

## **Regular School Board Meeting of ISD 857**

Monday, October 21, 2024 6:00 PM

Board & Public in HS Library/Remote viewing 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  
Daniel Kreidermacher  
Bree Maki  
Melissa Meisch  
Dave Pringle  
Sarah Sommer**

**IV. Approve the October 21, 2024 Meeting Agenda**

**V. L-A High School Student Report**

**VI. Open Forum**

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

**VII. Presentation of FY24 Audit by  
CliftonLarsonAllen**

**VIII. Accept FY24 Audit as Presented by  
Clifton,Larson, Allen.**

**IX. Guest Speaker; Marcia Ward, Winona County  
Commissioner regarding 1/4 cent sale tax  
question on November 5, 2024 ballot.**

**X. World's Best Workforce/New Name: Comprehensive  
Engagement and Civic Readiness Annual Meeting**

XI. Consent Agenda

A. Board Meeting Minutes: (September 9, 2024; October 9, 2024)

B. Financial Reports

a. Board Bills

b. Multi-Year Guidelines

c. Wire Payments

Accept 2024-2025 Snow Removal Bid from Shane Gudmundson.

Accept one time anonymous donation of \$5600.00 to enable 2024-2025 seniors to purchase a 2024-2025 yearbook for \$20.00.

Accept donation of \$100.00 from Women of Trinity/Trinity Lutheran Church of St. Charles for elementary supplies.

Approve hire of Emma Wilde as a paraprofessional at the rate of \$15.00/hour.

Approve hire of Megan Kuhn, 0.55 FTE Special Education teacher January 27th - May 30, 2025 at MA20/Step 10 in accordance with the EdMN/L-A 2023-2025 Master Agreement. (Ms. Kuhn was initially hired for 1st semester only.)

Approve FFA Field Trip to Indiana for National FFA Convention.

Approve the hire of Scott Weins as a Bus Driver.

Approve hire of Winter Season Coaches:

Girls Basketball

Sam Barnes, Head Coach (Step 2)

Dylan Weninger, Assistant Coach (Step2)

Delaney Breen, Assistant Coach (Step 1)

Abby Schleper, JH Coach (Step 2)

Boys Basketball

Michael VanderPlas, Head Coach (Step 5)

Pat Oevering, Assistant Coach (Step 5)

Brett Egland, Assistant Coach (Step 5)

Wrestling

Darrin Hegland, Head Coach (Step 5)

Carter Jonsgaard, Assistant (Step 5)

Dance Line

Sarah Gruett, Assistant Coach (Step 2)

Speed/Strength/Agility Coordinator -Winter Season (to be fully reimbursed by The Booster Club): Kaleb Stoppelmoor (Step 1)

Accept donation from the family of Aidan

Miller of an AED.

Schedule Truth in Taxation Meeting for Monday, December 9th at 6:00pm, followed by the Regular School Board Meeting.

XII. Policy on 1st/Final Reading (Minimal Revision)

709 Student Transportation Safety Policy (adds electrical bicycle provision)

XIII. Policies and Forms on 1st Reading

- a. 711 Video Recording on School Buses
- b. 712 Video Surveillance Other Than On Buses
- c. 801 Equal Access to School Facilities
- d. 802 Disposition of Obsolete Equipment and Material
- e. 807 Health and Safety Policy

XIV. Resolution Authorizing Entry into Joint Powers Agreement in the Form of a Declaration of Trust Establishing the "MN Trust" and Authorizing Participation Therein

XV. Discussion About 2025-2026 potential Budget Reduction Scenarios with or without approval of the Operating Levy and Building Bond referendum questions on November 5, 2024.

XVI. PK-5 Principal's Report

XVII. High School Principal's Report

XVIII. Superintendent's Report and Report from Dashir

XIX. Board Committee Reports

XX. Upcoming Meetings

District Policy Review, October 24th, 7:00am on Teams

Finance Committee, October 29th, 9:00am

Regular Board Meeting, TUESDAY, November 12th, 6:00pm (Holiday on Monday)

Regular Board Meeting, Monday, December 9th, 6:00pm

2025 Organizational Meeting, Monday, January 6th?

January Regular Board Meeting, Monday, January

13th?

XXI. Adjourn



*We'll get you there.*

CPAs | CONSULTANTS | WEALTH ADVISORS

# ISD NO. 857 LEWISTON - ALTURA

June 30, 2024

# Audit Summary

## Audit Opinion

- The financial statements are fairly stated. We issued what is known as a “clean” audit report.

## Internal Control Over Financial Reporting

- One deficiency in internal control over financial reporting was reported. It is related to oversight of the financial reporting process. This deficiency is considered to be a material weakness.

## Compliance and Other Matters (Yellow Book)

- No compliance issues were noted in our review of laws, regulations, contracts, and grants that could have significant financial implications to the District.

## Minnesota Legal Compliance

- No Minnesota legal compliance findings were noted.



# Audit Summary

## UGG Single Audit

- Over \$750,000 of Total Federal Expenditures
- Tested the ESSER and Child Nutrition Programs
- No findings were noted
- ESSER is done. Likely will not need UGG single audit in FY2025 and after

## Current-Year Changes

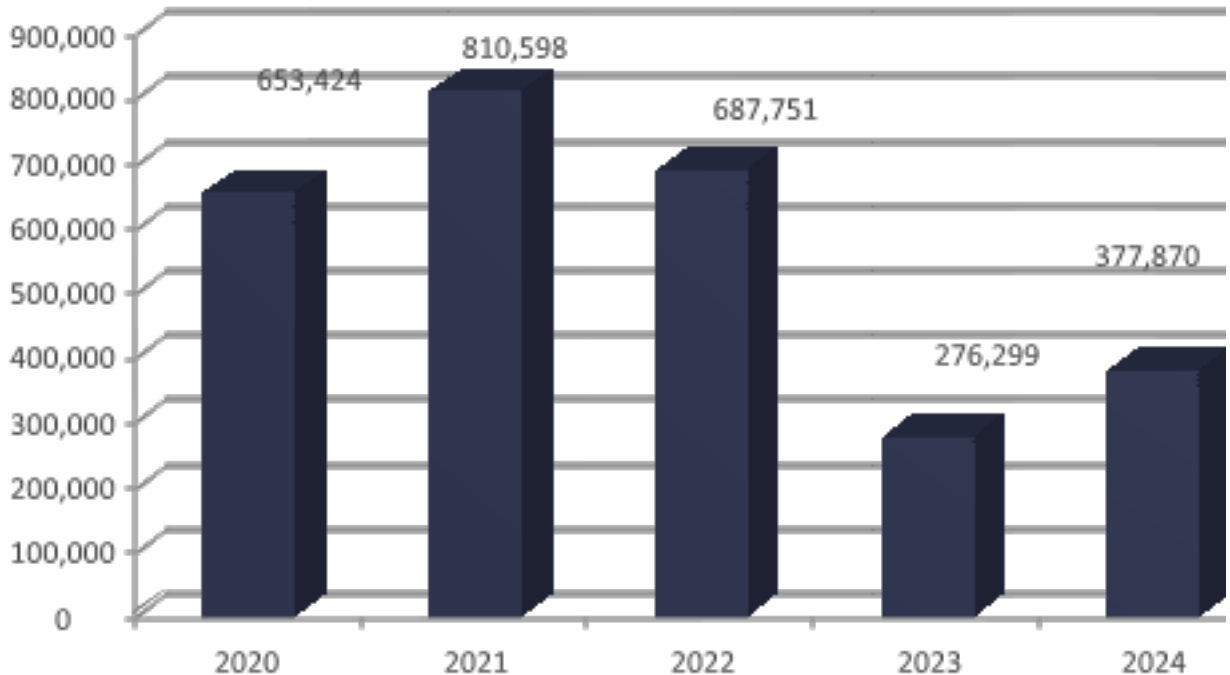
- Reporting Changes in Accounting Principles, Changes in Estimates and Corrections of Errors – FY2024

## Future Changes

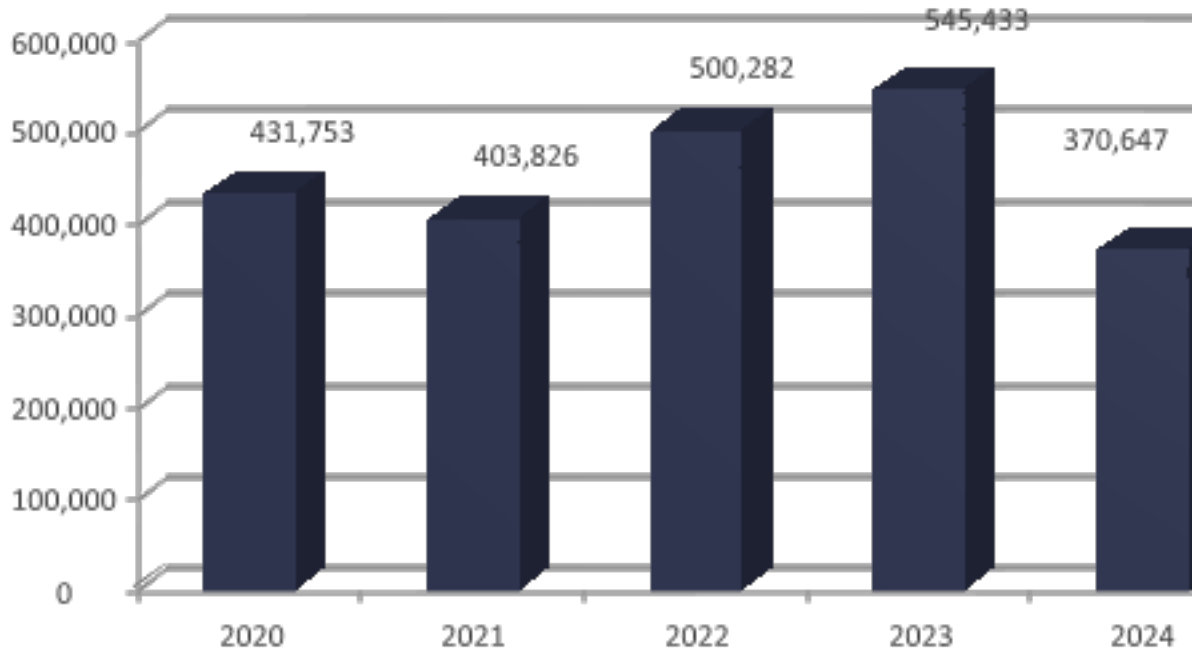
- Compensated Absences – Effective FY2025



