

## Regular School Board Meeting of ISD 857

Monday, April 12, 2021 6:00 PM

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

### I. Call Meeting to Order

### II. Pledge of Allegiance.

### III. Quorum Call

Brummer  
Koverman  
Maki  
Meisch  
Meyer  
Pringle  
Sommer

### IV. Approve the April 12, 2021 Meeting Agenda

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

### VI. Informational presentation with School Perceptions, Inc. and InGensa, Inc. regarding the comprehensive facility assessment and surveying of stakeholders to gauge overall satisfaction to help guide strategic planning process.

### VII. 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.

### VIII. Good Things Happening

1. Thank you to the many elementary staff who worked together the evening of March 30th for a modified kindergarten round up event with social distancing between families.

2. Thank you to ALL staff in ALL departments who have continued to work together, problem solve and persevere to support students through the 20-21 school year. We are celebrating that since March 29th all students are able to come to school every day! We are also celebrating that we are able to hold many of the spring activities and events that had to be canceled one year ago.

3, Junior high and high school spring sports are happening! We are finally able to use the

rennovated track and field events' competition locations. Thank you to Joe Banicki and his crew for getting all of our grounds and fields ready!

IX. Consent Agenda

- A. Board Meeting Minutes: March 8, 2021 and March 22, 2021
- B. Financial Reports a. Board Bills
  - b. Student Activity Report
  - c. Treasury Report
  - d. Miscellaneous Payments
  - e. March 2021 Wire Payments
- C. Accept resignation of HS Activities Assistant Stephen Uphus effective June 4, 2021.
- D. Accept resignation of Ethan Scheck as Varsity Girls Basketball Head Coach.
- E. Accept resignation of Britny Sula as Junior Varsity Girls Basketball Coach.
- F. Approve amended voluntary Leave of Absence for Stacy Walth effective March 16, 2021 increasing from a 0.4 FTE to a 0.6 FTE work schedule.
- G. Accept donation of \$700.00 from Justin Kronenbusch to support the high school baseball team.
- H. Accept anonymous donation of \$1000.00 for the L- A High School Weight Room.

- X. Project Development Agreement with InGensa, Inc. to conduct a comprehensive assessment of our school facilities.

- XI. Student trip to Washington, D.C. for our current 7th, 8th and 9th graders to be taken March 12 -18 OR June 26 - July 2nd, 2022.

- XII. Accept \$10,000 from the estate of Mary Helen Kalmes to be applied to scholarships for students enrolling in music or nursing programs.

- XIII. Resolution to Nonrenew Alberto Centeno at the end of the 2020-21 school year.

**BOARD MEMBER NAME)** introduced the following resolution and moved its adoption:  
**WHEREAS, Alberto Centeno is a probationary teacher in Independent District No. 857.**

**BE IT RESOLVED, by the School Board of Independent District No. 857 that pursuant to Minn. Stat. 122A.40, subd. 5[1] and the District Master Agreement, the teaching contract of Alberto Centeno, a probationary teacher in Independent District No.857 shall be nonrenewed at the end of the 2020 - 2021 school year effective June 7, 2021.**

XIV. VOTING RECORD

The motion for the adoption of the preceding

resolution and that written notice be sent to said teacher regarding the nonrenewal of the teacher's teaching contract was duly seconded by (BOARD MEMBER NAME) and upon vote being taken thereon,

the following voted in favor thereof,

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

XXIII.

the following voted against the same:

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

XXXII. whereupon said resolution was declared duly passed and adopted on April 12, 2021.

XXXIII. Policy 902 Facility Use and 902F Facility Use Form- 1st Reading

XXXIV. Policy 713 Student Activity Accounting - 1st Reading

XXXV. Policy 510 Student Activities - 1st Reading

XXXVI. Policy 511 and 511F Student Fundraising

XXXVII. PK-6 Principal's Report

XXXVIII. 7-12 Principal's Report

XXXIX. Superintendent's Report

XL. Board Committee Reports

XLI. Upcoming Meeting Schedule

Wednesday, April 14th - 7:00am District Staff Development Committee

Tuesday, April 27th - 7:00am Policy Review Committee

Wednesday, April 28th - 6:15pm Activities Steering Committee

Monday, May 10th - 6:00pm Regular Board Meeting

Wednesday, May 12th - 7:00am District Staff Development Committee

Wednesday, May 19th - 7:00am Health and Safety Committee

Monday, May 3 - 5:30pm Systems Accountability Committee

Wednesday, May 26th - 6:15pm Activities Steering Committee

TENTATIVE: Monday, June 7th - 6:00pm, Board Workshop meeting re: Facility Planning

Monday, June 14th - 6:00pm Regular Board Meeting

XLII. Adjourn.

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

A regular meeting of the School Board of Independent School District #857 was held on March 8, 2021. The Board members met in the High School Library and the public was able to access the meeting via ZOOM due to COVID-19 Pandemic restrictions. Members Brummer, Maki, Meisch, Koverman, Pringle, Meyer, and Sommer were present.

Board Chair Brummer called the meeting to order at 6:00pm. The Pledge of Allegiance was recited. Motion by Meyer, seconded by Maki to approve the March 8, 2021 meeting agenda. MCU.

HS Student Council representative Delaney Brummer reported on high school activities. Good things happening in the district were also recognized by Board Chair Brummer.

Motion by Meyer, seconded by Sommer to approve the March 8, 2021 consent agenda. MCU.

Board Chair Brummer read a summary of the Superintendent's mid-year evaluation that was discussed in closed session on February 8<sup>th</sup>.

Motion by Meisch, seconded by Pringle to approve a 2020-21 Amended Budget with total expenditures of \$10,906,578.00 and total revenues of \$10,530,275.00. MCU.

Motion by Meyer and seconded by Sommer to approve resolution directing the administration to make recommendations regarding the reduction and/or discontinuance of programs and positions and reasons therefore, MCU by roll call vote.

Motion by Koverman, seconded by Maki to table agreement with MSBA to conduct 2021-22 Strategic Planning Services. MCU.

Motion by Meisch, seconded by Meyer to approve Policy 419 Tobacco-Free Environment on second reading. MCU.

Motion by Meyer, seconded by Sommer to approve Policy 202 School Board Officers on second reading. MCU.

Motion by Koverman and seconded by Maki to approve the school district's checks for payment of bills, payroll and other expenses for district business will be signed by the School Board Chair, the School Board Treasurer, and the School Board Clerk. MCU.

There was discussion about the learning model transition starting March 22<sup>nd</sup> to daily face to face instruction for all students.

Motion by Meyer and seconded by Pringle to modify the 2020-21 School Year Calendar to make March 18<sup>th</sup> a 7-12 Transition Planning Day and March 19<sup>th</sup> a Districtwide Transition Planning Day. MCU.

Motion by Koverman, seconded by Sommer to approve the 2021-2022 School Year Calendar as presented with the last student day to be June 9, 2022. MCU.

There was discussion about a possible Community Tree Project.

Reports were presented by Principal Riebel, Principal Hanson, Superintendent Carman and Board members. Board member Sommer left the meeting at 7:25pm.

Motion by Koverman, second by Meisch to adjourn the meeting at 7:37pm. MCU.

Melissa Meisch, Clerk

*Lewiston-Altura School Board Resolution – March 8, 2021*

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

Meyer introduced the following resolution and moved its adoption:

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

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

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

BE IT RESOLVED, by the School Board of Independent District No. 857 as follows:

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

**VOTING RECORD**

The motion for the adoption of the preceding resolution was duly seconded by Sommer  
and upon vote being taken thereon,  
the following voted in favor thereof,  
Koverman, Sommer, Meisch, Brummer, Maki, Meyer, Pringle.

the following voted against the same: None.

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

**MINUTES OF THE LEWISTON-ALTURA REGULAR SCHOOL BOARD MEETING**  
**ISD #857**  
**March 22, 2021**

A special meeting of the School Board of Independent School District #857 was held on March 22, 2021. The Board members met in the High School Library. Members Brummer, Maki, Meisch, Koverman, Pringle, Meyer, and Sommer were present.

Board Chair Brummer called the meeting to order at 6:00pm.

The Board heard presentations from Nexus Solutions, ICS and InGensa regarding the potential of engaging in a formal agreement with the Board to conduct comprehensive facilities assessment.

The Board discussed next steps in the process to select a firm for the facilities assessment.

Motion by Koverman, second by Meisch to adjourn the meeting at 8:54pm. MCU.

Melissa Meisch, Clerk

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

STUDENT COUNCIL	623.78	0.01	623.79
NATIONAL HONOR SOCIETY	3,919.20	0.03	3,919.23
FFA	14,381.36	0.12	14,381.48
HOSA	782.93	0.01	782.94
WASHINGTON DC TRIP	4,077.61	0.03	4,077.64
CARDINAL BOOK	211.93	0.00	211.93
TRAP LEAGUE	2,867.53	0.02	2,867.55
MUSIC DEPT. HS	32,874.95	0.28	32,875.23
CLASS OF 2026	-	0.00	-
CLASS OF 2021	1,776.71	0.02	1,776.73
CLASS OF 2022	1,438.99	0.01	1,439.00
CLASS OF 2024	18.54	0.00	18.54
CLASS OF 2025	-	0.00	-
CLASS OF 2023	180.55	0.00	180.55
YEARBOOK	3,238.65	0.03	3,238.68
SPANISH TRIP	2,852.59	0.02	2,852.61
JH STUDENT COUNCIL	539.78	0.01	539.79
PROM	500.04	0.01	500.05
TECH CLUB	5,969.87	0.05	5,969.92
CARDINAL CART	109.23	0.00	109.23
		0.65	
	<b>\$ 76,364.24</b>	<b>0.65</b>	<b>\$ 76,364.89</b>

## Treasury Report

### March 2021 Bank Reconciliation

FUNDS	BALANCE BEGINNING OF MONTH	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	BALANCE END OF MONTH	ENDING BALANCE 2019-2020
GENERAL FUND	1,342,544.53	1,208,880.01	(1,168,133.59)	1,383,290.95	1,207,951.67
FOOD SERVICE FUND	15,793.13	53,090.57	(44,323.86)	24,559.84	36,830.32
COMMUNITY ED	236,079.70	21,226.73	(31,440.82)	225,865.61	289,035.53
BUILDING CONSTRUCTION	0.00	0.00	0.00	0.00	0.00
DEBT REDEMPTION	621,849.19	0.00	0.00	621,849.19	640,216.46
INVESTMENT SCHOLARSHIPS	0.00	0.00	0.00	0.00	87,724.15
<b>TOTALS</b>	<b>2,216,266.55</b>	<b>1,283,197.31</b>	<b>(1,243,898.27)</b>	<b>2,255,565.59</b>	<b>2,261,758.13</b>

### RECONCILEMENT OF TREASURER'S BALANCE WITH BANK

DESCRIPTION	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	DEPOSITS NOT SHOWN ON BANK STATEMENT	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
MinnWest Bank # 200014	78,770.36	(41,889.87)	0.00	(10,492.51)	26,387.98
Merchants Bank	4,452.54	0.00	0.00	0.00	4,452.54
Minn West Bank #90005513	477,197.67	0.00	0.00	0.00	477,197.67
MSDLF 601470	1,702,084.44	0.00	0.00	0.00	1,702,084.44
CD-investments	45,442.96	0.00	0.00	0.00	45,442.96
<b>TREASURER'S BALANCE</b>					<b>2,255,565.59</b>

# Lewiston-Altura Public Schools March Wire Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P10869	60690		Wire	1 1053		MINNESOTA ELECTRONIC FUNDS		No	Yes	No	03/02/2021	7,420.93
001	P10869	60691		Wire	1 1054		FEDERAL TAXES		No	Yes	No	03/02/2021	47,713.84
001	P10869	60692		Wire	1 18600		MINNESOTA TEACHERS RETIREMENT.		No	Yes	No	03/02/2021	26,763.16
001	P10869	60693		Wire	1 18610		PERA / Public Employers Retirement Assor		No	Yes	No	03/02/2021	7,725.34
001	P10869	60694		Wire	1 4373		ING		No	Yes	No	03/02/2021	2,291.58
001	P10869	60695		Wire	1 6496		EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	03/02/2021	8,542.16
001	P10969	60770		Wire	1 3128	R1	Amazon Capital Services		No	Yes	No	03/08/2021	110.85
001	P10969	60803		Wire	1 1053		MINNESOTA ELECTRONIC FUNDS		No	Yes	No	03/16/2021	7,713.36
001	P10969	60804		Wire	1 1054		FEDERAL TAXES		No	Yes	No	03/16/2021	49,363.25
001	P10969	60805		Wire	1 18600		MINNESOTA TEACHERS RETIREMENT.		No	Yes	No	03/16/2021	27,481.75
001	P10969	60806		Wire	1 18610		PERA / Public Employers Retirement Assor		No	Yes	No	03/16/2021	7,962.94
001	P10969	60807		Wire	1 4373		ING		No	Yes	No	03/16/2021	2,291.58
001	P10969	60808		Wire	1 6496		EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	03/16/2021	8,532.81
001	P10969	60809		Wire	1 5546		VISA		No	Yes	No	03/17/2021	1,133.56
001	P10969	60866		Wire	1 1053		MINNESOTA ELECTRONIC FUNDS		No	No	No	03/31/2021	8,076.80
001	P10969	60867		Wire	1 1054		FEDERAL TAXES		No	Yes	No	03/31/2021	52,716.72
001	P10969	60868		Wire	1 18600		MINNESOTA TEACHERS RETIREMENT.		No	Yes	No	03/31/2021	29,103.66
001	P10969	60869		Wire	1 18610		PERA / Public Employers Retirement Assor		No	Yes	No	03/31/2021	7,929.08
001	P10969	60870		Wire	1 4373		ING		No	No	No	03/31/2021	2,291.58
001	P10969	60871		Wire	1 6496		EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	03/31/2021	8,532.82
001	P10969	60884		Wire	1 3153		Merchants Bank - Fees		No	Yes	No	03/31/2021	95.75
001	P10969	60885		Wire	1 4834		MERCHANT PROCESSING CENTER		No	Yes	No	03/31/2021	206.82
001	P10969	60886		Wire	1 4866		BLUECROSS BLUESHIELD OF MN & BL		No	Yes	No	03/31/2021	21,448.50
001	P10969	60887		Wire	1 6283		MinnWest Bank Group		No	Yes	No	03/31/2021	50.00

