

Regular School Board Meeting of ISD 857

Monday, September 12, 2022 6:00 PM

Board & Public in HS Library/Remote viewing via ZOOM, 100 County Road 25 ,
Lewiston, MN 55952

I. Call Meeting to Order	Speaker(s): Board Chair
II. Pledge of Allegiance.	Speaker(s): Board Chair
III. Quorum Call Brummer Koverman Maki Meisch Meyer Pringle Sommer	Speaker(s): Board Chair
IV. Approve the September 12, 2022 Meeting Agenda	Speaker(s): Board Chair
V. L-A High School Student Report	Speaker(s): Student Board Representative
VI. Open Forum Guideline: Three minutes per speaker; 15 minutes maximum. Complaints about personnel or individuals are prohibited. Individuals must be physically present in the room to address the Board. No Board action is taken during the Open Forum. This is the only time during the Board meeting that audience participation is allowed unless scheduled prior.	Speaker(s): Board Chair
VII. Consent Agenda A. Board Meeting Minutes: B. Financial Reports a. Board Bills b. Miscellaneous Payments c. Wire Payments	Speaker(s): Board Chair
VIII. Accept resignation of Anthony Johanson, teacher, effective for the 2022-2023 school year. Approve hire of Schad Priem at BA/Step 16, Industrial Technology teacher, in accordance with EdMN/L-A 2021-2023 Master Agreement. Approve lane change for Dylan Gowlland from BA/2 to MA/2 in accordance with the 2021-2023 EdMN/L-A Master Agreement. Approve lane change for Kayleen Scheck from BA/10 to BA/20 in accordance with the 2021-2023 EdMA/L-A Master Agreement. Approve lane change for Renee VanderPlas from	

MA/20 to MA/30 in accordance with the 2021-2023 EdMN/L-A Master Agreement.

Approve lane change for Michael VanderPlas from MA/20 to MA/30 in accordance with the 2021-2023 EdMN/L-A Master Agreement.

Approve hire of Alvance Smith, night time custodian, at \$16.60 per hour.

Approve hire of Patrick Reuter, teacher at BA/1 in accordance with the 2021-2023 EdMN/L-A Master Agreement.

Approve hire of Benjamin Overing, Jr. High Football Coach, in accordance with the 2021-2023 EdMN/L-A Master Agreement.

Approve hire of Lacey Zietlow, a paraprofessional, at the rate of \$14,00 per hour.

Approve hire of Rachel Duball, a paraprofessional at the rate of \$14.50 per hour.

Accept donation from Daley Farms to cover the costs so all 4th graders can have milk for snack break.

Accept \$500.00 donations from both the L-A Booster Club and the PLAY group to go towards the costs of the Back to School Celebration on August 25th at The Crossings Center.

IX. Accept \$500.00 donations from both the L-A Booster Club and the PLAY group to go towards the costs of the Back to School Celebration on August 25th at The Crossings Center.

X. Lewiston - Altura Facilities Task Force Recommendations and Discussion of Next Steps

XI. 2022-2023 Lewiston - Altura School District Employee Handbook

XII. PK-6 Principal's Report

Speaker(s) : Principal
Dave Riebel

XIII. High School Principal's Report

XIV. Superintendent's Report

Speaker(s) :
Superintendent Carman

XV. Board Committee Reports

Speaker(s) :
Superintendent Carman

XVI. Upcoming Meeting Schedule

Regular Board Meetings (6:00pm)

- October 10
- November 14
- December 12

XVII. Committee Meetings

- September 15th - Health and Safety 7:15am (remote)
- September 22nd (note THURSDAY) - Policy Review 7:00am (remote)
- October 13th - Staff Development - 7:00am (unsure if face to face or remote)

XVIII. Adjourn

XIX. 2022-23 L-A Employee Handbook

Lewiston-Aitura Public Schools September 2022 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	P302CK	63630	72870		Check	1	3659	Minnesota Department of Health		Yes	No	Yes	08/26/2022	(180.00)
001	P302CK	63675	72913		Check	1	1689	MINNESOTA DEPARTMENT OF EDUCAT		Yes	No	Yes	09/02/2022	(199.99)
001	P302BD	63740	72937		Check	1	6737	A-1 Mobile Storage Service		Yes	No	No	08/24/2022	134.00
001	P302BD	63726	72938		Check	1	3128	Amazon Capital Services		Yes	No	No	08/24/2022	60.85
001	P302BD	63737	72939		Check	1	6168	Cintas		Yes	No	No	08/24/2022	52.55
001	P302BD	63724	72940		Check	1	2707	City of Lewiston		Yes	No	No	08/24/2022	834.65
001	P302BD	63715	72941		Check	1	03124	DISCOUNT SCHOOL SUPPLY		Yes	No	No	08/24/2022	489.44
001	P302BD	63734	72942		Check	1	5793	Employers Preferred Ins. Co.		Yes	No	No	08/24/2022	3,458.00
001	P302BD	63723	72943		Check	1	2524	GRAINGER		Yes	No	No	08/24/2022	20.58
001	P302BD	63742	72944		Check	1	6891	Harter's Trash & Recycling Inc		Yes	No	No	08/24/2022	1,782.00
001	P302BD	63730	72945		Check	1	4085	IEA, INC		Yes	No	No	08/24/2022	1,625.00
001	P302BD	63728	72946		Check	1	3267	INNOVATIVE OFFICE SOLUTIONS, LLC		Yes	No	No	08/24/2022	92.48
001	P302BD	63722	72947		Check	1	2435	INSTY-PRINT OF WINONA		Yes	No	No	08/24/2022	53.55
001	P302BD	63716	72948		Check	1	10141	KWIK TRIP		Yes	No	No	08/24/2022	769.18
001	P302BD	63735	72949		Check	1	5865	Loffler Companies -- 131511		Yes	No	No	08/24/2022	96.00
001	P302BD	63739	72950		Check	1	6706	Macmillan Holdings LLC		Yes	No	No	08/24/2022	3,077.09
001	P302BD	63738	72951		Check	1	6244	Market Construction, LLC		Yes	No	No	08/24/2022	1,825.00
001	P302BD	63725	72952		Check	1	3061	MENARDS		Yes	No	No	08/24/2022	573.82
001	P302BD	63736	72953		Check	1	5956	MiEnergy Cooperative		Yes	No	No	08/24/2022	14,086.52
001	P302BD	63729	72954		Check	1	3571	MINNESOTA ENERGY RESOURCES		Yes	No	No	08/24/2022	2,309.97
001	P302BD	63733	72955		Check	1	4877	MINNESOTA Public Employees Insurance		Yes	No	No	08/24/2022	34,225.36
001	P302BD	63732	72956		Check	1	4712	MINNESOTA UNEMPLOYMENT INSURA		Yes	No	No	08/24/2022	8,772.87
001	P302BD	63727	72957		Check	1	3263	North Central Truck Equipment		Yes	No	No	08/24/2022	4,279.56
001	P302BD	63720	72958		Check	1	2010	REALLY GOOD STUFF, LLC		Yes	No	No	08/24/2022	29.81
001	P302BD	63717	72959		Check	1	17130	RISLOW SERVICE CENTER		Yes	No	No	08/24/2022	17.95
001	P302BD	63721	72960		Check	1	2363	SHERWIN WILLIAMS		Yes	No	No	08/24/2022	90.00
001	P302BD	63718	72961		Check	1	18397	SOUTHEAST SERVICE COOPERATIVE		Yes	No	No	08/24/2022	1,640.00
001	P302BD	63743	72962		Check	1	6939	SUNBELT STAFFING		Yes	No	No	08/24/2022	384.00
001	P302BD	63741	72963		Check	1	6801	Tobii Dynavox		Yes	No	No	08/24/2022	199.00
001	P302BD	63731	72964		Check	1	4448	VERIZON WIRELESS		Yes	No	No	08/24/2022	138.26
001	P302BD	63719	72965		Check	1	1932	WINONA HEATING & VENTILATING Co.,		Yes	No	No	08/24/2022	2,627.00
001	P302CK	63781	72966		Check	1	6966	4-H YOUTH DEVELOPMENT		Yes	No	No	08/26/2022	306.00
001	P302CK	63759	72967		Check	1	3128	Amazon Capital Services		Yes	No	No	08/26/2022	743.84
001	P302CK	63744	72968		Check	1	00420	ARNOLD'S SUPPLY		Yes	No	No	08/26/2022	250.00
001	P302CK	63766	72969		Check	1	3805	Auto Owners Insurance		Yes	No	No	08/26/2022	1,153.31
001	P302CK	63754	72970		Check	1	2183	B & S Rentals Inc.		Yes	No	No	08/26/2022	460.00
001	P302CK	63780	72971		Check	1	6956	BERGANKDV		Yes	No	No	08/26/2022	2,250.00
001	P302CK	63775	72972		Check	1	5978	Bronk, Sam	Ind/Sole Proprietor	Yes	No	No	08/26/2022	30.00
001	P302CK	63772	72973		Check	1	5631	BSN Sports, LLC		Yes	No	No	08/26/2022	12,836.38

