

## **Regular School Board Meeting of ISD 857**

Monday, May 11, 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 May 11, 2026 Meeting Agenda**

V. **L-A High School Student Report**

VI. **Facility Renovation Project Updates from Luke  
Pfothenhauer and Gary Lovitz, InGensa, Inc.**

VII. **Asbestos Removal Base Bid for Elementary  
School from Sheltertech Corporation for  
\$89,980.00 and Alternate 1 (cafeteria and  
stage hallway floor tile and mastic) for  
\$24,980.00 for a total bid package of  
\$114,960.00.**

VIII. **Asbestos removal bid for High School from  
Mavo Systems, Inc. for Bid Package #1 \$68,300  
(windows and vestibules) and Bid Package #2  
\$72,150 (pipe fittings, sinks and other  
areas) for a total bid of \$140,450.**

IX. **Asbestos removal bids from Mavo Systems, Inc.  
for High School chalkboards/tack boards for  
Alternates 1 (\$14,500), 2 (\$11,600) and 3  
(\$8700) for a total of \$34,800.**

X. **Furniture Quotes from Demco for furniture for  
the elementary (\$171,802.80 pending deduction  
of elementary library shelving that is part  
of the general contractor bid) and the high  
school (\$197,694.25) for a total of**

\$369,497.05.

XI. Approve purchase of 10 Welders (\$27,979.70) and 10 Welding Tables (up to \$18,480) for the Career/Tech Ed Classroom..

XII. Guest Presenter: Ragini Varma, City of Lewiston Administrator

XIII. Use of Elementary School as an Emergency Storm Shelter

XIV. Performance Foodservice bid as Food Service Prime Vendor Bid.for Southeast MN United Food Service Cooperative.

XV. 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.

XVI. Consent Agenda

A. Board Meeting Minutes: April 13, 2026  
B. Financial Reports a.Wire and Check Payments  
b.Multi-Year Guideline

Accept resignation from Evelyn Goldsmith as Girls Basketball C Squad coach.

Approve hire of Mychael Redig, as a 6th grade teacher starting in the 2026-2027 school year at BA/Step 4 in accordance with the 2025-2027 EdMN/L-A Master Agreement.

Approve hire of Stephanie Kendall, pending Out of Field Placement approval, as an Elementary Special Education teacher at BA/Step 2 in accordance with the 2025-2027 EdMN/L-A Master Agreement.

Approve bid from Ziebell's for 2026-2027 milk for Lewiston-Altura food service programs.

Approve bid from Pan O' Gold for 2026-2027 bread for Lewiston- Altura food service programs.

Approve change of location of the June 8, July 13 and August 10, 2026 School Board

meetings to the Lewiston Community Center at 6:00pm due to the construction at the high school.

Approve FY27 - FY 29 IEA Environmental, Health and Safety Management Services Proposal.

Approve Hire of Fall 2026 Coaches

Football:

Brent Olson, Head Coach  
Todd Stokke, Assistant Coach  
Joel Ellinghuysen, Assistant Coach  
Kaleb Stoppelmoor, Assistant Coach  
Jeff Mueller, JH Coach

Volleyball

Tanya LeJeune, Head Coach  
Liza Kennedy, JV Coach  
Amy Kingsley, JH Coach  
Kiera Knabel, JH Coach

Cross Country

Matt Kingsbury, Head Coach  
Sebastian Kingsbury, Assistant Coach

Approve Hire of 2026-2027 High School

Activity Supervisors

Kim Moe, Year Book Advisor  
Matthew Wilmes, HS Student Council  
National Honor Society  
Senior Class Advisors  
Prom Advisors  
Knowledge Bowl

XVII. Purchase Tiny Robot for \$33,990 from capital funds.

XVIII. Quote for High School Track Maintenance Coating from Midwest Tennis & Track for \$79,990 to include track preparation, repairing cracks, application of rubber and top coating and painting of lane lines.

XIX. Renewal of 2026-2029 Achievement and Integration Program.

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

XXI. Policies and Forms on 1st Reading

533 Wellness  
534 School Meals Policy

XXII. Policies and Forms on 2nd Reading  
209 School Board Code of Ethics  
212 School Board Member Development  
213 School Board Committees  
214 Out of State Travel by School Board  
Members  
301 District Administration  
302 Superintendent  
303 Superintendent Selection  
304 Superintendent Contract, Duties and  
Evaluation  
511 & 511f Student Fundraising and  
Fundraising Request Form

XXIII. PK-5 Principal's Report

XXIV. L-A High School Principal's Report

XXV. Dashir and Superintendent's Report

XXVI. Board Committee Reports

XXVII. Upcoming Meeting Dates  
5th Grade Graduation - May 20th, 1:30pm  
End of Year Staff Breakfast - 7:30am, May  
21st  
HS Graduation- May 22nd, 7:00pm  
Regular Board Meetings, June 8, July 13,  
August 10 (Lewiston City Hall, 6:00pm)

XXVIII. Adjourn



**Purpose:** To provide monthly updates to the School Board regarding progress on facility construction and improvement projects.

Key updates from this month include:

### **HIGH SCHOOL & ELEMENTARY DESIGN**

Design work for the major facility improvements planned for Summer 2026 remains complete, with pre-construction activities actively underway.

- **Submittals and RFIs** – The team continues to review and process a high volume of equipment and material submittals with Requests for Information (RFIs) to maintain project coordination and schedule.
- **State Review** – Plan review for the Elementary School has been completed and the building permit has been received. High School plan review is in the final stages, with remaining comments being addressed and permit issuance anticipated around mid-May.
- **Asbestos Abatement** – Bids were received on April 28 for asbestos abatement work. Costs came in above the original budget due to the identification of additional areas containing ACM (asbestos-containing material). The team is actively reviewing scope and coordinating next steps to align work with project needs and budget considerations.
- **Pre-Construction Coordination** – The project team met in early May with the abatement contractors and prime contractors to review the abatement schedule and develop a detailed phasing plan to support the start of construction.
- **Site Preparation** – Early site activities have begun. Dumpsters and storage containers have been delivered to both schools to support construction operations. The civil contractor has initiated work at the High School, including the new entrance and approach at the north end of the parking lot, along with tree removals. Additional tree removals requested by the District have also been incorporated.
- **Site Restoration** – The roofing contractor’s landscaping subcontractor completed grading and seeding work on the north side of the High School near the C-Gym following impacts from last fall’s construction activities.
- **Construction Start** – Full contractor mobilization remains scheduled for May 26. Initial work will include asbestos abatement in priority areas, window abatement at the High School, and early non-ACM demolition activities.
- **Building Use Coordination** – Graduation will be held on May 22 at the High School B Gym. Teachers will be packing classroom materials on May 21 and 22 with support from movers in preparation for summer construction activities.
- **Budget Status** – The project remains on budget overall. The team is actively evaluating cost impacts related to asbestos abatement and will incorporate adjustments as needed moving forward.



LEWISTON-ALTURA PUBLIC SCHOOLS ISD 857  
SCHOOL BOARD REPORT  
05.11.2026

**NEXT STEPS**

- Continue review and approval of equipment and material submittals, with emphasis on major systems and long lead-time items.
- Process and respond to RFIs to maintain schedule and coordination.
- Finalize High School plan review and obtain building permit.
- Advance coordination and execution of asbestos abatement activities in preparation for construction.
- Continue site preparation and early construction activities leading up to full mobilization.
- Maintain coordination with District staff to support building transition and readiness for summer construction.

April 27 2026

Gwen Porter  
Superintendent  
Lewiston-Altura Public Schools  
100 County Road 25  
Lewiston, MN 55952



**RE: Lewiston-Altura Elementary School  
2026 Asbestos Removal  
IEA Project #202610215**

Dear Mrs. Porter:

The Institute for Environmental Assessment, Inc. (IEA) has reviewed the bids submitted for the above-referenced project at the Lewiston-Altura Elementary School. Please find the bid summary sheet in Appendix A.

Sheltermtech Corporation has submitted the acceptable low Lump Sum Base bid of \$89,980.<sup>00</sup> and Add Alternate 1: Cafeteria and Stage Hallway (Floor tile and mastic) \$24,980.<sup>00</sup>. Bid documents may be found in Appendix B.

IEA has confirmed that Sheltermtech Corporation will honor their Lump Sum Base Bid and Add Alternate price and therefore recommends accepting the Add Alternate 1 for a **Total Bid Package of \$114,960.00**.

Please indicate if you wish to accept or decline Add Alternate 1 and IEA will create the AIA contract between the District and Sheltermtech Corporation.

If you have questions, please do not hesitate to contact me at 507-319-0161.

Sincerely,

IEA, Inc.



Natalie Eskew  
EPDM/IAQ Lead

Enclosures

INSTITUTE FOR ENVIRONMENTAL ASSESSMENT, INC.  
[www.ieasafety.com](http://www.ieasafety.com)

BROOKLYN PARK  
9201 West Broadway, #600  
Brooklyn Park, MN 55445  
763-315-7900 / FAX 763-315-7920  
800-233-9513

MANKATO  
610 North Riverfront Drive  
Mankato, MN 56001  
507-345-8818 / FAX 507-345-5301  
800-233-9513

ROCHESTER  
210 Woodlake Drive SE  
Rochester, MN 55904  
507-281-6664 / FAX 507-281-6695  
800-233-9513

BRAINERD  
601 NW 5<sup>th</sup> Street, Ste. #4  
Brainerd, MN 56401  
218-454-0703 / FAX 218-454-0703  
800-233-9513

MARSHALL  
1420 East College Drive  
Marshall, MN 56258  
507-476-3599 / FAX 507-537-6985  
800-233-9513

VIRGINIA  
5525 Emerald Avenue  
Mountain Iron, MN 55768  
218-410-9521  
800-233-9513

# **Appendix A**

## *Bid Summary Sheet*

**Lewiston-Altura Public Schools**  
**2026 Asbestos Removal - Lewiston-Altura Elementary School**  
**April 27, 2026 at 10:00 a.m.**

<b>Contractor</b>	<b>Lump Sum Base Bid</b>	<b>Add Alternate 1: Cafeteria &amp; Stage Hallway</b>	<b>Unit Price #1</b>	<b>Unit Price #2</b>	<b>Unit Price #3</b>	<b>Addendum #1 Received</b>	<b>Construction Schedule</b>	<b>Responsible Contractor Documents</b>
Environmental Plant Services	\$119,000.00	\$28,000.00	\$138.00	\$136.00	\$1,000.00	Yes	Yes	Yes
Mavo Systems, Inc.	\$123,300.00	\$28,450.00	\$138.00	\$135.00	\$400.00	Yes	Yes	Yes
<b>Shelertech Corporation</b>	<b>\$89,980.00</b>	<b>\$24,980.00</b>	<b>\$155.00</b>	<b>\$150.00</b>	<b>\$1,300.00</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>

Unit Price #1: Asbestos Supervisor (Foreman) per Hour  
Unit Price #2: Asbestos Worker per Hour  
Unit Price #3: Additional Mobilizations per Round Trip



# **Appendix B**

## *Bid Documents*

# SECTION 00410

## Quote Form

**Project:** Lewiston-Altura Elementary School – 2026 Asbestos Removal

Bids are requested as follows:

**Lump Sum Base Quote**

For furnishing all labor, materials, equipment and services necessary for and incidental to the above-named project as described in the Contract Documents. The sum is based on performance with insurance coverage as specified in Section 00800 – Supplementary Conditions.

\$ 89,980<sup>00</sup>

**Add Alternate(s)**

Add alternates are to be performed as above under Lump Sum Base Bid and are described in Section 01013 – Summary of Work – Asbestos Abatement. Each add alternate bid must be based on insurance coverage as specified in Section 00800 – Supplementary Conditions.

Add Alternate 1: Cafeteria and Stage Hallway

\$ 24,980<sup>00</sup>

**Unit Price(s) will be required for the following materials:**

Unit Price 1: Asbestos Supervisor (Foreman) per Hour

\$ 155<sup>00</sup>

Unit Price 2: Asbestos Worker per Hour

\$ 150<sup>00</sup>

Unit Price 3: Additional Mobilizations per Round Trip

\$ 1,300<sup>00</sup>

Addenda Received through Number: 1

- 1. Construction Schedule Enclosed: X
- 2. Responsible Contractor Documents: X
  - Attachment A X
  - Attachment A-1 X
  - Attachment A-2 X

**Authorization**

The undersigned, having thoroughly examined the Contract Documents including all related Addenda and any other materials included in the Project Manual or incorporated by reference and having thoroughly and carefully examined the building and specific area(s) in which the Work is to be performed and having become familiar, by investigation, with conditions that may affect performance of the Work, does hereby authorize the submission of this Bid to perform the work in strict accordance with the Contract Documents:

Shelbertech  
Contractor

Ryan Forsman  
Name

2605 Seppala Blvd  
Address

[Signature]  
Signature

W. St. Paul, MN 55109  
City/State/Zip

Owner  
Position

4/27/26  
Date

**Exhibit A**

# SECTION 00430 Construction Schedule

**Project:** Lewiston-Altura Elementary School – 2026 Asbestos Removal

**Contractor:**

Shelkertech  
 Name  
2605 Seppala Blvd  
 Address  
N. St. Paul, MN 55109  
 City/State/Zip

**Contract Start Date:** 5/26/26

**Contract Completion Date:** 6/23/26

	Phase 1 Work Dates	# of Workers per Shift	Phase 2 Work Dates	# of Workers per Shift
Preparation of Work Area	From: <u>5/26/26</u> To: <u>5/27/26</u>	<u>5</u>	From: <u>6/03/26</u> To: <u>6/03/26</u>	<u>3</u>
Removal and Decontamination	From: <u>5/27/26</u> To: <u>6/03/26</u>	<u>5</u>	From: <u>6/03/26</u> To: <u>6/04/26</u>	<u>3</u>
Clearance Air Testing	From: <u>6/03/26</u> To: <u>6/03/26</u>	<u>5</u>	From: <u>6/04/26</u> To: <u>6/04/26</u>	<u>3</u>
Removal of Isolation	From: <u>6/04/26</u> To: <u>6/04/26</u>	<u>5</u>	From: <u>6/05/26</u> To: <u>6/05/26</u>	<u>3</u>

	Phase 3 Work Dates	# of Workers per Shift	Phase 4 Work Dates	# of Workers per Shift
Preparation of Work Area	From: <u>5/27/26</u> To: <u>TBD</u>	<u>1</u>	From: <u>5/26/26</u> To: <u>TBD</u>	<u>1</u>
Removal and Decontamination	From: <u>TBD</u> To: <u>TBD</u>	<u>1</u>	From: <u>TBD</u> To: <u>TBD</u>	<u>1</u>
Clearance Air Testing	From: <u>TBD</u> To: <u>TBD</u>	<u>1</u>	From: <u>TBD</u> To: <u>TBD</u>	<u>1</u>
Removal of Isolation	From: <u>TBD</u> To: <u>6/23/26</u>	<u>1</u>	From: <u>TBD</u> To: <u>6/15/26</u>	<u>1</u>

	Phase 5 Work Dates	# of Workers per Shift	Phase 6 Work Dates	# of Workers per Shift
Preparation of Work Area	From: <u>6/1/26</u> To: <u>TBD</u>	<u>2</u>	From: <u>6/08/26</u> To: <u>6/08/26</u>	<u>4</u>
Removal and Decontamination	From: <u>TBD</u> To: <u>TBD</u>	<u>2</u>	From: <u>6/09/26</u> To: <u>6/10/26</u>	<u>4</u>
Clearance Air Testing	From: <u>TBD</u> To: <u>TBD</u>	<u>2</u>	From: <u>6/10/26</u> To: <u>6/10/26</u>	<u>4</u>
Removal of Isolation	From: <u>TBD</u> To: <u>6/23/26</u>	<u>2</u>	From: <u>6/11/26</u> To: <u>6/11/26</u>	<u>4</u>

## Exhibit A

	Phase 7 Work Dates	# of Workers per Shift	Phase 8 Work Dates	# of Workers per Shift
Preparation of Work Area	From: 6/11/26 To: 6/11/26	2	From: 6/11/26 To: 6/12/26	4
Removal and Decontamination	From: 6/11/26 To: 6/12/26	2	From: 6/11/26 To: 6/13/26	4
Clearance Air Testing	From: 6/12/26 To: 6/12/26	2	From: 6/13/26 To: 6/13/26	4
Removal of Isolation	From: 6/12/26 To: 6/12/26	2	From: 6/14/26 To: 6/14/26	4

	Add Alternate 1 Work Dates	# of Workers per Shift
Preparation of Work Area	From: 6/17/26 To: 6/19/26	5
Removal and Decontamination	From: 6/18/26 To: 6/22/26	5
Clearance Air Testing	From: 6/22/26 To: 6/22/26	5
Removal of Isolation	From: 6/23/26 To: 6/23/26	5

Comments:

## ATTACHMENT A

### RESPONSIBLE CONTRACTOR AND CERTIFICATION OF COMPLIANCE

#### Lewiston-Altura Elementary School 2026 Asbestos Removal

Minn. Stat. §16.285, Subd. 7, **IMPLEMENTATION.** any prime contractor or subcontractor that does not meet the minimum criteria in subdivision 3 or fails to verify it meets those criteria is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project.

Minn. Stat. §16.285, Subd. 3. **RESPONSIBLE CONTRACTOR, MINIMUM CRITERIA.** "Responsible contractor" means a contractor that conforms to the responsibility requirements in the solicitation document for its portion of the work on the project and verifies that it meets the following minimum criteria:

1. The Contractor:
  - a. is in compliance with worker's compensation and unemployment insurance requirements;
  - b. is currently registered with the Department of Revenue and the Department of Employment and Economic Development if it has employees;
  - c. has a valid federal tax identification number or a valid Social Security number if an individual; and
  - d. has filed a certificate of authority to transact business in Minnesota with the secretary of state if a foreign corporation or cooperative.
  
2. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:
  - a. repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period;
  - b. has been issued an order to comply by the commissioner of labor and industry that has become final;
  - c. has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;
  - d. has been found by the commissioner of labor and industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;
  - e. has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or
  - f. has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction.

Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties;
  
3. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 181.723 or chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;
  
4. The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;

5. The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;
6. The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions; and
7. All subcontractors that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses (1) to (6).

Minn. Stat. §16.285, Subd. 5. **SUBCONTRACTOR VERIFICATION.** A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project.

If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors.

A prime contractor shall submit to the contracting authority upon request copies of the signed verifications of compliance from all subcontractors of any tier pursuant to subdivision 3, clause (7). A prime contractor and subcontractors shall not be responsible for the false statements of any subcontractor with which they do not have a direct contractual relationship. A prime contractor and subcontractors shall be responsible for false statements by their first-tier subcontractors with which they have a direct contractual relationship only if they accept the verification of compliance with actual knowledge that it contains a false statement.

Minn. Stat. §16.285, Subd. 4. **VERIFICATION OF COMPLIANCE.** A contractor responding to a solicitation document of a contracting authority shall submit to the contracting authority a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in subdivision 3 at the time that it responds to the solicitation document.

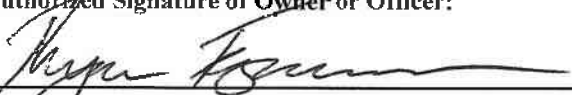
A contracting authority may accept a sworn statement as sufficient to demonstrate that a contractor is a responsible contractor and shall not be held liable for awarding a contract in reasonable reliance on that statement. Failure to verify compliance with any one of the minimum criteria or a false statement under oath in a verification of compliance shall render the prime contractor or subcontractor that makes the false statement ineligible to be awarded a construction contract on the project for which the verification was submitted.

A false statement under oath verifying compliance with any of the minimum criteria may result in termination of a construction contract that has already been awarded to a prime contractor or subcontractor that submits a false statement. A contracting authority shall not be liable for declining to award a contract or terminating a contract based on a reasonable determination that the contractor

**CERTIFICATION**

By signing this document, I certify that I am an owner or officer of the company, and I swear under oath that:

- 1) My company meets each of the Minimum Criteria to be a responsible contractor as defined herein and is in compliance with Minn. Stat. §16.285,
- 2) I have included Attachment A-1 with my company's solicitation response, and
- 3) if my company is awarded a contract, I will also submit Attachment A-2 as required.

Authorized Signature of Owner or Officer: 	Printed Name: Ryan Forsman
Title: Owner	Date: 04/27/26
Company Name: ShelterTech	

ATTACHMENT A-1

**FIRST-TIER SUBCONTRACTOR LIST**  
*(Submit with Prime Contractor Response)*

**Lewiston-Altura Elementary School**  
**2026 Asbestos Removal**

Minn. Stat. §16.285, Subd. 5: A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project.

First-Tier Subcontractor Names (Legal name of company as registered with the Secretary of State)	Name of city where company home office is located
Lloyd's Construction Services	Shakopee, MN 55379

ATTACHMENT A-2

**ADDITIONAL SUBCONTRACTOR LIST**  
(Prime Contractor to submit as subcontractors are added to the project)

**Lewiston-Altura Elementary School**  
**2026 Asbestos Removal**

This form must be submitted to the Project Manager or individual as identified in the solicitation document.

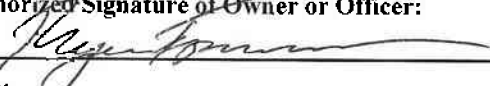
**Minn. Stat. §16.285, Subd. 5:** If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors.