Bank Total: \$335,498.84

Report Total: \$335,498.84

# Lewiston-Altura Public Schools

## March Misc Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P10869	60679	70188	Check	1	6780	Cash, Josh	Ind/Sole Proprietor	Yes	Yes	No	03/01/2021	120.00
001	P10869	60678	70189	Check	1	4194	Kralewski, Jesse		Yes	Yes	No	03/01/2021	120.00
001	P10869	60677	70190	Check	1	3940	Zollner, Chris		Yes	Yes	No	03/01/2021	120.00
001	P10869	60685	70191	Check	1	5594	ALTRA FEDERAL CREDIT UNION		Yes	Yes	No	03/02/2021	130.00
001	P10869	60688	70192	Check	1	6406	Ameritas Life Insurance Corp		Yes	Yes	No	03/02/2021	107.34
001	P10869	60684	70193	Check	1	4951	Bremer Bank		Yes	Yes	No	03/02/2021	300.00
001	P10869	60680	70194	Check	1	11202	Education Minnesota - Lewiston-Altura		Yes	Yes	No	03/02/2021	2,477.12
001	P10869	60686	70195	Check	1	6265	HOME FEDERAL SAVINGS BANK		Yes	Yes	No	03/02/2021	42.50
001	P10869	60689	70196	Check	1	6461	ISD 857 - Flex Plan Checking		Yes	Yes	No	03/02/2021	1,402.56
001	P10869	60681	70197	Check	1	17090	MADISON NATIONAL LIFE		Yes	Yes	No	03/02/2021	537.36
001	P10869	60683	70198	Check	1	4786	Merchants Bank		Yes	Yes	No	03/02/2021	405.00
001	P10869	60687	70199	Check	1	6283	MinnWest Bank Group		Yes	Yes	No	03/02/2021	314.25
001	P10869	60682	70200	Check	1	3545	Winona National Bank		Yes	Yes	No	03/02/2021	50.00
001	P10869	60696	70201	Check	1	6776	Dachel, Payton	Ind/Sole Proprietor	Yes	Yes	No	03/02/2021	147.50
001	P10869	60697	70202	Check	1	6777	Leszczynski, Luc		Yes	Yes	No	03/02/2021	147.50
001	P10869	60698	70203	Check	1	6785	RWHS Speech Team		Yes	No	No	03/02/2021	14.00
001	P10969	60766	70204	Check	1	4933	ANDRING, TIM	Ind/Sole Proprietor	Yes	Yes	No	03/04/2021	177.50
001	P10969	60765	70205	Check	1	3166	Broadwater, David	Ind/Sole Proprietor	Yes	Yes	No	03/04/2021	147.50
001	P10969	60767	70206	Check	1	5166	Nicometo, Tim		Yes	No	No	03/04/2021	147.50
001	P10969	60768	70207	Check	1	6787	Saski, Matt	Ind/Sole Proprietor	Yes	Yes	No	03/04/2021	147.50
001	P10969	60772	70208	Check	1	6423	Bruinsma, Kent	Ind/Sole Proprietor	Yes	Yes	No	03/08/2021	147.50
001	P10969	60771	70209	Check	1	5679	WALDEMAR, DALLAS		Yes	No	No	03/08/2021	147.50
001	P10969	60773	70271	Check	1	1777	EWEN, MIKE		Yes	No	No	03/11/2021	120.00
001	P10969	60774	70272	Check	1	1778	HUNTOON, ERIC		Yes	Yes	No	03/11/2021	120.00
001	P10969	60776	70273	Check	1	6782	Overton, Darren	Ind/Sole Proprietor	Yes	Yes	No	03/11/2021	120.00
001	P10969	60775	70274	Check	1	4800	Region 1A		Yes	Yes	No	03/11/2021	80.00
001	P10969	60785	70275	Check	1	3687	BORKOWSKI TOWING & SALVAGE		Yes	Yes	No	03/12/2021	250.00
001	P10969	60792	70276	Check	1	6754	Cloud Disinfect-It		Yes	Yes	No	03/12/2021	795.00
001	P10969	60781	70277	Check	1	3012	Equiparts		Yes	Yes	No	03/12/2021	1,804.04
001	P10969	60782	70278	Check	1	3210	HBC		Yes	Yes	No	03/12/2021	2,225.05
001	P10969	60777	70279	Check	1	10141	KWIK TRIP		Yes	Yes	No	03/12/2021	1,508.84
001	P10969	60789	70280	Check	1	5956	MiEnergy Cooperative		Yes	Yes	No	03/12/2021	9,319.42
001	P10969	60783	70281	Check	1	3571	MINNESOTA ENERGY RESOURCES		Yes	Yes	No	03/12/2021	4,160.02
001	P10969	60788	70282	Check	1	4877	MINNESOTA Public Employees Insurance		Yes	Yes	No	03/12/2021	36,911.38
001	P10969	60791	70283	Check	1	6280	Music Mart		Yes	Yes	No	03/12/2021	135.00
001	P10969	60780	70284	Check	1	1947	Pro-Ed, Inc.		Yes	Yes	No	03/12/2021	705.10
001	P10969	60778	70285	Check	1	18080	SCHILLING SUPPLY COMPANY		Yes	Yes	No	03/12/2021	1,182.10
001	P10969	60779	70286	Check	1	18332	SEMCAC Transportation		Yes	Yes	No	03/12/2021	250.00
001	P10969	60784	70287	Check	1	3633	Storsveen, Paul		Yes	Yes	No	03/12/2021	147.50

# Lewiston-Altura Public Schools

## March Misc Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P10969	60790	70288	Check	1	6132	TIMMONS, DAVID		Yes	Yes	No	03/12/2021	147.50
001	P10969	60786	70289	Check	1	4448	VERIZON WIRELESS		Yes	Yes	No	03/12/2021	159.71
001	P10969	60787	70290	Check	1	4635	WINONA CONTROLS, INC.		Yes	Yes	No	03/12/2021	1,481.75
001	P10969	60798	70291	Check	1	5594	ALTRA FEDERAL CREDIT UNION		Yes	Yes	No	03/15/2021	130.00
001	P10969	60801	70292	Check	1	6406	Ameritas Life Insurance Corp		Yes	Yes	No	03/15/2021	93.36
001	P10969	60797	70293	Check	1	4951	Bremer Bank		Yes	Yes	No	03/15/2021	300.00
001	P10969	60793	70294	Check	1	11202	Education Minnesota - Lewiston-Altura		Yes	Yes	No	03/15/2021	2,477.12
001	P10969	60799	70295	Check	1	6265	HOME FEDERAL SAVINGS BANK		Yes	Yes	No	03/15/2021	42.50
001	P10969	60802	70296	Check	1	6461	ISD 857 - Flex Plan Checking		Yes	Yes	No	03/15/2021	1,515.06
001	P10969	60794	70297	Check	1	17090	MADISON NATIONAL LIFE		Yes	Yes	No	03/15/2021	543.36
001	P10969	60796	70298	Check	1	4786	Merchants Bank		Yes	Yes	No	03/15/2021	405.00
001	P10969	60800	70299	Check	1	6283	MinnWest Bank Group		Yes	Yes	No	03/15/2021	314.25
001	P10969	60795	70300	Check	1	3545	Winona National Bank		Yes	Yes	No	03/15/2021	50.00
001	P10969	60835	70301	Check	1	6768	Anderson, Emily	Ind/Sole Proprietor	Yes	Yes	No	03/18/2021	115.00
001	P10969	60814	70302	Check	1	2671	CDW-Government		Yes	Yes	No	03/18/2021	5,736.18
001	P10969	60842	70303	Check	1	6791	Chatfield High School		Yes	No	No	03/18/2021	26.00
001	P10969	60817	70304	Check	1	3254	Chester Pozanc Trucking & Exc. LLC		Yes	Yes	No	03/18/2021	281.76
001	P10969	60821	70305	Check	1	4459	CHILEDIA INSTITUTE, INC.		Yes	Yes	No	03/18/2021	4,912.32
001	P10969	60815	70306	Check	1	2707	City of Lewiston		Yes	Yes	No	03/18/2021	1,663.44
001	P10969	60816	70307	Check	1	2916	CONTINENTAL RESEARCH CORP		Yes	Yes	No	03/18/2021	1,143.52
001	P10969	60819	70308	Check	1	3956	ESTR Publications		Yes	Yes	No	03/18/2021	109.00
001	P10969	60836	70309	Check	1	6769	Ferguson, Collin		Yes	No	No	03/18/2021	140.00
001	P10969	60843	70310	Check	1	6792	Filmore Central Schools		Yes	Yes	No	03/18/2021	24.00
001	P10969	60813	70311	Check	1	2524	GRAINGER		Yes	Yes	No	03/18/2021	154.76
001	P10969	60834	70312	Check	1	6746	Grossell, Mitch		Yes	Yes	No	03/18/2021	50.00
001	P10969	60832	70313	Check	1	6104	Gunnarson, Peyton		Yes	Yes	No	03/18/2021	141.75
001	P10969	60833	70314	Check	1	6433	Gunnarson, Tyler		Yes	Yes	No	03/18/2021	72.00
001	P10969	60810	70315	Check	1	07141	HIGH PLAINS COOPERATIVE		Yes	Yes	No	03/18/2021	3,638.54
001	P10969	60840	70316	Check	1	6789	Himes, Micaela		Yes	Yes	No	03/18/2021	10.00
001	P10969	60828	70317	Check	1	5670	HORMAN, TODD		Yes	Yes	No	03/18/2021	140.00
001	P10969	60820	70318	Check	1	4085	IEA, INC		Yes	Yes	No	03/18/2021	647.04
001	P10969	60818	70319	Check	1	3282	Kennedy & Graven Chartered		Yes	Yes	No	03/18/2021	67.50
001	P10969	60811	70320	Check	1	11260	LEWISTON JOURNAL		Yes	Yes	No	03/18/2021	615.45
001	P10969	60826	70321	Check	1	5015	MENK, NICHOLE	Ind/Sole Proprietor	Yes	Yes	No	03/18/2021	87.50
001	P10969	60829	70322	Check	1	5801	Midwest Bus Parts, Inc.		Yes	No	No	03/18/2021	257.90
001	P10969	60825	70323	Check	1	4810	MONSON, DARRELL		Yes	Yes	No	03/18/2021	165.00
001	P10969	60830	70324	Check	1	5945	Oevering, Benjamin		Yes	Yes	No	03/18/2021	32.75
001	P10969	60837	70325	Check	1	6783	Raihle, Mark	Ind/Sole Proprietor	Yes	Yes	No	03/18/2021	180.00
001	P10969	60824	70326	Check	1	4800	Region 1A	21Baske	Yes	No	No	03/18/2021	560.00

