

2026 Organizational and Regular School Board Meeting of ISD 857

Monday, January 5, 2026 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
Daniel Kreidermacher
Bree Maki
Luke Miller
Amber Pasche
Dave Pringle**

IV. Approve the January 5, 2026 Meeting Agenda

V. Elect 2026 School Board Chair

VI. Elect 2026 School Board Vice Chair

VII. Elect 2026 School Board Clerk

VIII. Elect 2026 School Board Treasurer

**IX. Designate a School Board member as the 2026
MN State High School League representative.**

**X. Set dates, times and location for 2026
Regular School Board meetings as the 2nd
Monday of the month at 6:00pm in the High
School Library.**

**XI. Set compensation for School Board Chairperson
and Directors for regular, special and
appointed committee meetings and MSBA
trainings. (Currently \$65.00 per
meeting/training for Directors, \$80/meeting
for Board Chair.)**

**XII. Designate Minnwest Bank, The People's State
Bank, Merchant's Bank and the PMA Financial
Network, LLC at official depositories for
school district funds.**

**XIII. Authorize the Superintendent and Business
Manager to make official electronic transfers
and pay bills in advance,.**

XIV. Designate Superintendent Gwen Porter as the Identified Official with Authority (IOwA) for ISD 857 to authorize user access to MDE for secure data submissions.

XV. Authorize use of 2025 computerized signature files and further authorize use of the 2025 signatures until 2026 updates are complete.

XVI. Designate Kennedy and Graven, Chartered as the official school district law firm and provide the Superintendent and Board Chair authorization to contact legal counsel on matters relevant to the school district.

XVII. Designate The St. Charles Press and Lewiston Journal as the official publication of the school district.

XVIII. Board Chair Appoints Committee Members

- A. Teacher Negotiations/Meet and Confer
- B. Transportation Wage and Benefits Handbook
- C. Support Staff Wage and Benefits Handbook
- D. Lewiston - Altura Principals Association Negotiations
- E. Superintendent Negotiations
- F. District Staff Development
- G. Finance Committee
- H. Hiawatha Valley Education District L-A Board Representative
- I. Community Education and Early Childhood Advisory Committee
- J. District Policy Review Committee
- K. Health and Safety Committee
- L. Systems Accountability Committee
- M. Activities Committee
- N. Community Engagement/Communications Committee
- O. Facilities/Construction Advisory Representatives

XIX. L-A High School Student Report

XX. 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.

XXI. Consent Agenda

- A. Board Meeting Minutes: December 8, 2025
- B. Financial Reports: Note that there are no

Financial Reports due to the date of the Board meeting being early in the month.
Approve 2025-2027 EdMN/L-A Master Agreement with clerical corrections to Appendix B1 and Appendix B2.

Approve 2025-2026 Teacher Seniority List.

Accept Marcia O'Duggan's Notice of Retirement at the end of the 2025-2026 school year after more than 30 years teaching in the district.

XXII. Bid acceptance for the elementary and high school renovation projects as recommended by InGensa, Inc. (See attachment.)

XXIII. Discussion on 2026-2027 Budget

XXIV. Transportation Vehicle Purchase Planning

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

XXVI. Policies and Forms on 1st Reading

516.5 Overdose Medication
530/530F Immunization Requirements & Form
720 Vending Machines

XXVII. Policies and Forms on 2nd Reading

Policy 515 Protection and Privacy of Pupil Records
Policy 516 Student Medication and Telehealth

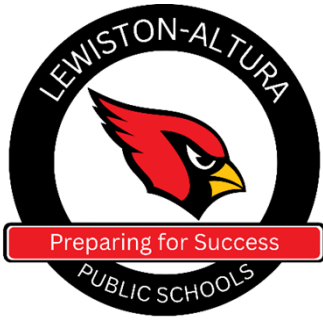
XXVIII. Proposed Change to HS Student Handbook to Reflect Further Restrictions of Students' Use of Cell Phones

XXIX. Dashir and Superintendent's Reports

XXX. Board Committee Reports

XXXI. Motion to go into Closed Session for the Purpose of discussions with LAPA.

XXXII. Adjourn



Lewiston–Altura Public School District
100 County Road 25
Lewiston, MN 55952
www.lewalt.k12.mn.us
(507) 523-2191

*Gwen Porter, Superintendent
Dave Riebel, PreKdg – 5 Principal
Cory Hanson, 6-12 Principal*

Lewiston – Altura 2026 Regular Meeting Schedule

The School Board meets at 6:00pm in the High School Library.

January 5

February 9

March 9

April 13

May 11

June 8

July 13

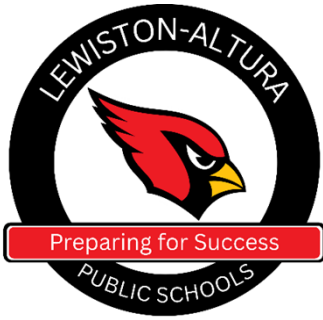
August 10

September 14

October 12 (*Indigenous People's Day but not a District Holiday*)

November 9

December 14



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Gwen Porter, Superintendent
Dave Riebel, PreKdg – 5 Principal
Cory Hanson, 6-12 Principal

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: Lewiston-Altura Public Schools

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 0857-01

Will the Superintendent/Executive director act as the IOwA? See options below, please check one

Yes, the Superintendent/Executive Director **will serve** as the IOwA. (If checked, skip to Board Member Signature section.)

- Full Name: Gwen Porter
- EDIAM Username (If not yet created, visit [Data Submissions](#)):
GwenCarman

No, in lieu of the Superintendent/Executive Director acting as the IOwA they **designate the following individual** to serve as the IOwA:

- Full Name: _____
- EDIAM Username (If not yet created, visit [Data Submissions](#)):

Board Member Signature:

Name: _____

Date: _____

Once the EDIAM Board Resolution is completed, scan and email it to: useraccess.mde@state.mn.us

**MINUTES OF THE ISD #857 LEWISTON-ALTURA REGULAR SCHOOL BOARD MEETING
December 8, 2025**

A regular meeting of the School Board of Independent School District #857 was held on December 8, 2025 at 6:00pm in the High School Library. Members present were Bree Maki, Daniel Kreidermacher, David Baer, Sara Daley, Luke Miller, Dave Pringle. Amber Pasche was absent.

Chair Maki called the meeting to order at 6:00pm.

Business Manager Julie Grant presented information for the Truth in Taxation Public Meeting. Public comments were heard and addressed.

The Pledge of Allegiance was recited. Motion by Baer and seconded by Pringle to approve the meeting agenda. MCU.

Daley moved and Miller seconded a motion to approve a Resolution CONGRATULATING THE LEWISTON-ALTURA / RUSHFORD-PETERSON / HOUSTON CROSS COUNTRY TEAM ON WINNING FIRST PLACE AT THE MSHSL STATE MEET. The Resolution includes recognition of the coaching staff for outstanding leadership, guidance and encouragement, fostering not only athletic excellence but also sportsmanship, character, and academic achievement among the student-athletes. Resolution approved by all. 2025 Cross County Head Coach Matt Kingsbury was present and shared his pride in the student athletes and all who contributed to their success for the past several years.

Alyssa Pringle presented a LAHS student report.

Luke Pfothauer presented updates on the renovations planned for the elementary and high schools. Bid for much for the planned work will be opened December 16th.

Motion by Baer and second by Miller to approve the Consent Agenda. MCU.

Motion by Pringle and second by Daley to Certify the 2025 Levy to be collected in 2026 for \$3,227,956.54, MCU.

Motion by Baer and second by Pringle to approve the 2025-2027 Master Agreement between Independent School District 857 and Education Minnesota Lewiston – Altura, pending approval by EdMN/L-A. MCU.

Motion by Kreidermacher and seconded by Daley to modify the 2025-2027 Support Staff Wage and Benefits Handbook to reflect that support staff (paraprofessionals, office staff, food service staff, not including student workers) hired before July 1, 2025 and earning less than \$16.50 per hour, wages will be increased to \$16.50 per hour effective January 1, 2026. All other support staff will receive a 0.5% hourly raise increase effective January 1, 2026.

Motion by Daley and seconded by Kreidermacher to approve modification of the 2025-2027 Bus Driver and Supplementary Driver Wage and Benefits Handbook to reflect that supplementary (van) drivers' wage will increase from \$16.17 per hour to \$16.50 per hour effective January 1, 2026.

Motion by Pringle and seconded by Miller to approve not 'topping off' with district paid leave if an employee is receiving MN Paid Leave. MCU.

The Board discussed the request from the Cardinal Foundation for board members to meet with them to discuss the districts' priorities and budgeting to facilitate communication with the Foundation and support

them in their prioritization process. Daley agreed to meet with the Foundation. Chair Maki will ask Pasche. Miller or Bree may also be available. Superintendent Porter will follow up with the Foundation regarding doing this at their February 2nd meeting.

Motion by Baer and seconded by Pringle to approve Policy 515 Protection and Privacy of Pupil Records, and Policy 516 Student Medication and Telehealth on a first reading. MCU.

Motion by Baer and second by Miller to approve Policies 101 Legal Status of the School District; 527 Student Use and Parking of Motor Vehicles, Patrols, Inspections and Searches; 527F Student Parking Permit Request; 528 Student Parental, Family and Marital Status Nondiscrimination. MCU.

Reports were presented by Elementary Principal Riebel, High School Principal Hanson, Dashir, Superintendent Porter and Board members.

Pringle moved and Kreidermacher seconded to go into Closed Session for the purpose of discussing negotiations with LAPA at 8:25pm. MCU.

Motion by Pringle and seconded by Kreidermacher to reopen the meeting to the public at 9:13pm.

Motion by Pringle and seconded by Baer to adjourn the meeting at 9:14pm. MCU.

