

2022 Organizational and Regular School
Board Meeting of ISD 857
Monday, January 10, 2022 6:00 PM

L-A Intermediate School (Altura) with link for
remote viewing
325 1st Avenue
Altura, MN 55910

Agenda

- I. Call Meeting to Order
Speaker(s): Board Chair
- II. Pledge of Allegiance.
Speaker(s): Board Chair
- III. Quorum Call

Brummer
Koverman
Maki
Meisch
Meyer
Pringle
Sommer
Speaker(s): Board Chair
- IV. Approve the January 10, 2022 Meeting Agenda
- V. Elect Board Chairperson.
- VI. Elect Vice Chairperson.
- VII. Elect Clerk.
- VIII. Elect Treasurer
- IX. Set dates, times and locations for 2022 Regular Board Meetings.
- X. Designate Superintendent Gwen Carman as the Identified Official with Authority for ISD 857 to authorize user access to State of Education secure websites.
- XI. Designate Superintendent Gwen Carman as the Chief Financial Officer of the School District with authorization to pay bills in advance.
- XII. Designate Minnwest Bank of Lewiston, The Peoples State Bank in Altura, Merchants Bank in Winona and the Minnesota School District Liquid Asset Fund as official depositories for school district funds.
- XIII. Authorize the Superintendent, Business Manager and Finance Assistant to make Official District Electronic Transfers.
- XIV. Designate Kennedy and Graven, Chartered as the official school district law firm and provide the Superintendent and Board Chair the authorization to contact legal counsel on matters relevant to the school district.
- XV. Designate The St. Charles Press & Lewiston Journal as the official publication of the school district.
- XVI. Set compensation for School Board Directors and Board Chairperson per regular, special and appointed committee meetings and MSBA Trainings (currently \$65.00 per meeting for Directors, \$80.00 for Board Chair).

- XVII. Designate a Board Representative to the MN State High School League.
- XVIII. Board Chair Appoints Committee Members (*2021 Assignments Below*)
 - A. Negotiations
 - Certified Negotiations: Brummer, Pringle
 - Principals & Superintendent: Maki, Meisch, Sommer
 - B. Non-Certified Work Agreements
 - Support Staff : Sommer, Koverman, Meisch
 - Transportation: Sommer, Koverman, Meisch
 - C. Activities Steering/MSHSL: Maki & Sommer
 - D. Meet & Confer: Pringle, Brummer, Meyer
 - E. District Staff Development/Continuing Education: Koverman, (Alt: Maki)
 - F. Hiawatha Valley Education District: Koverman
 - G. Community Education & Early Childhood Advisory: Pringle (Alt: Sommer)
 - H. Policy Review: Koverman, Sommer (Alt: Meyer)
 - I. Health & Safety/Wellness: Sommer (Alt: Meisch)
 - J. Systems Accountability: Koverman (Alt: Pringle)
- XIX. Discussion with Altura Community Representatives
- XX. 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.

- XXI. PK-6 Principal's Report
 - Speaker(s):** Principal Dave Riebel
- XXII. 7-12 Principal's Report
 - Speaker(s):** Principal Dr. Cory Hanson
- XXIII. Consent Agenda
 - A. Board Meeting Minutes: December 13, 2021.
 - B. Financial Reports a. Treasury Report
 - b. December 2021 Miscellaneous Payments
 - c. December 2021 Wire Payments
 - d. January 2022 Board Bills
- XXIV. C Approve hire of Marisol Martinez as a paraprofessional effective December 21, 2021.
- XXV. D. Accept the donation of \$1,000 from the Mayo Foundation for Medical Education and Research for the Washington DC Trip
- XXVI.
- XXVII. E. Accept the donation of \$100 from Lewiston Hardware for the Washington DC Trip
 - F. Accept the anonymous donation of \$219 for the weight room.
 - G. Approve the hire of Mattie Mill as Co-Director of One Act Play at 0.5 Step 1 in accordance with the EdMN/L-A Master Agreement.
 - H. Approve the hire of Makenna Sommer as Co-Director of One Act Play at 0.5 Step 1 in accordance with the EdMN/L-A Master Agreement.
 - I Approve the hire of Malachi Mill as One Act Play Assistant at Step 1 in accordance with the EdMN/L-A Master Agreement.
 - J. Accept the resignation of Dawn Rothering, paraprofessional, effective

January 21, 2022.

K. Approve the 2022 Pay Equity Report.

XXVIII.

XXIX. 2021-2023 Master Agreement with Ed MN/L-A.

XXX. Matthew Wilmes request for an Unpaid Leave of Absence effective January 31 - June 10, 2022 pending his appointment to EdMN Vice President position and the district's ability to hire an appropriate replacement to assume his instructional duties.

XXXI. Bids for Stadium Lights

XXXII. Community and Staff Survey

XXXIII. Policy 491 Vaccination or Testing and Face Coverings on 1st and Final Reading in accordance with Policy 208 (Emergency Policy Adoption due to MN OSHA's January 3, 2022 adoption of the Emergency Temporary Standards requiring employers to exercise good faith efforts to come into compliance with the standard to take effect February 9, 2022)

XXXIV. Policies and Forms on 2nd Reading

a. 501 School Weapons Policy

b. 413 Harassment and Violence

c. 201 Legal Status of the School Board

d. 202 School Board Officers

e. 203 Operation of the School Board

f. 203.1 School Board Procedures, Rules of Order

g. 203.2 Order of the Regular School Board Meeting

h. 203.5 School Board Meeting Agenda & 203.5F School Board Agenda Items Request Form

XXXV. Superintendent's Report

Speaker(s): Superintendent Carman

XXXVI. Board Committee Reports

XXXVII. Upcoming Meeting Schedule

Thursday/Friday, January 13 & 14: MSBA Conference

Thursday, January 25th , 6:45am Policy Review Committee

Monday, February 7th. 5:30pm Systems Accountability Committee

Monday, February 14th- 6:00pm (Regular Board Meeting in HS Library)

Monday, March 14 - 6:00pm (Regular Board Meeting)

XXXVIII. Adjourn.

Report to the School Board

January 10, 2022

By Elementary / Intermediate School Principal Dave Riebel

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

- Excited return on Jan. 3:

The students and staff at the Elementary and Intermediate Schools got back into school routines after the holiday break. Although Old Man Winter brought some coldness to start the year, we are glad to be able to continue with our face-to-face instruction. We continue to utilize our grade level quarantine plans for any students and families that are affected by quarantine needs. Thanks go out to staff for extending these efforts to students and families.

- Winter assessments this week.

The winter benchmark assessments are underway this week. These will again assist with the determination of supplemental instruction services for students of both buildings.

- Winter ECFE registration:

Session 3 of our district Early Childhood Family Education classes begin Jan. 18 and run through March 15. Registration is open for both a Tuesday morning class from 9:00-10:30 and a Tuesday evening class from 6:00-7:30pm. Contact Vicky Greden for more information or to register.

- Preschool screening:

The next preschool screening opportunities are approaching on the dates of Jan. 20 and Feb. 14. Registration is required and can be found on our school website under the Early Childhood link.



- Congratulations to Math Wizards!

Lewiston-Altura Intermediate students recently competed in a six team Math Wizards competition at Plainview-Elgin-Millville schools. Congratulations goes out to Alyssa Hanson and Alaina Barkeim for capturing 1st place in the Wizard Drill competition. Hailey Larson and Peyton Kessler tied for 8th place. In the Individual Round, Cole Chartier placed 7th, Alyssa 9th and Peyton 10th.



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

- Welcome:

Our Elementary School students and staff welcome Marisol Martinez to our paraprofessional staff.

- Late start and Workshop Day

Our certified staff look to complete a grade level/department curriculum map through their work in the late start and January workshop day efforts. Classroom teachers will also use these maps to inform the next steps in our science adoption process.

Sarah Berndt, district Curriculum Coordinator, attended a Jan. 3rd inservice in Stewartville entitled "From Purpose to Practice – Building An Effective Assessment Plan" by Myron Dueck, a nationally known author. This topic directly relates to the efforts our district staff have begun and provided ideas and collegial contacts for our district efforts.

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

- Safety Protocols

A continued thank you and encouragement goes out to students, parents and staff for their efforts with the need to continue our safety protocols. The routines of hand washing, sanitizing and masking continue at both buildings with additional diligence in rooms that have students who have tested positive. Navigating needed quarantines are a part of the needed school and home communications. A huge thank you to Michelle MacPherson, our district nurse, for the monitoring and tremendous amount of information she gives out to students and families who are looking for assistance.

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

Winter sports practices utilize the Elementary building gym and basement wrestling room most afternoons and evenings.



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.

- January will mark the last day of semester 1. Many students need to review their schedules for second semester. Classes cannot be changed after week one of the new semester.
- A second round of ACT prep will be conducted by Mrs. Noll and Mrs. Nusbaum beginning January 14 and ending just prior to ACT testing in March.

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

- We are currently looking for one paraprofessional beginning second semester and a paraprofessional long-term sub beginning mid to late February. Please let all that are interested know.
- We completed additional standards work in December with a goal of completion of one grade/course by the end of the January workshop day.
- We are planning for an EL training in April with support from MDE and SSC.

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

- Congratulations to the senior class on winning the 10 Days of Giving movie choice. The last day before break, students were treated to viewing of a movie with a la carte open.
- I hope everyone's break went well.
- Thank you to Mr. Hamilton and Mr. Wilmes for presenting their senior high concert just before break.
- We had many teams active over break. I was able to watch our teams at the WSU – Lewiston Auto Classic. Wrestling was at the Bi-state meet.

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

- Thank you to Joe for installing the new mats in the gym. Thank you to class of 2021 for donating remaining funds to help make the purchase.



Upcoming Events:

January 17 – No School

January 24 – No School

February 14 – Late Start and Scheduled Conferences

Treasury Report

December 2021 Bank Reconciliation

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH	ENDING BALANCE 12/31/2020
GENERAL FUND	1,324,573.12	1,014,246.43	(1,055,435.06)	1,283,384.49	1,191,367.01
FOOD SERVICE FUND	85,330.13	74,507.17	(52,902.37)	106,934.93	(1,136.86)
COMMUNITY ED	200,448.90	31,331.91	(36,737.39)	195,043.42	254,030.43
BUILDING CONSTRUCTION	606,590.41	0.00	(20,302.00)	586,288.41	0.00
DEBT REDEMPTION	266,863.61	40,059.08	0.00	306,922.69	1,012,286.69
CUSTODIAL FUND	0.00	1,500.00	(1,500.00)	0.00	0.00
STUDENT FUNDRAISED FUND	184,224.51	23,245.91	(44,294.77)	163,175.65	71,104.06
TOTALS	2,668,030.68	1,184,890.50	(1,211,171.59)	2,641,749.59	2,527,651.33

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
General Fund Checking	90,833.73	(77,941.17)	0.00	191.00	13,083.56
Activity Checking	0.00	0.00	0.00	0.00	0.00
Savings	0.00	0.00	0.00	0.00	0.00
Merchants Bank	31,263.04	0.00	0.00	0.00	31,263.04
MSDLAF	1,992,173.21	0.00	0.00	0.00	1,992,173.21
CD-investments	50,126.83	0.00	0.00	0.00	50,126.83
Investments	555,102.95	0.00	0.00	0.00	555,102.95

TREASURER'S BALANCE

2,641,749.59

Lewiston-Altura Public Schools December 2021 Misc Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P20669	62324	71632	Check	1	6299	Field, Scott		Yes	Yes	No	12/03/2021	133.00
001	P20669	62322	71633	Check	1	1829	NEWTON, JEFF		Yes	Yes	No	12/03/2021	133.00
001	P20669	62323	71634	Check	1	5166	Nicometo, Tim		Yes	Yes	No	12/03/2021	133.00
001	P20669	62391	71700	Check	1	3166	Broadwater, David	Ind/Sole Proprietor	Yes	Yes	Yes	12/09/2021	133.00
001	P20669	62391	71700	Check	1	3166	Broadwater, David	Ind/Sole Proprietor	Yes	Yes	Yes	12/13/2021	133.00
001	P20669	62390	71701	Check	1	2502	Butson, Jared	Ind/Sole Proprietor	Yes	Yes	Yes	12/09/2021	(133.00)
001	P20669	62390	71701	Check	1	2502	Butson, Jared	Ind/Sole Proprietor	Yes	Yes	Yes	12/13/2021	133.00
001	P20669	62392	71702	Check	1	4481	CHANHASSEN DINNER THEATERS		Yes	Yes	No	12/09/2021	240.00
001	P20669	62394	71703	Check	1	5583	EVAN, TIMOTHY		Yes	Yes	No	12/09/2021	133.00
001	P20669	62395	71704	Check	1	5590	KROLAK, PAUL		Yes	Yes	No	12/09/2021	133.00
001	P20669	62396	71705	Check	1	5944	Okstad, Eric		Yes	Yes	Yes	12/09/2021	133.00
001	P20669	62396	71705	Check	1	5944	Okstad, Eric		Yes	Yes	Yes	12/13/2021	(133.00)
001	P20669	62393	71706	Check	1	5159	Storsveen, Barbara A.		Yes	Yes	No	12/09/2021	133.00
001	P20669	62398	71707	Check	1	3166	Broadwater, David	Ind/Sole Proprietor	Yes	No	No	12/13/2021	128.75
001	P20669	62397	71708	Check	1	2502	Butson, Jared	Ind/Sole Proprietor	Yes	Yes	No	12/13/2021	128.75
001	P20669	62399	71709	Check	1	3374	Jensen, Jordan		Yes	Yes	No	12/13/2021	48.75
001	P20669	62400	71710	Check	1	4740	RAIN, ERIC		Yes	Yes	No	12/13/2021	88.75
001	P20669	62401	71711	Check	1	1829	NEWTON, JEFF		Yes	Yes	No	12/14/2021	133.00
001	P20669	62402	71712	Check	1	2819	Prondzinski, Mark		Yes	Yes	No	12/14/2021	133.00
001	P20669	62403	71713	Check	1	4740	RAIN, ERIC		Yes	Yes	No	12/14/2021	133.00
001	P20669	62408	71714	Check	1	6891	Harter's Trash & Recycling Inc		Yes	Yes	No	12/15/2021	1,510.10
001	P20669	62404	71715	Check	1	10141	KWIK TRIP		Yes	Yes	No	12/15/2021	3,557.03
001	P20669	62407	71716	Check	1	5956	MIEnergy Cooperative		Yes	Yes	No	12/15/2021	9,144.17
001	P20669	62406	71717	Check	1	4877	MINNESOTA Public Employees Insurance		Yes	Yes	No	12/15/2021	37,862.18
001	P20669	62405	71718	Check	1	2557	Region 8 FFA		Yes	No	No	12/15/2021	750.00
001	P20669	62414	71719	Check	1	5594	ALTRA FEDERAL CREDIT UNION		Yes	Yes	No	12/15/2021	130.00
001	P20669	62417	71720	Check	1	6406	Ameritas Life Insurance Corp		Yes	Yes	No	12/15/2021	78.70
001	P20669	62413	71721	Check	1	4951	Bremer Bank		Yes	Yes	No	12/15/2021	100.00
001	P20669	62409	71722	Check	1	11202	Education Minnesota - Lewiston-Altura		Yes	No	No	12/15/2021	2,585.38
001	P20669	62415	71723	Check	1	6265	HOME FEDERAL SAVINGS BANK		Yes	Yes	No	12/15/2021	42.50
001	P20669	62418	71724	Check	1	6461	ISD 857 - Flex Plan Checking		Yes	Yes	No	12/15/2021	1,479.23
001	P20669	62410	71725	Check	1	17090	MADISON NATIONAL LIFE		Yes	Yes	No	12/15/2021	562.74
001	P20669	62412	71726	Check	1	4786	Merchants Bank		Yes	Yes	No	12/15/2021	525.00
001	P20669	62416	71727	Check	1	6283	MinnWest Bank Group		Yes	Yes	No	12/15/2021	30.00
001	P20669	62411	71728	Check	1	3545	Winona National Bank		Yes	Yes	No	12/15/2021	110.00
001	P20669	62425	71729	Check	1	6483	Ball, Travis	Ind/Sole Proprietor	Yes	Yes	Yes	12/16/2021	113.50
001	P20669	62425	71729	Check	1	6483	Ball, Travis	Ind/Sole Proprietor	Yes	Yes	Yes	12/17/2021	(113.50)
001	P20669	62426	71730	Check	1	6905	Woltman, Mike		Yes	Yes	Yes	12/16/2021	242.50
001	P20669	62426	71730	Check	1	6905	Woltman, Mike		Yes	Yes	Yes	12/17/2021	(242.50)

**Lewiston-Altura Public Schools
December 2021 Misc Payments**

Bank	Batch	Pmt No	Check No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P20669	62431	71731	71731	Check	1	6495	Deboer, Dean	Ind/Sole Proprietor	Yes	Yes	No	12/17/2021	133.00
001	P20669	62430	71732	71732	Check	1	6140	LEIBFRIED, JEREMY		Yes	Yes	No	12/17/2021	133.00
001	P20669	62429	71733	71733	Check	1	2837	Perry, Jerome		Yes	Yes	No	12/17/2021	133.00
001	P20669	62448	71734	71734	Check	1	6393	Apple Inc		Yes	Yes	No	12/20/2021	29,400.00
001	P20669	62449	71735	71735	Check	1	6483	Ball, Travis	Ind/Sole Proprietor	Yes	No	No	12/20/2021	163.50
001	P20669	62437	71736	71736	Check	1	3254	Chester Pozanc Trucking & Exc. LLC		Yes	Yes	No	12/20/2021	120.46
001	P20669	62436	71737	71737	Check	1	2707	City of Lewiston		Yes	Yes	No	12/20/2021	2,059.28
001	P20669	62441	71738	71738	Check	1	3906	D & A TESTING SERVICES		Yes	Yes	No	12/20/2021	125.00
001	P20669	62443	71739	71739	Check	1	4852	EAI Education		Yes	No	No	12/20/2021	4.95
001	P20669	62451	71740	71740	Check	1	6903	Hart Country Meats		Yes	No	No	12/20/2021	383.85
001	P20669	62432	71741	71741	Check	1	07141	HIGH PLAINS COOPERATIVE		Yes	Yes	No	12/20/2021	6,392.53
001	P20669	62439	71742	71742	Check	1	3282	Kennedy & Graven Chartered		Yes	Yes	No	12/20/2021	1,502.50
001	P20669	62445	71743	71743	Check	1	5801	Midwest Bus Parts, Inc.		Yes	Yes	No	12/20/2021	546.10
001	P20669	62433	71744	71744	Check	1	12540	MISSISSIPPI WELDERS SUPPLY COMP,		Yes	Yes	No	12/20/2021	112.45
001	P20669	62434	71745	71745	Check	1	12630	MOTOR PARTS & EQUIP		Yes	No	No	12/20/2021	568.65
001	P20669	62440	71746	71746	Check	1	3887	North Central International		Yes	No	No	12/20/2021	145.00
001	P20669	62438	71747	71747	Check	1	3263	North Central Truck Equipment		Yes	Yes	No	12/20/2021	458.37
001	P20669	62444	71748	71748	Check	1	5058	OLAUGHLIN TRUCKING & EXCAVATING		Yes	Yes	No	12/20/2021	447.76
001	P20669	62450	71749	71749	Check	1	6883	School Perceptions		Yes	No	No	12/20/2021	1,600.00
001	P20669	62442	71750	71750	Check	1	4519	TELIN TRANSPORTATION GROUP		Yes	Yes	No	12/20/2021	67.36
001	P20669	62446	71751	71751	Check	1	5815	Trophies Plus, Inc		Yes	Yes	No	12/20/2021	57.07
001	P20669	62447	71752	71752	Check	1	5841	True Friends		Yes	Yes	No	12/20/2021	1,500.00
001	P20669	62452	71753	71753	Check	1	6905	Woltman, Mike		Yes	Yes	No	12/20/2021	192.50
001	P20669	62435	71754	71754	Check	1	1883	XCEL ENERGY		Yes	Yes	No	12/20/2021	1,818.51
001	P20669	62462	71755	71755	Check	1	4933	ANDRING, TIM	Ind/Sole Proprietor	Yes	Yes	No	12/23/2021	133.00
001	P20669	62465	71756	71756	Check	1	5142	Bill's Welding and Machine		Yes	No	No	12/23/2021	222.75
001	P20669	62454	71757	71757	Check	1	3166	Broadwater, David	Ind/Sole Proprietor	Yes	No	No	12/23/2021	133.00
001	P20669	62464	71758	71758	Check	1	5100	DELTA DENTAL OF MINNESOTA		Yes	Yes	No	12/23/2021	2,304.77
001	P20669	62467	71759	71759	Check	1	6908	H2I Group		Yes	Yes	No	12/23/2021	20,302.00
001	P20669	62458	71760	71760	Check	1	4085	IEA, INC		Yes	Yes	No	12/23/2021	1,275.00
001	P20669	62463	71761	71761	Check	1	5010	KIEL, TYLER		Yes	Yes	No	12/23/2021	133.00
001	P20669	62453	71762	71762	Check	1	10141	KWIK TRIP		Yes	Yes	No	12/23/2021	427.50
001	P20669	62459	71763	71763	Check	1	4196	McCONE FOODS, INC		Yes	No	No	12/23/2021	660.00
001	P20669	62466	71764	71764	Check	1	5777	Metz's Hart-Land Creamery LLC		Yes	Yes	No	12/23/2021	944.00
001	P20669	62461	71765	71765	Check	1	4485	MINNTEX CITRUS INC		Yes	No	No	12/23/2021	14,341.79
001	P20669	62455	71766	71766	Check	1	3217	School Specialty LLC		Yes	No	No	12/23/2021	3.05
001	P20669	62457	71767	71767	Check	1	3958	Universal Trucking		Yes	No	No	12/23/2021	1,047.29
001	P20669	62460	71768	71768	Check	1	4448	VERIZON WIRELESS		Yes	No	No	12/23/2021	321.40
001	P20669	62456	71769	71769	Check	1	3676	Xcel Energy Center		Yes	No	No	12/23/2021	1,270.00

