

# Regular School Board Meeting of ISD 857

Monday, March 8, 2021 6:00 PM

Board in HS Library - Public View via ZOOM Link, 100 County Road 25 ,  
Lewiston, MN 55952

## I. Call Meeting to Order

**Speaker(s):** Board  
Chair

(Board Chair Statement: This meeting of the Lewiston-Altura School Board is being held with the Board members face to face and the public able to see and hear the meeting via a ZOOM link. This approach during the peacetime state of emergency and pandemic declaration allows staff, and members of the public with health concerns related to COVID-19 to participate in or observe the board meeting as provided under Minnesota Statutes 13D.021.)

## II. Pledge of Allegiance.

**Speaker(s):** Board  
Chair

## III. Attendance

**Speaker(s):** Board  
Chair

Brummer  
Koverman  
Maki  
Meisch  
Meyer  
Pringle  
Sommer

## IV. Adopt the March 8, 2021 Meeting Agenda

**Speaker(s):** Board  
Chair

## V. Open Forum

**Speaker(s):** Board  
Chair

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.

### A. L-A High School Student Report

**Speaker(s):** Student  
Board Representative

## VI. Good Things Happening

**Speaker(s):** Board  
Chair

1) Thank you to Winona County Public Health for the excellent communication and collaboration to enable our school staff members to receive COVID-19 vaccinations. They have been extremely diligent and committed to this incredibly important challenge. Approximately 70% of the L-A staff members have chosen to receive the vaccine and all of them have received at least one shot, and many have received a second. Winona County Public Health staff have also been meeting weekly with county school administrators and school nurses for much needed and timely information about the

pandemic.

2) Congratulations to the five new inductees into the L-A National Honor Society Chapter: Joelle Hammann, Halle Elmury, Thomas Menk, Elliana Nelson, Lilly Schell. Thank you also to National Honor Society Advisor Laura Noll.

3) Congratulations to the High School Knowledge Bowl team who placed 3rd in the Regionals on March 3rd! The team members are CJ Lee, David Medin, Cruz Porras, Jace Ruzek and Coach Emily Zink.

4) Congratulations to a group of 5th graders who participated in a Southeast Minnesota SumDog Math Contest February 12-18, 2021. The group placed 2nd overall and was the daily winner on Wednesday, February 17th. Individually, Alaina Barkeim was the 1st place winner overall, answering 932/1000 math questions correctly. Damian Gossen 2nd, Haily Larson 3rd, Alyssa Hansen 4th, Teagan Hartman 12th, Sydnee Melbostad 13th, Megan Kreidermacher 14th, and Grayson Speltz 32nd. Five teams participated in this contest with 58 total students.

5) Thank you to Industrial Technology Teacher Joel Ellinhuisen for applying for and receiving a \$1000.00 Tools for Schools grant to purchase tools for future projects. The grants funds were provided by Dependable Solutions, Inc., River Bank, The Board Store/Home Improvements, Inc. and Brenengen Auto.

6) Congratulations to Katie Ketchum for being one of 36 students in Minnesota to receive the ExCEL award.

7) Congratulations to the the LA-RP Dance team who placed 4th in the Section in the Jazz category with the top 3 places advancing to state.

#### VII. Consent Agenda

- A. Board Meeting Minutes: February 8, 2021
- B. Financial Reports a. Board Bills
- b. Student Activity Report
- c. Treasury Report
- d. Miscellaneous Payments
- e. February 2021 Wire Payments

#### VIII.

- C. Accept resignation of Paul Fox from Food Service program effective June 7, 2021.

**Speaker (s):** Board Chair

D. Approve hire of Linda Lehnertz as short term Food Service staff February 22 - June 4, 2021 for up to 3 hours per day at the rate of \$10.75 per hour.

E. Accept resignation of Zach Vix as a paraprofessional effective February 15 2021.

F. Approve termination of 2020-21 Julie Scudierio's Leave of Absence and her return as a paraprofessional effective February 16, 2021 at the rate of \$12.91 per hour.

G, HIre Mike Posey to be a full time evening custodian at the rate of \$15.00/hour after completion of a successful background check.

H. Accept resignation of Amy Behrend, ECFE Parent Educator, effective June 4, 2021.

I. With appreciation and gratitude, accept Scott Bunkowski's retirement effective June 7, 2021. Mr. Bunkowski's first day of service in the Lewiston - Altura School District was September 1, 1988.

J. Accept \$1000 Tools for School grant awarded to Joel Ellinhuyzen to purchase tools for our Industrial Technology program.

IX.

X.

XI. Summary of Superintendent Evaluation Closed Session (February 8, 2021) **Speaker(s):** Board Chair

XII. 2020-2021 Amended Budget with Total Expenditures of \$10,906,578.00 and Total Revenues of \$10,530,275.00. **Speaker(s):** Board Chair

XIII.

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

(BOARD MEMBER NAME) introduced the following resolution and moved its adoption:

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

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

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

BE IT RESOLVED, by the School Board of Independent District

No. 857 as follows:

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

**VOTING RECORD**

The motion for the adoption of the preceding resolution was duly seconded by **(BOARD MEMBER NAME)** and upon vote being taken thereon, the following voted in favor thereof,

XV.	XVI.	XVII.	XVIII.
XIX.	XX.	XXI.	XXII.

**XXIII. the following voted against the same:**

XXIV.	XXV.	XXVI.	XXVII.
XXVIII.	XXIX.	XXX.	XXXI.

**XXXII. whereupon said resolution was declared duly passed and adopted on March 8, 2021.**

XXXIII. Agreement for MN School Board Association (MSBA) for 2021-22 Strategic Planning Services **Speaker(s):** Board Chair

XXXIV. Policy 419 Tobacco-Free Environment on 2nd Reading

XXXV. Policy 202 School Board Officers on 2nd Reading **Speaker(s):** Board Chair

XXXVI. The School District's checks for payment of bills, payroll and other expenses for district business will be signed by the School Board Chair, the School Board Treasurer and the School Board Clerk.

XXXVII. Learning Model Transition to High School Face to Face Instruction- Discussion

XXXVIII. Modify the 2020-2021 school year calendar to make March 18<sup>th</sup> a 7-12 Transition Planning Day (no school for students in grades 7-12) and March 19<sup>th</sup> a Districtwide Transition Planning Day (no school for students in PK-12).

XXXIX. 2021-2022 School Year Calendar

XL. Discussion regarding possible Community Tree Project

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

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

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

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

XLV. Upcoming Meeting Schedule  
-Special Meeting: March 22, 2021 6:00pm (in

person- HS Library) Interview Construction  
Management Firms for the purpose of facility  
assessment

Regular Board Meetings- 6:00pm

-April 12

-May 10

-June 14

Committee Meetings

District Staff Development - March 7, 7:00am

Policy Review Committee - March 23, 7:00am

XLVI. Adjourn.

**MINUTES OF THE LEWISTON-ALTURA REGULAR SCHOOL BOARD MEETING  
ISD #857  
February 8, 2021**

A regular meeting of the School Board of Independent School District #857 was held on February 8, 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 Meyer, seconded by Sommer to approve the February 8, 2021 meeting agenda. MCU.

Gail Gilman from MSBA presented regarding MSBA's Strategic Planning Services.

Motion by Koverman, seconded by Sommer to approve the February 8, 2021 consent agenda. MCU.

Motion by Meyer, seconded by Meisch to approve a contract with Arnold's (a Kleen-Tech Company) for janitorial services at the Lewiston Elementary School February 1 - May 28, 2021 for \$4862.00 per month.

Motion by Meyer, seconded by Koverman to approve the January 1, 2021 L-A Teacher Seniority List.