Dave Pringle, Clerk

ISD #857 2025-26 Seniority List
DRAFT: December 12, 2025

| Name | Start Date | Current Certification | Expires | Tier | Function Code | Current Assignment | Sick Bank Partic. |
|----------------------|------------|---|---------|------|--------------------------------------|------------------------------------|-------------------|
| O'Duggan, Marcia | 9/1/1994 | K-6 Elementary Education | 2027 | 4 | 180100 | Kindergarten Teacher | Y |
| Pilger, Suzanne | 9/1/1998 | K-6 Elementary Education Pre-Kindergarten | 2027 | 4 | 180100 180102 | Kindergarten Teacher | Y |
| Harper, John | 9/1/1999 | K-12 Vocal and Classroom Music | 2028 | 4 | 120400 | K-5 General Music | Y |
| Hefiman, Debra | 9/1/1999 | 1-6 Elementary Education K-12 Learning Disabilities 7-12 Coaching | 2029 | 4 | 180100 190201 080450 | 2nd Grade Teacher | Y |
| Manley, Sharon | 9/1/1999 | 1-6 Elementary Education K-12 Library Media Specialist | 2027 | 4 | 180100 941000 | K-12 Librarian | Y |
| Olson, Brent | 9/1/1999 | 1-6 Elementary Education Middle School Mathematics 7-12 Coaching | 2026 | 4 | 180100 110000 080450 | MS Math | Y |
| Schmaltz, Scott | 9/1/1999 | 1-6 Elementary Education | 2030 | 4 | 180100 | 3rd Grade Teacher | Y |
| Falkowski, Katherine | 9/1/1999 | 1-6 Elementary Education Middle School Social Studies Middle School Life Science Middle School Physical Sciences | 2027 | 4 | 180100 150000 130200 130300 | 2nd Grade Teacher | Y |
| Todd, Victoria | 9/1/1999 | 1-6 Elem Guidance & Counseling 7-12 Secondary Guidance & Counseling | 2026 | 4 | 940302 940300 | K-5 Guidance and Counseling | Y |
| Waith, Stacy | 9/1/1999 | B-Age 6 Early Childhood Special Education | 2027 | 4 | 190500 | Early Childhood Special Education | Y |
| Montgomery, Richard | 8/1/2000 | K-12 Physical Education 7-12 Coaching Pre K-12 DAPE | 2029 | 4 | 080300 080450 190302 | K-5 Physical Education K-5 DAPE | Y |

ISD #857 2025-26 Seniority List
DRAFT: December 12, 2025

| | | | | | | | |
|---------------------|------------|---|------------------------------|------------------|--------------------------------------|----------------------------|----|
| Riebel, David | 8/1/2002 | 1-6 Elementary Education Principal K-12 | 2030 2030 | 4 Prof Ac | 180100 933000 | PK-5 Principal | na |
| Sand, Tina | 9/1/2005 | Pre K Family Ed/Early Childhood Educator K-6 Elementary Education Adult Parent and Family Education Pre-Kindergarten | 2026 2026 2026 2026 | 4 4 4 4 | 180402 180100 180401 180102 | Pre K School Readiness | Y |
| Starks, Mari Jo | 10/23/2006 | K-6 Elementary Education K-12 English As A Second Language | 2030 2030 | 4 4 | 180100 060206 | EL | Y |
| Buringa, Michael | 9/1/2007 | 1-6 Elementary Education 7-12 Coaching | 2029 2029 | 4 4 | 180100 080450 | 4th Grade Teacher | Y |
| Wilmes, Matthew | 9/1/2007 | K-12 Vocal & Classroom Music | 2027 | 4 | 120400 | 6-12 Vocal Music | Y |
| Moe, Kimberly | 1/21/2008 | K-12 Visual Arts | 2029 | 4 | 020000 | 7-12 Art | Y |
| Hornberg, Kinsey | 9/1/2008 | K-12 Learning Disabilities K-12 Developmental Disabilities B-12 Autism Spectrum Disorders | 2028 2028 2028 | 4 4 4 | 190201 199800 190202 | 6-12 Special Education | Y |
| Hettenbach, Valerie | 9/1/2008 | K-12 Learning Disabilities K-12 Developmental Disabilities B-Age 6 Early Childhood Special Education | 2030 2030 2030 | 4 4 4 | 190201 199800 190500 | Early Childhood Special Ed | Y |
| Reszka, Ginny | 9/1/2008 | K-6 Elementary Education 5-8 Science | 2027 2027 | 4 4 | 180100 130600 | 1st Grade Teacher | Y |
| Ostrander, Lori | 9/1/2010 | 1-6 Elementary Education K-12 Reading | 2029 2029 | 4 4 | 180100 050196 | Kdg - Gr. 8 Title I | Y |
| Sikkink, Connie | 9/1/2012 | 7-12 Mathematics | 2028 | 4 | 110000 | 9-12 Math | Y |
| Berndt, Sarah | 9/1/2013 | K-6 Elementary Education K-12 Spanish | 2028 | 4 | 180100 060219 | Spanish Teacher | Y |

ISD #857 2025-26 Seniority List
DRAFT: December 12, 2025

| | | | | | | | |
|----------------------|-----------|---|------|---|--------|--|----|
| Czaplewski, Shannon | 9/1/2013 | 7-12 Social Studies | 2027 | 4 | 150000 | 6-12 Special Education/HS Social Studies | Y |
| Kennedy, Liza | 9/1/2013 | Middle School Social Studies | 2027 | 4 | 150000 | | |
| | | K-12 Emotional Behavior Disorders | 2027 | 4 | 190200 | | |
| | | K-12 Learning Disabilities | 2027 | 4 | 190201 | | |
| | | K-6 Elementary Education | 2030 | 4 | 180100 | 4th Grade Teacher | Y |
| VanderPlas, Michael | 9/1/2014 | Age 3-PreK Pre-Primary | 2030 | 4 | 180105 | | |
| | | 5-12 Social Studies | 2030 | 4 | 150000 | 7-12 Social Studies | N |
| Nusbaum, Laura | 11/3/2014 | 5-12 Mathematics | 2026 | 4 | 110000 | 9-12 Math | Y |
| | | 5-8 Science | 2026 | 4 | 130600 | 7-12 Science | Y |
| | | 9-12 Earth Science | 2026 | 4 | 130400 | | |
| Brennan, Emily | 8/29/2016 | 9-12 Life Science | 2026 | 4 | 130200 | | |
| | | 5-12 Social Studies | 2030 | 4 | 150000 | 5 - 12 Social Studies | Y |
| Scheck, Ethan | 8/28/2017 | | | | | | |
| HIRE DATE | | | | | | | |
| Hanson, Cory | 11/1/2018 | Principal K-12 | 2029 | | 933000 | 6-12 Principal | na |
| | | K-12 Reading Leader | 2029 | 4 | 050195 | | |
| | | K-12 Reading | 2029 | 4 | 050196 | | |
| | | 5-12 Social Studies District Superintendent | 2029 | 4 | 150000 | | |
| Scheck, Kayleen | 8/26/2019 | K-6 Elementary Education | 2027 | 4 | 180100 | 6th grade Reading/Math | Y |
| | | Grade 5-8 Science | 2027 | | 130601 | | |
| MacPherson, Michelle | 8/10/2020 | Pre K-12 School Nurse | 2028 | 4 | 940800 | Pre K-12 Nurse | N |
| | | | | | | | |
| Hamilton, Brian | 5/11/2020 | K-12 Instrumental and Classroom Music | 2027 | 4 | 120500 | 5-12 Instrumental Music | Y |
| Stoppelmoor, Kaleb | 5/11/2020 | 5-12 Agricultural Education | 2029 | 3 | 010100 | 7-12 Agricultural Education | Y |
| Ruppert, Maranda | 7/12/2021 | PreK-12 School Social Worker | 2029 | 4 | 940710 | Pre K-12 Social Worker | Y |

ISD #857 2025-26 Seniority List
DRAFT: December 12, 2025

| | | | | | | | |
|-------------------|-----------|---|------------------------------|-------------|--------------------------------------|---------------------------------|---|
| Zezulka, Kayli | 8/9/2021 | 1-6 Elementary Education K-12 Reading | 2027 2027 | 4 50196 | 180100 | K-5 ADSIS | N |
| Caron, Meagan | 6/13/2022 | 5-12 Communication/Literature | 2030 | 4 | 050100 | MS English | Y |
| Kingsley, Amy | 4/11/2022 | 5-12 Health PK-12 Developmental/Adaptive Physical Education K-12 Physical Education | 2026 2026 2026 | 3 3 3 | 080100 190302 080300 | Health, PE, DAPE | Y |
| Weninger, Dylan | 6/13/2022 | K-12 Developmental Disabilities | 2027 | 3 | 199800 | K-5 Special Education | N |
| Pedersen, Samuel | 8/22/2022 | K-12 Physical Education PK-12 Developmental/Adaptive Physical Education | 2026 2026 | 3 3 | 080300 190302 | PE | N |
| | | 5-12 Health | 2026 | 3 | 080100 | | |
| Clegg, Jessica | 8/22/2022 | 7-12 English/Language Arts | 2028 | 4 | 050000 | HS English | Y |
| Vix, Zachary | 9/1/2022 | 5-12 Social Studies K-12 Academic and Behavior Strategist | 2030 2030 | 3 | 150000 199810 | HS Special Education | N |
| McDermott, Sheila | 2/13/2023 | 5-12 Communication Arts/Literature | 2029 | 4 | 050000 | HS English | Y |
| | | | Restric. | | | | |
| Fricke, Courtney | 7/10/2023 | K-6 Elementary Education B-Age 6 Early Childhood Special Education B-Grade 3 Early Childhood Education Age 3 - Pre K Pre-primary | 2026 2026 2026 2026 | 3 4 | 180100 190500 180150 180105 | PK School Readiness | Y |
| Mehling, Natalie | 8/14/2023 | K-6 Elementary Education 5-8 Communication Arts/Literature | 2030 2030 | 4 4 | 180100 050100 | 1st Grade | Y |
| O'Laughlin, Amy | 5/13/2024 | Speech - Language Pathologist | 2030 | 4 | 190106 | PK-12 Speech/Language Pathology | N |
| Puetz, Kiley | 8/12/2024 | Reading | 2027 | 4 | 050196 | 5th Grade | Y |

ISD #857 2025-26 Seniority List
 DRAFT: December 12, 2025

| | | | | | | | |
|------------------------|--------------------|-----------|----------------------------------|------|--------|---------------------------|---|
| PROBATIONARY | Starks, Theresa | 5/8/2023 | Academic and Behavior Strategist | 2027 | 180150 | K-12 Special Education | N |
| | | | | 2027 | 180100 | | |
| | Ihrke, Derek | 7/14/2025 | K-6 Elementary Education | 2028 | 180100 | 3rd Grade Teacher | Y |
| | | | | 2028 | 150000 | | |
| | Kendall, Stephanie | 7/14/2025 | K-6 Elementary Education | 2028 | 180100 | Elementary Special Ed Tch | Y |
| | | | | 2026 | 199810 | | |
| TIER II Teacher | Acord, Luke | 8/14/2023 | 7-12 Construction Careers | 2026 | 300100 | Industrial Tech | N |
| | | | | | | | |
| TIER I Teacher | Steele, Carlynn | 7/14/2025 | Life Science | 2026 | 130200 | 0.67 FTE Life Science | N |

January 5, 2026

TO: Lewiston-Altura Public Schools ISD857 Board of Education

SUBJECT: **Lewiston-Altura Elementary & High School – 2026 HS & ELEM Schools Addition/Renovations Prime Contract Bid Award Recommendations**

With Superintendent Porter presiding, prime contract bids for the 2026 HS & Elementary Schools Addition/Renovations project were received and publicly opened starting at 2:00 P.M. on Tuesday, December 16, 2025.

