

# Regular School Board Meeting of ISD 857

Monday, May 13, 2024 6:00 PM

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

## I. Call Meeting to Order

## II. Pledge of Allegiance.

## III. Quorum Call

David Baer  
Sara Daley  
Jenny Koverman  
Daniel Kreidermacher  
Bree Maki  
Dave Pringle  
Sarah Sommer

## IV. Approve the May 13, 2024 Meeting Agenda

## V. L-A High School Student Report

## VI. Open Forum

Guideline: Three minutes per speaker; 15 minutes maximum. Complaints about personnel or individuals are prohibited. No Board action is taken during the Open Forum. This is the only time during the Board meeting that audience participation is allowed unless scheduled prior.

## VII. Request from Sarah Berndt, Spanish Teacher, to coordinate a summer 2025 trip to Mexico

## VIII. Discussion Regarding School Forest Parcels

## IX. Solar Panels Project with State and Federal Grant Funds

## X. Consent Agenda

A. Board Meeting Minutes: April 8, April 17

- B. Financial Reports a. Board Bills
- b. Student Activity Report
- c. Wire Payments
- d. Multiyear Guideline

Accept resignation of Jessica Clegg as Assistant Director of the Fall 2024 Play.

Approve hire of Luke Acord, 2024-2025 Industrial Technology Teacher, at the rate of \$55,956 pending Licensure approval.

Approve hire of Amy O'Laughlin, Speech/Language Pathologist (full time face to face) for the 2024-2025 School Year at MA+30/Step 16 plus 10 additional contract days in accordance with the EdMN/L-A Master Agreement effective for the 2024-2025 school year.

Approve contract with Agape Therapies and Educational Services, Corp for full-time Speech Language Services (3.5 days face to face, 1.5 day remote) for the 2024-2025 school year.

Accept donations to support the costs of the 5th graders' 3 day trip to Eagle Bluff:  
Altura Firemen's Relief Fund- \$200  
Altura Lions- \$200  
American Legion Post 90- \$100  
Lewiston Sportsmen's Club- \$250  
People's State Bank- \$200  
PLAY- \$500  
PlastiCert- \$750  
APRS World, LLC- \$750  
Lewiston Sales Inc.- \$100

Approve hire of Fall coaches in accordance with EdMN/L-A Master Agreement:

Football Head Coach: Brent Olson  
Football Assist. Coach: Kaleb Stoppelmoor  
Football Assist Coach: Todd Stokke  
Football Assist Coach: Joel Ellinghysen

Volleyball Head Coach: Tanya LeJeune  
Volleyball Assist. Coach: Liza Kennedy  
Volleyball Assist/9th Grade Coach: Richard Streveler

Cross Country Head Coach: Matt Kingsbury  
Cross Country Assist. Coach: Sebastian Kingsbury

Accept resignation of Derik Ladin as a Jr. High football coach.

Approve FY25-26 Environmental Health, and Safety Management Services Contract with IEA,

Inc.

Accept Matching Grant of \$210.00 from the MN Masonic Charities and thank you to the Winona Lodge No. 18 for providing the \$105.00 for the grant. The grant is for our Industrial Technology program.

XI. Updated Safe Learning Plan

XII. Policies and Forms on 1st Reading

502 Search of Student Lockers, Desks, Personal Possessions and Student's Person

524 Internet Acceptable Use and Safety Policy and Form (and delete Policy 640 Technology Use Agreement)

XIII. FY25 Budget Discussion and Schedule Budget Workshop Session

XIV. Discussion Regarding Altura and Lewiston Community Engagement Meetings on May 1st and May 8th

XV. PK-5 Principal's Report

XVI. Grade 6-12 Principal's Report

XVII. Superintendent's Report & Report from Dashir

XVIII. Board Committee Reports

XIX. Upcoming Meeting Schedule

May 15th: Beverages with the Board (Altura - Daniel and Sara D.)

May 20th: CmEd & EC Advisory Meeting, 4:30pm on Teams

May 20th: Task Force, 6:00pm, High School Library

May 21 or 28: Budget Workshop Session

May 23rd: District Policy Review, 7:00am on

**Teams**

**May 31st: End of Year Staff Breakfast, 7:30am**

**May 31st: HS Commencement, 7:00pm**

**June 10th: Regular Board Meeting, 6:00pm HS  
Library**

**XX. Adjourn**

177 Main Street  
Winona, MN 55987

Phone: (507) 457-6340  
Fax: (507) 454-9371

May 2, 2024

Gwen Carman, Superintendent  
Lewiston-Altura Public Schools ISD 857  
100 County Road 25  
Lewiston, Minnesota 55952

Dear Superintendent Carman;

This letter is in response to your question inquiring if there is a recorded access easement for parcel #16.000.0790.

Extensive research was conducted regarding your question. Reviewed were:

- Real estate recordings from 1866 to April 20, 2024, for parcel #16.000.0790.
  - A recorded access easement was not identified.
- Real estate recordings from 1866 to April 20, 2024, for adjoining parcels.
  - A recorded access easement was not identified.
- Plat Maps from 1867 and later years for presence of building(s) on the school district property.
  - When buildings are identified the expectation is there will be an access easement.
    - No buildings were identified.
- 2022 aerial imagery for indication of a physical access to the school district property.
  - No appearance of a physical access was identified.
  - It was noted the School District parcel, in 1866, was part of a 120-acre tract which on the north side did have an access to a public road, but since 60 acres of the northerly acres were transferred from the 120 acre parcel there is no language reserving an access easement to the 40 acre parcel which, today, is owned by the school district.

Again, a recorded access easement was not identified.

What may have been a trail on the west side of the school district parcel is indicated on aerial imagery. To connect the possible trail to a public road identified as Arches Road, two additional parcels may need to be crossed. These parcels are #16.000.0820 and #16.000.0780. I suggest you contact the neighboring parcel owners to inquire for an easement. If access cannot be acquired you may be able to petition the Town Board for a Cartway for access per MN Statute 164.08 Subd. 2 Mandatory Cartways. This should be discussed with an attorney.

I am enclosing copies of:

- Tax print screen for parcel #16.000.0790
- Deed to Fischer Book X Page 462
- Final Decree to Fisher Book 84 Page 122
- Deed to Fisher Book 34 Page 131
- Deed to School District Book 235 Page 493
- Warren Township Road Map
- Tax print screens for parcel #16.000.0780
- Tax print screen for parcel #16.000.0820
- Statute 164.08
- GIS print of parcel #16.000.0820 & 16.000.0780 showing possible trail

Sincerely,



Bob Bambenek  
Winona County Recorder



MONEYLINE: 1 - 888 - 616 - BANK (2265)

www.minnwestbank.com

March 29, 2024

Lewiston-Altura School District

RE: Proposal Letter-

Dear Gwen,

Minnwest Bank Lewiston (the "Bank") proposes the following financing terms for the Independent School District 857 (the "Borrower"). The proceeds from the proposed financing shall be used to purchase and install solar panels. **This letter is a summary of the proposal and is to be used for discussion purposes only. This is not a commitment to lend.**

**Proposed Terms**

<b>Borrower:</b>	Independent School District 857
<b>Type:</b>	Term Note
<b>Purpose:</b>	Purchase and Install Solar Panels
<b>Amount:</b>	\$390,000
<b>Maturity:</b>	2 years
<b>Interest Rate:</b>	Variable, with Initial Rate of 7.75% floating, which is based on the SOFR + 2.45% with a 6.50% floor
<b>Payment:</b>	Interest Only monthly
<b>Default Premium:</b>	The applicable rate will increase by 5.00% in the event of default.
<b>Fees:</b>	No origination fee
<b>Expenses:</b>	Borrower to pay the Bank's out of pocket expenses including, UCC filing, pre & post lien search.
<b>Collateral:</b>	UCC filing statement on installed solar panels
<b>Guarantor:</b>	None

<b>Other Terms and Conditions</b>
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**Financial Covenants:**

- None

**Deposits**

- A deposit relationship to be maintained at Minnwest Bank.

**Reporting Requirements:**

- Annual Audit on the borrower and related entities
- Annual Budgets

**Closing is Subject to:**

- Final due diligence and credit approval
- Other due diligence as bank deems necessary.

All of the foregoing would be accomplished pursuant to agreements and other writings to be drafted by the Bank in form and substance acceptable to the Bank.

THIS LETTER IS FOR DISCUSSION PURPOSES ONLY. IT IS NOT AN OFFER, AN AGREEMENT OR A COMMITMENT BY THE BANK. THE BANK HAS NO OBLIGATION TO PROVIDE ANY FINANCING, WHETHER OR NOT ANY TERMS OR CONDITIONS IN THE LETTER ARE SATISFIED.

Please designate your agreement with the provisions of this letter by signing below and returning this letter to the Bank. This letter will be void if a fully executed original of the letter is not received by the Bank on or before April 30, 2024. The terms outlined in this letter supersede all prior oral or written correspondence. **This proposal is for your benefit only. It is not assignable and may not be disclosed to nor relied upon by any third party without prior written approval of the Bank.** We appreciate the opportunity to gain your business. If you have any questions, please call me at 507-522-7010.

Sincerely,

**MINNWEST BANK**

By \_\_\_\_\_  
Blake Koebke  
Vice President

The undersigned agrees to the general terms outlined above. Executed as of April \_\_\_\_, 2024.

Independent School District 857

By \_\_\_\_\_

RE: < EXTERNAL > Re: < EXTERNAL > Lewiston- Altura School District Solar Panels Project

Brady Boyum <bboyum@peoplesstatebank.com>

Mon 4/22/2024 10:29 AM

To: Gwen Carman <gcarman@lewalt.k12.mn.us>

Cc: Julie Schreiber <jschreiber@lewalt.k12.mn.us>

Hi Gwen,

We reviewed your request for the solar panels loan. We can offer a rate of 5.75% for this request as a tax exempt loan. The bank would need to file a fixture filing mortgage on the solar panels to complete the loan request.

Let me know if you have any questions.

Thanks



**Brady Boyum**

**Vice President**

**Ag & Commercial Loan officer**

Phone: 507-534-5015

411 Main St NW  
Altura, MN 55910

Trust Respect Understanding Excellence



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

[To send a secure message click here.](#)

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**From:** Gwen Carman <gcarman@lewalt.k12.mn.us>

**Sent:** Monday, April 15, 2024 9:17 AM

**To:** Brady Boyum <bboyum@peoplesstatebank.com>

**Cc:** Julie Schreiber <jschreiber@lewalt.k12.mn.us>

**Subject:** < EXTERNAL > Re: < EXTERNAL > Lewiston- Altura School District Solar Panels Project

Caution: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Brody,

**Photovoltaic Solar System Purchase and Install Agreement**

This agreement (“Agreement”) dated \_\_\_\_\_ (“Effective Date”), is between Solar Connection Inc. (“Seller”) and Lewiston-Altura Public Schools (“Buyer”). Seller shall sell, design, construct, and make commercially operational a photovoltaic system for Buyer in accordance with the following:

**1. Parties**

<b>Buyer:</b>		<b>Seller:</b>	
<b>Name and Address</b>	Lewiston-Altura Public Schools 100 County Rd 25 Lewiston MN 55952 Attention: Gwen Carman	<b>Name and Address</b>	Solar Connection, Inc. 6254 34 <sup>th</sup> Avenue NW, Suite A Rochester, MN 55901 Attention: Chris Olofson
<b>Phone</b>	(507) 523-2191	<b>Phone</b>	(507) 292-8400
<b>E-mail</b>	gcarman@lewalt.k12.mn.us	<b>E-mail</b>	Chris.olofson@solarconnectioninc.com
<b>Premises Ownership</b>	Purchaser <input checked="" type="checkbox"/> owns <input type="checkbox"/> leases the Premises.  List Premises Owner, if different from Purchaser: _____	<b>Additional Seller Information</b>	

**AGREEMENT** – The parties to this contract agree as follows:

- Scope of Work** – Seller shall design and install two solar projects at each of the school building locations as detailed in Exhibits (A and B) “Scope of Work”.
- Purchase Price** – Buyer will pay a total purchase price (“The Purchase Price”) for all systems of \$817,627 (Eight Hundred Seventeen Thousand Six Hundred Twenty-Seven Dollars). Individual Project costs are broken out in Exhibits (A and B). Buyer agrees to pay The Purchase Price as follows:

**Initial Payment:** An initial payment of \$1,000 (One Thousand Dollars) will be due within 30 days of receiving invoice from Solar Connection upon receiving approval of the solar for schools grant.

**Down Payment:** A down payment of three percent (3%) of The Purchase Price, or \$24,529 (Twenty-Four Thousand Five Hundred Twenty-Nine Dollars), due within 30 days of receiving invoice from Solar Connection at the commencement of permitting and design work.

**Equipment Payment:** A second installment payment of sixty-seven percent (67%) of The Purchase Price, or \$547,810 (Five Hundred Forty-Seven Thousand Eight Hundred Ten Dollars), due within 10 days of receiving the invoice at the time of equipment delivery to site.