Motion by Meisch and seconded by Maki to approve Policies 202 School Board Officers and 419 Tobacco-Free Environment on a 1st Reading. MCU

Motion by Meyer and seconded by Meisch to approve Policies 301 School District Administration, 303 Superintendent Selection, 306 Administrator Code of Ethics 402 Disability Nondiscrimination Policy and 402F 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 on a 2<sup>nd</sup> Reading. MCU

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

Motion by Maki and second by Meyer to go into closed session at 7:45pm for the purpose of discussing the superintendent's mid-year evaluation. MCU.

Motion by Brummer and second by Meyer to re-open the meeting to the public at 8:21pm. MCU.

Motion by Maki and seconded by Meyer to adjourn the meeting at 8:23 pm.

Melissa Meisch, Clerk

## Lewiston-Aitona Public Schools March Board Bills

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P10931	60704		Check	1	07141	HIGH PLAINS COOPERATIVE		No	No	No	03/08/2021	5,498.01
001	P10931	60705		Check	1	10081	KING LUMBER		No	No	No	03/08/2021	184.25
001	P10931	60706		Check	1	1114	Century Link		No	No	No	03/08/2021	219.64
001	P10931	60707		Check	1	1235	LEWISTON WELDING & MACHINING, IN		No	No	No	03/08/2021	218.40
001	P10931	60708		Check	1	12441	MINNESOTA CLAY USA		No	No	No	03/08/2021	94.00
001	P10931	60709		Check	1	12540	MISSISSIPPI WELDERS SUPPLY COMP,	remit	No	No	No	03/08/2021	1,263.37
001	P10931	60710		Check	1	12630	MOTOR PARTS & EQUIP		No	No	No	03/08/2021	838.57
001	P10931	60711		Check	1	13260	NEUMANN OIL CO		No	No	No	03/08/2021	1,408.75
001	P10931	60712		Check	1	18080	SCHILLING SUPPLY COMPANY		No	No	No	03/08/2021	1,757.82
001	P10931	60713		Check	1	18397	SOUTHEAST SERVICE COOPERATIVE		No	No	No	03/08/2021	269.00
001	P10931	60714		Check	1	1930	PROJECT FINE		No	No	No	03/08/2021	550.00
001	P10931	60715		Check	1	22264	WINONA POST		No	No	No	03/08/2021	225.45
001	P10931	60716		Check	1	2257	J.W. Pepper & Son, Inc.		No	No	No	03/08/2021	762.74
001	P10931	60717		Check	1	2411	REINHART FOOD SERVICE	R1	No	No	No	03/08/2021	14,135.91
001	P10931	60718		Check	1	2477	L-A Activity Fund		No	No	No	03/08/2021	630.00
001	P10931	60719		Check	1	25014	ZIEBELL'S HIAWATHA FOODS, INC.		No	No	No	03/08/2021	10,443.16
001	P10931	60720		Check	1	2671	CDW-Government	R1	No	No	No	03/08/2021	1,552.53
001	P10931	60721		Check	1	3038	Lewiston Hardware Hank		No	No	No	03/08/2021	333.36
001	P10931	60722		Check	1	3098	Pan-O-Gold Baking Company	R1	No	No	No	03/08/2021	284.89
001	P10931	60723		Check	1	3128	Amazon Capital Services	R1	No	No	No	03/08/2021	659.35
001	P10931	60724		Check	1	3184	Rochester Telecom Systems, Inc		No	No	No	03/08/2021	4.89
001	P10931	60725		Check	1	3217	SCHOOL SPECIALTY	R3	No	No	No	03/08/2021	32.17
001	P10931	60726		Check	1	3263	North Central Truck Equipment		No	No	No	03/08/2021	24,395.46
001	P10931	60727		Check	1	3267	INNOVATIVE OFFICE SOLUTIONS, LLC	R1	No	No	No	03/08/2021	44.80
001	P10931	60728		Check	1	3571	MINNESOTA ENERGY RESOURCES		No	No	No	03/08/2021	2,030.40
001	P10931	60729		Check	1	3737	Hiawatha Valley Ed District		No	No	No	03/08/2021	41,283.96
001	P10931	60730		Check	1	4188	Vetsch Hardwoods, Inc.		No	No	No	03/08/2021	290.00
001	P10931	60731		Check	1	4552	Rochester Community & Tech Col		No	No	No	03/08/2021	34,297.01
001	P10931	60732		Check	1	4601	SCHMITZ, JUSTIN		No	No	No	03/08/2021	60.00
001	P10931	60733		Check	1	4648	Gibbs, Nathan & Bridget		No	No	No	03/08/2021	247.52
001	P10931	60734		Check	1	5125	Mackin		No	No	No	03/08/2021	1,216.14
001	P10931	60735		Check	1	5631	BSN Sports, LLC	R1	No	No	No	03/08/2021	262.12
001	P10931	60736		Check	1	5638	ROCKIE HILL BISON		No	No	No	03/08/2021	411.10
001	P10931	60737		Check	1	5722	PEARSON EDUCATION		No	No	No	03/08/2021	98.20
001	P10931	60738		Check	1	5801	Midwest Bus Parts, Inc.		No	No	No	03/08/2021	771.85
001	P10931	60739		Check	1	5865	Loffler Companies		No	No	No	03/08/2021	8.93
001	P10931	60740		Check	1	5876	Teachers on Call		No	No	No	03/08/2021	3,962.40
001	P10931	60741		Check	1	5956	MIEnergy Cooperative		No	No	No	03/08/2021	480.00
001	P10931	60742		Check	1	6076	SPELTZ, THOMAS		No	No	No	03/08/2021	212.00

# Lewiston-Altura Public Schools March Board Bills

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P10931	60743		Check	1	6104	Gunnarson, Peyton		No	No	No	03/08/2021	186.50
001	P10931	60744		Check	1	6158	Innovative Therapy Solutions, LLC		No	No	No	03/08/2021	4,555.50
001	P10931	60745		Check	1	6168	Cintas		No	No	No	03/08/2021	1,028.83
001	P10931	60746		Check	1	6376	Ed Midwest LLC		No	No	No	03/08/2021	4,820.00
001	P10931	60747		Check	1	6411	Riverside Insights		No	No	No	03/08/2021	202.95
001	P10931	60748		Check	1	6433	Gunnarson, Tyler		No	No	No	03/08/2021	72.00
001	P10931	60749		Check	1	6496	EDUCATORS BENEFIT CONSULTANTS		No	No	No	03/08/2021	115.07
001	P10931	60750		Check	1	6511	Quadtient Leasing USA, Inc.		No	No	No	03/08/2021	409.98
001	P10931	60751		Check	1	6521	Greden, Lydia		No	No	No	03/08/2021	300.00
001	P10931	60752		Check	1	6650	Merchlewitz, Amy		No	No	No	03/08/2021	33.80
001	P10931	60753		Check	1	6698	Remind101, Inc.		No	No	No	03/08/2021	2,730.00
001	P10931	60754		Check	1	6727	Ambutech		No	No	No	03/08/2021	46.32
001	P10931	60755		Check	1	6730	One Diversified LLC		No	No	No	03/08/2021	981.00
001	P10931	60756		Check	1	6733	Sheila Spitzer: Daycare Provider		No	No	No	03/08/2021	200.00
001	P10931	60757		Check	1	6737	A-1 Mobile Storage Service		No	No	No	03/08/2021	232.00
001	P10931	60758		Check	1	6746	Grossell, Mitch		No	No	No	03/08/2021	25.00
001	P10931	60759		Check	1	6768	Anderson, Emily		No	No	No	03/08/2021	30.00
001	P10931	60760		Check	1	6769	Ferguson, Collin		No	No	No	03/08/2021	272.50
001	P10931	60761		Check	1	6773	Theuer, Jonathan		No	No	No	03/08/2021	60.00
001	P10931	60762		Check	1	6775	Don's Doors		No	No	No	03/08/2021	437.00
001	P10931	60763		Check	1	6783	Raihle, Mark	Ind/Sole Proprietor	No	No	No	03/08/2021	170.00
001	P10931	60764		Check	1	6784	Soulier, Sherry		No	No	No	03/08/2021	25.00