Lewiston-Aitona Public Schools September 2022 Misc Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P302CK	63757	72974	Check	1	R1	CDW-Government		Yes	No	No	08/26/2022	2,500.00
001	P302CK	63764	72975	Check	1		CEV Multimedia		Yes	No	No	08/26/2022	4,100.00
001	P302CK	63777	72976	Check	1		Cintas		Yes	No	No	08/26/2022	225.15
001	P302CK	63747	72977	Check	1	R1	CLIFTON LARSON ALLEN LLP		Yes	No	No	08/26/2022	1,995.00
001	P302CK	63749	72978	Check	1		CUSTOM ALARM		Yes	No	No	08/26/2022	1,380.00
001	P302CK	63770	72979	Check	1		DELTA DENTAL OF MINNESOTA		Yes	No	No	08/26/2022	2,403.92
001	P302CK	63778	72980	Check	1		Ducts & Cleats		Yes	No	No	08/26/2022	3,165.20
001	P302CK	63755	72981	Check	1		Goodyear Tire & Rubber Company		Yes	No	No	08/26/2022	1,152.71
001	P302CK	63745	72982	Check	1		HIGH PLAINS COOPERATIVE		Yes	No	No	08/26/2022	1,396.78
001	P302CK	63746	72983	Check	1		Hillyard, Inc		Yes	No	No	08/26/2022	442.83
001	P302CK	63760	72984	Check	1	R1	Hy-Vee Accounts Receivable		Yes	No	No	08/26/2022	1,146.60
001	P302CK	63763	72985	Check	1	R1	INNOVATIVE OFFICE SOLUTIONS, LLC		Yes	No	No	08/26/2022	177.43
001	P302CK	63776	72986	Check	1		Innovative Therapy Solutions, LLC		Yes	No	No	08/26/2022	918.75
001	P302CK	63758	72987	Check	1		Lewiston Hardware, LLC		Yes	No	No	08/26/2022	520.24
001	P302CK	63774	72988	Check	1	R1	Loffler Companies -- 131511		Yes	No	No	08/26/2022	646.91
001	P302CK	63748	72989	Check	1		MOTOR PARTS & EQUIP		Yes	No	No	08/26/2022	416.96
001	P302CK	63767	72990	Check	1		North Central International		Yes	No	No	08/26/2022	492.98
001	P302CK	63762	72991	Check	1		North Central Truck Equipment		Yes	No	No	08/26/2022	175.78
001	P302CK	63756	72992	Check	1	R1	RENAISSANCE LEARNING		Yes	No	No	08/26/2022	5,514.80
001	P302CK	63771	72993	Check	1	R1	Riddell/All American Sports Corp		Yes	No	No	08/26/2022	1,427.45
001	P302CK	63750	72994	Check	1		RISLOW SERVICE CENTER		Yes	No	No	08/26/2022	84.28
001	P302CK	63751	72995	Check	1		SCHILLING SUPPLY COMPANY		Yes	No	No	08/26/2022	3,002.71
001	P302CK	63761	72996	Check	1	R1	School Specialty LLC		Yes	No	No	08/26/2022	65.48
001	P302CK	63779	72997	Check	1		SUNBELT STAFFING		Yes	No	No	08/26/2022	384.00
001	P302CK	63753	72998	Check	1		THREE RIVERS CONFERENCE		Yes	No	No	08/26/2022	1,615.40
001	P302CK	63765	72999	Check	1		Uline		Yes	No	No	08/26/2022	92.71
001	P302CK	63773	73000	Check	1		University Wisconsin - La Crosse		Yes	No	No	08/26/2022	900.00
001	P302CK	63768	73001	Check	1		VERIZON WIRELESS		Yes	No	No	08/26/2022	321.40
001	P302CK	63769	73002	Check	1		WINONA CONTROLS, INC.		Yes	No	No	08/26/2022	238.93
001	P302CK	63752	73003	Check	1		XCEL ENERGY		Yes	No	No	08/26/2022	1,534.00
001	P302CK	63782	73004	Check	1		Minnesota Department of Health		Yes	No	No	08/26/2022	180.00
001	P303CK	63801	73005	Check	1		ACT		Yes	No	No	09/02/2022	598.00
001	P303CK	63819	73006	Check	1		Ag Partners Coop		Yes	No	Yes	09/02/2022	0.00
001	P303CK	63808	73007	Check	1		ALTRA FEDERAL CREDIT UNION		Yes	No	No	09/02/2022	30.00
001	P303CK	63823	73008	Check	1		Ameritas Life Insurance Corp		Yes	No	No	09/02/2022	61.86
001	P303CK	63784	73009	Check	1		ARNOLD'S SUPPLY		Yes	No	No	09/02/2022	2,991.50
001	P303CK	63798	73010	Check	1		BIO CORPORATION		Yes	No	No	09/02/2022	112.50
001	P303CK	63802	73011	Check	1	R1	BLICK ART MATERIALS		Yes	No	No	09/02/2022	843.34
001	P303CK	63804	73012	Check	1		Bremer Bank		Yes	No	No	09/02/2022	450.00

Lewiston-Aitona Public Schools
September 2022 Misc Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P303CK	63809	73013	Check	1 5631	R1	BSN Sports, LLC		Yes	No	No	09/02/2022	2,941.51
001	P303CK	63792	73014	Check	1 2671	R1	CDW-Government		Yes	No	No	09/02/2022	660.48
001	P303CK	63787	73015	Check	1 1114		Century Link		Yes	No	No	09/02/2022	458.38
001	P303CK	63816	73016	Check	1 6168		Cintas		Yes	No	No	09/02/2022	172.60
001	P303CK	63794	73017	Check	1 2916		CONTINENTAL RESEARCH CORP		Yes	No	No	09/02/2022	784.73
001	P303CK	63806	73018	Check	1 5320		Endzone Video Systems		Yes	No	No	09/02/2022	142.00
001	P303CK	63814	73019	Check	1 6094		Fastenal Print Shop		Yes	No	No	09/02/2022	50.00
001	P303CK	63832	73020	Check	1 6968		HANSEN, EMILY		Yes	No	No	09/02/2022	940.00
001	P303CK	63813	73021	Check	1 6067		High Point Networks, LLC		Yes	No	No	09/02/2022	8,490.00
001	P303CK	63820	73022	Check	1 6265		HOME FEDERAL SAVINGS BANK		Yes	No	No	09/02/2022	42.50
001	P303CK	63797	73023	Check	1 3267	R1	INNOVATIVE OFFICE SOLUTIONS, LLC		Yes	No	No	09/02/2022	245.89
001	P303CK	63825	73024	Check	1 6461		ISD 857 - Flex Plan Checking		Yes	No	No	09/02/2022	1,310.06
001	P303CK	63785	73025	Check	1 10141		KWIK TRIP		Yes	No	No	09/02/2022	4,607.50
001	P303CK	63786	73026	Check	1 11015	R1	LAKESHORE		Yes	No	No	09/02/2022	289.98
001	P303CK	63810	73027	Check	1 5756		LEARNING A-Z		Yes	No	No	09/02/2022	228.00
001	P303CK	63818	73028	Check	1 6219		Ledger, Ellie		Yes	No	No	09/02/2022	45.35
001	P303CK	63788	73029	Check	1 1235		LEWISTON WELDING & MACHINING, IN		Yes	No	No	09/02/2022	708.75
001	P303CK	63812	73030	Check	1 5865	R1	Loffler Companies -- 131511		Yes	No	No	09/02/2022	14.95
001	P303CK	63824	73031	Check	1 6415		Lutheran Education Association		Yes	No	No	09/02/2022	2,920.00
001	P303CK	63805	73032	Check	1 5125		Mackin		Yes	No	No	09/02/2022	799.00
001	P303CK	63790	73033	Check	1 17090		MADISON NATIONAL LIFE		Yes	No	No	09/02/2022	525.62
001	P303CK	63831	73034	Check	1 6965		MENK, ISAIAH		Yes	No	No	09/02/2022	1,501.00
001	P303CK	63815	73035	Check	1 6138		Menk, Thomas		Yes	No	No	09/02/2022	1,420.00
001	P303CK	63803	73036	Check	1 4786	R1	Merchants Bank		Yes	No	No	09/02/2022	730.00
001	P303CK	63811	73037	Check	1 5801		Midwest Bus Parts, Inc.		Yes	No	No	09/02/2022	1,229.93
001	P303CK	63800	73038	Check	1 3571		MINNESOTA ENERGY RESOURCES		Yes	No	No	09/02/2022	996.26
001	P303CK	63789	73039	Check	1 12500		MINNESOTA STATE HIGH SCHOOL LEA		Yes	No	No	09/02/2022	3,887.25
001	P303CK	63821	73040	Check	1 6283		MinnWest Bank Group		Yes	No	No	09/02/2022	30.00
001	P303CK	63827	73041	Check	1 6829		Nelson, Elliana	Ind/Sole Proprietor	Yes	No	No	09/02/2022	415.00
001	P303CK	63834	73042	Check	1 6970		NELSON, ZANE		Yes	No	No	09/02/2022	300.00
001	P303CK	63833	73043	Check	1 6969		OEVERING, LEVI		Yes	No	No	09/02/2022	207.00
001	P303CK	63793	73044	Check	1 2910		PIONEER ATHLETICS		Yes	No	No	09/02/2022	4,333.65
001	P303CK	63826	73045	Check	1 6704		Quadient Finance USA, INC.		Yes	No	No	09/02/2022	500.00
001	P303CK	63795	73046	Check	1 3060		Region 8 Minnesota Association of Agricult		Yes	No	No	09/02/2022	200.00
001	P303CK	63796	73047	Check	1 3184		Rochester Telecom Systems, Inc		Yes	No	No	09/02/2022	5.09
001	P303CK	63791	73048	Check	1 2363		SHERWIN WILLIAMS		Yes	No	No	09/02/2022	207.75
001	P303CK	63822	73049	Check	1 6404		Simply Good Food LLC		Yes	No	No	09/02/2022	4,471.00
001	P303CK	63828	73050	Check	1 6830		Sommer, Owen		Yes	No	No	09/02/2022	838.00
001	P303CK	63807	73051	Check	1 5587		Stoos Electric Inc.		Yes	No	No	09/02/2022	1,307.61