# Lewiston-Altura Public Schools March Misc Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P10969	60841	70327	Check	1	6790	Rushford-Peterson Speech Team		Yes	Yes	No	03/18/2021	75.00
001	P10969	60823	70328	Check	1	4601	SCHMITZ, JUSTIN		Yes	Yes	No	03/18/2021	60.00
001	P10969	60838	70329	Check	1	6784	Soulier, Sherry		Yes	No	No	03/18/2021	50.00
001	P10969	60831	70330	Check	1	6076	SPELTZ, THOMAS		Yes	No	No	03/18/2021	163.75
001	P10969	60827	70331	Check	1	5587	Stoos Electric Inc.		Yes	Yes	No	03/18/2021	405.31
001	P10969	60839	70332	Check	1	6786	Suchla, Alan		Yes	Yes	No	03/18/2021	140.00
001	P10969	60822	70333	Check	1	4519	TELIN TRANSPORTATION GROUP		Yes	Yes	No	03/18/2021	302.20
001	P10969	60812	70334	Check	1	22038	WASTE MANAGEMENT		Yes	Yes	No	03/18/2021	3,639.50
001	P10969	60845	70335	Check	1	02584	COTTER HIGH SCHOOL		Yes	No	No	03/18/2021	160.00
001	P10969	60848	70336	Check	1	3172	HyVee		Yes	Yes	No	03/22/2021	537.66
001	P10969	60846	70337	Check	1	12630	MOTOR PARTS & EQUIP		Yes	Yes	No	03/22/2021	18.91
001	P10969	60850	70338	Check	1	3263	North Central Truck Equipment		Yes	Yes	No	03/22/2021	244.73
001	P10969	60852	70339	Check	1	4800	Region 1A		Yes	No	No	03/22/2021	1,008.00
001	P10969	60849	70340	Check	1	3217	SCHOOL SPECIALTY		Yes	Yes	No	03/22/2021	96.96
001	P10969	60851	70341	Check	1	4448	VERIZON WIRELESS		Yes	Yes	No	03/22/2021	36.08
001	P10969	60847	70342	Check	1	1883	XCEL ENERGY		Yes	Yes	No	03/22/2021	2,027.31
001	P10969	60861	70343	Check	1	5594	ALTRA FEDERAL CREDIT UNION		Yes	No	No	03/31/2021	130.00
001	P10969	60864	70344	Check	1	6406	Ameritas Life Insurance Corp		Yes	No	No	03/31/2021	93.36
001	P10969	60860	70345	Check	1	4951	Bremer Bank		Yes	No	No	03/31/2021	300.00
001	P10969	60856	70346	Check	1	11202	Education Minnesota - Lewiston-Altura		Yes	No	No	03/31/2021	2,477.12
001	P10969	60862	70347	Check	1	6265	HOME FEDERAL SAVINGS BANK		Yes	No	No	03/31/2021	42.50
001	P10969	60865	70348	Check	1	6461	ISD 857 - Flex Plan Checking		Yes	Yes	No	03/31/2021	1,402.56
001	P10969	60857	70349	Check	1	17090	MADISON NATIONAL LIFE		Yes	No	No	03/31/2021	546.36
001	P10969	60859	70350	Check	1	4786	Merchants Bank		Yes	No	No	03/31/2021	425.00
001	P10969	60863	70351	Check	1	6283	MinnWest Bank Group		Yes	No	No	03/31/2021	314.25
001	P10969	60858	70352	Check	1	3545	Winona National Bank		Yes	No	No	03/31/2021	50.00
001	P10969	60872	70353	Check	1	00420	ARNOLD SUPPLY		Yes	No	No	03/31/2021	2,881.25
001	P10969	60873	70354	Check	1	02581	CURRICULUM ASSOCIATES, LLC		Yes	No	No	03/31/2021	670.88
001	P10969	60882	70355	Check	1	6775	Don's Doors		Yes	No	No	03/31/2021	422.00
001	P10969	60881	70356	Check	1	6444	GOPHERMODS		Yes	No	No	03/31/2021	132.00
001	P10969	60879	70357	Check	1	5865	Loffler Companies		Yes	No	No	03/31/2021	2,286.09
001	P10969	60876	70358	Check	1	3571	MINNESOTA ENERGY RESOURCES		Yes	No	No	03/31/2021	1,229.52
001	P10969	60874	70359	Check	1	12495	MINNESOTA SCHOOL BOARDS ASSOC		Yes	No	No	03/31/2021	1,560.00
001	P10969	60883	70360	Check	1	6781	PickleballCentral.com		Yes	No	No	03/31/2021	3,184.75
001	P10969	60877	70361	Check	1	4800	Region 1A		Yes	No	No	03/31/2021	473.55
001	P10969	60878	70362	Check	1	5180	SWANK MOVIE LICENSING USA		Yes	No	No	03/31/2021	1,244.00
001	P10969	60880	70363	Check	1	5876	Teachers on Call		Yes	No	No	03/31/2021	4,876.80

Lewiston-Altura Public Schools  
March Misc Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Pay/Void	Amount
001	P10969	60875	70364	Check	1	1932	WINONA HEATING & VENTILATING Co.,		Yes	No	No	03/31/2021		628.86
Bank Total: \$130,150.86														
002	P10969	60769	5944	Check	1	6742	Stoppelmoor, Kaleb		Yes	Yes	No	03/04/2021		190.06
002	P10969	60844	5945	Check	1	4296	WYHE'S CHOICE FUNDRAISING		Yes	Yes	No	03/18/2021		1,694.00
002	P10969	60853	5946	Check	1	09110	JOSTENS		Yes	Yes	No	03/23/2021		1,320.00
002	P10969	60854	5947	Check	1	6443	Sweetwater		Yes	No	No	03/23/2021		219.98
002	P10969	60855	5948	Check	1	2557	Region 8 FFA		Yes	No	No	03/24/2021		75.00
Bank Total: \$3,499.04														
Report Total: \$133,649.90														

# Lewiston-Altura Public Schools April Board Bills

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Date	Amount
001	P11031	60888		Check	1	07141	HIGH PLAINS COOPERATIVE		No	No	No		04/12/2021	4,314.44
001	P11031	60889		Check	1	08001	SILO IMMANUEL LUTHERAN		No	No	No		04/12/2021	6,847.20
001	P11031	60890		Check	1	09060	JOHNSON CONTROLS FIRE PROTECTI Century Link		No	No	No		04/12/2021	4,719.96
001	P11031	60891		Check	1	1114	LEWISTON JOURNAL		No	No	No		04/12/2021	219.64
001	P11031	60892		Check	1	11260	MISSISSIPPI WELDERS SUPPLY COMP,		No	No	No		04/12/2021	141.17
001	P11031	60893		Check	1	12540	MOTOR PARTS & EQUIP		No	No	No		04/12/2021	489.28
001	P11031	60894		Check	1	12630	NEUMANN OIL CO		No	No	No		04/12/2021	1,102.69
001	P11031	60895		Check	1	13260	ALLSTATE PETERBILT GROUP		No	No	No		04/12/2021	990.00
001	P11031	60896		Check	1	15193	CITY OF ALTURA		No	No	No		04/12/2021	2,582.46
001	P11031	60897		Check	1	1612	PERA / Public Employers Retirement Assor		No	No	No		04/12/2021	445.91
001	P11031	60898		Check	1	18610	STUMPF PRINTING		No	No	No		04/12/2021	6,549.99
001	P11031	60899		Check	1	18645	BATTERIES PLUS		No	No	No		04/12/2021	186.00
001	P11031	60900		Check	1	2105	WASTE MANAGEMENT		No	No	No		04/12/2021	423.50
001	P11031	60901		Check	1	22038	WINONA COUNTY AUDITOR-TREASURI		No	No	No		04/12/2021	3,682.09
001	P11031	60902		Check	1	22254	WORDWARE		No	No	No		04/12/2021	84.00
001	P11031	60903		Check	1	22368	RENAISSANCE LEARNING		No	No	No		04/12/2021	3,064.00
001	P11031	60904		Check	1	2247	J.W. Pepper & Son, Inc.		No	No	No		04/12/2021	1,485.00
001	P11031	60905		Check	1	2257	PITSCO INC.		No	No	No		04/12/2021	521.10
001	P11031	60906		Check	1	2394	REINHART FOOD SERVICE		No	No	No		04/12/2021	101.64
001	P11031	60907		Check	1	2411	ZIEBELL'S HIAWATHA FOODS, INC.		No	No	No		04/12/2021	16,370.62
001	P11031	60908		Check	1	25014	GRAINGER		No	No	No		04/12/2021	5,034.39
001	P11031	60909		Check	1	2524	Lewiston Hardware Hank		No	No	No		04/12/2021	23.66
001	P11031	60910		Check	1	3038	Pan-O-Gold Baking Company		No	No	No		04/12/2021	181.52
001	P11031	60911		Check	1	3098	Amazon Capital Services		No	No	No		04/12/2021	383.26
001	P11031	60912		Check	1	3128	Rochester Telecom Systems, Inc		No	No	No		04/12/2021	2,744.33
001	P11031	60913		Check	1	3184	HBC		No	No	No		04/12/2021	4.85
001	P11031	60914		Check	1	3210	Todd's Refrigeration LLC		No	No	No		04/12/2021	2,244.39
001	P11031	60915		Check	1	3251	North Central Truck Equipment		No	No	No		04/12/2021	207.75
001	P11031	60916		Check	1	3263	SCHOLASTIC EQUIPMENT CO LLC		No	No	No		04/12/2021	1,788.45
001	P11031	60917		Check	1	3265	Kennedy & Graven Chartered		No	No	No		04/12/2021	7,285.89
001	P11031	60918		Check	1	3282	MINNESOTA ENERGY RESOURCES		No	No	No		04/12/2021	195.00
001	P11031	60919		Check	1	3571	Hiawatha Valley Ed District		No	No	No		04/12/2021	542.25
001	P11031	60920		Check	1	3737	North Central International		No	No	No		04/12/2021	13,761.32
001	P11031	60921		Check	1	3887	CollegeBoard		No	No	No		04/12/2021	52.61
001	P11031	60922		Check	1	4077	VERIZON WIRELESS		No	No	No		04/12/2021	119.00
001	P11031	60923		Check	1	4448	Gibbs, Nathan & Bridget		No	No	No		04/12/2021	159.71
001	P11031	60924		Check	1	4648	Jones & Bartlett Learning, LLC		No	No	No		04/12/2021	247.52
001	P11031	60925		Check	1	4680	LEWISTON AREA CHAMBER OF COMM		No	No	No		04/12/2021	2,145.49
001	P11031	60926		Check	1	4977			No	No	No		04/12/2021	40.00

# Lewiston-Altura Public Schools April Board Bills

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P11031	60927		Check	1 5125		Mackin		No	No	No	04/12/2021	452.24
001	P11031	60928		Check	1 5142		Bill's Welding and Machine		No	No	No	04/12/2021	80.00
001	P11031	60929		Check	1 5631	R1	BSN Sports, LLC		No	No	No	04/12/2021	760.19
001	P11031	60930		Check	1 5638		ROCKIE HILL BISON		No	No	No	04/12/2021	411.10
001	P11031	60931		Check	1 5876		Teachers on Call		No	No	No	04/12/2021	762.00
001	P11031	60932		Check	1 6115		Associated Bank Green Bay, N.A.		No	No	No	04/12/2021	475.00
001	P11031	60933		Check	1 6168		Cintas		No	No	No	04/12/2021	1,128.50
001	P11031	60934		Check	1 6175		Messerly, Larry		No	No	No	04/12/2021	260.00
001	P11031	60935		Check	1 6280	R1	Music Mart		No	No	No	04/12/2021	132.00
001	P11031	60936		Check	1 6376		Ed Midwest LLC		No	No	No	04/12/2021	4,820.00
001	P11031	60937		Check	1 6391		TriMark Hockenbergs		No	No	No	04/12/2021	1,003.39
001	P11031	60938		Check	1 6411		Riverside Insights		No	No	No	04/12/2021	139.00
001	P11031	60939		Check	1 6414		Schumacher, Allison		No	No	No	04/12/2021	1,000.00
001	P11031	60940		Check	1 6496		EDUCATORS BENEFIT CONSULTANTS		No	No	No	04/12/2021	115.07
001	P11031	60941		Check	1 6521		Greden, Lydia		No	No	No	04/12/2021	1,000.00
001	P11031	60942		Check	1 6527		Schilling, Blake		No	No	No	04/12/2021	500.00
001	P11031	60943		Check	1 6619		Ramthun, Shannon		No	No	No	04/12/2021	75.00
001	P11031	60944		Check	1 6705	R1	2NDGEAR		No	No	No	04/12/2021	775.40
001	P11031	60945		Check	1 6733		Sheila Spitzer: Daycare Provider		No	No	No	04/12/2021	250.00
001	P11031	60946		Check	1 6737		A-1 Mobile Storage Service		No	No	No	04/12/2021	232.00
001	P11031	60947		Check	1 6793		Lewiston Rentals and Repairs, LLC		No	No	No	04/12/2021	120.00
001	P11031	60948		Check	1 6794		Marxhausen, Ashley		No	No	No	04/12/2021	150.00

Bank Total: \$106,122.97

Report Total: \$106,122.97

## PROJECT DEVELOPMENT AGREEMENT

THIS PROJECT DEVELOPMENT AGREEMENT (this "Agreement") is made and entered into as of the \_\_\_\_\_ of April, 2021, by and between **Lewiston-Altura ISD #857** (the "District") and **InGensa, Inc.** ("Consultant").

### RECITALS

- A. The District desires to obtain certain professional services in connection with preparing a plan for comprehensively improving its facilities and infrastructure (the "Plan"); and
- B. Consultant desires to provide such services and has the background and experience to do so.

### AGREEMENT

NOW, THEREFORE, the parties agree as follows:

#### **1. Overview and Scope of Services**

The District desires to develop and implement the Plan, including but not limited to: facilities and infrastructure assessment and planning, program management, architecture, engineering, construction management, and commissioning. To develop and implement the Plan in a timely and logical manner, the parties will undertake a two-phase approach.

The scope of work for Phase I is set forth on Attachment A hereto. The scope of work for Phase I services is referred to herein as the "Phase I Services". The purpose of Phase I is for Consultant to work with the District to formulate the Plan.

Although not part of the Phase I Services, it is anticipated that following completion of Phase I the District and Consultant will enter into definitive agreements for implementation of some or all of the facilities and infrastructure improvements identified in the Plan. Such implementation is generally referred to as Phase "II". Phase II services are contemplated to include: architectural services; mechanical, electrical, structural and civil engineering services; construction management services; and commissioning services (in accordance with Minn. Stat. § 123B.72). Phase II services would not include construction contracts. Any construction contracts associated with the implementation of Phase II work would be entered into by the District and separate construction contractors, in accordance with the District's procurement requirements.

It is the District's intent to negotiate in good faith with the Consultant in order for Consultant to provide to the District the Phase II services summarized above. Any Phase II services to be provided by Consultant to the District will be the subject of separate, mutually agreeable, definitive agreements between Consultant and the District. Any estimates of the cost of construction shall be only estimates and shall not constitute a representation or warranty regarding cost of the construction. The cost of construction of any potential project will be determined based upon competitive bids received from construction contractors for the work at issue in accordance with procurement statutes.

The District and Consultant acknowledge and agree that this Agreement and the Services furnished hereunder do not constitute the "privatization" of any of the District's government functions, or otherwise require or authorize Consultant to perform any such functions as defined in Minn. Stat. Chapter 13 ("Chapter 13") or otherwise. The District and Consultant acknowledge and agree that data created, collected, received, stored, used, maintained, or disseminated by Consultant in connection with this Agreement, but not conveyed to the District, is not subject to disclosure under Chapter 13. The District will promptly notify Consultant, and Consultant will promptly notify the District, of any Chapter 13 requests relating to the work hereunder.

