

Lake of the Woods School Employee Handbook



Lake of the Woods School

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LAKE OF THE WOODS
School

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Administration

Steve Wymore -Superintendent
Mark Nohner -High School Principal
Jeff Nelson -Assist. Admin./Elem.Principal
Reed McFarlane- Bldg. /Grounds Supervisor
Joyce Fadnes -Social Worker
Jenny Cole-Interventionist
Brian Novak -Activities Director
Lisa Beil-School Nurse
Daniel Viste -Technology Coordinator

District Office Staff

Sharon Feldman -Business Manager
Nancy Olson-Admin.
Asst./AR/AP/Payroll/Student Act.

Elementary Secretary

Deb Burns -Elementary Secretary

High School Secretary

Laurie Baade -High School Secretary

Paraprofessionals: Secondary and Elementary

Lauri Canfield-Secondary
JoLynn Cooper-High School
Pat Dittrich-Elementary /Secondary
Carol Edstrom-Elementary/Secondary
Carrie Hasbargen-High School Media
Kelli Pelland-Media
Stephanie Plutko-Elementary
JJ Olson- Title I
Deb Anderson-AOM
Wendy Storbeck-Kindergarten Title I
Stacy Strand-ECSE /Elementary
Brenda Weniger-Winans-Elementary

Custodial Staff

Bertel Anundson
Larry Eason
Kurt Nuss
Steve Johnson
Dale Fuller
Dawn Reinhart
Brenda Weninger-Winans

Food Service

Brenda Wahl-Head Cook
Monica Buegler
Liz Lockner
TBD
Jackie Pearson
CeCe Charlton-Clerk

Community Education

Ralph Christofferson-Director
Lisa Beckstrand-Pool Supervisor
CeCe Charlton-Coordinator

Elementary Staff

Judy Beckman-Kindergarten
Lynn Beyer-1st Grade
Louise Cook-Title 1
Sarah Duffy-3rd Grade
Sandy Eaton-1st Grade
Carol Erickson-2nd Grade
Cindy Hanson-Special Education
Pam Horntvedt-Head Start
Mary Johnson-1st Grade
Jenny Moorman-6th Grade
Brenda Nelson-4th Grade
Sue Nohner-ECSE
Nyla O'Connell-2nd Grade
Laura Jo Pieper-5th & 6th Grade
Andrew Pierson-3rd Grade
Amy Potts-Speech Therapist
Ron Rudd-5th Grade
Colleen Stanton-Kindergarten
Kellie Nordlof-Special Education
Elaine Sunne-Special Education

Secondary Staff

Kathi Berggren-Elem & HS Vocal Music
Deb Carlson-Art Education
Matt Grover-Science
Katie Hasbargen-Industrial Technology
Don Krause-Social Studies
Robert Laine-Business Education
Marilyn Mai-English
Connie Marvin-French
Jennifer Moeller-English/Yearbook Advisor
Becky Mollberg-Science
Brian Novak-Social Studies
Mike Pepera-Social Studies
Deb Perala-English
Curt Storbeck-Health/Physical Education
Marilyn Sugden-Special Education
Elaine Sunne -Special Education
Liz Tange-Elem. Voc. & H. S. Instr. Music
Gretchen Thompson-Special Education
Erin Van Eps-High School Math
Coni Waibel -Mathematics

Early Childhood Family Education

Theresa Brown-Coordinator/Instructor
Muriel Crandall-ECFE Aide

Bus Drivers

John Batko
Barry Berggren
Wallace Beyer
Linda Burke-ECSE Driver
Rollie Fuller
Carrie Hasbargen
Barb James
Ray Johnson
Steve Johnson
Kurt Nuss
Jack Olson
Phil Shannon
Brenda Weninger-Winans

Transportation Fleet Maintenance

Dale Fuller-Mechanic
John Batko-Mechanic Assistant

Lake of the Woods School's Mission and Strategic Goals

Vision

The Lake of the Woods School District envisions a community where students are supported by a caring partnership among students, family, school and community to reach their greatest potential as human beings so that they can live productive and fulfilling lives in a changing society.

Mission

The mission of the Lake of the Woods School District is to create opportunities through caring partnerships for students to think creatively to solve problems and be enabled to succeed in their own particular learning styles.

Strategic Goals

1. Ensure an exceptional education for all students by ensuring there are quality teachers and staff employed.
2. To provide financial options including, but not limited to bond issues, capital levy referendum, and operating referendum to regularly maintain the facilities of the Lake of the Woods Public Schools, to build back the operating fund balance, and to develop a steady source of revenue to facilitate a continuous upgrading of electronic technology.
3. To collaborate with federal, state, and local government units to build business and community partnerships which support and expand educational opportunities for all students.
4. To encourage school board members to participate in training that will help them to continue learning and growing as effective leaders and advocates for enhanced student achievement.
5. Ensure a safe, secure, and orderly environment for all.
6. The district will offer coherent curriculum, with a connection from pre-k to grade 14, which will be designed to offer students skills to be competitive, a school-to-career approach.
7. Offering more options using online resources will be explored and implemented as feasible.
8. Offering all-day, every-day kindergarten.
9. New staff will be recruited and hired with an emphasis on those with masters' degrees and multiple licensures.
10. District staff will continue to explore additional business partnerships, and implement as feasible and having high potential for success.
11. Continue to find new ways to meet special populations' needs.
12. Identify and implement cost containment measures.
13. Develop and implement a communications plan which advertises the school.



LAKE OF THE WOODS
School

Message from Superintendent Steve Wymore

Lake of the Woods Public School welcomes you as a new or experienced employee in our school district. There is a clear statistical basis from educational research that the biggest single indicator of student success is the quality of instruction in the class room. We welcome you as a member of a very successful team of professionals dedicated to the success of all students.

The purpose of this handbook is to provide meaningful information that will enhance your performance as an employee of Lake of the Woods Public School. We hope you will assist us in developing the usefulness of this document with suggestions for improvement. The staff directory provides names and telephone extension numbers of persons who can provide you more detailed information about topics covered in the handbook. Complete policy and procedure manuals are available and your supervisor can advise you of their location at your work site.

We expect that you will become familiar with the topics addressed in the employee handbook so that your responses for various activities will comply with the policy and procedures of the Lake of the Woods School. We have tried to anticipate topics of interest and have outlined appropriate actions for employees to minimize conflict and enhance cooperation.

I encourage you to read the Lake of the Woods Employee Handbook and other information available to you. Becoming an informed member of an organization is not a passive activity, it requires some effort. Because we deal with a great volume of information on a daily basis, choosing the important information to retain will be where your efforts should be focused.

Working together we can continue the pursuit of excellence and opportunities at Lake of the Woods Public School.

Sincerely,

Steven R. Wymore
Superintendent

Getting Started

Sign-up Procedures

A potential applicant/or newly hired employee needs to complete their pre-employment paperwork, they may contact the district office at which time the district office personnel will provide the individual with the necessary and appropriate forms, applications, registrations, permissions and legal documents for employment.

Work Year

All the employees are separated into groups based upon their position in the organization. An individual's position determines the work schedule they will follow. Teachers and all MSEA employees work 180 days. Secretaries work a total of 202 days. Bus drivers' are paid for a minimum of 2 hours per route. Teachers and custodians work 8 hour days, secretaries work 7.5 hour days, and paraprofessionals work 6.75 hour days.

Copier Identification Number

To facilitate management of the copier costs for the Lake of the Woods School District, a code is required for access to the copier. The code is 4 to 6 digits long and is assigned by the Technology Coordinator (Daniel Viste). The code is first entered into the machine which is followed by a pressing of the "ID" key on the copier. This will allow you to access all of the features of the copy machine. At the end of every month the total number of copies, faxes, printer pages, etc. are reviewed by administration.

Time Clock

All hourly employees are required to "clock in" at the beginning of their duty day. At the end of the duty day these same employees are expected to "clock out." Beginning in the 2008-2009 school year, a biometric time clock system was implemented. This system will require your thumb print and digital code for "clock in" and "clock out" functions. If for some reason you forget to "clock in" or "clock out," you should immediately notify the district office. Time clock biometric units are located in the receiving area, pool area, and high school work room.

School Vehicle Requisition

The Lake of the Woods School District maintains a fleet of vehicles for personnel who need to travel to conduct school business or attend off-site training. Forms for requesting the use of a school owned vehicle are available in the district office, elementary and high school work rooms. The forms must be completed by the employee making the request. The completed form is then submitted to the requesting employee's direct supervisor for approval. The approved vehicle request is transmitted to the bus garage where a school owned vehicle, if available, will be assigned. The request form with the assigned vehicle will then be returned to the requesting employee.

If no school owned vehicle is available to accommodate the requesting employee's need for transportation, with approval from their direct supervisor, the employee's personal vehicle may be used. If an employee must use their personal vehicle to conduct school business or attend an off-site training, the employee must complete a claim form for mileage reimbursement. Claim forms are available in the district office, elementary and high school workrooms. Reimbursement will be at the current IRS rate for mileage reimbursement.

Maintenance/Information Technology Work Order Request

Work requests for facilities or IT maintenance are to be submitted using **SCHOOL DUDE**. Your user name is your school email address. You will need to get a password from Technology Coordinator, Daniel Viste. The URL address for **SCHOOL DUDE** is:

<https://login.schooldude.com/login.asp?ProductID=MySchoolDude>

Once your work order request has been submitted using **SCHOOL DUDE**, you will receive an email confirming receipt of your request. A subsequent email will inform you about the date and time the repair is scheduled. When the work has been completed you will receive an email notifying you of the work completion.

This system is used for tracking requests, types of requests, costs, employee time, etc. Paper or Emailed requests will not be accepted as a work orders. All work requests must be submitted through **SCHOOL DUDE**.

Resignations/Reduction In Force/Dismissals

Resignation

The first step for an employee who wishes to resign is to submit in writing, to their immediate supervisor, their resignation. The next step is for them to sit down together and discuss what the circumstances are and if a resignation is the most appropriate step.

Reduction in Force

If there is a reduction in force, there are ways to establish who will be the first to be reduced. The first step is to refer to the seniority list according to the job classifications and this will be used for reduction in hours, layoffs, and recalls from layoffs. Generally, employees shall be laid off in inverse order according to their seniority in their job classification.

Dismissal

The dismissal of an employee is up to administration. There shall be a significant reason for the dismissal and shall be supported by appropriate documentation. An employee may be dismissed after going through the disciplinary process and are at the final stage. The brief process for employee dismissal is as follows:

The supervisor/principal gives an oral warning to the employee.

A second oral warning will be given, and a letter will be written to the employee. A copy of the letter will be forwarded to the district office and placed in the personnel file of the employee.

A performance improvement plan will be required.

The supervisor/principal and superintendent will meet with the employee if deemed appropriate.

If performance does not improve, the employee will be recommended for dismissal.

Salary Determination

Deductions-Union Dues/Fair Share

The business manager (Sharon Feldman) will deduct from each employee's check the mandatory deductions for federal and state withholding taxes, social security, and retirement. Other mandatory deductions that may be applicable are tax levies, child support, alimony, and bankruptcy.

There may also be deductions for voluntary contributions (insurance premiums, tax-sheltered annuities, flexible benefits, etc.) which must be authorized by the individual employee.

Placement On the Salary/Wage Scales

The Lake of the Woods Education Minnesota (LOWEM) and the Minnesota School Employees Association (MSEA) have negotiated master agreements which direct the initial placement of personnel on the salary schedule. Please refer to these master agreements or individual contracts for salary and wage scales.

Your Teaching Licenses

Staff Development Committee

The Lake of the Woods Staff Development Committee receives requests for teachers and paraprofessionals to attend workshops and conferences held outside of the district. The request forms are available in the elementary and high school workrooms. When the form has been completed, it should be submitted to the Staff Development Chair, Liz Tange, for approval by the Staff Development Committee. You will be notified by Liz Tange of the Committee's action on your request. Participants are responsible for coordinating their own transportation, food and lodging for the conference or workshop.

Continuing Education Committee

Hours accumulated at a conference or workshop may be submitted on a continuing education clock hour form. Completed forms should be submitted to the Continuing Education Committee Chair, Sandy Eaton.

125 clock hours of continuing education credit are required for teacher license renewal. Applications for license renewal may now be submitted electronically.

Personnel Records and Information

Updating Personal Information

If any employee needs to change their personal information, they must immediately notify the district office. An employee may need to update personal information if they were to move, get married, or divorced, etc. There are many different circumstances that may require an employee to update personal information. The only employees that have the authority to make updates are those in the district office. If you need to fill out a W4 again due to different circumstances, your name must match that on your social security card.

An employee receives an emergency contact folder when they are hired. The items contained in the folder may need to be updated and you will need to notify the district office of these changes. It is the responsibility of the employee to keep personal information current.

Compensation

To attract and retain the most qualified teachers and support personnel, Lake of the Woods School maintains competitive salaries.

Payday/Direct Deposit

All employees are paid monthly which is the 15th of every month. If the 15th falls on a weekend or banking holiday, payment will be made the day prior. It is mandatory for all employees in the school district to have their paycheck deposited directly into their personal bank, savings & loan, or credit union account. Direct deposit forms are available in the district office.

