Board Meeting

Tuesday, June 16, 2026 6:30 AM
Conference Room, 23130 345th St SE, Erskine, MN 56535

1. **Call to order by Chairperson_____ at _____**
1. Pledge of Allegiance
2. Welcome
3. Roll Call

   _____ Tyler Brekken
   _____ Nicki Carlson
   _____ Jackie Huschle
   _____ Megan Rock
   _____ Brad Sander
   _____ Amanda Schow
   _____ Davin Swanson
2. **Approval of Agenda as presented or amended**
3. **Open Forum**

   This is an opportunity for members in the audience to share a thought or idea with the board. Please limit comments to under 3 minutes

   As per Minnesota Statute, items of private data or personnel issues will not be allowed to be presented or deliberated. Visitors with employee issues will be encouraged to proceed via use of School Policies dealing with complaints.
4. **Acknowledgements - Students/Staff/Personnel**
5. **Infomational Reports**
1. Dean of Students/Activities Director Report
6. **Financial - Auditors for the Month of June - Brekken and Sander**
1. Approve payment of bills — District Checks in the amount of $147,637.79; Activity Checks #20135-20145 in the amount of $20,748.76; Wire Payments in the amount of $259,459.53; MSDLAF Transfers - Redemptions in the amount of $645,000; and US BANK - Check #52983 in the amount of $30,505.75
2. Finance Officers Report
7. **Written Reports/Updates**
1. Superintendent Report
2. School Board Committee Reports
1. Negotiations
3. Principal/Community Education/Title Grant Coordinator's Report
8. **Consent Agenda Business**
1. Approve Minutes of the regular meeting held May 19, 2026
2. Accept Donations
3. Approve the Health and Safety management contract with the NWSC
4. Approve committing funds for severance
9. **Action Items**
1. Approve the FY26 final budget (A)
2. Approve the FY27 Original Budget (A)
3. Approve the IOWA resolution (R)
4. Approve hiring Rylee Haugen as a 1.0 FTE special education teacher (A)
5. Approve hiring Brooklyn Ose as a 1.0 FTE elementary teacher (A)
6. Approve hiring Shelby Duckstad as Head Girls Basketball Coach (A)
7. Approve the quote from Horgy's Concrete for sidewalk replacement (A)

8. Approve adding an additional JH coach for FB and VB for the 2026 seasons (A)
10. **Set Meeting Dates and Times - July 21, 2026 @ 6:30 AM in the Conference Room**
11. **Adjourn**

Activities Directors Report

Spring Sports

- All Spring Sports have been completed.
    - Baseball finished with a record of 13-10, third in the section.
    - Softball finished with a record of 11-10
    - Track & Field athletes that advanced to Sections
        - Joy Neubert - 100m
        - Shyanne Ness - 200m
        - Macie Haskett - 400m (4th)
        - Ava Sharp - 400m
        - Addy Morgenroth - 400m, Long Jump
        - Caralina Janisch - 300m hurdles (3rd), Long Jump (7th)
        - Ensley Haskett - Discus (8th)4x200 Relay (M.Haskett, Sharp, Morgenroth, Janisch) (6th)
        - 4x400 Relay (Janisch, Morgenroth, Sharp, M.Haskett) (7th)
    - Joe Courneya, LaShelle Johns, & Callie Herriman advanced to the Section Golf Meet.
    - Trap - State Meet in Alexandria on 6/15
        - WEM finished the regular season at the top of our conference with Karlie the top female shooter and Hudson & Hunter 2nd and 3rd for males.
- Congratulations to all the following award winners
    - All Conference Baseball PTP – Kolten Schow, Owen Strom and Nathaniel Spry (HM).
    - All Conference Baseball NW-Diamond - Owen Strom and Kolten Schow (HM)
    - All-Section Baseball: Owen Strom, Hayden Johnson, Kolten Schow, Nick Schow
    - All Conference Softball PTP – Paige Breitbach, Madison Bailie, and Alyssa Anderson (HM).
    - Track & Field:
        - Academic All-State - TBD
        - Academic Team Award- TBD

- Shelby Duckstad has accepted the girls basketball head coaching position. I ask that you approve this at this board meeting.
-

Summer

- Summer Waiver period is underway
    - No Contact July 4-July 10
    - Waiver Ends 7/31
- The gym will be waxed and closed the first weeks in August
- 2026-27 Sports Parents Meeting is scheduled form 8/11.
- Online sports registration is switching from arbiter/rSchools to Bound. New school calendar with Bound as well. Transition underway..

Finance Officers Report
June 2026

Enrollment

- Final enrollment for the year was 445 K-12 (prior year 444). After averaging the annual enrollment, we have a K-12 enrollment of 447.80, along with 6 EC students and 10.38 VPK students.

Budget

- 25-26 Final Budget:
  - At this meeting you will be asked to approve the 2025-26 Final Budget. A full budget was provided to you.
  - There is a projected loss of $(546,736) across all funds. The general fund has a projected loss of $(501,651). Food Service and Community Service have small projected increases this year. The General fund balance projects to be $1,138,975 .
- 26-27 Original Budget: You will be asked to approve the original 26-27 budget at this meeting. The current budget projects a loss of $(24,938) overall, with a loss of $11,924 in the General Fund.
  - Budget Assumptions –
    - 452 K-12 Students, 5 EC Students, 13 VPK Students, 6 Extended Time
    - Steps and 2.0% total increase on teacher contracts
    - 3.0% total increase on unsettled ESP contracts
    - TRA stays at 9.81%
    - 2.69% levy formula increase
    - New Bus purchase
    - iPad Lease

Other

- After this meeting we will be opening all the following for bids: Snow Removal, Bread, Milk, and Fuel.
- Severance – To comply with GASB 54 we are required to get board approval to commit funds each year. We would like to set aside severance amounts at this point in the amount of $100,000 as in previous years.