Lewiston-Altura Public Schools September 2022 Misc Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P303CK	63830	73052	Check	1 6939		SUNBELT STAFFING		Yes	No	No	09/02/2022	1,344.00
001	P303CK	63817	73053	Check	1 6190		The Crossings Center		Yes	No	No	09/02/2022	1,510.00
001	P303CK	63835	73054	Check	1 6971		Three Minute Theory		Yes	No	No	09/02/2022	333.00
001	P303CK	63829	73055	Check	1 6831		Verthein, Kylie		Yes	No	No	09/02/2022	1,427.00
001	P303CK	63799	73056	Check	1 3545		Winona National Bank		Yes	No	No	09/02/2022	160.00
001	P302CK	63842	73057	Check	1 12143		MINNESOTA ASSOCIATION OF SCHOOLS		Yes	No	No	09/02/2022	199.99
001	P303CK	63843	73058	Check	1 2524	R1	GRAINGER		Yes	No	No	09/06/2022	152.03

Bank Total:

Report Total:

Lewiston-Altura Public Schools September 2022 Wire Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P23AP2	63783		Wire	1 5546		VISA		No	No	No	08/26/2022	3,500.49
001	P302P2	63836		Wire	1 1053		MINNESOTA ELECTRONIC FUNDS		No	No	No	09/02/2022	8,165.87
001	P302P2	63837		Wire	1 1054		FEDERAL TAXES		No	No	No	09/02/2022	52,838.90
001	P302P2	63838		Wire	1 18600		MINNESOTA TEACHERS RETIREMENT .		No	No	No	09/02/2022	29,660.23
001	P302P2	63839		Wire	1 18610		Public Employers Retirement Association		No	No	No	09/02/2022	7,806.74
001	P302P2	63840		Wire	1 4373		ING		No	No	No	09/02/2022	2,375.56
001	P302P2	63841		Wire	1 6496		EDUCATORS BENEFIT CONSULTANTS		No	No	No	09/02/2022	8,759.55
Bank Total:												\$113,107.34	
Report Total:												\$113,107.34	

Lewiston-Altura Public Schools September 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	3128	R1	N	Amazon Capital Services	V303BD	102553	1X6N-PLR7-W9KL	84.33	0.00	84.33	09/08/2022	09/08/2022	09/08/2022
							Check Amount:			\$84.33			
1	00420		N	ARNOLD'S SUPPLY	V303BD	102609	inv303243	140.00	0.00	140.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:			\$140.00			
1	5631	R1	Y	BSN Sports, LLC	V303BD	102554	8467060	48,216.79	0.00	48,216.79	09/08/2022	09/08/2022	09/08/2022
							Check Amount:			\$48,216.79			
1	6168		Y	Cintas	V303BD	102556	4128407474	52.55	0.00	52.55	09/08/2022	09/08/2022	09/08/2022
1	6168		Y	Cintas	V303BD	102555	4130333850	172.60	0.00	172.60	09/08/2022	09/08/2022	09/08/2022
							Check Amount:			\$225.15			
1	6608		N	Custom Powder Coating	V303BD	102611	21327	910.00	0.00	910.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:			\$910.00			
1	5734		Y	FUNK, ED	V303BD	102557	Sept 2022	67.75	0.00	67.75	09/08/2022	09/08/2022	09/08/2022
							Check Amount:			\$67.75			
1	2524	R1	N	GRAINGER	V303BD	102558	9375100063	152.03	0.00	152.03	09/08/2022	09/08/2022	09/08/2022
							Check Amount:			\$152.03			
1	6746		N	Grossell, Mitch	V303BD	102559	Sept 2022	38.00	0.00	38.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:			\$38.00			
1	3210		N	HBC	V303BD	102561	54657 Aug 2022	1,457.41	0.00	1,457.41	09/08/2022	09/08/2022	09/08/2022
1	3210		N	HBC	V303BD	102560	76365 2022	1,637.98	0.00	1,637.98	09/08/2022	09/08/2022	09/08/2022
							Check Amount:			\$3,095.39			
1	6843		N	Hill, Stacy	V303BD	102563	Sept 2022	48.50	0.00	48.50	09/08/2022	09/08/2022	09/08/2022
1	6843		N	Hill, Stacy	V303BD	102562	Sept 2022	48.50	0.00	48.50	09/08/2022	09/08/2022	09/08/2022
							Check Amount:			\$97.00			
1	07170		N	Hillyard, Inc	V303BD	102564	700515881	22.95	0.00	22.95	09/08/2022	09/08/2022	09/08/2022
							Check Amount:			\$22.95			
1	6972		N	Hoffman, Tyler	V303BD	102565	Sept 2022	75.00	0.00	75.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:			\$75.00			
1	5670		N	HORMAN, TODD	V303BD	102566	Sept 2022	75.00	0.00	75.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:			\$75.00			
1	5693		N	IXL	V303BD	102567	S4444991	465.00	0.00	465.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:			\$465.00			

**Lewiston-Altura Public Schools
September 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	4872	Y	JACOBS, HOLLY	V303BD	102568	Sept 2022	81.25	0.00	81.25	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$81.25			
1	09060	N	JOHNSON CONTROLS FIRE PROTEV	303BD	102569	1-120550068292	1,021.40	0.00	1,021.40	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$1,021.40			
1	4845	N	KELLY, KRISTIN	V303BD	102570	08-2022	1,398.75	0.00	1,398.75	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$1,398.75			
1	3282	Y	Kennedy & Graven Chartered	V303BD	102571	169548 and 169549	1,010.50	0.00	1,010.50	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$1,010.50			
1	6827	N	Kennedy, Fylee	V303BD	102572	Sept 2022	894.00	0.00	894.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$894.00			
1	1663	N	LACRESCENT HIGH SCHOOL	V303BD	102573	Sept 2022	125.00	0.00	125.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$125.00			
1	11017	N	LAKE CITY HIGH SCHOOL	V303BD	102574	Sept 2022	150.00	0.00	150.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$150.00			
1	2491	N	LEARNING WITHOUT TEARS	V303BD	102575	INV156264	147.84	0.00	147.84	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$147.84			
1	2451	Y	Lewiston Lions Club	V303BD	102576	Sept 2022	148.00	0.00	148.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$148.00			
1	5015	N	MENK, NICHOLE	V303BD	102577	Sept 2022	37.50	0.00	37.50	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$37.50			
1	5801	Y	Midwest Bus Parts, Inc.	V303BD	102578	171726	1,619.50	0.00	1,619.50	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$1,619.50			
1	3872	N	Minnesota Department of Labor & Indu	V303BD	102579	ABR0287544X	20.00	0.00	20.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$20.00			
1	4810	Y	MONSON, DARRELL	V303BD	102580	Sept 2022	75.00	0.00	75.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$75.00			
1	12630	N	MOTOR PARTS & EQUIP	V303BD	102582	8/2022	63.02	0.00	63.02	09/08/2022	09/08/2022	09/08/2022
1	12630	N	MOTOR PARTS & EQUIP	V303BD	102581	9/1/2022	16.99	0.00	16.99	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$80.01			