Penalty for Failure to Provide Certification

Employment contracts are issued to all certified staff. These contracts are contingent upon the employee securing and continuing to maintain a valid certificate issued by the state of Minnesota. Salary adjustments will be made to comply with the certificate level which needs approval by the superintendent and district office personnel. Certified staff must hold a valid Minnesota certificate in the field in which they are assigned. If a person is unable to appropriately be certified the daily pay rate may be adjusted accordingly.

Vacations and Holidays

Employees who earn vacation will accumulate hours based on language contained in the applicable contract. The MSEA recognizes the following holidays:

Holidays

Labor Day

Good Friday/or Easter Monday

Thanksgiving Day
Presidents Day
New Years Day
Christmas Day
Memorial Day

*For year-round, non-union employees add:
Day after Thanksgiving
Christmas Eve
4th of July

*On those days that are legal holidays to hold school, snow make-up days may be implemented.

If teachers choose to be in the school building on a holiday, they must first sign-up with the Elementary or High School principal. Teachers are not to open the building for anyone else. If the teacher brings their children to school on a holiday, the children must remain in the classroom of the teacher's main assignment and not be anywhere else in the building.

Vacation

Only 12 month employees are eligible to receive any vacation time.

Benefits

Benefits are a large part of the total compensation package and they are designed to meet the needs of Lake of the Woods School employees. In order to meet these needs these benefits are continually being updated and reviewed to ensure that the best benefits are being offered to our employees. The following list is a general overview of the benefits that Lake of the Woods School provides. It is in the best interest of all employees to familiarize themselves with the benefits package and all the plans that are offered. Employees who do not receive these benefits are community education employees, the ECFE child aid, coaches, and the enrichment coordinator.

Insurance

Insurance benefit rates run from July 1, 2010-June 30, 2011. Only employees that are eligible may receive any of the benefits that are provided by the school district.

Health Insurance

Premium costs run July, 1 2010-June 30, 2011 and BCBS Deductibles run the calendar year. The 2010-2011 monthly insurance premiums are as follows:

First Dollar
Single- 672.00
Family- 1680.00

500 Deductible
Single- 553.00
Family- 1384.00

VEBA 833
Single- 505.00
Family- 1264.00

Dental Insurance

The 2010-2011 monthly premiums for dental insurance are as follows:

Single- 23.40
Family- 71.05

These premiums run from November 1, 2010-October 31, 2011.

Life Insurance

The School District will provide term life insurance in the amount of \$50,000 to each teacher who qualifies for and is enrolled in the School District's group term life insurance plan. MSEA employees and custodial staff receive life insurance in the amount of \$25,000. All other staff please refer to individual contracts. Extra life insurance can be purchased by the teacher in increments of \$1,000. The amount an individual pays per pay period is determined by the individual's circumstances and may be found in personnel records.

Disability Income Insurance

The School District will provide long-term disability insurance.

Workers' Compensation

In staying within the regulations of state and federal laws, any employee that is injured on the job shall have the choice to receive worker's compensation. The injury must have arisen out of the course of employment. The employee needs to notify the district office of the injury immediately and no later than 30 days from the incident. If an employee fails to notify the district office of the injury within the set time frame, the employee may be subject to disciplinary action. School District employees collecting workers' compensation insurance may draw sick leave and receive full salary from the School District with his/her salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from his/her sick leave.

Reporting An Injury

Employees are required to report any injury, accident, or safety hazard immediately to their supervisor(s). Minor cuts or abrasions must be treated on the spot. More serious injuries or accidents will be treated accordingly. All injuries must be reported on a report of injury form available in the district office or nurse's office.

Flexible Spending Accounts

Flexible spending accounts are set up through Region 1. A Flexible Spending Account, or FSA, is an employee benefit program that allows you to set aside money, on a pre-tax basis, for certain health care and dependent care expenses. All employees who wish to take part in this benefit must have their paperwork submitted to the district office no later than August 31st.

Tax Deferred Annuity and Other Investment Opportunities

A 403B plan is a tax advantaged retirement savings plan available for public education organizations. All public school employees are eligible to take part in a 403B program. Simply put, employee salary deferrals deposited into a 403B plan are made before income tax is paid on it, and allowed to grow tax deferred until the money is taxed as income when taken out of the plan. You must notify the district office with a signed letter authorizing the district to withhold a specified amount from your monthly paycheck which is then paid to your 403b vendor on your behalf. New IRS rules apply to 403b plans and school accountability for employee contributions. There are a limited number of vendors who are willing to comply with the new IRS rules and a list of eligible vendors is available in the district office.

TRA

Teacher's Retirement Association is a benefit that is given to all employees in certified positions. There is a 5.5% payroll deduction and the school district then matches at the same rate.

PERA

Public Employee Retirement Association is a benefit that is provided to all non-certified employees of the school district who qualify. There is a 6% deduction from the employee's monthly paycheck for the employee's contribution. School district contribution is: effective January 1, 2010- 7.00%.

Opportunities

Professional Development

Lake of the Woods School District provides training for staff members to work effectively with the Minnesota Academic Standards and to work with the students as they strive to achieve

those standards. The school district places high priority on staff development through activities, programs, and half-day in-service activities to implement the Minnesota Academic Standards effectively. In-service, staff meetings, district and building level professional development programs and plans focus on improving implementation of Minnesota Academic Standards.

There is paraprofessional training for those who assist a licensed teacher. This training includes emergency procedures, confidentiality, vulnerability, reporting obligations, discipline, policies, roles and responsibilities, and building orientation. As needed, the training will occur over the course of the school year.

Certification

It is the responsibility of all certified employees to obtain and maintain the appropriate certification.

Licensing

It is the responsibility of the teachers to establish and maintain a valid Minnesota Teaching License. The school district has the potential of suffering a reduction in state aid if proper licensure is not maintained. The school district asserts it is a teacher's duty and responsibility to maintain a current and valid teaching license. Areas of licensure are maintained on the district seniority list. A copy of a valid teacher license must be on file in the district office.

Additionally, under the No Child Left Behind Act's Highly Qualified Teacher provision, the teacher's valid license is to be conspicuously displayed in the teacher's primary room of assignment.

Employee Recognition

Every year, one employee is chosen by the teachers for providing excellent service to the school district including all staff and students. The award is the "Teacher of the Year" award and is the first step to being chosen the "Minnesota Teacher of the Year."

Standards of Conduct

Code of Ethics

Each teacher, upon entering the teaching profession assumes a number of obligations, one being, adhering to a set of principles which defines professional conduct. This set of standards sets forth the education profession and the public it serves standards of professional conduct and procedures for implementation. This code applies to all individuals licensed according to the rules established by the Board of Teaching.

The standards of professional conduct are as follows:

A teacher shall provide professional education services in a nondiscriminatory manner.

A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.

In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.

A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.

A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.

A teacher shall not deliberately suppress or distort subject matter.

A teacher shall delegate authority for teaching responsibilities only to licensed personnel.

A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.

A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

Chain of Command

A public school is a hierarchical organization where every entity in the organization, except one, is subordinate to a single other entity. In an educational organization, the hierarchy usually consists of a school board at the top with subsequent levels of power beneath them. This is the dominant mode of organization among large organizations; most corporations, governments, and organized religions are hierarchical organizations with different levels of management, power or authority. For example, the broad, top-level overview of the general educational organization of the Public School consists of the School Board, then the Superintendent, then the Principals/Supervisors, and so on.

Members of education organizational structures chiefly communicate with their immediate superior and with their immediate subordinates. Structuring organizations in this way is useful partly because it can reduce the communication overhead.

Communicating school related issues to a supervisory level above your direct supervisor is **insubordination**. The appropriate action on an employee's part is to discuss school related issues with your direct supervisor before sharing the same issue with your supervisor's

superiors in the chain of command. Discussion of your concern with any of your supervisor's superiors must be done with your supervisor's knowledge and consent. The only exception is in the case of harassment by your immediate supervisor.

As an educational organization seeks to improve its performance, feedback helps it to make required adjustments. When a supervisor receives feedback, they decide how they will apply it to enhance the educational organization's performance. To find the greatest level of success in an educational organization, working with other people, an employee should learn how to offer feedback through the chain of command.

Disciplinary Action

Lake of the Woods School District has set into action a progressive disciplinary process which is used when appropriate to produce a positive corrective action. The disciplinary action that may occur from violating the school's policies and procedures may range from an oral reprimand to the extreme of termination. Discharge may occur due to the nature of the violation and whether the violation was intentional or if the employee had knowingly done this prior to this occurrence. Misconduct that would result in disciplinary action is as follows but not limited to this list:

- Unprofessional conduct
- Failure to follow the organizational chain of command
- Failure to observe rules, regulations, policies, procedures and standards of the school district
- Continuing neglect of duties
- Personal and/or immoral misconduct
- Use of illegal drugs, alcohol or any other chemical substance on the job
- Deliberate and serious violation of the rights and freedom of other employees, students, parents, or other individuals in the school community
- Activities of a criminal nature
- Failure to follow the canons of professional and personal ethics
- Falsification of credentials and experience

The different forms of discipline that may be used in this process are that of oral warning, written warning or reprimand, probation, disciplinary suspension, demotion or leave of absence with pay, or leave of absence without pay, and dismissal/termination or discharge of employment. The procedure used to enforce this policy starts with the employee's supervisor who advises the employee of the conduct which is causing the disciplinary action either orally or in writing, then provide directives to the employee to correct the conduct, forward copies of all written documentation to the administrator in charge of personnel for filing in the employee's personnel file, allow time for the employee to correct the action and specify the expected level of performance of conduct to be required. The school reserves the right to immediately discipline, terminate, or discharge an employee as appropriate.

Leave

Lake of the Woods School recognizes the fact that there may be issues that come up that will require an employee to take time off for different personal situations. There are several different leave options that are designed to be flexible and consistent with the employee needs but also comply with the legal leave requirements. The type of leave the Lake of the Woods School offers is as follows: family and personal sick, personal, disability, extended, military duty, sabbatical, jury duty, and family and medical. All leaves are renewed July 1st of every year.

Sick Leave

Employees who are full-time employees will attain sick leave days each month (according to individual contracts) of service in which the employee was employed by the school district. The sick leave days will be credited at the beginning of the school year and any unused days can be accumulated up to a maximum of 150 days for less than 12 month employees. Sick leave may only be taken if the employee is found to be ill, have a disability, is injured and may not work and medical appointments. Sick leave requests need to be submitted and approved by the school district. Forms for documenting sick leave are available in the administrative offices and must be completed by the employee for leave to be deducted from accumulated sick leave. The district retains the right to require a doctor's certification that the leave was occasioned by illness.

Personal Leave

A staff member is given 3 personal leave days per year for a full-time position. The school district does have the ability to refuse such a request if the school district is unable to find an adequate substitute. Personal leave requires no reason for the request. At the end of the year, an employee may be entitled to "carry-over" personal leave days or be reimbursed for up to 50% of their daily rate for unused leave as per contract language. You must notify the District Office of your intent to carry-over leave or receive reimbursement by May 30th of the current year.

Disability Leave

This is a leave that may be taken for personal illness or family illnesses. This leave may not be used for recreational purposes. Employees will receive days of disability leave in which they will not take a loss in pay during the school year for full-time employees. You may accumulate up to 150 days at which time you have reached the maximum. Part-time employees receive disability leave at a pro-rated amount in relation to full-time employees.

Extended Leave of Absence

An extended leave of absence is one which may be granted without pay or benefits to any teacher upon written application for any reason and needs to have the school district's

approval. Upon returning from leave the employee is able to return to their same position with the same salary, benefits, and seniority.

Military Duty Leave

An employee of the Lake of the Woods School District has the ability to take a leave due to military duty and return to their same position or one of equal value.

Jury Duty Leave

Employees who are subpoenaed or receive a summons for jury duty and are required to attend will serve with no loss of pay. Jury Duty leave is not deducted from personal leave. During school connected court appearances there will also be no deduction in pay unless it is a case which you have brought against the school system. The jury duty salary deduction will be equal to the amount of pay the employee receives from their jury duty services.

Family and Medical Leave Act

Lake of the Woods School is in full compliance with the Family and Medical Leave Act (FMLA). The FMLA grants employees that are qualified a twelve week leave of absences that is unpaid every twelve months. The FMLA may be used in several different situations including: the birth of a child, the adoption of a child or the placement of a foster child, to care for a sick spouse, child, or parent, and the employee's own serious health condition.

To be an eligible employee for FMLA you must have been employed by the school district for at least twelve months and for at least 1,250 hours during the prior twelve-month period. With limited exceptions, any eligible employee who takes leave under FMLA is entitled to be restored to their job or an equivalent position.

Policies and Procedures

Equal Employment Opportunity/ Equal Educational Opportunities

The Lake of the Woods School Board does not discriminate on the basis of gender, age, race, color, disability, religion or national origin in the educational programs and activities or admissions to facilities operated by the School Board or in employment practices. It is the express policy of the Board to comply with all appropriate laws and regulation relating to discrimination. Complaints or grievances regarding this policy may be addressed in accordance with the grievance policy found in the master agreements.

Employee Background Checks (Policy Manual, 404)

This policy is set in place to ensure there is a safe and healthy environment for the students as well as employees. There will be a criminal background check on all applicants that receive an offer of employment with the school district or such other background checks as provided by the policy. The school district policy also allows supervisors the authority to initiate background

checks on volunteers, independent contractors and student employees within the school district.

