

Regular School Board Meeting of ISD 857

Monday, July 8, 2024 6:00 PM

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

I. Call Meeting to Order

II. Pledge of Allegiance.

III. Quorum Call

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

IV. Approve the July 8, 2024 Meeting Agenda

V. Open Forum

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

VI. Consent Agenda

Approval of Board Minutes: June 10, 2024

June 2024 Financial Reports:

- A. Board Bills
- B. Year to Date Multi-Year Guideline
- C. Wire Payments

Congratulations to the following teachers who have fulfilled the requirements of being awarded tenure for the Lewiston-Altura School District: Megan Caron, Courtney Fricke, Sheila McDermott, Natalie Mehling, Randi Ruppert, Kayli Zezulka.

Accept resignation of Joshua Randall as JH Softball coach.

Accept resignation of Abby Randall as a softball coach.

Accept resignation of Britney Sula effective for the 2024-2025 school year.

Accept resignation of Cole Mundt as a JH Boys Basketball coach.

VII. Consideration of the Resolution approving the purchase agreement that would authorize the District to sell real property to Thomas Mueller.

VIII. Resolution Relating to Revoking the Existing Referendum Revenue Authorization of the School District, Approving a New Authorization, Authorizing the Issuance of School Building Bonds and Calling an Election Thereon.

IX. Discussion of Communications Plans to Engage with the Community and Inform about the Referendum, including upcoming Beverages with the Board at July/August Farmers' Markets

X. Resolution to approve the District's FY26 Long Term Facilities Maintenance Plan (LTFM) 10 Year Plan.

XI. Identify 2 or 3 Board Members to be on a District Finance Committee that will meet monthly or bi-monthly.

XII. 2024-2025 Fees and Opportunity for Public Comment

XIII. Resolution Capping Enrollment of Nonresident Students- grades 4, 9, 10

XIV. Discussion Regarding Formation of a Lewiston - Altura Hall of Fame for Athletics

XV. Policies on a Second Reading

- A. Policy 501 School Weapons Policy**
- B. Policy 707 Transportation of Public School Students**
- C. Policy 707.1 Transportation Pick-Up Policy**
- D. Policy 710 Extra-Curricular Transportation**

XVI. Policies on a 1st and Final Reading to Align with Statute Changes

- A, Policy 504 Student Dress and Appearance**
- B. Policy 524 Internet, Technology and Cell Phone Acceptable Use and Safety Policy**

XVII. School Board Summary of Superintendent's Evaluation conducted on June 10, 2024 in Closed Session.

XVIII. Review of the 2023-2025 Strategic Plan

XIX. Superintendent's Report & Report from Dashir

XX. Board Committee Reports

XXI. Upcoming Meeting Schedule

- July 17, 31, August 14, 28 - Beverages with the Board at The Crossings Center by/in the Old School House**
- August 12th - Regular Board Meeting, 6:00pm in the HS Library**
- August 17th - All Area School Reunion at The Crossings Center**
- August 28th - Back to School Celebration at The Crossings Center**
- September 9th - Regular Board Meeting, 6:00pm in the HS Library**

XXII. Adjourn

MINUTES OF THE LEWISTON-ALTURA REGULAR SCHOOL BOARD MEETING
ISD #857
June 10, 2024

A regular meeting of the School Board of Independent School District #857 was held on June 10, 2024 at 6:00pm in the High School Library. Members present were Bree Maki, Jenny Koverman, Daniel Kreidermacher, David Baer, Sara Daley, Dave Pringle and Sarah Sommer.

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

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

For the Open Forum, Holly Burt expressed her support for the district to move forward with an operating levy and building bond referendum.

Holly Burt presented an update on The Cardinal Foundation. Fund raising is going well and they are now ready to accept grant applications. Foundation volunteers planted 10 trees on the grounds that were donated, and Lewiston Rentals donated the use of equipment.

The Board discussed the possibility of a \$760/student operating levy in November. It was the consensus of the Board to have an agenda item at the July 8th meeting to formally call for an operating levy election.

The Board discussed the possibility of a building bond referendum in November. It was the consensus of the Board to have an agenda item at the July 8th meeting to formally call for a building bond election. Motion by Sommer and seconded by Pringle to authorize InGensa, Inc. to submit the required Review and Comment to the MN Department of Education on the district's behalf. MCU.

Deb Marcotte, Executive Director of the Hiawatha Valley Education District, presented an update on HVED's services and plans for the renovation of the Winona Mall to be a single site for HVED staff and Level IV programs.

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

Motion by Pringle, seconded by Baer to approve the FY25 budget of \$10,513,653 in total revenues, and \$10,502,133 in total expenditures. MCU.

Motion by Sommer, seconded by Koverman to approve the 2024-2025 Support Staff Handbook.

Motion by Kreidermacher, seconded by Daley to approve the 2024-2025 Bus and Supplemental Driver Handbook.

Motion by Baer and seconded by Pringle to approve Policies 501 School Weapons Policy, 707 Transportation of Public School Students, 707.1 Transportation Pick-Up Policy and 710 Extra-Curricular Transportation on a first reading. MCU.

Motion by Sommer and seconded by Koverman to approve Resolution Relating to the Election of the School Board Members and Calling the School District General Election. MCU.

Dr. Hanson presented information on behalf of Ms. Behrendt regarding a student trip to Costa Rica the summer of 2025. Motion by Pringle, second by Baer to approve the trip. MCU.

Reports were presented by Principal Riebel, Principal Hanson and Superintendent Carman, including Dashir's monthly updates.

Motion by Pringle and seconded by Kreidermacher to enter Closed Session for the purpose of discussing the possible sale of district property and the evaluation of the Superintendent at 7:36pm. MCU.

Motion by Pringle and seconded by Daley to reopen the meeting at 8:40pm. MCU.

Motion by Baer, seconded by Koverman to adjourn the meeting at 8:41pm. MCU.

Dave Pringle, Clerk

Lewiston-Altura Public Schools JUNE 2024 Wire Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
												Void	Date	
001	P2412	67325		Wire	1	1053		MINNESOTA ELECTRONIC FUNDS		No	No	No	06/03/2024	19.28
001	P2412	67326		Wire	1	1054		FEDERAL TAXES		No	No	No	06/03/2024	83.66
001	P2412	67400		Wire	1	1053		MINNESOTA ELECTRONIC FUNDS		No	No	No	06/14/2024	7,228.66
001	P2412	67401		Wire	1	1054		FEDERAL TAXES		No	No	No	06/14/2024	45,544.46
001	P2412	67402		Wire	1	18600		MINNESOTA TEACHERS RETIREMENT AS		No	No	No	06/14/2024	28,042.48
001	P2412	67403		Wire	1	18610		Public Employers Retirement Association		No	No	No	06/14/2024	6,418.25
001	P2412	67404		Wire	1	4373		ING		No	No	No	06/14/2024	2,213.34
001	P2412	67405		Wire	1	6283		MinnWest Bank Group		No	No	No	06/14/2024	255.33
001	P2412	67406		Wire	1	6496		EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	No	No	06/14/2024	6,852.92
001	P2412C	67426		Wire	1	5546		VISA		No	No	No	06/14/2024	1,147.61
001	P412AM	67428		Wire	1	3128	R1	Amazon Capital Services		No	No	No	06/19/2024	373.28
001	P2412C	67455		Wire	1	5691		EMC Insurance Companies	C Corporation	No	No	No	06/25/2024	42,210.16
001	P2412C	67456		Wire	1	6815		Robertson Ryan & Associates, Inc.		No	No	No	06/25/2024	3,504.39
001	P2412	67464		Wire	1	1053		MINNESOTA ELECTRONIC FUNDS		No	No	No	06/28/2024	7,171.67
001	P2412	67465		Wire	1	1054		FEDERAL TAXES		No	No	No	06/28/2024	44,654.02
001	P2412	67466		Wire	1	18600		MINNESOTA TEACHERS RETIREMENT AS		No	No	No	06/28/2024	27,353.95
001	P2412	67467		Wire	1	18610		Public Employers Retirement Association		No	No	No	06/28/2024	5,628.17
001	P2412	67468		Wire	1	4373		ING		No	No	No	06/28/2024	2,213.34
001	P2412	67469		Wire	1	6283		MinnWest Bank Group		No	No	No	06/28/2024	255.33
001	P2412	67470		Wire	1	6496		EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	No	No	06/28/2024	6,622.92
													Bank Total:	\$237,793.22
													Report Total:	\$237,793.22

Lewiston-Altura Public Schools Board Bills June 2024

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
P2412C	0857	001	67327	76104	Check	1	01451		BUREAU OF EDUCATION & RESEARCH	Yes	No	No	USD	06/03/2024	1,132.00
			67336	76105	Check	1	4077		CollegeBoard	Yes	No	No	USD	06/03/2024	418.00
			67337	76106	Check	1	5100		DELTA DENTAL OF MINNESOTA	Yes	No	No	USD	06/03/2024	2,304.36
			67333	76107	Check	1	2952		Eastwood Golf Course	Yes	No	No	USD	06/03/2024	150.00
			67345	76108	Check	1	7170		Goodies Lawn Care Inc	Yes	No	No	USD	06/03/2024	1,800.00
			67348	76109	Check	1	7216		LaCrosse Central Basketball Associatic	Yes	No	No	USD	06/03/2024	1,340.00
			67330	76110	Check	1	2451		Lewiston Lions Club	Yes	No	No	USD	06/03/2024	50.00
			67340	76111	Check	1	6244		Market Construction, LLC	Yes	No	No	USD	06/03/2024	300.00
			67344	76112	Check	1	7166		Metropolitan Mechancial Contractors, IN	Yes	No	No	USD	06/03/2024	1,320.00
			67338	76113	Check	1	5536		Minnesota School Nutrition Association	Yes	No	No	USD	06/03/2024	1,800.00
			67335	76114	Check	1	3098	R1	Pan-O-Gold Baking Company	Yes	No	No	USD	06/03/2024	574.72
			67349	76115	Check	1	7217		Region 1A	Yes	No	No	USD	06/03/2024	461.00
			67329	76116	Check	1	2411		REINHART FOOD SERVICE	Yes	No	No	USD	06/03/2024	14,838.57
			67343	76117	Check	1	7131		SCHULTZ KAREN M	Yes	No	No	USD	06/03/2024	582.40
			67334	76118	Check	1	3025		Sim Sound & Video, Inc	Yes	No	No	USD	06/03/2024	15,685.96
			67342	76119	Check	1	6993	Remit	SOLIANT HEALTH, LLC	Yes	No	No	USD	06/03/2024	4,061.07
			67346	76120	Check	1	7211		Teacher Geek Inc	Yes	No	No	USD	06/03/2024	314.42
			67339	76121	Check	1	5876		Teachers on Call	Yes	No	No	USD	06/03/2024	3,181.34
			67332	76122	Check	1	2508		Theis Printing	Yes	No	No	USD	06/03/2024	805.00
			67328	76123	Check	1	19062		THREE RIVERS CONFERENCE	Yes	No	No	USD	06/03/2024	3,642.00
			67341	76124	Check	1	6707		Versatile Woodwork	Yes	No	No	USD	06/03/2024	3,400.00
			67347	76125	Check	1	7215		World's Finest Chocolate	Yes	No	No	USD	06/03/2024	18,390.00
			67331	76126	Check	1	25014		ZIEBELL'S HIAWATHA FOODS, INC.	Yes	No	No	USD	06/03/2024	5,643.71
			67352	76127	Check	1	7224		ERICKSON, GRACE	Yes	No	No	USD	06/04/2024	60.00
			67351	76128	Check	1	7223		MUNDT, GEORGIA	Yes	No	No	USD	06/04/2024	60.00
			67350	76129	Check	1	6969		OEVERING, LEVI	Yes	No	No	USD	06/04/2024	60.00
			67370	76140	Check	1	6948		BONOW, GARRETT	Yes	No	No	USD	06/04/2024	82.00
			67371	76141	Check	1	6094		Fastenal Print Shop	Yes	No	No	USD	06/04/2024	223.00
			67373	76142	Check	1	1114		Century Link	Yes	No	No	USD	06/07/2024	232.30
			67391	76143	Check	1	7226		Community Education	Yes	No	No	USD	06/07/2024	118.00
			67389	76144	Check	1	7089		Dashir Management Services, Inc	Yes	No	No	USD	06/07/2024	15,533.26
			67387	76145	Check	1	6376		Ed Midwest LLC	Yes	No	No	USD	06/07/2024	5,500.00
			67379	76146	Check	1	3174		Excel Images Inc.	Yes	No	No	USD	06/07/2024	390.05
			67381	76147	Check	1	3737		Hiawatha Valley Ed District	Yes	No	No	USD	06/07/2024	26,619.06
			67372	76148	Check	1	07141		HIGH PLAINS COOPERATIVE	Yes	No	No	USD	06/07/2024	7,331.38
			67386	76149	Check	1	6158		Innovative Therapy Solutions, LLC	Yes	No	No	USD	06/07/2024	12,192.30
			67375	76150	Check	1	1663		LACRESCENT HIGH SCHOOL	Yes	No	No	USD	06/07/2024	75.00
			67378	76151	Check	1	3038		Lewiston Hardware, LLC	Yes	No	No	USD	06/07/2024	271.72
			67377	76152	Check	1	2451		Lewiston Lions Club	Yes	No	No	USD	06/07/2024	1,012.00
			67384	76153	Check	1	5865	R1	Loffler Companies -- 131511	Yes	No	No	USD	06/07/2024	260.11
			67390	76154	Check	1	7218		McClellen, Andrew	Yes	No	No	USD	06/07/2024	1,000.00

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P2412C	0857	001	67374	76155	Check	1	12540		MISSISSIPPI WELDERS SUPPLY COMP,	Yes	No	No	USD	06/07/2024	202.84
			67380	76156	Check	1	3263		North Central Truck Equipment	Yes	No	No	USD	06/07/2024	3,756.58
			67388	76157	Check	1	6993	Remit	SOLIANT HEALTH, LLC	Yes	No	No	USD	06/07/2024	3,956.94
			67376	76158	Check	1	18397		SOUTHEAST SERVICE COOPERATIVE	Yes	No	No	USD	06/07/2024	500.00
			67383	76159	Check	1	5587		Stoos Electric Inc.	Yes	No	No	USD	06/07/2024	329.03
			67385	76160	Check	1	5876		Teachers on Call	Yes	No	No	USD	06/07/2024	2,908.67
			67382	76161	Check	1	4542		WINONA HEALTH SERVICES	Yes	No	No	USD	06/07/2024	787.50
			67414	76162	Check	1	7091		Dalco Enterprises	Yes	No	No	USD	06/10/2024	1,489.37
			67412	76163	Check	1	6455		Fifth Avenue Awards	Yes	No	No	USD	06/10/2024	55.00
			67409	76164	Check	1	3210		HBC	Yes	No	No	USD	06/10/2024	1,697.65
			67407	76165	Check	1	11260		LEWISTON JOURNAL	Yes	No	No	USD	06/10/2024	792.74
			67411	76166	Check	1	5074		NORDIC LANES	Yes	No	No	USD	06/10/2024	150.00
			67413	76167	Check	1	6993	Remit	SOLIANT HEALTH, LLC	Yes	No	No	USD	06/10/2024	2,499.12
			67408	76168	Check	1	18634		STATE OF MINNESOTA	Yes	No	No	USD	06/10/2024	1,896.80
			67410	76169	Check	1	4448		VERIZON WIRELESS	Yes	No	No	USD	06/10/2024	98.68
P2412	0857	001	67424	76170	Check	1	7128		Affinity Plus Credit Union	Yes	No	No	USD	06/14/2024	25.00
			67420	76171	Check	1	5594		ALTRA FEDERAL CREDIT UNION	Yes	No	No	USD	06/14/2024	25.00
			67422	76172	Check	1	6406		Ameritas Life Insurance Corp	Yes	No	No	USD	06/14/2024	66.52
			67419	76173	Check	1	4951		Bremer Bank	Yes	No	No	USD	06/14/2024	375.00
			67415	76174	Check	1	11202		Education Minnesota - Lewiston-Altura	Yes	No	No	USD	06/14/2024	2,132.00
			67421	76175	Check	1	6265		HOME FEDERAL SAVINGS BANK	Yes	No	No	USD	06/14/2024	100.00
			67423	76176	Check	1	6461		ISD 857 - Flex Plan Checking	Yes	No	No	USD	06/14/2024	577.11
			67416	76177	Check	1	17090		MADISON NATIONAL LIFE	Yes	No	No	USD	06/14/2024	505.89
			67418	76178	Check	1	4786	R1	Merchants Bank	Yes	No	No	USD	06/14/2024	450.00
			67425	76179	Check	1	7203		WCF - CARDINAL FOUNDATION	Yes	No	No	USD	06/14/2024	93.00
			67417	76180	Check	1	3545		Winona National Bank	Yes	No	No	USD	06/14/2024	160.00
P2412C	0857	001	67427	76182	Check	1	3280	R1	Winona County Fair	Yes	No	No	USD	06/14/2024	120.00
			67431	76183	Check	1	2707		City of Lewiston	Yes	No	No	USD	06/20/2024	2,888.32
			67454	76184	Check	1	7234		Community Education Rochester MN	Yes	No	No	USD	06/20/2024	100.00
			67434	76185	Check	1	3906		D & A TESTING SERVICES	Yes	No	No	USD	06/20/2024	61.00
			67447	76186	Check	1	7089		Dashir Management Services, Inc	Yes	No	No	USD	06/20/2024	14,266.24
			67448	76187	Check	1	7196		GAMEONE	Yes	No	No	USD	06/20/2024	2,541.00
			67437	76188	Check	1	5278		HAMEISTER, LORI ANN	Yes	No	No	USD	06/20/2024	896.00
			67446	76189	Check	1	6891		Harter's Trash & Recycling Inc	Yes	No	No	USD	06/20/2024	1,529.47
			67435	76190	Check	1	4085		IEA, INC	Yes	No	No	USD	06/20/2024	1,716.92
			67443	76191	Check	1	6158		Innovative Therapy Solutions, LLC	Yes	No	No	USD	06/20/2024	18,524.70
			67451	76192	Check	1	7231		Larson, Hailey	Yes	No	No	USD	06/20/2024	40.00
			67449	76193	Check	1	7228		Lewiston Heartland Days	Yes	No	No	USD	06/20/2024	30.00
			67440	76194	Check	1	5865	R1	Loffler Companies -- 131511	Yes	No	No	USD	06/20/2024	822.04
			67438	76195	Check	1	5801		Midwest Bus Parts, Inc.	Yes	No	No	USD	06/20/2024	673.04
			67442	76196	Check	1	5956		MiEnergy Cooperative	Yes	No	No	USD	06/20/2024	13,179.22