Additional Subcontractor Names (Legal name of company as registered with the Secretary of State)	Name of city where company home office is located

**SUPPLEMENTAL CERTIFICATION FOR ATTACHMENT A-2**

By signing this document, I certify that I am an owner or officer of the company, and I swear under oath that:

All additional subcontractors listed on Attachment A-2 have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. Stat. §16.285.

Authorized Signature of Owner or Officer: 	Printed Name: Ryan Forsman
Title: Owner	Date: 4/27/26
Company Name: Sheltertech	

April 28, 2026

Gwen Porter  
Superintendent  
Lewiston-Altura Public Schools  
100 County Road 25  
Lewiston, MN 55952



**RE: Lewiston-Altura High School  
2026 Asbestos Removal  
IEA Project #202610215**

Dear Mrs. Porter:

The Institute for Environmental Assessment, Inc. (IEA) has reviewed the bids submitted for the two (2) bid packages for the above-referenced project at the Lewiston-Altura High School. Please find the bid summary sheet in Appendix A.

The Abatement Contractor award summary for each bid package is identified below:

**Bid Package #1**

Mavo Systems, Inc. submitted the acceptable low Lump Sum Base bid for Bid Package #1 of **\$68,300**. IEA has confirmed that Mavo Systems, Inc. will honor their bid and, therefore, recommends accepting this bid for Bid Package #1. Mavo Systems, Inc. bid documents for this bid package may be found in Appendix B.

IEA recommends accepting the Lump Sum Base bid from Mavo Systems, Inc. for Bid Package #1.

**Bid Package #2**

Mavo Systems, Inc. submitted the acceptable low Lump Sum Base bid for Bid Package #2 of **\$72,150**. IEA has confirmed that Mavo Systems, Inc. will honor their bid and, therefore, recommends accepting this bid for Bid Package #2. Mavo Systems, Inc. bid documents may be found in Appendix C.

Included in Bid Package #2 are the following Add Alternate price options that the District may choose to Accept or Decline at this time:

- Add Alternate 1: Area A South Chalkboards/Tackboards **\$14,500**
- Add Alternate 2: Area A North Chalkboards/Tackboards **\$11,600**
- Add Alternate 3: Area A East Chalkboards/Tackboards **\$8,700**

INSTITUTE FOR ENVIRONMENTAL ASSESSMENT, INC.  
[www.ieasafety.com](http://www.ieasafety.com)

BROOKLYN PARK  
9201 West Broadway, #600  
Brooklyn Park, MN 55445  
763-315-7900 / FAX 763-315-7920  
800-233-9513

MANKATO  
610 North Riverfront Drive  
Mankato, MN 56001  
507-345-8818 / FAX 507-345-5301  
800-233-9513

ROCHESTER  
210 Woodlake Drive SE  
Rochester, MN 55904  
507-281-6664 / FAX 507-281-6695  
800-233-9513

BRAINERD  
601 NW 5<sup>th</sup> Street, Ste. #4  
Brainerd, MN 56401  
218-454-0703 / FAX 218-454-0703  
800-233-9513

MARSHALL  
1420 East College Drive  
Marshall, MN 56258  
507-476-3599 / FAX 507-537-6985  
800-233-9513

VIRGINIA  
5525 Emerald Avenue  
Mountain Iron, MN 55768  
218-410-9521  
800-233-9513

IEA recommends accepting the Lump Sum Base bid from Mavo Systems, Inc. for Bid Package #2. Please respond to the email which Add Alternates the District would like to Accept or Decline at this time. The district may choose to accept at a later date or by July 30, 2026, for scheduling purposes.

If you have questions, please do not hesitate to contact me at 507-319-0161.

Sincerely,

IEA, Inc.



Natalie Eskew  
EPDM/IAQ Lead

Enc.

# **Appendix A**

## *Bid Summary Sheet*

Lewiston-Altura Public Schools  
 2026 Asbestos Removal - Lewiston-Altura High School  
 April 28, 2026 at 10:30 a.m.

BID PACKAGE #1										
Contractor	Lump Sum Base Bid	Unit Price #1	Unit Price #2	Unit Price #3	Addendum #1 Received	Construction Schedule	Responsible Contractor Documents			
Environmental Plant Services	\$73,900.00	\$145.00	\$142.00	\$1,000.00	Yes	Yes	Yes			
<b>Mavo Systems, Inc.</b>	<b>\$68,300.00</b>	<b>\$138.00</b>	<b>\$135.00</b>	<b>\$400.00</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>			
Shelbertech Corporation	\$78,470.00	\$155.00	\$150.00	\$1,300.00	Yes	Yes	Yes			
BID PACKAGE #2										
Contractor	Lump Sum Base Bid	Add Alternate 1: Area A South Chalkboards/T ackboards	Add Alternate 2: Area A North Chalkboards/T ackboards	Add Alternate 3: Area A East Chalkboards/T ackboards	Unit Price #1	Unit Price #2	Unit Price #3	Addendum #1 Received	Construction Schedule	Responsible Contractor Documents
Environmental Plant Services	\$133,333.00	\$19,000.00	\$12,000.00	\$10,000.00	\$145.00	\$143.00	\$1,000.00	Yes	Yes	Yes
<b>Mavo Systems, Inc.</b>	<b>\$72,150.00</b>	<b>\$14,500.00</b>	<b>\$11,600.00</b>	<b>\$8,700.00</b>	<b>\$138.00</b>	<b>\$135.00</b>	<b>\$400.00</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
Shelbertech Corporation	\$78,840.00	\$12,800.00	\$12,800.00	\$7,680.00	\$155.00	\$150.00	\$1,300.00	Yes	Yes	Yes

Unit Price #1: Asbestos Supervisor (Foreman) per Hour  
 Unit Price #2: Asbestos Worker per Hour  
 Unit Price #3: Additional Mobilizations per Round Trip



# **Appendix B**

*Bid Package #1 - Bid Documents*

# SECTION 00410

## Quote Form

**Project:** Lewiston-Altura High School – 2026 Asbestos Removal – Bid Package 1

Bids are requested as follows:

**Lump Sum Base Quote**

For furnishing all labor, materials, equipment and services necessary for and incidental to the above-named project as described in the Contract Documents. The sum is based on performance with insurance coverage as specified in Section 00800 – Supplementary Conditions.

\$ 68,300.00

**Unit Price(s) will be required for the following materials:**

Unit Price 1: Asbestos Supervisor (Foreman) per Hour

\$ 138.00

Unit Price 2: Asbestos Worker per Hour

\$ 135.00

Unit Price 3: Additional Mobilizations per Round Trip

\$ 400.00

Addenda Received through Number: 1

1. Construction Schedule Enclosed: Yes

2. Responsible Contractor Documents: Yes

Attachment A Yes

Attachment A-1 Yes

Attachment A-2 Yes

**Authorization**

The undersigned, having thoroughly examined the Contract Documents including all related Addenda and any other materials included in the Project Manual or incorporated by reference and having thoroughly and carefully examined the building and specific area(s) in which the Work is to be performed and having become familiar, by investigation, with conditions that may affect performance of the Work, does hereby authorize the submission of this Bid to perform the work in strict accordance with the Contract Documents:

Mavo Systems Inc.

Contractor

3030 Prow Lane NW

Address

Rochester MN 55901

City/State/Zip

Heath Nelson

Name

Heath Nelson

Signature

Project Manger

Position

4/28/2026

Date

# SECTION 00430

## Construction Schedule

**Project:** Lewiston-Altura High School – 2026 Asbestos Removal – Bid Package 1

**Area/Phase/Location:** Phases 1 - 2

**Contractor:** Mavo Systems Inc.

Name  
3030 Prow Lane NW

Address  
Rochester MN 55901

City/State/Zip

**Contract Start Date:** 5/26/2026

**Contract Completion Date:** 7/30/2026

	<b>Phase 1 Work Dates</b>	<b># of Workers per Shift</b>	<b>Phase 2 Work Dates</b>	<b># of Workers per Shift</b>
Preparation of Work Area	From: 5/26/26 To: 7/30/26	3	From: 5/26/26 To: 5/27/26	2
Removal and Decontamination	From: 5/26/26 To: 7/30/26	3	From: 5/26/26 To: 5/27/26	2
Clearance Air Testing	From: 5/26/26 To: 7/30/26	3	From: 5/26/26 To: 5/27/26	2
Removal of Isolation	From: 5/26/26 To: 7/30/26	3	From: 5/26/26 To: 5/27/26	2

Comments:

**CERTIFICATION**

**By signing this document, I certify that I am an owner or officer of the company, and I swear under oath that:**

- 1) **My company meets each of the Minimum Criteria to be a responsible contractor as defined herein and is in compliance with Minn. Stat. §16.285,**
- 2) **I have included Attachment A-1 with my company's solicitation response, and**
- 3) **if my company is awarded a contract, I will also submit Attachment A-2 as required.**

<b>Authorized Signature of Owner or Officer:</b> <i>Heath Nelson</i>	<b>Printed Name:</b> Heath Nelson
<b>Title:</b> Project Manger	<b>Date:</b> 4/28/2026
<b>Company Name:</b> Mavo Systems Inc.	

**ATTACHMENT A-1**

**FIRST-TIER SUBCONTRACTOR LIST**  
*(Submit with Prime Contractor Response)*

**Lewiston-Altura High School**  
**2026 Asbestos Removal**

**Minn. Stat. §16.285, Subd. 5:** A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project.

<b>First-Tier Subcontractor Names (Legal name of company as registered with the Secretary of State)</b>	<b>Name of city where company home office is located</b>
None	

**ATTACHMENT A-2**

**ADDITIONAL SUBCONTRACTOR LIST**  
*(Prime Contractor to submit as subcontractors are added to the project)*

**Lewiston-Altura High School**  
**2026 Asbestos Removal**

This form must be submitted to the Project Manager or individual as identified in the solicitation document.

**Minn. Stat. §16.285, Subd. 5:** If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors.

<b>Additional Subcontractor Names (Legal name of company as registered with the Secretary of State)</b>	<b>Name of city where company home office is located</b>
None	

**SUPPLEMENTAL CERTIFICATION FOR ATTACHMENT A-2**

By signing this document, I certify that I am an owner or officer of the company, and I swear under oath that:

All additional subcontractors listed on Attachment A-2 have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. Stat. §16.285.

<b>Authorized Signature of Owner or Officer:</b> <i>Heath Nelson</i>	<b>Printed Name:</b> Heath Nelson
<b>Title:</b> Project Manger	<b>Date:</b> 4/28/2026
<b>Company Name:</b> Mavo Systems Inc.	

# **Appendix C**

*Bid Package #2 - Bid Documents*

# SECTION 00410

## Quote Form

**Project:** Lewiston-Altura High School – 2026 Asbestos Removal – Bid Package 2

Bids are requested as follows:

**Lump Sum Base Quote**

For furnishing all labor, materials, equipment and services necessary for and incidental to the above-named project as described in the Contract Documents. The sum is based on performance with insurance coverage as specified in Section 00800 – Supplementary Conditions.

\$ 72,150.00

**Add Alternate(s)**

Add alternates are to be performed as above under Lump Sum Base Quote and are described in Section 01013 – Summary of Work – Asbestos Abatement. Each add alternate bid must be based on insurance coverage as specified in Section 00800 – Supplementary Conditions.

Bid Package 2: Add Alternate 1: Area A South Chalkboards/Tackboards

\$ 14,500.00

Bid Package 2: Add Alternate 2: Area A North Chalkboards/Tackboards

\$ 11,600.00

Bid Package 2: Add Alternate 3: Area A East Chalkboards/Tackboards

\$ 8,700.00

**Unit Price(s) will be required for the following materials:**

Unit Price 1: Asbestos Supervisor (Foreman) per Hour

\$ 138.00

Unit Price 2: Asbestos Worker per Hour

\$ 135.00

Unit Price 3: Additional Mobilizations per Round Trip

\$ 400.00

Addenda Received through Number: 1

3. Construction Schedule Enclosed: Yes

4. Responsible Contractor Documents: Yes

Attachment A Yes

Attachment A-1 Yes

Attachment A-2 Yes

**Authorization**

The undersigned, having thoroughly examined the Contract Documents including all related Addenda and any other materials included in the Project Manual or incorporated by reference and having thoroughly and carefully examined the building and specific area(s) in which the Work is to be performed and having become familiar, by investigation, with conditions that may affect performance of the Work, does hereby authorize the submission of this Bid to perform the work in strict accordance with the Contract Documents:

Mavo Systems Inc.  
Contractor  
3030 Prow Lane NW  
Address  
Rochester MN 55901  
City/State/Zip

Heath Nelson  
Name  
*Heath Nelson*  
Signature  
Project Manger  
Position  
4/28/2026  
Date

**Exhibit A**

# SECTION 00430

## Construction Schedule

**Project:** Lewiston-Altura High School – 2026 Asbestos Removal – Bid Package 2

**Area/Phase/Location:** Phases 1 - 11

**Contractor:** Mavo Systems Inc.

Name  
3030 Prow Lane NW

Address  
Rochester MN 55901

City/State/Zip

**Contract Start Date:** 5/26/2026

**Contract Completion Date:** 7/30/2026

	<b>Phase 1 Work Dates</b>	<b># of Workers per Shift</b>	<b>Phase 2 Work Dates</b>	<b># of Workers per Shift</b>
Preparation of Work Area	From: 5/26/26 To: 5/26/26	2	From: 5/26/26 To: 5/26/26	2
Removal and Decontamination	From: 5/26/26 To: 5/26/26	2	From: 5/26/26 To: 5/26/26	2
Clearance Air Testing	From: 5/26/26 To: 5/26/26	2	From: 5/26/26 To: 5/26/26	2
Removal of Isolation	From: 5/26/26 To: 5/26/26	2	From: 5/26/26 To: 5/26/26	2

	<b>Phase 3 Work Dates</b>	<b># of Workers per Shift</b>	<b>Phase 4 Work Dates</b>	<b># of Workers per Shift</b>
Preparation of Work Area	From: 5/27/26 To: 5/29/26	3	From: 6/1/26 To: 6/3/26	3
Removal and Decontamination	From: 5/27/26 To: 5/29/26	3	From: 6/1/26 To: 6/3/26	3
Clearance Air Testing	From: 5/27/26 To: 5/29/26	3	From: 6/1/26 To: 6/3/26	3
Removal of Isolation	From: 5/27/26 To: 5/29/26	3	From: 6/1/26 To: 6/3/26	3

	<b>Phase 5 Work Dates</b>	<b># of Workers per Shift</b>	<b>Phase 6 Work Dates</b>	<b># of Workers per Shift</b>
Preparation of Work Area	From: 5/27/26 To: 5/29/26	3	From: 6/4/26 To: 6/8/26	3
Removal and Decontamination	From: 5/27/26 To: 5/29/26	3	From: 6/4/26 To: 6/8/26	3
Clearance Air Testing	From: 5/27/26 To: 5/29/26	3	From: 6/4/26 To: 6/8/26	3
Removal of Isolation	From: 5/27/26 To: 5/29/26	3	From: 6/4/26 To: 6/8/26	3

## Exhibit A

	<b>Phase 7 Work Dates</b>	<b># of Workers per Shift</b>	<b>Phase 8 Work Dates</b>	<b># of Workers per Shift</b>
Preparation of Work Area	From: 6/1/26 To: 6/30/26	2	From: 6/1/26 To: 6/30/26	3
Removal and Decontamination	From: 6/1/26 To: 6/30/26	2	From: 6/1/26 To: 6/30/26	3
Clearance Air Testing	From: 6/1/26 To: 6/30/26	2	From: 6/1/26 To: 6/30/26	3
Removal of Isolation	From: 6/1/26 To: 6/30/26	2	From: 6/1/26 To: 6/30/26	3

	<b>Phase 9 Work Dates</b>	<b># of Workers per Shift</b>	<b>Phase 10 Work Dates</b>	<b># of Workers per Shift</b>
Preparation of Work Area	From: 6/1/26 To: 6/30/26	3	From: 6/22/26 To: 6/25/26	3
Removal and Decontamination	From: 6/1/26 To: 6/30/26	3	From: 6/22/26 To: 6/25/26	3
Clearance Air Testing	From: 6/1/26 To: 6/30/26	3	From: 6/22/26 To: 6/25/26	3
Removal of Isolation	From: 6/1/26 To: 6/30/26	3	From: 6/22/26 To: 6/25/26	3

	<b>Phase 11 Work Dates</b>	<b># of Workers per Shift</b>	<b>Add Alternate 1 Work Dates</b>	<b># of Workers per Shift</b>
Preparation of Work Area	From: 5/26/26 To: 5/29/26	3	From: 6/29/26 To:	4
Removal and Decontamination	From: 5/26/26 To: 5/29/26	3	From: 6/29/26 To:	4
Clearance Air Testing	From: 5/26/26 To: 5/29/26	3	From: 6/29/26 To:	4
Removal of Isolation	From: 5/26/26 To: 5/29/26	3	From: 6/29/26 To:	4

	<b>Add Alternate 2 Work Dates</b>	<b># of Workers per Shift</b>	<b>Add Alternate 3 Work Dates</b>	<b># of Workers per Shift</b>
Preparation of Work Area	From: 6/29/26 To:	4	From: 6/29/26 To:	4
Removal and Decontamination	From: 6/29/26 To:	4	From: 6/29/26 To:	4
Clearance Air Testing	From: 6/29/26 To:	4	From: 6/29/26 To:	4
Removal of Isolation	From: 6/29/26 To:	4	From: 6/29/26 To:	4

Comments:

**CERTIFICATION**

**By signing this document, I certify that I am an owner or officer of the company, and I swear under oath that:**

- 1) **My company meets each of the Minimum Criteria to be a responsible contractor as defined herein and is in compliance with Minn. Stat. §16.285,**
- 2) **I have included Attachment A-1 with my company's solicitation response, and**
- 3) **if my company is awarded a contract, I will also submit Attachment A-2 as required.**

<b>Authorized Signature of Owner or Officer:</b> <i>Heath Nelson</i>	<b>Printed Name:</b> Heath Nelson
<b>Title:</b> Project Manger	<b>Date:</b> 4/28/2026
<b>Company Name:</b> Mavo Systems Inc.	



**ATTACHMENT A-2**

**ADDITIONAL SUBCONTRACTOR LIST**  
*(Prime Contractor to submit as subcontractors are added to the project)*

**Lewiston-Altura High School**  
**2026 Asbestos Removal**

This form must be submitted to the Project Manager or individual as identified in the solicitation document.

**Minn. Stat. §16.285, Subd. 5:** If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors.

<b>Additional Subcontractor Names (Legal name of company as registered with the Secretary of State)</b>	<b>Name of city where company home office is located</b>
None	

**SUPPLEMENTAL CERTIFICATION FOR ATTACHMENT A-2**

By signing this document, I certify that I am an owner or officer of the company, and I swear under oath that:

All additional subcontractors listed on Attachment A-2 have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. Stat. §16.285.

<b>Authorized Signature of Owner or Officer:</b> <i>Heath Nelson</i>	<b>Printed Name:</b> Heath Nelson
<b>Title:</b> Project Manger	<b>Date:</b> 4/28/2026
<b>Company Name:</b> Mavo Systems Inc.	