Identification and Security Badges

All employees of the Lake of the Woods School District are required to wear a photo identification card during school hours.

Keys and “FOB”

Every employee is issued a “FOB” (keyless entry) to access the school building and weight room. Keys are also issued to the employee for rooms to which he/she needs access. These keys and the “FOB” are not to be given to anyone and are to be turned in at the end of employment.

Political Involvement

Political entities do have the legal right to conduct meetings on the school district’s location.

The School District endorses no political party or candidate running for office. School personnel are prohibited from using school time, equipment, resources or facilities to engage in political activities. School employees are prohibited from endorsing a candidate or referendum position while acting as an employee of the school district. Employees can engage in political activities on their personal time only.

Personnel Attire

The Lake of the Woods School Board expects that all employees dress in a professional manner. The dress should be appropriate for the position being held. Teachers’ attire should be business casual unless classroom activities call for more rugged wear clothing.

Personnel Time Schedule

Each employee will be informed by their supervisor of the daily starting and ending time of employment service. Employees earning an hourly wage will be expected to clock-in at the beginning of their work duty and to clock-out at the end. If an employee forgets to clock-in or clock-out, they must immediately notify the district office. An office staff member will then authorize the clock-in or clock-out time missed.

Staff Meetings

Regular staff meetings are a necessary part of the school district’s operations. Each school shall have a schedule for staff meetings on a regular basis. The staff development committee calls special staff meetings which may include items on development, continuing education, and/or workshops as they are deemed necessary. All staff members are required as part of their employment responsibilities to attend all such meetings that are called by their immediate supervisor/principal/superintendent or staff development committee.

Health and Safety

It is the Lake of the Woods School District's responsibility to ensure the health and safety of all employees and students. It is also the responsibility of all employees to follow safe working practices, obey rules and regulations, and work in a way that maintains the high health and safety standards developed by the school. Health and safety needs to be considered as part of all operations of the school which includes: athletic events, extra-curricular activities, community events and student transportation.

Neat and Orderly Workspace

It is the responsibility of every employee to keep the workspace of their primary assignment and all spaces in which they work in a neat and orderly fashion. To comply with the Minnesota State Fire Code all paths of egress from a room (including a storage room) are to be kept clear of any obstruction. Items are to be stored on shelves whenever possible and off of the floor where individuals may walk to leave a room.

Items should be stored on shelves in a safe way so as not to create any danger to persons occupying the space. Items stored on shelves may fall and injure someone. Every attempt must be made to insure the safety of all persons from falling objects.

Drug-Free Workplace

This policy prohibits the use of alcohol, intoxicating substances and controlled substances without a physician's prescription. It is a violation of this policy for any student, teacher, administrator, other school district personnel, or member of the public to use controlled substances, intoxicating substances, and alcohol before, during, or after school hours anywhere on the schools grounds. Disciplinary action will be taken upon anyone who violates this policy at any time.

Complaint Procedures

The school district takes all complaints or concerns by students, employees, parents or other individuals seriously. The first step in the complaint process is to understand the complaint and report it to the school district in written form, which is strongly recommended, or to report it orally. Once the complaint is received it is reported immediately to the supervisor of the person who received the complaint. The person receiving the complaint needs to make certain of all the details before submitting the complaint to their supervisor.

The next step is to determine the seriousness of the complaint and whether there needs to be an investigation by the administration.

The last step is for the appropriate administrator to respond to the complaining party in writing. In this letter the outcome of the investigation needs to be included and any of the appropriate actions or corrective measures that were completed to solve the complaint.

Sexual Harassment Policy (Policy Manual, 413)

Sexual harassment is the unwelcomed sexual advances, sexual favors that may be requested, sexually motivated physical conduct or other verbal or physical conduct or the communication of a sexual nature. It is the responsibility to ensure a healthy and safe environment for all those involved with the school district. It is against policy for any pupils, teachers, or administrators or other school personnel to harass anyone within the school district in a sexual nature through behavior or communication. The school district will investigate all complaints whether they are formal, informal, verbal or written. For complaints governed by this policy against a co-worker, your direct supervisor must be notified of the initial complaint. Supervisors who violate Policy #413 must be reported to the superintendent. If a complaint governed by this policy is against the superintendent, Lake of the Woods School Board Vice-Chair, Tim Lyons, has been designated to be the human rights officer to whom you should report.

Personnel Records

It is important for the school district to collect and maintain the personnel data of all employees. All the data on employees that is collected, created, received, maintained or disseminated by the school district which is considered public by federal law shall be accessible to the public who wishes to view this data. All the other data is considered to be private and confidential and is not to be viewed by anyone other than the employees who are responsible for maintaining employee records. Personnel data is the data on individuals that is collected because they are or were employees of the school district, applicants for employment, volunteers for the school district, or members of or applicants for an advisory board or committee. Examples of public personnel records would be: name, identification number, actual gross salary, salary range, actual gross pension, etc.

Use of Electronic Resources

The Lake of the Woods School District understands that electronic media provides access to a wide range of instructional resources to enhance the educational opportunities of all individuals. All use of electronic resources must be in support of an employee's assigned responsibilities. The opportunities for the use of electronic media are set with a limited amount of access. It is only to be used for classroom activities, educational research, and professional or career development activities. Users of the internet are to use their access through the district system to further their educational and personal goals that are consistent with the mission of the school district and its' policies. The school district has the right to inspect and investigate all items stored within the school districts computer systems.

Schools and Community

It is important for the school district to convey to employees and to the general public the important role of community education within the district. The support of the public education system is dependent upon the confidence which the public has in its schools. It is important for all employees to represent the school system in an appropriate manner. It is in the best interest of the school district for employees to be involved with the community's activities.

This is beneficial for developing good public relations and for strengthening the schools and the community.

Reporting Child Abuse

It is the responsibility of all employees in the school district to comply with Minnesota Statute 626.556 which requires employees to report any signs or suspicions of child abuse. You are responsible to report your suspicions or signs of child abuse to law enforcement or social services. The Lake of the Woods School Board Policies also require an employee to report signs or suspicions of child abuse to the administration. It will be a violation of this statute if any employee fails to do so immediately. A child is any individual under the age of 18 years of age.

Observance of Copyright Regulations

The school district has established that they reserve proprietary rights of the school district's documents. If an employee creates a document that needs to be signed, a copy of such document must be filed with the district office and ensure that other acts are performed to secure the rights of the school district relating to such documents. All employees need to ensure they follow copyright regulations when writing, printing or copying documents to ensure they are giving credit to the individual that created that particular document.

Prohibition Against Discrimination, Harassment and Bullying (Policy Manual, 413)

Under Lake of the Woods School District Policy, discrimination, harassment, and bullying are not tolerated under any circumstances and are dealt with immediately. The school district has committed itself to nondiscrimination in all its educational and employment activities. The district prohibits unlawful discrimination, harassment, or bullying on the basis of race, color, ethnicity, national origin, sex, pregnancy, religion, age, or disability. The district also prohibits retaliation against any employee or student who has exercised their rights under state and federal laws.

Drug and Alcohol Testing (Policy Manual, 416)

The School Board recognizes the significant problems that are created by drug and alcohol use in the society in general and particular in the public schools. The board also recognizes the important contribution that public schools have in shaping the youth of today into the adults of tomorrow.

The board believes that it is important to create an environment that is free of drugs and alcohol which in turn creates a safer, healthier, and more productive environment.

All employees who transport students will be required to undergo the drug and alcohol testing in accordance with the federal and state law in addition to the applicable provisions in the policy.

Communicable Diseases or Conditions/Bloodborne Pathogens (Policy Manual, 420)

It is the responsibility of the school district to respond to these conditions effectively while respecting the privacy of all students, employees, contractors, and those that may be infected. Some of these different types of diseases would be but are not limited to Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis.

Student Sex Nondiscrimination (Policy Manual, 522)

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex. It is the responsibility of every school district employee to comply with this policy.

The Lake of the Woods School Board has designated Mark Nohner, the High School Principal, as its Title IX Coordinator. It is Mr. Nohner's responsibility to lead the district's efforts to comply with and carry out its responsibilities under Title IX.

Crisis Plan

In accordance with Lake of the Woods School District Policy #806 Crisis Management Policy a Crisis Management Plan has been developed and is available in a one inch red three ring binder for every room in the school. Additionally, a folded multiple page pamphlet with a florescent green cover contains the Crisis Plan essentials for quick reference. The plan has been organized by currently anticipated crisis situations that may arise. It is the responsibility of every employee to familiarize themselves with all of the plans. The plan is reviewed annually and updates to the Crisis Management Plan are approved by the Crisis Management Committee. When these updates are published and disseminated to the employees, outdated crisis situation plans should be removed and replaced with the updated version.

****SPECIAL NOTE****

Should a crisis situation occur at the Lake of the Woods Public School, only the superintendent is authorized to release any and all information. If the community, media or other interested persons approach employees requesting information about the crisis situation, it is the duty and responsibility of every employee to refer those requests to the superintendent. You should answer their requests with a response like, "I'm not authorized to release that information. Please contact our superintendent." If they continue to press employees for information, become the "broken record" by continuing to answer with the previous response. People may even call you at your home seeking information. As an employee of the district, even in your own home, you are not authorized to release any information about a crisis situation at school.

Transporting Students

Students may be transported only in school approved vehicles when the transportation is to and/or from a school related activity. Vehicles used to transport students are a school bus under Minnesota Statutes.

MS 169.01 subd. 6 defines "School Bus." School bus means a motor vehicle used to transport students to or from a school defined in section 120A.22, or to or from school related activities, by the school or a school district, or by someone under an agreement with the school or a school district.....

All school buses must be inspected annually and carry an inspection tag from the Minnesota Department of Transportation issued by the Minnesota State Patrol.

An employee's personal vehicle is not a school district approved vehicle or school bus and is not to be used to transport students.

Contracts For Service or Goods

The Lake of the Woods Board of Education recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. To those ends, the District assumes control of all student activity accounting that relates to curricular and co-curricular activities as per Minnesota Statutes, §123B.49, Subd.2. Cocurricular activities authorization. Further, the district takes control of all student activity accounting that relates to extracurricular activities as per Minnesota Statutes, §123B.49, Subd.4. Board control of extracurricular activities.

Only the Lake of the Woods School Board or the Superintendent may enter into a contract on behalf of the district. Funds raised to support student activities are public funds because they are utilized in student education related activities. Any contracts for goods or services utilizing student activity or district funds must be approved by the superintendent or school board.

MS 123B.09 Boards of independent school districts.

Subd. 6. **Meetings.** A majority of the voting members of the board shall constitute a quorum. No contract shall be made or authorized, except at a regular meeting of the board or at a special meeting at which all members are present or of which all members have had notice. Special meetings may be called by the chair or clerk or any three members upon notice mailed to each member at least three days prior thereto.

MS 123B.52 Contracts.

Subd. 2. **Contract within budgeted amounts.** The board may authorize its superintendent or business manager to lease, purchase, and contract for goods and services within the budget as approved by the board. Any transaction in an amount exceeding the minimum amount for

which bids are required must first be specifically authorized by the board and must fulfill all other applicable requirements in subdivision 1.

Requisitions and Purchase Orders

Internal Controls help safeguard funds, provide efficient and effective management of assets, and permit accurate financial accounting. Internal controls cannot eliminate errors and irregularities, but they can alert management to potential problems.

The Minnesota State Auditor's position regarding internal controls is that local government units should develop policies or procedures to insure that all transactions are properly approved. In response to this position, the Lake of the Woods administration has developed a procedure of requisitions and purchase orders.

Only the Lake of the Woods School Board or their designated representative (superintendent) may encumber district funds. Therefore, anytime an employee needs to make a purchase for school purpose, a requisition form must be completed, signed by the employee's supervisor, and submitted to the district office for business manager (Sharon Feldman) and superintendent (Steve Wymore) approval. The approved requisition is then converted into a purchase order by the accounts payable person (Nancy Olson) and transmitted to the vendor.

In some cases it may be practical for an employee to use the telephone or other electronic means to place an order. Telephone or electronic orders should be made with a purchase order number acquired through the above process. No vendor will be paid without a purchase order number on the invoice. Notice has been transmitted to all vendors that a purchase order number is required on invoices presented for payment by Lake of the Woods Public School.

There are some departments (i.e. maintenance, transportation & food service) where purchases at local vendors are necessary to meet the needs of an emergent situation. Procedures have been established to facilitate purchases without a purchase order but only after approval of the immediate supervisor.

Itemized Receipts

It is not a generally accepted accounting principal to pay claims against the district without an itemized receipt/invoice. If an employee makes a supply purchase for school use with their personal resources and makes a claim to the district for reimbursement, the employee must provide an itemized receipt along with the completed claim form to receive such reimbursement.

Minnesota Sales Tax

Minnesota public schools are government agencies that are exempt from paying state sales tax. If an itemized claim is filed with the district for reimbursement, sales tax paid will not be reimbursed. If it is necessary to make a purchase outside of the normal requisition and purchase order process of the district, an employee should procure a form which provides the

vendor with the Lake of the Woods School District's Minnesota Tax ID Number. Sales tax on meals and rooms for meetings and workshops will be reimbursed.

Extra-Curricular Contracts

All extra-curricular employee contracts must be signed and turned in to the District Office prior to the start of the activity.