Lewiston-Altura Public Schools Board Bills June 2024

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
P2412C	0857	001	67433	76197	Check	1	3571		MINNESOTA ENERGY RESOURCES	Yes	No	No	USD	06/20/2024	2,181.12
			67450	76198	Check	1	7230		Prigge, Tiegan	Yes	No	No	USD	06/20/2024	40.00
			67430	76199	Check	1	1930		PROJECT FINE	Yes	No	No	USD	06/20/2024	302.50
			67445	76200	Check	1	6511		Quadient Leasing USA, Inc.	Yes	No	No	USD	06/20/2024	409.98
			67453	76201	Check	1	7233		Randall, Harper	Yes	No	No	USD	06/20/2024	40.00
			67452	76202	Check	1	7232		Randall, Hayden	Yes	No	No	USD	06/20/2024	40.00
			67436	76203	Check	1	4662		REGENTS OF UNIVERSITY OF MINNES	Yes	No	No	USD	06/20/2024	155.03
			67432	76204	Check	1	3184	Remit	Rochester Telecom Systems, Inc	Yes	No	No	USD	06/20/2024	5.09
			67444	76205	Check	1	6432		Schuh Electronics	Yes	No	No	USD	06/20/2024	180.00
			67439	76206	Check	1	5804		St. Charles Park/Recreation Dept.	Yes	No	No	USD	06/20/2024	225.00
			67441	76207	Check	1	5876		Teachers on Call	Yes	No	No	USD	06/20/2024	1,272.56
			67429	76208	Check	1	19210		TRI STATE BUSINESS MACHINES	Yes	No	No	USD	06/20/2024	947.40
			67462	76209	Check	1	7239		DAY, MICAH	Yes	No	No	USD	06/27/2024	43.50
			67461	76210	Check	1	7238		HEIER, NATHAN	Yes	No	No	USD	06/27/2024	16.55
			67458	76211	Check	1	7235		KACZOROWSKI, JACOB	Yes	No	No	USD	06/27/2024	8.10
			67459	76212	Check	1	7236		MEDIN, SARAH	Yes	No	No	USD	06/27/2024	122.40
			67463	76213	Check	1	7240		MILLER, MORGAN	Yes	No	No	USD	06/27/2024	38.55
			67460	76214	Check	1	7237		PRIGGE, LILLIAN	Yes	No	No	USD	06/27/2024	54.85
			67457	76215	Check	1	6996		SEEFELDT, STAYTLEN	Yes	No	No	USD	06/27/2024	28.60
P2412	0857	001	67480	76216	Check	1	7128		Affinity Plus Credit Union	Yes	No	No	USD	06/28/2024	25.00
			67476	76217	Check	1	5594		ALTRA FEDERAL CREDIT UNION	Yes	No	No	USD	06/28/2024	25.00
			67478	76218	Check	1	6406		Ameritas Life Insurance Corp	Yes	No	No	USD	06/28/2024	93.32
			67475	76219	Check	1	4951		Bremer Bank	Yes	No	No	USD	06/28/2024	375.00
			67471	76220	Check	1	11202		Education Minnesota - Lewiston-Altura	Yes	No	No	USD	06/28/2024	2,132.00
			67477	76221	Check	1	6265		HOME FEDERAL SAVINGS BANK	Yes	No	No	USD	06/28/2024	100.00
			67479	76222	Check	1	6461		ISD 857 - Flex Plan Checking	Yes	No	No	USD	06/28/2024	577.11
			67472	76223	Check	1	17090		MADISON NATIONAL LIFE	Yes	No	No	USD	06/28/2024	461.87
			67474	76224	Check	1	4786	R1	Merchants Bank	Yes	No	No	USD	06/28/2024	450.00
			67481	76225	Check	1	7203		WCF - CARDINAL FOUNDATION	Yes	No	No	USD	06/28/2024	943.00
			67473	76226	Check	1	3545		Winona National Bank	Yes	No	No	USD	06/28/2024	160.00
P2412C	0857	001	67482	76227	Check	1	00319		AIM ELECTRONICS, INC.	Yes	No	No	USD	06/28/2024	255.00
			67488	76228	Check	1	2183		B & S Rentals Inc.	Yes	No	No	USD	06/28/2024	1,260.00
			67487	76229	Check	1	2105		BATTERIES PLUS	Yes	No	No	USD	06/28/2024	125.00
			67505	76230	Check	1	7212		BERG TURF LLC	Yes	No	No	USD	06/28/2024	5,675.00
			67503	76231	Check	1	7089		Dashir Management Services, Inc	Yes	No	No	USD	06/28/2024	16,098.59
			67496	76232	Check	1	5100		DELTA DENTAL OF MINNESOTA	Yes	No	No	USD	06/28/2024	2,405.02
			67500	76233	Check	1	6376		Ed Midwest LLC	Yes	No	No	USD	06/28/2024	4,500.00
			67484	76234	Check	1	12630		FACTORY MOTOR PARTS	Yes	No	No	USD	06/28/2024	201.17
			67504	76235	Check	1	7170		Goodies Lawn Care Inc	Yes	No	No	USD	06/28/2024	675.00
			67493	76236	Check	1	3282		Kennedy & Graven Chartered	Yes	No	No	USD	06/28/2024	141.00
			67483	76237	Check	1	10141		KWIK TRIP	Yes	No	No	USD	06/28/2024	37.33

Lewiston-Altura Public Schools Board Bills June 2024

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
P2412C	0857	001	67498	76238	Check	1	6000		Laura Ingalls Wilder Museum/Pepin	Yes	No	No	USD	06/28/2024	78.00
			67497	76239	Check	1	5865	R1	Loffler Companies -- 131511	Yes	No	No	USD	06/28/2024	37.66
			67490	76240	Check	1	2899		Meca Sportswear	Yes	No	No	USD	06/28/2024	70.00
			67491	76241	Check	1	3061		MENARDS	Yes	No	No	USD	06/28/2024	1,525.46
			67494	76242	Check	1	4375		Miller's Market	Yes	No	No	USD	06/28/2024	1,580.00
			67485	76243	Check	1	1631		Minnesota Association of Agricultural E	Yes	No	No	USD	06/28/2024	527.00
			67499	76244	Check	1	6280	R1	Music Mart	Yes	No	No	USD	06/28/2024	38.98
			67492	76245	Check	1	3263		North Central Truck Equipment	Yes	No	No	USD	06/28/2024	1,249.00
			67501	76246	Check	1	6514		Peterson, Christine	Yes	No	No	USD	06/28/2024	900.00
			67489	76247	Check	1	2411		REINHART FOOD SERVICE	Yes	No	No	USD	06/28/2024	25,337.62
			67495	76248	Check	1	4448		VERIZON WIRELESS	Yes	No	No	USD	06/28/2024	321.40
			67502	76249	Check	1	6985		Winona Area Public Schools	Yes	No	No	USD	06/28/2024	2,021.11
			67486	76250	Check	1	1932		WINONA HEATING & VENTILATING Co.	Yes	No	No	USD	06/28/2024	18,331.00
Bank Total: 001														\$331,076.99	
Report Total:														\$331,076.99	

Lewiston-Altura Public Schools June 2024 Multi Year Guide Obj Series

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

Description	202213			202313			202412		
	Budget 22REV	Year to Date	%	Budget 23REV	Year to Date	%	Budget 2REV	Year to Date	%
07 Debt									
700 Debt Service	489,750.00	488,475.00	100%	498,150.00	498,575.00	100%	507,425.00	507,425.00	100%
07 Debt	489,750.00	488,475.00	100%	498,150.00	498,575.00	100%	507,425.00	507,425.00	100%
18 Agency									
800 Other Expenditures	1,500.00	1,500.00	100%	0.00	0.00	0%	0.00	0.00	0%
18 Agency	1,500.00	1,500.00	100%	0.00	0.00	0%	0.00	0.00	0%
30 Student Activity									
300 Purchased Services	70,419.00	26,005.47	37%	79,415.50	66,566.47	84%	72,400.00	72,066.07	100%
400 Supplies & Materials	51,136.00	48,853.12	96%	48,842.13	42,501.90	87%	61,850.00	70,972.91	115%
500 Capital Expenditures	18,900.00	18,900.10	100%	15,000.00	1,744.74	12%	0.00	0.00	0%
800 Other Expenditures	4,100.00	1,291.00	31%	1,506.00	1,506.00	100%	500.00	545.95	109%
30 Student Activity	144,555.00	95,049.69	66%	144,763.63	112,319.11	78%	134,750.00	143,584.93	107%
Report Totals:	11,573,602.00	10,916,076.85	94%	10,498,305.16	10,588,809.68	101%	10,558,745.00	9,528,442.05	90%

**Extract of Minutes of Meeting
of the Board of Education of
Independent School District No. 857
(Lewiston-Altura Public Schools)
Winona County, Minnesota**

Pursuant to due call and notice thereof, a regular meeting of the Board of Education of Independent School District No. 857 (Lewiston-Altura Public Schools), Winona County, Minnesota, was duly held in said School District on July 8, 2024, commencing at 6:00pm.

The following directors were present:

and the following were absent:

* * *

* * *

* * *

The Chair announced that the next order of business was consideration of the resolution approving the purchase agreement that would authorize the District to sell real property to Thomas Mueller.

After due consideration of the resolution, _____ then introduced the following resolution and moved its adoption:

**A RESOLUTION APPROVING A PURCHASE AGREEMENT FOR
THE SALE OF THE PROPERTY LOCATED IN WARREN
TOWNSHIP ON COUNTY ROAD 120, PID 160000770 TO THOMAS
MUELLER**

WHEREAS, Independent School District No. 857 (the “District”) is the owner of property located on County Road 120 (PID 160000770), legally described as follows:

The South Half of the Northwest Quarter of the Northeast Quarter (S ½ of the NW ¼ of NE 1/4) of Section Eight (8), Township One Hundred Six (106), North, Range Eight (8), West of the Fifth Principal Meridian, County of Winona, State of Minnesota

(the “Property”); and

WHEREAS, the District would like to sell the Property to Thomas Mueller (the “Buyer”); and

BE IT RESOLVED By the Board of Education (the “Board”) of Independent School District No. 857 (Lewiston-Altura Public Schools), Winona County, Minnesota, as follows:

1. That the Board hereby approves the Purchase Agreement and addenda in substantially the form presented to the Board, subject to modifications and addenda that do not alter the substance of the transaction and that approved by the Board Chair and the Board Clerk.
2. That the Superintendent, District staff, District officials, and consultants are authorized to take all actions necessary to perform the District’s obligations under the Purchase Agreement as a whole, including, without limitation, execution of any documents to which the District is a party referenced in or attached to the Purchase Agreement, and any other documents necessary for the Property to be conveyed by the District to the Buyer, all as described in the Purchase Agreement.

The motion for the adoption of the foregoing resolution was duly seconded by all directors, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

**Extract of Minutes of Meeting
of the Board of Education of
Independent School District No. 857
(Lewiston-Altura Public Schools)
Winona County, Minnesota**

Pursuant to due call and notice thereof, a regular meeting of the Board of Education of Independent School District No. 857 (Lewiston-Altura Public Schools), Winona County, Minnesota, was duly held in said School District on July 8, 2024, commencing at 6:00pm.

The following directors were present:

and the following were absent:

* * *

* * *

* * *

The Chair announced that the next order of business was consideration of the resolution approving the purchase agreement that would authorize the District to sell real property to Thomas Mueller.

After due consideration of the resolution, _____ then introduced the following resolution and moved its adoption:

**A RESOLUTION APPROVING A PURCHASE AGREEMENT FOR
THE SALE OF THE PROPERTY LOCATED IN WARREN
TOWNSHIP ON COUNTY ROAD 120, PID 160000770 TO THOMAS
MUELLER**

WHEREAS, Independent School District No. 857 (the “District”) is the owner of property located on County Road 120 (PID 160000770), legally described as follows:

The South Half of the Northwest Quarter of the Northeast Quarter (S ½ of the NW ¼ of NE 1/4) of Section Eight (8), Township One Hundred Six (106), North, Range Eight (8), West of the Fifth Principal Meridian, County of Winona, State of Minnesota

(the “Property”); and

WHEREAS, the District would like to sell the Property to Thomas Mueller (the “Buyer”); and

BE IT RESOLVED By the Board of Education (the “Board”) of Independent School District No. 857 (Lewiston-Altura Public Schools), Winona County, Minnesota, as follows:

1. That the Board hereby approves the Purchase Agreement and addenda in substantially the form presented to the Board, subject to modifications and addenda that do not alter the substance of the transaction and that approved by the Board Chair and the Board Clerk.
2. That the Superintendent, District staff, District officials, and consultants are authorized to take all actions necessary to perform the District’s obligations under the Purchase Agreement as a whole, including, without limitation, execution of any documents to which the District is a party referenced in or attached to the Purchase Agreement, and any other documents necessary for the Property to be conveyed by the District to the Buyer, all as described in the Purchase Agreement.

The motion for the adoption of the foregoing resolution was duly seconded by all directors, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

CERTIFICATION OF MINUTES RELATING
TO
SCHOOL BUILDING BONDS

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 857
(LEWISTON-ALTURA PUBLIC SCHOOLS)

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME, AND PLACE OF MEETING:

At a regular meeting held on July 8, 2024, at 6:00 o'clock p.m., in the School District.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION RELATING TO REVOKING THE EXISTING REFERENDUM
REVENUE AUTHORIZATION OF THE SCHOOL DISTRICT, APPROVING A NEW
AUTHORIZATION, AUTHORIZING THE ISSUANCE OF SCHOOL BUILDING
BONDS AND CALLING AN ELECTION THEREON**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this ____ day of _____, 2024.

School District Clerk

EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 857
(LEWISTON-ALTURA PUBLIC SCHOOLS)
STATE OF MINNESOTA

HELD: JULY 8, 2024

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 857 (Lewiston-Altura Public Schools), State of Minnesota, was duly held in the School District on July 8, 2024, at 6:00 o'clock p.m., for the purpose, in part, of calling an election to authorize the issuance of school building bonds.

Member _____ moved the adoption of the following Resolution:

**RESOLUTION RELATING TO REVOKING THE EXISTING REFERENDUM
REVENUE AUTHORIZATION OF THE SCHOOL DISTRICT, APPROVING A NEW
AUTHORIZATION, AUTHORIZING THE ISSUANCE OF SCHOOL BUILDING
BONDS AND CALLING AN ELECTION THEREON**

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

1. The School Board hereby determines and declares that it is necessary and expedient for the School District to revoke the School District's existing referendum revenue authorization of \$51.92 per adjusted pupil unit, and to replace that authorization with a new authorization of \$760 per adjusted pupil unit. As provided by law, the ballot question must abbreviate the term "per adjusted pupil unit" as "per pupil." The additional revenue will be used to finance school operations and the property tax portion thereof will require an estimated referendum tax rate of approximately 0.11584% of the referendum market value of the School District for taxes payable in 2025, the first year it is to be levied. The proposed referendum revenue authorization would be applicable for ten (10) years and increase each year by the rate of inflation commencing with taxes payable in 2026, and unless otherwise revoked or reduced as provided by law. For this purpose, the rate of inflation shall be the annual inflationary increase calculated under Minnesota Statutes, Section 126C.17, subdivision 2(b). The question on the approval of this referendum revenue authorization shall be School District Question 1 on the School District ballot at the special election held to approve said authorization.

2. The School Board hereby finds and determines that it is also necessary and expedient for the School District to borrow money in an aggregate principal amount not to exceed \$19,950,000 and not to exceed any limitation upon the incurring of indebtedness which shall be

applicable on the date or dates of the issuance of any bonds, for the purpose of providing funds for the acquisition and betterment of school sites and facilities at the Elementary School and High School, including the creation of secure entrances; the construction of traffic flow improvements; renovations and upgrades to create larger kindergarten classrooms, flexible learning spaces, and improved CTE, science and art classroom spaces; remodeling and upgrades to create ADA-accessible restrooms and improved locker rooms; and the completion of various deferred maintenance projects at school sites and facilities. The question on the borrowing of funds for these purposes shall be School District Question 2 on the School District ballot at the special election held to approve said authorization.

3. The administration of the School District is hereby authorized and directed to consult with the Minnesota Department of Education and cause a proposal to be prepared and submitted to the Commissioner of Education for the Commissioner's Review and Comment on behalf of the School Board, and to take such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended. Any such actions taken by the administration prior to the date of this resolution are hereby ratified, confirmed, and approved in all respects. The actual holding of the special election on School District Question 2 specified above shall be contingent upon the receipt of a positive or unfavorable (provided applicable statutory requirements are met) Review and Comment from the Commissioner of Education on the projects included in that question.