**Lewiston-Altura SD - InGensa - ISG - Elementary School**



4810 Forest Run Road  
Madison WI 53708-8548  
fax 800.730.8094

**Project ID: D6020056**

<b>FOR:</b> Dave Riebel Email: crousesue@hotmail.com Phone:	<b>SALES REP:</b> Steve Scicchitano Email: steves@demco.com Phone: 800-858-2720 Fax: 855-356-8138	<b>PROJECT COORDINATOR:</b> Amanda Immell Email: amandai@demco.com Phone: 608.415.4844 Fax: 800.730.8094	<b>QUOTE ID:</b> T6120002 <b>QUOTE VERSION/TYPE:</b> Version 04 <b>QUOTE ISSUE DATE:</b> 04/30/2026 <b>QUOTE EXPIRATION DATE:</b> 05/30/2026
--	---	--	---

**ROOM: 01 ROOM**

<u>Line #</u>	<u>Tag</u>	<u>Product #</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Discount %</u>	<u>Discount Unit Price</u>	<u>Extended Price</u>
2.00	A2	19000390	3	\$298.62		\$298.62	\$895.86

**Description:** Edge Mount Electrical

3.00	C1	13828180	50	\$298.32		\$298.32	\$14,916.00
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**Description:** Strive Armless Chair w/Glides Vinyl Seat 33x20-3/4x21-3/4

**Options:**

Plastic Shell color	<input checked="" type="checkbox"/>	Flannel
Vinyl Seat Color	<input checked="" type="checkbox"/>	Zizania Lava
Frame color	<input checked="" type="checkbox"/>	Starlight Silver
Glide Style	<input checked="" type="checkbox"/>	Steel

4.00	C2	13828160		6	\$201.52		\$201.52	\$1,209.12
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**Description:** Strive Armless Chair w/Glides Plastic Seat 33x20-3/4x21-3/4

**Options:**

Plastic Shell color	<input checked="" type="checkbox"/>	Flannel
Frame color	<input checked="" type="checkbox"/>	Starlight Silver
Glide Style	<input checked="" type="checkbox"/>	Felt

5.00	C3	19068930		5	\$409.50		\$409.50	\$2,047.50
------	----	----------	--	---	----------	--	----------	------------

**Description:** 24" Strive Cafe Stool Uph Seat, Plastic Glides

**Notes:** POLY: FLANNEL | SEAT: ZIZANIA - LAVA | LEGS: STARLIGHT SILVER

6.00	C5	19000570		5	\$674.88		\$674.88	\$3,374.40
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**Description:** Hexy, Highback Ht Adj Arms

**Notes:** MESH BACK: NICKEL | SEAT: CFS DISCOVERY- QUEST

7.00	D1	19000390		1	\$2,022.30		\$2,022.30	\$2,022.30
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**Description:** Vision Adj Ht Corner Table R, Lam, 72Wx24Dx27.75-48"H

**Notes:** HPL: FLINT | HARDWARE: ARCTIC SILVER

8.00	D2	19000390		1	\$154.98		\$154.98	\$154.98
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**Description:** Vision Lam Modesty Panel 9Hx64W, for 72W Adj Ht Tables

**Notes:** HPL: FLINT

9.00	D3	70000585		1	\$1,566.81	\$1,566.81	\$1,566.81
------	----	----------	--	---	------------	------------	------------

**Description:** Vison Multi-File Ped Credenza Rt, Lockng 29-1/2Hx72Wx20D

**Options:**

Laminate color	<input checked="" type="checkbox"/>	FLINT
Top Grommet Location	<input checked="" type="checkbox"/>	No Grommet
Top Grommet Color	<input checked="" type="checkbox"/>	No Grommet
Bar Pull Color	<input checked="" type="checkbox"/>	Polished Nickel

10.00	D4	70000579		1	\$1,182.50	\$1,182.50	\$1,182.50
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**Description:** Vison OH Cabinet w/4 Doors, Lckng 42-1/2Hx71-3/4Wx16-3/16D

**Options:**

Laminate color	<input checked="" type="checkbox"/>	FLint
Bar Pull Color	<input checked="" type="checkbox"/>	Polished Nickel

11.00	D5	70000589		3	\$738.74	\$738.74	\$2,216.22
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**Description:** JSI Vision Mobile Ped B/B/F, Lckng 27-3/4Hx15-5/8Wx19-5/8D

**Options:**

Laminate color	<input checked="" type="checkbox"/>	Flint
Bar Pull Color	<input checked="" type="checkbox"/>	Polished Nickel

12.00	D6	19000390		2	\$1,131.48	\$1,131.48	\$2,262.96
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**Description:** Vison Elec Adj Ht Table Desk Laminate, 23-48"H, 24Dx60W

**Notes:** HPL: FLINT | BASE: ARCTIC SILVER

13.00	D7	7000606		1	\$485.10	\$485.10	\$485.10
		<b>Description:</b>	Vision Tackboard,GrC for Front OH Cab 23Hx70-1/8Wx1/2D				
		<b>Notes:</b>	MOD TO GRADE E				
		<b>Options:</b>					
		Fabric color	<input checked="" type="checkbox"/> CFS Archer Dove (Grd E)				
14.00	F1	19068930		1	\$1,269.75	\$1,269.75	\$1,269.75
		<b>Description:</b>	KI All Terrain Lectern, Left H Steel Door, Alum Metric Pull				
		<b>Notes:</b>	HPL: CENIZO CHERRY   EDGE: CAYENNE   STORAGE: STARLIGHT SILVER				
16.00	L2	13811960		1	\$649.30	\$649.30	\$649.30
		<b>Description:</b>	ColorScape Hexagon Seat Solid/P 18"Hx24"Wx20-1/2"D				
		<b>Options:</b>					
		Solid side color	<input checked="" type="checkbox"/> Avant - Dark Cherry				
17.00	L3	13811880		3	\$583.94	\$583.94	\$1,751.82
		<b>Description:</b>	ColorScape Wedge Seat Solid/Print 16"Hx22"Wx24"D				
		<b>Options:</b>					
		Solid side color	<input checked="" type="checkbox"/> Core - Black				
18.00	L4	13812080		3	\$463.54	\$463.54	\$1,390.62
		<b>Description:</b>	ColorScape Saddle Seat Solid/P 18"Hx18"Wx15-3/4"D				
		<b>Options:</b>					
		Solid side color	<input checked="" type="checkbox"/> Avant - Dark Cherry				

19.00	L5	70002364		8	\$1,261.98	\$1,261.98	\$10,095.84
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**Description:** Ignite Shlvng Mobile Connectr Bench Square 18"Hx24"Wx24"D

**Options:**

- Box Laminate/Match  Cenizo Cherry
- Edge Band
- Vinyl Color  Fog

20.00	L6	70002365		4	\$1,573.58	\$1,573.58	\$6,294.32
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**Description:** Ignite Shlvng Mobile Connectr Bench 45° 18"Hx24"Wx24"D

**Options:**

- Box Laminate/Match  Cenizo Cherry
- Edge Band
- Vinyl Color  Fog

21.00	L7	70001227		3	\$1,461.14	\$1,461.14	\$4,383.42
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**Description:** Restination Chair Armless 34-1/2x22-1/2x29-1/2 Tr6

**Options:**

- Vinyl Seat Color  Core - Slate
- Base Style  Post Legs

22.00	R1	19094990		1	\$165.29	\$165.29	\$165.29
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**Description:** Cozy Corner Carpet, Mist 5'4" Round

23.00	R2	13866630		1	\$456.75		\$456.75	\$456.75
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**Description:** Joy Carpets Cozy Corner 10'9" x7'8" Oval

**Options:**

Color  Mist

24.00	S1	70002339		1	\$1,475.18		\$1,475.18	\$1,475.18
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**Description:** Ignite Shelving Mobl DF Single 48"Hx37"Wx24"D 6 Shelves 4 Adj

**Options:**

Shell Laminate/Match  Cenizo Cherry

Edge Band

Shelf Laminate/Match  Slate Gray

Edge Band

25.00	S2	70002358		5	\$2,295.18		\$2,295.18	\$11,475.90
-------	----	----------	--	---	------------	--	------------	-------------

**Description:** Ignite Shelving Mobl DF Double 48"Hx73"Wx24"D 6 Shelves 4 Adj

**Options:**

Shell Laminate/Match  Cenizo Cherry

Edge Band

Shelf Laminate/Match  Slate Gray

Edge Band

27.00	S3	70002358		4	\$2,295.18		\$2,295.18	\$9,180.72
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**Description:** Ignite Shelving Mobl DF Double 48"Hx73"Wx24"D 6 Shelves 4 Adj

**Options:**

Shell Laminate/Match  Cenizo Cherry

Edge Band

Shelf Laminate/Match  Slate Gray

Edge Band

28.00	S4	70002333	6	\$778.18	\$778.18	\$4,669.08
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**Description:** Ignite Shelving Static SF STR 60"Hx36"Wx12"D 4 Shelves 3 Adj

**Options:**

- Shell Laminate/Match  Cenizo Cherry
- Edge Band
- Shelf Laminate/Match  Slate Gray
- Edge Band

29.00	S5	70002366	17	\$737.18	\$737.18	\$12,532.06
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**Description:** Ignite Shelving Static SF ADR 60"Hx36"Wx12"D 4 Shelves 3 Adj

**Options:**

- Shell Laminate/Match  Cenizo Cherry
- Edge Band
- Shelf Laminate/Match  Slate Gray
- Edge Band

30.00	T1	19068930	16	\$1,785.75	\$1,785.75	\$28,572.00
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**Description:** KI Pirouette Nesting Rect. Tab 24Dx60Wx29H, Casters

**Notes:** HPL: CENIZO CHERRY | EDGE: FLANNEL | FRAME: STARLIGHT SILVER

31.00	T2	70000996	3	\$472.14	\$472.14	\$1,416.42
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**Description:** Demco Café Table Circular Base 29"H x 30" Square

**Options:**

- Laminate Top Color  Ivory Birch
- Edge Band Color  Ivory Birch

32.00	T3	70000995		4	\$540.94	\$540.94	\$2,163.76
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**Description:** Demco Café Table Circular Base 29"H x 36" Square

**Options:**

Laminate Top Color	<input checked="" type="checkbox"/>	Ivory Birch
Edge Band Color	<input checked="" type="checkbox"/>	Ivory Birch

33.00	SC	19099990		1	\$118.90	\$118.90	\$118.90
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**Description:** Ignite Corner Filler

**Notes:** Laminate: Cenizo Cherry

34.00	L1	70001251		2	\$1,039.74	\$1,039.74	\$2,079.48
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**Description:** Restination Rocker Small 26x21x26-1/2 Tr6

35.00	C4	13743770		2	\$1,031.14	\$1,031.14	\$2,062.28
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**Description:** JSI Bourne Guest Chair 33Hx24-1/4Wx26D - Gr D

**Options:**

Wood Finish	<input checked="" type="checkbox"/>	Flint
Vinyl Color	<input checked="" type="checkbox"/>	CFS Discovery - Quest (Grd D)

## Installation Services

<u>Line #</u>	<u>Service #</u>	<u>Description</u>
36.00	00001090	Services for Project Mgmt. Delivery and Installation

### Options:

Loading Dock?	<input checked="" type="checkbox"/>	No,loading dock does not exist at site
Special Loading Doc Info?	<input checked="" type="checkbox"/>	Liftgate Trucks Needed
What floor of bldg deliver to?	<input checked="" type="checkbox"/>	1st
Elevator available to use/size	<input checked="" type="checkbox"/>	Not Applicable
Stair carry necessary?	<input checked="" type="checkbox"/>	No
Doorway sizes	<input checked="" type="checkbox"/>	Yes, All doorways are 36"W or more
Special Doorway Info?	<input checked="" type="checkbox"/>	NA
Debris Removal?	<input checked="" type="checkbox"/>	Yes, removal all debris from site
Prevailing Wages ?	<input checked="" type="checkbox"/>	No, Prevailing Wage Rates Not Required
Addl Prevailing Wage Info?	<input checked="" type="checkbox"/>	NA
Customer SITE CONTACT Name?	<input checked="" type="checkbox"/>	Dave Riebel
Customer SITE CONTACT Phone#	<input checked="" type="checkbox"/>	507.523.2194
How many trips to install?	<input checked="" type="checkbox"/>	Single Trip for All Items
Std Work Hours 8a-5p M-F	<input checked="" type="checkbox"/>	Quote is for standard work hour of M-F 8a-5p
Shelving - Wall/Floor Mnt?	<input checked="" type="checkbox"/>	Yes, secure shelving to walls
Wall Types? Drywall, Concrete,	<input checked="" type="checkbox"/>	Drywall and concrete
Layout for Installers Required	<input checked="" type="checkbox"/>	Drawing provided
Safety Equip/Protocol 4 Crew?	<input checked="" type="checkbox"/>	Yes, PPE
No elec/phone/cable work incl.	<input checked="" type="checkbox"/>	Crews will not handle any elec/phn/cable connectio

Exist.furniture not included

Crew will not move/dispose of existing furniture

Like many businesses, we are experiencing unexpected price increases and extended lead times from our vendor partners for materials and transportation. We are trying to absorb the costs as much as possible, but in some cases, we have been forced to raise prices on our products. As such, the prices on this quote expire on the date listed and must be re-quoted after that date.

\*Please be aware that lead times have increased for some vendors on this quote due to the high volume of orders this time of year. It is possible that some of the items on this order could have ship dates in August or later, depending on when the order is submitted.

Demco may require a down payment on this order, please contact your Demco Consultant for more information.

<b>Sub Total</b>	\$134,536.64
<b>Shipping</b>	\$3,600.95
<b>Other Services</b>	\$21,493.33
<b>Tax</b>	\$12,171.88
<b>GRAND TOTAL</b>	\$171,802.80

**Quote ID:** T6120002

**Shipping & Delivery Options** *If this quote includes options, they are based on the following list, (note: shipping options may only apply to certain shipments):*

<b>Billing Information</b> Lewiston Altura Schools 100 Cnty Rd 25 Lewiston, MN, 55952  Bill Contact:  507-523-2191	<b>Shipping</b> Dave Riebel Lewiston Altura Elementary 115 S Fremont St Lewiston MN 55952-1413	<b>Customer Contact</b> Gary Lovitz 952.258.9737 glovitz@ingensainc.com	<b>Designer</b> Emily Bronk Drawing ID:
---	--	--	---

**Signature that authorizes Demco to place this order:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Lewiston-Altura SD - InGensa - ISG - High School



4810 Forest Run Road  
Madison WI 53708-8548  
fax 800.730.8094

**Project ID: D6020057**

<b>FOR:</b> Cory Hanson Email: chanson@lewalt.k12.mn. Phone: 5075223232	<b>SALES REP:</b> Steve Scicchitano Email: steves@demco.com Phone: 800-858-2720 Fax: 855-356-8138	<b>PROJECT COORDINATOR:</b> Amanda Immell Email: amandai@demco.com Phone: 608.415.4844 Fax: 800.730.8094	<b>QUOTE ID:</b> T6120001 <b>QUOTE VERSION/TYPE:</b> Version 05 <b>QUOTE ISSUE DATE:</b> 04/30/2026 <b>QUOTE EXPIRATION DATE:</b> 05/30/2026
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## ROOM: 01 ROOM

<u>Line #</u>	<u>Tag</u>	<u>Product #</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Discount %</u>	<u>Discount Unit Price</u>	<u>Extended Price</u>
1.00	C1	13820450	94	\$118.80		\$118.80	\$11,167.20
		<b>Description:</b> Groove Stack, Chrome w/ Nylon Glides 18x19-1/2x20					
		<b>Options:</b>					
		Color <input checked="" type="checkbox"/> Charcoal					
2.00	C2	13820500	64	\$154.00		\$154.00	\$9,856.00
		<b>Description:</b> Groove Stool - Chrome w/Nylon Glides, 24x19x18-1/2					
		<b>Options:</b>					
		Color <input checked="" type="checkbox"/> Charcoal					
3.00	C3	13744350	20	\$88.19		\$88.19	\$1,763.80
		<b>Description:</b> Metal Counter Height Stool 24x16x16 24"H Seat Silver					

4.00	C5	19000570		7	\$674.88		\$674.88	\$4,724.16
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**Description:** Hexy, Highback Ht Adj Arms  
**Notes:** BACK MESH: NICKEL | SEAT: CFS DISCOVERY - QUEST

5.00	C6	19000570		14	\$711.88		\$711.88	\$9,966.32
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**Description:** Movi Nesting Chair, mesh back, no arms  
**Notes:** BACK MESH: NICKEL | SEAT: CFS DISCOVERY - QUEST

6.00	C7	13828160		16	\$201.52		\$201.52	\$3,224.32
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**Description:** Strive Armless Chair w/Glides Plastic Seat 33x20-3/4x21-3/4  
**Options:**

- Plastic Shell color  FLANNEL
- Frame color  Starlight Silver
- Glide Style  Plastic

7.00	D1	13788500		2	\$1,301.52		\$1,301.52	\$2,603.04
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**Description:** Teacher Desk - Double Pedestal File/File & Box/Box/File  
**Options:**

- Laminate top color  High Rise
- Edge Band Color  Charcoal
- Frame color  Platinum

9.00	D3A	70000587		2	\$1,254.74		\$1,254.74	\$2,509.48
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**Description:** Vision Shell Desk wRcessed Modesty 29-1/2Hx72Wx30D

**Options:**

- Laminate color  FLINT
- Top Grommet Location  A & C
- Top Grommet Color  Matte Black

10.00	D3B	70000583		3	\$1,177.34		\$1,177.34	\$3,532.02
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**Description:** Vision Shell Desk wRcessed Modesty 29-1/2Hx66Wx30D

**Options:**

- Laminate color  FLINT
- Top Grommet Location  A & C
- Top Grommet Color  Matte Black

11.00	D4A	19000390		1	\$654.57		\$654.57	\$654.57
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**Description:** Vision Shell Return, Right Handed 29-1/2Hx42Wx20D

**Notes:** HPL: FLINT

12.00	D5	70000589		7	\$738.74		\$738.74	\$5,171.18
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**Description:** JSI Vision Mobile Ped B/B/F, Lckng 27-3/4Hx15-5/8Wx19-5/8D

**Options:**

- Laminate color  FLINT
- Bar Pull Color  Polished Nickel

13.00	D6	70000582		1	\$1,547.14	\$1,547.14	\$1,547.14
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**Description:** Vison Multi-File Ped Credenza Left, Lockng 29-1/2Hx72Wx20D

**Options:**

Laminate color	<input checked="" type="checkbox"/>	FLINT
Top Grommet Location	<input checked="" type="checkbox"/>	B
Top Grommet Color	<input checked="" type="checkbox"/>	Matte Black
Bar Pull Color	<input checked="" type="checkbox"/>	Polished Nickel

15.00	F2	19054770		3	\$602.00	\$602.00	\$1,806.00
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**Description:** Z-Line Die Rack Steel Shelving 36"Wx18"Dx72"H

**Notes:** MEDIUM GREY

16.00	F3	19054770		4	\$737.10	\$737.10	\$2,948.40
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**Description:** Z-Line Die Rack Steel Shelving 48"Wx18"Dx72"H

**Notes:** MEDIUM GREY

17.00	F4	13819810		4	\$755.10	\$755.10	\$3,020.40
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**Description:** Show & Stow Silver Cart with 6 Jumbo Totes Silver

18.00	F4	13780110	24	\$0.00	\$0.00	\$0.00
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**Description:** Gratnells Jumbo Tote Tray 12"H x 12-1/2"W x 17"D Silver  
**Notes:** This product is part of Kit | Product 13819810 Line 18

19.00	F4	13812230	4	\$0.00	\$0.00	\$0.00
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**Description:** Demco Show & Stow Cart Silver  
**Notes:** This product is part of Kit | Product 13819810 Line 18

20.00	F4	13814370	24	\$0.00	\$0.00	\$0.00
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**Description:** Runner Glides Right  
**Notes:** This product is part of Kit | Product 13819810 Line 18

21.00	F4	13814380	24	\$0.00	\$0.00	\$0.00
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**Description:** Runner Glides Left  
**Notes:** This product is part of Kit | Product 13819810 Line 18

22.00	F4	13814390	24	\$0.00	\$0.00	\$0.00
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**Description:** Stopper Clips Right  
**Notes:** This product is part of Kit | Product 13819810 Line 18

23.00	F4	13814400		24	\$0.00		\$0.00	\$0.00
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**Description:** Stopper Clips Left  
**Notes:** This product is part of Kit | Product 13819810 Line 18

24.00	F4	13849230		4	\$0.00		\$0.00	\$0.00
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**Description:** Show & Stow Cart Guide 8-1/2 x11 1-side Instruction Sheet  
**Notes:** This product is part of Kit | Product 13819810 Line 18

25.00	S3	70000600		1	\$838.50		\$838.50	\$838.50
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**Description:** Vision Bookcase 55-7/16Hx35-7/8Wx15-7/16D  
**Options:**

Laminate color  FLINT

26.00	T4	13865240		31	\$323.70		\$323.70	\$10,034.70
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**Description:** Kalos Table Rectangle 22-34"Hx60"Wx24"D  
**Options:**

Laminate Top Color  Ivory Birch

Edge Band Color  Charcoal

28.00	T6	19048080		32	\$1,671.70		\$1,671.70	\$53,494.40
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**Description:** Interchange Rectangle Science 30" x 60" x 22" - 34"  
**Notes:** TOP: TRESPA

29.00	T6	13702070		32	\$61.59		\$61.59	\$1,970.88
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**Description:** Smith System 3" Locking Casters, 4/set - Black

30.00	T7	70000960		1	\$592.54		\$592.54	\$592.54
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**Description:** Demco Café Table Circular Base 29"H x 42"D Circle

**Options:**

Laminate Top Color	<input checked="" type="checkbox"/>	Ivory Birch
Edge Band Color	<input checked="" type="checkbox"/>	Ivory Birch

31.00	T8	70000995		4	\$540.94		\$540.94	\$2,163.76
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**Description:** Demco Café Table Circular Base 29"H x 36" Square

**Options:**

Laminate Top Color	<input checked="" type="checkbox"/>	Ivory Birch
Edge Band Color	<input checked="" type="checkbox"/>	Ivory Birch

32.00	T11	19000430		1	\$5,777.10		\$5,777.10	\$5,777.10
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**Description:** Lok Lam Rectangle Table, YBase 2pc, 48Dx144Wx29H

**Notes:** HPL: FLINT | LEGS: ARCTIC SILVER

33.00	T12	13819510		1	\$970.94		\$970.94	\$970.94
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**Description:** Demco Gear Guard STEM Table 26-1/2-38-1/2"Hx60"Wx39"D

**Options:**

Tabletop Color	<input checked="" type="checkbox"/>	Pewter Mesh
Gear Guard Rim Color	<input checked="" type="checkbox"/>	Silver