**Commercial Operation Payment:** The third and final installment payment of Thirty percent (30%) of The Purchase Price, or \$244,288 (Two Hundred Forty-Four Thousand Two Hundred Eighty-Eight Dollars), due within 10 days of receiving final invoice from Solar Connection at the time of system commissioning.

3. **System Ownership:** Upon the commercial operation of the system Buyer shall be the rightful owner of the system. Buyer agrees to allow Seller reasonable access to the System to make necessary repairs and adjustments to maintain the estimated power production and to comply with the terms of all applicable manufacturers or other applicable warranties.
4. **Incentives and REC's (Renewable Energy Credits):** Buyer shall retain all associated tax credits/incentives, renewable energy credits, utility or production incentives, and applicable grants or rebates, except for any incentives listed in Exhibit A or B as specifically belonging to Seller.
5. **Project Approval:** Seller shall furnish to Buyer a detailed site layout and electrical diagram including construction and equipment specifications for solar facilities. Seller will obtain Buyer's written approval for such plan prior to submitting the interconnection application to the utility, and prior to the commencement of any work. All equipment listed will be provided with original manufacturer's warranties. An initial project design with proposed project area, and electrical connection points are attached in Exhibits (A and B). By signing this Agreement Buyer is agreeing to the general project area, and electrical connection points as set forth in Exhibits (A and B).
6. **Warranties:** Seller has the authority to sell the System to Buyer free of any liens, encumbrances, or claims of any third parties.
  - A. **Workmanship Warranty:** Seller warrants the System will be free from material installation defects for a period of ten (10) years following the commercial operation date of the

system. During such time Seller will repair and/or remedy material installation defects at no charge to Buyer. Seller will provide non-covered repair work (work that is required for issues that have arisen due to reasons other than material installation defects) at the current labor rates at that time minus any compensation provided by manufacturer warranties for labor.

- B. **Manufacturer Warranties:** All manufacturer warranties will be passed through to Buyer, and Seller will provide any manufacturer's product and warranty documentation upon the commercial operation of the System. All solar panels used will come with a minimum 25-year linear performance warranty that guarantees the performance to be no less than 80% of year 1 production capacity. Seller will furnish to Buyer all applicable manufacturer warranty documentation in accordance with the listed manufacturers in Exhibits (A and B).

#### 7. **Warranty Disclaimer:**

- A. **Buyer's Responsibilities:** Buyer is responsible for all basic System maintenance and upkeep to maintain optimal performance of the system, such as trimming grass and weeds beneath ground mounts, and cleaning any substantial soiling of the system from dirt, dust, or other substances that may reduce the production of the system. Buyer is also responsible for maintaining site control and site access for the System.
- B. **Disclaimer:** SELLER'S AND ALL APPLICABLE MANUFACTURERS' WARRANTIES DO NOT COVER DAMAGE DUE TO EXTERNAL CAUSES, INCLUDING BUT NOT LIMITED TO THE FOLLOWING: ACCIDENT, ABUSE, MISUSE, ELECTRICAL POWER PROBLEMS CAUSED BY THE UTILITY COMPANY, SERVICE NOT PERFORMED OR AUTHORIZED BY SELLER (INCLUDING INSTALLATION OR DE-INSTALLATION), USAGE NOT IN ACCORDANCE WITH INSTRUCTIONS, NORMAL WEAR AND TEAR, WEATHER, NEGLIGENCE, USE OF PARTS AND COMPONENTS NOT SUPPLIED OR INTENDED FOR USE WITH THE SYSTEM AND ACTS OF GOD.  
  
EXCEPT AS SET FORTH EXPRESSLY IN THIS AGREEMENT, THE SYSTEM IS SOLD TO BUYER "AS IS" AND SELLER MAKES NO WARRANTIES AS TO THE NATURE, QUALITY, FUNCTIONALITY, PERFORMANCE, OR OTHER ATTRIBUTES OF THE SYSTEM. SELLER SPECIFICALLY DISCLAIMS

ALL IMPLIED WARRANTIES AND CONDITIONS WITH RESPECT TO THE SYSTEM, INCLUDING ANY AND ALL WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

No agent, employee, or other representative of Seller is authorized to make any representations or warranties regarding the System other than those stated in this Agreement.

8. **Risk:** The ownership and risk of loss with respect to the System and all associated materials and equipment passes to Buyer when construction and commercial operation of the System is complete. Loss of or damage to the System after transfer of ownership will not release Buyer from their payment obligations under the terms of this Agreement.
9. **Insurance:** Upon commencing construction of the project and up until commercial operation of the system Seller shall maintain (A) Property insurance on the System for the replacement cost thereof, (B) commercial general liability insurance with coverage of at least \$1,000,000 per occurrence and \$2,000,000 annual aggregate, (C) employer's liability insurance with coverage of at least \$1,000,000 and workers' compensation insurance as required by law.
10. **License:** Buyer has title to or a leasehold or other property interest in the Premises. Buyer has the full right, power and authority to grant the License. Such grant of the License does not violate any law, ordinance, rule or other governmental restriction applicable to Buyer or the Facility and is not inconsistent with and will not result in a breach or default under any agreement by which Purchaser is bound or that affects the Facility. If Buyer does not own the Premises or Facility, Buyer has obtained all required consents from the owner of the Premises and/or Facility to grant the License and enter into and perform its obligations under this Agreement.
11. **General Representations and Warranties:** Each Party represents and warrants to the other the following as of the Effective Date of this Agreement:
  - A. Such Party is duly organized, validly existing and in good standing under the laws of the jurisdiction of its formation; the execution, delivery and performance by such Party of this Agreement have been duly authorized by all necessary corporate, partnership or limited liability company action, as applicable, and do not and shall not violate any law; and this

Agreement is valid obligation of such Party, enforceable against such Party in accordance with its terms (except as may be limited by applicable bankruptcy, insolvency, reorganization, moratorium and other similar laws now or hereafter in effect relating to creditors' rights generally).

- B. Such Party has obtained all licenses, authorizations, consents, and approvals required by any Governmental Authority or other third party and necessary for such Party to own its assets, carry on its business and to execute and deliver this Agreement; and such Party is in compliance with all laws that relate to this Agreement in all material respects.

12. **Use of Contractors and Subcontractors:** Seller shall be permitted to use contractors and subcontractors to perform its obligations under this Agreement, provided however, that such contractors and subcontractors shall be duly licensed and shall provide any work in accordance with applicable industry standards. Notwithstanding the foregoing, Seller shall continue to be responsible for the quality of the work performed by its contractors and subcontractors.

13. **Entire Agreement** – This Agreement, along with the attached Exhibits, constitutes the entire Agreement between the Parties. Any prior proposals, negotiations, and representations not attached to this Agreement, or an applicable Exhibit have no force or effect. In the event of a conflict between the terms of any Exhibit and the foregoing terms of this Agreement, the terms of the Agreement shall prevail.

**Signature Page to Follow:**

## Signatures:

The individuals signing below hereby represent that they are authorized to enter into this Agreement on behalf of the Party for whom they sign.

Lewiston-Altura Public Schools

Solar Connection Inc.

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

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

(SIGNATURE)

(SIGNATURE)

Name: Gwen Carman

Name: \_\_\_\_\_

(Print)

Title: Superintendent

Title: \_\_\_\_\_

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

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

**\*This agreement is contingent upon Lewiston-Altura Public Schools receiving the full grant award from the Solar for Schools grant**

**Exhibit A – Scope of Work**

1. **System Location:** High School (100 County Rd 25 Lewiston MN 55952)
2. **System Size (DC kW):** Two Hundred Eighteen and One Half (218.5) kW DC
3. **Expected First Year Energy Production (kWh):** 290,580 kWh's
4. **Expected Structure:**  Ground Mount  Roof Mount  Parking Structure  Other
5. **Utility:** MiEnergy cooperative
6. **Total Project Cost: \$428,260** (four hundred twenty-eight thousand two hundred sixty dollars)
7. **Anticipated inverter replacement costs (year ~15-20)** \$12,000 includes both inverters and labor
8. **Anticipated end of life decommissioning costs** \$48,000 includes labor, disposal, and recycling value
9. **Expected Module(s):**

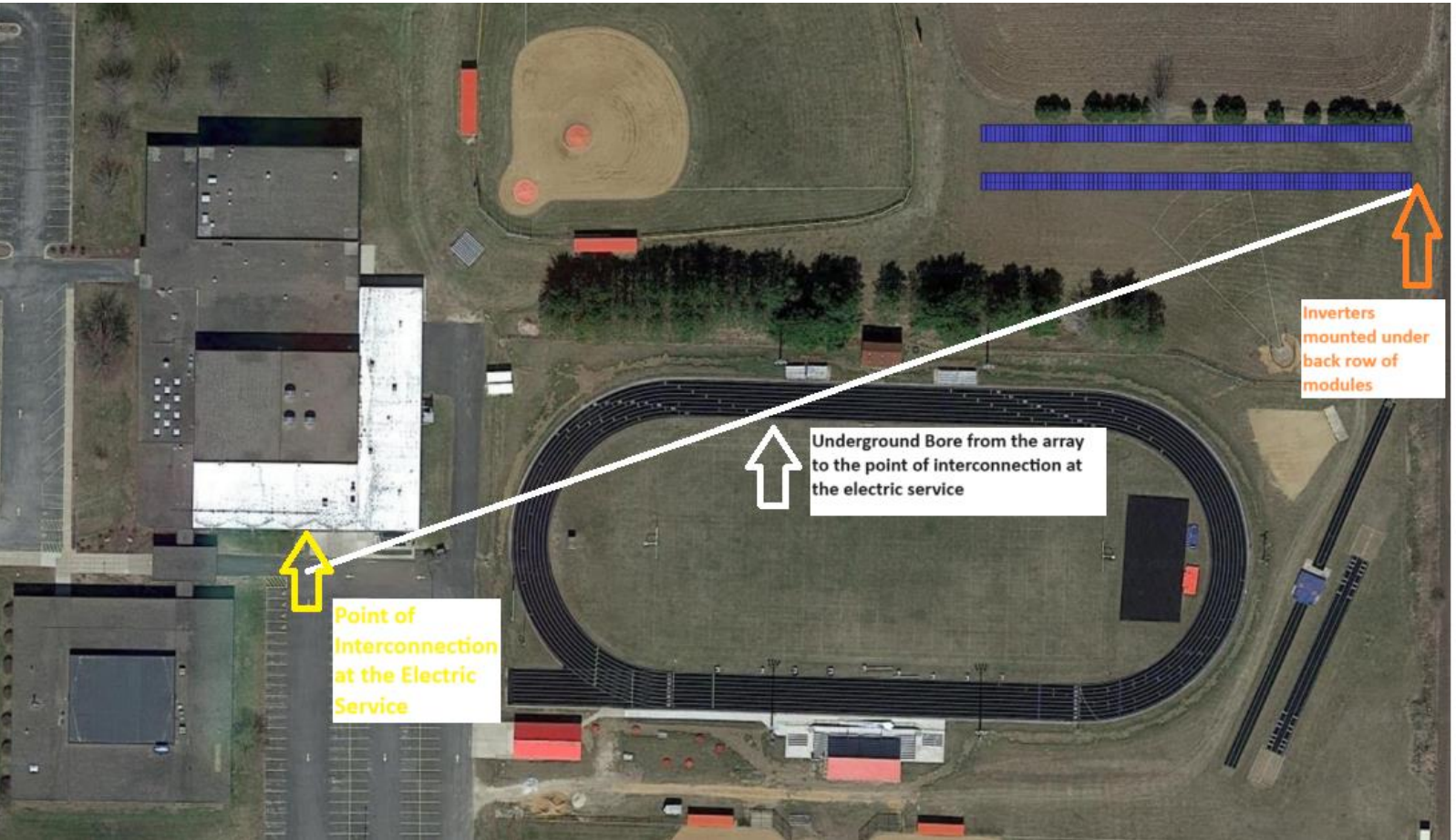
<u>Manufacturer/Model</u>	<u>Quantity</u>
VSUN 575 watt bi-facial	380

10. **Expected Inverter(s):**

<u>Manufacturer/Model</u>	<u>Quantity</u>
SMA Sunny Tripower 62KW 3phase Inverter	3

Includes:	<input checked="" type="checkbox"/> Design, engineering, permitting, installation, monitoring, rebate application, roof structural engineering analysis, removal of any ballast rock within project area, and paperwork processing of the System.  <input checked="" type="checkbox"/> Limited Warranty.  <input checked="" type="checkbox"/> Any like substantive equipment, in the sole discretion of the Seller.  <input checked="" type="checkbox"/> State or Utility Rebate, if any. Describe: <u>Solar for Schools Grant</u>
Excludes:	Unforeseen groundwork (including, but not limited to, excavation/circumvention of underground obstacles), any necessary concrete footings, upgrades or repair to the Facility or utility electrical infrastructure including transformer upgrades, tree removal, or tree trimming.