Lewiston-Altura Public Schools December 2021 Misc Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P20669	62473	71770	Check	1 5594		ALTRA FEDERAL CREDIT UNION		Yes	No	No	12/31/2021	130.00
001	P20669	62476	71771	Check	1 6406		Ameritas Life Insurance Corp		Yes	No	No	12/31/2021	105.42
001	P20669	62472	71772	Check	1 4951		Bremer Bank		Yes	No	No	12/31/2021	1,584.00
001	P20669	62468	71773	Check	1 11202		Education Minnesota - Lewiston-Altura		Yes	No	No	12/31/2021	2,585.38
001	P20669	62474	71774	Check	1 6265		HOME FEDERAL SAVINGS BANK		Yes	No	No	12/31/2021	42.50
001	P20669	62477	71775	Check	1 6461		ISD 857 - Flex Plan Checking		Yes	No	No	12/31/2021	1,479.23
001	P20669	62469	71776	Check	1 17090		MADISON NATIONAL LIFE		Yes	No	No	12/31/2021	546.90
001	P20669	62471	71777	Check	1 4786	R1	Merchants Bank		Yes	No	No	12/31/2021	525.00
001	P20669	62475	71778	Check	1 6283		MinnWest Bank Group		Yes	Yes	No	12/31/2021	30.00
001	P20669	62470	71779	Check	1 3545		Winona National Bank		Yes	No	No	12/31/2021	130.00
001	P20669	62486	71780	Check	1 6705	R1	2NDGEAR		Yes	No	No	12/29/2021	2,500.00
001	P20669	62485	71781	Check	1 3831	R1	BLICK ART MATERIALS		Yes	No	No	12/29/2021	420.50
001	P20669	62484	71782	Check	1 18332		SEMCCAC Transportation		Yes	No	No	12/29/2021	300.00
Bank Total:												\$162,261.35	
Report Total:												\$162,261.35	

Lewiston-Altura Public Schools December 2021 Wire Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P20669	62419		Wire	1	1053	MINNESOTA ELECTRONIC FUNDS		No	Yes	No	12/15/2021	9,110.52
001	P20669	62420		Wire	1	1054	FEDERAL TAXES		No	Yes	No	12/15/2021	57,675.47
001	P20669	62421		Wire	1	18600	MINNESOTA TEACHERS RETIREMENT.		No	Yes	No	12/15/2021	29,275.16
001	P20669	62422		Wire	1	18610	PERA / Public Employers Retirement Assor		No	Yes	No	12/15/2021	9,104.84
001	P20669	62423		Wire	1	4373	ING		No	Yes	No	12/15/2021	2,387.82
001	P20669	62424		Wire	1	6496	EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	12/15/2021	8,481.00
001	P20669	62427		Wire	1	5546	VISA		No	Yes	No	12/17/2021	2,398.47
001	P20669	62428		Wire	1	5546	VISA		No	Yes	No	12/17/2021	(257.75)
001	P20669	62478		Wire	1	1053	MINNESOTA ELECTRONIC FUNDS		No	No	No	12/31/2021	8,175.03
001	P20669	62479		Wire	1	1054	FEDERAL TAXES		No	Yes	No	12/31/2021	52,065.39
001	P20669	62480		Wire	1	18600	MINNESOTA TEACHERS RETIREMENT.		No	Yes	No	12/31/2021	29,249.72
001	P20669	62481		Wire	1	18610	PERA / Public Employers Retirement Assor		No	Yes	No	12/31/2021	8,619.12
001	P20669	62482		Wire	1	4373	ING		No	Yes	No	12/31/2021	2,387.82
001	P20669	62483		Wire	1	6496	EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	12/31/2021	8,480.99
001	P20669	62487		Wire	1	3153	Merchants Bank - Fees		No	Yes	No	12/31/2021	98.00
001	P20669	62488		Wire	1	4834	MERCHANT PROCESSING CENTER		No	Yes	No	12/31/2021	315.54
001	P20669	62489		Wire	1	4866	BLUECROSS BLUESHIELD OF MN & BL		No	Yes	No	12/31/2021	26,437.00
001	P20669	62490		Wire	1	6283	MinnWest Bank Group		No	Yes	No	12/31/2021	72.00

Bank Total: \$254,076.14

Report Total: \$254,076.14

MINUTES OF THE LEWISTON-ALTURA REGULAR SCHOOL BOARD MEETING
ISD #857
December 13, 2021

A regular meeting of the School Board of Independent School District #857 was held on December 13, 2021. The Board members met in the Elementary School Library and the public was able to be present or access the meeting via ZOOM. Members Brummer, Koverman, Pringle, Maki, Meisch, Meyer, and Sommer were present.

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

Motion by Maki, seconded by Pringle to approve the December 13, 2021 agenda. MCU.

A LAHS Student Council report was presented by Levi Oevering.

Superintendent Carman conducted the Truth in Taxation Hearing. There were no comments from the public.

Motion by Meyer, second by Sommer to approve the Certification of 2021 Payable 2022 Levy Limitation for \$1,385,728.24. . Roll Call Votes: Ayes All, Nays None.

There were no public comments.

PK-6 Principal Dave Riebel and 7-12 Principal Dr. Cory Hanson presented reports.

Motion by Meisch, second by Pringle to approve the Consent Agenda. MCU.

Motion by Pringle, second by Meyer to approve Policies 501 School Weapons Policy, 413 Harassment and Violence, 201 Legal Status of the Board, 202 Board Officers, 203 Operation of the School Board, 203.1 School Board Procedures, Rules of Order, 203.2 Order of the Regular School Board Meeting, 203.5 School Board Agenda & 203.5F School Board Agenda Items Request Form. MCU.

Motion by Sommer, second by Meisch to approve Policies 102 Equal Opportunity, 406 Public and Private Personnel Data, 507 Corporal Punishment, 515 Protection and Privacy of Public Records and Form on a 2nd reading. MCU.

Motion by Meyer, second by Sommer to approve resolution establishing polling place for multiple precincts and designating hours during which the polling places will remain open for voting for school district elections not held on the day of a statewide election. Roll Call Votes: Ayes All, Nays None.

Superintendent Carman presented updates.

The Board discussed the need for maintenance or replacement of the stadium lights. Superintendent Carman was directed to pursue bids for replacement and bring back information on other alternatives.

Board members presented committee reports.

Motion by Meisch, second by Sommer to moved to Closed Session for the purpose of discussing EdMN/L-A contract negotiations at 7:14pm. MCU.

Motion by Pringle, second by Meisch to re-open the meeting at 8:20pm.

Motion by Koverman, seconded by Sommer to adjourn the meeting at 8:21pm. MCU.

Melissa Meisch, Clerk

Lewiston-Altura Public Schools January 2022 Board Bills

Grp Code	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date	
1	6705	R1	N	2NDGEAR	V20731	99902	INV290488	588.92	0.00	588.92	12/29/2021	12/29/2021	
							Check Amount:		\$588.92				
1	6737	N	A-1 Mobile Storage Service	V20731	99903	28373	134.00	0.00	134.00	12/23/2021	12/23/2021	12/23/2021	
							Check Amount:		\$134.00				
1	3128	R1	N	Amazon Capital Services	V20731	99904	1LPX-JRW9-KCJD	30.62	0.00	30.62	01/01/2022	01/01/2022	01/01/2022
1	3128	R1	N	Amazon Capital Services	V20731	99905	1W1X-7R1P-L4L6	100.89	0.00	100.89	01/01/2022	01/01/2022	01/01/2022
1	3128	R1	N	Amazon Capital Services	V20731	99906	19CY-XGGJ-L6HT	15.97	0.00	15.97	01/01/2022	01/01/2022	01/01/2022
1	3128	R1	N	Amazon Capital Services	V20731	99908	19VK-CPPP-HYTY	95.28	0.00	95.28	01/01/2022	01/01/2022	01/01/2022
1	3128	R1	N	Amazon Capital Services	V20731	99907	1P1F-YTJQ-GTNT	375.46	0.00	375.46	01/01/2022	01/01/2022	01/01/2022
1	3128	R1	N	Amazon Capital Services	V20731	99909	19KP-KHN6-JRJN	86.56	0.00	86.56	01/01/2022	01/01/2022	01/01/2022
							Check Amount:		\$704.78				
1	6768	N	Anderson, Emily	V20731	99954	12/09/21	GBB	30.00	0.00	30.00	12/09/2021	12/09/2021	12/09/2021
1	6768	N	Anderson, Emily	V20731	99955	12/11/21	BBB	30.00	0.00	30.00	12/11/2021	12/11/2021	12/11/2021
							Check Amount:		\$60.00				
1	00420	N	ARNOLD'S SUPPLY	V20731	100004	648449	451.00	0.00	451.00	12/28/2021	12/28/2021	12/28/2021	
1	00420	N	ARNOLD'S SUPPLY	V20731	100003	648230	164.00	0.00	164.00	12/13/2021	12/13/2021	12/13/2021	
1	00420	N	ARNOLD'S SUPPLY	V20731	100007	648448	297.25	0.00	297.25	12/28/2021	12/28/2021	12/28/2021	
1	00420	N	ARNOLD'S SUPPLY	V20731	100006	648231	1,006.50	0.00	1,006.50	12/13/2021	12/13/2021	12/13/2021	
1	00420	N	ARNOLD'S SUPPLY	V20731	100005	648388	279.50	0.00	279.50	12/20/2021	12/20/2021	12/20/2021	
							Check Amount:		\$2,198.25				
1	6115	N	Associated Bank Green Bay, N.A.	V20731	99910	99G100003	86,137.50	0.00	86,137.50	12/17/2021	12/17/2021	12/17/2021	
							Check Amount:		\$86,137.50				
1	6902	N	Bakken, Joseph	V20731	99956	12/09/21	GBB	55.00	0.00	55.00	12/09/2021	12/09/2021	12/09/2021
1	6902	N	Bakken, Joseph	V20731	99957	12/17/21	GBB	55.00	0.00	55.00	12/17/2021	12/17/2021	12/17/2021
							Check Amount:		\$110.00				
1	3301	N	Bond Trust Services Corp.	V20731	99911	67701	317,250.00	0.00	317,250.00	12/15/2021	12/15/2021	12/15/2021	
							Check Amount:		\$317,250.00				
1	5631	R1	Y	BSN Sports, LLC	V20731	99912	915399370	26.00	0.00	26.00	01/03/2022	01/03/2022	01/03/2022
							Check Amount:		\$26.00				
1	2671	R1	N	CDW-Government	V20731	100008	P11143449	581.45	0.00	581.45	12/15/2021	12/15/2021	12/15/2021
							Check Amount:		\$581.45				
1	1114	N	Century Link	V20731	99914	313691444	61.58	0.00	61.58	12/21/2021	12/21/2021	12/21/2021	
1	1114	N	Century Link	V20731	99913	313788627	83.99	0.00	83.99	12/21/2021	12/21/2021	12/21/2021	

Lewiston-Altura Public Schools January 2022 Board Bills

Grp Code	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	1114	N	Century Link	V20731	99915	313520551	73.32	0.00	73.32	12/21/2021	12/21/2021	12/21/2021
							Check Amount:		\$218.89			
1	6168	Y	Cintas	V20731	99918	4105760707	233.11	0.00	233.11	12/27/2021	12/27/2021	12/27/2021
1	6168	Y	Cintas	V20731	99917	4105089482	233.11	0.00	233.11	12/20/2021	12/20/2021	12/20/2021
1	6168	Y	Cintas	V20731	99916	4104526646	233.11	0.00	233.11	12/14/2021	12/14/2021	12/14/2021
1	6168	Y	Cintas	V20731	99919	4106547885	233.11	0.00	233.11	01/04/2022	01/04/2022	01/04/2022
							Check Amount:		\$932.44			
1	5579	Y	Club's Choice Fundraising	V20731	99920	SO0311686	3,130.50	0.00	3,130.50	12/21/2021	12/21/2021	12/21/2021
							Check Amount:		\$3,130.50			
1	6901	N	Dopp, Conner	V20731	99958	12/03/21 GBB	55.00	0.00	55.00	12/03/2021	12/03/2021	12/03/2021
							Check Amount:		\$55.00			
1	1134	Y	Duane, Brent	V20731	99961	12/14/21 BBB	30.00	0.00	30.00	12/14/2021	12/14/2021	12/14/2021
1	1134	Y	Duane, Brent	V20731	99960	12/11/21 BBB	30.00	0.00	30.00	12/11/2021	12/11/2021	12/11/2021
1	1134	Y	Duane, Brent	V20731	99959	12/09/21 GBB	30.00	0.00	30.00	12/09/2021	12/09/2021	12/09/2021
							Check Amount:		\$90.00			
1	6376	N	Ed Midwest LLC	V20731	99922	1569	4,895.00	0.00	4,895.00	12/21/2021	12/21/2021	12/21/2021
1	6376	N	Ed Midwest LLC	V20731	99921	1558	4,895.00	0.00	4,895.00	11/29/2021	11/29/2021	11/29/2021
							Check Amount:		\$9,790.00			
1	6496	N	EDUCATORS BENEFIT CONSULTAN	V20731	99923	21713	121.28	0.00	121.28	01/01/2022	01/01/2022	01/01/2022
							Check Amount:		\$121.28			
1	6465	N	Ehlers	V20731	99924	89287	750.00	0.00	750.00	12/15/2021	12/15/2021	12/15/2021
							Check Amount:		\$750.00			
1	6139	Y	Ellinghuysen, Justin Johan	V20731	99925	122221	647.00	0.00	647.00	12/22/2021	12/22/2021	12/22/2021
							Check Amount:		\$647.00			
1	3012	Y	Equiparts Corp	V20731	100009	187394	631.16	0.00	631.16	12/22/2021	12/22/2021	12/22/2021
							Check Amount:		\$631.16			
1	6769	N	Ferguson, Collin	V20731	99963	12/07/21 GBB	45.00	0.00	45.00	12/07/2021	12/07/2021	12/07/2021
1	6769	N	Ferguson, Collin	V20731	99962	12/03/21 GBB	40.00	0.00	40.00	12/03/2021	12/03/2021	12/03/2021
1	6769	N	Ferguson, Collin	V20731	99964	12/17/21 GBB	30.00	0.00	30.00	12/17/2021	12/17/2021	12/17/2021
							Check Amount:		\$115.00			
1	5734	Y	FUNK, ED	V20731	99970	12/23/21 GBB	15.00	0.00	15.00	12/23/2021	12/23/2021	12/23/2021
1	5734	Y	FUNK, ED	V20731	99968	12/14/21 BBB	15.00	0.00	15.00	12/14/2021	12/14/2021	12/14/2021
1	5734	Y	FUNK, ED	V20731	99969	12/17/21 GBB	15.00	0.00	15.00	12/17/2021	12/17/2021	12/17/2021