Win-E-Mac School District #2609
Enrollment

	Final 2024-25	Orig. Est. 2025-26	9/2/2025	10/1/2025	11/1/2025	12/1/2025	1/1/2026	2/1/2026	3/1/2026	4/1/2026	5/1/2026	5/22/2026	Final Budget	ADM Report
EC	4.7	3	3.5	5	5	5	6.5	7	7	7.5	7.5	8.5	6.25	
VPK	11.24	15	14.4	12.6	10.2	10.2	10.2	9.6	9.6	9	9	9	10.38	
K	31.42	25	26	24	24	24	24	24	25	25	25	25	24.60	
1	30.79	33	35	35	35	35	35	35	35	36	36	36	35.30	
2	26.01	31	30	30	30	30	30	29	30	30	30	30	29.90	
3	30.35	26	31	32	32	32	31	32	32	32	32	32	31.80	
4	33.35	30	31	31	31	31	30	31	31	33	32	32	31.30	
5	34.02	33	35	35	34	34	34	34	34	34	34	34	34.20	
6	41.32	34	37	37	37	38	38	38	37	38	37	37	37.40	
Total Elementary	**243.2**	**230**	**242.9**	**241.6**	**238.2**	**239.2**	**238.7**	**239.6**	**240.6**	**244.5**	**242.5**	**243.5**	**241.13**	**0.00**
7	34.56	41	43	43	43	44	44	43	42	44	44	44	43.40	
8	37.17	34	36	36	36	36	36	36	35	35	35	35	35.60	
9	44.17	37	37	37	36	36	36	35	34	33	33	33	35.00	
10	37.37	43	46	48	48	48	48	47	47	46	46	46	47.00	
11	27.66	37	37	34	33	34	34	33	33	33	33	33	33.70	
12	33.79	28	29	29	29	29	29	28	28	29	28	28	28.60	
Total High School	**214.72**	**220**	**228**	**227**	**225**	**227**	**227**	**222**	**219**	**220**	**219**	**219**	**223.30**	**0.00**
Total Enrollment	**457.92**	**450**	**470.9**	**468.6**	**463.2**	**466.2**	**465.7**	**461.6**	**459.6**	**464.5**	**461.5**	**462.5**	**464.43**	**0.00**
K-12 Enrollment	**441.98**	**432**	**453**	**451**	**448**	**451**	**449**	**445**	**443**	**448**	**445**	**445**	**447.80**	**0.00**

WIN-E-MAC SCHOOL DISTRICT

Aaron Cook, Superintendent

Phone: (218) 563-2900

Carl Dugstad, Principal
23130 345th Street SE
Erskine, MN 56535

www.wemschools.org

DISTRICT FAX: (218) 563-2107
H.S./ELEM. FAX: (218) 563-2902

June 11, 2026

Superintendent Report

June 2026 School Board Meeting

1. Legislative Update
    a. 1x Seasonal rec Aid for FY27 (additional to tax base replacement aid starting in FY28)

2. Concrete Repair
    a. Received two quotes
    b. In budget and LTFM plan

3. IOWA Resolution
    a. Yearly Requirement

4. School Board Elections
    a. Filing Dates – July 14-July 28

5. Other

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6/16/2026

- Teacher Interviews
    - Thanks to committee members
    - New Hire Handout-Thanks to the teachers who did most of the work.
- Summer Program
- DIRS Report
- Summer Rec
- Title Application

Principal Carl Dugstad

Minutes of Regular School Board Meeting
Win-E-Mac School District
Tuesday, May 19th, 2026
5:30 PM - Conference Room

The meeting was called to order by Chairperson Brekken at 5:30 PM. Members present were Brekken, Carlson, Huschle, Sander, Schow and Swanson. Member absent: Rock

Audience Members included: Heather Burd, Aaron Cook, Mariah Christian, Carl Dugstad, Rich Hendrickson, Rob Hole, Lynette Kaster, Brady Langemo, Tracy McGlynn, Kristi Plante, Melissa Smeby, and Vondria Winter

Approval of Agenda as presented or amended. This motion, made by Jackie Huschle and seconded by Brad Sander, Carried.

During the open forum, Lynette Kaster addressed the board regarding concerns about girls sports programs.

Brady Langemo gave the Activities Directors Report - Spring Sports - ● We are winding down the season in all of our spring sports. Post season right around the corner. o Baseball 6-6 (as of 5/15 at 10:39 am); ▪ Sub-Section: May 26; ● Seeding on 5/22 (projected to host); o Softball 7-8 (as of 5/15 at 10:43 am); ▪ Sub-Section: May 19; ● Seeding on 5/16 (not projected to host); o Track & Field - Sub-Sections: May 21 @ Park Rapids; o Golf - ▪ Sub-Sections: May 20 @ Park Rapids - ● Once each season is complete all equipment will be collected; Concerts - ● All band and choir concerts programs have been completed (elementary tonight); Banquet - ● The Senior Awards Program has been completed. Congratulations to everyone who received a scholarship or award. ● Spring Activities Awards Assembly is on 5/20; Other - ● Summer ○ Summer Waiver: Coaches request sent; ○ Summer practice schedule/calendar; ○ Summer Sports Performance Registration is open (Rhonda, Jeffrey); ● Sports Registration & Parent/Athlete Meeting scheduled for August 11 (time TBD); ● GBB HC update - ○ Multiple applications have been received; currently waiting to start interview process; ● VB HC update ○ Two interviews were held on 5/14 with another scheduled for 5/17.

Auditors for the month of May were Huschle and Schow. Approve payment of bills - District Checks #52793-52899 in the amount of $158,404.26; Activity Checks #20113-20134 in the amount of $24,540.86; Wire Payments in the amount of $224,817.91 and MSDLAF Transfers - Redemptions in the amount of $665,000. This motion, made by Jackie Huschle and seconded by Amanda Schow, Carried.

Tracy McGlynn gave the Finance Officers Report - May 2026 - Food Service - • Free & Reduced as of May 1st - Elementary 49.19%; o Secondary 39.73%; o Combined 44.75%; o Prior Year 49.69%; A breakdown is available for you in your packet. Enrollment - • Our enrollment as of May 1 was 445 K-12 (prior year 444). Up one from last month. A complete breakdown is available in your packet. • When I prepare for the final budget, I will use an average of enrollment throughout the year, which is currently 448.11. I will also include the EC average in the calculation, as well as VPK students. Budget - • 25-26 Final Budget – This budget will be approved at the June meeting. • 26-27 Original Budget – This budget will be approved at the June meeting to allow time for the legislature to wrap up and finalize their activities. Other - • Requisitions – Teacher supply and capital requisitions are currently in process.