Activity advisors whose contract is less than \$500 will be paid in a lump sum the month following the completion of the activity. Activities with no formal schedule filed in the high school office must notify the business manager (Sharon Feldman) at the completion of their duties.

Advisors for activities that encompass the whole school year will be paid on the June 15 payroll.

Coaches for athletic activities will be paid equally over the season they are coaching.

Fall – Sept/Oct/Nov
Winter – Dec/Jan/Feb
Spring – April/May

Grants

Copies of all applications for any grant payable to Lake of the Woods School or any activity of Lake of the Woods School must be reviewed by the business manager (Sharon Feldman) prior to submission.

All grants awarded to Lake of the Woods School or any activity of Lake of the Woods School must be given to the District Office for acceptance by the school board.

Authority

All employees of the district have authority over all students during any (day or evening) school activity. Any student who does not comply with a reasonable request (especially student conduct and matters of safety) from an employee of the district is to be referred to the building principal for appropriate consequences as outlined in the Lake of the Woods School Policy #506 Student Discipline.

Student Supervision

Students in the building or on school grounds at anytime are to be under the direct supervision of an adult school district employee. Students are never to be left unattended by an adult employee for any reason. It is every employee's responsibility to maintain appropriate supervision of students.

Data Privacy

Many laws have been passed that protect the privacy of students and employees. It is a violation of the Minnesota Government Data Practices Act (MGDPA), Family Educational Rights and Privacy Act (FERPA), and in some cases the Health Insurance Portability and Accountability

Act (HIPAA) to release any information about a student without the written consent of the student's parents or legal guardians. It may also be construed to be a violation of these previously mentioned laws if another employee releases information about a workplace colleague. The Lake of the Woods School District Policies to refer to are #406 Public and Private Personnel Data; #515 Protection and Privacy of Pupil Records; and #524 Internet Acceptable Use and Safety Policy.

Room and Equipment Requisitions

When an employee of the district or community member is coordinating a program or event at the school, it is necessary for that individual to complete a facility use form and submit it to the community education office. These requisitions are coordinated with the facilities calendar to avoid conflicts for space or equipment. Copies of the forms are sent to the appropriate department so that the event will take place with little difficulty.

Equipment Check-Out

When an employee wishes to use a piece of school owned property (tools, equipment, tables, chairs, cooking pans, utensils, etc.) for a personal purpose, they must deposit \$100 with the district office and they must check that property out and back in with the employee who is directly responsible for its inventory, maintenance, and replacement. If an employee wishes to use equipment in a classroom, they must receive written permission from the teacher or employee responsible for that equipment. When the equipment is returned in satisfactory condition, the \$100 deposit will be returned to the employee or community member. Community members may rent chairs for \$3.00 each through the above process.

Because of the Minnesota Department of Health requirements for food preparation, both the kitchen and the Family and Consumer Science room must be cleaned to exacting specifications. If contamination is suspected, EVERYTHING must be cleaned to insure it is not contaminated. Use of these rooms is permitted only under the direction of the Community Education Coordinator.

The Lake of the Woods School Logos

The Academic and Athletic logos are the cornerstone of the Lake of the Woods School's identity. The logos communicate the Lake of the Woods School's commitment to excellence, our sense of community, our passion to support initiatives to provide educational and career opportunities for our students and the communities we serve. It should be used for all official Lake of the Woods School events, documentation, publications, etc. Since the logo is a valuable legal and intellectual asset, unauthorized usage is prohibited.

In addition to serving as the cornerstone of the Lake of the Woods School's identity, the Academic logo symbolizes our commitment to academic excellence, our unique natural resources and a reference to the school mascot. The Athletic logo symbolizes the fierce competitiveness of athletic teams.

All documents, clothing, promotional items, etc. emanating from the Lake of the Woods School must display the appropriate school logo. The logo must be used in the header, footer or watermark of a document. Pantone colors for reproduction are available in the District Office.

Teachers' Contracts

Probationary Teachers

When a teacher is initially hired they are considered a probationary employee. They remain in this status for the first 3 years of employment. If a teacher moves to another district, their probationary period has not been continuous in one district and a new probationary period begins. If a teacher has achieved continuing contract status and transfers to a new school district, the probationary period is one year long.

Continuing Contract

Once your 3 year probationary period has ended and you have been offered a contract for the 4th continuous year in the same school district, you are on continuing contract (tenured) teacher. Teachers also need to ensure their licenses are updated and renewed before June 30th in the year of expiration. Some teachers who received their Bachelor's Degree from a state institution other than in Minnesota may be required to take additional college classes during their probationary period to fulfill requirements for licensure in Minnesota.

Seniority List

Every year the Lake of the Woods School Board approves a seniority list that reflects the date of hire. This date is used to determine the order for placement on Unrequested Leave of Absence (ULA) as determined by the Master Agreements for both the Lake of the Woods Education Minnesota and the Minnesota School Employees Association. Conversely, the seniority list is used to determine the order of recall to a vacant position in the district for which an individual may be qualified. Before the annual seniority list approval by the school board, a copy of the updated seniority list is conspicuously posted in the workrooms of the district with a request to confirm the accuracy of the individual information contained on the list. It is the responsibility of every employee to notify the district office of inaccurate information on the seniority list.

LAKE OF THE WOODS SCHOOL DISTRICT #390

ADMINISTRATIVE DATE OF HIRE

Approved 12/21/2009

TITLE

EMPLOYMENT DATE

SUPERINTENDENT

Steve Wymore 06/25/07

HIGH SCHOOL

Mark Nohner/High School Principal 08/22/85

ELEMENTARY SCHOOL

Jeff Nelson/Elementary School Principal (1/2 time) 07/01/07

CLASSIFIED DATE OF HIRE

TITLE

EMPLOYMENT DATE

DISTRICT OFFICE

Nancy Olson / District Administrative Assistant/Office Manager 10/15/79
Sharon Feldman/Finance Specialist/Payroll 07/01/97

COMMUNITY EDUCATION

CeCe Charlton - Coordinator 05/23/94
Lisa Beckstrand – Pool Supervisor 09/24/98

Food Service

CeCe Charlton – Food Service Clerk 05/23/94

TRANSPORTATION/BLDG & GROUNDS SUPERVISOR

Reed McFarlane 08/31/95

TECHNOLOGY

Derek Krueth (Resigned 08/31/2010) 08/29/05
Daniel Viste (July 26, 2010)

LAKE OF THE WOODS SCHOOL DISTRICT #390
NON-CERTIFIED SENIORITY LIST – 12/21/2009

SECRETARIES/CLERICAL

Deb Burns	01/01/88
Laurie Baade (HS SEC 05/25/2007)	01/27/00

PARAPROFESSIONALS

Pat Dittrich	08/29/94
M.J. Hanson (resigned 07/26/2010)	10/26/95
Carrie Hasbargen	08/30/99
JoLynn Cooper	09/01/99
Kellie Nordlof	02/24/03
J.J. Olson	09/02/03
Wendy Storbeck	09/04/07
Kelly Pelland	09/24/07
Laurie Canfield	09/24/07
Stephanie Plutko	11/26/07
Fish, Dottie	01/28/08
Stacy Strand	08/25/08
Debra Anderson	09/22/08
Elly Balmer	09/22/08

FOOD SERVICE

Brenda Wahl/Head Cook	08/31/00
Ethel Lucek (retired 06/2010)	09/10/91
Monica Buegler	08/31/00
Jackie Pearson	08/23/01
Liz Lockner	08/29/05

LAKE OF THE WOODS SCHOOL DISTRICT #390
NON-CERTIFIED SENIORITY LIST – 12/21/2009

DRIVERS

EMPLOYMENT DATE

Jack Olson	09/01/75
Wally Beyer	04/01/78
Barry Berggren	09/01/82
Rollie Fuller (retire from bus mechanic 07/2010)	09/12/88
Steve Johnson	11/30/93
Barb James	09/03/02
Brenda Weniger-Winans	09/19/02
Ray Johnson	08/30/04
Carrie Hasbargen	02/15/05
John Batko	07/01/04
Abbey, Brad	02/25/08
Shannon, Phil	04/07/08

MECHANIC/BUS DRIVER

Dale Fuller Custodian/ Bus Mechanic	07/2010
John Batko/ Mechanic Assistant	17/01/06

EARLY CHILDHOOD ROUTE

Linda Burke	02/13/03
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MAINTENANCE DATE OF HIRE

Steve Johnson	11/30/93
Bertel Anundson	04/01/00
Larry Eason	09/03/02
Brenda Weniger-Winans	09/19/02
Dawn Reinhart	06/02/03
Kurt Nuss	07/07/08
Phil Shannon	12/09/09

LAKE OF THE WOODS SCHOOL DISTRICT #390

SENIORITY LIST

CERTIFIED STAFF

12/21/2009

<u>NAME</u>	<u>INITIAL DATE OF EMPLOYMENT</u>	<u>CERTIFICATION</u>	<u>RANK</u>	<u>EXP DTE</u>
Erickson, Roger	12/15/75	Elem Ed (1-6)	1	2013
Perala, John	08/25/76	Elem Ed (1-6)	2	2013
Eaton, Sandra	08/29/77	Elem Ed (1-6)	3	2009
Perala, Debra	08/28/78	Eng/Lang Arts/Coach(7-12)	4	2015
Johnson, Mary	08/23/79	Elem Ed (1-6)	5	2011
Marvin, Connie	08/26/81	French 1-12	6-7	2014
Berggren, Kathi	08/26/81	Music K-12 Elem Ed (1-6)	6-7	2014
Pieper, Laura Jo	12/14/82	Elem Ed (1-6)	8	2010
Rudd, Ron	09/01/83	Elem Ed(1-6) Coach 7-12	9-11	2012
Erickson, Carol	09/01/83	Elem Ed (K-6)	9-11	2010
Nelson, Brenda	09/01/83	Elem Ed (1-6)/Reading K-12	9-11	2010
O'Connell, Nyla	01/20/84	Elem Ed (1-6) SLD K-12	12	2010
Carlson, Deborah	09/01/84	Art K-12	13	2012
Nohner, Mark	08/22/85	PE (K-12)Coaching/DT/Social Study All 7-12		2013
		Principal K-12 & Superintendent	14	2013
Nohner, Susan	08/29/85	SPED/Early Cldhd Birth-Age 6		
		Elem Ed (Pre/K-6)	15	2012
Cook, Louise	08/27/86	Elem Ed 1-6	16	2013
Waibel, Connie	08/27/87	Math 7-12	17	2011
Stanton, Colleen	10/17/89	Elem Ed (K-6) Visual Arts (K-12)		
		Math/Social Study (5-8)	18	2014
Novak, Brian	08/28/90	Media Specialist (K-12) Social	19	2011
		Study/Coaching (7-12)		
Don Krause	08/29/94	Elem Ed (1-6) Coaching (7-12)	20	2014
		Spanish & Soc Study (MS), Math & Soc Study (5-8)		
		Social Studies (5-12)		

SENIORITY LIST
CERTIFIED STAFF – PAGE 2
12/21/2009

<u>NAME</u>	<u>INITIAL DATE EMPLOYMENT</u>	<u>CERTIFICATION</u>	<u>RANK</u>	<u>EXP</u>
Marilyn Sugden	08/28/95	Phy HdcP/MMMH/SLD (K-12)		
		Educ Speech/Lang Path (Pre K-12)	21	2011
Jeff Nelson	08/31/95	Elem Ed(1-6) Coaching(7-12) Comm Arts/Lit/Math (5-8)		
		Math/Soc Study (Middle School)LD		2011
		District Superintendent/Principal K-12	22	2009
Cynthia Hanson	08/28/96	Pre-K, Elem Ed (K-6), SLD (K-12), SPED/EC (B-Age 6)		
		Math/Soc Study/MS, Soc Study 5-8	23-25	2014
Mike Pepera	08/28/96	Soc Study (7-12)	23-25	2014
Gretchen Thompson	08/28/96	Pre-K, Elem Ed (1-6), MMMH/DD (K12)	23-25	2011
Joyce Fadness	08/25/97	Licensed School Social Worker	26	2011
Jennifer Moeller	01/05/98	Eng/Lang Arts (7-12)	27	2010
Amy Potts	08/31/98	Pre/K-12 Ed Spch/Lang Path.	28-29	2011
Marilyn Mai	08/31/98	Eng/Lang Arts (7-12)	28-29	2014
Elaine Sunne	08/30/99	Elem Ed/K-6/EBD (K-12)		
		SLD/K-12 & Soc Study All (MS)	30	2011
Robert Laine	08/26/03	Business Ed/Coaching (7-12)	31-32	2011
Rebecca Mollerg	08/26/03	Life Sciences (7-12) Science (5-9)		2010
		Chemistry/Physics (11-12)	31-32	2010
Curt Storbeck	08/29/05	Health/PE (K-12) – Coaching (7-12)	33	2014
Theresa Brown	09/12/05	Elem Ed (K-6), Pre-Primary Age 3-K	34	
Elizabeth Tange	06/26/06	Vocal&Classroom Music K-12, Ins. Band		
		Orches. classroom music K-12	35	2011
Wymore, Steve	06/25/07	Music K-12/Prof.Admin.District Supt.		
		Prof. Admin Principal K-12	36	2014
<u>NON-TENURED</u>				
Katie Hasbargen	09/04/07	Variance Ind. Tech (7-12)		2011
		Early Childhood Education		
Erin VanEps	09/04/07	Mathematics (5-12)		2010
Lisa Brien	07/28/08	Science (9-12)		2009
Kellie Nordlof	05/18/09	Elem Ed K-6, LD K-12 Mild to Moderate		
		Mentally HDCP K-12		2014
Judy Beckman	08/24/09	Elem Ed K-12		2012
Lynn Beyer	08/24/09	Elem. Ed K-6, com of Arts/Lit, Math 5-8		2012

Lake of the Woods School-ISD #390, Baudette, Minnesota
Use of Technology and Telecommunications Systems By Employees
September, 2004
Revised-December, 2009

I. Purpose

The school district provides technology and telecommunications resources for district employees to support the educational and operational mission of the school district. Access to and use of technology resources for students and employees has become a fundamental part of the school day. Key services such as word processing, spreadsheets, databases, Internet, email, voicemail, student information, food services and finance systems are used on a daily basis by employees. This policy covers district employee use of all technology and telecommunications resources in the district. The purpose of this policy is to govern and guide the appropriate use of these resources.