Bank Total: \$168,371.60

Report Total: \$168,371.60

# Lewiston-Altura Public Schools February Misc Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P10869	60621	70130	Check	1 6764	R1	AED Superstore		Yes	Yes	No	02/09/2021	1,718.00
001	P10869	60620	70131	Check	1 6423		Bruinsma, Kent		Yes	Yes	No	02/09/2021	147.50
001	P10869	60618	70132	Check	1 5314		Eastbay Inc.		Yes	Yes	No	02/09/2021	115.00
001	P10869	60613	70133	Check	1 1452	R1	Fun Express		Yes	Yes	No	02/09/2021	164.41
001	P10869	60616	70134	Check	1 3210		HBC		Yes	Yes	No	02/09/2021	2,230.94
001	P10869	60622	70135	Check	1 6772		ISD #252		Yes	Yes	No	02/09/2021	7.00
001	P10869	60615	70136	Check	1 2799		KLEIN, LOREN		Yes	No	No	02/09/2021	147.50
001	P10869	60612	70137	Check	1 10141		KWIK TRIP		Yes	Yes	No	02/09/2021	750.63
001	P10869	60617	70138	Check	1 3571		MINNESOTA ENERGY RESOURCES		Yes	Yes	No	02/09/2021	5,681.26
001	P10869	60619	70139	Check	1 6280	R1	Music Mart		Yes	Yes	No	02/09/2021	48.00
001	P10869	60614	70140	Check	1 22038		WASTE MANAGEMENT		Yes	Yes	No	02/09/2021	3,590.25
001	P10869	60623	70141	Check	1 5916		Verthein, Greta Kay		Yes	No	No	02/09/2021	150.00
001	P10869	60624	70142	Check	1 2167		KLUNDER, JOE		Yes	Yes	No	02/11/2021	147.50
001	P10869	60628	70143	Check	1 5956		MIEnergy Cooperative		Yes	Yes	No	02/11/2021	6,551.28
001	P10869	60626	70144	Check	1 4877		MINNESOTA Public Employees Insurance		Yes	Yes	No	02/11/2021	34,350.94
001	P10869	60625	70145	Check	1 4044		SCHOLASTIC INC.		Yes	Yes	No	02/11/2021	25.30
001	P10869	60627	70146	Check	1 5771		WEISS, ALEXANDER		Yes	Yes	No	02/11/2021	147.50
001	P10869	60629	70147	Check	1 3681		Fishbaugher, Paul		Yes	No	No	02/12/2021	220.00
001	P10869	60630	70148	Check	1 6763		Ihrke, Jake		Yes	Yes	No	02/12/2021	120.00
001	P10869	60636	70149	Check	1 5594		ALTRA FEDERAL CREDIT UNION		Yes	Yes	No	02/12/2021	130.00
001	P10869	60639	70150	Check	1 6406		Ameritas Life Insurance Corp		Yes	No	No	02/12/2021	88.70
001	P10869	60635	70151	Check	1 4951		Bremer Bank		Yes	Yes	No	02/12/2021	300.00
001	P10869	60631	70152	Check	1 11202		Education Minnesota - Lewiston-Altura		Yes	No	No	02/12/2021	2,477.12
001	P10869	60637	70153	Check	1 6265		HOME FEDERAL SAVINGS BANK		Yes	Yes	No	02/12/2021	42.50
001	P10869	60640	70154	Check	1 6461		ISD 857 - Flex Plan Checking		Yes	Yes	No	02/12/2021	1,402.56
001	P10869	60632	70155	Check	1 17090		MADISON NATIONAL LIFE		Yes	Yes	No	02/12/2021	537.36
001	P10869	60634	70156	Check	1 4786	R1	Merchants Bank		Yes	Yes	No	02/12/2021	405.00
001	P10869	60638	70157	Check	1 6283		MinnWest Bank Group		Yes	Yes	No	02/12/2021	314.25
001	P10869	60633	70158	Check	1 3545		Winona National Bank		Yes	Yes	No	02/12/2021	50.00
001	P10869	60651	70159	Check	1 4933		ANDRING, TIM		Yes	Yes	No	02/15/2021	147.50
001	P10869	60647	70160	Check	1 00420		ARNOLD SUPPLY		Yes	Yes	No	02/15/2021	1,302.00
001	P10869	60650	70161	Check	1 3254		Chester Pozanc Trucking & Exc. LLC		Yes	Yes	No	02/15/2021	124.00
001	P10869	60652	70162	Check	1 5010		KIEL, TYLER		Yes	Yes	No	02/15/2021	147.50
001	P10869	60653	70163	Check	1 5865		Loffler Companies		Yes	Yes	No	02/15/2021	2,860.12
001	P10869	60648	70164	Check	1 18080		SCHILLING SUPPLY COMPANY		Yes	Yes	No	02/15/2021	324.52
001	P10869	60649	70165	Check	1 1964	R1	VIKING ELECTRIC		Yes	Yes	No	02/15/2021	277.20
001	P10869	60661	70166	Check	1 6705	R1	2NDGEAR		Yes	Yes	No	02/18/2021	2,376.00
001	P10869	60660	70167	Check	1 4459		CHILEDA INSTITUTE, INC.		Yes	Yes	No	02/18/2021	4,912.32
001	P10869	60656	70168	Check	1 2707		City of Lewiston		Yes	Yes	No	02/18/2021	454.08