Lewiston-Altura Public Schools September 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	6447	N	Nelson, Jeff	V303BD	102583	Sept 2022	20.00	0.00	20.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$20.00			
1	6964	N	NELSON, KAMEA	V303BD	102608	Summer 2022	566.00	0.00	566.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$566.00			
1	5074	N	NORDIC LANES	V303BD	102584	July 27 2022	180.00	0.00	180.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$180.00			
1	3263	N	North Central Truck Equipment	V303BD	102612	8450	98,001.70	0.00	98,001.70	09/09/2022	09/09/2022	09/09/2022
1	3263	N	North Central Truck Equipment	V303BD	102585	293309	1,807.89	0.00	1,807.89	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$99,809.59			
1	6108	Y	Oeverting, Olivia Carleen	V303BD	102586	Summer 2022	648.00	0.00	648.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$648.00			
1	6511	N	Quadient Leasing USA, Inc.	V303BD	102587	N9554593	409.98	0.00	409.98	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$409.98			
1	1407	N	RANDALL, ROBIN	V303BD	102589	Sept 2022	16.25	0.00	16.25	09/08/2022	09/08/2022	09/08/2022
1	1407	N	RANDALL, ROBIN	V303BD	102588	Sept 2022	16.25	0.00	16.25	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$32.50			
1	17058	Y	Read Naturally Inc.	V303BD	102590	256449	1,909.00	0.00	1,909.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$1,909.00			
1	2411	N	REINHART FOOD SERVICE	V303BD	102592	244921	14,454.76	0.00	14,454.76	09/08/2022	09/08/2022	09/08/2022
1	2411	N	REINHART FOOD SERVICE	V303BD	102591	244921	6,186.46	0.00	6,186.46	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$20,641.22			
1	6954	N	Rocket Math	V303BD	102593	49408	350.00	0.00	350.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$350.00			
1	90787	Y	SANOW, DAVID	V303BD	102594	Sept 2022	32.75	0.00	32.75	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$32.75			
1	2234	Y	Sanow, Theresa	V303BD	102595	Sept 2022	16.00	0.00	16.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$16.00			
1	6974	N	Sourcewell	V303BD	102596	INV00001227	600.00	0.00	600.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$600.00			
1	1350	N	ST. CHARLES PUBLIC SCHOOLS	V303BD	102597	Sept 2022	125.00	0.00	125.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$125.00			

Lewiston-Altura Public Schools
September 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	5876	N	Teachers on Call	V303BD	102610	137999	773.10	0.00	773.10	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$773.10			
1	4519	N	TELIN TRANSPORTATION GROUP	V303BD	102598	X101012452:01	440.34	0.00	440.34	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$440.34			
1	19140	N	TOM'S LOCK SERVICE	V303BD	102599	8/29/2022	125.00	0.00	125.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$125.00			
1	4071	N	UNITED DRIVING SCHOOL	V303BD	102600	Refund2022	300.00	0.00	300.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$300.00			
1	1516	N	United Rentals	V303BD	102601	207387734-001	101.19	0.00	101.19	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$101.19			
1	4448	N	VERIZON WIRELESS	V303BD	102602	9914350262	148.20	0.00	148.20	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$148.20			
1	08089	N	WABASHA-KELLOGG SCHOOLS #	£V303BD	102603	CC Invitational 8/22	150.00	0.00	150.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$150.00			
1	1932	Y	WINONA HEATING & VENTILATING	V303BD	102604	25716	14,970.00	0.00	14,970.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$14,970.00			
1	2373	N	WM MILLER SCRAP IRON & METAL	V303BD	102605	41067	525.00	0.00	525.00	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$525.00			
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V303BD	102607	348880	895.89	0.00	895.89	09/08/2022	09/08/2022	09/08/2022
1	25014	Y	ZIEBELL'S HIAWATHA FOODS, INC.	V303BD	102606	347346	732.06	0.00	732.06	09/08/2022	09/08/2022	09/08/2022
							Check Amount:		\$1,627.95			
							Report Total:		\$204,973.96			

*Does not meet minimum amount

**Exceeds maximum amount

MINUTES OF THE LEWISTON-ALTURA REGULAR SCHOOL BOARD MEETING
ISD #857
August 22, 2022

A regular meeting of the School Board of Independent School District #857 was held on August 12, 2022. The Board members met in the High School Library. Members Koverman, Meisch, Meyer, Brummer, Pringle, Sommer were present.

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

Motion by Meyer and second by Sommer to approve the August 22nd agenda. MCU.

Motion by Meisch and second by Sommer to approve the Consent Agenda. MCU.

Motion by Pringle and second by Brummer to approve the 2022-2023 Safe Learning Plan. MCU.

Motion by Sommer, second by Meyer to approval the following policy on a 2nd Reading: Policy 616 School District System Accountability. MCU.

There were no public comments on adding a new fee of \$10.00 for Transcript Requests more than 10 years past the student's attendance in the L-A School District.

Motion by Meisch, second by Meyer to approve a fee of 10.00 for Transcript Requests more than 10 years past the student's attendance in the L-A School District.

Motion by Koverman and second by Sommer to approve the 2022-2023 Meal Prices at Breakfast: \$1.65; PK-4 Lunch: \$2.70; Gr. 5-12 Lunch: \$2.95; Adult Lunch: \$4.95. MCU.

Motion by Meisch, seconded by Pringle to approve contract with Arnold's for Cleaning Altura Intermediate School. MCU

Motion by Koverman, and seconded by Pringle to approve fuel bid from High Plains Cooperative for \$0.09 above rack price for unleaded gasoline and diesel fuels delivered to the bus garage. MCU.

The 2022-2023 Employee Handbook was tabled as it was inadvertently not attached to the agenda.

Motion by Pringle, and second by Brummer to approve the 2022-2024 School Bus and Supplemental (Van) Driver Handbook. MCU.

Motion by Meisch and second by Koverman to approve the 2022-2023 Elementary and Intermediate Parent Handbook.

Motion by Meisch and second by Pringle to approve the 2022-2023 High School Student Handbook.

Motion by Pringle and second by Sommer to approve the addition of a school bus pick up and drop off at Winona Crossing Shopping Center. MCU.

Reports were present by Principal Riebel, Principal Hanson and Superintendent Carman.

Board Committee reports were discussed. A decision about a Board representative on the Continuing Education Committee was tabled pending the meeting schedule details.

Motion by Sommer, seconded by Meisch to adjourn the meeting at 7:38pm. MCU.

Melissa Meisch, Clerk



LEWISTON – ALTURA SCHOOL DISTRICT EMPLOYEE HANDBOOK

2022-2023

DRAFT for the Lewiston – Altura School Board

September 12, 2022

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GENERAL INFORMATION

INTRODUCTION

Welcome to Lewiston - Altura School District! We are excited to have you as a part of our team. Our schools equip students with an education that provides “learning for life”. All employees in our school district play an important role in ensuring this goal is achieved.

The purpose of this handbook is to provide you with general information and guidelines about your employment. It is not intended to be comprehensive, and it does not confer any contractual rights, either expressed or implied. It is your responsibility to read this handbook and understand its contents. Any questions should be addressed to the District Office. All district policies can be accessed on [Lewiston-Altura Public Schools Public View - BoardBook Premier](https://meetings.boardbook.org/Public/Organization/2341) <https://meetings.boardbook.org/Public/Organization/2341>

Although every effort will be made to update the handbook on a timely basis, ISD 857’s Board of Education reserves the right, and has the discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the discretion, to modify or change any portion of this handbook at any time.

STATEMENT OF NON-DISCRIMINATION

It is the policy of our school district to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person in the school district shall on grounds of race, color, national origin, creed, religion, sex, marital status, age, status with regard to public assistance, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program, or in employment, or recruitment, consideration or selection, therefore, whether full time or part time under an education program or activity for which the school district is responsible.

TEAMWORK

Providing a quality education for students and a quality work experience for you involves teamwork between you and your colleagues. Teamwork is demonstrated by showing respect, cooperation and professionalism at all times. Serving as an effective member of your team is key to accomplishing the school district’s mission.

CODE OF ETHICS

When attending staff meetings, committee meetings, in individual staff conversations or other district sponsored meetings, we:

1. Strive for a positive attitude.
2. Strive for respectful communication.
3. Always honor the confidentiality of student, family and staff information.
4. The success of every student is paramount to our purpose and responsibility.
5. Be honest, open and focus on problem solving.
6. Respect each other’s differences (Listen objectively).
7. Support the consensus arrived by the group or the decisions of administration and move forward together.
8. Strive to do our fair share of what needs to be done for school and student success.
9. Support regular evaluation and reflection of our performance.

