

Regular School Board Meeting of ISD 857

Monday, June 14, 2021 6:00 PM

Board & Public in HS Library/Remote viewing 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. Attendance Brummer Koverman Maki Meisch Meyer Pringle Sommer	Speaker(s): Board Chair
IV. Approve the June 14, 2021 Meeting Agenda	Speaker(s): Board Chair
V. 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
VI. Public Comment re: Summer 2021 Lewiston- Altura School District COVID-19 Preparedness Plan	
VII. Good Things Happening 1) Thank you to Mrs. Hornberg, Mr. Menk, and Mr. Montgomery for the setup and running of the Rockstar Competition on May 28th. Also, thank you to the track team for supplying volunteers to assist in running the event. A special thanks to Jaden Thilmany for being our Clipper the Cardinal Mascot. 2) Thank you to Matthew Wilmes, Brian Hamilton and all of the high school choir and band students for great concerts on May 19th and May 26th. 3) Thank you to all staff for a successful 2020-21 school year. This year had many unique and new challenges due to the COVID-19 pandemic. We greatly appreciate the staff for being flexible, persevering and working	Speaker(s): Board Chair

together as a school team to do what needed to be done for students and the school district.

4) Congratulations to Kate Schulz and Laura Nusbaum for being recognized as Teachers of the Year Awards by EdMN/Lewiston-/Altura. Also thank you to the staff who received special recognition for their years of service to the district:

5 years: Michelle Fredericksen, Ellie Ledger, Emily Brennan, Trisha Schultz, Kari Huddleston, Board: Jenny Koverman, Bree Maki, Sarah Sommer

10 years: Michelle MacPherson, Jean Kelly, Andrea Murphy, Rodney Thein

15 years: Mari Jo Starks

20 years: Dana Knudsen, Kari Sauers

25 years: Vickie Speltz

30 years: Linda Pierce

We are now aware of a few staff who were missed, and they will be honored at the August 30th All Staff Workshop.

Special thanks to Scott Bunkowski for his 33 years as an intermediate school teacher and we wish him the best in his retirement.

5) Congratulations to the Lewiston-Altura Class of 2021. We wish each of them the best!

6) Thank you to Winona County Public Health and Emergency Services for having COVID-19 vaccination clinics at the high school for students and community members.

VIII. Consent Agenda

Speaker(s): Board
Chair

1) Board Meeting Minutes: May 10, 2021

2) Financial Reports a. Board Bills

b. Student Activity Report

c. Treasury Report

d. Miscellaneous Payments

e. May 2021 Wire Payments

3) Approve volunteers who are supervising Summer 2021 Sports Camps pending background checks:

IX. Isiah Randall

Eric Thorson

Travis Peterson

Ben Oevering

Maddy Mundt

Michele Fredrickson

Makenna Sommer

Ross Greden

Joey Arneson

Brent Olson
Todd Stokke
Bruce Clark
Joel Ellinghuysen
Kaleb Stopplemoor
Ethan Scheck
Michael VanderPlas
Patrick Oevering
Brett Eglund
Micah Kuchta
Matt Kingsbury
Ashley Franzen
Teresa Grossell
Liza Kennedy
Tanya LeJuene
Matt Kingsbury
Darrin Hegland
Neal Schilling
Sean LaPlante
Cory Schmitz
Justin Mueller

- 4) Approve hire of Isiah Randall as Junior Varsity Girls Basketball Coach.
- 5) Approve hire of Amanda Koelln as High School Activities and Business Office Assistant effective July 6, 2021.
- 6) Accept resignation of Laurie Clobes, paraprofessional, effective June 7, 2021.
- 7) Accept resignation of Gunnar Koski, paraprofessional, effective June 7, 2021.
- 8) Accept resignation of Shannon Gunnarson, paraprofessional, effective June 7, 2021.
- 9) Accept the following donations for the Rockstar Competition held on May 26th:
Precision Service and Repair - \$50
Lewiston Ambulance - \$50
Lewiston Hardware Hank - \$50
Jaction Photography - \$50
Lewiston Fire Department - \$50
Tumblin Tots Daycare - \$50
Excel Images - \$50
Alliant Castings - Awards Medals
Lewiston Auto - Clear Coating of Medals
- 10) Approve hire of Sam Bronk and Steven Uphus as seasonal summer grounds and facilities workers.
- 11) Approve 2022-2024 Environmental, Health and Safety Management Services Agreement with IEA.
- X. 12) Accept resignation of Jacinda Mueller from Cardinal Club effective June 11, 2021.

13) Approve contract with Region V Computer Services for 2021-22 School Year.

XI. 2021-2022 MSHSL Membership Resolution

XII. Summer 2021 Programming COVID-19 Preparedness Plan

XIII. Agreement for Jeff Mueller as a volunteer to complete interior work of Press Box overlooking football field.

XIV. Policies and Forms: Policy 524 Internet Acceptable Use Policy, and Technology PK-6 and LAHS Use Agreements **Speaker (s):** Board Chair

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

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

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

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

XIX. Upcoming Meetings

Special Meeting, June 28th - 6:00pm

Regular Board Meetings - 6:00pm

-July 12th

-August 9th

-September 13th

Special Meeting for InGensa Presentation - TBD

XX. Adjourn.

MINUTES OF THE LEWISTON-ALTURA REGULAR SCHOOL BOARD MEETING
ISD #857
May 10, 2021

A regular meeting of the School Board of Independent School District #857 was held on May 10, 2021. The Board members met in the High School Library and the public was able to be present or access the meeting 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 Pringle to approve the meeting agenda. MCU.

HS Student Council representatives reported on high school activities. There were no comments in the Open Forum. Good things happening in the district were also recognized by Brummer.

Motion by Maki, seconded by Sommer to approve the May 10, 2021 consent agenda. MCU.

Motion by Meyer and seconded by Meisch to approve policies 510 Student Activities, 511 Student Fundraising and Policy 713 Student Activity Accounting on a 2nd Reading. MCU.

Maki introduced and Pringle seconded Resolution to approve permanent transfer of LTFM Funds in the amount of \$769,454.86 from Fund 07 (Debt Service) to Fund 06 (Construction) for the purposes of deferred maintenance projects. Roll call vote: Ayes: Maki, Meisch, Koverman, Pringle, Meyer, Sommer, Brummer. Nays: None. Resolution approved.

Meyer introduced and Sommer seconded Resolution to approve FY22 Long Term Facilities Maintenance Plan. Reports were presented by Principal Riebel, Principal Hanson, Superintendent Carman and Board members. Roll call vote: Ayes: Maki, Meisch, Koverman, Pringle, Meyer, Sommer, Brummer. Nays: None. Resolution approved.

Motion by Meyer and seconded by Meisch to close the meeting for the purpose of discussing EdMN/Lewiston-Altura contract negotiations. Business Manager Grossell also attended the closed session. Motion by Maki and second by Pringle to re-open the meeting. MCU.

Motion by Koverman, seconded by Meisch to adjourn the meeting at 8:01pm. MCU.

