taken off the district expenditures. Planning and preparations were made to have an elementary school spring fundraiser. A purposeful decision was made to delay the fundraising effort until all Fools Five fundraising was completed in the community. In early April, our elementary students and staff jumped into our own World's Finest Chocolate fundraising effort. After a review of student registration costs and estimations of transportation costs, the estimated amount needed for '23-24 was \$9,400 so our goal was to raise \$10,000 to cover those costs. Any funds beyond this year's costs will be put towards the "24-25 field trip expenditures.



Through an excellent example of our Cardinal CARES qualities of Cooperation, Assertion and Responsibility, the families of the elementary school produced results that exceeded expectations. The final total generated by our fundraising efforts was **\$13,500**. Thank you to families for all the efforts!

Strategic Priority 4: Facilities

- Tree removal:

It's always sad to see a beautiful, old tree come down. The large tree at the exit of the elementary school parking lot was removed recently after losing a major limb in a recent storm. Examination of the tree revealed substantial internal rotting and the call was made to harvest the usable board feet and remove the damaged and rotted portions.

- Summer cleaning is underway:

The custodial crew began the yearly room cleaning process at the elementary school during the first week of June. Thanks for all the annual efforts. Once the elementary school cleaning process is complete, the crew moves on to the high school.

Strategic Priority 5: Community Engagement

- Tons of Summer Activities!!!

Community education events, camps and summer library activities dominated the pages of the final newsletters sent home to parents. Sixteen newsletter pages of flyers and links are available for parents to utilize to keep kids active and engaged this summer!

- Summer School and Extended School year classes are scheduled for July 15 – August 2 this summer.



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

Gwen Carman, Superintendent
Dave Riebel, PreK-5 Elementary Principal
Cory Hanson, 6-12 High School Principal

Priority 1: Student Success

- Thank you to all of the LAHS staff for a great school year. We hope your summers may be relaxing and rejuvenating so we are ready to go in September.
- Graduation was held on May 30. We had 63 seniors walk in commencement. Congratulations to our graduates.
- Softball won its first playoff games in many years, but lost in the second round.
- Congratulations to our track state participants. Georgia Mundt was 6th in discus, Levi Oevering was 15th in shot put, and we were waiting for the results for Grace Erickson.
- Thank you to all of our spring sports coaches and athletes on great seasons. Trap will still have students that will be participating this summer for state/nationals.

Priority 2: Effective Staffing

- Welcome Amy O’Laughlin and Rebecca Schmitz as our new speech therapists. Thank you to Sarah James, Sharon Everett and Carissa Dosio Gibbs for their support.
- Thank you to Rhiannon Reinardy for two years of fulltime subbing. We are excited to have Carly Steele and Sami Lombard back for next year.
- Thank you to Victoria Schrimpf and Sam Barnes for their support as paras this year. Victoria will be joining us as transportation secretary and Sam will be student teaching.
- Thank you to Mr. Stokke and Mrs. Burfeind for their help as long term subs this spring. We are thankful to them and happy to have Mrs. Scheck return.
- We are currently looking for paraprofessionals at the high school and a long term sub for school social worker.

Priority 3: Finance

- Thank you to an anonymous donor for \$1300 towards the high school sound system.

Priority 4: Facilities

- Thank you to the Cardinal Foundation for a donation of trees and for arranging to put them in.

Priority 5 – Community Engagement

- Thank you to Mrs. Kennedy and Mr. Montgomery for their support of a 4-6 track and field day including St. John’s students and inviting additional schools who were not able to attend.

Upcoming Events:

June 10 – Start of Social Studies and Language Arts summer school

June 24 – Start of Week 1 of credit recovery

July 8 – Start of Math and Science Summer School

July 22 – Start of Week 2 of credit recovery

September 3 – First day of school for students in grades 6 and 9, as well as all new to district students.



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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

June 10, 2024

Meeting Agenda Items Notes

Closed Session We will have closed session for two purposes that are allowed under the Open Meeting Law – to discuss the possible sale of district property and for discussing evaluation of the superintendent.

2024-2025 General Fund Budget Julie will be at the Board meeting to discuss the FY25 budget we are recommending. She and I reviewed the entire budget and made adjustments as we felt we could. We also reviewed the elementary and high school budgets with the principals and make adjustments and to assure every line item was appropriate. As you know, the general fund budget is very tight and we cannot exceed it. The proposed General Fund budget is \$6,257.00 deficit. Attached to the agenda is the total budget summary prepared by Julie, and also a document that lists the General Fund budget adjustments.

Driver and Support Staff Handbooks The agenda includes recommended 2024-2025 Handbooks for Support Staff (Paraprofessionals, Office Staff, Food Service) and Bus/Supplemental Drivers Handbook. The proposed wage increases are included as part of the recommended FY25 budget. The wage changes reflect paying all staff a minimum of \$15.00/hour (except high school Cardinal Club workers), OR a 2% increase – whichever is greater. Thank you to Sara, Sarah, Daniel and Julie for meeting and discussing these. These employees were also invited to a meeting in May to meet with us and share their thoughts. This process was very difficult because of the need to balance our financial limitations, our recognition of the particularly low wages for some

of the employees, recognition of the importance of trying to provide competitive wages to hire and maintain staff, and our great respect and appreciation for all of these very important staff members.