PLEDGE OF ALLEGIANCE

Minnesota Statutes 121A.11 mandates the Pledge of Allegiance be recited at least once a week in public schools. “Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students and staff must respect another person’s right to make that choice.

EMPLOYEE EXPECTATIONS

BUILDING KEYS AND SECURITY CARDS

Security cards and keys will be issued through the District Office as appropriate and necessary for your assigned duties. You will be required to sign out your keys and security card. Should your employment with the district end, you are required to return all keys and security cards to the District Office.

CLASSROOM AND OFFICE ORGANIZATION AND FIRE MARSHALL REQUIREMENTS

All spaces need to be neat, orderly, and professional and have an ease of access.

- Clearance from the ceilings should be 18-24 inches
- All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in sanitary conditions.
- Electrical panels should be locked.
- Artwork and teaching material shall be permitted to be attached directly to walls, but shall not exceed 20 percent of the wall area.
- Objects cannot be hung from ceilings.
- There should not be an excessive amount of plants. Plants can cause mold/dust which can cause allergies and sickness.
- Space heaters are not allowed.
- Microwaves, coffee pots, refrigerators, etc. are not permitted in classrooms. Three prong appliances are allowed in kitchens, designated break rooms and staff work rooms.
- Hazardous chemicals that are in secondary containers need proper labeling. The identity of hazardous chemicals, the appropriate hazard warning and the chemical manufacturer, along with other forms of warning, material safety data sheets, and employee information and trainings must be provided

EMERGENCY CLOSINGS

Information concerning school closings and emergencies will be announced through the automated messenger system, on local radio and news channels. The table below outlines expectations for staff on Emergency Closing days.

Employee Group	Paid Day* Report for Duty or Use Personal or Vacation Day	Unpaid Day** No Report for duty or work from home expectation (may use a sick leave day for compensation)
Administration	X	
District and School Office Staff	X	
Custodians	X	
PK-12 Teachers	Teachers may be notified to report to work late on emergency school closing days. The school calendar may be modified to make up student or staff days as determined by the School Board.	
Paraprofessionals		X
Food Service Staff	If employee has arrived at school and then school closing is called, the employee will be paid.	X
Cardinal Club Staff	X	X
All other hourly staff		X

*Superintendent may waive requirement to report to work, or employees may arrive later if there are extreme weather or emergency conditions.

**If calendar is modified and student days are added to the calendar, all staff are expected to work those days. In the case of delayed starts due to inclement weather, employee start times are adjusted accordingly but compensated for a typical day of work.

DRESS CODE

Employees are expected to project a professional image that sets positive dress and grooming examples for students. Employees must adhere to standards of dress and appearance that are compatible with an effective and professional learning environment and job duties. The building administrator may designate days when reasonable modifications to this policy may be made such as spirit days.

The following attire is prohibited:

- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, signs, words, objects or pictures on clothing communicating a message that is racist, sexist or otherwise derogatory.

DOOR SECURITY

Doors to enter the school facilities are generally locked during the school day. Teachers with exterior doors in their classrooms must keep those doors locked and closed also. Staff may be given access FOBs that enables them to enter through doors with FOB sensors. If the access doors are locked, visitors and students must request entrance to the building by utilizing the video/speaker system at the designated doors. It is extremely important that staff and students NOT open doors for visitors or students. Office staff need to know who has entered the building. Staff should model and enforce this expectation with students.

EMERGENCY PLANS/PROCEDURES

All staff must be familiar with the Crisis Management Plan and actively adhere to all procedures in drills or in the case of an actual incident. If there are any questions about Emergency Plans/Procedures, talk to your supervisor.

EMAIL COMMUNICATION AND INTERNET USE

Employees of the school district are assigned a school email address and access to the school network at the time of their hire. Employees are expected to check their school email at appropriate times during the work day to obtain communications from their supervisors or other district employees. If an email includes a specific question or concern, employees are expected to respond within 24 hours. Teachers and administration must respond to a parent/guardian question or concern within 24 hours.

School emails and an employee's use of the internet via the school network or any district owned device are not private and may be accessed by supervisors if there is a concern of inappropriate email or internet use.

EMPLOYEE ATTENDANCE

Employees are expected to report to their assigned work location on time each scheduled workday. Regular attendance is an essential duty of all positions. If you are unable to come to work, you must notify your supervisor as soon as possible.

If you want to request an absence from your position, you must fill out an Advanced Leave Request form or post in Frontline (teachers). These forms should be turned into the school offices or with your supervisor. Each employee is responsible for knowing if s/he has the relevant leave (e.g., medical, personal, etc.) available when requesting a leave from work. This information is available on the Employee Self Service system. Absences within past 4 weeks may not yet be inputted into SmartER. If there are any questions about leave availability, contact the District Office. If an employee is absent from work and does not have the necessary leave available, there will be a payroll deduction.

Advanced Leave Request forms are necessary as well for professional leaves such as attending out of district workshops on student contact days, full day field trips or extra or co-curricular activities.

Requests for unpaid leave will not be considered unless the employee has exhausted all other applicable paid leave and the reason for the request is extremely important (as determined by the superintendent). Family Medical Leave Act may apply in some cases of a serious health condition.

In situations where an absence was not pre-planned and an advance request form was not completed, the employee must still appropriately complete the form and submit it to his/her supervisor to assure all absences are appropriately documented and leave deductions are made.

EMPLOYEE GROUPS AND WORK AGREEMENTS

All school district staff have a collectively bargained Agreement, a Wage and Benefit Handbook or an individual contract. All staff are expected to follow district policies, procedures, federal and state laws. The school district's Board approved policies are on the school website.

FOOD ACCOUNTS FOR EMPLOYEES

Employees are allowed to have a food service account through the food service program. Charges should not exceed a \$5 deficit. Charges must be paid in full by the end of the school year or the school district may withhold the balance against compensation.

GRANTS

Employees are encouraged to pursue grant funding to support programming and activities not funded by the District. Grant applications must be pre-approved by the building principal or superintendent. A copy of grants submitted must also be given to the Business Manager.

LICENSURE / CERTIFICATION

Each employee who works in a position that requires licensure or certification must maintain a current license or certificate with the District Office. Employees are responsible for maintaining their license (s) and ensuring validity at all times.

PARKING

All employees must park in the designated parking area as determined by the administration.

PHONE USAGE

Staff should model appropriate cell phone use and only use phones for personal use during designated break times. Use of classroom phones should be limited during class times. Refrain from using personal cell phones for phone calls in students' presence. Staff need to model for students a limited use of personal cell phones during the school day.

Personal long distance calls made over the school lines should be charged to your home number or made from your personal cell phone.

PHOTO IDENTIFICATION BADGE

All employees will be issued a photo identification badge. Employee identification badges are an important part of providing a secure environment for our students and employees. Badges should be worn at all times while on District property and should be worn in a visible spot on your body. Should your employment with the District end, you are required to return your photo identification badge to your supervisor.

PURCHASING / REIMBURSEMENT

Items that need to be purchased need to be pre-approved by your. Employee requests for reimbursement of purchases made by the employee are not guaranteed. The district cannot (by law) reimburse for any sales taxes that were paid at the time of purchase.

PURCHASE REQUESTS USING DISTRICT FUNDS

Staff may request the use of school funds to purchase materials to support the education of students or to support the work the employee is required to perform. To make this request, the employee must complete a School Requisition Form through SMARTer. It is important to provide complete ordering information on the Form. Funding approval will be dependent upon need and budget availability.

It is important to allow at least a one-week lead time for the purchasing approval and ordering process to be completed. Delivery time will vary depending on the vendor. This one week lead time also applies to written checks that may be needed for field trips, band contests, athletic events, etc.

Any requisitions for general classroom or curriculum materials for the current school year must be forwarded to the principal by **April 15th**. Current year budgets are intended to be used in the current school year. Exceptions to this (e.g., year end needs) must be discussed with the Principal prior to April 15th. If you have questions about the availability of funds consult with your principal or the Business Manager.

SCHOOL/WORK RELATED TRAVEL

Requests to attend out of district workshops or work related trainings or meetings must be approved by the staff development committee, principal or superintendent. It is important to remember that the approval of a Staff Development Request does not automatically assure registrations and hotel reservations are in place. All anticipated expenses should be put on a requisition form with the Staff Development approval form attached. The staff member must also complete an Advanced Leave Request form or post on. The district office will place approved pre-registration that is required and place hotel reservations if needed. Allow a minimum of two weeks for this process to be completed.