Melissa Meisch, Clerk

Lewiston-Altura Public Schools June Board Bills

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P11231	61260		Check	1	07141	HIGH PLAINS COOPERATIVE		No	No	No	06/14/2021	3,709.50
001	P11231	61261		Check	1	10141	KWIK TRIP		No	No	No	06/14/2021	1,797.99
001	P11231	61262		Check	1	12540	MISSISSIPPI WELDERS SUPPLY COMP,		No	No	No	06/14/2021	289.55
001	P11231	61263		Check	1	13260	NEUMANN OIL CO		No	No	No	06/14/2021	1,538.50
001	P11231	61264		Check	1	1452	Fun Express		No	No	No	06/14/2021	68.50
001	P11231	61265		Check	1	15193	ALLSTATE PETERBILT GROUP		No	No	No	06/14/2021	7,069.30
001	P11231	61266		Check	1	17130	RISLOW SERVICE CENTER		No	No	No	06/14/2021	17.95
001	P11231	61267		Check	1	18634	STATE OF MINNESOTA		No	No	No	06/14/2021	2,144.89
001	P11231	61268		Check	1	1897	SHI		No	No	No	06/14/2021	39,733.20
001	P11231	61269		Check	1	19140	TOM'S LOCK SERVICE		No	No	No	06/14/2021	55.00
001	P11231	61270		Check	1	22038	WASTE MANAGEMENT		No	No	No	06/14/2021	3,694.16
001	P11231	61271		Check	1	22264	WINONA POST		No	No	No	06/14/2021	132.62
001	P11231	61272		Check	1	2363	SHERWIN WILLIAMS		No	No	No	06/14/2021	183.57
001	P11231	61273		Check	1	2411	REINHART FOOD SERVICE		No	No	No	06/14/2021	15,477.26
001	P11231	61274		Check	1	2440	Culligan Water Services		No	No	No	06/14/2021	25.00
001	P11231	61275		Check	1	2491	LEARNING WITHOUT TEARS		No	No	No	06/14/2021	996.55
001	P11231	61276		Check	1	25014	ZIEBELL'S HIAWATHA FOODS, INC.		No	No	No	06/14/2021	6,073.43
001	P11231	61277		Check	1	2649	St. John's Ev. Lutheran		No	No	No	06/14/2021	4,702.90
001	P11231	61278		Check	1	2671	CDW-Government		No	No	No	06/14/2021	81.88
001	P11231	61279		Check	1	3038	Lewiston Hardware Hank		No	No	No	06/14/2021	394.70
001	P11231	61280		Check	1	3098	Pan-O-Gold Baking Company		No	No	No	06/14/2021	642.83
001	P11231	61281		Check	1	3128	Amazon Capital Services		No	No	No	06/14/2021	258.86
001	P11231	61282		Check	1	3174	Excel Images Inc.		No	No	No	06/14/2021	815.70
001	P11231	61283		Check	1	3184	Rochester Telecom Systems, Inc		No	No	No	06/14/2021	4.89
001	P11231	61284		Check	1	3191	LACKORE ELECTRIC MOTOR REPAIR		No	No	No	06/14/2021	61.90
001	P11231	61285		Check	1	3210	HBC		No	No	No	06/14/2021	2,236.17
001	P11231	61286		Check	1	3217	School Specialty LLC		No	No	No	06/14/2021	816.62
001	P11231	61287		Check	1	3263	North Central Truck Equipment		No	No	No	06/14/2021	273.80
001	P11231	61288		Check	1	3474	AAA Awards		No	No	No	06/14/2021	110.65
001	P11231	61289		Check	1	3571	MINNESOTA ENERGY RESOURCES		No	No	No	06/14/2021	1,730.01
001	P11231	61290		Check	1	3680	Uline		No	No	No	06/14/2021	489.60
001	P11231	61291		Check	1	3737	Hiawatha Valley Ed District		No	No	No	06/14/2021	13,761.32
001	P11231	61292		Check	1	4459	CHILEDA INSTITUTE, INC.		No	No	No	06/14/2021	5,219.34
001	P11231	61293		Check	1	4633	ROCHESTER PUBLIC SCHOOLS #535		No	No	No	06/14/2021	641.00
001	P11231	61294		Check	1	4648	Gibbs, Nathan & Bridget		No	No	No	06/14/2021	227.92
001	P11231	61295		Check	1	4877	MINNESOTA Public Employees Insurance		No	No	No	06/14/2021	34,232.06
001	P11231	61296		Check	1	5015	MENK, NICHOLE	Ind/Sole Proprietor	No	No	No	06/14/2021	40.00
001	P11231	61297		Check	1	5030	MASMS		No	No	No	06/14/2021	100.00
001	P11231	61298		Check	1	5631	BSN Sports, LLC		No	No	No	06/14/2021	1,299.82

Lewiston-Altura Public Schools June Board Bills

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P11231	61299		Check	1 5670		HORMAN, TODD		No	No	No	06/14/2021	90.00
001	P11231	61300		Check	1 5675		Graphic Image, LLC		No	No	No	06/14/2021	163.00
001	P11231	61301		Check	1 5734		FUNK, ED		No	No	No	06/14/2021	40.00
001	P11231	61302		Check	1 5865	R1	Loffler Companies -- 131511		No	No	No	06/14/2021	2,548.61
001	P11231	61303		Check	1 5876		Teachers on Call		No	No	No	06/14/2021	5,257.80
001	P11231	61304		Check	1 6082		BREAKOUT EDU		No	No	No	06/14/2021	99.00
001	P11231	61305		Check	1 6138		Menk, Thomas		No	No	No	06/14/2021	40.00
001	P11231	61306		Check	1 6168		Cintas		No	No	No	06/14/2021	1,158.60
001	P11231	61307		Check	1 6240		Ag Partners Coop		No	No	No	06/14/2021	218.06
001	P11231	61308		Check	1 6280	R1	Music Mart		No	No	No	06/14/2021	57.78
001	P11231	61309		Check	1 6367		TriState Tournaments		No	No	No	06/14/2021	1,209.00
001	P11231	61310		Check	1 6376		Ed Midwest LLC		No	No	No	06/14/2021	4,820.00
001	P11231	61311		Check	1 6429		Heartland Country Club		No	No	No	06/14/2021	1,500.00
001	P11231	61312		Check	1 6455		Fifth Avenue Awards		No	No	No	06/14/2021	55.00
001	P11231	61313		Check	1 6496		EDUCATORS BENEFIT CONSULTANTS		No	No	No	06/14/2021	115.07
001	P11231	61314		Check	1 6511		Quadient Leasing USA, Inc.		No	No	No	06/14/2021	409.98
001	P11231	61315		Check	1 6524		Pilger, Mason		No	No	No	06/14/2021	250.00
001	P11231	61316		Check	1 6530		Sikkink, Peyton		No	No	No	06/14/2021	110.00
001	P11231	61317		Check	1 6733		Sheila Spitzer: Daycare Provider		No	No	No	06/14/2021	200.00
001	P11231	61318		Check	1 6756		Koverman, Jay		No	No	No	06/14/2021	500.00
001	P11231	61319		Check	1 6761		Baker, Natalie	Ind/Sole Proprietor	No	No	No	06/14/2021	35.00
001	P11231	61320		Check	1 6809		LCBA		No	No	No	06/14/2021	500.00

Bank Total: \$170,525.84

Report Total: \$170,525.84

Lewiston-Altura Public Schools

May Misc Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P11169	61050	70500	Check	1		Ihrke, Craig	Ind/Sole Proprietor	Yes	Yes	No	05/04/2021	88.00
001	P11169	61049	70501	Check	1		Kittleson, Aric		Yes	Yes	No	05/04/2021	88.00
001	P11169	61108	70557	Check	1		MONSON, DARRELL		Yes	Yes	No	05/06/2021	170.00
001	P11169	61109	70558	Check	1	R1	WEIAND, PETE		Yes	Yes	No	05/06/2021	180.00
001	P11169	61110	70559	Check	1		Culhane, John (Jack)	Ind/Sole Proprietor	Yes	Yes	No	05/07/2021	135.00
001	P11169	61111	70560	Check	1		LISOWSKI, RANDY		Yes	Yes	No	05/11/2021	155.00
001	P11169	61112	70561	Check	1		Wiltgen, Pat		Yes	Yes	No	05/11/2021	155.00
001	P11169	61118	70562	Check	1		ALTRA FEDERAL CREDIT UNION		Yes	Yes	No	05/14/2021	130.00
001	P11169	61121	70563	Check	1		Ameritas Life Insurance Corp		Yes	Yes	No	05/14/2021	93.36
001	P11169	61117	70564	Check	1		Bremer Bank		Yes	Yes	No	05/14/2021	300.00
001	P11169	61113	70565	Check	1		Education Minnesota - Lewiston-Altura		Yes	Yes	No	05/14/2021	2,477.12
001	P11169	61119	70566	Check	1		HOME FEDERAL SAVINGS BANK		Yes	Yes	No	05/14/2021	42.50
001	P11169	61122	70567	Check	1		ISD 857 - Flex Plan Checking		Yes	Yes	No	05/14/2021	1,402.56
001	P11169	61114	70568	Check	1		MADISON NATIONAL LIFE		Yes	Yes	No	05/14/2021	541.62
001	P11169	61116	70569	Check	1	R1	Merchants Bank		Yes	Yes	No	05/14/2021	425.00
001	P11169	61120	70570	Check	1		MinnWest Bank Group		Yes	Yes	No	05/14/2021	81.00
001	P11169	61115	70571	Check	1		Winona National Bank		Yes	Yes	No	05/14/2021	50.00
001	P11169	61130	70572	Check	1		Kittleson, Aric		Yes	Yes	No	05/13/2021	88.00
001	P11169	61129	70573	Check	1		Matejka, Daniel		Yes	Yes	No	05/13/2021	88.00
001	P11169	61148	70574	Check	1		Bioforce, Inc		Yes	No	No	05/14/2021	22.34
001	P11169	61140	70575	Check	1		Brookes Publishing Co		Yes	Yes	No	05/14/2021	29.95
001	P11169	61139	70576	Check	1		CHILEDA INSTITUTE, INC.		Yes	Yes	No	05/14/2021	5,833.38
001	P11169	61143	70577	Check	1		EISCHENS, HOWARD		Yes	Yes	No	05/14/2021	88.00
001	P11169	61134	70578	Check	1		FILLMORE CENTRAL		Yes	Yes	No	05/14/2021	16.80
001	P11169	61136	70579	Check	1		HBC		Yes	Yes	No	05/14/2021	2,238.06
001	P11169	61146	70580	Check	1		Ihrke, Craig	Ind/Sole Proprietor	Yes	Yes	No	05/14/2021	88.00
001	P11169	61131	70581	Check	1		KWIK TRIP		Yes	Yes	No	05/14/2021	1,597.24
001	P11169	61132	70582	Check	1		LEWISTON JOURNAL		Yes	Yes	No	05/14/2021	499.49
001	P11169	61144	70583	Check	1	R1	Loffler Companies -- 131511		Yes	Yes	No	05/14/2021	2,790.59
001	P11169	61145	70584	Check	1		MIEnergy Cooperative		Yes	Yes	No	05/14/2021	11,508.70
001	P11169	61138	70585	Check	1		MINNESOTA ENERGY RESOURCES		Yes	Yes	No	05/14/2021	1,695.20
001	P11169	61142	70586	Check	1		Minnesota State High School Mathematics		Yes	No	No	05/14/2021	64.00
001	P11169	61133	70587	Check	1		MOTOR PARTS & EQUIP		Yes	Yes	No	05/14/2021	137.26
001	P11169	61137	70588	Check	1		North Central Truck Equipment		Yes	Yes	No	05/14/2021	145.05
001	P11169	61135	70589	Check	1	R1	Seton		Yes	Yes	No	05/14/2021	749.40
001	P11169	61147	70590	Check	1		Whitewater Bike & Sport		Yes	Yes	No	05/14/2021	479.98
001	P11169	61141	70591	Check	1		WINONA STATE UNIVERSITY		Yes	No	No	05/14/2021	230.00
001	P11169	61154	70592	Check	1		LISOWSKI, RANDY		Yes	Yes	No	05/17/2021	85.00
001	P11169	61153	70593	Check	1		Wiltgen, Steven		Yes	Yes	No	05/17/2021	85.00