II. General Statement of Policy

The school district provides computers and peripherals, district networks, Internet, email, voicemail, software applications and other technology service access to district employees in order to support quality education, information and communication systems. It is the expectation that staff will use these technologies for meaningful educational activities that support the curriculum and district operation's needs, as well as provide strong guidance and supervision toward appropriate student use.

III. Acceptable/Unacceptable Uses

A. Each employee shall act responsibly when utilizing technology resources.

1. The use of the school district network/Internet/email system is a privilege, not a right. Employees may occasionally access district networks/Internet/email for personal use as long as it does not interfere with the employee's job duties and performance.
2. Employees will not use school district technology resources to access, display, store, upload, download, distribute or print pornographic, obscene or sexually explicit materials.
3. Employees will not use the school district technology resources to access, display, store, upload, download, distribute or print materials that advocate violence, harassment or discrimination or are disruptive in any way.
4. Employees will not send abusive, intimidating, harassing, or unwanted material causing the work of others to be disrupted.
5. Employees will not use the school district technology resources to vandalize, damage or disable the property of another person, will not make deliberate attempts to degrade, vandalize or disrupt equipment, software, or system performance, will not violate the network's security in any way, and will not use the school district network/Internet/email system in any way so as to disrupt the use of the system by other users.
6. Employees will not use the school district technology resources to gain unauthorized access to resources, passwords, accounts, information or files without direct permission from a network authority.
7. Employees will not use school district technology resources to violate copyright laws, download or pirate software or plagiarize information.
8. Employees will not send or forward unnecessary or frivolous emails or messages in any quantity to other users of the district email system. Transmission of chain letters and pyramid schemes is strictly prohibited.

9. Employees will not use school district technology resources for commercial purposes, game playing, political lobbying or solicitation of any kind.

10. Employees will not use district technology resources to Communicate under a false name or designation or a name or designation they are not authorized to use, including instances in conjunction with representing that they are somehow acting on behalf of or under the auspices of the school district.

11. Employees shall not use the name "Lake of the Woods Schools" in any form or use any symbol or logo or graphic used by Lake of the Woods School without the district's prior consent.

12. Employees will use electronic information resources in compliance with all existing school board policies.

13. Employees will not deface school district equipment. The use of markers and stickers on equipment are strictly prohibited.

B. Each employee shall respect private passwords, copyright and other intellectual property rights.

1. Copying of data, files or using passwords belonging to others will be considered a violation of school district policies, a violation of law, and may constitute fraud, plagiarism or theft.

2. Software licensed by the school district must only be used in accordance with applicable license specifications and agreements. Illegal copying and/or installing of software on district computers is strictly prohibited.

3. Modifying or damaging information without authorization including but not limited to altering data, introducing viruses or damaging files or data is unethical and a violation of school district policies.

C. Each employee shall abide by security restrictions on all systems and information.

1. Distributing or making your password or another person's password or access code available to others or otherwise attempting to evade, disable or "crack" passwords, desktop security systems, or other security precautions, or assisting others in doing so threatens work, privacy and the integrity of school district information, and is a serious violation of school district policy.

2. Attempts to "bypass" virus protection software on workstations or servers are violations of district security procedures.

3. Only technology services personnel are authorized to load/install software on district computers and file servers. Employees requiring additional software must request assistance through the Technology Services Department.

D. Each employee shall recognize limitations to privacy and use of electronic communications.

Employees and staff do not own school district technology and telecommunications equipment or software. The school district reserves the right to access user files at any time to protect the integrity of the systems and property of the school district.

1. The district may examine or make copies of files that are suspected of misuse. or that have been corrupted or damaged. Files may be subject to search by law enforcement agencies if files contain information which may be used as evidence in a court of law.

2. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies.

3. Employees do not have the "right" to remove computers from their classrooms or offices for home use. Any use of district technology equipment off district grounds is an exception, allowable only via supervisor approval for a limited time period.

E. Each employee shall be aware that data and other materials in files maintained on school district property may be subject to review, disclosure or discovery under State and Federal legislation, including the Minnesota Government Data Practices Act.

1. The School District can and will monitor the online activities of all employees and students, and employ "filtering" protection measures during any use by employees and/or students. The "filtering" measures are intended to block Internet sites that contain violent, obscene, pornographic or sexually explicit materials. The district will comply with any and all state and federal requirements around Internet filtering for student use. The use of this software does not guarantee that students or staff will not be able to obtain objectionable or pornographic materials over the Internet, but the chances have been minimized.

2. It is mandatory that staff closely monitor and supervise student use of the Internet and all other technology resources to ensure appropriate, educational use.

F. Each employee shall be aware of the Limitation of School District Liability.

Use of the school *district* system is at the user's own risk. While the school district will take precautions with the installation of hardware and software in the security of data and systems, there are no foolproof means for absolutely securing all data and systems.

1. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district disks, tapes, hard drives, or servers, or for delays or changes in or interruptions of service.

2. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district network/Internet/email system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

IV. Laptops

The district may at its discretion provide laptop computers to employees. The laptops are to be used for educational purposes.

A. Normal Care Required

1. The district expects employees to provide normal care of their assigned laptop, video cables, case and insuring its security. Cable locks will be provided to all employees who are issued a laptop computer.

2. If the laptop is lost or stolen the employee is expected to report the loss or supposed theft to their immediate supervisor.

3. The employee is expected to make every reasonable attempt to recover a lost or stolen computer.

4. District employees are expected to cooperate fully with law enforcement in the attempts to recover a stolen laptop computer.

5. If the laptop becomes damaged, a report to the Technology Coordinator should be made using School Dude IT.

B. Replacement Laptops

1. Replacement laptop computers will be provided to employees issued a laptop computer by the district if the laptop computer should become lost, stolen or damaged.
2. In the event a laptop computer issued to an employee of the district becomes lost or stolen a second time, the employee will be responsible for the replacement cost of the laptop computer. An appeal of this rule may be filed with the Lake of the Woods School Technology Committee who will conduct a hearing. The results of the Technology Committee ruling will be final with no further appeal and is non-grievable.

C. Use At Home

1. The district encourages the use of laptop computers in the employee's home. The laptop computers are configured to thwart attempts to download material to the laptop computer using home internet access. Employees are not to disable this protection in an attempt to download material to their district issued laptop computer.
2. Multi-media may be reviewed for educational purposes and linked to the Educational Video Library for presentation in the school setting.
3. Email access is available through the Kerio Mail Server.
4. Use of the Lake of the Woods School Moodle site is encouraged and permitted in the configuration for home use.

School District Technology Use Agreement

As an employee of Lake of the Woods School I have read the Technology Use Agreement. I understand that this access is designed for educational purposes.

I have read, understand and will abide by the Lake or the Woods Technology Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, laptop replacement cost assessed, and/or appropriate legal action may be taken.

User's Full Name (printed) _____

User's Signature _____

Date _____

Lake of the Woods School-ISD #390, Baudette, Minnesota
Use of Wireless Internet Access By Employees, Students and Guests
January 2010

I. Purpose

The school district provides wireless internet access for district employees, students and guests to support the educational and operational mission of the school district. Access to and use of the wireless internet access for students and students has become a fundamental part of the school day. This policy covers district employee, student and guest use of the wireless internet access in the district. The purpose of this policy is to govern and guide the appropriate use of this resource.

II. General Statement of Policy

The school district provides wireless internet access to district employees, students and guests to support quality education, information and communication systems. It is the expectation that staff, students and guests will use these technologies for meaningful educational activities that support the curriculum and district operational needs, as well as provide strong guidance and supervision of students by employees and support and enhance students learning in preparation for life in the 21st century.

III. Acceptable/Unacceptable Uses

A. Each employee, student and guest shall act responsibly when utilizing the wireless internet access.

1. The use of the wireless internet access is a privilege, not a right. This privilege can be revoked at any time for abusive behavior. All activity and utilization of district wireless internet access must comply with the District Discipline Guidelines and School Board policies.
2. Employees, students and guests will not use the school district wireless internet access to vandalize, damage or disable the property of another person, will not make deliberate attempts to degrade, vandalize or disrupt equipment, software, or system performance, will not violate the wireless internet access security in any way, and will not use the school district wireless internet access system in any way so as to disrupt the use of the wireless access system in any way so as to disrupt the use of the system by other users.
3. Employees, students and guests will not use the district wireless internet access to communicate under a false name or designation or a name or designation they are not authorized to use.
4. Employees, students and guests will use the wireless internet access in compliance with all existing school board policies.

B. Each employee, student and guest shall abide by security restrictions on the wireless internet access system.

1. Attempts to “bypass” virus protection software utilizing the wireless internet access is a violation of the district security procedures.
2. Each employee, student and guest will save and hold secret the passwords and keys assigned for individual permissions to utilize the district wireless internet access.

C. Each employee, student and guest shall recognize limitations to privacy while utilizing the wireless internet access system.

1. The district may monitor the use of the wireless internet access system by an employee, student or guest that are suspected of misuse, or that district officials reasonably suspect that such monitoring may uncover a violation of the law or school district policy.

D. Each employee, student and guest shall be aware of Limitation of School District Liability.

Use of the school district wireless internet access is at the user's own risk. While the school district will take precautions with installation of the wireless internet access system to secure data and systems, there is no foolproof means for absolutely securing all data and systems.

1. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district disks, tapes, hard drives, or servers, or for delays or changes in or interruptions of service.

2. The school district will not be responsible for financial obligations arising through unauthorized use of the school district wireless internet access system.

School District Wireless Internet Access Use Agreement

As an employee, student or guest of Lake of the Woods, I have read the Wireless Internet Access Use Agreement. I understand that this access is designed for educational or operational purposes.

I have read, understand and will abide by the Lake of the Woods Technology Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (printed) _____

User's Signature _____

Date _____

Important Notice from Blue Cross and Blue Shield of Minnesota

About Your Prescription Drug Coverage and Medicare

Please read this notice carefully and keep it where you can find it. This notice has information about your current prescription drug coverage with Blue Cross and Blue Shield of Minnesota (Blue Cross) and about your options under Medicare's prescription drug coverage. If you are considering joining, you should compare your current coverage, including which drugs are covered at what cost, with the coverage and costs of the plans offering Medicare prescription drug coverage in your area. This information can help you decide whether or not you want to join a Medicare drug plan. Information about where you can get help to make decisions about your prescription drug coverage is at the end of this notice.

There are two important things you need to know about your current coverage and Medicare's prescription drug coverage:

1. Medicare prescription drug coverage became available in 2006 to everyone with Medicare. You can get this coverage if you join a Medicare Prescription Drug Plan or join a Medicare Advantage Plan (like an HMO or PPO) that offers prescription drug coverage. All Medicare drug plans provide at least a standard level of coverage set by Medicare. Some plans may also offer more coverage for a higher monthly premium.
2. Blue Cross has determined that the prescription drug coverage offered by Lake of the Woods School is, on average for all plan participants, expected to pay out as much as standard Medicare prescription drug coverage pays and is considered Creditable Coverage.

Because your existing coverage is, on average, at least as good as standard Medicare prescription drug coverage, you can keep this coverage and not pay a higher premium (a penalty) if you later decide to join a Medicare drug plan.

When Can You Join A Medicare Drug Plan?

You can join a Medicare drug plan when you first become eligible for Medicare, as well as each year between November 15 and December 31.

However, if you lose creditable prescription drug coverage through no fault of your own, you will be eligible for a two (2) month Special Enrollment Period (SEP) to join a Medicare drug plan.

What Happens To Your Current Coverage If You Decide to Join a Medicare Drug Plan?

If you decide to join a Medicare drug plan, your current Lake of the Woods coverage will not be affected.

If you do decide to join a Medicare drug plan and drop Lake of the Woods's Blue Cross prescription drug coverage, be aware that you and your dependents might not be able to get this coverage back, depending on Lake of the Woods's eligibility policy. This risk might also extend to your medical coverage, so it is worthwhile to ask before enrolling in a Medicare drug plan.

When Will You Pay A Higher Premium (Penalty) To Join A Medicare Drug Plan?