Requests for reimbursement for meals and mileage need to be submitted within 1 week of return. Receipts must be detailed, showing items purchased and not just credit card receipts. The forms for reimbursement are in the school offices and on the website. The district does not reimburse for alcohol, taxes paid or tips.

STAFF ATTENDANCE AT EXTRACURRICULAR ACTIVITIES

All staff are strongly encouraged to attend as many extra-curricular activities and events (athletic events, band concerts, theater performances, etc.) as possible to support our students and schools. Staff presence at these events is very important to students, parents/guardians and the community. If an event has an admission fee (not including tournaments), staff members and spouses can get in free IF you are wearing your school ID badge. You are representing the district at these events and excellent sportsmanship is expected. Please also be available if game supervisors or administration need assistance in responding to a major situation at the event- e.g., serious injury, significant student or adult conflicts, building evacuation if the fire alarm goes off, etc.

YEAR END RESPONSIBILITIES

Teachers and office staff are expected to complete all clean up and organization as part of the end of year procedures. This includes, but not limited to, putting all materials on shelves in boxes. There should not be any loose materials on desks. Teachers are expected to continue to work full days until all check out procedures are completed and approved by the principal.

In the case of a resignation or retirement at any point during the school year, all electronic documents and related files created during the period of employment and related to the employee's work, must be kept on the computer and/or in the assigned shared drive. These files may be duplicated for the employee's future use, but the district retains ownership as they were developed during the employee's time in the district.

PAYROLL

EMPLOYEE SELF SERVICE SYSTEM

Employees can access their personal account information through the Employee Self Service (ESS) system. You can access your account through the website at:

<https://www.regionv.k12.mn.us/smarter/Login.aspx?ReturnUrl=%2fsmarter%3fdn%3d0865&dn=0857>

This direct link is available on the school district webpage under Staff Resources. If you don't know your login information, contact the District Office for full instructions and access information.

It is important that accurate, up-to-date information is kept on file for you in the District Office. If you have an address change, you can change it directly through our SmartER system. Please inform the district office and your primary school office if you have a change in your personal phone number.

If you change your name, you must provide a copy of your new social security card to the District Office. Name changes will not be made in the district's payroll system until that process has been completed.

PAY DATES

Employees are paid on the fifteenth day and the last day of each month. If the fifteenth or the last day of the month occurs on a Saturday, Sunday or a holiday, the payday will be the preceding work day. Individual time sheets must be in the Business Office by the 6th or the 20th for the subsequent pay date.

Employees wishing to change their withholding allowances or marital status should provide a completed W-4 form to the District Office. W-4 forms are available on the district's website and in the District Office. S

DIRECT DEPOSIT

Direct deposit is required for all employees. Your paycheck is directly deposited into an account of your choosing on payday. Account changes can be made by contacting the District Office. Consult the district office if you have any questions about your pay deposit or other relevant information.

TEACHERS RETIREMENT ASSOCIATION (TRA) / PUBLIC EMPLOYEES RETIREMENT ASSOCIATION (PERA)

When you begin your employment with Lewiston - Altura School District, you also begin contributing to your future retirement as a member of either the Teachers Retirement Association (TRA) or the Public Employees Retirement Association (PERA). Each pay period your contribution to TRA or PERA is deducted from your paycheck. The District, as your employer, also contributes to TRA or PERA on your behalf. Both employee and employer contributions are mandated by Minnesota law.

If you are interested in obtaining more information about your retirement account, then please use the following contact information:

Teacher Retirement Association

651.269.2409

800.657.3669

Fax:651.297.5999

www.minnesotatra.org

60 Empire Drive, Suite 400

Saint Paul, MN 55103

Public Employees Retirement Association

651.296.7460

800.652.9026

Fax: 651.297.2547

www.mnpera.org

60 Empire Drive, Suite 200

St. Paul, MN 55103-2088

EMPLOYEE BENEFITS

BENEFITS INTRODUCTION

Eligibility and the school district's contribution toward these benefit plans are determined based on your specific employee group. The Lewiston - Altura School District provides an array of healthcare benefits to eligible employees including health, dental, life and long-term disability insurance, and medical and daycare flexible spending accounts. If you have any questions, please contact the District Office.

FLEXIBLE SPENDING ACCOUNTS (MEDICAL AND DEPENDENT CARE)

The school district currently offers both medical and dependent care flexible spending accounts to eligible employees. Eligible employees can elect to participate in these plans by setting aside money from their paychecks on a pre-tax basis to pay for certain eligible health care and dependent care expenses.

403 (b) PLAN/TAX SHELTERED (TSA) PLAN

A 403 (b) plan allows an employee to make pre-tax contributions from his/her paycheck into an account. You do not pay income tax on allowable contributions until you begin making withdrawals from the plan, which usually occurs when you retire. Penalties for early withdrawal do occur if funds are withdrawn prior to the time allowed by the IRS.

Employees have the opportunity to enroll in the Lewiston - Altura School District 403 (b) Plan if stated in their current work agreement. Matching contributions are available for some employees based on position and years of service. Match contribution details can be found in the applicable employee work agreement. Information about the school district's approved vendors and financial advisors is available in the District Office.

FAMILY AND MEDICAL LEAVE ACT OF 1993

The Family and Medical Leave Act of 1993 (FMLA) requires the District to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family or medical reasons. Employees are eligible if they have worked for the District for at least 12 months and have worked a minimum of 1,250 hours during the 12 months

CONTINUATION OF BENEFITS: COBRA RIGHTS

The Consolidated Omnibus Budget Reconciliation (COBRA) provides employees and their dependents with the right to continue group insurance benefits provided under the employer's group health plan for limited periods of time under certain circumstances such as voluntary or involuntary employment loss.

SCHOOL BOARD POLICY SUMMARIES

For the most up-to-date versions and full texts of School Board policies, please see [Lewiston-Altura Public Schools Public View - BoardBook Premier](#).

STATEMENT OF NON-DISCRIMINATION

It is the policy of ISD 93 to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person in the school district shall on grounds of race, color, national origin, creed, religion, sex, marital status, age, status with regard to public assistance, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program, or in employment, or recruitment, consideration or selection, therefore, whether full time or part time under an education program or activity for which the school district is responsible.

SEXUAL, RACIAL, RELIGIOUS HARASSMENT AND VIOLENCE POLICY

Everyone at ISD 857 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.

A harasser may be a student or an adult. Harassment may include the following when related to race, color, national origin, creed, religion, sex, marital status, age, status with regard to public assistance, or disability:

1. Name calling, jokes or rumors

2. Pulling on clothing
3. Graffiti
4. Notes or cartoons
5. Unwelcome touching of a person or clothing
6. Offensive or graphic posters or book covers; or any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the human rights officer, Gwen Carman, Superintendent.

You may also make a written report. It should be given to the principal or the human rights officer.

Your right to privacy will be respected as much as possible.

We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.

The school district will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

This is a summary of the school district policy against religious, racial and sexual harassment and violence. Complete policies are available on the school website.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT, VIOLENCE AND DISCRIMINATION ARE AGAINST THE LAW.

Human Rights Officer: Superintendent Gwen Carman
504 Coordinator: Principal Dave Riebel
Title IX Coordinator: Dr. Cory Hanson

MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

The State of Minnesota requires that school district employees who know or have reason to believe that a child is being neglected or physically or sexually abused must immediately report the information to proper authorities. A person mandated by Minnesota law to report and fails to do so may be subject to criminal penalties and/or discipline, up to and including termination of employment. Submission of good faith report under Minnesota law and this policy will not adversely affect the employee reporter's employment.

DRUG AND ALCOHOL TESTING

All school district employees and job applicants whose position requires a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§181.950-181.957.

The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§181.950-181.957.

The uses, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed or alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed, or alcohol is also prohibited through the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs (including medical cannabis) which are not medically prescribed, or alcohol are prohibited from entering or remaining on school district property.

Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay or immediate discharge.

DRUG AND ALCOHOL FREE WORKPLACE

Use of controlled substances, toxic substances, or alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

It shall be a violation of policy for any employee to use alcohol, toxic substances, or controlled substances in any school location. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

TOBACCO-FREE ENVIRONMENT

The Lewiston - Altura School District is committed to providing a healthy, safe, and productive environment for employees. It shall be a violation of policy for any employee to smoke or use tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, leased and all vehicles that a school district owns, leases, rents or contracts for, or controls. This prohibition includes all school district property and all off-campus events sponsored by the school district. Employees who violate this policy shall be subject to discipline.

EMPLOYEE-STUDENT RELATIONSHIPS

At all times, whether on or off duty and on or off of school district locations, students will be treated by school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis. This expectation includes any communication that may occur via social media or other electronic communications.