Lewiston-Altura Public Schools

May Misc Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P11169	61155	70594	Check	1		MONSON, DARRELL		Yes	Yes	No	05/18/2021	88.00
001	P11169	61156	70595	Check	1	R1	WEIAND, PETE		Yes	Yes	No	05/18/2021	98.00
001	P11169	61193	70596	Check	1	R1	2NDGEAR		Yes	Yes	No	05/20/2021	2,320.00
001	P11169	61194	70597	Check	1		A-1 Mobile Storage Service		Yes	Yes	No	05/20/2021	232.00
001	P11169	61177	70598	Check	1		AAA Awards		Yes	No	No	05/20/2021	44.55
001	P11169	61183	70599	Check	1		Apple Awards		Yes	Yes	No	05/20/2021	131.53
001	P11169	61157	70600	Check	1		ARNOLD'S SUPPLY		Yes	Yes	No	05/20/2021	6,915.50
001	P11169	61167	70601	Check	1		B & S Rentals Inc.		Yes	No	No	05/20/2021	630.00
001	P11169	61185	70602	Check	1	R1	BSN Sports, LLC		Yes	Yes	No	05/20/2021	311.77
001	P11169	61158	70603	Check	1		CHATFIELD PUBLIC SCHOOLS		Yes	Yes	No	05/20/2021	150.00
001	P11169	61175	70604	Check	1		Chester Pozanc Trucking & Exc. LLC		Yes	Yes	No	05/20/2021	800.00
001	P11169	61171	70605	Check	1		City of Lewiston		Yes	Yes	No	05/20/2021	1,037.91
001	P11169	61182	70606	Check	1		Delta Dental		Yes	Yes	No	05/20/2021	2,294.40
001	P11169	61188	70607	Check	1		Fastenal Print Shop		Yes	No	No	05/20/2021	49.00
001	P11169	61159	70608	Check	1		HIGH PLAINS COOPERATIVE		Yes	Yes	No	05/20/2021	6,072.54
001	P11169	61173	70609	Check	1		Hobart Service: ITW Food Equipment Grou		Yes	Yes	No	05/20/2021	272.75
001	P11169	61174	70610	Check	1	R1	Hy-Vee Accounts Receivable		Yes	Yes	No	05/20/2021	661.29
001	P11169	61178	70611	Check	1		IEA, INC		Yes	Yes	No	05/20/2021	63.25
001	P11169	61189	70612	Check	1		Innovative Therapy Solutions, LLC		Yes	No	No	05/20/2021	5,631.75
001	P11169	61186	70613	Check	1		International Owl Center		Yes	Yes	No	05/20/2021	300.00
001	P11169	61161	70614	Check	1		LEWISTON JOURNAL		Yes	No	No	05/20/2021	50.00
001	P11169	61162	70615	Check	1		MASSP		Yes	No	No	05/20/2021	910.00
001	P11169	61181	70616	Check	1		MINNESOTA Public Employees Insurance		Yes	No	No	05/20/2021	34,232.06
001	P11169	61169	70617	Check	1		MINNESOTA STATE COLLEGE-SOUTHE		Yes	Yes	No	05/20/2021	3,000.00
001	P11169	61176	70618	Check	1		North Central Truck Equipment		Yes	Yes	No	05/20/2021	90.23
001	P11169	61190	70619	Check	1		RH Plumbing		Yes	Yes	No	05/20/2021	185.00
001	P11169	61165	70620	Check	1		RISLOW SERVICE CENTER		Yes	Yes	No	05/20/2021	624.28
001	P11169	61192	70621	Check	1		Riverside Insights		Yes	Yes	No	05/20/2021	1,006.34
001	P11169	61160	70622	Check	1		RUSHFORD PETERSON SCHOOL DIST		Yes	No	No	05/20/2021	100.00
001	P11169	61170	70623	Check	1		SHERWIN WILLIAMS		Yes	Yes	No	05/20/2021	244.76
001	P11169	61163	70624	Check	1		ST. CHARLES PUBLIC SCHOOLS		Yes	No	No	05/20/2021	100.00
001	P11169	61164	70625	Check	1		STEWARTVILLE HIGH SCHOOL		Yes	No	No	05/20/2021	600.00
001	P11169	61184	70626	Check	1		Stoos Electric Inc.		Yes	No	No	05/20/2021	477.31
001	P11169	61179	70627	Check	1	R1	SUMMIT FIRE PROTECTION		Yes	Yes	No	05/20/2021	910.00
001	P11169	61187	70628	Check	1		The Hanover Insurance Group		Yes	Yes	No	05/20/2021	59,634.42
001	P11169	61172	70629	Check	1		Top Performance Sales		Yes	Yes	No	05/20/2021	55.80
001	P11169	61195	70630	Check	1		Unruh, David		Yes	Yes	No	05/20/2021	970.00
001	P11169	61180	70631	Check	1		VERIZON WIRELESS		Yes	Yes	No	05/20/2021	321.40
001	P11169	61168	70632	Check	1		WASTE MANAGEMENT		Yes	Yes	No	05/20/2021	3,673.36