You should also know that if you drop or lose your current coverage with Lake of the Woods School and don't join a Medicare drug plan within 63 continuous days after your current coverage ends, you may pay a higher premium (a penalty) to join a Medicare drug plan later.

If you go 63 continuous days or longer without prescription drug coverage that's at least as good as Medicare's prescription drug coverage, your monthly premium may go up by at least 1% of the base beneficiary premium per month for every month that you did not have that coverage. For example, if you go nineteen months without coverage, your premium may consistently be at least 19 percent higher than the base beneficiary premium. You may have to pay this higher premium (a penalty) as long as you have Medicare prescription drug coverage. In addition, you may have to wait until the following November to join.

For More Information About This Notice Or Your Current Prescription Drug Coverage...

See the contact information below. **NOTE:** You'll get this notice each year. You will also get it if this coverage through Blue Cross changes. You also may request a copy should you need it.

For More Information About Your Options Under Medicare Prescription Drug Coverage...

More detailed information about Medicare plans that offer prescription drug coverage is in the "Medicare & You" handbook. You'll get a copy of the handbook in the mail every year from Medicare. You may also be contacted directly by Medicare drug plans.

For more information about Medicare prescription drug coverage:

- Visit **www.medicare.gov**
- Call your State Health Insurance Assistance Program (see the inside back cover of your copy of the "Medicare & You" handbook for their telephone number) for personalized help,
- Call **1-800-MEDICARE (1-800-633-4227)**. TTY users should call **1-877-486-2048**.

If you have limited income and resources, extra help paying for Medicare prescription drug coverage is available. For information about this extra help, visit Social Security on the web at

www.socialsecurity.gov, or call them at **1-800-772-1213**
(TTY 1-800-325-0778).

Remember: Keep this Creditable Coverage notice. If you decide to join one of the Medicare drug plans, you may be required to provide a copy of this notice when you join to show whether or not you have maintained creditable coverage and whether or not you are required to pay a higher premium (a penalty).

Date:	08/18/2010
Name of Entity/Sender:	Lake of the Woods School
Contact--Position/Office:	Sharon Feldman, Business Manager
Address:	PO Box 310, Baudette, MN 56623
Phone Number:	218-634-2735 ext 1505

AUGUST 28, 2010

To: All L/W School Employees, Former Employees, and Retirees on BCBS Insurance

Fr: Nancy Olson/Sharon Feldman

Human Resources

Re: Annual COBRA General Notice

INTRODUCTION.

IMPORTANT INFORMATION ABOUT YOUR COBRA CONTINUATION COVERAGE RIGHTS.

The following information is intended to inform you, in a summary fashion, of your rights and obligations under the federal group health plan continuation law, commonly known as **COBRA**. You should take the time to read this notice carefully. If your spouse and/or any adult children are covered under the BC/BS GROUP HEALTH PLAN, they should also take the time to read this notice carefully. If your covered spouse and/or any covered children do not reside with you, please provide them with a copy of this notice.

Any group health plan continuation rights you and your covered dependents may have under other federal and/or state continuation laws will run at the same time and your group health plan continuation reviewed herein.

1. **WHAT IS CONTINUATION COVERAGE**

a. **PERSONS ENTITLED TO CONTINUATION COVERAGE**

Federal law requires that most group health plans, including your group health plan, give employees and their families the opportunity to continue their group health care coverage when there is a “qualifying event” that would result in a loss of coverage under an employer’s plan. Persons entitled to continuation coverage are “qualified beneficiaries” and may include the employee covered under the group plan, the covered spouse, and covered dependent children depending on the nature of the qualifying event.

b. **NATURE OF CONTINUATION COVERAGE**

Continuation coverage is the same coverage that the group health plan gives to other participants or beneficiaries under the plan who are not receiving continuation coverage. Each qualified beneficiary who elects continuation coverage will have the same rights under the plan, including special enrollment rights and open enrollment rights.

2. **HOW LONG WILL CONTINUATION COVERAGE LAST?**

a. **MAXIMUM CONTINUATION PERIOD**

In the case of loss of group health plan coverage due to termination of employment (other than for gross misconduct) or a reduction in work hours, coverage may be continued for a maximum period of 18 months.

Group health plan coverage may be continued for a maximum period of 36 months if the loss of group health plan coverage is due to any of the following:

1. The employee's death;
2. A divorce or legal separation;
3. The employee's enrollment in Medicare;
4. A dependent child ceasing to be a dependent under the terms of the group health plan.

b. TERMINATION OF CONTINUATION COVERAGE BEFORE THE END OF THE MAXIMUM PERIOD.

Continuation coverage will be terminated before the end of the maximum continuation period for any of the following reasons.

- (1) The Company no longer provides group health plan coverage to any of its employees;
- (2) The premium for continuation coverage is not paid on time.
- (3) After making a **COBRA** election, the qualified beneficiary first becomes covered under another group health plan that does not impose any pre-existing condition exclusion for a pre-existing condition of the qualified beneficiary;
- (4) After making a **COBRA** election, the qualified beneficiary first becomes enrolled in Medicare;
- (5) A final determination has been made that the qualified beneficiary is no longer totally disabled. Termination of coverage is effective in the month that begins more than 30 days after the final determination;
- (6) For any reason the group health plan would then terminate coverage of a plan participant or beneficiary not receiving continuation coverage (e.g. fraud).

3. HOW CAN YOU EXTEND THE LENGTH OF THE GROUP HEALTH PLAN CONTINUATION COVERAGE?

If you elect continuation coverage, an extension of the maximum period of 18 months of coverage may be available if a qualified beneficiary is disabled or a second qualifying event occurs. You must notify your administrator of a disability or second qualifying event in order to extend the period of continuation coverage. Failure to provide notice of a disability or a second qualifying event may affect the right to extend coverage.

A. CONTINUATION ON DISABILITY

An 11 month extension of group health plan continuation (total 29 month continuation) may be available if any of the qualified beneficiaries (including dependents) is disabled. In order to be entitled to the 29 month continuation, the qualified beneficiary must satisfy all of the following conditions:

1. The disability must be approved by the Social Security Administration;
and
2. The disability must have occurred prior to the end of the 60 day election period for continuation coverage; and
3. The qualified beneficiary must notify L/W administration within 60 days of the Social Security approval of disability; and
4. The qualified beneficiary must notify L/W administration regarding the Social Security determination of disability prior to expiration of the 18 month continuation coverage.
If the qualified beneficiary is determined by the Social Security Administration to no longer be disabled, you must notify L/W administration that fact within 30 days of the Social Security decision.

B. SECOND QUALIFYING EVENT

If a second qualifying event occurs during the first 18 months of continuation coverage, spouses and dependent children who elected continuation will have available an additional 18 month extension of continuation coverage. The maximum amount of continuation coverage available when a second qualifying event occurs is 36 months.

Second qualifying events include:

- (1) Death of the employee; or
- (2) Divorce or legal separation from the employee; or
- (3) The covered employee's enrollment in Medicare; or
- (4) A dependent child ceasing to be a eligible for coverage as a dependent under the plan.

You must notify L/W Administration within 60 days after a second qualifying event occurs, in order to extend your continuation coverage.

5. HOW CAN YOU ELECT CONTINUATION COVERAGE?

a. SEPARATE ELECTIONS

Each qualified beneficiary has a separate, independent right to elect group health plan continuation coverage. For example, both the employee and the employee's spouse may elect continuation coverage, or only one of them. Parents may elect to continue coverage on behalf of their dependent children only.

b. TIME LIMITS FOR ELECTION.

A qualified beneficiary must elect continuation coverage with 60 days from the date of the qualifying event or the loss of group health plan coverage due to the qualifying event, whichever is later. Failure to do so will result in a loss of the right to elect continuation coverage under the group health plan.

c. PROBLEMS IN FAILING TO ELECT CONTINUATION COVERAGE.

In considering whether to elect continuation coverage, you should take into account that a failure to continue your group health plan coverage will affect your future rights under Federal law.

First, you may have a pre-existing conditions exclusion applied to your coverage under other group health plans if you have more than a 63 day gap in your health coverage, and election of continuation coverage (along with premium payment) will eliminate any gap in coverage.

Second, if you fail to elect group health plan continuation, you will lose the guaranteed right to purchase individual health insurance policies that do not impose pre-existing condition exclusion. The guaranteed right to purchase such individual policies applies only where you accept continuation coverage for the maximum continuation period available to you.

d. SPECIAL ENROLLMENT RIGHT IN OTHER GROUP HEALTH PLANS.

You have the right to request special enrollment in another group health plan for which you are otherwise eligible (such as a plan sponsored by your spouse's employer) within 30 days after your group health plan coverage ends because of a qualifying event.

You will also have the same enrollment right at the end of continuation coverage if you maintain continuation coverage for the maximum time available to you.

6. HOW MUCH DOES CONTINUATION COVERAGE COST?

Each qualified beneficiary will be required to pay the entire cost of continuation coverage. The amount a qualified beneficiary will be required to pay will not exceed 102 percent of the cost to the group health plan (including both employer and employee contributions) for coverage of a similarly situated plan participant (covered employee) or beneficiary (covered dependent) who is not receiving continuation coverage, unless the qualified beneficiary is continuing coverage due to a disability.

If the qualified beneficiary is continuing group health plan coverage due to a disability, the group health plan may charge you 150% of the premium cost for months 19-29 of your disability extension.

7. WHEN AND HOW MUST PAYMENT FOR CONTINUATION COVERAGE BE MADE?

a. TIME LIMIT FOR FIRST PAYMENT

You must make your first payment for group health plan continuation coverage within 45 days from the date you make an election for continuation coverage (this is the date the election notice is post marked, if mailed). If you do not make your first payment for your continuation coverage within the 45 day period, you will lose all continuation rights under the plan.

b. AMOUNT OF FIRST PREMIUM PAYMENT.

Your first premium payment must cover the cost of continuation coverage from the time your coverage under the plan would have otherwise terminated up to the time you make your first payment. You are responsible for making sure that the amount of your first payment is enough to cover this entire period. You may contact L/W School Administration to confirm the amount of your first payment.

c. PREMIUM PAYMENTS AFTER THE FIRST PREMIUM PAYMENT.

After you make your first payment for continuation coverage, you will be required to pay for continuation coverage; you will be required to pay for continuation coverage for each subsequent month of coverage. Under the plan, these periodic payments are due on the first day of each month. The monthly premium payments for continuation coverage are to be sent to:
**Lake of the Woods School, P.O. Box 310, Baudette, MN 56623 Attn: Nancy Olson,
Administrative Assistant/HR.**

Although monthly premium payments are due on the first day of each month, you will be given a grace period of 30 days to make each premium payment. Your continuation coverage will be provided for each coverage period as long as payment for that coverage is made before the end of the grace period.

d. SUSPENSION OF GRACE PERIOD COVERAGE FOR NON-PAYMENT

However, if you make a monthly premium payment for continuation coverage later than the due date but during its grace period, your coverage under the group health plan will be suspended as of the due date and then, retroactively reinstated, going back to the due date, when the monthly premium payment is made. This means that any claim you submit for benefits while your coverage is suspended may be denied and the claim have to be resubmitted once your coverage has been reinstated.

LOSS OF COVERAGE DUE TO NON-PAYMENT DURING THE GRACE PERIOD.

If you fail to make a monthly premium payment beyond the end of the grace period, you will lose all rights to continuation coverage under the group health plan.

8. **DO YOU HAVE THE RIGHT TO OTHER HEALTH INSURANCE COVERAGE AFTER CONTINUATION COVERAGE ENDS?**

Under the group health plan, you have the right, when your group health plan coverage ends, to enroll in an individual health insurance policy, without providing proof of good health. The benefits provided under such a conversion policy may not be identical to those provided under the group health plan. You may exercise this right in lieu of electing continuation coverage, or you may exercise this right after you have received the maximum continuation coverage available to you.

You should note that if you enroll in an individual conversion policy you lose the right under federal law to purchase individual health insurance that does not impose any pre-existing conditions limitations when your conversion policy coverage ends.

9. **WHAT NOTIFICATION PROCEDURES ARE TO BE USED WHEN THE PLAN PARTICIPANT (e.g. EX-EMPLOYEE) OR BENEFICIARY (DEPENDENT SPOUSE) IS REQUIRED TO NOTIFY THE PLAN ADMINISTRATOR (e.g. EMPLOYER)?**

e. EVENTS REQUIRING NOTIFICATIONS.

Under the federal group health plan continuation law, the qualified beneficiary (or their representative) has the legal responsibility to inform L/W School Administration of the following qualifying events.

- (1) Divorce or legal separation;
- (2) A dependent child ceasing to be a dependent under the terms of the group health;
- (3) Disability (for the purpose of extending continuation coverage from 18 months to 29 months).

If you, your dependent or your representative fail to notify the plan administrator within 60 days of divorce, legal separation or a dependent child ceasing to be a dependent under the terms of the plan, all continuation of coverage rights will be lost.

f. NOTIFICATION PROCEDURES.

Notification to the plan administrator must be **in writing** and:

- (1) Disclose the nature of the event (e.g. divorce, second qualifying event, SSA determination of disability); and
- (2) The date the event occurred (e.g. date of divorce); and
- (3) The name(s) and current address(es) of those persons entitled to continuation coverage or an extension of continuation coverage.
- (4) Enclose documentation (e.g. copy of Social Security determination of disability) verifying and confirming the qualifying or second qualifying event; and

- (5) The name(s) and current address(es) of those persons who are to receive information on continuation coverage in the future, if different from those persons entitled to continuation coverage or an extension of continuation coverage (e.g. Attorney, Social Security Agency, spouse of incapacitated plan participant).