We had an original total budget of \$19,850,000 and were aware that the bond proceeds came in at \$20,515,175 plus estimated interest which is currently expected to be \$1,104,003 for a grant total of \$21,619,178. We are only showing \$350,000 in interest earnings currently.

We were able to include many added requests in the base bid during the design phase AND we also designed some alternates for Board/Administration consideration.

We received (13) bids across the (9) bid categories totaling \$12,589,107 which was about \$62,000 over budget which is great news - (please remember the added work scope items designed in the base bid). The final bid results are attached.

We are still working through details/design of the HS sidewalk across County Road 25 which will require a new curb cut and possibly power/flashing crosswalk lights, Owner direct door access controls through Custom Alarm, and miscellaneous post-bid design/plan review required changes with a budget of \$285,000.

We have also inserted “plug” numbers for 2025 asbestos abatement, temporary ventilation, FFE, Tech/AV, Elementary playground, and temporary ventilation/storage/moving/cleaning/District use dumpsters totaling \$1,189,849.

After careful review and consideration of the bid results, InGensa, Inc. requests and recommends that the Lewiston-Altura ISD #857 School Board approve the award of the bids by a single motion as presented below:

- 1) **BID CAT#1 – Sitework** BASE BID plus sidewalk to: **O’Laughlin Excavating** in the amount of: **\$716,618**
- 2) **BID CAT#2 – General Construction** BASE BID to: **Fowler & Hammer** in the amount of: **\$6,080,000**
- 3) **BID CAT#3 – Roofing** BASE BID to: **McDowall Company** in the amount of: **\$371,700**
- 4) **BID CAT#4 – Mechanical** BASE BID to: **Davis Mechanical** in the amount of: **\$4,145,000**
- 5) **BID CAT#5 – Temperature Controls** BASE BID to: **Winona Controls** in the amount of: **\$327,000**
- 6) **BID CAT#6 – HVAC Balancing** BASE BID to: **Premier Balancing** in the amount of: **\$47,400**
- 7) **BID CAT#7 – Electrical** BASE BID to: **P&T Electric** in the amount of: **\$796,368**
- 8) **BID CAT#8 – HVAC Commissioning** ADD ALT to: **Hallberg Engineering** in the amount of: **\$45,000**
*Please note: InGensa has base bid commissioning included – this is for CX of existing mechanical equipment.
- 9) **BID CAT#9 – Special Inspections** BASE BID to: **Chosen Valley Testing** in the amount of: **\$15,521**

We also recommend accepting ALL (7) alternates by a single motion as presented below:

- Alternate#1(Elem flooring) ADD: \$30,000
- Alternate#2(Elem gym curtain) ADD: \$6,300
- Alternate#3(HS Flooring) ADD: \$35,000
- Alternate#4(HS Choir Ceiling) ADD: \$8,300 *BC#2(GC) & BC#4(Mech)
- Alternate#5(HS Room A101) ADD: \$47,900 *BC#2(GC) & BC#4(Mech)
- Alternate#6(HS Wrestt/Weight/Lockers DX) ADD: \$587,653 *BC#3(Roof), BC#4(Mech) & BC#7(Elec)
- Alternate#7(HS New Glycol) ADD: \$44,500



If the Board approves ALL (7) Alternates of \$759,653 AND the district's 20% portion of the elementary solar project of \$170,000 totaling \$929,653, these funds would be taken from the old elementary project fund(\$354,419)/contingency(\$684,703)/reduced interest earnings(\$200,000) budget of \$1,239,122 leaving a healthy contingency balance of \$309,469.

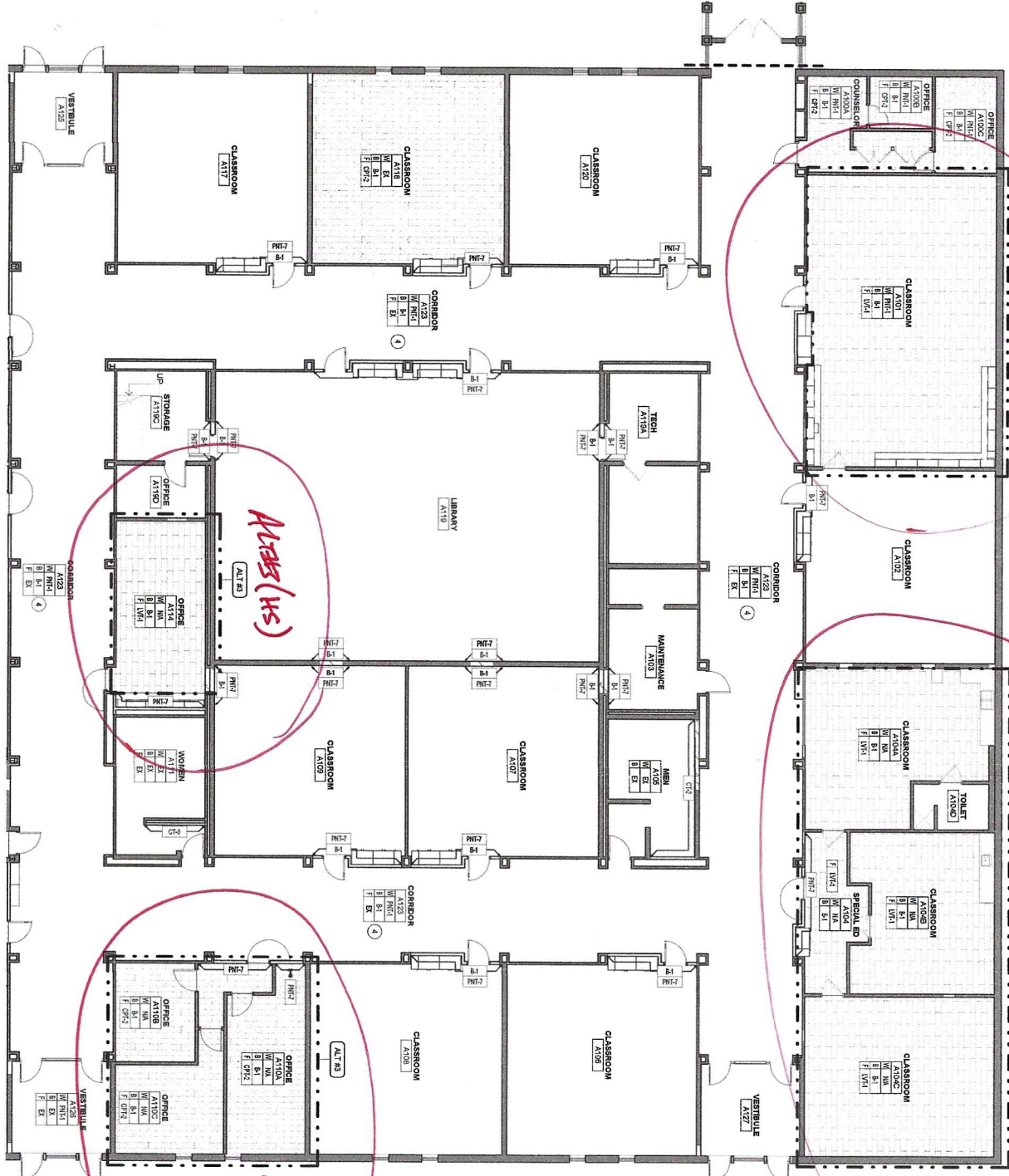
Respectfully,

Gary A. Lovitz
Senior Project Manager
InGensa, Inc.

Enclosed: Final bid tabulation, Alt#1 Elem flooring plan, Alt#3/5 HS flooring plan

Lewiston-Altura Schools Addition & Renovations - Bid Tabulation

| CONTRACTOR NAME | RCA | Bid Bond | Addenda | Bid Category | LUMP SUM BASE BID | ADD ALT#1(ELEM) Flooring | ADD ALT#2(ELEM) Gym Curtain | ADD ALT#3 (HS) Flooring | ADD ALT#4(HS) Choir Ceiling | ADD ALT#5(HS) Room A101 | ADD ALT#6(HS) Weight/Locker DX | ADD ALT#7(HS) New Glycol | UNIT PRICE#1 1/2" Control Valve | UNIT PRICE#2 3/4" Control Valve | UNIT PRICE#3 1" Control Valve |
|-----------------------------------|-----|----------|---------|--------------|-------------------|--|-----------------------------|-------------------------|-----------------------------|-------------------------|--------------------------------|--------------------------|---------------------------------|---------------------------------|-------------------------------|
| O'LAUGHLIN EXCAVATING | YES | YES | 1,2,3,4 | 1 | \$ 698,456.00 | \$18,162 Sidewalk | | | | | | | | | |
| ELCOR CONSTRUCTION | YES | YES | 1,2,3,4 | 1 | \$ 999,900.00 | \$24,050 Sidewalk | | | | | | | | | |
| FOWLER & HAMMER | YES | YES | 1,2,3,4 | 2 | \$ 6,080,000.00 | \$ 30,000.00 | \$ 6,300.00 | \$ 35,000.00 | \$ 6,500.00 | \$ 40,000.00 | | | | | |
| MCDOWALL COMPANY | YES | YES | 1,2,3,4 | 3 | \$ 371,700.00 | | | | | | \$ 32,740.00 | | | | |
| DAVIS MECHANICAL | YES | YES | 1,2,3,4 | 4 | \$ 4,145,000.00 | | | | \$ 1,800.00 | \$ 7,900.00 | \$550,000.00 | \$ 44,500.00 | \$ 270.00 | \$ 300.00 | \$ 375.00 |
| WINONA HEATING & VENTILATING | YES | YES | 1,2,3,4 | 4 | \$ 4,195,000.00 | | | | \$ 1,500.00 | \$ 7,900.00 | \$ 538,000.00 | \$ 44,325.00 | \$ 300.00 | \$ 350.00 | \$ 400.00 |
| WINONA CONTROLS | YES | YES | 1,2,3 | 5 | \$ 327,000.00 | | | | | | | | \$ 350.00 | \$ 400.00 | \$ 450.00 |
| NAC | YES | NO | 1,2,3,4 | 5 | \$ 551,563.00 | \$22,800 Vol Add update JCI Metasys | | | | | \$ 10,903.00 | | \$ 980.00 | \$ 995.00 | \$ 1,022.00 |
| PREMIER TEST & BALANCE | YES | YES | 1,2,3,4 | 6 | \$ 47,400.00 | | | | | | | | | | |
| SMB | YES | YES | 1 | 6 | \$ 70,900.00 | | | | | | \$ 800.00 | | | | |
| P&T ELECTRIC | YES | YES | 1,2 | 7 | \$ 796,368.00 | | | | | | \$ 4,913.00 | | | | |
| HALLBERG ENGINEERING | n/a | n/a | | 8 | Base to InGensa | \$45,000 CX existing equipment | | | | | | | | | |
| CHOSEN VALLEY TESTING | n/a | n/a | | 9 | \$ 15,521.00 | Special Inspections estimate as needed | | | | | | | | | |