Lewiston-Altura Public Schools May Misc Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P11169	61191	70633	Check	1	6287	Wilson Truck & Trailer Repair		Yes	Yes	No	05/20/2021	1,512.36
001	P11169	61166	70634	Check	1	1883	XCEL ENERGY		Yes	Yes	No	05/20/2021	1,387.76
001	P11169	61202	70635	Check	1	5039	Bridges Golf Course		Yes	No	No	05/24/2021	80.00
001	P11169	61199	70636	Check	1	1168	DOVER EYOTA SCHOOL DISTRICT		Yes	No	No	05/24/2021	100.00
001	P11169	61201	70637	Check	1	1944	LISOWSKI, RANDY		Yes	Yes	No	05/24/2021	170.00
001	P11169	61200	70638	Check	1	1943	Wiltgen, Steven		Yes	Yes	No	05/24/2021	170.00
001	P11169	61204	70639	Check	1	5234	STANCHFIELD, MARK		Yes	Yes	No	05/25/2021	171.00
001	P11169	61205	70640	Check	1	6814	Zemke, David		Yes	No	No	05/25/2021	171.00
001	P11169	61208	70641	Check	1	6799	Culhane, John (Jack)	Ind/Sole Proprietor	Yes	No	No	05/28/2021	135.00
001	P11169	61206	70642	Check	1	11017	LAKE CITY HIGH SCHOOL		Yes	No	Yes	05/28/2021	200.00
001	P11169	61206	70642	Check	1	11017	LAKE CITY HIGH SCHOOL		Yes	No	Yes	06/08/2021	(200.00)
001	P11169	61207	70643	Check	1	1240	PLAINVIEW-ELGIN-MILLVILLE		Yes	No	No	05/28/2021	100.00
001	P11169	61214	70644	Check	1	5594	ALTRA FEDERAL CREDIT UNION		Yes	No	No	05/28/2021	130.00
001	P11169	61217	70645	Check	1	6406	Ameritas Life Insurance Corp		Yes	No	No	05/28/2021	93.36
001	P11169	61213	70646	Check	1	4951	Bremer Bank		Yes	No	No	05/28/2021	300.00
001	P11169	61209	70647	Check	1	11202	Education Minnesota - Lewiston-Altura		Yes	No	No	05/28/2021	2,477.12
001	P11169	61215	70648	Check	1	6265	HOME FEDERAL SAVINGS BANK		Yes	No	No	05/28/2021	42.50
001	P11169	61218	70649	Check	1	6461	ISD 857 - Flex Plan Checking		Yes	No	No	05/28/2021	1,402.56
001	P11169	61210	70650	Check	1	17090	MADISON NATIONAL LIFE		Yes	No	No	05/28/2021	541.62
001	P11169	61212	70651	Check	1	4786	Merchants Bank		Yes	No	No	05/28/2021	425.00
001	P11169	61216	70652	Check	1	6283	MinnWest Bank Group		Yes	No	No	05/28/2021	30.00
001	P11169	61211	70653	Check	1	3545	Winona National Bank		Yes	No	No	05/28/2021	50.00
Bank Total: \$179,852.08													
002	P11169	61107	5958	Check	1	6642	Herber, Tanya		Yes	Yes	No	05/06/2021	26.76
002	P11169	61106	5959	Check	1	5816	Sikkink, Kevin		Yes	Yes	No	05/06/2021	3,294.50
002	P11169	61151	5960	Check	1	90175	ELLINGHUYSEN, JOEL		Yes	Yes	No	05/14/2021	150.84
002	P11169	61149	5961	Check	1	2555	National FFA Organization		Yes	Yes	No	05/14/2021	223.50
002	P11169	61150	5962	Check	1	6443	Sweetwater		Yes	Yes	No	05/14/2021	120.00
002	P11169	61198	5963	Check	1	6811	Hamilton, Brian		Yes	Yes	No	05/20/2021	30.00
002	P11169	61197	5964	Check	1	3998	L-A DISTRICT ACCOUNT		Yes	Yes	No	05/20/2021	422.31
002	P11169	61196	5965	Check	1	3361	Minnesota FFA Association		Yes	No	No	05/20/2021	195.00
002	P11169	61203	5966	Check	1	3174	Excel Images Inc.		Yes	No	No	05/25/2021	469.60
002	P11169	61219	5967	Check	1	6240	Ag Partners Coop		Yes	No	No	05/28/2021	396.08
002	P11169	61220	5968	Check	1	6817	KickAss Snacks Inc		Yes	No	No	05/28/2021	1,000.00
Bank Total: \$6,328.59													
Report Total: \$186,180.67													

Treasury Report

May 2021 Bank Reconciliation

FUNDS	BALANCE BEGINNING OF MONTH	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	BALANCE END OF MONTH	ENDING BALANCE 2019-2020
GENERAL FUND	1,527,315.08	1,494,917.74	(1,081,973.26)	1,940,259.56	2,155,026.12
FOOD SERVICE FUND	36,350.53	64,882.96	(44,828.88)	56,404.61	58,517.39
COMMUNITY ED	199,517.10	15,986.52	(33,493.02)	182,010.60	228,893.39
BUILDING CONSTRUCTION	0.00	769,454.86	(162,391.00)	607,063.86	0.00
DEBT REDEMPTION	621,374.19	0.00	(769,454.86)	(148,080.67)	639,741.46
INVESTMENT SCHOLARSHIPS	0.00	0.00	0.00	0.00	99,650.32
TOTALS	2,384,556.90	2,345,242.08	(2,092,141.02)	2,637,657.96	3,181,828.68

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	466,793.21	(78,211.51)	0.00	(6,164.66)	382,417.04
Merchants Bank	25,776.05	0.00	0.00	0.00	25,776.05
Minn West Bank #90005513	477,387.26	0.00	0.00	0.00	477,387.26
MSDLF 601470	1,701,713.92	0.00	0.00	0.00	1,701,713.92
CD-investments	50,363.69	0.00	0.00	0.00	50,363.69
TREASURER'S BALANCE					2,637,657.96

Lewiston-Altura Public Schools May Wire Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P11169	61123		Wire	1 1053		MINNESOTA ELECTRONIC FUNDS		No	Yes	No	05/14/2021	7,958.03
001	P11169	61124		Wire	1 1054		FEDERAL TAXES		No	Yes	No	05/14/2021	50,656.01
001	P11169	61125		Wire	1 18600		MINNESOTA TEACHERS RETIREMENT.		No	Yes	No	05/14/2021	27,737.12
001	P11169	61126		Wire	1 18610		PERA / Public Employers Retirement Assor		No	Yes	No	05/14/2021	8,122.14
001	P11169	61127		Wire	1 4373		ING		No	Yes	No	05/14/2021	2,507.88
001	P11169	61128		Wire	1 6496		EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	05/14/2021	8,532.81
001	P11169	61152		Wire	1 5546		VISA		No	Yes	No	05/17/2021	892.53
001	P11169	61221		Wire	1 1053		MINNESOTA ELECTRONIC FUNDS		No	No	No	05/31/2021	7,870.60
001	P11169	61222		Wire	1 1054		FEDERAL TAXES		No	Yes	No	05/31/2021	49,795.95
001	P11169	61223		Wire	1 18600		MINNESOTA TEACHERS RETIREMENT.		No	Yes	No	05/31/2021	28,077.62
001	P11169	61224		Wire	1 18610		PERA / Public Employers Retirement Assor		No	Yes	No	05/31/2021	7,343.05
001	P11169	61225		Wire	1 4373		ING		No	No	No	05/31/2021	2,507.88
001	P11169	61226		Wire	1 6496		EDUCATORS BENEFIT CONSULTANTS		No	No	No	05/31/2021	8,529.71
001	P11169	61227		Wire	1 3153		Merchants Bank - Fees		No	Yes	No	05/31/2021	95.15
001	P11169	61228		Wire	1 4834		MERCHANT PROCESSING CENTER		No	Yes	No	05/31/2021	276.31
001	P11169	61229		Wire	1 4866		BLUECROSS BLUESHIELD OF MN & BL		No	Yes	No	05/31/2021	22,941.50
001	P11169	61230		Wire	1 6283		MinnWest Bank Group		No	Yes	No	05/31/2021	50.00

Bank Total: \$233,894.29

Report Total: \$233,894.29

L-A ACTIVITY FUND
May, 2021

STUDENT COUNCIL	458.68	0.01	458.69
NATIONAL HONOR SOCIETY	1,614.24	0.01	1,614.25
FFA	14,385.25	0.12	14,385.37
HOSA	782.95	0.01	782.96
WASHINGTON DC TRIP	4,078.90	0.03	4,078.93
CARDINAL BOOK	211.93	0.00	211.93
TRAP LEAGUE	4,042.29	0.03	4,042.32
MUSIC DEPT. HS	32,512.00	0.26	32,512.26
CLASS OF 2026	-	0.00	-
CLASS OF 2021	1,316.08	0.01	1,316.09
CLASS OF 2022	1,439.01	0.01	1,439.02
CLASS OF 2024	18.54	0.00	18.54
CLASS OF 2025	-	0.00	-
CLASS OF 2023	180.55	0.00	180.55
YEARBOOK	3,225.42	0.03	3,225.45
SPANISH TRIP	2,852.64	0.02	2,852.66
JH STUDENT COUNCIL	539.80	0.00	539.80
PROM	889.01	0.01	889.02
TECH CLUB	5,819.13	0.05	5,819.18
CARDINAL CART	109.23	0.00	109.23
		0.60	
	\$ 74,475.65	0.60	\$ 74,476.25



1917 Excel Drive, Mankato, MN 56001-3032 • (507) 345-1801 • Fax: (507) 388-5978

Date: March 02, 2021
To: LEWISTON-ALTURA #857
From: Darin Jensen, Executive Director
Subject: FY2022 Services and Fees

District Superintendents and Business Managers:

Thank you for allowing Region V Computer Services to continue serving and supporting your district's business office. Your continued support and feedback are extremely important to us. It is vital to remember that we do not simply provide software support only. We support your entire business office staff to make them successful in multiple areas of job duties. We strive to ensure districts are aware of proposed and new regulations, adhere to appropriate accounting treatments, follow administered guidelines, and have a support network readily available to tap into when questions arise.

We remain committed to strengthen offerings available to you. We continue to enrich partnerships with other statewide entities and agencies to provide your district multiple learning and support opportunities. We have created multiple methods to provide training and updates, enhanced communication to ensure your voice is heard, and take action to continue being an advocate for you and your district.

Substantial additions and enhancements to the SMART Systems Suite were apparent again this year. Regions I - V work hard to continually improve our software to provide you a robust system that will meet your needs today and into the future. We are proud to say that over 75% of Minnesota public school districts use our SMART Systems Suite!