## **2. Compensation**

The District shall pay Consultant \$35,000 in consideration of the Phase I services. The total amount for Phase I services shall be payable within sixty (60) days of delivery to the District of the Plan. Such amount is referred to herein as the “PI Fee”. Notwithstanding the foregoing, in the event the District enters into definitive agreements with Consultant for Phase II services within sixty (60) days of the delivery of the Plan, the PI Fee shall not be payable hereunder but shall instead be added to the price of the Phase II services and shall be invoiced and collected in accordance with the definitive agreements for the Phase II services.

## **3. Time of Performance**

All Services will be performed in a timely manner. It is contemplated that the Services will be completed and that the Plan will be provided to the District for Board of Education consideration on or before August, 2022. It is further contemplated that the Board will officially consider the Plan in 2022, unless an alternate time line is agreed to by the parties.

## **4. Access**

The District will provide Consultant access to all applicable locations and facilities in order to enable Consultant to perform the Services.

## **5. Ownership of Work Product**

The District and Consultant agree the work product created by Phase I and Phase II is proprietary information and may be copyrighted by Consultant. The District shall not sell, share or distribute the work product created as a result of Consultant's Services to any party, individual or entity, without the written consent of Consultant. The District has no right or title to the work product and shall not use the work product for any purpose other than in connection with a Phase II project with Consultant. Consultant has the right to use, reproduce, and to make derivative works from documents and other data generated or collected during Phase I. If Consultant seeks to use information collected during Phase I, and if such information is specific to the District or if it may be private or confidential information regarding students, employees or the District, then the consent of the District shall be required to use such information, and the District may elect not to provide consent to Consultant. Consultant shall provide, at the request of the District, electronic and hard copies of work product, including plans, specifications and construction documents, created during Phase I. The District may, after receiving Consultant's written consent, provide such documents to other professional service providers that the District may retain in order to assist with the construction, repair, maintenance, and preservation of its properties. Consultant's approval shall not be unreasonably withheld.

If Consultant or the District receives information specifically designated by the other party as “confidential” or “business proprietary,” the receiving party shall, subject to the Minnesota Government Data Practices Act, keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to further efforts undertaken pursuant to this Agreement, or (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information.

## **6. Relationship with Others**

Consultant shall cooperate fully with the District, other consultants on adjacent projects, municipalities, local government officials, public utility companies, and others as may be directed by the District. This shall include attendance at meetings, discussions, and hearings as may be requested by the District, furnishing data as may be requested from time to time by the District to effect such cooperation and compliance with all directives issued by the District.

**7. Termination**

Either party may terminate this Agreement for any reason by giving written notice to the other party at least fifteen (15) days prior to the effective date of termination. In the event of termination, the District acknowledges that InGensa, Inc. will have incurred costs and expenses in connection with providing the Services prior to such termination and, accordingly, Consultant shall be entitled to payment from the District in an amount equal to such costs and expenses plus a 20% mark-up thereon for profit and overhead. The District shall make such payment no later than five (5) days after the effective date of termination.

**8. Independent Contractor**

The relationship of the parties hereunder shall be that of independent contractors. Nothing in this Agreement shall be deemed to create a partnership, joint venture, fiduciary, or similar relationship between the parties. Neither Consultant nor any of its employees, agents, subcontractors or representatives shall be considered employees, agents, or representatives of the District. Except as otherwise provided herein, Consultant shall maintain, in all respects, its present control over the means and personnel by which it performs under this Agreement. From any amounts due Consultant, there shall be no deductions for federal income tax or FICA payments nor for any state income tax, nor for any other purposes which are associated with an employer/employee relationship unless otherwise required by law. Payment of federal income tax, FICA payments, state income tax, unemployment compensation taxes, and other payroll deductions and taxes are the sole responsibility of Consultant.

**9. Changes; Extra Services**

In the event that a substantial change is made in the scope, complexity or character of the Services contemplated under this Agreement, or if it becomes necessary for Consultant to make substantial revisions to documentation completed or in progress and which have been approved by the District, such Services will be deemed "extra services". Consultant must notify the District in writing in the event of such circumstances and Consultant and the District shall negotiate in good faith the extent of such extra services and any associated adjustments to contract time and compensation.

**10. Power & Authority**

Each party represents and warrants to the other that (i) it has all requisite power and authority to execute and deliver this Agreement and perform its obligations hereunder, (ii) all corporate, board, body politic, or other approvals necessary for the execution, delivery, and performance of this Agreement have been obtained, and (iii) this Agreement constitutes its legal, valid, and binding obligation.

**11. Warranty of Services**

Consultant warrants that the Services shall be performed in accordance with all applicable laws and in a timely, professional, and skilled manner that adheres to standards not less than those generally accepted in the industry. Consultant shall promptly correct any failure of the Services to conform to this warranty.

**12. Indemnity and Limitation of Liability**

Consultant shall indemnify and hold the District, its Board, officers, agents, and employees harmless against liability, causes of action, claims, damages or cost and expense arising from any professional errors and omissions and/or negligent acts and omissions of Consultant in the performance of this Agreement.

CONSULTANT SHALL NOT BE LIABLE TO DISTRICT, NOR SHALL THE DISTRICT BE LIABLE TO THE CONSULTANT FOR ANY INDIRECT, SPECIAL, PUNITIVE, INCIDENTAL, CONSEQUENTIAL, OR SIMILAR DAMAGES (INCLUDING DAMAGES FOR LOSS OF BUSINESS, LOSS OF PROFITS OR THE LIKE) ARISING IN ANY MANNER FROM THIS AGREEMENT OR THE SERVICES HEREUNDER REGARDLESS OF HOW CHARACTERIZED AND REGARDLESS OF WHETHER THE CONSULTANT OR DISTRICT OR ITS REPRESENTATIVES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND EVEN IF A REMEDY SET FORTH HEREIN IS FOUND TO HAVE FAILED OF ITS ESSENTIAL PURPOSE. CONSULTANT'S TOTAL LIABILITY TO THE DISTRICT AND THE DISTRICT'S TOTAL LIABILITY TO CONSULTANT FOR DAMAGES FOR ANY CAUSE WHATSOEVER SHALL BE LIMITED TO THE GREATER OF (i) \$25,000.00, OR (ii) THE AGGREGATE AMOUNTS PAID TO CONSULTANT PURSUANT TO THIS

AGREEMENT. The foregoing waivers and limitations are fundamental elements of the basis for this Agreement between Consultant and the District, and each party acknowledges that the other party would not have entered into this Agreement without such waivers and limitations.

The waiver of consequential damages and limitation of liability set forth in this Agreement are fundamental elements of the basis for this Agreement. District agrees that Consultant would not be able to provide the Services on an economic basis, and would not have entered into this Agreement, without such limitations. The parties also agree that the terms of this Section 12.

### 13. Insurance

Consultant shall not commence Services under this Agreement until it has obtained at its own cost and expenses all insurance required herein. All insurance coverage is subject to approval of the District and shall be maintained by Consultant until final completion of the Services. Consultant further agrees that to protect itself, as well as the District under the indemnity section set forth above, subject to the policy terms and conditions, it shall at all times during the term of this Agreement have and keep in force:

- A. Commercial General Liability, including contractual liability
  - 1. Bodily Injury and Property Damage: \$1,000,000 per occurrence  
\$1,000,000 products & completed operations aggregate
  - 2. Personal Injury Liability Limit: \$1,000,000 per occurrence
- B. Commercial Automobile Liability (Owned, Non-owned, Hired)
  - Bodily Injury and Property Damage: \$1,000,000 per accident
- C. Professional Liability
  - Professional liability insurance for negligent acts, errors and omissions arising out of Professional services provided by the Consultant under this Agreement with a combined single limit of \$1,000,000 per claim, \$2,000,000 aggregate.
- D. Workers' Compensation

Consultant shall obtain and maintain for the duration of this Agreement statutory workers' compensation insurance and employer's liability insurance as required under the laws of the State of Minnesota.

Insurance certificates evidencing that the above insurance is in force shall be submitted for examination and approval prior to the execution of this Agreement. The District's failure to require certificates or other evidence of insurance demonstrating conformance to the coverage levels specified above alters Consultant's responsibility to comply with the insurance specifications. The District may withhold payment for failure of Consultant to furnish certificates of insurance as required above.

**14. Choice of Law**

This Agreement shall be construed in accordance with the laws of the State of Minnesota applicable to contracts made and performed in the State or Minnesota.

**15. Dispute Resolution**

Any differences, claims, or matters in dispute arising between or among the parties out of or in connection with this Agreement shall be submitted to arbitration by a single Arbitrator mutually selected by the parties. If a single Arbitrator cannot be agreed upon, each party shall select an Arbitrator. The Arbitrators selected by the parties shall select a third Arbitrator. Each party shall be responsible for compensation of the Arbitrator selected by that party. The parties shall each be responsible for one-half of the compensation of a single Arbitrator or a third Arbitrator. Each party shall pay its own attorneys' fees. The law applicable to the arbitration, including the administration and enforcement thereof, is the Federal Arbitration Act, 9 U.S.C. §§ 1-16, as amended from time to time. The arbitrator(s) will have the authority to apportion liability between the parties, but will not have the authority to award any damages or remedies not available under the express terms this Agreement. The arbitration award will be presented to the parties in writing, and upon the request of either party, will include findings of fact and conclusions of law. The award may be confirmed and enforced in any court of competent jurisdiction. Any post-award proceedings will be governed by the Federal Arbitration Act. The location of the arbitration shall be in the Minneapolis/St. Paul area.

**16. Equal Employment and Nondiscrimination and Affirmative Action**

In connection with the Services under this Agreement, Consultant agrees to comply with the applicable provisions of state and federal equal employment opportunity and nondiscrimination statutes and regulations.

**17. Severability; Waiver**

In the event that any clause, provision, or portion of this Agreement or any part thereof shall be declared invalid, void, or unenforceable by any court having jurisdiction, such invalidity shall not affect the validity or enforceability of the remaining portions of this Agreement unless the result would be manifestly inequitable or materially impair the benefits intended to inure to either party under this Agreement. No waiver of any of the provisions of this Agreement shall constitute a waiver of any other provision (whether or not similar), nor shall such waiver constitute a continuing waiver unless otherwise expressly provided in writing.

**18. Covenant Against Contingent Fees**

Consultant warrants that it has not employed or retained any company or person other than a bona fide employee working solely for Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person other than a bona fide employee working solely for Consultant a fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the District shall have the right to annul this Agreement without liability, or in its discretion, to deduct from the Agreement price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gifts or contingent fee.

**19. Authorized Agent of the District**

The District shall appoint an authorized agent for the purpose of administration of this Agreement. Consultant is notified of the authorized agent of the District is as follows:

Gwen Carman and/or Superintendent of Schools  
Superintendent of Schools

**20. Modification of Agreement**

Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing and signed by the District and by Consultant.

**21. Entire Agreement**

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous contracts presently in effect between the District and Consultant relating to the subject matter hereof.

**22. Counterpart Signatures**

This Agreement may be executed in any number of counterparts, all of which when taken together shall constitute one single agreement between the parties.

*[Remainder of page intentionally left blank. Signature page next follows.]*

IN WITNESS WHEREOF, each party has caused this Project Development Agreement to be executed by its duly authorized representative as of the date first written above.

**InGensa, Inc.**

**Independent School District No. 857**

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

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

*Printed Name:* \_\_\_\_\_

*Printed Name:* \_\_\_\_\_

*Title:* President & CEO

*Title:* Superintendent

**PHASE I – Assessment**

1.0 Data Gathering & Analysis

Data gathering and analysis during the Assessment Phase will focus on the following areas:

<b>Facility Condition</b>	<b>Educational Adequacy</b>
Deferred Maintenance	Space Programming
Operational Expense Audit	Safety & Security
IAQ & ADA Compliance	Building Capacity
Interiors/Structure/Envelope	Educational Support Areas
Technology	Instructional Aids
Lots/Walks/Fields	Classroom Size
Mechanical/Electrical	Physical Attributes

2.0 Development & Stakeholder Educational Adequacy Engagement

Consultant will facilitate a series of meetings with key stakeholder groups to gather their input. The stakeholder groups may include the Board of Education, Principals, Teachers, PTSA/Site Council Representatives, Union Representatives, Special Education Representatives, Community Members and Students. During Educational Adequacy engagement sessions, participants will complete facility needs assessments and provide feedback using a variety of consultant's tools. The output of these meetings is to define a collective vision for the District, from educational needs to facility improvements.

3.0 Communications

- 3.1 Present process overview and assessment updates to the District and, as necessary and in conjunction with the District, to other stakeholder groups
- 3.2 Organize tours of other school projects, as requested
- 3.3 Provide updates to the Board of Education, as requested

In order to help control costs during the Assessment Phase, the District agrees to provide access to District personnel and internal information to the extent permitted by the law. Consultant will maintain the confidentiality of all private or confidential information.

4.0 Deliverable

A comprehensive report containing findings and general recommendations based on the above-described assessment.

## Phase I - Plan Evaluation

Utilizing the assessment report, Consultant will help the District formulate the Plan. Services include:

### 1.0 Presentation & Refinement of Assessment

- 1.1 Identify renovations and updates needed at each school, including cost estimates
- 1.2 Identify efficiency improvements and savings potential, including cost/benefit analysis
- 1.3 If new or replacement schools are contemplated, provide cost and budgetary estimates
- 1.4 Assist the District in identification and assessment of potential funding sources

### 2.0 Additional Development & Educational Adequacy Engagement Sessions

Utilizing professional consensus building tools and techniques, Consultant will facilitate a series of meetings, if necessary, to gather input on the preliminary assessment. The input from these meetings will be used to prepare a draft Plan. Based on feedback, Consultant will provide recommendations and revise the draft Plan as needed.

