

Regular School Board Meeting of ISD 857

Monday, February 8, 2021 6:00 PM

REMOTE MEETING via ZOOM, 100 County Road 25 , Lewiston, MN 55952

I. Call Meeting to Order	Speaker(s): Board Chair
II. Pledge of Allegiance.	Speaker(s): Board Chair
III. Quorum Call Brunner Koverman Maki Meisch Meyer Pringle Sommer	Speaker(s): Board Chair
IV. Approve the February 8, 2021 Meeting Agenda	Speaker(s): Board Chair
V. Guest Presenter: Gail Gilman, MSBA re: Strategic Planning	Speaker(s): Gail Gilman
VI. Open Forum Guideline: Three minutes per speaker; 15 minutes maximum. Complaints about personnel or individuals are prohibited. No Board action is taken during the Open Forum. This is the only time during the Board meeting that audience participation is allowed unless scheduled prior.	Speaker(s): Board Chair
VII. Good Things Happening 1. Our high school Math League team has 38 participants out of the total 112 in the Three-Rivers Conference. CJ Lee is currently in first place in the individual competition. The top 10 individuals in the league get awards and the first place individual competes at state. The final meet is on February 8th. Other contenders for the top 10 are Matthew Schell in 8th, Madison Church in 9th, Ella Miller in 11th, Crystal Ties in 12th, and Emma Lee in 17th. Good luck in the last competition! Special thanks to Math Coach Laura Nusbaum for her work and leadership; with our students! 2, Congratulations to Carter Jonsgaard with his 100th win in high school wrestling! 3. Thank you to all of our amazing paraprofessionals. They support instruction in classrooms, work with individual students and many other tasks that contribute to our educational successes. They are also amazingly positive, flexible and an essential part of our schools' every day!	Speaker(s): Board Chair

4. Thank you to Britney Sula for organizing after school gym activities for our elementary students. We know these kids are missing out on winter youth sports such as basketball or wrestling this year. We need to keep the students in their 'same separate pods' as they are in during the school day. Britney worked with staff for supervision and it has been a great success. Students are loving the time to be in the gym and parents are very appreciative too.

5. Thank you to Ed Funk who is providing volunteer professional play by play for our livestream varsity basketball games. His skills greatly liven up the excitement for home viewers!

VIII. Consent Agenda

Speaker(s): Board
Chair

- A. Board Meeting Minutes: January 11, 2021
- B. Financial Reports a. Board Bills
- b. Student Activity Report
- c. Treasury Report
- d. Miscellaneous Payments
- e. January 2021 Wire Payments

- IX. C. Approve hire of Kaleb Stoppelmoor, Agricultural Education Teacher, retroactive to May 11, 2020 at BA/Step 1 in accordance with the EdMN/L-A Master Agreement to begin 8/31/2020.
- D. Accept resignation of Eugene Theising as a van driver, effective January 31, 2021.
- E. Accept resignation of Rod Thein as a custodian effective June 4, 2021.
- F. Accept donation of \$200.00 for the National Honor Society from John and Connie Meyer.
- G. Hire Katherine Kramer as the LARP Assistant Dance Coach for the 2021 season for \$1612.00 which will be shared equally with the R-P School District.
- H. Hire Jamie Seefeldt at Junior Varsity Softball Coach for the 2021 season for \$2105.00.

X.

- XI. Approve contract with Arnold's (a Kleen-Tech Company) for janitorial services at the Lewiston Elementary School February 1 - May 28, 2021 for \$4862.00per month.

Speaker(s): Board
Chair

- XII. Approve January 1, 2021 L-A Teacher Seniority List.

XIII. Policies and Forms on 1st Reading

- 202 School Board Officers
- 419 Tobacco-Free Environment

Speaker(s): Board
Chair

XIV. Policies and Forms on 2nd Reading

- 301 School District Administration

Speaker(s): Board
Chair

- 303 Superintendent Selection
- 306 Administrator Code of Ethics
- 402 Disability Nondiscrimination Policy
- 402F Disability Nondiscrimination Policy Form
- 404 Employment Background Checks
- 406 Public and Private Personnel Data
- 406F Public and Private Personnel Data Form
- 416 Drug and Alcohol Testing
- 416F Drug and Alcohol Testing Form
- 422 Policies Incorporated by Reference
- 427 Workload Limits for Certain Special Education Teachers
- 535 Service Animals in Schools
- 535F Approval Request Form for Use of a Service Animal

XV. PK-6 Principal's Report **Speaker (s):** Principal Dave Riebel

XVI. L-A High School Student Report **Speaker (s):** Student Board Representative

XVII. 7-12 Principal's Report **Speaker (s):** Principal Dr. Cory Hanson

XVIII. Superintendent's Report **Speaker (s):** Superintendent Carman

XIX. Board Committee Reports **Speaker (s):** Superintendent Carman

Negotiations

- Certified Negotiations: Pringle, Brummer, Meyer
- Principals/Supt: Maki, Meisch, Sommer
- Support Staff: Koverman, Meisch, Sommer
- Bus Drivers: Koverman, Meisch, Sommer

XX. Activities: Maki, Sommer
 Meet and Confer: Pringle, Brummer, Meyer
 District Staff Development/Continuing Ed: Koverman (Alternate: Maki)
 HVED: Koverman
 Community Education & Early Childhood Advisory: Pringle (Alternate: Sommer)
 Finance: Brummer, Meyer, Maki
 Policy: Koverman, Sommer (Alternate: Meyer)
 Health & Safety/Wellness: Sommer (Alternate: Meisch)
 Systems Accountability: Koverman (Alternate: Pringle)

XXI. Upcoming Meeting Schedule
Regular Board Meetings (6:00pm via ZOOM until further notice)

- March 8
- April 12
- May 10
- June 14

- XXII. Board Trainings, 6:00pm (Remote)
- February 10 & 24: Office Training (Brummer, Maki, Meish, Carman)
 - February 3 & March 3: Negotiations Training (Meyer, Meish, Pringle, Carman)

XXIII.

Committee Meetings (Remote)

- Community Education/Early Childhood: February 8, 5:30pm
- District Staff Development Committee (Koverman): Feb 10, 7:00am
- Policy Review Committee (Koverman, Sommer): February 23 at 6:45am
- Activities Steering Committee (Maki, Sommer): February 24 at 6:15pm
- Health and Safety Committee (Sommer): February 24 at 7:00am

XXIV. Close meeting for Closed Session for the purposes of the Superintendent's Mid-Year Evaluation. **Speaker(s):** Board Chair

XXV. Re-open public meeting. **Speaker(s):** Board Chair

XXVI. Adjourn. **Speaker(s):** Board Chair

MINUTES OF THE LEWISTON-ALTURA REGULAR SCHOOL BOARD MEETING
ISD #857
January 11, 2021

A regular meeting of the School Board of Independent School District #857 was held on January 11, 2021 via ZOOM, due to COVID-19 Pandemic restrictions. Members Brummer, Maki, Meisch, Koverman, Pringle, Meyer, and Sommer were present.

Board Chair Brummer called the meeting to order at 6:00pm. The Pledge of Allegiance was recited. Motion by Meisch, seconded by Sommer to approve the January 11, 2021 Meeting Agenda. MCU.

Motion by Meyer, seconded by Meisch to approve the Consent Agenda. MCU.

Motion by Sommer, seconded by Meisch to approve Policies 301, 303, 306, 402, 402F, 404, 405,416,416F on first readings. MCU.

Motion by Meyer, seconded by Koverman to approve the 2020-2021 Coaches Handbook.

Motion by Meyer, seconded by Sommer to approve Investment Advisory Agreement with Ehlers Public Financial Advisors. MCU.

There was discussion regarding the current status of the PK-12 Learning Models and winter sports.

Motion by Maki, seconded by Sommer to approve the COVID-19 Leave Plan for Employees: January 1,2021- March 31, 2021. Yay: Pringle, Maki, Koverman, Brummer, Sommer. Nay: Meyer, Meisch. Motion carried 5-2.

Reports were presented by Principal Riebel, Principal Hanson and Superintendent Carman.

Motion by Koverman and seconded by Meisch to adjourn the meeting at 8:02pm.

Melissa Meisch, Clerk

L-A ACTIVITY FUND
January, 2021

STUDENT COUNCIL	623.77	0.01	623.78
NATIONAL HONOR SOCIETY	441.19	0.00	441.19
FFA	12,948.71	0.11	12,948.82
HOSA	782.91	0.01	782.92
WASHINGTON DC TRIP	4,077.55	0.03	4,077.58
CARDINAL BOOK	211.93	0.00	211.93
TRAP LEAGUE	1,192.35	0.01	1,192.36
MUSIC DEPT. HS	33,094.39	0.28	33,094.67
CLASS OF 2026	-	0.00	-
CLASS OF 2021	3,069.98	0.03	3,070.01
CLASS OF 2022	1,438.97	0.01	1,438.98
CLASS OF 2024	18.54	0.00	18.54
CLASS OF 2025	-	0.00	-
CLASS OF 2023	180.55	0.00	180.55
YEARBOOK	2,608.61	0.02	2,608.63
SPANISH TRIP	2,852.55	0.02	2,852.57
CARDINAL CLUB	-	0.00	-
JH STUDENT COUNCIL	539.76	0.01	539.77
PROM	500.02	0.01	500.03
TECH CLUB	5,969.77	0.05	5,969.82
CARDINAL CART	109.23	0.00	109.23
		0.60	
	\$ 70,660.78	0.60	\$ 70,661.38

Treasury Report

January 2021 Bank Reconciliation

FUNDS	BALANCE BEGINNING OF MONTH	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	BALANCE END OF MONTH	ENDING BALANCE 2019-2020
GENERAL FUND	1,191,367.01	982,971.73	(943,504.05)	1,230,834.69	1,127,982.43
FOOD SERVICE FUND	(1,136.86)	47,700.25	(33,586.87)	12,976.52	30,956.83
COMMUNITY ED	254,030.43	18,477.37	(25,469.14)	247,038.66	303,121.86
BUILDING CONSTRUCTION	0.00	0.00	0.00	0.00	0.00
DEBT REDEMPTION	1,012,286.69	0.00	(390,437.50)	621,849.19	635,786.28
INVESTMENT SCHOLARSHIPS	0.00	0.00	0.00	0.00	99,149.15
TOTALS	2,456,547.27	1,049,149.35	(1,392,997.56)	2,112,699.06	2,196,996.55

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK

DESCRIPTION	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	DEPOSITS NOT SHOWN ON BANK STATEMENT	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
MinnWest Bank # 200014	112,291.89	(60,949.47)	0.00	(10,492.51)	40,849.91
Merchants Bank	2,915.14	0.00	0.00	0.00	2,915.14
Minn West Bank #90005513	476,998.35	0.00	0.00	0.00	476,998.35
MSDLF 601470	1,546,493.34	0.00	0.00	0.00	1,546,493.34
CD-investments	45,442.96	0.00	0.00	0.00	45,442.96
TREASURER'S BALANCE					2,112,699.70