ALT #5 (HS)

ALT #3 (HS)

ALT #3 (HS)

ALT #3 (HS)

| | FY26 | FY27 | FY28 | FY29 | FY30 | FY31 | Total |
|-------------------------------------|----------------|----------------|----------------|----------------|----------------|-----------------|----------|
| Enrollment - Actual Students | 545.24 | 524.24 | 504.24 | 482.24 | 464.24 | 448.24 | |
| Enrollment - ADM | 600.44 | 579.44 | 554.24 | 530.84 | 512.04 | 488.24 | |
| Loss of Enrollment-Actual Students | -9.38 | -21 | -20 | -22 | -18 | -16 | -106.38 |
| Loss of Enrollment - ADM | -11.292 | -21 | -25.2 | -23.4 | -18.8 | -23.8 | -123.492 |
| Revenues | \$9,418,337.00 | \$9,267,555.00 | \$9,091,630.00 | \$8,967,770.00 | \$8,906,043.00 | \$8,747,111.00 | |
| Loss in Revenues | \$38,846.00 | -\$150,782.00 | -\$175,925.00 | -\$123,860.00 | -\$61,727.00 | -\$158,932.00 | |
| Expenses | \$9,387,523.00 | \$9,047,141.00 | \$9,315,316.00 | \$9,591,535.00 | \$9,876,041.00 | \$10,169,082.00 | |
| Increase in Expenses | \$895,002.00 | -\$340,382.00 | \$268,175.00 | \$276,219.00 | \$284,506.00 | \$293,041.00 | |
| Deficit in Budget | \$30,813.00 | \$220,414.00 | -\$223,686.00 | -\$623,765.00 | -\$969,998.00 | -\$1,421,972.00 | |
| Fund Balance-Current w/o any change | 7.86% | 10.59% | 7.86% | 1.13% | -8.73% | -22.78% | |
| Reduction in Expenses needed | NA | -\$225,000.00 | -\$100,000.00 | -\$25,000.00 | \$0.00 | \$0.00 | |
| New Fund Balance | NA | 13.26% | 13.98% | 13.34% | 12.77% | 10.81% | |

Lewiston Altura #0857

5 Year Plan FY25

| | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 |
|--------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| Unassigned Fund Balance Goal % | 10% | 10% | 10% | 10% | 10% | 10% | 10% |
| Pupil Unit Value | \$7,281 | \$7,481 | \$7,631 | \$7,783 | \$7,939 | \$8,098 | \$8,260 |
| Pupil Unit Value % Change | 2% | 2.74% | 2% | 2% | 2% | 2% | 2% |
| REVENUES | | | | | | | |
| State | \$6,849,418 | \$7,078,032 | \$6,992,178 | \$6,784,746 | \$6,637,872 | \$6,543,547 | \$6,351,364 |
| Property Taxes | \$943,086 | \$1,323,086 | \$1,349,548 | \$1,376,539 | \$1,404,069 | \$1,432,151 | \$1,460,794 |
| Federal | \$237,836 | \$221,401 | \$225,829 | \$230,346 | \$225,829 | \$230,346 | \$234,953 |
| Other Local | \$1,349,151 | \$795,818 | \$700,000 | \$700,000 | \$700,000 | \$700,000 | \$700,000 |
| Total Revenue | 9,379,491 | 9,418,337 | 9,267,555 | 9,091,630 | 8,967,770 | 8,906,043 | 8,747,111 |
| % Revenue Change | 5.40% | 0.41% | -1.60% | -1.90% | -4.78% | -3.90% | -3.79% |
| EXPENDITURES | | | | | | | |
| Salaries & Wages | \$4,896,760 | \$5,019,179 | \$5,174,774 | \$5,330,017 | \$5,489,917 | \$5,654,615 | \$5,824,253 |
| Benefits | \$1,270,832 | \$1,308,957 | \$1,334,374 | \$1,374,405 | \$1,415,637 | \$1,458,107 | \$1,501,850 |
| Purchased Services | \$1,787,822 | \$2,095,092 | \$1,966,604 | \$2,025,603 | \$2,086,371 | \$2,148,962 | \$2,213,431 |
| Supplies/Materials | \$359,450 | \$381,017 | \$392,447 | \$404,220 | \$416,347 | \$428,838 | \$441,703 |
| Capital Expenses | \$108,781 | \$315,308 | \$108,000 | \$108,000 | \$108,000 | \$108,000 | \$108,000 |
| Other | \$68,876 | \$267,970 | \$70,942 | \$73,071 | \$75,263 | \$77,521 | \$79,846 |
| Total Expenditures | \$8,492,521 | \$9,387,523 | \$9,047,141 | \$9,315,316 | \$9,591,535 | \$9,876,041 | \$10,169,082 |
| % Expenditure Change | -4.99% | 10.54% | -3.63% | 2.96% | 2.17% | 9.16% | 9.17% |
| | \$886,970 | \$30,814 | \$220,414 | -\$223,686 | -\$623,765 | -\$969,998 | -\$1,421,972 |
| | 2025 | 2026 | 2027 | 2028 | 2029 | 2029 | 2029 |
| Actual Students | 554.62 | 545.24 | 524.24 | 504.24 | 482.24 | 464.24 | 448.24 |
| Decrease in Students | | -9.38 | -21 | -20 | -22 | -18 | -16 |
| | 2025 | 2026 | 2027 | 2028 | 2029 | 2029 | 2029 |
| Begin Fund Equity | \$1,268,875 | \$2,155,845 | \$2,186,659 | \$2,407,073 | \$2,183,387 | \$1,559,623 | \$589,625 |
| Spending Variance | \$886,970 | \$30,814 | \$220,414 | -\$223,686 | -\$623,765 | -\$969,998 | -\$1,421,972 |
| Non Spendable | \$42,920 | \$42,920 | \$42,920 | \$45,715 | \$45,715 | \$45,715 | \$45,715 |
| Student Activities | \$118,875 | \$118,875 | \$118,875 | \$118,875 | \$118,875 | \$118,875 | \$118,875 |
| Scholarships | \$85,649 | \$85,649 | \$85,649 | \$85,649 | \$85,649 | \$85,649 | \$85,649 |
| Staff Development | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Capital | \$405,812 | \$322,495 | \$322,495 | \$322,495 | \$322,495 | \$322,495 | \$355,495 |
| Literacy Incentive Aid | \$23,439 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| READ Act Literacy Aid | \$166 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| READ Act Teacher Train | \$7,343 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Safe Schools | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| LTFM | \$359,423 | \$359,423 | \$359,423 | \$359,423 | \$359,423 | \$359,423 | \$359,423 |
| MA | \$79,213 | \$79,213 | \$79,213 | \$79,213 | \$79,213 | \$79,213 | \$79,213 |
| Gifted & Talented | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Basic Skills | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Assigned-InstTech | \$25,000 | \$75,000 | \$75,000 | \$75,000 | \$75,000 | \$75,000 | \$75,000 |
| Assigned-Capital | \$25,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 |
| Assigned-Curriculum | \$40,000 | \$65,000 | \$65,000 | \$65,000 | \$65,000 | \$65,000 | \$65,000 |
| Assigned-Tech | \$25,000 | \$75,000 | \$75,000 | \$75,000 | \$75,000 | \$75,000 | \$75,000 |
| Assigned-Vehicles | \$175,000 | \$175,000 | \$175,000 | \$175,000 | \$175,000 | \$175,000 | \$175,000 |
| Unassigned Fund Balance | \$743,005 | \$738,085 | \$958,498 | \$732,017 | \$108,253 | -\$861,745 | -\$2,316,717 |
| Fund Balance | \$2,155,845 | \$2,186,659 | \$2,407,073 | \$2,183,387 | \$1,559,623 | \$589,625 | -\$832,347 |
| Fund Balance (Check) | \$2,155,845 | \$2,186,658 | \$2,407,073 | \$2,183,387 | \$1,559,623 | \$589,625 | -\$832,347 |
| S.O.D. Reserve Amount | -\$212,313 | -\$234,688 | -\$226,179 | -\$232,883 | -\$239,788 | -\$246,901 | -\$254,227 |
| Fund Balance % | 8.75% | 7.86% | 10.59% | 7.86% | 1.13% | -8.73% | -22.78% |
| -2.5% or less is S.O.D. | OK | OK | OK | OK | OK | S.O.D. | S.O.D. |
| Goal Reserve Amount | \$849,252 | \$938,752 | \$904,714 | \$931,532 | \$959,154 | \$987,604 | \$1,016,908 |
| Goal Achieved | YES | YES | YES | YES | YES | NO | NO |
| Plan Change Needed | \$0 | \$0 | \$0 | \$0 | \$0 | -\$397,980 | -\$1,849,255 |