Upon receipt of a report regarding a potentially inappropriate relationship or communication, the school district will take appropriate action. Such action may include, but not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. It also may be reported to appropriate state or federal authorities, including the Board of Teaching or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend or indemnify the employee for damages in school-related litigation.

WEAPONS POLICY

No employee shall possess, use or distribute a weapon when in the school location except as provided for in Board policy. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge. When an employee violates the district's weapons policy, law enforcement may be notified.

BULLYING PROHIBITION

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, or school district property, at school functions or activities, or on school transportation. This policy also applies to students who directly engage in the act of bullying but also students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to an act of cyberbullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

The school district will act to investigate all reported complaints of bullying. Consequences for employees who permit, condone, or tolerate bullying or engage in and act or reprisal or intentional false reporting or bullying may result in disciplinary action up to and including termination of employment.

STUDENT SEX NONDISCRIMINATION

Students are protected from discrimination on basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Ave. No student will be excluded from participation in, denied the benefit, or otherwise subjected to discrimination under any education program or activity operated by the school district on the basis of sex.

INTERNET ACCEPTABLE USE

The school district provides employees with access to the school district computer network, which includes Internet access. The school district network is limited to use for educational purposes, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational or personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network. A non-exhaustive list of unacceptable uses of school district's computer system and Internet resources is found in Board Policy 524.

Employees are expected to lock computer access when they are not at their workstation. No students should be allowed at staff desks or to use staff computers. All staff should be saving documents to the appropriate location on the server or Google Cloud and not to the hard drive of their workstation. All personnel are required to maintain the confidentiality of passwords. Personnel are responsible for the accounts assigned to them and for the actions taken with their accounts. All staff should logout or restart their computers at the end of the day. Projectors should be shut off when not being used.

HAZING PROHIBITION

No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid or engage in hazing. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in the policy. This policy applies to behavior that occurs on or off school property and during or after school hours. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for this act. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against a student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated the policy.

PUBLIC AND PRIVATE PERSONNEL DATA/PROTECTION AND PRIVACY OF PUPIL RECORDS

All student data maintained by a school district is private educational data under the law. Student data can only be provided to the student who is the subject of the data and his/her parents or guardians. Virtually all records maintained by a school district regarding a student are private if the name of the student is on the document or it provides basis for identifying the student. This willful violation of student's privacy rights constitutes a misdemeanor offense, and it is grounds for employee discipline. The District will comply with a request for information as they are received in accordance with state and federal law and school district policy.

It is imperative that all school personnel also understand that information about individual students, and observations of students during a school day is private data of the student and should not be shared or discussed with individuals outside of the school setting. Staff should not have confidential conversations in public places or over insecure communication channels, open offices, social media, or meeting places. Concerns or questions about individual students should be discussed with appropriate staff and/or an administrator.

SCHOOL DISTRICT NOTICES

HIPAA NOTICE

This notice describes how medical information about you might be used and disclosed and how you can get access to this information. Please review it carefully.

The Health Insurance Portability & Accountability Act of 1996 (HIPAA) is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by Lewiston - Altura School District in any form, whether electronically, on paper, or orally, are kept properly confidential. This Act give you significant rights to understand and control how your health information is used. HIPPA provides penalties for covered entities that misuse personal health information.

As required by HIPAA, Lewiston - Altura School District has prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information.

We may use and disclose our medical records only for each of the following purposes:

- Treatment – Providing, coordinating, or managing health care and related services by one or more health care providers. An example of this would include case management.
- Payment – Such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. An example of this would be adjudicating a claim and reimbursing a provider for an office visit.

Health care operations – This includes business aspects of running our health plan, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis, and customer service. An example of this would be an internal quality assessment review.

We may also create and distribute de-identified health information by removing all references to individually identifiable information.

Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing, and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

You may have the following rights with respect to your protected health information, which you can exercise by presenting a written request to the Business Manager:

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any person identified by you. We are, however, not required to agree to requested restrictions. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.
- The right to reasonable request to receive confidential communications of protected health information from us by alternative means or at alternative locations.
- The right to inspect and copy your protected health information.
- The right to amend your protected health information.
- The right to receive and accounting of non-routine disclosures of protected health information.

Lewiston - Altura School District has the obligation to provide and you have the right to obtain a paper copy of this notice from us every three (3) years.

Lewiston - Altura School District is required by law to maintain the privacy of your protected health information and to provide you with a notice of our legal duties and privacy practices with respect to protected health information.

This notice is effective as of August 27, 2018 and we are required to abide by the terms of the Notice of HIPAA Privacy Rights currently in effect. We reserve the right to change the terms of the Notice of HIPAA Privacy Rights and make the new notice provisions effective for all protected health information we maintain. We will post and you may request a written copy of a revised Notice of HIPAA Privacy Rights from the District Office.

You have recourse if you feel that your privacy protections have been violated. You have the right to file a formal, written complaint with Lewiston - Altura School District at the address below, or with the Department of Health

& Human Services, Office of Civil Rights, about violations of the provisions of this notice or the policies and procedures of our office. We will not retaliate against you for filing a complaint.

For more information, contact:

Gwen Carman, Superintendent
100 County Road 25
Lewiston, MN 55952

For more information about HIPPA or to file a complaint, contact:

U.S. Department of Health & Human Services
1-877-696-6775

WORKING ENVIRONMENT

JOB SAFETY

Safety is important to all of us. Help prevent injury to yourself and others by observing general safety rules, removing hazards from your work space, and immediately reporting unsafe conditions to your supervisors. The district is committed to developing and maintaining a safe working environment.

It is very important for all employees to follow safety guidelines to avoid injuries on the job. The following is a list of safety suggestions. This is not an exhaustive list, but it provides some ideas for ways to help keep you safe:

- Know the locations of exits, fire extinguishers, and alarms in your work area.
- Seek information or training from the appropriate person if you are required to operate any equipment or handle any type of chemical.
- Do not attempt to lift or carry an object that is too heavy for you to handle. Seek help from another employee.
- Know the nearest location of First Aid materials.
- Immediately report any safety hazards to your supervisor.
- Be aware of your surroundings.

WORKER'S COMPENSATION / REPORTING ACCIDENTS

Worker's Compensation benefits, which are specified by law, are provided to protect employees in the event of a work-related injury or illness resulting in medical care and/or loss of time from work.

In order to avoid possible delays in processing worker's compensation claims, it is very important that all work-related injuries are reported immediately.

In the event of an injury, you should immediately contact your supervisor and Teresa Grossell, Business Manager, in the District Office. To be most beneficial, the call should be made as soon as the injury occurs.

For more information about this process, please contact Teresa Grossell, Business Manager, in the District Office.

Report to the School Board

September 12, 2022

By Elementary / Intermediate School Principal Dave Riebel

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

- **Start of the new school year!**

Our first day of school was filled with the annual excitement levels on Thursday, Sept. 8. A big thank you goes out to all staff as our first days of school were accomplished very smoothly! Go Cardinals! We have the following attendance:

PreSchool	3-4 yr. olds	4-5 yr. olds			
	21	26			47
Elem.					
K	1	2	3	4	
39	36	30	39	34	178
Int.					
5	6				
38	38				76

- **Grade 3-6 MCA results**

In the spring of the year, as students finished the Minnesota Comprehensive Assessments, our grade 3-6 staff received preliminary results from the annual Minnesota Comprehensive Assessments (MCAs). This allowed us to know our student's levels in comparison to our previous years. In late August, the state releases the results for all districts, which also allows for a state average score to be released.

The attached document has the results for the 2021-2022 school year and our five year trend data. Also highlighted is a view of our neighboring school district results for comparison.

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

- **Back to School Workshop Week:**

The PK – 6 staff utilized three days of workshop August 29, 30 and 31. We followed a traditional 1.5 days of inservice and 1.5 days of work in room time.

Monday: The entire district staff began the day with our annual district breakfast and meeting where we welcomed all and met the new staff of our district. After a greeting from Superintendent Carman, staff participated in the Blood Borne Pathogens, Employee Right to Know, Title IX and Bullying Prevention mandatory trainings. Staff then participated in a Cybersecurity for Schools Zoom training for the remainder of the morning. In the afternoon, the all PK-6 staff participated in a staff meeting to cover scheduleds and handbook items.

Tuesday: The certified staff utilized a full day that was dedicated to “work in room” time to accomplish the needed beginning of the year tasks.

Wednesday: The district certified teaching staff met on Tuesday morning to continue their Professional Learning Community work that began last year. Ms. Berndt reviewed the progress made in 21-22 and laid out the goals and map for this year's staff development days. New staff were blended into existing PLC groups. The afternoon was set up for additional work in room and needed staff meetings.