### 3.0 Communication

- 3.1 Facilitate consensus building
- 3.2 Provide input in regard to a District communications plan
- 3.3 Present draft Plan to the District and, as necessary and in conjunction with the District, to other stakeholder groups
- 3.4 Provide updates to the Board of Education, as requested

### 4.0 Deliverables

A Plan for comprehensively improving the District's facilities and infrastructure. It is expected that the Board will officially consider the Plan in 2022. Should the District elect to move forward with the Plan, the District and Consultant shall negotiate and enter into definitive contract documents for Phase II implementation within thirty (30) days of Consultant's delivery of the Plan to the District.

<b>ISD #857 PROJECT DEVELOPMENT AGREEMENT (PDA)</b>		
<b>SERVICES</b>	<b>INCLUDED</b>	<b>COST</b>
<b>Educational &amp; Facilities Visioning (Strategic Planning)</b>	-	\$ -
<b>Ongoing Community / Stakeholder Engagement</b>	-	\$ -
<b>Pre-Facilities Plan Communications</b>	X	\$ -
<b>Assessments</b>	X	\$ 35,000
- Facilities (Includes OPs Audit & Surveys)		
- Educational Adequacy (Space Audit & Surveys)		
<b>Plan Options Development / Financial Plan</b>	X	\$ -
<b>INGENSA PDA TOTAL</b>		<b>\$ 35,000</b>

**Lewiston-Altura Schools, ISD 857**

Name of applicant/organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_

Date(s) needed: \_\_\_\_\_

**Time needed:** Set-up \_\_\_\_\_ Event start \_\_\_\_\_ Event End \_\_\_\_\_ Exit Facility \_\_\_\_\_

Person(s) in charge of and present at this activity: \_\_\_\_\_ Phone \_\_\_\_\_

**Facility requested: (circle one)    ELEMENTARY    HIGH SCHOOL    INTERMEDIATE**

Room # \_\_\_\_\_ HS Gym(B or C) \_\_\_\_\_ Elementary Gym \_\_\_\_\_ Intermediate Gym \_\_\_\_\_

Cafeteria \_\_\_\_\_ Media Center \_\_\_\_\_

Outdoor Facilities \_\_\_\_\_ Conference Room \_\_\_\_\_ Other (Please specify) \_\_\_\_\_

**Equipment needed:**

Projector \_\_\_\_\_ Projector Screen \_\_\_\_\_ TV/VCR/DVD \_\_\_\_\_ Microphone \_\_\_\_\_ Podium \_\_\_\_\_

Tables (#) \_\_\_\_\_ Chairs (#) \_\_\_\_\_ Piano \_\_\_\_\_ Other \_\_\_\_\_

**Food Service/Concessions Needs (Kitchen area must be supervised by licensed Food Service or Booster club personnel):**

Cooking facilities \_\_\_\_\_ Dishwashing Equipment \_\_\_\_\_ Coffee Maker \_\_\_\_\_

Tables (#) \_\_\_\_\_ Chairs (#) \_\_\_\_\_ Estimated attendance for event \_\_\_\_\_

Food preparation: Food Service \_\_\_\_\_ Catered (specify) \_\_\_\_\_

**Custodian needed (You can choose to have one if you have the need, or the need may be determined by the AD or Community Ed director. Groups of 50 and over will be required to have one):**

No \_\_\_\_\_ Yes (Cost based on hours needed) \_\_\_\_\_

**Costs (per school district salary and billing schedule) See Policy 902 for Rental Rates.**

**By signing this application below, you are acknowledging that you have read and understand Policy 902 Use of School District Facilities and Equipment.**

I, the undersigned, hereby acknowledge and agree, either personally, as the above named individual or as a representative on behalf of the above named organization as follows: It is acknowledged and agreed that ISD #857 is not liable or responsible for any accidents or injuries that may occur in the use of the facility. It is further acknowledged and agreed that responsibility for the actions of all participants in the activities and the security of the facility are assumed by the individual/organization. **It is further acknowledged and agreed that liability insurance or such other insurance as appropriate and/or required by ISD #857 shall be provided by the individual/organization.**

\_\_\_\_\_  
Signature of Applicant/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Representative

\_\_\_\_\_  
Date

**Office Use Only:**

Janitor Service: \_\_\_\_\_ Facility left in reasonable state:    Yes    No

Incidents Reported: \_\_\_\_\_

## RENTAL RATES FOR SPACE

Partial Day rates are up to 4.5 hours. Full day rates will be charged for anything over 4.5 hours. Any rental of space does not include extra custodial and/or food service cost.

<u>AREA</u>	<u>CLASS 1 and 2</u>	<u>CLASS 23</u>	<u>CLASS 34</u>
1. High School Cafeteria	-0-	\$12.00/\$25.00	\$50.00/\$100.00
2. High School B Gym	-0-	\$25.00/\$50.00	\$75.00/\$150.00
3. High School C Gym	-0-	\$20.00/\$40.00	\$40.00/\$80.00
4. Elementary School Gym	-0-	\$20.00/\$40.00	\$40.00/\$80.00
5. Intermediate School Gym	-0-	\$20.00/\$40.00	\$40.00/\$80.00
6. High School Library	-0-	\$20.00/\$40.00	\$40.00/\$80.00
7. Elementary School Library	-0-	\$20.00/\$40.00	\$40.00/\$80.00
8. Intermediate School Library	-0-	\$20.00/\$40.00	\$40.00/\$80.00
9. High School Kitchen	-0-	\$20.00/\$40.00	\$60.00/\$120.00
10. Elementary School Kitchen	-0-	\$20.00/\$40.00	\$60.00/\$120.00
11. Intermediate School Kitchen	-0-	\$20.00/\$40.00	\$60.00/\$120.00
12. Elementary Wrestling Room	-0-	\$20.00/\$40.00	\$40.00/\$80.00
13. All other indoor spaces (Classrooms)	-0-	\$20.00/\$40.00	\$30.00/\$60.00
14. Outdoor Athletic Facilities	-0-	\$25.00/\$50.00	\$75.00/\$150.00

### EXTRA PERSONNEL SERVICES

The fees in this area hold for **CLASS 1, CLASS 2, Class 3 and CLASS 34**. Users will be charged based on actual cost to the District for Personnel Fees.

### Group Building/Field Usage Responsibilities

1. All scheduling of indoor and outdoor building/field usage must be done by contacting the Lewiston Altura School Dist. at 507-523-2191. Application Form required for processing.
2. Each group will need to provide a contact person and phone number for the event.
3. Groups or individuals are responsible for supervision of activities, including hallways, entries, parking lots for appropriate behavior.
4. All fields must be accessed from school grounds and not from private property.
5. With the use of outdoor facilities, no altering of any equipment (bases, fences, etc) are allowed without prior consent. Additional fees may apply.
6. No digging allowed on the outdoor fields because of power lines below ground.
7. Supervisors and chaperones are asked to check any facility they are scheduled to use to determine their condition upon arrival and to leave the facility in the same condition when leaving.
  - a. Lights off (unless someone will be using the location after you)
  - b. Desks & chairs placed back in the same positions.
  - c. Blackboards erased.
8. All groups are asked to refrain from entering the room, gymnasium, etc....until the preceding class activity is completed.
9. Groups involving young people should provide supervision until the last student is picked up.
10. Groups using the facilities beyond normal custodial hours will be responsible for overtime custodial fees.
11. Buildings will close early on days inclement weather causes school to be cancelled or dismissed early.
12. Use of alcohol, drugs, and tobacco products are prohibited. See Minnesota Statute 624.701.
13. Food and beverages are not permitted in gym or computer areas.
14. Parking is not allowed which blocks access to fire lanes and walkways.
15. Any additional costs incurred by the school district shall be paid by the group renting the facilities.
16. If you are using/contracting an outside group for your rental (ex. Caterer, disc jockey, etc.) you are responsible for forwarding them a copy of District Policy 902.
17. Use of any Kitchen or concession stand on school grounds needs to have licensed food service or Booster club personnel at the event.

## 902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

### I. PURPOSE

The purpose of this policy is to provide guidelines for ~~community~~/non-school use of school facilities and equipment.

### II. GENERAL STATEMENT OF POLICY

The Lewiston-Altura Public School encourages the use of its facilities by ~~community~~ groups and programs. ~~Because~~ It is the Board's wishes to protect the public's investment in our facilities, the following procedures and policy are in place to make ~~community~~ use of the school district facilities possible. The Board reserves the right to review any unusual requests for the use of any school district facility.

### III. BUILDING USE

- A. Certain rules and regulations are necessary in order to properly protect property owned by our school district. Mutual consideration and cooperation is necessary to properly administer various policies of usage.
- B. All groups or individuals wishing to use school facilities will be required to ~~make application~~ complete an application for such use and, upon approval, sign a contract, which shall include a hold harmless agreement.

### IV. SUPERVISORY RESPONSIBILITY

- A. All activities must have competent adult supervision. The School District will make the final determination whether or not a school district supervisor is required. If ~~the district requires a supervisor~~ a district supervisor is required, the user will pay the fee for this supervision at the supervisor's rate of pay ~~of supervisor in each instance as listed in the Lewiston-Altura Certified or Non-Certified master agreements or as listed in this policy.~~
- B. Custodian's responsibility is to supervise the facility, not the rental group or its activity.
- C. Children in attendance as spectators at events are to be properly supervised by members of the user group.

### V. DISTRICT GUIDELINES

- A. Use of school district facilities is assigned in the following priority:
  - 1. regular school district curricular activities and programs;
  - 2. school district extra-curricular activities and events;

3. school district community education programs and activities;
  4. Community and other non-school use receiving written permission for facility use. The school district administration shall have a procedure in place to avoid any scheduling conflicts. However, community/non-school groups may need to be rescheduled and/or canceled if weather or other events necessitate the movement of any of the above listed groups into a time slot on a previously reserved date. Groups needing to be rescheduled/canceled will be notified as soon as possible in relation to a rescheduling or cancellation. The group will need its own systems in place to notify their participants of rescheduled or cancelled events. Scheduling responsibilities are as follows:
    - a. building principal for scheduling regular school district curricular activities and programs;
    - b. activities director for scheduling extra-curricular activities and events; events and community and non-school use of facilities outside the regular school day hours.
- B. The School District reserves the right to grant or deny permission for use of facilities in accordance with Federal Equal Access Laws.
- C. Individuals, groups or organizations who do not comply with supervision, facility conditions, or licensing requirements may be restricted in their ability to schedule future events. If groups do not notify the district of modifications or changes in which the group will not be utilizing facilities at their scheduled times, future events may not be allowed and/or may be cancelled at the discretion of the school district.
- D. Authorization for use of school district facilities shall not be considered as a Lewiston-Altura Public School District endorsement or sponsorship of the activity taking place.
- E. Community use shall not interfere with any major maintenance and/or alterations projects.
- F. The responsibility for injury to persons, or damage to school property, including equipment, must be assumed by the organization or individual/s making the application. Evidence of insurance may be required of applicants requesting use of school district facilities.
- G. School district buildings, grounds and vehicles are ~~tobacco~~ controlled substance free. Smoking or use of tobacco products (including e-cigarettes) as well as any controlled substance is prohibited in all school district buildings and vehicles and on school grounds.
- H. Weapons and firearms in any form are not allowed on school district property except for authorized instructional programs, school district sponsored activities and/or law enforcement personnel.

- I. Fees will be established to cover facility rental, maintenance, operations and staffing of facilities according to the following guidelines:
  1. Facility rental fees will be charged based on the class placement of the user at the time of the request.
    - a. CLASS 1: Free use of school district facilities for pre-k through 12<sup>th</sup>-grade courses, practices, and events/fundraisers. This is supervised by district staff. Service fees may be charged.
      - i. includes all school district related activities including curricular, extra-curricular, community education, ~~district child care~~ school district committees, parent groups, school organizations, school-related booster clubs.
      - ~~ii. includes organized local community recreational programs for youth including church youth groups and city recreation programs. (4-H, scouts, and youth recreation groups, etc.)~~
      - ~~iii. includes school related fund-raisers and events sponsored by non-profit groups, including churches and church related activities where the majority of the participants reside in the school district and an admission fee is charged. (Lions, Homemakers, Fools Five, Farm Home Show, etc.)~~
    - b. CLASS 2: ~~Per time rental fee charged to cover operation costs. Service charges may be applied. Free use of school district facilities with a paid/volunteer supervisor (following availability guidelines listed above).~~
      - ~~i. Non-school related fund-raisers and events sponsored by non-profit groups, including churches and church related activities where the majority of the participants reside in the school district and an admission fee is charged.~~
      - ~~ii. Includes meetings and/or events, other than fund-raisers, sponsored by local non-profit organizations, including governmental bodies.~~
      - i. includes organized local community recreational programs for youth including church youth groups and city recreation programs. (4-H, scouts, and youth recreation groups, etc.)
      - ii. includes fund-raisers sponsored by non-profit groups, including churches and church related activities where the majority of the participants reside in the school district and an admission fee is charged. (Lions, Homemakers, Fools Five, Farm Home Show, etc.)
      - iii. A fundraiser form
    - c. CLASS 3: Per time rental fee charged to cover operation costs. A supervisor is required. Service charges may be applied.
      - i. Non-school related fund-raisers and events sponsored by non-profit groups, including churches and church related activities where the majority of the participants reside in the school district and an admission fee is charged.
      - ii. Includes meetings and/or events, other than fund-raisers, sponsored by local non-profit organizations, including governmental bodies.

iii. All for-profit entities.