The Region V Governance Board has approved the FY2022 fee structure. Since this structure includes multiple factors such as average daily membership, number of users within the district, etc. the impact to each member district does vary. As you develop your budget, please keep in mind the FY2022 fees cover the regular services your district has selected. Your district may also use other elective services such as bank reconciliation or emergency services. These services will be billed as work is requested. Listed below are the FY2022 fees for your district with the fee structure approved on 12/17/2020 by the Region V Governance Board:

Membership Fee:	\$100.00
Finance:	\$4,827.00
Payroll:	\$4,827.00
Server:	\$3,491.00
MARSS:	\$1,000.00
Total 2022 Fees:	\$14,245.00

If you have any questions about the FY2022 fees or our services, please call me at (507)386-4815 or email darinj@regionv.k12.mn.us.

We look forward to collaborating with you in FY2022!

IEA, INC.

PROPOSAL



Contact Us:

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

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

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

BRAINERD OFFICE
601 NW 5TH ST. SUITE #4
BRAINERD, MN 56401
218-454-0703

MARSHALL OFFICE
1420 EAST COLLEGE DRIVE
MARSHALL, MN 56258
507-476-3599

VIRGINIA OFFICE
5525 EMERALD AVENUE
MOUNTAIN IRON, MN 55768
218-410-9521

www.ieasafety.com

800-233-9513

Fiscal Years 2022-2024 Environmental, Health, and Safety Management Services for Lewiston-Altura Public Schools

APRIL 20, 2021

PROPOSAL #9509

FY 2022-2024 Environmental, Health, and Safety Management Services

PROPOSAL PROVIDED TO:

Gwen Carman
Superintendent
Lewiston-Altura Public Schools
100 County Road 25
Lewiston, MN 55952
Phone: 507-522-3401
E-mail: gcarman@lewalt.k12.mn.us

PROPOSAL CONTACT:

Angie Radel
Regional Manager
IEA, Inc.
210 Wood Lake Dr SE
Rochester, MN 55904
Phone: 507-281-6682
E-mail: angie.radel@ieasafety.com

PROJECT INTRODUCTION

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

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

SCOPE OF WORK

Based on IEA's interpretation of Occupational Safety and Health Administration (OSHA), Minnesota Department of Education (MDE), Minnesota Pollution Control Agency (MPCA), and other federal, state, or local regulations, IEA will provide health and safety consulting services. Example health and safety services that IEA can provide are listed in Appendix B.

IEA will also review identified district health and safety programs for compliance deficiencies and priorities. When site visit time allows, IEA will update and create new management plans to meet district-specific program needs. Program updates will be prioritized over the length of the contract.

LIMITATIONS & ASSUMPTIONS

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

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

Contract hours may be spent working at IEA's office for access to resources or references necessary to complete a project.

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

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

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

FY 2022-2024 Environmental, Health, and Safety Management Services

COMPENSATION

IEA's fees for services will be invoiced on a time and materials basis, not to exceed, annual contract amounts listed below:

FY 2022	FY 2023	FY 2024
\$6,357	\$6,490	\$6,623

If the district requests services that require fees above the annual contract amount, IEA will provide a change order document for district authorization.

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

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

FY 2022	FY 2023	FY 2024
\$87.50	\$89.50	\$91.50

SCHEDULE

IEA's services will commence on July 1, 2021, upon receipt of a signed proposal. This contract is valid from July 1, 2021, to June 30, 2024.


PROPOSAL TERMS

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

AUTHORIZATION TO PROCEED

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

IEA, Inc.



Angie Radel
Regional Manager

Please proceed according to the above stated fees, terms, attached General Conditions, and proposal #9509 dated April 20, 2021.

Printed Name

Authorized Signature

Date

UFARS Code or PO Number

Appendix A

Company Profile



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

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

Environmental Project Design and Management

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

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

Indoor Environmental Quality (IEQ)

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

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

Our IEQ work falls into the following categories:

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

Environmental Health and Safety Services

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

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

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

Appendix B

List of Services

IEA Consulting Services

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

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



Appendix C

General Conditions

General Conditions

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

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

1. Scope of Work

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

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

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

A. Right of Access

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

B. Confidential & Proprietary Information

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

C. General

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

2. Payment for Services

A. Fee Schedule & Maximum Costs

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

B. Schedule of Payment

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

C. Expert Fee Expenses

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

3. Indemnity & Insurance

A. Indemnity

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

B. Limitation of Liability

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

General Conditions (cont'd)

C. Insurance

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

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

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

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

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

4. Assignment

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

5. Independent Contractor

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

6. Restriction to hire employees of Consultant

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

7. Notices

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

8. Applicable Law

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

9. Extent of Agreement

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

10. Termination

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



2021-2022 RESOLUTION FOR MEMBERSHIP IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE

RESOLVED, that the Governing Board of School District Number _____, County of _____, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

(If more than four high schools, attach an additional list)

is/are authorized by this, the Governing Board of said school district or school to:

1. _____ Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): _____
- OR;
- _____ Renew its membership in the Minnesota State High School League; and,
 2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____
(Clerk/Secretary - Local Governing Board)

Signed: _____
(Superintendent or Head of School)

Date: _____

Date: _____

District Office Address, City, Zip: _____

School Superintendent's Phone: _____

School Superintendent's Email: _____

**This form must be completed and submitted to MSHSL NOT LATER THAN AUGUST 31, 2021
Retain one copy for the school files.**

2020-2021 RESOLUTION FOR MEMBERSHIP

This page must be completed once for each school in the district.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Please complete and return this form with your school's 2021-2022 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

(Designated School Board Member – please print)

(Designated School Representative – please print)

Email Address

Email Address

208.02 ACTIVITY REPRESENTATIVES

(Boys' Sports – please print)

(Girls' Sports – please print)

(Speech – please print)

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

(Board Member—please print)

(Student—please print)

(Parent—please print)

(Faculty Member—please print)

(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Summer 2021 Programming COVID-19 Preparedness Plan

for Lewiston-Altura School District

Lewiston-Altura School District is committed to providing a safe and healthy workplace for all our staff, students, and visitors. To ensure we have a safe and healthy workplace, Lewiston-Altura School District has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Staff, students, and parents are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace, school and communities, and that requires full cooperation among our staff, students, and visitors. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our schools.

The COVID-19 Preparedness Plan is administered by **Gwen Carman, Superintendent of Schools** who maintains the overall authority and responsibility for the plan. However, administration, program supervisors, faculty and staff are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Lewiston-Altura School District's administration, program supervisors, faculty and staff have our full support in enforcing the provisions of this plan.

Employees are our most important assets. Lewiston – Altura Public Schools is serious about safety and health and protecting our employees. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved employees in this process by allowing regular input from all employee groups in Safe Planning Team meetings and anytime to employees' supervisors. Feedback, input, and suggestions have been taken into consideration as the COVID-19 situation in our schools and community has evolved since the start of the pandemic and our schools have adapted and adjusted our plans accordingly.

Lewiston-Altura School District's COVID-19 Preparedness Plan follows the [COVID-19 Universal Guidance for All Businesses and Entities \(PDF\)](https://staysafe.mn.gov/assets/covid-19-universal-guidance-for-all-businesses-and-entities_tcm1152-480317.pdf) (staysafe.mn.gov/assets/covid-19-universal-guidance-for-all-businesses-and-entities_tcm1152-480317.pdf) developed by the state of Minnesota, available at the [Stay Safe Minnesota website](https://staysafe.mn.gov) (<https://staysafe.mn.gov>), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders.

Health Screening, Isolation, and Quarantine

School staff, parents, and students have been informed of and are encouraged to self-monitor for signs and symptoms of COVID-19. The following procedures are being implemented to assess staff, student, and other visitor health status prior to entering the business and for workers to report when they are sick or experiencing symptoms. Lewiston-Altura School District has also developed a plan to advise staff, students, and other visitors to leave the facility if their responses to health screening indicate they have tested positive for COVID-19, are experiencing COVID-19 symptoms, or have been identified as a close contact. School staff should self monitor for symptoms before arriving to work. Parents are directed to screen their child(ren) daily before sending them to school programming. If symptoms are present, staff and students must stay home. [Symptoms of COVID-19 | CDC](#). If a student develops symptoms during the school day, they will wait in a separate supervised isolated area until parents come to take them home.

Lewiston-Altura School District has implemented measures to ensure that sick or COVID-19 positive staff and students isolate until they are no longer infectious, according to applicable MDH guidance. [Recommended COVID-19 Decision Tree for People in Schools, Youth Programs, and Child Care Programs \(state.mn.us\)](#). If an unvaccinated staff member is

determined to be a close contact of someone outside of work, they must notify their supervisor immediately. They will need to stay home for 14 days after their last contact with the person who has tested positive for COVID-19. If an unvaccinated student is determined to be a close contact of someone outside the school programming, they must notify the program director immediately. The student will then need to stay home for 14 days after their last contact with the person who has tested positive for COVID-19.

If a staff member, student, or visitor has tested positive for COVID-19, they must notify their supervisor or program coordinator immediately. They will be required to stay home for 10 days after symptoms present or their positive test date, symptoms have improved, and fever free for at least 24 hours without use of medication.