34.00	T13	19065470		1	\$2,522.80		\$2,522.80	\$2,522.80	
		<b>Description:</b>	AFT A-Frame Table 72"Wx36"Dx31-3/8"H, Glides						
		<b>Notes:</b>	TOP: BUTCHER BLOCK   BASE: DARK GRAY						
35.00	T14	19000430		1	\$1,264.00	38%	\$783.68	\$783.68	
		<b>Description:</b>	Nosh Rectangle Table, T-Base 48"W x 30"D x 29"H						
		<b>Notes:</b>	HPL: FLINT   BASE: ARCTIC SILVER						
36.00	S1A	19011610		1	\$2,615.00	12%	\$2,301.20	\$2,301.20	
		<b>Description:</b>	Single Sided Cantilever Rack, Starter, 48"Wx38"Dx96"H						
37.00	S1B	19011610		5	\$1,449.00	12%	\$1,275.12	\$6,375.60	
		<b>Description:</b>	Single Sided Cantilever Rack, Adder, 48"Wx38"Dx96"H						
38.00	C4	13743770		3	\$1,031.14		\$1,031.14	\$3,093.42	
		<b>Description:</b>	JSI Bourne Guest Chair 33Hx24-1/4Wx26D - Gr D						
		<b>Options:</b>							
		Wood Finish	<input checked="" type="checkbox"/>	FLINT					
		Vinyl Color	<input checked="" type="checkbox"/>	CFS DISCOVERY - QUEST (GRD D)					

39.00	T11	19010840	4	\$38.43	\$38.43	\$153.72
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**Description:** Cable Management Clips

40.00	T11	19010840	1	\$224.91	\$224.91	\$224.91
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**Description:** Lok 3 Prong Plug 110 Power Infeed

41.00	T11	19010840	1	\$56.70	\$56.70	\$56.70
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**Description:** Vertical Wire Manager

**Installation Services**

<u>Line #</u>	<u>Service #</u>	<u>Description</u>
42.00	00001090	Services for Project Mgmt. Delivery and Installation

**Options:**

Loading Dock?	<input checked="" type="checkbox"/>	No,loading dock does not exist at site
Special Loading Doc Info?	<input checked="" type="checkbox"/>	Liftgate Trucks Needed
What floor of bldg deliver to?	<input checked="" type="checkbox"/>	1st
Elevator available to use/size	<input checked="" type="checkbox"/>	No,Elevator Exists or is Not available for use
Stair carry necessary?	<input checked="" type="checkbox"/>	No
Doorway sizes	<input checked="" type="checkbox"/>	Yes, All doorways are 36"W or more
Special Doorway Info?	<input checked="" type="checkbox"/>	NA
Debris Removal?	<input checked="" type="checkbox"/>	Yes, removal all debris from site
Prevailing Wages ?	<input checked="" type="checkbox"/>	No, Prevailing Wage Rates Not Required
Addl Prevailing Wage Info?	<input checked="" type="checkbox"/>	NA
Customer SITE CONTACT Name?	<input checked="" type="checkbox"/>	Gwen Porter
Customer SITE CONTACT Phone#	<input checked="" type="checkbox"/>	507.523.2191
How many trips to install?	<input checked="" type="checkbox"/>	Single Trip for All Items
Std Work Hours 8a-5p M-F	<input checked="" type="checkbox"/>	Quote is for standard work hours of M-F 8a-5p
Shelving - Wall/Floor Mnt?	<input checked="" type="checkbox"/>	No, do not secure shelving at all
Wall Types? Drywall, Concrete,	<input checked="" type="checkbox"/>	NA
Layout for Installers Required	<input checked="" type="checkbox"/>	Drawing provided
Safety Equip/Protocol 4 Crew?	<input checked="" type="checkbox"/>	PPE required
No elec/phone/cable work incl.	<input checked="" type="checkbox"/>	Crews will not handle any elec/phn/cable connectio

Exist.furniture not included

Crew will not move/dispose of existing furniture

Like many businesses, we are experiencing unexpected price increases and extended lead times from our vendor partners for materials and transportation. We are trying to absorb the costs as much as possible, but in some cases, we have been forced to raise prices on our products. As such, the prices on this quote expire on the date listed and must be re-quoted after that date.

\*Please be aware that lead times have increased for some vendors on this quote due to the high volume of orders this time of year. It is possible that some of the items on this order could have ship dates in August or later, depending on when the order is submitted.

Demco may require a down payment on this order, please contact your Demco Consultant for more information.

<b>Sub Total</b>	\$155,848.88
<b>Shipping</b>	\$8,289.12
<b>Other Services</b>	\$33,556.25
<b>Tax</b>	TAX EXEMPT
<b>GRAND TOTAL</b>	<hr/> \$197,694.25

**Quote ID:** T6120001

**Shipping & Delivery Options** *If this quote includes options, they are based on the following list, (note: shipping options may only apply to certain shipments):*

<b>Billing Information</b> Lewiston Altura Schools 100 Cnty Rd 25 Lewiston, MN, 55952  Bill Contact:  507-523-2191	<b>Shipping</b> Cory Hanson Lewiston Ind Sch Dist 857 100 County Road 25 Lewiston MN 55952-2117	<b>Customer Contact</b> Gary Lovitz 952.258.9737 glovitz@ingensainc.com	<b>Designer</b> Emily Bronk Drawing ID:
---	---	--	---

**Signature that authorizes Demco to place this order:**

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

---





**MINUTES OF THE ISD #857 LEWISTON-ALTURA REGULAR SCHOOL BOARD MEETING  
April 13, 2026**

A regular meeting of the School Board of Independent School District #857 was held on April 13, 2026 at 6:00pm in the High School Library. Members present were Bree Maki, David Baer, Luke Miller, Dave Pringle. Daniel Kreidermacher and Amber Pasche were absent. Sara Daley arrived at 6:06pm.

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

Miller moved, and Baer seconded to approve the meeting agenda. MCU.

Gary Lovitz, InGensa Project Manager and Facilities Director Dan Buege provided updates on the facility renovation projects.

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

Motion by Pringle and second by Miller to retain red and white as primary school colors and add black and grey as secondary school colors to enable teams to have black or grey coloring on team uniforms in adherence with MSHSL requirements. MCU.

Motion by Baer and seconded by Daley to approve a 2026-2027 Memorandum of Agreement with EdMN/L-A, Kinsey Hornberg and ISD #857 School Board for a Dean of Special Education Teacher on Special Assignment (TOSA) position. MCU.

Motion by Baer and seconded by Daley to direct the superintendent to develop a policy to take to the Policy Committee to address the district's cyber security safeguards for data management, staff education and fiscal procedures. MCU.

Motion by Pringle and seconded by Miller to approve the Cardiac Response Plan. MCU.

Motion by Baer and seconded by Daley to approve Policies 209 School Board Code of Ethics, 212 School Board Member Development, 213 School Board Committees, 214 Out of State Travel by School Board Members, 301 School District Administration, 302 Superintendent, 303 Superintendent Selection 304 Superintendent Contract, Duties and Evaluation, 511 & 511F Student Fundraising Request Form (revised) on a first reading. MCU.

Motion by Baer and seconded by Daley to approve Policies 420 Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions; 421 Gifts to Employees and School Board Members, 422 Policies Incorporated by Reference 423 Employee-Student Relationships on a second reading. MCU.

There was discussion about the 2026-2027 budget which included comparison data of similar sized school districts, the updated 5-Year Financial Plan and 2026-2027 tentative budget adjustments of a minimum of \$200,000. Motion by Baer and second by Daley to reduce the number of elementary classroom teacher positions from 11.0 FTE in 2025-2026 to 10.0 FTE in 2026-2027. MCU.

Elementary Principal Riebel, High School Principal Hanson, Dashir Facilities Director Dan Buege, Superintendent Porter and Board members presented reports.

Motion by Baer and seconded by Pringle to adjourn at 8:56pm. MCU.

Dave Pringle, Clerk

IEA, INC.

# PROPOSAL



## Contact Us:

**BROOKLYN PARK OFFICE**  
9201 W. BROADWAY, STE #600  
BROOKLYN PARK, MN 55445  
763-315-7900

**MANKATO OFFICE**  
610 N. RIVERFRONT DRIVE  
MANKATO, MN 56001  
507-345-8818

**ROCHESTER OFFICE**  
210 WOOD LAKE DRIVE SE  
ROCHESTER, MN 55904  
507-281-6664

**BRAINERD OFFICE**  
601 NW 5TH ST, STE #4  
BRAINERD, MN 56401  
218-302-3787

**MARSHALL OFFICE**  
1510 STADIUM DRIVE, STE #2  
MARSHALL, MN 56258  
800-233-9513

**VIRGINIA OFFICE**  
5525 EMERALD AVENUE  
MOUNTAIN IRON, MN 55768  
218-748-7631

[www.ieasafety.com](http://www.ieasafety.com)

800-233-9513

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## FY27-FY29

# Environmental, Health, and Safety Management Services

for

## Lewiston-Altura Public Schools

**MAY 4, 2026**

**PROPOSAL #13801**

## PROPOSAL PROVIDED TO:

Gwen Porter  
Superintendent  
Lewiston-Altura Public Schools  
100 County Road 25  
Lewiston, MN 55952  
Phone: 507-523-2191  
E-mail: [gporter@lewalt.k12.mn.us](mailto:gporter@lewalt.k12.mn.us)

## PROPOSAL CONTACT:

Nic Wagner  
Account Manager  
IEA, Inc.  
210 Wood Lake Drive SE  
Rochester, MN 55904  
Phone: 507-281-6664  
E-mail: [nic.wagner@ieasafety.com](mailto:nic.wagner@ieasafety.com)

## PROJECT INTRODUCTION

In an effort to reduce or eliminate injuries and maintain compliance with federal and state regulations, Lewiston-Altura Public Schools has requested assistance with the management of its environmental, health, and safety (EH&S) program. The Institute for Environmental Assessment, Inc (IEA) is pleased to offer this proposal to provide an integrated support team specifically selected to meet your EH&S compliance needs.

IEA is committed to providing trusted health and safety solutions to our private and public organizations. IEA associates offer a complete range of experiences to create a capable health and safety team that can respond to your district-specific requirements. Please refer to our website [www.ieasafety.com](http://www.ieasafety.com) or to the attached Company Profile (Appendix A) for information regarding IEA, Inc.

## SCOPE OF WORK

### ***Section 1.0 EH&S Program Review and Management Plan Updates***

IEA will review identified district health and safety programs for compliance and priorities. This program review will be conducted on site and includes a written summary of findings and recommended priorities specific to the following district written plans:

- Aerial Lifts/Hoists
- Asbestos
- Bloodborne Pathogens
- Community Right-to-Know
- Compressed Gas
- Confined Space
- Electrical Safety
- Emergency Action Plan
- Employee Right-to-Know
- Fire Safety
- Hazardous Waste
- Hearing Conservation
- Indoor Air Quality
- Integrated Pest Management
- Lab Safety/Chemical Hygiene
- Lead
- Lockout/Tagout
- Machine Guarding
- Personal Protective Equipment
- Playground Safety
- Powered Industrial Trucks
- Radon
- Respiratory Protection
- Safety Committee Meeting Attendance and Coordination
- Underground/Aboveground Storage Tanks

When site visit time allows, IEA will update and create new management plans to meet district program needs, as well as comply with requirements and recommendations. Program updates will be prioritized over the length of the contract.

### ***Section 2.0 Annual EHS District Compliance and Program Requirements***

Based on IEA's interpretation of OSHA, Minnesota Department of Education (MDE), Minnesota Pollution Control Agency (MPCA), and other federal, state, or local EHS regulations, as well as district-specific program requirements, IEA will provide the following annual services:

## FY27-FY29 Environmental, Health, and Safety Management Services

- Program-Required Employee Training – Classroom & Online
- Hazardous Waste Reporting
- Tier 2 Reporting
- IAQ Online Teacher’s Survey
- IAQ Building Walkthroughs & Ventilation Assessments
- Science Fume Hood Testing
- Science Lab Inspections – MDE Attachment 5
- Respirator Fit Testing/Training
- Compressed Gas Cylinder Inspections
- Lockout/Tagout Periodic Inspections for Authorized Employees

### Section 3.0 EH&S Consultation

In addition to the scope items listed above, IEA will provide health and safety consulting as the district requests. Example health and safety services that IEA can provide are listed in Appendix B.

IEA can provide health and safety projects, in addition to the scope items above, funded through the MDE finance code UFARS 352, as part of this contract. Individual project-specific scopes of work and associated fees will be provided to the district for authorization as part of this contract.

### LIMITATIONS & ASSUMPTIONS

Although IEA will remain flexible to accommodate the district’s needs, project work involving UFARS codes other than 352 such as sampling, equipment fees, additional contractors, or labor categories other than those listed below is not included in this scope of work. If additional services are requested, IEA will provide a project-specific scope of work and associated fee.

While some firms maintain ownership of their written management plans, the work we do for your district is customized for you and becomes the property of your district.

Please note that hours may be spent working at IEA’s office for access to resources or references necessary to complete a project.

Management plans and documents may be provided electronically to the district upon request with the understanding that IEA is not responsible for changes made after the date of submittal. Documents provided by IEA are developed for exclusive use by your district and are not intended to be shared, distributed, or sold to any other party.

Lewiston-Altura Public Schools is expected to provide sufficient workspace and support resources (office supplies, equipment, clerical support, and network connection to internet) as required to perform services under this contract.

IEA will assist the district in compliance with applicable standards and regulations; however, actual compliance remains the responsibility of Lewiston-Altura Public Schools.

### COMPENSATION

IEA’s Program Review in Section one and recommended compliance program requirements outlined in Section two will be completed and billed on a time and materials basis, not to exceed, the annual contract amount listed below:

FY27	FY28	FY29
\$8,339	\$8,671	\$9,003

For project work beyond the services outlined in this proposal and/or any changes to the agreed upon scope of work, IEA will obtain approval through a client-authorized change order.

## FY27-FY29 Environmental, Health, and Safety Management Services

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IEA will provide Lewiston-Altura Public Schools with an estimated nine (9) periodic visits under this contract. Reimbursable expenses will be billed on a direct basis and include such items as transportation, reproduction of reports, technology usage/specialized equipment, and similar project-related items.

Please note there is a 3% fee for credit card payments.

Pricing quote is based on discounted rates established through the Environmental Health & Safety Management contract between Southeast Service Cooperative (SSC) and IEA, Inc.

### SCHEDULE

IEA's services will commence upon receipt of a signed proposal. IEA will schedule this project through Gwen Porter of Lewiston-Altura Public Schools.

This contract is valid from July 1, 2026, to June 30, 2029.

Annual compliance projects identified in Section 2.0 will be coordinated via a scheduling letter and approved by the district prior to project start.

This proposal is valid for 60 days.

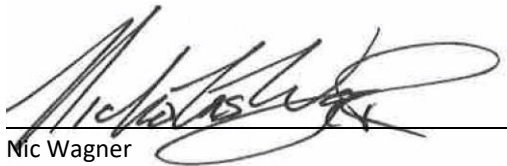
### PROPOSAL TERMS

Terms on payment of services are net 30 days after invoicing, with interest added to unpaid balances. Please review the attached General Conditions, which are a part of this proposal, for more detail.

### AUTHORIZATION TO PROCEED

We appreciate the opportunity to present this proposal for Environmental, Health, and Safety Management Services. Please sign this authorization to proceed and e-mail to [nic.wagner@ieasafety.com](mailto:nic.wagner@ieasafety.com). Retain the original for your records. We will begin the project at the time we receive this written documentation to proceed.

IEA, Inc.



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Nic Wagner  
Account Manager

## FY27-FY29 Environmental, Health, and Safety Management Services

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Please proceed according to the above stated fees, terms, attached General Conditions, and this Proposal #13801 dated May 4, 2026.

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Printed Name

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Authorized Signature

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Date

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UFARS Code or PO Number (if applicable)

# **Appendix A**

## *Company Profile*



The Institute for Environmental Assessment, Inc. (IEA) is a small business founded in 1984. IEA is committed to provide practical, cost-effective environmental safety consulting compliance for private and public organizations. IEA's work is centered on the built environment. Through our expertise, experience and reputation, IEA delivers the most practical, thorough, and up-to-date services in the ever-changing dynamics of indoor environments.

With offices in Brooklyn Park, Rochester, Mankato, Brainerd and Marshall, Minnesota, IEA has a staff of 50 professionals who provide consultative services in specialized areas. Our clients include school districts, hospitals, government agencies and businesses in a variety of industries throughout the country. Our experts design and execute solutions that accomplish specific goals of your company.

#### **Environmental Project Design and Management**

IEA employs a team of experienced and EPA-Certified Licensed Asbestos Inspectors, Management Planners, Site Supervisors, Project Designers, and Lead Risk Assessors. IEA provides asbestos awareness training, demolition surveys, material inspection sampling and assessments, hazardous waste removal and clean-up management plans, AHERA inspections, lead sampling inspection, and project management.

Our company is widely recognized for its knowledge in asbestos and lead project design and management, including AHERA and NESHAP compliance.

#### **Indoor Environmental Quality (IEQ)**

IEA has capabilities to provide comprehensive IEQ assessments and solutions to building owners and managers. Our team of certified industrial hygienists, environmental consultants, public health personnel, and engineers are available to assist in resolving IEQ concerns.

IEA can provide investigative mold/moisture assessments, proactive IEQ management, remediation design and monitoring, HVAC performance evaluations, ventilation system commissioning or re-commissioning, and healthcare infection control consulting and design.

Our IEQ work falls into the following categories:

- **Investigations.** This includes data collection, visual assessments, inspections and reporting.
- **Proactive Management.** We conduct baseline and semi-annual surveys, draft management plans, and develop training sessions.
- **Remediation Design and Monitoring.** We design and monitor remediation programs and help clients maintain compliance with building codes and standards.



### **Environmental Health and Safety Services**

IEA has trained and experienced personnel able to assist with OSHA and EPA compliance, including employee exposure assessments, health and safety management plans, safety audits and inspections, hazardous material control and remediation, and training.

IEA's engineers, certified industrial hygienists, public health professionals, certified safety professionals, and certified playground safety inspectors have access to existing written programs, plans, management systems and proven, time-tested implementation procedures to offer a health and safety compliance team that is poised to provide cost-effective, efficient, and professional compliance services.

Environmental health and safety is a complex area that involves regulatory agencies, numerous state and federal programs and federal laws. At IEA, we offer a comprehensive safety program to include compliance plan development and implementation, training, and project management.

Listed below are some of the compliance programs we deliver to keep you up to date with OSHA/EPA/DOT regulations:

- Employee Right to Know
- ARC Flash/NFPA70E
- A Workplace Accident & Injury Reduction Program
- (AWAIR)/Safety Committees
- Forklift/Powered Industrial Vehicle Safety
- Hoist/Lift/Crane Safety
- Lab Safety/Chemical Hygiene
- Machine Guarding
- Job Safety Analysis
- Personal Protective Equipment
- Fall Protection
- Fleet Safety
- Welding, Cutting or Brazing
- Bloodborne Pathogens
- Lockout/Tagout
- Bleacher Safety
- Compressed Gas
- Confined Space
- Community Right to Know (CRTK)
- Electrical Safety
- Emergency Action Plan
- Emissions
- Hearing Conservation
- Integrated Pest Management
- Metal Halide Lighting Replacement
- Playground Safety
- Pool Drains and Diving Boards
- Process Safety Management
- Radon
- Respiratory Protection Program
- Underground Storage Tanks (USTs)/Aboveground Storage Tanks
- Fire Safety
- First Aid/CPR
- Infectious Waste

# **Appendix B**

## *List of Services*

# *IEA Consulting Services*

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Ongoing health and safety compliance is a multifaceted, complex, and resource-consuming task. Outsourcing some of these responsibilities can be an effective and efficient use of time and money. This is especially true when you use trained and experienced personnel with customized written programs, plans, management systems, and proven, time-tested implementation procedures. When you add immediate access to engineers, certified industrial hygienists, public health professionals, physicians, and toxicologists, you have a health and safety compliance team that is poised to provide you with cost effective, efficient, and professional compliance. IEA has assisted clients nationally with the following services:

- A Workplace Accident & Injury Reduction Program (AWAIR) / Safety Committees
- Air Permitting / Emissions
- Athletic Field Safety Impact Testing
  - Know your G-Max
- Americans with Disabilities Act (ADA)
- Asbestos
- Bleacher Safety
- Bloodborne Pathogens (BBP)
- Community Right to Know (CRTK)
- Compressed Gas
- Confined Space
- Electrical Safety/NFPA 70E
- Emergency Action/Crisis Management Plan
- Employee Right to Know (ERK)
- Ergonomics
- Fall Protection
- Fire Safety
- First Aid / CPR
- Fleet / Vehicle Safety
- Forklift Safety / Powered Industrial Vehicle Safety
- Hazardous Waste
- Hearing Conservation
- Hoist / Personnel Lift / Crane Safety
- Indoor Air Quality (IAQ)
- Infectious Waste
- Integrated Pest Management (IPM)
- Job Safety Analysis
- Lab Safety / Chemical Hygiene
- Lead
- Leadership in Energy and Environmental Design (LEED)
- Litigation
- Lockout / Tagout
- Machine Guarding
- OSHA General Industry or Construction Outreach Training
- OSHA Inspections
- OSHA Recordkeeping
- Personal Protective Equipment (PPE)
- Playground Safety and Certified Inspections
- Pool Drains and Diving Boards
- Process Safety Management
- Radon
- Respiratory Protection Program
- Storage Tank (USTs/ASTs) Removal Assistance
- Ventilation System Assessment
- Welding, Cutting, or Brazing



# **Appendix C**

## *General Conditions*

# General Conditions

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The word “Consultant” refers to the Institute for Environmental Assessment (“IEA”), the contracting company is referred to as the “Client”. Client agrees to be bound by these General Conditions by accepting the Proposal and engaging Consultant.

The Agreement with you, the Client, is comprised of this Agreement and accompanying written proposal.