Lewiston-Altura Public Schools January Misc Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P10769	60460	69987	Check	1	5594	ALTRA FEDERAL CREDIT UNION		Yes	Yes	No	01/15/2021	130.00
001	P10769	60463	69988	Check	1	6406	Ameritas Life Insurance Corp		Yes	Yes	No	01/15/2021	88.70
001	P10769	60459	69989	Check	1	4951	Bremer Bank		Yes	Yes	No	01/15/2021	300.00
001	P10769	60455	69990	Check	1	11202	Education Minnesota - Lewiston-Altura		Yes	Yes	No	01/15/2021	2,428.89
001	P10769	60461	69991	Check	1	6265	HOME FEDERAL SAVINGS BANK		Yes	Yes	No	01/15/2021	42.50
001	P10769	60464	69992	Check	1	6461	ISD 857 - Flex Plan Checking		Yes	Yes	No	01/15/2021	1,402.56
001	P10769	60456	69993	Check	1	17090	MADISON NATIONAL LIFE		Yes	Yes	No	01/15/2021	537.36
001	P10769	60458	69994	Check	1	4786	Merchants Bank		Yes	Yes	No	01/15/2021	462.00
001	P10769	60462	69995	Check	1	6283	MinnWest Bank Group		Yes	Yes	No	01/15/2021	314.25
001	P10769	60457	69996	Check	1	3545	Winona National Bank		Yes	Yes	No	01/15/2021	50.00
001	P10769	60471	69997	Check	1	4526	KELLER, RYAN		Yes	Yes	No	01/15/2021	147.50
001	P10769	60472	69998	Check	1	5010	KIEL, TYLER		Yes	Yes	No	01/15/2021	147.50
001	P10769	60473	69999	Check	1	5147	TIEDEKEN, BRAD		Yes	Yes	No	01/15/2021	270.00
001	P10769	60478	70000	Check	1	00420	ARNOLD SUPPLY		Yes	Yes	No	01/18/2021	498.75
001	P10769	60487	70001	Check	1	3254	Chester Pozanc Trucking & Exc. LLC		Yes	Yes	No	01/18/2021	62.00
001	P10769	60491	70002	Check	1	4459	CHILEDA INSTITUTE, INC.		Yes	Yes	No	01/18/2021	5,042.88
001	P10769	60489	70003	Check	1	3906	D & A TESTING SERVICES		Yes	Yes	No	01/18/2021	3,500.00
001	P10769	60484	70004	Check	1	2675	FLOOR COVERINGS OF WINONA		Yes	No	No	01/18/2021	688.54
001	P10769	60485	70005	Check	1	3210	HBC		Yes	Yes	No	01/18/2021	47.46
001	P10769	60493	70006	Check	1	5090	HUDL		Yes	Yes	No	01/18/2021	450.00
001	P10769	60490	70007	Check	1	4085	IEA, INC		Yes	Yes	No	01/18/2021	1,323.75
001	P10769	60494	70008	Check	1	5865	Loffler Companies		Yes	No	No	01/18/2021	1,135.09
001	P10769	60495	70009	Check	1	5956	MIEnergy Cooperative		Yes	Yes	No	01/18/2021	8.72
001	P10769	60488	70010	Check	1	3571	MINNESOTA ENERGY RESOURCES		Yes	No	No	01/18/2021	2,592.59
001	P10769	60479	70011	Check	1	12500	MINNESOTA STATE HIGH SCHOOL LEA		Yes	Yes	No	01/18/2021	213.00
001	P10769	60496	70012	Check	1	6280	Music Mart		Yes	Yes	No	01/18/2021	687.30
001	P10769	60480	70013	Check	1	17077	REGION V COMPUTER SERVICES		Yes	Yes	No	01/18/2021	3,636.50
001	P10769	60481	70014	Check	1	1919	SCHOOL HEALTH		Yes	Yes	No	01/18/2021	21.90
001	P10769	60486	70015	Check	1	3217	SCHOOL SPECIALTY		Yes	Yes	No	01/18/2021	35.36
001	P10769	60498	70016	Check	1	6645	Shelly Miller		Yes	Yes	No	01/18/2021	75.00
001	P10769	60497	70017	Check	1	6443	Sweetwater		Yes	Yes	No	01/18/2021	669.99
001	P10769	60482	70018	Check	1	22038	WASTE MANAGEMENT		Yes	Yes	No	01/18/2021	3,675.37
001	P10769	60483	70019	Check	1	22067	WEST MUSIC COMPANY INC		Yes	Yes	No	01/18/2021	128.22
001	P10769	60492	70020	Check	1	4635	WINONA CONTROLS, INC.		Yes	Yes	No	01/18/2021	8,754.02
001	P10769	60499	70021	Check	1	1778	HUNTOON, ERIC		Yes	Yes	No	01/19/2021	147.50
001	P10769	60500	70022	Check	1	3172	HyVee		Yes	Yes	No	01/19/2021	144.85
001	P10769	60501	70023	Check	1	3385	Nagel, David		Yes	Yes	No	01/19/2021	147.50
001	P10769	60507	70024	Check	1	6763	Ihrke, Jake		Yes	Yes	Yes	01/21/2021	0.00
001	P10769	60503	70025	Check	1	2167	KLUNDER, JOE		Yes	Yes	No	01/21/2021	147.50

Lewiston-Altura Public Schools January Misc Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P10769	60502	70026	Check	1	2166	MEYER, LEE		Yes	No	No	01/21/2021	147.50
001	P10769	60505	70027	Check	1	5571	NELSON, DEAN		Yes	Yes	Yes	01/21/2021	0.00
001	P10769	60504	70028	Check	1	2444	POPP BINDING AND LAMINATING		Yes	Yes	No	01/21/2021	419.36
001	P10769	60506	70029	Check	1	6760	GwikCut, LLC		Yes	No	No	01/21/2021	860.00
001	P10769	60509	70030	Check	1	5571	NELSON, DEAN		Yes	Yes	No	01/21/2021	170.00
001	P10769	60508	70031	Check	1	2195	Olson, Bill		Yes	Yes	No	01/21/2021	170.00
001	P10769	60513	70032	Check	1	6765	Diersen, Josh		Yes	Yes	No	01/26/2021	147.50
001	P10769	60510	70033	Check	1	3887	North Central International		Yes	No	No	01/26/2021	690.31
001	P10769	60511	70034	Check	1	4409	SCHULTZ, TOM		Yes	Yes	No	01/26/2021	147.50
001	P10769	60512	70035	Check	1	5349	The Line Up		Yes	No	No	01/26/2021	1,462.00
001	P10769	60514	70036	Check	1	4877	MINNESOTA Public Employees Insurance		Yes	No	No	01/26/2021	27,620.56
001	P10769	60517	70037	Check	1	6766	Chanhassen High School Booster - Speech		Yes	No	No	01/29/2021	39.00
001	P10769	60518	70038	Check	1	6767	Keil, Tyler		Yes	No	No	01/29/2021	120.00
001	P10769	60516	70039	Check	1	4740	RAIN, ERIC		Yes	No	No	01/29/2021	120.00
001	P10769	60519	70040	Check	1	6770	Weise, Josh		Yes	No	No	01/29/2021	120.00
001	P10769	60515	70041	Check	1	1883	XCEL ENERGY		Yes	No	No	01/29/2021	302.88
001	P10769	60525	70042	Check	1	5594	ALTRA FEDERAL CREDIT UNION		Yes	No	No	01/29/2021	130.00
001	P10769	60528	70043	Check	1	6406	Ameritas Life Insurance Corp		Yes	No	No	01/29/2021	88.70
001	P10769	60524	70044	Check	1	4951	Bremer Bank		Yes	No	No	01/29/2021	300.00
001	P10769	60520	70045	Check	1	11202	Education Minnesota - Lewiston-Altura		Yes	No	No	01/29/2021	2,428.89
001	P10769	60526	70046	Check	1	6265	HOME FEDERAL SAVINGS BANK		Yes	No	No	01/29/2021	42.50
001	P10769	60529	70047	Check	1	6461	ISD 857 - Flex Plan Checking		Yes	Yes	No	01/29/2021	1,402.56
001	P10769	60521	70048	Check	1	17090	MADISON NATIONAL LIFE		Yes	No	No	01/29/2021	537.36
001	P10769	60523	70049	Check	1	4786	Merchants Bank		Yes	No	No	01/29/2021	462.00
001	P10769	60527	70050	Check	1	6283	MinnWest Bank Group		Yes	No	No	01/29/2021	314.25
001	P10769	60522	70051	Check	1	3545	Winona National Bank		Yes	No	No	01/29/2021	50.00
Bank Total: \$78,447.92													
002	P10769	60475	5941	Check	1	3998	L-A DISTRICT ACCOUNT		Yes	Yes	No	01/15/2021	650.00
002	P10769	60476	5942	Check	1	5667	Lewiston Sportsmen's Club, Inc.		Yes	No	No	01/15/2021	1,380.00
002	P10769	60474	5943	Check	1	12751	NASSP		Yes	Yes	No	01/15/2021	204.48
Bank Total: \$2,234.48													
Report Total: \$80,682.40													

Lewiston-Altura Public Schools January Wire Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P10769	60465		Wire	1 1053		MINNESOTA ELECTRONIC FUNDS		No	Yes	No	01/15/2021	7,603.07
001	P10769	60466		Wire	1 1054		FEDERAL TAXES		No	Yes	No	01/15/2021	50,234.06
001	P10769	60467		Wire	1 18600		MINNESOTA TEACHERS RETIREMENT.		No	Yes	No	01/15/2021	28,348.90
001	P10769	60468		Wire	1 18610		PERA		No	Yes	No	01/15/2021	7,029.95
001	P10769	60469		Wire	1 4373		ING		No	Yes	No	01/15/2021	2,291.58
001	P10769	60470		Wire	1 6496		EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	01/15/2021	8,461.38
001	P10769	60477		Wire	1 5546		VISA		No	Yes	No	01/18/2021	3,296.10
001	P10769	60530		Wire	1 1053		MINNESOTA ELECTRONIC FUNDS		No	No	No	01/29/2021	7,146.28
001	P10769	60531		Wire	1 1054		FEDERAL TAXES		No	Yes	No	01/29/2021	46,336.33
001	P10769	60532		Wire	1 18600		MINNESOTA TEACHERS RETIREMENT.		No	Yes	No	01/29/2021	26,627.05
001	P10769	60533		Wire	1 18610		PERA		No	Yes	No	01/29/2021	7,038.64
001	P10769	60534		Wire	1 4373		ING		No	No	No	01/29/2021	2,291.58
001	P10769	60535		Wire	1 6496		EDUCATORS BENEFIT CONSULTANTS		No	No	No	01/29/2021	8,542.50
001	P10769	60536		Wire	1 3153		Merchants Bank - Fees		No	Yes	No	01/31/2021	94.70
001	P10769	60537		Wire	1 4834		MERCHANT PROCESSING CENTER		No	Yes	No	01/31/2021	162.59
001	P10769	60538		Wire	1 4866		BLUECROSS BLUESHIELD OF MN & BL		No	Yes	No	01/31/2021	24,319.50
001	P10769	60539		Wire	1 6283		MinnWest Bank Group		No	Yes	No	01/31/2021	50.00

Bank Total: \$229,874.21

Report Total: \$229,874.21

Lewiston-Altura Public Schools February Board Bills

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Amount
												Date	
001	P10831	60540		Check	1	00420	ARNOLD SUPPLY		No	No	No	02/08/2021	1,259.25
001	P10831	60541		Check	1	07141	HIGH PLAINS COOPERATIVE		No	No	No	02/08/2021	2,287.81
001	P10831	60542		Check	1	11065	CLIFTON LARSON ALLEN LLP		No	No	No	02/08/2021	1,312.50
001	P10831	60543		Check	1	1114	Century Link		No	No	No	02/08/2021	220.26
001	P10831	60544		Check	1	1235	LEWISTON WELDING & MACHINING, IN		No	No	No	02/08/2021	10.00
001	P10831	60545		Check	1	12540	MISSISSIPPI WELDERS SUPPLY COMP,		No	No	No	02/08/2021	637.89
001	P10831	60546		Check	1	12630	MOTOR PARTS & EQUIP		No	No	No	02/08/2021	1,189.07
001	P10831	60547		Check	1	13260	NEUMANN OIL CO		No	No	No	02/08/2021	1,057.00
001	P10831	60548		Check	1	1366	CUSTOM ALARM		No	No	No	02/08/2021	278.64
001	P10831	60549		Check	1	17130	RISLOW SERVICE CENTER		No	No	No	02/08/2021	302.36
001	P10831	60550		Check	1	18080	SCHILLING SUPPLY COMPANY		No	No	No	02/08/2021	1,538.76
001	P10831	60551		Check	1	18110	SCHOLASTIC News		No	No	No	02/08/2021	157.08
001	P10831	60552		Check	1	1964	VIKING ELECTRIC		No	No	No	02/08/2021	469.24
001	P10831	60553		Check	1	22254	WINONA COUNTY AUDITOR-TREASURI		No	No	No	02/08/2021	405.62
001	P10831	60554		Check	1	2243	Goodyear Tire & Rubber Company		No	No	No	02/08/2021	1,201.94
001	P10831	60555		Check	1	2274	DEMCO		No	No	No	02/08/2021	139.85
001	P10831	60556		Check	1	2411	REINHART FOOD SERVICE		No	No	No	02/08/2021	12,093.91
001	P10831	60557		Check	1	25014	ZIEBELL'S HIAWATHA FOODS, INC.		No	No	No	02/08/2021	5,875.10
001	P10831	60558		Check	1	2524	GRAINGER		No	No	No	02/08/2021	368.08
001	P10831	60559		Check	1	2581	WINONA WELDING & SANDBLASTING,		No	No	No	02/08/2021	50.00
001	P10831	60560		Check	1	3038	Lewiston Hardware Hank		No	No	No	02/08/2021	324.97
001	P10831	60561		Check	1	3098	Pan-O-Gold Baking Company		No	No	No	02/08/2021	310.50
001	P10831	60562		Check	1	3128	Amazon Capital Services		No	No	No	02/08/2021	1,498.09
001	P10831	60563		Check	1	3184	Rochester Telecom Systems, Inc		No	No	No	02/08/2021	4.85
001	P10831	60564		Check	1	3217	SCHOOL SPECIALTY		No	No	No	02/08/2021	48.60
001	P10831	60565		Check	1	3263	North Central Truck Equipment		No	No	No	02/08/2021	850.41
001	P10831	60566		Check	1	3267	INNOVATIVE OFFICE SOLUTIONS, LLC		No	No	No	02/08/2021	110.82
001	P10831	60567		Check	1	3282	Kennedy & Graven Chartered		No	No	No	02/08/2021	2,331.00
001	P10831	60568		Check	1	3474	AAA Awards		No	No	No	02/08/2021	89.55
001	P10831	60569		Check	1	3571	MINNESOTA ENERGY RESOURCES		No	No	No	02/08/2021	1,979.30
001	P10831	60570		Check	1	3737	Hiawatha Valley Ed District		No	No	No	02/08/2021	13,761.32
001	P10831	60571		Check	1	3906	D & A TESTING SERVICES		No	No	No	02/08/2021	275.00
001	P10831	60572		Check	1	3958	Universal Trucking		No	No	No	02/08/2021	483.94
001	P10831	60573		Check	1	4260	Tierney Brothers, Inc.		No	No	No	02/08/2021	736.15
001	P10831	60574		Check	1	4448	VERIZON WIRELESS		No	No	No	02/08/2021	159.71
001	P10831	60575		Check	1	4601	SCHMITZ, JUSTIN		No	No	No	02/08/2021	90.00
001	P10831	60576		Check	1	4635	WINONA CONTROLS, INC.		No	No	No	02/08/2021	577.96
001	P10831	60577		Check	1	4648	Gibbs, Nathan & Bridget		No	No	No	02/08/2021	483.73
001	P10831	60578		Check	1	5125	Mackin		No	No	No	02/08/2021	978.41