(Exhibit A continued) Project Area and Point of Interconnection



\*Array rows can be altered to satisfy the best use of the ground space. Final design will be submitted to the school for signature before proceeding with the project

(Exhibit A Continued) 30 Year Estimated Cash Flow Analysis

PV Degradation Rate	0.45%	Energy Cost Escalation Rate	3.0%	Federal Income Tax Rate	0.0%
State Income Tax Rate	0.0%	Interest Rate	5.75%	Total Project Cost	\$428,260
Upfront Payment	\$342,608	Loan Term	5 Years		

Years	Financing Payments	O&M / Equipment Replacement	Decommissioning Costs	Incentive Amount	30% Direct Pay	Electric Bill Savings	Total Cash Flow	Cumulative Cash Flow
Upfront	-\$342,608	-	-	\$214,130	-	-	-\$128,478	-\$128,478
1	-\$19,751	-	-	-	\$128,478	\$21,191	\$129,917	\$1,439
2	-\$19,751	-	-	-	-	\$21,728	\$1,977	\$3,416
3	-\$19,751	-	-	-	-	\$22,279	\$2,527	\$5,943
4	-\$19,751	-	-	-	-	\$22,843	\$3,092	\$9,035
5	-\$19,751	-	-	-	-	\$23,421	\$3,670	\$12,705
6	-	-	-	-	-	\$24,013	\$24,013	\$36,718
7	-	-	-	-	-	\$24,620	\$24,620	\$61,337
8	-	-	-	-	-	\$25,241	\$25,241	\$86,578
9	-	-	-	-	-	\$25,877	\$25,877	\$112,456
10	-	-	-	-	-	\$26,529	\$26,529	\$138,985
11	-	-	-	-	-	\$27,197	\$27,197	\$166,182
12	-	-	-	-	-	\$27,881	\$27,881	\$194,063
13	-	-	-	-	-	\$28,581	\$28,581	\$222,644
14	-	-	-	-	-	\$29,299	\$29,299	\$251,943
15	-	-	-	-	-	\$30,033	\$30,033	\$281,976
16	-	-\$12,000	-	-	-	\$30,786	\$18,786	\$300,762
17	-	-	-	-	-	\$31,556	\$31,556	\$332,319
18	-	-	-	-	-	\$32,346	\$32,346	\$364,664
19	-	-	-	-	-	\$33,154	\$33,154	\$397,818
20	-	-	-	-	-	\$33,981	\$33,981	\$431,799
21	-	-	-	-	-	\$34,828	\$34,828	\$466,627
22	-	-	-	-	-	\$35,696	\$35,696	\$502,323
23	-	-	-	-	-	\$36,584	\$36,584	\$538,906
24	-	-	-	-	-	\$37,493	\$37,493	\$576,400
25	-	-	-	-	-	\$38,424	\$38,424	\$614,824
26	-	-	-	-	-	\$39,377	\$39,377	\$654,201
27	-	-	-	-	-	\$40,353	\$40,353	\$694,554
28	-	-	-	-	-	\$41,352	\$41,352	\$735,905
29	-	-	-	-	-	\$42,374	\$42,374	\$778,279
30	-	-	-\$48,000	-	-	\$43,420	-\$4,580	\$773,700

- Inverter replacement estimated in year 15
- System decommissioning, removal, and recycling costs estimated in year 30

**Exhibit B – Scope of Work**

1. **System Location:** Elementary School (115 Fremont St South Lewiston MN 55952)
2. **System Size (DC kW):** One Hundred Eighty-Six and Three/Tenths (186.3) kW DC
3. **Expected First Year Energy Production (kWh):** 223,311 kWh's
4. **Expected Structure:**  Ground Mount  Roof Mount  Parking Structure  Other
5. **Utility:** MiEnergy Co-op
6. **Total Project Cost: \$389,367** (three hundred eighty-nine thousand three hundred sixty-seven dollars)
7. **Anticipated inverter replacement costs (year ~15-20)** \$18,000 includes both inverters and labor
8. **Anticipated end of life decommissioning costs** \$42,000 includes labor, disposal, and recycling value
9. **Expected Module(s):**

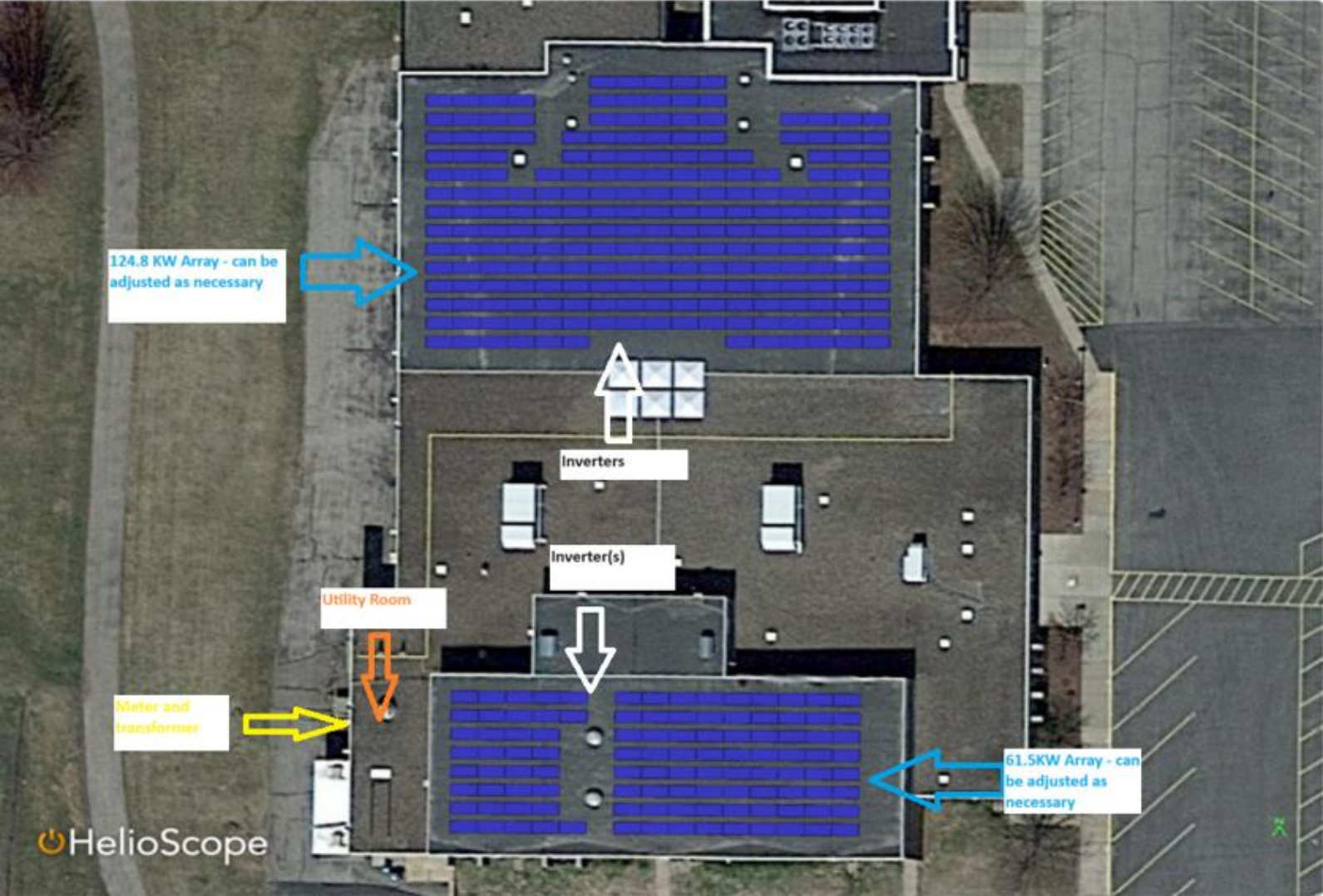
<u>Manufacturer/Model</u>	<u>Quantity</u>
VSUN 575 watt bi-facial	324

**10. Expected Inverter(s):**

<u>Manufacturer/Model</u>	<u>Quantity</u>
SMA Sunny Tripower 50KW 3phase string inverter	3

Includes:	<p>[X] Design, engineering, permitting, installation, monitoring, rebate application, roof structural engineering analysis, removal of any ballast rock in project area, and paperwork processing of the System.</p> <p>[X] Limited Warranty.</p> <p>[X] Any like substantive equipment, in the sole discretion of the Seller.</p> <p>[X] State or Utility Rebate, if any. Describe: <u>Solar for Schools Grant</u></p>
Excludes:	<p>Unforeseen groundwork (including, but not limited to, excavation/circumvention of underground obstacles), any necessary concrete footings, upgrades or repair to the Facility or utility electrical infrastructure including transformer upgrades, tree removal, or tree trimming.</p>

(Exhibit B Continued) Project Area and Point of Interconnection



(Exhibit B Continued) 30 Year Estimated Cash Flow Analysis

PV Degradation Rate	0.45%	Energy Cost Escalation Rate	3.0%	Federal Income Tax Rate	0.0%
State Income Tax Rate	0.0%	Interest Rate	5.75%	Total Project Cost	\$389,367
Upfront Payment	\$311,494	Loan Term	5 Years		

Years	Financing Payments	O&M / Equipment Replacement	Decommissioning Costs	Incentive Amount	30% Direct Pay	Electric Bill Savings	Total Cash Flow	Cumulative Cash Flow
Upfront	-\$311,494	-	-	\$194,684	-	-	-\$116,810	-\$116,810
1	-\$17,958	-	-	-	\$116,810	\$15,707	\$114,559	-\$2,251
2	-\$17,958	-	-	-	-	\$16,105	-\$1,852	-\$4,103
3	-\$17,958	-	-	-	-	\$16,513	-\$1,444	-\$5,547
4	-\$17,958	-	-	-	-	\$16,932	-\$1,026	-\$6,573
5	-\$17,958	-	-	-	-	\$17,360	-\$598	-\$7,171
6	-	-	-	-	-	\$17,799	\$17,799	\$10,628
7	-	-	-	-	-	\$18,248	\$18,248	\$28,877
8	-	-	-	-	-	\$18,709	\$18,709	\$47,586
9	-	-	-	-	-	\$19,181	\$19,181	\$66,766
10	-	-	-	-	-	\$19,664	\$19,664	\$86,430
11	-	-	-	-	-	\$20,159	\$20,159	\$106,589
12	-	-	-	-	-	\$20,666	\$20,666	\$127,255
13	-	-	-	-	-	\$21,185	\$21,185	\$148,440
14	-	-	-	-	-	\$21,717	\$21,717	\$170,157
15	-	-	-	-	-	\$22,261	\$22,261	\$192,418
16	-	-\$18,000	-	-	-	\$22,819	\$4,819	\$197,237
17	-	-	-	-	-	\$23,390	\$23,390	\$220,627
18	-	-	-	-	-	\$23,975	\$23,975	\$244,602
19	-	-	-	-	-	\$24,574	\$24,574	\$269,176
20	-	-	-	-	-	\$25,187	\$25,187	\$294,364
21	-	-	-	-	-	\$25,815	\$25,815	\$320,179
22	-	-	-	-	-	\$26,458	\$26,458	\$346,637
23	-	-	-	-	-	\$27,117	\$27,117	\$373,753
24	-	-	-	-	-	\$27,791	\$27,791	\$401,544
25	-	-	-	-	-	\$28,481	\$28,481	\$430,025
26	-	-	-	-	-	\$29,187	\$29,187	\$459,212
27	-	-	-	-	-	\$29,910	\$29,910	\$489,122
28	-	-	-	-	-	\$30,650	\$30,650	\$519,772
29	-	-	-	-	-	\$31,408	\$31,408	\$551,180
30	-	-	-\$42,000	-	-	\$32,184	-\$9,816	\$541,364

- Inverter replacement estimated in year 15
- System decommissioning, removal, and recycling costs estimated in year 30

**MINUTES OF THE LEWISTON-ALTURA REGULAR SCHOOL BOARD MEETING**  
**ISD #857**  
**April 8, 2024**

A regular meeting of the School Board of Independent School District #857 was held on April 8, 2024 at 6:00pm in the High School Library. Members present were Bree Maki, Daniel Kreidermacher, David Baer, Sara Daley, Dave Pringle and Sarah Sommer. Jenny Koverman was absent.

Chair Maki called the meeting to order at 6:00pm. The Pledge of Allegiance was recited.

Motion by Kreidermacher and seconded by Sommer to approve the meeting agenda. MCU.

L-A High School student Owen Sommer presented updates on high school events and activities.

Baer announced that the American Legion is sponsoring Mason Zietlow and Zane Nelos to attend Boys State, and Natalie Buege to attend Girls State. Maki shared information about the recently formed Cardinal Foundation.

Motion by Sommer and seconded by Pringle to approve the Consent Agenda. MCU.