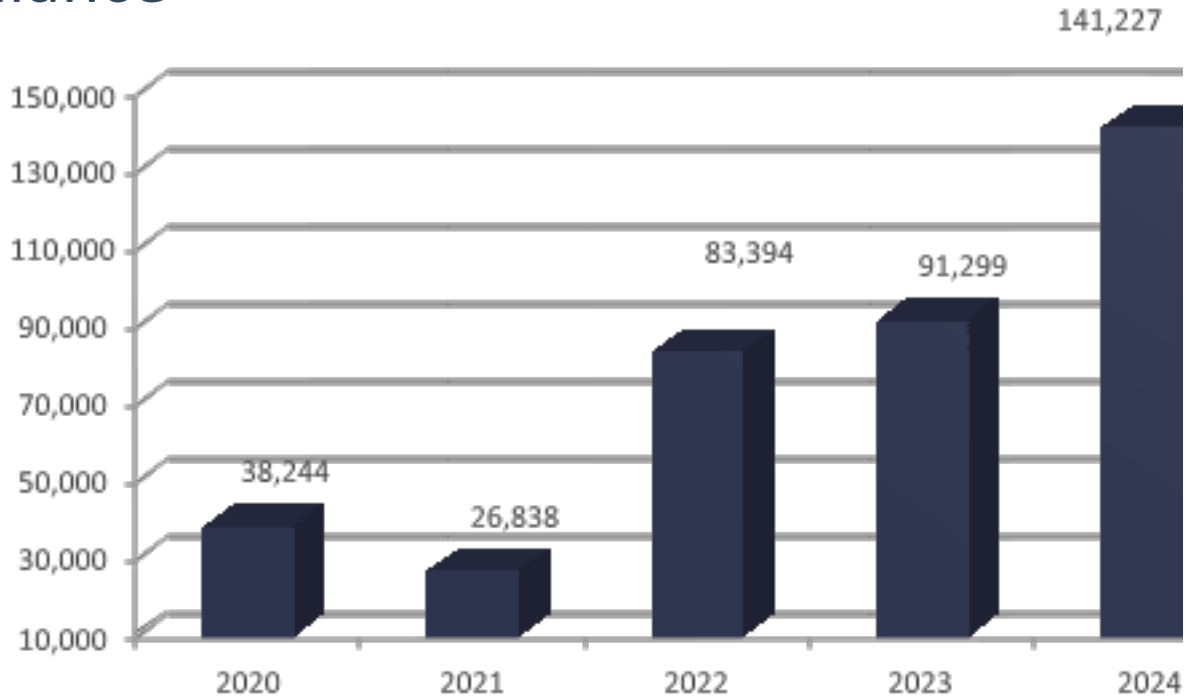
# General Fund-Unrestricted Balance



# General Fund-Restricted/Reserved Balance (Excluding Capital Related)



# General Fund-Operating Capital Fund Balance

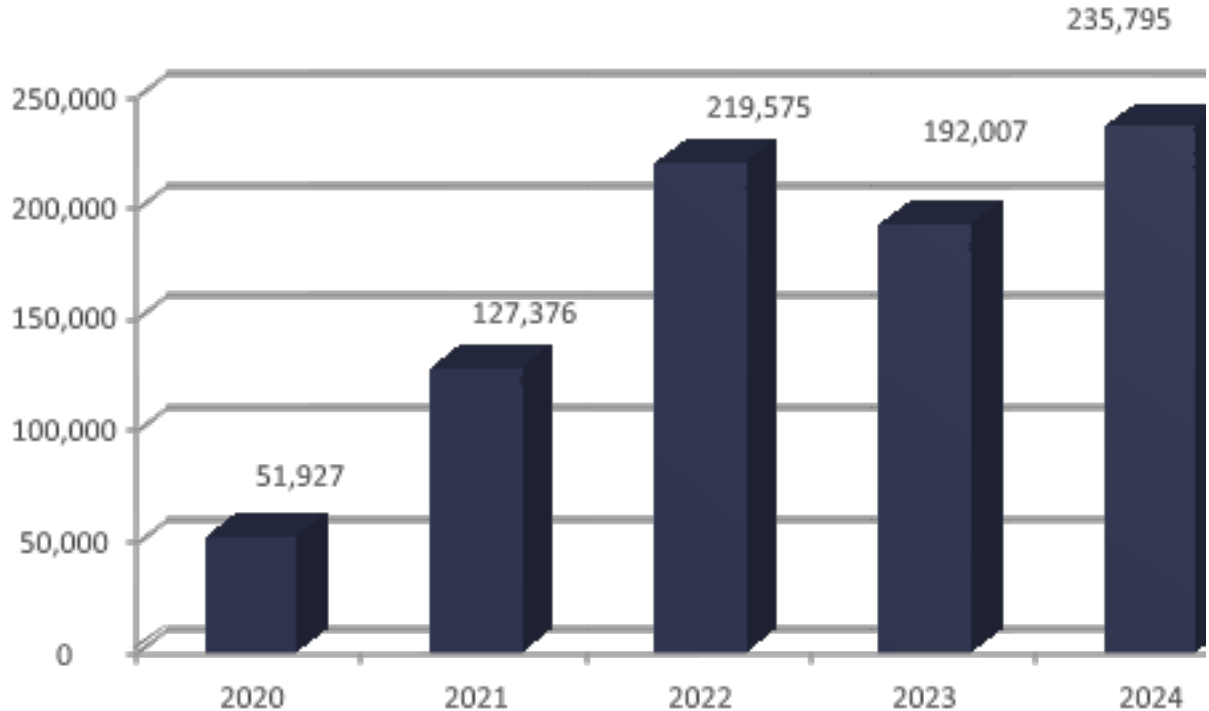


ISD NO. 857 LEWISTON - ALTURA

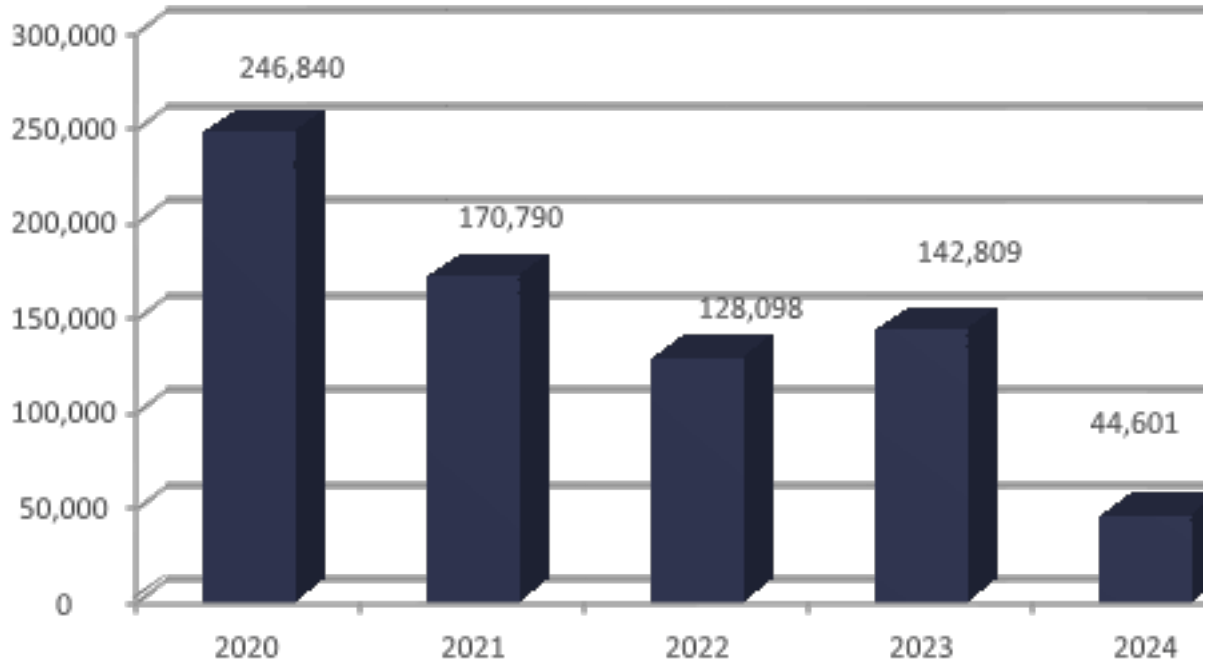
# General Fund- Long Term Facilities Maintenance Fund Balance