4. The Clerk is hereby authorized and directed to cause the Commissioner's Review and Comment to be published in the legal newspaper of the School District at least forty-eight (48) but no more than seventy (70) days prior to the date of the special election stated below.

5. The School Board must hold a public meeting to discuss the Commissioner's Review and Comment before the referendum for bonds.

6. The ballot questions specified above shall be submitted to the qualified voters of the School District at a special election, which is hereby called and directed to be held in conjunction with the State General Election on Tuesday, November 5, 2024. This date is a uniform election date specified in Minnesota Statutes, Section 205A.05.

7. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this special election are those polling places and precincts or parts of precincts located within the boundaries of the School District and which have been established by the cities or towns located in whole or in part within the School District. The voting hours at those polling places shall be the same as those for the State General Election.

8. The Clerk is hereby authorized and directed to cause written notice of said special election to be given: (i) to the county auditor of each county in which the School District is located, in whole or in part, at least eighty-four (84) days prior to the date of said election; and (ii) to the Commissioner of Education, at least seventy-four (74) days prior to the date of said election. The notice shall specify the date of said special election and the title and language for each ballot question to be voted on at said special election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

9. The Clerk is hereby authorized and directed to cause a Notice of the election to be mailed to each taxpayer in the School District at least fifteen (15) but no more than forty-five (45) days prior to the date of the special election. The Notice shall contain the required projections and the required statement specified in Minnesota Statutes, Section 126C.17, subdivision 9(b). The Clerk is also directed to cause a copy of this Notice to be submitted to the Commissioner of Education and to the County Auditor of each county in which the School District is located in whole or in part at least fifteen (15) days prior to the day of the election.

10. The Clerk is hereby authorized and directed to cause notice of said special election to be posted for public inspection at the administrative offices of the School District at least ten (10) days before the date of said special election.

11. The Clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the School District at least four (4) days before the date of said special election and to cause two sample ballots to be posted in each polling place on election day. The sample ballots shall not be printed on the same color paper as the official ballot.

12. The Clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the School District, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election. The notice of election so posted and published shall state each question to be submitted to the voters as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

13. The Clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate officials regarding preparation and distribution of ballots, election administration and cost sharing.

14. The Clerk and members of the administration are further authorized and directed to cause a ballot to be prepared for use at said election in substantially the following form, with such changes in form, color, instructions, and content as may be necessary to accommodate an optical scan voting system, to correct typographical errors, or to comply with the form and content requirements of applicable state election laws:


[Form of Ballot on the Following Page]

Special Election Ballot

Independent School District No. 857 (Lewiston-Altura Public Schools)

November 5, 2024

Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this: .

To vote for a question, fill in the oval next to the word "Yes" on that question.
To vote against a question, fill in the oval next to the word "No" on that question.

School District Question 1 Revoking Existing Referendum Revenue Authorization; Approving New Authorization

The school board of Independent School District No. 857 (Lewiston-Altura Public Schools) has proposed to revoke the school district's existing referendum revenue authorization of \$51.92 per pupil and to replace that authorization with a new authorization of \$760 per pupil. The proposed referendum revenue authorization would be applicable for ten years, beginning with taxes payable in 2025, and increase each year by the rate of inflation beginning with taxes payable in 2026, unless otherwise revoked or reduced as provided by law.

Yes

Shall the increase in the revenue proposed by the school board of Independent School District No. 857 be approved?

No

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU
ARE VOTING FOR A PROPERTY TAX INCREASE.**

School District Question 2
Approval of School District Bond Issue

Yes

No

Shall the school board of Independent School District No. 857 (Lewiston-Altura Public Schools) be authorized to issue its general obligation school building bonds in an amount not to exceed \$19,950,000 to provide funds for the acquisition and betterment of school sites and facilities at the Elementary School and High School, including the creation of secure entrances; the construction of traffic flow improvements; renovations and upgrades to create larger kindergarten classrooms, flexible learning spaces, and improved CTE, science and art classroom spaces; remodeling and upgrades to create ADA-accessible restrooms and improved locker rooms; and the completion of various deferred maintenance projects at school sites and facilities?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU
ARE VOTING FOR A PROPERTY TAX INCREASE.**

15. Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

16. If the School District will be contracting to print the ballots for this special election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer, at the request of the election official, shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit or certified check acceptable to the Clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

17. The individuals designated as judges for the State General Election shall act as election judges for this special election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the School Board for canvass in the manner provided for other school district elections. The special election must be canvassed between the third and the tenth day following the special election.

18. The Clerk shall make all Campaign Financial Reports required to be filed with the School District under Minnesota Statutes, Section 211A.02 available on the School District's website. The Clerk must post the report on the School District's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The School District must make a report available on the School District's website for four years from the date the report was posted to the website. The Clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

The motion for the adoption of the foregoing resolution was duly seconded by

_____. On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

NOTIFICATION OF ELECTION

TO: Winona County Auditor

FROM: Independent School District No. 857 (Lewiston-Altura Public Schools)
Lewiston, Minnesota

SUBJECT: November 5, 2024, Special Election

Independent School District No. 857 (Lewiston-Altura Public Schools) will be holding a special election on November 5, 2024. The form of the questions shall be as specified on the attached Notice of Special Election. You may consider this official notification as required by Minnesota Statutes, Section 205A.07. Please prepare the necessary polling place rosters for use at this election.

Superintendent

(attach Notice of Special Election)

**NOTICE OF SPECIAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 857
(LEWISTON-ALTURA PUBLIC SCHOOLS)
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 857 (Lewiston-Altura Public Schools), State of Minnesota, on Tuesday, November 5, 2024, for the purpose of voting on the following questions:

**School District Question 1
Revoking Existing Referendum Revenue Authorization;
Approving New Authorization**

The school board of Independent School District No. 857 (Lewiston-Altura Public Schools) has proposed to revoke the school district's existing referendum revenue authorization of \$51.92 per pupil and to replace that authorization with a new authorization of \$760 per pupil. The proposed referendum revenue authorization would be applicable for ten years, beginning with taxes payable in 2025, and increase each year by the rate of inflation beginning with taxes payable in 2026, unless otherwise revoked or reduced as provided by law.

Yes

Shall the increase in the revenue proposed by the school board of Independent School District No. 857 be approved?

No

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU
ARE VOTING FOR A PROPERTY TAX INCREASE.**

School District Question 2
Approval of School District Bond Issue

Yes

No

Shall the school board of Independent School District No. 857 (Lewiston-Altura Public Schools) be authorized to issue its general obligation school building bonds in an amount not to exceed \$19,950,000 to provide funds for the acquisition and betterment of school sites and facilities at the Elementary School and High School, including the creation of secure entrances; the construction of traffic flow improvements; renovations and upgrades to create larger kindergarten classrooms, flexible learning spaces, and improved CTE, science and art classroom spaces; remodeling and upgrades to create ADA-accessible restrooms and improved locker rooms; and the completion of various deferred maintenance projects at school sites and facilities?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU
ARE VOTING FOR A PROPERTY TAX INCREASE.**

Passage of School District Question 1 or School District Question 2 will result in an increase in your property taxes.

The annual dollar increases for typical residential homesteads, apartments, commercial-industrial properties, and most other classes of property within the School District are as shown in the table below.

For agricultural property (both homestead and non-homestead), the taxes for School District Question 1 will be based on the value of the house, garage and surrounding one acre of land only. There will be no referendum taxes paid on the value of other agricultural lands and buildings for School District Question 1. For seasonal residential recreational property (i.e. cabins), there will be no taxes paid for School District Question 1.

Lewiston-Altura Public School District No. 857
Analysis of Tax Impact for Potential Referendum Questions
November 5, 2024 Election

June 18, 2024

	Question 1 Operating Referendum Revoke & Replace Total \$760 per pupil	Question 2 Bond Referendum	Total
School Building Bond Issue Amount		\$19,950,000	\$19,950,000
Average Interest Rate		5.00%	5.00%
Number of Years		20 Tax Levies	20 Tax Levies
Operating Referendum - Per Pupil Increase	\$708.08		\$708.08
Est. Net Increase in Annual Revenue (includes equity revenue)	\$401,694		\$401,694
Number of Years	10 Tax Levies		10 Tax Levies

Type of Property	Estimated Market Value	Estimated Annual Tax Impact Payable 2025 Compared to 2024*		
Residential Homestead	\$50,000	\$54	\$49	\$103
	75,000	81	73	154
	100,000	108	96	204
	125,000	135	140	275
	150,000	162	184	346
	175,000	189	228	417
	200,000	216	272	488
	250,000	270	361	631
	300,000	324	449	773
	400,000	432	626	1,058
	500,000	540	807	1,347
Commercial/Industrial	\$50,000	\$54	\$141	\$195
	100,000	108	282	390
	250,000	270	800	1,070
	500,000	540	1,741	2,281
	1,000,000	1,079	3,623	4,702
Agricultural Homestead** (average value per acre of land & buildings)	\$3,000	\$0	\$0.85	\$0.85
	5,000	0	1.41	1.41
	7,000	0	1.98	1.98
	9,000	0	2.54	2.54
	11,000	0	3.11	3.11
Agricultural Non-Homestead** (average value per acre of land & buildings)	\$3,000	\$0	\$1.69	\$1.69
	5,000	0	2.82	2.82
	7,000	0	3.95	3.95
	9,000	0	5.08	5.08
	11,000	0	6.21	6.21

* Estimated tax impact includes principal and interest payments on the new bonds and the increase in the levy referendum, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the homeowner's Homestead Credit Refund ("Circuit Breaker") program. Owners of homestead property may qualify for a refund, based on their income and total property taxes. This will change the net effect of the proposed bond issue for those property owners.

** For all agricultural property, includes a 70% reduction due to the School Building Bond Agricultural Credit. Average value per acre is the total estimated market value of all land & buildings divided by total acres. If the property includes a home, then the tax impact on the house, garage, and one acre of land will be calculated in addition to the taxes per acre, on the same basis as a residential homestead or non-homestead property. If the same property owner owns more than \$3.5 million of agricultural homestead land and buildings, a portion of the property will be taxed at the higher non-homestead rate.

NOTE: The new operating referendum revenue would start with fiscal year 2025-26 and is based on estimated adjusted pupil units (APU) of 595. Agricultural property will pay taxes for the proposed referendum based only on the value of the house, garage and one acre. Seasonal recreational residential property (i.e., cabins) will pay no taxes for the proposed referendum."



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

Educating A Caring, Adaptable, Respectful, Determined, Successful Community of Learners

June 24, 2024

Commissioner Willie Jett
Minnesota Department of Education
1500 West Highway 36
Roseville, MN 55113-4266

RE: ISD #857 Review & Comment Submittal

Dear Commissioner Jett:

I'm writing on behalf of Lewiston-Altura Public Schools to officially submit the necessary documents as required by the Minnesota Department of Education (MDE) for facility projects with costs in excess of \$500,000 per site. The Lewiston-Altura Board of Education unanimously approved the submission of this Review and Comment at their regular board meeting on Monday, June 10, 2024.

Since the spring of 2021 the district has explored options to balance the budget, improve operating efficiencies, and address school facility needs. District needs were identified from a comprehensive facility assessment developed by industry experts in their respective fields and prioritized by our administration and board. The district also held community engagement sessions and met with a facility task Force made up of parents, staff, and community members to gather ideas and feedback on how best to address these needs.

Through this process the district developed a plan for an operating and bond election that would address operational budget shortcomings, improve school safety, security, and accessibility, replace aging and failing building systems, renovate spaces and finishes that are more than 40 years old and update and expand classrooms to meet state guidelines.

On November 7, 2023, the district proposed a three-question ballot to voters: question one proposed to increase the operating levy from \$52 per pupil unit to \$760 per pupil unit; question two proposed \$26M to address high-priority building and security needs at both the elementary and high school and question three proposed \$12.6M for an auditorium and replacement gymnasium. The proposed projects were part of an overall strategic planning process for our district which included a unanimous board decision on November 14, 2022, to close the Altura Intermediate School effective fiscal year 2024. Unfortunately, all three questions were unsuccessful. Question one and two failed by slim margins, 12 votes and 8 percentage points respectively, while question three failed by 20 percentage points.

In January 2024, while identifying over \$750K in budget cuts, the Lewiston-Altura School District conducted a post-election survey to gather feedback on the unsuccessful operating levy and bond referendum proposed on November 7, 2023.

Based on the data received, the community indicated that the district should consider re-running an election with an operating levy at \$760 per pupil unit and a bond referendum under \$20M, \$19.2M less than what was proposed in 2023. Those who voted no cited the economy, cost, and "unnecessary big-ticket items" such as an auditorium and bus garage as reasons for their lack of support. Considering this information, the district in March, reconvened with a community task force and conducted additional engagement meetings to revise a plan for a two-question ballot on November 5, 2024:

Question One, will propose to renew the district's current referendum revenue authorization of \$52 per pupil unit and increase revenue by \$708 for a total referendum amount of \$760 per pupil unit. This authorization would be applicable for ten years and include an inflation factor.

Question Two, totaling \$19,950,000 including bonding costs, will propose classroom upgrades, HVAC, and safety and security improvements as explained within this document.

The *MDE Guide for Planning School Construction Projects in Minnesota* was used as a measure for both evaluating deficiencies and developing project options. The enclosed provides details of the proposed project and addresses requirements outlined in the Minnesota Department of Education Review and Comments Checklist.

Please contact me directly at 507-523-2191 or gcarman@lewalt.k12.mn.us, if you require additional information or have further questions. Our project consultants listed on the following page may be contacted as well. We anticipate approving proposed ballot questions at our July 8 board meeting and will submit those board-approved questions to you at that time, prior to the August 13 deadline. Thank you.

Sincerely,



Gwen Carman
Superintendent of Schools

INTRODUCTION

In accordance with Minnesota Statute 123B.71, the School Board of ISD #857 submits the following information to the Commissioner of Education for Review and Comment. The information is organized in the outline format as shown in the Department of Education’s “Review and Comment Checklist”.

Basic Information:

Address: **Independent School District #857**
Lewiston-Altura Public School District
100 County Road 25
Lewiston, MN 55952
Contact: Ms. Gwen Carman, Superintendent of Schools
gcarman@lewalt.k12.mn.us
Phone: 507-523-2191

School Board: Ms. Brein Maki - Chair
Ms. Sarah Sommer - Vice-Chair
Mr. David Baer - Treasurer
Mr. Dave Pringle - Board Clerk
Mr. Jenny Koverman - Board Director
Mr. Sara Daley - Board Director
Mr. Daniel Kreidermacher - Board Director

Financing: Question 2: **\$19,950,000** 20-year Building Bonds

Fiscal Consultant: **Ehlers & Associates Inc.**
3060 Centre Pointe Dr.
Roseville, MN 55113-1105
Contact: Shelby McQuay
SMcQuay@ehlers-inc.com
Phone: (651) 697-8548

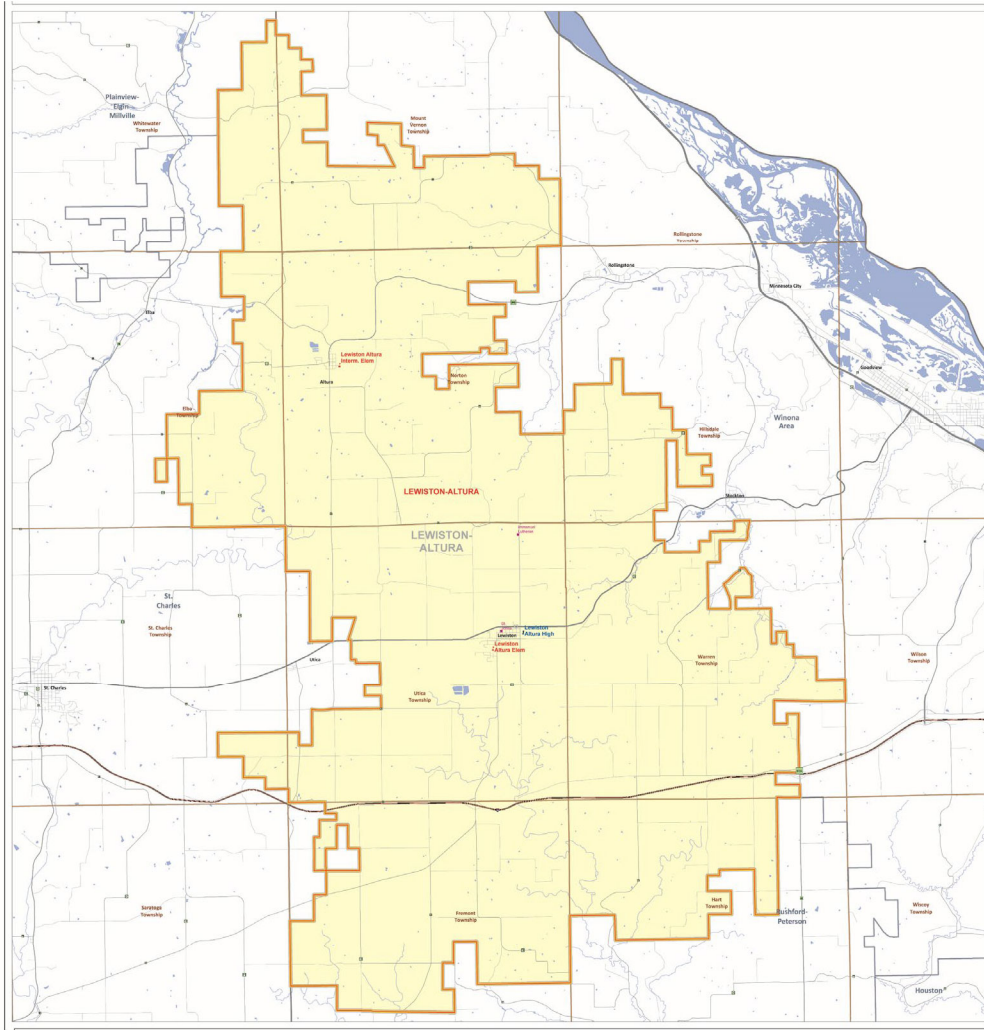
Project Consultant: **InGensa, Inc.**
18215 45th Ave. N, Suite C
Plymouth, MN 55446
Contact: Jacqui Coleman
jcoleman@ingensainc.com
Phone: (952) 237-3708

1) GEOGRAPHIC AREA AND ENROLLMENT PROJECTIONS

The Geographic area and population to be served:

- a. *Grade-specific preschool through grade 12 student enrollments for the past five years, and*
- b. *Student enrollment projections for the next five years.*

Lewiston-Altura ISD #857 serves the towns of Lewiston, Altura, Utica, Stockton, and Rollingstone. The following map shows the geographic region of District #857.