High School teachers Mr. Matthew Wilmes and Mr. Brian Hamilton presented highlights of the recent Band/Choir trip to Disneyland in Orlando, Florida. 77 students, 5 parents and 2 staff attended. It was reported students were well behaved, had much fun and it was also a valuable educational experience. A video of the band playing in the Disney recording studio was shared.

Motion by Sommer and seconded by Baer to approve Mr. Ethan Scheck's request to coordinate a trip to Washington, D.C. in June 2025 for 9<sup>th</sup> and 10<sup>th</sup> graders. MCU.

Mr. Brent Olson (MS math teacher) and Mr. Scott Schmaltz (3<sup>rd</sup> grade teacher) with Principal Riebel and Dr. Hanson presented information about MCA testing preparation and our student data.

Motion by Pringle and seconded by Daley to approve Policy 606.5 Library Materials and 606.5 Form for Reconsideration of Library Materials on a 2<sup>nd</sup> reading. MCU.

There was discussion about the school forest parcels owned by the School District. Superintendent Carman was directed to pursue potential realtors for selling the property, research the potential option of logging the property and what potential revenue could be gained, and whether logging would impact a market sales value.

There was discussion about the needed budget adjustments for the FY25 budget.

Reports were presented by Principal Riebel, Principal Hanson and Superintendent Carman. Board Committee reports were discussed. The upcoming meeting schedule was reviewed.

Motion by Sommer, seconded by Pringle to adjourn the meeting at 8:53pm. MCU.

Dave Pringle, Clerk

**SUMMARY OF SCHOOL BOARD/TASK FORCE MEETING**  
**ISD #857**  
**April 17, 2024**

A Staff/Community Task Force meeting was held on Wednesday, April 17, 2024 at 6:00pm in the High School Library to look at the financial and facility challenges of the district. School Board members Bree Maki, Jenny Koverman, Daniel Kreidermacher, Sara Daley, Dave Pringle were present.

Representatives from InGensa presented background information on the condition of the facilities, and the process that was taken to determine the November 2023 building bond referendum. Task Force and Board members discussed and asked questions.

Dave Pringle, Clerk

**Lewiston-Altura Public Schools  
Board Bills April 2024**

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
P410Ck	0857	001	67098	75897	Check	1	7091		Dalco Enterprises	Yes	No	No	USD	04/03/2024	2,258.91
			67097	75898	Check	1	7089		Dashir Management Services, Inc	Yes	No	No	USD	04/03/2024	15,297.73
			67091	75899	Check	1	5900	R1	Dollar General Regions 410526	Yes	No	No	USD	04/03/2024	20.50
			67096	75900	Check	1	6802		Healy Awards, Inc	Yes	No	No	USD	04/03/2024	167.88
			67094	75901	Check	1	6429		Heartland Country Club	Yes	No	No	USD	04/03/2024	800.00
			67095	75902	Check	1	6572		Hennessy, Joel & Jodi	Yes	No	No	USD	04/03/2024	300.00
			67092	75903	Check	1	6158		Innovative Therapy Solutions, LLC	Yes	No	No	USD	04/03/2024	8,579.70
			67085	75904	Check	1	3282		Kennedy & Graven Chartered	Yes	No	No	USD	04/03/2024	2,605.00
			67083	75905	Check	1	3038		Lewiston Hardware, LLC	Yes	No	No	USD	04/03/2024	476.91
			67090	75906	Check	1	5865	R1	Loffler Companies -- 131511	Yes	No	No	USD	04/03/2024	85.92
			67079	75907	Check	1	2220		MINNESOTA INTERSCHOL. ATH. AD	Yes	No	No	USD	04/03/2024	560.00
			67078	75908	Check	1	12630		MOTOR PARTS & EQUIP	Yes	No	No	USD	04/03/2024	529.12
			67082	75909	Check	1	2555		National FFA Organization	Yes	No	No	USD	04/03/2024	81.00
			67084	75910	Check	1	3098	R1	Pan-O-Gold Baking Company	Yes	No	No	USD	04/03/2024	779.12
			67086	75911	Check	1	4315		QUARRY HILL NATURE CENTER	Yes	No	No	USD	04/03/2024	400.00
			67080	75912	Check	1	2411		REINHART FOOD SERVICE	Yes	No	No	USD	04/03/2024	16,872.85
			67093	75913	Check	1	6334		The Country Corn Crib	Yes	No	No	USD	04/03/2024	1,883.00
			67087	75914	Check	1	4448		VERIZON WIRELESS	Yes	No	No	USD	04/03/2024	98.72
			67088	75915	Check	1	4542		WINONA HEALTH SERVICES	Yes	No	No	USD	04/03/2024	718.75
			67089	75916	Check	1	5687		Youth Frontiers, Inc.	Yes	No	No	USD	04/03/2024	3,650.00
			67081	75917	Check	1	25014		ZIEBELL'S HIAWATHA FOODS, INC.	Yes	No	No	USD	04/03/2024	5,098.22
			67118	75918	Check	1	6739		Alchemy Sound and Vision	Yes	No	No	USD	04/09/2024	5,904.40
			67102	75919	Check	1	1114		Century Link	Yes	No	No	USD	04/09/2024	229.93
			67099	75920	Check	1	02178		CHATFIELD PUBLIC SCHOOLS	Yes	No	No	USD	04/09/2024	200.00
			67108	75921	Check	1	2440		Culligan Water Services	Yes	No	No	USD	04/09/2024	32.50
			67109	75922	Check	1	3210		HBC	Yes	No	No	USD	04/09/2024	1,767.29
			67112	75923	Check	1	3737		Hiawatha Valley Ed District	Yes	No	No	USD	04/09/2024	26,619.06
			67120	75924	Check	1	7200		Inner Depth LLC	Yes	No	No	USD	04/09/2024	1,500.00
			67115	75925	Check	1	5865	R1	Loffler Companies -- 131511	Yes	No	No	USD	04/09/2024	202.80
			67113	75926	Check	1	4952		MID-AMERICAN RESEARCH CHEMIC/	Yes	No	No	USD	04/09/2024	412.32
			67117	75927	Check	1	5956		MiEnergy Cooperative	Yes	No	No	USD	04/09/2024	10,996.37
			67111	75928	Check	1	3571		MINNESOTA ENERGY RESOURCES	Yes	No	No	USD	04/09/2024	5,146.21
			67104	75929	Check	1	12540		MISSISSIPPI WELDERS SUPPLY COM	Yes	No	No	USD	04/09/2024	78.74
			67110	75930	Check	1	3263		North Central Truck Equipment	Yes	No	No	USD	04/09/2024	595.86
			67103	75931	Check	1	1240		PLAINVIEW-ELGIN-MILLVILLE	Yes	No	No	USD	04/09/2024	225.00
			67105	75932	Check	1	17130		RISLOW SERVICE CENTER	Yes	No	No	USD	04/09/2024	860.88
			67101	75933	Check	1	1005		RUSHFORD PETERSON SCHOOL DIS	Yes	No	No	USD	04/09/2024	350.00
			67119	75934	Check	1	6993	Remit	SOLIANT HEALTH, LLC	Yes	No	No	USD	04/09/2024	3,644.56
			67116	75935	Check	1	5876		Teachers on Call	Yes	No	No	USD	04/09/2024	3,891.03
			67114	75936	Check	1	5318		The McDowell Agency, Inc.	Yes	No	No	USD	04/09/2024	100.00
			67106	75937	Check	1	19210		TRI STATE BUSINESS MACHINES	Yes	No	No	USD	04/09/2024	6,900.00

## Lewiston-Altura Public Schools Board Bills April 2024

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
P410Ck	0857	001	67100	75938	Check	1	08089		WABASHA-KELLOGG SCHOOLS # 81	Yes	No	No	USD	04/09/2024	225.00
			67107	75939	Check	1	22254		WINONA COUNTY AUDITOR-TREASL	Yes	No	No	USD	04/09/2024	56.00
			67121	75940	Check	1	3174		Excel Images Inc.	Yes	No	No	USD	04/11/2024	1,240.29
P2410	0857	001	67156	75941	Check	1	7128		Affinity Plus Credit Union	Yes	No	No	USD	04/15/2024	25.00
			67154	75942	Check	1	6406		Ameritas Life Insurance Corp	Yes	No	No	USD	04/15/2024	79.92
			67152	75943	Check	1	4951		Bremer Bank	Yes	No	No	USD	04/15/2024	375.00
			67148	75944	Check	1	11202		Education Minnesota - Lewiston-Altura	Yes	No	No	USD	04/15/2024	2,132.00
			67153	75945	Check	1	6265		HOME FEDERAL SAVINGS BANK	Yes	No	No	USD	04/15/2024	100.00
			67155	75946	Check	1	6461		ISD 857 - Flex Plan Checking	Yes	No	No	USD	04/15/2024	577.11
			67149	75947	Check	1	17090		MADISON NATIONAL LIFE	Yes	No	No	USD	04/15/2024	505.89
			67151	75948	Check	1	4786	R1	Merchants Bank	Yes	No	No	USD	04/15/2024	450.00
			67150	75949	Check	1	3545		Winona National Bank	Yes	No	No	USD	04/15/2024	160.00
P410Ck	0857	001	67159	75950	Check	1	3474		AAA Awards	Yes	No	No	USD	04/15/2024	195.33
			67167	75951	Check	1	7091		Dalco Enterprises	Yes	No	No	USD	04/15/2024	1,264.73
			67165	75952	Check	1	6891		Harter's Trash & Recycling Inc	Yes	No	No	USD	04/15/2024	1,651.26
			67157	75953	Check	1	07141		HIGH PLAINS COOPERATIVE	Yes	No	No	USD	04/15/2024	4,525.01
			67163	75954	Check	1	5893		LeRoy-Ostrander Schools	Yes	No	No	USD	04/15/2024	3,132.00
			67158	75955	Check	1	1463		LUTHER COLLEGE	Yes	No	No	USD	04/15/2024	54.00
			67160	75956	Check	1	4712		MINNESOTA UNEMPLOYMENT INSUF	Yes	No	No	USD	04/15/2024	1,781.00
			67164	75957	Check	1	6280	R1	Music Mart	Yes	No	No	USD	04/15/2024	13.02
			67161	75958	Check	1	4800		Region 1A	Yes	No	No	USD	04/15/2024	80.00
			67168	75959	Check	1	7175		Riverland Community College	Yes	No	No	USD	04/15/2024	3,005.25
			67169	75960	Check	1	7201		SANDERS, ANTHONY	Yes	No	No	USD	04/15/2024	75.00
			67166	75961	Check	1	6993	Remit	SOLIANT HEALTH, LLC	Yes	No	No	USD	04/15/2024	2,551.19
			67162	75962	Check	1	5876		Teachers on Call	Yes	No	No	USD	04/15/2024	4,834.94
			67173	75963	Check	1	2183		B & S Rentals Inc.	Yes	No	No	USD	04/18/2024	280.00
			67175	75964	Check	1	2707		City of Lewiston	Yes	No	No	USD	04/18/2024	2,461.59
			67171	75965	Check	1	1366		CUSTOM ALARM	Yes	No	No	USD	04/18/2024	615.00
			67176	75966	Check	1	3906		D & A TESTING SERVICES	Yes	No	No	USD	04/18/2024	191.00
			67183	75967	Check	1	7089		Dashir Management Services, Inc	Yes	No	No	USD	04/18/2024	15,566.50
			67174	75968	Check	1	2524	R1	GRAINGER	Yes	No	No	USD	04/18/2024	170.26
			67177	75969	Check	1	4085		IEA, INC	Yes	No	No	USD	04/18/2024	928.50
			67182	75970	Check	1	6158		Innovative Therapy Solutions, LLC	Yes	No	No	USD	04/18/2024	13,169.70
			67170	75971	Check	1	11290		LEWISTON POST OFFICE	Yes	No	No	USD	04/18/2024	1,000.00
			67179	75972	Check	1	5667		Lewiston Sportsmen's Club, Inc.	Yes	No	No	USD	04/18/2024	4,674.00
			67180	75973	Check	1	5865	R1	Loffler Companies -- 131511	Yes	No	No	USD	04/18/2024	2,265.44
			67178	75974	Check	1	4877		MINNESOTA Public Employees Insuranc	Yes	No	No	USD	04/18/2024	30,860.16
			67172	75975	Check	1	17077		REGION V COMPUTER SERVICES	Yes	No	No	USD	04/18/2024	3,560.26
			67181	75976	Check	1	5876		Teachers on Call	Yes	No	No	USD	04/18/2024	3,181.37
			67184	75977	Check	1	7198		LEIBFRIED, RYANN	Yes	No	No	USD	04/18/2024	500.00
			67185	75978	Check	1	2105		BATTERIES PLUS	Yes	No	No	USD	04/19/2024	332.80

