

Regular School Board Meeting of ISD 857

Monday, June 23, 2025 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
Luke Miller
Amber Pasche
Dave Pringle**

IV. Approve the June 23, 2025 Meeting Agenda

V. Open Forum

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

VI. Accept exterior work bid from American Masonry Restoration for \$401,525.00.

VII. Renovation Designs Presented by ISG Architects and InGensa.

VIII. Consent Agenda

A. Board Meeting Minutes: May 12, 2025

- B. May 2025 Financial Reports a. Check Register by Bank and Check**
- b. Payment Register by Bank and Check**
- c. Multi-Year Guideline**

Accept resignation of Sol Simon, teacher, effective May 30, 2025.

Accept resignation of Renee VanderPlas, effective May 30, 2025.

Accept resignation of Maddie Gasca-Hernandez effective May 30, 2025.

Accept resignation of Sam Barnes, paraprofessional, effective May 29, 2025.

Accept resignation of Jolene Jordahl,
paraprofessional effective August, 2025.
Accept resignation of Victoria Schrimpf,
Transportation Secretary, effective June 24,
2025.

Approve Lane Change for Brent Olson from MA/10
to MA/20.
Approve Lane Change for Sarah Berndt from MA/20
to MA/30.

Approve 2025-2027 At-Will Letter of
Assignment for Kevin Ziebell, Transportation
Director.

Approve 2025-2027 At-Will Letter of Assignment
for Vickie Speltz, Food Service Director.

Approve 2025-2027 At-Will Letter of Assignment
for Linda Leibfried, Cardinal Club Director.

2024-2025 Annual Report from Michelle
MacPherson, School Nurse.

Approve MSHSL Application for Dissolution of
Girls Alpine Skiing Cooperative.

Congratulations to the following teachers who
have been awarded the privilege of tenure:
Jessica Clegg, Amy Kelly, Amy O'Laughlin,
Samuel Pedersen, Kiley Puetz, Zachary Vix,
Dylan Wenninger.

Approve Contract with HVED for Vickie Speltz to
provide 2025-2026 Food Service Director
Services.

Thank you to Daley Farms and Speltz Dairy for
donating for the elementary milk breaks this
past year. Daley Farms sponsored 4th and 5th
grades for a cost of \$2398.68. Speltz Dairy
(John Speltz) sponsored 1st-3rd grades for a
cost of \$2581.28. We also had an anonymous
donation of \$1,000. This paid for 16,611 cartons
of milk for the students.

Thank you to Bryan Lande for donating two
indoor pickle ball nets.

IX. 2025-2027 School Bus and Supplemental Drivers
Wages and Benefits Handbook.

X. 2025-2027 Support Staff Wages and Benefits
Handbook

XI. **FY26 Budget with Total Revenues of \$12,460,481 and Total Expenditures of \$12,494,044.**

XII. **Policies and Forms on 1st Reading**

412 Expense Reimbursement
517 Student Recruiting
518 DNR-DNI Orders
525 Violence Prevention (applicable to students and staff)
526 Hazing Prohibition
531 The Pledge of Allegiance
606 Textbooks and Instructional Materials

XIII. **PK-5 Principal's Report**

XIV. **L-A High School Principal's Report**

XV. **Superintendent and Dashir Reports**

XVI. **Board Committee Reports**

XVII. **Upcoming Meeting Schedule**

July 14th, 6:00pm Regular School Board Meeting
July 22nd, 9:00am Finance Committee
August 11th, 6:00pm Regular School Board Meeting
August 18th, 7:30am Back to School Breakfast and Trainings
August 20th, Back to School Celebration (Crossing Center tentative)

XVIII. **Adjourn**

June 3, 2025

Lewiston-Altura Public Schools ISD857
c/o Gwen Carman, Superintendent
100 County Road 25
Lewiston, MN 55952

**SUBJECT: Lewiston-Altura Elementary & High School - 2025 Exterior Wall Repairs Project
Prime Contract Bid Award Recommendations**

With Superintendent Carman presiding, prime contract bids for the 2025 Exterior Wall Repairs project were received and publicly opened starting at 11:00 A.M. on Thursday, May 29, 2025.

We had a budget of \$578,161.00 for the exterior wall repairs scope of work and as seen in the attached bid tabulation, we received three total bids for the work with a variety of bid options. We had the top 7'-0" of tuckpointing of the HS Gym high wall included in the base bid BUT also had an ADD alternate#1 for the remaining wall height of the HS Gym walls. Given the budget and the favorable bids, we recommend accepting ADD Alternate#1.

After careful review and consideration of the bid results, InGensa, Inc. requests and recommends that the Lewiston-Altura ISD #857 School Board approve the award of the bid by approved motion as follows:

AWARD the following bid proposal by approved motion:

- 1) ELEMENTARY & HIGH SCHOOL EXTERIOR WALL REPAIRS to:

American Masonry Restoration	BASE BID in the amount of:	\$352,850.00
	ADD Alternate#1 – Remaining height of Area B penthouse:	<u>\$48,675.00</u>
	Total contract amount:	\$401,525.00

Unit prices for additional tuckpointing and brick replacement that may be encountered during the construction are also included on the bid tabulation.

Please note: if the Board decides NOT to select ADD Alternate#1, the project should then be awarded to Western Specialty Contractors at the lower base bid of \$347,360.00.

Regardless of the Board's decision on ADD Alternate #1, this project scope remains well under the \$578,161 budget!

Respectfully,

Gary A. Lovitz
Senior Project Manager, InGensa, Inc.

Enclosed: Final bid tabulation



**MINUTES OF THE ISD #857 LEWISTON-ALTURA REGULAR SCHOOL BOARD MEETING
May 12, 2025**

A regular meeting of the School Board of Independent School District #857 was held May 12, 2025 at 6:00pm in the High School Library. Members present were Bree Maki, Daniel Kreidermacher, David Baer, Sara Daley, Dave Pringle, Luke Miller and Amber Pasche.

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

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

Justin Gilchrist and Natalie Buege provided updates on LAHS student activities.

Motion by Baer and seconded by Pringle to approve a Resolution Declaring the Official Intent of the School District to Reimburse Certain Expenditures from the Proceeds of Bonds Issued by the School District. Roll Call Vote: Ayes: Maki, Kreidermacher, Baer, Daley, Pringle, Miller, Pasche. Nays: None. Resolution approved.

Motion by Pringle and seconded by Miller to approve a Revised FY25 Budget with a total of \$30,864,809 in total revenue, and \$11,702,480 in total expenditures. MCU.

The FY26 budget was discussed.

Motion by Daley and seconded by Miller to approve the Consent Agenda. MCU.

Pringle was appointed to serve on the Continuing Education Committee.

Motion by Baer and seconded by Daley to approve the Agreement for ISD#857 Food Service Program to incorporate St. John's School as a Site Beginning with the 2025-2026 School Year. MCU.

Motion by Baer and seconded by Pringle to approve Policy 512 School Sponsored School Publications on a second reading. MCU.

Motion by Pringle and seconded by Miller to approve a modified 2026-2027 School Calendar to accommodate hosting the March 9, 2027 Three Rivers Conference Large Group (Choir and Band) Contests. MCU.

Reports were presented by Principal Riebel, Dr. Hanson, Superintendent Carman/Dashir, and Board members.

Motion by Daley and seconded by Pringle to go into Closed Session for the purpose of discussing the possible sale of real estate property at 8:05pm. MCU.

Motion by Daley and seconded by Pringle to reopen the meeting to the public at 8:20pm. MCU.

Motion by Baer and seconded by Miller to adjourn the meeting at 8:21pm. MCU.

Dave Pringle, Clerk

Lewiston-Altura Public Schools
Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 05.01.2025-5/31/2025 Period: 0-999999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
P511CK	001	69002	77429	Check	1	02178	CHATFIELD PUBLIC SCHOOLS	Yes	Yes	No	05/01/2025	175.00
		69003	77430	Check	1	1350	ST. CHARLES PUBLIC SCHOOLS	Yes	Yes	No	05/01/2025	150.00
		69004	77431	Check	1	02584	COTTER HIGH SCHOOL	Yes	Yes	No	05/05/2025	250.00
		69005	77432	Check	1	1366	CUSTOM ALARM	Yes	Yes	No	05/05/2025	634.50
		69014	77433	Check	1	7314	Dodge Center Public Library	Yes	No	No	05/05/2025	9.99
		69011	77434	Check	1	6376	Ed Midwest LLC	Yes	Yes	No	05/05/2025	5,250.00
		69006	77435	Check	1	19057	Instrumentalist Awards LLC	Yes	Yes	No	05/05/2025	331.00
		69009	77436	Check	1	5667	Lewiston Sportsmen's Club, Inc.	Yes	Yes	No	05/05/2025	4,830.00
		69008	77437	Check	1	5125	Mackin	Yes	Yes	No	05/05/2025	2,000.00
		69010	77438	Check	1	6280	Music Mart	Yes	Yes	No	05/05/2025	2,104.96
		69015	77439	Check	1	7317	River Valley Raptors, Inc.	Yes	Yes	No	05/05/2025	294.20
		69013	77440	Check	1	7069	Rochester Area Officials Association	Yes	Yes	No	05/05/2025	125.00
		69012	77441	Check	1	6454	School Management Services	Yes	Yes	No	05/05/2025	51,500.00
		69007	77442	Check	1	4448	VERIZON WIRELESS	Yes	Yes	No	05/05/2025	96.10
		69023	77443	Check	1	3098	Pan-O-Gold Baking Company	Yes	Yes	No	05/06/2025	506.20
		69021	77444	Check	1	2411	REINHART FOOD SERVICE	Yes	Yes	No	05/06/2025	22,399.56
		69024	77445	Check	1	7261	Steak Shop Catering Inc	Yes	Yes	No	05/06/2025	851.07
		69022	77446	Check	1	25014	ZIEBELL'S HIAWATHA FOODS, INC.	Yes	Yes	No	05/06/2025	7,030.22
		69033	77447	Check	1	3660	ACT	Yes	Yes	No	05/08/2025	1,334.75
		69027	77448	Check	1	1114	Century Link	Yes	Yes	No	05/08/2025	244.98
		69045	77449	Check	1	7091	Dalco Enterprises	Yes	Yes	No	05/08/2025	1,063.42
		69044	77450	Check	1	7089	Dashir Management Services, Inc	Yes	Yes	No	05/08/2025	15,739.90
		69042	77451	Check	1	6496	EDUCATORS BENEFIT CONSULTANT	Yes	Yes	No	05/08/2025	139.35
		69029	77452	Check	1	12630	FACTORY MOTOR PARTS	Yes	Yes	No	05/08/2025	124.97
		69047	77453	Check	1	7196	GAMEONE	Yes	Yes	No	05/08/2025	650.56
		69034	77454	Check	1	3737	Hiawatha Valley Ed District	Yes	Yes	No	05/08/2025	32,834.65
		69025	77455	Check	1	07170	Hillyard, Inc	Yes	Yes	No	05/08/2025	2,823.29
		69035	77456	Check	1	4402	Imperial Supplies, LLC	Yes	Yes	No	05/08/2025	213.72
		69026	77457	Check	1	09110	JOSTENS	Yes	Yes	No	05/08/2025	3,143.31
		69031	77458	Check	1	3038	Lewiston Hardware, LLC	Yes	Yes	No	05/08/2025	81.98
		69040	77459	Check	1	5865	Loffler Companies -- 131511	Yes	Yes	No	05/08/2025	224.70
		69046	77460	Check	1	7166	Metropolitan Mechanical Contractors, INC	Yes	Yes	No	05/08/2025	2,896.87
		69038	77461	Check	1	4952	MID-AMERICAN RESEARCH CHEMIC,	Yes	Yes	No	05/08/2025	77.96
		69037	77462	Check	1	4712	MINNESOTA UNEMPLOYMENT INSUF	Yes	Yes	No	05/08/2025	6,095.30
		69028	77463	Check	1	12540	MISSISSIPPI WELDERS SUPPLY COM	Yes	Yes	No	05/08/2025	172.80
		69032	77464	Check	1	3263	North Central Truck Equipment	Yes	Yes	No	05/08/2025	221.88
		69041	77465	Check	1	5876	Teachers on Call	Yes	Yes	No	05/08/2025	3,817.62
		69039	77466	Check	1	5318	The McDowell Agency, Inc.	Yes	Yes	No	05/08/2025	27.50
		69030	77467	Check	1	19210	TRI STATE BUSINESS MACHINES	Yes	Yes	No	05/08/2025	1,005.08

Lewiston-Altura Public Schools
Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 05.01.2025-5/31/2025 Period: 0-999999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
P511CK	001	69036	77468	Check	1	4448	VERIZON WIRELESS	Yes	Yes	No	05/08/2025	99.04
		69043	77469	Check	1	6985	Winona Area Public Schools	Yes	Yes	No	05/08/2025	2,507.19
		69048	77470	Check	1	7321	Plaisted Companies	Yes	Yes	No	05/13/2025	4,546.88
		69067	77471	Check	1	7265	Agape Therapies and Educational Servict	Yes	Yes	No	05/14/2025	6,025.00
		69056	77472	Check	1	4544	ANDERSON'S PROM & PARTY	Yes	Yes	No	05/14/2025	334.52
		69063	77473	Check	1	6871	Arellano-Sanchez, Angela	Yes	Yes	No	05/14/2025	80.00
		69068	77474	Check	1	7322	BARNES, SAM	Yes	Yes	No	05/14/2025	945.00
		69066	77475	Check	1	7190	Chrombookparts.com	Yes	Yes	No	05/14/2025	604.93
		69050	77476	Check	1	2440	Culligan Water Services	Yes	Yes	No	05/14/2025	34.00
		69052	77477	Check	1	2952	Eastwood Golf Course	Yes	Yes	No	05/14/2025	192.00
		69062	77478	Check	1	6455	Fifth Avenue Awards	Yes	Yes	No	05/14/2025	94.75
		69069	77479	Check	1	7323	Frickson Repair LLC	Yes	Yes	No	05/14/2025	2,273.82
		69070	77480	Check	1	7324	H&B Specialized Products Inc	Yes	Yes	No	05/14/2025	3,528.00
		69064	77481	Check	1	6891	Harter's Trash & Recycling Inc	Yes	Yes	No	05/14/2025	156.30
		69053	77482	Check	1	3210	HBC	Yes	Yes	No	05/14/2025	1,596.11
		69065	77483	Check	1	7063	InGensa, Inc	Yes	Yes	No	05/14/2025	165,653.45
		69060	77484	Check	1	5893	LeRoy-Ostrander Schools	Yes	No	No	05/14/2025	2,000.00
		69049	77485	Check	1	11260	LEWISTON JOURNAL	Yes	Yes	No	05/14/2025	422.40
		69054	77486	Check	1	3223	MINNESOTA HISTORICAL SOCIETY	Yes	No	No	05/14/2025	1,105.00
		69051	77487	Check	1	2555	National FFA Organization	Yes	Yes	No	05/14/2025	36.00
		69058	77488	Check	1	4800	Region 1A	Yes	Yes	No	05/14/2025	200.00
		69055	77489	Check	1	3491	ROCHESTER INDOOR GOLF CTR	Yes	Yes	No	05/14/2025	477.40
		69061	77490	Check	1	6454	School Management Services	Yes	Yes	No	05/14/2025	134.40
		69059	77491	Check	1	5876	Teachers on Call	Yes	Yes	No	05/14/2025	3,454.02
		69057	77492	Check	1	4603	WINONA HEALTH	Yes	Yes	No	05/14/2025	537.50
		69071	77493	Check	1	3174	Excel Images Inc.	Yes	Yes	No	05/15/2025	145.64
		69072	77494	Check	1	3174	Excel Images Inc.	Yes	Yes	No	05/15/2025	1,030.84
		69080	77495	Check	1	7325	Pierce-Campbell, Megan	Yes	No	No	05/16/2025	750.00
		69092	77496	Check	1	7128	Affinity Plus Credit Union	Yes	Yes	No	05/16/2025	75.00
		69089	77497	Check	1	6265	ALERUS RETIREMENT BENEFITSATT	Yes	Yes	No	05/16/2025	150.00
		69088	77498	Check	1	5594	ALTRA FEDERAL CREDIT UNION	Yes	Yes	No	05/16/2025	15.00
		69090	77499	Check	1	6406	Ameritas Life Insurance Corp	Yes	Yes	No	05/16/2025	72.16
		69086	77500	Check	1	4951	Bremer Bank	Yes	Yes	No	05/16/2025	395.00
		69087	77501	Check	1	5100	DELTA DENTAL OF MINNESOTA	Yes	Yes	No	05/16/2025	1,150.19
		69081	77502	Check	1	11202	Education Minnesota - Lewiston-Altura	Yes	Yes	No	05/16/2025	2,022.44
		69091	77503	Check	1	6461	ISD 857 - Flex Plan Checking	Yes	Yes	No	05/16/2025	862.54
		69082	77504	Check	1	17090	MADISON NATIONAL LIFE	Yes	Yes	No	05/16/2025	456.66
		69084	77505	Check	1	4786	Merchants Bank	Yes	Yes	No	05/16/2025	470.00
		69085	77506	Check	1	4877	MINNESOTA Public Employees Insuranc	Yes	No	No	05/16/2025	13,849.70