Lewiston-Altura Public Schools January 2022 Board Bills

Grp Code	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	5734	Y	FUNK, ED	V20731	99967	12/11/21 GBB	15.00	0.00	15.00	12/11/2021	12/11/2021	12/11/2021
1	5734	Y	FUNK, ED	V20731	99966	12/09/21 GBB	15.00	0.00	15.00	12/09/2021	12/09/2021	12/09/2021
1	5734	Y	FUNK, ED	V20731	99965	12/03/21 GBB	15.00	0.00	15.00	12/03/2021	12/03/2021	12/03/2021
							Check Amount:		\$90.00			
1	4648	N	Gibbs, Nathan & Bridget	V20731	99926	December 2021	178.64	0.00	178.64	12/31/2021	12/31/2021	12/31/2021
							Check Amount:		\$178.64			
1	2718	N	GREAT RIVER WATER TREATMENT	V20731	99927	37345	1,075.54	0.00	1,075.54	12/30/2021	12/30/2021	12/30/2021
							Check Amount:		\$1,075.54			
1	6104	Y	Gunnatson, Peyton	V20731	99928	2021 Scholarships	500.00	0.00	500.00	01/07/2022	01/07/2022	01/07/2022
							Check Amount:		\$500.00			
1	6909	N	Heimermann, Gabriella	V20731	99974	12/17/21 GBB	20.00	0.00	20.00	12/17/2021	12/17/2021	12/17/2021
1	6909	N	Heimermann, Gabriella	V20731	99975	12/23/21 GBB	20.00	0.00	20.00	12/23/2021	12/23/2021	12/23/2021
1	6909	N	Heimermann, Gabriella	V20731	99973	12/14/21 BBB	20.00	0.00	20.00	12/14/2021	12/14/2021	12/14/2021
1	6909	N	Heimermann, Gabriella	V20731	99972	12/09/21 GBB	20.00	0.00	20.00	12/09/2021	12/09/2021	12/09/2021
1	6909	N	Heimermann, Gabriella	V20731	99971	12/03/21 GBB	20.00	0.00	20.00	12/03/2021	12/03/2021	12/03/2021
							Check Amount:		\$100.00			
1	3737	N	Hiawatha Valley Ed District	V20731	99929	6435	14,057.82	0.00	14,057.82	01/01/2022	01/01/2022	01/01/2022
							Check Amount:		\$14,057.82			
1	5670	N	HORMAN, TODD	V20731	99976	12/23/21 GBB	55.00	0.00	55.00	12/23/2021	12/23/2021	12/23/2021
							Check Amount:		\$55.00			
1	6881	N	Ketchum, Katie	V20731	99977	12/23/21 GBB	32.75	0.00	32.75	12/23/2021	12/23/2021	12/23/2021
							Check Amount:		\$32.75			
1	2362	N	Kinstler, Scott	V20731	99930	121521	100.00	0.00	100.00	12/15/2021	12/15/2021	12/15/2021
							Check Amount:		\$100.00			
1	6911	N	Knable, Keira	V20731	99981	12/17/21 GBB	15.00	0.00	15.00	12/17/2021	12/17/2021	12/17/2021
1	6911	N	Knable, Keira	V20731	99980	12/09/21 GBB	15.00	0.00	15.00	12/09/2021	12/09/2021	12/09/2021
1	6911	N	Knable, Keira	V20731	99979	12/07/21 GBB	15.00	0.00	15.00	12/07/2021	12/07/2021	12/07/2021
1	6911	N	Knable, Keira	V20731	99978	12/03/21 GBB	15.00	0.00	15.00	12/03/2021	12/03/2021	12/03/2021
							Check Amount:		\$60.00			
1	2451	Y	Lewiston Lions Club	V20731	99986	12/16/21 WR	38.00	0.00	38.00	12/16/2021	12/16/2021	12/16/2021
1	2451	Y	Lewiston Lions Club	V20731	99987	12/17/21 GBB	19.00	0.00	19.00	12/17/2021	12/17/2021	12/17/2021
1	2451	Y	Lewiston Lions Club	V20731	99985	12/14/21 BBB	38.00	0.00	38.00	12/14/2021	12/14/2021	12/14/2021
1	2451	Y	Lewiston Lions Club	V20731	99988	12/23/21 GBB	19.00	0.00	19.00	12/23/2021	12/23/2021	12/23/2021
1	2451	Y	Lewiston Lions Club	V20731	99984	12/11/21 BBB	19.00	0.00	19.00	12/11/2021	12/11/2021	12/11/2021

Lewiston-Altura Public Schools January 2022 Board Bills

Grp Code	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2451	Y	Lewiston Lions Club	V20731	99983	12/09/21 GBB	38.00	0.00	38.00	12/09/2021	12/09/2021	12/09/2021
1	2451	Y	Lewiston Lions Club	V20731	99982	12/03/21 GBB	38.00	0.00	38.00	12/03/2021	12/03/2021	12/03/2021
			Check Amount:						\$209.00			
1	6904	N	Lindemann, Michael	V20731	99989	12/14/21 BBB	55.00	0.00	55.00	12/14/2021	12/14/2021	12/14/2021
			Check Amount:						\$55.00			
1	5865	R1	N Loffler Companies -- 131511	V20731	99931	3907512	5.34	0.00	5.34	12/20/2021	12/20/2021	12/20/2021
			Check Amount:						\$5.34			
1	6910	N	MDE-MCIS	V20731	99932	MN22-21338	1,515.00	0.00	1,515.00	12/22/2021	12/22/2021	12/22/2021
			Check Amount:						\$1,515.00			
1	5388	N	Minnesota True Team Track and Field	V20731	99933	2022 Section Meet	130.00	0.00	130.00	01/07/2022	01/07/2022	01/07/2022
			Check Amount:						\$130.00			
1	12540	Y	MISSISSIPPI WELDERS SUPPLY	CCV20731	99936	1410446	23.25	0.00	23.25	12/31/2021	12/31/2021	12/31/2021
1	12540	Y	MISSISSIPPI WELDERS SUPPLY	CCV20731	99935	1410445	108.50	0.00	108.50	12/31/2021	12/31/2021	12/31/2021
1	12540	Y	MISSISSIPPI WELDERS SUPPLY	CCV20731	99934	3673906	851.87	0.00	851.87	12/21/2021	12/21/2021	12/21/2021
			Check Amount:						\$983.62			
1	4810	Y	MONSON, DARRELL	V20731	99990	12/23/21 GBB	55.00	0.00	55.00	12/23/2021	12/23/2021	12/23/2021
			Check Amount:						\$55.00			
1	4774	N	MSCA	V20731	99937	2022 Renewal	60.00	0.00	60.00	01/07/2022	01/07/2022	01/07/2022
			Check Amount:						\$60.00			
1	5365	N	MTEEA Supermileage	V20731	99938	122121	80.00	0.00	80.00	12/21/2021	12/21/2021	12/21/2021
			Check Amount:						\$80.00			
1	3098	R1	N Pan-O-Gold Baking Company	V20731	99945	10019421354010	11.10	0.00	11.10	12/20/2021	12/20/2021	12/20/2021
1	3098	R1	N Pan-O-Gold Baking Company	V20731	99944	10019421354009	59.20	0.00	59.20	12/20/2021	12/20/2021	12/20/2021
1	3098	R1	N Pan-O-Gold Baking Company	V20731	99943	10019421347008	20.76	0.00	20.76	12/13/2021	12/13/2021	12/13/2021
1	3098	R1	N Pan-O-Gold Baking Company	V20731	99942	10019421340002	12.16	0.00	12.16	12/06/2021	12/06/2021	12/06/2021
1	3098	R1	N Pan-O-Gold Baking Company	V20731	99941	10019421347011	6.96	0.00	6.96	12/13/2021	12/13/2021	12/13/2021
1	3098	R1	N Pan-O-Gold Baking Company	V20731	99940	10019421347010	107.30	0.00	107.30	12/13/2021	12/13/2021	12/13/2021
1	3098	R1	N Pan-O-Gold Baking Company	V20731	99939	10019421340001	37.00	0.00	37.00	12/06/2021	12/06/2021	12/06/2021
			Check Amount:						\$254.48			
1	6912	N	Peterson, Cindy	V20731	99994	12/23/21 GBB	20.00	0.00	20.00	12/23/2021	12/23/2021	12/23/2021
1	6912	N	Peterson, Cindy	V20731	99993	12/17/21 GBB	20.00	0.00	20.00	12/17/2021	12/17/2021	12/17/2021
1	6912	N	Peterson, Cindy	V20731	99992	12/09/21 GBB	20.00	0.00	20.00	12/09/2021	12/09/2021	12/09/2021

Lewiston-Altura Public Schools January 2022 Board Bills

Grp Code	Rcd	W9 Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	6912	N Peterson, Cindy	V20731	99991	12/03/21 GBB	20.00	0.00	20.00	12/03/2021	12/03/2021	12/03/2021
						Check Amount:		\$80.00			
1	6906	N Registration Fee Trust	V20731	99946	2022 Records	12.00	0.00	12.00	01/07/2022	01/07/2022	01/07/2022
						Check Amount:		\$12.00			
1	3184	N Rochester Telecom Systems, Inc	V20731	99947	13617	5.09	0.00	5.09	12/28/2021	12/28/2021	12/28/2021
						Check Amount:		\$5.09			
1	6542	N Sauer, Christa	V20731	100010	2021 Scholarships	1,000.00	0.00	1,000.00	01/07/2022	01/07/2022	01/07/2022
						Check Amount:		\$1,000.00			
1	6681	N Schell, Corey	V20731	99996	12/14/21 BBB	32.75	0.00	32.75	12/14/2021	12/14/2021	12/14/2021
1	6681	N Schell, Corey	V20731	99995	12/11/21 BBB	32.75	0.00	32.75	12/11/2021	12/11/2021	12/11/2021
						Check Amount:		\$65.50			
1	18080	N SCHILLING SUPPLY COMPANY	V20731	100013	854338-00	538.88	0.00	538.88	12/21/2021	12/21/2021	12/21/2021
1	18080	N SCHILLING SUPPLY COMPANY	V20731	100012	854336-00	593.00	0.00	593.00	01/07/2022	01/07/2022	01/07/2022
1	18080	N SCHILLING SUPPLY COMPANY	V20731	100011	854738-00	126.36	0.00	126.36	01/07/2022	01/07/2022	01/07/2022
						Check Amount:		\$1,258.24			
1	6432	N Schuh Electronics	V20731	99948	6562	800.00	0.00	800.00	12/29/2021	12/29/2021	12/29/2021
						Check Amount:		\$800.00			
1	6900	N Sommer, Alicia	V20731	100000	12/23/21 GBB	30.00	0.00	30.00	12/23/2021	12/23/2021	12/23/2021
1	6900	N Sommer, Alicia	V20731	99999	12/17/21 GBB	19.00	0.00	19.00	12/17/2021	12/17/2021	12/17/2021
1	6900	N Sommer, Alicia	V20731	99998	12/11/21 BBB	19.00	0.00	19.00	12/11/2021	12/11/2021	12/11/2021
1	6900	N Sommer, Alicia	V20731	99997	12/03/21 GBB	19.00	0.00	19.00	12/03/2021	12/03/2021	12/03/2021
						Check Amount:		\$87.00			
1	6913	N Speltz, Eric	V20731	100001	12/16/21 WR	65.00	0.00	65.00	12/16/2021	12/16/2021	12/16/2021
						Check Amount:		\$65.00			
1	6860	N Steele, Kaylee	V20731	99949	12/16/21 Reimburse	50.00	0.00	50.00	12/16/2021	12/16/2021	12/16/2021
						Check Amount:		\$50.00			
1	5876	N Teachers on Call	V20731	99952	131462	1,005.03	0.00	1,005.03	12/31/2021	12/31/2021	12/31/2021
1	5876	N Teachers on Call	V20731	99951	130946	1,932.75	0.00	1,932.75	12/17/2021	12/17/2021	12/17/2021
1	5876	N Teachers on Call	V20731	99950	131212	1,855.44	0.00	1,855.44	12/24/2021	12/24/2021	12/24/2021
						Check Amount:		\$4,793.22			
1	6557	N Wicklow, Ayla	V20731	100014	2021 Scholarships	1,000.00	0.00	1,000.00	01/07/2022	01/07/2022	01/07/2022
						Check Amount:		\$1,000.00			

Lewiston-Altura Public Schools January 2022 Board Bills

Grp Code	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	4635	Y	WINONA CONTROLS, INC.	V20731	100015	19487	170.23	0.00	170.23	12/16/2021	12/16/2021	12/16/2021
							Check Amount:		\$170.23			
1	22254	N	WINONA COUNTY AUDITOR-TREAS	V20731	99953	12/27/2021	422.02	0.00	422.02	12/27/2021	12/27/2021	12/27/2021
							Check Amount:		\$422.02			
1	5140	N	Winter, Ray	V20731	100002	12/14/21 BBB	30.00	0.00	30.00	12/12/2021	12/12/2021	12/12/2021
							Check Amount:		\$30.00			
							Report Total:		\$453,707.66			

*Does not meet minimum amount
**Exceeds maximum amount

Compliance Report

Jurisdiction: ISD No. 857 - Lewiston-Altura
100 County Road 25

Report Year: 2022
Case: 1 - 2022 DATA (Private (Jur Only))

Lewiston, MN 55952

Contact: Teresa Grossell

Phone: (507) 522-3402

E-Mail: tgrossell@lewalt.k12.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	6	14	3	23
# Employees	7	61	59	127
Avg. Max Monthly Pay per employee	7627.43	5166.80		6578.54

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 175 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	3	10
b. # Below Predicted Pay	3	4
c. TOTAL	6	14
d. % Below Predicted Pay (b divided by c = d)	50.00	28.57

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 66	Value of T = -2.252
------------------------------	---------------------

a. Avg. diff. in pay from predicted pay for male jobs = -15

b. Avg. diff. in pay from predicted pay for female jobs = 5798

III. SALARY RANGE TEST = 81.83 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 17.33

B. Avg. # of years to max salary for female jobs = 21.18

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 *

B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)

Pay Equity Implementation Report

Part A: Jurisdiction Identification

Jurisdiction: ISD No. 857 - Lewiston-Altura
100 County Road 25

Jurisdiction Type: School

Lewiston, MN 55952

Contact: Teresa Grossell

Phone: (507) 522-3402

E-Mail: tgrossell@lewalt.k12.mn.us

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system was used: State Job Match

Description:

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:
There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:
Teacher's Lounge in all 3 buildings
(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

L.A. ISD 857 School Board of Directors

(governing body)

Gwen Carman

(chief elected official)

Superintendent

(title)

Part C: Total Payroll

is the annual payroll for the calendar year just ended December 31.

- Checking this box indicates the following:
- signature of chief elected official
 - approval by governing body
 - all information is complete and accurate, and
 - all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: 1/7/2022

MASTER AGREEMENT

BETWEEN

INDEPENDENT SCHOOL DISTRICT 857

LEWISTON, MINNESOTA

AND

EDUCATION MINNESOTA - LEWISTON-ALTURA

July 1, 2021– June 30, 2023

(Pending Approval at 1/4/2022 Special Board Mtg)

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ARTICLE I: PURPOSE

This Agreement is entered into between Independent School District No. 857, Lewiston, Minnesota, hereinafter referred to as the School District, and Education Minnesota – Lewiston-Altura, hereinafter referred to as the Exclusive Representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, M.S. 179A.01 to M.S. 179A.25, and its amendments, hereinafter referred to as the PELRA, to provide the terms and conditions of employment for teachers during the duration of this Agreement.

ARTICLE II: RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition. In accordance with the PELRA, the School District recognizes Education Minnesota Lewiston-Altura as the Exclusive Representative of teachers employed by the School District, which Exclusive Representative shall have those rights and duties as prescribed by the PELRA and as described in this Agreement.

Section 2. Appropriate Unit. The Exclusive Representative shall represent all teachers of the School District as defined in this Agreement and in the PELRA.

ARTICLE III: DEFINITIONS

Section 1. Terms and Conditions of Employment. The term, "terms and conditions of employment," means the hours of employment, the compensation therefor including fringe benefits except retirement contributions or benefits other than School District payments of, or contributions to, premiums for group insurance coverage of retired teachers or severance pay, and the School District's personnel policies affecting the working conditions of the teachers. The term does not mean educational policies of the School District. The term is subject to the provisions of the PELRA.

Section 2. Teacher. The word, "teacher," shall mean any person employed by the School District in a position for which licensure is required by the State of Minnesota but shall not

include Superintendent, assistant superintendent, principal, and assistant principals who devote more than 50% of their time to administrative duties, confidential employees, supervisory employees, essential employees, daily substitute teachers who do not teach for more than 30 working days for the same teacher, and such other employees excluded by law.

Section 3. School District. For the purposes of administering this Agreement, the term, "School District," shall mean the School Board or its designated representative(s).

Section 4. Shared Teacher. The term, "shared teacher," shall mean any teacher contracted by the School District and assigned duties in another school district.

Section 5. Other Terms. Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

ARTICLE IV: SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights. The Exclusive Representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel.

Section 2. School Board Responsibilities. The Exclusive Representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunities for the students of the School District.

Section 3. Effect of Rules and Regulations. The Exclusive Representative recognizes that all teachers covered by this Agreement shall perform the teaching and non-teaching services prescribed by the School Board and shall be governed by School Board rules, regulations, directives, and orders issued by properly designated officials of the School District. The

Exclusive Representative also recognizes the right, obligation, and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives, and orders, from time to time, as deemed necessary by the School Board insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement.

Section 4. Reservation of Managerial Rights. The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent managerial rights and managerial functions not expressly reserved, and all managerial rights and managerial functions not expressly delegated in this Agreement are reserved to the School District.

ARTICLE V: TEACHER RIGHTS

Section 1. Right to Join. Pursuant to the PELRA, every teacher employed by the School District shall have the right to freely organize, join, and support the Exclusive Representative for the purpose of engaging in collective bargaining and other concerted activities for mutual aid and protection and shall have the right not to organize, join, and support the Exclusive Representative.

Section 2. Request for Dues Checkoff. Any teacher who is a member of the Exclusive Representative or who has applied for membership may sign and deliver to the School District an assignment authorizing the deduction from salary of membership dues for the Exclusive Representative, including Education Minnesota and the National Education Association. Such authorization shall continue in effect from year to year unless revoked in writing between June 1 and October 1 of any year. Pursuant to such authorization, the School District shall deduct such dues in equal installments from each regular salary check of the teacher for the duration of the teacher's individual teaching contract year. Dues deductions will begin on October 1 and end on June 30 of each year. Deductions for teachers employed after the commencement of the school

year shall be appropriately pro-rated to complete payments by the end of the annual teacher's individual teaching contract.

Section 3. Remittance. With respect to all sums deducted by the School District, the School District shall remit to the Exclusive Representative, within 10 calendar days, the total amount deducted. The School District shall annually provide a list of teachers for whom such deductions have been made. The Exclusive Representative agrees to advise the School District of all members of the Exclusive Representative in good standing and to furnish all information needed to fulfill the provisions of this section.

Section 4. Credit Union. Upon receipt of signed authorization from any teacher requesting such service, the School District agrees to deduct a fixed amount from each check as payment to a credit union or other institution of the teacher's choice.

Section 5. Mutual Funds. Upon receipt by the Business Office of signed authorization by September 1 and/or January 1, the School District agrees to deduct from the teacher's salary payment contributions to mutual fund investment companies or corporations as designated by the teacher.

Section 6. Personnel Files.

Subd. 1. Right to Review Files. Each teacher shall have the right, upon written request to the Superintendent, to review the contents of his/her own personnel file. This file will be made available within 24 hours, excluding holidays and weekends, of the request.

Subd. 2. Placing Material in Files. No material may be placed in a teacher's personnel file without allowing the teacher an opportunity to file his/her response to it, and said response shall become a part of said file in accordance with the procedures of Minnesota Statute (M.S.) 122A.40, Subd. 19, as amended.

Subd. 3. Copying Materials. Any teacher shall have the right to request a reproduction of any of the contents of his/her personnel file at the teacher's expense.

Subd. 4. Right to Destroy Files. The School District may destroy files as provided by law.

Section 7. Sharing. When the School District enters into an agreement to share a teacher with another School District, the teacher shall be covered by the provisions of this Master Agreement.

Section 8. Use of Buildings. The Exclusive Representative and its representatives shall have the right to use School District buildings for meetings provided that such use does not interrupt School District operations. When special custodial service is required, the School District may make a charge for it. No charge shall be made for use of available rooms on days when school is in session during the hours between 7:00 a.m. and 8:30 p.m.

Section 9. Agreement Copies. The official copy of the final Agreement will be archived in electronic format by the School District.

ARTICLE VI: BASIC SCHEDULES AND RATES OF PAY

Section 1. Status of Salary Schedule. The salary schedule shall not be construed as a part of a teacher's continuing contract. In the event a successor Agreement is not entered into prior to the expiration of this Agreement, a teacher shall be compensated according to the current rate until a successor Agreement is fully ratified, and any change in compensation shall only be effective as of the date the successor Agreement is fully ratified. Upon the successor Agreement being ratified, salaries will be adjusted to reflect any increases in salary. Any salary amount not paid due to the successor Agreement being ratified after the previous Agreement expires will be paid retroactively from the start of the Agreement until the date that it was ratified. A part-time teacher's salary and benefits are pro-rated proportionally to the full-time equivalency of the teacher's assignment.