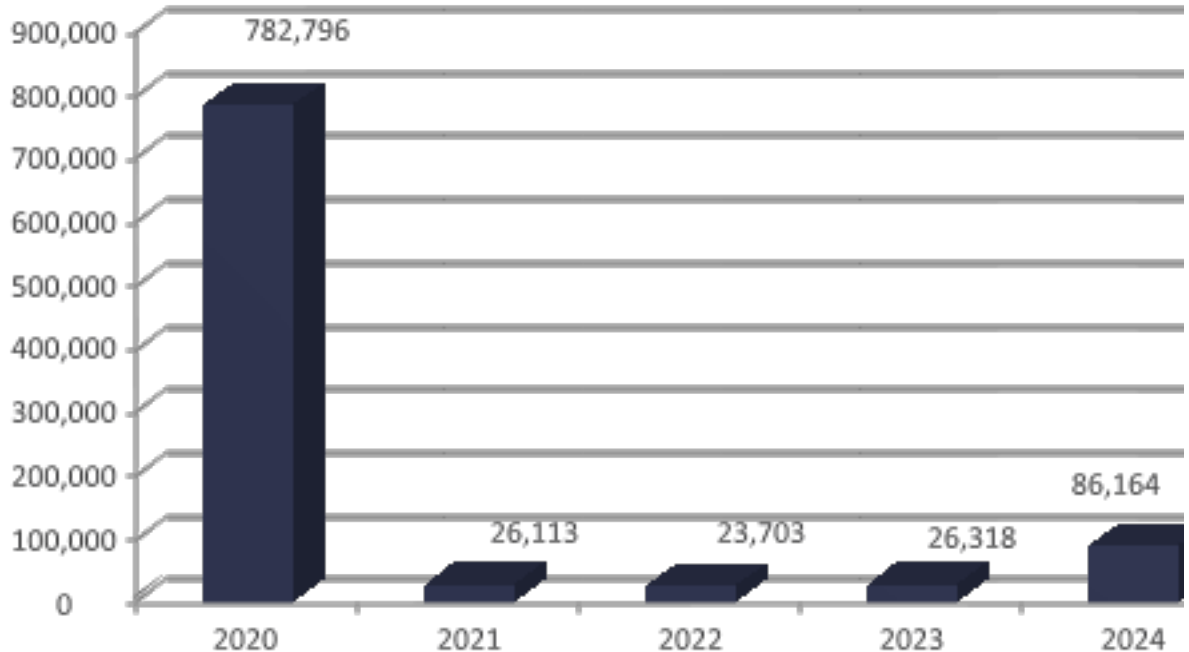
# Food Service Fund Balance



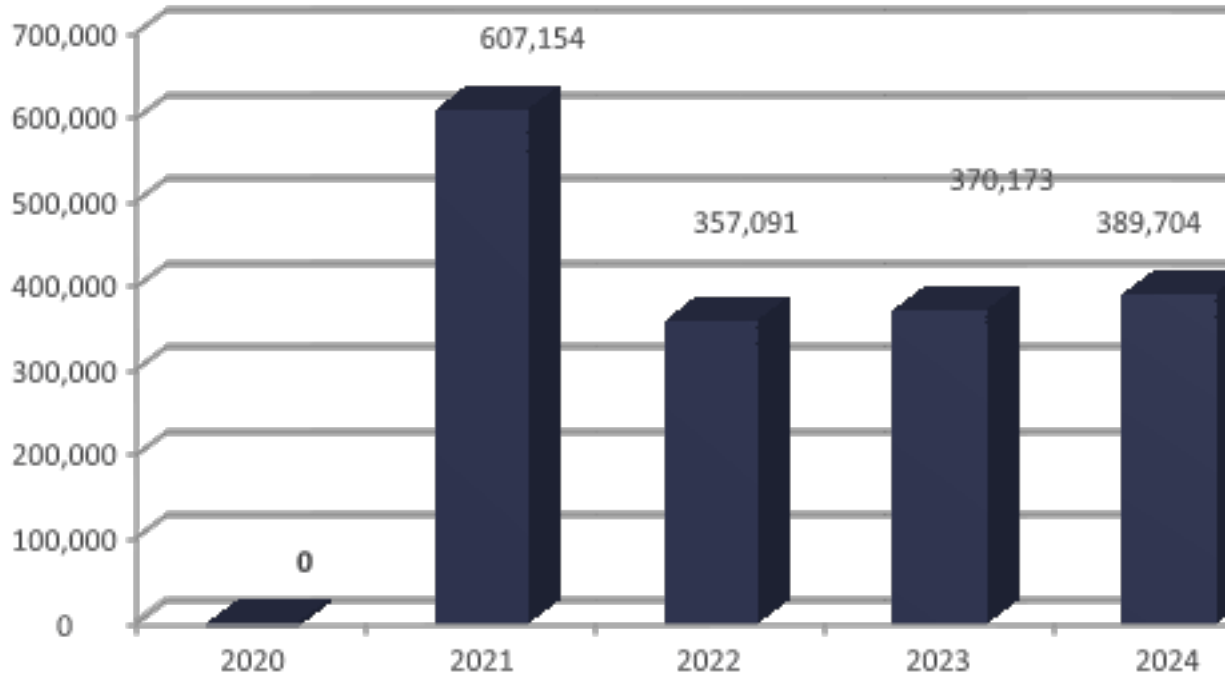
# Community Service Fund Balance



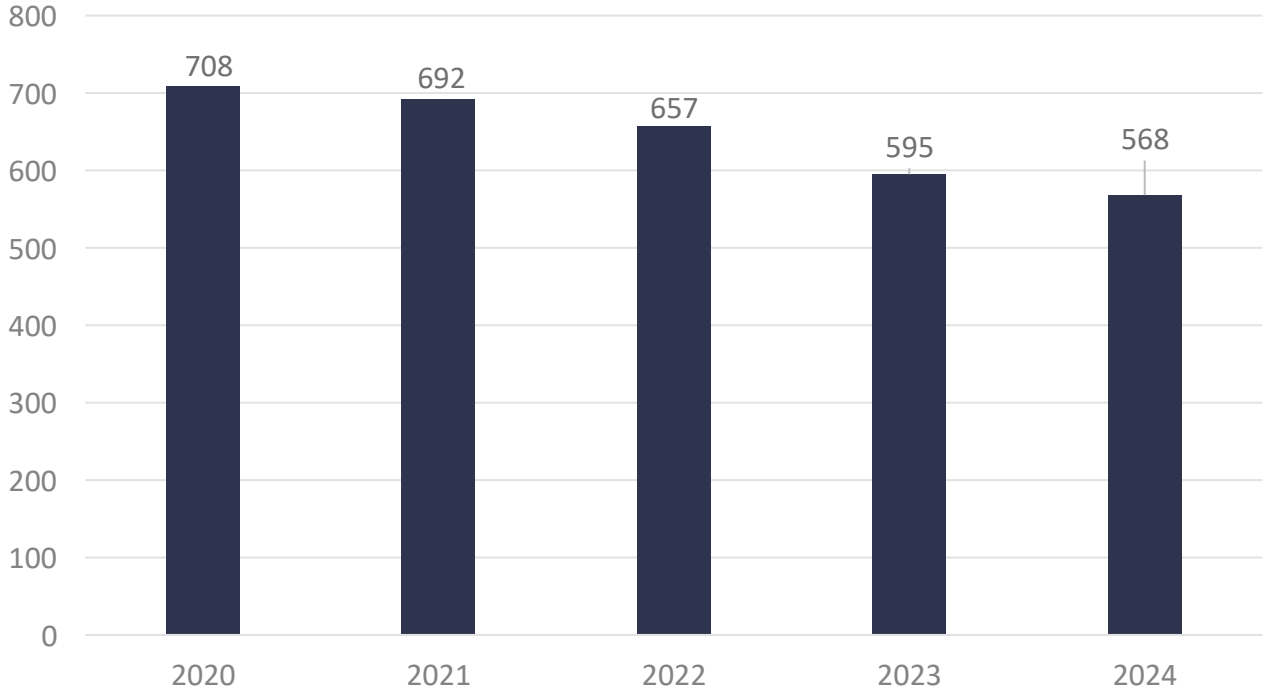
# Debt Service Fund Balance



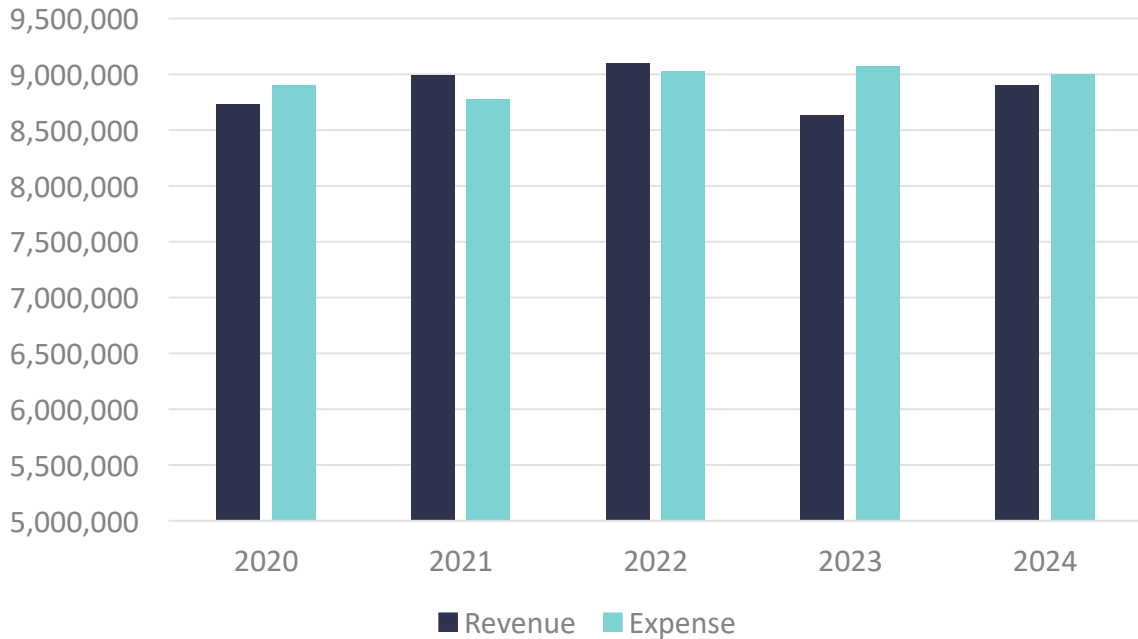
# Capital Projects Fund Balance



# District Enrollment ADM's (5 Year Trend)

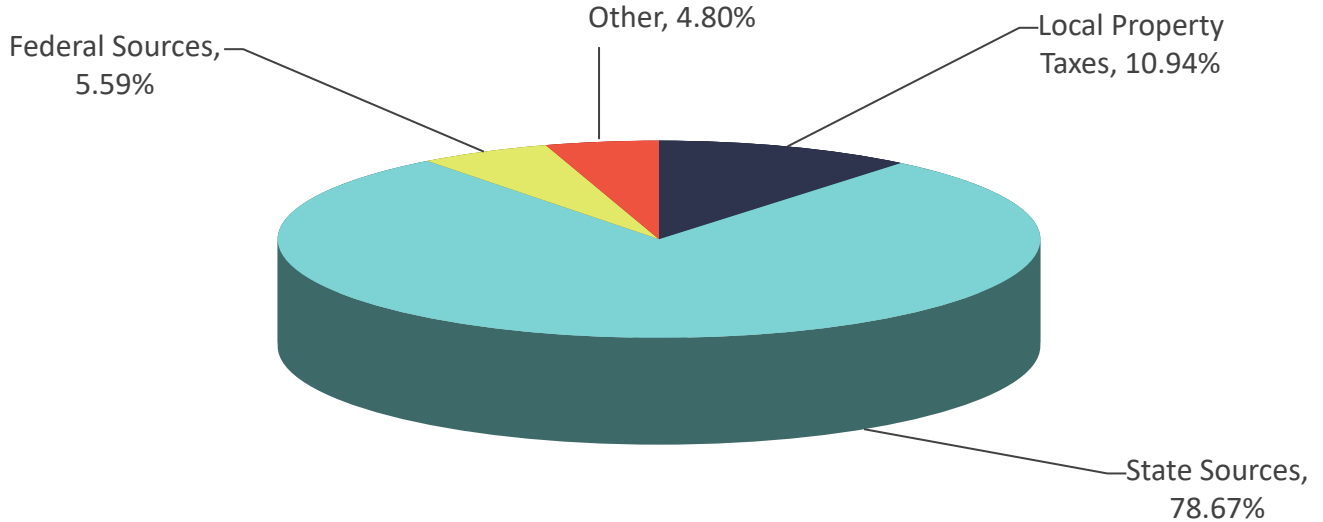


# General Fund Revenues Vs Expenditures 5 Year Trend



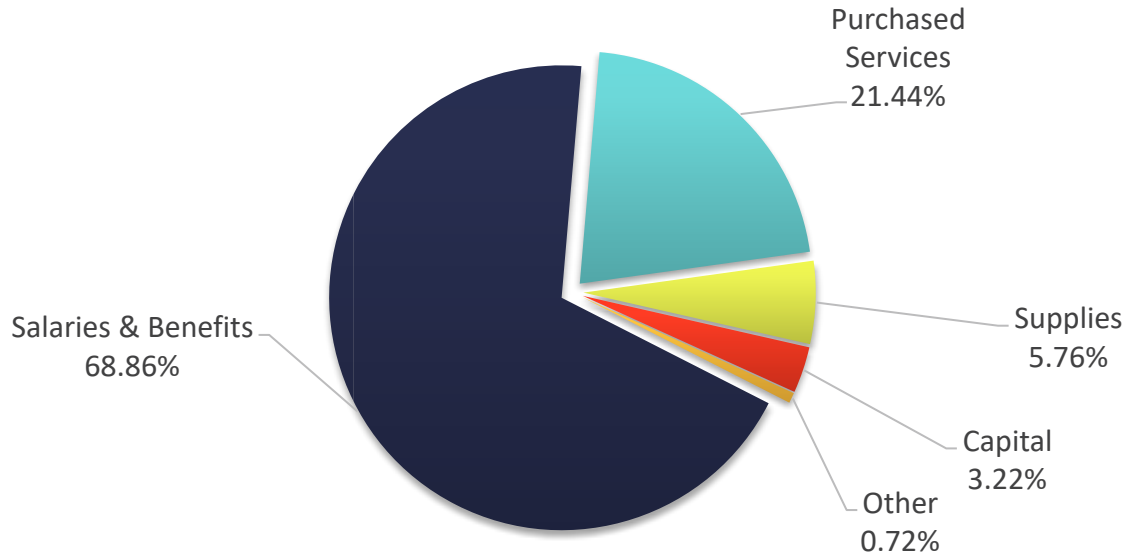
# General Fund Revenue

\$8,898,932



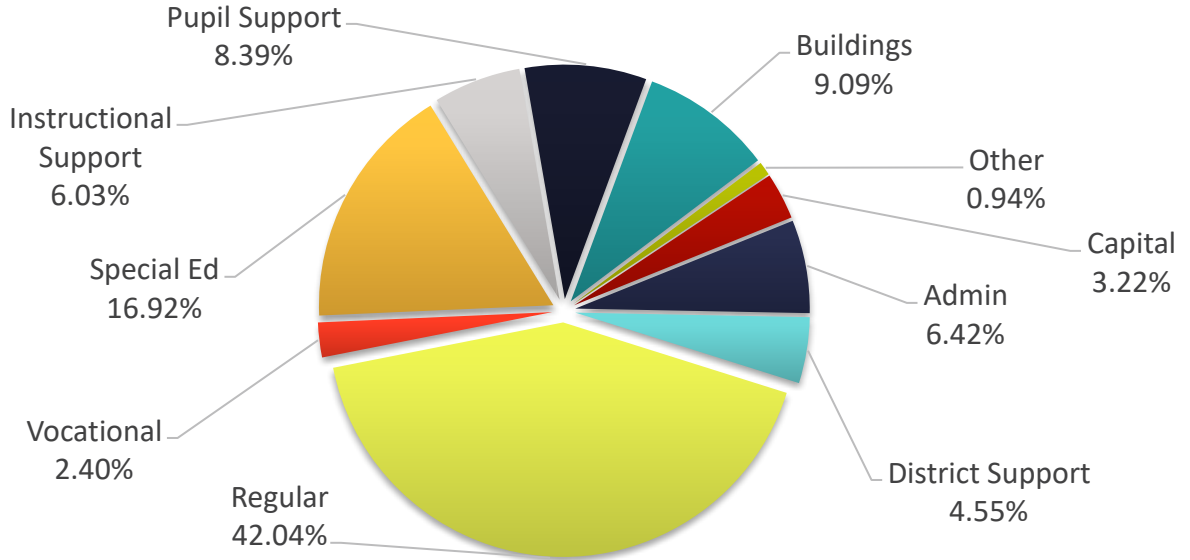
# General Fund Expenditures by Object

\$9,003,312

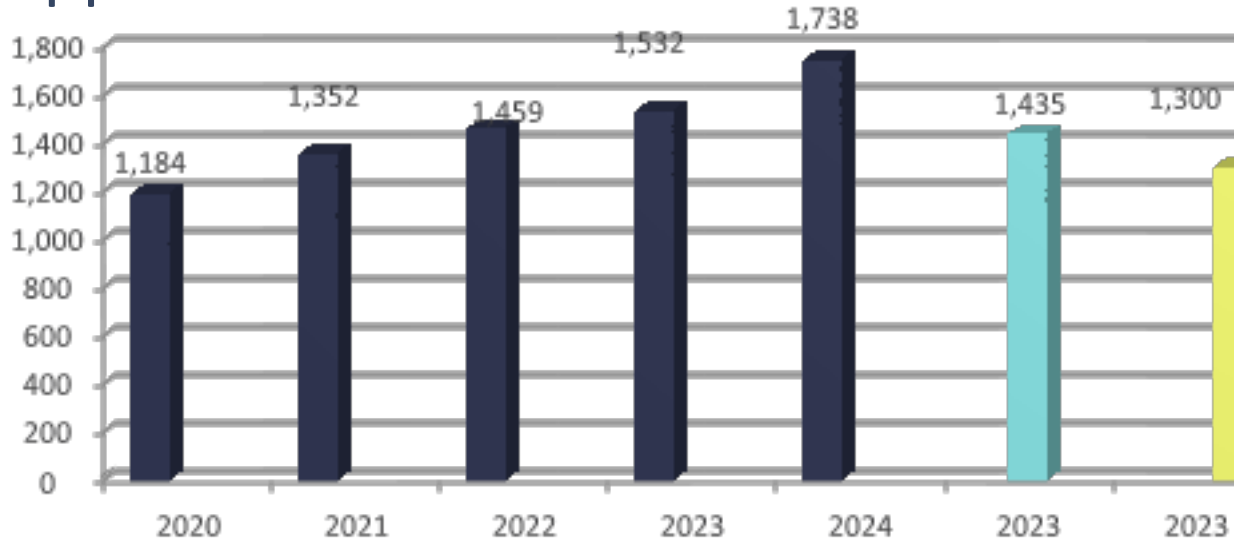


# General Fund Expenditures by Program

\$9,003,312



# District & School Administration & Support Services



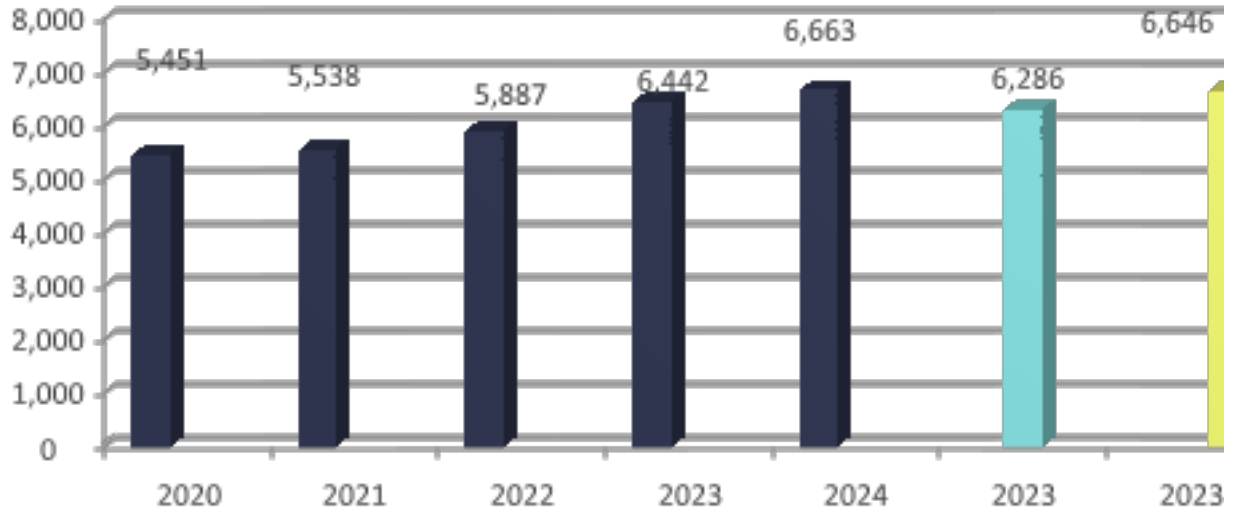
■ ISD NO. 857

■ 500-999

■ State Avg.



# Regular Instruction



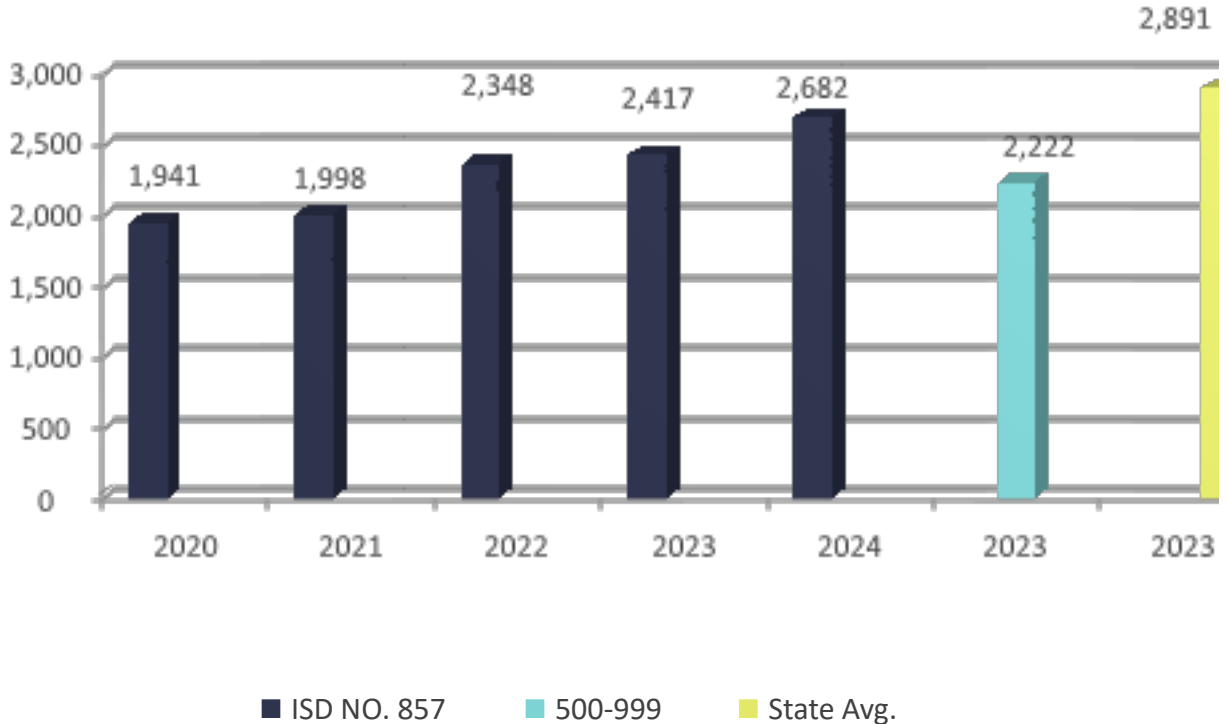
■ ISD NO. 857

■ 500-999

■ State Avg.



# Special Education Instruction



# THANK YOU!

***Craig Popenhagen, Principal***

***[Craig.Popenhagen@CLAconnect.com](mailto:Craig.Popenhagen@CLAconnect.com)***

***507-280-2327***

***Luke Greden, Manager***

***[Luke.Greden@CLAconnect.com](mailto:Luke.Greden@CLAconnect.com)***

***507-280-2325***



CLAconnect.com



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# World's Best Workforce (WBWF) Annual Report

*New Name: Comprehensive Achievement and Civic Readiness (CACR)*

Presented by L-A Superintendent Gwen Carman

October 21, 2024

# **Why Do We Have A WBWF/CACR Plan?**

Established by MN Legislature in 2013.

- To ensure every school district is making strides to increase student performance.
- Our population is aging, impacts on workforces.
- The fastest growing segment of our future workforce is students of color, and they have the lowest graduation rate.
- MN has one of the highest achievement gaps between white students and students of color.