Aaron Cook gave the Superintendent Report - May 26 School Board Meeting - 1. Legislative Update - there will be a reduction in the homeowners season base tax rate; thank you to Senator Johnson for pushing through for Level 4 facilities for our surrounding schools - 6.5 million will be used towards this facility; there will be a slight increase for compensatory for schools. 2. Snustad one time funding - a. Planned Projects i. Camera system, Exterior Doors, Interior & Exterior Door Controls - Snustad has given us $900,000 for the upgrade of our camera system, exterior doors and interior and exterior door controls; ii. Fieldhouse - coming along nicely. 3. Graduation - 6 out of 7 Board members will be in attendance.

School Board Committee Reports - Health & Safety Committee - Meeting Minutes - 7:45 a.m 1. Call Meeting to Order - Aaron, Ryan, Amanda, Cam, Heidi, Davin, Carl, Jeff; 2. Old Business - a. Science Room - All electrical issues have been resolved; 3. New Business - a. NWSC – Reviewed Reports, Eye wash station added in bus garage; b. Fire Marshall Inspection – Reviewed inspection; c. Other Reports - none; d. Review Safety Concerns - • Fire Drills - All Completed; • Lockdowns - 1 remaining to complete; • Other – Tornado Drill completed on April 16. The Logistics committee will review any concerns; e. Incident Review - None; f. Other - i - Playground woodchips need to be turned over; ii. Still looking for a flashing option in the band room for a lockdown; iii. Active shooter drill with law enforcement taking place on August 4th and 5th; 4. Next Meeting Date - TBD; 5. Adjourn - 8:01 a.m.

Pine-to- Prairie - there are 4 trailers for sale from NCTC - if interested please contact Aaron.

Approve Minutes of the regular meeting held April 21,2026 and approve donations and approve the school health services agreement with Polk County Public Health and Approve the concurrent enrollment agreement with BSU for fall of 2026 . This motion, made by Davin Swanson and seconded by Brad Sander, Carried.

Approve the retirement and return to work agreement with Eileen Cook. This motion, made by Amanda Schow and seconded by Nicki Carlson, Carried.

Approve hiring Eian Selk as a summer grounds worker. This motion, made by Tyler Brekken and seconded by Davin Swanson, Carried.

Approve the lane change request from Charity Salmonson to move from BA10 to BA20 for the start of the 2026-27 school year. This motion, made by Jackie Huschle and seconded by Amanda Schow, Carried.

Approve the lane change request from Monica Swanson from BA10 to BA20 for the start of the 2026-27 school year. This motion, made by Jackie Huschle and seconded by Brad Sander, Carried.

Approve the Garden Valley quote for an updated camera system. This motion, made by Brad Sander and seconded by Nicki Carlson, Carried. Abstain - Brekken

Approve the Garden Valley quote for interior and exterior door controls. This motion, made by Jackie Huschle and seconded by Nicki Carlson, Carried. Abstain - Brekken

Approve the Clarity Glass quote for exterior doors. This motion, made by Brad Sander and seconded by Davin Swanson, Carried.

Approve the MSHSL Resolution for Membership. This motion, made by Jackie Huschle and seconded by Amanda Schow, Carried.

Approve hiring Kelsi Gunufson as head Volleyball coach. This motion, made by Jackie Huschle and seconded by Nicki Carlson, Carried.

Set Meeting Dates and Times - June 16, 2026 @ 6:30 AM in the Conference Room

Adjourn. This motion, made by Brad Sander and seconded by Davin Swanson, at 6:00 PM. Carried.

RESOLUTION ACCEPTING GIFTS/DONATIONS

WHEREAS, Win-E-Mac ISD 2609, Erskine, MN , is authorized to accept gifts or donations of real or personal property under Minnesota Statutes, Section 465.03; and

WHEREAS, the following persons or entities have offered to contribute the items or funds set forth below to the district:

Donor	Amount	Purpose	Date
American Legion Erskine	$2,000.00	Summer Rec Program	May 2026

NOW, THEREFORE, BE IT RESOLVED by the School Board of Win-E-Mac ISD 2609, that the above-described gifts are hereby accepted with appreciation, and the School Board expresses its gratitude on behalf of the district and community.

Northwest Service Cooperative
Environmental Health & Safety
Service Agreement

Date: May 13, 2026 Contract No. 115-014

The services agreement entered into between the Northwest Service Cooperative (NWSC) and Win-E-Mac Public School, dated May 13, 2026.

PART I, Section 1

1. DURATION: This agreement shall remain in force from July 1, 2026 until June 30, 2029 (the "expiration date").

PART II, Section 1

1. COMPENSATION: For the services covered by this Agreement, Win-E-Mac Public School shall pay NWSC an annual fee for each fiscal year period. Such compensation shall be due and payable according to the selected payment terms below:

Payment terms for the agreed to above:

Year 1: $5422.39
Year 2: $5585.06
Year 3: $5724.68

Please select if you would like to participate in the Safe Schools online training program:

☐ Yes ☐ No

The parties hereby accept the terms of the agreement as modified.

Win-E-Mac Public School	Northwest Service Cooperative
By _____	By _____
Title _____	Title Executive Director
Date _____	Date _____

Forklift Safety

Responsibilities:

Northwest Service Cooperative

- Develop and implement a written plan.
- Identify district contact person.
- Inventory forklifts.
- Identify employees who operate forklifts and provide required training.
- Conduct carbon monoxide monitoring (5205.0116) in space and tailpipe emissions for non-battery operated forklifts.
- Inspect forklifts and provide for all safety equipment required.

District

- Conduct carbon monoxide monitoring (5205.0116) in space and tailpipe emissions for non-battery operated forklifts.
- Inspect forklifts and provide for all safety equipment required.