Section 2. 2021-2022 and 2022-2023 Salary Schedules. The wages and salaries reflected in APPENDIX A, attached hereto, shall be part of the Agreement. The lanes in APPENDIX A are based on semester credits.

Section 3. 2021-2022 and 2022-2023 Extra-Pay Schedules. The wages and salaries reflected in APPENDIX B1 and APPENDIX B2, attached hereto, shall be a part of the Agreement.

Section 4. Placement on Salary Schedule. The following rules shall be applicable in determining placement of a teacher on the appropriate salary schedule.

Subd. 1. College Credits. College credits used to change lanes on the salary schedule must have been earned from a college or university. If college credits earned by attending a workshop are to be used for lane change credits, the entire cost of the workshop, including registration fees and other expenses, except substitute teacher pay, must be reimbursed to the School District. In order to apply to salary schedule lane changes, credits must meet these criteria:

1. All credits must have prior, written approval from the Superintendent.
2. Master's program courses approved by the granting institution must be presented to the Superintendent for approval at the onset of the program.
3. All graduate credits must be germane to the teaching assignment, and the teacher must have received a grade of "B" or better.
4. Acceptability of credits in question will be determined by a review committee made up of the Teachers' Rights Representatives, Principals, and the Superintendent.
5. All credits beyond the master's lane must be graduate credits and be earned subsequent to the earning of the degree.

Subd. 2. Effective Date. Requests for changes in salary due to lane changes will require an official transcript as proof of successful completion of credit and must be submitted prior to February 1 and September 1. Approval of lane changes will be considered at the next regularly scheduled School Board meeting after the required official transcript of credit with final grade and a completed lane change application has been received by the

Superintendent. Payment for the new lane change will be effective on February 1st, and September 1st if the request for the lane change is received prior to the respective date and the School Board approves the request even if the approval meeting comes after the designated date.

Subd. 3. Newly Hired Teachers. Newly hired teachers shall be placed on such step of the salary schedule as agreed between the School District and the teacher.

Subd. 4. Substitute Teachers. Rules for placement on the salary schedule shall not apply to substitute teachers. Daily substitute teachers shall be paid at a rate to be determined by the School Board. Long-term substitute teachers (those hired in excess of 30 days to replace the same teacher) shall be paid, on a pro-rated basis, based on “step A” of the “BA lane” of the salary schedule.

Section 5: Concurrent Enrollment Certification Credit Reimbursement. Teachers will be fully reimbursed for graduate credit tuition and required books for credits for up to 18 credits taken to acquire Concurrent Enrollment Certification to be qualified to teach Concurrent Enrollment Courses. This incentive requires superintendent pre-approval and must meet the following criteria:

1. Which concurrent certification is being pursued, courses to be taken, timeline and at which higher education institution, and estimated tuition and book expenses for completion must be submitted to the superintendent.
2. The institution of choice must be the least expensive if multiple higher education institutions offer comparable programs as determined by the superintendent.
3. The area of certification must be an area of need for the district as determined by the superintendent.

4. The teacher must commit to teach in the District for no fewer than five years following the completion of the pre-approved program. If the teacher does not complete the program or make reasonable progress towards completion, or if the teacher leaves employment with the district prior to program completion, the teacher shall reimburse the district for all expenses the district has paid.
 - a. If the teacher leaves employment prior to completing five years of teaching after program completion, the teacher must pay 20% of the total amount the District paid for each year remaining of the five-year period after program completion.
 - b. If the teacher owes the District under any of these circumstances, a prompt repayment plan must be mutually agreed upon by the teacher and superintendent, including withholding funds from final paychecks if no repayment plan is agreed upon prior to teacher's departure.

Reimbursement Process: Within six weeks after successful completion of a pre-approved course(s), the teacher must submit to the superintendent a transcript showing a 'C' or better for the course(s) and receipts to show the tuition costs and required book expenses the teacher paid. Notification will then be sent to the business office to disperse the correct reimbursement amount to the teacher, following board approval at the next Board Meeting.

Length of Incentive Program: This incentive program is only for the 2021-2023 Master Agreement. Programs that have been pre-approved prior to June 30, 2023 will be honored through completion (past June 30, 2023 if needed) in accordance with the above criteria.

Section 6. Pay Period. Teachers will be paid twice monthly per the pay schedule established by the District Business Office.

Section 7. Deductions. All deductions for partial absences will be made on the length of the workday and week. The daily rate, for purposes of calculating deductions, is 1/185th of the annual salary of the teacher.

Section 8. Emergency Duty. A teacher substituting in a study hall or classroom during his/her preparation period will be compensated at his/her hourly rate based on his/her annual salary, divided by 185 days, divided by 7.75 hours. (Will remain at 7.5 hours for 21/22 school year.)

Section 9. Overload Pay. If secondary teachers are required to teach a class in lieu of their supplementary assignment(s) or scheduled preparation time, they shall be paid one-sixteenth of their annual teaching salary

ARTICLE VII: INSURANCE

Section 1. Health and Hospitalization Insurance. The School District shall contract with an insurance carrier(s) to provide health and hospitalization insurance for each teacher and his/her eligible dependents as long as those teachers qualify for and are enrolled in the School District's group health and hospitalization plan. The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Subd. 1. Insurance. The School District will contribute an amount not to exceed \$525.00 per month for single health and hospitalization insurance coverage. The School District will contribute an amount not to exceed \$900.00 per month for non-single health and hospitalization insurance coverage. In the event a married couple is employed by the School District, and one or both are teachers in the School District, and both are eligible to receive coverage, the married couple may combine and apply the two single School District contributions toward one non-single coverage policy. The dollar amount applies to health and hospitalization insurance only.

Subd. 2. Hold Harmless. The School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to in this Agreement, and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Subd. 3. Part-Time Proration. Part-time teachers may be eligible to participate in the School District's health and hospitalization insurance plan. The School District's contribution will be a pro-rated amount reflecting the ratio of the teacher's assignment to that of a full-time teacher. Participation eligibility is contingent upon acceptance by the insurance carrier.

Section 2. Disability Insurance. The School District shall provide disability insurance for each full-time teacher who qualifies for and is enrolled in the School District's group long-term disability insurance plan. Benefits shall be payable upon the 90th consecutive calendar day of disability.

Section 3. Dental Insurance. Employees may choose to participate in the district's group dental plan at the employee's expense.

Section 4. Continuation of Benefits. In the event that a teacher is absent because of illness or injury and has exhausted sick leave accrual, the above-mentioned fringe benefits shall continue throughout the balance of the school year.

Section 5. Policy Copies. The School District shall make available the insurance policies to each teacher covered by said insurance.

**ARTICLE VIII: TAX-SHELTERED ANNUITY MATCHING PROGRAM (PLAN A),
MINNESOTA STATE RETIREMENT SYSTEM HEALTH CARE SAVINGS PLAN
(PLAN B), AND MINNESOTA STATE RETIREMENT SYSTEM HEALTH CARE
SAVINGS PLAN - MANDATORY TEACHER CONTRIBUTIONS**

Section 1. Teachers Employed Beginning with the 1980-1981 School Year, Tax-Sheltered Annuity Matching Program (Plan A).

Teachers employed after the beginning of the 1980-1981 school year and those teachers hired prior to the beginning of the 1980-81 school year who are already enrolled in Plan A will be eligible to participate in the School District's tax-sheltered annuity plan based up the following provisions.

Subd. 1. Participation. The School District will contribute up to \$770 annually paid toward a tax-sheltered 403b annuity if this amount is matched or exceeded by a contribution from the individual teacher. In addition, the School District will make a contribution of \$175 per year into each Plan B teacher's Minnesota State Retirement System Health Care Savings Plan.

Subd. 2. Annual Open Enrollment Dates for Plan A. The annual open enrollment dates for Plan B 403b participation or changes may occur at any time of each respective year.

Subd. 3. Participating Companies. To be an eligible 403b vendor, a signed "Information Sharing Agreement" must be on file between the School District and the vendor, in compliance with the Department of Treasury final regulations issued under Section 403(b) of the Internal Revenue Code Sections 1.403(b)-10(b)(1) and (2) effective January 1, 2009.

Subd. 4. Salary Deduction. The salary deduction for participation in the 403b program will be in equal installments for each pay period paid directly to the selected vendor through payroll deduction.

Subd. 5. Administration of Plan. The provisions of this section shall be administered in accordance with the School District policy for tax-sheltered annuities.

Subd. 6. Insurance Options for Retiring Teachers – (Plan A). Pursuant to M.S. 471.61, teachers who retire shall be eligible to remain in the School District's group health and hospitalization insurance program. Premiums shall be paid under the provisions of Subd. 7. below or at the teacher's own expense when sick leave days expire.

Subd. 7. Unused Sick Leave. Unused sick leave days may be converted into paid group health and hospitalization insurance at the following rate: for each 30 days of unused sick leave up to 300 days, the retired teacher shall be granted one year of School District contribution toward the retired teacher's group health and hospitalization insurance premium on the same basis (family or single) as at the time of his/her retirement; however, the School District's contribution shall be limited to no more than \$300 per month. Also, payment for any unused sick leave days, less those days converted into insurance, will be placed into the Minnesota State Retirement System Health Care Savings Plan at the rate of \$30.00 per day. Payment of this amount shall be in one payment on June 30th following the teacher's retirement.

Subd. 8. Health and Hospitalization Insurance Benefits Cease Upon Death. Benefits under this provision shall cease upon death of the teacher except when both husband and wife have been employed by the School District until retirement (and both have been eligible to receive insurance coverage), in which case the survivor will have continued coverage under the provisions of this article.

Subd. 9. Payments. If a teacher dies with a portion of his/her unused sick leave unpaid, the balance due shall be paid to the teacher's beneficiary, if any, otherwise to the teacher's estate.

Subd. 10. Unpaid, Unused Sick Leave Pay Allocated for Health and Hospitalization

Insurance. If a retired teacher dies before reaching the age of eligibility for Medicare, the unused days allocated for insurance shall be paid to the teacher's beneficiary, if any, otherwise to the teacher's estate.

Section 2. Teachers Employed Beginning with The 2001-2002 School Year, Minnesota State Retirement System Health Care Savings Plan (Plan B).

Subd. 1. Participation. For all teachers beginning employment with the School District under the 2001-2003 and subsequent Master Agreements, the School District will contribute up to \$770 annually paid toward a tax-sheltered 403b annuity if this amount is matched or exceeded by a contribution from the individual teacher. In addition, the School District will make a contribution of \$475 per year into the Minnesota State Retirement System Health Care Savings Plan. Teachers beginning employment with the School District on or after the beginning of the 2001-2002 school year are not eligible to participate in Plan A or Plan B.

Subd. 2. Participating Companies. To be an eligible 403b vendor, a signed "Information Sharing Agreement" must be on file between the School District and the vendor, in compliance with the Department of Treasury final regulations issued under Section 403(b) of the Internal Revenue Code Sections 1.403(b)-10(b)(1) and (2) effective January 1, 2009.

Subd. 3. Salary Deduction. The salary deduction for participation in the 403b program will be in equal installments for each pay period paid directly to the selected vendor through payroll deduction.

Subd. 4. Administration of Plan. The provisions of this section shall be administered in accordance with the School District policy for tax-sheltered annuities.

Subd. 5. Insurance Options for Retiring Teachers. Pursuant to M.S. 471.61, teachers who retire shall be eligible to remain in the School District's group health and hospitalization insurance program. Premiums shall be at the teacher's own expense.

Subd. 6. Unused Sick Leave. Upon retirement from the School District, payment for a teacher's unused sick leave days shall be placed into the Minnesota State Retirement System Health Care Savings Plan at the rate of \$30.00 per day. Payment of this amount shall be in one payment on June 30th following the teacher's retirement.

Section 3. Minnesota State Retirement System Health Care Savings Plan - Mandatory

Teacher Contributions. Teachers will be required to contribute a set amount to a Minnesota State Retirement System Health Care Savings Plan.

Subd. 1. Category 1. Teachers hired before September 1, 1990, will contribute \$100 per month to a Minnesota State Retirement System Health Care Savings Plan.

Subd. 2. Category 2. Teachers hired on or after September 1, 1990, and before September 1, 1998, will contribute \$50 per month to a Minnesota State Retirement System Health Care Savings Plan.

Subd. 3. Category 3. Teachers hired on or after September 1, 1998, and before September 1, 2001, will contribute \$45 per month to a Minnesota State Retirement System Health Care Savings Plan.

Subd. 4. Category 4. Teachers hired on or after September 1, 2001, will contribute \$35 per month to a Minnesota State Retirement System Health Care Savings Plan.

Subd. 5. Hold Harmless. The School District's only obligation is to deduct such amounts as designated in this section and to deposit such amounts in the individual teacher's designated Minnesota State Retirement System Health Care Savings Plan. No

claim shall be made against the School District as a result of a determination that the above categories are not legal.

ARTICLE IX: LEAVES OF ABSENCE

Section 1. Sick Leave. “Sick leave” shall be defined as any absence due to an illness and/or debilitating condition.

Subd. 1. Number of Days per Year. All teachers shall earn between 6 and 9 days of sick leave each year of employment in the School District (see Section 4. Personal Leave). A “day” will be interpreted to mean the teacher's work day. One additional day shall be earned for each month employed beyond the regular school year.

Subd. 2. Accumulation. Accumulation of unused sick leave days shall be unlimited. Each teacher shall view their balances available in SMART ER.

Subd. 3. Sick Leave Pay. “Sick leave” with pay shall be allowed by the School District whenever a teacher's absence is found to have been due to an illness or debilitating condition, or medical related appointment which prevented his/her attendance at school and performance of duties on that day or days.

Subd. 4. Sick Leave Hours Used Deducted from Accrued Days. Sick leave allowed shall be used in 15 minute increments, and will be deducted from the accrued sick leave days earned by the teacher.

Subd. 5. Sick Leave Approval. Sick leave shall be requested via a leave request entry into AESOP.

Subd. 6. Use of Sick Leave without Salary Deduction. Sick leave with pay shall be allowed whenever a teacher's absence is found to have been due to the teacher's illness and/or disability which prevented his/her attendance at school and performance of duties on that day or days. A teacher may use his/her accumulated sick leave pursuant to M.S.

181.9413.

Subd. 7. Medical Certificate. The School District may require a teacher to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. In the event that a medical certificate will be required, the teacher will be so advised.

Subd. 8. Sick Leave Bank Committee. At the beginning of each school year, the Exclusive Representative will elect a sick leave bank committee. At that time, all nonparticipating teachers who wish to participate in the established sick leave bank will be assessed one day of sick leave. Participating teachers who exhaust their personal, accumulated sick leave allowance due to an extended illness may be allowed necessary withdrawals from the common bank. The sick leave committee shall have the power to accept or reject any requests for additional sick leave days. Every teacher requesting sick leave from the bank must wait five days before receiving any sick leave. If at any time during the school year the bank does not contain sufficient days, each participating teacher must contribute one more sick leave day. A participating teacher who has utilized sick leave credit from the sick leave bank shall repay those days credited. The first year following a withdrawal, a teacher shall repay four days. In the following years, the indebted teacher may not accumulate more than 10 days until his/her debt to the bank is paid in full. A teacher may withdraw from participation in the sick leave bank at the beginning of any school year. In case of such withdrawal, a teacher's contributed days will remain in the bank. In order to qualify for use of days from the sick leave bank, an illness must meet the following criteria:

1. be a personal illness - not family illness or bereavement leave;
2. surgery must be of an emergency nature;

3. repayment of sick leave bank days following voluntary resignations will be determined on a case-by-case basis by a committee consisting of the sick leave bank chair, the president of the Exclusive Representative, and the Superintendent, or their representatives.

Section 2. Workers' Compensation. Pursuant to M.S. Chapter 176, a teacher injured on the job in the employment of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 3. Bereavement Leave. Bereavement leave shall be granted to all teachers without salary deduction. The days used, however, shall be deducted from the teacher's accumulated sick or personal leave as determined by the teacher. The exact number of days will be determined by the Superintendent.

Section 4. Personal Leave

A. 2021-22 school year

Subd. 1. Three Days per Year. Each teacher will be granted three days of personal leave, with a max of 5. Personal leave time must be taken in at least ¼ day increments.

Subd. 2. Requests Two Days in Advance. Requests for personal leave must be entered into AESOP at least two working days in advance of the leave. No more than three personal leaves will be allowed each day.

Subd. 3. Banked Personal Leave. If personal leave days are not used by the teacher, he/she may elect to have the day(s) either banked in a personal leave account for up to a total of 5 banked days or deposited into his/her sick leave at the rate of one day per each unused personal leave day remaining. Once a teacher has banked days, he/she may take all the days in succession if he/she so chooses with the same conditions as outlined in

Subds. 1. and 2. above. A teacher is limited to using five consecutive days of personal leave to one time every two years.

Subd. 4. Days that Personal Leave is Not Allowed. Personal leave may not be used on days that parent/teacher conferences are scheduled.

Subd. 5. Personal Leave Buy Back. At the teacher's written request, the School District will buy back up to two days of unused personal leave at the end of the school year and pay the teacher at the current rate of pay for a substitute teacher per day.

Subd. 6. Available to Request. Personal and sick leave days will be credited at the start of the school year (Wednesday prior to the 1st day of workshops.) Teachers with carry over days from the prior year may request approval for leave beginning July 1st.

- B. 2022-23 school year (Modified Personal/Sick Leave Allocations will take effect September 2022 through the 2023-25 Master Agreement. These shall not be re-negotiated prior to the 2025-2027 Master Agreement negotiations).**

At the start of the school year, teachers who have:

Fewer than 5 completed years in the District:

- Receive 9 Sick Leave days and 3 Personal Leave Days
- May carry over 3 Personal Days to a maximum of 6

5-9 completed years in the District:

- Receive 7 Sick Leave days and 5 Personal Days
- May carry over up to 2 Personal Days to following year to a max of 7

10+ years completed in the district:

- Receive 6 Sick Leave days and 6 Personal Leave Days
- May carry over up to 2 Personal Days to following year to a max of 8

Subd. 1. Usage. Personal leave must be taken in ¼ day increments, and requested via AESOP. No more than three teachers in the district may use Personal Leave each day.

Subd. 2. Prior Approval. Requests for up to 2 days of personal leave must be requested at least two working days in advance of the leave. Requests of three or more consecutive days require two months of prior notice and Principal approval.

Subd. 3. Banked Personal Leave. If personal leave days are not used by the teacher, he/she may elect to have the day(s) either banked in a personal leave account (per max days listed above) or deposited into his/her sick leave at the rate of one day per each unused personal leave day remaining. Once a teacher has banked days, he/she may take up to 5 days in succession if he/she so chooses with the same conditions as outlined in Subds. 1. and 2. and 3. above. A teacher is limited to using five consecutive days of personal leave to one time every two years.

Subd. 4. Days that Personal Leave is Not Allowed. Personal leave may not be used on days that parent/teacher conferences are scheduled.

Subd. 5. Personal Leave Buy Back. At the teacher's written request, the School District will buy back up to two days of unused personal leave at the end of the school year and pay the teacher at the current rate of pay for a substitute teacher per day.