Lewiston-Altura Public Schools February Board Bills

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P10831	60579		Check	1	5230	Apple Awards		No	No	No	02/08/2021	247.00
001	P10831	60580		Check	1	5318	The McDowell Agency, Inc.		No	No	No	02/08/2021	41.00
001	P10831	60581		Check	1	5391	SNA Membership		No	No	No	02/08/2021	830.50
001	P10831	60582		Check	1	5631	BSN Sports, LLC		No	No	No	02/08/2021	2,160.00
001	P10831	60583		Check	1	5638	ROCKIE HILL BISON		No	No	No	02/08/2021	411.10
001	P10831	60584		Check	1	5756	LEARNING A-Z		No	No	No	02/08/2021	216.00
001	P10831	60585		Check	1	5763	Rogue Fitness		No	No	No	02/08/2021	652.06
001	P10831	60586		Check	1	5801	Midwest Bus Parts, Inc.		No	No	No	02/08/2021	1,542.45
001	P10831	60587		Check	1	5865	Loffler Companies		No	No	No	02/08/2021	9.62
001	P10831	60588		Check	1	5876	Teachers on Call		No	No	No	02/08/2021	2,895.60
001	P10831	60589		Check	1	5919	Riteway Business Forms		No	No	No	02/08/2021	303.46
001	P10831	60590		Check	1	5952	Herber, Ross		No	No	No	02/08/2021	125.00
001	P10831	60591		Check	1	6076	SPELTZ, THOMAS		No	No	No	02/08/2021	228.75
001	P10831	60592		Check	1	6104	Gunnarson, Peyton		No	No	No	02/08/2021	80.00
001	P10831	60593		Check	1	6158	Innovative Therapy Solutions, LLC		No	No	No	02/08/2021	4,019.26
001	P10831	60594		Check	1	6168	Cintas		No	No	No	02/08/2021	915.36
001	P10831	60595		Check	1	6376	Ed Midwest LLC		No	No	No	02/08/2021	4,820.00
001	P10831	60596		Check	1	6391	TriMark Hockenbergs		No	No	No	02/08/2021	2,373.72
001	P10831	60597		Check	1	6417	Ellinghuysen, Samantha		No	No	No	02/08/2021	700.00
001	P10831	60598		Check	1	6426	Meyer, Kate		No	No	No	02/08/2021	1,825.00
001	P10831	60599		Check	1	6433	Gunnarson, Tyler		No	No	No	02/08/2021	72.00
001	P10831	60600		Check	1	6466	York Barbell		No	No	No	02/08/2021	4,167.80
001	P10831	60601		Check	1	6496	EDUCATORS BENEFIT CONSULTANTS		No	No	No	02/08/2021	115.07
001	P10831	60602		Check	1	6528	Schmit, Karissa		No	No	No	02/08/2021	250.00
001	P10831	60603		Check	1	6704	Quadient Finance USA, INC.		No	No	No	02/08/2021	500.00
001	P10831	60604		Check	1	6705	2NDGEAR		No	No	No	02/08/2021	580.00
001	P10831	60605		Check	1	6728	The Lampo Group, LLC		No	No	No	02/08/2021	2,369.53
001	P10831	60606		Check	1	6733	Sheila Spitzer: Daycare Provider		No	No	No	02/08/2021	200.00
001	P10831	60607		Check	1	6737	A-1 Mobile Storage Service		No	No	No	02/08/2021	232.00
001	P10831	60608		Check	1	6761	Baker, Natalie		No	No	No	02/08/2021	250.00
001	P10831	60609		Check	1	6768	Anderson, Emily		No	No	No	02/08/2021	60.00
001	P10831	60610		Check	1	6769	Ferguson, Collin		No	No	No	02/08/2021	250.00
001	P10831	60611		Check	1	6771	ISD 544		No	No	No	02/08/2021	6.00

Bank Total: \$89,396.95

Report Total: \$89,396.95



Joe Banicki
Lewiston - Altura Elementary School
115 Fremont St. S
Lewiston, MN 55952

1/26/2021

Re: **Custodial services at Elementary school**

Arnold's is pleased to offer you our quote to perform custodial services at Lewiston-Altura Elementary school. Below is a detailed quote of the services to be provided:

Type of Service	Frequency	Price*
We will provide custodial cleaning at: 115 Fremont St. S All classrooms in building 2 and Cardinal Club, bathrooms, hallways, Library. Vacuum, sweep/mop, dust and clean sinks in classrooms. Electrostatic spray of all the above listed rooms, and spray lockers in halls Windows/Glass – spot clean interior	Mon-Fri.	\$4,862

*Our proposed prices include labor, consumable supplies, chemicals, supervision, travel and equipment. Applicable local, state, and federal taxes are not included in the quoted price.

*THIS AGREEMENT IS FOR THE REMAINDER OF THE SCHOOL YEAR (MAY 31ST, 2021). \$19,448.00 total
With contract negotiations for the upcoming full school year 2021-2022.

We appreciate the opportunity to provide these services for Lewiston-Altura school, and will ensure all tasks are completed to the highest standards of quality and professionalism. Should you have any questions regarding this quote, please contact our offices at (507)289-2393 or by e-mail at frontdesk@arnolds-supply.com. We appreciate the opportunity provide this quote.

Sincerely,

Joe Lawler
Manager
(507)208-2247
joel@arnolds-supply.com

Approved

Start Date X February 1st, 2021

Joe Banicki
Customer Representative Name (print)

Building/Grounds
Customer Representative Title

Joe Banicki
Customer Signature

1/27/21
Date

INDEPENDENT SCHOOL DISTRICT #857 Continuing Contract Teacher's Seniority List January 1, 2021
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<u>Name</u>	<u>Start Date</u>	<u>Current Valid Certification</u>	<u>Expires</u>
Bunkowski, Scott	9/1/1988	Elem Ed K-6	2022
Stokke, Todd	9/1/1989	Elem Ed 1-6 7-12 Coaching	2026
Burfeind, Patricia	9/1/1993	Elem Ed Pre K-6	2024
O'Duggan, Marcia	9/1/1994	Elem Ed K-6	2022
Pilger, Suzanne	9/1/1998	Elem Ed Prek-6	2022
Ellinghuysen, Joel	9/1/1999	5-12 Industrial Arts Construction Careers 7-12 7-12 Coaching Manufacturing	2022
Harper, John	9/1/1999	Vocal and Classroom Music K-12	2023
Heftman, Debra	9/1/1999	1-6 Elem Ed K-12 SLD 7-12 Coaching	2024
Manley, Sharon	9/1/1999	Elem Ed 1-6 Library Media Specialist K-12	2022
Menk, Brian	9/1/1999	Secondary Mathematics 7-12	2023
Olson, Brent	9/1/1999	K-6 Elem Ed Middle School Math 7-12 Coaching	2021
Schmaltz, Scott	9/1/1999	Elem Ed 1-6	2025

INDEPENDENT SCHOOL DISTRICT #857 Continuing Contract Teacher's Seniority List January 1, 2021
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Schulz, Katherine	9/1/1999	Elem Ed 1-6 Social Studies Middle Life Science/Physical Science	2022
Todd, Victoria	9/1/1999	Elem Guidance & Counseling 1-6 Secondary Guidance & Counseling 7-12	2021
Walth, Stacy	9/1/1999	Early Child/Special Ed B-Age 6	2022
Anderson, Lori	8/14/2000	School Counselor k-12	2023
Montgomery, Richard	9/1/2000	Phy Ed K-12 7-12 Coaching DAPE prek-12	2024
Riebel, David	8/1/2002	Elementary Ed 1-6 Principal K-12	2025
Spencer, Erin	9/1/2002	Social Studies-All 5-12	2024
Weaver, Jane	9/1/2004	Elementary Ed Pre K-6	2024
Nickelotti, Amanda	9/1/2005	Communication Arts/Literature 5-12 Reading K-12	2022
Daley, Barb	9/1/2005	Elem Ed 1-6	2023
Zinck, Emily	9/1/2005	Science 5-8 Chemistry 9-12 Physics 9-12	2023

INDEPENDENT SCHOOL DISTRICT #857 Continuing Contract Teacher's Seniority List January 1, 2021
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Sand, Tina	9/1/2005	Family Ed/Early Childhood k-6 Elem Ed. Parent and Family Ed. PreKindergarten	2021
Starks, Mari Jo	10/23/2006	Elementary Education K-6 English As A Second Language K-12	2025
Buringa, Michael	9/1/2007	Elem Ed 1-6 7-12 Coaching	2024
Wilmes, Matthew	9/1/2007	Vocal & Classroom Music k-12	2022
Moe, Kimberly	1/21/2008	Visual Arts k-12	2024
Hornberg, Kinsey	9/1/2008	Learning Disabilities k-12 Developmental Disabilities k-12 Autism Spectrum Disorders B-12	2023
Hettenbach, Valerie	9/1/2008	Learning Disabilities K-12 Developmental Disabilities K-12 Early Childhood SPED B-Age 6	2025
Reszka, Ginny	9/1/2008	Elem Ed. k-6 Science 5-8	2022
Greden, Vicky	7/1/2009	1-6 Elem Ed. Early Childhood Ed.	2021
Ostrander, Lori	9/1/2010	Elem Ed 1-6 Reading K-12	2024
Murphy, Andrea	9/1/2011	Developmental Disabilities K-12 Autism Spectrum Disorders B-12	2023

INDEPENDENT SCHOOL DISTRICT #857 Continuing Contract Teacher's Seniority List January 1, 2021
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Clark, Bruce	9/1/2012	Life Sciences 9-12 Physics 9-12	2024
Noll, Laura	9/1/2012	Communication Arts/Literature 5-12	2023
Sikkink, Connie	9/1/2012	Mathematics 7-12	2023
Berndt, Sarah	9/1/2013	Elem Ed	2023
Czaplewski, Shannon	9/1/2013	Soc Studies 7-12, Middle Emotional Behavior Disorders k-12 Learning Disabilities k-12	2022
Kennedy, Liza	9/1/2013	Elem Ed k-6 Pre-Primary Age 3-K	2025
Sula, Britney	9/1/2013	Elementary Ed k-6 Learning Disabilities k-12 Early Childhood Ed Birth-Grade 3 Pre-Primary Age 3-Kdg	2024
VanderPlas, Michael	9/1/2014	Social Studies 5-12	2025
Nusbaum, Laura	11/3/2014	Mathematics 5-12	2021
Dickey, Thomas	8/31/2015	Phys Ed k-12 Health Education 5-12 Coaching 7-12	2022
Hanson, Justin	8/31/2015	Elem. Ed K-6	2025
VanderPlas, Renee	8/31/2015	Learning Disabilities K-12 Academic & Behavioral Strategist K-12	2021

INDEPENDENT SCHOOL DISTRICT #857 Continuing Contract Teacher's Seniority List January 1, 2021
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Ledger, Eleanor	8/29/2016	Communication Arts/Literature 5-12	2021
Brennan, Emily	8/29/2016	Science 5-8 Earth & Space Science 9-12	2021
Schultz, Trisha	8/29/2016	Business 5-12	2023
Justman, Joe	8/28/2017	Learning Disabilities K-12 Social Studies 5-12	2026
Ledger, Jacob	8/28/2017	Physical Education k-12 DAPE prek-12	2021
Scheck, Ethan	8/28/2017	Social Studies 5-12	2025
	<u>HIRE DATE</u>		
Hanson, Cory	11/1/2018	Principal K-12 K-12 Reading Leader K-12 Reading 5-12 Social Studies	2024
Ong, Sarah	5/13/2019	Prek-12 Speech Language Pathologist	2022
Loveless, Kelli	5/19/2019	Elem. Ed. k-6 Pre-Primary Early Childhood Education	2025
Rupprecht, Mandy	6/10/2019	Vocal and Classroom Music	2025
Kuchta, Micah	6/10/2019	Health Education Physical Education	2023

INDEPENDENT SCHOOL DISTRICT #857 Continuing Contract Teacher's Seniority List January 1, 2021
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Thorson, Eric	6/10/2019	5-12 Mathematics	2024
Scheck, Kayleen	8/26/2019	Elem Ed. k-6	2021
Kieselhorst, Brittnie	2/10/2020	K-12 Academic and Behavioral Strategist	2023
Hamilton, Brian	5/11/2020	Instr (Band/Orch) and Classroom Music K-12	2022
Mullen, Amy	5/11/2020	5-12 Communication Arts/Literature	2021
Stoppelmoor, Kaleb	2/8/2021*	5-12 Agricultural Education	2021
Johanson, Anthony	8/10/2020	K-12 Spanish	2021
MacPherson, Michelle	8/10/2020	School Nurse	2023
Centeno, Alberto	11/9/2020	Spanish	2021

KS hiring approved 2/8/2021, retroactive to 5/11/2020 due to administrative clerical error.