Lewiston-Altura Public Schools
Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 05.01.2025-5/31/2025 Period: 0-999999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
P2521	001	69093	77507	Check	1	7203	WCF - CARDINAL FOUNDATION	Yes	Yes	No	05/16/2025	100.00
		69083	77508	Check	1	3545	Winona National Bank	Yes	Yes	No	05/16/2025	130.00
P511CK	001	69096	77509	Check	1	7077	Happy Dancing Turtle	Yes	Yes	No	05/16/2025	175.00
		69098	77510	Check	1	2952	Eastwood Golf Course	Yes	Yes	No	05/21/2025	400.00
		69100	77511	Check	1	4057	Harmony Golf Club	Yes	Yes	No	05/21/2025	50.00
		69099	77512	Check	1	4056	Preston Golf Club	Yes	Yes	No	05/21/2025	30.00
		69101	77513	Check	1	2952	Eastwood Golf Course	Yes	No	No	05/27/2025	100.00
		69122	77514	Check	1	7265	Agape Therapies and Educational Servit	Yes	No	No	05/29/2025	6,575.00
		69120	77515	Check	1	7212	BERG TURF LLC	Yes	No	No	05/29/2025	2,705.20
		69110	77516	Check	1	2707	City of Lewiston	Yes	No	No	05/29/2025	3,098.33
		69117	77517	Check	1	7089	Dashir Management Services, Inc	Yes	No	No	05/29/2025	15,423.60
		69107	77518	Check	1	2262	EAGLE BLUFF ELC	Yes	No	No	05/29/2025	6,650.00
		69112	77519	Check	1	3174	Excel Images Inc.	Yes	No	No	05/29/2025	43.86
		69119	77520	Check	1	7196	GAMEONE	Yes	No	No	05/29/2025	1,495.26
		69106	77521	Check	1	2243	Goodyear Tire & Rubber Company	Yes	No	No	05/29/2025	1,263.71
		69103	77522	Check	1	07141	HIGH PLAINS COOPERATIVE	Yes	No	No	05/29/2025	6,684.83
		69111	77523	Check	1	3172	Hy-Vee Accounts Receivable	Yes	No	No	05/29/2025	214.92
		69114	77524	Check	1	4085	IEA, INC	Yes	No	No	05/29/2025	1,020.68
		69104	77525	Check	1	15136	LA BOUTIQUE	Yes	No	No	05/29/2025	189.95
		69108	77526	Check	1	2451	Lewiston Lions Club	Yes	No	No	05/29/2025	50.00
		69123	77527	Check	1	7320	LRS of Minnesota	Yes	No	No	05/29/2025	1,740.23
		69116	77528	Check	1	6175	Messery, Larry	Yes	No	No	05/29/2025	175.00
		69113	77529	Check	1	3361	Minnesota FFA Association	Yes	No	No	05/29/2025	1,523.00
		69121	77530	Check	1	7214	REGION 1A	Yes	No	No	05/29/2025	677.00
		69118	77531	Check	1	7175	Riverland Community College	Yes	No	No	05/29/2025	3,012.81
		69105	77532	Check	1	18332	SEMCAC Transportation	Yes	No	No	05/29/2025	284.00
		69109	77533	Check	1	2508	Theis Printing	Yes	No	No	05/29/2025	1,390.00
		69115	77534	Check	1	4448	VERIZON WIRELESS	Yes	No	No	05/29/2025	96.10
		69142	77535	Check	1	7128	Affinity Plus Credit Union	Yes	No	No	05/30/2025	75.00
		69139	77536	Check	1	6265	ALERUS RETIREMENT BENEFITS AT T	Yes	No	No	05/30/2025	150.00
		69138	77537	Check	1	5594	ALTRA FEDERAL CREDIT UNION	Yes	No	No	05/30/2025	15.00
		69140	77538	Check	1	6406	Ameritas Life Insurance Corp	Yes	No	No	05/30/2025	72.16
		69136	77539	Check	1	4951	Bremer Bank	Yes	No	No	05/30/2025	395.00
		69137	77540	Check	1	5100	DELTA DENTAL OF MINNESOTA	Yes	No	No	05/30/2025	1,150.19
		69131	77541	Check	1	11202	Education Minnesota - Lewiston-Altura	Yes	Yes	No	05/30/2025	2,022.44
		69141	77542	Check	1	6461	ISD 857 - Flex Plan Checking	Yes	Yes	No	05/30/2025	862.54
		69132	77543	Check	1	17090	MADISON NATIONAL LIFE	Yes	No	No	05/30/2025	456.66
		69134	77544	Check	1	4786	Merchants Bank	Yes	No	No	05/30/2025	470.00
		69135	77545	Check	1	4877	MINNESOTA Public Employees Insuranc	Yes	No	No	05/30/2025	13,849.70

Lewiston-Altura Public Schools
 Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 05.01.2025-5/31/2025 Period: 0-999999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
P2522	001	69143	77546	Check	1	7203		WCF - CARDINAL FOUNDATION	Yes	No	No	05/30/2025	100.00
		69133	77547	Check	1	3545		Winona National Bank	Yes	No	No	05/30/2025	130.00
P511CK	001	69147	77548	Check	1	5631	R1	BSN Sports, LLC	Yes	No	No	05/30/2025	933.93
		69152	77549	Check	1	7089		Dashir Management Services, Inc	Yes	No	No	05/30/2025	15,397.60
		69153	77550	Check	1	7326		Fools Five Road Race	Yes	No	No	05/30/2025	1,103.70
		69149	77551	Check	1	6246		Kelly Printing & Signs, LLC	Yes	No	No	05/30/2025	139.59
		69145	77552	Check	1	3282		Kennedy & Graven Chartered	Yes	No	No	05/30/2025	575.00
		69150	77553	Check	1	6809		LCBA	Yes	No	No	05/30/2025	670.00
		69146	77554	Check	1	4093		MASC	Yes	No	No	05/30/2025	170.00
		69151	77555	Check	1	6815		Robertson Ryan & Associates, Inc.	Yes	No	No	05/30/2025	3,500.00
		69148	77556	Check	1	5876		Teachers on Call	Yes	No	No	05/30/2025	12,180.00
		69144	77557	Check	1	19210		TRI STATE BUSINESS MACHINES	Yes	No	No	05/30/2025	1,047.87
Bank Total: 001													\$500,720.13
Report Total:													\$500,720.13

Lewiston-Altura Public Schools
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P2521	69073			Wire	1	1053	MINNESOTA ELECTRONIC FUNDS		No	Yes	No	05/15/2025	8,320.07
001	P2521	69074			Wire	1	1054	FEDERAL TAXES		No	Yes	No	05/15/2025	50,593.95
001	P2521	69075			Wire	1	18600	MINNESOTA TEACHERS RETIREMENT.		No	Yes	No	05/15/2025	28,068.26
001	P2521	69076			Wire	1	18610	Public Employers Retirement Association		No	Yes	No	05/15/2025	7,233.12
001	P2521	69077			Wire	1	4373	ING		No	Yes	No	05/15/2025	2,026.84
001	P2521	69078			Wire	1	6283	MinnWest Bank Group		No	Yes	No	05/15/2025	226.00
001	P2521	69079			Wire	1	6496	EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	05/15/2025	7,567.47
001	P511P	69094			Wire	1	5546	VISA		No	Yes	No	05/16/2025	2,791.32
001	MIN509P	69095			Wire	1	3571	MINNESOTA ENERGY RESOURCES		No	Yes	No	05/16/2025	4,350.56
001	P511P	69097			Wire	1	5546	VISA		No	Yes	No	05/16/2025	43.86
001	ME511P	69102			Wire	1	5956	MiEnergy Cooperative		No	Yes	No	05/27/2025	11,030.71
001	P2522	69124			Wire	1	1053	MINNESOTA ELECTRONIC FUNDS		No	No	No	05/30/2025	7,765.17
001	P2522	69125			Wire	1	1054	FEDERAL TAXES		No	Yes	No	05/30/2025	47,484.14
001	P2522	69126			Wire	1	18600	MINNESOTA TEACHERS RETIREMENT.		No	Yes	No	05/30/2025	29,089.21
001	P2522	69127			Wire	1	18610	Public Employers Retirement Association		No	Yes	No	05/30/2025	6,337.51
001	P2522	69128			Wire	1	4373	ING		No	Yes	No	05/30/2025	2,026.84
001	P2522	69129			Wire	1	6283	MinnWest Bank Group		No	Yes	No	05/30/2025	226.00
001	P2522	69130			Wire	1	6496	EDUCATORS BENEFIT CONSULTANTS		No	No	No	05/30/2025	7,567.47
001	P511AM	69154			Wire	1	3128	Amazon Capital Services	R1	No	No	No	05/30/2025	1,805.05
001	P512W	69161			Wire	1	4834	MERCHANT PROCESSING CENTER		No	No	No	05/31/2025	128.65
001	P512W	69162			Wire	1	6283	MinnWest Bank Group		No	Yes	No	05/31/2025	119.55
001	P512W	69163			Wire	1	6916	ArbiterSports		No	Yes	No	05/31/2025	5,000.00
001	P512W	69164			Wire	1	7072	Tuition Express		No	Yes	No	05/31/2025	106.80
001	P510CK	68942	77392		Check	1	3239	Southland		Yes	No	Yes	05/01/2025	(200.00)
001	P511CK	69002	77429		Check	1	02178	CHATFIELD PUBLIC SCHOOLS		Yes	Yes	No	05/01/2025	175.00
001	P511CK	69003	77430		Check	1	1350	ST. CHARLES PUBLIC SCHOOLS		Yes	Yes	No	05/01/2025	150.00
001	P511CK	69004	77431		Check	1	02584	COTTER HIGH SCHOOL		Yes	Yes	No	05/05/2025	250.00
001	P511CK	69005	77432		Check	1	1366	CUSTOM ALARM		Yes	Yes	No	05/05/2025	634.50
001	P511CK	69014	77433		Check	1	7314	Dodge Center Public Library		Yes	No	No	05/05/2025	9.99
001	P511CK	69011	77434		Check	1	6376	Ed Midwest LLC		Yes	Yes	No	05/05/2025	5,250.00
001	P511CK	69006	77435		Check	1	19057	Instrumentalist Awards LLC		Yes	Yes	No	05/05/2025	331.00
001	P511CK	69009	77436		Check	1	5667	Lewiston Sportsmen's Club, Inc.		Yes	Yes	No	05/05/2025	4,830.00
001	P511CK	69008	77437		Check	1	5125	Mackin		Yes	Yes	No	05/05/2025	2,000.00
001	P511CK	69010	77438		Check	1	6280	Music Mart		Yes	Yes	No	05/05/2025	2,104.96
001	P511CK	69015	77439		Check	1	7317	River Valley Raptors, Inc.	R1	Yes	Yes	No	05/05/2025	294.20
001	P511CK	69013	77440		Check	1	7069	Rochester Area Officials Association		Yes	Yes	No	05/05/2025	125.00
001	P511CK	69012	77441		Check	1	6454	School Management Services		Yes	Yes	No	05/05/2025	51,500.00
001	P511CK	69007	77442		Check	1	4448	VERIZON WIRELESS		Yes	Yes	No	05/05/2025	96.10