Lewiston-Altura Public Schools is currently a 2-building school district. Due to declining enrollment and increased operating costs, the school board, in a unanimous decision, voted to close the Altura Intermediate School effective with the district's 2024 fiscal year. The district is projecting 533 K-12 students for fiscal year 2025, down from 559 in fiscal year 2024. Enrollment has been declining over the past 5 years, however, is expected to level off by fiscal year 2030. This is reflective of the decrease in birth rates in Lewiston, Altura, and surrounding communities. In 2023, the birth-to-4-year-olds census reported 201 children, down 93 children from 1994 when 294 children were reported. Unfortunately, Lewiston-Altura Public Schools are not alone in experiencing this loss as 65 percent of MN Public Schools had declining enrollment in 2022 compared to 2019.

The district also serves as a feeder school starting at ninth grade to two parochial schools: St. John's Lutheran and Immanuel Lutheran (Silo). The following chart shows past, current and projected enrollment for the district:

ISD 857 K-12 ENROLLMENT																	
SCHOOL YEAR																	
GRADES	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30
K	54	54	43	44	35	40	38	28	36	39	32	36	36	36	37	36	37
1	46	57	51	43	42	34	41	41	30	36	38	32	36	36	36	37	36
2	60	44	54	54	43	41	34	41	41	30	36	38	32	36	36	36	37
3	44	58	44	58	54	46	44	35	35	39	26	36	38	32	36	36	36
4	66	44	58	48	58	51	49	42	35	34	35	26	36	38	32	36	36
5	41	68	44	57	50	58	52	49	39	38	37	35	26	36	38	32	36
6	54	41	68	49	59	49	61	51	48	38	37	37	35	26	36	38	32
7	59	55	45	69	48	60	51	69	54	52	36	37	37	35	26	36	38
8	55	59	55	48	67	48	64	55	60	56	51	36	37	37	35	26	36
9	58	58	76	63	65	83	58	77	62	61	58	51	36	37	37	35	26
10	75	61	63	78	63	62	85	61	73	63	53	58	51	36	37	37	35
11	45	76	63	58	74	68	55	88	57	72	58	53	58	51	36	37	37
12	72	44	74	60	62	69	61	57	86	60	62	58	53	58	51	36	37
K-5 Total	311	325	294	304	282	270	258	236	216	216	204	203	204	214	215	213	218
K-6 Total	365	366	362	353	341	319	319	287	264	254	241	240	239	240	251	251	250
6-12 Total	418	394	444	425	438	439	435	458	440	402	355	330	307	280	258	245	241
7-12 Total	364	353	376	376	379	390	374	407	392	364	318	293	272	254	222	207	209
K-12 Total	729	719	738	729	720	709	693	694	656	618	559	533	511	494	473	458	459

2) **EXISTING FACILITY BY YEAR**

Lewiston-Altura Elementary: 115 Fremont Street South, Lewiston, MN 55952

Site Size: 11.55 acres

Year Built:

- 1974 original construction: 40,100 sq. ft.
- 1997 classroom addition: 5,100 sq. ft.
- 2010 early childhood addition: 5,600 sq. ft.
50,800 sq. ft.

Uses: Grades: Pre-K through 5

- 5th Grade will be moved to the elementary for the 2023/2024 school year
- Cardinal Club Pre-K (3-5 year) Early Childhood programming, including ECFE and ECSE
- All day every day Kindergarten
- Before and after school care
- Student tutoring, Credit Recovery
- Gym: Physical education; school and community sports
- Numerous after school activities; Community meetings
- Community Education; Youth Sports and Summer Recreation

Lewiston-Altura High School: 100 County Road 25, Lewiston, MN 55952

Site Size: 39.9 acres

Year Built:

- 1965 original construction: 69,786 sq. ft.
- 1997 classroom/gym addition: 20,500 sq. ft.
90,286 sq. ft.

Uses: Grades: 6 through 12

- 6th Grade will be moved to the high school for the 2023/2024 school year
- Student tutoring, Credit Recovery
- College in the Schools
- Gym: Physical education; school and community sports
- Numerous after school activities; Community meetings; School Board Meetings
- District Office- Administration, HR, Business office
- Community Education
- Youth Sports and Summer Recreation

Lewiston-Altura Bus Garage: 115 Fremont Street South, Lewiston, MN 55952

Site Size: Located on Elementary site

Year Built:

- 1979 original construction: 2,400 sq. ft.
2,400 sq. ft.

Uses:

- Bus maintenance

At this time, no suitable alternative facilities are available within the district or in adjacent districts.

3) **SPECIFIC FACILITIES DEFICIENCIES & BENEFITS**

A list of the Specific deficiencies of the facility:

- a. *Demonstrating the need for new or renovated facility to be provided,*
- b. *The process used to determine the deficiencies,*
- c. *A list of those deficiencies that will and will not be addressed by proposed projects,*
- d. *A list of specific benefits that the new or renovated facility will provide to students, teachers, and the community users served by the facility*

THE PROCESS AND NEED

The Lewiston-Altura School district has been experiencing budget challenges impacted by declining enrollment and aging facilities. The district is projecting 533 PreK-12 students for FY25. Total enrollment is projected to decline to 459 students over the next 5 years, however expected to stabilize by FY30. The district's operating levy of \$52 per pupil unit also expires in FY26.

At the start of the planning process in 2021, the board and administration investigated potential opportunities to alleviate budget challenges including consolidating buildings to reduce operational costs, increasing class sizes, eliminating low participation activities, offering fewer electives at the high school, and reducing support staff and administration full-time employees.

Recognizing the need to uncover all factors impacting the district's general fund budget, the Lewiston-Altura School Board started a strategic and comprehensive planning process to both identify needs and better understand how to "right-size" the district for the future. During this process the administration and board analyzed the educational adequacy of existing spaces, the current physical conditions of district facilities and past and future student population. Administrators, students, teachers and staff were surveyed and asked about their current spaces.

The district also worked with its financial advisors, Ehlers Inc., to analyze the district's operating needs and conducted a community strategic planning survey to solicit feedback on district operations from all district stakeholders. The strategic planning results indicated support for continued facility planning and consolidation of buildings. On November 14, 2022, the Board in a unanimous decision voted to close the Altura Intermediate School which was effective in FY24. This closure resulted in approximately \$255,000 in operational savings for the district.

The facility planning process also involved engaging all district stakeholders through four engagement meetings and a community scientific survey, to prioritize improvements and determine the best plan for the district.

The planning process included:

- conducting a facilities infrastructure and educational adequacy assessment conducted by professional firms with expertise in education and educational infrastructure (Firms include: ISG Architects, Hallberg Engineering, InSpec, and Larson Engineering)
- obtaining input from students, staff, administration and the community through facilitated small-group and public engagement meetings;
- working with the board and administration to review all deficiencies;
- engaging community through community engagement meetings to review facility and educational deficiencies and potential solutions;
- working with a community task force to review identified needs and proposed solutions;
- a scientific survey soliciting community feedback on proposed solutions.

The buildings were well constructed and in overall good shape. The district has maintained the buildings the best it can with funds available, including significant HVAC work in much of the elementary and high school; roofing the majority of the elementary and upgrading many areas to LED lighting. The average square footage of both the elementary and high school is over forty years of age, there are many infrastructure systems that are original and at the end of design life and need attention to ensure the building can be functional for many decades to come. The district does not have funding to address these larger remaining facility needs.

Given both the subjective and objective data collected during the process, the administration and school board

1. prioritized deficiencies;
2. evaluated options that included differing levels of investment;
3. conducted and reviewed the results of a scientific survey, which tested potential options with the community.

After considering input from the scientific survey and stakeholder groups throughout the process, on June 12, 2023, the Lewiston-Altura Board of Education voted unanimously to authorize the administration of the district to submit a Review and Comment to the Minnesota Department of Education outlining the required information for a plan to ask two questions to address deferred maintenance, safety and security, and educational spaces needs.

Unfortunately, this vote was unsuccessful. Question 1 (operating levy) failed by 8 votes, Question 2 (bond: highest priority facilities needs, including mechanical, HVAC, plumbing and electrical infrastructure improvements, safety and security upgrades, and improvements to existing classrooms) failed by 8 percentage points, and Question 3 (bond: performing arts space and replacement gym) failed by 20 percentage points.

In January 2024, the district proactively conducted a post-election survey to gain community feedback on why the election was unsuccessful as well as re-engaged a stakeholder task force to assist the district in determining next steps. Based on the data received, the community indicated that the district should consider re-running the election with an operating levy at \$760 per pupil unit and a bond referendum under \$20M, \$19.2M less than what was proposed in November 2023. Considering this information, the district in March, reconvened with a community task force and conducted additional community engagement meetings to revise a plan for a two-question ballot on November 5, 2024, with a bond that focuses only on the highest prioritized building needs.

DEFICIENCY LIST

The comprehensive facilities assessment analyzed both the district's building **Infrastructure**, looking at the physical condition of the existing structure and **Educational Adequacy**, which assesses how conducive spaces are for teaching and learning today as well as in the future. The following outlines identified both infrastructure and educational deficiencies from both categories:

ELEMENTARY INFRASTRUCTURE NEEDS:

Overall, the elementary is in good shape, the district has made investments in its upkeep. It received a mechanical retrofit in 2017 that included new HVAC, boiler plant, and lighting systems in the 1975 section. Those systems still have many years of life remaining. The following is a list of identified deficiencies:

Needs Being Addressed in the Proposed Project:

- Galvanized domestic piping needs to be replaced to address lead in water levels above new limits.
- Deteriorated mortar and joint sealants as well as wing walls in the back of the building have pulled away from the main building allowing moisture to enter exterior wall assembly.
- Windows have broken seals, are problematic, and beyond designed service life.
- The pavement at the back of the building is in poor condition and is pulling away from the building.
- There are areas of concrete that need to be replaced as well as some drainage issues at the north end of the building.
- The playground is at the end of its designed service life and ready for replacement.
- Some internal doors and frames are in poor condition and require replacement.
- Hardware throughout the building needs upgrading.
- Gym basketball hoops and floor need replacement.

Needs Not Being Addressed at this Time:

- Lighting upgrades in the 1997 and 2010 additions.
- Low priority roofing replacements.
- Hard surface playground area reconstruction.
- **Electrical panelboards that have been identified as being past their designed service life.**

Items in **BLUE** were removed from the November 2023 referendum project to get under the \$20M support threshold indicated in the post-election survey

ELEMENTARY EDUCATIONAL ADEQUACY NEEDS:

The Educational Adequacy report identified a number of deficient areas and issues based on the Minnesota Department of Education Guidelines.

Needs Being Addressed in the Proposed Project:

- Visitors enter directly into the school without needing to physically check-in to the office prior to entering the school.
- Casework in the classrooms was identified as a high priority for upgrading as well as extending corridor walls all the way to the roof deck to keep sound from transferring through the building.
- Kindergarten classrooms are undersized.
- Main office area and nurse's area are undersized and lack storage space.
- The staff workroom is undersized and lacks workspace.
- There is no family restroom in the building.
- There are no break-out or flexible learning spaces in the building, limiting group work and one-on-one instruction.
- Student group restrooms are undersized and do not meet ADA requirements.
- The bus and parent drop-off area is congested and a major safety concern. Buses and student traffic are commingled.

Needs Not Being Addressed at this Time:

- Additional Cardinal Club Storage.
- New flexible furniture throughout the building.
- The general music room is slightly undersized and has low ceilings resulting in acoustic issues. There is a lack of instrument storage.

HIGH SCHOOL INFRASTRUCTURE NEEDS:

The High School has received upgrades in recent years, mostly to the heating plant and HVAC upgrades to the majority of the building. The superstructure is sound but there are a number of improvements required to protect the building and keep it in good shape for many years to come. The following is a list of identified deficiencies:

Needs Being Addressed in the Proposed Project:

- Galvanized domestic piping needs to be replaced.
- 1965 windows are original to construction, have broken seals and are in need of replacement.
- B-Gym, C-Gym, weight room, and shop ventilation systems need upgrading to meet code. All other areas have been upgraded. The B-Gym (main gym) floor is original and needs replacement.
- The kitchen exhaust fan does not have enough capacity to properly exhaust the space.
- Valves serving terminal units that were installed in 2010 have been failing and remaining valves need replacement.
- Most exterior doors are in poor condition and require replacement.
- Brick, mortar and joint sealant are generally in acceptable condition except for the B-Gym walls.
- Roofing on the majority of the 1965 academic wing, 1996 addition, locker rooms, cafeteria and kitchen needs replacement.
- The fire alarm system, which is original to the 1996 addition, is obsolete and needs replacement.
- Many internal doors and frames are in poor condition and require replacement; hardware throughout the building needs upgrading.

The original wood bleachers in the C-Gym are past service life and need to be replaced.

- 1965 science and art classrooms casework including sinks are worn and in poor condition; 1965 locker rooms are outdated and in poor condition; general classroom casework is also original to construction and in poor condition.

Needs Not Being Addressed at this Time:

- Baseball field lighting.
- The PA/Intercom system is original to the 1996 addition and is past service life.
- New furniture throughout the facility.
- [Electrical panelboards that are original to the 1965 construction are past design service life.](#)
- [Recommissioning of the 2010 airside and waterside equipment](#)
- Lighting upgrades in the gyms.
- Various seating and trail/sidewalk upgrades for the softball/baseball fields and field events.

Items in **BLUE** were removed from the November 2023 referendum project to get under the \$20M support threshold indicated in the post-election survey.

HIGH SCHOOL EDUCATIONAL ADEQUACY NEEDS:

The Educational Adequacy report identified a number of deficient areas and issues based on the Minnesota Department of Education Guidelines.

Needs Being Addressed in the Proposed Project:

- Visitors enter directly into the school without needing to physically check-in to the office prior to entering the school.
- Main office area and nurse's area are undersized and lack storage space.
- The office is not integrated into the main entrance, this is not optimal for security and visitor management.
- 1965 Locker Rooms are outdated and in poor condition; The Weight Room is undersized.
- The building does not have a private family restroom near the B-Gym, which is an assembly area.
- There is no maintenance office, receiving area, and the building does not have adequate general storage.
- Casework in the classrooms was identified as a high priority for replacement.
- The staff workroom is undersized and lacks workspace, the restrooms do not meet ADA requirements.
- The 1965 Science and Art Classrooms are undersized and outdated.
- The bus and parent drop-off area is congested and a safety concern.
- The building does not have a flexible space that can be used for wrestling, dance, or community use.
 - *This item was originally addressed with a new addition to the High School in the November 2023 Referendum; existing space within the High School is currently being proposed to address this need.*
- The CTE area lacks storage space and a flexible area to be used as an innovation lab.
 - *The November 2023 Referendum included an addition to add additional storage and an area for an automotive area with a lift, this addition was removed with the current proposal. The existing space will be renovated to make some increases to storage and improve shop and classroom layouts.*

Needs Not Being Addressed at this Time:

- Enlarging existing general classrooms to make them closer to guidelines.
- The cafeteria is slightly undersized.
- *The Band Room is undersized, and Choir is in a space that is not designed for music use.*
- *The Media Center has unused space that could be renovated into small group or student breakout space.*
- *The building does not have a receiving area or a maintenance office.*
- *General storage in the building does not meet standards.*
- Group Restrooms are overall in good condition, but most do not meet ADA requirements.

Bus Garage Needs:

The Infrastructure and Educational Adequacy report identified a number of deficient areas and issues.

Needs Not Being Addressed in the Proposed Project:

- *The current bus garage has only two stalls and is primarily used for maintenance.*
- *It is well undersized and cannot store the district's buses.*
- *Buses are parked outside unsecure, so they fade quickly, freeze up in extreme cold weather conditions, and are vulnerable to vandalism.*

Items in **BLUE** were removed from the November 2023 referendum project to get under the \$20M support threshold indicated in the post-election survey.

4) DESCRIPTION OF THE PROJECT:

- a. Specifications of site and outdoor space acreage,
- b. Square footage allocations for classrooms, laboratories and support spaces,
- c. Estimated expenditures for major portions of the project,
- d. Estimated changed in facility operating costs
- e. Dates the project will begin and be completed

Question #2 of the district’s proposed project will ask for funding to address the identified infrastructure/deferred maintenance and educational adequacy needs listed in Section #3. At the elementary, improvements include upgrades to plumbing; tuckpointing; windows replacements, door and hardware upgrades, gym equipment and flooring upgrades, site improvements; new playground equipment; remodeled office space, a small addition to create a secured entry, remodel existing space into a family restroom; classroom casework and wall upgrades to address sound issues, remodeling of existing space to create larger kindergarten classrooms; remodeling of group restrooms to increases capacity and meet ADA requirements; and a new bus and parent drop-off area.