## 1. Scope of Work

Consultant will furnish and perform the professional services specified in Consultant’s proposal (the “Proposal”). The services as set forth in the Proposal (the “Services”) will be provided by Consultant’s personnel at the location of the Client (the “Site”) (hereinafter referred to as the “Project”). If any portion of the Proposal is inconsistent with this Agreement, the terms of this Agreement shall control:

Consultant’s obligation to perform the Services shall terminate upon delivery of a final report within 45 days of Project completion.

In addition to the Proposal, Consultant and Client agree as follows:

### A. Right of Access

Unless otherwise agreed in writing, Client will furnish Consultant with right-of-access to the Site and accurate information necessary to conduct the Services, as requested by Consultant.

### B. Confidential & Proprietary Information

The Consultant and Client agree not to disclose to others or use any confidential or proprietary information or trade secrets of the other, which may become known to each prior to, during or after the performance of this Agreement without the prior written consent of the other. “Confidential or propriety information” and “trade secrets” shall mean any information about the other which is neither publicly known nor legally accessible to the other parties from third parties. Prior to the disclosure of any such confidential or proprietary information or trade secrets, each shall obtain the written approval of the other.

## C. General

Consultant warrants that the Services it performs under this Agreement will be performed with the care and skill ordinarily exercised by reputable members of its profession practicing under similar conditions during the period of this Agreement and in the same or similar locality. The AIHA-certified IEA laboratory will perform PCM analysis if specified. Other field PCM analysis will be completed by laboratory-approved field technicians, generally under AAR Guidelines.

## 2. Payment for Services

### A. Fee Schedule & Maximum Costs

The fee schedule in the Proposal specifies the amounts due to Consultant from Client for its Services performed under this Agreement.

### B. Schedule of Payment

Invoices will be submitted to Client once a month for services performed during the prior month. Payment to Consultant is due upon presentation to Client, and past due after thirty (30) days of receipt of the invoice, in which case a service fee of 1.5% monthly shall be added to the invoice, unless specifically arranged otherwise by Consultant and communicated in writing. Client reserves the right to question any item on any invoice and Consultant agrees, upon Client’s request, to supply such documentation as is necessary to reasonably justify such invoice amount to Client’s reasonable satisfaction. Client agrees to pay Consultant any costs of collection including reasonable attorneys’ fees and costs if payment for Services are not made when due.

### C. Expert Fee Expenses

If Client requests Consultant to participate on behalf of Client in litigation regarding the subject matter of this Agreement, Client agrees to pay all of Consultant’s expenses arising therefrom at the prevailing rate for Consultant’s time plus out-of-pocket costs and expenses, including reasonable attorney fees incurred by Consultant in conjunction with the participation.

## 3. Indemnity & Insurance

### A. Indemnity

Consultant shall indemnify and hold harmless Client against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Consultant, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Consultant, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Consultant’s proportion of the total fault which directly caused the damages. Client shall indemnify and hold harmless Consultant against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Client, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Client, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Client’s proportion of the total fault which directly caused the damages.

### B. Limitation of Liability

EXCEPT AS EXPRESSLY SET FORTH IN SECTION 1(C) HEREOF, CONSULTANT DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL EITHER CONSULTANT OR CLIENT BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND WHETHER FOR BREACH OF ANY WARRANTY, FOR BREACH OR REPUDIATION OF ANY OTHER TERM OR CONDITION OF THIS AGREEMENT, FOR NEGLIGENCE ON THE BASIS OF STRICT LIABILITY OR OTHERWISE.

# General Conditions (cont'd)

## C. Insurance

- (1) Consultant carries coverage and limits of liability insurance as follows:
  - (a) Workers Compensation with statutory limits.
  - (b) Employers' Liability with a minimum policy limit of \$1,000,000.00.
  - (c) Comprehensive General Liability with the following coverage:
    - I. Limit \$1,000,000.00 per occurrence
    - II. \$2,000,000.00 general aggregate
    - III. \$2,000,000.00 products completed/ operations aggregate
    - IV. \$1,000,000.00 personal and advertising injury
    - V. \$300,000.00 fire Damage (any one fire)
    - VI. \$25,000.00 medical expenses (any one person)
  - (d) Automobile insurance covering all owned, non-owned or hired automobiles used in connection with the work covering bodily injury and property damage with a minimum combined occurrence limit of \$1,000,000.00
  - (e) Professional Liability (claims made) with the following coverage:

\$1,000,000.00 per occurrence
  - (f) Contractor Pollution Liability (claims made):

\$1,000,000.00 each occurrence
  - (g) Umbrella Liability.

\$5,000,000.00 each occurrence
- (2) Client (or Owner if applicable), Subcontractors and Agents agree to provide Consultant, upon request, Certificate(s) of Insurance signed by the insurer evidencing insurance for premise liability, general liability, auto and workers comp. equal or greater than those limits carried by the Consultant.

- (3) Consultant shall promptly deliver to Client (or Owner if applicable), upon request, certificate(s) of insurance signed by the insurer for the policies described in (3) (C) above, or certified copies of such insurance policies indicating the existence of such coverage. IEA must be listed as both certificate holder and insured, or additional insured on each certificate of insurance.

## 4. Assignment

This Agreement shall not be assigned by Consultant without prior written consent of the Client.

## 5. Independent Contractor

Consultant is an independent Contractor and shall not be considered an employee, partner or joint venturer of the Client for any purpose.

## 6. Restriction to hire employees of Consultant

Client agrees to refrain from hiring, contracting, or retaining the services of Consultant's employees during or within 12 months after the termination of Consultant's services. If Client hires an employee of Consultant in violation of this Section 6 without Consultant's written consent, Client shall pay Consultant a placement fee equal to twenty-five percent (25%) of such employee's annual wages.

## 7. Notices

Any notice under this Agreement shall be in writing and shall be deemed to be properly given when delivered to an officer of Client or the Consultant's Chief Financial Officer, as the case may be, at their addresses as set forth in the Proposal. The courts located in the State of Minnesota shall have exclusive jurisdiction in any actions commenced by Consultant or Client in connection with this Agreement, the Project or the Services.

## 8. Applicable Law

This Agreement shall be governed by and construed under the laws of the State of Minnesota. Parties agree to participate in pre-suit mediation prior to commencement of an action.

## 9. Extent of Agreement

This Agreement, together with the Proposal, represents the entire Agreement between Client and Consultant, and supersedes all prior obligations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument, dated and executed by both Client and Consultant.

## 10. Termination

Upon completion of the Project, Consultant will, at Client's request, deliver to Client or its designee all records, documents or materials in its possession or control of Consultant which are owned by Client. The obligations and provisions of Sections 1B, 2, 3, 5, 6 and 10 shall survive completion of the Project or termination of this Agreement.



## Lewiston-Altura Public Schools Multi Year Guide Obj Series

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

Description	202410		202510		202610	
	Budget 2REV	Year to Date %	Budget 25REV2	Year to Date %	Budget 26REV	Year to Date %
07 Debt						
700 Debt Service	507,425.00	507,425.00 100%	546,325.00	514,737.50 94%	2,024,764.00	741,063.89 37%
07 Debt	507,425.00	507,425.00 100%	546,325.00	514,737.50 94%	2,024,764.00	741,063.89 37%
30 Student Activity						
300 Purchased Services	72,400.00	69,524.07 96%	80,500.00	50,352.27 63%	80,500.00	29,432.32 37%
400 Supplies & Materials	61,850.00	63,504.03 103%	69,850.00	17,123.69 25%	69,850.00	37,481.82 54%
800 Other Expenditures	500.00	470.95 94%	500.00	1,190.00 238%	500.00	1,083.00 217%
30 Student Activity	134,750.00	133,499.05 99%	150,850.00	68,665.96 46%	150,850.00	67,997.14 45%
<b>Report Totals:</b>	<b>10,560,140.00</b>	<b>7,854,672.67 74%</b>	<b>11,703,680.00</b>	<b>7,637,551.21 65%</b>	<b>19,881,937.00</b>	<b>12,550,760.42 63%</b>

Lewiston-Altura Public Schools  
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P136P	70628		Wire	1	1053	MINNESOTA ELECTRONIC FUNDS		No	No	No	04/15/2026	7,122.57
001	P136P	70629		Wire	1	1054	FEDERAL TAXES		No	No	No	04/15/2026	43,680.36
001	P136P	70630		Wire	1	18600	MINNESOTA TEACHERS RETIREMENT.		No	No	No	04/15/2026	28,667.44
001	P136P	70631		Wire	1	18610	Public Employers Retirement Association		No	No	No	04/15/2026	6,040.18
001	P136P	70632		Wire	1	4072	MINNESOTA REVENUE		No	No	No	04/15/2026	448.12
001	P136P	70633		Wire	1	4373	ING		No	No	No	04/15/2026	1,901.82
001	P136P	70634		Wire	1	6283	MinnWest Bank Group		No	No	No	04/15/2026	196.00
001	P136P	70635		Wire	1	6496	EDUCATORS BENEFIT CONSULTANTS		No	No	No	04/15/2026	7,582.02
001	P136P	70636		Wire	1	6921	MEDICA		No	No	No	04/15/2026	902.91
001	P136P	70637		Wire	1	7389	MN DEED PL		No	No	No	04/15/2026	1,875.68
001	P1026	70661		Wire	1	3571	MINNESOTA ENERGY RESOURCES		No	No	No	04/21/2026	5,755.34
001	P1026	70662		Wire	1	5956	MIEnergy Cooperative		No	No	No	04/21/2026	9,955.32
001	P2615P	70706		Wire	1	1053	MINNESOTA ELECTRONIC FUNDS		No	No	No	04/30/2026	7,061.84
001	P2615P	70707		Wire	1	1054	FEDERAL TAXES		No	No	No	04/30/2026	42,781.88
001	P2615P	70708		Wire	1	18600	MINNESOTA TEACHERS RETIREMENT.		No	No	No	04/30/2026	28,611.06
001	P2615P	70709		Wire	1	18610	Public Employers Retirement Association		No	No	No	04/30/2026	5,871.37
001	P2615P	70710		Wire	1	4072	MINNESOTA REVENUE		No	No	No	04/30/2026	448.12
001	P2615P	70711		Wire	1	4373	ING		No	No	No	04/30/2026	1,919.32
001	P2615P	70712		Wire	1	6283	MinnWest Bank Group		No	No	No	04/30/2026	196.00
001	P2615P	70713		Wire	1	6496	EDUCATORS BENEFIT CONSULTANTS		No	No	No	04/30/2026	7,582.02
001	P2615P	70714		Wire	1	6921	MEDICA		No	No	No	04/30/2026	902.91
001	P2615P	70715		Wire	1	7389	MN DEED PL		No	No	No	04/30/2026	1,818.82
001	P0926P	70516	78610	Check	1	7199	Region 1A		Yes	No	Yes	04/07/2026	(2,778.00)
001	P1026	70616	78682	Check	1	7409	Carolina Biological Supply Company		Yes	No	No	04/03/2026	295.16
001	P1026	70615	78683	Check	1	7400	Charmtch Labs LLC		Yes	No	No	04/03/2026	1,400.00
001	P1026	70613	78684	Check	1	7077	Happy Dancing Turtle		Yes	No	No	04/03/2026	175.00
001	P1026	70607	78685	Check	1	5371	KASSON-MANTORVILLE		Yes	No	No	04/03/2026	250.00
001	P1026	70608	78686	Check	1	5646	Livestockjudging.com		Yes	No	No	04/03/2026	300.00
001	P1026	70610	78687	Check	1	6175	Messerly, Larry		Yes	No	No	04/03/2026	185.00
001	P1026	70601	78688	Check	1	12751	NASSP		Yes	No	No	04/03/2026	385.00
001	P1026	70612	78689	Check	1	6970	NELSON, ZANE		Yes	No	No	04/03/2026	5,000.00
001	P1026	70604	78690	Check	1	3098	Pan-O-Gold Baking Company		Yes	No	No	04/03/2026	1,066.79
001	P1026	70602	78691	Check	1	2411	Performance Food Service		Yes	No	No	04/03/2026	18,967.56
001	P1026	70605	78692	Check	1	4800	Region 1A		Yes	No	No	04/03/2026	100.00
001	P1026	70614	78693	Check	1	7199	Region 1A		Yes	No	No	04/03/2026	2,420.00
001	P1026	70611	78694	Check	1	6404	Simply Good Food LLC		Yes	No	No	04/03/2026	3,888.00
001	P1026	70606	78695	Check	1	5180	SWANK MOVIE LICENSING USA		Yes	No	No	04/03/2026	1,021.00
001	P1026	70609	78696	Check	1	5687	Youth Frontiers, Inc.		Yes	No	No	04/03/2026	6,490.00

Lewiston-Altura Public Schools  
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P1026	70603	78697	Check	1	25014	ZIEBELL'S HIAWATHA FOODS, INC.		Yes	No	No	04/03/2026	7,417.88
001	P1026	70619	78698	Check	1	7422	FORMGRAPHICS		Yes	No	No	04/08/2026	1,715.64
001	P1026	70618	78699	Check	1	4800	Region 1A		Yes	No	No	04/08/2026	60.00
001	P1026	70617	78700	Check	1	1520	SECTION 1A MUSIC		Yes	No	No	04/08/2026	80.00
001	P136P	70647	78701	Check	1	7128	Affinity Plus Credit Union		Yes	No	No	04/15/2026	100.00
001	P136P	70644	78702	Check	1	6265	ALERUS RETIREMENT BENEFITS ATTN		Yes	No	No	04/15/2026	150.00
001	P136P	70643	78703	Check	1	5594	ALTRA FEDERAL CREDIT UNION		Yes	No	No	04/15/2026	15.00
001	P136P	70645	78704	Check	1	6406	Ameritas Life Insurance Corp		Yes	No	No	04/15/2026	24.20
001	P136P	70642	78705	Check	1	5100	DELTA DENTAL OF MINNESOTA		Yes	No	No	04/15/2026	903.06
001	P136P	70638	78706	Check	1	11202	Education Minnesota - Lewiston-Altura		Yes	No	No	04/15/2026	1,974.24
001	P136P	70646	78707	Check	1	6461	ISD 857 - Flex Plan Checking		Yes	No	No	04/15/2026	801.12
001	P136P	70639	78708	Check	1	17090	MADISON NATIONAL LIFE		Yes	No	No	04/15/2026	426.07
001	P136P	70640	78709	Check	1	4786	Merchants Bank		Yes	No	No	04/15/2026	470.00
001	P136P	70641	78710	Check	1	4877	MINNESOTA Public Employees Insurance		Yes	No	No	04/15/2026	10,574.32
001	P136P	70649	78711	Check	1	7354	UMB HEALTHCARE SERVICES		Yes	No	No	04/15/2026	395.00
001	P136P	70648	78712	Check	1	7203	WCF - CARDINAL FOUNDATION		Yes	No	No	04/15/2026	105.00
001	P1026	70651	78713	Check	1	3906	D & A TESTING SERVICES		Yes	No	No	04/15/2026	3,476.00
001	P1026	70650	78714	Check	1	11290	LEWISTON POST OFFICE		Yes	No	No	04/15/2026	600.00
001	P1026	70654	78715	Check	1	7382	LeRoy-Ostrander FFA Chapter C/o Tiffany J		Yes	No	No	04/17/2026	3,023.00
001	P1026	70652	78716	Check	1	1463	LUTHER COLLEGE		Yes	No	No	04/17/2026	451.00
001	P1026	70653	78717	Check	1	4877	MINNESOTA Public Employees Insurance		Yes	No	No	04/17/2026	54,301.50
001	P1026	70660	78718	Check	1	7265	Agape Therapies and Educational Services		Yes	No	No	04/20/2026	6,725.00
001	P1026	70655	78719	Check	1	02178	CHATFIELD PUBLIC SCHOOLS		Yes	No	No	04/20/2026	250.00
001	P1026	70658	78720	Check	1	6799	Culhane, John (Jack)		Yes	No	No	04/20/2026	200.00
001	P1026	70657	78721	Check	1	6496	EDUCATORS BENEFIT CONSULTANTS		Yes	No	No	04/20/2026	143.53
001	P1026	70659	78722	Check	1	7073	Ferndale Golf Course		Yes	No	No	04/20/2026	300.00
001	P1026	70656	78723	Check	1	1639	HAYFIELD HIGH SCHOOL		Yes	No	No	04/20/2026	400.00
001	P1026	70701	78724	Check	1	7384	BAKKE, JOSEPH		Yes	No	No	04/22/2026	112.50
001	P1026	70666	78725	Check	1	1114	Century Link		Yes	No	No	04/22/2026	251.36
001	P1026	70677	78726	Check	1	2707	City of Lewiston		Yes	No	No	04/22/2026	2,766.36
001	P1026	70698	78727	Check	1	7345	CONFLUENCE CONSULTING		Yes	No	No	04/22/2026	1,655.90
001	P1026	70676	78728	Check	1	2440	Culligan Water Services		Yes	No	No	04/22/2026	39.95
001	P1026	70694	78729	Check	1	7089	Dashir Management Services, Inc		Yes	No	No	04/22/2026	29,218.47
001	P1026	70688	78730	Check	1	5100	DELTA DENTAL OF MINNESOTA		Yes	No	No	04/22/2026	5,462.96
001	P1026	70689	78731	Check	1	5691	EMC Insurance Companies		Yes	No	No	04/22/2026	14,485.93
001	P1026	70669	78732	Check	1	12630	FACTORY MOTOR PARTS		Yes	No	No	04/22/2026	482.15
001	P1026	70695	78733	Check	1	7196	GAMEONE		Yes	No	No	04/22/2026	689.34
001	P1026	70680	78734	Check	1	3210	HBC		Yes	No	No	04/22/2026	51.38

Lewiston-Altura Public Schools  
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P1026	70693	78735	78735	Check	1	6802	Healy Awards, Inc		Yes	No	No	04/22/2026	205.58
001	P1026	70681	78736	78736	Check	1	3737	Hiawatha Valley Ed District		Yes	No	No	04/22/2026	36,126.04
001	P1026	70664	78737	78737	Check	1	07141	HIGH PLAINS COOPERATIVE		Yes	No	No	04/22/2026	11,249.80
001	P1026	70679	78738	78738	Check	1	3172	Hy-Vee Accounts Receivable		Yes	No	No	04/22/2026	49.32
001	P1026	70682	78739	78739	Check	1	4085	IEA, INC		Yes	No	No	04/22/2026	1,235.03
001	P1026	70672	78740	78740	Check	1	19057	Instrumentalist Awards LLC		Yes	No	No	04/22/2026	248.00
001	P1026	70702	78741	78741	Check	1	7388	ISTATE Truck Centers		Yes	No	No	04/22/2026	196.78
001	P1026	70665	78742	78742	Check	1	09110	JOSTENS		Yes	No	No	04/22/2026	2,781.43
001	P1026	70699	78743	78743	Check	1	7355	KELLY SERVICES INC,		Yes	No	No	04/22/2026	10,194.27
001	P1026	70667	78744	78744	Check	1	11260	LEWISTON JOURNAL		Yes	No	No	04/22/2026	487.50
001	P1026	70690	78745	78745	Check	1	5865	Loffler Companies -- 131511		Yes	No	No	04/22/2026	154.94
001	P1026	70697	78746	78746	Check	1	7320	LRS of Minnesota		Yes	No	No	04/22/2026	955.01
001	P1026	70678	78747	78747	Check	1	3061	MENARDS		Yes	No	No	04/22/2026	214.44
001	P1026	70687	78748	78748	Check	1	4952	MID-AMERICAN RESEARCH CHEMICAL		Yes	No	No	04/22/2026	275.26
001	P1026	70686	78749	78749	Check	1	4712	MINNESOTA UNEMPLOYMENT INSURA		Yes	No	No	04/22/2026	8,925.10
001	P1026	70668	78750	78750	Check	1	12540	MISSISSIPPI WELDERS SUPPLY COMP,		Yes	No	No	04/22/2026	178.57
001	P1026	70700	78751	78751	Check	1	7383	OLSON, BRILEY		Yes	No	No	04/22/2026	193.02
001	P1026	70692	78752	78752	Check	1	6511	Quadient Leasing USA, Inc.		Yes	No	No	04/22/2026	111.00
001	P1026	70671	78753	78753	Check	1	17077	REGION V COMPUTER SERVICES		Yes	No	No	04/22/2026	3,278.00
001	P1026	70696	78754	78754	Check	1	7244	RP MAT CLUB		Yes	No	No	04/22/2026	100.00
001	P1026	70703	78755	78755	Check	1	7415	RPM ATHLETICS		Yes	No	No	04/22/2026	11,362.00
001	P1026	70691	78756	78756	Check	1	6454	School Management Services		Yes	No	No	04/22/2026	978.60
001	P1026	70675	78757	78757	Check	1	2363	SHERWIN WILLIAMS		Yes	No	No	04/22/2026	336.56
001	P1026	70670	78758	78758	Check	1	1350	ST. CHARLES PUBLIC SCHOOLS		Yes	No	No	04/22/2026	2,685.14
001	P1026	70683	78759	78759	Check	1	4232	SUMMIT FIRE PROTECTION		Yes	No	No	04/22/2026	1,810.00
001	P1026	70673	78760	78760	Check	1	19210	TRI STATE BUSINESS MACHINES		Yes	No	No	04/22/2026	1,166.28
001	P1026	70684	78761	78761	Check	1	4448	VERIZON WIRELESS		Yes	No	No	04/22/2026	294.30
001	P1026	70674	78762	78762	Check	1	22254	WINONA COUNTY AUDITOR-TREASURI		Yes	No	No	04/22/2026	56.00
001	P1026	70685	78763	78763	Check	1	4603	WINONA HEALTH		Yes	No	No	04/22/2026	487.50
001	P1026	70705	78764	78764	Check	1	25015	ZIEGLER		Yes	No	No	04/28/2026	6,350.00
001	P2615P	70725	78765	78765	Check	1	7128	Affinity Plus Credit Union		Yes	No	No	04/30/2026	100.00
001	P2615P	70722	78766	78766	Check	1	6265	ALERUS RETIREMENT BENEFITS ATTN		Yes	No	No	04/30/2026	150.00
001	P2615P	70721	78767	78767	Check	1	5594	ALTRA FEDERAL CREDIT UNION		Yes	No	No	04/30/2026	15.00
001	P2615P	70723	78768	78768	Check	1	6406	Ameritas Life Insurance Corp		Yes	No	No	04/30/2026	24.20
001	P2615P	70720	78769	78769	Check	1	5100	DELTA DENTAL OF MINNESOTA		Yes	No	No	04/30/2026	925.82
001	P2615P	70716	78770	78770	Check	1	11202	Education Minnesota - Lewiston-Altura		Yes	No	No	04/30/2026	1,974.24
001	P2615P	70724	78771	78771	Check	1	6461	ISD 857 - Flex Plan Checking		Yes	No	No	04/30/2026	801.12
001	P2615P	70717	78772	78772	Check	1	17090	MADISON NATIONAL LIFE		Yes	No	No	04/30/2026	426.07

Lewiston-Altura Public Schools  
 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P2615P	70718	78773	Check	1 4786	R1	Merchants Bank		Yes	No	No	04/30/2026	470.00
001	P2615P	70719	78774	Check	1 4877		MINNESOTA Public Employees Insurance		Yes	No	No	04/30/2026	10,936.86
001	P2615P	70727	78775	Check	1 7354		UJB HEALTHCARE SERVICES		Yes	No	No	04/30/2026	395.00
001	P2615P	70726	78776	Check	1 7203		WCF - CARDINAL FOUNDATION		Yes	No	No	04/30/2026	105.00
Bank Total:												\$519,793.25	
Report Total:												\$519,793.25	

# Lewiston-Altura High School Track Maintenance Coating

**CONTRACTOR:**

Midwest Tennis & Track Co.