Machine Guarding

Responsibilities:

Northwest Service Cooperative

- Machine guarding contact person identified by name.
- A written machine-guarding (shop) plan developed for each area where fixed machines are used.
- Shop equipment safeguarded per Machine Shop and Guarding "Best Practices" manual. Shop equipment not safeguarded should be scheduled for proper safeguarding or replaced.
- Annual training for affected employees provided and documented.
- A written preventative maintenance program to maintain machine guarding in proper repair and order developed.
- Power outage protection provided for all required equipment.
- The CFL bid specification criteria shall be used for procurement of all future equipment.
- At least one district employee shall be certified per CFL criteria for H&S funding of shop equipment.
- Fixed equipment secured to prevent walking or moving.
- Each shop or area should keep a log of employee and student accidents and injuries so that shop improvements can be determined. Corrective action as needed based on accident reports and near misses should be taken.
- School board shall review the program annually.

District

- Power outage protection provided for all required equipment.
- At least one district employee shall be certified per CFL criteria for H&S funding of shop equipment.
- Fixed equipment secured to prevent walking or moving.
- Each shop or area should keep a log of employee and student accidents and injuries so that shop improvements can be determined. Corrective action as needed based on accident reports and near misses should be taken.

Welding, Cutting or Brazing

Responsibilities:

Northwest Service Cooperative
- Develop written management plan.
- Identify district contact person.
- Talk to OSHA as there are many requirements.
- Provide training to employees.
- Provide district with record keeping for training and assessments.
- Annual review

  *This is an important topic since many schools have welding shops and most maintenance crews do welding.

District
- Review program and obtain school board approval at least annually, per M.S. 123B.58 Subd. 1.

Hoist Lift

Responsibilities:

Northwest Service Cooperative
- Develop and implement a written plan.
- Identify district contact person.
- Inventory hoists rated one ton or less and backhoes.
- Inspect and document inspection on listed equipment initially for compliance with the regulation.
- Ensure safety latches are provided on all hoist hooks used on hoist.
- Provide training to employees.
- Provide district with record keeping for training and assessments.
- Provide annual review.

District
- Conduct daily to monthly inspections (depending on use).
- Ensure safety latches are provided on all hoist hooks used on hoist.

Proposal
For
Environmental/Occupational
Health & Safety Management

Presented to

Win-E-Mac Public School

May 13, 2026

Presented by

Northwest Service Cooperative
114 First St. West
Thief River Falls, MN 56701
218-681-0900
www.nw-service.k12.mn.us

The Northwest Service Cooperative is pleased to provide the following proposal to provide Environmental and Occupational Health & Safety Management (E/OHS).

What makes the Service Cooperative partnership work? An unbeatable combination of service and cost savings that are provided to its members. The cooperative effort has provided the ability to minimize cost, problems and avail members of the expertise required for specific problems. The Northwest Service Cooperative provides its members with needed analysis of these programs, required reporting forms, necessary record keeping procedures, summary audit reports and access to corrective actions as needed.

Under the proposed agreement, NWSC will provide solutions to environmental and occupational health and safety related problems that are: *administered on site, affordable, guaranteed and insured.* **NWSC will visit the district on a monthly basis.**

The following programs will be included with in the agreement:

- Employee Right-to-Know
- Personal Protective Equipment
- Laboratory Standard
- AWAIR
- Emergency Action Plan
- Hearing Conservation
- Respiratory Protection
- Confined Space Entry
- Lockout/Tagout
- Compressed Gas Safety
- Lead in Water
- Radon
- Underground Storage Tanks
- Asbestos
- Hazardous Waste
- Bloodborne Pathogens
- Community Right-to-Know
- Indoor Air Quality
- Integrated Pest Mgmt
- Hoist Lift
- Welding, Cutting or Brazing
- Electrical Safety
- Forklift Safety
- Machine Guarding
- Assistance with Attachment 10

For questions or comments contact:

Brian Byklum
Health & Safety Coordinator
218.681.0895

Insurance

The Northwest Service Cooperative carries professional and general liability insurance. A certificate shall be provided to Win-E-Mac Public School for the following amounts of coverage:

General Liability - "A" rated

BI & PD Combined Occurrence	$2,000,000
BI & PD Combined Aggregate	$2,000,000
Personal Injury	$1,000,000

Guarantee

The Northwest Service Cooperative will conduct the activities required for the proposed programs with care and diligence.

The Northwest Service Cooperative agrees that if a client receives regulatory fines for errors or omissions directly and solely attributable to NWSC, NWSC will pay for the regulatory fines and reserves the right to contest the violations with the regulatory agency.

Building Owner Covenants

Building owner agrees to provide the following:

a. Contact person for various programs
b. Office space, use of phone and office equipment
c. As built drawings
d. Rooms conducive for employee training

E/OHS MANAGEMENT PROGRAM: Proposed Services

Asbestos

Responsibilities:

Northwest Service Cooperative
- Identify current designated person; ensure designated person is AHERA-trained.
- If DP is not a district employee, identify local Contact Person representing school.
- Review and update existing Asbestos Management Plan.
- Develop and disseminate annual written notification.
- Establish a General Work Order System and Asbestos Work Order System.
- Establish Work Practice Standard Operating Procedures.
- Establish Emergency Response Procedures.
- Establish respiratory protection program component for asbestos.
- Provide 6 months Periodic Surveillance of asbestos.
- Maintain and up date the asbestos inventories.
- Maintain all records of asbestos events, per OSHA and AHERA.
- Establish and implement Medical Monitoring and Surveillance Program.
- Schedule response action implementation.
- Provide liaison with Project Designer for those projects, which exceed 3 feet.
- Provide and post Hazardous Warning labels in routine maintenance areas.
- Provide 2-hour Asbestos Awareness Training, necessary for all Maintenance/Custodial persons.
- Perform Three Year Reinspection no later than July 9, 2010.
- Review program and obtain school board approval at least annually.

District:
- Develop and disseminate annual written notification.
- Review program and obtain school board approval at least annually, per M.S. 123B.57Subd. 1.