- **HVED Trainings:**

Members of our special education team participated in the “new teacher” and Crisis Prevention trainings put on in late August by members of Hiawatha Valley Education District. This allowed our new staff members to meet the HVED staff, learn specifics about our software systems and ask questions about their specific assignments. The Crisis Prevention trainings allowed for new staff to join our existing building teams for de-escalation and crisis prevention.

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

- **Meet and Greet Parent Teacher Conferences**

Students and parents utilized Tuesday, Sept. 6 and Wednesday Sept. 7th to participate in individualized Meet and Greet conferences. The Meet and Greet conferences allow students and parents to have individualized meetings with classroom teachers. Students and families minimize nervousness and boost excitement by meeting teachers, seeing their classrooms, finding their desks and lockers to unpack school supplies and complete any needed paperwork. Classroom teachers were

able to highlight the classroom routines and answer any questions. We had near perfect attendance for these Meet and Greet conferences.

- **Start of the year safety drills:**

All PK-6 students will learn about and participate in start of the school year safety drills. We will teach and practice fire drills, storm drills, crisis drills utilizing ALICE procedures and bus safety drills. Our Intermediate students and staff will complete drills on Tuesday, September 13 and the Elementary will practice on Wednesday, September 14.

GOAL 4: THE DISTRICT WILL STRIVE TO MAINTAIN AND IMPROVE THE DISTRICT'S INFRASTRUCTURE.
Buildings ready Thank you to the custodial staff for their assistance in preparing the schools for the first days of school!

Minnesota Comprehensive Assessments (MCA) Grade 3-6

		2018 LA	2018 State		2019 LA	2019 State		2020 NO MCA	2021 LA	2021 State		2022 LA	2022 State	
3rd Grade	Reading	65%	56%	+9	70%	55%	+15		67%	48%	+19	69%	49%	+20
	Math	80%	67%	+13	85%	66%	+19		77%	57%	+20	77%	60%	+17
4th Grade	Reading	49%	56%	-7	57%	56%	+1		33%	49%	-16	63%	50%	+13
	Math	67%	65%	+2	75%	64%	+11		60%	54%	+6	77%	57%	+20
5th Grade	Reading	76%	67%	+9	67%	66%	+1		70%	59%	+11	68%	60%	+8
	Math	33%	55%	-22	40%	52%	-12		35%	41%	-6	38%	44%	-6
	Science	53%	58%	-5	70%	55%	+15		67%	48%	+19	65%	50%	+15
6th Grade	Reading	66%	64%	+2	65%	63%	+2		64%	55%	+9	77%	54%	+23
	Math	55%	54%	+1	35%	50%	-15		28%	37%	-9	49%	40%	+9
						gr3-6		R	59%	53%		69%	53%	
						gr3-6		M	50%	49%		60%	50%	
North - South - East - West comparison														
		R.P.	S.C.	P.E.M.	Win.	L.A.	State							
	3	56%	43%	63%	45%	69%	49%							
	4	30%	45%	49%	42%	63%	50%							
	5	62%	61%	70%	43%	68%	60%							
	6	48%	66%	59%	40%	77%	54%							
	Gr.3-6	49%	54%	60%	43%	69%	53%							
	Math													
		RP	SC	PEM	Win	LA	State							
	3	75%	79%	83%	57%	77%	60%							
	4	57%	59%	71%	51%	77%	57%							
	5	51%	50%	57%	32%	38%	44%							
	6	31%	43%	50%	26%	49%	39%							
	Gr. 3-6	54%	58%	65%	42%	60%	50%							



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.

- Thank you to all the students and families that attended open house. It is incredibly helpful to students and staff to get technology and schedule concerns taken care of prior to the first day of school. We would like to see 100% attendance. We were at about 75% and need to continue to improve those rates.
- Schedule changes for 1st semester are now complete.

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

- Welcome to Schad Priem and Sarah Berndt. Schad will be teaching industrial technology and Sarah will be teaching high school Spanish.
- We had required trainings related to cyber security, Blood-Borne pathogens, Employee Right to Know, Anti-Bullying, and Sexual Harassment trainings.
- We spent part of the Wednesday or opening day workshops working through re-evaluating department missions and visions as well as reviewing standards based work from last year and priorities for this year. We will continue our work on Sept. 21.
- Thank you to Sunshine Club for arranging a potato bar for high school staff on open house night.

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

- Our first week assembly took place on Friday with introductions of new staff.
- Students are getting ready for homecoming already.

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

- The high school track is being repaired from last spring's storm damage.

Upcoming Events:

Sept. 21 – No School (Staff Development)

Sept. 23 – High School Picture Day (Rescheduled Date)

Sept. 26-30 – Homecoming

Oct. 11 – No School (Teacher Workshop)



**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*

Lewiston - Altura Schools: Building A Caring, Adaptable, Respectful, Determined, Successful Community

Superintendent's Report to the School Board
Respectfully Submitted by Gwen Carman
September 12, 2022

Meeting Agenda Item Notes

L-A Facilities Task Force Recommendations Thank you to the over 20 staff and community members who attended one or more of the four Task Force meetings in July and August. The purpose of the Task Force was to gain a more in-depth understanding of the school district's financial and facility challenges and needs. At the Board meeting, I will provide an overview of the information and data they were presented and discussed, and three of the members will present their recommendations to you.

OTHER UPDATES

Altura Sunday Rental I am in communication with representatives from a local church regarding the possibility of them renting the Altura gym and rest rooms on Sundays. I am working with staff to determine the rental fees we would charge (including cleaning) and will continue to talk with the church's representatives.

August 25th Back to School Celebration WOW! Thank you to all of the staff who participated and attended this event at the Crossings Center. I received so much positive feedback and there is much hope that this will become an 'annual' event. Special thanks to the PLAY and Booster Clubs for each donating \$500.00 to go towards the costs. We had a great turnout and perfect weather! It truly felt like a great way for all to kick off the school year!

Altura and Lewiston City Council Meetings to Update on Our Planning (Let me know if you would like to attend with me.)

Altura: Tuesday, September 13th at 6:30pm?

Lewiston: Wednesday, September 14th at 7:00pm

SEMNET/Region V Board of Directors This year, I have been elected to serve of two Boards of Directors that serve our district and other regional districts. SEMNET meets remotely 4 times/year and provides oversight on our shared internet and e-rate related services. Region V also meets 4 times per year in Mankato. Region V

provides our SMART financial programs which are the fundamental tools of all of our financial transactions. The Region V staff have been very helpful supporting us during our business office transitions.

Congratulations! Congratulations to Vickie Speltz for earning a Level III Certificate by the School Nutrition Association. Ms. Speltz continues to provide the leadership and supervision of her staff that makes our food service quality second to none, and also financially sound. In August, she officially received recognition as the “Food Service Director of the Year” at the MN SNA Conference. (Thank you Dr. Hanson for representing the district at the ceremony in St. Cloud.) Ms. Speltz also fills her day being a morning and afternoon bus driver.

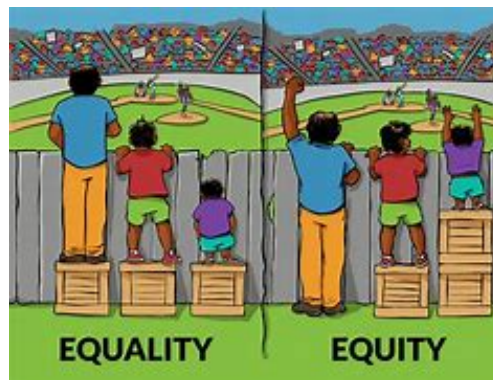
School Bus Replacements Updates: In the Board bills, is payment for a new bus that will be delivered to us this week! As discussed earlier, we are also ordering a second bus. We are waiting for the ‘state bid’ information to be released. It is unclear on the timeline for the second bus, but we are relieved to receive this bus that was ordered in early 2021. This bus is being financed by the ESSER funds.

Cyber Security Training As part of our back to school trainings, all staff participated in a Cyber Security training. This provided important information and reminders on the real dangers of ransomware, hackers, etc. and the importance of using caution when opening unfamiliar emails, links, etc. This training was a requirement to receive the cyber insurance we have.

THANK YOU

2022-20233 Begins! Just another thank you to all of the staff for their work in getting the new year started. Truly every department and every staff has an essential role in this process. I especially want to again acknowledge Sheala Hall and Kara Prosen. They have learned so much and are doing so well with the many, many tasks in our business office. Sheala had the additional challenge of having so many new staff members to complete paperwork and then enter into our payroll system. It’s great to have students back in the buildings!

Daley Farms Thank you to the Daley Farms for once again providing the funding to cover the costs so all 4th grade students can have a milk for snack break!



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