Lewiston-Altura Public Schools
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P511CK	69023	77443	Check	1 3098	R1	Pan-O-Gold Baking Company		Yes	Yes	No	05/06/2025	506.20
001	P511CK	69021	77444	Check	1 2411		REINHART FOOD SERVICE		Yes	Yes	No	05/06/2025	22,399.56
001	P511CK	69024	77445	Check	1 7261		Steak Shop Catering Inc		Yes	Yes	No	05/06/2025	851.07
001	P511CK	69022	77446	Check	1 25014		ZIEBELL'S HIAWATHA FOODS, INC.		Yes	Yes	No	05/06/2025	7,030.22
001	P511CK	69033	77447	Check	1 3660		ACT		Yes	Yes	No	05/08/2025	1,334.75
001	P511CK	69027	77448	Check	1 1114		Century Link		Yes	Yes	No	05/08/2025	244.98
001	P511CK	69045	77449	Check	1 7091		Dalco Enterprises		Yes	Yes	No	05/08/2025	1,063.42
001	P511CK	69044	77450	Check	1 7089		Dashir Management Services, Inc		Yes	Yes	No	05/08/2025	15,739.90
001	P511CK	69042	77451	Check	1 6496		EDUCATORS BENEFIT CONSULTANTS		Yes	Yes	No	05/08/2025	139.35
001	P511CK	69029	77452	Check	1 12630		FACTORY MOTOR PARTS		Yes	Yes	No	05/08/2025	124.97
001	P511CK	69047	77453	Check	1 7196		GAMEONE		Yes	Yes	No	05/08/2025	650.56
001	P511CK	69034	77454	Check	1 3737		Hiawatha Valley Ed District		Yes	Yes	No	05/08/2025	32,834.65
001	P511CK	69025	77455	Check	1 07170	Remit	Hillyard, Inc		Yes	Yes	No	05/08/2025	2,823.29
001	P511CK	69035	77456	Check	1 4402	R1	Imperial Supplies, LLC		Yes	Yes	No	05/08/2025	213.72
001	P511CK	69026	77457	Check	1 09110		JOSTENS		Yes	Yes	No	05/08/2025	3,143.31
001	P511CK	69031	77458	Check	1 3038		Lewiston Hardware, LLC		Yes	Yes	No	05/08/2025	81.98
001	P511CK	69040	77459	Check	1 5865	R1	Loffler Companies -- 131511		Yes	Yes	No	05/08/2025	224.70
001	P511CK	69046	77460	Check	1 7166		Metropolitan Mechanical Contractors, INC		Yes	Yes	No	05/08/2025	2,896.87
001	P511CK	69038	77461	Check	1 4952		MID-AMERICAN RESEARCH CHEMICAL		Yes	Yes	No	05/08/2025	77.96
001	P511CK	69037	77462	Check	1 4712		MINNESOTA UNEMPLOYMENT INSURA		Yes	Yes	No	05/08/2025	6,095.30
001	P511CK	69028	77463	Check	1 12540		MISSISSIPPI WELDERS SUPPLY COMP,		Yes	Yes	No	05/08/2025	172.80
001	P511CK	69032	77464	Check	1 3263		North Central Truck Equipment		Yes	Yes	No	05/08/2025	221.88
001	P511CK	69041	77465	Check	1 5876		Teachers on Call		Yes	Yes	No	05/08/2025	3,817.62
001	P511CK	69039	77466	Check	1 5318		The McDowell Agency, Inc.		Yes	Yes	No	05/08/2025	27.50
001	P511CK	69030	77467	Check	1 19210		TRI STATE BUSINESS MACHINES		Yes	Yes	No	05/08/2025	1,005.08
001	P511CK	69036	77468	Check	1 4448		VERIZON WIRELESS		Yes	Yes	No	05/08/2025	99.04
001	P511CK	69043	77469	Check	1 6985		Winona Area Public Schools		Yes	Yes	No	05/08/2025	2,507.19
001	P511CK	69048	77470	Check	1 7321		Plaisted Companies		Yes	Yes	No	05/13/2025	4,546.88
001	P511CK	69067	77471	Check	1 7265		Agape Therapies and Educational Services		Yes	Yes	No	05/14/2025	6,025.00
001	P511CK	69056	77472	Check	1 4544		ANDERSON'S PROM & PARTY		Yes	Yes	No	05/14/2025	334.52
001	P511CK	69063	77473	Check	1 6871		Arellano-Sanchez, Angela		Yes	Yes	No	05/14/2025	80.00
001	P511CK	69068	77474	Check	1 7322		BARNES, SAM		Yes	Yes	No	05/14/2025	945.00
001	P511CK	69066	77475	Check	1 7190		Chromebookparts.com		Yes	Yes	No	05/14/2025	604.93
001	P511CK	69050	77476	Check	1 2440		Culligan Water Services		Yes	Yes	No	05/14/2025	34.00
001	P511CK	69052	77477	Check	1 2952		Eastwood Golf Course		Yes	Yes	No	05/14/2025	192.00
001	P511CK	69062	77478	Check	1 6455		Fifth Avenue Awards		Yes	Yes	No	05/14/2025	94.75
001	P511CK	69069	77479	Check	1 7323		Frickson Repair LLC		Yes	Yes	No	05/14/2025	2,273.82
001	P511CK	69070	77480	Check	1 7324		H&B Specialized Products Inc		Yes	Yes	No	05/14/2025	3,528.00

Lewiston-Altura Public Schools
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P511CK	69064	77481	Check	1	6891	Harter's Trash & Recycling Inc		Yes	Yes	No	05/14/2025	156.30
001	P511CK	69053	77482	Check	1	3210	HBC		Yes	Yes	No	05/14/2025	1,596.11
001	P511CK	69065	77483	Check	1	7063	InGensa, Inc		Yes	Yes	No	05/14/2025	165,653.45
001	P511CK	69060	77484	Check	1	5893	LeRoy-Ostrander Schools		Yes	No	No	05/14/2025	2,000.00
001	P511CK	69049	77485	Check	1	11260	LEWISTON JOURNAL		Yes	Yes	No	05/14/2025	422.40
001	P511CK	69054	77486	Check	1	3223	MINNESOTA HISTORICAL SOCIETY		Yes	No	No	05/14/2025	1,105.00
001	P511CK	69051	77487	Check	1	2555	National FFA Organization		Yes	Yes	No	05/14/2025	36.00
001	P511CK	69058	77488	Check	1	4800	Region 1A		Yes	Yes	No	05/14/2025	200.00
001	P511CK	69055	77489	Check	1	3491	ROCHESTER INDOOR GOLF CTR		Yes	Yes	No	05/14/2025	477.40
001	P511CK	69061	77490	Check	1	6454	School Management Services		Yes	Yes	No	05/14/2025	134.40
001	P511CK	69059	77491	Check	1	5876	Teachers on Call		Yes	Yes	No	05/14/2025	3,454.02
001	P511CK	69057	77492	Check	1	4603	WINONA HEALTH		Yes	Yes	No	05/14/2025	537.50
001	P511CK	69071	77493	Check	1	3174	Excel Images Inc.		Yes	Yes	No	05/15/2025	145.64
001	P511CK	69072	77494	Check	1	3174	Excel Images Inc.		Yes	Yes	No	05/15/2025	1,030.84
001	P511CK	69080	77495	Check	1	7325	Pierce-Campbell, Megan		Yes	No	No	05/16/2025	750.00
001	P2521	69092	77496	Check	1	7128	Affinity Plus Credit Union		Yes	Yes	No	05/16/2025	75.00
001	P2521	69089	77497	Check	1	6265	ALERUS RETIREMENT BENEFITS ATTN		Yes	Yes	No	05/16/2025	150.00
001	P2521	69088	77498	Check	1	5594	ALTRA FEDERAL CREDIT UNION		Yes	Yes	No	05/16/2025	15.00
001	P2521	69090	77499	Check	1	6406	Ameritas Life Insurance Corp		Yes	Yes	No	05/16/2025	72.16
001	P2521	69086	77500	Check	1	4951	Bremer Bank		Yes	Yes	No	05/16/2025	395.00
001	P2521	69087	77501	Check	1	5100	DELTA DENTAL OF MINNESOTA		Yes	Yes	No	05/16/2025	1,150.19
001	P2521	69081	77502	Check	1	11202	Education Minnesota - Lewiston-Altura		Yes	Yes	No	05/16/2025	2,022.44
001	P2521	69091	77503	Check	1	6461	ISD 857 - Flex Plan Checking		Yes	Yes	No	05/16/2025	862.54
001	P2521	69082	77504	Check	1	17090	MADISON NATIONAL LIFE		Yes	Yes	No	05/16/2025	456.66
001	P2521	69084	77505	Check	1	4786	Merchants Bank		Yes	Yes	No	05/16/2025	470.00
001	P2521	69085	77506	Check	1	4877	MINNESOTA Public Employees Insurance		Yes	No	No	05/16/2025	13,849.70
001	P2521	69093	77507	Check	1	7203	WCF - CARDINAL FOUNDATION		Yes	Yes	No	05/16/2025	100.00
001	P2521	69083	77508	Check	1	3545	Winona National Bank		Yes	Yes	No	05/16/2025	130.00
001	P511CK	69096	77509	Check	1	7077	Happy Dancing Turtle		Yes	Yes	No	05/16/2025	175.00
001	P511CK	69098	77510	Check	1	2952	Eastwood Golf Course		Yes	Yes	No	05/21/2025	400.00
001	P511CK	69100	77511	Check	1	4057	Harmony Golf Club		Yes	Yes	No	05/21/2025	50.00
001	P511CK	69099	77512	Check	1	4056	Preston Golf Club		Yes	Yes	No	05/21/2025	30.00
001	P511CK	69101	77513	Check	1	2952	Eastwood Golf Course		Yes	No	No	05/27/2025	100.00
001	P511CK	69122	77514	Check	1	7265	Agape Therapies and Educational Services		Yes	No	No	05/29/2025	6,575.00
001	P511CK	69120	77515	Check	1	7212	BERG TURF LLC		Yes	No	No	05/29/2025	2,705.20
001	P511CK	69110	77516	Check	1	2707	City of Lewiston		Yes	No	No	05/29/2025	3,098.33
001	P511CK	69117	77517	Check	1	7089	Dashir Management Services, Inc		Yes	No	No	05/29/2025	15,423.60
001	P511CK	69107	77518	Check	1	2262	EAGLE BLUFF ELC		Yes	No	No	05/29/2025	6,650.00

Lewiston-Altura Public Schools
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Amount
001	P511CK	69112	77519	Check	1	3174	Excel Images Inc.		Yes	No	No	05/29/2025	43.86
001	P511CK	69119	77520	Check	1	7196	GAMEONE		Yes	No	No	05/29/2025	1,495.26
001	P511CK	69106	77521	Check	1	2243	Goodyear Tire & Rubber Company		Yes	No	No	05/29/2025	1,263.71
001	P511CK	69103	77522	Check	1	07141	HIGH PLAINS COOPERATIVE		Yes	No	No	05/29/2025	6,684.83
001	P511CK	69111	77523	Check	1	3172	Hy-Vee Accounts Receivable		Yes	No	No	05/29/2025	214.92
001	P511CK	69114	77524	Check	1	4085	IEA, INC		Yes	No	No	05/29/2025	1,020.68
001	P511CK	69104	77525	Check	1	15136	LA BOUTIQUE		Yes	No	No	05/29/2025	189.95
001	P511CK	69108	77526	Check	1	2451	Lewiston Lions Club		Yes	No	No	05/29/2025	50.00
001	P511CK	69123	77527	Check	1	7320	LRS of Minnesota		Yes	No	No	05/29/2025	1,740.23
001	P511CK	69116	77528	Check	1	6175	Messery, Larry		Yes	No	No	05/29/2025	175.00
001	P511CK	69113	77529	Check	1	3361	Minnesota FFA Association		Yes	No	No	05/29/2025	1,523.00
001	P511CK	69121	77530	Check	1	7214	REGION 1A		Yes	No	No	05/29/2025	677.00
001	P511CK	69118	77531	Check	1	7175	Riverland Community College		Yes	No	No	05/29/2025	3,012.81
001	P511CK	69105	77532	Check	1	18332	SEMCAC Transportation		Yes	No	No	05/29/2025	284.00
001	P511CK	69109	77533	Check	1	2508	Theis Printing		Yes	No	No	05/29/2025	1,390.00
001	P511CK	69115	77534	Check	1	4448	VERIZON WIRELESS		Yes	No	No	05/29/2025	96.10
001	P2522	69142	77535	Check	1	7128	Affinity Plus Credit Union		Yes	No	No	05/30/2025	75.00
001	P2522	69139	77536	Check	1	6265	ALERUS RETIREMENT BENEFITS ATTN		Yes	No	No	05/30/2025	150.00
001	P2522	69138	77537	Check	1	5594	ALTRA FEDERAL CREDIT UNION		Yes	No	No	05/30/2025	15.00
001	P2522	69140	77538	Check	1	6406	Ameritas Life Insurance Corp		Yes	No	No	05/30/2025	72.16
001	P2522	69136	77539	Check	1	4951	Bremer Bank		Yes	No	No	05/30/2025	395.00
001	P2522	69137	77540	Check	1	5100	DELTA DENTAL OF MINNESOTA		Yes	No	No	05/30/2025	1,150.19
001	P2522	69131	77541	Check	1	11202	Education Minnesota - Lewiston-Altura		Yes	Yes	No	05/30/2025	2,022.44
001	P2522	69141	77542	Check	1	6461	ISD 857 - Flex Plan Checking		Yes	Yes	No	05/30/2025	862.54
001	P2522	69132	77543	Check	1	17090	MADISON NATIONAL LIFE		Yes	No	No	05/30/2025	456.66
001	P2522	69134	77544	Check	1	4786	Merchants Bank		Yes	No	No	05/30/2025	470.00
001	P2522	69135	77545	Check	1	4877	MINNESOTA Public Employees Insurance		Yes	No	No	05/30/2025	13,849.70
001	P2522	69143	77546	Check	1	7203	WCF - CARDINAL FOUNDATION		Yes	No	No	05/30/2025	100.00
001	P2522	69133	77547	Check	1	3545	Winona National Bank		Yes	No	No	05/30/2025	130.00
001	P511CK	69147	77548	Check	1	5631	BSN Sports, LLC		Yes	No	No	05/30/2025	933.93
001	P511CK	69152	77549	Check	1	7089	Dashir Management Services, Inc		Yes	No	No	05/30/2025	15,397.60
001	P511CK	69153	77550	Check	1	7326	Fools Five Road Race		Yes	No	No	05/30/2025	1,103.70
001	P511CK	69149	77551	Check	1	6246	Kelly Printing & Signs, LLC		Yes	No	No	05/30/2025	139.59
001	P511CK	69145	77552	Check	1	3282	Kennedy & Graven Chartered		Yes	No	No	05/30/2025	575.00
001	P511CK	69150	77553	Check	1	6809	LCBA		Yes	No	No	05/30/2025	670.00
001	P511CK	69146	77554	Check	1	4093	MASC		Yes	No	No	05/30/2025	170.00
001	P511CK	69151	77555	Check	1	6815	Robertson Ryan & Associates, Inc.		Yes	No	No	05/30/2025	3,500.00
001	P511CK	69148	77556	Check	1	5876	Teachers on Call		Yes	No	No	05/30/2025	12,180.00

Lewiston-Altura Public Schools
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P511CK	69144	77557	77557	Check	1	19210	TRI STATE BUSINESS MACHINES		Yes	No	No	05/30/2025	1,047.87
Bank Total:														\$730,428.68
Report Total:														\$730,428.68



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

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

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

May 27, 2025

This Contract is for Food Service Director services entered into by and between Hiawatha Valley Education District (HVED) and Lewiston-Altura Public Schools beginning on July 1, 2025 and continuing through June 30, 2026.

As a licensed food service director, Vickie Speltz will provide food service connections, paperwork, and oversight for breakfast and lunch meals for HVED programming in Kellogg, Hokah, and Winona. This will include transitioning to the new food site location (currently Winona Mall). Lewiston – Altura Schools will remain as the School Nutrition Food Service Sponsor until the physical location transition is complete and approved by MDE. The Executive Director of Hiawatha Valley Education District and Lewiston – Altura Superintendent are responsible for the oversight of these services.