Hand deliver or mail the written notification to Ms. Nancy Olson/ Administration Assistant, Lake of the Woods School, PO Box 310, Baudette, MN 56623. The notification must be post marked within 60 days from the date of the qualifying event, second qualifying event, or if applicable, loss of group health plan coverage date, whichever is later.

KEEP YOUR PLAN INFORMED OF ADDRESS CHANGES.

In order to protect your family's rights, you should keep the Plan Administrator of Lake of the Woods School informed of any changes in addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.....

PLEASE NOTE

On 8/23/01 the L/W School Board passed the following resolution: **Motion by Mr. Nesmith, seconded by Mr. Thomas, to pass a resolution that, effective July 1, 2001, any employee of Lake of the Woods Schools, upon retirement from said employment with lake of the Woods Schools, who requests continuation of health insurance coverage must choose to take either one single or one family policy and will not have the option of taking two single policies. Any employees who were previously allowed to switch from a family policy to two single policies prior to July 1, 2001, will be permitted to continue with their selection. Motion passed.**

**HEALTH & SAFETY POLICY STATEMENT
POLICY #407A**

1ST Reading 4/24/97

2nd Reading 5/29/97

3rd Reading 6/26/97

L/W School Revised/Adopted 4/15/04

“Lake of the Woods ISD #390 considers health & safety protection of major importance. We will provide and maintain safe/healthful working conditions, establish and insist upon safe work methods and practices at all times.”

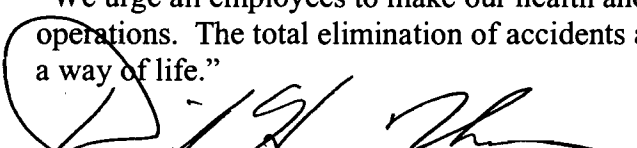
“Health & safety will be an integral part of all operations, including instruction, athletic events, extra-curricular activities, community events and student transportation. Accidents have no place in our school.”

“We will work consistently to maintain safe and healthful working conditions, to adhere to proper operating practices and procedures designed to prevent injury and illness, and to comply with federal, state, local, standards and school safety and health regulations.”

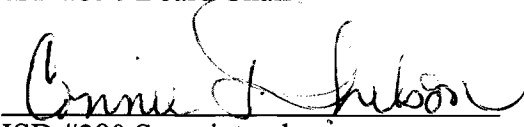
“Each level of administration will reflect an interest in school safety and health objectives and is required to set a good example by always observing safety rules as a part of the normal work routine. Administration interest will be vocal, visible and continuous from top administrators to department supervisors.”

“All employees will follow safe working practices, obey rules and regulations, and work in a way that maintains the high health and safety standards developed and sanctioned by the school.”

“We urge all employees to make our health and safety program an integral part of their daily operations. The total elimination of accidents and injuries will become not just an objective, but a way of life.”



ISD #390 Board Chair



ISD #390 Superintendent

April 15, 2004

Dated

**EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS,
AND CREATIONS – POLICY #409**

MSBA ORIG. 1995

MSBA Revised: 1996 & 2000

1st Reading 7/31/97 2nd Reading 8/28/97 3rd Reading/Adopted 9/25/97

L/W School Reformatted: 12/8/04

**409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS,
AND CREATIONS**

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for 10 years thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

Legal References: 17 U.S.C. § 101 *et seq.* (Copyrights)

Cross References:

Lake of the Woods

2010-2011

August				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				




February				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

-  No School for Students and Staff
-  Inservice No School for Students
-  Noon Dismissal for Student;
Inservice for Staff

August 30-Work in Rooms
 August 31-7th Grade & New Student Orientation
 Sept 1-Elementary Open House 4-6 PM
 Sept 6-Labor Day
 Sept 7-First Day of Classes
 Oct 21 & 22-MEA-No Classes or Inservice
 Nov 8-Deer Day
 Nov 25 & 26-Thanksgiving Break
 Dec 22-31-Christmas Break
 Jan 3-Classes Resume
 Jan 17-MLK Day, Inservice
 Feb 18 & 21-Presidents' Day Break

March 25 & 28-Spring Break
 April 22 & 25-Easter Break
 May 29-HS Graduation
 May 30-Memorial Day
 June 2-Last Student Day
 June 3-Staff Inservice

Quarter 1-Nov 5 42 Days
 Quarter 2-Jan 21 43 Days
 Quarter 3-March 24 42 Days
 Quarter 4-June 2 45 Days

Parent/Teacher Conf-Nov 11 & 16 (Alternative date-Nov 18)
 High School Parent/Teacher Conf-March 31
 High School Open House April 5
 Elementary Parent/Teacher Conf-March 31 & April 5

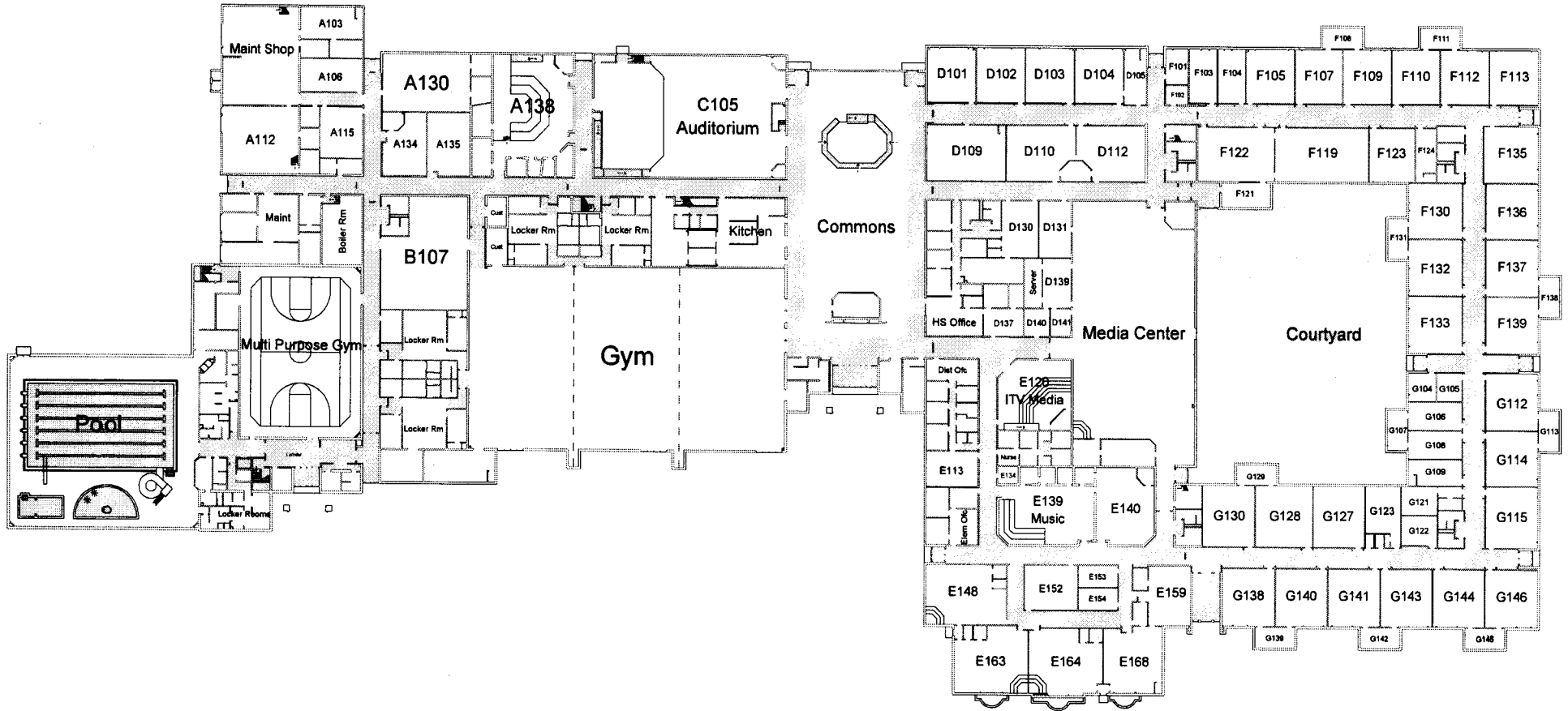
School Cancellation/Snow Emergency Make Up Days
 Friday, February 18
 Friday, March 25
 Monday, March 28
 Monday, April 22



Revised 8/30/2010

172 Student Contact Days + 8 Inservice Days = 180 Days

Building Floor Plan



57



OnRequest™

Project Name:
Lake of the Woods

Drawing Name:
Lake of the Woods School

Dwg. Control No.: 1125/2204 Date Printed: 2/15/2009

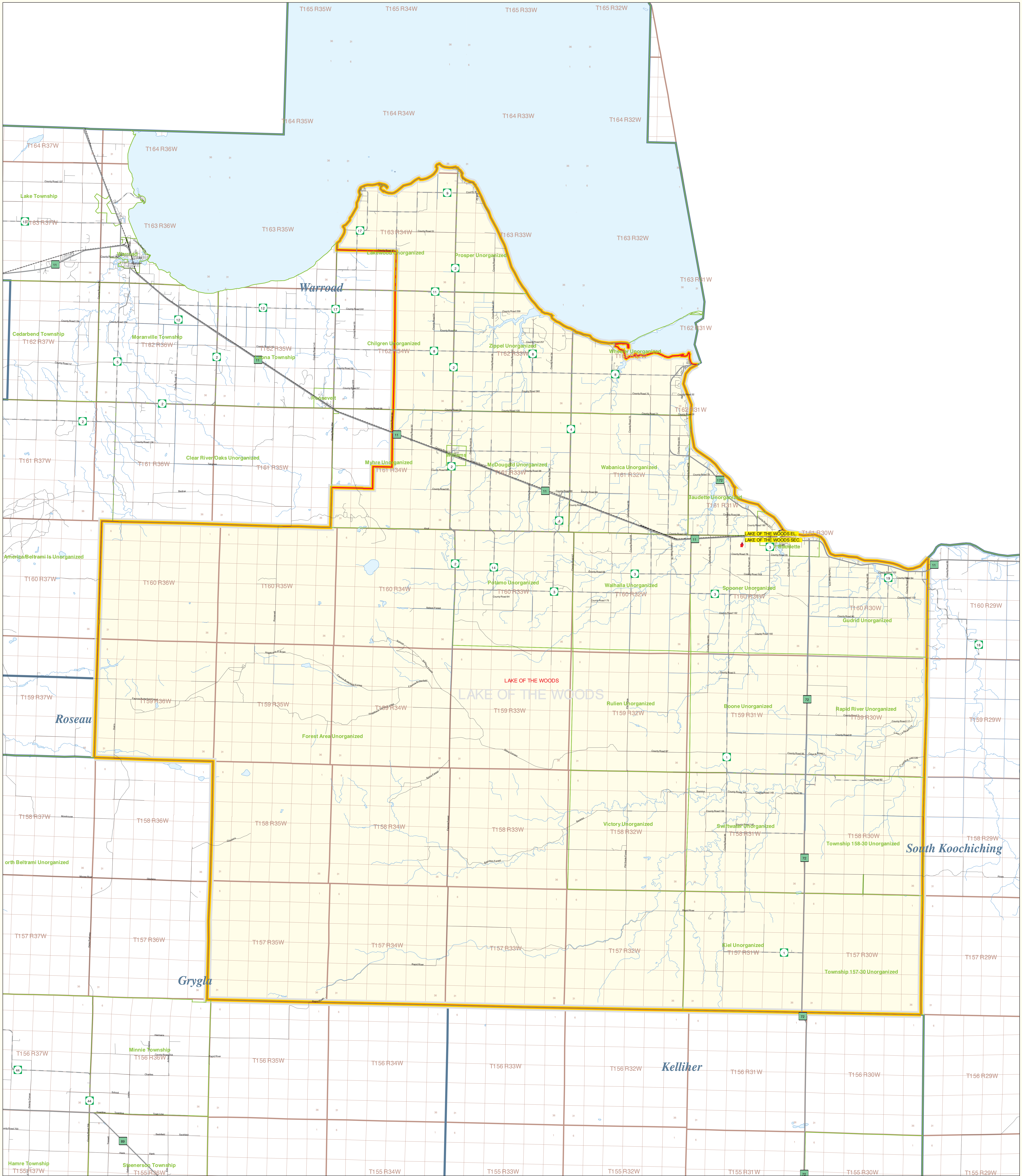
Drawing Description:
Floor Plan (Typical)

Drawn By: BPT DWG Version: 00-24-03 Sheet Number:
Client Number: Scale: 1" = 24'-0" **CAFM-01**

1st Floor

Lake of the Woods School District Number 390

Public School District Attendance Areas and Educational Facility Locations



Public Educational Facilities or Programs¹

- * Elementary
- * Middle/Junior
- ♦ High/Secondary

Public School Attendance Areas¹

- Elementary School Attendance Area **ELEM**
- Middle School Attendance Area **MIDD**
- High School Attendance Area **HIGH**