- ed. CLASS 34: Per time commercial rental fee charged for events where admission is charged. A supervisor is required. Service charges will be applied.
- i. Any events sponsored by ~~non~~-community(100% L-A district youth), non-profit ~~and for profit~~ groups. (Pacesetters, JO Volleyball, ~~Whitewater Baseball~~, etc.)
2. Class 2, 3, and 4 must provide proof of liability insurance if applicable, certificate of insurance or waiver from each participant and/or adult supervisor should be on file in the district office.
3. Service charges for class 2, 3, and 4 may be required of activities if the activity requires additional custodial work, ~~supervision~~, food service, equipment use, ~~damage~~, or special room arrangements.
- A. Charges for school facilities include but are not limited to the following:
- i. Extra Personnel (i.e. Custodial, Cooks, etc.)
  - ii. Building equipment (i.e. Cafeteria, Gymnasium, Computer Lab, et.)
  - iii. Damages
4. If deemed necessary, the school district reserves the right to require groups or individuals using school facilities to provide, at the applicant's expense, any special needs associated with the event (i.e. parking security, police supervision, traffic control, field maintenance.)
5. Lower priority events may be rescheduled, if possible, in order to schedule a higher priority event. An example of this would be a postponed and rescheduled MSHSL game may need to be put on a date that is already taken by Jr. Hoops for their practice.
- A. Priority level of classes is as follows:
- Class 1: Highest priority
  - Class 2: Next highest priority
  - Class 3: Next highest priority
  - Class 4: Lowest priority
6. Fees will be reviewed annually by the School Board.
7. All people/groups that are class 2, 3, or 4 requesting use of school facilities for non-school sponsored events shall complete an "Application for Use of School Facilities" form available on the Lewiston-Altura School District website at [www.lewalt.k12.mn.us](http://www.lewalt.k12.mn.us)

- I. The School District will comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination in regards to the use of its facilities.
  1. OTHER POINTS OF EMPHASIS
    - a. Either party may cancel building use and permits if there is sufficient reason and advance notification.
    - b. The renter is liable for personal injury, equipment damage and/or property damage. All groups must clean up after themselves, returning the room to original order or pay for custodial costs to do these tasks. Destroyed property or equipment must be replaced or repaired by the renter.
    - c. All state and local laws pertaining to use of public buildings must be observed.
    - d. Gambling, use of alcohol and other controlled substances on school grounds are prohibited.
    - e. The use of any and all school facilities must be in the public interest. Activities deemed detrimental to the purpose of the school district or for direct private gain will not be allowed the use of school facilities.
    - f. SCHOOL CLOSING, if the school is forced to close for any reason (example: weather, energy alert, etc.), the school district reserves the right to change or cancel the facility agreement. Organizations or groups will be responsible to contact the school if this possibility exists.
  2. TO RENT
    - a. Obtain a Building Use Application from the Lewiston-Altura School by calling (507) 523-2191, or stop at the Lewiston-Altura High School Office.
    - b. File the application with the District Office/Activities Director's Office at least two (2) weeks prior to the desired use.
    - c. The school district reserves the right to require proof of liability insurance coverage prior to rental of any facility.
    - d. The school district reserves the right to cancel any reservation should the need arise.
- J. Any group requesting use of school facilities shall not advertise the event until receiving written permission from the District Office/Activities Director's Office.

## VI. EQUIPMENT

- A. Any equipment brought into the building must have prior administrative approval and must be removed promptly following the activity.
- B. School equipment (i.e. recreation/athletic equipment, audiovisual equipment, chairs, etc.) may be used if proper arrangements are made. **THE EQUIPMENT MUST BE APPLIED FOR AT THE SAME TIME BUILDING USE APPLICATION IS PLACED.** Fees for such rental may apply.

## VII. Food Service/Concession Stand Usage

- A. Prior to using the Concession Stand/Food Service Area, users must have a District Facility Use Form filled out and approved.
- B. Facility Use Forms are available at: [www.lewalt.k12.mn.us](http://www.lewalt.k12.mn.us)
- C. The District has the right to deny access to the Concession Stand/Food Service area, to anyone who chooses not to follow the guidelines put forth by the Minnesota Department of Health, and any applicable laws relating to our District's Food Service Program and/or any other District Policies.
- D. By signing the Application for Use of School Facilities form, that person or group is acknowledging to adhere to the following guidelines and rules:
  - 1. All people must wash hands as needed throughout the event.
  - 2. A trained person must be present during all hours of operations and should coordinate all foods during service and ensure safety of products served.
  - 3. No ill volunteers/employees with vomiting and/or diarrhea are permitted in the food service area.
  - 4. Food safety: all cooked foods must be at the proper temperature.
  - 5. Food cannot be stored or prepared in a private home.
  - 6. All food, beverages and ice must be obtained from a district approved commercial source.
  - 7. Home-prepared food may never be offered to the public in a licensed establishment.
  - 8. Regardless of the menu, structure, sponsorship or days of operation, any food service or concession on school grounds is required to be licensed, inspected and compliant with the Minnesota Food Code.
  - 9. No one under the age of 16 is allowed in concession or food service area.
  - 10. Glove and hair restraints are required.
  - 11. Follow opening and closing procedures on red card in concession stand.
  - 12. Compliance with the Food Code regulations is the responsibility of the School Food Service Director who will also handle all regulatory matters.

## VIII. OUTDOOR ATHLETIC FACILITIES

Groups and organizations wishing to use these areas for an athletic contest, tournament, or special event, will need to complete an "Application for Use of School Facilities" form and return it to the District Office or Activities Director's Office for approval. Fees will be determined according to previously stated procedures and fee structure.

- A. Rental of outdoor areas shall be dealt with individually by the administration providing the following items are adhered to:
  - 1. Group will provide adequate supervision during all activity on outside areas.
  - 2. Group realizes they are responsible to leave all grounds in same shape they were found.
  - 3. Arrangements will be made for dumpsters to be dumped.

4. All persons requesting use of the all weather track must seek approval from the Activities Director.
5. No vehicles of any type will be allowed on the all weather track.
6. Any time outdoor space is rented the total cost incurred by the school district shall be paid by the group renting the facility with a \$50.00 minimum and a maximum of all costs incurred by the district.

B. No Alcoholic beverages or drugs of any type are allowed on school premises. See Minnesota Statute 624.701.

C. Tobacco Free Buildings and Grounds.

#### ~~IX. Non School Sponsored Events~~

~~All people requesting use of school facilities for non school sponsored events shall complete an "Application for Use of School Facilities" form available on the Lewiston-Altura School District website at [www.lewalt.k12.mn.us](http://www.lewalt.k12.mn.us).~~

##### ~~A. Insurance:~~

- ~~1. Guarantee of liability insurance, certificate of insurance or waiver from each participant and/or adult supervisor should be on file in the district office.~~
- ~~2. Community groups, school volunteer groups and groups directly affiliated with the school do not need liability insurance, certification of insurance or waivers.~~

##### ~~A. Charges for school facilities include but are not limited to the following:~~

- ~~1. Extra Personnel (i.e. Custodial, Cooks, etc.)~~
- ~~2. Building space (i.e. Cafeteria, Gymnasium, Computer Lab, et.)~~
- ~~3. Any partial use of occupying space shall constitute a full day. Any rental of space may include extra custodial and/or cook costs.~~

Adopted: October 12, 2004

Revised: April 25, 2017

*Legal References:* Minn. Stat. § 123B.51 School Houses and Sites; Access for Non-curricular purposes  
Minn. Stat. § 624.701 No Alcoholic beverages or drugs of any type are allowed on school premises.

*Cross References:* MSBA/MASA Model Policy 801 Equal Access to Facilities of Secondary Schools  
MSBA/MASA Model Policy 901 Community Education

## 510 SCHOOL ACTIVITIES

### I. PURPOSE

The purpose of this policy is to impart to students, employees and the community the school district's policy related to the student activity program.

### II. GENERAL STATEMENT OF POLICY

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

### III. RESPONSIBILITY

- A. The school board expects all students who participate in school sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal or unsportsmanlike behavior at these activities or events.
- C. It shall be the responsibility of the superintendent to disseminate information needed to inform students, parents, staff and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. It shall be the responsibility of those employees who conduct MSHSL activities to familiarize students and parents with all applicable rules, penalties, and opportunities.
- E. The superintendent shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.
- F. The school board will ensure that any funds raised for extracurricular activities will be spent only on extracurricular activities.

Adopted: January 8, 2004

Legal References: Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)

Cross References: MSBA/MASA Model Policy 503 (Student Attendance)  
MSBA/MASA Model Policy 506 (Student Discipline)  
[MSBA/MASA Model Policy 713 \(Student Activity Accounting\)](#)  
~~MSBA Service Manual, Chapter 6, District Education Program~~

# LEWISTON-ALTURA PUBLIC SCHOOLS

## FUNDRAISER REQUEST FORM

All organizations wishing to raise funds on school property or for the benefit of the school district or district students must receive approval from school district administration before initiating any school-sponsored fundraiser.

Organization Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone/Email: \_\_\_\_\_

Beginning Date of Fundraiser: \_\_\_\_\_ Ending Date of Fundraiser: \_\_\_\_\_

Description of Fundraiser: \_\_\_\_\_

\_\_\_\_\_

Purpose of Fundraiser: \_\_\_\_\_

\_\_\_\_\_

Will the Fundraiser take place on or be using school property?  Yes  No

If no, where will the Fundraiser take place? \_\_\_\_\_

Will the Fundraiser or the Fundraising Organization be using the school name in advertising, flyers, etc?  Yes  No

Is another organization within the school district or community doing a similar fundraiser?  Yes  No

How much money does your organization need to raise through this fundraiser? Monetary Goal of Fundraiser: \$ \_\_\_\_\_

Total Predicted Sales: \$ \_\_\_\_\_

Total Contribution from Booster Club: \_\_\_\_\_

Total Paid to Outside Vendor: - \_\_\_\_\_

Total Predicted Revenue: \$ \_\_\_\_\_

Describe in detail how the funds you will be raising will be used (attachments as needed):

Please describe how you believe this fundraiser will benefit our school and community:

Please describe the financial impact you believe this fundraiser will have on the school district:

Where is the money going to be deposited?

### OFFICE USE ONLY

**RECOMMENDATION:**

APPROVED  DISAPPROVED

\_\_\_\_\_  
PRINCIPAL

DATE: \_\_\_\_\_

APPROVED  DISAPPROVED

\_\_\_\_\_  
SUPERINTENDENT

DATE: \_\_\_\_\_

Please allow up to 2 weeks for processing.

## 511 STUDENT FUNDRAISING

### I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

### II. GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public.

### III. RESPONSIBILITY

- A. The building administrators shall be responsible for developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved in advance by the administration. Participation in non-approved activities shall be considered a violation of school district policy.
- C. All fundraising requests must have a clearly defined purpose, goal, targeted amount of money to be raised and a list of items that fundraised money will be used for. All fundraiser money raised above targeted amount will be subject for review and may be put into the Activities General Fund to be used by other programs throughout the Activities Program.
- D. The superintendent shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate.
- E. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- F. Prior to commencing fundraising to support a student overnight trip, the group responsible for coordinating the trip must clearly define how the funds raised through fundraising activities to support the trip will be used. The group must provide a handbook that includes the procedures for how fundraising activities to support the trip will be conducted and should include a schedule of possible fundraising activities. The handbook should also clearly state whether or not students who raise more money than they need through the coordinated

fundraising activities to cover the cost of their trip will be able to transfer excess funds that they raised to cover the cost of other school coordinated trips, be applied to a younger sibling's future participation in school coordinated trips, or if those excess funds will need to be applied to the general activity account for the group planning the trip to be used to support other group activities. Handbooks must be approved by the building principal prior to being distributed to students and/or their parents.

- G. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

#### IV. ANNUAL REPORT

The superintendent shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

Adopted: February 16, 1999  
Revised: January 27, 2015  
Revised: May 24, 2017  
Revised: November 13, 2018

Legal References: Minn. Stat. § 120A.20 (Age Limitations; Pupils)  
Minn. Stat. § 123B.09, Subd. 8 (Duties)  
Minn. Stat. 123B.36 (Authorized Fees)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 713 (Student Activity Accounting)

# Report to the School Board

April 12, 2021

By Elementary / Intermediate School Principal Dave Riebel

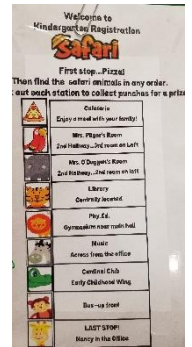
## GOAL 1: THE DISTRICT WILL STRIVE TO PROVIDE THE BEST EDUCATIONAL PROGRAMS.

- Kindergarten Registration night – Kindergarten Safari – March 30

As with most things this year, Kindergarten Registration night needed to be modified in order to meet meeting guidelines. The goal for the night was unchanged. How can we bring in our excited soon to be kindergarteners and their parents to see their school? Several members of the elementary school staff began planning a modified version of Kindergarten Registration night weeks in advance. Six staff members provided guided, individualized tours for 33 student and parents. The night was modified, but accomplished the goals of exciting families and getting registration numbers finalized. We are projecting 38 incoming kindergarteners next fall.

- MCA assessments in April

Staff in grades 3-6 have prepared for and will participate in the Minnesota Comprehensive Assessments following our traditional assessment schedule in April. The Minnesota Department of Education has determined that no student may take these assessments unless they are present in our buildings to ensure test security. Modifications for Distance Learner families are needed to have those students join us at the Elementary and Intermediate School for the assessments. A separate testing station is being created with social distancing set up for the students who join us in person to assess. It will be an interesting analysis of results this year. We will all be interested in seeing both individual and group trend results in order to determine the effect of the pandemic.