At the High School improvements include upgrades to door and hardware; fire alarm system replacement; galvanized plumbing replacements; tuckpointing; roofing replacements; windows replacements; classroom casework replacements; main gym flooring replacement; new C-Gym bleachers; site improvements; an addition to create a secured entry and provide adequate office space; repurpose existing space into a flexible student space for wrestling/dance/community use; renovations to update the science and art classrooms; renovations to update the locker rooms; CTE area remodeling for better utilization;; and a new bus drop-off area. After evaluation and consideration of operational needs and budget pressures over the last number of years, the district will be asking for an increase in the district’s operating levy.

Question #1 on the ballot will seek \$760 per pupil unit with inflationary factor over the next 10 years. The following is a summary of the **estimated operational cost changes** for both questions for the elementary and high school:

Utilities:

Overall existing annual utility costs for the district are expected to decrease slightly due to the replacement of older less efficient HVAC equipment. Updated and more efficient systems will outweigh the small increase in utilities contributed to the additional square footage. Estimated annual utility costs for each question are outlined in the table below. Electrical, natural gas, and water/sewer are included in the costs.

Supplies:

Overall, supplies are not expected to increase in a meaningful way as the result of the minor additional square footage. The table below shows the estimates for each question.

Repair Cost Avoidance:

The district has spent an average of \$341,000 annually over the years 2020 through 2023 on facility repairs and infrastructure replacements. By making the investments proposed in Question #2 the district will save approximately \$48,945 annually.

Personnel Efficiencies:

No savings are expected from any personnel efficiencies for the proposed projects. No staffing reductions are planned as part of any proposed work.

ESTIMATED OPERATIONAL IMPACTS								
Question	New Sq. Ft.	Additional Utility Costs	Maint. Supply Costs	Repair Avoidance	Personnel Costs	Utility Savings (Energy Efficiency Improvements)	Total Estimated Cost Savings	Notes
Question #2	2,350	\$ (1,607)	\$ (470)	\$ 48,945	\$ -	\$ 1,931	\$ 48,799	

PROJECT TIMELINE

We anticipate the following timeline of key events for the project, it is anticipated that there will be numerous bidding and/or quoting packages to execute the projects:

<u>Major Milestone</u>	<u>Date</u>
Referendum	November 5, 2024
Commence Design	November 2024
Bid & Award Phase	Spring 2024 - Fall 2025
Construction Phase	Summer 2025 - Fall 2026
Complete Construction	Fall 2026

ESTIMATED EXPENDITURES

The following provides a description of the major components of the project with estimated expenditures:

Question #2	
Elementary	
Additions	\$ 233,231
Renovations	\$ 1,887,055
Deferred Maintenance	\$ 1,531,058
Site Work	\$ 738,416
Technology/FF&E	\$ 184,484
Contingency & Escalation	\$ 207,393
Project Soft Costs	\$ 613,472
Total:	\$ 5,395,109
High School	
Additions	\$ 672,805
Renovations	\$ 4,704,236
Deferred Maintenance	\$ 6,297,661
Site Work	\$ 338,710
Technology/FF&E	\$ 80,100
Contingency & Escalation	\$ 548,310
Project Soft Costs	\$ 1,621,913
Total:	\$ 14,263,735
Other Costs	
Capitalized Interest	\$ -
Bond Issuance	\$ 437,500.00
Total Other Costs:	\$ 437,500.00

The following is a summary of proposed new and remodeled spaces and corresponding square footage. New square footage was significantly reduced from the November 2023 referendum while remodeled areas were slightly increased. Overall, a multipurpose addition, music addition, CTE addition, storage/receiving/maintenance addition, and a new bus garage were removed to lower the overall proposed referendum amount.

See Appendix A for concepts of additions and renovations at the Elementary and High School.

Question #2 - HIGH SCHOOL & ELEMENTARY IMPACTED AREAS - DRAFT				
Space	# of Spaces	Sq. Ft. (Gross)	Gross Sq. Ft. Total	Notes
Additions/New Sq. Ft.				
<u>High School</u>				
Secured Entry/Office Addition	1	1,750	1750	
HS New Square Footage Subtotal:			1750	
<u>Elementary</u>				
Small Addition to Support Secured Entry	1	600	600	
New Square Footage Subtotal:			600	
Renovations				
<u>Elementary</u>				
Remodel Lobby to Support Secured Entry	1	300	300	
Remodel Office to Support Secured Entry	1	2,100	2100	
Kindergarten Classrooms - Enlarge	2	1,400	2800	
Create Family Restroom	1	120	120	
Enlarge Group Restrooms	2	650	1300	
Elementary Square Footage Subtotal:			6620	
<u>High School</u>				
Office Remodel	1	1,800	1800	
Science & Art Classroom Remodel	1	5,500	5500	
Locker Room Renovation	1	4,650	4650	
Remodel Space for Student Flex/Wrestling	1	1,600	1600	
Remodel CTE Shops & Classrooms	1	6,800	6800	
HS Revovation Square Footage Subtotal:			20350	

5) SPECIFICATION OF THE SOURCE OF PROJECT FINANCING

- a. *Applicable statutory citations,*
- b. *The scheduled date for a bond issue or school board action*
- c. *A schedule of payments, including debt service equalization aid, and*
- d. *The effect of a bond issue on local property taxes by property class and valuation*

MS 123B.71 subd. 9 (5) specification of the source of financing the project, including applicable statutory citations; the scheduled date for a bond issue or school board action; a schedule of payments, including debt service equalization aid; and the effect of a bond issue on local property taxes by the property class and valuation; and...

Lewiston-Altura School District ISD #857 proposes to obtain financing from the sale of General Obligation bonds, pursuant to Minnesota Statutes Chapter 475. The School District will seek voter approval of one building bond ballot question on Tuesday, November 5, 2024. If approved, the bond question would authorize the total possible issuance of \$19,950,000. The difference between the amount requested to be authorized by the voters (plus estimated interest earnings in the construction fund) and estimated underwriter's discount and costs of issuing this debt (legal and fiscal costs) equals \$19,658,844, the amount the District expects to need for construction projects.

Ehlers has prepared the following schedules which have been included in the **Appendix B** of this document:

- 1) Estimated sources and uses of funds for the proposed bond issue
- 2) Estimated debt payment structure for the anticipated bond issue and estimated annual debt service property tax levies (the district is not expected to receive state debt equalization aid) with the 105% levy requirement
- 3) An analysis of the estimated tax impact on various values of residential, commercial and agricultural properties for the proposed bond issue

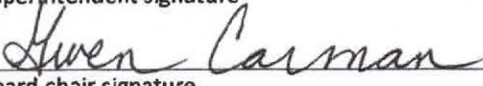

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Attachment 1
Review and Comment
Section #6 Documentation
(as amended by the 2014 Legislature)

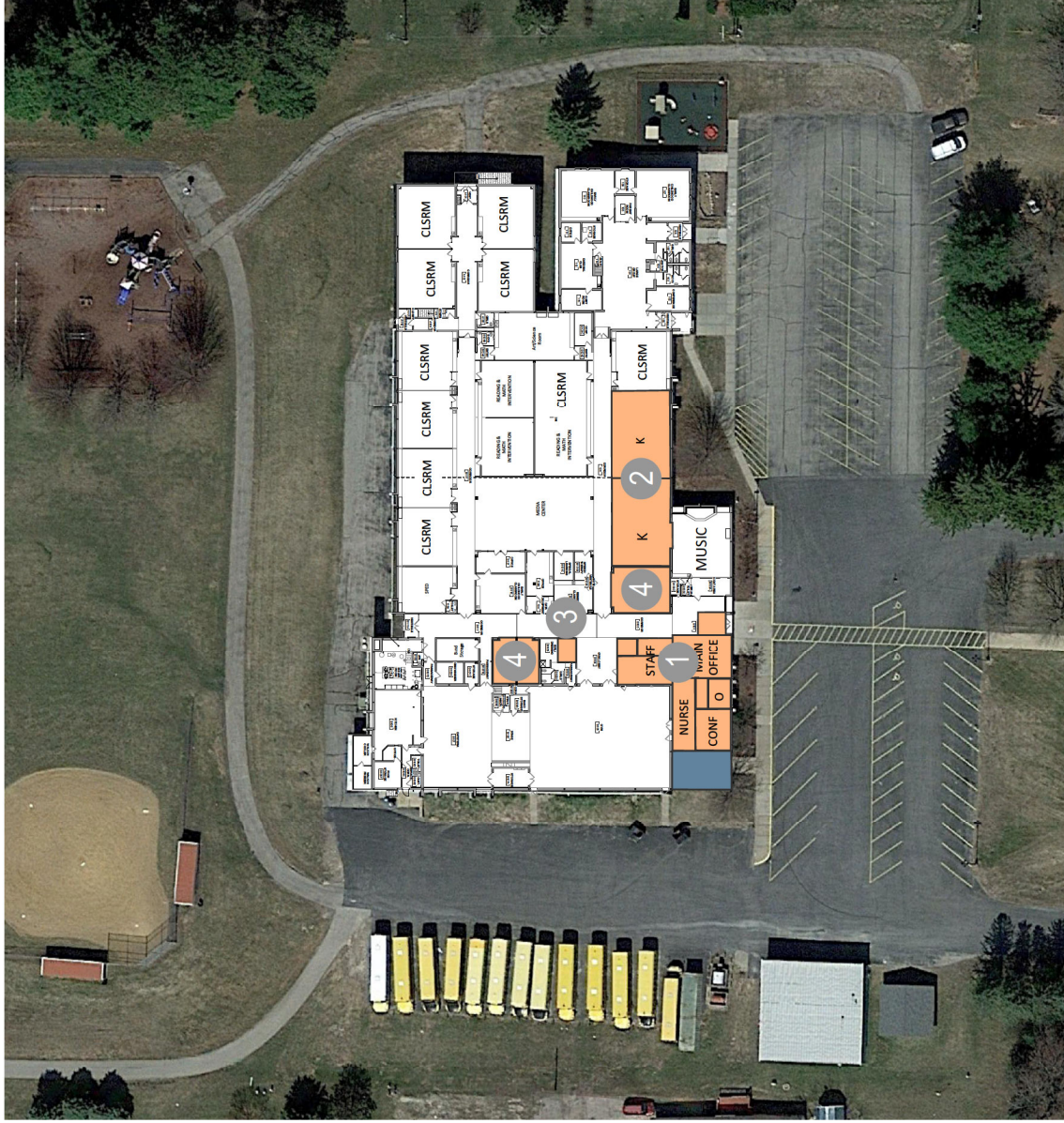
Documentation obligating the school district and contractors to comply with items (i) to (vii) in planning and executing the project:

- (i) The school district will be in compliance with Minnesota Statutes, section 471.345, governing municipal contracts issued for this project.
- (ii) The school district and the architects will include elements of sustainable design for this project.
- (iii) If the project installs or modifies facility mechanical systems, the school district, architect/engineers and contractors will be in compliance with school facility commissioning under Minnesota Statutes, section 123B.72, certifying the plans and designs for the heating, ventilating, air conditioning and air filtration for an extensively renovated or new facility meet or exceed current code standards, including the ASHRAE air filtration standard 52.1.
- (iv) If the project creates or modifies interior spaces, the district, architects/engineers and relevant contractors have considered the *American National Standards Institute Acoustical Performance Criteria, Design Requirements and Guidelines for Schools* on maximum background noise level and reverberation times.
- (v) The project will be in compliance with Minnesota State Fire Code.
- (vi) The project will be in compliance with Minnesota Statutes, chapter 326B, governing building codes.
- (vii) The school district and the architects/engineers have been in consultation with affected government units about the impact of the project on utilities, roads, sewers, sidewalks, retention ponds, school bus and automobile traffic, access to mass transit and safe access for pedestrians and cyclists.

The school district and architect/engineers will maintain documentation showing compliance with these items upon, and subsequent to, project completion.

Superintendent signature 	Date 6/24/2024
Board chair signature Bree Maki <small>Digitally signed by Bree Maki Date: 2024.06.24 18:20:42 -05'00'</small>	Date
Architect/engineer signature  MN # 45441	Date 6/21/2024

Question #2: Elementary



Legend

- 1 Secure Entry & Office Update
- 2 Larger Kindergarten Rooms
- 3 Re-purpose shower area as family toilet room
- 4 Increase restroom capacity

FLOOR PLAN

1 FLOOR PLAN
1" = 60'-0"

Question #2: High School



Legend

- 1 Secure Entry & Main Office
- 2 Science Lab Remodel
- 3 Expand Art Room
- 4 Student Flex Space Remodel
- 5 Locker Room Remodel
- 6 CTE Remodel

VISITOR
ENTRY

1 FLOOR PLAN
1" = 60'-0"

FLOOR PLAN

Architecture • Engineering • Environmental • Planning

LEWISTON-ALTURA HIGH SCHOOL
LEWISTON, MN - MM/DD/YY



PRELIMINARY INFORMATION - FOR REVIEW AND COMMENT

Lewiston-Altura School District, ISD No. 857

Estimated Sources and Uses of Funds

Proposed General Obligation Bonds

June 13, 2024

Bond Amount	\$19,950,000
Term	20
Dated Date	2/1/2025
Sources of Funds	
Par Amount	\$19,950,000
Investment Earnings ¹	146,344
Total Sources	\$20,096,344
Uses of Funds	
Allowance for Discount Bidding ²	\$299,250
Legal and Fiscal Costs ³	138,250
Net Available for Project Costs	19,658,844
Total Uses	\$20,096,344
Deposit to Construction Fund	\$19,512,500

¹ Estimated investment earnings are based on an average interest rate of 0.75%, and an average life of 12 months.

² The allowance for discount bidding is an estimate of the compensation taken by the underwriter who provides the lowest true interest cost as part of the competitive bidding process and purchases the bonds. Ehlers provides independent municipal advisory services as part of the bond sale process and is not an underwriting firm.

³ Includes fees for municipal advisor, bond counsel, rating agency, paying agent and county certificates.

PRELIMINARY INFORMATION - FOR REVIEW AND COMMENT

Lewiston-Altura Public School District No. 857
Analysis of Possible Structure for Capital and Debt Levies

\$19,950,000 Bond Issue
20 Tax Levies
Wrapped Around Existing Debt

June 18, 2024

Type of Bond	Principal Amount	Dated Date	Interest Rate
Viewer-Approved Building	\$19,950,000	02/01/25	5.00%