Subd. 6. Available to Request. Personal and sick leave days will be credited at the start of the school year (Wednesday prior to the 1st day of workshops.) Teachers with carry over days from the prior year may request approval for leave beginning July 1st.

Section 5. Organization Office Leave. An unpaid leave of absence of up to one year shall be granted to any full-time teacher upon written application to the Superintendent for the purpose of serving as an officer of Education Minnesota or the National Education Association or on its staff. Upon return from such leave, a teacher shall be placed at the same position on the salary

schedule and shall maintain the same fringe benefits as he/she had prior to the taking of this leave unless previously discharged or placed on unrequested leave of absence. By April 1 of the year in which the leave is being taken, the teacher must notify the School Board in writing of his/her intent to return or not to return. Failure to so notify shall constitute automatic termination.

Section 6. Public Office Leave. An unpaid leave of absence, not to exceed the term of the office, shall be granted to any full-time teacher, upon written application, for the purpose of serving in a public office. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule and shall maintain the same fringe benefits as he/she had prior to taking this leave unless previously discharged or placed on unrequested leave of absence.

Section 7. Child Care Leave.

Subd. 1. Unpaid Child Care Leave. An unpaid child care leave may be granted by the School District, subject to the provisions of this section, to one teacher-parent of a child, provided such parent is caring for an infant child on a full-time basis.

Subd. 2. Written Notice to Superintendent. A teacher making application for child care leave shall inform the Superintendent in writing of the intention to take the leave at least three calendar months before commencement of the intended leave unless otherwise approved in writing by the Superintendent.

Subd. 3. Pregnancy Leave, Use of Sick Leave. If the reason for child care leave is occasioned by pregnancy, a teacher may utilize sick leave pursuant to the sick leave provisions of the Agreement during the period of physical disability. However, a teacher shall not be eligible for sick leave during the period of time covered by the child care leave. A pregnant teacher will also provide, at the time of application, a statement from her physician indicating the expected date of delivery. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule and shall maintain the

same fringe benefits as she had prior to taking this leave unless previously discharged or placed on unrequested leave of absence.

Subd. 4. Child Care Leave for Adoption. The School District shall grant a child care leave of up to one year to any teacher who makes a written application for such leave for adoption. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule and shall maintain the same fringe benefits as he/she had prior to taking this leave unless previously discharged or placed on unrequested leave of absence.

Subd. 5. Beginning or Ending Time Adjustments. The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with the closest natural break in the school year - i.e., winter vacation, spring vacation, semester break, or quarter break, end of a grading period, end of the school year. The availability of a substitute teacher may also be considered by the School District.

Subd. 6. Child Care Leave Limits. In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:

1. grant any leave more than 12 months in duration;
2. permit the teacher to return to employment prior to the date designated in the request for child care leave.

Subd. 7. Assignment upon Return. A teacher returning from child care leave shall be assigned to the position which he/she left if he/she returns during the school year in which the leave was granted unless previously discharged or placed on unrequested leave of absence.

Subd. 8. Failure to Indicate Intent to Return. Failure of the teacher to indicate his/her intent to return by April 1 of the year in which the leave is being taken shall constitute

grounds for termination. The School District and the teacher may mutually agree in writing to an extension in the leave.

Subd. 9. Experience Credit Maintained. A teacher who returns from child care leave within the provisions of this section shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the leave. The teacher shall not accrue additional experience credit for pay purposes or leave time during the period of absence for child care leave.

Subd. 10. Reimbursement of Insurance Premiums. A teacher who takes leave under this section for the reason of caring for an infant child who exceeds six weeks of age shall reimburse the School District for the insurance premiums starting in the seventh week and beyond. The teacher must notify the School District prior to the start of the fifth week of disability if he/she plans to take child care leave after the six-week period of disability.

Section 8. Military Leave. Military leave shall be granted pursuant to applicable law.

Section 9. Sabbatical Leave. A sabbatical leave of absence for up to a year may be granted to teachers who are presently teaching full-time, subject to School Board approval, for the purpose of professional advancement or travel, subject to the following conditions.

Subd. 1. Eligibility Requirement. In order to be eligible for sabbatical leave, a teacher must have taught full-time in the School District for at least six full years.

Subd. 2. Required Credit Hours. If sabbatical leave is granted for the purpose of study at the master's degree level, the teacher must complete at least 12 credit hours of work during each semester for which the leave is granted. Work beyond the master's degree requires at least nine credit hours each semester.

Subd. 3. Travel Itinerary. If the sabbatical leave is granted for the purpose of travel, the itinerary must be approved in writing by the Superintendent before the leave will be granted.

Subd. 4. Application Timeline. A written application for sabbatical leave must be submitted on or before February 1 for leave taking effect during the next school year. The School Board will render a decision concerning the request for sabbatical leave on or before the regularly scheduled March School Board meeting. The applicant will receive written confirmation of the School Board's decision within three working days of that decision. Sabbatical leave may also be granted to teachers under unique circumstances upon approval of the School Board.

Subd. 5. One Teacher at a Time. Only one teacher may be on sabbatical leave at any time.

Subd. 6. Sabbatical Leave Pay. The pay granted to a teacher on sabbatical leave shall be one-half the pay which would have been received by the teacher had he/she remained in his/her position.

Subd. 7. Criteria for Selecting Candidates. In order that all applicants be given equal consideration and in case the number of requests exceeds the limitations, the School Board agrees to use the following criteria in selecting the candidates for sabbatical leave:

1. the merit of the objectives as they relate to improving the instructional program;
2. years of teaching experience in the School District;
3. previous leaves;
4. distribution of applicants by schools;
5. evidence of acceptance of the teacher's program or project by the institution offering the advance study, research, or itinerary;

Subd. 8. Post-Leave Obligation. A teacher who is granted sabbatical leave must pledge himself/herself to return to his/her former position with the School District for a period of

at least two years following termination of the leave. If the teacher's service is discontinued for any reason other than the teacher's incapacity to teach before the expiration of the two years, he/she shall pay back to the School District a pro-rata of the sabbatical pay received.

Subd. 9. Experience Credit Maintained. Unless previously discharged or placed on unrequested leave of absence, a teacher, upon return from a sabbatical leave, shall be restored to his/her former position or a position of like nature and status and shall be continued at the same position on the salary schedule as if he/she had taught in the School District during such period. He/she shall maintain tenure and insurance benefits, accumulated sick leave, and all other accrued benefits provided in this Agreement.

Section 10. Exclusive Representative Leave. The Exclusive Representative shall be credited with six days during the two-year Agreement term, with no more than five days to be used in any one year. The number of days shall not accumulate from one two-year Agreement term to another. The teachers who are officers or agents of the Exclusive Representative may use these days, with pay. Written request for such leave days shall be made through the president of the Exclusive Representative. The Exclusive Representative agrees to notify the Superintendent in writing no less than 48 hours prior to the date of intended use of such days. The Exclusive Representative will be responsible for reimbursing the School District all costs associated with hiring a substitute for a teacher taking this leave.

Section 11. Study Leaves. An unpaid leave of absence of up to one year shall be granted to any full-time teacher who has at least 5 years of full-time teaching service in the School District, upon written application to the Superintendent, for the purpose of engaging in study at a college or university related to his/her teaching responsibilities. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule and shall maintain the same fringe

benefits as he/she had prior to taking this leave unless previously discharged or placed on unrequested leave of absence. Failure of the teacher to indicate his/her intent to return by April 1 of the year in which the leave is being taken shall constitute grounds for termination.

Section 12. Jury Duty. Any teacher who is called to serve jury duty for a municipal, county, state, or federal court shall be provided leave with pay for each day of required jury duty service. The teacher shall notify the School District of the dates of pending absence following notice of jury duty service. The teacher shall reimburse the School District any compensation paid by the court for jury duty service during days of actual employment, except that the teacher shall retain any mileage and meal allowance paid by the court.

Section 13. Emergency Leave. Teachers have personal leave to use to take care of personal business. The School District recognizes that from time to time a teacher may have to deal with emergencies that occur in his/her life.

Subd. 1. Number of Days per Year. Teachers may be granted a leave of no more than two (2) days per year for situations that require immediate, personal attention and which cannot be addressed outside of the teacher's workday. The days will be deducted from the teacher's sick leave.

Subd. 2. Emergency Leave Approval. An emergency leave may be granted by the teacher's immediate supervisor subject to review by the Superintendent. The Superintendent reserves the right to make the final decision to grant or deny the request for leave. If denied, pay for that time will be deducted at the next pay period.

Subd. 3. Extended Use. If the teacher does not have any personal leave days banked, yet continues to need to take emergency leave days, he/she can use a sick leave day from their banked sick leave. If the teacher has to use his/her accumulated sick leave to cover

an emergency leave, four additional sick leave days will be deducted for each additional absence.

ARTICLE X: HOURS OF SERVICE

Section 1. Building Hours. The basic work day for teachers is 7:30 am to 3:15 pm, except for parent-teacher conferences and teacher workshops. Teachers may leave at 3:00 pm on the last work day of the week. Teachers will be available to students during these hours.

Section 2. Lunch Period. All teachers shall be entitled to a duty-free lunch period of 30 minutes unless a special schedule is in place.

Section 3. Extra Time. Part-time teachers whose required attendance exceeds their contracted employment time shall be compensated for the extra time at their contracted hourly rate of pay.

Section 4. Additional Activities. In addition to the basic school day, teachers shall be required to participate in School District activities beyond the basic teacher's day. This participation shall include a share of extra-curricular, co-curricular, and supervisory activities, as determined by the School District.

Section 5. Special Education Individual Educational Plans (IEP) Meetings. Special education teachers who are required to organize and write annual IEP's and conduct annual IEP meetings outside the normal school day will receive hourly compensation up to twenty hours of extra pay per school year.

ARTICLE XI: LENGTH OF THE SCHOOL YEAR

Section 1. Length of the School Year. The number of teacher duty days shall be 185. The site teams will be involved in the calendar development and any modifications that may emerge during the school year.

ARTICLE XII: GRIEVANCE PROCEDURE

Section 1. Grievance Definition. A "grievance" shall mean any allegation by the Exclusive Representative or a teacher that a violation, misinterpretation, or misapplication of the terms and conditions of employment insofar as such matters are contained in the Agreement has occurred.

Section 2. Representation. Any person(s) or agent(s) designated by such party to act in the party's behalf may represent the teacher, Exclusive Representative, administrator, or School Board during any step of the procedure.

Section 3. Definitions and Interpretations.

Subd. 1. Time Limits. Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days Defined. Reference to "days" regarding time periods in this procedure shall refer to working days. A "working day" is defined as all week days not designated as holidays by state law.

Subd. 3. Computing Time Periods. In computing any period of time prescribed or allowed by procedures in this article, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Section 4. Time Limitation and Waiver. Grievances shall not be valid for consideration unless they are submitted in writing to the School District's designee, setting forth the facts and the specific provision(s) of the Agreement allegedly violated, and the particular relief sought within 20 days after the date of the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance

from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the teacher and the School District's designee. Once a grievance is initiated, it shall be continued until resolved. No grievance shall be initiated after the last day of school.

Section 5. Procedures. Resolving problems through free and informal communications is usually most desirable. When requested by either the teacher or his/her supervisor, the building grievance representative may intervene to assist in this resolution. However, should such informal processes fail to satisfy the supervisor and/or the teacher, then a grievance may be processed as follows:

Subd. 1. Level 1. If the grievance is not resolved in the informal meeting, the teacher or the Exclusive Representative must present the grievance in writing, within five days, to the building principal who will then arrange a meeting within five days. The Exclusive Representative or teacher and the building principal shall be present for the meeting. The principal must provide the aggrieved teacher and the Exclusive Representative with a written answer to the grievance within five days.

Subd. 2. Level 2. If the grievance is not resolved in Level 1, the teacher and/or the Exclusive Representative must present the grievance, in writing, within five days, to the Superintendent who will then arrange a meeting within five days. The teacher and/or the Exclusive Representative and the Superintendent shall be present at the meeting. The Superintendent must provide the aggrieved teacher with a written answer to the grievance within five days.

Subd. 3. Level 3. If the grievance is not resolved in Level 2, then the Exclusive Representative and/or teacher shall refer the grievance to the School Board within five days. The Superintendent shall arrange for a meeting between the Exclusive

Representative and/or teacher and the School Board or its representative(s) to take place within 15 days of the receipt of the appeal. Each party shall have the right to include in its representation appropriate witnesses and counselors to develop facts pertinent to the grievance. Upon conclusion of the hearing, the School Board will have five days in which to provide its written decision to the teacher.

Subd. 4. Level 4. If either party is not satisfied with the disposition of the grievance at Level 3 or the Level 3 time limits expire without the issuance of the School Board's written answer, then the Exclusive Representative and/or teacher may submit the grievance to final and binding arbitration under the rules of the PELRA. The arbitrator shall act as the administrator of the proceedings. If a demand for arbitration is not filed within 30 days after the date for the School Board's Level 3 reply, the grievance will be deemed withdrawn. Both parties agree to be bound by the award of the arbitrator.

Subd. 5. Arbitration Expenses. Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording of the hearing shall be made at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 6. Extending Timelines. The timelines provided in this article shall be strictly observed but may be extended by written, mutual agreement of the School Board and the Exclusive Representative.

Subd. 7. Reprisals. No reprisals of any kind will be taken by the School District against any teacher because of participation in the grievance procedure or by the teacher or

Exclusive Representative against the School District or its employees.

Section 6. School Board Review. The School Board reserves the right to review any decision issued under Level 1 and Level 2 of this procedure provided the School Board or its representative(s) notifies the parties of the intention to review within 10 days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

ARTICLE XIII: UNREQUESTED LEAVE OF ABSENCE (ULA), SENIORITY, AND SEVERANCE

Section 1. ULA. The School Board may place on ULA, without pay or fringe benefits, as many teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of school districts.

Section 2. Assignability. In the event a teacher's assignment or responsibilities are to be changed or eliminated, efforts will be made to place that teacher in another position for which he/she is qualified. Reductions in the number of teachers will be made on the basis of seniority, provided the teacher is certified for the position. Rehiring will be based on a reversal of the above procedure; i.e., the last dismissed will be the first rehired.

Section 3. Seniority List. The School District will furnish a seniority list of all continuing contract teachers to the Exclusive Representative on or before January 1st of each school year. The seniority list will then be the order in which continuing contract teachers are placed on ULA.

In the case of ties, the following criteria will be used:

1. number of years of teaching in the School District;
2. full-time senior over part-time;
3. School District evaluation;
4. total continuous teaching time;
5. number of extra duties;
6. number of areas of certification;

Section 4. Severance. Continuing contract teachers placed on ULA will be offered severance pay as determined by the amount of unused sick leave with a maximum not to exceed 100 days. Those teachers who accept severance under this section are not eligible for recall from ULA and shall be considered terminated.

Subd. 1. Qualification. Severance pay for ULA referred to in Section 4. above will be paid to any continuing contract teacher upon acceptance of the severance pay offer.

Subd. 2. Computation. Payment for each unused sick day will be based upon 1/185th of the teacher's annual salary per day of qualifying sick leave.

Subd. 3. Payment. Severance pay shall be in one payment on June 30th following placement on ULA, and acceptance of the severance pay offer, into the teacher's Minnesota State Retirement System Health Care Savings Plan. If a teacher dies before severance is paid out it shall be paid to the teacher's beneficiary, if any, otherwise to the teacher's estate.

ARTICLE XIV: PROFESSIONAL VISITATION

Upon written request to and approval by the School District Staff Development Committee, teachers shall be allowed up to two days of release time for classroom visitation and school observation. Upon written request, teachers shall be reimbursed for appropriate expenses. Substitutes, when necessary, shall be provided by the School District.

ARTICLE XV: DURATION

Section 1. Term and Reopening Negotiations. This Agreement shall remain in full force and effect for a period commencing upon the date of its execution through June 30, 2023 and thereafter until modifications are made pursuant to the PELRA. If either party desires to modify or amend conditions of the Agreement commencing on July 1, 2023, it shall give written notice

of such intent to the other party no later than May 1, 2023. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

Section 2. Effect. This Agreement constitutes the full and complete Agreement between the School District and the Exclusive Representative. The provisions of this Agreement relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, and School District policies, rules, or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Severability. The provisions of this Agreement shall be severable, and, if any provision of this Agreement or the application of any provision under any circumstances is held invalid, it shall not affect any other provision of this Agreement or the application of any other provision.

APPENDIX A1

2021-2022 Salary Schedule

Semester Credits	BA	BA+10	BA+20	BA+30*	BA+40** MA	BA+50*** MA+10	MA +20	MA+ 30
1	\$43,803	\$44,358	\$45,583	\$46,331	\$46,886	\$47,444	\$48,001	\$48,558
2	\$44,694	\$45,250	\$46,698	\$47,556	\$48,111	\$48,669	\$49,226	\$49,783
3	\$45,139	\$45,695	\$47,478	\$48,336	\$49,616	\$50,173	\$50,729	\$51,286
4	\$46,029	\$46,586	\$48,703	\$49,561	\$50,841	\$51,398	\$51,954	\$52,511
5	\$47,144	\$47,700	\$50,038	\$50,896	\$52,177	\$52,734	\$53,292	\$53,848
6	\$48,146	\$48,703	\$51,264	\$52,121	\$53,402	\$53,959	\$54,516	\$55,073
7	\$49,149	\$49,704	\$52,489	\$53,346	\$54,627	\$55,184	\$55,741	\$56,297
8	\$50,262	\$50,707	\$53,714	\$54,571	\$55,880	\$56,437	\$56,994	\$57,551
9	\$50,262	\$51,821	\$55,051	\$55,880	\$57,189	\$57,746	\$58,302	\$58,860
10	\$50,262	\$51,821	\$55,051	\$57,300	\$58,497	\$59,055	\$59,611	\$60,168
11	\$50,262	\$51,821	\$55,051	\$57,300	\$59,806	\$60,363	\$60,920	\$61,477
12	\$50,262	\$51,821	\$55,051	\$57,300	\$61,226	\$61,672	\$62,229	\$62,785
13	\$50,986	\$52,544	\$55,774	\$58,025	\$62,173	\$64,066	\$64,623	\$65,179
14	\$50,986	\$52,544	\$55,774	\$58,025	\$62,173	\$64,066	\$64,623	\$65,179
15	\$50,986	\$52,544	\$55,774	\$58,025	\$62,173	\$64,066	\$64,623	\$65,179
16	\$50,986	\$52,544	\$55,774	\$58,025	\$66,149	\$68,043	\$68,598	\$69,156

APPENDIX A2

2022-2023 Salary Schedule

Semester Credits	BA	BA+10	BA+20	BA 30*	BA+40** MA	BA+50*** MA +10	MA +20	MA +30
1	\$45,204	\$45,778	\$47,042	\$47,813	\$48,387	\$48,962	\$49,537	\$50,112
2	\$46,124	\$46,698	\$48,193	\$49,078	\$49,651	\$50,226	\$50,802	\$51,376
3	\$46,583	\$47,158	\$48,997	\$49,882	\$51,204	\$51,778	\$52,353	\$52,927
4	\$47,502	\$48,077	\$50,262	\$51,147	\$52,468	\$53,043	\$53,617	\$54,191
5	\$48,652	\$49,227	\$51,640	\$52,525	\$53,846	\$54,422	\$54,997	\$55,571
6	\$49,686	\$50,262	\$52,904	\$53,789	\$55,111	\$55,686	\$56,260	\$56,836
7	\$50,721	\$51,295	\$54,168	\$55,053	\$56,375	\$56,950	\$57,525	\$58,099
8	\$51,870	\$52,330	\$55,433	\$56,318	\$57,668	\$58,243	\$58,818	\$59,392
9	\$51,870	\$53,479	\$56,813	\$57,668	\$59,019	\$59,594	\$60,168	\$60,743
10	\$51,870	\$53,479	\$56,813	\$59,134	\$60,369	\$60,944	\$61,519	\$62,093
11	\$51,870	\$53,479	\$56,813	\$59,134	\$61,720	\$62,294	\$62,870	\$63,444
12	\$51,870	\$53,479	\$56,813	\$59,134	\$63,185	\$63,645	\$64,220	\$64,794
13	\$52,617	\$54,226	\$57,559	\$59,881	\$64,162	\$66,116	\$66,691	\$67,265
14	\$52,617	\$54,226	\$57,559	\$59,881	\$64,162	\$66,116	\$66,691	\$67,265
15	\$52,617	\$54,226	\$57,559	\$59,881	\$64,162	\$66,116	\$66,691	\$67,265
16	\$52,617	\$54,226	\$57,559	\$59,881	\$68,266	\$70,220	\$70,793	\$71,369

*Teachers with less than 10 yrs. of service to the District through the end of the 2012-2013 school year may advance to Lane BA+30. Advancing beyond Lane BA+30 will require a preapproved Master’s Degree and the appropriate number of pre-approved graduate credits to advance lanes.