# CACR Plan must address these goals:

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All children are ready for school

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~~All third graders can read at grade level (starting in 2024 – READ ACT)~~

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All racial and economic achievement gaps between students are closed

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All students are ready for career and college

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All students graduate from high school

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NEW: Prepare students to be lifelong learners

# How do we measure progress?

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Specific, measurable and realistic goals (data driven).

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A written plan that illustrates how we will execute the goals or initiatives.

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Key Strategy: "Align a standards-based curriculum with classroom instruction." (*From MDE Website*)

**Additional Standardized  
Reading and Math  
Assessments Used at least  
2 times/year**

*In addition to teacher  
observations and  
classroom assessments.*

- Preschool/School Readiness:
  - Work Sampling
- Kdg – Grade 5
  - FastBridge
  - NWEA (Gr. 2-5)
  - Study Island (Gr. 2-5)
- Grades 6-12
  - IXL

*Some  
standardized  
assessments  
administered  
more frequently to  
measure impact  
of intervention  
strategies.*

MN  
Comprehensive  
Assessments  
(MCAs)

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Administered in  
Spring

Reading:

Grades 3-8, 10

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Mathematics:

Grades 3-8, 11

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Science:

Grades 5, 8, 10

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# 2024 MN Comprehensive Assessments

## % of Students Meeting or Exceeding Proficiency

<b>Grades</b>	<b>Math</b>	<b>Reading</b>	<b>Science</b>
<b>Districtwide 2023 vs 2024</b>	+2.3%	+4.2%	+14%
<b>L-A vs State Averages</b>	+0.4%	+3.5%	+1.0%

All Children Enter Kindergarten Ready to Learn: *The percent of students who achieve 80% or higher proficiency based on spring Work Sampling Data in all developmental areas will increase.*

Proficiency Level	90%	80%	70%	60%
Points Needed	124	110	97	83
2024	73%	88%	100%	100%
2023	42%	85%	92%	100%
2022	22%	72%	90%	100%
2021	29%	69%	89%	94%

All Children  
Read Well By  
End of 3<sup>rd</sup>  
Grade

*State  
Avg:46.5%*

Third grade  
students meeting or  
exceeding  
proficiency on the  
2024 Reading MCAs  
was 61.5% in 2024.

Close the  
Achievement  
Gap: 2022 vs  
*2023 vs 2024*  
*Results Based on*  
*MCA Proficiency*

Reading

White vs Hispanic/Latino:

7.0% to 2.9% to 7.5%

All vs FRP:

10.9% to 3.6% to 4.2%

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Mathematics

White vs Hispanic/Latino:

21.7 % to +9.3% to 3.4%

All vs FRP:

12.6% to 9.1% to 6.8%

# All Students Graduate from High School

## 4 Year Graduation Rates-

Computed by MDE

2019: 95.8%

2020: 90.8%

2021: 96.4%

2022: 97.7% (grad or continuing)

2023: 88.4% (grad or continuing)

# All Students Attain College and Career Preparedness


ACT COLLEGE READINESS	RESULTS (Mean Scores)
2024 L-A Students Who Took the ACT	Benchmark Minimum to Indicate a 50% Chance of Obtaining a B or Higher OR 75% Chance of Obtaining C or Higher in College Class
English: 17	18 (English Composition)
Mathematics: 18	22 (College Algebra)
Reading: 20	22 (Social Science Course)
Science: 19.5	23 (Biology)

2024 Accuplacer (taken by all students):

## Redefining College and Career Readiness

9<sup>th</sup> Grade Attendance  
Participation in Extra-Curricular Activities  
Algebra II Grade  
Community Service  
Work Based Learning  
AP, College Credits or Certificate Programs  
GPA  
ACT Benchmark Scores

2025 Measurable  
Districtwide Goals and  
Goals Specific to Grade Spans  
Will Be In the Written CACR Plan

A solid yellow right-angled triangle is positioned in the bottom right corner of the slide, pointing towards the top-left.

Additional 2024-2025 Goal:  
Prepare Students to Be Lifelong  
Learners

How to Measure?

Problem solving, attendance, perseverance,  
ability to be successful in a school community...

# Continuous Growth and Improvement: Specific 2024-2025 Action Steps

1. Standards Based Learning/Curriculum Review process  
(all grade levels, all curricular areas)
  - Continuous/ increased emphasis on student data/student outcomes
    - Breaking down standards – alignment with MN Standards
    - Curriculum Mapping with Identification of Resources
    - Assessment and Grading Best Practices – based on student knowledge & skills, less on assignment completion and behavior
2. PK, Elementary, PK-12 special education teachers completing Science of Reading training

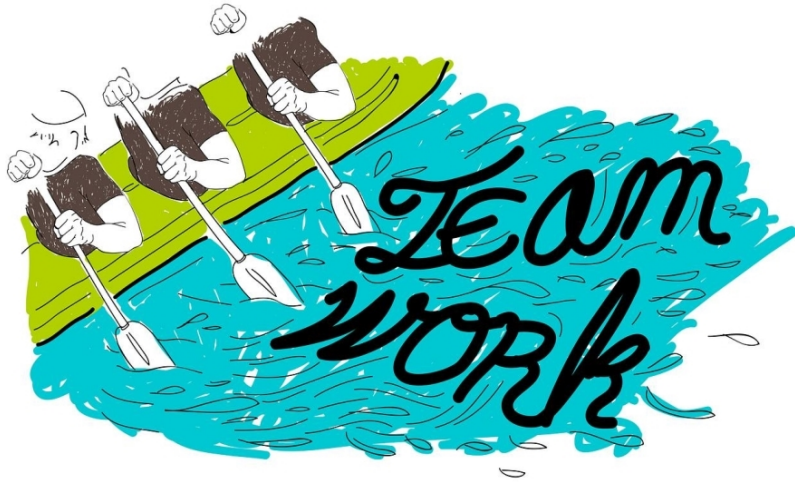
# Continuous Growth and Improvement: Specific 2024-2025 Action Steps

4. Teachers encouraged to visit peer or neighboring district's classrooms for observation and reflection on other teachers' instruction and curriculum implementation strategies.

5. Expand advertising and recruitment efforts to attract racially diverse teacher and staff candidates.

6. Review of English Language Arts Standards and requirements of READ Act- assessments, curriculums, teacher training for possible adoption for 2024-2025.

# Proud of the Successes of Our Entire L-A Team!



# Questions and Comments

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**MINUTES OF THE LEWISTON-ALTURA REGULAR SCHOOL BOARD MEETING**  
**ISD #857**  
**September 9, 2024**

A regular meeting of the School Board of Independent School District #857 was held on September 9, 2024 at 6:00pm in the High School Library. Members present were Bree Maki, Daniel Kreidermacher, David Baer, Sara Daley, Dave Pringle and Sarah Sommer.

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

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

Vickie Speltz presented information and answered questions about the district's Food Service Department, including the contracted food service director services she is providing to St. John's and HVED.

Motion by Sommer and seconded by Pringle to approve Agreement with St. John's Lutheran School for Food Service Director services for the 2024-2025 school year. MCU.

Motion by Daley and seconded by Sommer to approve Agreement with MDE to add HVED ALC as a food service site for L-A for the 2024-2025 school year. MCU.

The 2024 MCA results were presented. Our districtwide reading, math and science scores were above the state averages.

The District received a positive Review and Comment from MDE regarding the proposed building bond referendum. No one spoke when the meeting was opened for public comment.

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

Motion by Baer and seconded by Kreidermacher to approve the Resolution to Certify the Preliminary 2024 Payable 2025 School District levy at the maximum. Roll Call: Ayes: Maki, Kreidermacher, Baer, Daley, Pringle, Sommer. Nays: None. Resolution approved.

Motion by Baer, seconded by Pringle to approve Policies 604, 606.5, 607, 608, 609, 613, 614, 615, 616, 619, 620, 624, 707, 708, 709, 802, 806, on a final reading. Policies were updates due to legislative changes. MCU.

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

Superintendent Carman thanked and recognized the School Board members as part of September being School Board Recognition Month: School Board Members Have Heart!

The upcoming meeting schedule was reviewed.

Motion by Baer and seconded by Sommer to move into Closed Session for the purpose of discussing the possible sale of real estate property at 7:10pm. MCU.

Motion by Pringle and seconded by Kreidermacher to reopen the meeting to the public at 7:34pm. MCU.

Motion by Sommer, seconded by Baer to adjourn the meeting at 7:35pm. MCU.

Dave Pringle, Clerk

**MINUTES OF THE LEWISTON-ALTURA SPECIAL SCHOOL BOARD MEETING**  
**ISD #857**  
**October 9, 2024**

A special meeting of the School Board of Independent School District #857 was held on October 9, 2024 at 5:45pm in the High School Library. Members Sara Daley, Daniel Kreidermacher, Bree Maki, Sarah Sommer were present. David Baer and Melissa Meisch were absent.

Maki called the meeting to order 5:45pm.

The Pledge of Allegiance was recited.

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

Motion by Sommer and seconded by Kreidermacher to approve Resolution approve the purchase agreement that would authorize the District to sell real property to Matthew Feuling and/or assigns. Roll Call Vote: Ayes: Daley, Kreidermacher, Maki, Pringle Sommer. Nays: None. Absent: Baer and Meisch. Resolution approved.

Motion by Pringle, seconded by Kreidermacher to adjourn the meeting at 5:54pm. MCU.

Dave Pringle, Clerk

## Lewiston-Altura Public Schools September 2024 Board Bills

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print Recon	Void	Currency	Pmt/Void Date	Amount
P253CK0857	001	67775	76429	Check	1	2434	Bentson, Bill	Yes	No	USD	09/09/2024	75.00
		67788	76430	Check	1	7227	Boys Town Press	Yes	No	USD	09/09/2024	55.10
		67769	76431	Check	1	1114	Century Link	Yes	No	USD	09/09/2024	232.79
		67787	76432	Check	1	7089	Dashir Management Services, Inc	Yes	No	USD	09/09/2024	31,717.06
		67772	76433	Check	1	12630	FACTORY MOTOR PARTS	Yes	No	USD	09/09/2024	1,013.49
		67786	76434	Check	1	6987	FAMILY ZONE, INC.	Yes	No	USD	09/09/2024	2,838.51
		67782	76435	Check	1	6094	Fastenal Print Shop	Yes	No	USD	09/09/2024	5.00
		67776	76436	Check	1	2524	GRAINGER	Yes	No	USD	09/09/2024	170.26
		67784	76437	Check	1	6665	Huelskamp, Shannon	Yes	No	USD	09/09/2024	17.95
		67778	76438	Check	1	4085	IEA, INC	Yes	No	USD	09/09/2024	2,562.56
		67768	76439	Check	1	10141	KWIK TRIP	Yes	No	USD	09/09/2024	19,524.25
		67781	76440	Check	1	5756	LEARNING A-Z	Yes	No	USD	09/09/2024	242.00
		67770	76441	Check	1	12500	MINNESOTA STATE HIGH SCHOOL LE	Yes	No	USD	09/09/2024	1,100.00
		67771	76442	Check	1	12540	MISSISSIPPI WELDERS SUPPLY COV	Yes	No	USD	09/09/2024	168.64
		67789	76443	Check	1	7249	O'LAUGHLIN, AMY	Yes	No	USD	09/09/2024	1,232.00
		67783	76444	Check	1	6514	Peterson, Christine	Yes	No	USD	09/09/2024	952.00
		67780	76445	Check	1	5738	Playscripts, Inc.	Yes	No	USD	09/09/2024	728.93
		67773	76446	Check	1	17130	RISLOW SERVICE CENTER	Yes	No	USD	09/09/2024	231.39
		67785	76447	Check	1	6954	Rocket Math	Yes	No	USD	09/09/2024	345.07
		67777	76448	Check	1	3217	School Specialty LLC	Yes	No	USD	09/09/2024	428.24
		67779	76449	Check	1	4448	VERIZON WIRELESS	Yes	No	USD	09/09/2024	321.40
		67774	76450	Check	1	23000	ZANER-BLOSER EDUCATIONAL PUB	Yes	No	USD	09/09/2024	510.02
		67807	76451	Check	1	2671	CDW-Government	Yes	No	USD	09/19/2024	11,646.27
		67799	76452	Check	1	02584	COTTER HIGH SCHOOL	Yes	No	USD	09/19/2024	200.00
		67800	76453	Check	1	1366	CUSTOM ALARM	Yes	No	USD	09/19/2024	1,518.40
		67812	76454	Check	1	4852	EAI Education	Yes	No	USD	09/19/2024	102.13
		67817	76455	Check	1	6376	Ed Midwest LLC	Yes	No	USD	09/19/2024	5,250.00
		67820	76456	Check	1	7207	Grand Meadow ISD 495	Yes	No	USD	09/19/2024	520.00
		67819	76457	Check	1	6935	GWS - Gredert's Welding Shop	Yes	No	USD	09/19/2024	300.00
		67816	76458	Check	1	6067	High Point Networks, LLC	Yes	No	USD	09/19/2024	15,023.00
		67809	76459	Check	1	3172	Hy-Vee Accounts Receivable	Yes	No	USD	09/19/2024	99.40
		67801	76460	Check	1	1663	LACRESCENT HIGH SCHOOL	Yes	No	USD	09/19/2024	100.00
		67815	76461	Check	1	5756	LEARNING A-Z	Yes	No	USD	09/19/2024	141.16
		67808	76462	Check	1	3038	Lewiston Hardware, LLC	Yes	No	USD	09/19/2024	35.98
		67810	76463	Check	1	3659	Minnesota Department of Health	Yes	No	USD	09/19/2024	180.00
		67813	76464	Check	1	4877	MINNESOTA Public Employees Insuranc	Yes	No	USD	09/19/2024	31,116.34
		67814	76465	Check	1	5723	Minnesota State High School Mathematc	Yes	No	USD	09/19/2024	600.00
		67821	76466	Check	1	7222	Monarch Watch Shop	Yes	No	USD	09/19/2024	69.00
		67818	76467	Check	1	6730	One Diversified LLC	Yes	No	USD	09/19/2024	350.00
		67822	76468	Check	1	7255	PRINGLE, DAVE	Yes	No	USD	09/19/2024	240.00
		67805	76469	Check	1	2411	REINHART FOOD SERVICE	Yes	No	USD	09/19/2024	178.37