202 SCHOOL BOARD OFFICERS

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer ~~vice chair, and clerk-treasurer~~, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

- A. The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, ~~vice chair, and a clerk-, a treasurer-, and such other officers as determined by the school board.~~ These officers hold office for one year and until their successors are elected and qualify.
- B. The person who perform the duties of clerk- and treasurer need not be a member of the school board.
- C. The school board by resolution may combine the duties of the office of clerk- and treasurer in a single person in the office of business affairs.

IV. OFFICER'S RESPONSIBILITIES

- A. Chair
 - 1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions and perform all duties a chair usually performs.
 - 2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.
- B. ~~Vice Chair~~ Treasurer

1. ~~The vice chair shall perform the duties of the chair in the event of the chair's temporary absence. The treasurer shall deposit the funds of the school district in the official depository.~~
2. ~~The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.~~
3. ~~In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.~~

C. Clerk ~~treasurer~~

1. ~~The clerk treasurer shall be responsible for seeing that funds are deposited in the official depository.~~
2. ~~The clerk treasurer shall make all reports which may be called for by the school board and perform all duties a clerk treasurer usually performs.~~
3. ~~In the event there are insufficient funds on hand to pay valid orders presented to the clerk treasurer, the clerk treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. 123B.12.~~
4. ~~The clerk treasurer shall be responsible for seeing that a record of all meetings is kept in the books provided~~ keep a record of all meetings in the books provided.
5. Within three days after an election, the clerk ~~treasurer~~ shall notify all persons elected of their election.
6. On or before September 15 of each year, the clerk ~~treasurer~~ shall:
 - a. file with the school board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the commissioner certified reports, showing:
 - (1) ~~condition and value of school property;~~
 - (2) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
 - (3) length of school term and enrollment and attendance by grades; and
 - (4) other items of information as called for by the commissioner.
7. The clerk ~~treasurer~~ shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
8. The clerk ~~treasurer~~ shall furnish to the county auditor, on or before ~~October 10~~ September 30, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
9. The clerk ~~treasurer~~ shall draw and sign all orders for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.

10. The clerk-~~treasurer~~ shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
11. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair (Optional)

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

DE. Superintendent.

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;
 - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
 - d. superintend school grading practices and examinations for promotions;
 - e. make reports required by the commissioner; and
 - f. perform other duties prescribed by the school board.

Adopted: June 19, 2000
Revised:

Legal References: Minn. Stat. § 123B.12 (Finance)
Minn. Stat. § 123B.14 (Officers)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board-Governing Rules)
MSBA/MASA Service Manual, Chapter 1, School District Governance, Powers and Duties

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device ~~electronic cigarettes~~ in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, the prohibition includes vehicles used, in whole or part, for work purposes, during hours or school operation, if more than one person is present. This prohibition includes all school district property and all off-campus school district-sponsored events.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarettes delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus school district-sponsored events.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes delivery devices. The school district will not promote or allow promotion of tobacco products or e-cigarettes electronic delivery devices on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED DEFINITIONS

- A. “Electronic cigarette delivery device” means any oral device product containing or delivering that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, whether natural or synthetic, intended for human consumption, ~~and the~~

~~use or through~~ inhalation of ~~which simulates smoking of~~ aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.

B. “Heated tobacco product” means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.

~~CB.~~ "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

~~DC.~~ "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of ~~vapors~~ aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.

~~ED.~~ "Smoking" means inhaling or exhaling smoke from any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant product, whether natural or synthetic, that is intended for inhalation. ~~Smoking also includes carrying a lighted cigar, cigarette, pipe or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device. Smoking includes carrying or using an activated electronic delivery device.~~

F. “Vaping” means using an activated electronic delivery device or heated tobacco product.

IV. EXCEPTION

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. VAPING PREVENTION INSTRUCTION

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

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

VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.

- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

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

Adopted: December 13, 1999
 Revised: February 24, 2015
 Revised: May 13, 2019
 Revised:

Legal References: [Minn. Stat. § 120B.238 \(Vaping Awareness and Prevention\)](#)
[Minn. Stat. §§ 144.411-144.417 \(Minnesota Clean Indoor Air Act\)](#)
[144.413, Subd. 4 \(Definitions\)](#)
~~[Minn. Stat. 144.4165 \(Tobacco Products Prohibited in Public Schools\)](#)~~
~~[Minn. Stat. 144.417 \(Commissioner of Health, Enforcement, Penalties\)](#)~~
[Minn. Stat. 609.685, Subd. 1\(a\) and \(b\) \(Sale of Tobacco to Children\)](#)
[2007 Minn. Laws Ch. 82 \(Freedom to Breathe Act of 2007\)](#)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

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.
- B. The school board expects all activities related to the operation of the school district 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.

Adopted: March 15, 1999

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

Cross References: MSBA Service Manual, Chapter 3, Superintendent of Schools

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 ~~board~~ 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 Professional Educator Licensing and Standards Board Minnesota Department of Children, Families and Learning 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.

Adopted: April 9, 2001

Legal References: Minn. Stat. 123B.143 (Superintendent)
[Minn. Rules, Chapter 3512](#)

Cross References: MSBA Service Manual, Chapter ~~5~~ 3, ~~School Board-Staff Relationships~~ Superintendent

306 ADMINISTRATOR CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to establish the expectation of the school board that school administrators ~~subscribe~~ adhere to the ~~statement standards~~ of ethics and professional conduct in this policy and Minnesota law, standards set forth in the Code of Ethics approved by the Minnesota Association of School Administrators.

II. GENERAL STATEMENT OF POLICY

A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator subscribes to the following statements of standards.

B. The educational administrator:

1. Makes the well-being of students the fundamental value of all decision-making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implements the school board's policies.
6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule

Adopted: April 9, 2001

Legal References: [Minn. Stat. § 122A.14, Subd. 4 \(Code of Ethics\)](#)
[Minn. Rules Part 3512.5200 \(Code of Ethics for School Administrators\)](#)

Cross References: ~~[MSBA Service Manual, Chapter 5, School Board Staff Relationships](#)~~

402 DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities, because of the disabilities, with regard to job application procedures, hiring, advancement, discharge, compensation, job training, or any other term, condition or privilege of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact school principals or superintendent regarding grievances or hearing requests regarding disability issues. These people are the school district's ADA/504 Coordinators.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any person who believes he or she has been the victim of discrimination on the basis of disability by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute such discrimination or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting discrimination directly to the building's Section ADA/504 Coordinator or to the superintendent.

- B. In each school building: the building principal is the person responsible for receiving oral or written reports of discrimination based on disability at the building level. Any adult school district personnel who receive a report of discrimination shall inform the building principal immediately.
- C. Upon receipt of a report, the principal must notify the school district ~~Section ADA/504 Coordinator~~ Superintendent immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the ~~Section ADA/504 Coordinator~~ Superintendent. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the ~~Section ADA/504 Coordinator~~ Superintendent. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent ~~or the school district Section ADA/504 Coordinator~~ by the reporting party or complainant.
- D. In the district: the school board hereby designates school principals and superintendent as the school district Section ADA/504 coordinators to receive reports or complaints of discrimination on the basis of disability.
- E. The school district shall conspicuously post the names of the Section ADA/504 Coordinators, including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of discrimination on the basis of disability will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

Adopted: December 13, 1999
 Revised: March 13, 2006
 Revised: April 8, 2019
 Revised:

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 29 U.S.C. 794 et seq. (§504 of Rehabilitation Act of 1973)
 42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)
[29 C.F.R. Part 32](#)
[34 C.F.R. Part 35](#)

[34 C.F.R. Part 104](#)

Cross References: MSBA Model Policy 521 (Student Disability Nondiscrimination)

INDEPENDENT SCHOOL DISTRICT NO. 857
LEWISTON ALTURA
UNLAWFUL DISCRIMINATION TOWARD AN EMPLOYEE WITH DISABILITIES

General Statement of Policy Prohibiting Unlawful Discrimination Toward an Employee With Disabilities

Independent School District No. 857 maintains a firm policy prohibiting all forms of unlawful discrimination. All employees are to be treated with respect and dignity. Unlawful discrimination by any teacher, administrator or other school personnel will not be tolerated under any circumstances.

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s): _____

Name of person you believe unlawfully discriminated toward you or a student on the basis of disability:

If the alleged unlawful discrimination was toward another person, identify that person: _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary):

Where and when did the incident(s) occur: _____

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has unlawfully discriminated against me or a student on the basis of disability. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by: _____

404 EMPLOYMENT/VOLUNTEER BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district elects to do background checks of all volunteers and may elect to do background checks of independent contractors and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment, and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an applicant's criminal history does not preclude the applicant from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors and student employees.

III. PROCEDURES

- A. No applicant for employment will commence employment, and no volunteer will provide services until the school district receives the results of the criminal history background check, and the results show no evidence of convictions resulting from unacceptable behaviors that would disqualify an applicant for employment (See III., J). The District shall notify the applicant that any offer of employment and/or acceptance of offer to volunteer services may be revoked based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (hereinafter "the BCA"). The school district

reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. If the applicant fails to provide the school district with a signed Informed Consent Form and fee at the time the applicant receives a job offer, or permission to provide services, the applicant will be considered to have voluntarily withdrawn the application for employment or request to provide services.
- C. The school district, in its discretion, may elect not to request a criminal history background check on an applicant who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the commissioner of education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
 - 1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 - 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 - 3. the applicant executes a written consent form giving the school district access to the results of the check; and
 - 4. there is no reason to believe that the applicant has committed an act subsequent to the check that would disqualify the applicant for employment or provision of services.
- E. For all non-state residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such applicants from the superintendent of the BCA and from the government agency performing the same function in the resident state, or if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual from employment with, or provision of services to, the school district. Such applicants must provide an executed criminal history consent form.
- F. When required, applicants must provide fingerprints to assist in a criminal history

background check. If the fingerprints provided by the applicant are unusable, the applicant will be required to submit another set of prints.

- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the job posting and job advertisements.
- H. The applicant will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check results show any conviction that evidences harm or cruelty to children, the elderly or disabled, domestic abuse, battery, assault, serious drug offenses, violence, offenses reflecting dishonesty (theft, embezzlement, etc.), or other similar unacceptable behavior within five years prior to applying with the school district the applicant will be automatically disqualified for employment and/or provision of services. Dishonesty in answering any questions on the application including those pertaining to prior criminal convictions will result in the applicant being automatically disqualified for employment/and or provision of services.
- J. ~~All school district employees will submit to a criminal background check every five years after being initially hired by the school district at the employees' expense. Evidence of successful re-licensure of certified employees every five years through the Minnesota Professional Educator Licensing and Standards Board, Minnesota Board of School Administrators, or other appropriate state licensing agency will meet this requirement for certified employees.~~
- K. The school district will apply these procedures to volunteers and may apply them to independent contractors or student employees.
- L. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. ~~CRIMINAL HISTORY CONSENT FORM BACKGROUND CHECK APPLICATION~~

~~The district will provide instructions for completing an online background check. A form to obtain consent for a criminal history background check is included with this policy.~~

Adopted: April 19, 1999

Revised: January 11, 2010
Revised: January 13, 2014
Revised: November 25, 2014
Revised: October 14, 2019
Revised:

Legal References: Minn. Stat. 13.04, Subd. 4 (inaccurate or Incomplete Data)
Minn. Stat. 123B.03 (Background Check)
Minn. Stat. 299C.60-299C.64 (Minnesota Child Protection Background
Check Act)
Minn. Stat. 364.09(b) (Exception for School Districts)

406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to the school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is not available to the subject.
- D. "Parking space leasing data" means the following: government data on an application for, or lease of a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. "Personnel data" means data on individuals collected because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- F. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- G. "Protected health information" means individually identifiable health information transmitted in electronic form by a school district acting as a

health care provider. “Protected health information” excludes health information in education records covered by the federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.