We agree as follows:

1. Lewiston – Altura Public Schools will provide the services at the rate of \$15,000 for the year. This will include all associated expenses including mileage, overtime, office supplies.
2. Lewiston-Altura Public Schools will bill the Hiawatha Valley Education District \$7500.00 December 1, 2025 and May 1st, 2026.

Lewiston-Altura Public Schools or Hiawatha Valley Education District may terminate this agreement by written notice. Notice of termination will relieve the Contractor of its required continuing compliance to this agreement including rendering of services. This Agreement may also be terminated by either party by providing not less than thirty (30) days written notice to the other party.

IN WITNESS WHEREOF, the foregoing terms are agreed to and accepted by the parties.

Name: Gwen Carman
Title: Superintendent
Lewiston-Altura Public Schools

Name: Debbra C. Marcotte, Ed.D.
Title: Executive Director
Hiawatha Valley Education District

**LEWISTON-ALTURA SCHOOL DISTRICT
AT-WILL EMPLOYEE LETTER OF ASSIGNMENT
2025-2027**

Employee At-Will: The person referenced herein is an employee-at-will and serves at the discretion of the **Lewiston - Altura School District 857 Board**.

The purpose of this document is to set forth the wages and benefits for the position held.

Employee: Kevin Ziebell

Position: Transportation Director

State Job Match: #252

PAYROLL INFORMATION

Salary: The 2025-2026 base salary will be \$27.06 per hour which is equivalent to \$56,284.80 on an annual basis. The 2026-2027 base salary will be \$27.60 per hour which is equivalent to \$57,410.50 on an annual basis. Wages are subject to deductions for taxes and other withholdings as required by law or the policies of the Lewiston – Altura School District.

Hours of Service and Duty Year: The hours worked by the Employee will be 2080 hours per year, eight (8) hours per day. The employee may work four-day weeks/10-hour days in the summer with Superintendent approval. Employees who work four consecutive hours will be provided with a paid break, not to exceed 15 minutes.

Annualized Pay: Employee will have his/her compensation divided into 24 pay periods. Paydays will be the 15th and the last business day of the month unless payday falls on a weekend or holiday. Payday will then be the last business day prior to the scheduled payday.

Pay Deductions: Any absence other than those allotted in this Agreement shall result in pay deductions based on the hourly wage of the absent Employee.

Additional Compensation:

Overtime: As a general rule, overtime will not be allowed. The supervisor, prior to the work, must grant approval for overtime. In the case of an emergency, and the supervisor cannot be contacted, the overtime necessary to clear the emergency will be allowed. Overtime will be paid at a rate, which is one, and one-half times the employee's regular hourly rate. In the event an emergency occurs on one of the following holidays: July 4th, Labor Day, Thanksgiving Day, after 12:00 PM on Christmas Eve, Christmas Day, after 12:00 PM on New Year's Eve, New Year's Day, after 12:00 PM on Good Friday, Easter Sunday, or Memorial Day, the employee will be paid two times the employee's regular hourly rate. Payment for overtime may be denied if not pre-approved.

Compensatory Time: Use of compensatory time must be approved in advance by the Direct Supervisor and shall not, in any case, exceed three consecutive working days. Accrual of compensatory time shall be agreed to and approved by the supervising administrator.

BENEFITS

GROUP INSURANCE

Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District as provided by law. It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Health and Hospitalization Insurance: If the employee chooses to participate in the district's group health and hospitalization plan, s/he will be eligible for a contribution of up to \$600.00 per month for single coverage, and up to \$850.00 per month for family coverage toward the premium of the insurance option through the District's plan that the employee chooses. In the event a married couple is employed by the School District, and one or both are eligible to receive coverage, the married couple may combine and apply the two single School District contributions to one non-single policy. The dollar amount applies to health and hospitalization insurance only.

Vision and Dental Insurance: The employee may choose to participate in the district's group dental and/or vision insurance plans at the employee's expense.

Tax Sheltered Annuities: Employee is eligible for a \$100.00 annual match contribution from the District toward a Tax Sheltered 403b annuity if this amount is matched or exceeded by a contribution from the employee. The district's contribution will be paid to the employee's account, divided equally over 24 pay periods, \$4.17/check.

Workplace Injury: Any and all injuries, regardless of their severity, shall be reported to the Supervisor as soon after the injury occurs as possible. In order for a claim to Workmen's Compensation to be considered valid, a "First Report of Injury" must be made within 24 hours of the incident.

LEAVES OF ABSENCE

Sick Leave: The Employee shall earn sick leave at the rate of one (1) day for each month of service in the employ of the School District, up to 12 days per year. Sick leave earned shall be credited to the individual employee's sick leave bank at the start of the following month. Employee may accumulate an unlimited amount of sick leave. Sick leave must be taken in increments no less than 1/4 day. Sick leave may be used for reasons as allowed by MN Statute 181.9447.

The School District may require the Employee to furnish a medical certificate from a qualified physician as evidence of illness indicating such absence was due to illness in order to qualify for sick leave pay. In the event that a medical certificate will be required, the Employee will be so advised. Sick leave pay shall be approved only upon submission of a sick leave pay request form.

Two sick leave days may be used each year for personal business that cannot be taken care of outside of the normal workday.

Earned Vacation: The Employee shall earn vacation at the rate of one (1) day for each month of service in the School District. Up to 12 days may be earned during the first year of employment. After the first year, an additional 1 day of vacation will be earned per year of service up to a maximum of 18 days of vacation per year.

Employee should submit requests for vacation to the Superintendent a minimum of two weeks prior to the date of the requested leave. Vacation time can be accumulated to a maximum of 36 days. There is no carryover of vacation time beyond 36 days.

Emergency Leave

An emergency is a situation, often dangerous, which arises suddenly and calls for prompt action. An immediate need cannot be planned out days in advance. Employees may be granted a leave of no more than two (2) days per year for situations that require an employee's immediate personal attention and which cannot be addressed outside of the employee's workday. The days will be deducted from the employee's sick leave. An emergency leave is granted by the immediate supervisor subject to review by the Superintendent. The Superintendent reserves the right to make the final decision to grant or deny the request for leave. If denied, pay for that time will be deducted at the next pay period.

Emergency School Cancellation Days: Employee is expected to work when school is not in session due to an emergency closing. If the employee is unable to report to work, may request the use of vacation, compensatory time, or may use up to two sick (personal) days to avoid a pay deduct.

Jury Service: An Employee who serves on jury duty shall be granted the day or days as necessary as stipulated by the court to discharge this responsibility without any loss of basic leave. The compensation received for jury duty service, minus mileage, and meal allowance, shall be deducted from the Employee's payroll check and the Employee shall keep the check for jury duty services.

Bereavement: Up to three days leave per occurrence taken in ¼ day increments shall be allowed, the first three days not to be deducted from sick leave, for death in the Employee's immediate family which is defined as children, spouse, parents of Employee or spouse, grandparents of Employee or spouse, brothers and sisters of Employee or spouse. These days shall be deducted from sick leave. The Superintendent may grant up to three additional days in the case of the death of someone in the employee's or employee spouse's immediate family. These days shall be deducted from sick leave.

Unpaid Leave: Employee is hired to work specific schedule as designated by the Superintendent. The Superintendent reserves the right to grant or deny any request for unpaid leave.

HOLIDAYS

Paid Holidays: Employee shall be entitled to 10.5 paid holidays as designated by the School Board each Contract year. The holidays are July 4, Labor Day, Thanksgiving Day, Friday After Thanksgiving Day, ½ day Christmas Eve, Christmas Day, ½ day New Year's Eve, New Year's Day, ½ day Good Friday, Memorial Day, Juneteenth and one (1) floating holiday. It is recommended that one of the following holidays be taken as the floating holiday: President's Day or Easter Monday, or any weekday that school is not in session.

Weekends: Holidays that fall on weekends will be observed on a day established by the School District.

Eligibility: In order to be eligible for holiday pay, an Employee must have worked a regular work day before and after the holiday unless an excused illness, leave, or on vacation under these provisions.

SEVERANCE COMPENSATION

Employee is eligible for severance compensation upon reaching age 55 and after 15 years of continuous service to ISD #857. The compensation will be based on the number of accumulated sick leave days at

the rate of \$30.00 per day. If the employee dies before severance is paid out, it shall be paid to the employee's beneficiary (if any) otherwise to the employee's estate. Employee will not be entitled to severance compensation if s/he is terminated from employment due to poor performance, not meeting expectations, misconduct or for any other reason per District Policy 403 Discipline, Suspension and Dismissal of School District Employees.

RETIREMENT

The employee upon reaching age 55 and after 15 years of continuous service to the district, and who elect to receive PERA benefits, may be eligible to continue to participate in the district's group health and hospitalization plan. This benefit is contingent upon the approval and acceptance of the insurance carrier. If the employee retires before the age of eligibility for Medicare, s/he shall be eligible to remain in the existing group and health and hospitalization insurance program until reaching the age of eligibility for Medicare.

The annual district contribution will be specified as the maximum amount found in the health and hospitalization section of this Agreement. The maximum contribution of \$300 per month will be paid by accumulated sick leave at a rate of 200 hours of sick leave (25 days/ 8 hours per day of accumulated sick leave) for each year of extended health and hospitalization coverage. Employee will be responsible for any additional premium expenses if an insufficient amount of sick leave has been accrued.

Benefits under this provision shall cease upon the death of the employee except when both husband and wife have been employed by ISD #857 until retirement (and both have been eligible to receive insurance coverage) in which case the survivor will be eligible for continued coverage.

DURATION

This Agreement shall remain in full force and effect for a period commencing July 1, 2025 and ending June 30, 2027.

This Agreement with the Lewiston -Altura Employee Handbook constitutes the full and complete Agreement between the School District and the Employee.

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

Employee's Signature: _____ DATE: _____

Lewiston – Altura School District 857

Superintendent's Signature: _____ DATE: _____

**LEWISTON-ALTURA SCHOOL DISTRICT
AT-WILL EMPLOYEE LETTER OF ASSIGNMENT
2025-2027**

Employee At-Will: The person referenced herein is an employee-at-will and serves at the discretion of the **Lewiston - Altura School District 857 Board**.

The purpose of this document is to set forth the wages and benefits for the position held.

Employee: Vickie Speltz

Position: Food Service Director

State Job Match: #342

PAYROLL INFORMATION

Salary: The 2025-2026 base salary will be \$29.58 per hour which is equivalent to \$49,694.00 on an annual basis. Additional compensation of \$6500.00 [\$15.00/hour x estimated 400 hours/year, and mileage] will be provided for additional responsibilities associated with providing Food Service Director services to Hiawatha Valley Education District and St. John's School for a total annual salary of \$56,194.00.

The 2026-2027 base salary will be \$30.17 per hour which is equivalent to \$50,686.00. Additional compensation of \$6500.00 will be provided for additional responsibilities associated with providing Food Service Director services to Hiawatha Valley Education District and St. John's School for a total annual salary of \$57,186.00. If the 2026-2027 Food Service Director Contracts with HVED or St. John's are modified or terminated, the additional stipend will be mutually negotiated between the employee and ISD #857.

These wages are subject to deductions for taxes and other withholdings as required by law or the policies of the Lewiston – Altura School District.

Hours of Service and Duty Year: The hours worked by the Employee will be 210.0 days, 8 hours per day. The employee will work 210 days with 6.6 paid holidays. Employees who work four consecutive hours will be provided with a paid break, not to exceed 15 minutes.

Annualized Pay: Employee will have his/her compensation divided into 24 pay periods. Paydays will be the 15th and the last business day of the month unless payday falls on a weekend or holiday. Payday will then be the last business day prior to the scheduled payday.

Pay Deductions: Any absence other than those allotted in this Agreement shall result in pay deductions based on the hourly wage of the absent Employee.

Additional Compensation:

Overtime: As a general rule, overtime will not be allowed. The supervisor, prior to the work, must grant approval for overtime. In the case of an emergency, and the supervisor cannot be contacted, the overtime necessary to clear the emergency will be allowed. Overtime will be paid at a rate which is one, and one-half times the employee's regular hourly rate. In the event an emergency occurs on one of the following holidays: July 4th, Labor Day, Thanksgiving Day, after 12:00 PM on Christmas Eve, Christmas Day, after 12:00 PM on New Year's Eve, New Year's Day, after 12:00 PM on Good Friday, Easter

Sunday, or Memorial Day, the employee will be paid two times the employee's regular hourly rate. Payment for overtime may be denied if not pre-approved.

Compensatory Time: Use of compensatory time must be approved in advance by the Direct Supervisor and shall not, in any case, exceed three consecutive working days. Accrual of compensatory time shall be agreed to and approved by the supervising administrator.

BENEFITS

GROUP INSURANCE

Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District as provided by law. It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Health and Hospitalization Insurance: If the employee chooses to participate in the district's group health and hospitalization plan, s/he will be eligible for a contribution of up to \$600.00 per month for single coverage, and up to \$850.00 per month for family coverage toward the premium of the insurance option through the District's plan that the employee chooses. In the event a married couple is employed by the School District, and one or both are eligible to receive coverage, the married couple may combine and apply the two School District contributions to one non-single policy. The dollar amount applies to health and hospitalization insurance only.

Vision and Dental Insurance: The employee may choose to participate in the district's group dental and/or vision insurance plans at the employee's expense.

Tax Sheltered Annuities: Employee is eligible for a \$100.00 annual match contribution from the District toward a Tax Sheltered 403b annuity if this amount is matched or exceeded by a contribution from the employee. The district's contribution will be paid to the employee's account, divided equally over 24 pay periods, \$4.17/check.

Workplace Injury: Any and all injuries, regardless of their severity, shall be reported to the Supervisor as soon after the injury occurs as possible. For a claim to Workmen's Compensation to be considered valid, a "First Report of Injury" must be made within 24 hours of the incident.

LEAVES OF ABSENCE

Sick Leave: The Employee shall earn sick leave at the rate of one (1) day for each month of service in the employ of the School District, up to 11 days per year. Sick leave earned shall be credited to the individual employee's sick leave bank at the start of the following month. Employee may accumulate an unlimited amount of sick leave. Sick leave must be taken in increments no less than 1/4 day. Sick leave days may be used for personal or family illnesses. Sick leave may be used for reasons as allowed by MN Statute 181.9447.

The School District may require the Employee to furnish a medical certificate from a qualified physician as evidence of illness indicating such absence was due to illness in order to qualify for sick leave pay. In the event that a medical certificate will be required, the Employee will be so advised. Sick leave pay shall be approved only upon submission of a sick leave pay request form.

Two sick leave days may be used each year for personal business that cannot be taken care of outside of the normal workday.

Emergency Leave

An emergency is a situation, often dangerous, which arises suddenly and calls for prompt action. An immediate need cannot be planned out days in advance. Employees may be granted a leave of no more than two (2) days per year for situations that require an employee's immediate personal attention and which cannot be addressed outside of the employee's workday. The days will be deducted from the employee's sick leave. An emergency leave is granted by the immediate supervisor subject to review by the Superintendent. The Superintendent reserves the right to make the final decision to grant or deny the request for leave. If denied, pay for that time will be deducted at the next pay period.