# Lewiston-Altura Public Schools February Misc Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P10869	60662	70169	Check	1	6776	Dachel, Payton		Yes	Yes	No	02/18/2021	147.50
001	P10869	60657	70170	Check	1	3172	HyVee		Yes	No	No	02/18/2021	66.14
001	P10869	60659	70171	Check	1	4085	IEA, INC		Yes	Yes	No	02/18/2021	670.85
001	P10869	60664	70172	Check	1	6778	John Marshall Speech Team		Yes	No	No	02/18/2021	15.00
001	P10869	60663	70173	Check	1	6777	Leszczynski, Luc		Yes	Yes	No	02/18/2021	147.50
001	P10869	60655	70174	Check	1	12630	MOTOR PARTS & EQUIP		Yes	No	No	02/18/2021	233.32
001	P10869	60658	70175	Check	1	3887	North Central International		Yes	Yes	No	02/18/2021	15.27
001	P10869	60665	70176	Check	1	5793	Employers Preferred Ins. Co.		Yes	No	No	02/22/2021	36,357.00
001	P10869	60672	70177	Check	1	6780	Cash, Josh		Yes	Yes	No	02/23/2021	147.50
001	P10869	60670	70178	Check	1	5100	Delta Dental		Yes	Yes	No	02/23/2021	8,799.10
001	P10869	60669	70179	Check	1	3658	Gosse, Richard		Yes	No	No	02/23/2021	147.50
001	P10869	60668	70180	Check	1	2524	GRAINGER		Yes	No	No	02/23/2021	101.78
001	P10869	60671	70181	Check	1	5801	Midwest Bus Parts, Inc.		Yes	No	No	02/23/2021	428.61
001	P10869	60666	70182	Check	1	08089	WABASHA-KELLOGG SCHOOLS # 811		Yes	No	No	02/23/2021	28.00
001	P10869	60667	70183	Check	1	1883	XCEL ENERGY		Yes	No	No	02/23/2021	1,819.73
001	P10869	60674	70184	Check	1	6779	Collective Goods		Yes	No	No	02/25/2021	58.00
001	P10869	60673	70185	Check	1	2204	Fox, Jonathan		Yes	No	No	02/25/2021	147.50
001	P10869	60675	70186	Check	1	6782	Overton, Darren	Ind/Sole Proprietor	Yes	No	No	02/25/2021	147.50
001	P10869	60676	70187	Check	1	4800	Region 1A		Yes	No	No	02/26/2021	50.00
001	P10869	60679	70188	Check	1	6780	Cash, Josh		Yes	No	No	03/01/2021	120.00
001	P10869	60678	70189	Check	1	4194	Kratoski, Jesse		Yes	No	No	03/01/2021	120.00
001	P10869	60677	70190	Check	1	3940	Zollner, Chris		Yes	No	No	03/01/2021	120.00
001	P10869	60685	70191	Check	1	5594	ALTRA FEDERAL CREDIT UNION		Yes	No	No	03/02/2021	130.00
001	P10869	60688	70192	Check	1	6406	Ameritas Life Insurance Corp		Yes	No	No	03/02/2021	107.34
001	P10869	60684	70193	Check	1	4951	Bremer Bank		Yes	No	No	03/02/2021	300.00
001	P10869	60680	70194	Check	1	11202	Education Minnesota - Lewiston-Altura		Yes	No	No	03/02/2021	2,477.12
001	P10869	60686	70195	Check	1	6265	HOME FEDERAL SAVINGS BANK		Yes	No	No	03/02/2021	42.50
001	P10869	60689	70196	Check	1	6461	ISD 857 - Flex Plan Checking		Yes	No	No	03/02/2021	1,402.56
001	P10869	60681	70197	Check	1	17090	MADISON NATIONAL LIFE		Yes	No	No	03/02/2021	537.36
001	P10869	60683	70198	Check	1	4786	Merchants Bank		Yes	No	No	03/02/2021	405.00
001	P10869	60687	70199	Check	1	6283	MinnWest Bank Group		Yes	No	No	03/02/2021	314.25
001	P10869	60682	70200	Check	1	3545	Winona National Bank		Yes	No	No	03/02/2021	50.00
001	P10869	60696	70201	Check	1	6776	Dachel, Payton		Yes	No	No	03/02/2021	147.50
001	P10869	60697	70202	Check	1	6777	Leszczynski, Luc		Yes	No	No	03/02/2021	147.50
001	P10869	60698	70203	Check	1	6785	RWHS Speech Team		Yes	No	No	03/02/2021	14.00

Bank Total: \$130,948.67

Report Total: \$130,948.67

**L-A ACTIVITY FUND**  
**February, 2021**

STUDENT COUNCIL	623.78	0.00	623.78
NATIONAL HONOR SOCIETY	641.19	0.01	641.20
FFA	12,948.82	0.10	12,948.92
HOSA	782.92	0.01	782.93
WASHINGTON DC TRIP	4,077.58	0.03	4,077.61
CARDINAL BOOK	211.93	0.00	211.93
TRAP LEAGUE	1,232.36	0.01	1,232.37
MUSIC DEPT. HS	33,094.67	0.26	33,094.93
CLASS OF 2026	-	0.00	-
CLASS OF 2021	3,085.10	0.02	3,085.12
CLASS OF 2022	1,438.98	0.01	1,438.99
CLASS OF 2024	18.54	0.00	18.54
CLASS OF 2025	-	0.00	-
CLASS OF 2023	180.55	0.00	180.55
YEARBOOK	2,608.63	0.02	2,608.65
SPANISH TRIP	2,852.57	0.02	2,852.59
CARDINAL CLUB	-	0.00	-
JH STUDENT COUNCIL	539.77	0.01	539.78
PROM	500.03	0.01	500.04
TECH CLUB	5,969.82	0.05	5,969.87
CARDINAL CART	109.23	0.00	109.23
		0.56	
	<b>\$ 70,916.47</b>	<b>0.56</b>	<b>\$ 70,917.03</b>

# Treasury Report

## February 2021 Bank Reconciliation

FUNDS	BALANCE BEGINNING OF MONTH	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	BALANCE END OF MONTH	ENDING BALANCE 2019-2020
GENERAL FUND	1,230,835.33	952,278.91	(840,569.71)	1,342,544.53	1,207,951.67
FOOD SERVICE FUND	12,976.52	44,999.79	(42,183.18)	15,793.13	36,830.32
COMMUNITY ED	247,038.66	17,299.35	(28,258.31)	236,079.70	289,035.53
BUILDING CONSTRUCTION	0.00	0.00	0.00	0.00	0.00
DEBT REDEMPTION	621,849.19	0.00	0.00	621,849.19	640,216.46
INVESTMENT SCHOLARSHIPS	0.00	0.00	0.00	0.00	87,724.15
<b>TOTALS</b>	<b>2,112,699.70</b>	<b>1,014,578.05</b>	<b>(911,011.20)</b>	<b>2,216,266.55</b>	<b>2,261,758.13</b>

## 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	186,169.37	(48,817.99)	0.00	(10,371.39)	126,979.99
Merchants Bank	3,505.13	0.00	0.00	0.00	3,505.13
Minn West Bank #90005513	477,089.83	0.00	0.00	0.00	477,089.83
MSDLF 601470	1,563,248.64	0.00	0.00	0.00	1,563,248.64
CD-investments	45,442.96	0.00	0.00	0.00	45,442.96
<b>TREASURER'S BALANCE</b>					<b>2,216,266.55</b>

# Lewiston-Altura Public Schools February Wire Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P10869	60641		Wire	1 1053		MINNESOTA ELECTRONIC FUNDS		No	Yes	No	02/12/2021	7,437.41
001	P10869	60642		Wire	1 1054		FEDERAL TAXES		No	Yes	No	02/12/2021	47,817.01
001	P10869	60643		Wire	1 18600		MINNESOTA TEACHERS RETIREMENT.		No	Yes	No	02/12/2021	26,793.58
001	P10869	60644		Wire	1 18610		PERA		No	Yes	No	02/12/2021	7,739.27
001	P10869	60645		Wire	1 4373		ING		No	Yes	No	02/12/2021	2,291.58
001	P10869	60646		Wire	1 6496		EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	02/12/2021	8,542.16
001	P10869	60654		Wire	1 5546		VISA		No	Yes	No	02/16/2021	318.00
001	P10869	60690		Wire	1 1053		MINNESOTA ELECTRONIC FUNDS		No	No	No	03/02/2021	7,420.93
001	P10869	60691		Wire	1 1054		FEDERAL TAXES		No	No	No	03/02/2021	47,713.84
001	P10869	60692		Wire	1 18600		MINNESOTA TEACHERS RETIREMENT.		No	No	No	03/02/2021	26,763.16
001	P10869	60693		Wire	1 18610		PERA		No	No	No	03/02/2021	7,725.34
001	P10869	60694		Wire	1 4373		ING		No	No	No	03/02/2021	2,291.58
001	P10869	60695		Wire	1 6496		EDUCATORS BENEFIT CONSULTANTS		No	No	No	03/02/2021	8,542.16
001	P10869	60699		Wire	1 1054		FEDERAL TAXES		No	Yes	No	02/28/2021	815.00
001	P10869	60700		Wire	1 3153		Merchants Bank - Fees		No	Yes	No	02/28/2021	94.10
001	P10869	60701		Wire	1 4834		MERCHANT PROCESSING CENTER		No	Yes	No	02/28/2021	253.15
001	P10869	60702		Wire	1 4866		BLUECROSS BLUESHIELD OF MN & BL		No	Yes	No	02/28/2021	21,162.00
001	P10869	60703		Wire	1 6283		MinnWest Bank Group		No	Yes	No	02/28/2021	50.00