- H. “Public official” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and an individual defined as superintendents; or principals, or director who is employed in a position requiring an administrative license.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteer and independent contractors, is public:
1. name;
 2. employee identification number, which may not be the employee’s social security number;
 3. actual gross salary;
 4. salary range;
 5. terms and conditions of employment relationship;
 6. contract fees;
 7. actual gross pension;
 8. the value and nature of employer-paid fringe benefits;
 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 10. job title;
 11. bargaining unit;
 12. job description;
 13. education and training background;
 14. previous work experience;
 15. date of first and last employment;
 16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
 17. the final disposition of any disciplinary action, as defined in Minn. Stat. 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
 18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect

- of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
 20. work telephone number;
 21. badge number;
 22. work-related continuing education;
 23. honors and awards received;
 24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data;
- B. The following information on applicants for employment public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training;
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
 - a. Name;
 - b. City of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. Education and training;
 - d. Employment history;
 - e. Volunteer work;
 - f. Awards and honors;
 - g. Prior government service;
 - h. Any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. §15.0597; and
 - i. Veteran status.
 2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. Residential address;

- b. Either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. First and last dates of service on the public body;
 - d. The existence and status of any complaints or charges against an appointee; and
 - e. Upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
3. Notwithstanding paragraph 2, any electronic mail address or telephone number is provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement with another person. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data is private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.

- D. Parking space leasing data is private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when authorized by the Commissioner of the Bureau of Mediation Services.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. 253B.07, Subd. 1; or
 - 3. A court, law enforcement agency or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
 - 1. threaten the personal safety of the complainant or a witness; or
 - 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district shall make any report to the [board of teaching Minnesota Professional Educator Licensing and Standards Board](#) or the state board of education as required by Minn. Stat. 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. 122A.20, Subd. 2.
- M. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the reemployment insurance program under Minn. Ch. 268.
- N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report.
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.
- P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- Q. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- R. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an

emergency or other disruption to ensure continuity of operation for the school district or government entity.

- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the [Board of Teaching Minnesota Professional Licensing and Standards Board](#) and the licensing division at MDE with the necessary and relevant information to enable the [Board of Teaching Minnesota Professional Licensing and Standards Board](#) and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the [Board of Teaching Minnesota Professional Licensing and Standards Board](#) and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals is classified as both private and confidential by Chap. 13, or any other state or federal law, the data is private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated the Superintendent of Schools (507) 523-2191 as the authority responsible for personnel data. If you have any questions, contact the superintendent.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Adopted:	April 9, 2001
Revised:	May 8, 2006
Revised:	December 13, 2010
Revised:	December 9, 2013
Revised:	January 27, 2015
Revised:	

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. 13.02 (Definitions)
Minn. Stat. 13.37 (General Nonpublic Data)
Minn. Stat. 13.39 (Civil Investigation Data)
Minn. Stat. 13.43 (Personnel Data)
Minn. Stat. 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)
Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records-Privacy-Access to Data)

~~EMPLOYEE AUTHORIZATION FOR RELEASE OF INFORMATION~~

~~To: Lewiston-Altura-ISD #857~~

~~RE: Personnel Records of _____~~

~~Date of Birth _____ Social Security Number _____~~

~~This is your full and sufficient authorization, pursuant to Minn. Stat. 13.05, subd. 4 and Minn. Rules 1205.1400, subp. 4, to release to _____, their representatives or employees, all information pertaining to _____~~

~~maintained by the employer school district, with the following exceptions:~~

~~The information is needed for the purpose of _____
_____~~

~~This authorization specifically includes records prepared prior to the date of this authorization and records prepared after the date of this authorization, such records to be used only for the purpose specified. I do not authorize re-release of this information by the third party.~~

~~I understand that I may revoke this consent in writing at any time. Upon the fulfillment of the above stated purpose, this consent will automatically expire without my express revocation. A photocopy of this authorization will be treated in the same manner as an original.~~

~~Dated: _____~~

~~Signature of Employee: _____~~

~~ATTENTION PUBLIC FACILITIES: Minnesota Statutes Section 13.05 requires automatic expiration of this authorization one (1) year from the date of authorization.~~

Consent to Release Data – Request from an Individual

An individual asks the government entity to release his/her private data to an outside entity or person. Because the entity does not have statutory authority to release the data, it must get the individual’s written informed consent.

Explanation of Your Rights

If you have a question about anything on this form, or would like more explanation, please talk to _____ before you sign it.
[entity contact person name and contact information]

I, _____, give my permission for _____
[name of individual data subject] [name of government entity]

to release data about me to _____ as described on this form.
[name of other entity or person]

1. The specific data I want _____ to release _____.
[name of government entity] [explanation of data]

2. I understand that I have asked _____ to release the data.
[name of government entity]

3. I understand that although the data are classified as private at _____, the
[name of government entity]
classification/treatment of the data at _____ depends on laws or
[name of other entity or person]
policies that apply to _____.
[name of other entity or person]

This authorization to release expires _____.
[date/time of expiration]

Individual data subject’s signature _____ Date _____

Parent/guardian’s signature [if needed] _____ Date _____

416 DRUG AND ALCOHOL TESTING

[Note: Drug and Alcohol Testing of school bus drivers and applicants is mandatory under federal law. The mandatory testing is described under Part III. of the policy. Testing of other employees or testing of school bus drivers beyond that mandated by federal law is optional but can be done under state law only if a policy containing provisions such as the provisions of Part IV. of this policy are adopted. To preserve the right to request or require school district employees who are not bus drivers and applicants to undergo drug and/or alcohol testing or to require bus drivers to submit to testing that is not federally mandated, a school district should adopt Part IV. as part of its drug and alcohol testing policy.]

I. PURPOSE

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. ~~It is the belief of the school board~~ The school board believes that a work environment free of drug and alcohol use will not only be safer, healthier, and more productive, but will also be more conducive to effective learning. Therefore, to provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minn. Stat. §§ 181.950 through 181.957.

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950 through 181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950 through 181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not

medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is also prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Use of drugs which are not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs which are not medically prescribed are prohibited from entering or remaining on school district property.

- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

- A. General Statement of Policy
All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.
- B. Definitions
 1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
 2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.

3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the EBT.
4. "Commercial Motor Vehicle" (CMV) includes a vehicle which is designed to transport 16 or more passengers, including the driver.
5. "Designated Employer Representative" (DER) means a designated school district representative authorized to take immediate action to remove employees from safety-sensitive duties, to make required decisions in the testing and evaluation process, and to receive test results and other communications for the school district.
6. "Department of Transportation" (DOT) means United States Department of Transportation.
7. "Driver" includes full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers, and independent owner-operator contractors.
8. "Evidential Breath Testing Device" (EBT) means ~~an EBT device~~ approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
9. "Medical Review Officer" (MRO) means a licensed physician responsible for receiving laboratory results generated by the school district's drug testing program and for evaluating medical explanations for certain drug tests.
10. "Refusal to Submit" (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver's provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and it has been determined that there was no adequate medical explanation for the failure; (f) fails or declines to take an additional test as directed; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to sign the certification on the forms); ~~or~~ (i) fails to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver

~~adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing. is reported by the Medical Review Officer as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.~~

11. "Safety-sensitive functions" are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work, and include such functions as driving, loading, and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
12. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
13. "Stand Down" means to temporarily remove an employee from performing safety-sensitive functions after a laboratory reports a confirmed positive, an adulterated, or a substituted test result but before a MRO completes the verification process.
14. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

[Note: The federal regulations require that school districts provide materials to bus drivers explaining the school district's policies and procedures and the federal requirements with respect to the mandatory drug and alcohol testing of bus drivers. 49 C.F.R. § 382.601. Almost all of the required information is contained within this model policy. Additional materials to be provided to employees are described in Paragraph 2. of this Section C.]

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug

problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.

3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that he or she has received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

[Note: The federal regulations require a school district to obtain a signed statement from each driver certifying that he or she has received a copy of these materials. 49 C.F.R. § 382.601(d). The original signed certificate must be maintained by the school district and a copy may be provided to the driver.]

D. Alcohol and Controlled Substances Testing Program Manager

[Note: School districts are required by the federal regulations to designate a person to answer driver questions about the policy and the education materials described in Section C. above and to notify the drivers of the designation. 49 C.F.R. § 382.601(b)(1).]

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers.

[Note: The specific prohibitions for drivers are contained, in large part, in 49 C.F.R. §§ 382.201-382.215.]

1. **Alcohol Concentration.** No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. **Alcohol Possession.** No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. **On-Duty Use.** No driver shall use alcohol while performing safety-sensitive functions.

4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until he or she undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.
8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district which prohibit the possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

[Note: Consequences for drivers engaging in alcohol-related conduct are described in the federal regulations. 49 C.F.R. § 382.505.]

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least 24 hours. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04.

G. Prescription Drugs

A driver shall inform his or her supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the

prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry.

H. Testing Requirements.

1. Pre-Employment Testing.

[Note: 49 C.F.R. § 382.301 details the requirements for pre-employment testing.]

- a. A driver applicant shall undergo testing for controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.
- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. In order to be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or greater, or positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.

[Note: The federal regulations require school districts to inquire about, obtain, and review alcohol and controlled substances information from prior employers pursuant to a driver's written authorization, prior to the time a driver performs safety-sensitive functions, if feasible. 49 C.F.R. § 382.413 and 49 C.F.R. § 40.25. If not feasible, school districts must not permit the employee to perform safety-sensitive functions for more than thirty (30) days from the date a safety-sensitive function was performed unless the school districts make good faith efforts to obtain the information and to make a record of those efforts to be retained in the driver's qualification file.]

- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.

2. Post-Accident Testing

[Note: 49 C.F.R. § 382.303 governs post-accident testing of drivers.]

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.

3. Random Testing

[Note: 49 C.F.R. § 382.305 governs random testing of drivers.]

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.
- b. The school district shall test for alcohol at a minimum annual percentage rate of 25% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made.
- d. ~~Drivers shall proceed immediately to the collection site upon notification of selection. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.~~

- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. Reasonable Suspicion Testing

[Note: 49 C.F.R. § 382.307 governs reasonable suspicion testing of drivers.]

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty or within four (4) hours before coming on duty. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

[Note: 49 C.F.R. §§ 382.309, 40.23(d), and 40.305 govern return-to-duty testing.]

5. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until undergoing return-to-duty tests indicating an

alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances.

[Note: 49 C.F.R. §§ 382.311, 40.307, and 40.309 govern follow-up testing.]

6. Follow-Up Testing. When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.

7. Refusal to Submit and Attendance Consequences

[Note: Consequences for refusals to submit to required drug and alcohol tests are addressed generally in 49 C.F.R. §§ 40.191, 40.261, and 382.211. They are more specifically addressed in 49 C.F.R. §§ 382.501- 382.507 and in 49 U.S.C. § 521(b).]

- a. A driver or driver applicant may refuse to undergo drug and alcohol testing.
- b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 U.S.C. § 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being reassigned to safety-sensitive functions.
- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

I. Testing Procedures

1. Drug Testing
 - a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
 - b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
 - c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense.
 - d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services--SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that there is a legitimate explanation for the donor's failure to contact him/her within seventy-two (72) hours, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether there is an acceptable medical reason for the positive result. The MRO shall confirm and report a positive test result to the DER and

- the employee when there is no legitimate medical reason for a positive test result as received from the testing laboratory.
- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
 - f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 1. The donor expressly declines the opportunity to discuss the test results; or
 2. The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER;
 3. The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor with ten (10) days of the date the confirmed test result was received from the laboratory.
2. Alcohol Testing
- a. The federal alcohol test rules require testing to be administered by a BAT using an EBT or a STT using an ASD. EBTs and ASDs can be used for screening test but only EBTs can be used for confirmation tests.
 - b. Any result less than 0.02 alcohol concentration is considered a "negative" test. ~~If the alcohol concentration is 0.02 or greater, a second confirmatory test is required to be performed.~~
 - c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test.
 - d. If the screening test results show alcohol concentration of greater than 0.02, a confirmatory test conducted on an EBT will be required within fifteen (15) and thirty (30) minutes after completion of the screening test.
 - e. Alcohol tests are reported directly to the school district's DER.
- J. Driver/Driver Applicant Rights
1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.

2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. ~~The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and the employee refuses to meet with the SAP for the purpose of an evaluation for alcohol and/or controlled substances use/abuse and recommendations for an educational/counseling or treatment program;~~
 - b. ~~The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program. fails to enter the recommended program, or fails to successfully complete the program; or~~
 - c. ~~This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result. the employee fails a return to duty test for alcohol or controlled substances following the evaluation or successful completion of the recommended program, or the subsequent unannounced follow up alcohol and controlled substances testing.~~

K. Testing Laboratory

The testing laboratory for controlled substances will be ~~{name, address, telephone number}~~ D & A Testing Services, 829 3rd Ave SE #265, Rochester, MN 55904, 507-282-8378, which is a laboratory certified by the Department of Health and Human Services--SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minn. Stat. Ch. 13. Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Record-keeping Requirements and Retention of Records

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.

[Note: The federal recordkeeping requirements for school districts are detailed in the federal regulations 49 C.F.R. §§ 382.401 et seq. and 40.331. The DOT publishes a guide to the recordkeeping requirements of mandatory drug and

alcohol testing for persons with a commercial driver's license as part of its Alcohol & Drugs: DOT Compliance Manual.]