Emergency School Cancellation Days: Employee is expected to work when school is not in session due to an emergency closing. Employees, unable to report to work, may request the use of vacation, compensatory time, or may use up to two sick (personal) days to avoid a pay deduct.

Jury Service: An Employee who serves on jury duty shall be granted the day or days as necessary as stipulated by the court to discharge this responsibility without any loss of basic leave. The compensation received for jury duty service, minus mileage, and meal allowance, shall be deducted from the Employee's payroll check and the Employee shall keep the check for jury duty services.

Bereavement: Up to three days leave per occurrence taken in ¼ day increments shall be allowed, the first three days not to be deducted from sick leave, for death in the Employee's immediate family which is defined as children, spouse, parents of Employee or spouse, grandparents of Employee or spouse, brothers and sisters of Employee or spouse. These days shall be deducted from sick leave. The Superintendent may grant up to three additional days in the case of the death of someone in the employee's or employee spouse's immediate family. These days shall be deducted from sick leave.

Unpaid Leave: Employee is hired to work specific schedule as designated by the Superintendent. The Superintendent reserves the right to grant or deny any request for unpaid leave.

HOLIDAYS

Paid Holidays: Employee shall be paid for the following 6.5 paid holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, ½ day Good Friday, Memorial Day and 1 floating holiday.

Weekends: Holidays that fall on weekends will be observed on a day established by the School District.

Eligibility: In order to be eligible for holiday pay, an Employee must have worked a regular work day before and after the holiday unless an excused illness, leave, or on vacation under these provisions.

SEVERANCE COMPENSATION

Employee is eligible for severance compensation upon reaching age 55 and after 15 years of continuous service to ISD #857. The compensation will be based on the number of accumulated sick leave days at the rate of \$30.00 per day. If the employee dies before severance is paid out, it shall be paid to the employee's beneficiary (if any) otherwise to the employee's estate. Employee will not be entitled to severance compensation if s/he is terminated from employment due to poor performance, not meeting expectations, misconduct or for any other reason per District Policy 403 Discipline, Suspension and Dismissal of School District Employees.

RETIREMENT

The employee upon reaching age 55 with at least 15 years of continuous service to the district and the employee choose to begin receiving PERA retirement benefits, may be eligible to continue to participate in the district’s group health and hospitalization plan. This benefit is contingent upon the approval and acceptance of the insurance carrier. If the employee retires before the age of eligibility for Medicare, s/he shall be eligible to remain in the existing group and health and hospitalization insurance program until reaching the age of eligibility for Medicare.

The annual district contribution will be specified as the maximum amount found in the health and hospitalization section of this Agreement. The maximum contribution of \$300 per month will be paid by accumulated sick leave at a rate of 200 hours of sick leave (25 days/ 8 hours per day of accumulated sick leave) for each year of extended health and hospitalization coverage. Employee will be responsible for any additional premium expenses if an insufficient amount of sick leave has been accrued.

Benefits under this provision shall cease upon the death of the employee except when both husband and wife have been employed by ISD #857 until retirement (and both have been eligible to receive insurance coverage) in which case the survivor will be eligible for continued coverage.

DURATION

This Agreement shall remain in full force and effect for a period commencing July 1, 2025 and ending June 30, 2027.

This Agreement with the Lewiston -Altura Employee Handbook constitutes the full and complete Agreement between the School District and the Employee.

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

Employee’s Signature: _____ DATE: _____

Lewiston – Altura School District 857

Superintendent’s Signature: _____ DATE: _____

**LEWISTON-ALTURA SCHOOL DISTRICT
AT-WILL EMPLOYEE LETTER OF ASSIGNMENT
2025-2027**

Employee At-Will: The person referenced herein is an employee-at-will and serves at the discretion of the **Lewiston - Altura School District 857 Board**.

The purpose of this document is meant to set forth the wages and benefits for the position held.

Employee: Linda Leibfried

Position: Cardinal Club Director

Salary: The 2025-2026 base salary will be \$ 22.44 per hour, which is equivalent to \$46,675.20 on an annual basis, and is subject to deductions for taxes and other withholdings as required by law or the policies of the Lewiston – Altura School District. The 2026-2027 base salary will be \$ 22.89 per hour, which is equivalent to \$47,611.20 on an annual basis, and is subject to deductions for taxes and other withholdings as required by law or the policies of the Lewiston – Altura School District.

Hours of Service and Duty Year: The hours worked by the Employee will be 2080 hours per year, eight (8) hours per day. The employee may work four-day weeks/10-hour days in the summer with Superintendent approval. Employees who work four consecutive hours will be provided with a paid break, not to exceed 15 minutes.

Annualized Pay Employee will have his/her compensation divided into 24 pay periods. Paydays will be the 15th and the last business day of the month unless payday falls on a weekend or holiday. Payday will then be the last business day prior to the scheduled payday.

Pay Deductions: Any absence other than those allotted in this Agreement shall result in pay deductions based on the hourly wage of the absent Employee.

Additional Compensation:

Overtime: As a general rule, overtime is not allowed. The supervisor, prior to the work, must grant approval for overtime. In the case of an emergency, and the supervisor cannot be contacted, the overtime necessary to clear the emergency will be allowed. Overtime will be paid at a rate, which is one, and one-half times the employee’s regular hourly rate.

Compensatory Time: Use of compensatory time must be approved in advance by the Direct Supervisor. Accrual of compensatory time shall be agreed to and approved by the supervising administrator.

BENEFITS

GROUP INSURANCE

Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District as provided by law. It is understood that the School District’s only obligation is to purchase an insurance

policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Health and Hospitalization Insurance: If the employee chooses to participate in the district's group health and hospitalization plan, s/he will be eligible for a contribution of up to \$600.00 per month for single coverage, and up to \$850.00 per month for family coverage toward the premium of the insurance option through the District's plan that the employee chooses. In the event a married couple is employed by the School District, and one or both are eligible to receive coverage, the married couple may combine and apply the two single School District contributions to one non-single policy. The dollar amount applies to health and hospitalization insurance only.

Vision and Dental Insurance: The employee may choose to participate in the district's group dental and/or vision insurance plans at the employee's expense.

Tax Sheltered Annuities: Employee is eligible for a \$100.00 annual match contribution from the District toward a Tax Sheltered 403b annuity if this amount is matched or exceeded by a contribution from the employee. The district's contribution will be paid to the employee's account, divided equally over 24 pay periods, \$4.17/check.

Workplace Injury: Any and all injuries, regardless of their severity, shall be reported to the Supervisor as soon after the injury occurs as possible. In order for a claim to Workmen's Compensation to be considered valid, a "First Report of Injury" must be made within 24 hours of the incident.

Cell Phone Reimbursement The district shall pay \$25.00 per month to the employee to go towards the costs of an employee's personal cell phone in exchange for availability to respond to urgent or emergency communications outside the typical work day or work week. The employee will submit a reimbursement request quarterly.

LEAVES OF ABSENCE

Sick Leave: The Employee shall earn sick leave at the rate of one (1) day for each month of service in the employ of the School District, up to 12 days per year. Sick leave may be used for reasons as allowed by MN Statute 181.9447.

Sick leave earned shall be credited to the individual employee's sick leave bank at the start of the following month. Employee may accumulate an unlimited amount of sick leave. Sick leave must be taken in increments no less than ¼ day. Sick leave days may be used for personal or family illnesses.

The School District may require the Employee to furnish a medical certificate from a qualified physician as evidence of illness indicating such absence was due to illness in order to qualify for sick leave pay. In the event that a medical certificate will be required, the Employee will be so advised. Sick leave pay shall be approved only upon submission of a sick leave pay request form.

Two sick leave days may be used each year for personal business that cannot be taken care of outside of the normal workday.

Earned Vacation: The Employee shall earn vacation at the rate of one (1) day for each month of service in the School District. Up to 12 days may be earned during the first year of employment. After the first year, an additional 1 day of vacation will be earned per year of service up to a maximum of 18 days of vacation per year.

Employee should submit requests for vacation to the Superintendent a minimum of two weeks prior to the date of the requested leave. Vacation time can be accumulated to a maximum of 36 days. There is no carryover of vacation time beyond 36 days.

Emergency Leave An emergency is a situation, often dangerous, which arises suddenly and calls for prompt action. An emergency need cannot be planned out days in advance. Employees may be granted a leave of no more than two (2) days per year which requires an employee's immediate personal attention and which cannot be addressed outside of the employee's workday. The days will be deducted from the employee's sick leave. An emergency leave is granted by the immediate supervisor subject to review by the Superintendent. The Superintendent reserves the right to make the final decision to grant or deny the request for leave. If denied, pay for that time will be deducted at the next pay period.

Emergency School Cancellations: Employee is expected to work when school is not in session due to an emergency closing. If the employee is unable to report to work the use of vacation, compensatory time, or may use up to two sick (personal) days to avoid a pay deduct.

Jury Service: An Employee who serves on jury duty shall be granted the day or days as necessary as stipulated by the court to discharge this responsibility without any loss of basic leave. The compensation received for jury duty service, minus mileage and meal allowance, shall be deducted from the Employee's payroll check and the Employee shall keep the check for jury duty services.

Bereavement: The Superintendent may grant up to three days in the case of the death of someone in the employee's or employee spouse's immediate family which is defined as children, spouse, parents of Employee or spouse, grandparents of Employee or spouse, brothers and sisters of Employee or spouse. Up to three days leave per occurrence taken in ¼ day increments shall be allowed. The first three days will not be deducted from sick leave. Additional pre-approved Bereavement Leave will be deducted from sick leave.

Unpaid Leave Employee is hired to work specific schedule as designated by the Superintendent. The Superintendent reserves the right to grant or deny any request for unpaid leave.

HOLIDAYS

Paid Holidays: Employee shall be entitled to 10.5 paid holidays as designated by the School Board each Contract year. The holidays are July 4, Labor Day, Thanksgiving Day, Friday After Thanksgiving Day, ½ day Christmas Eve, Christmas Day, ½ day New Year's Eve, New Year's Day, ½ day Good Friday, Memorial Day, Juneteenth and one (1) floating holiday. It is recommended that one of the following holidays be taken as the floating holiday: President's Day or Easter Monday, or any weekday that school is not in session.

Weekends: Holidays that fall on weekends will be observed on a day established by the School District.

Eligibility: In order to be eligible for holiday pay, an Employee must have worked a regular workday before and after the holiday unless an excused illness, leave, or on vacation under these provisions.

DURATION

This Agreement shall remain in full force and effect for a period commencing July 1, 2025 and ending June 30, 2027 until modifications are made pursuant to the P.E. L. R. A.

This Agreement constitutes the full and complete Agreement between the School District and the Employee.

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

Employee's Signature: _____ DATE: _____

Lewiston – Altura School District 857

Superintendent's Signature: _____ DATE: _____

LEWISTON-ALTURA SCHOOLS

School Bus and Supplemental Drivers Wages and Benefits Handbook



July 1, 2025– June 30, 2027

Tentative Pending Board Approval June 9, 2025

JOB CLASSIFICATION:

FULL TIME BUS DRIVER -

A Full Time Bus Driver possesses a Commercial Drivers License and is employed and committed to driving a specified route twice each day, each morning and afternoon that school is in session.

PART TIME BUS DRIVER-

A Part Time Bus Driver possesses a Commercial Drivers License and is employed and committed to driving a specified route once each day, either morning or afternoon, that school is in session.

SUBSTITUTE BUS DRIVER

A Substitute Bus Driver possesses a Commercial Drivers License and is employed as needed and does not qualify to be a Full Time/Part Time Bus Driver.

SUPPLEMENTAL DRIVER

A Supplemental Driver transports students in vehicles that do not require the driver to have a Commercial Drivers License.

SALARY AND COMPENSATION

I. BASIC SALARY

- A. FULL TIME/PART TIME BUS DRIVER** Full Time/Part Time Bus Drivers employed during 2024-2025 school year will receive a base salary of \$39.02 per route in 2025-2026, \$39.80 in 2026-2027.

Years of Service	Amount Added to Base Pay 2025-2026	Amount Added to Base Pay 2026-2027
After 3 Years	\$1.50	\$1.50
After 5 Years	\$2.00	\$2.00
After 10 Years	\$2.50	\$2.50
After 15 Years	\$3.00	\$3.00
After 20 Years	\$3.50	\$3.50
After 25 Years	\$4.00	\$4.00
After 30 Years	\$4.50	\$4.50
After 35 Years	\$5.50	\$5.50
After 40 Years	\$6.50	\$6.50

Lewiston Altura School Bus Driver Handbook 2025-2027

B. SUBSTITUTE BUS DRIVERS-Substitute Bus Drivers will receive the base pay per route.

C. SUPPLEMENTAL DRIVERS – Supplemental Drivers will receive \$16.17 in 2025-2026, \$16.49 in 2026-2027.

D. COMBINED ROUTES: If bus routes are combined due to incidental bus or driver shortages, the driver will be compensated at 1.5 times the driver's route pay.

E. NEW EMPLOYEES

1. PROBATIONARY PERIOD

New employees will serve a ninety (90) calendar day probationary period.

2. BACKGROUND CHECKS

All newly employed bus drivers must submit to a criminal and motor vehicle background check prior to employment.

F. MODIFICATIONS:

Individual salaries are subject to revision at any time at the discretion of the school board.

II. ADDITIONAL COMPENSATION

A. ACTIVITY, FIELD TRIPS, AND SUMMER SCHOOL-Activity trips, and field trips will be compensated for at the rate of \$19.25 per hour in 2025-2026, \$19.64 in 2026-2027. Bus Drivers who drive a bus for summer school will be paid their regular route pay for up to three routes per day.

- a) Full Time and Part Time drivers, when requested by the district, to drive for an activity or field trip during their regular route time will receive their regular route pay in lieu of additional pay for the first 1.5 hours of the activity or field trip. Drivers will receive the \$19.25 (2025-2026) and \$19.64 (2026-2027) per hour for time beyond the 1.5-hour limitation.
- b) Full Time and Full Time/Part Time Drivers will be given priority to receive additional school-sponsored evening or weekend trips that do not interfere with the driver's regular route responsibilities.
- c) If a substitute driver is scheduled to take a regular bus route because the driver chooses to drive an activity and the activity is cancelled, the regular driver cannot push the substitute off the route.
- d) If a driver gives up their regular scheduled bus route to drive an activity and the activity gets cancelled the driver will still be paid one half of their regular base pay rate for the year.
- e) Full Time and Part Time Drivers must notify the District office of their desire for additional driving duties.
- f) Drivers for sports and activities such as Speech, One Act and Honor Band will have the opportunity to drive for that same activity each subsequent year until the driver chooses to give up that extra duty. At that time, the duty will be made available to any interested driver. If there is more than one person interested in the extra duty they will decide amongst themselves who will take on the duty. If they are unable to come to an agreement, names of interested individuals will be drawn.