Lewiston Altura #0857

5 Year Plan FY25 - w/Changes

| | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 |
|--------------------------------|--------------------|--------------------|-------------|-------------|-------------|-------------|-------------|
| Unassigned Fund Balance Goal % | 10% | 10% | 10% | 10% | 10% | 10% | 10% |
| Pupil Unit Value | \$7,281 | \$7,481 | \$7,631 | \$7,783 | \$7,939 | \$8,098 | \$8,260 |
| Pupil Unit Value % Change | 2% | 2.74% | 2% | 2% | 2% | 2% | 2% |
| REVENUES | | | | | | | |
| State | \$6,849,418 | \$7,078,032 | \$6,992,178 | \$6,784,746 | \$6,637,872 | \$6,543,547 | \$6,351,364 |
| Property Taxes | \$943,086 | \$1,323,086 | \$1,349,548 | \$1,376,539 | \$1,404,069 | \$1,432,151 | \$1,460,794 |
| Federal | \$237,836 | \$221,401 | \$225,829 | \$230,346 | \$225,829 | \$230,346 | \$234,953 |
| Other Local | \$1,349,151 | \$795,818 | \$700,000 | \$700,000 | \$700,000 | \$700,000 | \$700,000 |
| Total Revenue | 9,379,491 | 9,418,337 | 9,267,555 | 9,091,630 | 8,967,770 | 8,906,043 | 8,747,111 |
| % Revenue Change | 5.40% | 0.41% | -1.60% | -1.90% | -4.78% | -3.90% | -3.79% |
| EXPENDITURES | | | | | | | |
| Salaries & Wages | \$4,896,760 | \$5,019,179 | \$5,174,774 | \$5,105,017 | \$4,933,167 | \$4,731,162 | \$4,523,097 |
| Benefits | \$1,270,832 | \$1,308,957 | \$1,334,374 | \$1,374,405 | \$1,415,637 | \$1,458,107 | \$1,501,850 |
| Purchased Services | \$1,787,822 | \$2,095,092 | \$1,966,604 | \$2,025,603 | \$2,086,371 | \$2,148,962 | \$2,213,431 |
| Supplies/Materials | \$359,450 | \$381,017 | \$392,447 | \$404,220 | \$416,347 | \$428,838 | \$441,703 |
| Capital Expenses | \$108,781 | \$315,308 | \$108,000 | \$108,000 | \$108,000 | \$108,000 | \$108,000 |
| Reduction Needed | \$0 | \$0 | -\$225,000 | -\$100,000 | -\$25,000 | \$0 | \$0 |
| Other | \$68,876 | \$267,970 | \$82,651 | \$85,131 | \$87,685 | \$90,315 | \$108,378 |
| Total Expenditures | \$8,492,521 | \$9,387,523 | \$8,833,850 | \$9,002,376 | \$9,022,207 | \$8,965,383 | \$8,896,458 |
| % Expenditure Change | -4.99% | 10.54% | -5.90% | 1.91% | -3.89% | 1.49% | -1.18% |
| | \$886,970 | \$30,814 | \$433,705 | \$89,254 | -\$54,437 | -\$59,340 | -\$149,348 |
| | 2025 | 2026 | 2027 | 2028 | 2029 | 2029 | 2029 |
| Actual Students | 554.62 | 545.24 | 524.24 | 504.24 | 482.24 | 464.24 | 448.24 |
| Decrease in Students | | -9.38 | -21 | -20 | -22 | -18 | -16 |
| | 2025 | 2026 | 2027 | 2028 | 2029 | 2029 | 2029 |
| Begin Fund Equity | \$1,268,875 | \$2,155,845 | \$2,186,659 | \$2,620,364 | \$2,709,618 | \$2,655,182 | \$2,595,841 |
| Spending Variance | \$886,970 | \$30,814 | \$433,705 | \$89,254 | -\$54,437 | -\$59,340 | -\$149,348 |
| Non Spendable | \$42,920 | \$42,920 | \$42,920 | \$45,715 | \$45,715 | \$45,715 | \$45,715 |
| Student Activities | \$118,875 | \$118,875 | \$118,875 | \$118,875 | \$118,875 | \$118,875 | \$118,875 |
| Scholarships | \$85,649 | \$85,649 | \$85,649 | \$85,649 | \$85,649 | \$85,649 | \$85,649 |
| Staff Development | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Capital | \$405,812 | \$322,495 | \$322,495 | \$322,495 | \$322,495 | \$322,495 | \$355,495 |
| Literacy Incentive Aid | \$23,439 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| READ Act Literacy Aid | \$166 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| READ Act Teacher Train | \$7,343 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Safe Schools | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| LTFM | \$359,423 | \$359,423 | \$359,423 | \$359,423 | \$359,423 | \$359,423 | \$359,423 |
| MA | \$79,213 | \$79,213 | \$79,213 | \$79,213 | \$79,213 | \$79,213 | \$79,213 |
| Gifted & Talented | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Basic Skills | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Assigned-InstTech | \$25,000 | \$75,000 | \$75,000 | \$75,000 | \$75,000 | \$75,000 | \$75,000 |
| Assigned-Capital | \$25,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 |
| Assigned-Curriculum | \$40,000 | \$65,000 | \$65,000 | \$65,000 | \$65,000 | \$65,000 | \$65,000 |
| Assigned-Tech | \$25,000 | \$75,000 | \$75,000 | \$75,000 | \$75,000 | \$75,000 | \$75,000 |
| Assigned-Vehicles | \$175,000 | \$175,000 | \$175,000 | \$175,000 | \$175,000 | \$175,000 | \$175,000 |
| Unassigned Fund Balance | \$743,005 | \$738,085 | \$1,171,789 | \$1,258,248 | \$1,203,812 | \$1,144,471 | \$962,124 |
| Fund Balance | \$2,155,845 | \$2,186,659 | \$2,620,364 | \$2,709,618 | \$2,655,182 | \$2,595,841 | \$2,446,494 |
| Fund Balance (Check) | \$2,155,845 | \$2,186,658 | \$2,620,364 | \$2,709,618 | \$2,655,182 | \$2,595,841 | \$2,446,494 |
| S.O.D. Reserve Amount | -\$212,313 | -\$234,688 | -\$220,846 | -\$225,059 | -\$225,555 | -\$224,135 | -\$222,411 |
| Fund Balance % | 8.75% | 7.86% | 13.26% | 13.98% | 13.34% | 12.77% | 10.81% |
| -2.5% or less is S.O.D. | OK | OK | OK | OK | OK | OK | OK |
| Goal Reserve Amount | \$849,252 | \$938,752 | \$883,385 | \$900,238 | \$902,221 | \$896,538 | \$889,646 |
| Goal Achieved | YES | YES | YES | YES | YES | YES | YES |
| Plan Change Needed | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

Lewiston-Altura School Board Resolution – January 5, 2026

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

_____ introduced the following resolution and moved its adoption:

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

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

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

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

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

VOTING RECORD

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

the following voted in favor thereof,

the following voted against the same:

whereupon said resolution was declared duly passed and adopted on January 5, 2026.

516.5 OVERDOSE MEDICATION

[Note: The 2023 Minnesota legislature enacted legislation requiring school districts to maintain a supply of opiate antagonists. School districts and their employees are legally permitted to purchase, store, and administer Naloxone (Narcan) in response to an opiate overdose in schools and those who do assist with such administration are immune from civil liability as well as exempt from criminal prosecution from possession, use, etc. of medication. The provisions of this policy outline the requirements of the law with respect to the use of Naloxone (Narcan) in schools.]

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan)¹, and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

II. GENERAL STATEMENT OF POLICY

The school board authorizes school administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district's students and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

- A. **"Drug-related overdose"** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **"Naloxone Coordinator"** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district's Naloxone Coordinator is the district's licensed school nurse.
- C. **"Opiate"** means any dangerous substance having an addiction forming or addiction

sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.

- D. **"Opiate Antagonist"** means naloxone hydrochloride ("Naloxone") or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **"Standing Order"** means directions from the school district's medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
 - 1. Administration type
 - 2. Dosage
 - 3. Date of issuance
 - 4. Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

- A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.

[Note: The Minnesota Department of Education offered guidance regarding the meaning of "school site." If a school site includes multiple buildings, the two-dose requirement applies to buildings used for instruction. It does not apply to administrative buildings, facility buildings, ice arenas, and similar buildings not used for instruction.]

- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. School District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a school district-wide collaborative planning and implementation team ("School District Planning Team") who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

- 1. The School District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.

2. The School District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
3. The School District Planning Team will develop school district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school district board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:
 - a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
 - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
4. The School District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

E. Site Planning Teams

1. In consultation with the Emergency Response Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
2. The Site Planning Team will be responsible for the coordination and implementation of this policy, school district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and school district wide procedures and guidelines.

F. School District Staff

Emergency Response staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

- G. The school district allows a student in grades 9 through 12 to possess and administer an opiate antagonist to another high school student. The protections of Minnesota Statutes, section 604A.04 apply to the possession and administration of opiate antagonists according to Minnesota Statutes, section 121A.224.

V. NALOXONE STORAGE

- A. The Site Planning Team will select numerous Naloxone storage locations within the school site. The School District will not transport Naloxone on field trips.
- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the School District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. Privacy Protections

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

- Legal References:** Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.224 (Opiate Antagonists)
Minn. Stat. § 144.344 (Emergency Treatment)
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)Minn. Stat. § 604A.01
(Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

- Cross Reference:** MSBA/MASA Model Policy 516 (Student Medication)
Minnesota Department of Health Toolkit on the Administration of Naloxone
516.5-4

ⁱ Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

Naloxone Emergency Response Procedure

Date Implemented: August 30, 2023

Date Updated:

Purpose:

To provide emergency care, medication, and response to someone with a suspected opioid overdose.

When to Use:

Staff who have been trained per district policy may administer naloxone to any student, staff, or visitor, in the event of respiratory depression, unresponsiveness, or respiratory or cardiac arrest when an overdose from opioid is suspected of a student, staff member, or visitor during the school day and during before/after school sponsored events if in attendance. Naloxone will not be sent off site for school sponsored events.

| Signs and Symptoms of Opioid Overdose |
|---|
| • Blue skin tinge- usually lips and fingertips show first |
| • Body is very limp |
| • Face is very pale |
| • Pulse (heartbeat) is slow, erratic, or not there at all |
| • Throwing up |
| • Passing out |
| • Choking sounds or a gurgling/snoring noise |
| • Breathing is very slow, irregular or has stopped |
| • Unresponsive |

Procedure:



- 1. Call 911 to get help and activate school medical emergency response procedure**
 - If emergency is during the school day, call the office and alert them to the situation and your location. DO NOT leave victim unattended.
 - If the recipient is a minor, office staff will contact a parent as soon as possible.
- 2. Office staff will announce over the PA "We have a medical emergency in (location). Medical Crisis Team please report. All other students and staff should remain clear of the area.**
- 3. Perform rescue breathing with a barrier device to provide oxygen if person is not breathing normally.**
- 4. Assess and Monitor Breathing and Heart Rate. Initiate CPR, use of AED and Rescue Breathing as needed**
 - a. For a person who is not breathing, rescue breathing is an important step in preventing an overdose death and should be done as soon as possible.
 - b. Steps for rescue breathing are:
 - ✓ Place the person on his or her back and pinch their nose or use Ambu bag to administer rescue breaths
 - ✓ Tilt chin up to open the airway. Check to see if there is anything in the mouth blocking the airway. If so, remove it.
 - ✓ Give 2 slow breaths.

- ✓ Blow enough air into the lungs to make the chest rise.
- ✓ Assess each breath to ensure the chest is rising and falling. If it doesn't work, tilt the head back more.
- ✓ Breathe again every 5-6 seconds


5. Administer Naloxone

Two doses of Nasal Narcan will be located in each AED cabinet. If the emergency happens during the school day, the staff person assigned to bring the AED to the medical emergency location will also bring the Narcan. One of the trained staff members will administer in the following way:

Remove NARCAN Nasal Spray from the box.
Peel back the tab with the circle to open the NARCAN Nasal Spray.





Hold the NARCAN nasal spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.




Gently insert the tip of the nozzle into either nostril.