2. The required records shall be retained for the following minimum periods:
Basic records 5 years

“Basic records” includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and scheduled for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers	3 years
Collection and training records	2 years
Negative and cancelled controlled substances tests	1 year
Alcohol tests with less than 0.02 concentration	1 year
Education and training records	indefinite

“Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform these functions.

N. Training

The school district shall designate certain employees to make determinations of reasonable suspicion. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions.
2. Referral, Evaluation, and Treatment
 - a. A driver who has engaged in prohibited conduct shall be provided a listing of SAP readily available to the driver or applicant and acceptable to the school district.
 - b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment.

- c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
 - d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.
3. Disciplinary Action
- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
 - b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
 - c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950 through 181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV of this policy.

IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Section III of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV of this policy will be applicable to such testing.

A. Circumstances Under Which Drug Or Alcohol Testing May Be Requested or Required:

- 1. General Limitations
 - a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's

license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory which participates in one of the programs listed in Minn. Stat. § 181.953, Subd. 1.

- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing on an arbitrary and capricious basis.

2. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer which is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

3. Random Testing

The school district may request or require ~~only~~ employees in to undergo drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive position.

4. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minn. Stat. § 176.011, Subd. 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

5. Treatment Program Testing

The school district may request or require any employee to undergo drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug

and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

6. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

B. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

C. Definitions

1. "Drug" means a controlled substance as defined in Minnesota Statutes, [including medical cannabis, regardless of enrollment in the state registry program.](#)
2. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, Subd. 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
3. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV of this policy and the drivers shall fall within this definition of "other employees."
4. "Job applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III).

5. "Positive test result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
 6. "Random selection basis" means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
 7. "Reasonable suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
 8. "Safety-sensitive position" means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.
- D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal
1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing
Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2 and 3 of this Section D.
 2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing
Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.
 3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing
Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.
- E. Reliability and Fairness Safeguards
1. Pretest Notice
Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing policy.

2. Notice of Test Results
Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.
3. Notice of and Right to Test Result Report
Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.
4. Notice of and Right to Explain Positive Test Result.
 - a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.
 - b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.
 - c. The employee may present verification of enrollment in the medical cannabis patient registry as part of the employee's explanation.
 - ed. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.
5. Notice of and Right to Request Confirmatory Retests
 - a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.
 - b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The

original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform him or her of other rights provided under Sections F. or G., below, whichever is applicable.

[Attachments E and F to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.](#)

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding paragraph 1, the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes

that it is reasonably necessary to protect the health or safety of the employee, co-employees, or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.

5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.
6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.
7. An employee must be given access to information in his or her personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

- I. Privacy, Confidentiality and Privilege Safeguards
 1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.
 2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minn. Stat. Ch. 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.
 3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding paragraphs 1 and 2, evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minn. Stat. Ch. 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.
 4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.
- J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

V. POSTING

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

Adopted: May 16, 2001
Revised: May 8, 2006

Revised:

- Legal References: [Minn. Stat. Ch. 13 \(Minnesota Government Data Practices Act\)](#)
[Minn. Stat. Ch. 43A \(State Personnel Management\)](#)
[Minn. Stat. § 152.22 \(Medical Cannabis; Definitions\)](#)
[Minn. Stat. § 152.23 \(Medical Cannabis; Limitations\)](#)
[Minn. Stat. § 152.32 \(Protections for Registry Program Participation\)](#)
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. § 221.031 (Motor Carrier Rules)
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)
- Cross-References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 417 (Chemical Use/Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free Schools)

-- DRIVER ACKNOWLEDGMENT --

DRUG AND ALCOHOL TESTING POLICY AND MATERIALS

I have received a copy of the Drug and Alcohol Testing Policy of Independent School District No. 857 Lewiston Altura, Minnesota and have read it in its entirety. I understand that I am subject to the provisions of Article III of the policy, entitled Drug and Alcohol Testing for Bus Drivers, because the position involves operating a commercial motor vehicle and requires a commercial driver's license.

The District's policy was provided to me:

_____ Upon adoption of the policy. (employee).

_____ Upon my hire. (job applicant/new employee).

_____ After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug and alcohol testing. (job applicant).

I also received materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug problem is suspected.

I have been advised that the Alcohol and Controlled Substances Testing Program Manager is _____ and that any questions I may have concerning the Policy should be directed to the Program Manager.

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name

-- BUS DRIVER OR DRIVER APPLICANT --

AUTHORIZATION TO RELEASE INFORMATION

Section I. To be completed by the school district, signed by the bus driver, or driver applicant, and transmitted to the previous employer:

Employee Printed or Typed Name: _____

Employee SS or ID Number _____

~~I authorize all my previous employers and other contracting entities for whom I worked to provide to Independent School District No. 857, Lewiston, Minnesota, all records and information on any of the following within the two year period preceding this release: I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer, listed in Section I-B, to the employer listed in Section I-A. This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released in Section II-A by my previous employer, is limited to the following DOT-regulated testing items:~~

- a. ~~my alcohol tests which showed a concentration with a~~ result of 0.04 or greater;
- b. ~~my drug tests which showed a positive test result~~ Verified positive drug tests;
- c. ~~my refusals to take a drug/alcohol test; and/or~~ Refusals to be tested;
- d. ~~referrals to a substance abuse professional.~~ Other violations of DOT agency drug and alcohol testing regulations;
- e. Information obtained from previous employers of a drug and alcohol rule violation;
- f. Documentation, if any, of completion of the return-to-duty process following a rule violation.

~~I release any of my prior employers and other contracting entities and their directors, officers, agents, and employees from all causes of action, claims, or debts which I or my heirs may have as a result of providing this information.~~

~~I realize that if I refuse to execute this release and give Independent School District No. 857 the opportunity to obtain this information, I may not be employed or, if employed, I will not be allowed to perform any safety sensitive functions after fourteen (14) days from the time this information is requested and not provided by my former employers and other contracting entities, and my employment will be terminated.~~

Employee Signature: _____ Date: _____

Section I-A.

School District Name: Winona County Independent School District 857

Address: 100 County Road 25
Lewiston, MN 55952

Phone #: 507-523-2191 Fax #: 507-523-3460

Designated Employer Representative: _____

Section I-B.

Previous Employer Name: _____

Address: _____

Phone #: _____

Designated Employer Representative (if known): _____

Section II. To be completed by the previous employer and transmitted by mail or fax to the new employer:

Section II-A. In the two years prior to the date of the employee’s signature (in Section I), for DOT-regulated testing:

1. Did the employee have alcohol tests with a result of 0.04 or higher? YES ___ NO ___

2. Did the employee have verified positive drug tests? YES ___ NO ___

3. Did the employee refuse to be tested? YES ___ NO ___

4. Did the employee have other violations of DOT agency drug and alcohol testing regulations? YES ___ NO ___

5. Did a previous employer report a drug and alcohol rule violation to you? YES ___ NO ___

6. If you answered “yes” to any of the above items, did the employee complete the return-to-duty process? N/A YES ___ NO ___

NOTE: If you answered “yes” to item 5, you must provide the previous employer’s report. If you answered “yes” to item 6, you must also transmit the appropriate return-to-duty documentation (e.g., SAP report(s), follow-up testing record).

Section II-B.

Name of person providing information in Section II-A: _____

Title: _____

Phone #: _____

Date: _____

~~---BUS DRIVER OR DRIVER APPLICANT---~~

~~DRUG AND ALCOHOL TEST CONSENT,~~

~~RELEASE, AND ACKNOWLEDGMENT~~

Date: _____

Time: _____

I hereby authorize _____
(hospital or clinic)

~~its physicians, nurses, and technicians, to withdraw specimens of my urine/breath for the purpose of determining the presence of alcohol or of controlled substances therein and to further determine the content thereof. I understand and agree that the result of this test will be disclosed to Independent School District No. 857, Lewiston, Minnesota, and~~

~~hereby release _____
(hospital or clinic)~~

~~and any employees and/or agents thereof from any and all claims or causes of action resulting from the disclosure of these results. I hereby further agree to waive any physician-patient privilege that may otherwise exist with respect to the confidentiality of the results of these tests.~~

~~I further acknowledge that I have had the opportunity to review and read the drug and alcohol testing policy of Independent School District No. 857, and understand that this procedure is in conformance with that policy.~~

~~I am using the following medications: _____
_____~~

Dated: _____

Signature of Patient/Employee/Applicant

Typed or Printed Name

Witness:

Supervisor (Optional)

-- BUS DRIVER OR DRIVER APPLICANT --**REFUSAL TO SUBMIT TO TESTING**

I hereby refuse to submit to drug/alcohol testing by doing the following:

- Failing to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so;
- Failing to remain at the testing site until the testing process is complete;
- Failing to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test;
- Failing to permit the observation or monitoring of any provision of a specimen in the case of a directly observed or monitored collection in a drug test;
- Failing to provide a sufficient breath specimen or sufficient amount of urine when directed and it has been determined that there was no adequate medical explanation for the failure;
- Failing or declining to take a second test as directed;
- Failing to undergo a medical examination or evaluation, as directed by the Medical Review Officer (MRO) or the Designated Employer Representative (DER);
- Failing to cooperate with any part of the testing process (e.g., refusing to empty pockets when so directed by the collector, behaving in a confrontational way that disrupts the collection process, failing to wash hands after being directed to do so by the collector, failing to sign the certification on the form;
- Failing to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process;
- Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process;
- Admitting to the collector or MRO that the driver adulterated or substituted the specimen;
or
- Having a verified adulterated or substituted test as reported by the MRO.
- Failing to provide adequate breath for testing without a valid medical explanation after I received notice to report for the test; or

Failing to provide adequate urine for a controlled substances test without a valid medical explanation after I received notice to report for the test; or

Engaging in conduct that clearly obstructs the testing process.

[An applicant who fails to appear for a preemployment test, who leaves the testing site before the preemployment testing process commences, or who does not provide a urine specimen because he or she left before it commences, is not deemed to have refused to submit to testing.]

I recognize that this refusal constitutes a presumption of a positive result. I further recognize that if I am an applicant, I will be disqualified from consideration for the conditionally offered

~~position. If I am an employee, I will not be permitted to perform safety-sensitive functions, will be considered insubordinate and subject to disciplinary action, up to and including dismissal, will be evaluated by a substance abuse professional, and will be required to submit to a return-to-duty test prior to being re-assigned to safety-sensitive functions.~~

I recognize that my refusal subjects me to the consequences specified in federal law and regulations. It also constitutes a presumption of a positive result. I further recognize that if I am an applicant, I will be disqualified from consideration for the conditionally-offered position. If I am an employee, I will not be permitted to perform safety-sensitive functions, and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If the school district offers me an opportunity to return to a DOT safety-sensitive function, I understand I will be evaluated by a substance abuse professional, and will be required to submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.

Date: _____

Time: _____

Signature of Employee/Applicant

Supervisor:

Supervisor's Signature

Comments: _____

Employee refusal to sign

Supervisor's Initials: _____

-- PRETEST NOTICE --

I the undersigned employee/job applicant of Independent School District No. 857, Lewiston, Minnesota ("School District") do hereby acknowledge that I have been provided a copy of the School District's Drug and Alcohol Testing Policy.

Date: _____

Signature of Employee/Job Applicant

Typed or Printed Name

[Employee Name]
[Employee Address]

RE: Drug and/or Alcohol Test
[Date of Testing]

NOTICE OF TEST RESULTS AND VARIOUS RIGHTS

Test Results:

Independent School District No. 857, Lewiston, Minnesota has received the test result report from the testing laboratory:

_____ Your initial screening test result was negative.

_____ Your confirmatory test result was negative.

_____ Your confirmatory test result was positive.

Test Result Report:

You have the right to request and receive from the school district a copy of the test result on any drug or alcohol test.

Right to Explain Positive Test Result:

In the case of a positive test result on a confirmatory test, you have the right to explain the results. You may, within three (3) working days after notice of a positive test result on a confirmatory test, submit information to the school district, in addition to any information already submitted, to explain that result. Attached to this Notice is a document entitled "Explanation of Positive Test Result" for this purpose.

Right to Request Confirmatory Retests:

In the case of a positive test result on a confirmatory test, you have the right to request a confirmatory retest of the original sample at your own expense.

Within five (5) working days after notice of the confirmatory test result, you must notify the school district in writing of your intention to obtain a confirmatory retest.

Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that you have requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory

shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against you.

Other Rights:

In the case of a positive test result on a confirmatory test, you may have other rights provided under the sections detailed below.

A. Employee Discharge and Discipline

1. The school district may not discharge, discipline, discriminate against, request or require rehabilitation of an employee whose position does not require a commercial driver's license on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.

In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.

2. The school district may not discharge an employee whose position does not require a commercial driver's license for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
3. Notwithstanding paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.

4. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire.
 5. An employee must be given access to information in the employee's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.
- B. **Withdrawal of Applicant's Job Offer**
- If a job applicant for a position that does not require a commercial driver's license has received a job offer made contingent on the applicant passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

EXPLANATION OF POSITIVE TEST RESULT

I the undersigned employee/job applicant of Independent School District No. 857, Lewiston, Minnesota acknowledge receipt of a Notice of Test Results and Various Rights. This includes my right to explain the positive test result on a confirmatory test.

I am currently taking or have recently taken:

- no over-the-counter or prescription medications; or
- the following over-the-counter or prescription medications:

I also offer the following information relevant to the reliability of, or explanation for, a positive test result: _____

Date: _____

Signature of Employee/Job Applicant

Typed or Printed Name

-- ACKNOWLEDGMENT --

DRUG AND ALCOHOL TESTING POLICY

I have received a copy of the Drug and Alcohol Testing Policy of Independent School District No. 857, Lewiston, Minnesota and have read it in its entirety.

The District's policy was provided to me:

- Upon adoption of the policy. (employee)
- Upon my hire. (job applicant/new employee)
- After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug and alcohol testing. (job applicant)

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name

422 POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to employees:

Policy 102	Equal Educational Opportunity
Policy 103	Complaints-Students, Employees, Parents, Other Persons
Policy 206	Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations
Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Policy 305	Policy Implementation
Policy 505	Distribution of Nonschool-Sponsored Unofficial Materials on School Premises by Students and Employees
Policy 507	Corporal Punishment
Policy 510	Student Activities
<u>Policy 511</u>	<u>Student Fundraising</u>
Policy 514	Bullying Prohibition Policy
Policy 517	Student Recruiting
Policy 518	DNR-DNI Orders
Policy 519	Interview of Students by Outside Agencies
Policy 524	Internet Acceptable Use Policy
Policy 525	Violence Prevention
Policy 533	Wellness
<u>Policy 535</u>	<u>Service Animals in Schools</u>
<u>Policy 610</u>	<u>Field Trips</u>
Policy 710	Extracurricular Transportation
<u>Policy 711</u>	<u>Video Recording on School Buses</u>
<u>Policy 712</u>	<u>Video Surveillance Other Than on Buses</u>
Policy 802	Disposition of Obsolete Equipment and Material

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Adopted: May 16, 2001
Revised:

Legal References:

Cross References:

427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

“Special Education Staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota [Board of Teaching Professional Educator Licensing and Standards Board](#) to instruct children with specific disabling conditions.

B. Direct Services

“Direct services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

C. Indirect Services

“Indirect services” means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.

- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employers Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

Adopted: April 23, 2016

Revised:

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of "Direct Services," "Indirect Services," "Teacher," and "Workload")
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

Cross References: MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)

535 SERVICE ANIMALS IN SCHOOLS

I. PURPOSE

The purpose of this policy is to establish parameters for the use of service animals by students, employees, and visitors within school buildings and on school grounds.

II. GENERAL STATEMENT OF POLICY

Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.

III. DEFINITIONS

A. Service Animal

A “service animal” is a dog (regardless of breed or size) or miniature horse that is individually trained to perform “work or tasks” for the benefit of an individual with a disability, including an individual with a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets. The work or tasks performed by the service animal must be directly related to the individual’s disability. An animal accompanying an individual for the sole purpose of providing emotional support, therapy, comfort, or companionship is not a service animal.

B. Handler

A “handler” is an individual with a disability who uses a service animal. In the case of an individual who is unable to care for and supervise the service animal for reasons such as age or disability, “handler” means the person who cares for and supervises the animal on that individual’s behalf. School district personnel are not responsible for the care, supervision, or handling responsibilities of a service animal.

C. Work or Tasks

1. “Work or tasks” are those functions performed by a service animal.
2. Examples of “work or tasks” include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance

and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

3. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not "work or tasks" for the purposes of this policy.

D. Trainer

A "trainer" is a person who is training a service animal and is affiliated with a recognized training program for service animals.

IV. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES

- A. In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right: (a) to be present on school district property or in school district facilities; (b) to attend or participate in a school-sponsored event, activity, or program; or (c) to be transported in a vehicle that is operated by or on behalf of the school district.
- B. When an individual with a disability brings a service animal to a school district property, school district employees shall not ask about the nature or extent of a person's disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:
 1. Is the service animal required because of a disability; and
 2. What work or tasks is the service animal trained to perform.
- C. School district employees shall not make these inquiries of an individual with a disability bringing a service animal to school district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. However, school district employees may inquire whether the individual with a disability has completed and submitted the request form described in Part VI., below.
- D. An individual with a disability may not be required to provide documentation such as proof that the animal has been certified, trained, or licensed as a service animal.

V. REQUIREMENTS FOR ALL SERVICE ANIMALS

- A. The service animal must be required for the individual with a disability.
- B. The service animal must be individually trained to do work or tasks for the benefit of the individual with a disability.

- C. A service animal must have a harness, leash, or other tether, unless either the handler is unable, because of a disability, to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
- D. The service animal must be housebroken.
- E. The service animal must be under the control of its handler at all times. The handler is responsible for the care and supervision of a service animal, including walking the service animal, feeding the service animal, grooming the service animal, providing veterinary care to the service animal, and responding to the service animal's need to relieve itself, including the proper disposal of the service animal's waste.
- F. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
- G. In the case of a student who is unable to care for and/or supervise his or her service animal, the student's parent/guardian is responsible for arranging for such care and supervision. In the case of an employee or other individual who is unable to care for and/or supervise his or her service animal, the employee or other individual's authorized representative is responsible for arranging for a service animal's care and supervision.
- H. The service animal must be properly licensed and vaccinated in accordance with applicable state laws and local ordinances.

VI. REQUESTING THE USE OF A SERVICE ANIMAL AT SCHOOL

- A. Students with a disability seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the building principal of the school the student attends. The principal will notify the superintendent or the administrator designated with responsibility to address such requests. School district employees seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the superintendent or the administrator designated with responsibility to address such requests.
- B. Students or employees seeking to bring a service animal onto district premises are requested to identify whether the need for the service animal is required because of a disability and to describe the work or tasks that the service animal is trained to perform.
- C. The owner of the service animal shall provide written evidence that the service

animal has received all vaccinations required by state law or local ordinance.

VII. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL

- A. A school official may require a handler to remove a service animal from school district property, a school building, or a school-sponsored program or activity, if:
 - 1. Any of the requirements described in Part V., above, are not met.
 - 2. The service animal is out of control and/or the handler does not effectively control the animal's behavior;
 - 3. The presence of the service animal would fundamentally alter the nature of a service, program or activity; or
 - 4. The service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a significant health or safety risk to others that cannot be eliminated by reasonable accommodations.
- B. If the service animal is properly excluded, the school district shall give the individual with a disability the opportunity to participate in the service, program, or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

VIII. ADDITIONAL LIMITATIONS FOR MINIATURE HORSES

In assessing whether a miniature horse may be permitted in a school building or on school grounds as a service animal, the following factors shall be considered:

- A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- B. Whether the handler has sufficient control of the miniature horse;
- C. Whether the miniature horse is housebroken; and
- D. Whether the miniature horse's presence in a specific building or on school grounds compromises legitimate health and safety requirements.

IX. ALLERGIES; FEAR OF ANIMALS

If a student or employee notifies the school district that he or she is allergic to a service animal, the school district will balance the rights of the individuals involved. In general, allergies that are not life threatening are not a valid reason for prohibiting the presence of a service animal. Fear of animals is generally not a valid reason for prohibiting the presence of a service animal.

X. NON-SERVICE ANIMALS FOR STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) OR SECTION 504 PLANS

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student's IEP team or Section 504 team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education (FAPE) or, in the case of a Section 504 student, to reasonably accommodate the student's access to the school district's programs and activities.

XI. NON-SERVICE ANIMAL AS AN ACCOMMODATION FOR EMPLOYEES

If an employee seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the superintendent or the administrator designated to handle such requests. A school district employee who is a qualified individual with a disability will be allowed to bring such animal onto school property when it is determined that such use is required to enable the employee to perform the essential functions of his or her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

XII. LIABILITY

- A. The owner of the service animal is responsible for any harm or injury to an individual and for any property damage caused by the service animal while on school district property.
- B. An individual who, directly or indirectly through statements or conduct, intentionally misrepresents an animal in that person's possession as a service animal may be subject to criminal liability.

Adopted:

Legal References: Section 504 of the Rehabilitation Act of 1973
28 C.F.R. § 35.104, 28 C.F.R. § 35.130(b)(7), and 28 C.F.R. § 35.136 (ADA Regulations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
Minn. Stat. § 256C.02 (Public Accommodations for Persons with Disabilities)
Minn. Stat. § 363A.19 (Discrimination Against Blind, Deaf, or Other Persons with Physical or Sensory Disabilities Prohibited)
Minn. Stat. § 609.226 (Harm Caused by Dog)
Minn. Stat. § 609.833 (Misrepresentation of Service Animal)

Cross References: MSBA/MASA Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Policy 521 (Student Disability Nondiscrimination)

APPROVAL REQUEST FORM FOR USE OF A SERVICE ANIMAL

Please turn in your request to the [Superintendent] OR [Director of Student Services] (Students) or the [Superintendent] OR [Director of Human Resources] (Employees)

Student/Employee Name: _____ Date: _____

Parent or authorized representative name(s) and contact information (please include email, phone number, and address): _____

Building: _____

Type of service animal: _____

Name of service animal: _____ Name of handler: _____

Is the service animal required because of a disability: _____

What work or tasks is the service animal trained to perform: _____

Checklist for Completion of Form

Attached is documentation that the service animal is:

- Properly licensed
- Properly and currently vaccinated

I have read and understand the School District's policy regarding service animals and will abide by the terms of the policy.

I understand that if my service animal: is out of control and/or the animal's handler does not effectively control the animal's behavior; is not housebroken or the animal's presence or behavior fundamentally interferes in the functions of the School District; or behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a direct threat to the health and safety of others that cannot be eliminated by reasonable modifications, the School District has the discretion to exclude or remove my service animal from its property.

I agree to be responsible for any and all damage to School District property, personal property, and any injuries to individuals caused by my service animal. I agree to indemnify, defend, and hold harmless the School District, its school board members, administrators, employees, and agents, from and against any and all claims, actions, suits, judgments, and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my service animal.

Superintendent/Administrator Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Note: This Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different service animal will be used.

Report to the School Board

February 8, 2021

By Elementary / Intermediate School Principal Dave Riebel

GOAL 1: THE DISTRICT WILL STRIVE TO PROVIDE THE BEST EDUCATIONAL PROGRAMS.

- PK-6 In-person update:

Continued thanks and praise goes out to all PK-6 students and staff. The Elementary and Intermediate Schools continue to provide a consistent, stable and normal schedule of instruction. This continues while following the needed safety protocols and procedures that make the news as challenges across the state and nation.

We are pleased to finish up recent quarantine situations and will continue to work to maintain our full capacity.

- Distance Learner update:

Most of the families/students who opted into Distance Learning after the holiday break have now returned to in-person learning. A few more of the families/students who chose Distance Learning to start the year have also returned.

Elementary students in Distance Learning full time: 8%

Intermediate students in Distance Learning full time: 15%

Distance Learner percentage of total K-6 students: 10%

GOAL 2: THE DISTRICT WILL STRIVE TO HIRE, DEVELOP AND MAINTAIN THE BEST POSSIBLE STAFF.

- January 22 Workshop Day:

The PK-6 staff members had their regularly scheduled workshop day on Jan. 22. The afternoon was scheduled for the typical end of the quarter assessing, report card and work in rooms tasks. The morning had a goal to clarify, quantify and communicate the effects of Distance Learning and our face-to-face/hybrid learning models on current students and communicate that impact amongst staff.

Staff first analyzed the impact on their instruction and assessment overall lesson plans. With this knowledge, staff can use it to plan for the remaining months of instruction. Staff then took time to analyze student learning levels from classroom and grade level assessment information to use as formative information for our remaining months of school.

- Concurrent Enrollment class collaboration:

A needed collaborative effort between Elementary staff members and Ms. Nickelotti from the High School is taking place. Ms. Nickelotti is instructing a concurrent enrollment class titled Foundations in Education for some high school juniors who are interested in the education field as a possible career. Through the collaboration, these juniors are able to join Zoom meetings to virtually observe classrooms, providing what would have been some in-person observations in a non-pandemic year.

GOAL 3: THE DISTRICT WILL STRIVE TO MAINTAIN A POSITIVE EMOTIONAL AND SAFE CLIMATE FOR LEARNERS AND STAFF.

- Paraprofessional Appreciation Week

Students and staff honored our dedicated paraprofessional staff throughout the week of Jan. 25-29 with classroom cards and ended with a appreciation pizza meal on Friday.

- 3rd – 6th grade pod Open Gym:

In efforts to purposely provide ways for students to be active and to play together, L-A Community Ed has set up afterschool open gym times supervised by school staff. Classroom pods are rotated after school in attempts to find times that will work for students and families. Thanks goes out to Ms. Sula for planning and implementing this endeavor.