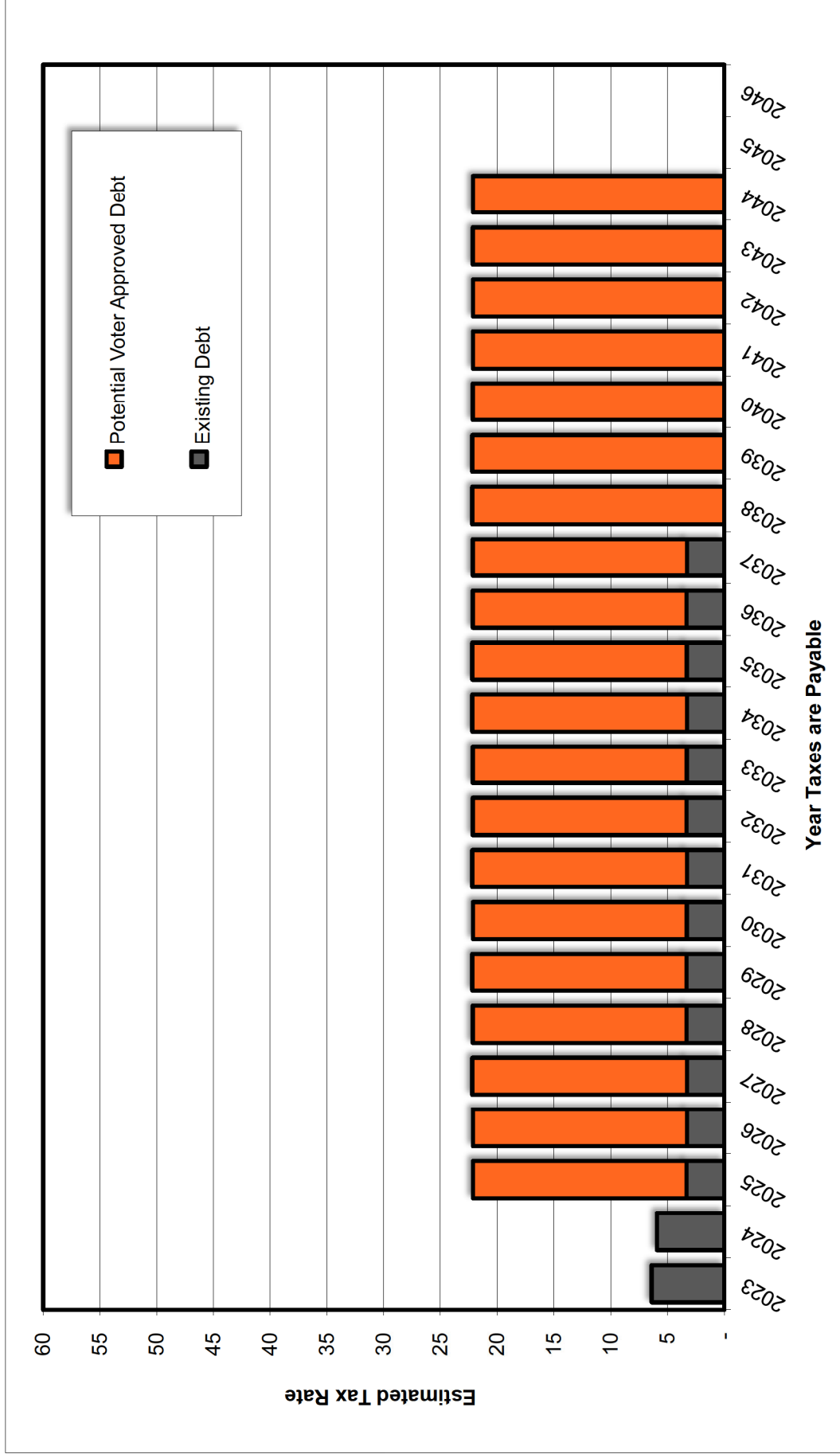
Levy Year	Fiscal Year	Tax Capacity Value ¹ (\$'000s)	% Chg	Existing Commitments			Proposed New School Building Bonds			Combined Totals					
				Alt Fac/Fac Maint H&S Bonds ²	Est. Debt Excess ³	Net Levy	Existing Tax Rate	Principal	Interest	Add'l. Debt Excess ³	Net Levy	Initial Debt Levy	State Aid	Net Levy	Tax Rate
2023	2024	7,542	14.5%	482,765	-	482,765	6.40	-	-	-	482,765	-	482,765	6.40	
2024	2025	8,287	9.9%	491,427	-	491,427	5.93	-	-	-	491,427	-	491,427	5.93	
2025	2026	8,287	0.0%	283,526	(8,422)	275,105	3.32	480,000	997,500	8,422	1,559,797	-	1,834,901	22.14	
2026	2027	8,287	0.0%	283,106	(11,341)	271,765	3.28	515,000	973,500	-	1,562,925	-	1,834,901	22.14	
2027	2028	8,287	0.0%	282,529	(11,324)	271,205	3.27	545,000	947,750	-	1,567,388	-	1,838,592	22.19	
2028	2029	8,287	0.0%	287,044	(11,301)	275,743	3.33	625,000	920,500	(62,696)	1,560,080	-	1,835,822	22.15	
2029	2030	8,287	0.0%	285,994	(11,482)	274,512	3.31	660,000	889,250	(62,403)	1,564,309	-	1,838,821	22.19	
2030	2031	8,287	0.0%	284,786	(11,440)	273,347	3.30	690,000	856,250	(62,572)	1,560,990	-	1,834,337	22.13	
2031	2032	8,287	0.0%	283,421	(11,391)	272,030	3.28	730,000	821,750	(62,440)	1,566,898	-	1,838,928	22.19	
2032	2033	8,287	0.0%	287,149	(11,337)	275,812	3.33	760,000	785,250	(62,676)	1,559,837	-	1,835,648	22.15	
2033	2034	8,287	0.0%	285,311	(11,486)	273,825	3.30	800,000	747,250	(62,393)	1,562,219	-	1,836,044	22.16	
2034	2035	8,287	0.0%	283,316	(11,412)	271,904	3.28	845,000	707,250	(62,489)	1,567,374	-	1,839,278	22.19	
2035	2036	8,287	0.0%	285,180	(11,333)	273,847	3.30	885,000	665,000	(62,695)	1,564,805	-	1,838,652	22.19	
2036	2037	8,287	0.0%	286,676	(11,407)	275,269	3.32	925,000	620,750	(62,592)	1,560,445	-	1,835,714	22.15	
2037	2038	8,287	0.0%	282,555	(11,467)	271,088	3.27	975,000	574,500	(62,418)	1,564,557	-	1,835,645	22.15	
2038	2039	8,287	0.0%	-	-	-	-	1,285,000	525,750	(62,582)	1,838,705	-	1,838,705	22.19	
2039	2040	8,287	0.0%	-	-	-	-	1,360,000	461,500	(73,548)	1,839,027	-	1,839,027	22.19	
2040	2041	8,287	0.0%	-	-	-	-	1,425,000	393,500	(73,561)	1,835,864	-	1,835,864	22.15	
2041	2042	8,287	0.0%	-	-	-	-	1,495,000	322,250	(73,435)	1,834,678	-	1,834,678	22.14	
2042	2043	8,287	0.0%	-	-	-	-	1,570,000	247,500	(73,387)	1,834,988	-	1,834,988	22.14	
2043	2044	8,287	0.0%	-	-	-	-	1,650,000	169,000	(73,400)	1,836,550	-	1,836,550	22.16	
2044	2045	8,287	0.0%	-	-	-	-	1,730,000	86,500	(73,462)	1,833,863	-	1,833,863	22.13	
2045	2046	8,287	0.0%	-	-	-	-	-	-	-	-	-	-	-	-
2046	2047	8,287	0.0%	-	-	-	-	-	-	-	-	-	-	-	-
Totals						4,674,786	(145,143)	4,529,642	19,950,000	12,712,500	(1,120,327)	33,175,298	37,704,941	37,704,941	

1 Tax capacity value for taxes payable in 2023 is the actual value. Estimates for future years are based on the percentage changes as shown above.
 2 Initial debt service levies (prior to subtracting debt equalization aid) are set at 105 percent of the principal and interest payments during the next fiscal year.
 3 Debt excess adjustment for taxes payable in 2023 and 2024 are the actual amounts. The adjustment for 2025 is an estimate using the June 30, 2023 debt service fund balance. Debt excess for future years is estimated at 4% of the prior year's initial debt service levy.

PRELIMINARY INFORMATION - FOR REVIEW AND COMMENT

Lewiston-Altura Public School District No. 857
Estimated Tax Rates for Capital and Debt Service Levies
Existing Commitments and Proposed New Debt

\$19,950,000 Bond Issue
20 Tax Levies
Wrapped Around Existing Debt



Date Prepared: June 18, 2024



Lewiston-Altura Public School District No. 857

Analysis of Tax Impact for Potential Bond Issue

June 18, 2024

	Question 1 Operating Referendum Revoke & Replace Total \$760 per pupil	Question 2 Bond Referendum	Total
School Building Bond Issue Amount		\$19,950,000	\$19,950,000
Average Interest Rate		5.00%	5.00%
Number of Years		20 Tax Levies	20 Tax Levies
Operating Referendum - Per Pupil Increase	\$708.08		\$708.08
Est. Net Increase in Annual Revenue (includes equity revenue)	\$401,694		\$401,694
Number of Years	10 Tax Levies		10 Tax Levies

Type of Property	Estimated Market Value	Estimated Annual Tax Impact Payable 2025 Compared to 2024*		
Residential Homestead	\$50,000	\$54	\$49	\$103
	75,000	81	73	154
	100,000	108	96	204
	125,000	135	140	275
	150,000	162	184	346
	175,000	189	228	417
	200,000	216	272	488
	250,000	270	361	631
	300,000	324	449	773
Commercial/ Industrial	400,000	432	626	1,058
	500,000	540	807	1,347
	\$50,000	\$54	\$141	\$195
	100,000	108	282	390
	250,000	270	800	1,070
Agricultural Homestead** (average value per acre of land & buildings)	500,000	540	1,741	2,281
	1,000,000	1,079	3,623	4,702
	\$3,000	\$0	\$0.85	\$0.85
	5,000	0	1.41	1.41
	7,000	0	1.98	1.98
Agricultural Non-Homestead** (average value per acre of land & buildings)	9,000	0	2.54	2.54
	11,000	0	3.11	3.11
	\$3,000	\$0	\$1.69	\$1.69
	5,000	0	2.82	2.82
	7,000	0	3.95	3.95
	9,000	0	5.08	5.08
	11,000	0	6.21	6.21

* Estimated tax impact includes principal and interest payments on the new bonds and the increase in the levy referendum, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the homeowner's Homestead Credit Refund ("Circuit Breaker") program. Owners of homestead property may qualify for a refund, based on their income and total property taxes. This will change the net effect of the proposed bond issue for those property owners.

** For all agricultural property, includes a 70% reduction due to the School Building Bond Agricultural Credit. Average value per acre is the total estimated market value of all land & buildings divided by total acres. If the property includes a home, then the tax impact on the house, garage, and one acre of land will be calculated in addition to the taxes per acre, on the same basis as a residential homestead or non-homestead property. If the same property owner owns more than \$3.5 million of agricultural homestead land and buildings, a portion of the property will be taxed at the higher non-homestead rate.

NOTE: The new operating referendum revenue would start with fiscal year 2025-26 and is based on estimated adjusted pupil units (APU) of 595. Agricultural property will pay taxes for the proposed referendum based only on the value of the house, garage and one acre. Seasonal recreational residential property (i.e., cabins) will pay no taxes for the proposed referendum."



Division of School Finance
400 NE Stinson Blvd.
Minneapolis, MN 55413

Fiscal Year (FY) 2026 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

ED-02477-010
Due: July 31, 2024

General Information: Minnesota school districts, intermediate school districts, cooperative districts, joint powers applying for Long-Term Facilities Maintenance revenue (LTFM) under Minnesota Statutes 2023, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2024. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

Identification Information

Name of District, Intermediate/Cooperative/Joint Powers	District Number and Type:	Date Submitted:
---	---------------------------	-----------------

Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes 2023, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2023, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes 2023, section 123B.595, subd. 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes 2023, section 123B.595, subd. 10, paragraph (a), clauses (1) and (2) and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes 2023, section 123B.595, subd. 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2026 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes 2023, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2023, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2023, section 123B.595, subd. 11.
4. All actual expenditures to be reported in UFARS for FY 2026 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes 2023, section 123B.595, subd. 10, paragraph (a), clauses (1), (2) and (4) and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2023, section 123B.595, subd. 11. **Effective FY 2025 and if applicable, provisions for a gender-neutral, single-user restroom are included in The LTFM plan (Finance Code 384 must be used with Course Code 684).**
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. 127A.41, subd. 3[2023]).
6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. 121A.335 [2023]). **The district’s ten-year plan does not include a request for a second-time project cost for: (1) replacement of an existing mechanical ventilation system to the current Minnesota State Mechanical Code/American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidelines; or, (2) to provide a level of approximately 15 Cubic Feet per Minute (CFM) per person.**

Certification of Statement of Assurances

Signature – Must be signed by Superintendent or Cooperative Unit Director:	Name – Superintendent or Cooperative Director (Please print)	Date:
---	--	-------



Lewiston–Altura Public School District
100 County Road 25
Lewiston, MN 55952
(507) 523-2191

Gwen Carman, Superintendent
Dave Riebel, PreKdg – 5 Principal
Cory Hanson, 6-12 Principal

Educating a Caring, Adaptable, Respectful, Determined, Successful Community of Learners

EXTRACT OF SCHOOL BOARD MEETING MINUTES
INDEPENDENT SCHOOL DISTRICT NO. 857
LEWISTON – ALTURA PUBLIC SCHOOLS
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a School Board meeting of Independent School District No. 857, State of Minnesota, was held on July 8, 2024 at 6:00pm, for the purpose in part, of approving the District’s Fiscal Year (FY) 26 Long-Term Facility Maintenance Ten-Year Plan as established in Minnesota Statutes 2021, section 123B.595.

School Board Member _____ introduced the following resolution and moved its adoption.

RESOLUTION ADOPTING INDEPENDENT SCHOOL DISTRICT NO. 857
FY 26 LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN


BE IT RESOLVED that the School Board of Independent School District No. 857, State of Minnesota, approves the attached FY 26 Long-Term Facilities Maintenance Ten-Year Plan.

The motion for the adoption of the foregoing resolution was duly seconded by School Board Member _____ and, upon vote being thereon, the following voted in favor of the motion:

And none voted against.

WHEREUPON the resolution was declared duly passed and adopted the 8th day of July, 2024.

Dave Pringle
SCHOOL BOARD CLERK SIGNATURE

		Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413	ED - 02478-10
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesc			
District Info.		(REQUIRED) Enter Information	
District Name:	Lewiston Altura		
District Number:	0857-01		
District Contact Name:	Julie Schreiber		
Contact Phone #	402-841-1342		
Expenditure Categories			2034
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.			
Finance Code		Category (1)	
347	Physical Hazards		\$6,000
349	Other Hazardous Materials		\$1,500
352	Environmental Health and Safety Management		\$9,000
358	Asbestos Removal and Encapsulation		\$0
363	Fire Safety		\$7,000
366	Indoor Air Quality		\$0
Total Health and Safety Capital Projects			\$23,500
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year - Additional Revenue			
Finance Code		Category (2)	
358	Asbestos Removal and Encapsulation		\$0
363	Fire Safety		\$0
366	Indoor Air Quality		\$0
Total Health and Safety Capital Projects \$100,000 or More			\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151			
Finance Code		Category 3 (a)	
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.		\$0
Total Remodeling for Approved Voluntary Pre-K Projects			\$0
Remodeling for Gender-Neutral Single-User Restrooms			
Finance/Course Codes		Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025	
Finance Code 384 and Course Code 684 MUST USE BOTH	Remodeling for gender-neutral single user restroom per site.		\$0
Total Remodeling for Gender-Neutral Single User Projects			\$0
Accessibility			
Finance Code		Category (4)	
367	Accessibility		\$0
Total Accessibility Projects			\$0
Deferred Capital Expenditures and Maintenance Projects			
Finance Code		Category (5)	
368	Building Envelope		\$5,000
369	Building Hardware and Equipment		\$3,000
370	Electrical		\$17,000
379	Interior Surfaces		\$1,000
380	Mechanical Systems		\$20,000
381	Plumbing		\$10,000
382	Professional Services and Salary		\$55,000
383	Roof Systems		\$20,000
384	Site Projects		\$6,000
Total Deferred Capital Expense and Maintenance			\$137,000
Total Annual 10-Year Plan Expenditures			\$160,500
Fund Balance Section			
Fund 01			
	Beginning Fund Balance 01-467-XX		\$348,075
	LTFM Fiscal Year Revenue - Levy		\$237,247
	LTFM Fiscal Year Revenue - AID if Applicable		\$0
	LTFM Fiscal Year Revenue Other		\$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)		\$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)		\$0
	LTFM Transfer OUT if applicable - Special Legislation		\$0
	LTFM Estimated Fiscal Year Expenditures		\$160,500
Ending Fiscal Year Fund Balance 01-467-XX			\$424,822
Fund 06			
	Beginning Fund Balance 06-467-XX		\$357,001
	LTFM Fiscal Year Bonded Revenue		\$0
	LTFM Fiscal Year Revenue Other		\$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)		\$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)		\$0
	Other Transfers		\$0
	LTFM Estimated Fiscal Year Expenditures		\$0
Ending Fiscal Year Fund Balance 06-467-XX			\$357,001

FY 26 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/09/2024								
857												
	Lewiston - Altura Public School		Change only									
			if requiring levy	Payable 2024								
Calculations for Ten Year Projection		Pay 24	adjustments	LLC Certification	Current Estimate							
		LLC #	FY 2024	FY 2025	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
1	Type your district number in cell A2 (Minneapolis = 1.2)											
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b											
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33											
4	Look-up data from following tabs											
5	Initial Formula Revenue											
6	Current year APU	57		643.00	650.84	624.33	624.33	624.33	624.33	624.33	624.33	624.33
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)											
6b	Total Adjusted Pupil Units = (6) + (6a)				650.84	624.33	624.33	624.33	624.33	624.33	624.33	624.33
7	District average building age (uncapped)	401		51.46	49.85	50.85	51.85	52.85	53.85	54.85	55.85	56.85
8	Formula allowance			\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	402			1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	403		244,340	247,321	237,247	237,247	237,247	237,247	237,247	237,247	237,247
11	Added revenue for Eligible H&S Projects > \$100,000 / site											
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	701			396,900	-	-	-	-	-	-	-
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	754			-	-	-	-	-	-	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	700			-	-	-	-	-	-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	753			-	-	-	-	-	-	-	-
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab				94,526	283,526	283,106	282,529	287,044	285,994	284,786	283,421
16b	New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue				-	-	-	-	-	-	-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)	765			94,526	283,526	283,106	282,529	287,044	285,994	284,786	283,421
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	405			-	-	-	-	-	-	-	-
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) - (15) + (17) + (18)	406		491,427	491,426	283,526	283,106	282,529	287,044	285,994	284,786	283,421
	Added revenue for Pre-K remodeling (for VPK approvals only)											
20a	Net debt service for bonds approved for Pre-K remodeling	766			-	-	-	-	-	-	-	-
20b	Pay as you go for projects approved for Pre-K remodeling	407			-	-	-	-	-	-	-	-
20c	Total Pre-K revenue				-	-	-	-	-	-	-	-
20d	Total New Law Revenue (10) + (19) + (20c)	408			738,747	520,773	520,353	519,776	524,291	523,241	522,033	520,668