- Tilt the person's head back and provide support under the neck with your hand. Gently insert the tip of the nozzle into **one nostril**, until your fingers on either side of the nozzle are against the bottom of the person's nose.



Press the plunger firmly to give the dose of NARCAN Nasal Spray.

- Remove the NARCAN Nasal Spray from the nostril after giving the dose.



6. Stay with the person until 911 arrives

- Place person in recovery position (lying on their side).
- Stay with the person. Continue rescue breathing if needed. Most people respond by returning to spontaneous breathing. The response generally occurs within 2 to 3 minutes of naloxone administration. Because naloxone has a relatively short duration of effect, overdose symptoms may return.
- When EMS arrives, the person must be transported to nearest hospital. Send the used naloxone medication device with EMS personnel.

7. Documentation, Notification, Debriefing

- After EMS have left the building, all staff involved with the situation will meet to debrief and document the events of the medical emergency. The School Principal and District Licensed School Nurse must be included, even if not involved directly with the situation. Documentation should include what medical interventions were given (CPR, AED, Narcan Administration, etc), who performed each intervention, and approximate time each intervention was given. This documentation will be kept in the district office.

530 IMMUNIZATION REQUIREMENTS

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. STUDENT IMMUNIZATION REQUIREMENTS

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
1. a statement from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or
 2. a medical statement affirming that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.
- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the superintendent of the school district by October 1 of the first year of their home schooling in Minnesota and the grade 7 year, and grade 12 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their

parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.

- E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III.B., above, or Section IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

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

- A. The parent or guardian of a minor student or an emancipated student submits a signed medical statement affirming that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.
- C. Unvaccinated children who are exposed to a preventable disease may be required to stay home from school and other activities for up to 21 days to protect themselves and others. Refer to required immunization list on Form 530F.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

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

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

VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

VII. OTHER

By December 1st, the school district will forward a report to the Commissioner of the Department of Education stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district also will forward a copy of all exemption statements received by the school district to the Commissioner of the Department of Health.

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

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

CHILD'S NAME (FIRST, LAST): _____ CHILD'S DATE OF BIRTH: _____

Medical and non-medical exemptions

Instructions for documenting medical or non-medical exemptions and history of chickenpox (varicella)

Follow steps 1 and 2 below to document a medical exemption, non-medical exemption, or history of chickenpox.

1. Place an X in the box to indicate a medical or non-medical exemption. If you are exempting your child from more than one vaccine, mark each vaccine you are exempting them from with an X.
2. Obtain signatures for exemptions or history of chickenpox disease.

| Required Immunizations | Medical | Non-Medical |
|---|---------|-------------|
| Hepatitis B (Hep B) | | |
| Polio (IPV) | | |
| Measles, mumps, rubella (MMR) | | |
| Varicella (Chickenpox) | | |
| Diphtheria, tetanus, and pertussis (DTaP) | | |
| Tetanus, diphtheria, and pertussis (Tdap) | | |
| Meningococcal ACWY (MenACWY) | | |

Medical exemption: A health care provider must review and sign a medical exemption. A health care provider includes a licensed physician, nurse practitioner, or physician assistant.

By my signature below, I confirm that this child should not receive the vaccines marked with an X in the table for medical reasons (contraindications) or because there is laboratory confirmation that they are already immune.

Signature: _____
(of health care practitioner)

Date: _____

Non-medical exemption: A parent/guardian must sign for a non-medical exemption and the form must be signed and stamped by a notary. A child is not required to have an immunization that is against their parent or guardian's beliefs. Choosing not to vaccinate may put the health of your child or others they are around at risk. Unvaccinated children who are exposed to a vaccine preventable disease may be required to stay home from school and other activities for up to 21 days to protect themselves and others.

By my signature I confirm that this child will not receive the vaccines marked with an X in the table because of my beliefs and I understand that they may be required to remain out of school and other activities for up to 21 days if exposed to a vaccine preventable disease.

Signature: _____ Date: _____
(of parent/guardian)

Non-medical exemptions must also be signed and stamped by a notary:

Notary Stamp

This document was acknowledged before me on

_____ (date),

by _____
(name of parent or guardian)

Notary Signature: _____

State of _____
County of _____

History of chickenpox (varicella) disease: If a child has previously had chickenpox, they are not required to receive the varicella vaccine. A health care provider must sign this form if the disease happened after Sept. 1, 2010. If the child had chickenpox before Sept. 1, 2010, a parent or guardian may sign this form.

My signature below means that I confirm this child does not need the varicella vaccine because they had chickenpox in the month and year _____

Signature: _____ Date: _____

(of health care practitioner, representative of a public clinic, or parent/ guardian)

Adopted: _____

MSBA/MASA Model Policy 720

Orig. 1996

Revised: _____

Rev. 2022

720 VENDING MACHINES

I. PURPOSE

The purpose of this policy is to establish procedures to govern vending machines installed in school facilities in the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to contract for, supervise, maintain, and account for the proceeds from vending machines located in school facilities in a manner that is fair, that maximizes the revenues from those machines, that allows those revenues to be included in the budget of the facility in which they are generated, and that establishes controls to avoid fraud, theft, or the appearance of impropriety.

III. AUTHORIZATION

Automatic vending machines for the dispensing of food, beverages, or other approved items are authorized in any school facility in the school district provided that all contracts for such vending machines must be approved by the school board as provided in this policy.

[Note: This provision can be narrowed to apply only to specific facilities.]

IV. SUPERVISION; APPROVAL; LOCATION

- A. All vending machines shall be under the supervision of the school principal or other person in charge of the facility in which the machine is located. That administrator shall be responsible to supervise the machine in compliance with this policy and any applicable laws.
- B. The items to be dispensed from a vending machine located in a school facility shall be approved by the principal or other person in charge of that facility. All food, beverages, or other items approved shall be appropriate to the school setting. Machines dispensing cigarettes or tobacco products are not authorized under any circumstances. In the event a written complaint is filed with the superintendent regarding the approval or disapproval of any item, the school board, after proper review, shall make the final determination.
- C. Vending machines may be approved that will dispense items only during certain hours, through the use of timers or otherwise. Vending machines should not be operated in competition with the school cafeteria or food service. The principal or other person in charge of the school facility may regulate the hours of operation of any machine.
- D. Vending machines shall be located to meet any applicable building, fire, or life/safety codes and to provide convenience of operation, accessibility, and ease of maintenance. The principal or other person in charge of the facility shall review the location of each machine with appropriate maintenance and food service staff.

V. CONTRACT APPROVAL

- A. All contracts for the purchase or rental of vending machines shall be considered by the school board on a facility-by-facility basis.

[Note: These provisions may need to be amended if the school board determines to contract for vending machine services on an exclusive and district-wide basis.]

- B. If the estimated aggregate receipts from all vending machines located in a school facility will be \$10,000 or more in a fiscal year, the contract for any vending machine in that facility must be awarded after the receipt of sealed bids and compliance with Minnesota Statutes section 123B.52.

[Note: This dollar figure is lower than the \$175,000 statutory requirement for sealed bids but is recommended to protect the interests of the public.]

- C. If the estimated aggregate receipts from all vending machines located in a school facility will be less than \$10,000 in a fiscal year, the contract for any vending machine in that facility may be awarded after the receipt of two or more quotations after taking into consideration conformity with the specifications, terms of delivery, other conditions imposed in the call for quotations, and compliance with Minnesota Statutes section 123B.52.

[Note: This dollar figure is lower than the \$25,000 statutory requirement for quotations but is recommended to protect the interests of the public.]

- D. The contracting process shall be conducted in compliance with Minnesota Statutes section 123B.52. A copy of this policy shall be included in any specifications or request for proposals or quotations. A record shall be kept of all bids or quotations received with the names, amounts, and successful bidder indicated. All bids and quotations shall be kept on file as a public record for a period of at least one year after their receipt.

- E. Any bid or quotation must specify all commissions to be paid from the machine and any other noncommission amounts to be paid as a result of the award of the contract. The noncommission amounts include, but are not limited to, cash payments, in-kind payments, equipment donations, scholarship contributions, bonus payments, or other payments or contributions of any kind or nature. The noncommission amounts shall be reduced to a cash equivalency and shall be specified on the bid or quotation as an additional amount to be paid for the award of the contract.

- F. If a contract contains a provision allowing exclusivity, such as all machines in the building carrying only a certain manufacturer's brand of pop, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure that it does not conflict with other contracts of the school district.

- G. All contracts for vending machines must be approved by the school board. Any contract not made in compliance with this policy shall be void. Any district employee signing an unauthorized contract may be subject to personal liability thereon and may be disciplined for said action.

- H. All vending machines are to be installed at the expense of the facility in which located. All financial responsibility for the maintenance and repair of machines shall remain with the individual facility in which located to the extent not addressed in the contract.

- I. No teacher, administrator, school district employee, or school board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially therefrom.

VI. ACCOUNTING

- A. Proceeds from vending machine sales and contracts shall be under the control of the school board, shall be accounted for in one of the regular school district funds, and must be accounted for and reported in compliance with UFARS.
- B. An amount equal to the amount of the proceeds from the machines in each facility shall be included in the budget of the facility in which the proceeds are generated. That amount may be expended in accordance with established expenditure procedures.
- C. Pursuant to the vending machine contract or otherwise, proper auditing and inventory control procedures shall be established to ensure that commissions are being correctly calculated and paid. These controls must include daily, weekly, or other periodic inventories and written reconciliations of variances between inventory and cash. Each time cash is removed from, or inventory is added to a machine, a written reconciliation between cash and inventory must be performed by the person taking the cash from the machine and must be signed by the principal or other person in charge of the facility. The original written reconciliation reports shall be filed with the business office monthly and a copy shall be retained by the principal's office.

Legal References: Minn. Stat. § 123B.20 (Dealing in School Supplies)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 471.87 (Public Officers, Interest in Contract; Penalty)

Cross References: MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 702 (Accounting)

Adopted: _____

MSBA/MASA Model Policy 515

Revised: 1.5.2026

Orig. 1995

Rev. 2025

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Authorized Representative

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

B. Biometric Record

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

C. Dates of Attendance

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

D. Directory Information

1. **The following information will constitute directory information based upon statutory language that prevent additional information from being shared which restricts what FERPA allows:**

| |
|-----------------------------|
| Student Name |
| Parent Names |
| Photograph (School Picture) |
| Grade Level |
| Dates of Attendance |
| Enrollment Status |
| Participation in Activities |
| Honors and Awards |
| Height |
| Weight |
| Date of Birth |

E. Education Records

1. What constitutes "education records"

Education records means those records that are: (1) directly related to a student; and (2) maintained by the school district or by a party acting for the school district.