- Winterfest 2021



There are too many items that typically provide excitement and engagement for our PK-6 students that are *not* able to be held because of the pandemic. In a purposeful effort to add in something that we CAN do, students and staff will participate in our first ever Winterfest on Feb. 8-12. Theme days will have dress up and activities planned throughout the week in efforts to add to the excitement and smiles in our buildings. It also provides a wonderful opportunity to emphasize and utilize our Cardinal CARES skills of Cooperation, Assertion, Responsibility, Empathy and Self control.

GOAL 4: THE DISTRICT WILL STRIVE TO MAINTAIN AND IMPROVE THE DISTRICT'S INFRASTRUCTURE.

- A review of the Elementary and Intermediate school classroom technology inventory is underway to determine steps for upgrading and replacement.



Independent School Dist. No. 857

100 County Road 25

Lewiston, MN 55952

(507) 523-2191

Gwen Carman, Superintendent

Dave Riebel, Elementary and Intermediate Principal

Cory Hanson, High School Principal

Goal 1: The District will strive to provide the best possible educational programs.

- Homecoming was able to finally take place. Thank you to Mrs. Spencer and student council for their support in making sure homecoming happened. The junior class were the spirit week champions.
- Our Winter sports are off and running. Parents will begin attending basketball and wrestling home games and some non-Three Rivers Conference events.
- Semester 2 courses have begun. We had a few changes, but we successfully navigated week one and are excited to see the progress for the rest of the semester.
- All of our CTE programs received program approval which relates to the CTE levy and Perkins.
- Winterfest will be running soon.

Goal 2: The District will strive to hire, develop, and maintain the best possible staff.

- January 22 was a full pd day for the high school. We were able to have Karen Pollyard and Gary Jones speak on accommodations/modification/interventions, and then spent time on technology, curriculum scope and sequence and RtI.
- Round 2 of teachers observations is complete.

Goal 3: The District will strive to maintain a positive emotional and safe climate for learners and staff.

- After school support rooms resume this week. We will be adding EL language support.
- Reminder that masks can be purchased in the school office as well as NHS just ran a mask fundraiser. Masks must be worn at all times other than lunch. We are seeing more students need mask reminders. Masks usage is keeping our students away from quarantining, so we need to keep wearing them.
- We celebrated para professionals recognition week the last week of January. Thank you to all of our para professionals. We could not ask for a better group.
- Congratulations to Carter Jonsgaard on his 100th victory in wrestling.

Goal 4: The District will strive to maintain and improve the district infrastructure.

- Seventh and eighth graders are now in the camera age for Zoom with getting new devices, which also gives us more loaner computers for other grades.



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

Gwen Carman, Superintendent
Cory Hanson, High School Principal • Dave Riebel, Elementary/Intermediate Principal

Superintendent's Report to the School Board
February 8, 2021
Submitted by Gwen Carman

Board Meeting Agenda Notes:

- Contract with Arnold's for Custodial Services We have been unable to hire a replacement to fill our open custodian position. This has been problematic because it has required our existing staff to do much more shifting between buildings, and we are even more short staffed if anyone is absent or the grounds or sidewalks need attention due to winter weather. As you know the required sanitizing has also added additional work this year, and we most recently have added winter sports in the high school. This short term contract (through May 2021) will enable us to have more consistency and make us less vulnerable to not getting the necessary daily cleaning/sanitizing done. This contract will focus on the elementary school classrooms, bathrooms, hallways and the early childhood wing- Cardinal Club closes at 6:00pm. With Mr. Their's upcoming retirement (on the Consent Agenda), we will be reviewing our custodial and staffing needs for 2021-2022.
- Teacher Hire (Retro) On the Consent Agenda is an item to hire Kaleb Stoppelmoor to be our Agricultural Education teacher, with a retro hire date of 5-11-2020. Mr. Stoppelmoor was offered and accepted a position with the district prior to May 11, 2020. However, he inadvertently was never officially hired by the School Board even though he has been teaching here for the entire school year.
- Board Officers Policy/Check Signing In talking with Merchants Bank and MinnWest Bank, I have become aware that we need to establish greater consistency in who are approved check signers at the banks, Board Policy and which Board signatures are actually on our checks. The updated MSBA recommended policy (on the agenda for a first reading) reads that the Board Chair and Clerk sign the checks. It is my recommendation we proceed to follow this practice. If supported by the Board, I will coordinate with Chair Brummer and Clerk Meisch to get the appropriate authorizations in place.

In addition, I recommend that our Business Office establish a more consistent pattern to have the Treasurer review our monthly bills in greater detail prior to the monthly Board meeting. The Treasurer could ask questions the Business Manager or I questions about the bills, and then report to the Board on her review, e.g., bills to note that might be atypical or significant, or that all bills are typical - and she recommends approval. I suggest this just as 'good practice' to make sure the Board has a more intentional process to review our expenditures.

- Closed Session Logistics: The last agenda item will be to go into Closed Session for the purposes of discussing my mid-year evaluation. This is one of the select reasons a Board can go into closed session. At the March meeting, Chair Brummer will need to publicly provide a summary of the evaluation. Because we are meeting remotely, this is how this will work:
 - Board Chair will announce that the meeting is going into closed session and why.

- We will all 'leave' the public ZOOM meeting, and re-enter a different ZOOM meeting. I will send that link/invite to in a separate email to you. I will record the ZOOM Closed Session but it will not be made available to the public.
- At the end of the Closed Session, we will return to the public meeting ZOOM link and adjourn the meeting.

COVID-19 Related Updates

- Vaccinations for Staff: I will have an update for the Board at the meeting. This has been an evolving situation. It was very exciting that 17 of our staff were able to be scheduled for vaccinations this week alone (through Feb 6th). This included multiple sources of distributions, including directly from Winona County Public Health.
- COVID-19 cases in our schools: As I write this, we have still only experienced one quarantine situation from one student and there was no classroom spread. Many area schools have experienced numerous quarantine situations.
- Learning Models: We will continue to monitor vaccination timelines, case rates and guidance from MDE as we consider whether or not we could invite all 7-12 grade students to be in school every day. We would also need clarity what/if any transportation restrictions we may have under this scenario.

Additional Updates

- Invitations to Interview to Construction Firms Attached is a draft letter that I would like to send to the three school construction firms that we have identified to interview on March 22. Please read through the letter to make sure we all have the same understanding of the process we are beginning.
- L-A High School Graduation Planning Principal Hanson and the senior advisors have begun having preliminary discussions about Commencement. It is our sincere hope that we will be able to have a 'traditional' Commencement ceremony with parents (only) of the graduates socially distanced in the gym. This is tentative of course, pending COVID-19 case rate data and any future guidance from MDE or Governor Walz. We will monitor space to see how many additional teachers or how many Board members can also attend the ceremony. We will also plan to livestream the ceremony.

In regard to handing out the diplomas, I am told that this has been handled in different ways the past few years. At the request of the senior advisors and with support from Dr. Hanson and myself, we recommend:

- 1) The superintendent and Board Chair are on the stage to hand each graduate their diploma.
- 2) If any other board member has a son or daughter graduating, then that Board member has the option to come to the stage for their child's diploma presentation (the Board Chair steps back). After the child receives his/her diploma, the "parent" Board member leaves the stage and the Board Chair resumes handing out the diplomas.

I understand completely the emotional pride a parent feels when a child receives his/her diploma. I think it is appropriate for Board members to be able to present their child's diploma if s/he would like to do that. However, I believe it is important to be consistent with this year to year and we should limit the stage to one Board member as best practice, and this is most typical for high school graduations.

- Amended Budget & Planning 2021-22 We are in the process of reviewing this year's budget and I plan to have an amended budget recommendation for the March 8th meeting. Teresa and I will be meeting with the principals and department heads to discuss both the current year's budget as well as anticipated needs/changes for 2021-22.
- January Wellness Walking Challenge As a member of the Districtwide Wellness Committee (Chaired by Sharon Manley), I coordinated a walking challenge January 1-31. 25 staff members faithfully recorded our steps and reported them (most) weeks. Our month total was 7,809,332 steps! This was done as part of a Southeast Service Cooperative challenge done with 10 area schools. We finished in 7th in the 'avg steps per person.'

Special recognition to our Top 5 Finishers:

1. Kari Huddleston: 698,705 steps
2. Ginny Reszka: 462,803 steps
3. Amy Benke: 417,985 steps
4. Erin Spencer: 413,239 steps
5. Marcia O'Duggan: 366,401 steps

- High School Student Board Representative: I met with Ms. Spencer and the high school student council and discussed the upcoming process for juniors and seniors to apply to be a non-voting member of the School Board. The student would share a monthly report on high school activities, and also be a 'voice' on topics important to students. It is our plan to have a member selected in time for the March 8 Board Meeting.
- Retirement Bells: Connie Meyer and I presented retirement bells to staff who retired last year. Admittedly, this was a late recognition, but still very important and appreciated. Pictured here Karen Gatzlaff (31 years, Paraprofessional) and Linda Lehnertz (17 years, Food Service). Not pictured but also receiving bells were Michelle Eglund (10 years, Cardinal Club) and Dawn Church-Webster (21 years, Paraprofessional).





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

Gwen Carman, Superintendent
Cory Hanson, High School Principal • Dave Riebel, Elementary/Intermediate Principal

February 9, 2021

Nexus, ICS, Ingensa

Dear

The Lewiston – Altura School Board invites you to interview to conduct a comprehensive review of the needs of our school facilities and to be a potential long-term partner in addressing our facility needs.

Specifically, we will interview three firms at the Lewiston High School Library on Monday, March 22. Your firm's presentation will begin at (6pm, 6:45, 7:15pm)_____. Please plan for no more than a total of 40 minutes for your time with the School Board, including at least 10 minutes for questions from the Board members. It is our hope to do this in a 'live face to face' setting. However, if the COVID-19 factors prohibit this, I will notify you by March 10th so you can plan accordingly.

What you should know about us:

- Our community, staff and Board members are extremely committed to our students and school district. It is our strong belief that together, we will establish a shared vision on how we can maintain a strong and sustainable district and prepare each of our students with an exemplary 21st Century education with assurance that each student will graduate career and/or college ready.
- Our district has three separate locations- Lewiston Elementary (PK-4), Altura Intermediate School (Gr. 5-6) and Lewiston High School (Gr. 7-12). Our bus facility is located at the Elementary School site.
- Our enrollment is currently 725 K-12 students. In 2013 it was 745 students.
- We are currently financially healthy, but we recognize that we must identify strategies to be more cost efficient and 'right size' for the declining enrollment our district has experienced. In addition, we have increased expenses in providing a broad spectrum of academic opportunities to meet the diverse needs of students.
- We want the facilities assessment to occur April – June 2021. We will determine a public presentation date for your findings to happen in June 2021.
- Specifically, we are looking for your professional work in summarizing the current physical conditions of our buildings, grounds, classrooms, offices and needs for improvements with cost estimates.

- We would also like you to meet with administrators, teachers and other staff to understand our current working and teaching conditions, our challenges and hopes for improvements to better meet the needs of students and the school district.
- We will also be engaging in a Community Engagement Process in the upcoming months. We will be hiring a facilitator for this that is not directly affiliated with a construction firm. We tentatively anticipate this will be completed by October 2021. It is our intent for the facility assessment information to be an integral part of these discussions with our community and staff. We will utilize both written surveys and public meetings as part of this process. We plan for the community engagement process summaries (with the facility assessment information) to be essential for the School Board to develop a detailed Strategic Plan for 2022-2027.

Through your March 22nd interview, the School Board will expect to learn from you:

- Your company's history, current size and structure, and examples of work you have done with similarly sized school districts. Please provide references.
- Specifics on how you would conduct a facilities assessment and what we could expect as a final product.
- Your proposal of how you would partner with our School Board through the community engagement process, strategic planning and potentially a referendum process for comprehensive facility improvements.
- Your costs and fees for your services – for the facility assessment process and potentially as a Construction Manager, General Contractor and/or as a Owner's Representative if we were to commit to a larger construction project(s). Please be clear, specific and complete. Please provide us with this information in written materials as well.
- What would the cost to the school district if you complete the facility assessment, but a large construction project does not happen?
- How does your company manage construction projects, and select/work with sub-contractors? What components of the work would you use your own company's labor and what components would you bid the work to others?
- Anything else you would like to share with us to help us know everything about your company and to assist the Board in their decision making.

Prior to March 22nd, I invite you to visit our school district, tour our facilities and meet with our Building and Grounds Supervisor and myself. We can plan up to 3 hours for this. Please contact me if you would like to schedule a date/time for this. Please understand all COVID-19 health and safety protocols must be adhered to throughout your visit.

If you have any questions, please do not hesitate to contact me. My phone number is 507-522-3401 and my email address is gcarman@lewalt.k12.mn.us.

Thank you for willingness to be part of this exciting process for the Lewiston – Altura School District!

Sincerely,

Gwen Carman
Superintendent