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

- April 1 Workshop



After a brief staff meeting, our certified staff participated in a morning in-service led by our guidance counselor, Ms. Todd. Our staff reviewed Erin's Law, legislation that requires schools to have a prevention-oriented abuse education program. Ms. Todd utilizes the Second Step curriculum to instruct all K-6 students in an age-appropriate child protection unit. Zoom breakout sessions grouped staff members together to work through six scenarios via an online training that were specifically designed to put us all in decision making situations that call on staff to assist students in need appropriately. This training gave staff the common knowledge on how to respond to safety situations for students. This training can also be used for certified staff re-licensure.

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

- Learning Model update

PreSchool through 6<sup>th</sup> grade continue with our In Person model providing daily instruction while implementing safety protocols. At the start of April, we have 2% of the elementary students as full time distance learners. We have 7% of the intermediate students as full time distance learners.

As we pass the one year anniversary of entering into Distance Learning, thanks is worth repeating to all of the staff who work to minimize the negative effects of social distancing, safety protocols and the virtual challenges that come with our learning models. We have worked very hard to create new routines for students to understand and follow. We will continue those efforts through the end of this school year.

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

- Building camera upgrade

The video camera capabilities for the Elementary and Intermediate School were recently upgraded by the technology team. New cameras and playback software provide improved video monitoring and review possibilities.

- Buildings and grounds

The removal of many ash trees took place earlier this year from our campuses. A tree replacement opportunity was discussed with a community member and the city of Lewiston that also includes a memorial tree for a former employee.



## Independent School Dist. No. 857

100 County Road 25

Lewiston, MN 55952

(507) 523-2191

*Gwen Carman, Superintendent*

*Dave Riebel, Elementary and Intermediate Principal*

*Cory Hanson, High School Principal*

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

- The LAHS Drama Department completed their third and final performance of the year, Stuck at Home. While it hits a little close to home during the pandemic, it was a great comedy performance. Thank you to the directors (Mrs. Nusbaum, Mrs. Mullen, and Mr. Wilmes) and a huge thank you to all of the seniors who have entertained us over the last four years.
- Spring sports have begun practices. We will see our first baseball game on April 8, and then a flurry of activity for track and field, golf, and softball the following week.
- The high school will be providing ESY summer school this summer along with Credit Recovery. We will be completing an application to the state to allow us to offer full credits in credit recovery locally this summer as well as refer students to HVED programming for additional supports if needed.
- We will begin the registration process in the next week. The schedule has some built in intervention and credit recovery times to help increase test scores and move students closer to graduating on time. The credit recovery position will require additional funding; intervention was expanded to all students for both gifted and talented as well as students not meeting MCA proficiency.
- Solo/Ensemble Music Contest took place yesterday afternoon and evening via Zoom. Last week, the students recorded their performances and last night the judges watched the videos, offered comments, then scored and rated each musical selection.

#### Results below:

- Lucas Bjork – Vocal Solo – Excellent Rating
- Aspen Fabian – Vocal Solo – Excellent Rating
- Owen Gerson – Vocal Solo – Superior Rating
- Keagan Harmston – Vocal Solo – Excellent Rating
- CJ Lee – Clarinet Solo – Superior Rating – PERFECT SCORE!
- Emma Lee – Vocal Solo – Superior Rating
- Georgia Mundt – French Horn Solo – Superior Rating
- Elliana Nelson – Vocal Solo – Superior Rating
- Levi Oevering – Vocal Solo – Excellent Rating
- Emily Prigge – Vocal Solo – Excellent Rating
- Jace Ruzek – Vocal Solo – Superior Rating
- Riley Vail – Vocal Solo – Excellent Rating

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

- On April 1, we did not fool anyone with our staff development training. The LAHS staff worked through a choose your own Positive Behavior Supports development opportunity to meet a state re-licensure requirement. Staff were provided resources and time, and then met to share their learning. Positive comments were had all around for the offering, and ideas on how to share more resources.
- We welcome Mike to our maintenance crew. We have seen him in and around the building helping with a variety of tasks.

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

- The large special athletic competition for the region was cancelled earlier this school year. However, Mr. Montgomery and Mrs. Hornberg are helping to create a small four team competition following our track and field guidance issued by the state. We are hoping to host the meet during the school day on May 21. More information will be available soon. We have two other teams committed at this time.
- We will be hosting a high school and a junior high school music concert this spring on different nights. The concert format will look a little different to accommodate for groups arriving and leaving with social distancing in the gym. We look forward to our first in person concert in over a year.
- We celebrated Farmer Appreciation on March 26. Thank you to the LAHS food service for the meal prep and to the FFA members who helped serve meals to go.

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

- New discuss poles and fencing were installed in time for the start of a track and field season that will see us host over double of our normal events.
- New items have arrived and we hope to have the pickle-ball courts ready before school is out.
- New computer orders are in for next year as computers are approximately 3 months out already as we still come back from the COVID rush last summer.



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

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

**Superintendent's Report to the School Board**  
**Submitted by Gwen Carman**  
**April 12, 2021**

**Meeting Agenda Notes**

**School Perceptions/InGensa Presentation** The meeting will include an informational presentation with School Perceptions, Inc. and InGensa, Inc. This presentation will provide information on key steps we can implement in order to assure we are using data to help guide our strategic planning. School Perceptions (Sue Peterson) develops surveys that are highly reliable and informative. Specifically, we can have School Perceptions to survey our staff and parents on their overall satisfaction on how we are educating students. Connie, Brei and I have met with Sue and agreed that we wanted her to speak with the entire Board. I strongly believe that Sue's survey data with the information/data from the facilities assessment will provide us, staff and the community critical information we need for making longterm planning decisions for the district.

Attached is information about School Perceptions and a proposal that Sue provided me to conduct a staff and parent survey in September.

**Facility Assessment** Jaqui Coleman, Luke Pfothenauer and Rochelle Van Den Heuvel from InGensa, Inc. will be present at the meeting to answer any questions you may have for them. I have discussed with them the necessary steps of engaging with our community after the facility assessment is complete and they will assist us with this as well without additional fees. I am recommending approval of the Project Development Agreement that is on the agenda.

**Mary Kalmes Scholarship** Lewiston-Altura High School was gifted \$10,000 from the estate of Mary Helen Kalmes. Ms. Kalmes was a resident of Colorado at the time of her death. Her will specifically states that the funding "be applied toward scholarships for students enrolling in a music or nursing program." I recommend that we award one annual \$500 scholarship with the funds. Guidance Counselor Lori Anderson works with a small group of teachers to determine scholarship award winners for other scholarships, and I suggest we ask this committee to also determine this annual scholarship.

**Non Renewal of a Teacher** On the agenda is a non-renewal of Mr. Centeno. This non-renewal is necessary because Mr. Centeno is a Tier III licensed teacher with an 'out of field placement' license to teach ELL. We will still need a High School ELL teacher next year, but teacher licensing rules require districts to first advertise for a teacher licensed in the desired area for 65 days before we can apply for an 'out of field placement' license.

## **Additional Updates**

**Memorial Tree Update** Principal Riebel has been working with Larry Rupprecht on a specific location to plant a tree to honor the memory of former bus driver Tom Wirt. The tree will be planted behind the backstop fence of the ball field on the elementary playground. I will coordinate with Mrs. Wirt regarding how she would like to recognize this special designation to honor Mr. Wirt.

**COVID-19 Funding** This continues to be an area of much focus and questions. As you may recall from our budget discussions, there are multiple ‘pots’ of federal funding from the various legislative allocations for schools.

- ESSER I (Coronavirus Aid, Relief and Economic Security Act) – approved in March 2020. We received \$164,000 and have spent those funds in 20-21 to help cover many of the additional supply, equipment, staffing needs due to the pandemic, as well as a \$90,000 replacement school bus.
- ESSER II (COVID Relief Deal) – approved in December 2020. We were notified last week that we will receive \$425,328.
- ESSER III (American Rescue Plan Act) -approved in March 2021. This funding amount is still unknown but should be announced soon.

These funds are certainly much needed and appreciated. We must also recognize that these are one-time funding streams and are not longterm solutions to the challenges of school funding shortages.

The use of these federal dollars is fairly broad and can be carried over through 2024. MDE is using the terms *Response* (direct response needs to COVID-19), *Recovery* (addressing learning loss, re-engaging families) and *Reform* (long standing changes to improve curriculum, instruction, school connections from pre-pandemic norms) as categories for fund use.

We will be assessing and prioritizing how to make the best use of these funds in the current and upcoming school years. This will be part of the budget planning (see below).

**2021-22 Planning:** I am working with Cabinet members to begin to budget and plan the 2021-22 school year. As you may recall, we had a significant expenditure vs revenue deficit in the amended budget that you approved in March. The COVID funding will definitely help this situation because we can potentially use some of those funds to cover some staff positions. We plan to not replace the vacated teaching position from the recent intermediate school retirement.

**Online Learning:** We still do not yet know if districts will be required to provide full time distant learning as an option for students next year. We also do not know if we will see an increase in the number of families that will want this option. This is an option they already have by enrolling in any of the existing online schools.

If we are required to provide distant learning, we do not want our classroom teachers providing distant learning while simultaneously teaching students face to face. This has been one of the biggest challenges throughout this school year. Therefore, we are exploring options for contracting with an online provider (Edgenuity) that potentially could be utilized with a K-12 distant learner. In addition, these courses can be utilized for high school credit recovery, intervention and for elective courses that we are unable to provide. The costs for this would be far less than the funding we would lose if a student open enrolls out to an online school.

Current laws require MDE approval to be able to serve out of district students with online classes which would be important for continuing to support students who open enroll in to L-A. I am working on this application and it may be on the May agenda. Again, districts are still waiting clarity from the State and hopefully this guidance will come very soon.

Curriculum Review/Standards Based Learning Highly effective schools have clearly defined K-12 curriculum in all curricular areas that assures that our instruction and assessments/grading clearly align with MN Standards. We need our curriculum to meet the needs of all students- including modifications/interventions for students who are struggling and enrichment for students who have already mastered the standards and are ready for 'more.' This is complex and time intensive work, but its importance cannot be overstated.

It appears that the district has done some work in this area in some curricular areas/grade levels but it has not been done consistently or comprehensively. Most teachers certainly do some of this work as part of their daily planning. However, a comprehensive curriculum review should include in-depth discussions to assure a 'seamless' K-12 sequence as well as discussions with same grade/same subject area teachers to assure there is not gaps or duplication. Also, sometimes past or traditional practices of grading impedes renewed reflection on how we determine a student's 'success.'

This is work that principals and superintendents often encourage teachers to do, but the reality is that our positions are typically unable to devote adequate time to fully lead and support teachers in this process. This is why larger districts often have an additional administrative position such as 'Director of Curriculum and Instruction' or something similar.

Prior to the pandemic, the L-A District did have a partial FTE teacher position to focus on curriculum work. As we plan the upcoming year, I am hoping we are able to assign a 1.0 FTE licensed teacher position to primarily work with administration and teachers on planning/assuring we are utilizing standards-based instruction and assessments. This requires all teachers to be engaged and can be a focus of PLCs (two hour late start days). Some teachers may also want/be willing to work on this outside of the school day or school year. This requires additional compensation that can be paid with staff development set aside funds. This is likely not a one-year initiative but again, this work is essential for our continued growth and improvement.

Office Positions We are assessing our overall office staff needs and how we can most efficiently align responsibilities in various positions. This may result in some changes such as # of contract days, but not a change in overall number of positions.

I anticipate bringing to the Board in May and June budget recommendations for 2021-22. You are required by statute to approve a budget for next school year no later than June 30<sup>th</sup>.





## Parent Survey: Engagement

### ABOUT SCHOOL PERCEPTIONS

School Perceptions LLC is an independent educational research firm that specializes in conducting surveys for public and private schools, educational service agencies, communities, and other state and national organizations. Since our founding in 2002, more than 10,000 schools have relied on us to collect millions of survey responses from students, staff, parents, and community members.

For almost two decades, our mission has not changed: We help educational leaders gather, organize, and use data to make strategic decisions.

**SCH%L  
PERCEPTIONS**

262.644.4300 | [schoolperceptions.com](http://schoolperceptions.com)  

# THE BUILDING BLOCKS TO A SUCCESSFUL PARENT SURVEY

## 1

### ENGAGE YOUR PARENTS

The School Perceptions parent survey collects the data that you need to assess your parents' experiences, attitudes, and levels of engagement at all of your schools. It also allows your parents to provide honest feedback, strengthening the school-parent partnership.

## 2

### WORK WITH EXPERTS

After conducting thousands of surveys, our staff has the experience to help you through each step of the survey design, administration, and results reporting process. Using an independent company like School Perceptions builds trust with your parents and makes your survey process easy, professional, and credible.

## 3

### ASK THE RIGHT QUESTIONS

The base parent survey allows parents to provide feedback on each school their child attends in your district. Optional sections include communications, an evaluation of programs and services, life skills, future planning, and overall satisfaction. Our system allows you to add customized questions that address issues important to your school.

*This survey collects data on six key indicators of parent engagement:*

- » *Culture of educational excellence*
- » *Effective teaching*
- » *Safe and healthy school climate*
- » *Leadership*
- » *Sense of community*
- » *Equity*

1. How would you like to receive school information? (Select all that apply)

- Conversation with teachers/administrators
- Email from teachers/administrators
- Automatic phone notifications
- School newsletters
- School website
- Text Messaging
- Facebook
- Twitter
- Open House
- Parent/Teacher conferences
- School Board meetings, agendas and minutes

2. Academic expectations in this school are:

Too high      Just right      Too low      Don't know

3. The overall use of technology at my child's school is:

Too high      Just right      Too low      Don't know

	Strongly agree	Agree	Disagree	Strongly disagree	Don't know/doesn't apply
My child has a positive relationship with at least one adult at school.					
I am satisfied with the communication that comes from the school.					
The District employs high-quality teachers.					
I receive enough information to understand my child's progress.					
The amount of homework given to my child is appropriate.					
My child enjoys going to school.					