## Lewiston-Altura Public Schools Board Bills April 2024

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
P410Ck	0857	001	67188	75979	Check	1	6799		Culhane, John (Jack)	Yes	No	No	USD	04/19/2024	200.00
			67190	75980	Check	1	7073		Ferndale Golf Course	Yes	No	No	USD	04/19/2024	180.00
			67187	75981	Check	1	3282		Kennedy & Graven Chartered	Yes	No	No	USD	04/19/2024	1,164.00
			67186	75982	Check	1	2447		Minnesota Tech for Success	Yes	No	No	USD	04/19/2024	1,005.00
			67189	75983	Check	1	6993	Remit	SOLIANT HEALTH, LLC	Yes	No	No	USD	04/19/2024	3,982.97
			67194	75984	Check	1	5100		DELTA DENTAL OF MINNESOTA	Yes	No	No	USD	04/24/2024	2,467.26
			67195	75985	Check	1	6376		Ed Midwest LLC	Yes	No	No	USD	04/24/2024	5,500.00
			67192	75986	Check	1	2435		INSTY-PRINT OF WINONA	Yes	No	No	USD	04/24/2024	85.19
			67197	75987	Check	1	6906		Registration Fee Trust	Yes	No	No	USD	04/24/2024	12.00
			67191	75988	Check	1	18397		SOUTHEAST SERVICE COOPERATIV	Yes	No	No	USD	04/24/2024	343.00
			67198	75989	Check	1	7168		STOPPELMOOR, KALEB	Yes	No	No	USD	04/24/2024	2,314.33
			67196	75990	Check	1	6443		Sweetwater	Yes	No	No	USD	04/24/2024	659.99
			67193	75991	Check	1	4448		VERIZON WIRELESS	Yes	No	No	USD	04/24/2024	321.40
P2410	0857	001	67214	75992	Check	1	7128		Affinity Plus Credit Union	Yes	No	No	USD	04/30/2024	25.00
			67212	75993	Check	1	6406		Ameritas Life Insurance Corp	Yes	No	No	USD	04/30/2024	53.12
			67210	75994	Check	1	4951		Bremer Bank	Yes	No	No	USD	04/30/2024	375.00
			67206	75995	Check	1	11202		Education Minnesota - Lewiston-Altura	Yes	No	No	USD	04/30/2024	2,132.00
			67211	75996	Check	1	6265		HOME FEDERAL SAVINGS BANK	Yes	No	No	USD	04/30/2024	100.00
			67213	75997	Check	1	6461		ISD 857 - Flex Plan Checking	Yes	No	No	USD	04/30/2024	577.11
			67207	75998	Check	1	17090		MADISON NATIONAL LIFE	Yes	No	No	USD	04/30/2024	505.89
			67209	75999	Check	1	4786	R1	Merchants Bank	Yes	No	No	USD	04/30/2024	450.00
			67215	76000	Check	1	7203		WCF - CARDINAL FOUNDATION	Yes	No	No	USD	04/30/2024	93.00
			67208	76001	Check	1	3545		Winona National Bank	Yes	No	No	USD	04/30/2024	160.00
P410Ck	0857	001	67218	76002	Check	1	3831	R1	BLICK ART MATERIALS	Yes	No	No	USD	04/30/2024	409.46
			67219	76003	Check	1	7204		HILTON, HANNAH	Yes	No	No	USD	04/30/2024	100.00
			67216	76004	Check	1	3361		Minnesota FFA Association	Yes	No	No	USD	04/30/2024	1,801.00
			67217	76005	Check	1	3491		ROCHESTER INDOOR GOLF CTR	Yes	No	No	USD	04/30/2024	300.00
Bank Total: 001														\$265,082.52	
Report Total:														\$265,082.52	

Lewiston Altura #0857

STUDENT ACTIVITY FUND BALANCES

MONTH

April 2024

FUND	BEG BALANCE	DISBURSEMENTS	RECEIPTS	CASH BALANCE
Student Council	\$ 3,753.17	\$ 1,212.06	\$ 25.00	\$ 2,566.11
National Honor Society	\$ 2,412.64	\$ 1,883.00	\$ 700.00	\$ 1,229.64
FFA	\$ 31,268.30	\$ 7,396.29	\$ 2,187.00	\$ 26,059.01
HOSA	\$ 782.97		\$ -	\$ 782.97
Washington DC Trip	\$ 3,012.08			\$ 3,012.08
Eagle Bluff	\$ 227.80			\$ 227.80
Cardinal Book	\$ 211.93			\$ 211.93
Trap League	\$ 4,164.29	\$ 4,874.00	\$ 3,875.00	\$ 3,165.29
Music Savings	\$ 23,791.55		\$ 1,432.50	\$ 25,224.05
Class of 2026	\$ 28.17	\$ 1,082.50	\$ 2,850.25	\$ 1,795.92
Class of 2027	\$ 769.76			\$ 769.76
Class of 2024	\$ 4,442.50			\$ 4,442.50
Class of 2025	\$ 1,893.00			\$ 1,893.00
Class of 2023	\$ 147.57			\$ 147.57
Yearbook	\$ 304.02		\$ 300.00	\$ 604.02
Spanish Trip	\$ 2,852.69			\$ 2,852.69
JH Student Council	\$ 1,173.65			\$ 1,173.65
Tech Club	\$ 3,755.22			\$ 3,755.22
Cardinal Cart	\$ -			\$ -
Drama	\$ 13,378.13	\$ 659.99	\$ 1,862.90	\$ 14,581.04
Volleyball	\$ 3,100.13	\$ 2,541.00		\$ 559.13
Girls Basketball	\$ 900.33			\$ 900.33
Dance	\$ 708.46			\$ 708.46
Girls Track	\$ 22.12			\$ 22.12
Softball	\$ (156.74)	\$ 1,083.55	\$ 1,850.50	\$ 610.21
Girls Golf	\$ 55.53			\$ 55.53
Football	\$ 7,963.17		\$ 1,112.78	\$ 9,075.95
Boys Basketball	\$ 4,822.94		\$ 192.75	\$ 5,015.69
Wrestling	\$ 419.03	\$ 195.33		\$ 223.70
Baseball	\$ (237.84)	\$ 142.89	\$ 210.00	\$ (170.73)
Boys Track	\$ 2.11			\$ 2.11
Boys CC	\$ 20.00			\$ 20.00
Boys Golf	\$ 55.54			\$ 55.54
General Athletics	\$ 6,950.43			\$ 6,950.43
Special Athletics	\$ 1,865.27			\$ 1,865.27
Weight Training	\$ 37.98			\$ 37.98
TOTALS	\$ 124,897.90	\$ 21,070.61	\$ 16,598.68	\$ 120,425.97

✓ Balanced w/SMART Trial Balance  
 ✓ Balanced w/Bank Statement

## Lewiston-Altura Public Schools April 2024 Wire Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Date	Amount
									Print	Recon	Void		
001	P410AM	67077		Wire	1	3128	R1 Amazon Capital Services		No	No	No	04/02/2024	698.28
001	P2410	67122		Wire	1	1053	MINNESOTA ELECTRONIC FUNDS		No	No	No	04/15/2024	7,123.68
001	P2410	67123		Wire	1	1054	FEDERAL TAXES		No	No	No	04/15/2024	45,124.51
001	P2410	67124		Wire	1	18600	MINNESOTA TEACHERS RETIREMENT		No	No	No	04/15/2024	27,647.65
001	P2410	67125		Wire	1	18610	Public Employers Retirement Association		No	No	No	04/15/2024	6,280.44
001	P2410	67126		Wire	1	4373	ING		No	No	No	04/15/2024	2,213.34
001	P2410	67127		Wire	1	6283	MinnWest Bank Group		No	No	No	04/15/2024	255.33
001	P2410	67128		Wire	1	6496	EDUCATORS BENEFIT CONSULTANTS LLC - Partnership		No	No	No	04/15/2024	6,572.92
001	P2410	67199		Wire	1	1053	MINNESOTA ELECTRONIC FUNDS		No	No	No	04/30/2024	6,905.29
001	P2410	67200		Wire	1	1054	FEDERAL TAXES		No	No	No	04/30/2024	43,885.62
001	P2410	67201		Wire	1	18600	MINNESOTA TEACHERS RETIREMENT		No	No	No	04/30/2024	27,253.79
001	P2410	67202		Wire	1	18610	Public Employers Retirement Association		No	No	No	04/30/2024	5,776.60
001	P2410	67203		Wire	1	4373	ING		No	No	No	04/30/2024	2,213.34
001	P2410	67204		Wire	1	6283	MinnWest Bank Group		No	No	No	04/30/2024	255.33
001	P2410	67205		Wire	1	6496	EDUCATORS BENEFIT CONSULTANTS LLC - Partnership		No	No	No	04/30/2024	6,572.92
Bank Total:												\$188,779.04	
Report Total:												\$188,779.04	

## Lewiston-Altura Public Schools April 2024 Multi Year Guide Obj Series

Sequence: Fd, O/S, Org, Pro, Crs, Fin	Description	202210			202310			202410		
		Budget 22REV	Year to Date	%	Budget 23REV	Year to Date	%	Budget 2REV	Year to Date	%
01	General									
	100 Salaries & Wages	5,718,354.00	3,852,851.11	67%	5,121,079.56	3,502,633.38	68%	4,694,589.00	3,064,109.51	65%
	200 Employee Benefits	1,502,064.00	963,479.90	64%	1,383,286.32	905,176.56	65%	1,344,727.00	802,968.60	60%
	300 Purchased Services	1,475,698.00	984,901.94	67%	1,529,536.00	1,245,990.35	81%	1,846,828.00	1,444,326.12	78%
	400 Supplies & Materials	613,217.00	442,251.46	72%	518,595.32	422,053.85	81%	520,672.00	380,917.04	73%
	500 Capital Expenditures	264,506.00	120,336.61	45%	361,981.75	201,684.65	56%	410,776.00	269,164.24	66%
	700 Debt Service	0.00	0.00	0%	0.00	0.00	0%	2,500.00	2,500.00	100%
	800 Other Expenditures	60,858.00	48,338.08	79%	49,224.00	54,193.12	110%	54,476.00	39,817.44	73%
01	General	9,634,697.00	6,412,159.10	67%	8,963,702.95	6,331,731.91	71%	8,874,568.00	6,003,802.95	68%
02	Food Service									
	100 Salaries & Wages	181,000.00	152,308.28	84%	191,695.00	148,539.44	77%	189,368.00	115,304.23	61%
	200 Employee Benefits	71,935.00	56,870.38	79%	0.00	50,147.17	0%	69,801.00	38,274.53	55%
	300 Purchased Services	6,000.00	1,830.77	31%	11,150.00	6,353.06	57%	11,700.00	5,226.83	45%
	400 Supplies & Materials	319,500.00	258,846.89	81%	235,000.00	179,377.33	76%	323,309.00	207,167.77	64%
	500 Capital Expenditures	5,000.00	3,821.78	76%	4,300.00	4,209.15	98%	15,000.00	8,486.06	57%
	800 Other Expenditures	2,750.00	2,100.00	76%	3,000.00	2,956.00	99%	2,000.00	1,516.80	76%
02	Food Service	586,185.00	475,778.10	81%	445,145.00	391,582.15	88%	611,178.00	375,976.22	62%
04	Community Education									
	100 Salaries & Wages	348,243.00	261,810.63	75%	328,035.92	225,839.78	69%	313,960.00	211,572.60	67%
	200 Employee Benefits	68,484.00	49,826.37	73%	67,490.37	46,223.10	68%	66,136.00	48,284.80	73%
	300 Purchased Services	15,955.00	9,158.29	57%	16,210.00	9,563.89	59%	11,850.00	2,297.03	19%
	400 Supplies & Materials	45,500.00	25,803.70	57%	34,807.29	31,409.24	90%	38,878.00	24,680.55	63%
	500 Capital Expenditures	1,500.00	749.00	50%	0.00	0.00	0%	0.00	0.00	0%
	800 Other Expenditures	100.00	0.00	0%	0.00	0.00	0%	0.00	0.00	0%
04	Community Education	479,782.00	347,347.99	72%	446,543.58	313,036.01	70%	430,824.00	286,834.98	67%
06	Bldg Construction									
	500 Capital Expenditures	237,133.00	241,958.44	102%	0.00	0.00	0%	0.00	0.00	0%
06	Bldg Construction	237,133.00	241,958.44	102%	0.00	0.00	0%	0.00	0.00	0%
07	Debt									
	700 Debt Service	489,750.00	488,475.00	100%	498,150.00	498,575.00	100%	507,425.00	507,425.00	100%
07	Debt	489,750.00	488,475.00	100%	498,150.00	498,575.00	100%	507,425.00	507,425.00	100%