Lewiston Altura School Bus Driver Handbook 2025-2027

- g) If a coach is also a licensed school bus driver and is willing to drive for the activity the school district reserves the right to have them drive for that activity.
- h) The School District reserves the right not to have people drive activities that have continual conflicts while serving in that capacity.

B. SILO TRANSFER TRIP--Drivers transporting students to and from Silo School, as a part of their regularly scheduled route, will be paid at the rate of \$3.50 per trip.

D. OPERATION OF WHEELCHAIR BUS LIFT--Drivers transporting students with wheelchairs, as a part of their regularly scheduled route (this does not include transfers or activity trips), will be paid at the rate of \$5.85 per trip. This additional compensation will be paid only on days that the driver was required to operate the wheelchair lift. Drivers must log the dates and routes they were required to operate the lift on the provided calendar. The calendar will be collected at the end of the month and paid on payroll on the 15th of the following month.

III. REIMBURSEMENTS

A. PHYSICAL EXAMINATION REIMBURSEMENT--The school district will reimburse the drivers for the actual cost of a DOT physical examination required to maintain their Commercial Drivers License. The amount of reimbursement shall not exceed \$140.00 annually. Receipt from the medical provider must be provided in order to receive reimbursement.

B. MEAL STIPEND--Drivers, engaged in trips in excess of five hours, will be paid an additional \$10.00 per five hours of service to cover the cost of meals.

C. ADMISSION REIMBURSEMENT--Admission to events will be reimbursed.

IV. SUBSTITUTE DRIVERS--Full Time and Part Time Drivers should contact the district office when a substitute is needed. If no substitute is available, the driver may be expected to drive.

V. PAY PERIODS

A. FREQUENCY—All Full Time and Part Time Bus Drivers shall be paid twice monthly for 24 paychecks.

B. PAY DAYS—Pay days will be the 15th and the last business day of the month. In the event that payday falls on a weekend or holiday, payday will be the last prior working day.

C. ADDITIONAL COMPENSATION—All extra driving must be turned in by the 6th of the month in order to be paid on the 15th of the month, and by the 20th for the end of the month.

VI. LEAVES

A. SICK LEAVE

1. ALLOCATION

- a) Full Time Bus Drivers will earn one sick leave day for each month of regular driving.
- b) Part Time Bus Drivers will earn one/half sick leave day for each month of regular driving.
- c) Sick leave earned each month will be credited to an individual employee's sick leave bank at the start of the following month.

2. ACCUMULATION LIMIT

Sick leave days may be accumulated to an unlimited number.

3. DEDUCTIONS

Sick leave deductions will be made in one-half day increments. One route equals ½ day.

4. USE OF SICK LEAVE

- a) Sick leave may be used for reasons as allowed by MN Statute 181.9447.
- b) A sick leave day is the same as the employee's normal working day.
- c) Sick leave days may be used for personal or family illnesses, as well as for funerals, doctor appointments, and maternity leave.
- d) One sick leave day may be used each year for personal business that cannot be taken care of outside the normal workday.
- e) In the event that the schools are closed due to an emergency, drivers may elect to use up to four days of sick leave during the school year to avoid a pay deduction.
- f) The School District may require verification from a doctor for the use of sick leave.

B. EMERGENCY LEAVE

Employees may be granted a leave of no more than two (2) days per year for situations that require an employee's immediate personal attention, and which cannot be addressed outside of the employee's workday. The days will be deducted from the employee's sick leave. The superintendent reserves the right to grant or deny the request for leave. All requests for emergency leave must receive prior approval from the superintendent.

C. UNPAID LEAVE

Employees are hired to work specific schedules as designated by the superintendent. The superintendent reserves the right to grant or deny any request for unpaid leave.

VII. SEVERANCE COMPENSATION

A. Full Time Bus Drivers and Full Time/Part Time Bus Drivers may be eligible for severance compensation based upon the following criteria:

- 1. Any employee, upon reaching age 55 and after 15 years of continuous service to ISD 857, will be entitled to severance pay based on the number of accumulated sick leave days. The reimbursement rate will be \$25.00 per day.

2. Payments will be to the employee in one lump sum on June 30th following the bus driver's retirement.
3. If the employee dies before severance is paid out it shall be paid to the employee's beneficiary, if any, otherwise to the employee's estate.
4. Bus Drivers will not be eligible for severance compensation if they are terminated from employment due to poor performance, not meeting expectations, misconduct, or for any other reason per District Policy 403 Discipline, Suspension, and Dismissal of School District Employees.

VIII. DURATION

The handbook will be effective July 1, 2025, through June 30, 2027.

DUTIES AND RESPONSIBILITIES

I. VEHICLE OPERATION

- A. Safety**-Passenger safety is the primary concern for the driver. Drivers will exercise extreme caution while driving and during the processes of loading and unloading.
- B. Radio and Cell Phone Use**-The school bus radios are there to help ensure student safety and should be used to call for help when needed, check with the office to see if a missing student is absent, or if a student not normally riding the bus should be allowed on the bus. Casual conversations should wait until you are no longer driving. If it is necessary to use a cell phone stop the bus to make the call or answer the call.
- C. Defensive Driving**-Driving in a manner to avoid accident involvement despite adverse conditions created by roads, weather, traffic or errors of other drivers or pedestrians.
- D. Driving Adjustments**-Winter and wet weather driving may require adjusting speed and normal driving practices to compensate for road conditions.
- E. Railroad Crossing**-All vehicles, whether loaded or empty, used to transport people must stop at all railroad crossing, using required procedures. 4-way hazard lights are to be activated before stopping and when crossing the tracks.
- F. Yellow Curbs**-It is not legal to park by a yellow curb such as the entrance to the high school parking lot. Pull ahead into the north end of the bus parking area so the entrance does not get blocked up while you are unloading students.
- G. Standing Prohibited**-Drivers must not move a bus from a stopped position until all passengers are seated. Students are to remain seated until the bus has stopped.
- H. Dangerous Articles**-No weapons or articles that may be classified as dangerous may be transported on a school bus.
- I. Operating Speed**-No bus driver will operate a bus faster than road, traffic and weather conditions safely permit.

II. OPERATOR RESTRICTIONS

A. Speeding and Moving Violations

Any driver convicted of a moving violation with a school bus will face disciplinary action, which may include suspension or termination.

B. Smoking Prohibited

No driver or passenger may smoke on any school bus or Type III vehicle.

C. Route Changes Prohibited

No driver is to make changes in the designated pick-up or drop-off bus stops without prior authorization. No stops are to be added, deleted or moved without administrative approval. No driver may deviate from the established route without prior permission except in the event of an emergency or temporary road conditions.

D. Seat Belt

Bus drivers must wear seat belts while operating the bus.

E. Unauthorized Passengers

Only authorized passengers may be transported in a bus. Any additional passengers must be specifically approved by the administration.

III. VEHICLE RESTRICTIONS

A. Overloads

The maximum passenger capacity of the bus is displayed above the front right windshield. A driver may not operate a vehicle that exceeds the maximum passenger limit. Per District Policy 709, students are not to sit in the last four seats of the bus, unless told to do so by the driver.

B. Emergency Doors

Emergency doors must be free and operable. Easy and direct access must be maintained at all times.

C. Service Door

The service door must be closed at all times while the bus is in motion.

IV. PRE-TRIP INSPECTION

A. Bus Inspection

Drivers are required to make a pre-trip inspection of the bus before each trip. Failure to do so is a violation of State Law. Defects are to be reported in writing to the bus mechanic. Drivers are to check their buses for students, vandalism, and articles left on the bus after each route or trip.

B. Safety Equipment

Drivers are responsible for insuring that the necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflectorized emergency warning device, and any additional items required by the district. Drivers of vehicles for disabled students will ensure all student health information cards are on board the bus.

C. BUS CLEANING

1. Drivers are required to keep the interior of their buses swept and free of trash at all times.
2. Drivers who keep their buses at their homes are responsible for cleaning the exterior of the buses.
3. Windows, flashers, and lights must be kept clean at all times.
4. Activity Trip Drivers need to make sure the bus they drove for an activity is clean after the activity trip.

D. FUELING

1. The driver is responsible for ensuring that the assigned vehicle is adequately fueled before leaving the bus garage.
2. The engine shall be turned off during fueling.
3. Drivers should not fuel with passengers aboard.

V. BUS STORAGE

1. Buses will be stored alongside the bus garage when not in use.
2. Buses not kept at the bus garage must be delivered to the bus garage whenever the driver will not be driving their regular route.

VI. STUDENT DISCIPLINE

Drivers are responsible for maintaining order on the bus. Drivers may never, under any circumstance, physically discipline a student. Drivers have no authority to deny a child the privilege of riding the bus, or drop the student at other than the designated stop. School administration may deny or restrict the bus-riding privileges of a student.

A. Activity Trips - Conduct Standards to be upheld by the operator of the vehicle:

1. Passengers are allowed to eat snacks or light meals, provided they limit distractions to others, agree to clean up any excess mess, and properly dispose of any trash when they exit the vehicle. A single violation can result in revocation of this privilege.
2. Limited, (brief) use of mobile phones is allowed for the purpose of contacting family, adults, guardians who need to be informed about bus arrival and location issues before departing for home.
3. The bus driver has the authority to request a passenger discontinue the use of mobile phones and other devices, if and when the driver feels inappropriate use is being made, or it causes potentially hazardous safety issue for the driver. A single violation can result in revocation of this privilege

VII. REPORTING REQUIREMENTS

It is the bus driver's responsibility to complete and submit all reports, discipline referrals, time cards, and mechanical defect slips in a timely manner. This includes all requirements pertaining to pre-trip inspections and stop-arm violation reports.

VIII. TRAINING

All bus drivers must participate in a minimum of 120 minutes of bus safety in-service each year.

IX. DRUG AND ALCOHOL MONITORING

All bus drivers must submit to pre-employment, post-accident, random, and reasonable suspicion alcohol and drug testing.

- A. Pre-employment Testing**-Bus drivers will not be allowed to drive until the employee has been tested for controlled substances and the school district has received the negative test results from the Medical Review Officer (MRO).
- B. Post-Accident Testing**-If a driver is involved in an accident while operating a CMV and the accident resulted in:
 - 1. Loss of human life or,
 - 2. A citation to the driver for a moving traffic violation,
 - 3. An accident resulting in disabling damage to one or more vehicles requiring a vehicle to be towed and a citation is issued to the driver for a moving violation, a controlled substance abuse test must be performed on the surviving driver within 32 hours.

C. Random Drug/Alcohol Testing

- 1. **Drug Testing**--A minimum of 50% of the drivers employed throughout the school year will be tested annually for drugs. A random process will be used to select drivers to be tested.
- 2. **Alcohol Testing**-A minimum of 25% of the drivers employed throughout the school year will be tested annually for drugs. A random process will be used to select drivers to be tested. The test must be conducted immediately prior or immediately after the time that the driver is scheduled to drive.

D. Reasonable Suspicion Testing

The district may require any bus driver to submit to a controlled substance test whenever the district has reasonable suspicion to believe that the driver has violated the prohibitions listed below concerning controlled substances and/or alcohol.

E. Prohibited Use of Alcohol and Controlled Substances

- 1. **Drugs**-No driver shall report to duty or remain on duty when the driver uses any controlled substance, except when the use of the substance is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a vehicle.
- 2. **Alcohol**-
 - a) No driver shall report to duty or remain on duty while having a blood-alcohol concentration of 0% or greater.
 - b) No driver shall possess alcohol while on duty.
 - c) No driver shall drive within four hours after having consumed alcohol.

F. Refusal to Submit to Mandatory Testing

1. Any driver who refuses to submit to any of the controlled substance testing will be immediately removed from any driving responsibilities.
2. The driver will be referred to a substance abuse professional to determine if the driver has a substance abuse related problem which may require treatment.
3. Drivers removed from duty because of refusal of mandatory controlled substance testing must undergo a return-to-duty test.

G. Testing Procedures

1. Arrangements will be made at a local collection site, supervised by trained medical people.
2. Samples obtained will be sent to a laboratory certified by the Substance Abuse and Mental Health Services Administration and Health and Human Services.

LEWISTON-ALTURA SCHOOL DISTRICT

Support Staff Wages and Benefits Handbook

School Office Staff

Paraprofessionals

Food Service



July 1, 2025 - June 30, 2027

Tentative Pending Board Approval June 9, 2025

I. Job Classifications:

- A. Extended School Year Employee: An Extended School Year Employee is employed 8 hours per day for more than 185 days and less than 260 days - at least 1,480 hours.
- B. School Year Employee: A School Year Employee is employed a minimum of 4 hours per day for a minimum of 169 days—and/or at least 676 hours.
- C. Supplemental Employee: A Supplemental Employee is an hourly employee who is strictly paid by a timesheet.

The work schedule hours and calendar are determined by the supervisor.

PROBATIONARY PERIOD

New employees will serve a ninety (90) calendar day probationary period.

II. Benefits:

A. Holidays:

1. Extended School Year Employee:

Extended School Year employees receive 6.5 paid holidays. The holidays are Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, ½ day Good Friday, Memorial Day, Juneteenth, and 1 floating* holiday. A Floating Holiday must be taken on a weekday that school is not in session, with prior approval from the Supervisor.

3. School Year Employee:

School Year employees receive 3.5 paid holidays. The holidays are Labor Day, Thanksgiving Day, ½ day Good Friday, Memorial Day.

4. Supplemental Employee:

Part-time Supplemental employees do not receive paid holidays.

B. Tax-Sheltered Annuity Matching Program (403b):

- 1. Full-time/Extended School Year and School Year employees are eligible for a \$100 annual match contribution from the District toward a Tax Sheltered 403b Annuity if this amount is matched or exceeded by a contribution from the individual employee. The District contribution will be paid to the employee's account on June 30th.

C. Health Insurance:

- 1. The district's only obligation is to provide a group insurance plan for employees. The employee, as a result of a denial of insurance benefits by an insurance carrier, shall make no claim against the school district.

2. These policies concerning insurance are subject to change annually at the discretion of the School Board.
3. Extended School Year and School Year employees who work a minimum of 4 hours per day and who qualify as “full-time” per the Affordable Care Act of 2010 that qualify to participate in the District's group health and hospitalization plan and that choose to participate in the District's group health and hospitalization plan will be eligible for a contribution of up to \$600 per month toward the premium of the insurance option they have selected through the District's plan. Any additional premium or cost shall be borne by the employee and paid by payroll deduction.

Support staff that do not meet the definition of Full Time employee per the Affordable Care Act of 2010 that qualify to participate in the District’s group health and hospitalization plan may choose to participate at their own expense.