Bank Total: \$223,770.27

Report Total: \$223,770.27

**2020-2021 Lewiston – Altura School District Amended Budget Information  
March 8, 2021**

**June 8, 2020 L- A Board Approved 2020-21 Budgets**

<b>Fund</b>	<b>Revenues</b>	<b>Expenditures</b>
<b>01 – General Fund</b>	\$ 8,784,717	\$ 8,578,724
<b>02- Food Service</b>	\$ 464,530	\$ 471,608
<b>04- Community Services</b>	\$ 425,449	\$ 449,345
<b>07- Debt Service</b>	\$ 370,000	\$ 491,475
<b>Total All Funds</b>	<b>\$10,055,959</b>	<b>\$10,007,851</b>

**March 8, 2021 Amended 2020-21 Budget Recommendations**

<b>Fund</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Difference</b>
<b>01 – General Fund</b>	\$ 9,148,305	\$ 9,438,688	(-\$290,383)
<b>02- Food Service</b>	\$ 464,249	\$ 472,023	(-\$ 7,774)
<b>04- Community Services</b>	\$ 338,279	\$ 439,067	(-\$ 100,788)
<b>07- Debt Service</b>	\$ 513,842	\$ 491,200	\$ 22,642
<b>30- Student Activities</b>	\$ 65,600	\$ 65,600	\$ 0
<b>Total All Funds</b>	<b>\$ 10,530,275</b>	<b>\$ 10,906,578</b>	<b>(-\$376,303)</b>

**2020-21 Budget Notes**

- **COVID-19 Related Additional Expenses and Additional Revenues: Approx. \$560,000**
  - This budget includes ‘flow through’ COVID-19 funding for the non-parochials.
  - Additional COVID-19 funding will be available for 2021-22 from already approved federal funding, with additional potential federal funding being proposed.
- **Enrollment:**
  - **K-12 had a decrease of 20 students from Oct 1, 2019 to Oct. 1, 2020.**
    - *2019 – 61 seniors, 2020 - 28 kdg (33 students fewer)*
  - **Kdg Enrollment:**
    - *The number incoming kdg students anticipated in Spring 2020, was actually 10 fewer students September 2020. This was due to COVID and other family situations.*
- **Decreases in Revenue (All attributed to pandemic circumstances):**
  - Athletics:
    - Ticket Sales and Fund Raising: \$92,000 less than FY20
    - Season Passes: \$5700 less than FY20
    - MSHSL Membership Fees: Increased \$5000
  - Food Service:
    - A la Carte Revenue: FY21 (\$5000), FY20 (\$45,000), FY19 (\$56,000)
  - Community Services
    - Cardinal Club Fees Paid: FY21 (\$110,000), FY20 (\$160,000), FY19 (\$217,000)
    - School Readiness Tuition: FY21 (\$16,500), FY20 (\$24,000), FY19 (\$46,500)

- **Misc. Expenditure Notes:**

- Technology: This budget includes \$72,000 for replacement of approx. 275 student devices. This will complete much needed replacements of student devices (started in 2019) and we can begin an annual budgeted cycle for replacements in 2022-23.
    - Availability of devices in the market is limited so critical to order when models become available in next few weeks. This will eliminate need for significant amounts of replacements in 2021-22.
  - This budget includes a \$50,000 increase in PSEO tuitions.
  - Savings from an anticipated retirement did not occur.
  - Software licenses including BoardBook and Frontline were not in original budget.
- Student Activity Accounts (Fund 07) per statute are now part of the district budget. Each activity must be self-sustaining with fund raising vs expenses.

**Other Note:**

- There is proposed legislation to hold MN School Districts 'harmless' for 20-21 drops in enrollment. If approved, this would be a significant benefit to us - approximately \$180,000-\$200,000.



## **Agreement for Minnesota School Boards Association (MSBA) Strategic Planning Services**

MSBA agrees to provide the **Lewiston-Altura School District** with the following strategic planning services:

- **Stakeholder engagement activities:**
  - Provide two on-line surveys for purposes of gathering stakeholder feedback. One will be for internal stakeholders and one will be for external stakeholders.
  - Conduct facilitated meetings (Listening Sessions) with School District students, Board Team (Superintendent and elected Board Members), central office/administrators, staff, and community. All meetings will be conducted via virtual meeting and will be held during the same calendar day. Provide a brief, written summary of the stakeholder-related activities prior to the first Strategic Planning Committee meeting.
- **Strategic Planning Committee meetings:**
  - Facilitate four (4) meetings with the School District's Strategic Planning Committee. Meeting #1, #2, and #3 will be conducted via virtual meeting.
    - Meeting 1: Strategic Planning Committee will receive information about the School District from the Superintendent and a summary of the stakeholder-related activities and results from MSBA. MSBA will conduct an environmental scan to identify the School District's Strengths, Opportunities, Barriers (Plus/Delta/Vision Analysis).
    - Meeting 2: Strategic Planning Committee will develop/revise/rework the School District's Belief/Value Statements, Mission Statement, and Vision Statement.
    - Meeting 3: Strategic Planning Committee will develop School District goals and objectives.

- Meeting 4: MSBA will meet with a sub-group of the Strategic Planning Committee to clarify the Strategic Planning Committee’s developed goals and objectives. This meeting will be conducted electronically via virtual meeting, by phone or by email.
  - MSBA’s strategic planning services do not include facilitation of the action plans. However, MSBA will provide a template (Governance Document) for developing the action plans and be available to answer questions as the action plan is being developed. Also, MSBA will suggest a timeline for monitoring the strategic plan.
  - Between meetings, MSBA will develop draft documents that includes the data from stakeholder activities - Internal and External Stakeholder Surveys and Plus/Delta/Vision analysis; Strategic Planning Committee’s - Environmental Scan, recommended School District Belief /Value Statements, Mission Statement, Vision Statement, and goals and objectives.
  - Following the School Board’s approval of the Strategic Plan, MSBA will be available for consultation and will follow-up one (1) year later via virtual meeting or phone for a check-in.
- **Fee and billing:** MSBA will bill **\$5,300** for the strategic planning services noted above after the third planning meeting has been held. This fee includes all MSBA expenses. Payment will be made within thirty (30) days after receipt of the bill.

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**Check here for optional additional Strategic Governance Framework service:**

MSBA will conduct a 2-3-hour in-service for the Board Team (Superintendent and elected Board Members) on implementing the Strategic Plan from a Governance (Board) and Management (Superintendent) perspective which utilizes the School Board Self-Evaluation (SBSE). Fee is **\$975**.

During the In-service with the Board Team, MSBA will:

1. Review the Board Governance Model
2. Discuss the Development of a Strategic Governance Framework
3. Review the Strategic Planning process; Introduce the Plan on a Page; Suggest Next Steps with the Strategic Plan
4. Review the Standards of School Board Leadership
5. Review the School Board Self-Evaluation (SBSE) Full Report
6. Assist in Identifying Board Team Goals
7. Reference the Board’s role in working with the Superintendent in setting Superintendent Goals
8. Discuss alignment of District Goals from the Strategic Plan with Board and Superintendent Goals

If you have questions, please contact Gail Gilman, MSBA Director of Strategic Planning and Board Leadership at 800-324-4459, ext. 130, or [ggilman@mnmsba.org](mailto:ggilman@mnmsba.org).