## Lewiston-Altura Public Schools April 2024 Multi Year Guide Obj Series

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

Description	202210			202310			202410		
	Budget 22REV	Year to Date	%	Budget 23REV	Year to Date	%	Budget 24REV	Year to Date	%
18 Agency									
<b>800 Other Expenditures</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>100%</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>18 Agency</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>100%</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
30 Student Activity									
<b>300 Purchased Services</b>	<b>70,419.00</b>	<b>17,191.10</b>	<b>24%</b>	<b>79,415.50</b>	<b>57,049.93</b>	<b>72%</b>	<b>72,400.00</b>	<b>69,524.07</b>	<b>96%</b>
<b>400 Supplies &amp; Materials</b>	<b>51,136.00</b>	<b>36,145.92</b>	<b>71%</b>	<b>48,842.13</b>	<b>36,468.73</b>	<b>75%</b>	<b>61,850.00</b>	<b>63,191.12</b>	<b>102%</b>
<b>500 Capital Expenditures</b>	<b>18,900.00</b>	<b>18,813.60</b>	<b>100%</b>	<b>15,000.00</b>	<b>1,494.74</b>	<b>10%</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>800 Other Expenditures</b>	<b>4,100.00</b>	<b>1,291.00</b>	<b>31%</b>	<b>1,506.00</b>	<b>1,506.00</b>	<b>100%</b>	<b>500.00</b>	<b>470.95</b>	<b>94%</b>
<b>30 Student Activity</b>	<b>144,555.00</b>	<b>73,441.62</b>	<b>51%</b>	<b>144,763.63</b>	<b>96,519.40</b>	<b>67%</b>	<b>134,750.00</b>	<b>133,186.14</b>	<b>99%</b>
<b>Report Totals:</b>	<b>11,573,602.00</b>	<b>8,040,660.25</b>	<b>69%</b>	<b>10,498,305.16</b>	<b>7,631,444.47</b>	<b>73%</b>	<b>10,558,745.00</b>	<b>7,307,225.29</b>	<b>69%</b>

**Agape Therapies and Educational Services Corp.**  
11507 Lucas Road, Woodstock, IL 60098  
Phone: 815-236-5057  
[www.agapetherapiesandedu.com](http://www.agapetherapiesandedu.com)

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**CLIENT SERVICE AGREEMENT**

THIS SERVICE AGREEMENT, made and entered into by and between Agape Therapies and Educational Services, Corp., an Illinois corporation, hereinafter referred to as the “Contractor”, and Lewiston-Altura Public Schools hereinafter referred to as the “Client”.

**Recitals**

WHEREAS, the Contractor is engaged in the business of providing professional therapists to its clients on a temporary and part time basis;

WHEREAS, the Client is a duly licensed facility, who desires to contract services by the Contractor on a temporary basis;

WHEREAS, the Contractor desires reasonable protections of its confidential business information and trade practices and assurances that the Client will not compete with the contractor within one year’s time and within a reasonable geographical area following termination of the employment relationship;

WHEREAS, the parties now desire to memorialize their relationship for their mutual benefit and understanding;

NOW THEREFORE, in consideration recited herein, and of the other mutual obligations recited herein, the receipt and sufficiency of which is hereby acknowledged;

IT IS AGREED as follows:

**Recitals**

- 1. Term of Employment.** The contractor hereby provides RELATED SERVICE SUPPORT for the Client, and the Client hereby voluntarily accepts this contract with the Contractor for a limited period of from August 21, 2024 to May 30, 2025. The client is formally requesting a speech language pathologist to fill one [1 hybrid] position where three and a half (3.5) days are worked in person and one and a half (1.5) days are worked remotely. More SLPs can be added upon request from the Client.

The parties agree that this Agreement is personal to the Contractor and Client and cannot be assigned by either party without written consent of the other. Any provision of this Agreement may be altered or amended by a written document signed by both parties hereto setting forth such alteration or amendment without affecting the obligations created by the other provision of this Agreement. The Contractor and Client agree that the failure to enforce any provision of obligation under this Agreement shall not constitute a waiver thereof or serve as a bar to the subsequent enforcement of such provision or obligation or any other provision or obligation under this Agreement.

- 2. Teaching Certificate/Licensure.** Before starting this agreement, all licensing and qualification issues, such as fingerprinting and criminal background checks, must be satisfactorily communicated to the Contractor and satisfactorily completed.
- 3. Obligations of the Client.** The Client shall be required to provide a Speech-Language Pathologist(s) a upon request from authorized district personnel hereinafter referred to as the “Providers”, with adequate facilities, if applicable, plan time, and materials necessary for the development of treatment plans and performance of services, assessment materials, etc. In addition, the Client shall provide the Providers access to administrative

resources, including, without limitation, site email access, access to necessary programs and applications, and related supplies necessary for the performance of the Providers' duties hereunder. The Client shall also provide training for the providers on the Client's district programs and policies as they apply to the Providers' duties and responsibilities.

Furthermore, the Client is obligated to complete all items in A. the "District Checklist for Services" and B. the "Billing Checklist for New District Contracts" a minimum of two (2) work days prior to the start of the contract. If there is a delay in the start of services due to a lack of completion of these checklists, thus preventing the Provider(s) from starting, the Client is still liable for reimbursing the Providers for any missed work time as a result of this negligence, unless a different written and signed agreement is mutually agreed upon by the Client and the Contractor.

- 4. Obligations of the Provider.** At the request of an authorized representative of the Client, the Providers shall be required to (as appropriate for their profession): (a) develop a plan to provide speech-language services or psychological services (b) provide services to patients/ students based on the plan developed for such patients/ students, and notify the authorized representative of any change in the plan; (c) provide the Client with progress notes and other patient/ student information as the Client may require; (d) maintain qualifications necessary to provide the services set forth in Section 5 below and to provide the Client with proof of such qualifications from time to time; (e) the Contractor will maintain adequate malpractice, worker's compensation, and liability insurance coverage with respect to the performance of the Providers' duties hereunder during the term of this Agreement; (f) and comply with all applicable federal and state laws, regulations, and Client's policies. The Contractor also has available to the Client technology available for loan- such as computers, iPads, noise canceling headphones, etc. available upon request by the Client. (g) The Provider shall be given a caseload in fitting with the workload model as presented by the Illinois Speech and Hearing Association (ISHA) best practices guidelines.

The services to be rendered under this contract shall be performed during the following days each week when school is in regular session (only for a school placement): from August 21, 2024 to May 30, 2025. The total hours per week for full-time services by any Provider to be rendered shall be no more than thirty-seven and a half (37.5) hours a week. Any exception to this must be pre-approved by the Client. The Contractor shall be paid for services rendered pursuant to this Agreement and will not be paid a flat fee that is unrelated to actual services rendered.

The Providers are expected to work an average of thirty-seven and a half (37.5) hours per week when school is in session (if applicable) for the term of his/ her employment for a minimum of one hundred and eighty-five (185) full work days unless a different work schedule is negotiated with the Client.

In addition to the above, it is understood and agreed that the Providers shall participate in the following functions, as applicable to their licenses.

- A. Initial patient/ student screenings and evaluations
- B. Re-screenings and re-evaluations of patients/ students
- C. Consultation with other Client personnel and families as need or as required
- D. Attending appropriate meetings, conferences, parents conferences, etc.

- 5 Qualifications of the Provider.** The Contractor hereby represents and warrants that the Providers performing Services under this Agreement have the qualifications required to meet the criteria necessary for the performance of the Providers' duties hereunder. In addition, the Contractor and its Providers providing Services hereunder shall at all times during the term of the Agreement comply with all licensing requirements necessary for the applicable rules and regulations of all governmental agencies regulating the performance of Services by

the Providers. The Providers shall perform his or her duties with the highest degree of professionalism and shall comply with all reasonable instructions and directions from the Client. The Providers' Regional Manager shall be Maria Fanning M.S. CCC-SLP/L.

In Addition to the above, the regional manager will complete required observations, evaluations, and support any Providers working for the Client. The Client's administrative staff is also welcomed to complete or participate in any observations and evaluations of Providers from Agape Therapies and Educational Services Corp. to ensure the highest level of service and professionalism from our Providers.

- 6 **Compensation.** The Client will pay the Contractor a fee of \$100 per hour for work performed by each Psychologist/ Related Service Provider under this Agreement. The Contractor shall send the Client an invoice at the end of each week during the term of this Agreement for fees due with respect to work performed by the Providers during that week and the Client shall be obligated to pay such invoices within one (1) month from the date of such invoice unless another billing schedule is requested by the Client on the "Billing Checklist for New District Contracts" form as filled out by the Client. Any overdue invoices are subject to a three percent (3%) late fee to be charged at the discretion of the Contractor.
- 7 **Non-Discrimination.** The parties hereto agree that Title VI of the Civil Rights Act, The Age Discrimination Act of 1975, Section 54 of the Rehabilitation Act of 1973, and The Prevailing Wage Act shall apply to this Agreement. Further, no patient, student, or personnel of the Client may be subject to discrimination or be denied the benefits of the Services provided by the Providers hereunder on the grounds of race, color or national origin, age, gender, sexual orientation, or disability.
- 8 **Patient/ Student Records.** The records and notes maintained by the Providers related to the Services provided to patients/ students by the Providers during the term of this Agreement are the property of the Client and the Providers will comply with all applicable Client and governmental rules and regulations with regard to maintaining records. Any Client specific procedures and or guidelines are to be communicated clearly and in a timely manner to the Providers, so the Providers are able to comply with those procedures and guidelines.
- 9 **Non-Competition and Non-Solicitation.** The Client hereby covenants and promises to the Contractor that the Client will not, either directly or indirectly at any time during the term of this Agreement, and for a period of one (1) year after this Agreement terminates or expires, hire, retain, consult with or otherwise employ, engage, or make use of the Services of any Providers, employees, former employees of the Contractor without the expressed written consent of the Contractor. W (Client's initials)

The Client acknowledges that any violation by his/her of any provision of paragraph 9 will cause irreparable harm to the Contractor that damages for such harm will be incapable of precise measurement and that, as a result, Contractor will not have adequate remedy at law to redress the harm caused by such violations. Therefore, in the event of any violation by Client of any provision or paragraph 9, Client agrees that in addition to its other remedies, Contractor shall be entitled to injunctive relief including, but not limited to, temporary restraining orders and/ or preliminary or permanent injunctions.

In addition to other relief to which it shall be entitled, Contractor shall be entitled to recover from Client the costs and reasonable attorney's fees incurred by the Contractor in seeking (i) enforcement of paragraph 9 or (ii) relief from Client's violation of any restriction contained in paragraph 9.

- 10 **Independent Contractor Status.** The Contractor is an independent contractor in the performance of its duties under this Agreement and neither the Contractor nor its officers, employees or agents shall be considered agents or employees of the Client. Nothing contained in this Agreement shall place the Contractor and the Client in the

relationship of partners or Joint Ventures and neither party shall have the power to obligate or bind the other for any indebtedness or related obligations as an independent contractor.

- 11 Non-Exclusivity.** The Contractor and the Client hereby acknowledge that each has or may enter into agreements similar to this Agreement and that the services provided by and obtained from each other are non-exclusive. Furthermore, the Contractor shall only be obligated to perform Services on behalf of the Client under this Agreement for thirty-seven and a half (37.5) hours per week during the months school is in session (if applicable) for a minimum of one hundred and eighty-five (185) full school days.
- 12 Cancellation.** This agreement shall be effective from the date hereof for a period of one (1) school year, subject to cancellation by either party giving thirty (30) days prior written notice to the other party if in person services are obtained. If this Agreement is terminated by the Client without just cause and without the written consent of both the Client and Contractor, the Client shall remain liable to pay the Contractor for the entirety of the duration of this Agreement unless otherwise agreed upon in writing and signed by both parties. If both parties are in agreement with the written termination of this Agreement, the Client shall only remain liable to pay the Contractor for services rendered prior to the effective date of the termination. If this Agreement is terminated by the Contractor, the Client shall only remain liable to pay the Contractor for services rendered prior to the effective date of the termination. The Client may also terminate this Agreement without notice for just cause as defined by the Statutory and Decisional case law of the State of Illinois or for the violation of this contract by the Contractor. In such an event, the Client shall have no further obligation to the Contractor after the date of termination.
- 13 Notices.** Every notice, demand or request hereunder shall be in writing and shall be deemed to have been properly given if delivered personally or by overnight, nationwide next day courier delivery service (such as Federal Express, U.S. Express Mail, or United Postal Services) with signed receipt, or if deposited with the United States Postal Service (or any official successor thereto) designated certified mail, return requested. Bearing adequate postage and addressed as follows:

To the Contractor:  
Agape Therapies and Educational Services Corp.  
Maria Fanning M.S. CCC-SLP/L  
11507 Lucas Road  
Woodstock, IL 60098

To the Client:  
ISD # 857  
100 County Rd 25  
Lewiston MN 55952

- 14 Entire Agreement and Changes.** This Agreement contains the entire agreement of the parties with respect to the subject matter described herein and supersedes and replaces any other prior agreements, whether written or oral in their entirety. This Agreement may be modified only by an agreement in writing signed by both parties hereto. There is no statement, promise, agreement, or obligation in existence which may conflict with the terms of this Agreement or may modify, enlarge, or invalidate this Agreement or any provision thereof.