FY 26 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/09/2024											
857															
	Lewiston - Altura Public School		Change only												
			if requiring levy	Payable 2024											
<i>Calculations for Ten Year Projection</i>				Pay 24	Current Estimate										
		LLC #	FY 2024	FY 2025	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032			
	Old Formula revenue														
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2026)	409	-	-	-	-	-	-	-	-	-	-	-	-	-
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	700													
23	Debt Excess allocated to line 22														
24	Old formula alt facilities debt revenue (1A) - debt excess	763													
25	Old formula alt facilities net debt revenue (1B) = (12) - (13)	764			396,900	-	-	-	-	-	-	-	-	-	-
26	Old formula alt facilities pay as you go revenue (1A)	410	-												
26b (18)	Pay-as-you-go revenue for H&S projects over \$100,000 per site	411													
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2026)	413													
27a	LTFM "H&S >100K per site" bonds	765			94,526	283,526	283,106	282,529	287,044	285,994	284,786	283,421			
27b	LTFM "other" bonds for 1A hold harmless	767			-	-	-	-	-	-	-	-			
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))	416			41,654	39,957	39,957	39,957	39,957	39,957	39,957	39,957			
29	Total old formula revenue = (21)+(24)+(25)+(26)+(26b)+(27)+(27a)+(27b)+(28)	417		532,579	533,080	323,484	323,064	322,486	327,001	325,951	324,744	323,379			
30	Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]	418		735,767	738,747	520,773	520,353	519,776	524,291	523,241	522,033	520,668			
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	419													
32	District LTFM Revenue (30) - (31)	420		735,767	738,747	520,773	520,353	519,776	524,291	523,241	522,033	520,668			
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	421													
34	Grand Total LTFM Revenue (32) + (33)	422		735,767	738,747	520,773	520,353	519,776	524,291	523,241	522,033	520,668			
	Aid and Levy Shares of Total Revenue														
35	For ANTC & APU, three year prior date		2022	2022	2023	2024	2025	2026	2027	2028	2029				
36	Three year prior Ag Modified ANTC	35	5,744,008	5,744,008	6,593,663	6,857,410	7,131,706	7,416,974	7,713,653	8,022,199	8,343,087				
37	Three year prior Adjusted PU (New Weights)	54	732.73	732.76	661.79	647.05	650.84	624.33	624.33	624.33	624.33				
38	ANTC / APU = (36) / (37)	424	7,839.19	7,838.91	9,963.34	10,598.02	10,957.62	11,879.82	12,355.01	12,849.21	13,363.18				
39	State average ANTC / APU with ag value adjustment	425	12,230.05	12,230.05	13,617.01	14,207.10	14,848.85	15,443.00	16,061.00	16,703.00	17,371.00				
40	Equalizing Factor = 123% of (39)	426	15,042.96	15,042.96	16,748.92	17,474.73	18,264.09	18,994.89	19,755.03	20,544.69	21,366.33				
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	427	52.11%	52.11%	59.49%	60.65%	60.00%	62.54%	62.54%	62.54%	62.54%				
42	State (aid) share of Equalized Revenue (1 - (41))	428	47.89%	47.89%	40.51%	39.35%	40.00%	37.46%	37.46%	37.46%	37.46%				
43	Equalized Revenue (lesser of (34) or (6) * (8))	423	244,340	247,321	237,247	237,247	237,247	237,247	237,247	237,247	237,247				
44	Initial LTFM State Aid (42) * (43)	429	117,011	118,442	96,117	93,362	94,910	88,868	88,870	88,866	88,865				
45	Old formula Grandfathered Alternative Facilities Aid	431	-	-	-	-	-	-	-	-	-				
46	Total LTFM State Aid (Greater of (44) or (45))	432	117,011	118,442	96,117	93,362	94,910	88,868	88,870	88,866	88,865				
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	435	618,756	620,306	424,656	426,991	424,866	435,423	434,371	433,167	431,803				
	Debt Service Portion of Revenue (non-grandfather districts)														
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (20a) + (24)	763+764+765+766			491,426	283,526	283,106	282,529	287,044	285,994	284,786	283,421			
50	Existing LTFM bonds excluding bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab	767			47,408	46,673	45,570	49,718	48,458	47,198	45,938	44,678			
50b	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05														
51	Total Debt Service Revenue = (49) + (50) + (50b)	768			538,834	330,199	328,676	332,246	335,501	333,191	330,724	328,099			
52	Equalized debt Service Revenue (lesser of (43) or (51))	436			247,321	237,247	237,247	237,247	237,247	237,247	237,247	237,247			

FY 2033	FY 2034
-	-
-	-
-	-
-	-
-	-
-	-
-	-
287,149	285,311
-	-
39,957	39,957
327,106	325,269
524,396	522,558
-	-
524,396	522,558
-	-
524,396	522,558
2030	2031
8,676,811	9,023,883
624.33	624.33
13,897.71	14,453.61
18,066.00	18,789.00
22,221.18	23,110.47
62.54%	62.54%
37.46%	37.46%
237,247	237,247
88,866	88,869
-	-
88,866	88,869
435,529	433,689
287,149	285,311
48,668	-
-	-
335,816	285,311
237,247	237,247

2024-2025 Recommended L-A Fees
July 8, 2024

Category	2024-25	Comments
Grade 6-12 Technology	\$35.00 for Accidental Damage Repair. If used, \$35.00 must be paid again to continue the coverage.	A lost Chromebook or intentional damage or blatant misuse is determined by admin and the tech dept: repairs must be fully paid or pay for a replacement device. Students will be issued one charger. Replacements can be purchased at the office for full cost.
Grade 5-12 Annual Band Instrument Rental, Repair and Cleaning for a district owned instrument	\$50.00	This is a new fee. Band is optional for students.
HS Technology Ed, Ag Ed, Art	The course syllabi will include a statement that fees will be charged (or students can bring own materials) for projects that are more complex than the basic project provided by the teacher/district materials.	This is not new.
Field trips, extra-curricular (non competition), FFA off campus trips	Admissions, driver costs must be funded by outside resources.	Donations, fund raising, student activity accounts for extra-curricular or FFA trips.
Admission to Athletic Events	Adults: \$8.00 Students: \$6.00	Set by Three Rivers Conference
Season Passes to Athletic Events	<u>Fall</u> Adults: \$60.00 Booster Club Members: \$50.00 Students: \$30.00 <u>Winter</u> Adults: \$75.00 Booster Club Member: \$50.00 Students: \$30.00	

JS/HS Sports Participation Fees	\$150.00/Season (includes Activities during that season). Team Managers pay \$50.00 F/R Eligible: \$50.00 (includes Activities during that season) Family Annual Cap: \$600.00	
JH/HS Activities Fees (e.g., drama, Knowledge Bowl, Math League, etc.)	\$50.00 (includes stage support positions) F/R: \$25.00 (includes stage support positions)	These are new.
HUDL (remote viewing of L-A Home Sports events)	\$15.00/day \$300.00 for year's subscription to all home events	New fee and new expense. The service is now charging \$800.00 to have our games posted online.
Annual Business Sponsorships to have advertising on Hudl, banner on field or in gym, sports programs, window cling, etc.	Platinum: \$5000 Diamond: \$2500 Gold: \$1500 Silver: \$1000 Bronze: \$500 Benefits vary according to the different levels of support.	This is not new but is expanded for more options and benefits.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION TO LIMIT THE ENROLLMENT OF NONRESIDENT PUPILS

WHEREAS, Minnesota Statutes 124D.03, Subd. 2, Limited enrollment of nonresident pupils, gives school boards the authority to limit, by resolution, the number of nonresident pupils in its schools or programs and the limit must not be less than the lesser of: 1) one percent of the total enrollment at each grade level in the district; or 2) the number of district residents at that grade level enrolled in a nonresident district; and

WHEREAS, Minnesota Statutes 124D.03, Subd. 6, Basis for decisions, requires the school board to adopt, by resolution, specific standards for rejection of an enrollment application of a nonresident pupil and this standard may include the capacity of a program (excluding special education services), class, or school building; and

WHEREAS, the School Board of Independent School District No. 857 has determined a limit of nonresident pupil enrollments is necessary because of capacity constraints in the programs, classes, or buildings of Independent School District No.857;

THEREFORE, BE IT HEREBY RESOLVED, by the School Board of Independent School District No. 857 that the following limits per class be put in place beginning June 24, 2024 for the 2024-2025 school year; and school district administration will provide the required reporting to the Minnesota Commissioner of Education as required by statute.

Grade 4	Nonresident Pupil Limit	14
Grade 9	Nonresident Pupil Limit	17
Grade 10	Nonresident Pupil Limit	19

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and, upon vote being taken thereon,

the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Dated: July 8, 2024 BY ORDER OF THE SCHOOL BOARD

School District Clerk

Lewiston/Altura High School

Hall of Fame

Mission Statement

The purpose of the Lewiston/Altura Hall of Fame is to honor those people who have made a significant contribution to Lewiston/Altura High School Athletics as a coach, player, administrator or community member.

Nominations

Anyone interested in nominating someone for consideration for the Hall of Fame should fill out the nomination form as completely as possible. This form will be available on the school's website. Any nominees not selected will remain on file for future consideration.

Process/Timelines

- Nominations will be accepted at any time throughout the year.
- The Committee will decide when the deadline is.
- Awards presentation will be at a game of the HOF Inductees choice, but the top priority is to have the recipients present.

Criteria

- **Athletes**
 - Must be an alumnus of Lewiston/Altura High School
 - Must have earned at least one varsity letter
 - Character, citizenship, and academic performance during and after high school will be a consideration
 - Nominees are eligible for consideration 10 years after graduation
 - Excellence in achievement during the years at LAHS are the main focus
- **Coaches**
 - Must have coached at LAHS
 - Demonstration of high character and a purposeful career will be a top consideration
 - Important factors to consider when selecting a coach
 - Purposeful and Transformational leadership style
 - Record and team success while coaching at LAHS
 - Overall quality of program and performances while in the leadership
 - Overall contribution to the LAHS Athletics

- **Community Members**
 - For those individuals who have made outstanding contributions to the LAHS Athletics
 - The length of time as a contributor will be considered
 - Consideration will be given to those in a volunteer position for many years
 - Demonstration of good character and a positive overall contribution will be considered

- **Selection Committee**
 - Community members (5 to 9), preferably LAHS graduates or longtime residents
 - The inductee approval from the Selection Committee requires a majority of the committee

A person can only be inducted one time; however, they may be considered for significant contributions across the different categories.

Recipients

- Free pass to day game
- Plaque on the wall or other display
- Website display of Hall of Fame
- Other media promotion during year of induction

Adopted: _____

MSBA/MASA Model Policy 501

Orig. 1995

Revised: _____

Rev. 2024

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 section 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 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 building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.
- D. 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.
- 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

The school district must electronically report to the Minnesota 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 (Transporting Firearms)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
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, 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)

Adopted: _____

MSBA/MASA Model Policy 707

Orig. 1995

Revised: _____

Rev. 2024

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

[Note: The obligations stated in this policy are largely governed by statute. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Education ("Commissioner"). A licensed physician, an advanced practice nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district.
- C. "Homeless student" means a student, including a migratory student, who lacks a fixed,

regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.

- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located.
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes section 120A.22 by attendance at a nonpublic school.
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.
- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such

transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation

- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher-than-average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students.
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation.
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district.
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by

the school district in an adjacent district.

- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes section 123B.92, subdivision 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.
- B. Resident students with a disability whose disabling conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district.
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district.
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary.
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district.
- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district,

including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.

- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law.
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minnesota Statutes chapter 125A.

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district.
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district.
 - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation.
 - 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located.
 - 4. A homeless nonresident student enrolled under Minnesota Statutes section 124D.08, subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be

provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days.

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means.

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 United States Code section 1415 (Individuals with Disabilities Act), 29 United States Code section 794 (the Rehabilitation Act), and 42 United States Code section 12132, (Americans with Disabilities Act) are governed by these provisions.

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minnesota Statutes section 190.05.
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs.

Legal References:

- Minn. Stat. § 120A.22 (Compulsory Instruction)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.59 (Bus Transportation a Privilege Not a Right)
- Minn. Stat. § 123B.36 (Authorized Fees)

Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Options for Enrolling in Adjoining States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 125A.02 (Children with a Disability Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
20 U.S.C. § 1415 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
42 U.S.C. § 12132 *et seq.* (Americans with Disabilities Act)

Cross References:

MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

707.1 TRANSPORTATION PICK-UP POLICY

General:

As a general rule, the Lewiston Altura School District will pick-up only elementary students who live further than one mile from the school. The District will only pick-up high school students who live further than two miles from the school.

A mile must be calculated by following the route in which the student could safely walk to school.

Hazards:

The Lewiston Altura School District will pick-up any student who would have to cross the following hazardous areas to get to school. Students in the Fischer addition will be picked up.

Lewiston Hazardous Areas:

- a. Highway 14
- b. Railroad tracks

Altura Hazardous Areas:

- a. Highway 248/33

Open Enrollment:

The Lewiston Altura School District will decide on an individual basis, using the availability of safe roads and reasonable economic factors to determine where students outside the district will be picked up. Families who wish to open enroll into the district that do not meet the above criterion will need to transport their children to a place designated by the district administration.

Non-Public Transportation:

The Lewiston Altura School District will transport non-public students using the same criterion that is used for public school students. The District is not obligated to provide transportation to non-public school students on days when public school is not in session.

Adopted: April 11, 2005

Reviewed: July 8, 2024

Adopted: _____

MSBA/MASA Model Policy 710

Orig. 1995

Revised: _____

Rev. 2024

710 EXTRACURRICULAR TRANSPORTATION

I. PURPOSE

The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular transportation.

II. GENERAL STATEMENT OF POLICY

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

V. FEES

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

Legal References:

Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 169.011, Subd. 71(a) (Definitions)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards)

Cross References:

MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

504 STUDENT DRESS AND APPEARANCE

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of this school district to encourage students to dress appropriately during the school day and for school-sponsored activities and practices and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
1. Clothing appropriate for the weather.
 2. Clothing that does not create a health or safety hazard.
 3. Clothing appropriate for the activity (i.e., physical education or the classroom).
 4. Uniforms that comply with the Minnesota State High School League rules
 5. Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.
- C. Inappropriate clothing includes, but is not limited to, the following:
1. "Short shorts," skimpy tank tops, tops that expose the midriff, sheer/see through clothing and other clothing that is not in keeping with community standards.
 2. Clothing bearing a message that is lewd, vulgar, or obscene.
 3. Apparel promoting products or activities that are illegal for use by minors.
 4. Clothing must be neat and clean, promote the safety and health of the individual and it must not be a distraction to the school environment. Extremes in dress or grooming which jeopardize safety or health, or which disrupt the school will not be allowed. Clothing which promotes alcohol, tobacco, and vulgarities or has a sexual or violent connotation is unacceptable. Bandanas and hats of any kind will not be allowed during the school day unless worn as a part of a school activity. Footwear must be worn at all times. Students will be asked to change, remove or otherwise refrain from unacceptable attire.
 5. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing, jewelry, or body communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
 6. Any apparel or footwear that would damage school property.

- D. Headgear, including hats or head coverings, are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).
- E. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.
- F. "Gang," as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

III. PROCEDURES

- A. When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians. A school district or charter school must not prohibit an American Indian student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

Adopted: June 9, 2003
Revised: June 27, 2024

Legal References: U. S. Const., amend. I
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969).
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)

Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997).
B.H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3rd Cir. 2013)
D.B. ex rel. Brogdon v. Lafon, 217 Fed.Appx. 518 (6th Cir. 2007)
Hardwick v. Heyward, 711 F.3d 426 (4th Cir. 2013)
Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)
McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F. Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)
Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)
Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F. Supp. 822, 44 Educ. L. Rep. 205 (N.D. Ill. 1987).

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)

Adopted: _____

MSBA/MASA Model Policy 524

Orig. 1996

Revised: _____

Rev. 2024

524 INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

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

IV. USE OF SYSTEM IS A PRIVILEGE

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

V. UNACCEPTABLE USES

- A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:
 - 1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:

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

- (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
- (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

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

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of

papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and

cyberbullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VIII. LIMITED EXPECTATION OF PRIVACY

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

IX. INTERNET USE AGREEMENT

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

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

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

XI. USER NOTIFICATION

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

8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

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

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

- A. "Technology provider" means a person who:
 1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
 2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
 1. identify each curriculum, testing, or assessment technology provider with access to educational data;
 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct

questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
 - 1. the technology provider's employees or contractors have access to educational data only if authorized; and
 - 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XIV. SCHOOL-ISSUED DEVICES

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
 - 1. any location-tracking feature of a school-issued device;
 - 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 - 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
 - 1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 - 2. the activity is permitted under a judicial warrant;
 - 3. the school district is notified or becomes aware that the device is missing or stolen;
 - 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;

5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
 6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. CELL PHONE USE

The school board directs the superintendent and school district administration to establish rules and procedures regarding student possession and use of cell phones in schools. These rules and procedures should seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.

[NOTE: In 2024, the Minnesota legislature enacted a law requiring that school districts adopt a policy on students' possession and use of cell phones in school by March 15, 2025. This law does not state that school districts must incorporate specific language or provisions in the school district policy.]

MSBA recognizes the common practice of setting forth cell phone rules in a student handbook or similar document. This Article directs school administration to establish cell phone rules, which the school board may require be presented to the board for approval. This approach enables administrators to craft flexible and specific rules that are specific to grade levels and buildings. The school board may choose to set forth general principles regarding cell phone use in this Article.

Under the new law, the Minnesota Elementary School Principals Association and the Minnesota Association of Secondary School Principals will collaborate to make best practices available to schools on a range of different strategies to achieve the goals stated above.]

~~Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.~~

~~If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.~~

~~Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable,~~

~~provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.~~

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

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

XVII. IMPLEMENTATION; POLICY REVIEW

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
[Minn. Stat. § 121A.73 \(School Cell Phone Policy\)](#)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. 180, 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194 (2003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

**Summary of the L-A School Board's Evaluation
Of Superintendent Gwen Carman
June 10, 2024**

On June 10, 2024 the Lewiston-Altura School Board met in Closed Session to discuss Superintendent Gwen Carman's annual performance evaluation. Summative data and open ended comments submitted by individual board members were discussed in the areas of Relationship with the Board, Management, Leadership, Fiscal Management and Relationships with the District. The evaluation reflected that overall Superintendent Carman is meeting expectations in all areas. It was mutually agreed that the superintendent's 2024-2025 performance goals for growth should focus on the areas of communication to strengthen the role and presence of the District, and fiscal management.