Lewiston-Altura School District has also implemented a policy consistent with MDH guidance for identifying and communicating with staff and students who may have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. See [Close Contacts and Tracing: COVID-19 \(www.health.state.mn.us/diseases/coronavirus/close.html\)](http://www.health.state.mn.us/diseases/coronavirus/close.html) and [Quarantine Guidance for COVID-19 \(PDF\) \(www.health.state.mn.us/diseases/coronavirus/quarguide.pdf\)](http://www.health.state.mn.us/diseases/coronavirus/quarguide.pdf). Lewiston-Altura School District will require ALL unvaccinated staff and students to quarantine for 14 days after their last contact with a person who has tested positive for COVID-19. Fully vaccinated students and staff will not need to quarantine after a close contact, unless they develop symptoms.

Hand Hygiene Practices

Lewiston-Altura School District provides instruction, signage, facilities, and supplies to encourage regular handwashing and sanitizing. These practices are consistent with [MDH: Hand Hygiene \(www.health.state.mn.us/people/handhygiene/index.html\)](http://www.health.state.mn.us/people/handhygiene/index.html). All students and staff will be given the opportunity to wash their hands with soap and water multiple times throughout the day. This is especially important upon arrival, after having been in a public place or after blowing nose, coughing, or sneezing. If soap and water are not available, hand sanitizer that contains at least 60% alcohol will be provided. Students will be supervised when using hand sanitizer. The program coordinator will delegate a person(s) to be responsible for bringing hand sanitizer when a student group leaves the building.

Cleaning and Disinfecting

Lewiston-Altura School District has implemented a regular schedule and checklist for cleaning and disinfecting commonly touched surfaces (workstations, keyboards, telephones, handrails, doorknobs, etc.), shared items, shared equipment, and high traffic areas. St. Charles Public Schools will continue to perform other routine environmental cleaning according to established schedules and procedures. Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product. This policy is consistent with CDC: Cleaning Your Facility (www.cdc.gov/coronavirus/2019-ncov/community/disinfectingbuilding-facility.html) and the U.S. Environmental Protection Agency's (EPA) List N for products that meet EPA's criteria for use against SARS-CoV-2. See EPA's List N: Disinfectants for Use Against SARS-CoV-2 (www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19).

Indoor Facilities, Utilities, and Ventilation

Lewiston-Altura School District has evaluated the operational capacity of indoor ventilation systems and developed a plan to increase and maintain ventilation provided throughout indoor spaces. Steps will be taken to increase the intake percentage of outside air to increase dilution of contaminants, and minimize recirculation, whenever possible, while maintaining indoor air conditions. In the absence of effective mechanical ventilation, steps will be taken to increase natural ventilation as much as possible, including opening windows when possible and safe. This plan is consistent with

applicable Stay Safe Industry guidance, and Lewiston-Altura School District has consulted the resources in applicable industry guidance and others, as necessary, in developing this plan.

Arrival and Departure

Whenever possible, parent pick-up and drop-off should occur outside. If parents must come in the building, they should limit their time and not interact with others.

Social Distancing Throughout the Day

Group size will be limited as much as possible, with a focus on consistent groups of students and staff. Daily attendance will be required by activity/group. This attendance will be kept on file for the duration of the summer.

Facial Coverings

Students

1. June 8 - June 24, 2021: **Students ages 12-15 were only recently eligible for a COVID-19 vaccination. Most students this age group who have started their vaccination series will not be fully vaccinated until June 24th.** To allow for consistent expectations for all students, facial coverings are required for all students when indoors, except while actively eating/drinking. Social distancing must be maintained while eating/drinking. Facial coverings can be removed when outdoors, but social distancing should be followed in these instances whenever possible.
2. After June 25, 2021: Facial coverings are required for all age 2 – Grade 6 students when indoors, except while actively eating/drinking. Social distancing must be maintained while eating/drinking. Facial coverings can be removed when outdoors.

Unvaccinated Grade 7 and older students are strongly encouraged to wear a facial covering when indoors.

Adult Staff, Volunteers, Visitors

1. June 8 - June 24, 2021: Facial coverings are required for all staff when indoors when interacting with students age 2 through Grade 12, except while actively eating/drinking. Social distancing must be maintained while eating/drinking. Facial coverings can be removed when outdoors.
2. After June 25, 2021: Facial coverings are required for all staff interacting with students age 2– Grade 6 when indoors, except while actively eating/drinking. Social distancing must be maintained while eating/drinking. Facial coverings can be removed when outdoors, but social distancing should be followed in these instances whenever possible.

Unvaccinated adults are strongly encouraged to wear a facial covering when indoors.

3. Facial coverings will be required by all persons on school district transportation (van, bus, etc.) throughout the summer.

Facial coverings are required to be worn by all person on school district transportation (buses, vans, etc.)

Playground Use

Playground use will be staggered rather than allowing big groups to play together. Hands should be washed with soap and water after touching play structures.

Field Trips and Events

Field Trips to an outdoor environment where other groups are not present, may be allowed. Field trips to an indoor venue or where other groups are present are not allowed at this time. Sporting events may involve other groups and teams.

Certified by:

Gwen Carman, Superintendent

June 15, 2021



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

June 14, 2021

Jeff Mueller
201 Park Drive
Lewiston, MN 55952

Dear Jeff,

Thank you for generously agreeing to volunteer your labor to complete the necessary work to finish the interior of our Press Box overlooking the football field. This letter is intended to specify the expectations and responsibilities of the school district and for you.

SCOPE OF WORK: Finish the interior of the Press Box- including insulating the walls; hanging drywall on the walls and ceilings where there is currently none; taping and painting the drywall; installing barn wood trim around the windows and other locations as appropriate. You will also install a ceiling access door in the hallway. You are not responsible to do anything with the floors.

MATERIALS: The School District will pay for all materials and supplies needed to complete this work directly to the vendor. You and district staff will coordinate where to purchase the necessary supplies (where we have open accounts) and delivery of the materials to the site. If you do purchase supplies and request reimbursement, we are unable to reimburse you for any sales tax.

TIMELINE: All work will be completed on or before August 23, 2021. A final walk through with Joe Banicki and Brian Menk will be done to confirm completion.

RESPONSIBILITIES OF JEFF MUELLER: Jeff will provide all labor and his own equipment and tools. If there are additional individuals working on the project under Jeff's supervision, he will provide those names to Gwen Carman, Superintendent prior to them working.

RESPONSIBILITIES OF SCHOOL DISTRICT: The School District will pay for the construction related materials. The School District will provide Jeff and up to 8 guests use of one of the Press Box rooms for the purpose of viewing 3 of 4 2021 Lewiston – Altura football games and a home playoff game if there is one. Those in the press box will pay for regular game admission tickets. The dates of the viewing will be confirmed with Jeff no later than August 1. The guests will adhere to all requirements for being on school district property, including no smoking or alcohol. The district will provide appropriate trash receptacles and the guests will put all trash in the receptacles prior the leaving after the football games.

If you have any questions about this Agreement, please contact me. If you have questions about the project, please contact Activities Director Brian Menk.

Thank you for your support of our school district!

Sincerely,

Gwen Carman



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

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

High School Technology Acceptable Use and Protection Options Form

Students in grades 7-12 may have a laptop device checked out to them to use for the school year. Students are expected to take care of the device and practice appropriate computer procedures.

NOTES REGARDING APPROPRIATE CARE OF COMPUTERS:

- Students should not ever hold their device by the screen as it can cause the screen to crack and/or hinges to break.
- Students need to practice charging devices appropriately, which means charging overnight, but not leaving devices plugged in over entire weekends.
- Students need to appropriately shut down their computer nightly and allow it to install updates as needed. Remember that closing the lid or holding the power button to force quit can damage the computer and reduce battery life.
- Students need to store their laptops in a safe place during and outside of school hours. Students that keep devices in their backpacks should never throw their backpack with their computer in it.

Lewiston-Altura Public School District provides high school (grade 7-12) students devices to use in our digital learning environment. Similar to textbooks, daily use of devices will cause wear and tear and there will be expected needs for occasional repairs. Students are expected to take care of the device and practice appropriate computer procedures. Intentional damage to devices is not acceptable. Students need to complete a tech ticket upon noticing any technology issue, so that we can prevent minor damage from becoming a major problem.

Students/families are required to pay full repair or replacement costs for **intentional damage to a school device. The student will not be issued a new device for home use until the charge is paid; students will receive a device on loan for use in school.** Intentional damage includes thrown devices, keys removed from the keyboard, cameras poked out, intentional water damage, etc. The insurance plan does not apply to devices that have been lost, stolen, or intentionally damaged or vandalized. Gopher Mods and our tech department will determine the difference between computer failure, accidental damage, and intentional damage.

User Agreements: Students and parents will agree electronically via yearly online JMC registration, unless a paper copy is requested.