## Lewiston-Altura Public Schools September 2024 Board Bills

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount	
P253CK0857	001	67804	76470	Check	1	2247	R1	RENAISSANCE LEARNING	Yes	No	USD	09/19/2024	6,500.25	
		67802	76471	Check	1	18110		SCHOLASTIC News	Yes	No	No	USD	09/19/2024	263.56
		67803	76472	Check	1	1919	R1	SCHOOL HEALTH	Yes	No	No	USD	09/19/2024	311.18
		67811	76473	Check	1	4359		TEACHER CREATED RESOURCES	Yes	No	No	USD	09/19/2024	46.96
		67806	76474	Check	1	25014		ZIEBELL'S HIAWATHA FOODS, INC.	Yes	No	No	USD	09/19/2024	2,516.86
		67833	76475	Check	1	7128		Affinity Plus Credit Union	Yes	No	No	USD	09/15/2024	25.00
		67829	76476	Check	1	5594		ALTRA FEDERAL CREDIT UNION	Yes	No	No	USD	09/15/2024	25.00
		67831	76477	Check	1	6406		Ameritas Life Insurance Corp	Yes	No	No	USD	09/15/2024	98.96
		67827	76478	Check	1	4951		Bremer Bank	Yes	No	No	USD	09/15/2024	175.00
		67828	76479	Check	1	5100		DELTA DENTAL OF MINNESOTA	Yes	No	No	USD	09/15/2024	1,433.11
P2505 0857	001	67830	76480	Check	1	6265		HOME FEDERAL SAVINGS BANK	Yes	No	USD	09/15/2024	250.00	
		67832	76481	Check	1	6461		ISD 857 - Flex Plan Checking	Yes	No	No	USD	09/15/2024	787.95
		67823	76482	Check	1	17090		MADISON NATIONAL LIFE	Yes	No	No	USD	09/15/2024	438.73
		67825	76483	Check	1	4786	R1	Merchants Bank	Yes	No	No	USD	09/15/2024	450.00
		67826	76484	Check	1	4877		MINNESOTA Public Employees Insuranc	Yes	No	No	USD	09/15/2024	16,304.85
		67834	76485	Check	1	7203		WCF - CARDINAL FOUNDATION	Yes	No	No	USD	09/15/2024	95.00
		67824	76486	Check	1	3545		Winona National Bank	Yes	No	No	USD	09/15/2024	130.00
		67835	76487	Check	1	11290		LEWISTON POST OFFICE	Yes	No	No	USD	09/24/2024	1,000.00
		67836	76488	Check	1	2411		REINHART FOOD SERVICE	Yes	No	No	USD	09/25/2024	6,908.02
		67839	76489	Check	1	00420		ARNOLD'S SUPPLY	Yes	No	No	USD	09/26/2024	55.00
P253CK0857	001	67850	76490	Check	1	2183		B & S Rentals Inc.	Yes	No	USD	09/26/2024	480.00	
		67868	76491	Check	1	5825		Becker's School Supplies	Yes	No	No	USD	09/26/2024	198.85
		67866	76492	Check	1	5631	R1	BSN Sports, LLC	Yes	No	No	USD	09/26/2024	5,200.35
		67845	76493	Check	1	1451		Century High School	Yes	No	No	USD	09/26/2024	400.00
		67876	76494	Check	1	6752		Cincinnati Life Insurance Company	Yes	No	No	USD	09/26/2024	354.00
		67854	76495	Check	1	2707		City of Lewiston	Yes	No	No	USD	09/26/2024	1,172.62
		67841	76496	Check	1	11065	R2	CLIFTON LARSON ALLEN LLP	Yes	No	No	USD	09/26/2024	7,350.00
		67851	76497	Check	1	2440		Culligan Water Services	Yes	No	No	USD	09/26/2024	32.50
		67879	76498	Check	1	7091		Dalco Enterprises	Yes	No	No	USD	09/26/2024	4,144.83
		67878	76499	Check	1	7089		Dashir Management Services, Inc	Yes	No	No	USD	09/26/2024	15,838.06
P253CK0857	001	67864	76500	Check	1	5346		DEPARTMENT OF HUMAN SERVICES	Yes	No	USD	09/26/2024	54.00	
		67875	76501	Check	1	6496		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	09/26/2024	136.08
		67867	76502	Check	1	5691		EMC Insurance Companies	Yes	No	No	USD	09/26/2024	34,204.32
		67877	76503	Check	1	6891		Harter's Trash & Recycling Inc	Yes	No	No	USD	09/26/2024	1,524.96
		67857	76504	Check	1	3210		HBC	Yes	No	No	USD	09/26/2024	1,706.22
		67859	76505	Check	1	4085		IEA, INC	Yes	No	No	USD	09/26/2024	2,261.95
		67874	76506	Check	1	6158		Innovative Therapy Solutions, LLC	Yes	No	No	USD	09/26/2024	4,500.00
		67840	76507	Check	1	11017		LAKE CITY HIGH SCHOOL	Yes	No	No	USD	09/26/2024	200.00
		67870	76508	Check	1	5865	R1	Loffler Companies -- 131511	Yes	No	No	USD	09/26/2024	82.37
		67842	76509	Check	1	12315		M & M LAWN & LEISURE	Yes	No	No	USD	09/26/2024	161.52
67855	76510	Check	1	2752		Mabel-Canton FFA	Yes	No	No	USD	09/26/2024	54.00		

# Lewiston-Altura Public Schools September 2024 Board Bills

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
P253CK0857	001	67843	76511	Check	1	12420	MASSP	Yes	No	No	USD	09/26/2024	150.00
		67873	76512	Check	1	5956	MIEnergy Cooperative	Yes	No	No	USD	09/26/2024	14,625.10
		67858	76513	Check	1	3872	Minnesota Department of Labor & Industri	Yes	No	No	USD	09/26/2024	20.00
		67844	76514	Check	1	12540	MISSISSIPPI WELDERS SUPPLY COV	Yes	No	No	USD	09/26/2024	400.00
		67853	76515	Check	1	2555	National FFA Organization	Yes	No	No	USD	09/26/2024	935.00
		67848	76516	Check	1	1930	PROJECT FINE	Yes	No	No	USD	09/26/2024	481.25
		67872	76517	Check	1	5919	Riteway Business Forms	Yes	No	No	USD	09/26/2024	342.36
		67856	76518	Check	1	3184	Rochester Telecom Systems, Inc	Yes	No	No	USD	09/26/2024	10.18
		67880	76519	Check	1	7258	SOLAR CONNECTION	Yes	No	No	USD	09/26/2024	1,000.00
		67862	76521	Check	1	4673	STEWARTVILLE FFA	Yes	No	No	USD	09/26/2024	82.00
		67871	76522	Check	1	5876	Teachers on Call	Yes	No	No	USD	09/26/2024	1,454.33
		67863	76523	Check	1	5318	The McDowell Agency, Inc.	Yes	No	No	USD	09/26/2024	123.00
		67852	76524	Check	1	2508	Theis Printing	Yes	No	No	USD	09/26/2024	1,340.00
		67847	76525	Check	1	19210	TRI STATE BUSINESS MACHINES	Yes	No	No	USD	09/26/2024	858.08
		67860	76526	Check	1	4448	VERIZON WIRELESS	Yes	No	No	USD	09/26/2024	420.10
		67865	76527	Check	1	5567	West Ave Ink	Yes	No	No	USD	09/26/2024	307.00
		67869	76528	Check	1	5851	Winona Boat Tours	Yes	No	No	USD	09/26/2024	432.00
		67861	76529	Check	1	4635	WINONA CONTROLS, INC.	Yes	No	No	USD	09/26/2024	4,346.83
		67846	76530	Check	1	1780	WINONA SR. HIGH ATHLETICS	Yes	No	No	USD	09/26/2024	250.00
		67889	76532	Check	1	11065	CLIFTON LARSON ALLEN LLP	Yes	No	No	USD	09/30/2024	7,350.00
P2505 0857	001	67900	76533	Check	1	7128	Affinity Plus Credit Union	Yes	No	No	USD	09/30/2024	25.00
		67896	76534	Check	1	5594	ALTRA FEDERAL CREDIT UNION	Yes	No	No	USD	09/30/2024	25.00
		67898	76535	Check	1	6406	Ameritas Life Insurance Corp	Yes	No	No	USD	09/30/2024	72.16
		67894	76536	Check	1	4951	Bremer Bank	Yes	No	No	USD	09/30/2024	175.00
		67895	76537	Check	1	5100	DELTA DENTAL OF MINNESOTA	Yes	No	No	USD	09/30/2024	1,281.93
		67897	76538	Check	1	6265	HOME FEDERAL SAVINGS BANK	Yes	No	No	USD	09/30/2024	250.00
		67899	76539	Check	1	6461	ISD 857 - Flex Plan Checking	Yes	No	No	USD	09/30/2024	787.31
		67890	76540	Check	1	17090	MADISON NATIONAL LIFE	Yes	No	No	USD	09/30/2024	438.73
		67892	76541	Check	1	4786	Merchants Bank	Yes	No	No	USD	09/30/2024	450.00
		67893	76542	Check	1	4877	MINNESOTA Public Employees Insurant	Yes	No	No	USD	09/30/2024	16,519.63
		67901	76543	Check	1	7203	WCF - CARDINAL FOUNDATION	Yes	No	No	USD	09/30/2024	100.00
		67891	76544	Check	1	3545	Winona National Bank	Yes	No	No	USD	09/30/2024	130.00
Bank Total: 001													\$305,195.76
Report Total:													\$305,195.76

# Lewiston-Altura Public Schools September 2024 Wire Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P2505	67790		Wire	1 1053		MINNESOTA ELECTRONIC FUNDS		No	No	No	09/13/2024	8,347.57
001	P2505	67791		Wire	1 1054		FEDERAL TAXES		No	No	No	09/13/2024	50,148.98
001	P2505	67792		Wire	1 18600		MINNESOTA TEACHERS RETIREMENT.		No	No	No	09/13/2024	28,666.03
001	P2505	67793		Wire	1 18610		Public Employers Retirement Association		No	No	No	09/13/2024	7,191.46
001	P2505	67794		Wire	1 4373		ING		No	No	No	09/13/2024	2,026.84
001	P2505	67795		Wire	1 6283		MinnWest Bank Group		No	No	No	09/13/2024	215.90
001	P2505	67796		Wire	1 6496		EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	No	No	09/13/2024	6,401.83
001	P2503P	67797		Wire	1 5546		VISA		No	No	No	09/17/2024	6,023.93
001	P2503P	67798		Wire	1 5546		VISA		No	No	No	09/17/2024	3,198.44
001	PME503	67837		Wire	1 3571		MINNESOTA ENERGY RESOURCES	Other	Yes	No	Yes	09/25/2024	0.00
001	PME503	67838		Wire	1 3571		MINNESOTA ENERGY RESOURCES	Other	No	No	No	09/25/2024	1,620.65
001	P2506	67881		Wire	1 1053		MINNESOTA ELECTRONIC FUNDS		No	No	No	09/30/2024	7,041.80
001	P2506	67882		Wire	1 1054		FEDERAL TAXES		No	No	No	09/30/2024	43,608.49
001	P2506	67883		Wire	1 18600		MINNESOTA TEACHERS RETIREMENT.		No	No	No	09/30/2024	27,954.60
001	P2506	67884		Wire	1 18610		Public Employers Retirement Association		No	No	No	09/30/2024	5,658.79
001	P2506	67885		Wire	1 4373		ING		No	No	No	09/30/2024	2,026.84
001	P2506	67886		Wire	1 6283		MinnWest Bank Group		No	No	No	09/30/2024	30.00
001	P2506	67887		Wire	1 6496		EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	No	No	09/30/2024	6,401.83

Bank Total: \$206,563.98

Report Total: \$206,563.98

# Lewiston-Altura Public Schools Multi Year Guide Obj Series

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

202303

202403

202503

Description	Budget		Budget		Budget	
	23REV	Year to Date %	2REV	Year to Date %	25ADP	Year to Date %
01 General						
100 Salaries & Wages	5,121,079.56	600,408.26 12%	4,694,589.00	578,500.56 12%	4,835,891.00	541,673.07 11%
200 Employee Benefits	1,383,286.32	162,795.46 12%	1,344,727.00	181,140.71 13%	1,182,974.00	159,112.98 13%
300 Purchased Services	1,529,536.00	223,282.58 15%	1,846,828.00	325,430.71 18%	1,817,326.00	322,316.20 18%
400 Supplies & Materials	518,595.32	178,544.33 34%	520,672.00	219,753.22 42%	314,145.00	125,162.08 40%
500 Capital Expenditures	361,981.75	144,135.91 40%	410,776.00	106,588.40 26%	396,231.00	83,646.27 21%
700 Debt Service	0.00	0.00 0%	2,500.00	0.00 0%	2,500.00	0.00 0%
800 Other Expenditures	49,224.00	17,113.30 35%	54,476.00	19,757.65 36%	43,360.00	16,970.34 39%
01 General	8,963,702.95	1,326,279.84 15%	8,874,568.00	1,431,171.25 16%	8,592,427.00	1,248,880.94 15%
02 Food Service						
100 Salaries & Wages	191,695.00	30,328.25 16%	189,368.00	25,550.75 13%	215,881.00	27,422.56 13%
200 Employee Benefits	0.00	9,618.77 0%	69,801.00	7,717.09 11%	64,851.00	9,413.13 15%
300 Purchased Services	11,150.00	4,305.08 39%	11,700.00	3,558.79 30%	5,400.00	5,002.55 93%
400 Supplies & Materials	235,000.00	25,488.25 11%	323,309.00	16,344.31 5%	306,809.00	9,603.25 3%
500 Capital Expenditures	4,300.00	0.00 0%	15,000.00	0.00 0%	0.00	0.00 0%
800 Other Expenditures	3,000.00	0.00 0%	2,000.00	0.00 0%	2,000.00	17.95 1%
02 Food Service	445,145.00	69,740.35 16%	611,178.00	53,170.94 9%	594,941.00	51,459.44 9%
04 Community Education						
100 Salaries & Wages	328,035.92	62,730.26 19%	313,960.00	61,823.32 20%	329,395.00	44,506.25 14%
200 Employee Benefits	67,490.37	10,548.14 16%	66,136.00	10,987.24 17%	78,717.00	8,953.11 11%
300 Purchased Services	16,210.00	8,827.10 54%	11,850.00	949.00 8%	3,600.00	1,161.22 32%
400 Supplies & Materials	34,807.29	8,288.09 24%	38,878.00	2,805.37 7%	30,878.00	3,884.47 13%
04 Community Education	446,543.58	90,393.59 20%	430,824.00	76,564.93 18%	442,590.00	58,505.05 13%
06 Bldg Construction						
300 Purchased Services	0.00	0.00 0%	0.00	0.00 0%	0.00	390.00 0%
06 Bldg Construction	0.00	0.00 0%	0.00	0.00 0%	0.00	390.00 0%
07 Debt						
700 Debt Service	498,150.00	76,337.50 15%	507,425.00	68,287.50 13%	721,325.00	59,325.00 8%
07 Debt	498,150.00	76,337.50 15%	507,425.00	68,287.50 13%	721,325.00	59,325.00 8%
30 Student Activity						
300 Purchased Services	79,415.50	8,566.22 11%	72,400.00	2,862.48 4%	80,500.00	12,078.96 15%

Lewiston-Altura Public Schools  
Multi Year Guide Obj Series

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

202303

202403

202503

Description	202303		202403		202503	
	Budget 23REV	Year to Date %	Budget 2REV	Year to Date %	Budget 25ADP	Year to Date %
30 Student Activity						
400 Supplies & Materials	48,842.13	19,080.48 39%	61,850.00	30,346.40 49%	69,850.00	1,268.66 2%
500 Capital Expenditures	15,000.00	0.00 0%	0.00	0.00 0%	0.00	0.00 0%
800 Other Expenditures	1,506.00	0.00 0%	500.00	(725.00) (145%)	500.00	150.00 30%
30 Student Activity	144,763.63	27,646.70 19%	134,750.00	32,483.88 24%	150,850.00	13,497.62 9%
Report Totals:	10,498,305.16	1,590,397.98 15%	10,558,745.00	1,661,678.50 16%	10,502,133.00	1,432,058.05 14%

# LEWISTON-ALTURA SCHOOL DISTRICT EXTENDED/OVERNIGHT FIELD TRIP APPLICATION

Date of Field Trip: 10/23 - 10/25 Requested By: Stoppa Destination/Event: National FFA Convention  
 Time Leaving School: 12:30 AM Time Returning to School: 4:30 AM  
 Purpose of Field Trip: FFA # of Students: 10 # of Adults: 1

Please check the approved volunteer list or check with the office to ensure that all volunteers are approved.  
 Will there be any parent volunteers or chaperons not including staff? Yes  No

If yes, please list the names: \_\_\_\_\_

Will you need district transportation? Yes  No  If yes, # of busses or vans needed \_\_\_\_\_  
 If you need district transportation, arrangements were made with  
Ready Bus Lines (Name) on June 2024 (Date).