- 15 Assignment/ Binding Effect.** This Agreement shall not be assigned without the prior written consent of the other party. To the extent not expressly prohibited, this Agreement shall insure to and be binding upon the legal representatives, successors and permitted assigns of the parties.
- 16 Headings.** The headings used in the Agreement are for convenience only and do not limit the contents of this Agreement.
- 17 Voluntary Agreement.** The Client acknowledges that it has been provided with an opportunity to consult legal counsel regarding the terms and conditions of this Agreement and that Client has either obtained legal counsel or has voluntarily waived the opportunity to obtain legal counsel and that by signing this Agreement, Client has voluntarily and knowingly entered into this Agreement and agrees to be bound by its terms.

Executed this 12<sup>th</sup> day of April 2024.

**CONTRACTOR**

Agape Therapies and Educational Services

By: Maria Fanning M.S. CCC-SLP/L

(Printed): Maria Fanning M.S. CCC-SLP/L

President/CEO

**CLIENT**

Lewiston-Altura Public Schools

By: Gwen Carman

(Printed): Gwen Carman



# 2023-2024 Lewiston – Altura School District Safe Learning Plan



May 13, 2024

This Plan is in place because of the COVID-19 pandemic. A Safe Learning Plan (reviewed every six months) is required in order for the district to receive funding that has been made available as a result of the pandemic.

## DISTRICT PRIORITIES IN REGARDS TO A SAFE LEARNING PLAN

- Maintain as much ‘normalcy’ in routines and student activities as possible.
- Protect students and staff from COVID-19 or other variants – **especially to avoid in-school transmission**
- Prioritize protecting students who are unable to receive a COVID-19 vaccinations.
- Assure all staff and students feel supported and respected if s/he chooses to wear a mask.
- Significant changes to the Safe Learning Plan will be discussed and determined by the School Board in a public meeting.

<b>STUDENTS OR STAFF WHO TEST POSITIVE for COVID-19</b>	If the person is fever free for 24 hours (without fever reducing medication) and other symptoms are improving, the person may return to school.  If an individual has symptoms and is awaiting COVID-19 test results, the person may not come to school or activities.
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<b>MN State High School League Activities</b>	The district follows the MSHSL guidance and requirements.
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## **ABSENCES, REPORTING SYMPTOMS IN THE CASE OF ABSENCES and COVID-19 TESTING:**

- Parents and staff must provide the office complete and accurate information for the purpose of an absence from school. Incomplete or inaccurate information may result in the absence being recorded as unexcused.
- COVID-19 test results (positive or negative) must be confirmed with the school nurse or office staff, in order for absences associated with COVID-19 testing to be marked as excused.

**502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON**

***[Note: School districts are required by statute to have a policy addressing these issues.]***

**I. PURPOSE**

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

**II. GENERAL STATEMENT OF POLICY**

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

**III. DEFINITIONS**

A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.

- B. "Personal possessions" includes, but is not limited to, purses, backpacks, bookbags, packages, and clothing.
- C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

#### **IV. PROCEDURES**

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

#### **V. DIRECTIVES AND GUIDELINES**

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

## **VI. SEIZURE OF CONTRABAND**

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

## **VII. VIOLATIONS**

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

**Legal References:** U. S. Const., amend. IV  
Minn. Const., art. I, § 10  
Minn. Stat. § 121A.72 (School Locker Policy)  
*New Jersey v. T.L.O.*, 469 U.S. 325 (1985)  
*G.C. v. Owensboro Public Schools*, 711 F.3d 623 (6<sup>th</sup> Cir. 2013)

**Cross References:** MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)  
MSBA/MASA Model Policy 501 (School Weapons)  
MSBA/MASA Model Policy 506 (Student Discipline)

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

MSBA/MASA Model Policy 524

Orig. 1996

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

Rev. 2023~~4~~

## **524 INTERNET ACCEPTABLE USE AND SAFETY POLICY**

***[Note: School districts are required by statute to have a policy addressing these issues.]***

### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

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

In making decisions regarding student and employee access to the school district computer system and 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.

### **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. While not an exhaustive list, 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, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. 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's security system, 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.

***[Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]***

- 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 "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
- 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. 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. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. 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 may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. 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

***[Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts seeking technology revenue pursuant to Minnesota Statutes section 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]***

### ALTERNATIVE NO. 1

~~***[Note: For a school district that does not seek either state or federal funding in connection with its computer system, the following language should be adopted. It reflects a mandatory requirement under Minnesota Statutes section 125B.15.]***~~

~~All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.~~

~~***[Note: The purchase of filtering technology is not required by state law if the school site would incur more than incidental expense in making the purchase. In the absence of filtering technology, school sites still are required to use "other effective methods" to restrict student access to such materials.]***~~

## ALTERNATIVE NO. 2

~~*[Note: Technology revenue is available to school districts that meet the additional condition of also restricting adult access to inappropriate materials. School districts that seek such state technology revenue may adopt or retain the following language. However, the school district is not required to do so.]*~~

- ~~A. All school district computers with Internet access and available for student use will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.~~
- ~~B. All school district computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.~~
- ~~C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.~~

## ALTERNATIVE NO. 3

***[Note: School districts that receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children’s Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy that contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.]***

- A. 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.
- B. 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.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
  - D. 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.
  - E. 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.

***[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]***

#### **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 may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. 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 (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 for students 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 misdeliveries or nondeliveries 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.

**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 and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
7. Notification that, should the user violate the school district's acceptable use policy, the user'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. PARENTS' 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. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS**

- A. "Technology provider" means a person who:
  1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
  2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.

- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
  - 1. identify each curriculum, testing, or assessment technology provider with access to educational data;
  - 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
  - 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
  - 1. the technology provider's employees or contractors have access to educational data only if authorized; and
  - 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

#### **XIV. SCHOOL-ISSUED DEVICES**

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
  - 1. any location-tracking feature of a school-issued device;
  - 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
  - 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.

- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
  2. the activity is permitted under a judicial warrant;
  3. the school district is notified or becomes aware that the device is missing or stolen;
  4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
  5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
  6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

## **XV. CELL PHONE USE**

1. Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.
2. If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.
3. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

**[Note: This language aligns with the provisions found in the MSBA Model Student Handbook. As an alternative to stating specific cell phone rules in a school district policy, a school board could choose to direct school administration to establish cell**

**phone rules. This approach enables administrators to craft flexible and specific rules that are specific to grade levels and buildings.]**

#### **XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN**

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

#### **XVII. 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 guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including 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.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)  
17 U.S.C. § 101 *et seq.* (Copyrights)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))  
47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
*Mahanoy Area Sch. Dist. v. B.L.*, 594 U.S. \_\_\_, 141 S. Ct. 2038 (2021)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 194 (2003)  
*Sagehorn v. Indep. Sch. Dist. No. 728*, 122 F.Supp.2d 842 (D. Minn. 2015)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, 894 F.Supp.2d 1128 (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 (8<sup>th</sup> Cir. 2012)  
*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)

**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 (Title IX Sex Nondiscrimination Grievance  
Procedures and Process)  
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)

## Lewiston-Altura School District Technology Use Agreement

Parents/Guardians, Students and Staff:

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Please read the following carefully before signing this document. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Lewiston-Altura schools provide computers, Internet, and other technologies access to students and staff. We believe these technologies offer vast, diverse, and unique resources to both students and staff.

The intent of this policy is to clarify computer/technology use rights and responsibility for the Lewiston-Altura Schools (LAS) and the computer/technology users. Users should understand that LAS may amend the procedures and guidelines in response to the evolving changes of the technology industry.

In order for technology to be in working order and available to everyone, users must respect the hardware and software in the school's computer labs, classrooms, and media center.

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.

Access to the Internet will enable students and staff to explore thousands of libraries and databases throughout the world. Families should be aware that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well.

With the use of the Internet, students and staff must understand and practice proper and ethical use. If a Lewiston-Altura School District user violates any of these provisions, his/her access may be suspended and future access may be denied, school disciplinary action may be taken, and/or legal action may result.

### INFORMATION SECURITY & PRIVACY

Pursuant to the Electronic and Communication Privacy Act of 1986, Title 18, United States Code Section 2510 and following, NOTICE IS HEREBY GIVEN THAT:

Any information used on LAS computer equipment or technology equipment whether storage or transmission is considered the property of the school district. The LAS retains the right to review and utilize any information at its discretion.

The LAS will regularly scan school systems for illegal software. Software not on record will be removed and the violators and their instructors/supervisor will be notified.

Recognizing the limitations regarding privacy afforded by electronic services, the following procedures attempt to maximize security safeguards for users of LAS.

- Use a secure password.
- Keep your login and password a secret.
- If others need to login on any system, request a new ID and password from the Technology/Media Coordinator.
- Only login to systems with your user login ID and password.
- Logout of the Network when you leave for the day.
- Do not post anything electronically that you don't wish to be public knowledge.

### GENERAL USE

The following general policy statement and guidelines pertains to all technology usage in District 857.

No user shall intentionally cause damage to any school equipment including hardware and software. This prohibition includes, but is not limited to, the following acts:

- Removing or exchanging any hardware or software component from any system.
- Deleting, renaming, moving, copying or changing any file or its properties, other than his/her personally owned files.
- Tampering with installed software and files.
- Attempting to change passwords.
- Damaging other student's work.
- Tampering with hardware.
- Installing personal software on school technology.
- Violating copyright laws by unauthorized copying of software.
- Transmission of material, in violation of applicable copyright laws or patents is prohibited. You are responsible for determining the legal statues of any intellectual property you use, duplicate, and/or transmit/receive. (Check Copyright Policy).
- Installing, copying, or knowingly infecting a computer system with a virus.

### MICROCOMPUTER SOFTWARE

- It is the responsibility of the user to acquire training on proper software use.
- Maintain backups or copies of your important work. Save important work on the network drive and/or a second disk. Save your work often.
- LAS hold no responsibility for the integrity or loss of user data.
- Users agree to abide by all local, state, and federal laws governing the use of telecommunications and computers in the Unites States.
- All software must be on file with the Technology/Media Coordinator.
- No software is to be loaded on the network without approval by the Technology/Media Coordinator.
- Use, load, or run software in compliance with the software license agreement.
- Any software loaded locally onto PCs must be installed only in accordance with the license agreement.

- Test all diskettes for virus before using them.
- Staff/students learning of any misuse of software (or related documentation) within the LAS shall notify the building principal or technology/media coordinator.
- Illegal modification of software is forbidden.

### INTERNET AND E-MAIL GUIDELINES

Acceptable Use – The purpose of the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. School use of the Internet must be in support of education and research and consistent with the educational objectives of the Lewiston-Altura Public Schools. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement is also prohibited.

Rights and Privileges – The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. Lewiston-Altura School District students have the right to examine a broad range of opinions and ideas in the educational process including the right to locate, use, and exchange information and ideas on the Internet. School officials must apply the same criterion of educational suitability used for other educational resources to attempts at removing or restricting access to specific databases or other Internet information sources. The building administrators and staff will deem what is inappropriate use. Students may appeal administrative decisions to the Lewiston-Altura School District Board of Education, whose decision is final.

Network Etiquette – Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Abusive e-mail messages are forbidden. School rules regarding all forms of harassment apply to electronic communication.
- Use appropriate language. Do not swear, use vulgarities, or other inappropriate language.
- Accurately represent yourself, but do not reveal your personal address or phone number or anyone else's.
- Be aware that e-mail is not secure or private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in the loss of user privileges.
- Abide by current copyright laws and statues. Acknowledge your sources of information and graphics.
- E-mail chains, pyramids, or bombs are forbidden.
- Broadband posting to UseNet is forbidden. Pick only the appropriate group or groups.

Unacceptable Uses of the Network – There are some unacceptable uses of the network. These include, but are not limited to:

- Using the network for any illegal activity.

- Using the network in ways that violate school policies and behavior standards outlined in the student handbook, i.e. pornography, vulgar language, verbal and religious, racial, or sexual harassment, gambling, etc.
- Using the network for financial or commercial gain.
- Degrading or disrupting equipment or system performance.
- Invading the privacy of other individuals by accessing and/or vandalizing their computerized data.
- Wasting technology resources, including bandwidth, file space, and printers.
- Gaining unauthorized access to resources or entities.
- Posting items written by students or staff on the Internet without their permission. If permission is granted, items will be considered fair use and available to the public.

Security – Security on any computer system is a high priority. If you feel you can identify a security problem on the Internet, please notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual’s account. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having of problems with other computer systems may be denied access to the Internet.

Vandalism – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the agencies or networks connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

Disclaimer – The Lewiston-Altura School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Lewiston-Altura School District will not be responsible for any damages users incur. This includes loss of data resulting from delays, nondelivers, misdelivers, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at user’s own risk. The Lewiston-Altura School District specifically denies any responsibility for the accuracy or quality of information obtained via the Internet.