4. If two members of a family are employed by the district, the district will only make one family contribution.
5. If the provisions in this Handbook cause for penalties, fees, or fines to be assessed against the School District per the Affordable Health Care Act of 2010 prior to the handbook's expiration date, the School District will reopen the handbook for review and make adjustments to the handbook that do not cause, or that result in reduced penalties, fees, or fines.

E. Dental and/or Vision Insurance:

All support staff employees may choose to participate in the district’s group dental plan at the employee’s expense.

F. Sick Leave

1. Sick leave may be used for reasons as allowed by MN Statute 181.9447.
 - a) School Year Employees:
Sick leave will be accrued at the rate of one day per month, up to 9 days per year.
 - b) Supplemental Employees:
Supplemental employees will earn two hours of sick leave for every eighty (80) hours of work.
2. Sick leave accrued each month will be credited to an individual employee's sick leave bank at the start of the following month.
3. A sick leave day is the same as the employee's normal working day, except for in the case of supplemental employees. Supplemental employees earn hours of sick leave based on the number of hours that they work.
4. Employees may accumulate an unlimited amount of sick leave.

5. Sick leave may be taken in increments of 15 minutes.
6. Sick leave days may be used for personal illness or family illnesses.
7. Two sick leave days may be used each year for personal business that cannot be taken care of outside the normal workday, with prior approval by the Supervisor.
8. The School District may require verification from a doctor for the use of sick leave.

G. Emergency Leave:

An emergency is a situation, often dangerous, which arises suddenly and calls for prompt action. An emergency need cannot be planned out days in advance. Employees may be granted a leave of no more than two (2) days per year for situations that require an employee's immediate personal attention, and which cannot be addressed outside of the employee's workday. The days will be deducted from the employee's sick leave. An emergency leave is granted by the immediate supervisor, subject to review by the Superintendent. The Superintendent reserves the right to make the final decision to grant or deny the request for emergency leave. If denied, pay for that time will be deducted at the next pay period.

H. Bereavement/Funeral Leave:

1. An employee may be granted up to three (3) days to attend a funeral or someone in the employee's or spouse's family. The superintendent may grant up to three additional days in the case of the death of someone in the employee's or employee's spouse's immediate family. These days shall be deducted from sick leave.
2. An employee may be granted up to one day, taken in $\frac{1}{4}$ day increments, to attend the funeral of someone outside of the employee's family. This time shall be deducted from sick leave.

I. Unpaid Leave:

Employees are hired to work specific schedules as designated by the superintendent. The superintendent reserves the right to grant or deny any request for unpaid leave. Unpaid leave deductions may include pro-rated deductions in the district's contribution to health care benefits.

J. Severance Compensation:

1. Extended School Year Employees, and School Year Employees may be eligible for severance compensation based upon the following criteria:
 - a) Any employee, upon reaching age 55 and after 15 years of continuous service to ISD 857, will be entitled to severance pay based on the number of accumulated sick leave days. The reimbursement rate will be \$30 per day of accumulated sick leave.
 - b) If the employee dies before severance is paid out, it shall be paid to the employee's beneficiary, if any, otherwise to the employee's estate.
 - c) Employees will not be eligible for severance compensation if they are terminated from employment due to poor performance, not meeting expectations, misconduct, or for any other reason per District Policy 403 Discipline, Suspension, and Dismissal of School District Employees.

K. Retirement:

1. Employees, upon reaching age 55 and after 15 years of continuous service to ISD 857, and who elect to begin to receive PERA retirement benefits, may be entitled to a health premium contribution based on the number of accumulated sick leave days. This benefit is contingent upon the approval and acceptance by the insurance carrier.

2. An employee who retires before the age of eligibility for Medicare shall be eligible to remain in the existing group health and hospitalization insurance program until reaching the age of eligibility for Medicare.

3. For employees employed prior to July 1, 1993:

a. The annual district contribution will be specified as the maximum amount found in the health and hospitalization section of this agreement.

b. The maximum contribution will be paid by accumulated sick leave at a rate of 200 hours of sick leave for each year (One year's base contribution for each 25 days of accumulated sick leave.) of extended health and hospitalization coverage.

4. For employees employed on or after July 1, 1993:

a. The annual district contribution will be specified as the maximum amount for single coverage as found in the health and hospitalization section of this agreement.

b. The maximum contribution, of \$300 per month, will be paid by accumulated sick leave at a rate of 200 hours of sick leave for each year (25 full time (8 hour) days) of extended health and hospitalization coverage.

5. Employees will be responsible for any additional premium expenses if an insufficient amount of sick leave has been accrued.

6. The eligible coverage (family or single) shall be the same as was in effect at the time of retirement.

7. Benefits under this provision shall cease upon the death of the employee except when both husband and wife have been employed by ISD 857 until retirement (and both have been eligible to receive insurance coverage) in which case the survivor will be eligible for continued coverage.

8. Food Service shall be provided a school shirt to be worn when on duty. This is a benefit of employment.

2. Pay Periods:

1. Employees (not including Supplemental Employees) will have their compensation divided into 24 pay periods, after the Probationary Period has been successfully met. Paydays will be the 15th and the last business day of the month unless payday falls on a weekend or holiday. Payday will then be the last business day prior to the scheduled payday. Staff who

receive annualized pay and work additional hours than what is annualized will only be paid on the 15th of the month for the prior month's hours.

2. Supplemental Employees will be paid twice per month (15th and last business day of the month, see L1). Timesheets (approved by direct supervisors) must be in the business/ payroll office by the 6th and 20th of each month.
3. Exceptions to the prescribed paydays will be at the discretion of the Superintendent.

M. Additional Compensation:

1. Overtime:

As a general rule, overtime is not allowed. The supervisor, prior to the work, must grant approval for overtime. In the case of an emergency, and the supervisor cannot be contacted, the overtime necessary to clear the emergency will be allowed. Overtime will be paid at a rate which is 1.5 times the employee's regular hourly rate. In the event an emergency occurs on one of the following holidays: July 4th, Labor Day, Thanksgiving Day, after 12:00 PM on Christmas Eve, Christmas Day, after 12:00 PM on New Year's Eve, New Year's Day, after 12:00 PM on Good Friday, Easter Sunday, or Memorial Day, Juneteenth, the employee will be paid two times the employee's regular hourly rate. Payment for overtime may be denied if not pre-approved and deemed non-emergency.

2. Compensatory Time:

Compensatory Time may be accrued for hours worked beyond the scheduled workday for extra-ordinary circumstances that require additional time. Accumulation and use of compensatory time must be approved in advance by the Direct Supervisor and usage shall not, in any case, exceed three consecutive working days.

3. Student Transportation:

When a paraprofessional is driving a school vehicle for the purposes of transporting a student(s) to a school related activity, the paraprofessional will be additionally compensated the equivalent of \$5.00 additional per hour for the time spent driving. The minutes spent driving shall be submitted for additional compensation to the principal for approval.

N. Other:

1. Injury Reports:

Any and all injuries, regardless of their severity, shall be reported to the employee's supervisor as soon after the injury occurs as possible. In order for a claim to Workmen's Compensation to be considered valid, a "First Report of Injury" must be filed within 24 hours of the incident.

2. Emergency Closing:

- a. Extended School Year Employees are expected to work when school is not in session due to an emergency closing. Employees should communicate with Supervisor if arrival will be delayed due to road conditions or other factors. Employees, unable to report to work, may request the use of vacation, compensatory time, or may use up to

two sick (personal) days to avoid a pay deduct (via a yellow Absence Request Form).

b. School Year and Supplemental Employees

Food Service: Food Service staff will be paid for their AM shift if school is delayed or canceled after their reporting time.

Paraprofessionals Are not paid for full days that school is closed due to an emergency. However, in the event that the school day starts late or begins on time, but is subsequently canceled, the paraprofessional will be paid for the full workday. These staff may elect to use up to four sick leave days to avoid a pay deduction if school is closed due to an emergency. This desire should be communicated by the employee with an Absence Request Form that is submitted to their supervisor within the current pay period. Cardinal Club staffing needs on nonstudent attendance days are determined by the Cardinal Club Director.

3. Extended school year employees have the option of working four day weeks/10-hours days in the summer. The summer work schedule must be set up before the end of May.
4. Breaks: Employees who work four consecutive hours will be provided with a paid break, not to exceed 15 minutes.
5. Expense Reimbursement:
All employees will be reimbursed for pre-approved expenses incurred when traveling outside the district on school business at the district-established rate per District Policy 412.
6. Administration may schedule required staff trainings on nonstudent days and staff are expected to attend. Staff will be notified of these required dates/times by July 1st for the upcoming school year.

Starting Hourly Rates

New hires' starting wages are determined by the Superintendent with input from Supervisor based on employee's prior experience.

Starting Hourly Wage Minimum:

Food Service: \$15.00

Lead Secretary: \$18.00

Transportation Assistant: \$17.00

Assistant Secretary: \$15.00

Paraprofessional/Cardinal Club/Early Childhood: \$15.00

High School Student Cardinal Club Aide: \$13.00

Returning Support Staff Hourly Rate Increases:

2025-2026: +2%

2026-2027: +2%

Additional Compensation

Food Service

A Head Cook with supervision of other food service staff and with responsibility to assist/back-up Food Service Director receives an additional \$3.00 per hour compensation added to their base compensation.

A Head Cook with supervision of other food service staff receive an additional \$1.00 per hour compensation added to their base compensation.

A Head Cook without supervision of other food service staff receive an additional \$0.50 per hour compensation added to their base compensation.

Assistant Head Cooks with extra responsibilities for the food service program receive an additional \$0.40 per hour added to their base compensation.

Paraprofessionals

Paraprofessionals who hold a valid MN teaching license earn an extra \$0.50 an hour.

Lewiston Altura
Budget / Fund Balance Overview (BUDGET)
 FY26 Adopted Budget

	Beginning Fund Balance	Revenues	Expenditures	Transfers	End of Year Proj. Balance	Net Increase or Decrease
General Fund - 01						
422 Unassigned Fund Balance	352,690	7,814,300	7,231,663	(200,000)	735,328	382,638
	1.98%				8.34%	
Restricted						
403 Staff Development	-	91,376	91,376	-	-	-
424 Operating Capital	141,227	145,165	228,482	-	57,910	(83,317)
428 Learning and Development	-	103,642	103,642	-	-	-
438 Gifted and Talented	-	7,939	7,939	-	-	-
441 Basic Skills Programs	89,966	453,332	543,288	-	-	(89,966)
449 Safe Schools Levy	-	18,739	-	-	-	-
467 Long-Term Facilities Maint	411,451	582,533	582,533	-	411,451	-
Nonspendable	45,715	-	-	-	45,715	-
472 Medical Assistance	51,979	13,429	13,429	-	51,979	-
Subtotal Restricted	740,328	1,416,155	1,589,428	-	567,055	(173,273)
Assigned Funds						
Assigned-Scholarships	91,753	-	-	-	91,753	-
Assigned-Vehicles	175,000	-	-	50,000	225,000	-
Assigned-Instructional Tech	25,000	-	-	50,000	75,000	-
Assigned - Facilities/Capital	25,000	-	-	25,000	50,000	-
Assigned-Technology	25,000	-	-	50,000	75,000	-
Assigned-Curriculum	40,000	-	-	25,000	65,000	-
Subtotal Assigned - 462	381,753	-	-	200,000	581,753	200,000
Total General Fund	1,474,771	9,230,456	8,821,091	-	1,884,136	409,365
Activities Fund - 30						
Restricted/Reserved - Subtotal	136,959	150,850	150,850	-	136,959	-
Total Activities Fund	136,959	150,850	150,850	-	136,959	-
Food Service Fund - 02						
460 Nonspendable	14,227	-	-	-	14,227	-
464 Restricted	199,834	623,850	682,634	-	141,050	(58,784)
Total Food Service	214,061	623,850	682,634	-	155,277	(58,784)
Community Services - 04						
464 Restricted	60,364	203,706	138,522	-	125,548	65,184
Restricted / Reserved	-	42,933	42,933	-	-	-
431 Community Education	57,589	33,617	6,868	-	84,348	26,759
432 Early Childhood	3,771	91,741	101,741	-	(6,229)	(10,000)
444 School Readiness	-	-	-	-	-	-
Restricted/Reserved - Subtotal	61,360	168,291	151,532	-	78,119	16,759
Total Community Education	121,724	371,997	290,054	-	203,667	81,943
Construction - 06						
464 Restricted	19,159,236	-	9,184,511	-	9,974,725	(9,184,511)
Total Construction Fund	19,159,236	-	9,184,511	-	9,974,725	(9,184,511)
Debt Service - 07						
464 Restricted	80,717	2,083,328	2,024,764	-	139,281	58,564
Total Debt Service Fund	80,717	2,083,328	2,024,764	-	139,281	58,564
Total All Funds:	21,187,467	12,460,481	21,153,904	-	12,494,044	(9,693,423)

412 EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee, and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees and other reasonable and necessary school district business-related expenses.

III. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator for approval. Original, itemized receipts for necessary expenses must be attached to the reimbursement form. If it is necessary for an employee to make a purchase for the district, and then be reimbursed, the following apply:

1. All purchases must be pre-approved by the employee’s supervisor. The supervisor is responsible for assuring that adequate funds are available for the purchase.
2. All expenses must be supported by appropriate back-up and attached to the appropriate school district form.
3. Food and drink purchased while traveling on School District business will be reimbursed up to a maximum of \$15 for day trips and \$30 for overnight/extended trips.
4. Sales tax will not be reimbursed.
5. Alcohol will not be reimbursed.
6. Approved direct purchase reimbursements will be paid through payroll.
7. The purchase for goods and/or services must not exceed the pre-approved amount.
8. Gifts and flowers will not be reimbursed.

B. Automobile travel shall be reimbursed at the current Internal Revenue Service (IRS) standard mileage rate. Commercial transportation shall reflect economy fares and shall be reimbursed only for actual cost of the trip.

C. Standard mileages between buildings (one way):

	<u>Elementary</u>	<u>Secondary</u>	<u>Silo</u>	<u>St. John’s</u>
<u>Elementary</u>		0.5	3	0.5
<u>Secondary/District Office</u>	0.5		2	0.25

- D. If it is absolutely necessary for an employee to make a purchase from their personal funds, for whatever reason, the District is not obligated to reimburse the employee. The only document that legally commits the District to pay for purchases is a properly approved Purchase Order issued by the Business Office. Therefore, an employee making a purchase from his/her own funds takes the risk that they will not be reimbursed for the purchase.
- E. If a purchase is in direct conflict with the policies or procedures of the Lewiston-Altura School District, the expenditure will be disallowed.

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airlines accrue to the benefit of the school district rather than the employee.
 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The Business Office shall develop directives and guidelines to address methods and times for submission of requests for reimbursement and review these with staff at the beginning of each school year.