# 4

## SECURE, USER-FRIENDLY SOFTWARE

The School Perceptions web-based survey platform is custom built to serve the unique needs of school districts.

Parent participation is controlled through a one-time-use code sent via email and/or postcard. Surveys can be taken on any internet-enabled computer, tablet, or mobile handheld device. Paper surveys are available for parents without internet access. Our software also allows the survey to be taken in other languages.

# 5

## BENCHMARK YOUR DATA

Your data is easily accessible any time through our password-protected, web-based portal. From there, you can disaggregate based on school, demographic, or individual item. We put your data in context by comparing your results with similar-sized schools. Districts using the survey over multiple years can view results that quantify progress over time.

# 6

## VALUABLE INSIGHTS

In addition to accessing your data online, the School Perceptions team can provide a variety of reports for your school board and administrative team to help focus your planning efforts.

Our pricing is cost-effective and scales based on school size. Call us at 262.644.430 or email [info@schoolperceptions.com](mailto:info@schoolperceptions.com) for a customized service proposal.

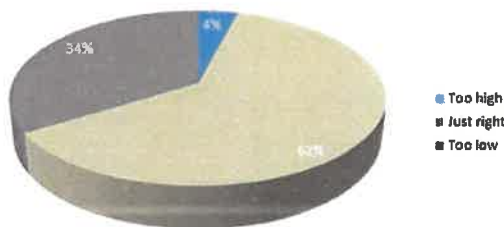
### Overall District Satisfaction

Item	% Strongly agree/ Agree	Average	Similar School Percentile
The District is heading in the right direction.	82%	3.88	86
The District is run effectively.	94%	4.12	71
The District has effective financial management.	79%	3.60	54

### School Feedback

Item	% Strongly agree/ Agree	Average	Similar School Percentile
I am satisfied with the communication that comes from the school.	82%	3.91	90
My child enjoys going to school.	91%	4.11	83
The District employs high-quality teachers.	85%	3.88	70
The amount of homework given to my child is appropriate.	65%	3.30	20

### The academic expectations of our students are:



# SCHOOL PERCEPTIONS

262.644.4300 | [schoolperceptions.com](http://schoolperceptions.com)

## OUR CUSTOMERS' IMPRESSIONS OF SCHOOL PERCEPTIONS

"For the second time in three years, the service provided by School Perceptions was exceptional. The staff at School Perceptions listened to our needs and worked with us to develop a survey that has provided our school community with valuable information and data, so that our school board can make informed decisions on how to best move forward with addressing our facility and programming needs. Thank you School Perceptions for your professionalism, direction, support, and encouragement! I continue to recommend School Perceptions to other school districts seeking quality survey data."

***Dale Carlson, New Richland-Hartland-Ellendale-Geneva Public Schools***

"We have used School Perceptions for over 10 years and they have always delivered on every project we had. We currently work with them on three yearly projects, and the information we get from School Perceptions drives change in our district."

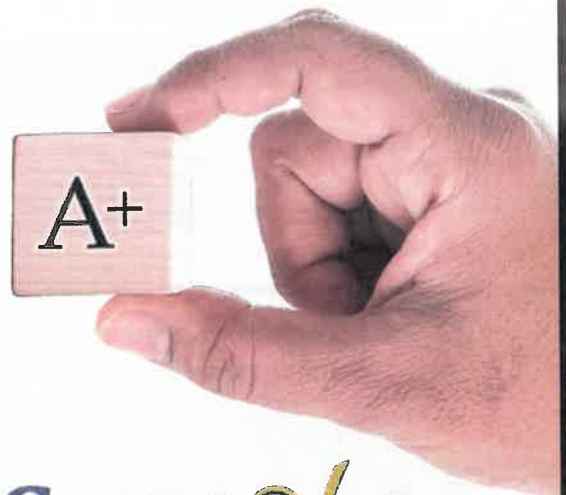
***Phil Ertl,  
Wauwatosa School District***

"School Perceptions continues to meet and exceed the expectations of Kaukauna Area School District. We will continue to partner with them as our needs arise."

***Mark P. Duerwaechter,  
Kaukauna School District***

"School Perceptions is a trusted company with expertise in survey development, analysis, and the use of data to inform strategic planning and school goals. The variety of surveys offered address a number of priorities for gathering perceptions of students, staff, families, and community. School Perceptions provides a standardized, reliable, and valid process for collecting feedback to help a school continuously improve its educational programming, services, and operations. Bill Foster and his staff are not only experts in the field but their customer service is beyond compare when it comes to addressing a school district's individual needs."

***Patricia Vickman,  
Southern Door County School District***



**SCHOOL  
PERCEPTIONS**

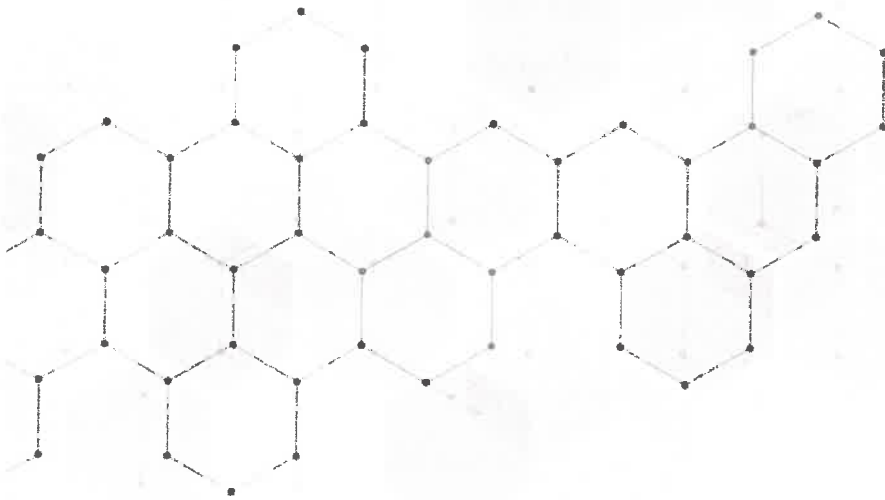
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Lewiston-Altura School District

# STRATEGIC PLANNING SURVEY PROPOSAL

April 1, 2021



**Contact:** Sue Peterson  
262.299.3177  
[speterson@schoolperceptions.com](mailto:speterson@schoolperceptions.com)

**SCH<sup>o</sup>L**  
**PERCEPTIONS**  
*Measuring what matters*

262.644.4300 | [schoolperceptions.com](http://schoolperceptions.com)



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## Project Overview

The Lewiston-Altura School District is interested in surveying parents/guardians and the community to gauge overall satisfaction and identify areas for improvement.

This School Perceptions Survey provides insights into these key areas:

- ✓ Culture of educational excellence
- ✓ Effective teaching
- ✓ Safe and healthy school climate
- ✓ Leadership
- ✓ Sense of community
- ✓ Equity

Your survey can also be customized to meet your district's unique needs.

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## About Us

School Perceptions LLC is a Wisconsin-based, independent educational research firm that works with school districts, regional service agencies, as well as state and national organizations. Over 10,000 schools have used School Perceptions to collect millions of survey responses from students, staff, parents, non-parents, and community stakeholders.

*For 20 years, our mission has never changed:*

**We help educational leaders gather, organize, and use data to make strategic decisions.**

---

## Meet Your Account Manager

**Sue Peterson** is a Project Manager and Strategic Communications Specialist and will work with you to develop and deploy your strategic planning survey. She also works with districts to administer student, parent, and staff surveys, as well as designs community surveys for referendum preparation.

Sue received both her bachelor's and master's degrees from the University of Wisconsin-La Crosse. Sue brings a strong background in program development, community organizing, grant writing, and communications.



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## Meet Your Support Team

**Cari Udermann** is a Project Implementation Manager and will work with your district to coordinate survey administration. She attended St. Cloud State University and Syracuse University, earning degrees in Psychology and Nursing, respectively. Cari has worked in both the medical and education fields. While working in schools, she became aware of the importance a healthy school climate has on students' ability to learn.



**Chelsea Davis** is a Data Analyst and will help to facilitate printing and mailing logistics (if needed) as well as provide you with post-survey results reports. Chelsea graduated from the University of Wisconsin-Whitewater with a degree in Business Administration.



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## Why School Perceptions?

Over the past 20 years, School Perceptions has developed a reputation of excellence and reliability. We take great pride in the following elements of our work, which we believe uniquely position us to meet the needs of the Lewiston-Altura School District.

- 1) **An objective and unbiased process:** Often, surveys designed and administrated by a district are perceived as biased by survey-takers. Consequently, results are questioned, trust is broken, and the entire process is undermined. By using an objective and independent firm like School Perceptions, your approach, data, and plans moving forward are viewed as credible.
- 2) **An emphasis on you:** Every school district has unique challenges. Therefore, we never treat a project with a cookie-cutter approach. We listen to you, we work with you, and we customize your project to meet your needs.
- 3) **Cost-effective:** No matter if your enrollment is 100, 1,000, or 10,000 students, our services are cost-effective. We understand the staffing and resource constraints schools face.
- 4) **Research-based and applicable:** The quality of our work will never waver. We combine extensive research reviews with our decades of experience to help you get accurate and valid data.
- 5) **Comparison data:** If 80% of your parents believe the district is heading in the right direction, is that good? Or do you have a problem? By using our benchmarks, we can provide question-level comparisons to similar schools. Rest assured, individual school names are never shared. Our software can also calculate longitudinal changes to quantify growth on a year-over-year basis.
- 6) **Proprietary survey software:** Our survey system is custom designed to meet school districts' unique needs and is proven to be extremely user-friendly and reliable. We continually review security protocols to ensure that your data is always protected and backed up. Additionally, our system includes a survey access control system to ensure that an individual can only take the survey once. A paper version of the survey is also available for those without internet access.
- 7) **Ongoing support:** Gathering good data is only half of the challenge. Our team of experts will help you make sense of your data and develop a realistic plan of action.
- 8) **Dedication to service:** Technology and information specialists are available Monday-Friday, 8 am-5 pm CT. We also provide 24-hour, 365-days-per-year real-time monitoring of company servers. Our staff is dedicated and ready to help your team through each step of the process.

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## Process & Investment

### Survey Design

- ✓ Definition of overall objectives
- ✓ Development of the project timeline with key milestones and assignments
- ✓ Assistance with survey promotion/communication materials

### Survey Administration

- ✓ Survey programming utilizing the School Perceptions proprietary software system
- ✓ Survey distribution via email
- ✓ Follow-up reminders for non-responders
- ✓ Provide a print-ready copy of the survey upon request
- ✓ Web link for community responses
- ✓ Daily data back-up and all software maintenance
- ✓ Password-protected results access to raw data for disaggregation and analysis
- ✓ Assistance with results access

### Results Reporting

- ✓ Password-protected access for all raw data via the School Perceptions system
- ✓ Online reports including full disaggregation capabilities

**Investment: \$2,950**

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### **Policies:**

The School Perceptions Privacy Policy ensures that all email addresses provided will only be used for your district's contracted services. Our entire privacy policy can be found at [www.schoolperceptions.com/files/SchoolPerceptionsPrivacystatement.pdf](http://www.schoolperceptions.com/files/SchoolPerceptionsPrivacystatement.pdf).

Data access is granted to the District's Custodian of Records with the ability to disaggregate all compiled data and authorize access to other district staff. Unless otherwise noted, School Perceptions will designate the Custodian of Records to be the signer of this proposal.

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## Optional Services

- 1) **Survey Customization - \$85/hour**  
We will work with your administration team to conduct survey review sessions to develop customized questions/sections to address your unique needs.
- 2) **District-Level Written Report - \$500**  
This report is created in a PowerPoint format and provides an overview of the survey process, as well as response percentages and/or weighted averages for each survey item. It is typically shared with the school board, as well as posted on the District's website.
- 3) **Comparison Report - \$350**  
Many of School Perceptions' Master Questions have been used for more than 10 years. This report is created in a spreadsheet format and shows your district's and individual schools' percentile ranking in relationship to districts and schools of a similar size.
  - a. **Index Report:** This report shows the district's/schools' percentile ranking compared to similar-sized districts and schools by index and flags data in the bottom quartile (below 25%) and the top quartile (above 75%) for easy analysis.
  - b. **Item Analysis:** This report compares the district's/schools' percentile ranking to similar-sized districts and schools by item and flags data in the bottom quartile (below 25%) and the top quartile (above 75%) for easy analysis.
- 4) **Comment Report - \$250**  
The comment theme summary is developed by first reading all of the comments collected throughout the survey. A theme is identified as a result of having multiple participants referencing similar issues or concerns. This summary is not intended to represent all comments submitted; rather, it represents the prevailing themes. Comments representing each theme will be included verbatim in the report.
- 5) **Additional Data Analysis**  
This includes providing cross-tab analysis, school-level spreadsheets, and/or in-depth comment analysis will be charged at \$60 per hour.
- 6) **Consulting**  
If desired, additional consulting and on-site meetings for planning, data review, and/or presentations are available upon request.

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If this proposal is acceptable, please sign this page, scan, and email to [sales@schoolperceptions.com](mailto:sales@schoolperceptions.com).

Strategic Planning Survey Proposal Accepted: **Lewiston-Altura School District**

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