- Student - I understand and will abide by the Technology Use Policy for the Lewiston-Altura School District. I am responsible for appropriate care and use of the computer, and I will use the internet for appropriate school related uses. If I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, a fee may be imposed, and/or legal action may result.
- Parent - As the parent/guardian of the above student, I have read the Technology Use Policy for the Lewiston-Altura School district. I understand technology access is designed for educational purposes, and that my student needs to take care of and maintain their device. I understand District #857 cannot restrict my child's internet access to all controversial materials when my child uses the computer in my home. I accept full responsibility for supervision when my child's uses the computer outside of the school setting. I give permission for my child's use of the school technology and the Internet.

To help keep family costs to a minimum for **accidental damage**, the school district provides the following 3 options for protection. Please select one of the following options using the JMC online registration or by paper copy including student and parent signature.

_____ Option 1 – Student chooses to use a district computer at school and at home. Family chooses not to select a protection plan. **Student will be charged full cost of accidental repairs as needed to the assigned device.** Charges may be issued if a computer is turned in with damage at the end of the school year.

_____ Option 2 – Student chooses to use a district computer at school and at home. Cost: **\$25 per year non-refundable protection plan fee** to cover accidental repairs. Cash or a check payable to ISD 857 must be paid when computer is issued. Protection plan does not go into effect until after payment is received.

_____ Option 3 – Student chooses to use their own personal device at school and at home. The school district provides no tech support other than providing and supporting students in the use of Office 365 accounts. **Cost: None.**

Student Name: _____ **School Year:** _____

Parent Signature: _____ **Date:** _____

524 TECHNOLOGY ACCEPTABLE USE POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable use of the Internet including electronic communications. The intent of this policy is to clarify computer/technology use rights and responsibility for the Lewiston-Altura Schools and the computer/technology users.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and to the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use. Additionally, students shall not record other people (staff, students, etc.) without their knowledge and consent, i.e. – Angel Sense, during the school day or during any school sponsored activity.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening,
 - c. disrespectful, or sexually explicit language;
 - d. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - e. information or materials that could cause damage or danger of disruption to the educational process;
 - f. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
 4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district system's security, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
 6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information, and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks including, but not limited to, social networks such as “MySpace” and “Facebook”.
7. Users must keep all account information and passwords on file with the designated school_district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using

any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

- A. Lewiston-Altura Public Schools will follow the recommended CIPA ("Children's Internet Protection Act") guidelines for monitoring and blocking Internet content allowed in school. Lewiston-Altura Public Schools will also follow CIPA guidelines to educate students on digital citizenship and use access for educational benefit. With this responsibility students and staff are expected to use Internet access with respect and responsibility.
- B. With respect to any of its computers with Internet access, the School District will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- C. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- D. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- E. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- F. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minnesota Statutes, Chapter 13 (the Minnesota Government Data Practices Act).

- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form must be read and signed by the user, the parent or guardian and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

In regards to the use of personal electronic devices users use to access School District technology including the Internet, students and staff may bring their own personal electronic devices to access the Internet provided by the School District. With that being said, the School District will not be responsible for any maintenance, up keep, or the replacement of lost, stolen or damaged personal devices that students and/or staff may bring with them to the schools. The acceptable use of the Internet provided by the School District on a personal electronic device is subject to what is permitted by this policy.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.

2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives or servers.
 - b. Information retrieved through school district computers, networks or online resources.
 - c. Personal property used to access school district computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student or the student's parents.
6. Notification that the collection, creation, reception, maintenance and dissemination of the data via the Internet, including electronic communications is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the student's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XII. PARENT RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.

5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such forms, guidelines and procedures shall be an addendum to this policy.
- B. The administration shall revise the student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Adopted: May 10, 2004
 Revised: May 8, 2006
 Revised: November 9, 2009
 Revised: December 12, 2011
 Revised: June 11, 2012
 Revised: February 24, 2015
 Revised: October 14, 2019

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
 Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2D221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 656 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Elementary and Intermediate School Technology Use Agreement Lewiston-Altura School District #857

Lewiston-Altura Public School District provides elementary and intermediate students devices to use in our digital learning environment. Similar to textbooks, daily use of devices will cause wear and tear and there will be expected needs for occasional repairs. Students are expected to take care of the device and practice appropriate computer procedures. Intentional damage to devices is not acceptable.

Students in grades Kindergarten – Grade 6 have access to devices in their classrooms. Kindergarten- Grade 6 students that intentionally damage a device may be asked to pay for the repair costs for the device. In the event of required distance learning, devices will be checked out to all Kindergarten – Grade 6 students for use at home. Students and families are expected to keep the devices in good working order and return them to school when requested.

User Agreements:

I understand and will abide by the Technology Use Policy for the Lewiston-Altura School District. I am responsible for appropriate use of the computer and will use the internet on the computer for appropriate school related uses. If I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or legal action may result.

Student Signature

Date

As the parent/guardian of the above student, I have read the Technology Use Policy for the Lewiston-Altura School district. I understand technology access is designed for educational purposes. I understand District #857 cannot restrict my child's internet access to all controversial materials when my child uses the computer in my home. I accept full responsibility for supervision when my child's uses the computer outside of the school setting. I give permission for my child's use of the school technology and the Internet.

Parent/Guardian Signature

(Signature required if the student is under the age of 18)

Date

MINUTES OF THE LEWISTON-ALTURA POLICY REVIEW COMMITTEE

ISD #857

Tuesday,

May 25, 2021

The regular meeting of the Policy Review Committee was held online at 7:00 AM on the above date. Members Dave Riebel, Cory Hanson, Justin Hanson, Brian Menk, Michelle MacPherson, Kim Moe, Jenny Koverman, and guest Jeff Oian were present.

The April 27, 2021 minutes were approved by a motion from Hanson and a second by Menk. Motion Carried Unanimously (MCU)

The agenda items for the meeting were technology related policies and forms.

Policies that require annual School Board approval were reviewed.

A motion by Hanson, second by Menk to approve Policy 524 Internet Acceptable Use policy. Vote was not presented.

The 524F Technology Use Agreement and proposed Technology Protection Options for Families were discussed.

Elementary and Intermediate School students are issued devices that stay in the buildings. High School students are issued devices that may be brought home. Discussion led to modification for the Technology Acceptable Use Form 524F.

It was requested that the High School Technology Acceptable Use form be combined with the Protection Options form for clarity.

A motion by Menk, second by Hanson to approve the Forms. Aye = 6, Nay = 1

The 524F – 1 Elementary and Intermediate Technology Use Agreement and 524-2 High School Technology Acceptable Use and Protection Options forms are submitted as amended with these minutes.

The next meeting will be September 28, 2021 at 7am.

Respectfully Submitted,
Dave Riebel

Report to the School Board

June 14, 2021

By Elementary / Intermediate School Principal Dave Riebel

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

- **Thank you to all!**

As the Elementary and Intermediate Schools wrap up the 2020-2021 school year, a THANK YOU goes out to all students, parents and staff for all the needed effort that went into a year that presented many changes and challenges. We began the year with a specific Safe Learning Plan that included required safety procedures and social distancing protocols in place for all students and staff. We were able to continue that plan all year and provided a full schedule of instruction, even through a period of Distance Learning and a few quarantines. We can look back at a year which had its share of frustrations and missed opportunities. We can also look back on the year and see positives! All students, parents and staff members learned many new school tools and skills. We all were dropped into practicing life skills that can and will be utilized in our futures. We were creative. We were collaborative. We were definitely resilient. We were Cardinal Strong!

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

- **Thank you to staff!**

Thank you to Elementary paraprofessionals Ms. Gunnarson and Mr. Koski and Intermediate paraprofessional Ms. Clobes for their skills and service to our students and schools. We will miss you and wish you all the best in your new endeavors!

- **Happy Retirement!**

We also acknowledge and appreciate 33 years of teaching and service to students by Mr. Bunkowski. A long time member of the Intermediate school staff, Mr. B has taught hundreds of students in our district, many of which have sent children of their own into his classroom. We wish Mr. Bunkowski all the best in his upcoming retirement and hope that he maintains the connections to our school family.

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

- **Spring events:**

Although everything was impacted by the needed pandemic protocols and adjustments, our Elementary and Intermediate students and staff enjoyed events in May and June:

Reading Night:

The weather first forced a postponement and then forced a change in the outdoor layout. As with so many things, staff and students overcame those speed bumps as many families were still able to participate in the "Spring Into Summer Reading" event. This drive through event provided families with information and resources for the school's summer reading program and digital connections as well as local library info. K-6 students who attended got a bookworm snack, chose a free book and were entered into a drawing for Barnes and Noble gift cards. Thank you to Ms. Ostrander for her planning and preparations.

Homegoing dress up week.

The Homegoing spirit from the High School transferred to the elementary with a dress up week including America Day, Hawaii Day, Class Color Day, Hat Day and Pioneer Day to add into the Oregon Trail excitement.