If district transportation is unavailable or impractical, other transportation arrangements were made with  
 \_\_\_\_\_ (Name of the Company) on \_\_\_\_\_ (Date).

Will students be absent from school? Yes  No   
 So that additional contacts can be made (food service, buildings and grounds, etc.), I notified  
 \_\_\_\_\_ (Office Staff Signature) on \_\_\_\_\_ (Date).

Budget Information: <u>FFA</u> (Program being billed for costs)
Transportation Cost: <u>\$1,000</u>
Lodging Cost: <u>\$1,000</u>
Meal Cost:
Entry Fees: <u>\$950</u>

**Please attach a copy of the Field Trip Parental Permission form and any additional guidelines or expectations.**

OFFICE USE ONLY	
Date application was received (Must be received prior to a board meeting when possible): _____	
APPROVED	NOT APPROVED
Rationale for not approving the field trip:	
_____ (Activity Director's Signature if Applicable)	_____ (Date) <u>10-9-24</u>
_____ (Principal's Signature)	_____ (Date)
<u>Aven Carrman</u> (Superintendent's Signature)	<u>10-10-24</u> (Date)
_____ (School Board Member's Signature)	_____ (Date)



# LEWISTON-ALTURA PUBLIC SCHOOLS EXTENDED FIELD TRIP PERMISSION FORM



In compliance with school regulations governing special field trips of a curricular or extra-curricular nature, the following information is provided, so that as a parent/guardian of the student involved you will be aware of the circumstances under which the trip is being taken. Your permission must be obtained prior to the trip and may be given by signing the lower portion of this form and returning it to the classroom teacher sponsoring the trip.

All students participating in school-sponsored field trips must go and return on the transportation provided.

FIELD TRIP DETAILS	
NATURE AND PURPOSE OF FIELD TRIP	National FFA Convention
SCHOOL SPONSORING TRIP	L-A
INSTRUCTOR OR SPONSOR OF FIELD TRIP	Stopp
FIELD TRIP DESTINATION	Indianapolis, IN
DATE OF FIELD TRIP	10/23/24-10/25/24
DURATION OF FIELD TRIP	See Itinerary
COST OF THE FIELD TRIP TO STUDENTS (LODGING, MEALS, ETC.)	\$175 for bus/hotel/registration/tickets, Bring Cash/Cards for food and spending money (Most of the venues have gone cashless!!!)
HOTEL INFORMATION (LOCATION, CONTACT INFORMATION)	Holiday Inn in Carmel, 251 Pennsylvania Pkwy, Indianapolis, IN 46280
STUDENTS REPORT TO	Cafeteria Stage
STUDENTS WILL RETURN TO	Ag Room
STUDENTS SHALL BRING THE FOLLOWING MATERIALS WITH THEM FOR USE ON TRIP	See Packing List

\*\*\*\*\*

I understand the conditions described above and give my permission for \_\_\_\_\_ (Student Name) to participate in the designated field trip. I further understand that neither the sponsor, school administration, nor the school board of District #857 assumes any unusual responsibility for the safety and welfare of my child.

\_\_\_\_\_ parent/guardian signature \_\_\_\_\_ date

My student has a medical record on file with the Lewiston-Altura Public School district that advisors need to consult prior to the trip. (Check only if this applies to your student.)

Lewiston-Altura Public Schools

2024-2025 Snow Removal Quotation Form

Return to LAHS District Office in a sealed envelope marked "Snow Removal Quotation" by 11:00 a.m. on Friday, October the 4<sup>th</sup>, 2024.

Quotations shall be in price per hour for both the equipment and the operator. The total overall cost to a certain extent is dependent upon the size of equipment that the operator plans to use for the job. **Therefore, you must state the equipment size that is planned for use in this project.**

EQUIPMENT	CAPACITY	PRICE PER HOUR
Skid steer with bucket & Operator	<u>NA</u> Cubic Yards	\$ <u>100</u>
Skid steer with blade, snow blower or sweeper & operator	<u>NA</u> Cubic Yards	\$ <u>120</u>
Front End Loader & Operator	<u>3.5</u> Cubic Yards	\$ <u>140</u>
Dump Truck & Operator	<u>15</u> Cubic Yards	\$ <del>115</del> <u>115</u>
<u>SEMI W/END DUMP</u>	Cubic Yards	\$ <u>135</u>
*Price to Plow Haley owned alley and parking stalls		\$ _____
*Price to Plow three gravel parking lots on the northside of school		\$ _____

Is your equipment kept in a good state of repair to assure that it is ready to go when needed and will complete the job with minimum down time?

X Yes      \_\_\_\_\_ No

I will not charge the School District for any piece of equipment or its operator during any hours the equipment is being repaired while on or off the school district premises.

X Yes      \_\_\_\_\_ No

Signature of Bidder Shane Gudmundson Date 10/4/24

Address of Bidder

PO 607 LEWISTON, MN 55952

Phone Number of Bidder ( 507 ) 429 - 3898

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

MSBA/MASA Model Policy 709

Orig. 1995

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

Rev. 2024

## **709 STUDENT TRANSPORTATION SAFETY POLICY**

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

### **I. PURPOSE**

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

### **II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING**

#### **A. School Bus Safety Week**

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

#### **B. Student School Bus Safety Training**

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
  - a. transportation by school bus is a privilege, not a right;
  - b. school district policies for student conduct and school bus safety;
  - c. appropriate conduct while on the bus;
  - d. the danger zones surrounding a school bus;
  - e. procedures for safely boarding and leaving a school bus;
  - f. procedures for safe vehicle lane crossing; and
  - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.
3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes, section 169.446, subdivision 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district shall adopt and make available for public review a curriculum for transportation safety education.
9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

C. Active Transportation Safety Training

1. Training required

- a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.
- b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:
  - (1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique; ~~and~~
  - (2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques; and
  - (3) electric-assisted bicycle safety, including that a person under the age of 15 is not allowed to operate an electric-assisted bicycle.

**[NOTE: The 2024 Minnesota legislature enacted this provision.]**

2. Deadlines.

- a. Students under subdivision 1, paragraph (a), who are enrolled during the first or second week of school and have not previously received active

transportation safety training specified in that paragraph must receive the safety training by the end of the third week of school.

- b. Students under subdivision 1, paragraph (b), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the sixth week of school.
  - c. Students under subdivision 1, paragraph (a) or (b), who enroll in a school after the second week of school and have not received the appropriate active transportation safety training in their previous school district must undergo the training or receive active transportation safety instructional materials within four weeks of the first day of attendance.
  - d. The school district and a nonpublic school may provide kindergarten pupils with active transportation safety training before the first day of school.
3. Instruction
- a. The school district may provide active transportation safety training through distance learning.
  - b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

### **III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

#### **1. School Bus and Bus Stop Rules**

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

#### **2. Rules at the Bus Stop**

- a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.

- e. Stay away from the street, road, or highway when waiting for the bus.
  - f. Wait until the bus stops before approaching the bus.
  - g. After getting off the bus, move away from the bus.
  - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
  - i. No fighting, harassment, intimidation, or horseplay.
  - j. No use of alcohol, tobacco, or drugs.
3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-6)

1st offense – warning

2nd offense – 3 school-day suspension from riding the bus

3rd offense – 5 school-day suspension from riding the bus

4th offense – 10 school-day suspension from riding the bus/meeting with parent

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

- 1st offense – warning
- 2nd offense – 5 school-day suspension from riding the bus
- 3rd offense – 10 school-day suspension from riding the bus
- 4th offense – 20 school-day suspension from riding the bus/meeting with parent
- 5th offense – suspended from riding the bus for the remainder of the school year

**[NOTE: When any student goes 60 transportation days without a report, the student’s consequences may start over at the first offense.]**

(3) Other Discipline

Based on the severity of a student’s conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

**IV. PARENT AND GUARDIAN INVOLVEMENT**

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

**B. Parents/Guardians Responsibilities for Transportation Safety**

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

**V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
  1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
  2. reckless driving;
  3. improper or erratic traffic lane changes;
  4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
  6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession;
  7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
  8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
  9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

## **VI. SCHOOL BUS DRIVER TRAINING**

### **A. Training**

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification.

The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.

**[NOTE: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]**

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the Model School Bus Driver Training Manual.

**[NOTE: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]**

## VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

**[NOTE: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]**

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers

transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

**[NOTE: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]**

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minnesota Statutes, section 169.011, subdivision 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 571.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type

A, B, C, or D bus.

7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
  - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
  - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
  - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
  - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
  - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
    - (1) safe operation of a type III vehicle;
    - (2) understanding student behavior, including issues relating to students with disabilities;
    - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
    - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
    - (5) handling emergency situations;
    - (6) proper use of seat belts and child safety restraints;
    - (7) performance of pretrip vehicle inspections;
    - (8) safe loading and unloading of students, including, but not limited to:
      - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
      - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
      - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
      - (d) placing the type III vehicle in "park" during loading and unloading;
      - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and

- (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes, section 122A.18, subdivision 8, or Minnesota Statutes, section 123B.03 for school district employees; Minnesota Statutes, section 144.057 or Minnesota Statutes, chapter 245C for day care employees; or Minnesota Statutes, section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
  - d. Operators shall submit to a physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
  - e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes, section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
  - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes, section 171.321, subdivision 5.
  - g. A person who sustains a conviction, as defined under Minnesota Statutes, 609.02, of violating Minnesota Statutes, section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes, sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
  - h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes, section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
  - i. A person who sustains a conviction, as defined under Minnesota Statutes, section 609.02, of a moving offense in violation of Minnesota Statutes, chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
  - j. Students riding the type III vehicle must have training required under Minnesota Statutes, section 123B.90, Subd. 2 (See Section II.B., above).
  - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section

is responsible for maintaining these files for inspection.

2. The Type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes, section 169.451.
3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
  - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
  - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
  - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
  - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
  - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes, section 171.02, subdivisions 2a(h) - 2a(j).
  - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
  - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

## **VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES**

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

**[NOTE: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]**

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
  - 1. the student's name and address;
  - 2. the nature of the student's disabilities;
  - 3. emergency health care information; and
  - 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

## **IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS**

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

## **X. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day

responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required Minnesota Statutes, section 171.321, subdivision 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

## **XI. STUDENT TRANSPORTATION SAFETY COMMITTEE**

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

**Legal References:** Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)  
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)  
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)  
Minn. Stat. § 123B.90 (School Bus Safety Training)  
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)  
Minn. Stat. § 123B.935 (Active Transportation Safety Training)  
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)  
Minn. Stat. Ch. 169 (Traffic Regulations)  
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)  
Minn. Stat. § 169.02 (Scope)  
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)  
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)  
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)  
Minn. Stat. § 169.454 (Type III Vehicle Standards)  
Minn. Stat. § 169.4582 (Reportable Offense on School Buses) Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)  
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)  
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)  
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)  
Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)  
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)  
Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)  
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)

Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)  
Minn. Stat. Ch. 245C (Human Services Background Studies)  
Minn. Stat. § 609.02 (Definitions)  
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)  
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)  
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)  
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)  
49 C.F.R. § 383.5 (Transportation Definitions)  
49 C.F.R. § 383.51 (Disqualification of Drivers)  
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

***Cross References:***

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 707 (Transportation of Public Students)  
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

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

MSBA/MASA Model Policy 711

Orig. 1995

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

Rev. 202212

## **711 VIDEO RECORDING ON SCHOOL BUSES**

### **I. PURPOSE**

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

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

#### **A. Placement**

1. Each and every school bus owned, leased, contracted, and/or operated by the school district shall be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

#### **B. Use of Video Recordings**

1. A video recording of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.
2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, [Minnesota Statutes chapter Minn. Stat. Ch. 13](#) and the Family Educational Rights and Privacy Act, 20 [United States Code section U.S.C. §1232g](#) and the rules and/or regulations promulgated thereunder.
3. Video recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. A video recording will be retained by the school district until relooped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

***[Note: School districts should review their record retention policies/schedules as to the stated retention period for school bus video recordings. The retention time period in the retention schedule should be consistent with the retention time period set forth in this policy. The January 2000 School District General Records Retention Schedule, adopted by many school districts, provides that building security/transportation video recordings are to be retained until relooped.]***

**Legal References:**

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.585 (Notice of Recording Device)  
Minn. Stat. § 138.17 (Government Records, Administration)  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

**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 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)  
[MSBA Service Manual, Chapter 2, Transportation](#)

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

MSBA/MASA Model Policy 712

Orig. 1996

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

Rev. 202212

## **712 VIDEO SURVEILLANCE OTHER THAN ON BUSES**

***[Note: See MSBA/MASA Model Policy 711 for Video Recording on School Buses.]***

### **I. PURPOSE**

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

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

#### **A. Placement**

1. School district buildings and grounds may be equipped with video cameras.
2. Video surveillance may occur in any school district building or on any school district property.
3. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

#### **B. Use of Video Recordings**

1. Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.
3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, ~~Minn. Stat. Ch. Minnesota Statutes chapter~~ 13, and the Family Educational Rights and Privacy Act, 20 ~~United States Code section U.S.C.—§~~ 1232g, and the rules and/or regulations promulgated thereunder.