\_\_\_\_\_, Gail Gilman  
Director of Strategic Planning and Board Leadership  
Minnesota School Boards Association

Date: \_\_\_\_\_

\_\_\_\_\_, Gwen Carman  
Superintendent  
Lewiston-Altura Public Schools

Date: \_\_\_\_\_

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 e-cigarettes ~~electronic 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 e-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

## 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 and treasurer.

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

**LEWISTON-ALTURA ISD #857**  
**2021-22 School Calendar Draft June 2nd Option**

July							1st Quarter							January - 20 Days							
S	M	T	W	Th	F	S	Aug. 30 - Sept. 1 Teacher Workshop	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3	Aug. 31 LAHS Orientation 4:00-7:00														1
4	5	6	7	8	9	10	Sep. 1 Pre K-6 Open House 4:00-7:00	2	3	4	5	6	7	8							
11	12	13	14	15	16	17	Sep. 6 Labor Day-No School	9	10	11	12	13	14	15							
18	19	20	21	22	23	24	Sep. 7 First Day of School/Elementary Orientation	16	17	18	19	20	21	22							
25	26	27	28	29	30	31	Sept. 20 2 Hour Late Start	23	24	25	26	27	28	29							
							Oct. 11 2 Hour Late Start	30	31												
							Oct. 11 LAHS Open Conferences 4-7														
August							February - 20 Days														
S	M	T	W	Th	F	S	Oct. 21/22 No School MEA Break	S	M	T	W	Th	F	S							
1	2	3	4	5	6	7	Nov. 4 Last Day of Quarter 1			1	2	3	4	5							
8	9	10	11	12	13	14	Nov. 5 No School Staff Development	6	7	8	9	10	11	12							
15	16	17	18	19	20	21	41 Student Days	13	14	15	16	17	18	19							
22	23	24	25	26	27	28	45.4 Elem. 45.8 Sec. Teacher Days	20	21	22	23	24	25	26							
29	30	31					2nd Quarter	27	28												
							Nov. 15 2 Hour Late Start														
							Nov. 18 LAHS Scheduled Conferences 4 - 7														
September - 18 Days							March - 21 Days														
S	M	T	W	Th	F	S	Nov. 18 Pre-K 6 Conferences 4-7	S	M	T	W	Th	F	S							
			1	2	3	4	Nov. 22 Pre-K 6 Conferences 4-7			1	2	3	4	5							
5	6	7	8	9	10	11	Nov. 25/26 No School Thanksgiving	6	7	8	9	10	11	12							
12	13	14	15	16	17	18	Dec. 13 2 Hour Late Start	13	14	15	16	17	18	19							
19	20	21	22	23	24	25	Dec. 24 - Jan. 2 No School Winter Break	20	21	22	23	24	25	26							
26	27	28	29	30			Jan. 10 2 Hour Late Start	27	28	29	30	31									
							Jan. 14 Last Day of Semester 1														
							Jan. 17 No School Staff Development														
October - 19 Days							April - 19 Days														
S	M	T	W	Th	F	S	42 Student Days	S	M	T	W	Th	F	S							
						1	2	43.8 Elem. 43.4 Teacher Days						1	2						
3	4	5	6	7	8	9	3rd Quarter	3	4	5	6	7	8	9							
10	11	12	13	14	15	16	Feb. 10 Pre-K 6 Conferences 4-7	10	11	12	13	14	15	16							
17	18	19	20	21	22	23	Feb. 14 2 Hour Late Start	17	18	19	20	21	22	23							
24	25	26	27	28	29	30	Feb. 14 Pre-K 6 Conferences 4-7	24	25	26	27	28	29	30							
31							Feb. 21 LAHS Scheduled Conferences 4 - 7														
							March 11 No School														
							March 14 2 Hour Late Start														
November - 19 Days							May - 21 Days														
S	M	T	W	Th	F	S	March 24 Last Day of 3rd Quarter	S	M	T	W	Th	F	S							
	1	2	3	4	5	6	March 25 No School Staff Development Day	1	2	3	4	5	6	7							
7	8	9	10	11	12	13	47 Student Days	8	9	10	11	12	13	14							
14	15	16	17	18	19	20	48.8 Elem. 48.4 Secondary Teacher Days	15	16	17	18	19	20	21							
21	22	23	24	25	26	27	4th Quarter	22	23	24	25	26	27	28							
28	29	30					April 11 2 Hour Late Start	29	30	31											
							April 15-18 No School Easter Break														
							April 28 LAHS Registration and Scheduled Conferences 4-7														
December - 17 Days							June - 2 Days														
S	M	T	W	Th	F	S	May 9 2 Hour Late Start	S	M	T	W	Th	F	S							
			1	2	3	4	May 30 No School - Memorial Day				1	2	3	4							
5	6	7	8	9	10	11	June 2 Last Day of School	5	6	7	8	9	10	11							
12	13	14	15	16	17	18	June 3 No School Staff Development	12	13	14	15	16	17	18							
19	20	21	22	23	24	25	June 3 LAHS Graduation 7 PM	19	20	21	22	23	24	25							
26	27	28	29	30	31		46 Student Days	26	27	28	29	30									
							47 Elem. 47.4 Secondary Teacher Days														
							Total: 176 Student Days/185 Teacher Days														

<b>K</b>	K-6 PT Conferences/Open House
	No School-Teacher Workshop
	Student Late Start 10:00 AM
	7-12 P/T Conferences/Open House
	No School for Students and/or Staff
	Last Day of Qtr./Last Student Day
	First Day of Qtr./First Student Day
Graduation	

**Snow Days 1-3 will not be rescheduled**  
**Make-up Days for Snow Days 4 / 5: March 11 and April 18**

**7 Teacher Workshop Days**  
**4 Elementary Conferences and 1 Orientation Day**  
**4 High School Conferences and 1 Orientation Day**