Lewiston – Altura Public School Strategic Plan Spring 2023 – Fall 2025

Vision Statement (where we want to be): *Growing a Respectful Community of Learners*

Mission Statement (what we do every day):
To educate Caring, Adaptable, Respectful, Determined, Successful Community of Learners

July 8, 2024 Updates

Strategic Priority	Goals	Action Steps	Status	2024-2025
<p>Student Success Provide all students the education they need for success: academically, socially and emotionally.</p>	<p>1.1 Implement standards-based instruction and assessment to grow student achievement at all levels.</p>	<p>1.1.1 By Spring 2024, complete a 3-year training sequence in order for each certified staff member to effectively implement a standards-based curriculum mapping process.</p> <p>1.1.2 By Spring 2024, establish a standards-based curriculum review cycle that aligns with legislative adoptions with input from instructional staff, administration and the System Accountability Committee.</p> <p>1.1.3 By Spring 2024, each teacher will develop at least two assessments of a priority standard that provides data that can be used formatively to inform instruction and summatively to determine learning levels.</p> <p>1.1.4 By Fall 2025, we will design a professional development system/schedule that continuously addresses and supports curriculum mapping, standards-based assessments and review.</p>	<p>Most curricular areas are mapped and teachers have or are developing proficiency scales for the priority standards. Older students are beginning to see the value of this system vs traditional grading. This has been a slower than anticipated process. It is time consuming for teachers. We saw significant progress in the past year and more and more teachers are seeing the value for students and how it can improve the effectiveness of their instruction.</p>	<p>Continue/expand the standards based focus on staff development days, grades 6-12. PK-5 teachers will be spending much time with READ Act training this year, and we will work to continue their standards based implementation as well.</p> <p>An updated curriculum review cycle will be updated this fall. Was put on ‘pause’ for FY25.</p> <p>The additional professional development days will be important to continue. Several HS teachers will need to focus on READ Act training next year.</p>
	<p>1.2 Ensure that there is a comprehensive education plan from early childhood</p>	<p>1.2.1 By Fall 2025, establish specific Career and College Readiness measurements for high school seniors, and a K-11 scope and sequence for preparing students for those outcomes.</p>	<p>Paused efforts to work regionally on ‘Redefining Ready’ for seniors as area districts had difficult</p>	<p>Need to continue these discussions and planning with admin and teachers.</p>

	through high school for each student to promote life, career, and post-secondary success.		agreeing to common data and criteria. Have expanded our STEM/STEAM curriculums as an integrated curricular experience for students.	
	1.3 Build and utilize a system to support social and emotional competencies within all members of our schools.	<p>1.3.1 In each school year, the district will continue to support a PK-12 Staff Wellness Committee and a SEL & Mental Health Leadership Committee to promote and support social – emotional health.</p> <p>1.3.2 By Fall 2024, define and implement a multi-tiered system of SEL supports for PK-12 students.</p> <p>1.3.3 By Spring 2025, expand the district assessment systems to help identify student levels of SEL needs.</p> <p>1.3.4 By Fall 2024, provide staff with training and support systems that address social-emotional competencies of students and staff.</p> <p>1.3.5 By Spring 2024, assess various SEL support curriculums to determine recommendations of which one(s) can effectively be utilized across grade levels for continuity of messaging, vocabulary, etc.</p>	<p>The SEL team (guidance counselors, social worker, admin) met several times last year to clarify roles, curriculum strategies, priorities, interventions.</p> <p>PK-12 staff had trainings this past year in accommodations and how to individually meet students’ needs in a classroom setting.</p>	<p>We will revisit this with the 0.5 staffing reduction and how to share staff to address crisis needs.</p> <p>Further strengthening MTSS for behavior/SEL will be a focus of continued growth in both schools.</p>
Effective Staffing Hire, maintain, train and support staff to be as effective as possible.	2.1 Hire, develop and retain high quality staff.	<p>2.1.1 Consistently, teachers, administration and school board will intentionally explore financial and other incentives to attract and maintain staff that can be implemented through contract negotiations, district practices, and/or staff handbooks.</p> <p>2.1.2 By Fall of 2023, review and recommend changes to hiring processes on Applitrack or other options to determine if the recruitment</p>	Contract negotiations and Handbook negotiations have prioritized the goal of hiring and maintain staff. Unfortunately, budget limitations exist. We did implement a 50% fee reduction for employees who use Cardinal Club.	Continue to be aware of this priority and develop creative solutions. Will consider pursuing a 4-day week as this may be an attractive incentive, and help lessen staff absenteeism.

		and application process are inviting or are inadvertently discouraging candidates from applying.	We reviewed and simplified the teacher application process on AppliTrack. We now use Indeed more for nonlicensed staff which has generated more applicants- have to filter through them.	
	2.2 Prioritize professional development for all employee groups.	<p>2.2.2 By Fall of 2023, determine where to place staff development in successful classroom/behavior management techniques, including classroom set up, routines, etc., to help teachers be successful yearly within the calendar.</p> <p>2.2.3 By Spring of 2024 for the 2024-2025 calendar, designate specific dates for training for all employee groups.</p> <p>2.2.4 By Fall of 2023, determine a specific plan to train all non-certified staff on ALICE, fire drills, tornado drills, basic emergency procedures, etc.</p>	Working with HVED Behavior Specialist and Coordinator to support teachers and principals with most challenging behaviors. Mentors support new teachers with common challenges.	<p>Added two additional professional development days on the calendar. Paraprofessionals will also have training on August 26th, Oct. 16th (1/2 day), Jan 24th (1/2 day) to provide more uninterrupted time to meet with special education teachers.</p> <p>Will have scenario based ALICE training Fall 2025. Principals attending ALICE instructor training Aug 2024. Supt attended reunification training. Will use these updated trainings to plan and strengthen our staff trainings and drills.</p>
	2.3 Create and implement a plan to develop a “Cardinal Culture” that fulfills our mission and vision.	2.3.1 By Spring 204, develop a detailed onboarding process for staff (including staff that are hired after the start of the year). Onboarding process will include explaining contracts and benefits, job shadowing opportunities, our Cardinal Culture, classroom teacher expectations for curriculum, instruction, student laws, IEP information, effective instructional support strategies and having HS student leaders welcome the new	<p><u>DRAFT:</u> <u>Cardinal “Be” Code</u></p> <p>Be Positive - attitude matters.</p> <p>Be Kind – words matter.</p> <p>Be Present – on time, every day, ready to learn.</p> <p>Be Respectful – be polite, listen, follow the rules.</p> <p>Be Flexible – expect new things and changes.</p>	<p>Determine final Cardinal Culture Code for students to be broadly integrated/posted in all classrooms and halls.</p> <p>Establish Culture Codes for staff/with staff. – basic dress, positive attitude, cell phones, emails, reference to Mr./Ms/Mrs, etc.</p>

		<p>staff and share their perspectives of Cardinal Culture.</p> <p>2.3.2 By Fall of 2023, establish a districtwide 'social committee' (with the Wellness Committee) to develop a calendar of at least 2 family friendly oriented activities for 'all staff socials.'</p> <p>2.3.3 By Fall of 2023, promote and continue to develop the Cardinal Cares programs with PK-5 students, and Community of Cards membership cards with 6-12 students.</p>	<p>Be Safe - keep hands, feet and objects to yourself.</p> <p>Be Determined – try your best and keep trying.</p> <p>Be A Team Player – and work well on your own too.</p> <p>Be A Cardinal – Be Proud!</p>	<p>Re-establish consistent staff onboarding with business office staff/supt for contract related items; principals implement daily routine/schedules onboarding.</p> <p>Continue Cardinals Cares and HS Students of the Month recognitions.</p>
<p>3. Finance Be financially healthy and sustainable.</p>	<p>3.1 Increase revenue</p>	<p>3.1.1 Pass a 10-year \$760.00/student operating levy with an annual inflationary increase in November 2023.</p> <p>3.1.2 If the operating levy fails, adjust the operating budget immediately. If the operating levy passes, adjust the operating budget accordingly.</p> <p>3.1.2 Develop recruitment and marketing strategies/plan to maintain and increase enrollment – within the district and externally (work with the Community Engagement strategies).</p> <p>3.1.2a Plan and implement intentional strategies for promoting L-A High School with all local students and parents. (See Community Engagement strategies.)</p>	<p>Failed 12 votes Nov 2023</p> <p>Significant budget adjustments – FY25 budget approved June 2024, \$7000 general fund deficit.</p> <p>Communications Committee (Board, admin, InGensa) meet regularly to review/improve distribute more communications that are also positive marketing tools.</p>	<p>Repeat OL Nov 5, 2024. Expanded informational and outreach strategies.</p> <p>Continue and strengthen marketing and outreach, esp to nonpublic schools' students and parents. Communications Committee doing many things in this area.</p>
	<p>3.2 Develop and maintain a sustainable budget to meet current and future school district and school board needs, goals and priorities</p>	<p>3.2.1 By May 2023, establish a Finance Committee that meets bi-monthly to discuss the school year's budget and status, and planning for anticipated financial adjustments and needs in the future.</p> <p>3.2.2 By January 2024, adopt a School Board Fund balance policy that strives for an</p>		<p>Finance Committee will start meeting in August 2024. Agenda items will include current year budget status, discussion of any major expenditure decisions, fund balance policy, anticipation of future years budgets.</p>

		‘unassigned fund balance’ goal of 10% of the audited total year’s expenditures.		
	3.3 Develop and implement a 3-year budget forecast.	3.3.1 By August 2023, identify and adopt a budget forecasting plan that includes 3-year assumptions and projections for: annual fund balance targets, projected increases in expenditures; projected enrollment; and projected revenues and review/adjust every 6-months.		Finance Committee will address this also.
4. Facilities	4.1 Create and implement a plan to ensure that our elementary and high school are safe, secure, flexible and adaptable facilities.	4.1 Conduct a building bond referendum November 7, 2023 for \$26.3 million for improvements to the elementary and high school, with a 2 nd question for an auditorium/gym addition for \$12.3 million. 4.1b If the building bond referendum fails, make decisions regarding next steps to address facility improvements needs, ie, assess the community’s response/perceptions, continue to educate the community of the need, utilize existing fund options for minimal/priority repairs or renovations, and/or develop long term district sustainability options. 4.2c If the facility bond referendum passes, implement accordingly and plan long term facility and maintenance operations budgets.	Question #2 had 42% support. Question #3, 30% support. Surveyed community, held community meetings, met with a task force to determine next steps. Approved Review and Comment be submitted to MDE for November election.	July 2024- Board will consider official call for an OL and building bond referendum in November. Facility question @ \$7 million less than Nov 23.
	4.2 Develop Long Term Facilities Maintenance (LTFM) and Capital Improvement Plans with a realistic budget.	4.2 By May 2023, establish a Facility Maintenance Committee consisting of administration, board, facilities staff, professional consultants and at least one community member to meet quarterly (starting August 2023) to establish, implement and monitor an LTFM budget with timelines that addresses priority and ongoing facility and grounds needs for maintenance, improvements and/or replacements.	Established this Committee, met a few times. Admin meets regularly with Dashir.	Finance Committee will review facility needs and options for repairs that are urgent.
5. Community Engagement	5.1 Educate both the external and internal community on long	5.1.1 By May 2023, establish a committee that consists of a representation of parents (early childhood, L-A, St. John’s, Silo),	Met a few times- difficult to discern goals of ‘Vote Yes’ at the time.	

Engage with parents, community members and business members.	term facilities, financial and educational needs.	administration and school board to meet bi-monthly to develop specific strategies for promoting community engagement and information sharing about the district. 5.1.2 By August 2023, establish plans for providing the community factual information about the November 2023 ballot questions.		
	5.2 Implement and intentional and consistent plan to strengthen and improve external and internal messaging.	5.2.1 By September 2023, complete an audit of internal and external communication strategies: List of strategies; what is working and should be continued?; What is not working and needs to stop?; What needs to start? What needs to be improved? 5.2.2 By October 2023, Develop a comprehensive communication plan that promotes L-A School District through multiple channels: search engines; social media; sponsorships; partnerships, print media; presence in community; visual media 5.2.23 By September 2023, ask the local non-public schools to participate in joint meetings with L-A that includes clergy, school administrators, school board members. Purpose of meetings would be to exchange information about schools' activities and events, discover common values and challenges related to education students, and supporting youth and families. Meeting locations can rotate to enable all to visit each other's schools.	Has been part of ongoing discussions with Communications Committee. Facebook continues to be a common area social media tool that many rely on. Have significantly increased our 'good news' on the District Facebook page, and working to share across different District Facebook pages (or elim duplicates). 3 Board members, Principal Riebel met with reps from St. John's and Silo Boards April 2024. Agreed to meet Quarterly.	Communications Committee will continue to meet, develop DYK informational pieces, e-newsletters, video promotions, etc in informing community about the district and our needs prior to the November referendum. Continue regular meetings with nonpublic board members.
	5.3 Strengthen student, staff and community pride in the Lewiston – Altura School District.	5.3 By October 2023, develop plans for intentionally and consistently celebrating the strengths and successes of our licensed and unlicensed staff, graduating seniors and alumni.	Admin and Board try to provide meals, snacks, goodies to staff to express appreciation as much as possible. Is a personal financial expense.	Continue with staff. Have discussed options to reach out to Alumni – no plans in place. Crossings hosting 'all school reunion' Aug 17 th .



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

Gwen Carman, Superintendent
Cory Hanson, High School Principal • Dave Riebel, PK - Elementary Principal

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

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

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

Goals

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

Superintendent’s Report to the School Board

Respectfully Submitted by Gwen Carman

July 8, 2024

Meeting Agenda Items Notes

Long Term Facilities FY26 10 Year Plan This is an annually required plan that must be submitted to MDE by July 31st. Julie will present the information for the revenue and expenditure plan.

Resolution to Approve Purchase Agreement of 20-Acre Parcel The district has a Purchase Agreement with Thomas Mueller to sell the parcel for \$150,000 ‘as is.’ Our district attorney has prepared the Board Resolution for this. The closing is scheduled for July 12th. Board Chair Maki and Clerk Pringle will need to sign the closing documents.

Resolution to Call for a November 2024 Referendum As we have discussed, the agenda will include the official resolution calling for an operating levy and building bond referendum. With your approval, this information is then sent on the County Auditor to be included on the ballot of our district’s voters. We will also discuss plans to inform our residents about the referendum in the upcoming weeks/months. Early voting begins September 20th.

2023-2025 Strategic Plan Updates We will review/discuss our implementation status to achieve our 5 goals of Student Success, Effective Staffing, Financial Sustainability, Facilities, Community Engagement.

Resolution to Close Open Enrollment at Grades 4, 9, 10 It seems counter-intuitive to close enrollment due to our challenges with enrollment and the financial implications. However, as we have downsized to having just one section of 4th grade and down sized from 3-sections to 2-sections in grades 9-12, we need to avoid potential scenarios of class sizes becoming too large due to sizes of classrooms and/or group sizes. We must always accept enrollments from resident students. Administration is recommending the Board ‘cap’ open enrollment at a grade level. This is a fluid decision and can be adjusted as enrollments fluctuate. Note that this does not set a class size limit for any teacher.

Grade Level	Projected Estimate of 2024-2025 Enrollment	Current Estimate # of 24-25 Open Enrolled Students	Recommended Cap to Open Enrollment
4 th	26	10	14
9 th	59 (includes 6 new from SJ & Silo)	16	17
10 th	59	18	19

Finance Committee The agenda will include the appointment of 2-3 Board members to serve on a Finance Committee to meet with Julie and I monthly or every other month, as determined by the Committee.

Policies The agenda will include policies to be approved on a 2nd reading, and Policy Updates that the Board can approve with a single reading due to statute changes.

To clarify re: Policy 501 School Weapons. A standard pocket knife is considered a weapon and possession of a pocket knife on school property is not allowed. A pocket knife is not considered a ‘Dangerous Weapon’ (capable of causing death or great bodily harm) which may result in expulsion, and must be reported to MDE (and law enforcement).

The Student Dress and Appearance Policy and Internet, Technology and Cell Phone Acceptable Use and Safety Policy will result in changes in student handbooks. There will be several more Policies changed by Statute Changes on the August agenda.

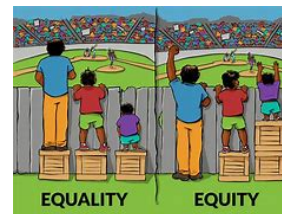
Teacher Resignation We received a resignation from Britney Sula who has accepted a position with HVED. We have opened the position both internally and externally. This is ‘only’ the 2nd voluntary resignation we have received for the upcoming school year.

OTHER ITEMS

Voluntary Prekindergarten Funding Approved I was notified on Friday that our district was approved for up to 28 VPK slots, which provides 0.5 FTE ADM funding (\$3640) per student enrolled in most of our preschool classes. This is a significant funding increase for Community Education/Early Childhood. This expansion of the # of VPK seats was approved by the Legislature in 2023.

Beverages with the Board: The Communications Committee has decided to have 2 Board members do this at the Farmer’s Market at the Crossings Center on July 17, July 31, August 14th and August 28th. Joel H. has said it is OK to do this outside of /or in the Old School House. Bree and Sarah S. are doing this July 17th. Please bring your calendars to the Board meeting to discuss your availability on the other 3 dates. August 28th will also be our Back to School Celebration for students, parents and staff so hopefully several of you can be present that night.

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



Dashir Management Services, Inc.

www.dashirmanagement.com

Lewiston Altura School District

Custodial / Maintenance Report

July 2024

Personnel Information

We are currently fully staffed

Training Conducted

Staff completed OSHA required safety training on Hearing Loss and Personal Protective Equipment.

Inspections

General Sprinkler completed fire sprinkler inspections at the elementary on June 28, 2024. Everything passed inspection.

Johnson Controls completed fire sprinkler inspection at the high school on July 3, 2024. Everything passed inspection.

Progress on Projects

- Worked with Winona Heating and Vent to complete the roof repairs at the elementary and high school.
- Working with MMC to do a boiler clean and tune at the high school this month, as well as addressing an issue with a air handler motor in the A-wing.
- Ten trees, that were donated, were planted at the elementary and high school with the help of volunteers.
- Worked with Versatile Woodwork to remove one tree and stump in front the elementary, due to storm damage.

Comments

Summer cleaning has been completed at the elementary and we are now cleaning at the high school. We are working on various maintenance issues at both buildings and on the grounds.

Respectfully Submitted,
Dan Buege
Facility Manager