Underground Storage Tanks (UST) and Above Ground Storage Tanks (AST)

Responsibilities:

Northwest Service Cooperative
- Develop and implement a Written Management Plan for each UST and AST.
- Identify school district Contact Person(s) for each UST and ASTs.
- Ensure all USTs above 110 gallons are MPCA-registered.
- Ensure all AST installations which are used for combustible materials are reviewed by a fire marshal.
- Develop and implement release detection (e.g. tightness testing) plans for all USTs (also fuel oil).
- Conduct leak detection testing at frequent intervals for USTs if electronic monitors available.
- Produce and submit reports to agencies necessary for compliance (e.g. MPCA tank registration).
- Review updates on regulatory standards and reporting requirements.
- Provide and maintain inventory control forms.
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District
- Conduct leak detection testing at frequent intervals for USTs if electronic monitors available.
- Present program review to School Board at least annually.
- Provide and maintain inventory control forms.
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

Infectious Waste (exclusive of Bloodborne Pathogens, if any)

Responsibilities:

Northwest Service Cooperative
- Develop and implement a Written Management plans for infectious waste, if any.
  - Note: blood or other potentially infectious materials are covered under Bloodborne Pathogen
- Identify school district Contact Person(s) for infectious waste management.
- Identify sources of infectious waste in each facility.
- Review current infectious waste handling procedures.
- Review current internal traffic procedures.
- Review current external transportation/disposal of infectious waste.
- Evaluate current infectious waste record keeping products and procedures (including archiving).
- Respond to regulatory agency correspondence, guidelines and recommendations, guidelines and recommendations.
- Provide updates on regulatory changes and new developments.
- Provide annual training.
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District
Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

Playground Safety

Responsibilities:

Northwest Service Cooperative
- Identify school district Contact Person(s) for each playground.
- Conduct periodic site review and management plan update (at least annually).
- Present program review to School Board at least annually.
- Conduct audit of district outdoor playground facilities for purpose of identifying equipment and site-related hazards referenced in the Consumer Products Safety Commissioner's (CSPC) current guidelines. See Consumer Product Safety Commission website www.cpsc.gov for more information. Also, see ASTM F 1487 – 95 "Standard Consumer Safety Performance Specification for Playground Equipment for Public Use."
- Develop, implement and maintain equipment maintenance checklists.
- For H&S funding, inspection by Nat'l Recreation and Park Association "Certified Playground Safety Inspector" is required. To be conducted under a separate proposal.
- Review updates on regulatory, guidance standards and new developments.
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

- Present program review to School Board at least annually.
- Conduct audit of district outdoor playground facilities for purpose of identifying equipment and site related hazards referenced in the Consumer Products Safety Commissioner's (CSPC) current guidelines. See Consumer Product Safety Commissions website www.cpsc.gov for more information. Also see ASTM F 1487 – 95 "Standard Consumer Safety Performance Specification for Playground Equipment for Public Use".
- Develop, implement and maintain equipment maintenance checklist.
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

Emergency Action Plan

Responsibilities:

Northwest Service Cooperative

- Review written Management plans for each school for each type of emergency:
  Fire, utility disaster, natural disaster, civil/bomb threat, and as outlines in MN Executive Order 93-97 and 1999 Model Crisis Management Plan.
- Identify school district Contact Person(s) for each emergency plan.
- Survey the facility to determine the facility's ability to provide safe egress or safe shelter.
- Inspect fire extinguishers, fire blankets, and emergency lights monthly.
- Train affected employees.
- Review Written Plan as needed, and update (at least annually).
- Develop and implement written record keeping procedures.
- Respond to regulatory agency correspondence, guidelines and recommendations.
- "...Cooperate with local government authorities to ensure the preparation of plans for the protection of students in an emergency. These plans should include sheltering students in schools, or evacuating them to their homes, as well as using the schools as congregate care centers in support of emergency operations." – MN Executive Order 93-27 pp 8.
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

- Develop Emergency Action Plan procedures and routes per OSHA standard 29 CFR 1910.38. NWSC will review EAP procedures and routes.
- "...Cooperate with local government authorities to ensure the preparation of plans for the protection of students in an emergency. These plans should include sheltering students in schools, or evacuating them to their homes, as well as using the schools as congregate care centers in support of emergency operations." – MN Executive Order 93-97 pp.8.
- Post evacuation or shelter routes and locations, in each classroom, office or assembly area. Route(s) should be shown drawn on 8x11 scale building map, preferably color-coded.
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

Lead in Water

Responsibilities:

Northwest Service Cooperative

- Develop and implement a Written Management plan for all drinking water taps.
- Identify school district Contact Person(s) for Lead in Drinking Water.
- Implement MDH Lead in School Drinking Water Guidance Manual provisions.
- Survey each facility to determine the facility's drinking water taps and fixtures.
  Note- actual testing shall be identified as a separate project.
- Conduct water sampling as provided for under MDH and US EPA rules and guidelines. NWSC will provide Lead in Water testing under a separate proposal.
- Ensure replacement faucets and hardware meet current NSF lead-free criteria. Review updates on regulatory standards, reporting requirements and new developments.
- Maintain all compliance documentation.
- Provide all record keeping activities.
- Train affected employees.
- Review Written Plan as needed, and update (at least annually).
- Develop and implement written record keeping procedures.
- Respond to regulatory agency correspondence, guidelines and recommendations.
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

Radon

Responsibilities:

Northwest Service Cooperative

- Develop and implement a Written Management Plan for Radon identification and remediation.
- Identify school district Contact Person(s) for Radon.
- Implement current US EPA/MDH Radon Gas testing guidance criteria
- Coordinate diagnostics and mitigation of elevated radon.
- Conduct Radon sampling as provided for under MDH and US EPA rules and guidelines.
  Note: NWSC will provide radon testing under a separate proposal
- Review updates on regulatory standards, reporting requirements and new developments.
- Maintain all compliance documentation: maintain documentation of testing.
- Develop and implement written record keeping procedures.
- Train affected employees.
- Respond to regulatory agency correspondence guidelines and recommendations.
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

Hazardous Waste

Responsibilities:

Northwest Service Cooperative

- Develop and implement a Written Management Plan for Hazardous Waste. These are defined as wastes, which are **toxic, combustible, corrosive or reactive**.
- Identify school district Contact Person(s) for Hazardous Waste.
- Review Written Plan as needed, and update (at least annually).
- Identify facility hazardous waste streams by functional areas and by waste stream types.
- Examine facility hazardous waste product generation potential.
- Identify actions that minimize or eliminate hazardous waste generation.
- Develop containerization and labeling procedures.
- Review current handling and storage procedures.
- Implement proper waste disposal procedures. Complete disposal manifests.
- Acquire EPA generator number and MPCA annual permit for **each building generating hazardous waste.**
- Train affected employees. Provide annual training according to **VSQG** or **SQG** criteria.
- Monitor or provide updates on regulatory changes and new developments. Review updates on regulatory standards, reporting requirements and new developments.
- Develop and implement written record keeping procedures-maintain all compliance documentation.
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

- Evaluate boiler and other stack emissions to air with respect to current MPCA stack emissions standards. NWSC will assist District with stack emissions standards.
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- Evaluate boiler and other stack emissions to air with respect to current MPCA stack emissions standards.

Community Right to Know (when applicable)

Responsibilities:

Northwest Service Cooperative

- Develop and implement a Written Management Plan for Community Right to Know.
- Identify school district Contact Person(s) for Community Right to Know.
- Review Written Plan as needed, and update (at least annually).
- Survey facility for hazardous materials in reportable quantities.
- Develop and maintain hazardous materials collection and storage procedures.
- Review invoices of CRTK-reportable materials for quantity verification.
- Initiate in-house reporting procedure(s).
- Prepare notification correspondence/reports to State Emergency Response Commission and local emergency planning committee (frequently the district's local fire department).
- Train affected employees. Provide annual training.
- Develop and implement CRTK-recordkeeping procedures.
- Respond to regulatory agency correspondence, guidelines and recommendations, (i.e. MN Emergency Response Commission).
- Provide updates on regulatory changes and new developments.
- Review program and obtain school board approval at least annually, per M.S. 123B.58 Subd. 1.

District
- Review program and obtain school board approval at least annually, per M.S. 123B.58 Subd. 1.

Department of Labor and Industry (OSHA) Requirements OSHA Inspections

Responsibilities:

Northwest Service Cooperative
- Participate in OSHA review of facility and provide management activity for programs.
- Assist District with E/OhS funding application (DCFL Attachment #99).
- Work with third party inspectors such as insurance groups.
- For information on all OSHA standards, go to www.osha.gov and click on the "search" button.

District
- Review program and obtain school board approval at least annually, per M.S. 123B.58 Subd. 1.

Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools

Responsibilities:

Northwest Service Cooperative
- Develop and implement a Written Management Plan for Accident and Injury Reduction-AWAIR.
- Develop procedures that outline how managers, supervisors and employees are responsible for implementing the written program and how continued participation of management will be established, measured, and maintained.
- Identify school district Contact Person(s) for Accident and Injury Reduction Program.
- Review Written Plan as needed, and update (at least annually).
- Develop and implement a Written Plan for OSHA-mandated Safety Committees.
- Identify and document methods of how the plan will be communicated to all affected employees so that they are informed of work-related hazards and controls.
- Develop and document procedures for investigation of work place accidents and corrective action.
- Develop and document procedures that outline how safe work practices and rules will be enforced.
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District
- Develop procedures that outline how managers, supervisors and employees are responsible for implementing the written program and how continued participation of management will be established, measured, and maintained.
- Develop and document procedures that outline how safe work practices and rules will be enforced.
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- Conduct safety committee meetings, at least quarterly, to identify and eliminate workplace safety hazards. Develop and document methods used to identify, analyze, and control new or existing hazards.

First Aid/CPR

Responsibilities:

Northwest Service Cooperative

- Develop and implement a Written Management for First Aid/CPR.
- Identify school district Contact Person(s) for First Aid/CPR.
- Determine time for arrival of first aid providers (outside and in-house). Per MNOSHA CPL 2-2.53, **first aid must be available within 8 minutes from any site, including travel time**.
- Review Written Plan as needed, and update (at least annually).
- Survey facility for First Aid/CPR needs.
- Develop and implement program to provide First Aid Kits (kits not eligible for H & S funding).
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- Provide First Aid/CPR/AED Training as required, or contract for services (not eligible). NWSC will assist district in attaining training through local provider.

Lockout/Tagout

Responsibilities:

Northwest Service Cooperative

- Develop and implement a Written Management Plan for Lockout/Tagout, encompassing OSHA standard 29 CFR 1910.147.
- Identify school district Contact Person(s) for Lockout/Tagout.
- Review Written Plan as needed, and update (at least annually).
- Survey the facility to identify energy potential physical hazards that require lockout/tagout.
- Review current Lockout/tagout procedures.
- Train affected employees on proper Lockout/Tagout methods and techniques.
- Identify and procure Lockout/Tagout locks, tags and other devices.
- Evaluate Lockout/Tagout record keeping products and procedures.
- Respond to regulatory agency correspondence, guidelines and recommendations.
- Monitor or provide updates on regulatory changes and new developments.
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- Provide Lockout Tagout equipment.

Compressed Gas

Responsibilities:

Northwest Service Cooperative

- Develop a written Compressed Gas Plan encompassing OSHA standard 29 CFR 1910.101.
- Identify school district Contact Person(s) for Compressed Gas.
- Review Written Plan as needed, and update (at least annually).
- Survey the facility to determine compressed gas applications.
- Review current compressed gas safety procedures.
- Identify compressed gas toxic and physical hazards.
- Evaluate compressed gas application to determine if confined space rules apply.
- Determine need for metering equipment/supplies (i.e. CO, CO2, O2, SO2, and H2S).
- Train affected employees on proper compressed gas methods and techniques.
- Monitor compressed gas record keeping procedures.
- Respond to regulatory agency correspondence, guidelines and recommendations.
- Monitor or provide updates on regulatory changes and new developments.
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

Employee-Right to Know – Hazard Communication

Responsibilities:

Northwest Service Cooperative

- Develop and implement a Written Management Plan for Minnesota Employee Right to Know, in compliance with Minnesota Regulations 5206.
- Identify school district Contact Person(s) for MN ERTK.
- Review Written Plan as needed, and update (at least annually).
- Identify Hazard communications functional areas (e.g. kitchen, shops, art, maintenance, etc.).
- Survey the facility to identify chemical, heat, noise, radiation and infectious agents hazards. Review at least annually.
- Monitor use and markings on Secondary Use Containers.
- Ensure placement of ERTK Minnesota-approved (1997 or later) posters.
- Review and update current ERTK standard operating procedures.
- Perform initial and annual functional area training.
- Provide all record keeping activities and procedures.
- Respond to regulatory agency correspondence, guidelines and recommendations.
- Monitor or provide updates on regulatory changes and new developments.
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- Perform Chemical Inventory. Update at least annually. Ideally, chemical inventory would be available with MSDSs in a functional area. NWSC will assist in filing documentation
- Manage MSDS acquisition, compilation and distribution. Ideally, MSDS would be available in functional a area.

Personal Protection Equipment

Responsibilities:

Northwest Service Cooperative

- Develop and implement Written Personal Protective Equipment Plan, in compliance with 1910.132 through 1910.140. Specific organs targeted for protection are hands, feet and face.
- Identify school district Contact Person(s).
- Review Written Plan as needed, and update (at least annually).
- District must survey the facility to identify unsafe, hazardous processes to hands, feet and face, per standards.
- Perform initial and annual functional area training.
- Monitor usage, storage and maintenance practices of employees to ensure adequacy of program.
- Provide all record keeping activities and procedures.
- Respond to regulatory agency correspondence, guidelines and recommendations.
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District

- Provide personal protective equipment as deemed appropriate for the identified hazards.
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

Laboratory Safety Standard – Chemical Hygiene Plan
Mandatory where science labs exist

Responsibilities:

Northwest Service Cooperative

- Develop and implement a Chemical Hygiene Plan (CHP) for all laboratories, per OSHA under the Laboratory Safety Standard, 29 CFR 1910.1450.
- Identify school district Chemical Hygiene Officer to administer the Plan (mandatory).
- Review Written Plan as needed, and update (at least annually).
- Survey labs to identify potential chemical exposure hazards.
- Review current Chemical Hygiene Plan standard operating procedures.
- Evaluate chemicals against lab projects for necessary acquisition and quantities. Consider disposal of non-essential chemicals.
- Develop and document routine chemical handling, bulk dispensing procedures, storage and disposal procedures.
- Evaluate engineering controls (e.g. ventilation, chemical storage).
- Train affected employees on proper Chemical Hygiene Plan methods and techniques.
- Respond to regulatory agency correspondence, guidelines and recommendations.
- Monitor or provide updates on regulatory changes and new developments.
- Complete fume hood/exhaust ventilation survey. Post results on hood.
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- Develop and document Laboratory Safety record keeping procedures.

Confined Space Standard

Responsibilities:

Northwest Service Cooperative
- Develop and implement a Written Management Plan for Confined Spaces encompassing the new OSHA standard (M.R. 5205.1040 has been replaced with 1910.146).
- Identify school district Contact Person(s) for Confined Spaces.
- Review Written Plan as needed, and update (at least annually).
- Identify Confined Space Entry hazards. Survey the facility to determine all permit and non-permit confined spaces.
- Review current Confined Space Entry Procedures (CSEP).
- Procure and use proper ventilation, communication, personal protective and gas testing equipment, as needed (identify this equipment as separate health and safety projects). Note: NWSC will make recommendation for equipment under this section; district purchases equipment.
- Train affected employees on proper Confined Space Entry methods and techniques.
- Develop and maintain Confined Spaces record keeping procedures.
- Evaluate Confined Space record keeping products and procedures.
- Respond to regulatory agency correspondence, guidelines and recommendations.
- Monitor or provide updates on regulatory changes and new developments.
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District
- Procure and use proper ventilation, communication, personal protective and gas testing equipment, as needed (identify this equipment as separate health and safety projects). Note: NWSC will make recommendation for equipment under this section; district purchases equipment.
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

Hearing Conservation

Responsibilities:

Northwest Service Cooperative
- Develop and implement a Written Management Plan for Hearing Conservation 29 CFR 1910.95.
- Identify school district Contact Person(s) for Hearing Conservation.
- Review Written Plan as needed, and update (at least annually).
- Identify Hearing Conservation hazards. Survey the facility to determine all noise hazards.
- Develop, implement and monitor good Hearing Conservation practices and procedures.
- Train affected employees on proper Hearing Conservation methods and techniques.
- Respond to regulatory agency correspondence, guidelines and recommendations.
- NWSC to conduct random sound mentoring.
- Monitor or provide updates on regulatory changes and new developments.
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- Provide hearing protection devices to affected employees.

Respiratory Protection Standard

Responsibilities:

Northwest Service Cooperative
- Develop and implement a Written Management Plan for Respiratory Protection, encompassing OSHA 1910.134 and Federal Register (63 FR 1152, January 8, 1998).
- This website addresses respirators further: http://www.osha-slc.gov/SLTC/respiratory_advisor/oshafiles/require.html
- Identify school district Contact Person(s) for Respirator Protection.
- Review Written Plan as needed, and update (at least annually).
- Survey, identify and document work practices that require respirator protection.
- Evaluate and quantify when necessary the exposure potential of work practices.
- Review current respiratory protection practices and procedures.
- Training respirator users on the provisions of the Written Respiratory Protection Program and on the respirators they use.
- Provide respirator fit test. District to provide pulmonary function tests for workers who wear respirators.
- Develop, document and monitor compliance with record keeping procedures.
- Respond to regulatory agency correspondence, guidelines and recommendations.
- Monitor or provide updates on regulatory changes and new developments.
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

District
- Provide respirator fit test. District to provide pulmonary function tests for workers who wear respirators.
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

Bloodborne Pathogen Standard – Exposure Control Plan

Responsibilities:

Northwest Service Cooperative
- Develop and implement a Bloodborne Pathogen-Exposure Control Plan encompassing OSHA standard 29 CFR 1910.1030. See also website http://cfl.state.mn.us/BLOOD/BLOOD1.HTM.
- Identify school district Contact Person(s) for Bloodborne Pathogen.
- Review Written Plan as needed, and update (at least annually).
- Survey the facility to identify job categories in which employees may be at risk to exposure (Exposure Control Plan exposure determination). **Document this process.**
- Provide Hepatitis B vaccinations to **eligible** employees, not all school employees.
- Train affected employees on proper specific and universal precaution methods and techniques.
- Determine valid exposure incidents. Record and report on "First Report of Injury" for proper insurance treatment.
- Evaluate Bloodborne Pathogen record keeping products and procedures.
- Respond to regulatory agency correspondence, guidelines and recommendations.
- Monitor or provide updates on regulatory changes and new developments.

- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1. For employees identified because they are first aid responders, ensure these individuals are provided first aid training (Red Cross training recommended).
- Develop and implement program to provide Exposure Control Kits (e.g. gloves, masks, gowns, etc. – kits are eligible for H&S funding, but as a separate project). NWSC will develop a recommended list; district responsibility to purchase and distribute kits.
- Pre or post-exposure evaluation is an approved expenditure under Health and Safety, to the extent of determining if a person is or is not infected, and the type of the disease(s) (e.g. HIV, HBV and HCV).

District

- Survey the facility to identify job categories in which employees may be at risk to exposure (Exposure Control Plan exposure determination). **Document this process.**
- Determine valid exposure incidents. Record and report on "First Report of Injury" for proper insurance treatment.
- Develop and implement program to provide Exposure Control Kits (e.g. gloves, masks, gowns, etc. – kits are eligible for H&S funding, but as a separate project). NWSC will develop a recommended list; district responsibility to purchase and distribute kits.
- Provide Hepatitis B vaccinations to **eligible** employees, not all school employees
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1. For employees identified because they are first aid responders, ensure these individuals are provided first aid training (Red Cross training recommended).

Indoor Air Quality

Responsibilities:

Northwest Service Cooperative

- Develop and implement a Written Management Plan for Indoor Air Quality (IAQ), encompassing the US EPA "Tools For Schools." See Attachments #99 for details.
- Identify school district IAQ Coordinator for Indoor Air Quality.
- Survey, identify and document situations and work practices that require Indoor Air Quality remediation.
- Training of employees and building occupants toward optimum Indoor Air Quality.
- Develop, document and monitor plan compliance with record keeping procedures.
- Respond to regulatory agency correspondence, guidelines and recommendations.
- Monitor or provide updates on regulatory changes and new developments.
- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- NWSC will provide random CO, CO_2, Temperature, and Relative Humidity sampling.

District

- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

Integrated Pest Management (IPM)

Integrated Pest Management Definition: A pest control that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to tolerable levels while using pesticides as a last resort to minimize health and environmental risks.

Responsibilities:

Northwest Service Cooperative

- Develop and implement a Written Management Plan for Integrated Pest Management (IOM), encompassing the US EPA and U of MN developed and sponsored materials.
- Develop written procedures for handling, applying, storing and disposal of pesticides.
- Establish tolerable limits of each identified pest. Determine the pest population levels that can be tolerated for aesthetic, economic and health concerns, and set action thresholds where pest populations or environmental conditions warrant remedial action.
- Exclude identified pest from sites and buildings using maintenance practices.
- Minimize the number of pests through improved sanitation, management of waste, addition of physical barriers, and the modification of habitats that attract or harbor pests.
- Regularly update records of pests present, pest management techniques used, and outcomes of actions taken.

District

- Develop written procedures for handling, applying, storing and disposal of pesticides.
- Identify pests that need to be controlled.
- Establish tolerable limits of each identified pest. Determine the pest population levels that can be tolerated for aesthetic, economic and health concerns, and set action thresholds where pest populations or environmental conditions warrant remedial action.
- Design future buildings and landscape to prevent identified pests.
- Exclude identified pest from sites and buildings using maintenance practices.
- Minimize the number of pests through improved sanitation, management of waste, addition of physical barriers, and the modification of habitats that attract or harbor pests.
- Control identified pests using the least toxic pesticides with the least exposure to persons as is practicable.
- Regularly update records of pests present, pest management techniques used, and outcomes of actions taken.

Districts developing management plans should include person with expertise in pests, pesticide use and pest management techniques because of the potential threats to health by both pests and improper pesticide use. IPM does not mean banning pesticide use. However, it does mean the judicious use of pesticides combined with minimizing their use relative to the threat pose by each pest. Districts should look at all of their operations with a view toward minimizing pest populations.

The Minnesota Department of Agriculture in cooperation with IPM in k-12 Schools Working Group will develop a set of IPM fact sheets and check lists designed for Minnesota k-12 schools conduct state-wide regional workshops of school health and safety officers and/or other district personnel in lead maintenance roles.

Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

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

Organization Name: _____

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

Superintendent or Exec. Director Name: _____

Will act as the IOwA? _____ Yes _____ No

If no, identify below the individual who will act as the IOwA for your organization.

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: _____

Title: _____

Board Member Signature:

Name: _____

Date: _____

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

As for the front entrance we would rip out and remove 3 trees and rip out and remove approximately 3300sqft of concrete im going off a sqft price so if the sqft changes the price will change accordingly. I will hire someone to come in with semis and haul it out
Grand total materials and labor comes to $10,500.00 to do as described above.

To repour 3300sqft we would make sure the sub soil is acceptable. (Im hoping because the old concrete doesn't look busted up too bad the subgrade will be ok. If we need to core out the subgrade there will be additional costs for gravle and moving current subgrade out.) We would set forms finegrade everything. Place 1/2" grade 60 steel rebar 24"on center both directions throughout entire slab we would tie into any existing concrete that we pour up against. We will place proper expansion where needed against the building. We will give a light brush finish for traction in the winter. And place control cuts approximately every 10' or where needed to help control any cracking we would pour this 5" thick with a 5000psi concrete mix.
We will remove all garbage and level off all the dirt. We will not seed grass. This is based on a sqft price if the sqft changes the price will change accordingly.
Grand total labor and materials to do as described above comes to $36,300.00