#### **C. Security and Maintenance**

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, ~~Minn. Stat. Ch. 13~~ Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code

~~section~~U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.

2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

**Legal References:**

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.585 (Notice of Recording Device)  
Minn. Stat. § 138.17 (Government Records; Administration)  
Minn. Stat. § 609.746 (Interference with Privacy)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

**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 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)

~~MSBA Service Manual, Chapter 2, Transportation~~

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

MSBA/MASA Model Policy 801

Orig. 1995

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

Rev. 202206

## **801 EQUAL ACCESS TO SCHOOL FACILITIES**

***[Note: The provisions of this policy substantially reflect statutory requirements.]***

### **I. PURPOSE**

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

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

- A. The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:
  - 1. influence the form or content of any prayer or other religious activity;
  - 2. require any person to participate in prayer or other religious activity;
  - 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
  - 4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
  - 5. sanction meetings that are otherwise unlawful;
  - 6. limit the rights of groups of students based on the size of the group;
  - 7. abridge the constitutional rights of any person.

### **III. DEFINITIONS**

- A. "Limited open forum" means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.

- B. "Meeting" includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- C. "Noninstructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.
- D. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- E. "Secondary school" means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.

#### **IV. FAIR OPPORTUNITY CRITERIA**

Schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

#### **V. PROCEDURES**

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
  - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
  - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
  - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
  - 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.

3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
  - D. The building principal has responsibility to:
    1. Keep a log of application information.
    2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
    3. Note the condition of the facilities and equipment before and after use.
    4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
    5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.
  - E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
  - F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
  - G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
  - H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

**Legal References:** 20 U.S.C. §§ 4071-74 (Equal Access Act)  
 20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)  
*Board of Educ. of Westside Community Schools v. Mergens*, 496 U.S. 226, ~~1105 S.Ct. 2356~~ (1990)  
*Good News Club v. Milford Central School*, 533 U.S. 98, ~~1215 S.Ct. 2093~~ (2001)  
*Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1*, 690 F.3d 996 (8<sup>th</sup> Cir. 2012)  
*Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist.* 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

**Cross References:** MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)  
~~MSBA Service Manual, Chapter 13, School Law Bulletin "O" (Equal Access Act)~~

*The Purpose, General Statement of Policy, Definitions, and Fair Opportunity Criteria sections reflect the language and requirements of the Equal Access Act and so should be adopted as written. School Boards have discretion to adopt reasonable procedures to implement the Act, however. We have provided a section on Procedures as a model.*

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

MSBA/MASA Model Policy 802

Orig. 1995

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

Rev. 202219

## **802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL**

***[Note: The provisions of this policy substantially reflect statutory requirements.]***

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

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

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

### **III. DEFINITIONS**

- A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. "Official newspaper" is a regular issue of a qualified legal newspaper.

### **IV. MANNER OF DISPOSITION**

#### **A. Authorization**

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

#### **B. Contracts Over \$175,000**

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.

4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:
  - a. another school district;
  - b. the state department of corrections;
  - c. the board of trustees of Minnesota State Colleges and Universities;
  - d. the family of a student residing in the district whose total family income meets the federal definition of poverty; or
  - e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.
2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

**Legal References:** Minn. Stat. § 13.591 (Business Data)

Minn. Stat. § 15.054 (~~Public Employees Not to Purchase Merchandise from Governmental Agencies; Exceptions; Penalty~~Sale or Purchase of State Property; Penalty)

Minn. Stat. § 123B.29 (~~Sale of School Building~~ at Auction)

Minn. Stat. § 123B.52 (Contracts)

Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)

Minn. Stat. § 645.11 (Published Notice)

**Cross References:** MSBA ~~Service Manual, Chapter 13,~~ School Law Bulletin "F" (School District Contract and Bidding Procedures)

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

MSBA/MASA Model Policy 807

Orig. 2012

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

Rev. 202215

## 807 HEALTH AND SAFETY POLICY

***[Note: To receive health and safety revenue for any fiscal year, school districts must submit an application to the Minnesota Commissioner of Education, along with a health and safety budget adopted and confirmed by the school board as being consistent with the school district's health and safety policy. This policy has been approved by the Minnesota Department of Education.***

***The subdivisions of Minnesota Statutes Section Minn. Stat. § 123B.57 that relate to a school district's ability to apply for health and safety revenue have been repealed effective fiscal year 2017. The provisions of this policy substantially reflect statutory requirements.]***

### I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minnesota Statutes section Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minnesota Statutes section Minn. Stat. § 182.676.

### III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing

within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.

- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

#### **IV. PROGRAM AND PLANS**

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
  - 1. Asbestos
  - 2. Fire and Life Safety
  - 3. Employee Right to Know
  - 4. Emergency Action Planning
  - 5. Combustible and Hazardous Materials Storage
  - 6. Indoor Air Quality
  - 7. Mechanical Ventilation
  - 8. Mold Cleanup and Abatement
  - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
  - 10. Infectious Waste/Bloodborne Pathogens
  - 11. Community Right to Know
  - 12. Compressed Gas Safety
  - 13. Confined Space Standard
  - 14. Electrical Safety
  - 15. First Aid/CPR/AED
  - 16. Food Safety Inspection
  - 17. Forklift Safety
  - 18. Hazardous Waste
  - 19. Hearing Conservation
  - 20. Hoist/Lift/Elevator Safety
  - 21. Integrated Pest Management
  - 22. Laboratory Safety Standard/Chemical Hygiene Plan
  - 23. Lead
  - 24. Control of Hazardous Energy Sources (Lockout/Tagout)
  - 25. Machine Guarding
  - 26. Safety Committee
  - 27. Personal Protection Equipment (PPE)
  - 28. Playground Safety
  - 29. Radon
  - 30. Respiratory Protection
  - 31. Underground and Above Ground Storage Tanks
  - 32. Welding/Cutting/Brazing
  - 33. Fall Protection
  - 34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
  - 35. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action will be taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

## **V. BUDGET**

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

## **VI. ENFORCEMENT**

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

**Legal References:** Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)  
Minn. Stat. § 123B.57 (~~Capital Expenditure;~~ Health and Safety Projects)  
Minn. Stat. § 182.676 (Safety Committees)  
Minn. Rules Part 5208.0010 (Accident and Injury Reduction Program;

Applicability)  
Minn. Rules Part 5208.0070 ([Accident and Injury Reduction Program](#);  
Alternative Forms of Committee)

**Cross References:** MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to  
Hazardous Substances)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District  
Budget)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)



## Reason to Have a Cash Flow



Maximize interest earnings



Identify if you have enough cash to meet expenditures



Assess use of cash vs. debt for larger capital purchases



Identify if you will have a June 30th negative operating cash balance



## PMA Difference

- ▶ Dedicated Staff Person Servicing Your Account
  - ▶ Updates Expenditure and Revenue Information
  - ▶ Cash Flow looks out 24 Months
  - ▶ Proactive in making investment recommendations
    - ▶ District provides approval to execute
- ▶ Full Execution of Investments
- ▶ Cash Flow Provides a Guideline for District
  - ▶ 2<sup>nd</sup> set of eyes on cash trend
  - ▶ Useful budgeting tool



## Cash Flow - Agreement

- ▶ No Charge for Producing and Maintaining Cash Flow
- ▶ District Agrees to have its State Aid Dollars Flow Through its MNTrust Accounts
- ▶ Fees for Executing Investments

**Forest Lake ISD 831 G.O. Facilities Maintenance Bonds Series 2023A**

As of 09/17/24

**Investment Earnings Detail**

\$1,449,070.62	Current Portfolio Interest Income Estimate
\$242,536.81	Potential Interest Income on Balances (4.25%)
<u>\$1,691,607.43</u>	Estimated Interest Income (Not including Rebate)
\$1,632,207.99	Original Portfolio Interest Income Estimate
4.913%	Total Return for Arbitrage Purposes
372	Weighted Avg Life of Future Projected Expenses

**Investment Proceeds Information**

09/28/23	Closing Date - Investment Proceeds Received
\$20,740,852.90	Investment Proceeds Received
<u>+ \$1,310,973.42</u>	Total Interest Income Net of Rebate
<u>= \$22,051,826.32</u>	Total Funding Available as of 09/17/24
- \$5,451,399.57	Cumulative Expenses Through 09/17/24
<u>= \$16,600,426.75</u>	Outstanding P & I Net of Rebate after 09/17/24

**Portfolio Arbitrage Status**

**Yield Restriction:** The bond proceeds currently fall under the three year temporary period and are therefore not yield restricted.

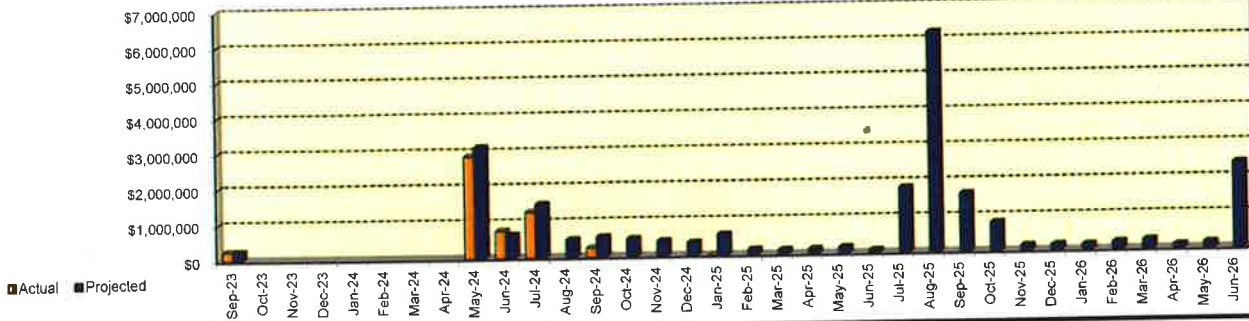
**Arbitrage Rebate:** The proceeds are subject to arbitrage rebate. The district has not met the two year exception and does expect to pay arbitrage.

\$1,691,607.43	Estimated Interest Income (Not including Rebate)	\$1,691,607.43	4.913%	Current Interest Estimate for Arbitrage Purposes
\$380,634.01	Anticipated Arbitrage Rebate Liability	\$1,310,973.42	3.871%	Maximum Interest Limited by Arbitrage Yield
<u>\$1,310,973.42</u>	Total Interest Income Net of Rebate	<u>\$380,634.01</u>	1.042%	Potential Arbitrage Rebate Liability

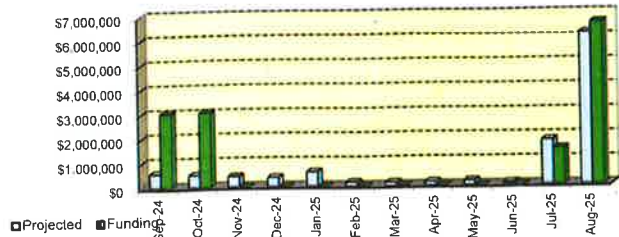
(May not reflect annual credits for Arb. Calculation)

Regulatory Requirement			Actual/Projected Portfolio Status			Regulatory Status as of 09/17/24	
Estimated Spend-Down Requirements			Cumulative Expenses			\$5,451,399.57 Expenses to Date: 24.30%	
03/28/24	10%	\$2,243,246.03	1.10%	\$246,506.76	Actual Expense	Not met regulatory requirement	
09/28/24	45%	\$10,094,607.15	24.30%	\$5,451,399.57	Projected Expense	Not met regulatory requirement	
03/28/25	75%	\$16,824,345.25	36.14%	\$8,106,656.75	Projected Expense	Not met regulatory requirement	
09/28/25	100%	\$22,432,460.33	74.63%	\$16,742,043.09	Projected Expense	Not met regulatory requirement	

**Actual vs. Projected Expenditures**



**Future Maturities vs. Projected Expenditures**



**Cash Flow Focus - Payouts**

Funding Date	Projected Expenses	Portfolio Funding
09/30/24	\$572,095.86	\$3,030,641.78
10/31/24	\$504,213.74	\$3,064,888.78
11/29/24	\$436,331.62	\$0.00
12/30/24	\$379,543.41	\$0.00
01/24/25	\$434,300.00	\$0.00
01/31/25	\$163,983.49	\$0.00

**BOARD RESOLUTION**

**CERTIFICATION OF MINUTES RELATING TO "MN TRUST"**

Issuer: Independent School District No. 857 (Lewiston-Altura), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting, held on \_\_\_\_\_, 20 \_\_, at \_\_\_\_\_ o'clock \_\_.m., at the District offices.

Members present:

Members absent:

Documents Attached:

Minutes of said meeting (including):

**RESOLUTION AUTHORIZING ENTRY INTO JOINT  
POWERS AGREEMENT IN THE FORM OF A DECLARATION OF TRUST  
ESTABLISHING THE "MN TRUST" AND AUTHORIZING PARTICIPATION  
THEREIN**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation 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; 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 \_\_\_\_\_, 20 \_\_.