**LEWISTON-ALTURA ISD #857**  
**2021-22 School Calendar Draft June 9 Option**

July							1st Quarter							January - 19 Days								
S	M	T	W	Th	F	S	Aug. 30 - Sept. 1 Teacher Workshop	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
				1	2	3	Aug. 31 LAHS Orientation 4:00-7:00							1								
4	5	6	7	8	9	10	Sep. 6 Labor Day-No School	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
11	12	13	14	15	16	17	Sep. 7 1st Day, School/K-6 Orientation Sept 7-8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
18	19	20	21	22	23	24	Sep. 20 2 Hour Late Start	23	24	25	26	27	28	29	20	21	22	23	24	25	26	
25	26	27	28	29	30	31	Oct. 11 2 Hour Late Start	30	31						27	28						
							Oct. 11 LAHS Open Conferences 4-7															
							Oct. 21/22 No School MEA Break															
							Nov. 4 Last Day of Quarter 1	S	M	T	W	Th	F	S								
1	2	3	4	5	6	7	Nov. 5 No School Staff Development			1	2	3	4	5								
8	9	10	11	12	13	14	41 Student Days	6	7	8	9	10	11	12								
15	16	17	18	19	20	21	44.4 Elem. 44.8 Sec. Teacher Days	13	14	15	16	17	18	19								
22	23	24	25	26	27	28	2nd Quarter	20	21	22	23	24	25	26								
29	30	31					Nov. 15 2 Hour Late Start	27	28													
							Nov. 18 LAHS Scheduled Conferences 4 - 7															
							Nov. 18 Pre-K 6 Conferences 4-7															
							Nov. 22 Pre-K 6 Conferences 4-7	S	M	T	W	Th	F	S								
			1	2	3	4	Nov. 24-26 No School Thanksgiving			1	2	3	4	5								
5	6	7	8	9	10	11	Dec. 13 2 Hour Late Start	6	7	8	9	10	11	12								
12	13	14	15	16	17	18	Dec. 23 - Jan. 2 No School Winter Break	13	14	15	16	17	18	19								
19	20	21	22	23	24	25	Jan. 10 2 Hour Late Start	20	21	22	23	24	25	26								
26	27	28	29	30			Jan. 17 No School MLK Day	27	28	29	30	31										
							Jan. 21 Last Day of Semester 1															
							Jan. 24 No School Staff Development															
							44 Student Days	S	M	T	W	Th	F	S								
					1	2	45.8 Elem. Sec. 45.4 Teacher Days							1	2							
3	4	5	6	7	8	9	3rd Quarter	3	4	5	6	7	8	9								
10	11	12	13	14	15	16	Feb. 10 Pre-K 6 Conferences 4-7	10	11	12	13	14	15	16								
17	18	19	20	21	22	23	Feb. 14 2 Hour Late Start	17	18	19	20	21	22	23								
24	25	26	27	28	29	30	Feb. 14 Pre-K 6 Conferences 4-7	24	25	26	27	28	29	30								
31							Feb. 14 LAHS Scheduled Conferences 4 - 7															
							Feb 21 No School President's Day															
							March 11-14 No School - Spring Break															
							March 21 2 Hour Late Start	S	M	T	W	Th	F	S								
	1	2	3	4	5	6	March 31 Last Day of 3rd Quarter	1	2	3	4	5	6	7								
7	8	9	10	11	12	13	April 1 No School Staff Development Day	8	9	10	11	12	13	14								
14	15	16	17	18	19	20	45 Student Days	15	16	17	18	19	20	21								
21	22	23	24	25	26	27	46.8 Elem. 46.4 Secondary Teacher Days	22	23	24	25	26	27	28								
28	29	30					4th Quarter	29	30	31												
							April 4 2 Hour Late Start															
							April 15-18 No School Easter Break															
							April 28 LAHS Registration and Scheduled Conferences 4-7	S	M	T	W	Th	F	S								
			1	2	3	4	May 9 2 Hour Late Start				1	2	3	4								
5	6	7	8	9	10	11	May 30 No School - Memorial Day	5	6	7	8	9	10	11								
12	13	14	15	16	17	18	June 9 Last Day of School	12	13	14	15	16	17	18								
19	20	21	22	23	24	25	June 10 No School Staff Development	19	20	21	22	23	24	25								
26	27	28	29	30	31		June 10 LAHS Graduation 7 PM	26	27	28	29	30										
							46 Student Days															
							46 Elem. 46.4 Secondary Teacher Days															
							Total: 176 Student Days/185 Teacher Days															

<b>K E</b>	K-6 PT Conferences/Open House
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First Day of Qtr./First Student Day	
Graduation	

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**7 Teacher Workshop Days**  
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**4 High School Conferences and 1 Orientation Day**

# Report to the School Board

March 8, 2021

By Elementary / Intermediate School Principal Dave Riebel

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

As we have returned to our In Person model for our Elementary School in January, we can provide an update on the programs for our youngest learners:

- Cardinal Club

Kelli Loveless provided feedback via email. Her full report is on page two of this report.

- Early Childhood:

Age 3-4 Preschool classes: M,W,F am class, T, Th am class 25 students enrolled and attending

Age 4-5 Preschool classes: M, W, Fam M,W,F pm and T,Th all day 30 students attending

We had preschool families rejoin face to face classes lately.

- Elementary-Intermediate Learning Model:

Our PK-6 students remain in an in-person model, with our existing cohort and safety protocols in place. We have welcomed three families back from distance learning to inperson with three additional scheduled to return in the coming weeks.

Elementary percentage of distance learners = 5%

Intermediate percentage of distance learners = 12%

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

- Welcome

An Intermediate School welcome to Julie Scuderio as a Title I and Special Education paraprofessional. Julie has served the district in preschool and Cardinal Club and rejoins our staff working with our 5<sup>th</sup> and 6<sup>th</sup> graders.

- Feb. 22 Late Start:

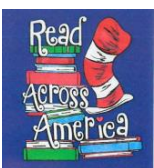
All Elementary and Intermediate School staff members participated in two Zoom sessions during the late start. The first session focused on sharing and planning the Cardinal CARES efforts by grade level and department.

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



- Winterfest was wonderful!

Winterfest was purposely added into the school year schedule this winter as a way to inject some fun and positivity into the winter of a difficult year. Students and staff enjoyed a themed week of dress up and activities. Thank you to all staff who put together ideas and implemented them with students!



- Read Across America Week

Passport to Reading! was the theme for this year's Read Across America Week on March 1-4. Each student received a passport and learned about continents per day. Trivia contest, dress up days, designer socks contest and Drop Everything and Read are some activities for the week.

- 100<sup>th</sup> Day-

Mixed into the same week as Read Across America, was the 100<sup>th</sup> day for students. Themed activities are scattered about the day. Our lower grade levels utilize the day to emphasize many concepts like calendar, counting and number sense.



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

Staff completed the annual budget prediction process at the grade level and department level. These will be combined per building to forward on to the Superintendent and Business Manager.

Cardinal Club report by Kelli Loveless:

#### Cardinal Club Updates:

Fortunately, there have been no positive COVID cases at Cardinal Club since returning from Christmas break. Every Cardinal Club staff (currently working staff members) that wanted a vaccine has received their first dose with 3 staff members receiving the second dose Friday, March 5th.

Currently Cardinal Club has 73 registered families, that number reflects before, after and all-day care. Most of our families fall within the tier 1 category (priority), but we have extended care to tier 2 families and so on based on spots available. The total number of registered kids has decreased by about 25 children in comparison to last year due to group size and staff limitations.

Registration for the preschool room (all day) for the 2021-22 school has begun and we still have spots available for children starting at the age of 33 months. Registration is open to all (not just tier 1).

Last summer (summer of 2020), we had about 65 children registered. This number was based on rooms available and group size restrictions set in place by the Governor. I am hopeful that we will be able to raise that number to 85 registered children. I have been in contact with staff from last year and currently we have 3 that are still planning on returning. With one staff member taking the off, I may need to hire 2 staff to accommodate for the increase of children. To help reach this goal, I am looking into utilizing the cafeteria this summer.

There is still some uncertainty about whether Cardinal Club will be able to take field trips/pool trips this summer. There have been ideas of having only certain grades go at a time. Such as, two grades go for the first trip and then two other grades go the next. If field trips are an option, doing outdoor field trips would help limit exposure to children and staff. We are hopeful for more guidance the closer we get to summer.

Current needs for afterschool/before school are art supplies. The children have found a new love for drawing and colorings and decorating paper airplanes. I am looking for donations of markers, crayons, colored pencils, glue. Any donations would be quarantined before use.

Thank you,

Kelli Loveless



## **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.**

- Snoball officially took place with dress-up days and coronation. We were not able to have the typical dance.
- We celebrated National FFA week the last week in February. Thank you to the FFA officers, members, and Mr. Stoppelmoor for the treats.
- We will be welcoming student fans from 11<sup>th</sup> and 12<sup>th</sup> grades for the final two weeks of the regular season basketball games. Students are signing up for the games.
- Winterfest will be running soon.
- Congratulations and welcome to the new inductees to National Honor Society: Joelle Hammann, Halle Elmury, Thomas Menk, Elliana Nelson, Lilly Schell. Thank you to our Advisors, Mrs. Noll and Mrs. Ledger.
- Congratulations to Katie Ketchum on being named a recipient of the Minnesota ExCEL award. She is one of 36 students in the state to receive the Minnesota recipient status.
- Congratulations to CJ Lee on making it to the Math League state competition with the help of Mrs. Nusbaum as the math league advisor.
- Congratulations to the High School Knowledge Bowl team of CJ Lee, David Medin, Cruz Porras, Jace Ruzek and Coach Emily Zink. They will be advancing to the regional tournament.
- Prom advisors have been meeting with students. Plans will move forward with a Grand March and Post-Grand March event on May 1. Final timelines are being determined and will be based upon numbers. It seems as though Grand March will be held outside on the track, weather permitting, beginning at 5 PM. The plan is to have a junior and senior grand march one hour apart, and then to have both groups assemble in the gym at 7 for the hypnotist.