Adopted:	January 24, 2000
Revised:	November 9, 2009
Revised:	February 28, 2017
Revised:	January 8, 2018
Revised:	November 12, 2019
Revised:	Draft June 9, 2025

Legal References: Minn. Stat. 15.435 (Airline Travel Credit)
 Minn. Stat. 471.665 (Mileage Allowances)
 Minn. Op. Atty. Gen. 1035 (Aug 23, 1999) (Retreat Expenses)
 Minn. Op. Atty Gen. 161b-12 (Aug 4, 1997) (Transportation_Expenses)
 Minn. Op. Atty Gen. 161B-12 (Jan 24, 1989) (Operating Expenses of Car)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)

517 STUDENT RECRUITING

I. PURPOSE

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to encourage employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

III. DEFINITION

- A. The terms "undue influence" or "competing for enrollment" shall include initiating any oral or written contact with a student from another school district who participates in a school-sponsored sport or activity which solicits the student's transfer to participate in a sport or activity.
- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

IV. PROCEDURES

- A. The school board shall adopt, by resolution, specific standards for acceptance and rejection of applications for open enrollment. Standards may include the capacity of a program, class, school building, or the statutory limits to nonresident enrollment in a particular grade level, or whether the student is currently expelled for (1) possessing a dangerous weapon, as defined under federal law, at a school or school function; (2) possession or using an illegal drug at school or at a school function; (3) selling or soliciting the sale of a controlled substance while at school or a school function; or committing a first, second or third degree assault as described in state law. Standards for acceptance and rejection of open-enrollment applications are subject to the Graduation Incentives Program and may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings, or the student's district of residence.

- B. Employees who violate the provisions of the policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, school district policies, and the bylaws of the Minnesota High School League, as applicable.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minnesota State High School League Bylaws

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)

Adopted: _____

MSBA/MASA Model Policy 518

Orig. 1995

Revised: _____

Rev. 2003

518 DNR-DNI ORDERS

I. PURPOSE

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

II. GENERAL STATEMENT OF POLICY

- A. The primary mission of the school district is education. DNR-DNI orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.
- B. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.
- E. Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.
- F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI orders, shall be advised of and shall be given a copy of this policy.

Legal References: 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

Cross References: None

525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]

I. PURPOSE

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to strictly enforce its weapons policy (Policy 501).
- B. The policy of the school district is to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

III. IMPLEMENTATION OF POLICY

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.
- B. The school board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.
- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.

- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).
- G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minnesota Statutes section 121A.05.
- I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504). "Gang" as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A "pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.
- J. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504).

IV. PREVENTION STRATEGIES

The school district has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

[Note: The school board can adopt any of the prevention strategies that it intends to implement in its schools, including some or all of the following sample strategies.]

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
- C. Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students, and other youth service providers to advise on policy implementation.
- D. In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.
- E. In-service training for personnel and school board members by experts familiar with

sexual abuse, domestic violence, and personal safety issues on the following: helping students identify violence in the family and the community so that students may learn to resolve conflicts in effective, nonviolent ways; responding to a disclosure of child sexual abuse in a supportive, appropriate manner; and/or complying with mandatory reporting requirements under the Maltreatment of Minors Reporting Act.

- F. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- G. Establish a curriculum committee that explores ways of teaching students violence prevention strategies, law-related education, and character/values education (universal values, e.g., honesty, personal responsibility, self-discipline, cooperation, and respect for others).
- H. Establish clear school rules that prevent and deter violence.
- I. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- J. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.
- K. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- L. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy, and identify differences in behavior and values that conflict with their own.
- M. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.
- N. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- O. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- P. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- Q. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- R. Develop curriculum on child sexual abuse prevention for students, including age-appropriate instruction on recognizing sexual abuse and assault, boundary violations, and ways offenders groom or desensitize victims, as well as strategies to promote disclosure, reduce self-blame, and mobilize bystanders. The curriculum may be created in consultation with federal, state, and local agencies and community-based organizations, including the Child Welfare Information Gateway website maintained by the United States Department of Health and Human Services, to identify research-based tools, curricula, and programs to prevent child sexual abuse.
- S. Provide training to all school personnel on recognizing and preventing sexual abuse

and sexual violence which may include training on mandatory reporting requirements provided on the Department of Education's website and reviewing the Code of Ethics for Minnesota Teachers.

V. STUDENT SUPPORT

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be apprised of school board policies designed to protect their personal safety.
- C. Students will be provided with information as to school district and building rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

VI. PERSONNEL

- A. School district personnel shall comply with the school weapons policy (Policy 501) and the school hazing policy (Policy 526).
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.
- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment (Policy 507).

Legal References: Minn. Stat. § 13.43, Subd. 16 (Personnel Data)
Minn. Stat. § 120B.22 (Violence Prevention Education)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.64 (Notification)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)

18 U.S.C. § 921 (Definition of Firearm)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
McIntire v. Bethel School, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)
Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

Cross References:

MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 504 (Student Dress and Appearance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

Adopted: _____

MSBA/MASA Model Policy 526

Revised: _____

Orig. 1997

Rev. 2015

526 HAZING PROHIBITION

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

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

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - 5. Any activity that causes or requires the student to perform a task that

involves violation of state or federal law or of school district policies or regulations.

- B. "Immediately" means as soon as practical after the report is received.
- C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves

the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, ~~observes,~~ or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, ~~or~~ work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at ~~its~~ their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students, or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies, and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

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

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in each school's student handbook and in each school

building and staff handbooks.

- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

531 THE PLEDGE OF ALLEGIANCE

[Note: Recitation of the Pledge of Allegiance by students and instruction of students as provided in this policy are required by statute. Also, the statement in Part III., below, must be included in the student handbook or a policy guide. A local school board or a charter school board of directors may waive these statutory requirements by a majority vote taken annually. If the local school board or charter school board of directors waives the requirement to recite the Pledge of Allegiance, it may adopt a district or school policy regarding the reciting of the Pledge of Allegiance.]

I. PURPOSE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

II. GENERAL STATEMENT OF POLICY

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

III. EXCEPTIONS

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

IV. INSTRUCTION

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Legal References: Minn. Stat. § 121A.11, Subd. 3 and Subd. 4 (United States Flag)

Cross References: None

Adopted: _____

MSBA/MASA Model Policy 606

Orig. 1995

Revised: _____

Rev. 2024

606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I. PURPOSE

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

III. RESPONSIBILITY OF SELECTION

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials that:
1. support the goals and objectives of the education programs;
 2. consider the needs, age, and maturity of students;
 3. foster respect and appreciation for cultural diversity and varied opinion;
 4. fit within the constraints of the school district budget;
 5. are in the English language. Another language may be used, pursuant to Minnesota Statutes, sections [124D.59 to 124D.61](#);
 6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and
 7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
- C. The superintendent shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall

provide opportunity for input and consideration of the views of students, parents, and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development effort and may utilize advisory committees.

IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

- A. The superintendent shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.
- B. The superintendent shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.

V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

- A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.
- B. The superintendent shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.
- C. The superintendent shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.

Legal References: Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)
Minn. Stat. § 120B.235 (American Heritage Education)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)
Minn. Stat. § 124D.59-124D.61 (Education for English Learners Act)
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988)
Pratt v. Independent Sch. Dist. No. 831, 670 F.2d 771 (8th Cir. 1982)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)

Report to the School Board

June 23, 2025

By Elementary School Principal Dave Riebel

Strategic Priority 1: Student Success



- Principal for the day:

It was fun to get some key assistance on June 27 when third grader Alex Speltz took over as Principal for the Day. Alex found the winning certificate on the bottom of a lemonade in the ring toss game at this year's school carnival. Alex helped with the last fire drill of the year, declared some extra recess and pulled a prank on his classmate as some of the activities for his day.

- Walk of the Graduates:

The traditional visit by the graduating senior class to start the last day of school has become a wonderful tradition. The elementary school sits outside of their classrooms to applaud the seniors as they walk the halls to the applause. Congratulations to the Class of 2025!



- Last day Color Games – Grades 1-4 participated in our Color Games where 7 events (ie:sack race, tug of war, water noodle javelin throw) were set up on the playground. Students were part of a multi grade color team to participate in and cheer on their teammates. Thanks to all for the planning and fun!

- 5th grade graduation:

We are proud to send 39 fifth graders along to the high school after a ceremony graduating them from their elementary school experience. The class performed together in the entire grade band performance and received graduation certificates. Best wishes on the next step of your educational journey!



Strategic Priority 2: Effective Staffing

- Thank you

A thank you goes out to Renee VanderPlas and Maddie Gasca Hernandez for their many years of service at both the Intermediate School and Elementary School. Best wishes on their new positions.

We are in the process of hiring for the vacant 3rd grade and special education positions.

- Summer School set

Thank you to five staff members who agreed to instruct Targeted Services Summer School and Extended School Year (ESY) summer school in late July. We have students registered and ready to go.

Strategic Priority 3: Finance

- Funding approved:

Our elementary ADSIS team was notified via letter from the department of education that our application for competitive funding was approved. Thank you to Ms. Mehling and Ms. Zzulka for their work in instruction and documentation of learning levels for these student services.

Strategic Priority 4: Facilities

- Summer cleaning:

The Dashir team entered the elementary as soon as the students and staff departed to begin the annual cleaning process. Thank you for the continued support and efforts for cleaning, updating and improvements to be done in preparation for the 25-26 school year.

Strategic Priority 5: Community Engagement

No report this month.



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

- Congratulations to the Class of 2025. We will you the best of luck on your future endeavors.
- Congratulations to the following All-Conference Spring Athletes:
 - Golf – Riley Wigdahl, Lincoln Oslie, Eli Plass, Nora McDonald
 - Track and Field – Tyler Steele, Rylee Kennedy, Mercy Erickson, Jack Mueller, Seth Lubinski, Will Kreidermacher, and Payton Buytaert
 - Softball – Lavin LeJeune and Teagan Hartman
 - Baseball – Eli Jensen
- Congratulations to Emily Hansen and the Boy's 4x800 and 4x400 meter relay teams and alternates (Jack Mueller, Will Kreidermacher, Wyatt Kreidermacher, Seth Lubinski, Payton Buytaert, Grayson Speltz) on making it to state.

Priority 2: Effective Staffing

- Thank you to Megan Kuhn and Solomon Simon for their help this year. We wish them the best in their future.
- We currently have a science teacher opening for the high school.

Priority 3: Finance

- Thank you to all of the organizations that helped support our students by providing over \$40,000 in local scholarships to the Class of 2025.

Priority 4: Facilities

- Work is underway for the solar panel project. The posts and panels are up.

Priority 5: Community Engagement

- Look for Clipper, student council and NHS at the Heartland Days Parade.
- Thank you to Cole Mundt for supporting the speed/agility and weight room for the summer. We have a number of kids in school daily for this program.

Upcoming Events:

August 25 – 1st Day of School for Grades 6, 9 and all new students

August 26 – School for all High School Students

Dashir Management Services, Inc.

www.dashirmanagement.com

Lewiston Altura School District

Custodial / Maintenance Report

June 2025

Personnel Information

We are currently fully staffed.

Training Conducted

Staff completed OSHA required safety training on Aerial Lift Safety and Back Injury and Lifting.

Inspections

- The two scissor lifts were inspected June 5, and found to be in good working order.
- IEA completed AHEA inspection June 11.
- Waiting on H&B to replace parts that were ordered for a couple of baskets at the high school, and inspect the elementary baskets.

Progress on Projects

- MMC has ordered parts for bathrooms in the high school and will start working on the plumbing.
- Southern Lock and Glass installed the new replacement door on the storeroom in the C wing.
- Solar Connection is working on the solar panel installation at the high school. It is my understanding Mi Energy will be installing new service from the pole to the transformer at the same time.

Comments

Summer cleaning at the elementary school is winding down. The plan is to have that building done by the end of June then move to the high school.

Respectfully Submitted,
Dan Buege
Facility Manager



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

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

June 23, 2025

Meeting Agenda Items Notes

2025-2027 Support Staff and Transportation Staff Wages/Benefits Sara Daley, Daniel Kreidermacher and Luke Miller and I met with Julie and I to discuss the Handbooks and wage/benefits. Due to financial limitations and financial uncertainties from the state and federal levels, it is recommended that all of these staff receive a 2% raise for 2025-2026, and an additional 2% raise in 2026-2027. Similarly, these same wage increases are recommended for Vickie Speltz, Food Service Director, Kevin Ziebell, Transportation Director and Linda Leibfried, Cardinal Club Director.

F26 Budget Julie will be present to present the recommended FY26 budget.

Exterior Work Bid Acceptance Bids for tuck pointing and other exterior repair work were opened May 29th. Three bids were received. It is recommended to accept the bid from American Masonry Restoration for \$401,525. This bid is approximately \$175,000 under budget.

Renovation Designs ISG & InGensa were here May 21-22 to review proposed designs for the renovations. This was a follow up from the March meetings. Staff impacted by the renovations were able to meet and provide additional input to draft/more detailed design proposals. They will present ‘final’ designs at the Board meeting. Once the designs are finalized, they will proceed to construction documents for bidding purposes. Any changes after the designs are approved now, may cost additional in the way of ‘change orders.’

OTHER ITEMS

Solar Panels/Relocation of Discus Throwing Area Installation of the solar panels at the high school is well underway, and then they will go to the elementary school. It has been known from the start of this planning that the discus throwing area was subject to relocation. Ultimately, when the contractors came and looked at the area, it became apparent that this would need to happen (as opposed to just shifting of the direction of discus throwing. An area for moving the discus has been identified near the football practice field/beyond the JV softball field homerun fence. We are gathering costs for this work to be done in the fall.

Auction We are planning to have an auction facilitated by Grafe Auction, similar to what we did in 2023. They will be here July 7th to assess what we have gathered, and then that will determine our contract, as well as the timing/duration of the online auction. It is our goal to have the auction completed and items picked up by the end of July.

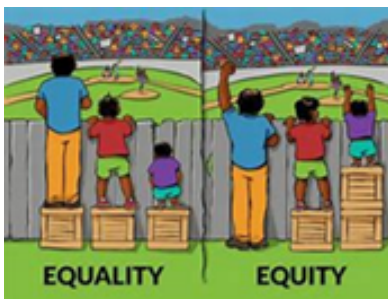
Crisis Management Planning June 17-18, Dave, Cory and I with Lewiston Police Office Ben Coop attended *Standard Response Protocol* and *Standard Reunification Method* training. SRP is a variation of ALICE that our district has been doing for several years. We are going to update/modify our response protocols under the SRP models because of its clarity, comprehensiveness of all types of situations that may require responses, and the quality of informational and educational materials it provides. We will use this information for the staff response and reunification training we will be doing August 19th.

Lewiston Heartland Days Parade, June 28th Please let me know if you would like to walk in the parade or ride the bus as part of our parade entry.



Enrollment

Enrollment	K	1	2	3	4	5	6	7	8	9	10	11	12	Total Students	ADM
May 29 2025	38	26	36	38	25	39	38	38	37	55	58	48	56	532	590.4
July 1 2025	27	38	26	36	38	26	39	37	37	43	55	58	49	509	555.2



Equity is important in all our decision making.