**LOCATION:**

22 S Main Street, PO Box 161  
Denison, IA 51442  
(712) 263-3554

**COMPANY****REPRESENTATIVES:**

BRIAN LAUNDERVILLE  
PRESIDENT

[brian@midwesttennisandtrack.com](mailto:brian@midwesttennisandtrack.com)

MOBILE: (515) 229-3385

COREY CURNYN

VP OF SALES & OPERATIONS

[corey@midwesttennisandtrack.com](mailto:corey@midwesttennisandtrack.com)

MOBILE: (712) 269-5454

NICHOLE WINEY,

OFFICE MANAGER

[nichole@midwesttennisandtrack.com](mailto:nichole@midwesttennisandtrack.com)

**DATE:**

January 29, 2026

**OWNER:**

Lewiston-Altura Public Schools  
ISD 857  
100 County Rd 25  
Lewiston, MN 55952  
(507) 523-2191

**PROJECT ID.:**

Lewiston 012926

**PROJECT LOCATION:**

Lewiston-Altura High School  
100 County Rd 25  
Lewiston, MN 55952

**CONTACT:**

Dr. Cory Hanson, Principal  
[chanson@lewalt.k12.mn.us](mailto:chanson@lewalt.k12.mn.us)  
(507) 522-3232



# Revolution™ MC PROPOSAL

Revolution™ MC is a four-step polyurethane maintenance coating system available to prolong the life of your existing surface. This proprietary system was specifically formulated for use on our black polyurethane base mat installations.

Revolution™ MC is a lower cost system as compared to the traditional two-coat structural spray coating systems typically used for maintenance on base mat installations.

## SCOPE OF SERVICES

- Clean and prepare the track surface.
- Patch any loose and thin areas.
- Locate and repair any cracks.
- Spray-application of a primer coat.
- Hand-application of 0.5mm – 1.5mm rubber.
- Two (2) coat spray-application of a high performance aliphatic black structural spray top coating
- Layout and paint lane lines and event markings as per applicable NCAA/NFSH standards and current State rules. Shot put and discus pad line painting not included.

**COST: \$79,990**

ACCEPTED:  YES  NO

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## OPTIONAL ADD

- Not applicable

**COST:**

ACCEPTED:  YES  NO

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## UNIT PRICING

- Not applicable



**5,988 SY**

### AREAS INCLUDED

- Track oval & chute
- Runways
- High Jump
- D-zone



22 S Main Street, PO Box 161  
Denison, Iowa 51442  
Telephone: (712) 263-3554  
info@midwesttennisandtrack.com

## NOTES & EXCLUSIONS

- Material pricing valid for 30 days from date of this proposal.
- Pricing is for standard wage rates only and does not include prevailing wage rates, if required. Owner is responsible for the determination of prevailing wages in accordance with Minnesota Statutes and notification to MTT Co. of prevailing wage requirements if deemed applicable.
- Owner must provide proper staging/access to construction area.
- The site shall be restricted from the public and athletes during construction. Only authorized personnel from MTT Co. and the Owner shall be allowed on site.
- MTT Co. is not responsible for damage to existing substandard or damaged surfaces at staging area. No surface restoration has been included.
- Performance bonding has not been included.

## INCREASES IN MATERIAL PRICING

If notification of an impending price increase is received from the manufacturer prior to installation and placement of material order, MTT Co. will in turn provide prompt notification to the Owner. The Owner shall have the option to either incur the impending price increase through execution of a written change order, terminate signed proposal agreement, or provide written approval for MTT Co. to place an order and take early delivery of the materials at no additional cost to Owner.

## EARLY DELIVERY OF MATERIALS

Upon written approval from Owner, MTT Co. shall place an order with the manufacturer and take early delivery of materials. Proof of insurance and off-site storage agreement for materials shall be provided to Owner upon request. Upon receipt of invoice for materials, Owner shall be responsible for payment in accordance with terms specified herein.

## PAYMENT TERMS

Progress payments for materials and work completed; balance due 30 days upon completion of project.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon accidents or delays beyond our control. Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

**PROPOSAL PROVIDED BY: BRIAN LAUNDERVILLE, PRESIDENT**

## ACCEPTANCE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

Lewiston-Altura Public Schools

COMPANY NAME

\_\_\_\_\_  
PRINTED SIGNATURE

\_\_\_\_\_  
ACCEPTANCE DATE



22 S Main Street, PO Box 161  
Denison, Iowa 51442  
Telephone: (712) 263-3554  
info@midwesttennisandtrack.com



## Achievement and Integration Plan July 1, 2026 to June 30, 2029

**District ISD# and Name:** 0857 Lewiston - Altura

**District Integration Status:** Choose status.

**Superintendent:** Gwen Porter

Phone: 5007-522-3401

Email: gporter@lewalt.k.12.mn.us

**Plan submitted by:** Gwen Porter

Title: Superintendent

Phone: 507-522-3401

Email: gporter@lewalt.k12.mn.us

### Partnering Districts

Racially isolated districts must partner with adjoining districts on student integration strategies (Minn. R. 3535.0170). List the districts you will partner with, adding additional lines as needed.

1. **0861 Winona Area Public Schools**

Choose district status.

2. Enter text here. Choose district status.

3. Enter text here. Choose district status.

4. Enter text here. Choose district status.

Provide the name of your integration collaborative if you have one: Enter name.

### Racially Identifiable Schools within District

If you have been notified by the Minnesota Department of Education (MDE) that your district has a Racially Identifiable School (RIS), please list each of those schools below. Add additional lines as needed. You will complete one RIS plan, one per RIS, at the end of the form.

1. Enter text here.

2. Enter text here.

3. Enter text here.

4. Enter text here.

5. Enter text here.

6. Enter text here.

Plans for racially identifiable schools should include the same information and follow the same format as districtwide plans. Provide that information in the [Racially Identifiable School section](#) of this document.

### School Board Approval

We certify that we have approved this Achievement and Integration plan (Minn. Stat. § 124D.861, subd. 4).

We certify that we sought and received input on integration goals and strategies from councils as described on page 2. The council(s) included representation and meaningful input from our American Indian Parent Advisory Committee as required by Minnesota Rules 3535.0160, subpart 2, and Minnesota Rules 3535.0170, subparts 2-5.

Superintendent: Gwen Porter

Signature:

Date Signed: 05/11/2026

School Board Chair: Enter name.

Signature:

Date Signed: 05/11/2026

## Plan Input

Minnesota School Desegregation/Integration Rule, part 3535.0170, subpart 2, requires racially isolated and adjoining districts to establish a **Multidistrict Collaboration Council (MDCC)** to provide input on integration goals and to identify cross-district strategies to improve student integration.

Districts with Racially Identifiable Schools (RIS) are required to convene a **Community Collaboration Council (CCC)** to assist in developing integration goals and to identify ways of creating increased opportunities for integration at the racially identifiable schools (Minn. R. 3535.0160, subp. 2). *Record your Community Collaboration Council members on the RIS portion of this form.*

Districts with an **American Indian Parent Advisory Committee (AIPAC)** must include representation from this committee on the councils described above (Minn. R. 3535.0160, subp. 2, and 3535.0170, subp. 3).

For stakeholder input to be meaningful it should be based on open communication and coordination that acknowledges and considers the views of all participants. For steps to ensure that input from your council is meaningful, see the Facilitation Guide on page 8 of the [Achievement and Integration Plan Guide](#), and page 4 of [Tribal Consultation Guidance](#).

## Multidistrict Collaboration Council

***Please list your council members and identify American Indian parent committee members.***

Name	Position/Role	Email/Phone Number
<b>Brad Berzinski</b>	<b>WAPS Superintendent</b>	<a href="mailto:Brad.berzinski@winona.k12.mn.us">Brad.berzinski@winona.k12.mn.us</a> 507-494-0861
<b>Cory Hanson</b>	<b>Lewiston – Altura HS Principal</b>	<a href="mailto:chanson@lewalt.k12.mn.us">chanson@lewalt.k12.mn.us</a> 507-522-3232
<b>Gwen Porter</b>	<b>Lewiston – Altura Superintendent</b>	<a href="mailto:gcarman@lewalt.k12.mn.us">gcarman@lewalt.k12.mn.us</a> 507-522-3401
<b>Dave Riebel</b>	<b>Lewiston – Altura Elementary Principal</b>	<a href="mailto:driebel@lewalt.k12.mn.us">driebel@lewalt.k12.mn.us</a> 507-522-3213

**Briefly describe council members' recommendations** for your district-wide plan and for your racially identifiable school plans, as applicable. You may also include meeting dates and describe the process you used to ensure meaningful input from council members.

**After the first year of our A & I program, it was agreed that a priority need is supporting our non English speaking parents and helping them understand their students' needs, and resources available. This is particularly true with early childhood families. Moving forward, we hope to continue to build on strategies to meet these needs, in addition to developing leadership skills in the upper grades.**

## Submitting this Plan

Submit your completed plan as a Word document to MDE for review and approval (Minn. Stat. § 124D.861, subd. 4). Once it's signed, scan the signature page and save it as a separate PDF. Email your plan and signature page to [MDE.integration@state.mn.us](mailto:MDE.integration@state.mn.us).

Detailed directions and support for completing this plan can be found in the [Achievement and Integration Plan Guide](#).

---

## Achievement and Integration Goals

**You will copy and paste the Goal, Strategy, and KIP portion of this form for each individual goal or strategy your district has.**

This plan must contain three types of goals, at least one for each of the following:

1. Reducing the disparities in academic achievement among all students and specific categories of students excluding the categories of gender, disability, and English learners.
2. Reducing the disparities in equitable access to effective and more diverse teachers among all students and specific categories of students excluding the categories of gender, disability, and English learners.
3. Increasing racial and economic integration (Minn. Stat. § 124D.861, subd. 2 (a)).

**Goal #1:** The districtwide reading achievement gap for white students in comparison to Hispanic/Latino students as measured by the percent of students meeting or exceeding proficiency on the 2026 MCAs will go from 1.6% in 2025 to 0.5% in 2027.

**Goal type:** Achievement Disparity

**Goal #2:** Lewiston – Altura Public Schools will go from <5 nonwhite licensed and unlicensed staff in March 2025 to 10 in March 2028.

**Goal type:** Teacher Equity

**Goal #3:** At least 20 Lewiston – Altura High School students with various racial identities will strengthen their leadership skills by participating in the 2026 Civic Engagement and Leadership Conference sponsored by Winona State University in 2027, 2028 and 2029.

**Goal type:** Integration

## Strategies

Each goal should have at least one strategy. Number each strategy sequentially and give it a unique name. For each strategy, provide a narrative description as explained below.

Districts may use Achievement and Integration revenue to pursue racial and economic integration and reduce achievement disparities between student groups through the types of strategies listed in the *Type of Strategy* drop-down menus below (Minn. Stat. § 124D.861, subd. 2).

**Integration Requirement** At least one of your strategies must be a student integration activity designed and implemented to bring together students from a racially isolated district with students from that district's adjoining Achievement and Integration districts (Minn. R. 3535.0170).

*Copy and paste the strategy section below for each additional strategy.*

**NOTE:** If a strategy is intentionally developed to support multiple goals, list its unique name and number and provide the narrative description for that strategy under one goal. Include that strategy's unique number and name under the other goals it supports. You do not have to copy the narrative description for that strategy under multiple goals.

**Strategy Name and #** Hire a Student Success Liaison

**Type of Strategy:** Family engagement initiatives to increase student achievement.

**Integrated Learning Environments** (Minn. Stat. § 124D.861, subd. 1 (c)). If you chose *Innovative and integrated pre-K through grade 12 learning environments* as the strategy type above, your narrative description should describe how the different aspects of integrated learning environments listed below are part of that strategy:

- |  |   |
|--|---|
| <input type="checkbox"/> Uses policies, curriculum, or trained instructors and other advocates to support magnet schools, differentiated instruction, or targeted interventions. | <input type="checkbox"/> Increases cultural fluency, competency, and interaction. |
| <input type="checkbox"/> Provides school enrollment choices.   | <input type="checkbox"/> Increases graduation rates.                              |
|  | <input type="checkbox"/> Increases access to effective and diverse teachers.      |

**Narrative description of this strategy.** Based on your description below someone reading your plan should understand what you are proposing to do, why you are doing it, and be able to recognize it if they see it. For example, explain what this activity will look like, what will be taught, which students will participate, how students are selected, intended outcomes for students, what will be assessed, how instruction will be delivered, and where will this take place.

A bi-lingual Student Success Liaison will be hired to support PK-12 students and parents/guardians with their transition to our district. The priorities will be to facilitate communications between students, school staff and parent/guardians to problem solve and reduce barriers to help assure student success. If students are feel supported, needs are being addressed and barriers are reduced, they are more likely to achieve academically.

Location of services: Lewiston-Altura Elementary and High School will be a base, while the Liaison will also make home visits, meet in locations preferred by parents/guardians.

**Enter Strategy Name and #2 :** Expanded advertising and recruitment of nonwhite and/or bi-lingual staff candidates.

**Choose the type of Strategy:**

Option 1: Innovative and integrated pre-K-12 learning environments. \* *If you choose this, complete the **Integrated Learning Environments** section below.*

Option 2: Family engagement initiatives to increase student achievement.

Option 3: Professional development opportunities focused on academic achievement of all students.

Option 4: Career/college readiness and rigorous coursework for underserved students, including students enrolled in ALC.

Option 5: Recruitment and retention of racially and ethnically diverse teachers and administrators.

Option 6: Equitable access to effective and more diverse teachers.

**Narrative.** Lewiston – Altura Schools will further develop strategies to identify through expanded outreach and advertising strategies to identify strong candidates/hires who are nonwhite and/or bi-lingual for teaching and nonlicensed positions.

**Enter location of services:** Lewiston – Altura Public Schools \_\_\_\_\_

Lewiston – Altura Schools will further develop strategies to identify strong candidates/hires who are nonwhite and/or bi-lingual for teaching and nonlicensed positions.

**Enter Strategy Name and #3 :** Develop and strengthen student leadership skills.

**Choose the type of Strategy:**

Option 1: Innovative and integrated pre-K-12 learning environments. \* *If you choose this, complete the **Integrated Learning Environments** section below.*

Option 3 Increase cultural fluency, competency and interaction.

Option 2: Family engagement initiatives to increase student achievement.

Option 3: Professional development opportunities focused on academic achievement of all students.

Option 4: Career/college readiness and rigorous coursework for underserved students, including students enrolled in ALC.

Option 5: Recruitment and retention of racially and ethnically diverse teachers and administrators.

Option 6: Equitable access to effective and more diverse teachers.

**Narrative description of this strategy.** Lewiston – Altura students with diverse ethnic backgrounds will attend the 2027, 2028, and 2092 Civic and Leadership Conference at Winona State University. They will do this with a similar group of students from WAPS. Follow up activities to reinforce key concepts and skills will be jointly done. In addition, the groups will tour designated area manufacturing job sites to learn more about potential career opportunities.

**Enter location of services:** Lewiston – Altura Public Schools, Winona Area Public Schools, Winona State University, tours/visits with WAPS student to manufacturing job sites.

## Key Indicators

These indicators are the evidence you will use to document how well each strategy is being implemented and whether they are helping bring about the intended outcomes for students. Use these indicators to assess the effectiveness of your strategies and to adjust what you're doing.

For strategies that provide school enrollment choices, such as magnet schools, and strategies that decrease racial and economic enrollment disparities, include at least one indicator that measures enrollment disaggregated by race/ethnicity and free or reduced-priced lunch (FRPL). Disaggregating your data may be relevant for other types of strategies such as those designed to increase access to effective and diverse teachers.

## Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2027	Target 2028	Target 2029
<i>Example: The percentage of American Indian students enrolling into concurrent enrollment classes will increase by 10 percent each year. 2019 enrollment is 32 percent.</i>	42%	52%	62%
<b>The districtwide reading achievement gap for white students in comparison to Hispanic/Latino students as measured by the percent of students meeting or exceeding proficiency on the 2026 MCAs will go from 1.6% in 2025 to 0% in 2027, 2028 and 2029.</b>	0%	0%	0%
<b>Lewiston – Altura Public Schools will go from &lt;5 nonwhite licensed and unlicensed staff in March 2025 to 10 in March 2029.</b>	6	8	10
<b>At least 20 Lewiston – Altura High School students with various racial identities will strengthen their leadership skills by participating in the 2027, 2028 and 2029 Civic Engagement and Leadership Conference sponsored by Winona State University.</b>	20	20	20

*This data will be used to support evaluation of your plan (Minn. Stat. § 124D.861, subd. 5).*

*Copy and paste the strategy and key indicator sections above for each additional strategy supporting this goal. Number each strategy sequentially regardless of the number of goals in your plan. When you are done adding strategies, this plan will have only one Strategy #1, one Strategy #2, etc.*

*Remember to copy and paste the goal section when adding additional goals.*

## Creating Efficiencies and Eliminating Duplicative Programs

Briefly explain how this plan will create efficiencies and eliminate duplicative programs and services (Minn. Stat. § 124D.861, subd. 2 (c)). **Lewiston – Altura staff will work in partnership with WAPS staff to support the goals of our plans. We will coordinate joint activities as much as possible. The Student Success Liaison will provide leadership in this work, in conjunction with WAPS student support personnel.**

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## Lewiston–Altura Public School District

100 County Road 25

Lewiston, MN 55952

[www.lewalt.k12.mn.us](http://www.lewalt.k12.mn.us)

(507) 523-2191

*Gwen Porter, Superintendent*

*Dave Riebel, PreKdg – 5 Principal*

*Cory Hanson, 6-12 Principal*

### RESOLUTION FOR GENERAL ELECTIONS

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

**WHEREAS**, the general election in each Minnesota school district must be held on the first Tuesday after the first Monday in November of either the odd-numbered or the even-numbered year.

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

**THEREFORE, BE IT RESOLVED** by the School Board of Independent School District No. 857 (Lewiston – Altura Public Schools ), State of Minnesota as follows:

The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 3rd day of November, 2026.

Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least eighty-four (84) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district for public inspection at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election for public inspection. The clerk shall also cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates, and rotation sequence on the ballots used in that polling place. The sample may be either in full or reduced size.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.