\_\_\_\_\_  
Clerk of the Board

Member \_\_\_\_\_ introduced the following resolution and moved its adoption, which motion was seconded by Member \_\_\_\_\_;

RESOLUTION AUTHORIZING ENTRY INTO JOINT POWERS AGREEMENT IN THE FORM OF A DECLARATION OF TRUST ESTABLISHING THE “MN TRUST” AND AUTHORIZING PARTICIPATION THEREIN

**WHEREAS**, Minnesota governmental units may invest their monies and enter into contracts and agreements as authorized by Minnesota Statutes, Section 118A.04 and Section 118A.05; and

**WHEREAS**, Minnesota Statutes, Section 471.59 (the Joint Powers Act) provides among other things that governmental units, by agreement entered into through action of their governing bodies, may jointly or cooperatively exercise any power common to the contracting parties; and

**WHEREAS**, MN Trust (the Fund) was established for the purpose of joint investment of governmental units’ moneys so as to enhance the investment earnings accruing to each of the governmental units pursuant to the Joint Powers Act by adoption of a joint powers agreement in the form of a Declaration of Trust by Independent School District No. 192 (Farmington) and Independent School District No. 241 (Albert Lea) acting as the initial participants thereof, and further, by filing the executed Declaration of Trust with the Minnesota Secretary of State pursuant to Minnesota Statutes, Chapter 318; and

**WHEREAS**, the Declaration of Trust authorizes governmental units of the State of Minnesota, including, and without limitation, any city, county, town, school district, and any other political subdivision or agency of the State of Minnesota, and including any instrumentality of a governmental unit, all as defined in the Joint Powers Act, to adopt and enter into the Declaration of Trust and become Fund participants (the Participants); and

**WHEREAS**, the Declaration of Trust and Information Statement, describing and summarizing certain details with respect to the Fund, have been presented to this School Board (the Board); and

**WHEREAS**, the Fund is governed by a Board of Trustees (the Trustees) in accordance with the terms of the Declaration of Trust; and

**WHEREAS**, the Board deems it advisable for Independent School District No. 857 (Lewiston-Altura), Minnesota (the District) to adopt and enter into that certain Declaration of Trust, as amended, dated April 11, 2007, (the Declaration of Trust) in order to become Participants; and

**WHEREAS**, the Board deems it advisable for the District to make use from time to time, in the discretion of its officials, of the Fund’s fixed income investment program and other Fund programs available to Participants; and

**WHEREAS**, the Board deems it advisable for the District to make use from time to time the services provided by PMA Financial Network, LLC, PMA Securities, LLC, Prudent

Man Advisors, LLC, and Associated Bank, National Association and Associated Trust Company, National Association, and/or their affiliates and successors, in connection with the District's utilization of the Fund.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

**Section 1.** The District shall adopt and enter into the Declaration of Trust, which is adopted by reference herein with the same effect as if it had been set out verbatim in this Resolution, and thereby become a Participant in the Fund. A copy of the Declaration of Trust shall be filed in the minutes of the meeting at which this Resolution was adopted. The Chair and the Clerk of the Board, being the officers charged with the responsibility for executing documents, are authorized to take such actions and execute any and all such documents as they may deem necessary and appropriate to effectuate the entry of the District into the Declaration of Trust and to utilize Fund programs and services through PMA Financial Network, LLC, PMA Securities, LLC, Prudent Man Advisors LLC, and Associated Bank.

**Section 2.** The District and those acting on its behalf are hereby authorized to invest its available moneys, not presently needed for other purposes or restricted for other purposes, from time to time and to withdraw such moneys from time to time in accordance with the provisions of the Declaration of Trust including investment through the Fund programs and other Fund services offered through PMA Financial Network, LLC, PMA Securities, LLC, Prudent Man Advisors, LLC, and Associated Bank. The following officers and officials of the District, and their respective successors in each office, are hereby designated as Authorized Officials (the Authorized Officials) with full power and authority to effectuate the investment and withdrawal of moneys of District from time to time in accordance with the Declaration of Trust, pursuant to the Fund's fixed income investment program and other Fund services available to Participants:

Gwen Carman, Superintendent

-----  
Print Name/Title

-----  
Signature

Julie Schreiber, Business Manager

-----  
Print Name/Title

-----  
Signature

-----  
Print Name/Title

-----  
Signature

-----  
Print Name/Title

-----  
Signature

The District's Superintendent shall advise the Fund of any changes in Authorized Officials in accordance with the procedures established by the Trustees.

**Section 3.** The Trustees are hereby designated as having official custody of the District's moneys that are directed to be invested in accordance with the Declaration of Trust.

**Section 4.** Authorization is hereby given for members of the Board and officials of this District to serve as Trustees from time to time if selected as such pursuant to the provisions of the Declaration of Trust.

**Section 5.** Authorization is hereby given, until further notice, for the Superintendent to act as a representative and take action on behalf of the District as a Participant in the Fund.

**Section 6.** The District may open depository accounts, enter into wire transfer agreements, safekeeping agreements, collateral agreements, third party surety agreements securing deposits, and lockbox agreements with institutions participating in Fund programs including Associated Bank, its successor, or Fund programs of PMA Financial Network, LLC, PMA Securities, LLC, and Prudent Man Advisors, LLC and that these institutions shall be deemed eligible depositories pursuant to Minnesota Statutes, Section 118A.02. PMA Financial Network, LLC, and/or PMA Securities, LLC are authorized to act on behalf of the District as agent with respect to such Fund accounts and agreements.

**Section 7.** Financial institutions which qualify as depositories under Minnesota law and are included on a list approved and maintained for such purpose by the Fund's Administrator are hereby designated as depositories of the District pursuant to Minnesota Statutes, Section 118A.02 and moneys of the District may be deposited therein, from time to time in the discretion of the Authorized Officials, pursuant to the fixed income investment program available to Participants.

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.

# Report to the School Board

October 21, 2024

By Elementary School Principal Dave Riebel

## Strategic Priority 1: Student Success



- LA CARES assembly

The first of our monthly elementary school assemblies took place on September 30 to end the day and month. Members of each class were recognized for the L = Learning achievement that they displayed in their classrooms and building. Thank you to the members of the third grade class for highlighting their skills and providing the excitement. October has A = Acceptance for the theme for learning.

- Cardinal Pride on display for Homecoming

After a fun week full of dress up days, we were all blessed with a beautiful fall day for a homecoming parade! The festive week concluded with lots of cardinal colors on display at the annual parade.

- New Elementary School song:



Thanks to the creativity and talent of Mr. John Harper, we enjoyed a first at the elementary school. The first official performance of the Cardinal Strong Song was performed on a Friday spirit day as part of our morning announcements. Each class has been learning both the traditional Lewiston-Altura “fight song” and now the Cardinal Strong song in their music classes. All will soon have them both engrained into memory. Thank you Mr. Harper and Blake, Harrison, Harper and Helena for your excited rendition!

- Fire prevention and safety training:

A big shout out and thank you goes out to the volunteer members of the Lewiston Fire Department. After battling an overnight call, they brought the fire trucks and “smoke house” to the elementary school to teach about fire safety and participate in a house evacuation drill to allow students to experience and engrain memories.



## Strategic Priority 2: Effective Staffing

- Fall crafting fun:

A couple dozen staff members took part in an after school “Fall Creative Night” event in the staff lounge. Participants were able to create fall decoration items for the home and to wear while enjoying fall snacks. Thank you to Marcia O’Duggan, Tina Sand, Kay Ziegler, Jana Ruhoff and others for their ideas and preparations.

- Oct. 16 Professional Development day

The elementary school staff began the PD day with Katy Smith, former teacher of the year and Winona resident, enjoying her motivational talk entitled Hope Farming. She provided smiles, laughs and reminded us all of the joys of teaching and why we are in this profession. Most of the certified staff then continued with module 4 of 9 in our Read Act training.

## Strategic Priority 3: Finance

No report this month.

## Strategic Priority 4: Facilities

- Thank you Echo Ridge Pioneers



On the evening of Oct. 6, members of the Echo Ridge Pioneers 4H club gathered at the Elementary School to complete a Community Pride project as a club. Over 90 bags of mulch were spread across the landscaping at the entrance to the school and at the marquee sign. Thank you to Nancy West for her writing of a grant and to David Baer for picking up and transporting the mulch. The entrance to our building looks awesome!



## Strategic Priority 5: Community Engagement

Thank you to various members of our staff and community for their efforts in the preparations for the upcoming Levy for Learning and Bond for Buildings vote.



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

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

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

- We had a great week for homecoming with the juniors winning the spirit stick for most points for the events of the week. Thank you to the student council for all the events and to the 9<sup>th</sup> grade advisors for hosting the dance on Friday night.
- Congratulations to our fall sports teams.
  - Boy's Soccer – Conference Champions; lost in second round of playoffs
  - Girl's Soccer – Conference Champions; continuing to state the week of Oct. 21
  - Football – Playoffs being the Week of Oct. 21
  - Cross Country – Boy's won conference and girl's were 6<sup>th</sup> out of 11 teams.
  - Volleyball – 1<sup>st</sup> round of Playoffs game at home on 11/24
- Congratulations to the FFA Dairy and General livestock teams for earning trips to state in the spring.

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

- Welcome Emma Wilde as a new para for the high school.
- Thank you to Angela Korson, Megan Dawson and Michelle MacPherson for their support of training paras on 10/16.
- We had a great day on 10/16 for our first MTSS data meeting of the year as well as continuing our standards-based grading work. We have multiple teachers using four point scales as their new grade scale and more that we hope are ready for January.

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

- Thank you the anonymous donor for their donation to the Yearbook for reduced price yearbooks for all of the senior class.

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

- Thank you to the Dashir crew, coaches and AD for their work prepping the football field this fall. It has looked great for every home game.
- Thank you to the booster club for supporting the spaghetti dinner and FFA brat feed.

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

- Thank you to NHS for hosting a fundraising campaign for supporting a classmate whose family experienced a fire. The outpouring of support was seen through the school for three consecutive hat days as well as many additional donations.
- Thank you to the food service staff for supporting the spaghetti fundraiser for the Ruppert Family. We had about 120 attendees for spaghetti.
- Thank you to all the parents who were able to attend our first quarter conferences. Large numbers for 6<sup>th</sup> grade and good representation across other grades.
- Thank you to all of the ticket takers, officials, and volunteers for making a great fall of activities.

#### **Upcoming Events:**

**November 1 – No School Staff Day,**

**November 7/8 – Last Day of Quarter 1 and then No School Teacher Work/Workshop Day**



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*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*

*October 21, 2024*

**Meeting Agenda Items Notes**

**FY24 Audit** Clifton, Larson, Allen will be presenting the FY24 Audit results. Thank you very much to Julie Schreiber, Business Manager, for leading this process as it has been especially long and detailed. There were no ‘problems’ per se, but many details, adjustments and extra reporting due to the ESSER federal funds, the sale of the Altura school and other factors. In addition, Julie did not start with our district until December 2023, and so she had to do more research of various transactions.

**World’s Best Workforce (New Name: Comprehensive Achievement and Civic Readiness) Annual Meeting** I will be presenting this required annual report which will highlight assessment results (again) and other data. As you can see, the name of the report has changed and this year we will need to include college/career readiness goals for 2024-2025. In November, we will have teachers present to speak to their curricular and instructional work in preparing students for the MCAs. October 21<sup>st</sup> was not a good meeting date for this due to other obligations for the teachers.

**Resolution Authorizing Entry into Joint Powers Agreement in the Form of a Declaration of Trust Establishing the "MN Trust" and Authorizing Participation Therein** In September, the Finance Committee, Julie and I met with Steve Pumper, a representative from PMA. PMA offers cash flow analysis services, and scheduling of building bond dollars for investment and scheduling of construction payments (see attachments). Julie and I have both worked with PMA with other districts and are recommending we transition to PMA for these services. This requires Board approval of a

Resolution which would essentially make our depository for much of our state and federal funds to PMA, changing from the Minnesota School District Asset Fund.

## OTHER ITEMS

**Literacy Aid MOU Negotiations with EdMN/L-A** A draft MOU was presented to EdMN/L-A representative. I am told they are reviewing it and will respond in the upcoming days/weeks.

**Referendum Information** The website [www.cardinalstrong.net](http://www.cardinalstrong.net) provides much information. An e-newsletter is available <https://secure.smores.com/n/xrms8>. In the past month, we have had numerous meetings and community events to inform about the referendum questions.

- September 18 Lewiston Chamber of Commerce
- September 19<sup>th</sup> Mr. Scheck's Senior Social Studies Classes
- September 21<sup>st</sup> Altura Parade (Walked with Levy/Bond Banner, distributed stickers)
- October 2 Lewiston Lions Club
- October 4 Homecoming Parade (Walked with Levy/Bond Banner, distributed stickers and info cards)
- October 7 Lewiston Community
- October 10 Minnwest Bank Employees Meeting
- October 10 Altura Community
- October 15 Informational Table at Staff Member Fund Raiser/HS Parent Conferences/Home Volleyball game

### Upcoming

- October 22 Lewiston Senior Living – residents and staff
- October 23: Riverside Employees Meeting

As of October 15<sup>th</sup>, 158 total tax impact website calculations have been done by Ehlers:

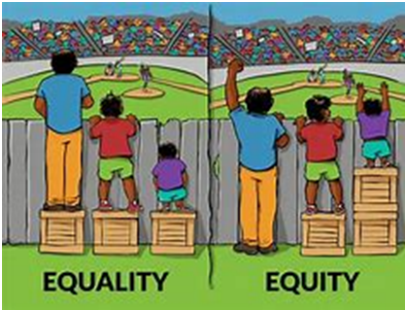
- 19 Commercial
- 139 Residential
- 10 Agricultural/Split Parcel Individualized Requests

**Veteran's Day Program** Mr Scheck is once again organizing a Veteran's Day Program on Monday, November 11<sup>th</sup> to honor our local veterans, as well as educate/remind our Gr. 3-12 students the importance of honoring our veterans. The program will include student readers, the choir and band. Veterans and a guest will be provided a free school lunch as well.

**Senior Citizen Lunch** We are planning to have the annual Senior Citizen Lunch on Thursday, December 5<sup>th</sup>. For the first time, we will charge \$7.00 for the meal. The dinner is a collaboration with Community Education, Food Services, Facilities/Grounds, Administration and several student groups who make place mats, the choir sings, the band plays, and servers. We are planning for 11:00am performances, with the meal served at 11:30am. The meal includes turkey, dressing, mashed potatoes, gravy, and a roll.

**AED Donation** The family of Aidan Miller donated an AED to our district on October 9<sup>th</sup>. Aidan was a PEM 16 year old student who died suddenly in 2019 due to the result of an previously undetected heart condition.

**MSHLS Resolution** The Activities Committee discussed voting 'yes' for a resolution to add 9<sup>th</sup> graders (with 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> graders) to the grades that the MSHL governs for interscholastic athletics and fine arts programs. This change is widely supported. This change has no practical impact on our programs.



# Dashir Management Services, Inc.

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

## Lewiston Altura School District

Custodial / Maintenance Report

October 2024

### **Personnel Information**

We are currently fully staffed.

### **Training Conducted**

Staff completed OSHA required safety training on Confined Spaces.

### **Inspections**

Tremco completing a roof assessment on the high school in preparation for possible roof replacement.

### **Progress on Projects**

- Worked with MMC to start a boiler clean and tune at the high school, and replacement parts and A-wing air handler overload switch was installed. MMC will return and finish the tune up when the outside temperatures cool down.
- Worked with MMC to complete plumbing the steamer in the elementary kitchen and work on the steamer plumbing at the high school. Stoos Electric installed the electrical supply over MEA break.
- Scheduled with Mi Energy to install new power line and transformer on October 17 but MI Energy had to reschedule due to working with Solar Connections to have compatible equipment for solar project at the elementary. Mi Energy needed to install new equipment due to an underground line failure in September.

### **Comments**

As we move into October and with the end of the football season approaching, we will be looking at some outdoor clean up and winterization to the outdoor facilities.

Respectfully Submitted,

Dan Buege  
Facility Manager