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

- We are working through the third and final round of observation prior to April 1.
- We utilized the February 22 early release to really focus on students with needs, so that we can continue to plan.

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

- We are excited and nervous to welcome all students back to the building beginning March 29. We are working to reorganize furniture, get locker combinations out, and begin a return to a more traditional routine.
- I have been involved in three credit recovery webinars with MDE/HVED and are working to create a schedule under current guidance. We would like to be able to offer a 7-8 summer school, extended school year for students on IEP's that qualify, our traditional credit recovery, and then a new full credit program for credit recovery. MDE has been clear that students that have not met standards should not be provided a pass, but should be provided opportunities to demonstrate competency and complete work towards standards that they are deficient in.

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

- Congratulations to Mr. Ellinghuysen on receiving the WXOW Tools for Schools grant for his construction trades class.



**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**  
**March 8, 2021**  
**Submitted by Gwen Carman**

**Board Meeting Agenda Notes:**

- 2020-21 Amended Budget: It has been a long and thorough process to develop an amended budget for this school year. Business Manager Grossell and I met with Food Service, Transportation and Facilities/Grounds Directors, Activities Director Menk, the Principals and Community Education Program Coordinators to look carefully at their revenues and expenditures and what we should anticipate for the rest of this school year. Several commented that these sessions were very informative and appreciated as they had not had similar meetings before. It was also extremely valuable for us to take the time to better understand their needs and concerns. Finance Assistant Dundas has also been extremely involved and an important contributing part of our team in this process also. He is very knowledgeable in our revenues, and how our expenditures are coded to various programs or funding sources. In the end, we are very satisfied with our work and glad that we have been able to correct many miscodes, clarify processes, answer staff questions so they can be more informed, and feeling much more confident in knowing our budgets in detail.

This process was also more complicated because we have had significant expenses and revenues related to the pandemic. In total, these expenditures and revenues total approximately \$560,000. It has been a 'process' to sort out what our coding/funding options were for expenses, etc. We still do not yet know our funding amounts for funds approved by the federal government in December 2020. However, this budget does include some expenditures and revenues allocated to those funding streams.

In addition, there are legislative discussions of allocating school districts additional funds from the State and with the federal Relief Recovery Aid package. These funds are extremely important to our financial circumstances and particularly to enable us to adequately address students' additional instructional and social/emotional needs.

It is extremely unsettling to be recommending a budget with an overall deficit of \$376,303. Attached to the agenda is a handout that explains many of the 'whys' of this. The two primary factors are a drop in student enrollment and a significant loss of revenues due to the circumstances of the pandemic.

- Custodial & Food Service Staff Hires: There are two non-licensed staff hires on the Consent Agenda. The Food Service position is a short term position for the rest of the school year. This position is needed to support the meal serving needs at the high school with the increased numbers of students with everyday face to face learning. A previous vacant position was not replaced in the fall when school began due to the hybrid schedule.

The custodial position will ultimately replace the upcoming vacancy with the retirement of Mr. Thein on June 4th. I am recommending this hire now to allow for training and because there are increased

cleaning/sanitizing and grounds work needed in the upcoming months. In addition, we do not have substitute custodial staff and so this position will help address that need when it arises.

- 2021-22 Calendar We had two calendar committee meetings, and then two options were put out to all staff. The calendar committee consisted of 10 teachers and the principals. We initially discussed two draft calendars – one with a last student day of June 2<sup>nd</sup>, and one with a weeklong Spring Break in March (last student day of June 9<sup>th</sup>). After much discussion, it was decided to create a 3<sup>rd</sup> calendar with rather than a week long break, to take three of the Spring Break days and ‘sprinkle’ them out during the school year. The June 2<sup>nd</sup> calendar and the ‘sprinkled’ June 9<sup>th</sup> calendar were sent to all staff. 28 staff preferred the June 2<sup>nd</sup> calendar, and 22 staff preferred the June 9<sup>th</sup> calendar.

I defer to the Board on which calendar you choose to adopt. Both are attached to the agenda. I am somewhat concerned that the June 2<sup>nd</sup> calendar may result in more staff and student absences because there are significantly fewer longer weekends and days for intentionally scheduling needed appointments or desired out of town trips.

I plan to recommend a more streamlined process for calendar planning next year. I think it is important to have input from all employee groups for administration’s consideration prior to Board adoption.

### **COVID-19 Related Updates**

- Vaccinations for Staff: It is important for everyone to know how helpful, professional, and organized Winona County Public Health has been in facilitating a process for our staff to be vaccinated for COVID-19. It was a rocky process initially, but once the delivery of the vaccines became predictable, the system worked very well. On behalf of the 108 L-A staff who have chosen to be vaccinated, I am extremely grateful that we were able to have this opportunity early in a long nationwide effort and this will be an important key to keeping students and staff in classrooms.
- COVID-19 Leave Expiration: No staff have needed to utilize the leave available (paid/not using sick leave) if s/he is exposed to COVID-19 at school and needs to quarantine (and unable to work from home). You approved this leave availability in January 2021 and the plan specified it expires March 31, 2021. Given that all staff have now had the opportunity to be vaccinated and the vaccination prevents a need to quarantine after a direct contact, I recommend that we not extend this leave plan.
- Learning Models/Modified Calendar: As you know, we are planning to have 7<sup>th</sup>, 9<sup>th</sup> and 12<sup>th</sup> graders return to daily face to face instruction on March 22, and the 8<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> graders will return March 29<sup>th</sup>. This change does require another 20-21 School Year calendar modification. This is to make March 18<sup>th</sup> a 7-12 Transition Planning Day (no school for students in grades 7-12) and March 19<sup>th</sup> a Districtwide Transition Planning Day (no school for students in PK-12). These days are needed because of the transition from the hybrid to full in person learning starting March 22<sup>nd</sup>. MDE’s Safe Learning Plan specifies “School districts that have not yet implemented full in-person learning during the 2020-2021 school year must use at least two previously scheduled instructional days for planning...”

### **Additional Updates**

- Board Meeting Face to Face: We are planning for all Board members and myself to meet face to face in the HS Library for the March 8<sup>th</sup> meeting. I am really looking forward to talking with all of you in a room at the same time for the first time since I started interviewing in April! The public will have a ZOOM link and able to see and hear the meeting. We will need to wear masks and will be seated 6 feet apart. I will have printed agendas for you. Please let me know if you need copies of the attachments. You may bring a laptop to have access to the attachments. You will not need your laptop for the purposes of the ZOOM meeting. Please try to be in the HS Library by 5:45pm so we can be sure we are ready!

- High School Student Board Representative: We have not been able to complete the process to appoint a student member, but a High School Student Council member will be giving us a report!
- Strategic Planning: March 22 Interviews InGensa, ICS and Nexus Solutions (March 8<sup>th</sup>) have all had representatives meet with Joe Banicki and I for a general overview of our district's needs and building tours (led by Joe). We also visited the HS library and discussed our anticipated schedule, plans for presentations, etc.