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

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

The motion for adoption of the Resolution was made by Member [redacted], duly seconded by Member [redacted],

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted by Independent School District No.857,

(Lewiston – Altura Public Schools) State of Minnesota, this [redacted] day of [redacted], 2026

By: \_\_\_\_\_

By: \_\_\_\_\_

School Board Chair

School Board Clerk

**NOTES**

1. Relevant Minnesota Election Laws

[Minnesota Statutes, section 205A.04](#) (General Election)

[Minnesota Statutes, section 205A.07](#) (Notice)

[Minnesota Statutes, section 205A.10](#) (Procedure)

[Minnesota Statutes, section 204C.08](#) (Opening of Polling Places)

[Minnesota Statutes, section 205A.11](#) (Precincts; Polling Places)

[Minnesota Rules 8250.1810](#) (Format of Ballots for Optical Scan Systems)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 533

Orig. 2005

Revised: \_\_\_\_\_

Rev. 2022

## **533 WELLNESS**

### **I. PURPOSE**

*Lewiston-Altura Student Nutrition and Physical Activity (School Wellness Policy)* Lewiston-Altura Public Schools recognize the link between health and academic achievement and the importance of creating a healthy school environment. The purpose of this School Wellness Policy is to articulate the actions we are taking to comply with the USDA regulations following the 2010 Healthy Hunger-Free Kids Act. This policy is designed to help us meet our district goals to support the diet quality, physical fitness, overall health of our students and staff, student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

*District Mission* – Preparing for Success (which includes success as adults that are able to meet health and wellness goals)

*Food Service Purpose* - Educating to Ensure Healthy, Happy Customers!

*Food Service Commitment* - [https://rst6-livesite.rschoolday.com/sites/lewalt.k12.mn.us/files/FS%20Newsletter%2013-14\\_1.pdf](https://rst6-livesite.rschoolday.com/sites/lewalt.k12.mn.us/files/FS%20Newsletter%2013-14_1.pdf)

### **II. GENERAL STATEMENT OF POLICY**

- A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- G. ISD 857's adopted board policies are not limited to policy 533. Additionally, policies 430, 534, 601, 707, 708, and 709, relate to student health and wellness per the requirements of this policy. Staff wellness is covered by a separate policy, 430; we know that it is important for staff to model healthy behaviors, so we have a committee devoted to staff wellness.

### **III. WELLNESS GOALS**

A. Nutrition Promotion and Education

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
  - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
  - b. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
  - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands, and student stores. Health education classes address student nutrition for promoting lifelong healthy choices by teaching students how to use my plate and read food labels among other menu planning activities.

Elementary health education has included grade level education by food service personnel to make healthy meal selections at breakfast and lunch in order to prepare students for choices. Food service staff help make sure that all students in the district meet USDA requirements for meals served prior to leaving the serving line.

ISD 857 is in the process of reviewing new MN K-12 Health standards and will begin implementation of those standards in the 2026-27 school year.

Students in grades 6/7/8 will include yearly health education curriculum which includes nutrition education. Students in grades 9-12 are required to take one health class in high school.

All staff are encouraged to integrate nutrition education to the extent possible in their subjects. For instance, science and agriculture education courses will support nutrition education as it fits in their curriculum. In addition to farm to school, the high school utilizes the on site apple trees as an educational component and additional to meals when fruit is ready in the fall. Additionally, the school ag classes and FFA program run a 2 acre crop plot located on site at the high school as an experiential classroom. Local farmer's and the MN corn Grower's Association plant the field the in spring, and students use the site throughout the fall, prior to picking.

B. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities, such as watching television;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and

3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.
4. K-12 students in ISD 857 schools are taught the MN Shape America standards in their PE classes. Classes utilize standards-based assessment and grading to ensure students are learning standards at high levels. ISD 857 PE classes meet the following standards:
  - a. Align with established state physical education standards and taught by MN licensed teachers (health, physical education, and DAPE)
  - b. Undergo a formally established periodic review cycle consistent with other academic subjects
  - c. Foster lifelong habits of physical activity for all students.
  - d. Provide elementary school students with 150 minutes of physical education every week throughout the school year.
  - e. Provide middle students with 225 minutes of physical education for one semester each year.
  - f. Provide high school students with a minimum of 225 minutes of physical education per week for the semester course students are required for graduation. Additional opportunities are available for students to take as elective classes.
  - g. All PE teachers meet Minnesota relicensure standards which include a minimum of 30 continuing education hours per 5-year license renewal in the areas of health and physical education.
  - h. There are no substitutions allowed for physical activity courses. School sports are not credit bearing, so credits are earned for course work in addition to activity participation.
  - i. In coordination with our Community Education program, schools partner with the local community members to offer classes to students, staff and community. Current partnerships including JO Volleyball, Junior Wrestling, morning weightlifting, morning walking, and open gyms for community.
  - j. Lewiston-Altura Activities program offers a wide range of activities throughout the school year. We participate in many MSHSL activities that promote student health and wellness. Activity participants have access to additional speed and agility programming as well as off season athletes that want to participate.
  - k. All elementary schools shall provide at least 20 minutes of recess time daily to all students. Staff are strongly encouraged to use physical activity as a reward whenever feasible. For example, teachers may offer extra recess time to incentivize good behavior. However, physical activity may not be assigned to students as a consequence of poor behavior or punishment for any reason. For example, students may not be singled out to run extra laps or other physical activities as a behavioral consequence. Additionally, recess, PE, or other physical activities will not be withheld from students as a punishment for any reason.
  - l. Breaks are provided by staff throughout the day. High school students have a minimum of a 4 minute break between classes to transition and move around. Elementary teachers stagger in class and out of class breaks throughout the school day.
  - m. In accordance with policy 801, the school district works with the local community to provide facility access for a variety of events. Pricing is based upon the connection to school activity based upon the assigned program level in the policy.  
<https://meetings.boardbook.org/Public/Book/2341?docTypeId=224756&file=c0847a2e-6b7e-4868-8714-3471a7a3ae73>
  - n. In accordance with policies 707-709, ISD 857 works with families and the community on the Safe Routes to school program and

promotes walking and biking to school. Each fall, students are provided with required education on safe walking and biking to school.

C. Communications with Parents

1. The school district recognizes that parents and guardians have a primary role in promoting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

D. ISD 857 Triennial Goals 2026-2029

1. ISD 857 Staff will complete the school health index assessment to identify needs to use to develop additional goals during the 2025-26 school year.
2. ISD 857 teachers will review the newly established MDE Health Education standards during the 2025-26 school year to provide feedback on the draft of standards before they are finalized in the spring of 2026.
3. ISD 857 health teachers will begin unpacking the MDE Health Education standards on PLC/Standards-based grading and assessment days during the 2026-27 school year.
4. ISD 857 health teachers will begin implementation of the MDE Health Education standards and provide updates to the systems accountability committee regarding implementation by the end of the 2027-28 school year.

#### IV. STANDARDS AND NUTRITION GUIDELINES

***Lewiston-Altura Public Schools will provide breakfast and lunch each day in all schools through the USDA School Breakfast Program and the National School Lunch Program. These meal programs are operated in full compliance with the USDA's regulations (<https://www.fns.usda.gov/school-meals/nutrition-standards>) . In accordance with federal regulations, free drinking water will be available to students in every cafeteria during mealtimes; students are encouraged to have a water bottle with them throughout the day and to only have water in their bottles. Water bottle filling stations with filtered water are available throughout both Lewiston-Altura Elementary and Secondary Schools. Pitchers of water are available at our St. John's Lutheran site during breakfast and lunch. All food and nutrition services staff shall receive annual training consistent with current USDA Professional Standards.***

A. School Meals

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.

2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals by utilizing a POS system in which each student has a unique identification number. Students and parents are strongly encouraged to put funds into this account for use for additional a la carte items instead of using cash at service counters.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.
11. Lewiston-Altura Public Schools values our relationships with local farms and producers and strives to build these connections and support our local economy.

We will prioritize including locally grown and locally produced foods in our school meals and will promote these foods with taste tests.

Students will receive education about agriculture and the food system through hands-on learning experiences.

**B. School Food Service Program/Personnel**

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools. ISD 857 follows the recommendations below which are found at: <https://www.gpo.gov/fdsys/pkg/FR-2015-03-02/pdf/2015-04234.pdf>

New and Current Directors .....	<p>Each year, at least 15 hours of annual continuing education/training.</p> <p>Includes topics such as:</p> <ul style="list-style-type: none"> <li>• Administrative practices (including training in application, certification, verification, meal counting, and meal claiming procedures).</li> <li>• Any other appropriate topics as determined by FNS.</li> </ul> <p>This required continuing education/training is in addition to the food safety training required in the first year of employment.</p>
New and Current Managers .....	<p>Each year, at least 12 hours of annual continuing education/training.</p> <p>Includes topics such as:</p> <ul style="list-style-type: none"> <li>• Administrative practices (including training in application, certification, verification, meal counting, and meal claiming procedures).</li> <li>• The identification of reimbursable meals at the point of service.</li> <li>• Nutrition, health and safety standards.</li> <li>• Other topics, as specified by FNS.</li> </ul>
New and Current Staff (other than the director and managers) that work an average of at least 20 hours per week.	<p>Each year, at least 8 hours of annual continuing education/training.</p> <p>Includes topics such as:</p> <ul style="list-style-type: none"> <li>• Free and reduced price eligibility.</li> <li>• Application, certification, and verification procedures.</li> <li>• The identification of reimbursable meals at the point of service.</li> <li>• Nutrition, health and safety standards.</li> <li>• Other topics, as specified by FNS.</li> </ul>

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered “competitive foods.” Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. Please see the addendum Form 533A which provides detailed Smart Snack descriptions. Smart Snack guidelines are followed from midnight to 30 minutes after the school day for all sites. <https://www.fns.usda.gov/tn/guide-smart-snacks-school>
3. Before and Aftercare (child care) programs must also comply with the school district’s nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards. Snacks served in aftercare programming will meet Child and Adult Care Food Program requirements.
4. No snacks are provided/sold to students in after school programs with the exception of Cardinal Club Aftercare.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
  - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
  - b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards. <https://www.fns.usda.gov/tn/guide-smart-snacks-school>
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student’s individual education plan or behavior intervention plan) and will

not withhold food or beverages as punishment. Here is a list of alternatives to food for staff and parents planning rewards/incentives:

<https://healthyshasta.org/wp-content/uploads/EatHealthy/Alternatives to Food as Reward.pdf>

3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas - <https://www.actionforhealthykids.org/activity/healthy-fundraising/> . No exemptions to the Smart Snack guidelines will be allowed by school activities for fundraising. Foods and beverages sold during fundraisers are not intended for consumption at school or are otherwise exempt by your State agency from Smart Snack policy.
4. Vending Machines and School Stores. There are no school stores or vending machines in any ISD 857 school site or sponsor sites.
5. Caffeinated beverages will not be available or sold to students during the school.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.
2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.
3. Lewiston-Altura Public Schools recognize that children are targeted with many types of commercial marketing, including food and beverages. We aim to provide a commercial-free zone in our school buildings. Food and beverage logos and branding other than USDA are not permitted on any type of equipment or school property, including vending machines; display racks; scoreboards; textbooks, or educational materials (unless required for educational purposes. The only exception is food and beverage logos and branding that appear on the package of a product that meets USDA meal or Smart Snack standards.
4. Healthy choices are prominently displayed. Main entrees are the focus, followed by arrangement of fruits and vegetables prior to any other foods as students come through lines. Marketing posters are posted throughout the kitchen reminding students of healthy alternatives.

**V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT**

A. Wellness Coordinator – School Nurse

1. The superintendent will designate a school district official to oversee the school district’s wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.
2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health

professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.

2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public. ISD 857 will be utilizing four committees to bring information to the board; the main committee overseeing the school wellness policy will be our system's accountability committee made up of community members, parents, students, and staff. They will receive additional information from the staff wellness committee, the school health and safety committee, and the student activity - Health Occupations Students of America. When wellness goals are addressed, PE/Health teachers, Wellness Coordinator, and Food Service director will be invited to the committee meetings.
3. Meal participation is encouraged through the following activities:
  - annual surveys of students and families to learn about their food preferences, including cultural and ethnic favorites.
  - taste tests of new recipes to gather feedback before adding them to the menu.
  - display of unflavored milk and fresh produce in the cafeteria line to encourage students to select them as part of their school meal.
  - scheduling the day to include at least 20 minutes of seated time for students to eat lunch in the cafeteria.
  - opening the cafeteria to students 20 minutes before the first bell so that students who arrive early will have at least 10 minutes to sit and eat breakfast.
  - not schedule tutoring, club, or organizational meetings during the lunch period. If there is a lunchtime meeting, students are given time to first get their school lunch and consume it during the meeting.

## **VI. POLICY IMPLEMENTATION AND MONITORING**

### **A. Implementation and Publication**

1. After approval by the school board, the wellness policy will be implemented throughout the school district.
2. The school district will post its wellness policy on its website, to the extent it maintains a website. <https://www.lewalt.k12.mn.us/page/6064>
3. The system's accountability committee meets three times per year in September, February and May. The district health and safety committee meets quarterly. The staff wellness committee meets monthly. In the school board meeting directly after committee meetings, board reps update the board on progress of the committees and any approvals are sent to the board. Community members interested in participating in school wellness planning can reach out to the Wellness coordinator, Superintendent, or systems accountability committee.

### **B. Annual Reporting**

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public through systems accountability updates, board updates, and updates to the district wellness website.

C. Triennial Assessment

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
  - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
  - b. the extent to which the school district's wellness policy compares to model local wellness policies; and
  - c. a description of the progress made in attaining the goals of the school district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.
4. Results of the most recent triennial assessment demonstrated the following: Out of a policy scores of 124, the district assessed policy score was 29 out of 124 prior to policy revision.

D. Recordkeeping

***[Note: The Act requires school districts to retain records to document compliance with the requirements of 7 Code of Federal Regulations section 210.30.]***

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public. System's accountability agendas and minutes are maintained by the school district.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee). Documentation will include an overview of progress towards meeting the district goals identified above.
4. School Health Index and WellSAT results for 2026 are posted on the district wellness website.

**Legal References:** Minn. Stat. § 121A.215 (Local School District Wellness Policy; Website)  
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)  
42 U.S.C. § 1758b (Local School Wellness Policy)  
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act)  
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)  
7 C.F.R. § 210.10 (School Lunch Program Regulations)  
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

**Local Resources:** Minnesota Department of Education, [www.education.state.mn.us](http://www.education.state.mn.us)  
Minnesota Department of Health, [www.health.state.mn.us](http://www.health.state.mn.us)  
County Health Departments  
Action for Healthy Kids Minnesota, [www.actionforhealthykids.org](http://www.actionforhealthykids.org)  
United States Department of Agriculture, [www.fns.usda.gov](http://www.fns.usda.gov)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 534

Orig. 2017

Revised: \_\_\_\_\_

Rev. 2025

## 534 SCHOOL MEALS POLICY

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

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

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

### I. PURPOSE

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

### II. PAYMENT OF MEALS

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

#### A.

Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$5.00. When an account reaches this limit, a student shall not be allowed to charge second meals or a la carte items until the negative account balance is paid. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.). Students may bring cash or checks to the school or they can pay online using their Wordware account.

#### B. Free School Meals Program

1. The free school meals program is created within the Minnesota Department of Education
2. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.

3. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.
4. Each school that participates in the free school meals program must:
  - a. participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and
  - b. provide to all students at no cost up to two (2) federally reimbursable meals per school day, with a maximum of one (1) free breakfast and one (1) free lunch.
  - c. A student who has been determined eligible for free and reduced-price meals must always be served a reimbursable meal even if the student has an outstanding debt.

**[NOTE: While subparagraph 3. above is inherent given subparagraph 2., MSBA recommends that school boards consider including subparagraph 3., which is stated in Minnesota Statutes, section 124D.111.]**

- D. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
- E. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- F. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.
- G. A student may purchase a second breakfast at the nonprogram price if the student has already selected a reimbursable breakfast.
- H. A student may purchase a second lunch at the nonprogram price if the student has already selected a reimbursable lunch.

**[NOTE: New paragraphs G and H apply if a school district receives school breakfast aid under Minnesota Statutes, section 124D.111 or school lunch aid under Minnesota Statutes, section 124D.111 respectively.]**

### **III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION**

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches -\$5.00. Families will be notified by email and/or text messaging.

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

#### **IV. UNPAID MEAL CHARGES**

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free or reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than *\$10.00*, not paid prior to the end of the school year will be reported to the superintendent or superintendent's designee. In some instances, the school district may use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

#### **V. COMMUNICATION OF POLICY**

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

**Legal References:** Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 124D.111 (School Meals Policies; Lunch Aid; Food Service Accounting)  
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)  
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)  
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

**Cross References:** None

**Resources:** USDA Policy Memorandum SP 46-2016, [Unpaid Meal Charges: Local Meal Charge Policies](#) (2016) (accessed 10/29/25)  
USDA Policy Memorandum SP 47-2016, [Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments](#) (2016) (accessed 10/29/25)  
USDA Policy Memorandum SP 23-2017, [Unpaid Meal Charges: Guidance and Q&As](#) (2017) (accessed 10/29/25)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 209

Orig. 1995

Revised: 5.11.2026

Rev. 2022

## **209 CODE OF ETHICS**

**[NOTE: A code of ethics establishes standards of conduct that members of a school board create and agree to follow. The principles and values embodied in this code of ethics prioritize board members' obligations to students, the district, and the community. As a written set of expectations, a code of ethics guides board members' decision making and behavior. This model policy offers a starting point for school boards as they create a code that establishes parameters for board member conduct that best serve their district. Minnesota law and rules of parliamentary procedure establish sanctions that a school board may choose to pursue.]**

### **I. PURPOSE**

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

### **II. GENERAL STATEMENT OF POLICY**

Each school board member shall follow the code of ethics stated in this policy.

#### **A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:**

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

#### **B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:**

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.

4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

**Legal References:** Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

**Cross References:** None

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 212

Orig. 1995

Revised: 5.11.2026

Rev. 2022

## **212 SCHOOL BOARD MEMBER DEVELOPMENT**

### **I. PURPOSE**

In recognition of the need for continuing in-service training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

### **II. GENERAL STATEMENT OF POLICY**

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA.
- B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups.
- C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

**Legal References:** Minn. Stat. § 123B.09, Subd. 2 (Boards of Independent School Districts)

**Cross References:** MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 213

Orig. 1996

Revised: 5.11.2023

Rev. 2007

## **213 SCHOOL BOARD COMMITTEES**

***[Note: Many school boards utilize either standing or ad hoc committees, or both. On the other hand, some school boards avoid the use of committees for the most part because of the danger of fragmentation of the governance process. The objective of this policy is to provide a framework for those school boards which elect to utilize committees or subcommittees. Further, this policy is designed to apply only to committees or subcommittees made up of elected school board members. Other considerations will apply to committees established by the school board involving members of the public, employees, students, parents, etc.]***

### **I. PURPOSE**

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

### **II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

### III. APPOINTMENT OF COMMITTEES

- A. The school board Chair hereby appoints board representation for the following standing committees:
- B. Teacher Negotiations/Meet and Confer
- C. Transportation and Support Staff Wage and Benefits Handbooks
- D. Principal Negotiations
- E. Superintendent Negotiations
- F. District Staff Development
- G. Finance Committee
- H. Community Engagement
- I. HVED Board Representative
- J. Community Education and Early Childhood Advisory
- K. District Policy Review
- L. Health & Safety/Wellness
- M. Systems Accountability
- N. Activities
- O. Construction Renovation/Facilities & Grounds Advisory
- P. Continuing Education (Teacher Licensure)
- Q. Cardinal Foundation Advisory

***[Note: Each school district should determine which, if any, standing committees the school board wishes to establish.]***

### IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

**Legal References:** Minn. Stat. Ch. 13D (Open Meeting Law)

**Cross References:** MSBA/MASA Model Policy 201 (Legal Status of the School Board)  
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
MSBA School Law Bulletin “C” (Minnesota’s Open Meeting Law)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 214

Orig. 2005

Revised: 5.11.2026

Rev. 2009

## **214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS**

***[Note: School districts are required by statute to adopt a policy addressing this issue.]***

### **I. PURPOSE**

The purpose of this policy is to control out-of-state travel by school board members as required by law.

### **II. GENERAL STATEMENT OF POLICY**

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

### **III. APPROPRIATE TRAVEL**

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

### **IV. REIMBURSABLE EXPENSES**

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

### **V. REIMBURSEMENT**

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

### **VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

**Legal References:** Minn. Stat. § 123B.09, Subd. 2 (Boards of Independent School Districts)

Minn. Stat. § 471.661 (Out-of-State Travel)  
Minn. Stat. § 471.665 (Mileage Allowances)  
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

**Cross References:** MSBA/MASA Model Policy 212 (School Board Member Development)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 301

Orig. 1995

Revised: 5.11.2026

Rev. 2022

## **301 SCHOOL DISTRICT ADMINISTRATION**

### **I. PURPOSE**

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

### **II. GENERAL STATEMENT OF POLICY**

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services equitably.
- B. The school board expects all activities related to school district operations to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

**Legal References:** Minn. Stat. § 123B.143 (Superintendent)  
Minn. Stat. § 123B.147 (Principals)

**Cross References:** None

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 302

Orig. 1995

Revised: 5.11.2026

Rev. 2022

## **302 SUPERINTENDENT**

### **I. PURPOSE**

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

### **II. GENERAL STATEMENT OF POLICY**

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

### **III. GENERAL RESPONSIBILITIES**

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

**Legal References:** Minn. Stat. § 123B.143 (Superintendent)

**Cross References:** MSBA/MASA Model Policy 202 (School Board Officers)  
MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)  
MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)  
MSBA/MASA Model Policy 301 (School District Administration)  
MSBA/MASA Model Policy 303 (Superintendent Selection)  
MSBA/MASA Model Policy 304 (Superintendent Contract, Duties, and Evaluation)  
MSBA/MASA Model Policy 305 (Policy Implementation)  
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)  
MSBA/MASA Model Policy 510 (School Activities)  
MSBA/MASA Model Policy 511 (Student Fundraising)  
MSBA/MASA Model Policy 513 (Student Promotion, Retention, and Program Design)  
MSBA/MASA Model Policy 602 (Organization of School Calendar and School Day)  
MSBA/MASA Model Policy 605 (Alternative Programs)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory)

of Fixed Assets and a Fixed Asset Accounting System)  
MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and  
Material)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)  
MSBA/MASA Model Policy 905 (Advertising)  
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)  
MSBA/MASA Model Policy 907 (Rewards)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 303

Orig. 1995

Revised: 5.11.2023

Rev. 2022

### **303 SUPERINTENDENT SELECTION**

#### **I. PURPOSE**

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

#### **II. GENERAL STATEMENT OF POLICY**

The school board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

#### **III. QUALIFICATIONS**

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.