2. What does not constitute education records

The term "education records" does not include:

- a. Records of instructional personnel that are:
- (1) kept in the sole possession of the maker of the record;
 - (2) used only as a personal memory aid;
 - (3) not accessible or revealed to any other individual except a temporary substitute teacher; and
 - (4) destroyed at the end of the school year.
- b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
- (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.

c. Records relating to an individual, including a student, who is employed by the school district which:

- (1) are made and maintained in the normal course of business;
- (2) relate exclusively to the individual in that individual's capacity as an employee; and
- (3) are not available for use for any other purpose.

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

d. Records relating to an eligible student, or a student attending an institution of post-secondary education, that are:

- (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
- (2) made, maintained, or used only in connection with the provision of treatment to the student; and
- (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

e. Records created or received by the school district after an individual is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Education Support Services Data

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

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

G. Eligible Student

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

H. Juvenile Justice System

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

I. Legitimate Educational Interest

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

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

J. Parent

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

K. Personally Identifiable

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

L. Record

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

M. Responsible Authority

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

N. Student

"Student" includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. "Student" also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

O. School Official

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

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

P. Summary Data

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

Q. Other Terms and Phrases

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

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent

or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

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

B. Eligible Students

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

C. Students with a Disability

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

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of

the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.

2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be

used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and

- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes, chapter 256B or Minnesota Care under Minnesota Statutes, chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

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

B. Prior Consent for Disclosure Not Required

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

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made;
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 United States Code, section 7917, *[insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or

any disposition or court order under Minnesota Statutes, section 260B.171, unless the data are required to be destroyed under Minnesota Statutes, section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;

4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

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

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers;
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the

information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code, section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 United States Code, section 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may

disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by

federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

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

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;
20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except

to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

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

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 United States Code, section 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.
23. When requested, and in accordance with requirements for parental consent in 34 Code of Federal Regulations, section 300.622(b)(2), and part 99, educational agencies or institutions may share personal student contact information and directory information for students served in special education with postsecondary transition planning and services under Minnesota Statutes, section 125A.08, paragraph (b), clause (1), whether public or private, with the Minnesota Department of Employment and Economic Development, as required for coordination of services to students with disabilities under Minnesota Statutes, sections 125A.08, paragraph (b), clause (1); 125A.023; and 125A.027.

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 13.32, subdivision 5, to include this update.]

C. Nonpublic School Students

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

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

VII. RELEASE OF DIRECTORY INFORMATION

A. Educational Data

1. Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:
 - a. Minnesota Statutes, section 13.32, subdivision 5; and
 - b. 20 United States Code, section 1232g, and 34 Code of Federal Regulations, section 99.37, which were in effect on January 3, 2012.
2. The school district may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under Minnesota Statutes, section 13.32.
3. A parent's personal contact information must be treated as private data on individuals regardless of whether that contact information was previously designated as or treated as directory information under Minnesota Statutes, section 13.32, subdivision 2.
4. When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.

B. Former Students

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

(e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

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

1. When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.
2. The school district shall give annual notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

[NOTE: Federal law allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.3. that specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes.]

To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]

3. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
4. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or

- b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
5. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

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

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

E. Duration

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

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

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

B. Private Records Not Accessible to Parent

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

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

C. Private Records Not Accessible to Student

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

D. Military-Connected Youth Identifier

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

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

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

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

C. Investigative Data

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

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes, section 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or

c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.

5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

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

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

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

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

A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;
2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
3. copying fees shall not be imposed.

C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority **building principal** in writing by **September 1** each year. The written request must include the following information:

1. Name of student and parent, as appropriate;

2. Home address;
 3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

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

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.

2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code, section 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

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

C. Classification of Disclosed Data

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

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 Code of Federal Regulations, section 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in section 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

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

B. Record Security

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

C. Plan for Securing Student Records

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

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

D. Review of Written Plan for Securing Student Records

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

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record, with the education records of the student, that indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 Code of Federal Regulations, section 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of

requests for disclosure.

3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code, section 2332b(g)(5)(B) or an act of domestic or international terrorism.

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

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

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

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

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

B. Response to Request for Access

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

C. Right to Inspect and Review

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

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

D. Form of Request

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

E. Collection of Student Records

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

F. Records Containing Information on More Than One Student

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

information which pertains to that student.

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

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

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.

2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

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

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

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.

3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

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

XVI. PROBLEMS ACCESSING DATA

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

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

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

B. Content of Complaint

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

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

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

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

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

C. Notification to Parents or Eligible Students Who are Disabled

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

XX. DESTRUCTION AND RETENTION OF RECORDS

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

XXI. COPIES OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32, Subd. 5 (Directory Information)
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. Ch. 14 (Administrative Procedures Act)

Minn. Stat. § 120A.22 (Compulsory Instruction)
 Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
 Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
 Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
 Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
 Minn. Stat. Ch. 256L (MinnesotaCare)
 Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
 Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
 Minn. Stat. § 363A.42 (Public Records; Accessibility)
 Minn. Stat. § 480.40 (Personal Information, Dissemination)
 Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
 Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
 10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
 18 U.S.C. § 2331 (Definitions)
 18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
 20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
 20 U.S.C. § 7908 (Armed Forces Recruiting Information)
 20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
 25 U.S.C. § 5304 (Definitions – Tribal Organization)
 26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
 42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
 42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
 34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
 42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273 309 (2002)
 Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

Cross References: MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
 MSBA/MASA Model Policy 520 (Student Surveys)
 MSBA/MASA Model Policy 711 (Video Recording on School Buses)
 MSBA/MASA Model Policy 722 (Public Data Requests)
 MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
 MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

Additional Resources

U.S. Department of Education

FAQs on Photos and Videos under FERPA | Protecting Student Privacy (012325)
<https://studentprivacy.ed.gov/faq/faqs-photos-and-videos-under-ferpa>

Letter to Wachter Regarding Surveillance Video of Multiple Students | Protecting Student Privacy (012325)
<https://studentprivacy.ed.gov/resources/letter-wachter-regarding-surveillance-video-multiple-students>

School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA) | Protecting Student Privacy (012325)

Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices | Protecting Student Privacy (102325)

FERPA/IDEA Crosswalk | Protecting Student Privacy (012325)

What is the Protection of Pupil Rights Amendment? | Protecting Student Privacy (012325)

| FERPA Directory Information | MN Statute Directory Information | Lewiston Directory Information |
|---|---|---------------------------------------|
| Student Name | | Student Name |
| Student Address | | Parent Names |
| Telephone Number | | Photograph (School Picture) |
| Email Address | | Grade Level |
| Photograph | | Dates of Attendance |
| Date and Place of Birth | | Enrollment Status |
| Major Field of Study | | Participation In Activities |
| Grade Level | | Honors and Awards |
| Dates of Attendance | | Height |
| Enrollment Status (full or part time) | | Weight |
| Participation in Activities | | Date of Birth |
| Height and Weight | | |
| Degrees | | |
| Honors and Awards Received | | |
| Most Recent School Attended | | |
| May Include Parent name, address and phone number) | | |
| Not FERPA Directory Information | MN Statute Not Directory Information | |
| Student Social Security Number | Student / Parent Address | |
| Student ID Numbers (JMC, MARSS, user ID) | Student / Parent Telephone Number | |
| Student ID on an ID Badge (Lunch or Library Number) | Student / Parent Email Address | |
| Personal Information (religion, race, color, social position, or nationality) | Student / Parent Personal Contact Information | |
| Data Collected from Non-Public Students unless consent is given by parent or guardian | Student Employment Data for Employees of the District | |

516 STUDENT MEDICATION AND TELEHEALTH

[NOTE: The necessary provisions for complying with Minnesota Statutes, sections 121A.22, Administration of Drugs and Medicine, 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students aged 18 and over or other nonprescription medications. Please note that section 121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication or telehealth during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. DRUG AND MEDICATION REQUIREMENTS

[NOTE: The June 2024 Model Policy 516 revisions included insertion of headings and rearrangement of paragraphs so that similar content is grouped together. School boards can choose whether to make these revisions.]

A. Administration of Drugs and Medicine

1. The administration of medication or drugs at school requires a completed signed request from the student's parent. An oral request must be followed by a formal written permission within two school days, provided that the school district may rely on an oral request until a written request is received.
2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:
 - a. with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;
 - b. with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;
 - c. with a public or private health-related organization, in a district that contracts with a public or private health or health-related organization,

according to Minnesota Statutes, 121A.21; or

- d. with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, 121A.21.

3. Exclusions

[Note: The provisions of III.A.3 are optional. The school board may choose to include or exclude any of the provisions specified. These exclusions appeared in previous versions of this model policy.]

The provisions on administration of drugs and medicine above do not apply to drugs or medicine that are:

- a. used in connection with services for which a minor may give effective consent;
- b. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;
- c. used off the school grounds;
- d. used in connection with athletics or extracurricular activities;
- e. used in connection with activities that occur before or after the regular school day;
- f. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;
- g. prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - (1) the school district has received a written authorization each school year from the pupil's parent permitting the student to self-administer the medication;
 - (2) the inhaler is properly labeled for that student; and
 - (3) the parent has not requested school personnel to administer the medication to the student.

In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to

safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

- h. epinephrine delivery systems, consistent with Minnesota Statutes, section 121A.2205, if the parent and prescribing medical professional annually inform the pupil's school in writing that
 - (1) the pupil may possess the epinephrine or
 - (2) the pupil is unable to possess the epinephrine and requires immediate access to epinephrine delivery systems that the parent provides properly labeled to the school for the pupil as needed.

[NOTE: The 2025 Minnesota legislature replaced "auto-injectors" with "delivery systems" in Minnesota Statutes, sections 121A.22, 121A.2205, and 121A.2207.]

- i. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.
- j. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

B. Prescription Medication

- 1. A "School Authorization for Administering Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.
- 2. All medications must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
- 3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- 4. Prescription medications are not to be carried by the student but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Paragraph III.A.3(i) above), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- 5. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.

6. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
7. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
8. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

C. Nonprescription Medication

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.

D. Possession and Use of Epinephrine Delivery Systems

1. Definitions

- a. "Administer" means the direct application of an epinephrine delivery system to the body of an individual.
- b. "Epinephrine delivery system" means a medication product approved by the United States Food and Drug Administration that automatically delivers a single, premeasured dose of epinephrine to prevent or treat a life-threatening allergic reaction.
- c. "School" means a public school under Minnesota Statutes, section 120A.22, subdivision 4, or a nonpublic school, excluding a home school, under section 120A.22, subdivision 4, that is subject to the federal Americans with Disabilities Act.

2. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop

and implement an individualized written health plan for a student who is prescribed epinephrine delivery systems that enables the student to:

- a possess epinephrine delivery systems; or
- b if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine delivery systems in close proximity to the student at all times during the instructional day.