**Teachers with 10 or more years of service to the District through the end of the 2012-2013 school year may advance to Lane BA+40 upon earning the required number of pre-approved credits. Advancing beyond Lane BA+40 will require a pre-approved Master’s Degree and the appropriate number of pre-approved graduate credits to advance lanes.

***Teachers that attained Lane BA+20 prior to the end of the 2012-2013 school year may continue to advance to Lane BA+50 upon earning the required number of pre-approved credits.

APPENDIX B1

Extra Pay Schedule 2021-2022						
		1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
A.	Head Coach					
	Football	\$3,946	\$4,074	\$4,330	\$4,465	\$4,757
	Volleyball	\$3,946	\$4,074	\$4,330	\$4,465	\$4,757
	Basketball, Girls and Boys	\$3,946	\$4,074	\$4,330	\$4,465	\$4,757
	Wrestling	\$3,946	\$4,074	\$4,330	\$4,465	\$4,757
B.	Head Coach *					
	Cross Country	\$3,563	\$3,752	\$4,074	\$4,209	\$4,465
	Baseball	\$3,563	\$3,752	\$4,074	\$4,209	\$4,465
	Boys Golf	\$3,563	\$3,752	\$4,074	\$4,209	\$4,465
	Girls Golf	\$3,563	\$3,752	\$4,074	\$4,209	\$4,465
	Boys Track	\$3,563	\$3,752	\$4,074	\$4,209	\$4,465
	Girls Track	\$3,563	\$3,752	\$4,074	\$4,209	\$4,465
	Softball	\$3,563	\$3,752	\$4,074	\$4,209	\$4,465
	Dance Line	\$3,563	\$3,752	\$4,074	\$4,209	\$4,465
	* In the case of combined boys and girls teams the head coach will be paid as a head coach from Section A above.					
C.	Assistant Coach, Varsity, B Squad, 9th					
	Football	\$2,395	\$2,629	\$2,846	\$3,040	\$3,303
	Volleyball	\$2,395	\$2,629	\$2,846	\$3,040	\$3,303
	Basketball, Girls and Boys	\$2,395	\$2,629	\$2,846	\$3,040	\$3,303
	Wrestling	\$2,395	\$2,629	\$2,846	\$3,040	\$3,303
	Speed/Strength/Agility Coordinator	\$2,395	\$2,629	\$2,846	\$3,040	\$3,303
D.	Assistant Coach					
	Cross Country	\$2,305	\$2,524	\$2,718	\$2,950	\$3,168
	Baseball	\$2,305	\$2,524	\$2,718	\$2,950	\$3,168
	Boys Golf	\$2,305	\$2,524	\$2,718	\$2,950	\$3,168
	Girls Golf	\$2,305	\$2,524	\$2,718	\$2,950	\$3,168
	Boys Track	\$2,305	\$2,524	\$2,718	\$2,950	\$3,168
	Girls Track	\$2,305	\$2,524	\$2,718	\$2,950	\$3,168
	Softball	\$2,305	\$2,524	\$2,718	\$2,950	\$3,168
	Super Mileage Advisor	\$2,305	\$2,524	\$2,718	\$2,950	\$3,168
E.	Play Director 9-12	\$1,712	\$1,851	\$1,975	\$2,138	\$2,266
	Musical Director	\$1,712	\$1,851	\$1,975	\$2,138	\$2,266
	School Yearbook Advisor	\$1,712	\$1,851	\$1,975	\$2,138	\$2,266
	Dance Line Assistant	\$1,712	\$1,851	\$1,975	\$2,138	\$2,266
	Football, Jr. High Coach, 7 th & 8 th	\$1,712	\$1,851	\$1,975	\$2,138	\$2,266
	Volleyball, Jr. High Coach, 7 th & 8 th	\$1,712	\$1,851	\$1,975	\$2,138	\$2,266
	Basketball, Coach G and B, 7 th & 8 th	\$1,712	\$1,851	\$1,975	\$2,138	\$2,266
	Wrestling, Jr. High Coach, 7 th & 8 th	\$1,712	\$1,851	\$1,975	\$2,138	\$2,266
F.	Cross Country, 7 th & 8 th	\$1,622	\$1,744	\$1,851	\$2,004	\$2,138
	Baseball, 7 th & 8 th	\$1,622	\$1,744	\$1,851	\$2,004	\$2,138
	Boys Golf, 7 th & 8 th	\$1,622	\$1,744	\$1,851	\$2,004	\$2,138
	Girls Golf, 7 th & 8 th	\$1,622	\$1,744	\$1,851	\$2,004	\$2,138
	Boys Track, 7 th & 8 th	\$1,622	\$1,744	\$1,851	\$2,004	\$2,138

	Girls Track, 7 th & 8 th	\$1,622	\$1,744	\$1,851	\$2,004	\$2,138
	Softball, 7 th & 8 th	\$1,622	\$1,744	\$1,851	\$2,004	\$2,138
	9-12 Student Council	\$1,622	\$1,744	\$1,851	\$2,004	\$2,138
	Junior/Senior High Math League	\$1,622	\$1,744	\$1,851	\$2,004	\$2,138
	Academic Triathlon	\$1,622	\$1,744	\$1,851	\$2,004	\$2,138
G.	Junior High Play Director, 7 th & 8 th	\$1,421	\$1,528	\$1,652	\$1,744	\$1,851
	One Act Play Director	\$1,421	\$1,528	\$1,652	\$1,744	\$1,851
	Speech Director	\$1,421	\$1,528	\$1,652	\$1,744	\$1,851
	Future Farmers of America (FFA)	\$1,421	\$1,528	\$1,652	\$1,744	\$1,851
	Musical – Orchestra	\$1,421	\$1,528	\$1,652	\$1,744	\$1,851
	Musical – Vocal	\$1,421	\$1,528	\$1,652	\$1,744	\$1,851
	Knowledge Bowl	\$1,421	\$1,528	\$1,652	\$1,744	\$1,851
	Jazz Band	\$1,421	\$1,528	\$1,652	\$1,744	\$1,851
H.	Assistant Speech	\$882	\$951	\$1,027	\$1,086	\$1,153
	HOSA	\$882	\$951	\$1,027	\$1,086	\$1,153
	National Honor Society	\$882	\$951	\$1,027	\$1,086	\$1,153
	Fall Play Assistant Director	\$882	\$951	\$1,027	\$1,086	\$1,153
	JH Play Assistant Director	\$882	\$951	\$1,027	\$1,086	\$1,153
	Musical Assistant Director	\$882	\$951	\$1,027	\$1,086	\$1,153
	One Act Play Assistant Director	\$882	\$951	\$1,027	\$1,086	\$1,153
	Musical – Choreography	\$600				
	Musical – Pianist	\$600				
	Senior Class Advisors	\$600	To be divided amongst advisors			
	Prom Advisors	\$600	To be divided amongst advisors			
	Student Council Advisor, 7 th & 8 th	\$600	To be divided amongst advisors			
	Hourly Rates					
	New Teacher Mentor Program Facilitator	\$30.91				
	After School Student Academic Support	\$30.91				
	On-Site Staff Development Trainers	\$30.91				
	Summer School Instruction	Teacher's hourly rate of pay from school year just completed				
	Home Bound Instruction	\$30.91				
	CEU Coordinator	\$30.91				
	Curriculum Development	\$30.91				
	Academic Competitions	\$17.67	e.g., Math Wizards, History Day, etc.			
	Attend Staff Development outside of school hours	\$20.00				
	Per Event Fees					
	Band Activity Events	\$53.00/event				
	Head Supervision	\$75.00/event				
	Assistant Supervision	\$37.50/event				
	Supervision/Bus Chaperone	\$32.75/event				
	Time Keeping (Varsity and JV equal one event)	\$32.75/event				
	Officiating Single Event	\$30	This schedule is for the following: 7 th , 8 th & 9 th FB; 7 th , 8 th , & 9 th Basketball; 7 th , 8 th & 9 th Volleyball; Line Judge JV and Varsity VB; JH, B Softball & Baseball			
	Officiating Second Event	\$25				
	Officiating Third Event	\$20				
	Concurrent Enrollment	\$500	Per course section			
	Extended employment when contracted ahead of time will be pro-rated on nine-month salary					

APPENDIX B2

Extra Pay Schedule 2022-2023						
		1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
A.	Head Coach					
	Football	\$4,025	\$4,155	\$4,417	\$4,554	\$4,852
	Volleyball	\$4,025	\$4,155	\$4,417	\$4,554	\$4,852
	Basketball, Girls and Boys	\$4,025	\$4,155	\$4,417	\$4,554	\$4,852
	Wrestling	\$4,025	\$4,155	\$4,417	\$4,554	\$4,852
B.	Head Coach *					
	Cross Country	\$3,634	\$3,827	\$4,155	\$4,293	\$4,554
	Baseball	\$3,634	\$3,827	\$4,155	\$4,293	\$4,554
	Boys Golf	\$3,634	\$3,827	\$4,155	\$4,293	\$4,554
	Girls Golf	\$3,634	\$3,827	\$4,155	\$4,293	\$4,554
	Boys Track	\$3,634	\$3,827	\$4,155	\$4,293	\$4,554
	Girls Track	\$3,634	\$3,827	\$4,155	\$4,293	\$4,554
	Softball	\$3,634	\$3,827	\$4,155	\$4,293	\$4,554
	Dance Line	\$3,634	\$3,827	\$4,155	\$4,293	\$4,554
	* In the case of combined boys and girls teams the head coach will be paid as a head coach from Section A above.					
C.	Assistant Coach, Varsity, B Squad, 9th					
	Football	\$2,443	\$2,682	\$2,903	\$3,101	\$3,369
	Volleyball	\$2,443	\$2,682	\$2,903	\$3,101	\$3,369
	Basketball, Girls and Boys	\$2,443	\$2,682	\$2,903	\$3,101	\$3,369
	Wrestling	\$2,443	\$2,682	\$2,903	\$3,101	\$3,369
	Speed/Strength/Agility Coordinator	\$2,443	\$2,682	\$2,903	\$3,101	\$3,369
D.	Assistant Coach					
	Cross Country	\$2,351	\$2,574	\$2,772	\$3,009	\$3,231
	Baseball	\$2,351	\$2,574	\$2,772	\$3,009	\$3,231
	Boys Golf	\$2,351	\$2,574	\$2,772	\$3,009	\$3,231
	Girls Golf	\$2,351	\$2,574	\$2,772	\$3,009	\$3,231
	Boys Track	\$2,351	\$2,574	\$2,772	\$3,009	\$3,231
	Girls Track	\$2,351	\$2,574	\$2,772	\$3,009	\$3,231
	Softball	\$2,351	\$2,574	\$2,772	\$3,009	\$3,231
	Super Mileage Advisor	\$2,351	\$2,574	\$2,772	\$3,009	\$3,231
E.	Play Director 9-12	\$1,746	\$1,888	\$2,015	\$2,181	\$2,311
	Musical Director	\$1,746	\$1,888	\$2,015	\$2,181	\$2,311
	School Yearbook Advisor	\$1,746	\$1,888	\$2,015	\$2,181	\$2,311
	Dance Line Assistant	\$1,746	\$1,888	\$2,015	\$2,181	\$2,311
	Football, Jr. High Coach, 7 th & 8 th	\$1,746	\$1,888	\$2,015	\$2,181	\$2,311
	Volleyball, Jr. High Coach, 7 th & 8 th	\$1,746	\$1,888	\$2,015	\$2,181	\$2,311
	Basketball, Coach G and B, 7 th & 8 th	\$1,746	\$1,888	\$2,015	\$2,181	\$2,311
	Wrestling, Jr. High Coach, 7 th & 8 th	\$1,746	\$1,888	\$2,015	\$2,181	\$2,311
F.	Cross Country, 7 th & 8 th	\$1,654	\$1,779	\$1,888	\$2,044	\$2,181
	Baseball, 7 th & 8 th	\$1,654	\$1,779	\$1,888	\$2,044	\$2,181
	Boys Golf, 7 th & 8 th	\$1,654	\$1,779	\$1,888	\$2,044	\$2,181
	Girls Golf, 7 th & 8 th	\$1,654	\$1,779	\$1,888	\$2,044	\$2,181
	Boys Track, 7 th & 8 th	\$1,654	\$1,779	\$1,888	\$2,044	\$2,181

	Girls Track, 7 th & 8 th	\$1,654	\$1,779	\$1,888	\$2,044	\$2,181
	Softball, 7 th & 8 th	\$1,654	\$1,779	\$1,888	\$2,044	\$2,181
	9-12 Student Council	\$1,654	\$1,779	\$1,888	\$2,044	\$2,181
	Junior/Senior High Math League	\$1,654	\$1,779	\$1,888	\$2,044	\$2,181
	Academic Triathlon	\$1,654	\$1,779	\$1,888	\$2,044	\$2,181
G.	Junior High Play Director, 7 th & 8 th	\$1,449	\$1,559	\$1,685	\$1,779	\$1,888
	One Act Play Director	\$1,449	\$1,559	\$1,685	\$1,779	\$1,888
	Speech Director	\$1,449	\$1,559	\$1,685	\$1,779	\$1,888
	Future Farmers of America	\$1,449	\$1,559	\$1,685	\$1,779	\$1,888
	Musical – Orchestra	\$1,449	\$1,559	\$1,685	\$1,779	\$1,888
	Musical – Vocal	\$1,449	\$1,559	\$1,685	\$1,779	\$1,888
	Knowledge Bowl	\$1,449	\$1,559	\$1,685	\$1,779	\$1,888
	Jazz Band	\$1,449	\$1,559	\$1,685	\$1,779	\$1,888
H.	Assistant Speech	\$900	\$970	\$1,048	\$1,108	\$1,176
	HOSA	\$900	\$970	\$1,048	\$1,108	\$1,176
	National Honor Society	\$900	\$970	\$1,048	\$1,108	\$1,176
	Fall Play Assistant Director	\$900	\$970	\$1,048	\$1,108	\$1,176
	JH Play Assistant Director	\$900	\$970	\$1,048	\$1,108	\$1,176
	Musical Assistant Director	\$900	\$970	\$1,048	\$1,108	\$1,176
	One Act Play Assistant Director	\$900	\$970	\$1,048	\$1,108	\$1,176
	Musical – Choreography	\$612				
	Musical – Pianist	\$612				
	Senior Class Advisors	\$612		To be divided amongst advisors		
	Prom Advisors	\$612		To be divided amongst advisors		
	Student Council Advisor, 7 th & 8 th	\$612		To be divided amongst advisors		
	Hourly Rates					
	New Teacher Mentor Program Facilitator	\$31.53				
	After School Student Academic Support	\$31.53				
	On-Site Staff Development Trainers	\$31.53				
	Summer School Instruction	\$31.53				
	Home-Bound Instruction	\$31.53				
	CEU Coordinator	\$31.53				
	Curriculum Development	\$31.53				
	Academic Competitions	\$18.02	e.g., Math Wizards, History Day, etc.			
	Attend Staff Development outside of school hours	\$20.00				
	Per Event Fees					
	Band Activity Events	\$53.00/event				
	Head Supervision	\$75.00/event				
	Assistant Supervision	\$37.50/event				
	Supervision/Bus Chaperone	\$32.75/event				
	Time Keeping (Varsity and JV equal one event)	\$32.75/event				
	Officiating Single Event	\$30	This schedule is for the following: 7 th , 8 th & 9 th FB; 7 th , 8 th , & 9 th Basketball; 7 th , 8 th & 9 th Volleyball; Line Judge JV and Varsity VB; JH, B Softball & Baseball			
	Officiating Second Event	\$25				
	Officiating Third Event	\$20				
Extended employment when contracted ahead of time will be pro-rated on nine-month salary						

AUTHORIZATION

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

FOR: The Exclusive Representative

FOR: The School District

President

School Board Chairperson

Secretary

School Board Clerk

Chief Teacher Negotiator

Chief School Board Negotiator

Dated this _____, day of _____, 20__

Dated this _____, day of _____, 20__

INDEPENDENT SCHOOL DISTRICT #857

100 County Road 25

Lewiston MN 55952

CALL FOR BIDS

The Lewiston – Altura School District is accepting bids to replace the four light poles for the football field/track behind the high school. The district is seeking to install LED lighting that will provide improved quality and efficiency. The project will include pole replacement, wiring and installation of the necessary fixtures to adequately illuminate the field and track. Adequate in-ground wiring and transformer are already in place.

To visit the site, contact Field and Grounds Supervisor Joe Banicki at 507-429-7558.

Bids with proposed equipment, installation details, timeline and costs will be received until **January 5, 2022 at 3:15pm**. Bids will be opened at 3:30pm on January 5th in the Superintendent's Office.

Sealed bids must be mailed or hand delivered to:

Superintendent Gwen Carman

100 County Road 25

Lewiston MN 55952

Lewiston – Altura Stadium 4 Poles/Lights Bid Summary

January 10, 2022

Bid Document Attached: Bids were due January 5, 2022 at 3:15pm.

We received two bids.

1) Musco (Received January 3, 3:43pm)

30 Foot-Candles: \$196,601, includes all electrical work, removal of existing poles

OPTION: \$9800 Control-Link Adder

- Provides remote (app) on/off capabilities
- Ability to ‘dim’ the lights
- Musco has online access to monitor/alert to any issues immediately vs needing to report an issue
- Can add the option later but will lose the option to dim the lights.
- Having it or adding it later does not impact the 25 year warranty.

2) Don’s Electric (Received January 6, 9:08am)

30 Foot-Candles: \$191,801.00 Plus Pole Removal: \$8737.00

Total: \$205,538.00

Recommendation:

Accept Musco bid. (Less expensive and bid submitted prior to posted deadline)

Accept additional Control-Link Adder (Primary concern is if there is a problem with the lights [should not happen in short term but potentially in future years] during a ‘live event’ they can more immediately assess and intervene vs. our staff needing to call it in, then determine the problem and then intervene. The delay would be difficult with a live audience/event happening.)