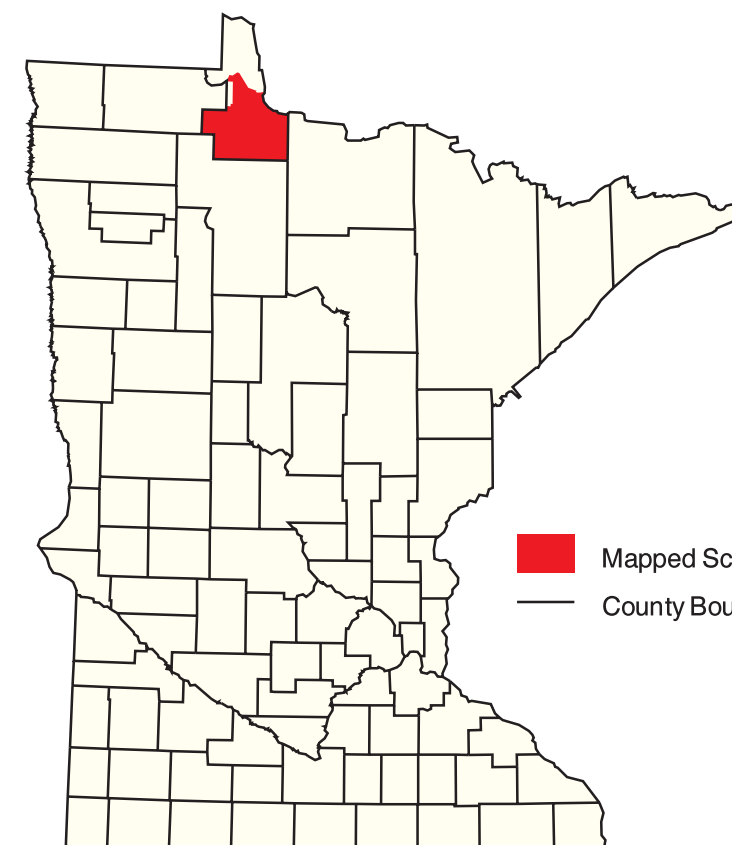
Public School Districts²

- ISD 390
- Other

Other Features^{2,4}

- Interstate Highway
- U.S. Highway
- State Highway
- County Highway
- Road/Street
- Railroad
- Stream
- Lake/Pond
- Minor Civil Division³
(Cities, Townships and Unorganized areas)
- Public Land Survey Township / Range¹
- Public Land Survey Section¹

**SCHOOL DISTRICT LOCATION
IN THE
STATE OF MINNESOTA**



Data Sources:

- ¹ Land Management Information Center
- ² U.S. Bureau of the Census (Roads, 1997)
- ³ Legislative GIS Office, 2000
- ⁴ The Lawrence Group, Inc., 1998
(Twin Cities metropolitan area only)

PLEASE NOTE: The school district boundaries appearing on this map were prepared for the U.S. Bureau of the Census. They do NOT represent the legal boundaries of these districts. Rather, they are generalizations of boundaries identified on maps prepared by each county's Assessor's Office and later modified by the Census Bureau to match census geography. Please contact your county assessor or auditor for an exact boundary.

For more information about the lineage of these school district boundaries, see:
<http://lucy.lmcc.state.mn.us/metadata/sd99.html>

Liability Statement

The Minnesota Department of Children, Families & Learning (DFL) and the Land Management Information Center (LMIC) do not warrant the accuracy or implied warranties, including warranties of merchantability and fitness, in the event of any errors or omissions in this map, or any damages, incidental or consequential, including any lost profits or lost savings, even if DFL or LMIC representative has been advised of the possibility of such damages or any other claim by any third party.



Prepared for the Department of Children, Families & Learning by Minnesota Planning's Land Management Information Center.
Map Information:
Map Created on: 03/28/02
Account Code: 83402005
File Name: sd99
Acrobat (pdf) Printer (ps) & Graphics (eps)
File Location: g:\mnic\proj\390_3055\app\sd99.pdf

For further assistance with this map, contact:

MN Department of Children, Families & Learning
Food and Nutrition Service
1500 Highway 36 West
Roseville, MN 55113-4286

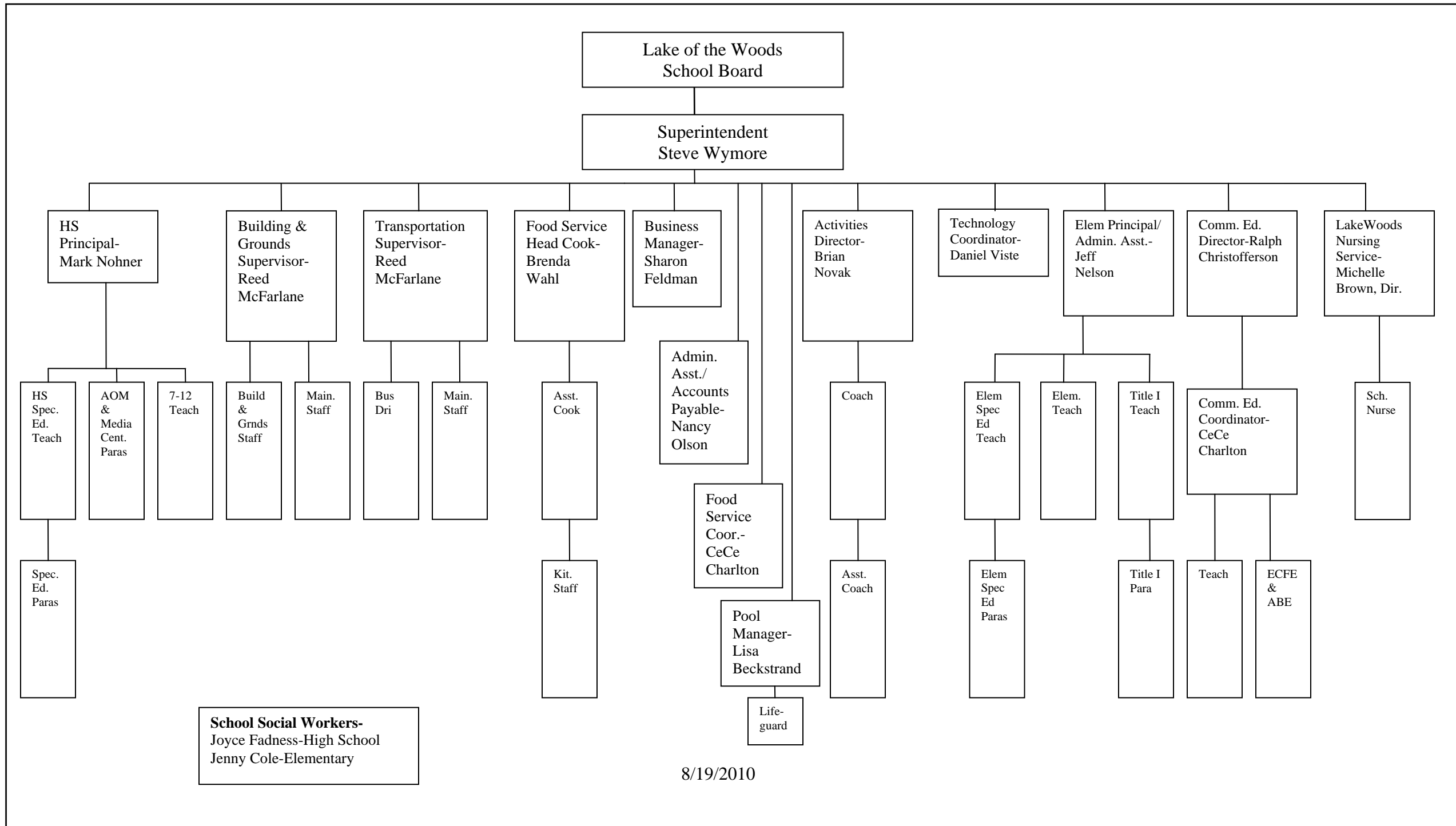
Phone: (651) 582-8526
(800) 369-8922
Fax: (651) 582-8501

Sand Kullgren
Land Management Information Center
658 Cedar Street
Cermak Building, Room 330
St. Paul, MN 55105

Phone: (651) 297-2615
Fax: (651) 296-1212
email: sand.kullgren@mnplanning.state.mn.us



**Lake of the Woods Public Schools-ISD #390
ORGANIZATIONAL CHART**



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Lake of the Woods School Phone Directory

218-634-2510

www.lakeofthewoodsschool.org

Activity Schedule	1800	Lounge - High School	1430
Anderson, Deb - AOM	1623	Mai, Marilyn - High School English	1401
Baade, Laurie - High School Secretary	1421	Marvin, Connie - High School French	1402
Beckman, Judy - Kindergarten	1548	McFarlane, Reed -Transp/Grounds Supervisor	1302
Berggren, Kathi - Choir Office	1535	McFarlane, Reed 218-766-3814 (cell)	
Beyer, Lynn - First Grade	1728	Media Center - Circulation Desk	1440
Brown, Theresa - ECFE Coordinator	1564	Media Center - Office	1441
Burns, Deb - Elementary Secretary	1518	Moorman, Jenny - Sixth Grade	1632
Bus Garage 634-1504	1099	Moeller, Jennifer - HS English/Journalism	1404
Canfield, Lauri - Paraprofessional	1604	Mollberg, Becky - High School Science	1619
Canfield, Lauri - Paraprofessional (voice mail)	1912	Nelson, Brenda - Fourth Grade	1712
Carlson, Deb - High School Art	1130	Nelson, Jeff - Ass't Administrator/Elem. Principa	1514
Charlton, CeCe - Community Ed/Food Service	1504	Nohner, Mark - High School Principal	1420
Coach's Office - Girls	1257	Nohner, Sue - ECSE	1727
Cole, Jenny - Elementary School Social Worker	1704	Nordloff, Kellie - Elem. Special Education	1715
Community Ed Classroom - Elementary	1552	Novak, Brian - High School Social Studies	1610
Cook, Louise - Elementary Title 1	1741	Novak, Brian 218-434-0807 (cell)	
Cooper, JoLynn - Paraprofessional	1604	Novak, Brian - Activities Director	1423
Copy Room - Elementary	1516	O'Connell, Nyla - Second Grade	1743
Copy Room - High School	1432	Olson, Dawn - Paraprofessional	1746
Custodial Office	1126	Olson, JJ - Paraprofessional/Title 1 Math	1709
Dittrich, Pat - Paraprofessional	1746	Olson, Nancy - District Office Admin Assistant	1501
Dittrich, Pat - Paraprofessional (voice mail)	1747	OT Room - Elementary	1746
Draft Room	1106	Pelland, Kelli - Paraprofessional/Media Center	1440
Duffy, Sarah - Third Grade	1633	Pearson, Joanna - Kids-N-Us	1722
Eason, Larry 218-766-2331 (cell)		Pepera, Mike - High School Social Studies	1607
Eaton, Sandy - First Grade	1740	Perala, Deb - High School English	1403
ECFE Classroom	1564	Pieper, Laura Jo - Fifth & Sixth Grade	1637
Edstrom, Carol - Paraprofessional	1639	Pierson, Andy - Third Grade	1714
Elementary Computer Lab	1730	Plutko, Stephanie - Paraprofessional	1553
Elementary Conference Room	1515	Pool Office - Lisa Beckstrand	1101
Enrichment Program	1636	Potts, Amy - Speech	1553
Erickson, Carol - Second Grade	1744	Rudd, Ron - Fifth Grade	1630
Fadness, Joyce - 7-12 Social Worker	1554	Server Room 634-1195	
Fax Machine HS 218-634-2750		Sherman, Dan - SPAE Instructor	1624
Fax Machine District 218-634-2467		Stanton, Colleen - Kindergarten	1563
Fax Machine Bus Garage 218-634-3183		Strand, Stacy - ECSE	1727
Fax Machine Pool/Bdg Grounds 218-634-1173		Storbeck, Curt - High School Health	1135
Feldman, Sharon - District Office/Finance Mgr.	1505	Storbeck, Curt - Phy Ed Office	1212
Grover, Matt - High School Science	1622	Storbeck, Wendy - Paraprofessional	1746
Hanson, Cindy - SPED	1706	Sugden, Marilyn - HS Special Education	1605
Hasbargen, Carrie - Media Center	1440	Sunne, Elaine - Special Education	1639
Hasbargen, Carrie - Media Ctr Aide (voice mail)	1450	Tange, Liz - Elementary Music	1540
Hasbargen, Katie - Industrial Technology	1115	Tange, Liz - High School Band	1140
Headstart 634-9963		Thompson, Gretchen - HS Special Education	1134
Health Office - Lisa Beil	1522	Van Eps, Erin - High School Math	1612
Hornrtvedt, Pam - Headstart 634-9963		Viste, Dan - Technology	1435
Johnson, Mary - First Grade	1738	Wahl, Brenda - Kitchen	1263
Johnson, Steve 1-218-766-3242 (cell)		Waibel, Coni - High School Math	1613
Kitchen	1266	Winans, Brenda - Paraprofessional	1746
Krause, Don - High School Social Studies	1609	Winans, Brenda - Paraprofessional (voice mail)	1426
Laine, Bob - High School Business Ed	1411	Wymore, Steve - Superintendent	1506
Lounge - Elementary	1723		