Oregon Trail

The show must go on. Although they would like to have presented their learning live to their elementary peers, the fourth-grade students and staff found a way to highlight and present their learning of American history. Virtual presentations put on by Mr. Buringa's and Ms. Kennedy's classes that portrayed scenes from the trail. Ms. Berndt's class presented video directions and demonstrations for games and activities that were a part of the lives of the children on the Oregon Trail. Creative and fun for all!

- **Last week of school**

Intermediate Activity Day

Mr. Montgomery led the fifth and sixth grade students through six rotations of events. Students competed in softball and frisbee throws, soccer kick, Standing long jump, vertical jump and a sprint.

Elementary Last Day

The elementary staff planned for rotational group activities at both the elementary back yard for grade 1-2 as well as at South Park for grades 3-4. A rotation of water balloon volleyball, egg toss and relay races were held on the warm last day of fun.

Sixth Grade Graduation

The sixth grade staff were proud to present 49 students with their sixth grade diplomas at our graduation event from the Intermediate School gymnasium. Thank you to all students and staff who planned for and presented this Live Streamed event to parents.

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

- **Elementary North Entrance**

Thank you to our Early Childhood staff members who volunteered time, effort and sweat to redesign the Early Childhood entrance to our school. The area is now planted with a low maintenance landscape around the entrance and sandbox areas. Take a look!



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.

- **Congratulations to the class of 2021. Best wishes to each graduate on your future endeavors. The class of 2021 received over \$35,000 in local scholarships at our honors and awards night. Approximately 46% of the senior class graduated with honors meaning that they had a cumulative GPA of 3.5 or greater for their four years of high school. There were 54 students that walked in the commencement ceremony on June 4. Thank you to our senior advisors (Mrs. Spencer, Mr. Clark, Mrs. Schultz) for all their work with graduation, and thank you to Mrs. Noll for her help and the ceremony and Mr. Menk for his help with the live stream. Thank you to Superintendent Carman and the entire school board for being part of the ceremony. Thank you to Eliana Hammann for her work on producing the senior slideshow, our four speakers (Janae Salvetti, Megan Meyer, Kylee Zeches, and Jade Fortsch), and for Jade Fortsch and others for their help with other senior year items and events.**
- **Congratulations to the E85 Supermileage team on their 1st place finish at state.**
- **Thank you to Mr. Wilmes and Mr. Hamilton for putting on both junior high and senior high band and choir concerts. It was great to hear the groups sing/play for an audience again.**
- **Thank you to all the volunteers and businesses that supported our 2nd annual FFA dairy bag sale on June 8. We sold approximately 500 dairy bags. Special thank you to the FFA officers, Ketchum/Schell/Michalowski families, and Mr. Stoppelmoor for support. A donation list will be provided for approval at the July school board meeting.**
- **Congratulations to our spring sports athletes and thank you to coaches for a great spring. Track and field is still in season as I write these notes, and we wish our section and hopefully, state, competitors the best of luck.**

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

- **Thank you to Stephen Uphus, who will be leaving us in terms of fulltime, but that we will still see in the building as he continues his school counselor training. Welcome to Amanda Koelln. We look forward to working with you in the office and having your support with our activity programs.**
- **Thank you to all staff members that helped us make the most of the school year. We have many great things that happened because of their dedication.**

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

- **Thank you to Mr. Montgomery, Mrs. Hornberg, and Mr. Menk for their work on the Rockstar Competition. We did get rained out, but our make-up event was great. Thank you to all of our sponsors, and to our track and field athletes that helped run events. Please take a look at some of the pictures from the event: <https://jactionphoto.smugmug.com/Sports-Action/Rockstar-Competition-2021/>**
- **Thank you to our high school students for making the best of all that this school year had to throw at them. They overcame a great deal and many excelled in spite of the circumstances. Thank you to all of our parents for your support and ability to adapt as we had to implement different models and changes to programming.**
- **Thank you to Mr. Wilmes and Mr. Hamilton for putting on junior and senior high music performances. It was great to see the students perform again.**

- Thank you to our maintenance staff and nurse for keeping us safe and sanitized this school year. I am incredibly happy with our low case numbers and minimal quarantines for this school year.
- Thank you to our food service staff for the creativity of meals served under the many restrictions we had this year. We look forward to the hope of our traditional food options next school year. Summer service started on Monday, and we hope that students will enjoy the shelf-stable options.

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

- All of our computers have arrived for the next school year. We will be able to give out HP Streams to all students in 7-12 in the fall.





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
Submitted by Gwen Carman
June 14, 2021

Meeting Agenda Item Notes

Completion of Work in Press Box: Attached to the agenda is a letter to licensed building contract Jeff Mueller to complete the interior finishes of the Press Box. Under this Agreement, he would complete the work as a volunteer, the district would purchase the materials. In exchange, he would be allowed to use one of the spaces in the press box to view four of five home games for the 2021 football season. The fifth game is allocated the Booster Club who use the booth as a fund raiser. We will need to develop a plan for subsequent seasons on how we want to determine use of the press box.

Summer 2021 COVID-19 Preparedness Plan/Public Comment School districts are required to develop a plan for employees and students regarding healthy and safety protocols for COVID-19. The prior Safe Learning Plan guidance expired on the district's last contract day for teachers, and MDE and MDH issued updated guidance for summer school, child care, large group gatherings, sports. The attached is a proposed plan for the summer. With the most recent ESSER III funding, districts are also required to receive public input on their plans at least every 6-months. One of the agenda items will be to take public comment. This plan is developed using the recommendations of MDH and MDE. The plan takes into account that students ages 12 –15 cannot be fully vaccinated until June 24th and students 12 and younger are currently unable to be vaccinated.

Technology Use Agreement and Policies The option to charge parents a 'fee' for insurance for students' technology devices when then take them home has been discussed before. Certainly, the pandemic and the onset of distant learning significantly increased our reliance on students having devices, and we also saw an increase in damage to the devices. While normal wear and occasional accidental damage are expected, obvious intentional damage to a school owned tablet is not acceptable. The proposed is a way to address this.

Additional Updates

End of 20-21 School Year Like all school years, the end of the year was hectic and exciting. Of course, this year was particularly significant because of all of the unique challenges this school year had and many were particularly 'ready' to see the year close. Thank you to the principals and staff for their perseverance and positive attitudes. But there is widespread agreement that it was great to have so many more year end activities than was possible one year ago. Many of the activities were modified to account for masking and social distancing but good times were still had by all!

Ehlers Investment Advisory Process Update This week, Teresa, John-Mark and I met with individuals from Ehlers, Financial to heard information and updates on the process. They have been looking at our cyclical cash flow (revenues and expenditures) which enables them to provide us information on when there are potential opportunities to do short term investments, vs keeping the funds in a bank where we gain very little interest. Any recommendations for investing will be based on an assumption of a conservative need for cash on hand to assure we always have the funds we need to pay our bills and payroll. We anticipate having specific information to share with the Board next month.

MN Legislative Session The extension of the legislature to have a Special Session on June 14th for an unknown duration, leaves school districts in ‘limbo’ in regards to knowing any financial changes that may impact the next biennium. The Governor, House and Senate each have different proposals that would impact schools in multiple areas. If final information is not known prior to our June 28th Special Meeting to approve next year’s budget, we will likely have to assume ‘no increases’ when we set the budget.

Facility Assessment Update As planned Luke from InGensa has visited multiple times with various professionals to fully assess the conditions and needs of our facilities. Rochelle and Luke also met with each buildings staff to discuss needs and staff and students in grades 5-12 were able to complete an online survey. The InGensa team will meet with the Board June 28th so that you can also provide your input. As you know, our ultimate goal is to develop a strategic plan with goals and work plan to guide our future decision making for the district.

2020 Graduation Rates: This week MDE released school districts’ 2020 graduation rates data. This is data is based on the ‘cohort’ of students who were freshmen in our district in 2016-17 and those students who enroll and are placed in that cohort subsequently. There are specific things MDE does in special circumstances for students who are highly mobile or drop out after enrolling less than a half a year, and students who choose to ‘continue’ after their cohort graduates.

Our district’s average percent graduating used for accountability purposes was 91.77%. Additional, noteworthy data is that our ‘white student’ rate was 96.49%; our ‘Hispanic student’ rate was 50%, and our ‘English learner students’ was 0%. This data reflects the needs and challenges of our Hispanic/non-English speaking students. This is an important discussion as we plan strategies to support all students.

Curriculum Coordinator Position The position was advertised internally for all teachers to apply for. We received two applications and the principals and I interviewed both. Both candidates were excellent but ultimately, we offered the position to Sarah Behrendt. Sarah has a strong background in curriculum development and many specific ideas on how we can best achieve our goals and support teachers in this work. We are having an initial planning meeting on June 12th. We will update the Board in detail in August. Again, the administration will be working very closely with Sarah and the teachers on this work.