Funding:

The district can utilize part of the Construction Fund Balance (approximately \$525,000 balance)

Dear Community Members, Families, and Staff:

I am extremely proud to be a part of the Lewiston and Altura communities. For those of you I have not yet met, I began serving as our district's superintendent in July 2020. I have worked in education for many years, and it's clear to me that these communities are special. We work hard, we take care of one another, and we care about our schools.



At the same time, our district is determined to provide the very best education we can every day. To accomplish this, the School Board and I are in the process of developing a strategic plan that will guide our decisions and lay out our goals to ensure that we provide a quality education to all students.

A successful strategic plan must include feedback from our community. We would like to better understand your thoughts on what we are doing well, areas where we could improve, and where we should focus our planning over the next few years.

To collect your feedback, we are working with School Perceptions, an independent, education research firm. All survey data is returned to School Perceptions to protect your confidentiality.

Please take a few minutes and complete this survey!

PLEASE TAKE THE SURVEY IN ONE OF THE TWO FOLLOWING WAYS

Option 1: Online –

Go to the survey website:

www.Feedback2000.com

Enter your survey code:

Option 2: Paper – If you do not have internet access, please return the survey to any school office, or mail it to School Perceptions, PO Box 607, Slinger, WI 53086.

Additional Surveys: The survey code can be used only once. To obtain additional surveys for other adults in your household, please call the District Office at 507.522.3230.

Para pedir una copia de esta encuesta en español, favor de llamar 507.522.3230.

Please complete the survey before February 28, 2022.

Final survey results will be reported at a Board of Education meeting in March. They will also be available on the District's website at www.lewalt.k12.mn.us.

Thank you for taking the time to complete this survey!

Sincerely,

Gwen Carman

Superintendent

Lewiston-Altura Public Schools

Respondent Information

What is your age? 18-24 25-34 35-44 45-54 55-64 65 or older

Do you live in the Lewiston-Altura School District? Yes No

In which city/village/township do you live?

- Altura Lewiston Rollingstone
 Stockton Utica Other: _____
 Do not live in the District

Do any adults in your household speak Spanish as their primary/first language? Yes No

Are you an employee of the District? Yes No

Do you have a child(ren) currently attending a school in the District? Yes No

Do you have a child(ren) younger than age 5? Yes No

Please select any other relationships you have with the District. (Mark all that apply.)

- Alumni Businessowner Retired staff member/employee
 Volunteer Other: _____

How do you like to receive school/district information? (Mark all that apply.)

- Board meetings (attending in-person) Board meetings (viewing online)
 District mailings District/school website
 Email Facebook
 Parent/teacher organizations School newsletters
 The St. Charles Press & Lewiston Journal TV/radio
 Other: _____

Overall Satisfaction

How is the District doing in each of the following areas? (Circle your response.)

Delivering a high-quality education	Great	Good	Fair	Poor	Not sure/ no opinion
Keeping the public informed	Great	Good	Fair	Poor	Not sure/ no opinion
Managing funds appropriately	Great	Good	Fair	Poor	Not sure/ no opinion
Building pride in the community	Great	Good	Fair	Poor	Not sure/ no opinion

On a scale of 0 – 10, how likely would you be to recommend the District to a friend or family member?

- 0 1 2 3 4 5 6 7 8 9 10
 Extremely Unlikely Neutral Extremely Likely

What makes our school district unique and special?

Strategic Planning

To continue the District’s successes, we will develop a strategic plan that will be used to guide our decisions, both large and small. Your feedback will help us concentrate on maintaining what’s going well and improving what isn’t. Please indicate your level of agreement with each item below.

(Circle your response.)

Communications – “The District ...”					
Provides me with opportunities to offer feedback.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion
Communicates with me effectively.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion
Is transparent about their planning.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion
Provides me with the information to learn about what’s going on at school.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion
Culture – “The District ...”					
Maintains a safe and secure campus.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion
Has the support of parents and the community.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion
Leadership – “The District ...”					
Administrators are leading our district effectively.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion
School board is leading our district effectively.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion
Is heading in the right direction.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion
Academics & Development – “The District ...”					
Prepares students to be ready for college and careers.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion
Has high expectations for students.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion
Builds positive student character.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion
Support for Learning – “The District ...”					
Employs high-quality teachers/staff.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion
Partners with local businesses and community members.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion
Has up-to-date facilities, classrooms, and/or labs to support student learning.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion

All things considered, I am proud of our school district.

Strongly agree

Agree

Disagree

Strongly disagree

Not sure/
no opinion

Student Success

We understand students needs to be successful in reading, writing, math, science, and social studies. Beyond these foundations, please select up to five areas you believe students need to be successful for life after high school.

- Ability to speak more than one language.
- Appreciation for the fine arts (such as art, choir, band, theater, drama).
- Creativity and problem-solving skills.
- Effective use of technology.
- Leadership skills.
- Project-based/hands-on learning work skills.
- Readiness for the challenges of a job immediately after graduation.
- Readiness for the challenges of college and/or trade training.
- Respect for diversity.
- Socially, emotionally, and mentally healthy.
- Strong communication skills and ability to work well with others.
- Understanding of the importance of staying physically healthy.

Are there other skills/areas you believe students need to be successful? If so, what are they?

Future Priorities

Our school district received state and federal pandemic relief funding. There are requirements on how this money must be used.

- All funds must be spent by 2024.
- Some of the funds can only be used for specific purposes, such as cleaning supplies and equipment, additional staff time for extra cleaning, technology for remote learning, etc.
- Some of the funds must be used to meet students' academic needs.
- Some of the funds can be used as a district chooses.

With all of this in mind, please choose up to five areas where you believe we should focus additional planning and resources.

- Expand community/business partnerships for students (such as internships and job shadowing).
- Expand online/distance/virtual course offerings.
- Expand opportunities to earn college credits and certificates in high school.
- Expand programming for students in early childhood education.
- Expand services for English language learners.
- Expand services for students who have difficulties learning or who have fallen behind.
- Expand social/emotional/mental health support services for students.
- Improve communications with parents and community.
- Improve playgrounds for both school and community use.
- Improve school safety and security.
- Improve student transportation services.
- Improve the career and technical education ("shop") program.
- Improve the District's financial situation.
- Improve understanding of and support for diversity.
- Improve/expand athletics.
- Improve/expand fine arts (such as art, choir, band, theater, drama).
- Offer a wider range of courses for students at the high school level.
- Upgrade technology access and devices.

Are there other planning priorities you believe we should focus on that are not listed here? If so, what are they?

Please complete the questions below if you are a parent/guardian of a child(ren) currently enrolled in the Lewiston-Altura Public Schools or you are employed by the District.

Families & Staff Only

Culture – “The District ...”

Creates a healthy and respectful school environment.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion
Disciplines students in a fair and consistent manner.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion

Academics & Development – “The District ...”

Provides students instruction that is both rigorous and relevant.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion
Challenges students who excel in the classroom.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion
Is meeting the needs of English Language Learners.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion
Encourages students at all ability levels to take advanced courses.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion
Provides students with adequate academic support during the school day when needed.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion
Offer students courses in high school that align with their college/career plans.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion
Ensures all students have access to technology.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion
Helps students effectively and appropriately use technology.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion
Provides enough social/emotional/mental health support.	Strongly agree	Agree	Disagree	Strongly disagree	Not sure/ no opinion

Facility Planning

We need to address the financial challenge of declining enrollment, while also ensuring that our schools appropriately serve our students. To help, last year, we hired an outside firm to assess the conditions of our buildings' structures, systems, and classrooms. Some of the areas where we could focus our planning and resources are presented below.

Please use this scale when responding to the following items.

Very important: Address as soon as possible

Important: Address at some point in the future

Not important: Not a priority at this time

How important is each of the following projects to you?	
Create dedicated space for large-group performances, events, and plays.	<input type="checkbox"/> Very Important <input type="checkbox"/> Important <input type="checkbox"/> Not Important
Add space for indoor athletics and large-group events.	<input type="checkbox"/> Very Important <input type="checkbox"/> Important <input type="checkbox"/> Not Important
Update classrooms and labs that meet students' current educational needs	<input type="checkbox"/> Very Important <input type="checkbox"/> Important <input type="checkbox"/> Not Important
Provide more flexible spaces for small-group learning, instruction, and tutoring.	<input type="checkbox"/> Very Important <input type="checkbox"/> Important <input type="checkbox"/> Not Important
Reduce the number of schools and consolidate operations.	<input type="checkbox"/> Very Important <input type="checkbox"/> Important <input type="checkbox"/> Not Important

Are there other specific facility projects you would like us to consider as we begin planning?

Thank you for your participation. We sincerely value your time and feedback!

Lewiston-Altura Public Schools (ISD 857)
100 County Road 25
Lewiston, MN 55952

If you have questions about our planning process or this survey,
please contact us at 507.522.3230.



***Please complete the survey before
February 28, 2022.***

*This publication was produced for the residents of the **Lewiston-Altura Public Schools (ISD 857)**. Due to the overlap of postal routes, residents from neighboring school districts may receive this publication. Given the limitations of bulk mailing, this overlap was difficult to eliminate without significant cost. Thank you for your understanding.*

Proposed: January 10, 2022

Adopted: _____

*MSBA/MASA Model Policy 491
Orig. 2021*

Revised:

491 - MANDATORY COVID-19 VACCINATION OR TESTING AND FACE COVERINGS

I. PURPOSE

The purpose of this policy is to comply with federal and state legal requirements related to the health and safety of school district students, staff and visitors due to the COVID-19 pandemic. The school district's intent is that this policy meet, and should be read consistent with, the procedures mandated by the Occupational Safety and Health Administration's ("OSHA's") Emergency Temporary Standard on Vaccination and Testing ("ETS") (see 29 C.F.R. § 1910.501) as adopted by the Minnesota Occupational Safety and Health Administration ("MNOSHA"), **to the extent these regulations are adopted and enforceable. This policy shall be governed by the laws of, and applicable to, the State of Minnesota. If any part of this policy is construed to be in violation of any law, it shall not be enforced, but portions remaining valid shall remain in full force and effect.**

II. SCOPE

This policy applies to all employees of the school district, both full and part-time. For purposes of this policy, the term "employees" includes all part-time employees, student employees, and temporary or seasonal employees, but does not apply to volunteers, independent contractors, employees who are employed through a staffing agency, or employees who do not report to a workplace where other employees or students are present, except as modified by law.

III. DEFINITIONS

- A. "Authorized telehealth proctor" means someone who is trained to observe sample collection and provide instructions and result interpretation assistance to individuals taking a COVID-19 test.
- B. "COVID-19 antigen test" means an in vitro diagnostic test used to detect active SARS-CoV-2 infection approved or authorized for emergency use by the U.S. Food and Drug Administration ("FDA").
- C. "COVID-19 nucleic acid amplification test ("NAAT")" means a molecular test that detects the ribonucleic acid ("RNA") sequences that compromise the genetic material of the virus approved or authorized for emergency use by the FDA.

IV. OVERVIEW AND GENERAL INFORMATION

- A. Any employee that chooses to be vaccinated against COVID-19 must be fully vaccinated no later than January 10, 2022. Any employee not fully vaccinated by January 10, 2022, will be subject to the regular testing and face covering requirements of this policy until fully vaccinated.
- B. Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine. Employees will be considered partially vaccinated if they received only one dose of a two-dose vaccine. This policy does not

require booster vaccinations.

- C. Employees are responsible for scheduling their own vaccination appointments through their medical provider or pharmacy. The school district may hold vaccine clinics that the employee may attend, but the availability of a vaccine clinic does not shift the responsibility of obtaining a vaccination from the employee.
- D. An employee who does not comply with this policy will be subject to disciplinary action as set forth in [District Policy 403 Discipline, Suspension and Dismissal of School District Employees](#) and the employee's collective bargaining agreement ("CBA") or employment contract or other agreement, to the extent applicable.

V. VACCINATION STATUS AND ACCEPTABLE FORMS OF PROOF OF VACCINATION

- A. All vaccinated employees are required to provide proof of full COVID-19 vaccination, regardless of where they are vaccinated, and even if employees received a vaccination through a school district sponsored clinic. Proof must be provided before January 10, 2022. If the school district does not receive proof of full vaccination from an employee by January 10, 2022, that employee will be considered unvaccinated until such proof is received.
- B. Proof of vaccination must be submitted to *Michelle MacPherson, School Nurse/Safe School Coordinator*. Acceptable submissions include emailing a copy of the proof of vaccination, providing a physical copy of the proof of vaccination, or bringing the proof of vaccination for *Michelle MacPherson* to copy.

C. Acceptable Proof of Vaccination Status

The following forms of proof of vaccination status will be accepted:

- 1. The record of immunization from a healthcare provider or pharmacy;
 - 2. A copy of the COVID-19 vaccination Record Card;
 - 3. A copy of medical records documenting the vaccination;
 - 4. A copy of immunization records from a public health, state, or tribal immunization information system; or
 - 5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).
- D. Proof of vaccination must include the employee's name and should include the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site. In those circumstances the school district will accept the state immunization record as acceptable proof of vaccination.
 - E. If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to his/her vaccination status (fully vaccinated or partially vaccinated); attesting that the employee lost and is otherwise unable to produce one of

the other forms of acceptable proof; and including the following language:

"I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties."

Employees who attest to their vaccination status in this manner shall, to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of the administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine.

- F. To satisfy this policy, the COVID-19 vaccine must be approved or authorized for emergency use by the Federal Food and Drug Administration ("FDA"), or listed for emergency use by the World Health Organization ("WHO").

VI. SUPPORTING COVID-19 VACCINATION

- A. An employee may take up to four hours of paid leave per dose to travel to the vaccination site, receive a COVID-19 vaccination, and return to work. A maximum of eight hours of paid leave will be provided for employees receiving two primary doses. Paid leave provided for obtaining a COVID-19 vaccination will not affect or reduce any accrued leave time (e.g., vacation or sick leave). If an employee does not require the full use of four or eight hours to obtain the vaccine, only the necessary amount of duty time will be granted. Employees who take longer than four or eight hours to obtain the vaccine must send their supervisor an email documenting the reason for the additional time. Any additional time requested will be granted, if reasonable, but will not be paid by the school district. An employee may elect, however, to substitute accrued paid leave in lieu of unpaid leave. Employees vaccinated outside of their approved work hours will not be compensated unless previously agreed to in writing by the school district.
- B. Employees may utilize up to two workdays of accrued paid sick leave immediately following receipt of each primary dose if they experience side effects from the COVID-19 vaccination that prevent them from working. Employees who have no accrued sick leave will be granted up to two days of additional paid sick leave immediately following each primary dose, if necessary, upon written approval by the school district.
- C. Employees are to follow the school district procedures in requesting sick leave for duty time missed to obtain the COVID-19 vaccine or sick leave to recover from side effects.
- D. Paid leave will not be provided by the school district for booster shots for employees who have been fully vaccinated.
- E. Nothing in this policy should be construed to create a right to paid leave for any vaccination other than the one or two primary COVID-19 vaccination doses.

VII. ACCOMMODATION REQUESTS

Employees may request an accommodation from this vaccination policy if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Employees also may be legally entitled to a reasonable accommodation if they cannot be vaccinated, test for COVID-19, and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. Requests for reasonable accommodations must be initiated by the employees by

submitting a written request to **Gwen Carman, Superintendent of Schools**. All such requests will be handled in accordance with applicable laws and regulations.

VIII. COVID-19 TESTING

- A. Effective January 10, 2022, all employees who are not fully vaccinated and who have not received a reasonable accommodation pursuant to Section VII. of this policy will be required to comply with Sections VIII. and IX. of this policy.
- B. Effective February 9, 2022, employees who report to the workplace at least once every seven days:
 - 1. Must be tested for COVID-19 at least once every seven days; and
 - 2. Must provide documentation of the most recent COVID-19 test result to **Michelle MacPherson, School Nurse/Safe School Coordinator** no later than the seventh day following the date on which the employee last provided a test result.
- C. An employee who does not report to the workplace during a period of seven or more days (e.g., teleworking or on vacation for two weeks):
 - 1. Must be tested for COVID-19 within seven days prior to returning to the workplace; and
 - 2. Must provide documentation of that test result to **Michelle MacPherson, School Nurse/Safe School Coordinator** upon return to the workplace.
- D. Employees who do not provide documentation of a COVID-19 test result as required by this policy, will be removed from the workplace until a test result is provided.
- E. Employees who received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis. Employees must provide proof of the positive test result or diagnosis to **Michelle MacPherson, School Nurse/Safe School Coordinator**.
- F. Approved COVID-19 Tests
Approved COVID-19 tests are tests for SARS-CoV-2 that are:
 - 1. Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the FDA to detect current infection with the SARS-CoV-2 virus;
 - 2. Administered in accordance with the authorized instructions; and
 - 3. Not both self-administered and self-read unless observed by the school district or an authorized telehealth proctor.
- G. Employees who elect to complete weekly testing in lieu of getting fully vaccinated may test during the regular workday. Employees must abide by the following testing procedures:
 - 1. **Staff members may request to complete a free test as School District supply allows.**
 - 2. **Staff members may choose to complete a test off site, and will be reimbursed the**

costs of the test if incurred. Employees seeking reimbursement for costs incurred for COVID-19 testing must follow [District Policy 412 Expense Reimbursement](#).

Employees may be responsible for paying the cost of testing depending on the employee's CBA or contract with the school district.

IX. FACE COVERINGS

- A. Employees covered by this policy who are not fully vaccinated will be required to wear a face covering **when performing district assigned responsibilities**. Face coverings must (1) completely cover the nose and mouth; (2) be made with two or more layers of a breathable fabric that is tightly woven (i.e. fabrics that do not let light pass through when held up to a light source); (3) be secured to the head with ties, ear loops, or elastic bands that go behind the head; (4) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (5) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively. If gaiters are worn, they should have two layers of fabric or be folded to make two layers.
- B. Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes.
- C. Employees who choose to remain unvaccinated are responsible for providing their own face covering that complies with this policy.
- D. The following are exceptions to the school district's requirements for face coverings required by this policy:
 - 1. When an employee is alone in a room with floor-to-ceiling walls and a closed door.
 - 2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
 - 3. When an employee is wearing a respirator or facemask, as those terms are defined by 29 C.F.R. § 1910.501(c) or other applicable OSHA/MNOSHA regulation.
 - 4. Where the school district has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to the employee's job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).
- E. The face covering requirements are applicable regardless of any other school district policy, resolution, regulation or administrative directives regarding face coverings.

X. EMPLOYEE NOTIFICATION OF COVID-19 AND REMOVAL FROM THE WORKPLACE

- A. The school district will require employees to promptly notify **Michelle MacPherson, School Nurse/Safe School Coordinator** when they test positive for COVID-19 or are

diagnosed with COVID-19 by a licensed healthcare provider.

Employees who are sick or experiencing symptoms while at home or at work should communicate with their supervisor and should request the use of leave per their contract/employee benefits handbook until they are no longer sick or experiencing symptoms.

Other forms of leave as defined by an employee's contract/employee benefits handbook may also be used to cover an absence due to illness. Requests for leave should be made by the employee to their direct supervisor.

B. Medical Removal from the Workplace

The school district also implemented a policy for keeping COVID-19 positive employees from the workplace in certain circumstances. The school district will immediately remove employees from the workplace if they received a positive COVID-19 test or are diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate).