For the purposes of this policy, "instructional day" is defined as eight hours for each student contact day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine delivery systems when required, consistent with state law. This health plan may be included in a student's Section 504 plan.

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

F. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes, section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH

- A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.
- B. The space must provide a student privacy to receive mental health care.
- C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.
- D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

[NOTE: The Minnesota legislature enacted Article IV in the spring 2024.]

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Delivery systems; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Delivery systems)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 148.171 (Definitions; Title)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Rule 8710.6100 (School Nurse)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

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

Semester 2 – 2026 Draft Cell Phone Proposal for Handbook Change

1. Move to Away for the Day Option Presented in 2024 from MESP and MASSP Cell Phone Toolkit
2. Added in Information on Wearable Tech, AI, and PSEO
3. Updated consequences to be local control as well as to include activities / trips / etc.

CELL PHONE USE

The school board directs the superintendent and school district administration to establish rules and procedures regarding student possession and use of cell phones in schools. These rules and procedures should seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.

General Guidelines

- Cell Phone Use: Students may NOT use cell phones during the academic day - first bell to last bell, including lunch. We acknowledge that cell phones may be checked during passing times while at their lockers, but no phone calls should be made and cell phone usage will not constitute a reason for being late to class and all appropriate uses still apply.
- Device Storage: It is strongly suggested that all electronic devices be kept off and in a locker during school hours.
- Earbuds/headphones may be allowed at designated times for instructional purposes on school approved devices. If devices are allowed, they need to be stored in classroom caddies until the time in which they are needed for class.
- Wearable Technologies: Wearable technologies such as but not limited to glasses, smart watches, rings, etc. may be worn but may not be used to call, message, record, and/or access the internet or they will constitute a cell phone violation as well.
- Recording and Posting: Students may not use a device to record, transmit, or post photos or videos of a person/people (including but not limited to staff and students) on school grounds or the bus without express permission of an administrator in addition to the individual or individuals that are the subjects of the recording.
- Phone Calls: Students are not to use their phones to call or text individuals during the school day. A telephone located in the office is available for student use. Students will not be called to the office to talk to a parent during the school day except for emergencies. Parents are encouraged to call and leave messages for students, and the office will distribute in a timely manner.
- We acknowledge that cell phones may be used during passing times for students to check while at their lockers.
- PSEO Students needing their phone for two-factor authentication are not allowed to have phones in the library. Students will need to login into their university accounts during passing time or get a pass to their locker. Students who have issues with this may need to have a meeting with parents and administration.

Cellphone Violations and Consequences

- Unauthorized Use: If any electronic device, including cell phones, is seen or heard during school hours it may be confiscated by any staff member, or the office will be called and the student will be sent to their locker to put the device away.
 - First Infraction: The student will take their device back to their locker and the student will receive a lunch detention.
 - Second Infraction: The student will take their device back to their locker and the student will receive one hour of detention.
 - Third Infraction: The student will take their device back to their locker and the student will receive two hours of detention.
 - Fourth Infraction: The student will take their device back to their locker, receive two hours of detention and a parent meeting to create a cell phone plan set.
 - Please note that the severity of cellphone violation may result in skipping steps or more severe consequences. The basic warnings are for having a cellphone in possession during a time when cellphones are not allowed.

Specific Restrictions

- Locker Rooms and Bathrooms: Devices with photo-taking capabilities are NOT allowed in locker rooms or bathrooms at any time. Confiscation and search of such devices is standard procedure if found in these areas.
- Lockdowns and Fire Drills: Phone usage during lockdown and fire drills is prohibited.
- Unauthorized Recording: Students who take pictures or videos of others without permission in any school setting, including the bus, will face disciplinary actions. Recording or taking photos of classmates with the intent to bully or harass is not permitted. Students in violation are subject to the district's Bullying and Harassment Policies.
- Using social media, apps, or any other function of a cell phone/device to spread rumors, bully, make fun of, exclude, or create a disruption in school or outside of school is not permitted.
- Sharing or asking classmates for inappropriate content is not permitted.
- Creating AI images, videos or content using staff, students or other persons photographs or voice is not permitted, and administration will refer to the harassment or bullying policy based upon the evidence from investigation and may include a referral to law enforcement.

School Responsibility / Investigations / Inspections

- Lost, Stolen, or Damaged Devices: The School is not responsible for, nor is it required to investigate, any lost, stolen, or damaged electronic devices brought onto school grounds or the bus. All hall lockers can be locked and should be locked, and students can bring locks for gym lockers.
- Device Disabling: Disabling a cell phone or computer to thwart an investigation of a disciplinary matter will result in disciplinary action.
- Device Inspection: The school reserves the right to inspect a student's electronic device, through proper legal channels, if there is reason to believe the student has violated school policies or engaged in misconduct while using the device.
- Students with an IEP, LIEP, health or 504 plan that have a need for assistive technology may utilize devices per their IEP, LIEP, health or 504, but will be considered in violation if the devices is used beyond the accommodation or parameters listed.

Activities and Offsite Events

- Cell phone guidelines for off-campus school activities (i.e. extracurricular activities, outdoor and service trips, school field trips) will be individualized depending on the specific trip and activities. These expectations will be addressed at pre-trip meetings and/or on trip specific permission slips.
- Students found in violation of general school tech or cell phone policies may face MSHSL code of conduct violations. Depending on the nature and severity of the violation, warnings may be skipped and administration may enforce a MSHSL suspension immediately.

Dashir Management Services, Inc.

www.dashirmanagement.com

Lewiston Altura School District

Custodial / Maintenance Report

January 2026

Personnel Information

We are currently fully staffed.

Training Conducted

Staff completed OSHA required safety training on Compressed Gas Safety and Lockout/Tagout Energy Release.

Inspections

- Waiting on MMC to inspect the backflow preventers on the city water intake on the boilers.
- IEA conducted required 6-month AHERA inspection on December 17, 2025.
- Mississippi Welders inspected and serviced the fire extinguishers in the district on December 15, 2025.

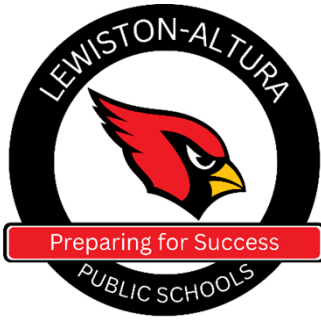
Progress on Projects

- The solar panels have been working uninterrupted.
- Primary roof work has been completed at the high school.
- Worked with Larry Stoos for the installation of electrical power to the C-gym bleachers. The installer had to return and correct some electrical cords underneath the bleachers. The bleachers are now functioning as they should.
- I had MMC look at boiler #3 at the high school which had developed a bad vibration. Parts have been ordered to replace the fan wheel in the burner.
- We replaced three relays in the art room kiln. It is working normally.
- The heat in the maintenance garage continues to function normally.

Comments

With students and staff off for the holidays we were able to perform some deep cleaning in the schools.

Respectfully Submitted,
Dan Buege
Facility Manager



Lewiston–Altura Public School District
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Gwen Porter, Superintendent
Dave Riebel, PreKdg – 5 Principal
Cory Hanson, 6-12 Principal

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 Porter
January 5, 2026

Meeting Agenda Item Notes

Organizational Meeting Items: The ‘First Monday Meeting in January’ is the annual, required meeting for numerous approvals and assignments by the Board – including election of officers, legal designations and more. This also includes Committee Assignments. Below are the current/2025 Committee Assignments for your reference. The Board Chair technically makes these assignments. Please consider if you would like any changes in your assignments.

Teacher Negotiations/Meet and Confer: Pringle, Maki, Baer;

Transportation and Support Staff Handbooks: Kreidermacher, Daley, Miller

Principal Negotiations: Daley, Kreidermacher, Pasche;

Superintendent Negotiations: Maki, Miller

District Staff Development: Maki (Alt: Miller)

Finance Committee: Baer, Pringle, Kreidermacher

Community Engagement Committee: Maki, Daley, Pasche

HVED Board Representative: Daley

CmEd and Early Childhood Advisory: Pasche

District Policy Review: Baer (Alt: Miller)
Health & Safety/Wellness: Daley (Alt: Pringle)
Systems Accountability: Baer (Kreidermacher)
Activities: Kreidermacher, Miller.
Construction Renovation Advisory: Pringle, Miller Kreidermacher

The Consent Agenda will not include Financial Reports because the meeting is earlier than typical in the month and so there is not time to do the necessary preparations from the December 2025 financials. The Consent Agenda does include approving a modification to the Master Agreement approved in December. This is due to a clerical error in the Schedule B tables.

Bid Acceptance: Gary Lovitz, Project Manager from InGensa, Inc. will present information about their recommendations for bid acceptance for the renovation work to be completed summer of 2026. Julie and I met with Gary and Luke and discussed the construction budget in detail. We are each comfortable recommending the bids (see the attachment) as well as all alternatives that were proposed. This will still leave the district with a very comfortable level of funds for contingencies and the replacement of the B-gym floor the summer of 2027. Replacing the B-Gym bleachers is not in the current budget, pending how the rest of the budget goes. This decision will be made in the fall of 2026.

Additional Updates

Much of the January 2nd staff development day will once again include PK-12 curriculum discussions regarding our vertical scope and sequence in regards to MN standards and other topics. On February 17th, one half of the day will be focused on Artificial Intelligence.

Enrollment

| Grade Level | May 29, 2025 | Sept 4, 2025 | October 6, 2025 | November 1, 2025 | December 1, 2025 | January 5, 2026 |
|------------------|--------------|--------------|-----------------|------------------|------------------|-----------------|
| Kdg | 38 | 29 | 28 | 28 | 28 | 28 |
| 1st | 26 | 39 | 38 | 38 | 39 | 39 |
| 2 nd | 36 | 28 | 28 | 28 | 28 | 28 |
| 3 rd | 38 | 36 | 36 | 36 | 36 | 36 |
| 4 th | 25 | 41 | 41 | 41 | 41 | 40 |
| 5 th | 39 | 29 | 28 | 28 | 28 | 27 |
| 6 th | 38 | 44 | 44 | 44 | 44 | 43 |
| 7 th | 38 | 36 | 36 | 36 | 35 | 36 |
| 8 th | 37 | 39 | 39 | 39 | 39 | 38 |
| 9 th | 55 | 45 | 45 | 45 | 44 | 44 |
| 10 th | 58 | 55 | 54 | 53 | 52 | 52 |
| 11 th | 48 | 58 | 58 | 58 | 58 | 58 |
| 12 th | 56 | 48 | 48 | 48 | 48 | 48 |
| Total | 532 | 527 | 523 | 523 | 520 | 517 |

Equity is important in all of our decision making.