Adopted: March 20, 2000

# Technology Use Agreement

## Lewiston-Altura School District #857

User Agreement:

I understand and will abide by the Technology Use Policy for the Lewiston-Altura School District. I also understand any violation of the regulations in said policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or legal action may result.

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

Parent/Guardian Agreement:

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

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 it is impossible for District #857 to restrict access to all controversial materials and I will not hold them responsible for material acquired on the network or Internet. Also, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child's use of the school technology and the Internet.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Report to the School Board

May 13, 2024

By Elementary School Principal Dave Riebel

## Strategic Priority 1: Student Success

- Math Night



Over 140 students and parents stopped by for a great evening at the elementary school for Math Night. This event alternates with Reading Night allowing students to show off their math skill and enjoy some time with their parents. Families rotated around to stations set up to challenge math skills and knowledge. Thank you to the PLAY Group for the volunteers and help with the pizza supper that they provided families. Thank you to the many Elementary staff members who also volunteered to run the stations. A BIG thank you to Ms. Ostrander for her creativity and coordination of the event. Well done all!

- Character Contest:

The Tenth Potato Book Character Show is on display in the elementary library April 22-25. PreK-5 students were invited to create a display that highlights their favorite book character. The focal point of the display is their favorite book character made from a potato decoration. Thank you to all participants and to the judges who made time to stop by and vote. What fun! Grade level winners were: PreK: Harley (Thelma the Unicorn) · Kindergarten: Evie (Go, Dog Go) · 1st Grade: Marleny (Flounder) · 2nd Grade: Lincoln (Titanicat) · 3rd Grade: Kenzie (Cat Kid) · 4th Grade: Hayven (Kevin the Minion) · 5th Grade: Hailey (Crenshaw) · Staff Winner: Mrs. Zezulka (Curious George).



- Field Trip fun:



The Elementary classroom staff plan and implement many field trips during the spring. Some are local like the fire department and local farms. Others are more involving like our annual 5<sup>th</sup> grade trip to Eagle Bluff Environmental Learning Center. All are making memories and connections to grade level topics. We enjoy and appreciate these opportunities and will work to continue them into our future.

## Strategic Priority 2: Effective Staffing

The following classroom teacher staffing was sent to parents in the April 26 newsletter:

Kindergarten: Ms. O'Duggan and Ms. Pilger, 1<sup>st</sup>: Ms. Reszka and Ms. Weaver, 2<sup>nd</sup>: Ms. Falkowski and Ms. Heftman, 3<sup>rd</sup>: Ms. Gasca-Hernandez and Mr. Schmaltz, 4<sup>th</sup>: Ms. Kennedy, 5<sup>th</sup>: Mr. Buringa and Ms. Sula

- Teacher Appreciation:

With the appreciated planning help from our former colleague, Ms. Daley, the teaching staff at the elementary school enjoyed a Survivor! contest during the week of May 6-10. Staff spun a wheel to learn of their "challenge" that involved having fun and making a colleagues day. Points were awarded for each of the challenges that were accomplished, with daily prizes given out. Three staff members accumulated 40 points during the week with Ms. O'Duggan picked out of the hat as the overall winner of \$60 in gift certificates from local businesses. Thank you to all teachers for your efforts each day!



## Strategic Priority 3: Finance

- Successful Fundraising:



Thank you to all Elementary families for their efforts in selling Worlds Finest Chocolate bars. Our goal was to cover the costs for the 2023-2024 school year field trips, a cost of around \$9500. This meant our goal for the fundraising was \$10,000. We are proud to share that the goal was met and exceeded. The fundraising brought in over \$12,000. The additional funds will start our efforts in covering next year's field trip costs. Great teamwork all!

#### **Strategic Priority 4: Facilities**



The entrance to the Elementary transformed into a regal walkway with the recent blooming of the crabapple trees. Although short lived, the blossoms were appreciated by students and staff as they entered the building. One example of the bright colors of this wet spring! Enjoy!



#### **Strategic Priority 5: Community Engagement**

- Building Tour:

Several community members visited and toured the elementary school building prior to the community engagement meeting on Wednesday, May 8. A film crew from KTTC also walked along and portrayed the overall district situation well.

- Lots of activities for families:

The recent Elementary Newsletters are full of spring and summer activities for families to sign up for. Examples include: Career on Wheels = May 14 (postponed from May 7), 9-11am, Elementary parking lot, Denim and Diamonds Dance = May 18, 6-8pm, Elementary Gym, Firearm Hunter Safety Class, Seasonal camps, Volleyball camp, Football camp, Basketball camp, scouts, and more.

- Fifth Grade Graduation is scheduled for 1pm on May 30 in the Elementary Gym.



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

*Gwen Carman, Superintendent*  
*Dave Riebel, PreK-5 Elementary Principal*  
*Cory Hanson, 6-12 High School Principal*

#### **Priority 1: Student Success**

- Congratulations to LAHS alumni Katie Ketchum on completion of her term as President of the state FFA.
- Congratulations to the following Cardinals of the Week for grades 9-12: Tyson Prigge, Bailey Heimerman
- Cardinals of the Month for May
  - 6 – Karlie Larson
  - 7 – Bently Wirt
  - 8 – Meagan Kreidermacher

#### **Priority 2: Effective Staffing**

- Thank you to Linda Pierce, Makenna Sommer and Mikayla Corcoran for joining us for para subbing through the end of the school year; we would not be able to make it through without you.
- Thank you to our fulltime and parttime substitute teachers. We are really challenging you with the number of jobs we are having daily.

#### **Priority 3: Finance**

- No Report

#### **Priority 4: Facilities**

- Thank you to Dashir and Mr. Eppen for their work on the fields. It has not been an ideal spring for weather and fields have needed a great deal of maintenance to be ready to perform on this season.

#### **Priority 5 – Community Engagement**

- Thank you to Mrs. Kelly and Mrs. Hornberg for organizing and running the 4<sup>th</sup> annual Rockstar Games. It was a perfect day for an outdoor event. We have hosted half indoor and half outdoor at this point.

#### **Upcoming Events:**

**May 14 – Final Conferences for the Year (5<sup>th</sup> Grade Families and SILO and St. John students invited for a visit)**

**May 15 – Senior Honors and Awards Presentation 6 PM**

**May 17 – Tractor Day / 4-6 Track and Field event**

**May 20 – 24: Homegoing Activities**

**May 30 – Last Student Day**

**May 31 - Graduation**



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*Building A Caring, Adaptable, Respectful, Determined, Successful Community of Learners*

**Belief Statements (internal operations- beliefs to drive decisions):**

- **LIFELONG LEARNERS:** We believe in the value of education for all ages.
- **ACCOUNTABILITY:** We believe we are accountable for our actions and outcomes.
- **COMMUNITY CENTERED:** We believe our schools are the central hub of our community and essential for building strong communities.
- **ADAPTABLE:** We believe in being responsive to an ever-changing world.
- **RESPECTFUL:** We believe in everyone’s right to safety, respect, and dignity in our schools.
- **DIVERSE:** We believe in fostering the value of each other’s individual differences, perspectives, and life experiences.
- **STUDENT FOCUSED:** We believe that we are all responsible for the success of students.

**Goals**

1. **STUDENT SUCCESS:** Provide all students with the education they need for success: academically, emotionally, and socially.
2. **EFFECTIVE STAFFING:** Hire, maintain, train and support staff to be as effective as possible.
3. **FINANCE:** Be financially healthy and sustainable.
4. **FACILITIES:** Have facilities that are safe, modern and conducive to 21st century education.
5. **COMMUNITY ENGAGEMENT:** Engage with parents, community members and business owners.

**Superintendent’s Report to the School Board**

*Respectfully Submitted by Gwen Carman*

*May 13, 2024*

**Meeting Agenda Items Notes**

**School Forest Parcels** There is currently no easement to the 40 acre parcel. Winona County Recorder Bob Bambenek has been extremely helpful in this research – his office went back to records from 1866. Two separate realtors have confirmed that the land would be significantly less valuable without an easement. Winona County owns land adjacent to the parcel and it may be the ‘simplest’ way to get an easement from them. Bob Bambenek has agreed to come to the meeting to share information and answer any questions. A letter from him on May 2<sup>nd</sup> is attached.

**2024-2025 General Fund Budget** Julie is not able to attend the May 13<sup>th</sup> meeting. I think it would be extremely helpful to have a Board Budget Working Session May 21<sup>st</sup> or May 28<sup>th</sup> when Julie can attend and have more time for more in-depth discussion about the budget and options for making a balanced budget. This working session should also include discussion about the Support Staff and Bus/Van Driver Handbooks with each one’s potential wages for 2024-2025.

Current FY25 Budget Estimates (May 7)

Proposed Expenditure Reductions = \$542,657

Additions in Expenses = \$293,808 (Primarily increases in Salaries/Benefits)

Proposed Revenue additions = \$83,000

Reductions in Revenue = \$302,332 (*More State SPED revenue, declining enrollment revenue decrease, increased ADM funding, Less Federal \$'s (ESSER/COVID)*)

Net reductions in expenses = \$248,849

Net reduction in revenues = \$219,332

FY25 Total Expenses = \$8,583,252

FY25 Total Revenues = \$8,342,229

Total additional adjustments needed to balance the budget = \$241,023

**Solar Panel Project** Attached is a potential purchase agreement with Solar Connections, Inc. Solar Connections needs Board approval to pursue the State and Federal grant funding. Julie and I met with Brok Johnson so Julie fully understands the potential projects, the financing and the projected energy savings. We have proposed financing options from Minnwest Bank and People's State Bank (attached). We had initial proposals for two year financing, but after further discussion with Julie and Brok, it is probably best to pursue a 5 year financing for the entire projects and we would make principal payments upon receipt of the grant payments. Both banks have agreed their initial 2 year interest rate proposal would still be honored with 5 year financing plan with the grant reimbursement payments. If we pursue a project at the elementary and/or high school, energy savings would begin immediately upon hook up, and if we finance the project the estimated 5 year loan payments would be offset by the energy savings. After the loan is paid in full, we would see annual energy savings of approximately \$45,000.

**High School:**

Total Project Cost: \$428,260

Solar for Schools Grant: \$214,130 (State Grant- 50%)

30% Elective Pay: \$128,478 (Federal Grant – 30%)

District Cost: \$85,652 (20%)

**Elementary School:**

Total Project Cost: \$389,367

Solar for Schools Grant: \$194,683.50 (State Grant- 50%)

30% Elective Pay: \$116,810 (Federal Grant – 30%)

District Cost: \$77,874 (20%)

**Updated Safe Learning Plan** We are still required to have a Safe Learning Plan related to our COVID-19 protocols. This plan needs to be reviewed every 6 months. The proposed plan eliminates the need for a 5 day absence from school. The 24 hour fever free requirement is consistent with our standard health policies for any fever.

**Long Range Planning** The Task Force will meet on May 20<sup>th</sup>. At the Board meeting we can discuss the community meetings in Altura and Lewiston and related items.

**OTHER ITEMS**

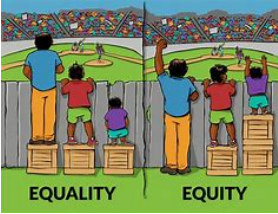
**Reminder:** The Lewiston Chamber of Commerce will be meeting on Wednesday, May 15th at noon at the Rec Café. These are opportunities to interact with Lewiston business owners.

**End of the School Year** It is a very busy month with so many end of year events and spring sports. Thank you to Dave, Cory, Ryan, the Dashir team, the office staff, teachers and coaches for making it all happen! It is great to see so much excitement and parent/community support in our schools.



On May 8<sup>th</sup>, MDE Deputy Commissioner Stephanie Graff visited our district as part of a tour of schools she was doing. Cory, Sarah and Gwen shared information about the L-A district, our strengths, challenges and how MDE supports us or potentially could do more/do things better. Deputy Commissioner Graff listened, shared her insights and acknowledged that our challenges are not unique to our district and her hopes for working with the MN Legislature to provide public school districts more support.

A reminder of the importance of considering equity in the work we do. Every student deserves our best and what s/he needs to achieve.



# Dashir Management Services, Inc.

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

## Lewiston Altura School District

Custodial / Maintenance Report

May 2024

### **Personnel Information**

We currently are at full staff.

### **Training Conducted**

Staff completed OSHA required safety training on Ladder Safety.

Jeremy Nader Passed his special boilers exam. We now have four people on staff with a boilers license.

### **Inspections**

Tom Roessler, Deputy State Fire Marshal, completed an inspection on April 9<sup>th</sup>. We had some issues and are in the process of correcting the problem areas.

Southern Minnesota Inspection completed inspections of the gyms in both schools. They have recommended some repairs.

### **Progress on Projects**

- Winona Heating and Vent is working on the roof repairs.

### **Comments**

We are working with spring sports and preparing to get started with summer cleaning. Supplies have been ordered and equipment check out.

Respectfully Submitted,

Dan Buege

Facility Manager