#### **IV. SELECTION**

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for a superintendent.
- C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

**Legal References:** Minn. Stat. § 123B.143 (Superintendent)  
Minn. Rules, Chapter 3512

**Cross References:** None

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 304

Orig. 1995

Revised: 5.11.2026

Rev. 2022

## **304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION**

### **I. PURPOSE**

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description, and the use of an approved instrument to evaluate performance.

### **II. GENERAL STATEMENT OF POLICY**

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.
- C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.

**Legal References:** Minn. Stat. § 123B.143 (Superintendent)

**Cross References:** None

## **511 STUDENT FUNDRAISING**

### **I. PURPOSE**

The purpose of this policy is to address student fundraising efforts.

### **II. GENERAL STATEMENT OF POLICY**

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraints to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

### **III. RESPONSIBILITY**

- A. The building administrators shall be responsible for developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents, and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved, in advance, by the administration. Participation in nonapproved activities shall be considered a violation of school district policy.
- C. The superintendent shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

### **IV. ANNUAL REPORT**

The superintendent shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

**Legal References:** Minn. Stat. § 120A.20 (Admission to Public School)  
Minn. Stat. § 123B.09, Subd. 8 (Boards of Independent School Districts)  
Minn. Stat. § 123B.36 (Authorized Fees)

**Cross References:** MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 713 (Student Activity Accounting)

# LEWISTON ALTURA PUBLIC SCHOOLS

## FUNDRAISER REQUEST FORM

All organizations wishing to raise funds for student activities must receive approval from school district administration before initiating any school sponsored fundraiser.

Student Activity Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone/Email: \_\_\_\_\_

Beginning Date of Fundraiser: \_\_\_\_\_ Ending Date of Fundraiser: \_\_\_\_\_

Description of Fundraiser (What is generating revenue?): \_\_\_\_\_

Purpose of Fundraiser: What are funds being raised to purchase? (Please include purpose on promotional materials.) Note – We cannot raise funds for the purpose of increasing account balances. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What, if any, additional efforts are being made to raise funds for your purpose? (Cardinal Foundation, Booster Club, etc.)

How much money does your organization plan to raise through this fundraiser?

Total Predicted Sales: \$ \_\_\_\_\_

Total Contribution from Booster Club: \_\_\_\_\_

Total Paid to Outside Vendor: - \_\_\_\_\_

Total Predicted Revenue: \$ \_\_\_\_\_

Describe in detail how the funds you will be raising will be used:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many students will be impacted by the fundraiser if it reaches its goal: \_\_\_\_\_

Please submit fundraiser requests 2 weeks prior to the scheduled event for approval (Note – If an activity does not hear back regarding their request, it may be assumed to be approved; approved fundraiser forms will be retained in the business office):

Activity Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Fundraising

All school-sponsored fundraising activities should contribute to the educational experience of the students enrolled in school. These activities and projects should never conflict with the instructional program. Student activity fundraising must have the approval of the board, either directly or through policy and procedures. Contracts associated with fundraising must be board approved prior to that activity occurring.

In best practices for fundraisers, a review document with the information listed below assists the board to make a comprehensive decision about district fundraising.

- Fundraising is not allowed for the direct benefit of an individual(s) or a family(ies). The student activity may plan, organize, and participate in the fundraising activity. However, the students cannot accept donations on behalf of the individual(s) or family(ies). Donations cannot be deposited in a school account and must be made directly to the individual or organization.

Fundraising projects encompass a wide range of activities, including, but not limited to: sale of food items, sponsorship of dances and entertainment, out-of-school sales of advertisement, gift items, magazines, and car washes.

**Inactive/Discontinued Activity Accounts with Remaining Cash Balances** For either inactive or discontinued accounts, follow the instructions on the Activity Purpose Summary or equivalent, which provides instructions for disposition of an activity and the related funds upon termination. Any student activity account, which has been inactive for a maximum of one fiscal year, must be disposed of, unless the advisor submits a plan to the board (or designee) indicating why the activity has been inactive and why it should not be terminated. For student activity accounts related to a graduated class, any funds remaining in the account after graduation must be disposed of as indicated on the Activity Purpose Summary or equivalent, in a timely manner. For transactions occurring after graduation, it is acceptable for the advisor and building principal (or designee) to approve transactions. Student signatures are not required after graduation.

**Inventory** For student activity accounts maintaining inventories, use of an inventory system is required. A physical inventory must be made at the end of the fiscal year. Please work with your external CPA auditor to determine the appropriate inventory system.

**Negative Balances** - No individual student activity account can have a negative balance at the end of the fiscal year.

## Student Activity Accounting Guidance

All expenditures must benefit the students participating in the student activity who are currently enrolled. Local school boards may be more restrictive than the lists below. In addition, the school board may decide to cover other allowable costs in General Fund 01, Finance Code 000.

Appropriate expenditures for student activity accounts (Fund 30) include, but are not limited to, the following: • admission and participation fees for the entire group, not specific individuals within the group • entertainment for specific student activity events, including contracted services (i.e., disc jockey for prom) • food • lodging • supplies and materials • clothing for students participating in the student activity • transportation • travel expenditures

Inappropriate expenditures for student activity accounts include, but are not limited to, the following: • assemblies not representative of the student activity purpose • employee compensation, gifts or awards • faculty meetings or events • labor or service payments (staff salaries or independent contractors acting as staff) • library books • office supplies • office or school furniture (for instructional use) • textbooks • gift cards • gift certificates • field trips which are curricular in nature • scholarships (must deposit funds in Fund 8 to be eligible, may not transfer from fund 30 once deposited) • personal items for coaches, advisors or other staff members

# Report to the School Board

May 11, 2026

By Elementary School Principal Dave Riebel

## Strategic Priority 1: Student Success



**Splash into Sumer: An Early Childhood event.** The families involved in our early childhood programs were invited to an evening of fun on May 5. The families enjoyed water themed activities and a scavenger hunt along with a hotdog meal for the family. Thank you to our wonderful early childhood team for the planning and implementation of Splash into Summer!

**Spring Concerts:** Mr. Harper had the K-3 students excited for their performances once again. Our 2<sup>nd</sup> and 3<sup>rd</sup> graders performed together on Thursday, May 7 featuring nine songs. The kindergarten and first graders performed on Friday, May 8, also with nine classic songs. Fourth grade students have a musical as part of their learning and performing objectives> Heading West combined their learning about United States history and the practice it takes to put on a musical. Great work students and staff. Our fifth graders will be performing at their upcoming graduation ceremony.



**Field Trips:** The spring months bring a full calendar of field trips for our elementary students. Visits to indoor facilities like the Planetarium or Owl Center along with outdoor experiences like Quarry Hills and Eagle Bluff provide connections between our grade level standards with the experiential learning. Field trips create the long term memories that stick with students. Thank you to the PLAY Group and our families for the fundraising needed for these activities.

## Fourth grade Wax Museum presentations:

A fun way to highlight both the learning and performances that fourth grade students have from their social studies class culminates in a wax museum style presentation. Students and parents push the Play button to activate the performance and script of a famous person from history.



## Strategic Priority 2: Effective Staffing

In our April newsletters, the following chart was presented to elementary families highlighting the classroom teachers for the 2026-2027 school year. Adjustments to the specialist schedule, along with the recess, lunch and special education services have been planned and ready for implementation and adjustments in the fall.

Grade	Classroom teachers	
Kindergarten	Ms. Falkowski	Ms. Pilger
1 <sup>st</sup> grade	Ms. Reszka	
2 <sup>nd</sup> grade	Ms. Heftman	Ms Mehling
3 <sup>rd</sup> grade	Mr. Ihrke	
4 <sup>th</sup> grade	Ms. Kennedy	Mr. Schmaltz
5 <sup>th</sup> grade	Mr. Buringa	Ms. Puetz

## Strategic Priority 3: Finance

No report this month.

## Strategic Priority 4: Facilities

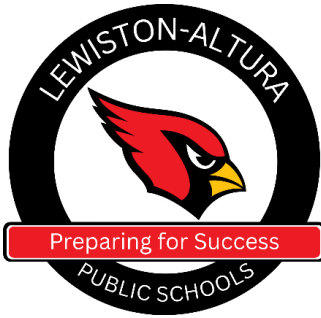


It's happening. The boxes are being filled and labeled in preparation for the upcoming renovation of our elementary school and grounds. Thank you to staff for their proactive efforts and for the efforts about to happen on May 21-22.



## Strategic Priority 5: Community Engagement

Last Day of School – A big thank you goes out to the Crossings Center for allowing our elementary students to utilize that wonderful facility for our last day of school fun. Classes will rotate between stations for a fun afternoon on our last day of school.



## Lewiston–Altura Public School District 100 County

Road 25

Lewiston, MN 55952

[www.lewalt.k12.mn.us](http://www.lewalt.k12.mn.us)

(507) 523-2191

*Gwen Porter, Superintendent*

*Dave Riebel, PreKdg – 5 Principal*

*Cory Hanson, 6-12 Principal*

### Priority 1: Student Success

- We have started to receive our preliminary math MCA scores and it looks as though our 7/8 MCA will be the highest potentially ever for that age group. Reading results are not available until August/September. We will be reviewing science based upon comparing to the late scores of this fall and now on the new test and descriptor format.
- Congratulations to all 6-12 band and choir students on a successful series of spring concerts.
- We hope that our participants on Friday really did feel like Rock Stars for the day. We had three students and were one of three school participating in the event. Thanks to Mrs. Kingsley for organizing and Mrs. Hornberg for working a schedule for students to make the event a success.
- We are approaching spring sports playoffs at this time. Best of luck to all of our teams, coaches, and athletes.
- Congratulations to our 2026-27 student body President and Vice President – Claire Daley and Harper Smith. We had a very positive election week.

### Priority 2: Effective Staffing

- We celebrated American Education Week, Teacher Appreciation Week, and Lunch Hero's Day in the last two weeks.
- Welcome to Mychael Redig as our new 6<sup>th</sup> grade teacher
- We will have a couple of paraprofessional openings for September.
- We will have a couple of fall activity openings in volleyball and football along with Middle School Student council.

### Priority 3: Finance

- No Report

### Priority 4: Facilities

- Packing is in full swing. We are filling trailers and getting more ready for the moving at the end of the year.

### Priority 5: Community Engagement

- Thank you for the generous support of our seniors for the Seniors Honor's and Awards night. Generous community support provided over \$52,000 in scholarships to 25 deserving seniors.
- On May 7, we hosted an open house for current 5<sup>th</sup> graders and 8<sup>th</sup> graders from SILO and St. John's. It was different in that we were able to show spaces and talk about what will be in 3 months.

### Upcoming Events

May 20 – Last Day of School

May 22 – Graduation 7PM

# Dashir Management Services, Inc.

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[www.dashirmanagement.com](http://www.dashirmanagement.com)

## Lewiston-Altura School District

Custodial / Maintenance Report

May 2026

### **Personnel Information**

We are currently fully staffed.

### **Training Conducted**

Staff completed OSHA required safety training on Aerial Lift Safety.

### **Progress on Projects**

- Picked up AWP30S one man lift from Ziegler.
- Worked with Davis for installation of the new water softener at the high school.
- Continue to work with MMC regarding the replacement of a pump drive unit in the high school boiler room.
- Tiny Robot demonstrated the painting of the baseball and softball field.
- Dave Phillipps with InGensa has been in the building regularly meeting with contractors for the project.
- Containers were delivered to each school for storage.
- A contractor with the project added dirt, leveled, and seeded the area north of the C-wing that was torn up during the roof construction.
- O’Laughlin removed trees and is constructing the new entrance at the high school parking lot.

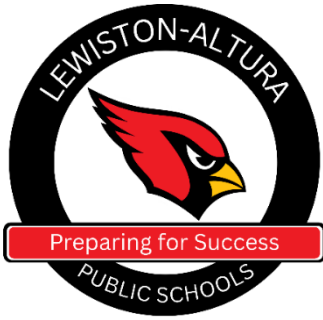
### **Comments**

We are working to have a successful end to the school year and the start of summer construction.

Respectfully Submitted,

Dan Buege

Facility Manager



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*

**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**  
**May 11, 2026**

## **Meeting Agenda Item Notes**

**Board Meeting Guest Speakers** Gary Lovitz and Luke Pfothauer from InGensa will present project updates and this will be followed by action items for the Board regarding project work. Julie will also be present during this portion of the agenda to answer any budget questions.

Lewiston City Administrator Ragini Varma will also be speaking to the Board on topics of mutual interest.

**Asbestos Abatement Bids** On the agenda are three sets of bids for asbestos abatement as part of the facility projects. The extent of the asbestos in both schools is more than was originally anticipated but it obviously something we have to comply with. The bids would address needs at both schools. Not included in these bids are additional abatement for the B-Gym and the Elementary Gym in the Summer of 2027. Julie, Luke, Gary, Finance Committee members and I have discussed the overall project budget and making sure that these abatement costs are covered, as well as the many other needs.

**Demco Furniture Quotes** A few months ago, we interviewed three different school furniture suppliers to assist us with the selection and purchasing of furniture. We selected Demco, and they have provided us many options and designs, while also working with the recommendations of the ISG architects on coloring. The principals and I have gone through their recommendations a few times and taken time to be selective and have eliminated many items that we felt were too costly or unnecessary. On the agenda, are their quotes which total \$369,497.05. (There will be an estimated deduction of @ 30,000 for elementary library shelving that are already part of the general contractor's bid.) The project budget has a line item of \$350,000 for furniture.

The furniture included in these quotes includes elementary library shelving, tables, chairs and a few 'soft' pieces of furniture; elementary and HS staff room furniture; elementary and HS office furniture; HS science classroom tables and chairs (two classrooms); Tech Ed and Ag Ed classroom tables and chairs; heavy duty shelving for wood storage; choir room chairs.

In addition, the Cardinal Foundation has already received grant funding for most teachers to receive a new chair in the fall. I am also working with the Cardinal Foundation to hopefully get grant approved for each elementary classroom to get at least one new large classroom rug.

We will also be purchasing a wrestling mat (\$11,250) and gym pads (\$5000).

**CTE Welders and Welding Tables** Mr. Stoppelmoor and Dr. Hanson have done much research on the best and affordable welders and welding tables for the new CTE classroom. The agenda includes a recommendation to purchase 10 welders (\$27,979.70) and 10 welding tables for up to \$15,285. A local business has expressed that they may be willing to provide the welding tables at a reduced rate. This action item would enable us to pursue this important equipment with a maximum.

**Achievement and Integration 2026-2029 Renewal** We need to renew our Achievement and Integration Plan for 2026-2029. Our first year was highly successful with Student Success Liaison Mercedes Bustain making enormous strides with our non English speaking parents in regards to building relationships, assisting them with understanding and access school services, translation and trust with school staff. She also had two parent meetings for these parents which were very successful. She also did much work directly with students and their teachers to help facilitate communication and problem solving. We will miss Ms. Bustain as she has resigned to pursue work in the Rochester area more in alignment with her career goals. We are hoping to hire a replacement soon.

**November 2026 School Board Elections:** The School District will have school board elections on November 3, 2026. Three current members' (Baer, Daley, Kreidermacher) four-year term will end in December 2026. The filing period (re-election or for new candidates) will be July 14 – July 28<sup>th</sup>. The resolution calling for the election is on the agenda.

We will be advertising that individuals may sign up to be a school board candidate at the Elementary Conference Room July 14-17, 20-24, 27 from 9:00am – 1:00pm; and July 28<sup>th</sup> 8:00am – 5:00pm. Thank you to Shelly Pringle for working these summer hours to facilitate this important process.

**Tiny Robot** The Finance Committee with Dan Buege and Activities Director Ryan Eppen have spent much time assessing the need (or not) to purchase a Tiny Robot. A Tiny Robot is able to be programmed and paint football, softball, baseball field lines with minimal human assistance. This would replace our current line painter that needs replacing and requires manual operation and uses much more paint than what the Tiny

Robot requires. The football field is particularly labor intensive and time consuming. We currently most often rely on volunteer coaches to do this essential task and that is not a sustainable option. The Committee spoke with the Tiny Robot sales representative on the phone. A demonstration was held last week that was impressive on its ease and accuracy! The total cost of the robot is \$33,990 which includes the technology needed, training and \$2,000 worth of paint. Julie recommends this funding can be taken from capital funds.

**Track Maintenance** The high school track is in need of maintenance to address cracks and normal wear. The cost is \$79,990. This cost would be taken from LTFM funding. This is the lowest quote of three that were solicited.

**Prime Foodservice Vendor Bid for the Southeast MN United Food Service Cooperative** Thank you to Food Service Director Vickie Speltz and Business Manager Julie Grant for their leadership in facilitating a comprehensive bid solicitation process for the Cooperative that has 12 southeastern MN school district. Performance Foodservice submitted the recommended proposal. Vickie will be at the meeting to discuss.

## **Additional Updates**

**FY 2026 and FY2027 Budget** Neither of these are on the agenda. Both will be on the June agenda. I anticipate we will be on track to reach the \$200,000 budget adjustment target for FY27.

**Superintendent Gruen Visit** Mark will be here on Thursday, May 14th. He is available to have lunch with Board members @ noon at The Heartland Country Club. Please let me know if you would like to meet him there. We can't have more than 3 board members. He is also meeting with Dave, Cory, Gary and Dave (InGensa) and me during the day.

**2026-2027 Individual Work Agreements and Teacher Contracts** The Business Office has been working diligently to give every staff member 2026-2027 Work Agreement (unlicensed staff) or Contract (teachers). It has been many years since the office staff have been able to do these in the spring. The Board Chair and Clerk will need to sign these also. Please plan to do these on May 18<sup>th</sup> or 19<sup>th</sup>.

**Lewiston and Altura Area Business Meeting** We had another positive meeting with area business representatives on April 30<sup>th</sup>. Thank you to Mary Anne Benke, the Bluff Country Collaborative Coordinator, who organized our February 26<sup>th</sup> gr. 5-12 Career Fair and provided us survey and data about the Fair at this meeting. The businesses who attended provided important feedback also and were very encouraging to continue having the Fair in future years, with a particular emphasis on juniors and seniors and possible ways to also invite parents. We also reviewed the high school's Personal Skill Grading which was an outcome of our initial business conversations (more concerned about employability skills vs certificates or specific tool/machine mastery). We also updated them on the plans for the CTE area classroom and work spaces.

**Summer School Board Meeting Location Change Reminder:** The summer meetings on June 8<sup>th</sup>, July 13 and August 10<sup>th</sup> will be held City of Lewiston Council Meeting Room due to the construction and that the HS Library will generally be inaccessible to the public.

**TODAY**  
A publication of Minnesota Rural Water Association

**MRWA 2026 Water Week Poster Contest Winners**  
Page 18

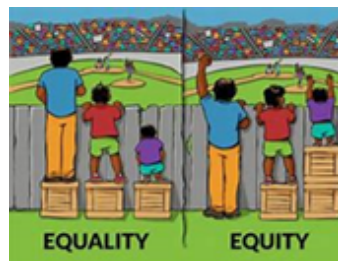
**1st Place**  
picture (left) was drawn by Blakelyn Docker, 4th grader from Lewiston-Altura Elementary School, Lewiston, MN

**2026 MRWA Technical Conference Photo Recap**  
Pages 50-53

**RURAL WATER STRONG**  
2025

**Enrollment**

Grade Level	May 29, 2025	Sept 4, 2025	April 1, 2026	May 1, 2026	Anticipated Sept 14, 2026	Estimate Sept 2027
<b>Kdg</b>	38	29	27	28	26	39
<b>1st</b>	26	39	38	39	27	26
<b>2<sup>nd</sup></b>	36	28	28	28	38	27
<b>3<sup>rd</sup></b>	38	36	36	36	28	38
<b>4<sup>th</sup></b>	25	41	40	39	36	28
<b>5<sup>th</sup></b>	39	29	26	26	40	36
<b>6<sup>th</sup></b>	38	44	43	43	27 (+1)	42 (+2)
<b>7<sup>th</sup></b>	38	36	36	36	44	27
<b>8<sup>th</sup></b>	37	39	39	39	36	44
<b>9<sup>th</sup></b>	55	45	43	43	51 (+12)	39 (+3)
<b>10<sup>th</sup></b>	58	55	52	52	43	51
<b>11<sup>th</sup></b>	48	58	58	58	52	43
<b>12<sup>th</sup></b>	56	48	49	49	58	52
<b>Total</b>	<b>532</b>	<b>527</b>	<b>515</b>	<b>516</b>	<b>506</b>	<b>492</b>



*Equity is important in all of our decision making.*