Hiawatha Valley Special Education Updates Deb Marcotte, Executive Director will be at our meeting to provide an update on HVED, the transition to the Winona Mall Location and be available to answer any questions regarding how HVED supports our students with IEPs, our special education staff and administrators.

Long Range Planning: Operating Levy and Building Bond Referendums As you know, the Task Force met on May 20th and reviewed the data and information from the May 1st and May 8th Community Meetings. On the agenda are items to continue to move forward with planning for a \$760/student operating levy, and approving to have InGensa, Inc. submit a Review and Comment for a building bond referendum to MDE on the district's behalf. These agenda items are not 'final' or the official 'call' for an election.

Spanish Trip 2025 Dr. Hanson will present an alternative trip proposal to Costa Rica.

OTHER ITEMS

Voluntary PK Spot Application Submitted The 2024 MN Legislature opened an additional 5200 VPK spots. These are funded at the equivalent of 0.6 ADM. I submitted the required application – 43% of these spots will be awarded to non metro, urban or charter schools. We should know by the end of June if we are approved.

2024-2025 Bus Routes Kevin, Cory, Dave, Vickie and I met to plan next year's bus routes. As you know, we have planned for one less bus route next year. As a result, we are planning that we will have 9 (not 10) daily AM & PM routes (when all drivers are available). We are planning to not have a pick up/drop off location in Winona. We will continue to have pick up/drop off locations in Stockton, Wilson Fire Hall and Rollingstone. It is believed that any loss of enrollment due to this change will be minimal (if at all) and this enables us to spread out the pick ups/drop offs across drivers. Most of the families that are currently utilizing the Winona location were driving to Stockton prior to the change two years ago. This will also shorten those students' bus ride times. I will be mailing individual letters to those families impacted by this change. We are anticipating all bus drivers will be returning in the fall. We will continue to have a very short substitute list or need to combine routes if necessary. We are also planning our van route needs and driver availability.

Solar Panel Projects: I met with Brady Boyum at People's State Bank and he confirmed their commitment to a 5.75% interest rate for the duration of the project financing. We will not need financing until Spring 2025. As you know, the State Grant (50%) will reimburse fairly quickly. The financing will cover the anticipated longer time gap between the construction vs the federal grant reimbursement (30%). The district is responsible for the remaining 20% of the costs which we will finance – however, our payments will be offset by the energy savings after the panels are fully operational. The payments will not be for longer than 5 years and then we will benefit from significant energy savings each month.

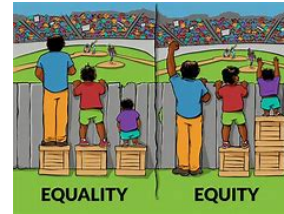
I also have been working with Brok Johnson, Solar Connections, Inc. on additional paperwork for the grants and an MOU with MiEnergy. He submitted the final grant applications on June 6th.

Tree Planting Thank you to the Cardinal Foundation, Dan Buege, Dave Riebel, Cory Hanson, Kaleb Stoppelmoor and volunteers for their collaboration in planting 10 trees on our campuses. Holly Burt has also submitted a grant to an outside grant funder to upgrade the district's watering capabilities.

Community Events Lewiston Heartland Days will be June 19-23. This is the 3rd year I have served as the Treasurer for the Committee. The Lewiston Lions are having their annual Pancake/French Toast breakfast June 23rd. Most events will be at The Crossings Center. The Lewiston Chamber of Commerce will be meeting at noon at the Rec Café on Wednesday, June 19th.

MN State High School League Informational Video <https://youtu.be/KU2o-bpoAs8>

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.



Dashir Management Services, Inc.

www.dashirmanagement.com

Lewiston Altura School District

Custodial / Maintenance Report

June 2024

Personnel Information

We are currently taking applications and interviewing for one full-time position and one part-time position.

Training Conducted

Staff completed OSHA required safety training on Aerial Lift Safety and Back Injury and Lifting.

Inspections

We will have boiler, sprinkler and fire alarm inspections upcoming this summer.

Progress on Projects

- Working with Winona Heating and Vent to complete the roof repairs. They were working at the elementary this week.
- Working to have steamers installed in both the high school and elementary kitchens.
- We are working on planting ten trees that were donated, with the help of volunteers.
- Worked with Versatile Woodwork out of St. Charles to remove one tree in front the elementary, due to storm damage.

Comments

Summer is here and we are working deep cleaning, floor refinishing, and repairs at the elementary this month and moving on to the high school in July.

Respectfully Submitted,
Dan Buege
Facility Manager