Employees who receive a positive COVID-19 test or are diagnosed with COVID-19 by a licensed healthcare provider must communicate their COVID-19 status with our School Nurse/Safe School Coordinator Michelle MacPherson, and must communicate with their direct Supervisor their need to either leave the workplace immediately and/or to stay home pending their ability to successfully meet return to work criteria.

C. Return to Work Criteria

1. For employees removed because they are COVID-19 positive, the school district will keep them removed from the workplace until the employees meet one or more of the following criteria:

- a. Receive a negative result on a COVID-19 nucleic acid amplification test ("NAAT") following a positive result on a COVID-19 antigen test if the employees choose to seek a NAAT test for confirmatory testing;
- b. Meet the return to work criteria in the "Isolation Guidance" of the Centers for Disease Control and Prevention ("CDC"); or
- c. Receive a recommendation to return to work from a licensed healthcare provider.

2. Under the CDC's "Isolation Guidance," asymptomatic employees may return to work once 5 days (day 0 is the first day of symptoms or the date of the day of the positive viral test for asymptomatic persons) have passed since a positive test.

3. Symptomatic employees may return to work after all the following are true:

- a. At least 5 days have passed since symptoms first appeared, and
- b. At least 24 hours have passed with no fever without fever-reducing medication, and
- c. Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).
- d. They agree to wear an appropriate face covering appropriately at least through Day 10.

If an employee has severe COVID-19 or an immune disease, the school district will follow the guidance of a licensed healthcare provider regarding return to

work.

XI. NEW HIRES

All new employees are required to be in compliance with this policy before arriving at the workplace as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

XII. CONFIDENTIALITY AND PRIVACY

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Stat. § 363A.20 (Exemption Based on Employment)
Minn. R. Pt. 5205.0010, subp. 2, QQ (Adoption of Federal Occupational Health and Safety Standards by Reference)
29 C.F.R. § 1910.501 (Emergency Temporary Standard on Vaccination and Testing)
42 U.S.C. § 2000-e, et seq. (Equal Employment Opportunity)
42 U.S.C. § 12101, et seq. (Americans with Disabilities Act)
29 C.F.R. § 1630.14(d)(4) (Medical Examinations and Inquiries Specifically Permitted)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 807 (Health and Safety)
Centers for Disease Control's "Isolation Guidance" found at:
<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>.

201 LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

- A. The care, management and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties and powers of the school board in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. DEFINITION

- A. "School Board" means the governing body of the school district.

VI. ORGANIZATION AND MEMBERSHIP

- A. The membership of the school board consists of seven elected directors.
- B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

V. POWERS AND DUTIES

- A. The school board has powers and duties specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature.
- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.

- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
 - 1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
 - 2. conduct the business of the schools and pay indebtedness and proper expenses;
 - 3. make and authorize contracts;
 - 4. employ and contract with necessary qualified teachers and discharge the same for cause;
 - 5. manage the schools; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts;
 - 6. provide services to promote the health of its pupils;
 - 7. provide school buildings and erect needed buildings;
 - 8. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
 - 9. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
 - 10. employ and discharge necessary employees and contract for other services;
 - 11. provide for transportation of pupils to and from school, as governed by statute; and
 - 12. procure insurance against liability of the school district, its officers and employees.
- F. The school board, at its discretion, may perform the following:
 - 1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs and intercession classes of flexible school year programs;
 - 2. furnish school lunches for pupils and teachers on such terms as the school board determines;
 - 3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
 - 4. lease rooms or buildings for school purposes;
 - 5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
 - 6. authorize co-curricular and extracurricular activities;

7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Adopted: June 19, 2000

Legal References: Minn. Stat. 123A.22 (Cooperative Centers)
Minn. Stat. 123B.02 (general powers)
Minn. Stat. 123B.09 (school board powers)
Minn. Stat. 123B.14 (school district officers)
Minn. Stat. 123B.23 (Liability Insurance)
Minn. Stat. 123B.49 (Cocurricular and Extracurricular Activities;
Insurance
Minn. Stat. 123B.51 (Schoolhouses and Sites; Access for
Noncurricular Purposes)
Minn. Stat. 123B.85 (definition)
Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233, 199
N.W. 911 (1924)

Cross References: MSBA Model Policy 101 (Legal Status of the School District)
MSBA Model Policy 202 (School Board Officers)
MSBA Model Policy 203 (Operation of the School Board-
Governing Rules)
MSBA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 3, School Board and its Powers

202 SCHOOL BOARD OFFICERS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. ORGANIZATION

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

IV. OFFICER'S RESPONSIBILITIES

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

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

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk shall:
 - a. file with the school board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the commissioner certified reports, showing:
 - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
 - (2) length of school term and enrollment and attendance by grades; and
 - (3) other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before September 30, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
6. The clerk shall draw and sign all orders for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair and treasurer.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair (Optional)

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

E. Superintendent.

1. The superintendent shall be an ex officio, nonvoting member of the school board.

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

Adopted: June 19, 2000
Revised: March 8, 2021

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

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

203 OPERATION OF THE SCHOOL BOARD -- GOVERNING RULES

I. PURPOSE

- A. The purpose of this policy is to provide governing rules for the conduct of meetings of the school board

II. GENERAL STATEMENT OF POLICY

- A. An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

- A. Rules of order for school board meetings shall be as follows:
 - 1. Minnesota statutes where specified;
 - 2. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
 - 3. Robert's Rules of Order, Revised (latest edition) where not inconsistent with A and B above.

Adopted: June 19, 2000

Legal References: Minn. Stat. 123B.09, Subds. 6, 7 and 10 (School Board Matters)
Minn. Stat. 123B.14 (Officers)
Minn. Stat. 471.705 (Open Meeting Law)

Cross References:

203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

II. GENERAL STATEMENT OF POLICY

- A. To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:
1. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
 2. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
 3. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
 4. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.
- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.

- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.
- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board chair.
- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time to which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

Adopted: June 19, 2000

Legal References: Minn. Stat. 123B.09, Subds. 6 and 7 (School Board Powers)
Minn. Stat. 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)
Minn. Stat. 122A.40 (Employment Contracts, Termination)
Minn Stat. 331A.01, Subd. 6 (Newspapers; Definitions)
Minn. Stat. 471.705, Subd. 1 (Open Meeting Law)
Minn. Stat. 471.88 (Exceptions)

Cross Reference: MSBA/MASA Model Policy 203 (Operation of the School Board - Governing Rules)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model 207 (Public Hearings)

203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

- A. The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

- A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:
 1. Call to order
 2. Quorum call
 3. Open Forum for input from the public: Limited to fifteen minutes.

ACTION ITEMS

1. Approval of agenda.
2. Approval of consent agenda.
3. Business items

DISCUSSION ITEMS

1. Principal reports
2. Discussion items
3. Committee reports.
4. Adjournment.

- B. Items in this order may be considered as part of a consent agenda.
- C. The school board may depart from the order of business with the consent of the majority of members present.

Adopted: June 19, 2000

Legal References: Minn. Stat. 123B.09, Subd. 7 (School Board powers)

Cross Reference: MSBA/MASA Model Policy 203 (Operation of the School Board - Governing Rules)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 203.6 (Consent Agendas)

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

- A. The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. It shall be the responsibility of the school board chair and superintendent to develop, prepare and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired and pertinent background information. A form for this purpose is available. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the school board members three (3) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda for discussion by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Adopted: June 19, 2000

Legal References: Minn. Stat. 123B.09, Subd. 7 (School Board powers)
Minn. Stat. 471.705 (Meetings of Governing Bodies)

Cross Reference: MSBA/MASA Model Policy 203 (Operation of the School Board -
Governing Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular School
Board Meeting)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 207 (Public Hearings)

413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

[Note: The Minnesota Human Rights Act defines “sexual orientation” to include “having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness.” Minn. Stat. § 363A.03, Subd. 44.]

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator or other school district personnel harasses a student, teacher, administrator or other school district personnel or group of students, teachers, administrators or other school district personnel through conduct or communication based on a person’s race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability as defined by this policy. (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person’s race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence, based on a person’s race, color, creed, religion, national origin, sex, age, marital status, familial status, status with

regard to public assistance, sexual orientation, including gender identity or expression, or disability and to discipline or take appropriate action against any student, teacher, administrator or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

- A. Assault is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. “Harassment”; prohibited by this policy consists of physical or verbal conduct, including, but not limited to electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. “Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to

any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term of condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
 2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;

- c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition.

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition: Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a student, teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence

prohibited by this policy toward a student, teacher, administrator or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In each school building: the building principal is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building principal immediately. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building principal immediately. School district personnel who fail to inform the building principal of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed

directly with the superintendent or the school district human rights officer by the reporting party or complainant.

- G. In the district: the School Board hereby designates the Superintendent as the school district human rights officer to receive reports or complaints of harassment or violence prohibited by this policy.
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include,

but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and applicable school district policies and regulations.

- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

- A. The school district will discipline or take appropriate action against any student, teacher, administrator or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES.

- A. These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Adopted: December 13, 1999
 Revised: May 8, 2006
 Revised: December 8, 2008
 Revised: May 26, 2015
 Revised: April 8, 2019

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
 Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
 Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)
 Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 Minn. Stat. § 609.341 (Definitions)
 Minn. Stat. § 626.556 et seq. (Reporting of Maltreatment of Minors)

20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 et seq. (Age Discrimination in Employment Act) 29
U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d et seq. (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal
of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect
or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment
of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline) MSBA/MASA
Model Policy 514 (Bullying Prohibition Policy) MSBA/MASA Model
Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety
Policy)
MSBA/MASA Model Policy 525 (Violence Prevention) MSBA/MASA
Model Policy 526 (Hazing Prohibition) MSBA/MASA Model Policy 528
(Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: _____

MSBA/MASA Model Policy 501

Orig. 1995

Revised: _____

Rev. 20142021

501 SCHOOL WEAPONS POLICY

[Note: School districts are required by statute to have a policy addressing these issues. ATTENTION: This policy incorporates certain provisions of the Minnesota Citizens' Personal Protection Act (often referred to as the "conceal and carry" law).]

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.
- D. "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
1. active licensed peace officers;
 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 3. persons authorized to carry a pistol under ~~Minnesota Statutes, §section~~ 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 4. persons who keep or store in a motor vehicle pistols in accordance with ~~Minnesota Statutes, §§sections~~ 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes, section 97B.045;

- a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§Sections 624.714 and 624.715.
5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 7. a gun or knife show held on school property;
 8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
 9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

[Note: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not prohibit the lawful carry or possession of firearms in a parking facility or parking area. Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them. For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than the exceptions to the general prohibition of having a weapon on school grounds set forth in (7) to Minnesota Statutes, Section 609.66, Subdivision 1d (f) listed in Section IV.B. above. However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by nonstudents or nonemployees, in a manner that is inconsistent with Minnesota Statutes, Section 609.66, Subdivision 1d.]

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with

instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statutes, §section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V. **CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION**

A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. ~~The appropriate school official building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a pupil student who brings a firearm to school unlawfully.~~

CD. Administrative Discretion

While the school district does not allow the possession, use, or distribution of

weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

[Note: An employer may establish policies that restrict the carry or possession of firearms by its employees while acting in the course and scope of employment. Employment-related sanctions may be invoked for a violation. Thus, for example, reasonable limitations may be imposed on the method of storing firearms by permit-holding employees while at work or performing employment-related duties. Reasonable limitations may include requiring firearms to have trigger locks and to be stored in a locked container or locked compartment of the vehicle.]

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES

- A. The school district must electronically report to the Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.**

Legal References: Minn. Stat. § 97B.045 (Transportation of Firearms)

Minn. Stat. § 121A.05 (Referral to Police)
[Minn. Stat. § 121A.06 \(Reports of Dangerous Weapon Incidents in School Zones\)](#)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
[Minn. Stat. § 152.01, subd. 14\(a\) \(Definition of a School Zone\)](#)
Minn. Stat. § 609.02, ~~S~~subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M., 611 N.W.2d 802 (Minn. 2000)
[*In re A.D.*, 883 N.W.2d 251 \(Minn. 2016\)](#)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)
[MSBA/MASA Model Policy 903 \(Visitors to School District Buildings and Sites\)](#)



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
Respectfully Submitted by Gwen Carman
January 10, 2022

Meeting Agenda Item Notes

Bids for Stadium Lights As you know, one of the stadium lights shut off during the October 20th football game. While we had all of the light bulbs replaced this summer, the light poles on the field are 40 years old and much of the coating on the electrical wires has decayed. As the weather was wet and windy that evening, it appears the wires came in contact with the bulb fixture and blew the fuse. While we can 'repair' the lights in that pole, it appears that without replacing the wiring we are only putting a 'band aid' on the situation. In addition, we have 3 additional poles in a similar condition and at risk of having the same situation repeat itself.

As discussed at the last Board meeting, I did solicit bids to replace the 4 poles. We have an approximate \$600,000 fund balance that can only be used for Construction related projects. The bids were due January 5th and I will have an overview of the process and a recommendation for you at the meeting.

Also at the our last meeting, the option to keep the existing bulbs and only replace the electrical wiring was discussed. Unfortunately, after further research, this is an option that I am not recommending because of the significant cost and still leaving us vulnerable to repeated incidents of outages.

Community Survey Attached to the agenda packet is the School Perceptions survey I am recommending be distributed to district residents, parents and staff. We will have the results late February. This should provide us important data for future planning.

Conversation with the Altura City Council I have reached out to Altura Mayor John Mask, Council Member Bob Schell and asked them to encourage the rest of the Council to be at the meeting for an informal discussion as part of the Board agenda. T

Policy 419 Adoption To achieve compliance with the Federal Occupational Safety and Health Administration's COVID-19 Vaccination and Testing Emergency Temporary Standard and Minnesota OSHA's recent adoption of the ETS, the Board must take action to adopt Policy 491 Vaccination or Testing and Face Coverings.

On January 3rd, MNOSHA adopted the Emergency Temporary Standards (ETS) by reference. The ETS was effective in Minnesota as of January 3, 2022. MNOSHA has stated it will not issue citations for noncompliance with any requirements of the ETS before January 10, 2022 and will not issue citations for noncompliance with the standard's testing requirements before February 9, 2022, as long as an employer is exercising reasonable, good faith efforts to come into compliance with the standard.

Per the ETS, we are required to share the following information with staff. This will be done via email and posted on our webpage:

- [Notice of the ETS Regulations](#)
- [CDC Document-"Key Things to Know About COVID-19 Vaccines"](#)
- [Warning About the Possible Criminal Penalties for Providing False Information](#)
- [Vaccination Medical Accommodation Request Form](#)
- [Vaccination Religious Accommodation Request Form](#)

For your reference: **Policy 203, Section IV (b):** *In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.*

Approval of this policy is contingent upon the U.S. Supreme Court upholding President Biden’s Emergency Temporary Standard (ETS) which is the basis for Policy 491. If the ETS is overturned by the U.S. Supreme Court, Policy 491 will immediately be withdrawn and no longer effective, without the need for further school board action.

OTHER UPDATES

January 10th Meeting with Staff With the late start on January 10th, I am having an all staff meeting. My topics will include updates on our Strategic Planning focuses and COVID related information. I plan to review in some detail the curriculum review processes, enrollment data and anticipated needs for budget reductions next year. It will be at 7:45am in the HS Gym if you would like to attend.

Pandemic Updates: We have experienced a significant number of positive cases since the Holiday Break. Staff is the group that has had the most impact, and this has created staffing shortages amongst our custodial staff, bus drivers, teachers and paraprofessionals. Each of these groups has very limited substitute availability. Thank you to the principals and the entire staff for their patience and flexibility because staff absences impact co-workers as well as students.

I recommend no changes to our current requirements for students and staff to wear face coverings during the school day. This is important in light of our current case rate, and also in regards to the potential for the OSHA ETS Standards to take effect, as well as the most recent CDC modifications to quarantine and isolation timelines. We are awaiting MDH to provide their guidance for PK-12 Schools in regards to the CDC guidelines. However, both the OSHA ETS and the CDC guidelines have masking requirements under certain circumstances. I continue to firmly believe we are safer and able to be more consistent by having all wear masks vs needing to track and enforce ‘who’ should be wearing one. In addition, not having staff and students mask during the school day would likely increase absences due to spread as well as close contact quarantines.

This is a situation we will continue to monitor closely.

2022-23 Academic Calendar The school year calendar is developed with input from a Calendar Committee that includes teachers and administrators. Often the entire staff is surveyed on 2 or 3 options that may vary on school breaks, etc. Ultimately a recommended calendar is then recommended to the Board for approval.

For 2022-23, I recommend we make a few fundamental changes to our traditional calendar model.

I would like to:

- Eliminate the current '2- hour late starts' on the calendar
- Increase the number of full days of non-student days/teacher workdays by 5

This would result in 5 fewer student contact days – but this does not include the increase of 18 hour of instructional time by eliminating the late starts.

I am recommending we increase the number of full days for teachers and administration to do important work to support students – PLCs, curriculum development and other staff development needs. I would like to schedule most of these days to happen on a Tuesday, Wednesday or Thursday to lessen the likelihood of these days being used for pre-planned absences adjacent to a weekend by teachers, or by students for 'longer weekends.' As you may recall, several districts have utilized Wednesdays for staff only days. By alternating which days of the week, the decrease in preschool students' contact days is spread out across the different class sections.

This calendar change would still provide 6 'extra' days to keep us within the State's minimal requirement for number of student contact days. I recommend we continue to 'make up' four or more 'snow days' or other emergency cancelations.

As we have budget discussions, we can discuss options on how this calendar change would impact our support staff groups.

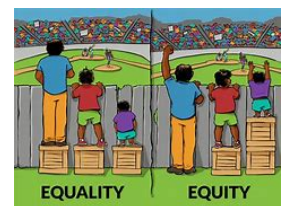
I am looking for Board approval by consensus to pursue this calendar model change. Either way, I will work with the Calendar Committee to develop a specific calendar for your consideration at the February Board Meeting.

THANK YOU

Thank you so to Principal Riebel, Principal Hanson, Transportation Supervisor Kevin Ziebell, Facilities and Ground Director Joe Banicki, Food Service Director Vickie Speltz and Assistant Director Lori LaBrec for all their flexibility and professionalism to 'do what needs to be done' to keep things operating efficiently even with high numbers of staff absences. Each of these supervisors are 'stepping in' and doing more daily work that is typically done by other staff while also maintaining their primary responsibilities. Thank you to many other staff members for also being flexible, taking on extra work and doing what needs to be done to help assure students' needs are met!

Thank You to Jeff Oian, Ed MidWest Director, for his exemplary commitment to help assure our technology keeps working and all of his professional expertise. On the night of the significant wind storm and power outage in the City of Lewiston, Jeff drove through the storms 2+ hours and arrived at 1:30am to re-set our servers so our system was up and running the next day flawlessly! Thank you also to Jeff for working with me on an assessment of our printers/copiers to develop a short term needs/opportunities for savings and a longterm replacement cycle.

Thank you to Teresa Grossell, Business Manager, for her dedication and commitment to assuring our school finances are accurate and in compliance with required regulations. Special thanks to her for her recent work on our 2022 Pay Equity Report and our IRS Nondiscrimination Test which are both very detailed, time intensive reports and just two of many, many reports Teresa must complete for the district.



A reminder of the importance of considering equity in the work we do:

