

Regular School Board Meeting
Monday, June 1, 2020 6:30 PM

LS-H MS/HS Media Center
901 Ferry St.
Le Sueur, MN 56058

Agenda

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **MISSION AND VISION STATEMENTS**
Presenter: BOARD MEMBERS-ALTERNATING
4. **STRATEGIC PLAN REVIEW**
5. **APPROVAL OF AGENDA**
6. **OPEN FORUM**
7. **LE SUEUR - HENDERSON SCHOOL DISTRICT RECOGNIZES**
 1. Donations & Grants Received
 2. Students of the Month for May:

K- Amer Traxler	5- Paige Braaksma	9- Naima Bravo
1- Liam Haaland	6- Joey Skubitz.	10- Kevin Rojas
2- Elena Thelemann	7- Danny Kapsner	11- Makenna Borchardt
3-Logan Goetze	8- Johnna Maxwell	12- Reid Johnston
4-LJ Cornelius		
8. **REPORTS**
 1. Committee Reports
 1. Finance
Presenter: Superintendent Johnson
 2. Negotiations
Presenter: Director Joe Roby
 3. MVED
Presenter: Director Erina Prom
 4. Human Resource
Presenter: Director Kelsey Schwartz
 5. Policy
Presenter: Director Erina Prom
 6. Facilities Steering
Presenter: Director Matt Hathaway
 7. Community Ed Council
Presenter: Director Brigid Tuck
 2. Superintendent Report
 1. Strategic Plan Update
Presenter: Superintendent Johnson
 2. Update on 2020-21 Superintendent Goals
Presenter: Superintendent Johnson
9. **CONSENT AGENDA**

1. District Office Consent Items
 1. Approve Minutes for Regular School Board Meeting on May 4, 2020
 2. Approve Minutes for Special School Board Meeting on May 18, 2020
2. Business Office Consent Items
 1. Treasurer's Report - November 2019
 2. Bills and Claims for November 2019 in the amount of \$708,800.19 subject to annual audit
 3. Treasurer's Report - December 2019
 4. Bills and Claims for December 2019 in the amount of \$682,053.89 subject to annual audit
 5. Treasurer's Report - January 2020
 6. Bills and Claims for January 2020 in the amount of \$668,365.97 subject to annual audit
 7. Treasurer's Report - February 2020
 8. Bills and Claims for February 2020 in the amount of \$820,771.03 subject to annual audit
 9. Budget Analysis Year to Date
3. Personnel Consent Items
 1. Hirings:
 1. Title One Reading- Park Elem.- Christa Luna
 2. Summer Kids Club Supervisor- Nancy Haas
 3. Elem. ESL Teacher- Casey Kirsch
 4. ESY K-5 Teacher- Megan Schwarz
 5. ESY 6-12 Teacher- Andrea Lunder
 6. ESY Speech/Language Specialist Prek-12- Jeanne Schoepnner
 7. ESY Paraprofessional- Bobbi Schleeve
 8. ESY Paraprofessional- Marilyn Stutsman
 9. ESY Paraprofessional- Chris Domras
 10. ESY ECSE Teacher- Molly Schultz
 2. Resignations:
 1. Superintendent- Dr. Marlene Johnson
 3. Requests:
 4. Retirements:
10. **RECOMMENDATION TO APPROVE PURCHASES ABOVE \$5,000**
 1. Frontline Absence & Substitute Management and Applicant Tracking Renewal
 2. IXL Learning Site License Renewal
 3. Infinite Campus License Renewal
 4. Copy Paper for School Year 2020-21
 5. Lights for mechanic pit at Bus Garage (*pending recommendation from Finance Committee*)
 6. Parking lot repairs (*pending recommendation from Finance Committee*)
11. **OLD BUSINESS**
12. **NEW BUSINESS**
 1. Policies:
 1. Recommendation to approve the second reading for policies 802, 805 and 806.

2. Consideration to Approve Renewal of Food Service Management Contract for School Year 2020-21 (A'viands)
3. Consideration to Approve 2020-21 School Meal Prices
4. Resolution for 2020-2021 Membership in the Minnesota State High School League
5. MOU for Para contract
6. School Board Elections
7. Consideration to Adopt the Preliminary 2020-21 Budget
13. **BOARD MEMBER COMMUNICATIONS / IDEAS EXCHANGE**
14. **NEXT MEETING INFORMATION**
 1. Schedule of Upcoming Meetings
15. **MORE MEETING OPTIONS**
16. **ADJOURN**

**RESOLUTION TO ACCEPT GRANTS AND DONATIONS
TO THE LE SUEUR-HENDERSON SCHOOL DISTRICT**

WHEREAS, the Le Sueur-Henderson School District Board encourages the support of the district's educational programs through the funding and support of grant opportunities and donations that meet the goals and objectives of the school district;

WHEREAS, the school district will control and maintain all grants and donations to ensure that the interests of all students are met;

WHEREAS, the grants and donations listed below have been reviewed and approved by the administration of the Le Sueur-Henderson School District;

THEREFORE, BE IT RESOLVED, by the School Board of Independent School District No. 2397, to accept the following grants and donations for the purposes intended:

- Covia-Unimin - \$3,500 for senior scholarships,
- General Mills - \$97.30 box tops collection payout for Hilltop Elementary activities.

Adopted this _____ day of _____, 20____.

Signed:

Attest:

School Board Chair

School Board Clerk

INDEPENDENT SCHOOL DISTRICT 2397
LE SUEUR-HENDERSON PUBLIC SCHOOLS
MINUTES OF REGULAR BOARD MEETING
MS/HS MEDIA CENTER
May 4, 2020

Item 1.0 **Call to Order:** The regular meeting of the Le Sueur-Henderson School Board was called to order at 6:32pm. Board members in attendance via Zoom were: Erina Prom, Gretchen Rehm, Kelsey Schwartz, Brigid Tuck, and Matt Hathaway. Brian Kane and Joe Roby joined the meeting at 6:55pm.

Members Absent: None

Also in attendance: Superintendent, Dr. Marlene Johnson; Alexis Frischmon, Technology Coordinator.

Item 2.0 **Pledge of Allegiance:** The pledge was recited.

Item 3.0 **Mission and Vision Statements:**

Item 4.0 **Strategic Plan Review:**

Item 5.0 **Approval of Agenda:**

Item 5.1 Motion by Prom, second by Rehm, carried 5-0, to approve the meeting agenda.

Prom	Yes	Tuck	Yes
Rehm	Yes	Schwartz	Yes
Hathaway	Yes		

Item 6.0 **Open Forum:**

Item 7.0 **Le Sueur-Henderson School District Recognizes:**

Item 7.1 A resolution was presented to accept grants and donations to the Le Sueur-Henderson Public School District. Said resolution is attached hereto and made a part of these minutes. Motion made by Board Member Schwartz and upon being seconded by Board Member Hathaway, said resolution was duly adopted by the following roll call vote: carries 5-0.

Prom	Yes	Tuck	Yes
Rehm	Yes	Schwartz	Yes
Hathaway	Yes		

- Item 7.2 2019-20 MRC All-Academic
- Item 7.3 2019-20 One Act Play and Speech Letter Winners
- Item 7.4 Students of the Month-

K- Jhonatan Morales	5- Marcus Berger	9- Melanie Smykalski
1- Emmalee Flores	6- Peyton Tellijohn	10- Macie Merrill
2- Brody Maxwell	7-Rebecca Ikonilski	11- Dylan Feeney
3- Emery Dohmen	8- Anna Berger	12- Charlie Tesch
4- Hailey McConnell		

Item 8.0 **Reports:**

- Item 8.1 Committee Reports
 - Item 8.1.1 Finance
 - Item 8.1.2 Negotiations
 - Item 8.1.3 MVED
 - Item 8.1.4 Human Resources
 - Item 8.1.5 Policy
 - Item 8.1.6 Steering
 - Item 8.1.7 Community Ed Council

- Item 8.2 Superintendent Report
 - Item 8.2.1 Strategic Plan Update
 - Item 8.2.2 Update on 2020-21 Superintendent Goals

Directed Kane and Director Roby joined the meeting (6:55pm).

Item 9.0 **Consent Agenda:** Motion by Roby, second by Rehm, carried 7-0, to approve the following consent items.

Prom	Yes	Tuck	Yes
Rehm	Yes	Roby	Yes
Schwartz	Yes	Hathaway	Yes
Kane	Yes		

- Item 9.1 District Office Consent Items:
 - Item 9.1.1 Minutes for Regular School Board meeting on April 6, 2020.

- Item 9.2 Business Office Consent Items:
 - Item 9.2.1 Treasurer’s Report- September 2019
 - Item 9.2.2 Bills and Claims for September in the amount of \$871,709.47.
 - Item 9.2.3 Treasurer’s Report- October 2019
 - Item 9.2.4 Bills and Claims for October 2019 for the amount of \$617,666.42.
 - Item 9.2.5 Budget Analysis Year to Date

Item 9.3 Personnel Consent Items:

Item 9.3.1 Hirings:

Item 9.3.1.1 MS/HS Vocal Music Teacher- Zachary Kubasta

Item 9.3.2 Resignations:

Item 9.3.3 Requests:

Item 9.3.4 Retirements:

Item 10.0 **Purchases Above \$5,000:**

Item 10.1 Motion by Hathaway, second by Prom, carried 7-0, to approve purchase of new phones and service agreement with Jaguar Communications.

Prom	Yes	Tuck	Yes
Rehm	Yes	Roby	Yes
Schwartz	Yes	Hathaway	Yes
Kane	Yes		

Item 10.2 Motion by Schwartz, second by Roby, carried 7-0, to approve purchase of CNC plasma cutter, MasterCam software and plasma arc cutter from Matheson Gas.

Prom	Yes	Tuck	Yes
Rehm	Yes	Roby	Yes
Schwartz	Yes	Hathaway	Yes
Kane	Yes		

Item 11.0 **Old Business:**

Item 11.1 Motion by Tuck, second by Roby, carried 7-0, to approve the eight points of the negotiation document.

Prom	Yes	Tuck	Yes
Rehm	Yes	Roby	Yes
Schwartz	Yes	Hathaway	Yes
Kane	Yes		

Item 12.0 **New Business:**

Item 12.1 Policies:

Item 12.1.1 Motion by Rehm, second by Schwartz, carried 7-0, to approve third reading for policies 201, 202, 203.1, 534 and 902.

Prom	Yes	Tuck	Yes
Rehm	Yes	Roby	Yes
Schwartz	Yes	Hathaway	Yes
Kane	Yes		

Item 12.1.2 Motion by Schwartz, second by Rehm, carried 7-0, to approve first and final reading for policies 620, 801, 807, 901, 903, 904, 905 and 907.

Prom	Yes	Tuck	Yes
Rehm	Yes	Roby	Yes
Schwartz	Yes	Hathaway	Yes
Kane	Yes		

Item 12.1.3 Motion by Schwartz, second by Kane, carried 7-0, to approve first readings for policies 802, 805 and 806.

Prom	Yes	Tuck	Yes
Rehm	Yes	Roby	Yes
Schwartz	Yes	Hathaway	Yes
Kane	Yes		

Item 12.2 Motion by Kane, second by Schwartz carried 5-2, to approve Kraus Anderson as Construction Manager for facility work.

Prom	Yes	Tuck	Yes
Rehm	Yes	Roby	No
Schwartz	Yes	Hathaway	No
Kane	Yes		

Item 12.3 Motion by Roby, second by Tuck, carried 7-0, to allow City of Le Sueur to make MS/HS sidewalk trail width.

Prom	Yes	Tuck	Yes
Rehm	Yes	Roby	Yes
Schwartz	Yes	Hathaway	Yes
Kane	Yes		

Item 12.4 Motion by Schwartz, second by Roby, carried 7-0, to approve moving the Graduation date to July 18, 2020 if it is determined that only a virtual ceremony can take place on May 24, 2020.

Prom	Yes	Tuck	Yes
Rehm	Yes	Roby	Yes
Schwartz	Yes	Hathaway	Yes
Kane	Yes		

Item 13.0 **Board Member Communications/Ideas Exchange:**

Item 14.0 **Next Meeting Information:**

Item 15.0 **More Meeting Options:**

Item 16.0 **Adjourn:** Motion by Prom, second by Roby, carried 7-0, to adjourn the meeting at 8:50pm.

Prom	Yes	Tuck	Yes
Rehm	Yes	Roby	Yes
Schwartz	Yes	Hathaway	Yes
Kane	Yes		

INDEPENDENT SCHOOL DISTRICT 2397
LE SUEUR-HENDERSON PUBLIC SCHOOLS
MINUTES OF SPECIAL BOARD MEETING
ZOOM MEETING
May 18, 2020

Item 1.0 **Call to Order:** The special meeting of the Le Sueur-Henderson School Board was called to order at 6:32 PM. Board members in attendance were: Gretchen Rehm, Joe Roby, Kelsey Schwartz, Brigid Tuck, Brian Kane, and Matt Hathaway. Erina Prom joined at 6:40 PM.

Members Absent:

Also in attendance: Superintendent, Dr. Marlene Johnson

Item 2.0 **Pledge of Allegiance:** The pledge was recited.

Item 3.0 **Approval of Agenda:**

Item 3.1 Motion by Schwartz, second by Roby, carried 6-0, to approve the meeting agenda.

Item 4.0 **Consent Items:** Motion Schwartz, second by Roby, carried 6-0 to approve the following consent items.

Item 4.1 Personnel

Item 4.1.1 Hirings:

Item 4.1.1.1 5th grade Teacher- Therese Roiger

Director Prom joined the meeting at 6:40PM.

Item 5.0 **New Business:**

Item 5.1 Motion by Schwartz, second by Hathaway, carried 7-0, to approve the 2019-20 Distance Learning Grading.

Item 5.2 Motion by Schwartz, second by Hathaway, carried 7-0, to approve Graduation update presented by Brian Thorstad, MS/HS Principal.

Item 6.0 **Adjourn:** Motion by Roby, second by Prom, carried 7-0, adjourned the meeting at 7:10 PM.

Treasurer's Report

The general account receipts and disbursements have been reviewed for the month of November, 2019, and I recommend approval.

4 Receipts from general account were pulled for further review and were found to have complete and accurate documentation.

10 Disbursements from general account were pulled for further review and were found to have complete and accurate documentation.

The MSDLAF account receipts and disbursements have been reviewed for the month of November, 2019, and I recommend approval.

2 Receipts from MSDLAF account were pulled for further review and were found to have complete and accurate documentation.

1 Disbursements from MSDLAF were pulled for further review and were found to have complete and accurate documentation.

I have reviewed all manual journal entries for the month of November, 2019.

I have reviewed the bank reconciliation completed by Region V for all district accounts for the month of November, 2019.



Joe Roby, School Board Treasurer

5-11-2020

Date

Le Sueur-Henderson Schools

Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
2397	FFM	P2005C	77024		CB	1	1565	NAC	No	No	No	USD	11/14/2019	188.41
2397	FFM	P2005F	77027		Wire	1	5317	FURTHER	No	Yes	No	USD	11/07/2019	666.67
2397	FFM	P2005G	77080		Wire	1	5636	SFM	No	Yes	No	USD	11/01/2019	6,779.00
2397	FFM	P2005G	77083		Wire	1	14843	XCEL ENERGY	No	Yes	No	USD	11/15/2019	1,835.29
2397	FFM	P2005F	77115		Wire	1	6573	P1 EDUCATORS BENEFIT CONSULTANTS	No	Yes	No	USD	11/15/2019	10,697.15
2397	FFM	P2005F	77116		Wire	1	12832	MN DEPT OF REVENUE	No	Yes	No	USD	11/15/2019	9,597.34
2397	FFM	P2005F	77117		Wire	1	1065	MN CHILD SUPPORT PAYMENT CTR	No	Yes	No	USD	11/15/2019	600.50
2397	FFM	P2005F	77118		Wire	1	1324	INTERNAL REVENUE SERVICE	No	Yes	No	USD	11/15/2019	63,918.43
2397	FFM	P2005F	77119		Wire	1	13146	MN TEACHERS RETIREMENT ASSOC	No	Yes	No	USD	11/15/2019	32,851.28
2397	FFM	P2005F	77120		Wire	1	16487	PUBLIC EMPLOYEES RETIREMENT	No	Yes	No	USD	11/15/2019	8,872.79
2397	FFM	P2005F	77121		Wire	1	10850	LE SUEUR HENDERSON ED ASSOC	No	Yes	No	USD	11/15/2019	3,331.16
2397	FFM	P2005G	77122		Wire	1	3679	PITNEY BOWES - RESERVE ACCOUNT	No	Yes	No	USD	11/15/2019	100.00
2397	FFM	P2005F	77123		Wire	1	5317	FURTHER	No	Yes	No	USD	11/15/2019	7,036.54
2397	FFM	P2005T	77124		Wire	1	1324	INTERNAL REVENUE SERVICE	No	Yes	No	USD	11/19/2019	550.64
2397	FFM	P2005T	77125		Wire	1	13146	MN TEACHERS RETIREMENT ASSOC	No	Yes	No	USD	11/19/2019	554.97
2397	FFM	P2005T	77126		Wire	1	16487	PUBLIC EMPLOYEES RETIREMENT	No	Yes	No	USD	11/20/2019	29.77
2397	FFM	P2005T	77127		Wire	1	13146	MN TEACHERS RETIREMENT ASSOC	No	Yes	No	USD	11/20/2019	58.94
2397	FFM	P2005T	77128		Wire	1	1324	INTERNAL REVENUE SERVICE	No	Yes	No	USD	11/20/2019	541.74
2397	FFM	P2005T	77129		Wire	1	5317	FURTHER	No	Yes	No	USD	11/20/2019	218.30
2397	FFM	P2005C	77160		CB	1	07050	R1 MCGRAW-HILL SCHOOL EDUCATION H	No	No	No	USD	11/25/2019	776.42
2397	FFM	P2005C	77161		CB	1	12176	R1 METRO SALES	No	No	No	USD	11/25/2019	110.50
2397	FFM	P2005C	77162		CB	1	1565	NAC	No	No	No	USD	11/25/2019	4,394.88
2397	FFM	P2005C	77163		CB	1	18081	SS SCHOOL SPECIALTY INC	No	No	No	USD	11/25/2019	17.31
2397	FFM	P2005C	77164		CB	1	2409	R1 J. W. PEPPER & SON INC.	No	No	No	USD	11/25/2019	14.49
2397	FFM	P2005F	77166		Wire	1	1324	INTERNAL REVENUE SERVICE	No	Yes	No	USD	11/15/2019	2,853.75
2397	FFM	P2005F	77167		Wire	1	16487	PUBLIC EMPLOYEES RETIREMENT	No	Yes	No	USD	11/15/2019	62.48
2397	FFM	P2005F	77168		Wire	1	13146	MN TEACHERS RETIREMENT ASSOC	No	Yes	No	USD	11/15/2019	2,434.33
2397	FFM	P2005F	77169		Wire	1	12832	MN DEPT OF REVENUE	No	Yes	No	USD	11/15/2019	50.22
2397	FFM	P2005T	77170		Wire	1	10850	LE SUEUR HENDERSON ED ASSOC	No	Yes	No	USD	11/26/2019	29.09
2397	FFM	P2005T	77171		Wire	1	10850	LE SUEUR HENDERSON ED ASSOC	No	Yes	No	USD	11/26/2019	3,244.51
2397	FFM	P2005T	77172		Wire	1	5317	FURTHER	No	Yes	No	USD	11/21/2019	146.57
2397	FFM	P2005G	77292		Wire	1	10660	R1 CITY OF LE SUEUR	No	Yes	No	USD	11/26/2019	20,767.87
2397	FFM	P2005T	77313		Wire	1	12832	MN DEPT OF REVENUE	No	Yes	No	USD	11/20/2019	63.42
2397	FFM	P2005T	77315		Wire	1	10850	LE SUEUR HENDERSON ED ASSOC	No	Yes	No	USD	11/29/2019	3,331.16
2397	FFM	P2005T	77316		Wire	1	16487	PUBLIC EMPLOYEES RETIREMENT	No	Yes	No	USD	11/29/2019	8,738.23
2397	FFM	P2005T	77317		Wire	1	13146	MN TEACHERS RETIREMENT ASSOC	No	Yes	No	USD	11/29/2019	29,825.52
2397	FFM	P2005T	77318		Wire	1	1324	INTERNAL REVENUE SERVICE	No	Yes	No	USD	11/29/2019	54,006.33
2397	FFM	P2005T	77319		Wire	1	6573	P1 EDUCATORS BENEFIT CONSULTANTS	No	No	No	USD	11/29/2019	10,497.15
2397	FFM	P2005T	77320		Wire	1	1065	MN CHILD SUPPORT PAYMENT CTR	No	No	No	USD	11/29/2019	600.50

Le Sueur-Henderson Schools

Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
2397	FFM	P2005T	77321		Wire	1	12832	MN DEPT OF REVENUE	No	No	No	USD	11/29/2019	8,121.49
2397	FFM	P2005T	77322		Wire	1	5317	FURTHER	No	No	No	USD	11/29/2019	7,036.54
2397	FFM	P2005T	77323		Wire	1	5305	DELTA DENTAL OF MINNESOTA	No	Yes	No	USD	11/29/2019	2,449.00
2397	FFM	P2005G	77339		Wire	1	2347	FIRST FARMERS & MERCHANTS	No	Yes	No	USD	11/29/2019	21.95
2397	FFM	P2005G	76957	77980	Check	1	6392	PETTY CASH	Yes	Yes	No	USD	11/04/2019	400.00
2397	FFM	P2005G	76956	77981	Check	1	7313	SHOEMAKER, COURTNEY	Yes	Yes	No	USD	11/04/2019	6.01
2397	FFM	P2004T	76958	77982	Check	1	15695	NCPERS GROUP LIFE INS	Yes	Yes	No	USD	11/05/2019	16.00
2397	FFM	P2004T	76959	77983	Check	1	18080	SCHOOL SERVICE EMPLOYEES	Yes	Yes	No	USD	11/05/2019	438.64
2397	FFM	P2005G	76985	77984	Check	1	7673	R1 A'VIANDS LLC	Yes	Yes	No	USD	11/05/2019	62,886.91
2397	FFM	P2005G	76986	77985	Check	1	7701	BAKER, HEIDI	Yes	Yes	No	USD	11/05/2019	192.00
2397	FFM	P2005G	76965	77986	Check	1	1426	BERNDT, CHRIS	Yes	Yes	No	USD	11/05/2019	35.00
2397	FFM	P2005G	76999	77987	Check	1	8028	CLIPPERS	Yes	Yes	No	USD	11/05/2019	615.94
2397	FFM	P2005G	76960	77988	Check	1	03582	COLE PAPERS INC	Yes	Yes	No	USD	11/05/2019	137.00
2397	FFM	P2005G	76973	77989	Check	1	4488	ENGEL, STEPH	Yes	No	No	USD	11/05/2019	100.00
2397	FFM	P2005G	76989	77990	Check	1	7974	FEENEY, DYLAN	Yes	Yes	No	USD	11/05/2019	75.00
2397	FFM	P2005G	76977	77991	Check	1	5700	R1 FERGUSON ENTERPRISES #1657	Yes	Yes	No	USD	11/05/2019	366.16
2397	FFM	P2005G	76998	77992	Check	1	8026	FRISCHMON, MIKE	Yes	Yes	No	USD	11/05/2019	45.00
2397	FFM	P2005G	76988	77993	Check	1	7842	HACKETT, JOEL	Yes	No	No	USD	11/05/2019	145.00
2397	FFM	P2005G	76961	77994	Check	1	08117	HENDERSON INDEPENDENT	Yes	Yes	No	USD	11/05/2019	86.25
2397	FFM	P2005G	76976	77995	Check	1	5093	R1 HOBART	Yes	Yes	No	USD	11/05/2019	1,551.64
2397	FFM	P2005G	76991	77996	Check	1	8010	HOLICKY, TAYLOR	Yes	Yes	No	USD	11/05/2019	90.00
2397	FFM	P2005G	76982	77997	Check	1	7242	HOSCHEIT, SETH	Yes	Yes	No	USD	11/05/2019	105.00
2397	FFM	P2005G	77001	77998	Check	1	8033	HUDSON, TRENT	Yes	Yes	No	USD	11/05/2019	35.00
2397	FFM	P2005G	76990	77999	Check	1	8005	HUTTON, AMBRIA	Yes	Yes	No	USD	11/05/2019	50.00
2397	FFM	P2005G	76962	78000	Check	1	1004	R1 ISD 196	Yes	Yes	No	USD	11/05/2019	275.00
2397	FFM	P2005G	76994	78001	Check	1	8022	KLATT, DAVID	Yes	Yes	No	USD	11/05/2019	89.00
2397	FFM	P2005G	77003	78002	Check	1	8035	KRZMARZICK, DAVID	Yes	Yes	No	USD	11/05/2019	105.00
2397	FFM	P2005G	77000	78003	Check	1	8032	LANGE, EMILY	Yes	Yes	No	USD	11/05/2019	90.00
2397	FFM	P2005G	76984	78004	Check	1	7635	LE SUEUR HENDERSON BUS COMPAN	Yes	Yes	No	USD	11/05/2019	89,721.25
2397	FFM	P2005G	76995	78005	Check	1	8023	MALO, KANE	Yes	No	No	USD	11/05/2019	89.00
2397	FFM	P2005G	76980	78006	Check	1	7097	R1 MEI	Yes	Yes	No	USD	11/05/2019	187.20
2397	FFM	P2005G	76964	78007	Check	1	13152	MN VALLEY EDUCATION DISTRICT	Yes	Yes	No	USD	11/05/2019	18,777.00
2397	FFM	P2005G	76970	78008	Check	1	2014	O'BRIEN, TONY	Yes	No	No	USD	11/05/2019	80.00
2397	FFM	P2005G	76983	78009	Check	1	7404	PALO, JASON	Yes	Yes	No	USD	11/05/2019	105.00
2397	FFM	P2005G	76997	78010	Check	1	8025	PATHER, KEVIN	Yes	Yes	No	USD	11/05/2019	89.00
2397	FFM	P2005G	76972	78011	Check	1	3679	R4 PITNEY BOWES	Yes	Yes	No	USD	11/05/2019	226.08
2397	FFM	P2005G	76975	78012	Check	1	4987	R1 PRIMEX WIRELESS INC	Yes	Yes	No	USD	11/05/2019	767.67
2397	FFM	P2005G	76996	78013	Check	1	8024	RAYMOND, KELLY	Yes	Yes	No	USD	11/05/2019	89.00
2397	FFM	P2005G	76963	78014	Check	1	13000	2A-DS REGION 2A, MSHSL	Yes	Yes	No	USD	11/05/2019	1,275.00

Le Sueur-Henderson Schools

Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
2397	FFM	P2005G	76966	78015	Check	1	1774	ROHLOFF, PHYLLIS	Yes	Yes	No	USD	11/05/2019	191.00
2397	FFM	P2005G	76979	78016	Check	1	6969	SAUGEN, ERIC	Yes	Yes	No	USD	11/05/2019	100.00
2397	FFM	P2005G	76967	78017	Check	1	1855	R3 SCHOLASTIC BOOK CLUBS INC	Yes	Yes	No	USD	11/05/2019	89.42
2397	FFM	P2005G	77002	78018	Check	1	8034	SCHUMACHER, CRAIG	Yes	Yes	No	USD	11/05/2019	105.00
2397	FFM	P2005G	76968	78019	Check	1	18980	SOUTH CENTRAL SERVICE COOP	Yes	Yes	No	USD	11/05/2019	4,945.50
2397	FFM	P2005G	76981	78020	Check	1	7145	ST. PAUL'S UNITED CHURCH OF CHRIS	Yes	Yes	No	USD	11/05/2019	750.00
2397	FFM	P2005G	77004	78021	Check	1	8036	STEVENS, BRADY	Yes	Yes	No	USD	11/05/2019	105.00
2397	FFM	P2005G	76978	78022	Check	1	6510	STORBECK, DOUG	Yes	Yes	No	USD	11/05/2019	90.00
2397	FFM	P2005G	76971	78023	Check	1	29886	SULLIVAN, MARTY	Yes	No	No	USD	11/05/2019	95.00
2397	FFM	P2005G	76987	78024	Check	1	7702	TODNEM, DIANE	Yes	Yes	No	USD	11/05/2019	66.00
2397	FFM	P2005G	76969	78025	Check	1	1956	TUREK, TERRY	Yes	Yes	No	USD	11/05/2019	45.00
2397	FFM	P2005G	76992	78026	Check	1	8011	VON LEHE, JENNIFER	Yes	Yes	No	USD	11/05/2019	100.00
2397	FFM	P2005G	76993	78027	Check	1	8021	WEICK, CHARLIE	Yes	Yes	No	USD	11/05/2019	25.00
2397	FFM	P2005G	76974	78028	Check	1	4591	WILMES, LYNN	Yes	Yes	No	USD	11/05/2019	245.00
2397	FFM	P2005G	77022	78029	Check	1	8038	JENSEN, LARAYNE	Yes	Yes	No	USD	11/11/2019	134.75
2397	FFM	P2005G	77029	78030	Check	1	00520	ALPHA WIRELESS COMMUNICATIONS	Yes	Yes	No	USD	11/15/2019	2,022.42
2397	FFM	P2005G	77063	78031	Check	1	7673	R1 A'VIANDS LLC	Yes	Yes	No	USD	11/15/2019	1,946.86
2397	FFM	P2005G	77028	78032	Check	1	3631	P1 BATTERIES PLUS BULBS	Yes	Yes	No	USD	11/15/2019	18.95
2397	FFM	P2005G	77030	78033	Check	1	03581	BENDER'S TRUE VALUE	Yes	Yes	No	USD	11/15/2019	18.99
2397	FFM	P2005G	77032	78034	Check	1	08112	CITY OF HENDERSON	Yes	Yes	No	USD	11/15/2019	364.98
2397	FFM	P2005G	77050	78035	Check	1	4043	COMPUTER TECHNOLOGY SOLUTIONS	Yes	Yes	No	USD	11/15/2019	7,800.00
2397	FFM	P2005G	77048	78036	Check	1	3394	CRYSTEEL TRUCK EQUIPMENT	Yes	Yes	No	USD	11/15/2019	24.66
2397	FFM	P2005G	77056	78037	Check	1	6573	P1 EDUCATORS BENEFIT CONSULTANTS	Yes	Yes	No	USD	11/15/2019	109.13
2397	FFM	P2005G	77051	78038	Check	1	4183	EVOLUTION MEDIA & DESIGN	Yes	Yes	No	USD	11/15/2019	941.71
2397	FFM	P2005G	77061	78039	Check	1	7658	FETERL, AMANDA	Yes	Yes	No	USD	11/15/2019	163.00
2397	FFM	P2005G	77055	78040	Check	1	6055	FRIENDLY CONFINES CHEESE SHOPPI	Yes	Yes	No	USD	11/15/2019	890.00
2397	FFM	P2005G	77067	78041	Check	1	8040	GREATER MANKATO DIVERSITY COUN	Yes	No	No	USD	11/15/2019	1,400.00
2397	FFM	P2005G	77033	78042	Check	1	08470	HOLIDAY	Yes	Yes	No	USD	11/15/2019	290.44
2397	FFM	P2005G	77045	78043	Check	1	3277	R2 INNOVATIVE OFFICE SOLUTIONS	Yes	Yes	No	USD	11/15/2019	460.04
2397	FFM	P2005G	77065	78044	Check	1	7980	ISD 2184	Yes	Yes	No	USD	11/15/2019	2,030.82
2397	FFM	P2005G	77034	78045	Check	1	08949	ISD 840	Yes	Yes	No	USD	11/15/2019	30.00
2397	FFM	P2005G	77062	78046	Check	1	7668	JAGUAR COMMUNICATIONS	Yes	Yes	No	USD	11/15/2019	1,053.69
2397	FFM	P2005G	77046	78047	Check	1	3287	KRANZ POWER EQUIPMENT	Yes	Yes	No	USD	11/15/2019	13.95
2397	FFM	P2005G	77047	78048	Check	1	3287	KRANZ POWER EQUIPMENT	Yes	Yes	No	USD	11/15/2019	15,697.00
2397	FFM	P2005G	77060	78049	Check	1	7635	LE SUEUR HENDERSON BUS COMPAN	Yes	Yes	No	USD	11/15/2019	22,321.89
2397	FFM	P2005G	77053	78050	Check	1	5799	R1 MARCO	Yes	Yes	No	USD	11/15/2019	632.92
2397	FFM	P2005G	77036	78051	Check	1	1288	MCEA	Yes	No	No	USD	11/15/2019	538.00
2397	FFM	P2005G	77037	78052	Check	1	1288	MCEA	Yes	No	No	USD	11/15/2019	546.00
2397	FFM	P2005G	77035	78053	Check	1	12039	MENARDS	Yes	Yes	No	USD	11/15/2019	819.59

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
2397	FFM	P2005G	77049	78054	Check	1	3842	MIDWEST PLAYSCAPES, INC	Yes	No	No	USD	11/15/2019	4,012.00
2397	FFM	P2005G	77038	78055	Check	1	13826	MUSIC MART	Yes	Yes	No	USD	11/15/2019	277.93
2397	FFM	P2005G	77044	78056	Check	1	28989	PFARR, KRISTAN	Yes	Yes	No	USD	11/15/2019	260.83
2397	FFM	P2005G	77059	78057	Check	1	7608	R1 SCAN AIR FILTER INC	Yes	Yes	No	USD	11/15/2019	189.99
2397	FFM	P2005G	77039	78058	Check	1	1920	R1 SCHOOL SPECIALTY/CLASSROOM DIR	Yes	Yes	No	USD	11/15/2019	475.89
2397	FFM	P2005G	77042	78059	Check	1	2169	SEAVAR, LINDA	Yes	Yes	No	USD	11/15/2019	774.51
2397	FFM	P2005G	77058	78060	Check	1	7536	SOUTHERN MINNESOTA INSPECTION	Yes	Yes	No	USD	11/15/2019	419.00
2397	FFM	P2005G	77040	78061	Check	1	19553	ST ANNE'S	Yes	Yes	No	USD	11/15/2019	560.00
2397	FFM	P2005G	77057	78062	Check	1	7139	STATE OF MN-DEPT OF HUMAN SVCS	Yes	Yes	No	USD	11/15/2019	157.00
2397	FFM	P2005G	77052	78063	Check	1	5034	P1 THE GILLETTE GROUP	Yes	Yes	No	USD	11/15/2019	570.68
2397	FFM	P2005G	77041	78064	Check	1	20149	R2 TIME FOR KIDS	Yes	Yes	No	USD	11/15/2019	44.50
2397	FFM	P2005G	77066	78065	Check	1	8030	TREASURERS IN TOWN	Yes	No	No	USD	11/15/2019	200.00
2397	FFM	P2005G	77064	78066	Check	1	7826	U.S. BANK EQUIPMENT FINANCE	Yes	Yes	No	USD	11/15/2019	1,497.00
2397	FFM	P2005G	77054	78067	Check	1	5997	VERIZON WIRELESS	Yes	Yes	No	USD	11/15/2019	356.06
2397	FFM	P2005G	77031	78068	Check	1	06146	WOLF MOTORS	Yes	Yes	No	USD	11/15/2019	406.06
2397	FFM	P2005G	77043	78069	Check	1	22185	CK ZANER-BLOSER INC	Yes	Yes	No	USD	11/15/2019	891.95
2397	FFM	P2005S	77068	78070	Check	1	1414	BRUNS, RICK	Yes	Yes	No	USD	11/15/2019	75.00
2397	FFM	P2005S	77069	78071	Check	1	1414	BRUNS, RICK	Yes	Yes	No	USD	11/15/2019	194.08
2397	FFM	P2005S	77071	78072	Check	1	6377	BUSINESS IMPACT GROUP	Yes	Yes	No	USD	11/15/2019	1,160.48
2397	FFM	P2005S	77070	78073	Check	1	5775	MOUNTAIN STREAM SIGNS & SPORTS	Yes	Yes	No	USD	11/15/2019	1,300.00
2397	FFM	P2004T	77023	78074	Check	1	7988	MN PEIP	Yes	Yes	No	USD	11/14/2019	83,155.50
2397	FFM	P2004T	77131	78075	Check	1	5306	AMERITAS GROUP	Yes	Yes	No	USD	11/20/2019	335.72
2397	FFM	P2004T	77132	78076	Check	1	13147	MN TEAMSTERS NO 320	Yes	Yes	No	USD	11/20/2019	870.00
2397	FFM	P2005G	77134	78077	Check	1	00520	ALPHA WIRELESS COMMUNICATIONS	Yes	Yes	No	USD	11/22/2019	212.00
2397	FFM	P2005G	77151	78078	Check	1	6892	BRIH DESIGN	Yes	No	No	USD	11/22/2019	956.25
2397	FFM	P2005G	77145	78079	Check	1	21090	CENTURYLINK	Yes	Yes	No	USD	11/22/2019	73.99
2397	FFM	P2005G	77135	78080	Check	1	03582	COLE PAPERS INC	Yes	Yes	No	USD	11/22/2019	1,910.40
2397	FFM	P2005G	77153	78081	Check	1	7341	FAHEY, JACKIE	Yes	No	No	USD	11/22/2019	68.41
2397	FFM	P2005G	77150	78082	Check	1	5700	R1 FERGUSON ENTERPRISES #1657	Yes	No	No	USD	11/22/2019	43.69
2397	FFM	P2005G	77136	78083	Check	1	06330	FLINN SCIENTIFIC INC	Yes	Yes	No	USD	11/22/2019	251.43
2397	FFM	P2005G	77156	78084	Check	1	7992	FREMONT INDUSTRIES LLC	Yes	Yes	No	USD	11/22/2019	831.95
2397	FFM	P2005G	77152	78085	Check	1	7246	GUPTON, ADINA	Yes	Yes	No	USD	11/22/2019	41.61
2397	FFM	P2005G	77148	78086	Check	1	3146	HOVICK, JENNIFER	Yes	Yes	No	USD	11/22/2019	95.80
2397	FFM	P2005G	77137	78087	Check	1	09312	INTERSTATE BUILDING SUPPLY	Yes	Yes	No	USD	11/22/2019	56.18
2397	FFM	P2005G	77147	78088	Check	1	2885	R1 LE SUEUR COUNTY PUBLIC HEALTH	Yes	No	No	USD	11/22/2019	227.50
2397	FFM	P2005G	77154	78089	Check	1	7635	LE SUEUR HENDERSON BUS COMPAN	Yes	No	No	USD	11/22/2019	16,785.40
2397	FFM	P2005G	77142	78090	Check	1	17020	R2 MATHESON TRI-GAS INC	Yes	No	No	USD	11/22/2019	309.43
2397	FFM	P2005G	77138	78091	Check	1	13151	R1 MN VALLEY ELECTRIC COOPERATIVE	Yes	Yes	No	USD	11/22/2019	29.73
2397	FFM	P2005G	77139	78092	Check	1	13826	MUSIC MART	Yes	Yes	No	USD	11/22/2019	600.97

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
2397	FFM	P2005G	77140	78093	Check	1	13855	NAPA AUTO PARTS OF LE SUEUR	Yes	Yes	No	USD	11/22/2019	110.93
2397	FFM	P2005G	77146	78094	Check	1	21290	RADERMACHER'S	Yes	Yes	No	USD	11/22/2019	391.38
2397	FFM	P2005G	77141	78095	Check	1	1667	R1 SOURCEWELL TECHNOLOGY	Yes	Yes	No	USD	11/22/2019	399.00
2397	FFM	P2005G	77143	78096	Check	1	18980	SOUTH CENTRAL SERVICE COOP	Yes	Yes	No	USD	11/22/2019	11,483.21
2397	FFM	P2005G	77155	78097	Check	1	7777	R1 SWANK MOVIE LICENSING USA	Yes	Yes	No	USD	11/22/2019	508.00
2397	FFM	P2005G	77144	78098	Check	1	20680	UNITED FARMERS COOPERATIVE	Yes	Yes	No	USD	11/22/2019	788.56
2397	FFM	P2005G	77149	78099	Check	1	5496	WEICK, JENNIFER	Yes	No	No	USD	11/22/2019	247.05
2397	FFM	P2005S	77157	78100	Check	1	21290	RADERMACHER'S	Yes	Yes	No	USD	11/22/2019	6,157.18
													Bank Total:	\$695,350.32
2397	MSDL	P2005W	77173		PC	1	08656	HY VEE FOODS--HILLTOP	No	Yes	No	USD	11/04/2019	57.48
2397	MSDL	P2005W	77174		PC	1	11060	LE SUEUR POSTMASTER	No	Yes	No	USD	11/04/2019	11.20
2397	MSDL	P2005W	77175		PC	1	13860	R1 NASCO	No	Yes	No	USD	11/04/2019	205.20
2397	MSDL	P2005W	77176		PC	1	14920	NORTHWEST GAS	No	Yes	No	USD	11/04/2019	115.74
2397	MSDL	P2005W	77177		PC	1	1628	R2 FUN EXPRESS	No	Yes	No	USD	11/04/2019	119.48
2397	MSDL	P2005W	77178		PC	1	17559	MKTO SAM'S CLUB	No	Yes	No	USD	11/04/2019	427.42
2397	MSDL	P2005W	77179		PC	1	19852	TARGET	No	Yes	No	USD	11/04/2019	40.99
2397	MSDL	P2005W	77180		PC	1	2819	AMAZON.COM	No	Yes	No	USD	11/04/2019	4,286.34
2397	MSDL	P2005W	77181		PC	1	3053	PIZZA RANCH INC.	No	Yes	No	USD	11/04/2019	147.36
2397	MSDL	P2005W	77182		PC	1	3819	PLANK ROAD PUBLISHING	No	Yes	No	USD	11/04/2019	78.75
2397	MSDL	P2005W	77183		PC	1	3876	MINNETESOL	No	Yes	No	USD	11/04/2019	154.00
2397	MSDL	P2005W	77184		PC	1	4913	LJP ENTERPRISES TRUCKING LLC	No	Yes	No	USD	11/04/2019	1,741.85
2397	MSDL	P2005W	77185		PC	1	4990	P-CARD	No	Yes	No	USD	11/04/2019	1,215.16
2397	MSDL	P2005W	77186		PC	1	5374	SCRIPPS NATIONAL SPELLING BEE	No	Yes	No	USD	11/04/2019	330.00
2397	MSDL	P2005W	77187		PC	1	5943	WALMART	No	Yes	No	USD	11/04/2019	351.31
2397	MSDL	P2005W	77188		PC	1	7292	HOME DEPOT	No	Yes	No	USD	11/04/2019	312.79
2397	MSDL	P2005W	77189		PC	1	7874	TRAVERS TOOL CO INC	No	Yes	No	USD	11/04/2019	198.81
2397	MSDL	P2005W	77190		PC	1	7995	SIDEKICK THEATER	No	Yes	No	USD	11/04/2019	1,269.00
2397	MSDL	P2005W	77191		PC	1	7999	HEARTSMART.COM	No	Yes	No	USD	11/04/2019	676.00
2397	MSDL	P2005W	77192		PC	1	8000	UNIVERSITY OF MN BOOKSTORE	No	Yes	No	USD	11/04/2019	160.45
2397	MSDL	P2005W	77193		PC	1	8018	SIGNS.COM	No	Yes	No	USD	11/04/2019	350.54
2397	MSDL	P2005W	77194		PC	1	8019	EMERGENCY MEDICAL TRAINING INST	No	Yes	No	USD	11/04/2019	1,200.00
													Bank Total:	\$13,449.87
													Report Total:	\$708,800.19

Treasurer's Report

The general account receipts and disbursements have been reviewed for the month of December, 2019, and I recommend approval.

3 Receipts from general account were pulled for further review and were found to have complete and accurate documentation.

9 Disbursements from general account were pulled for further review and were found to have complete and accurate documentation.

The MSDLAF account receipts and disbursements have been reviewed for the month of December, 2019, and I recommend approval.

2 Receipts from MSDLAF account were pulled for further review and were found to have complete and accurate documentation.

1 Disbursements from MSDLAF were pulled for further review and were found to have complete and accurate documentation.

I have reviewed all manual journal entries for the month of December, 2019.

I have reviewed the bank reconciliation completed by Region V for all district accounts for the month of December, 2019.



Joe Roby, School Board Treasurer

5-18-2020

Date

Le Sueur-Henderson Schools

Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
2397	FFM	P2006C	77246		CB	1	19380	STATE SUPPLY COMPANY	No	Yes	No	USD	12/09/2019	1,526.46
2397	FFM	P2006C	77289		CB	1	04680	DEMCO INC	No	Yes	No	USD	12/20/2019	258.19
2397	FFM	P2006C	77290		CB	1	12176	R1 METRO SALES	No	Yes	No	USD	12/20/2019	2,837.37
2397	FFM	P2006C	77291		CB	1	18081	SS SCHOOL SPECIALTY INC	No	Yes	No	USD	12/20/2019	691.25
2397	FFM	P2006G	77293		Wire	1	5636	SFM	No	Yes	No	USD	12/02/2019	3,404.00
2397	FFM	P2006G	77294		Wire	1	14843	XCEL ENERGY	No	Yes	No	USD	12/16/2019	1,105.54
2397	FFM	P2006G	77314		Wire	1	10660	R1 CITY OF LE SUEUR	No	Yes	No	USD	12/26/2019	18,686.11
2397	FFM	P2006F	77324		Wire	1	6573	P1 EDUCATORS BENEFIT CONSULTANTS	No	Yes	No	USD	12/13/2019	10,397.15
2397	FFM	P2006F	77325		Wire	1	1324	INTERNAL REVENUE SERVICE	No	Yes	No	USD	12/13/2019	57,978.67
2397	FFM	P2006F	77326		Wire	1	12832	MN DEPT OF REVENUE	No	Yes	No	USD	12/13/2019	8,314.82
2397	FFM	P2006F	77327		Wire	1	1065	MN CHILD SUPPORT PAYMENT CTR	No	Yes	No	USD	12/13/2019	600.50
2397	FFM	P2006F	77328		Wire	1	13146	MN TEACHERS RETIREMENT ASSOC	No	Yes	No	USD	12/13/2019	31,935.64
2397	FFM	P2006F	77329		Wire	1	10850	LE SUEUR HENDERSON ED ASSOC	No	Yes	No	USD	12/13/2019	3,331.16
2397	FFM	P2006F	77330		Wire	1	1324	INTERNAL REVENUE SERVICE	No	Yes	No	USD	12/13/2019	113.86
2397	FFM	P2006F	77331		Wire	1	5317	FURTHER	No	Yes	No	USD	12/13/2019	9,864.54
2397	FFM	P2006F	77332		Wire	1	16487	PUBLIC EMPLOYEES RETIREMENT ASS	No	Yes	No	USD	12/13/2019	7,883.28
2397	FFM	P2006F	77333		Wire	1	16487	PUBLIC EMPLOYEES RETIREMENT ASS	No	Yes	No	USD	12/13/2019	104.20
2397	FFM	P2006F	77335		Wire	1	5317	FURTHER	No	Yes	No	USD	12/05/2019	791.67
2397	FFM	P2006T	77336		Wire	1	5317	FURTHER	No	Yes	No	USD	12/19/2019	666.67
2397	FFM	P2006T	77337		Wire	1	5317	FURTHER	No	Yes	No	USD	12/23/2019	215.35
2397	FFM	P2006G	77338		Wire	1	3679	PITNEY BOWES - RESERVE ACCOUNT	No	Yes	No	USD	12/16/2019	100.00
2397	FFM	P2006T	77346		Wire	1	16487	PUBLIC EMPLOYEES RETIREMENT ASS	No	Yes	No	USD	12/30/2019	1,354.12
2397	FFM	P2006T	77347		Wire	1	16487	PUBLIC EMPLOYEES RETIREMENT ASS	No	Yes	No	USD	12/30/2019	8,352.26
2397	FFM	P2006T	77348		Wire	1	1324	INTERNAL REVENUE SERVICE	No	Yes	No	USD	12/30/2019	53,643.55
2397	FFM	P2006T	77349		Wire	1	6573	P1 EDUCATORS BENEFIT CONSULTANTS	No	Yes	No	USD	12/30/2019	12,367.15
2397	FFM	P2006T	77350		Wire	1	1065	MN CHILD SUPPORT PAYMENT CTR	No	Yes	No	USD	12/30/2019	600.50
2397	FFM	P2006T	77351		Wire	1	12832	MN DEPT OF REVENUE	No	Yes	No	USD	12/30/2019	7,936.15
2397	FFM	P2006T	77352		Wire	1	12832	MN DEPT OF REVENUE	No	Yes	No	USD	12/30/2019	310.19
2397	FFM	P2006T	77353		Wire	1	10850	LE SUEUR HENDERSON ED ASSOC	No	Yes	No	USD	12/30/2019	3,331.16
2397	FFM	P2006T	77354		Wire	1	13146	MN TEACHERS RETIREMENT ASSOC	No	Yes	No	USD	12/30/2019	30,000.64
2397	FFM	P2006T	77355		Wire	1	5317	FURTHER	No	Yes	No	USD	12/30/2019	7,036.54
2397	FFM	P2006T	77356		Wire	1	1324	INTERNAL REVENUE SERVICE	No	Yes	No	USD	12/30/2019	2,172.79
2397	FFM	P2006G	77357		Wire	1	2347	FIRST FARMERS & MERCHANTS	No	Yes	No	USD	12/31/2019	21.95
2397	FFM	P2006T	77363		Wire	1	5305	DELTA DENTAL OF MINNESOTA	No	Yes	No	USD	12/30/2019	2,908.20
2397	FFM	P2006G	77205	78101	Check	1	4553	DISTRIBUTED WEBSITE CORP	Yes	Yes	No	USD	12/02/2019	1,798.92
2397	FFM	P2006G	77204	78102	Check	1	4183	EVOLUTION MEDIA & DESIGN	Yes	Yes	No	USD	12/02/2019	869.00
2397	FFM	P2006G	77207	78103	Check	1	7919	R1 HANDI MEDICAL SUPPLY	Yes	Yes	No	USD	12/02/2019	181.24
2397	FFM	P2006G	77195	78104	Check	1	08117	HENDERSON INDEPENDENT	Yes	Yes	No	USD	12/02/2019	30.00
2397	FFM	P2006G	77196	78105	Check	1	08470	HOLIDAY	Yes	Yes	No	USD	12/02/2019	442.83

Le Sueur-Henderson Schools

Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount	
													Date		
2397	FFM	P2006G	77203	78106	Check	1	3277	R2	INNOVATIVE OFFICE SOLUTIONS	Yes	Yes	No	USD	12/02/2019	29.91
2397	FFM	P2006G	77200	78107	Check	1	1642		ISD 2859	Yes	Yes	No	USD	12/02/2019	235.00
2397	FFM	P2006G	77197	78108	Check	1	10540		LE SUEUR CHAMBER OF COMMERCE	Yes	Yes	No	USD	12/02/2019	170.00
2397	FFM	P2006G	77199	78109	Check	1	14700		NICKLASSON ATHLETIC CO	Yes	Yes	No	USD	12/02/2019	683.35
2397	FFM	P2006G	77201	78110	Check	1	17559		SAM'S CLUB DIRECT	Yes	Yes	No	USD	12/02/2019	567.53
2397	FFM	P2006G	77202	78111	Check	1	17776		SCHOLASTIC BOOK FAIRS	Yes	Yes	No	USD	12/02/2019	367.19
2397	FFM	P2006G	77206	78112	Check	1	7145		ST. PAUL'S UNITED CHURCH OF CHRIS	Yes	Yes	No	USD	12/02/2019	750.00
2397	FFM	P2006G	77198	78113	Check	1	11020		TRUSTWORTHY HARDWARE OF LE SL	Yes	Yes	No	USD	12/02/2019	393.51
2397	FFM	P2006G	77208	78114	Check	1	7998	R1	ZIEGLER INC	Yes	Yes	No	USD	12/02/2019	4,220.00
2397	FFM	P2006G	77209	78115	Check	1	00520		ALPHA WIRELESS COMMUNICATIONS	Yes	Yes	No	USD	12/09/2019	190.88
2397	FFM	P2006G	77222	78116	Check	1	1518	R1	CDW GOVERNMENT INC	Yes	Yes	No	USD	12/09/2019	70,400.00
2397	FFM	P2006G	77212	78117	Check	1	08112		CITY OF HENDERSON	Yes	Yes	No	USD	12/09/2019	256.53
2397	FFM	P2006G	77245	78118	Check	1	8042		CITY OF SHAKOPEE	Yes	Yes	No	USD	12/09/2019	518.00
2397	FFM	P2006G	77210	78119	Check	1	03582		COLE PAPERS INC	Yes	Yes	No	USD	12/09/2019	266.64
2397	FFM	P2006G	77229	78120	Check	1	4043		COMPUTER TECHNOLOGY SOLUTIONS	Yes	Yes	No	USD	12/09/2019	3,900.00
2397	FFM	P2006G	77239	78121	Check	1	7171		CONTINENTAL MATHEMATICS LEAGUE	Yes	Yes	No	USD	12/09/2019	85.00
2397	FFM	P2006G	77236	78122	Check	1	6573	P1	EDUCATORS BENEFIT CONSULTANTS	Yes	Yes	No	USD	12/09/2019	109.13
2397	FFM	P2006G	77242	78123	Check	1	7658		FETERL, AMANDA	Yes	Yes	No	USD	12/09/2019	77.25
2397	FFM	P2006G	77234	78124	Check	1	5937		FIRENET SYSTEMS INC	Yes	Yes	No	USD	12/09/2019	700.00
2397	FFM	P2006G	77235	78125	Check	1	6054		HIRE IMAGE	Yes	Yes	No	USD	12/09/2019	757.00
2397	FFM	P2006G	77232	78126	Check	1	5093	R1	HOBART	Yes	Yes	No	USD	12/09/2019	275.05
2397	FFM	P2006G	77228	78127	Check	1	3277	R2	INNOVATIVE OFFICE SOLUTIONS	Yes	Yes	No	USD	12/09/2019	19.80
2397	FFM	P2006G	77240	78128	Check	1	7571		KENNEDY & GRAVEN, CHARTERED	Yes	Yes	No	USD	12/09/2019	202.50
2397	FFM	P2006G	77213	78129	Check	1	10833	R3	LE SUEUR COUNTY TREASURER	Yes	Yes	No	USD	12/09/2019	1,200.00
2397	FFM	P2006G	77241	78130	Check	1	7635		LE SUEUR HENDERSON BUS COMPAN	Yes	Yes	No	USD	12/09/2019	107,306.99
2397	FFM	P2006G	77238	78131	Check	1	7097	R1	MEI	Yes	Yes	No	USD	12/09/2019	187.20
2397	FFM	P2006G	77215	78132	Check	1	13000		MN STATE HIGH SCHOOL LEAGUE	Yes	Yes	No	USD	12/09/2019	670.00
2397	FFM	P2006G	77230	78133	Check	1	4793	R1	MN STATE UNIVERSITY, MANKATO	Yes	Yes	No	USD	12/09/2019	750.00
2397	FFM	P2006G	77231	78134	Check	1	4793	R6	MN STATE UNIVERSITY, MANKATO	Yes	Yes	No	USD	12/09/2019	6,562.24
2397	FFM	P2006G	77216	78135	Check	1	13152		MN VALLEY EDUCATION DISTRICT	Yes	Yes	No	USD	12/09/2019	325.00
2397	FFM	P2006G	77218	78136	Check	1	13855		NAPAAUTO PARTS OF LE SUEUR	Yes	Yes	No	USD	12/09/2019	627.61
2397	FFM	P2006G	77219	78137	Check	1	13860	R1	NASCO	Yes	Yes	No	USD	12/09/2019	48.12
2397	FFM	P2006G	77220	78138	Check	1	14700		NICKLASSON ATHLETIC CO	Yes	Yes	No	USD	12/09/2019	164.90
2397	FFM	P2006G	77221	78139	Check	1	14990		NUESSMEIER ELECTRIC INC	Yes	Yes	No	USD	12/09/2019	1,656.91
2397	FFM	P2006G	77217	78140	Check	1	1323		RELIANCE ELECTRIC OF SOUTHERN M	Yes	Yes	No	USD	12/09/2019	135.80
2397	FFM	P2006G	77223	78141	Check	1	1572	R1	RESOURCES FOR EDUCATORS	Yes	Yes	No	USD	12/09/2019	178.00
2397	FFM	P2006G	77243	78142	Check	1	7725		ROE, REBECCA	Yes	Yes	No	USD	12/09/2019	18.15
2397	FFM	P2006G	77224	78143	Check	1	1855	R4	SCHOLASTIC INC	Yes	Yes	No	USD	12/09/2019	137.25
2397	FFM	P2006G	77227	78144	Check	1	2857		SMAYLING, BECKY	Yes	Yes	No	USD	12/09/2019	317.22

Le Sueur-Henderson Schools

Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount	
													Date		
2397	FFM	P2006G	77237	78145	Check	1	6889	r1	TEACHER SYNERGY LLC	Yes	Yes	No	USD	12/09/2019	160.43
2397	FFM	P2006G	77226	78147	Check	1	2797	TRUST	TRUSTEES OF THE HAMLINE UNIVERS	Yes	Yes	No	USD	12/09/2019	165.00
2397	FFM	P2006G	77214	78148	Check	1	11020		TRUSTWORTHY HARDWARE OF LE SL	Yes	Yes	No	USD	12/09/2019	89.36
2397	FFM	P2006G	77233	78149	Check	1	5496		WEICK, JENNIFER	Yes	Yes	No	USD	12/09/2019	20.21
2397	FFM	P2006G	77211	78150	Check	1	06146		WOLF MOTORS	Yes	Yes	No	USD	12/09/2019	2,059.57
2397	FFM	P2006G	77244	78151	Check	1	7998	R1	ZIEGLER INC	Yes	Yes	No	USD	12/09/2019	3,700.00
2397	FFM	P2006S	77247	78152	Check	1	1001		CASEY, JAMIE	Yes	Yes	No	USD	12/16/2019	118.00
2397	FFM	P2006S	77249	78153	Check	1	2553		EAGLE BLUFF ENVIRONMENTAL LEARNI	Yes	Yes	No	USD	12/16/2019	11,345.80
2397	FFM	P2006S	77250	78154	Check	1	4183		EVOLUTION MEDIA & DESIGN	Yes	Yes	No	USD	12/16/2019	762.60
2397	FFM	P2006S	77248	78155	Check	1	2529		KICKS BAKERY	Yes	Yes	No	USD	12/16/2019	91.00
2397	FFM	P2006S	77251	78156	Check	1	8043		RICHARDSON, TALEIGH	Yes	Yes	No	USD	12/16/2019	70.00
2397	FFM	P2006G	77271	78157	Check	1	5249	R1	2ND WIND EXERCISE EQUIPMENT	Yes	Yes	No	USD	12/16/2019	3,758.00
2397	FFM	P2006G	77279	78158	Check	1	7833		ABDO, EICK & MEYERS, LLP	Yes	Yes	No	USD	12/16/2019	3,950.00
2397	FFM	P2006G	77274	78159	Check	1	6892		BRIH DESIGN	Yes	Yes	No	USD	12/16/2019	975.00
2397	FFM	P2006G	77268	78160	Check	1	4801	R1	CENTERPOINT ENERGY	Yes	Yes	No	USD	12/16/2019	5,193.30
2397	FFM	P2006G	77252	78161	Check	1	03582		COLE PAPERS INC	Yes	Yes	No	USD	12/16/2019	183.70
2397	FFM	P2006G	77253	78162	Check	1	05124		DRAMATIC PUBLISHING	Yes	Yes	No	USD	12/16/2019	16.44
2397	FFM	P2006G	77280	78163	Check	1	7919	R1	HANDI MEDICAL SUPPLY	Yes	Yes	No	USD	12/16/2019	90.62
2397	FFM	P2006G	77270	78164	Check	1	5093	R1	HOBART	Yes	Yes	No	USD	12/16/2019	2,249.22
2397	FFM	P2006G	77266	78165	Check	1	3277	R2	INNOVATIVE OFFICE SOLUTIONS	Yes	Yes	No	USD	12/16/2019	85.08
2397	FFM	P2006G	77256	78166	Check	1	09312		INTERSTATE BUILDING SUPPLY	Yes	Yes	No	USD	12/16/2019	375.77
2397	FFM	P2006G	77281	78167	Check	1	7980		ISD 2184	Yes	Yes	No	USD	12/16/2019	2,335.44
2397	FFM	P2006G	77255	78168	Check	1	08857		ISD 480	Yes	Yes	No	USD	12/16/2019	6,771.95
2397	FFM	P2006G	77277	78169	Check	1	7668		JAGUAR COMMUNICATIONS	Yes	Yes	No	USD	12/16/2019	1,052.39
2397	FFM	P2006G	77269	78170	Check	1	5033		KNUTSON, ABBY	Yes	Yes	No	USD	12/16/2019	595.00
2397	FFM	P2006G	77262	78171	Check	1	17020	R2	MATHESON TRI-GAS INC	Yes	Yes	No	USD	12/16/2019	100.44
2397	FFM	P2006G	77275	78172	Check	1	7097	R1	MEI	Yes	Yes	No	USD	12/16/2019	49.92
2397	FFM	P2006G	77257	78173	Check	1	1228		MESPA	Yes	Yes	No	USD	12/16/2019	400.00
2397	FFM	P2006G	77258	78174	Check	1	13149		MN VALLEY ACTION COUNCIL	Yes	Yes	No	USD	12/16/2019	25.00
2397	FFM	P2006G	77259	78175	Check	1	13152		MN VALLEY EDUCATION DISTRICT	Yes	Yes	No	USD	12/16/2019	42,624.00
2397	FFM	P2006G	77260	78176	Check	1	14700		NICKLASSON ATHLETIC CO	Yes	Yes	No	USD	12/16/2019	683.35
2397	FFM	P2006G	77267	78177	Check	1	3679	R4	PITNEY BOWES	Yes	Yes	No	USD	12/16/2019	80.73
2397	FFM	P2006G	77272	78178	Check	1	5629	r3	SANCO EQUIPMENT LLC	Yes	Yes	No	USD	12/16/2019	945.57
2397	FFM	P2006G	77254	78179	Check	1	06600	SS	SCHOOL SPECIALTY	Yes	Yes	No	USD	12/16/2019	288.89
2397	FFM	P2006G	77263	78180	Check	1	18980		SOUTH CENTRAL SERVICE COOP	Yes	Yes	No	USD	12/16/2019	137.04
2397	FFM	P2006G	77276	78181	Check	1	7536		SOUTHERN MINNESOTA INSPECTION	Yes	Yes	No	USD	12/16/2019	2,000.00
2397	FFM	P2006G	77283	78182	Check	1	8047		TITAN DISTRIBUTORS INC	Yes	Yes	No	USD	12/16/2019	377.88
2397	FFM	P2006G	77261	78183	Check	1	1643		TOPPERS & TRAILERS PLUS	Yes	Yes	No	USD	12/16/2019	1,259.10
2397	FFM	P2006G	77278	78184	Check	1	7826		U.S. BANK EQUIPMENT FINANCE	Yes	Yes	No	USD	12/16/2019	1,497.00

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
2397	FFM	P2006G	77264	78185	Check	1	20680	UNITED FARMERS COOPERATIVE	Yes	Yes	No	USD	12/16/2019	181.06
2397	FFM	P2006G	77265	78186	Check	1	2964	US BANK	Yes	Yes	No	USD	12/16/2019	500.00
2397	FFM	P2006G	77273	78187	Check	1	5997	VERIZON WIRELESS	Yes	Yes	No	USD	12/16/2019	374.51
2397	FFM	P2006G	77282	78188	Check	1	7998	R1 ZIEGLER INC	Yes	Yes	No	USD	12/16/2019	627.80
2397	FFM	P2005T	77284	78189	Check	1	7988	MN PEIP	Yes	Yes	No	USD	12/17/2019	66,057.70
2397	FFM	P2005T	77285	78190	Check	1	13147	MN TEAMSTERS NO 320	Yes	Yes	No	USD	12/17/2019	840.00
2397	FFM	P2005T	77288	78191	Check	1	15695	NCPERS GROUP LIFE INS	Yes	Yes	No	USD	12/17/2019	16.00
2397	FFM	P2004T	77295	78193	Check	1	12756	NATIONAL INSURANCE SERVICES OF \	Yes	Yes	No	USD	12/20/2019	2,174.48
2397	FFM	P2005T	77296	78194	Check	1	12756	NATIONAL INSURANCE SERVICES OF \	Yes	Yes	No	USD	12/20/2019	2,865.72
2397	FFM	P2005T	77297	78195	Check	1	18080	SCHOOL SERVICE EMPLOYEES	Yes	Yes	No	USD	12/20/2019	438.64
2397	FFM	P2005T	77334	78196	Check	1	5306	AMERITAS GROUP	Yes	Yes	No	USD	12/26/2019	361.64
2397	FFM	P2006G	77345	78197	Check	1	7807	BATTERN, KY	Yes	Yes	No	USD	12/26/2019	102.00
2397	FFM	P2006G	77344	78198	Check	1	4801	R1 CENTERPOINT ENERGY	Yes	Yes	No	USD	12/26/2019	10,456.55
2397	FFM	P2006G	77342	78199	Check	1	21090	CENTURYLINK	Yes	Yes	No	USD	12/26/2019	73.99
2397	FFM	P2006G	77341	78200	Check	1	17020	R2 MATHESON TRI-GAS INC	Yes	Yes	No	USD	12/26/2019	303.69
2397	FFM	P2006G	77340	78201	Check	1	13151	R1 MN VALLEY ELECTRIC COOPERATIVE	Yes	Yes	No	USD	12/26/2019	30.44
2397	FFM	P2006G	77343	78202	Check	1	21290	RADERMACHER'S	Yes	Yes	No	USD	12/26/2019	343.59
													Bank Total:	\$682,053.89
													Report Total:	\$682,053.89

Treasurer's Report

The general account receipts and disbursements have been reviewed for the month of January, 2020, and I recommend approval.

3 Receipts from general account were pulled for further review and were found to have complete and accurate documentation.

11 Disbursements from general account were pulled for further review and were found to have complete and accurate documentation.

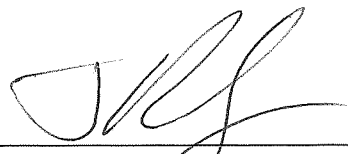
The MSDLAF account receipts and disbursements have been reviewed for the month of January, 2020, and I recommend approval.

2 Receipts from MSDLAF account were pulled for further review and were found to have complete and accurate documentation.

2 Disbursements from MSDLAF were pulled for further review and were found to have complete and accurate documentation.

I have reviewed all manual journal entries for the month of January, 2020.

I have reviewed the bank reconciliation completed by Region V for all district accounts for the month of January, 2020.



Joe Roby, School Board Treasurer

5-26-2020

Date

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
2397	FFM	P2007G	77358		Wire	1 5636		SFM	No	Yes	No	USD	01/02/2020	3,404.00
2397	FFM	P2007C	77420		CB	1 08540	R1	HOUGHTON MIFFLIN HARCOURT PUBL	No	Yes	No	USD	01/08/2020	259.98
2397	FFM	P2007C	77421		CB	1 12176	R1	METRO SALES	No	Yes	No	USD	01/08/2020	110.50
2397	FFM	P2007C	77422		CB	1 1565		NAC	No	Yes	No	USD	01/08/2020	8,490.03
2397	FFM	P2007C	77494		CB	1 10080		LAKESHORE LEARNING MATERIALS	No	Yes	No	USD	01/14/2020	67.83
2397	FFM	P2007C	77495		CB	1 1565		NAC	No	Yes	No	USD	01/14/2020	6,313.55
2397	FFM	P2007C	77511		CB	1 15420		PAAPE COMPANIES INC	No	Yes	No	USD	01/14/2020	142.50
2397	FFM	P2007F	77512		Wire	1 5317		FURTHER	No	Yes	No	USD	01/05/2020	1,205.59
2397	FFM	P2007F	77513		Wire	1 5317		FURTHER	No	Yes	No	USD	01/09/2020	4,544.58
2397	FFM	P2007F	77514		Wire	1 5317		FURTHER	No	Yes	No	USD	01/16/2020	625.01
2397	FFM	P2007G	77517		Wire	1 3679		PITNEY BOWES - RESERVE ACCOUNT	No	Yes	No	USD	01/15/2020	100.00
2397	FFM	P2007C	77573		CB	1 12176	R1	METRO SALES	No	Yes	No	USD	01/28/2020	804.96
2397	FFM	P2007C	77574		CB	1 18081	SS	SCHOOL SPECIALTY INC	No	Yes	No	USD	01/28/2020	587.11
2397	FFM	P2007G	77575		Wire	1 2347		FIRST FARMERS & MERCHANTS	No	Yes	No	USD	01/16/2020	260.00
2397	FFM	P2007F	77619		Wire	1 10850		LE SUEUR HENDERSON ED ASSOC	No	Yes	No	USD	01/15/2020	3,331.16
2397	FFM	P2007F	77620		Wire	1 1324		INTERNAL REVENUE SERVICE	No	Yes	No	USD	01/15/2020	55,855.78
2397	FFM	P2007F	77621		Wire	1 1065		MN CHILD SUPPORT PAYMENT CTR	No	Yes	No	USD	01/15/2020	600.50
2397	FFM	P2007F	77622		Wire	1 12832		MN DEPT OF REVENUE	No	Yes	No	USD	01/15/2020	8,117.79
2397	FFM	P2007F	77623		Wire	1 6573	P1	EDUCATORS BENEFIT CONSULTANTS	No	Yes	No	USD	01/15/2020	10,457.81
2397	FFM	P2007F	77624		Wire	1 5317		FURTHER	No	Yes	No	USD	01/15/2020	7,236.54
2397	FFM	P2007F	77625		Wire	1 16487		PUBLIC EMPLOYEES RETIREMENT ASS	No	Yes	No	USD	01/15/2020	8,491.91
2397	FFM	P2007T	77626		Wire	1 1065		MN CHILD SUPPORT PAYMENT CTR	No	Yes	No	USD	01/30/2020	600.50
2397	FFM	P2007T	77627		Wire	1 12832		MN DEPT OF REVENUE	No	Yes	No	USD	01/30/2020	7,727.11
2397	FFM	P2007T	77628		Wire	1 16487		PUBLIC EMPLOYEES RETIREMENT ASS	No	Yes	No	USD	01/30/2020	8,061.40
2397	FFM	P2007T	77629		Wire	1 1324		INTERNAL REVENUE SERVICE	No	Yes	No	USD	01/30/2020	52,300.18
2397	FFM	P2007T	77630		Wire	1 6573	P1	EDUCATORS BENEFIT CONSULTANTS	No	Yes	No	USD	01/30/2020	10,249.81
2397	FFM	P2007G	77631		Wire	1 2347		FIRST FARMERS & MERCHANTS	No	Yes	No	USD	01/31/2020	21.95
2397	FFM	P2007F	77632		Wire	1 13146		MN TEACHERS RETIREMENT ASSOC	No	Yes	No	USD	01/15/2020	31,394.80
2397	FFM	P2007T	77633		Wire	1 13146		MN TEACHERS RETIREMENT ASSOC	No	Yes	No	USD	01/30/2020	29,587.63
2397	FFM	P2006T	77634		Wire	1 1324		INTERNAL REVENUE SERVICE	No	Yes	No	USD	01/21/2020	75.96
2397	FFM	P2007T	77635		Wire	1 10850		LE SUEUR HENDERSON ED ASSOC	No	Yes	No	USD	01/30/2020	3,331.16
2397	FFM	P2007F	77640		Wire	1 12832		MN DEPT OF REVENUE	No	Yes	No	USD	01/08/2020	0.02
2397	FFM	P2007G	77641		Wire	1 14843		XCEL ENERGY	No	Yes	No	USD	01/21/2020	1,643.54
2397	FFM	P2007G	77642		Wire	1 10660	R1	CITY OF LE SUEUR	No	Yes	No	USD	01/27/2020	20,085.44
2397	FFM	P2007T	77651		Wire	1 5317		FURTHER	No	Yes	No	USD	01/23/2020	178.00
2397	FFM	P2007T	77652		Wire	1 5317		FURTHER	No	Yes	No	USD	01/30/2020	456.67
2397	FFM	P2007T	77853		Wire	1 5317		FURTHER	No	Yes	No	USD	01/30/2020	7,136.54
2397	FFM	P2007T	77890		Wire	1 5305		DELTA DENTAL OF MINNESOTA	No	Yes	No	USD	01/30/2020	4,056.20
2397	FFM	P2006T	77362	78203	Check	1 7988		MN PEIP	Yes	Yes	No	USD	01/06/2020	90,868.54

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
2397	FFM	P2006T	77361	78204	Check	1	13147	MN TEAMSTERS NO 320	Yes	Yes	No	USD	01/06/2020	810.00
2397	FFM	P2006T	77360	78205	Check	1	15695	NCPERS GROUP LIFE INS	Yes	Yes	No	USD	01/06/2020	16.00
2397	FFM	P2006T	77359	78206	Check	1	18080	SCHOOL SERVICE EMPLOYEES	Yes	Yes	No	USD	01/06/2020	464.04
2397	FFM	P2007S	77365	78207	Check	1	7210	EVERGREEN INDUSTRIES	Yes	Yes	No	USD	01/07/2020	4,890.00
2397	FFM	P2007S	77364	78208	Check	1	28989	PFARR, KRISTAN	Yes	Yes	No	USD	01/07/2020	57.70
2397	FFM	P2007G	77407	78209	Check	1	7765	BASTIAN, JOHN	Yes	Yes	No	USD	01/07/2020	204.00
2397	FFM	P2007G	77408	78210	Check	1	7891	BOWE, NICK	Yes	Yes	No	USD	01/07/2020	167.00
2397	FFM	P2007G	77369	78211	Check	1	1071	CITY OF ST PETER	Yes	Yes	No	USD	01/07/2020	154.50
2397	FFM	P2007G	77385	78212	Check	1	4043	COMPUTER TECHNOLOGY SOLUTIONS	Yes	Yes	No	USD	01/07/2020	3,900.00
2397	FFM	P2007G	77395	78213	Check	1	6573	P1 EDUCATORS BENEFIT CONSULTANTS	Yes	Yes	No	USD	01/07/2020	110.99
2397	FFM	P2007G	77411	78214	Check	1	7974	FEENEY, DYLAN	Yes	Yes	No	USD	01/07/2020	100.00
2397	FFM	P2007G	77393	78215	Check	1	5700	R1 FERGUSON ENTERPRISES #1657	Yes	Yes	No	USD	01/07/2020	645.59
2397	FFM	P2007G	77366	78216	Check	1	06330	FLINN SCIENTIFIC INC	Yes	Yes	No	USD	01/07/2020	234.09
2397	FFM	P2007G	77415	78217	Check	1	8026	FRISCHMON, MIKE	Yes	Yes	No	USD	01/07/2020	132.00
2397	FFM	P2007G	77386	78218	Check	1	4677	R1 GOLD MEDAL	Yes	Yes	No	USD	01/07/2020	1,119.90
2397	FFM	P2007G	77384	78219	Check	1	40324	HAMANN, RONALD	Yes	Yes	No	USD	01/07/2020	120.00
2397	FFM	P2007G	77410	78220	Check	1	7919	R1 HANDI MEDICAL SUPPLY	Yes	Yes	No	USD	01/07/2020	90.62
2397	FFM	P2007G	77404	78221	Check	1	7497	HERRMANN, ERIC	Yes	Yes	No	USD	01/07/2020	220.00
2397	FFM	P2007G	77401	78222	Check	1	7211	HOLM, MATT	Yes	Yes	No	USD	01/07/2020	100.00
2397	FFM	P2007G	77382	78223	Check	1	3277	R2 INNOVATIVE OFFICE SOLUTIONS	Yes	Yes	No	USD	01/07/2020	32.47
2397	FFM	P2007G	77394	78224	Check	1	6264	ISD 2758	Yes	Yes	No	USD	01/07/2020	300.00
2397	FFM	P2007G	77367	78225	Check	1	08860	ISD 508	Yes	Yes	No	USD	01/07/2020	60.67
2397	FFM	P2007G	77389	78226	Check	1	5103	ISD 75	Yes	Yes	No	USD	01/07/2020	75.00
2397	FFM	P2007G	77378	78227	Check	1	2984	ISTA, JOHN	Yes	Yes	No	USD	01/07/2020	120.00
2397	FFM	P2007G	77396	78228	Check	1	6754	IXL LEARNING	Yes	Yes	No	USD	01/07/2020	160.00
2397	FFM	P2007G	77402	78229	Check	1	7220	JENSEN, RANDY	Yes	Yes	No	USD	01/07/2020	120.00
2397	FFM	P2007G	77381	78230	Check	1	3032	JORDAN, BRETT	Yes	Yes	No	USD	01/07/2020	167.00
2397	FFM	P2007G	77405	78231	Check	1	7539	R1 LEARNING WITHOUT TEARS	Yes	Yes	No	USD	01/07/2020	373.89
2397	FFM	P2007G	77377	78232	Check	1	2853	LEWIS, ANNE	Yes	Yes	No	USD	01/07/2020	33.00
2397	FFM	P2007G	77372	78233	Check	1	1244	MATH MASTERS OF MINNESOTA	Yes	Yes	No	USD	01/07/2020	170.00
2397	FFM	P2007G	77392	78234	Check	1	5408	MAY, MARTHA	Yes	Yes	No	USD	01/07/2020	75.00
2397	FFM	P2007G	77400	78235	Check	1	7097	R1 MEI	Yes	Yes	No	USD	01/07/2020	187.20
2397	FFM	P2007G	77371	78236	Check	1	12039	MENARDS	Yes	Yes	No	USD	01/07/2020	144.71
2397	FFM	P2007G	77376	78237	Check	1	2014	O'BRIEN, TONY	Yes	Yes	No	USD	01/07/2020	243.00
2397	FFM	P2007G	77406	78238	Check	1	7737	PETERSON, PAUL	Yes	Yes	No	USD	01/07/2020	134.00
2397	FFM	P2007G	77373	78239	Check	1	1814	POWELL, KELLY	Yes	Yes	No	USD	01/07/2020	110.00
2397	FFM	P2007G	77390	78240	Check	1	5162	PROSHEK, NATHAN	Yes	Yes	No	USD	01/07/2020	120.00
2397	FFM	P2007G	77409	78241	Check	1	7908	RANNOV, ANDREW	Yes	Yes	No	USD	01/07/2020	100.00
2397	FFM	P2007G	77375	78242	Check	1	1916	R1 RENAISSANCE LEARNING INC	Yes	Yes	No	USD	01/07/2020	1,384.00

Le Sueur-Henderson Schools

Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
2397	FFM	P2007G	77398	78243	Check	1	6825	REW, TYLER	Yes	Yes	No	USD	01/07/2020	167.00
2397	FFM	P2007G	77368	78244	Check	1	1061	SCOTT COUNTY TREASURER	Yes	Yes	No	USD	01/07/2020	12.07
2397	FFM	P2007G	77413	78245	Check	1	7985	SOLUTION TREE	Yes	Yes	No	USD	01/07/2020	4,134.00
2397	FFM	P2007G	77374	78246	Check	1	18980	KBSH SOUTH CENTRAL SERVICE COOPERAT	Yes	Yes	No	USD	01/07/2020	1,105.00
2397	FFM	P2007G	77379	78247	Check	1	29886	SULLIVAN, MARTY	Yes	No	No	USD	01/07/2020	55.00
2397	FFM	P2007G	77380	78248	Check	1	3027	SWAFFORD, RYAN	Yes	Yes	No	USD	01/07/2020	167.00
2397	FFM	P2007G	77397	78249	Check	1	6811	SYMANITZ, DAVID	Yes	Yes	No	USD	01/07/2020	220.00
2397	FFM	P2007G	77412	78250	Check	1	7984	THE GARLAND COMPANY INC	Yes	Yes	No	USD	01/07/2020	546.85
2397	FFM	P2007G	77388	78251	Check	1	5034	P1 GILLETTE PEPSI	Yes	Yes	No	USD	01/07/2020	968.41
2397	FFM	P2007G	77383	78252	Check	1	3635	THOMSON, KYHL	Yes	Yes	No	USD	01/07/2020	45.00
2397	FFM	P2007G	77403	78253	Check	1	7280	TRI COUNTY WATER METRO SOUTH	Yes	Yes	No	USD	01/07/2020	110.00
2397	FFM	P2007G	77370	78254	Check	1	11020	TRUSTWORTHY HARDWARE OF LE SL	Yes	Yes	No	USD	01/07/2020	195.01
2397	FFM	P2007G	77399	78255	Check	1	7033	TYREE, MATT	Yes	Yes	No	USD	01/07/2020	100.00
2397	FFM	P2007G	77387	78256	Check	1	4707	WALLACE, TAYLOR	Yes	Yes	No	USD	01/07/2020	100.00
2397	FFM	P2007G	77391	78257	Check	1	5166	ZALLEK, MARK	Yes	Yes	No	USD	01/07/2020	70.00
2397	FFM	P2007G	77414	78258	Check	1	7998	R1 ZIEGLER INC	Yes	Yes	No	USD	01/07/2020	3,700.00
2397	FFM	P2007G	77418	78259	Check	1	7615	CENTRAL SOFTBALL BOOSTERS	Yes	Yes	No	USD	01/07/2020	100.00
2397	FFM	P2007G	77419	78260	Check	1	7911	JOHNSON, CHARLES	Yes	No	No	USD	01/07/2020	33.00
2397	FFM	P2007G	77416	78261	Check	1	28989	PFARR, KRISTAN	Yes	Yes	No	USD	01/07/2020	140.97
2397	FFM	P2007G	77417	78262	Check	1	6946	SOUTHWEST CHRISTIAN HIGH SCHOC	Yes	Yes	No	USD	01/07/2020	100.00
2397	FFM	P2007S	77424	78263	Check	1	1414	BRUNS, RICK	Yes	Yes	No	USD	01/10/2020	60.00
2397	FFM	P2007S	77426	78264	Check	1	6377	BUSINESS IMPACT GROUP	Yes	Yes	No	USD	01/10/2020	320.89
2397	FFM	P2007S	77423	78265	Check	1	10065	LAKE CRYSTAL COACHES	Yes	Yes	No	USD	01/10/2020	285.00
2397	FFM	P2007S	77425	78266	Check	1	2384	LUTHER COLLEGE	Yes	Yes	No	USD	01/10/2020	85.00
2397	FFM	P2007S	77427	78267	Check	1	7777	R1 SWANK MOVIE LICENSING USA	Yes	Yes	No	USD	01/10/2020	461.00
2397	FFM	P2007G	77488	78268	Check	1	8058	ACOSTA, MIKE	Yes	Yes	No	USD	01/13/2020	240.00
2397	FFM	P2007G	77428	78269	Check	1	00520	ALPHA WIRELESS COMMUNICATIONS	Yes	Yes	No	USD	01/13/2020	2,022.42
2397	FFM	P2007G	77465	78270	Check	1	6302	BELLICOT, BRIAN	Yes	Yes	No	USD	01/13/2020	120.00
2397	FFM	P2007G	77429	78271	Check	1	03581	BENDER'S TRUE VALUE	Yes	Yes	No	USD	01/13/2020	12.99
2397	FFM	P2007G	77489	78272	Check	1	8059	BREITLOW, JEFFREY	Yes	Yes	No	USD	01/13/2020	120.00
2397	FFM	P2007G	77467	78273	Check	1	6892	BRIH DESIGN	Yes	Yes	No	USD	01/13/2020	437.50
2397	FFM	P2007G	77454	78274	Check	1	4307	BROWN, CHRIS	Yes	Yes	No	USD	01/13/2020	120.00
2397	FFM	P2007G	77430	78275	Check	1	08112	CITY OF HENDERSON	Yes	Yes	No	USD	01/13/2020	244.68
2397	FFM	P2007G	77435	78276	Check	1	10700	CITY OF LE SUEUR	Yes	Yes	No	USD	01/13/2020	1,746.50
2397	FFM	P2007G	77483	78277	Check	1	8053	DEUTZ, DAWSYN	Yes	Yes	No	USD	01/13/2020	70.00
2397	FFM	P2007G	77480	78278	Check	1	8050	DRUSCH, MERLYN	Yes	Yes	No	USD	01/13/2020	120.00
2397	FFM	P2007G	77445	78279	Check	1	2656	R3 DVS RENEWAL	Yes	Yes	No	USD	01/13/2020	96.25
2397	FFM	P2007G	77482	78280	Check	1	8052	ESCOHALS, ISAIAH	Yes	Yes	No	USD	01/13/2020	167.00
2397	FFM	P2007G	77485	78281	Check	1	8055	FARIS, DUNCAN	Yes	Yes	No	USD	01/13/2020	120.00

Le Sueur-Henderson Schools

Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
2397	FFM	P2007G	77460	78282	Check	1 5428	R1	FASTENAL COMPANY	Yes	Yes	No	USD	01/13/2020	24.25
2397	FFM	P2007G	77478	78283	Check	1 7974		FEENEY, DYLAN	Yes	Yes	No	USD	01/13/2020	25.00
2397	FFM	P2007G	77462	78284	Check	1 5700	R1	FERGUSON ENTERPRISES #1657	Yes	Yes	No	USD	01/13/2020	198.34
2397	FFM	P2007G	77475	78285	Check	1 7658		FETERL, AMANDA	Yes	Yes	No	USD	01/13/2020	34.90
2397	FFM	P2007G	77490	78286	Check	1 8060		FIXSEN, MICHAEL	Yes	Yes	No	USD	01/13/2020	120.00
2397	FFM	P2007G	77487	78287	Check	1 8057		FOLLEN, CHRIS	Yes	Yes	No	USD	01/13/2020	130.00
2397	FFM	P2007G	77479	78288	Check	1 8049		GOVE, RICHARD	Yes	Yes	No	USD	01/13/2020	120.00
2397	FFM	P2007G	77468	78289	Check	1 7003		GRIDER, DANIEL	Yes	Yes	No	USD	01/13/2020	120.00
2397	FFM	P2007G	77477	78290	Check	1 7919	R1	HANDI MEDICAL SUPPLY	Yes	Yes	No	USD	01/13/2020	5,328.18
2397	FFM	P2007G	77431	78291	Check	1 08117		HENDERSON INDEPENDENT	Yes	Yes	No	USD	01/13/2020	264.50
2397	FFM	P2007G	77463	78292	Check	1 6054		HIRE IMAGE	Yes	Yes	No	USD	01/13/2020	297.00
2397	FFM	P2007G	77432	78293	Check	1 08470		HOLIDAY	Yes	Yes	No	USD	01/13/2020	682.12
2397	FFM	P2007G	77434	78294	Check	1 09312		INTERSTATE BUILDING SUPPLY	Yes	Yes	No	USD	01/13/2020	11.05
2397	FFM	P2007G	77459	78295	Check	1 5017		ISD 110	Yes	Yes	No	USD	01/13/2020	200.00
2397	FFM	P2007G	77442	78296	Check	1 1844	FB	ISD 2135-MAPLE RIVER SCHOOLS	Yes	Yes	No	USD	01/13/2020	175.00
2397	FFM	P2007G	77466	78298	Check	1 6667		ISD 2905	Yes	Yes	No	USD	01/13/2020	400.00
2397	FFM	P2007G	77455	78299	Check	1 4327		ISD 84	Yes	Yes	No	USD	01/13/2020	75.00
2397	FFM	P2007G	77456	78300	Check	1 4501		K & R GRAPHICS	Yes	Yes	No	USD	01/13/2020	155.00
2397	FFM	P2007G	77484	78301	Check	1 8054		KARAAS, LUCAS	Yes	No	No	USD	01/13/2020	120.00
2397	FFM	P2007G	77471	78302	Check	1 7196		KNOBLE, PETE	Yes	Yes	No	USD	01/13/2020	220.00
2397	FFM	P2007G	77481	78303	Check	1 8051		KOSEK, GARY	Yes	Yes	No	USD	01/13/2020	120.00
2397	FFM	P2007G	77474	78304	Check	1 7635		LE SUEUR HENDERSON BUS COMPAN	Yes	Yes	No	USD	01/13/2020	89,721.25
2397	FFM	P2007G	77448	78305	Check	1 2853		LEWIS, ANNE	Yes	Yes	No	USD	01/13/2020	66.00
2397	FFM	P2007G	77486	78306	Check	1 8056		LOMBARD, WESTON	Yes	Yes	No	USD	01/13/2020	70.00
2397	FFM	P2007G	77436	78307	Check	1 13152		MN VALLEY EDUCATION DISTRICT	Yes	Yes	No	USD	01/13/2020	42,624.00
2397	FFM	P2007G	77458	78308	Check	1 4744		MOSKE'S AUTO SERVICE	Yes	Yes	No	USD	01/13/2020	54.47
2397	FFM	P2007G	77437	78309	Check	1 13855		NAPAAUTO PARTS OF LE SUEUR	Yes	Yes	No	USD	01/13/2020	185.01
2397	FFM	P2007G	77447	78310	Check	1 2728		NELSON PRINTING	Yes	Yes	No	USD	01/13/2020	963.85
2397	FFM	P2007G	77439	78311	Check	1 14700		NICKLASSON ATHLETIC CO	Yes	Yes	No	USD	01/13/2020	215.70
2397	FFM	P2007G	77444	78312	Check	1 2014		O'BRIEN, TONY	Yes	Yes	No	USD	01/13/2020	177.00
2397	FFM	P2007G	77464	78313	Check	1 6079		OLSON, SHELDON	Yes	Yes	No	USD	01/13/2020	167.00
2397	FFM	P2007G	77476	78314	Check	1 7749		PIGMAN, JESSE	Yes	Yes	No	USD	01/13/2020	137.00
2397	FFM	P2007G	77469	78315	Check	1 7019		PIKAL, BRYAN	Yes	Yes	No	USD	01/13/2020	100.00
2397	FFM	P2007G	77452	78316	Check	1 3679	R3	PITNEY BOWES	Yes	Yes	No	USD	01/13/2020	341.07
2397	FFM	P2007G	77441	78317	Check	1 1814		POWELL, KELLY	Yes	Yes	No	USD	01/13/2020	25.00
2397	FFM	P2007G	77446	78318	Check	1 2657		RABAEY, JULIE	Yes	Yes	No	USD	01/13/2020	260.00
2397	FFM	P2007G	77461	78319	Check	1 5466		SCHEFFLER, BEN	Yes	Yes	No	USD	01/13/2020	120.00
2397	FFM	P2007G	77450	78320	Check	1 3036		SIATSI, JAMES	Yes	Yes	No	USD	01/13/2020	70.00
2397	FFM	P2007G	77443	78321	Check	1 18980		SOUTH CENTRAL SERVICE COOP	Yes	Yes	No	USD	01/13/2020	137.03

Le Sueur-Henderson Schools

Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
2397	FFM	P2007G	77470	78322	Check	1	7145	ST. PAUL'S UNITED CHURCH OF CHRIS	Yes	Yes	No	USD	01/13/2020	750.00
2397	FFM	P2007G	77449	78323	Check	1	29886	SULLIVAN, MARTY	Yes	No	No	USD	01/13/2020	25.00
2397	FFM	P2007G	77451	78324	Check	1	3635	THOMSON, KYHL	Yes	Yes	No	USD	01/13/2020	66.00
2397	FFM	P2007G	77440	78325	Check	1	1643	TOPPERS & TRAILERS PLUS	Yes	Yes	No	USD	01/13/2020	235.04
2397	FFM	P2007G	77473	78326	Check	1	7375	TRAUTSCH, ZACH	Yes	Yes	No	USD	01/13/2020	167.00
2397	FFM	P2007G	77438	78327	Check	1	1391	WASTE MANAGEMENT OF WI-MN	Yes	Yes	No	USD	01/13/2020	126.00
2397	FFM	P2007G	77453	78328	Check	1	4181	WEST MUSIC CO	Yes	Yes	No	USD	01/13/2020	46.90
2397	FFM	P2007G	77457	78329	Check	1	4591	WILMES, LYNN	Yes	Yes	No	USD	01/13/2020	25.00
2397	FFM	P2007G	77472	78330	Check	1	7308	WINTERS PLUMBING & HEATING INC	Yes	Yes	No	USD	01/13/2020	23.00
2397	FFM	P2007S	77492	78331	Check	1	5116	EF EDUCATIONAL TOURS	Yes	Yes	No	USD	01/13/2020	451.00
2397	FFM	P2007S	77491	78332	Check	1	4343	GRAFF, RYAN	Yes	Yes	No	USD	01/13/2020	1,798.27
2397	FFM	P2007S	77493	78333	Check	1	8064	TELLIJOHN, CRYSTAL	Yes	Yes	No	USD	01/13/2020	347.39
2397	FFM	P2007F	77496	78334	Check	1	16487	R1 PUBLIC EMPLOYEES RETIREMENT	Yes	Yes	No	USD	01/14/2020	572.47
2397	FFM	P2007G	77501	78335	Check	1	2288	CITY OF LE SUEUR PARKS & RECREAT	Yes	Yes	No	USD	01/14/2020	60.00
2397	FFM	P2007G	77504	78336	Check	1	7332	ECOLAB	Yes	Yes	No	USD	01/14/2020	241.70
2397	FFM	P2007G	77510	78337	Check	1	7974	FEENEY, DYLAN	Yes	Yes	No	USD	01/14/2020	25.00
2397	FFM	P2007G	77503	78338	Check	1	6054	HIRE IMAGE	Yes	Yes	No	USD	01/14/2020	70.00
2397	FFM	P2007G	77506	78339	Check	1	7668	JAGUAR COMMUNICATIONS	Yes	Yes	No	USD	01/14/2020	1,052.80
2397	FFM	P2007G	77505	78340	Check	1	7635	LE SUEUR HENDERSON BUS COMPAN	Yes	Yes	No	USD	01/14/2020	17,737.36
2397	FFM	P2007G	77497	78341	Check	1	11837	MASBO	Yes	Yes	No	USD	01/14/2020	180.00
2397	FFM	P2007G	77498	78342	Check	1	16935	REGION V COMPUTER SERVICES	Yes	Yes	No	USD	01/14/2020	4,597.75
2397	FFM	P2007G	77499	78343	Check	1	1855	R1 SCHOLASTIC, INC	Yes	Yes	No	USD	01/14/2020	276.43
2397	FFM	P2007G	77500	78344	Check	1	18980	SOUTH CENTRAL SERVICE COOP	Yes	Yes	No	USD	01/14/2020	35,941.50
2397	FFM	P2007G	77507	78345	Check	1	7826	U.S. BANK EQUIPMENT FINANCE	Yes	Yes	No	USD	01/14/2020	1,497.00
2397	FFM	P2007G	77502	78346	Check	1	5997	VERIZON WIRELESS	Yes	Yes	No	USD	01/14/2020	354.44
2397	FFM	P2007G	77508	78347	Check	1	7953	WEIERS, EVAN	Yes	Yes	No	USD	01/14/2020	500.00
2397	FFM	P2007G	77509	78348	Check	1	7956	WINTER, SABRINA	Yes	Yes	No	USD	01/14/2020	500.00
2397	FFM	P2007G	77515	78349	Check	1	6392	PETTY CASH	Yes	Yes	No	USD	01/22/2020	400.00
2397	FFM	P2007G	77516	78350	Check	1	1643	TOPPERS & TRAILERS PLUS	Yes	Yes	No	USD	01/27/2020	6,200.50
2397	FFM	P2007S	77518	78351	Check	1	5840	HENNEN, MARIA	Yes	Yes	No	USD	01/28/2020	450.00
2397	FFM	P2007S	77519	78352	Check	1	8072	LEHMAN, STACIE	Yes	Yes	No	USD	01/28/2020	166.88
2397	FFM	P2007G	77520	78353	Check	1	00520	ALPHA WIRELESS COMMUNICATIONS	Yes	Yes	No	USD	01/28/2020	136.00
2397	FFM	P2007G	77549	78354	Check	1	6062	ANDERSON, CHRISTIAN	Yes	Yes	No	USD	01/28/2020	120.00
2397	FFM	P2007G	77569	78355	Check	1	8067	BREITER, MARK	Yes	Yes	No	USD	01/28/2020	140.00
2397	FFM	P2007G	77536	78356	Check	1	21090	CENTURYLINK	Yes	Yes	No	USD	01/28/2020	73.99
2397	FFM	P2007G	77567	78357	Check	1	8062	CHARD GRADING & EXCAVATION LLC	Yes	Yes	No	USD	01/28/2020	218.75
2397	FFM	P2007G	77538	78358	Check	1	2288	CITY OF LE SUEUR PARKS & RECREAT	Yes	Yes	No	USD	01/28/2020	3,220.50
2397	FFM	P2007G	77566	78359	Check	1	8061	CLANCY, RYAN	Yes	Yes	No	USD	01/28/2020	120.00
2397	FFM	P2007G	77562	78360	Check	1	7974	FEENEY, DYLAN	Yes	Yes	No	USD	01/28/2020	100.00

Le Sueur-Henderson Schools

Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
2397	FFM	P2007G	77559	78361	Check	1	7658	FETERL, AMANDA	Yes	Yes	No	USD	01/28/2020	168.91
2397	FFM	P2007G	77564	78362	Check	1	7992	FREMONT INDUSTRIES LLC	Yes	Yes	No	USD	01/28/2020	1,415.20
2397	FFM	P2007G	77550	78363	Check	1	6125	GOETTL, CATHERINE	Yes	Yes	No	USD	01/28/2020	18.75
2397	FFM	P2007G	77560	78364	Check	1	7726	HEART OF HENDERSON	Yes	No	No	USD	01/28/2020	72.00
2397	FFM	P2007G	77555	78365	Check	1	7368	HERRMANN, MIKE	Yes	Yes	No	USD	01/28/2020	240.00
2397	FFM	P2007G	77570	78366	Check	1	8068	HUFFMAN, COLIN	Yes	Yes	No	USD	01/28/2020	200.00
2397	FFM	P2007G	77544	78367	Check	1	3277	R2 INNOVATIVE OFFICE SOLUTIONS	Yes	Yes	No	USD	01/28/2020	72.20
2397	FFM	P2007G	77563	78368	Check	1	7980	ISD 2184	Yes	Yes	No	USD	01/28/2020	2,233.90
2397	FFM	P2007G	77552	78369	Check	1	6667	ISD 2905	Yes	Yes	No	USD	01/28/2020	770.00
2397	FFM	P2007G	77540	78370	Check	1	2378	JOHNSTON, RANDY	Yes	Yes	No	USD	01/28/2020	240.00
2397	FFM	P2007G	77548	78371	Check	1	5512	R1 KENDELL DOORS & HARDWARE INC	Yes	Yes	No	USD	01/28/2020	47.00
2397	FFM	P2007G	77556	78372	Check	1	7523	KNOWER, TIM	Yes	Yes	No	USD	01/28/2020	240.00
2397	FFM	P2007G	77527	78373	Check	1	1342	KORBA, JERRY	Yes	Yes	No	USD	01/28/2020	120.00
2397	FFM	P2007G	77571	78374	Check	1	8069	KRAUS, ETHAN	Yes	Yes	No	USD	01/28/2020	200.00
2397	FFM	P2007G	77521	78375	Check	1	10058	LAKES COUNTRY SERVICE COOP	Yes	Yes	No	USD	01/28/2020	490.00
2397	FFM	P2007G	77522	78376	Check	1	10540	LE SUEUR CHAMBER OF COMMERCE	Yes	No	No	USD	01/28/2020	206.00
2397	FFM	P2007G	77529	78377	Check	1	17020	R2 MATHESON TRI-GAS INC	Yes	Yes	No	USD	01/28/2020	496.15
2397	FFM	P2007G	77524	78378	Check	1	12039	MENARDS	Yes	Yes	No	USD	01/28/2020	417.69
2397	FFM	P2007G	77547	78379	Check	1	3846	R1 MN DEPT OF LABOR AND INDUSTRY	Yes	Yes	No	USD	01/28/2020	100.00
2397	FFM	P2007G	77541	78380	Check	1	2405	MN IRON & METAL	Yes	Yes	No	USD	01/28/2020	726.10
2397	FFM	P2007G	77572	78381	Check	1	8070	MN PAVING & MATERIALS	Yes	Yes	No	USD	01/28/2020	923.36
2397	FFM	P2007G	77525	78382	Check	1	13100	MN SCHOOL BOARDS ASSOC (MSBA)	Yes	Yes	No	USD	01/28/2020	195.00
2397	FFM	P2007G	77526	78383	Check	1	13151	R1 MN VALLEY ELECTRIC COOPERATIVE	Yes	Yes	No	USD	01/28/2020	27.94
2397	FFM	P2007G	77528	78385	Check	1	14990	NUESSMEIER ELECTRIC INC	Yes	Yes	No	USD	01/28/2020	1,301.83
2397	FFM	P2007G	77534	78386	Check	1	2014	O'BRIEN, TONY	Yes	Yes	No	USD	01/28/2020	90.00
2397	FFM	P2007G	77551	78387	Check	1	6470	OESTREICH, DONNA	Yes	Yes	No	USD	01/28/2020	54.00
2397	FFM	P2007G	77539	78388	Check	1	2365	OLSON, CHRIS	Yes	Yes	No	USD	01/28/2020	120.00
2397	FFM	P2007G	77553	78389	Check	1	7215	PETERSON, SCOTT	Yes	Yes	No	USD	01/28/2020	120.00
2397	FFM	P2007G	77542	78390	Check	1	28989	PFARR, KRISTAN	Yes	Yes	No	USD	01/28/2020	39.50
2397	FFM	P2007G	77531	78391	Check	1	1814	POWELL, KELLY	Yes	Yes	No	USD	01/28/2020	75.00
2397	FFM	P2007G	77537	78392	Check	1	21290	RADERMACHER'S	Yes	Yes	No	USD	01/28/2020	368.17
2397	FFM	P2007G	77554	78393	Check	1	7216	RIESGRAF, DAN	Yes	Yes	No	USD	01/28/2020	120.00
2397	FFM	P2007G	77530	78394	Check	1	17559	SAM'S CLUB DIRECT	Yes	Yes	No	USD	01/28/2020	126.96
2397	FFM	P2007G	77532	78395	Check	1	1855	R6 SCHOLASTIC BOOK CLUBS	Yes	Yes	No	USD	01/28/2020	13.00
2397	FFM	P2007G	77533	78396	Check	1	1920	R1 SCHOOL SPECIALTY/CLASSROOM DIR	Yes	Yes	No	USD	01/28/2020	156.00
2397	FFM	P2007G	77545	78397	Check	1	3534	SCHWARZ, MEGAN	Yes	Yes	No	USD	01/28/2020	54.00
2397	FFM	P2007G	77557	78398	Check	1	7536	SOUTHERN MINNESOTA INSPECTION	Yes	Yes	No	USD	01/28/2020	1,554.85
2397	FFM	P2007G	77558	78399	Check	1	7639	SOUTHWEST METRO INTERMEDIATE	Yes	Yes	No	USD	01/28/2020	1,760.13
2397	FFM	P2007G	77561	78400	Check	1	7881	SPRENGELER, NANCY	Yes	Yes	No	USD	01/28/2020	150.00

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
2397	FFM	P2007G	77543	78401	Check	1 29886		SULLIVAN, MARTY	Yes	No	No	USD	01/28/2020	50.00
2397	FFM	P2007G	77546	78402	Check	1 3635		THOMSON, KYHL	Yes	Yes	No	USD	01/28/2020	156.00
2397	FFM	P2007G	77523	78403	Check	1 11020		TRUSTWORTHY HARDWARE OF LE SL	Yes	Yes	No	USD	01/28/2020	154.86
2397	FFM	P2007G	77535	78404	Check	1 20680		UNITED FARMERS COOPERATIVE	Yes	Yes	No	USD	01/28/2020	667.60
2397	FFM	P2007G	77568	78405	Check	1 8066		WEST, CASEY	Yes	Yes	No	USD	01/28/2020	120.00
2397	FFM	P2007G	77587	78406	Check	1 5147		ANDERSON, ETHAN	Yes	Yes	No	USD	01/30/2020	167.00
2397	FFM	P2007G	77589	78407	Check	1 6302		BELLICOT, BRIAN	Yes	Yes	No	USD	01/30/2020	120.00
2397	FFM	P2007G	77598	78408	Check	1 7891		BOWE, NICK	Yes	Yes	No	USD	01/30/2020	224.33
2397	FFM	P2007G	77593	78409	Check	1 7039		CANSLER, GLEN	Yes	Yes	No	USD	01/30/2020	137.00
2397	FFM	P2007G	77576	78410	Check	1 08956	R1	CENTRAL GIRLS BASKETBALL	Yes	No	No	USD	01/30/2020	75.00
2397	FFM	P2007G	77600	78411	Check	1 7974		FEENEY, DYLAN	Yes	Yes	No	USD	01/30/2020	50.00
2397	FFM	P2007G	77601	78412	Check	1 8026		FRISCHMON, MIKE	Yes	Yes	No	USD	01/30/2020	45.00
2397	FFM	P2007G	77596	78413	Check	1 7499		HARRIS, PAUL	Yes	Yes	No	USD	01/30/2020	120.00
2397	FFM	P2007G	77577	78414	Check	1 08959		ISD 2310	Yes	Yes	No	USD	01/30/2020	150.00
2397	FFM	P2007G	77591	78415	Check	1 6667		ISD 2905	Yes	Yes	No	USD	01/30/2020	200.00
2397	FFM	P2007G	77581	78416	Check	1 2984		ISTA, JOHN	Yes	Yes	No	USD	01/30/2020	120.00
2397	FFM	P2007G	77603	78417	Check	1 8074		KLEPINSER, NICK	Yes	Yes	No	USD	01/30/2020	44.66
2397	FFM	P2007G	77580	78418	Check	1 2853		LEWIS, ANNE	Yes	Yes	No	USD	01/30/2020	66.00
2397	FFM	P2007G	77597	78419	Check	1 7529		MISENER, DENNY	Yes	Yes	No	USD	01/30/2020	120.00
2397	FFM	P2007G	77578	78420	Check	1 1063		MN NEW COUNTRY SCHOOL	Yes	No	No	USD	01/30/2020	75.00
2397	FFM	P2007G	77594	78421	Check	1 7215		PETERSON, SCOTT	Yes	Yes	No	USD	01/30/2020	120.00
2397	FFM	P2007G	77590	78422	Check	1 6392		PETTY CASH	Yes	Yes	No	USD	01/30/2020	20.00
2397	FFM	P2007G	77592	78423	Check	1 7019		PIKAL, BRYAN	Yes	Yes	No	USD	01/30/2020	135.00
2397	FFM	P2007G	77579	78424	Check	1 1814		POWELL, KELLY	Yes	Yes	No	USD	01/30/2020	75.00
2397	FFM	P2007G	77595	78425	Check	1 7469		SHIBLEY, JEREMY	Yes	Yes	No	USD	01/30/2020	120.00
2397	FFM	P2007G	77599	78426	Check	1 7894		SHIMOTA, CODY	Yes	Yes	No	USD	01/30/2020	70.00
2397	FFM	P2007G	77602	78427	Check	1 8073		SPERR, MIKE	Yes	Yes	No	USD	01/30/2020	120.00
2397	FFM	P2007G	77582	78428	Check	1 3027		SWAFFORD, RYAN	Yes	Yes	No	USD	01/30/2020	167.00
2397	FFM	P2007G	77583	78429	Check	1 3027		SWAFFORD, RYAN	Yes	Yes	No	USD	01/30/2020	50.00
2397	FFM	P2007G	77584	78430	Check	1 3027		SWAFFORD, RYAN	Yes	Yes	No	USD	01/30/2020	50.00
2397	FFM	P2007G	77585	78431	Check	1 3635		THOMSON, KYHL	Yes	Yes	No	USD	01/30/2020	45.00
2397	FFM	P2007G	77586	78432	Check	1 4591		WILMES, LYNN	Yes	Yes	No	USD	01/30/2020	25.00
2397	FFM	P2007G	77588	78433	Check	1 5166		ZALLEK, MARK	Yes	Yes	No	USD	01/30/2020	167.00

Bank Total: \$668,365.97

Report Total: \$668,365.97

Treasurer's Report

The general account receipts and disbursements have been reviewed for the month of February, 2020, and I recommend approval.

3 Receipts from general account were pulled for further review and were found to have complete and accurate documentation.

11 Disbursements from general account were pulled for further review and were found to have complete and accurate documentation.

The MSDLAF account receipts and disbursements have been reviewed for the month of February, 2020, and I recommend approval.

2 Receipts from MSDLAF account were pulled for further review and were found to have complete and accurate documentation.

1 Disbursements from MSDLAF were pulled for further review and were found to have complete and accurate documentation.

I have reviewed all manual journal entries for the month of February, 2020.

I have reviewed the bank reconciliation completed by Region V for all district accounts for the month of February, 2020.



Joe Roby, School Board Treasurer

5-27-2020

Date

Le Sueur-Henderson Schools

Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
2397	FFM	P2008G	77643		Wire	1	5636	SFM	No	Yes	No	USD	02/03/2020	3,404.00
2397	FFM	P2008G	77694		CB	1	10080	LAKESHORE LEARNING MATERIALS	No	Yes	No	USD	02/14/2020	111.96
2397	FFM	P2008G	77695		CB	1	15420	PAAPE COMPANIES INC	No	Yes	No	USD	02/14/2020	676.10
2397	FFM	P2008G	77697		CB	1	16545	R1 QUILL CORPORATION	No	No	No	USD	02/14/2020	544.54
2397	FFM	P2008G	77698		CB	1	18081	SS SCHOOL SPECIALTY INC	No	Yes	No	USD	02/14/2020	1,650.77
2397	FFM	P2008G	77699		CB	1	6754	IXL LEARNING	No	Yes	No	USD	02/14/2020	275.00
2397	FFM	P2008C	77795		CB	1	12176	R1 METRO SALES	No	No	No	USD	02/24/2020	259.00
2397	FFM	P2008C	77796		CB	1	1565	NAC	No	No	No	USD	02/24/2020	2,358.47
2397	FFM	P2008C	77797		CB	1	16545	R1 QUILL CORPORATION	No	No	No	USD	02/24/2020	135.90
2397	FFM	P2008C	77798		CB	1	19380	STATE SUPPLY COMPANY	No	No	No	USD	02/24/2020	1,335.47
2397	FFM	P2008C	77799		CB	1	2104	R1 REALLY GOOD STUFF, LLC	No	No	No	USD	02/24/2020	167.96
2397	FFM	P2008C	77800		CB	1	4212	MACGILL & CO	No	No	No	USD	02/24/2020	268.00
2397	FFM	P2008C	77842		CB	1	1565	NAC	No	No	No	USD	02/26/2020	8,894.00
2397	FFM	P2008F	77843		Wire	1	5317	FURTHER	No	Yes	No	USD	02/06/2020	2,700.00
2397	FFM	P2008F	77844		Wire	1	5317	FURTHER	No	Yes	No	USD	02/13/2020	247.93
2397	FFM	P2008T	77845		Wire	1	5317	FURTHER	No	Yes	No	USD	02/20/2020	400.00
2397	FFM	P2008T	77846		Wire	1	5317	FURTHER	No	Yes	No	USD	02/24/2020	552.80
2397	FFM	P2008T	77847		Wire	1	5317	FURTHER	No	Yes	No	USD	02/27/2020	1,068.82
2397	FFM	P2008F	77848		Wire	1	6573	P1 EDUCATORS BENEFIT CONSULTANTS	No	Yes	No	USD	02/14/2020	10,054.81
2397	FFM	P2008F	77849		Wire	1	1324	INTERNAL REVENUE SERVICE	No	Yes	No	USD	02/14/2020	61,244.58
2397	FFM	P2008F	77850		Wire	1	1065	MN CHILD SUPPORT PAYMENT CTR	No	Yes	No	USD	02/14/2020	600.50
2397	FFM	P2008F	77851		Wire	1	12832	MN DEPT OF REVENUE	No	Yes	No	USD	02/14/2020	8,897.31
2397	FFM	P2008F	77852		Wire	1	16487	PUBLIC EMPLOYEES RETIREMENT ASS	No	Yes	No	USD	02/14/2020	8,866.82
2397	FFM	P2008F	77854		Wire	1	5317	FURTHER	No	Yes	No	USD	02/14/2020	7,136.54
2397	FFM	P2008F	77855		Wire	1	13146	MN TEACHERS RETIREMENT ASSOC	No	Yes	No	USD	02/14/2020	31,486.69
2397	FFM	P2008T	77856		Wire	1	16487	PUBLIC EMPLOYEES RETIREMENT ASS	No	Yes	No	USD	02/28/2020	8,482.30
2397	FFM	P2008T	77857		Wire	1	1324	INTERNAL REVENUE SERVICE	No	Yes	No	USD	02/28/2020	54,823.92
2397	FFM	P2008T	77858		Wire	1	1065	MN CHILD SUPPORT PAYMENT CTR	No	No	No	USD	02/28/2020	600.50
2397	FFM	P2008T	77859		Wire	1	5317	FURTHER	No	No	No	USD	02/28/2020	7,136.54
2397	FFM	P2008T	77860		Wire	1	6573	P1 EDUCATORS BENEFIT CONSULTANTS	No	No	No	USD	02/28/2020	10,054.81
2397	FFM	P2008T	77861		Wire	1	12832	MN DEPT OF REVENUE	No	No	No	USD	02/28/2020	8,191.87
2397	FFM	P2008T	77862		Wire	1	10850	LE SUEUR HENDERSON ED ASSOC	No	Yes	No	USD	02/28/2020	3,331.16
2397	FFM	P2008G	77865		Wire	1	12832	MN DEPT OF REVENUE	No	Yes	No	USD	02/04/2020	545.00
2397	FFM	P2008G	77866		Wire	1	14843	XCEL ENERGY	No	Yes	No	USD	02/19/2020	1,507.72
2397	FFM	P2008G	77867		Wire	1	13150	MN UI FUND	No	Yes	No	USD	02/20/2020	664.23
2397	FFM	P2008G	77868		Wire	1	10660	R1 CITY OF LE SUEUR	No	Yes	No	USD	02/26/2020	20,840.69
2397	FFM	P2008G	77869		Wire	1	3679	PITNEY BOWES - RESERVE ACCOUNT	No	Yes	No	USD	02/15/2020	100.00
2397	FFM	P2008T	77891		Wire	1	5305	DELTA DENTAL OF MINNESOTA	No	Yes	No	USD	02/28/2020	3,137.80
2397	FFM	P2008T	77896		Wire	1	13146	MN TEACHERS RETIREMENT ASSOC	No	No	No	USD	02/28/2020	30,492.32

Le Sueur-Henderson Schools

Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
2397	FFM	P2008G	77923		Wire	1	2347	FIRST FARMERS & MERCHANTS	No	Yes	No	USD	02/28/2020	21.95
2397	FFM	P2007T	77639	78434	Check	1	12756	NATIONAL INSURANCE SERVICES OF V	Yes	Yes	No	USD	02/04/2020	2,912.65
2397	FFM	P2007T	77636	78435	Check	1	15695	NCPERS GROUP LIFE INS	Yes	Yes	No	USD	02/04/2020	16.00
2397	FFM	P2007T	77637	78436	Check	1	18080	SCHOOL SERVICE EMPLOYEES	Yes	Yes	No	USD	02/04/2020	511.02
2397	FFM	P2008G	77645	78437	Check	1	4801	R1 CENTERPOINT ENERGY	Yes	Yes	No	USD	02/04/2020	16,348.35
2397	FFM	P2008G	77648	78438	Check	1	7332	ECOLAB	Yes	Yes	No	USD	02/04/2020	2,448.39
2397	FFM	P2008G	77646	78439	Check	1	6573	P1 EDUCATORS BENEFIT CONSULTANTS	Yes	Yes	No	USD	02/04/2020	110.99
2397	FFM	P2008G	77644	78440	Check	1	08470	HOLIDAY	Yes	Yes	No	USD	02/04/2020	391.35
2397	FFM	P2008G	77649	78441	Check	1	7635	LE SUEUR HENDERSON BUS COMPAN	Yes	Yes	No	USD	02/04/2020	89,721.25
2397	FFM	P2008G	77647	78442	Check	1	7145	ST. PAUL'S UNITED CHURCH OF CHRIS	Yes	Yes	No	USD	02/04/2020	750.00
2397	FFM	P2008G	77650	78443	Check	1	8071	UNISTRUT SERVICE COMPANY	Yes	Yes	No	USD	02/04/2020	1,350.00
2397	FFM	P2006T	77638	78444	Check	1	12756	NATIONAL INSURANCE SERVICES OF V	Yes	Yes	No	USD	02/04/2020	3,190.52
2397	FFM	P2007T	77653	78445	Check	1	5306	AMERITAS GROUP	Yes	Yes	No	USD	02/05/2020	1,012.40
2397	FFM	P2007T	77654	78446	Check	1	7988	MN PEIP	Yes	Yes	No	USD	02/05/2020	80,267.56
2397	FFM	P2007T	77655	78447	Check	1	13147	MN TEAMSTERS NO 320	Yes	Yes	No	USD	02/05/2020	840.00
2397	FFM	P2008G	77656	78448	Check	1	00520	ALPHA WIRELESS COMMUNICATIONS	Yes	Yes	No	USD	02/05/2020	596.00
2397	FFM	P2008G	77667	78449	Check	1	2288	CITY OF LE SUEUR PARKS & RECREAT	Yes	Yes	No	USD	02/05/2020	7,240.00
2397	FFM	P2008G	77668	78450	Check	1	3174	R1 DISCOUNT SCHOOL SUPPLY	Yes	Yes	No	USD	02/05/2020	176.20
2397	FFM	P2008G	77675	78452	Check	1	6125	GOETTL, CATHERINE	Yes	Yes	No	USD	02/05/2020	156.09
2397	FFM	P2008G	77674	78453	Check	1	5906	HAGEN, HEIDI	Yes	Yes	No	USD	02/05/2020	34.99
2397	FFM	P2008G	77682	78454	Check	1	7919	R1 HANDI MEDICAL SUPPLY	Yes	Yes	No	USD	02/05/2020	90.62
2397	FFM	P2008G	77669	78455	Check	1	3277	R2 INNOVATIVE OFFICE SOLUTIONS	Yes	Yes	No	USD	02/05/2020	158.60
2397	FFM	P2008G	77662	78456	Check	1	1481	ISD 2365	Yes	No	No	USD	02/05/2020	2,512.80
2397	FFM	P2008G	77657	78457	Check	1	08820	EAD ISD 77-MANKATO EAST HS	Yes	Yes	No	USD	02/05/2020	250.00
2397	FFM	P2008G	77678	78458	Check	1	7220	JENSEN, RANDY	Yes	No	No	USD	02/05/2020	240.00
2397	FFM	P2008G	77671	78459	Check	1	5512	R1 KENDELL DOORS & HARDWARE INC	Yes	Yes	No	USD	02/05/2020	93.00
2397	FFM	P2008G	77658	78460	Check	1	11839	MASA	Yes	Yes	No	USD	02/05/2020	329.00
2397	FFM	P2008G	77677	78461	Check	1	7097	R1 MEI	Yes	Yes	No	USD	02/05/2020	187.20
2397	FFM	P2008G	77659	78462	Check	1	13152	MN VALLEY EDUCATION DISTRICT	Yes	Yes	No	USD	02/05/2020	42,624.00
2397	FFM	P2008G	77661	78463	Check	1	13855	NAPAAUTO PARTS OF LE SUEUR	Yes	Yes	No	USD	02/05/2020	34.21
2397	FFM	P2008G	77664	78464	Check	1	1720	NEY NATURE CENTER	Yes	Yes	No	USD	02/05/2020	140.00
2397	FFM	P2008G	77670	78465	Check	1	3700	NWEA	Yes	Yes	No	USD	02/05/2020	250.00
2397	FFM	P2008G	77660	78466	Check	1	1323	RELIANCE ELECTRIC OF SOUTHERN M	Yes	Yes	No	USD	02/05/2020	194.92
2397	FFM	P2008G	77679	78467	Check	1	7472	RITEWAY BUSINESS FORMS	Yes	Yes	No	USD	02/05/2020	298.54
2397	FFM	P2008G	77684	78468	Check	1	8016	RIVERSIDE INSIGHTS	Yes	Yes	No	USD	02/05/2020	217.33
2397	FFM	P2008G	77680	78469	Check	1	7725	ROE, REBECCA	Yes	Yes	No	USD	02/05/2020	20.00
2397	FFM	P2008G	77672	78470	Check	1	5629	R3 SANCO EQUIPMENT LLC	Yes	Yes	No	USD	02/05/2020	252.96
2397	FFM	P2008G	77685	78471	Check	1	8078	SIWEK LUMBER & MILLWORK	Yes	Yes	No	USD	02/05/2020	35.97
2397	FFM	P2008G	77681	78472	Check	1	7789	P1 SUMMIT COMPANIES	Yes	Yes	No	USD	02/05/2020	491.50

Le Sueur-Henderson Schools

Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
2397	FFM	P2008G	77663	78473	Check	1	1643	TOPPERS & TRAILERS PLUS	Yes	Yes	No	USD	02/05/2020	105.00
2397	FFM	P2008G	77665	78474	Check	1	2150	VRKLAN, TODD	Yes	Yes	No	USD	02/05/2020	31.99
2397	FFM	P2008G	77676	78475	Check	1	6639	WILLAERT, PAT	Yes	Yes	No	USD	02/05/2020	61.91
2397	FFM	P2008G	77666	78476	Check	1	22185	CK ZANER-BLOSER INC	Yes	Yes	No	USD	02/05/2020	32.50
2397	FFM	P2008G	77683	78477	Check	1	7998	R1 ZIEGLER INC	Yes	Yes	No	USD	02/05/2020	4,220.00
2397	FFM	P2008G	77686	78478	Check	1	5700	R1 FERGUSON ENTERPRISES #1657	Yes	Yes	No	USD	02/05/2020	452.54
2397	FFM	P2008S	77690	78479	Check	1	8082	PERFORMANCE TOURS	Yes	Yes	No	USD	02/10/2020	13,200.00
2397	FFM	P2008S	77689	78480	Check	1	28989	PFARR, KRISTAN	Yes	Yes	No	USD	02/10/2020	22.72
2397	FFM	P2008S	77687	78481	Check	1	1855	R7 SCHOLASTIC	Yes	Yes	No	USD	02/10/2020	94.88
2397	FFM	P2008S	77688	78482	Check	1	2196	SOHNS, FAITH	Yes	Yes	No	USD	02/10/2020	26.89
2397	FFM	P2008G	77691	78483	Check	1	03582	COLE PAPERS INC	Yes	Yes	No	USD	02/10/2020	2,805.95
2397	FFM	P2008G	77692	78484	Check	1	6017	NORTHFIELD LINES INC	Yes	Yes	No	USD	02/10/2020	216.91
2397	FFM	P2008S	77700	78485	Check	1	7313	SHOEMAKER, COURTNEY	Yes	Yes	No	USD	02/14/2020	69.43
2397	FFM	P2008G	77752	78486	Check	1	8058	ACOSTA, MIKE	Yes	Yes	No	USD	02/14/2020	120.00
2397	FFM	P2008G	77745	78487	Check	1	7673	R1 A'VIANDS LLC	Yes	Yes	No	USD	02/14/2020	56,359.21
2397	FFM	P2008G	77728	78488	Check	1	6892	BRIH DESIGN	Yes	Yes	No	USD	02/14/2020	472.50
2397	FFM	P2008G	77701	78489	Check	1	08112	CITY OF HENDERSON	Yes	Yes	No	USD	02/14/2020	340.88
2397	FFM	P2008G	77709	78490	Check	1	2288	CITY OF LE SUEUR PARKS & RECREAT	Yes	Yes	No	USD	02/14/2020	950.00
2397	FFM	P2008G	77718	78491	Check	1	4043	COMPUTER TECHNOLOGY SOLUTIONS	Yes	Yes	No	USD	02/14/2020	3,900.00
2397	FFM	P2008G	77754	78492	Check	1	8080	ERICKSON, RICK	Yes	Yes	No	USD	02/14/2020	120.00
2397	FFM	P2008G	77719	78493	Check	1	4183	EVOLUTION MEDIA & DESIGN	Yes	Yes	No	USD	02/14/2020	309.00
2397	FFM	P2008G	77751	78494	Check	1	7974	FEENEY, DYLAN	Yes	Yes	No	USD	02/14/2020	125.00
2397	FFM	P2008G	77747	78495	Check	1	7732	GRINDER, RICK	Yes	Yes	No	USD	02/14/2020	120.00
2397	FFM	P2008G	77746	78496	Check	1	7730	GRUBISH, AARON	Yes	Yes	No	USD	02/14/2020	155.00
2397	FFM	P2008G	77717	78497	Check	1	40324	HAMANN, RONALD	Yes	Yes	No	USD	02/14/2020	120.00
2397	FFM	P2008G	77738	78498	Check	1	7499	HARRIS, PAUL	Yes	Yes	No	USD	02/14/2020	120.00
2397	FFM	P2008G	77734	78499	Check	1	7368	HERRMANN, MIKE	Yes	Yes	No	USD	02/14/2020	120.00
2397	FFM	P2008G	77724	78500	Check	1	6054	HIRE IMAGE	Yes	Yes	No	USD	02/14/2020	100.00
2397	FFM	P2008G	77727	78501	Check	1	6667	ISD 2905	Yes	Yes	No	USD	02/14/2020	1,785.30
2397	FFM	P2008G	77702	78502	Check	1	08846	ISD 391	Yes	Yes	No	USD	02/14/2020	75.00
2397	FFM	P2008G	77714	78503	Check	1	2984	ISTA, JOHN	Yes	No	No	USD	02/14/2020	120.00
2397	FFM	P2008G	77744	78504	Check	1	7668	JAGUAR COMMUNICATIONS	Yes	Yes	No	USD	02/14/2020	1,053.22
2397	FFM	P2008G	77721	78505	Check	1	4890	JAVENS MECHANICAL CONTRACTING	Yes	Yes	No	USD	02/14/2020	270.00
2397	FFM	P2008G	77733	78506	Check	1	7220	JENSEN, RANDY	Yes	No	No	USD	02/14/2020	120.00
2397	FFM	P2008G	77750	78507	Check	1	7906	JOHNSON, MARLENE	Yes	Yes	No	USD	02/14/2020	108.81
2397	FFM	P2008G	77742	78508	Check	1	7597	KAHLOW, JORDAN	Yes	Yes	No	USD	02/14/2020	90.00
2397	FFM	P2008G	77741	78509	Check	1	7571	KENNEDY & GRAVEN, CHARTERED	Yes	Yes	No	USD	02/14/2020	67.50
2397	FFM	P2008G	77726	78510	Check	1	6287	KORBA, SCOTT	Yes	No	No	USD	02/14/2020	120.00
2397	FFM	P2008G	77743	78511	Check	1	7635	LE SUEUR HENDERSON BUS COMPAN	Yes	Yes	No	USD	02/14/2020	22,759.58

Le Sueur-Henderson Schools

Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
2397	FFM	P2008G	77712	78512	Check	1	2853	LEWIS, ANNE	Yes	Yes	No	USD	02/14/2020	177.00
2397	FFM	P2008G	77703	78513	Check	1	1074	B1 LOYOLA BOOSTER CLUB	Yes	Yes	No	USD	02/14/2020	126.00
2397	FFM	P2008G	77739	78514	Check	1	7512	MALECHA, RYAN	Yes	Yes	No	USD	02/14/2020	70.00
2397	FFM	P2008G	77740	78515	Check	1	7529	MISENER, DENNY	Yes	Yes	No	USD	02/14/2020	120.00
2397	FFM	P2008G	77704	78516	Check	1	12780	MN CLAY CO USA	Yes	Yes	No	USD	02/14/2020	291.31
2397	FFM	P2008G	77711	78517	Check	1	2656	R1 MN DEPT OF PUBLIC SAFETY	Yes	No	No	USD	02/14/2020	25.00
2397	FFM	P2008G	77705	78518	Check	1	13860	R1 NASCO	Yes	Yes	No	USD	02/14/2020	28.56
2397	FFM	P2008G	77707	78519	Check	1	2014	O'BRIEN, TONY	Yes	No	No	USD	02/14/2020	45.00
2397	FFM	P2008G	77710	78520	Check	1	2365	OLSON, CHRIS	Yes	No	No	USD	02/14/2020	120.00
2397	FFM	P2008G	77748	78521	Check	1	7737	PETERSON, PAUL	Yes	No	No	USD	02/14/2020	137.00
2397	FFM	P2008G	77713	78522	Check	1	28989	PFARR, KRISTAN	Yes	Yes	No	USD	02/14/2020	68.46
2397	FFM	P2008G	77706	78523	Check	1	1814	POWELL, KELLY	Yes	No	No	USD	02/14/2020	75.00
2397	FFM	P2008G	77722	78524	Check	1	5162	PROSHEK, NATHAN	Yes	Yes	No	USD	02/14/2020	120.00
2397	FFM	P2008G	77736	78525	Check	1	7449	RIES, ROB	Yes	No	No	USD	02/14/2020	120.00
2397	FFM	P2008G	77735	78526	Check	1	7371	SANDERS, JASON	Yes	No	No	USD	02/14/2020	120.00
2397	FFM	P2008G	77731	78527	Check	1	7059	SAYERS, KEVIN	Yes	Yes	No	USD	02/14/2020	120.00
2397	FFM	P2008G	77729	78528	Check	1	7024	SHARSTROM, DUSTIN	Yes	Yes	No	USD	02/14/2020	322.00
2397	FFM	P2008G	77737	78529	Check	1	7469	SHIBLEY, JEREMY	Yes	Yes	No	USD	02/14/2020	120.00
2397	FFM	P2008G	77753	78530	Check	1	8073	SPERR, MIKE	Yes	No	No	USD	02/14/2020	120.00
2397	FFM	P2008G	77715	78531	Check	1	29886	SULLIVAN, MARTY	Yes	No	No	USD	02/14/2020	125.00
2397	FFM	P2008G	77716	78532	Check	1	3635	THOMSON, KYHL	Yes	Yes	No	USD	02/14/2020	90.00
2397	FFM	P2008G	77730	78533	Check	1	7033	TYREE, MATT	Yes	Yes	No	USD	02/14/2020	100.00
2397	FFM	P2008G	77749	78534	Check	1	7826	U.S. BANK EQUIPMENT FINANCE	Yes	Yes	No	USD	02/14/2020	1,497.00
2397	FFM	P2008G	77725	78535	Check	1	6211	R1 US GAMES	Yes	Yes	No	USD	02/14/2020	128.95
2397	FFM	P2008G	77723	78536	Check	1	5997	VERIZON WIRELESS	Yes	Yes	No	USD	02/14/2020	359.34
2397	FFM	P2008G	77708	78537	Check	1	2150	VRKLAN, TODD	Yes	Yes	No	USD	02/14/2020	77.98
2397	FFM	P2008G	77720	78538	Check	1	4591	WILMES, LYNN	Yes	No	No	USD	02/14/2020	50.00
2397	FFM	P2008G	77732	78539	Check	1	7173	ZABEL, RUSS	Yes	No	No	USD	02/14/2020	120.00
2397	FFM	P2008S	77770	78540	Check	1	8082	PERFORMANCE TOURS	Yes	No	No	USD	02/24/2020	26,005.50
2397	FFM	P2008G	77792	78541	Check	1	7673	R1 A'VIANDS LLC	Yes	Yes	No	USD	02/24/2020	65,604.14
2397	FFM	P2008G	77771	78542	Check	1	03581	BENDER'S TRUE VALUE	Yes	No	No	USD	02/24/2020	12.36
2397	FFM	P2008G	77789	78543	Check	1	7509	CATHOLIC SCHOOLS CENTER OF EXC	Yes	No	No	USD	02/24/2020	1,104.00
2397	FFM	P2008G	77786	78544	Check	1	4801	R1 CENTERPOINT ENERGY	Yes	No	No	USD	02/24/2020	15,396.11
2397	FFM	P2008G	77781	78545	Check	1	21090	CENTURYLINK	Yes	No	No	USD	02/24/2020	73.99
2397	FFM	P2008G	77772	78546	Check	1	1071	CITY OF ST PETER	Yes	No	No	USD	02/24/2020	165.00
2397	FFM	P2008G	77785	78547	Check	1	3301	DON'S APPLIANCE & TV INC	Yes	Yes	No	USD	02/24/2020	869.99
2397	FFM	P2008G	77788	78548	Check	1	5700	R1 FERGUSON ENTERPRISES #1657	Yes	Yes	No	USD	02/24/2020	717.81
2397	FFM	P2008G	77791	78549	Check	1	7658	FETERL, AMANDA	Yes	Yes	No	USD	02/24/2020	325.26
2397	FFM	P2008G	77784	78550	Check	1	3277	R2 INNOVATIVE OFFICE SOLUTIONS	Yes	Yes	No	USD	02/24/2020	276.60

Le Sueur-Henderson Schools

Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount	
													Date		
2397	FFM	P2008G	77783	78551	Check	1	2885	R1	LE SUEUR COUNTY PUBLIC HEALTH	Yes	No	No	USD	02/24/2020	227.50
2397	FFM	P2008G	77778	78552	Check	1	17020	R2	MATHESON TRI-GAS INC	Yes	No	No	USD	02/24/2020	525.00
2397	FFM	P2008G	77773	78553	Check	1	13100		MN SCHOOL BOARDS ASSOC (MSBA)	Yes	Yes	No	USD	02/24/2020	195.00
2397	FFM	P2008G	77774	78554	Check	1	13151	R1	MN VALLEY ELECTRIC COOPERATIVE	Yes	Yes	No	USD	02/24/2020	29.55
2397	FFM	P2008G	77794	78555	Check	1	8081		MOSYLE CORPORATION	Yes	No	No	USD	02/24/2020	640.50
2397	FFM	P2008G	77775	78556	Check	1	13826		MUSIC MART	Yes	No	No	USD	02/24/2020	539.50
2397	FFM	P2008G	77776	78557	Check	1	14700		NICKLASSON ATHLETIC CO	Yes	Yes	No	USD	02/24/2020	1,813.20
2397	FFM	P2008G	77777	78558	Check	1	14990		NUESSMEIER ELECTRIC INC	Yes	No	No	USD	02/24/2020	4,108.62
2397	FFM	P2008G	77782	78559	Check	1	21290		RADERMACHER'S	Yes	No	No	USD	02/24/2020	421.57
2397	FFM	P2008G	77779	78560	Check	1	18980		SOUTH CENTRAL SERVICE COOP	Yes	Yes	No	USD	02/24/2020	2,765.47
2397	FFM	P2008G	77790	78561	Check	1	7639		SOUTHWEST METRO INTERMEDIATE	Yes	Yes	No	USD	02/24/2020	6,237.87
2397	FFM	P2008G	77787	78562	Check	1	5034	P1	GILLETTE PEPSI	Yes	Yes	No	USD	02/24/2020	1,819.48
2397	FFM	P2008G	77780	78563	Check	1	20680		UNITED FARMERS COOPERATIVE	Yes	Yes	No	USD	02/24/2020	2,246.87
2397	FFM	P2008G	77793	78564	Check	1	8044	R1	VIPS VIEW MINNESOTA	Yes	Yes	No	USD	02/24/2020	200.00
2397	FFM	P2008G	77802	78565	Check	1	5700	R1	FERGUSON ENTERPRISES #1657	Yes	No	No	USD	02/24/2020	180.88
2397	FFM	P2008G	77801	78566	Check	1	17776		SCHOLASTIC BOOK FAIRS	Yes	No	No	USD	02/24/2020	639.36
2397	FFM	P2008S	77804	78567	Check	1	8095		RAU-KANE, TAUNYA	Yes	Yes	No	USD	02/24/2020	72.52
2397	FFM	P2008S	77803	78568	Check	1	8094		VINKEMEIER, KRISTYN	Yes	No	No	USD	02/24/2020	60.00
2397	FFM	P2008S	77805	78569	Check	1	4793	PA201	MN STATE UNIVERSITY-MANKATO	Yes	No	No	USD	02/26/2020	500.00
2397	FFM	P2008S	77806	78570	Check	1	8096		OWENS, DESTINY	Yes	No	No	USD	02/26/2020	250.00
2397	FFM	P2008G	77813	78571	Check	1	2288		CITY OF LE SUEUR PARKS & RECREAT	Yes	No	No	USD	02/26/2020	5,106.50
2397	FFM	P2008G	77834	78572	Check	1	8080		ERICKSON, RICK	Yes	No	No	USD	02/26/2020	120.00
2397	FFM	P2008G	77830	78573	Check	1	7974		FEENEY, DYLAN	Yes	No	No	USD	02/26/2020	150.00
2397	FFM	P2008G	77832	78574	Check	1	8060		FIXSEN, MICHAEL	Yes	No	No	USD	02/26/2020	120.00
2397	FFM	P2008G	77831	78575	Check	1	8026		FRISCHMON, MIKE	Yes	No	No	USD	02/26/2020	177.00
2397	FFM	P2008G	77829	78576	Check	1	7939		GRAMS, RYAN	Yes	No	No	USD	02/26/2020	120.00
2397	FFM	P2008G	77828	78577	Check	1	7732		GRINDER, RICK	Yes	No	No	USD	02/26/2020	120.00
2397	FFM	P2008G	77835	78578	Check	1	8086		GUGGISBERG, RICHARD	Yes	No	No	USD	02/26/2020	120.00
2397	FFM	P2008G	77837	78579	Check	1	8089		HAAS, CASEY	Yes	No	No	USD	02/26/2020	120.00
2397	FFM	P2008G	77840	78580	Check	1	8092		HARBER, MALLORY	Yes	No	No	USD	02/26/2020	100.00
2397	FFM	P2008G	77826	78581	Check	1	7499		HARRIS, PAUL	Yes	No	No	USD	02/26/2020	120.00
2397	FFM	P2008G	77825	78582	Check	1	7368		HERRMANN, MIKE	Yes	No	No	USD	02/26/2020	360.00
2397	FFM	P2008G	77808	78583	Check	1	08956		ISD 108	Yes	No	No	USD	02/26/2020	91.00
2397	FFM	P2008G	77820	78584	Check	1	5103		ISD 75	Yes	No	No	USD	02/26/2020	75.00
2397	FFM	P2008G	77807	78585	Check	1	08820	R3	ISD 77 MANKATO EAST SPEECH	Yes	No	No	USD	02/26/2020	180.00
2397	FFM	P2008G	77809	78586	Check	1	1319		KRESS, HENRY	Yes	No	No	USD	02/26/2020	312.12
2397	FFM	P2008G	77815	78587	Check	1	2853		LEWIS, ANNE	Yes	No	No	USD	02/26/2020	66.00
2397	FFM	P2008G	77812	78588	Check	1	2014		O'BRIEN, TONY	Yes	No	No	USD	02/26/2020	267.00
2397	FFM	P2008G	77814	78589	Check	1	2365		OLSON, CHRIS	Yes	No	No	USD	02/26/2020	120.00

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
2397	FFM	P2008G	77838	78590	Check	1 8090		PARPART, NATE	Yes	No	No	USD	02/26/2020	120.00
2397	FFM	P2008G	77811	78591	Check	1 1814		POWELL, KELLY	Yes	No	No	USD	02/26/2020	160.00
2397	FFM	P2008G	77821	78592	Check	1 5162		PROSHEK, NATHAN	Yes	No	No	USD	02/26/2020	120.00
2397	FFM	P2008G	77822	78593	Check	1 5808		RIVER BOTTOM PRODUCTIONS	Yes	No	No	USD	02/26/2020	650.00
2397	FFM	P2008G	77810	78594	Check	1 17559		SAM'S CLUB DIRECT	Yes	No	No	USD	02/26/2020	794.75
2397	FFM	P2008G	77817	78595	Check	1 3289		ST PETER INSULATED GLASS	Yes	No	No	USD	02/26/2020	52.50
2397	FFM	P2008G	77839	78596	Check	1 8091		STORSVEEN, BARB	Yes	No	No	USD	02/26/2020	100.00
2397	FFM	P2008G	77816	78597	Check	1 29886		SULLIVAN, MARTY	Yes	No	No	USD	02/26/2020	135.00
2397	FFM	P2008G	77819	78598	Check	1 4301		SUTCH, BOB	Yes	No	No	USD	02/26/2020	67.00
2397	FFM	P2008G	77827	78599	Check	1 7538		TAPPE, KYLE	Yes	No	No	USD	02/26/2020	200.00
2397	FFM	P2008G	77818	78600	Check	1 3635		THOMSON, KYHL	Yes	No	No	USD	02/26/2020	45.00
2397	FFM	P2008G	77836	78601	Check	1 8088		VINKEMEIER, JEFF	Yes	No	No	USD	02/26/2020	120.00
2397	FFM	P2008G	77823	78602	Check	1 7049		VOGEL, CORY	Yes	No	No	USD	02/26/2020	120.00
2397	FFM	P2008G	77833	78603	Check	1 8066		WEST, CASEY	Yes	No	No	USD	02/26/2020	120.00
2397	FFM	P2008G	77824	78604	Check	1 7173		ZABEL, RUSS	Yes	No	No	USD	02/26/2020	120.00

Bank Total: \$820,771.03

Report Total: \$820,771.03

Le Sueur-Henderson Public Schools - April 2020 General Fund Expenditures

	FY20	FY20	FY20	YTD vs	FY19	FY19	YTD vs	April	April	April	April
	YTD	Budget	Remaining	Budget	YTD	Budget	Budget	202010	201910	\$ Δ	% Δ
School Board											
Salaries & Benefits	7,732	11,248	3,516	68.74%	17,955	21,146	84.91%	701	1,110	(409)	-37%
Purchased Services/Travel/Conferences	4,099	7,000	2,901	58.56%	6,966	10,700	65.11%	2,240	68	2,172	3192%
Supplies & Materials	1,268	5,400	4,132	23.48%	3,650	2,800	130.36%	30	(3)	33	-1164%
Capital Expenditures	-	-	-		-	-		-	-	-	
Dues, Membership, Other	7,302	8,000	698	91.28%	7,650	7,200	106.25%	-	-	-	
Total School Board	20,401	31,648	11,247	64.46%	36,221	41,846	86.56%	2,971	1,175	1,796	39.56%
Superintendent											
Salaries & Benefits	189,190	229,362	40,172	82.49%	186,427	227,299	82.02%	19,169	17,676	1,493	8%
Purchased Services/Travel/Conferences	3,165	7,200	4,035	43.96%	4,753	11,100	42.82%	41	1	40	4000%
Supplies & Materials	492	600	108	81.97%	1,744	600	290.70%	7	16	(8)	-54%
Capital Expenditures	-	-	-		-	-		-	-	-	
Dues, Membership, Other	3,244	3,500	256	92.68%	3,224	3,200	100.74%	-	35	(35)	-100%
Total Superintendent	196,090	240,662	44,572	81.48%	196,148	242,199	80.99%	19,217	17,728	1,489	8%
Principals											
Salaries & Benefits	437,995	549,820	111,825	79.66%	399,487	510,284	78.29%	51,891	43,890	8,001	18%
Purchased Services/Travel/Conferences	3,738	7,490	3,752	49.90%	4,140	9,320	44.42%	79	67	12	17%
Supplies & Materials	0	-	(0)		918	1,980	46.34%	-	-	-	
Capital Expenditures	-	-	-		-	-		-	-	-	
Dues, Membership, Other	2,743	3,300	557	83.12%	3,904	4,200	92.95%	-	-	-	
Total Principals	444,476	560,610	116,134	79.28%	408,448	525,784	77.68%	51,969	43,957	8,012	18%
Business Services & Administrative Support											
Salaries & Benefits	193,369	235,582	42,213	82.08%	186,233	230,441	80.82%	19,215	19,339	(124)	-1%
Purchased Services/Travel/Conferences	44,306	85,608	41,302	51.75%	66,338	95,461	69.49%	2,315	7,160	(4,845)	-68%
Supplies & Materials	3,033	1,600	(1,433)	189.54%	309	1,030	30.04%	-	(179)	179	-100%
Capital Expenditures	2,999	3,000	1	99.97%	3,900	2,850	136.83%	750	-	750	
Dues, Membership, Other	15,118	15,500	382	97.54%	11,441	20,500	55.81%	3,840	-	3,840	
Total Business Services & Administrative Support	258,824	341,290	82,466	75.84%	268,222	350,282	76.57%	26,120	26,320	(200)	-1%
Elementary & Secondary Regular Instruction											
Salaries & Benefits	2,555,515	3,626,437	1,070,922	70.47%	2,724,448	4,073,397	66.88%	324,767	327,405	(2,639)	-1%
Purchased Services/Travel/Conferences	93,371	173,881	80,510	53.70%	110,205	120,788	91.24%	12,137	(2,111)	14,248	-675%
Supplies & Materials	76,524	101,904	25,380	75.09%	107,594	125,501	85.73%	5,583	14,953	(9,370)	-63%
Capital Expenditures	4,731	4,554	(177)	103.89%	19,014	12,000	158.45%	-	11,466	(11,466)	-100%
Dues, Membership, Other	9,448	10,400	952	90.85%	3,899	12,700	30.70%	-	-	-	
Total Elementary & Secondary Regular Instruction	2,739,588	3,917,176	1,177,588	69.94%	2,965,160	4,344,386	68.25%	342,487	351,713	(9,226)	-3%

Le Sueur-Henderson Public Schools - April 2020 General Fund Expenditures

	FY20	FY20	FY20	YTD vs	FY19	FY19	YTD vs	April	April	April	April
	YTD	Budget	Remaining	Budget	YTD	Budget	Budget	202010	201910	\$ Δ	% Δ
Extra Curriculars & Donation Accounts											
Salaries & Benefits	224,444	277,351	52,907	80.92%	234,857	296,603	79.18%	16,409	24,839	(8,430)	-34%
Purchased Services/Travel/Conferences	44,323	87,060	42,737	50.91%	38,875	59,945	64.85%	1,497	1,702	(205)	-12%
Supplies & Materials	67,425	71,212	3,787	94.68%	73,420	16,460	446.05%	5,690	6,384	(694)	-11%
Capital Expenditures	3,758	9,111	5,353	41.25%	5,000	-		-	-	-	
Dues, Membership, Other	4,355	5,070	715	85.90%	4,070	8,290	49.10%	-	-	-	
Total Extra Curriculars & Donation Accounts	344,305	449,804	105,499	76.55%	356,222	381,298	93.42%	23,596	32,925	(9,329)	-28%
Vocational Education Instruction											
Salaries & Benefits	140,923	214,714	73,791	65.63%	99,196	152,151	65.20%	17,242	11,829	5,413	46%
Purchased Services/Travel/Conferences	-	200	200	0.00%	-	550	0.00%	-	-	-	
Supplies & Materials	9,614	15,129	5,515	63.55%	13,667	15,129	90.33%	1,335	1,956	(621)	-32%
Capital Expenditures	-	5,572	5,572	0.00%	7,888	9,072	86.95%	-	-	-	
Dues, Membership, Other	-	-	-		-	-		-	-	-	
Total Vocational Education Instruction	150,537	235,615	85,078	63.89%	120,751	176,902	68.26%	18,577	13,785	4,792	35%
Special Education Instruction											
Salaries & Benefits	910,590	1,494,221	583,631	60.94%	1,031,314	1,435,255	71.86%	108,224	126,133	(17,909)	-14%
Purchased Services/Travel/Conferences	346,861	393,326	46,465	88.19%	182,559	254,382	71.77%	49,047	15	49,032	325145%
Supplies & Materials	3,775	8,055	4,280	46.86%	6,774	8,041	84.25%	-	1,605	(1,605)	-100%
Capital Expenditures	9,451	2,700	(6,751)	350.03%	6,067	-		-	-	-	
Dues, Membership, Other	-	-	-		-	-		-	-	-	
Total Special Education Instruction	1,270,677	1,898,302	627,625	66.94%	1,226,714	1,697,678	72.26%	157,271	127,753	29,518	23%
Technology											
Salaries & Benefits	44,767	63,983	19,216	69.97%	111,920	124,598	89.82%	5,332	12,109	(6,777)	-56%
Purchased Services/Travel/Conferences	101,227	137,650	36,423	73.54%	68,091	106,029	64.22%	10,894	1,210	9,684	800%
Supplies & Materials	120,722	183,048	62,327	65.95%	132,808	84,800	156.61%	-	260	(260)	-100%
Capital Expenditures	-	4,300	4,300	0.00%	92,373	99,733	92.62%	-	-	-	
Dues, Membership, Other	50	725	675	6.90%	-	725	0.00%	-	-	-	
Total Technology	266,765	389,706	122,941	68.45%	405,191	415,885	97.43%	16,226	13,579	2,647	19%
Curriculum											
Salaries & Benefits	61,945	104,979	43,034	59.01%	116,256	171,737	67.69%	6,911	11,225	(4,314)	-38%
Purchased Services/Travel/Conferences	3,363	14,500	11,137	23.19%	8,278	11,500	71.98%	127	57	70	123%
Supplies & Materials	61,846	78,259	16,413	79.03%	64,165	141,919	45.21%	-	-	-	
Capital Expenditures	8,000	8,000	-	100.00%	-	-		2,019	-	2,019	
Dues, Membership, Other	-	-	-		-	-		-	-	-	
Total Curriculum	135,154	205,738	70,584	65.69%	188,700	325,156	58.03%	9,057	11,282	(2,225)	-20%

Le Sueur-Henderson Public Schools - April 2020 General Fund Expenditures

	FY20	FY20	FY20	YTD vs	FY19	FY19	YTD vs	April	April	April	April
	YTD	Budget	Remaining	Budget	YTD	Budget	Budget	202010	201910	\$ Δ	% Δ
Library Media Center											
Salaries & Benefits	67,583	103,890	36,307	65.05%	64,128	113,171	56.66%	8,256	8,017	239	3%
Purchased Services/Travel/Conferences	242	1,200	958	20.19%	303	1,559	19.45%	-	124	(124)	-100%
Supplies & Materials	5,148	8,291	3,143	62.09%	2,102	8,291	25.35%	929	168	761	452%
Capital Expenditures	-	-	-		-	-		-	-	-	
Dues, Membership, Other	-	-	-		-	-		-	-	-	
Total Library Media Center	72,974	113,381	40,407	64.36%	66,533	123,021	54.08%	9,185	8,309	876	11%
Staff Development											
Salaries & Benefits	9,767	117,350	107,583	8.32%	14,234	89,574	15.89%	805	2,164	(1,360)	-63%
Purchased Services/Travel/Conferences	29,507	21,385	(8,122)	137.98%	24,683	49,774	49.59%	7,042	691	6,352	920%
Supplies & Materials	90	673	583	13.37%	-	200	0.00%	-	-	-	
Capital Expenditures	-	-	-		-	-		-	-	-	
Dues, Membership, Other	-	-	-		-	-		-	-	-	
Total Staff Development	39,364	139,408	100,044	28.24%	38,917	139,548	27.89%	7,847	2,855	4,992	175%
Counseling & Guidance Services											
Salaries & Benefits	145,680	224,746	79,066	64.82%	148,308	212,705	69.72%	17,935	17,447	488	3%
Purchased Services/Travel/Conferences	510	1,000	490	51.00%	781	685	114.07%	59	225	(166)	-74%
Supplies & Materials	(2,016)	6,900	8,916	-29.21%	(5,175)	6,900	-75.00%	870	(5,125)	5,995	-117%
Capital Expenditures	-	-	-		-	-		-	-	-	
Dues, Membership, Other	-	-	-		-	-		-	-	-	
Total Counseling & Guidance Services	144,175	232,646	88,471	61.97%	143,915	220,290	65.33%	18,863	12,547	6,316	50%
Health Services											
Salaries & Benefits	46,421	69,019	22,598	67.26%	38,885	51,069	76.14%	5,679	4,829	850	18%
Purchased Services/Travel/Conferences	324	1,040	716	31.19%	595	1,160	51.30%	-	81	(81)	-100%
Supplies & Materials	738	1,000	262	73.79%	966	1,000	96.64%	164	-	164	
Capital Expenditures	-	-	-		-	-		-	-	-	
Dues, Membership, Other	-	-	-		-	-		-	-	-	
Total Health Services	47,484	71,059	23,575	66.82%	40,446	53,229	75.99%	5,843	4,910	933	19%
Transportation											
Salaries & Benefits	2,514	-	(2,514)		2,269	3,411	66.51%	314	303	12	4%
Purchased Services/Travel/Conferences	812,119	1,040,643	228,524	78.04%	778,540	897,901	86.71%	81,734	102,475	(20,741)	-20%
Supplies & Materials	-	-	-		-	-		-	-	-	
Capital Expenditures	-	-	-		-	-		-	-	-	
Dues, Membership, Other	-	-	-		-	-		-	-	-	
Total Transportation	814,634	1,040,643	226,010	78.28%	780,809	901,312	86.63%	82,048	102,778	(20,729)	-20%

Le Sueur-Henderson Public Schools - April 2020 General Fund Expenditures

	FY20	FY20	FY20	YTD vs	FY19	FY19	YTD vs	April	April	April	April
	YTD	Budget	Remaining	Budget	YTD	Budget	Budget	202010	201910	\$ Δ	% Δ
Buildings & Grounds											
Salaries & Benefits	443,378	543,882	100,504	81.52%	457,038	559,141	81.74%	41,883	43,797	(1,914)	-4%
Purchased Services/Travel/Conferences	345,070	411,414	66,344	83.87%	347,825	423,796	82.07%	35,423	36,130	(706)	-2%
Supplies & Materials	153,651	251,443	97,792	61.11%	200,952	236,043	85.13%	14,237	10,729	3,508	33%
Capital Expenditures	23,098	70,188	47,091	32.91%	83,565	83,566	100.00%	-	-	-	
Dues, Membership, Other	5,358	5,450	92	98.31%	5,838	5,450	107.11%	-	-	-	
Total Buildings & Grounds	970,554	1,282,377	311,823	75.68%	1,095,217	1,307,996	83.73%	91,544	90,655	889	1%
Long-Term Facility Maintenance											
Salaries & Benefits	43,067	51,824	8,757	83.10%	34,510	49,776	69.33%	4,309	4,117	192	5%
Purchased Services/Travel/Conferences	124,294	143,555	19,261	86.58%	88,805	104,315	85.13%	14,784	11,277	3,507	31%
Supplies & Materials	8,456	17,994	9,538	46.99%	11,107	17,994	61.73%	-	-	-	
Capital Expenditures	37,992	17,265	(20,727)	220.05%	92,123	104,423	88.22%	-	-	-	
Dues, Membership, Other	-	-	-		-	-		-	-	-	
Total Long-Term Facility Maintenance	213,808	230,638	16,830	92.70%	226,546	276,508	81.93%	19,093	15,393	3,699	24%
Property Insurance, Work Comp, & Other Misc.											
Salaries & Benefits	40,519	-	(40,519)		54,780	-		3,404	4,216	(812)	-19%
Purchased Services/Travel/Conferences	47,820	54,901	7,081	87.10%	37,191	37,287	99.74%	-	-	-	
Supplies & Materials	-	-	-		-	-		-	-	-	
Capital Expenditures	-	-	-		-	-		-	-	-	
Dues, Membership, Other	-	4,080	4,080	0.00%	-	4,080	0.00%	-	-	-	
Total Property Insurance, Work Comp, & Other Misc.	88,339	58,981	(29,358)	149.77%	91,971	41,367	222.33%	3,404	4,216	(812)	-19%
Total General Fund (Fd 01)	8,218,149	11,439,684	3,221,536	71.84%	8,656,131	11,564,687	74.85%	905,317	881,879	32,767	4%



Employment Recommendation Le Sueur - Henderson School District

Position: Title One Reading Teacher at Park Elementary School

Recommended Candidate: Christa Luna

Recommended by: Christine McDonald

Date: 5/15/2020

To be completed by administrator:

Candidate has current & appropriate certification:

yes

Reference checks completed:

yes

Years of experience granted:

See current contract

Step Placement:

See current contract

Highest degree currently held:

See current contract

Lane Placement:

See current contract

Credits beyond highest degree granted:

See current contract

New Position

Existing Position

Replacing: Stephanie Laabs

Additional Information:

•

Approval of Principal: Christine McDonald 5/15/2020

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date

Share with via Google Drive - District Office (Ky, Marlene, Juanita) & Technology (Alexis)



Employment Recommendation Le Sueur - Henderson School District

Position: Kids Club Supervisor

Recommended Candidate: Nancy Haas

Recommended by: Nathan Warden

Date: 5/27/20

To be completed by administrator:

Candidate has current & appropriate certification:

Reference checks completed:

Years of experience granted:

Step Placement:

Highest degree currently held:

Lane Placement:

Credits beyond highest degree granted:

Yes
Yes
\$12.75/hour
Child Development Cert.
N/A
N/A

X

New Position

Existing Position

Replacing: Mona Wacker (out for medical purposes)

Additional Information:

- Nancy is a welcome addition to our team. She has great experience working and planning activities for children.

Approval of Principal: Nathan Warden

5/27/20

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date

Share with via Google Drive - District Office (Ky, Marlene, Juanita) & Technology (Alexis)



Employment Recommendation Le Sueur - Henderson School District

Position: Park & Hilltop ESL Teacher

Recommended Candidate: Casey Kirsch

Recommended by: Amanda Feterl **Date:** 5/21/2020

To be completed by administrator:

Candidate has current & appropriate certification:

Ms. Kirsch has a MN Elem. Ed. license.
We will need to apply for variance.
However, Ms. Kirsch does have an ESL endorsement from the state of Illinois and would like to become licensed to teach ESL in the state of MN.

Reference checks completed:

Yes

Years of experience granted:

1

Step Placement:

1

Highest degree currently held:

BA

Lane Placement:

BA

Credits beyond highest degree granted:

0

New Position

Existing Position Replacing: Laura Lindell

Additional Information:

-

Approval of Principal: *Amanda Feterl* 5/21/2020

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date

Share with via Google Drive - District Office (Ky, Marlene, Juanita) & Technology (Alexis)



Employment Recommendation Le Sueur - Henderson School District

Position: K-5 ESY Teacher

Recommended Candidate: Megan Schwarz

Recommended by: Amanda Feterl

Date: 5/22/2020

To be completed by administrator:

Candidate has current & appropriate certification:

Yes

Reference checks completed:

N/A

Years of experience (Step Placement):

19

Highest degree currently held (Lane Placement):

MA

Credits beyond highest degree

0

<input type="checkbox"/>
<input checked="" type="checkbox"/>

New Position

Existing Position

Replacing: Continuation year after year.

Additional Information:

- 56 Hours Instruction
- 19 Hours Pre - Program Development (increase of 4 hours due to distance learning format)
- 8 Hours Prep Time (.5 hr/day)

Approval of Principal:

Amanda Feterl

5/22/2020

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date



Employment Recommendation Le Sueur - Henderson School District

Position: 6-12 ESY Teacher

Recommended Candidate: Andrea Lunder

Recommended by: Amanda Feterl

Date: 5/22/2020

To be completed by administrator:

Candidate has current & appropriate certification:

Yes

Reference checks completed:

N/A

Years of experience (Step Placement):

7

Highest degree currently held (Lane Placement):

BA

Credits beyond highest degree

20

<input type="checkbox"/>
<input checked="" type="checkbox"/>

New Position

Existing Position

Replacing: Continuation year after year.

Additional Information:

- 56 Hours Instruction
- 19 Hours Pre - Program Development (increase of 4 hours due to distance learning format)
- 8 Hours Prep Time (.5 hr/day)

Approval of Principal:

Amanda Feterl

5/22/2020

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date



Employment Recommendation Le Sueur - Henderson School District

Position: PreK - 12 Speech/Language ESY

Recommended Candidate: Jeanne Schoeppner

Recommended by: Amanda Feterl

Date: 5/24/2020

To be completed by administrator:

Candidate has current & appropriate certification:

Yes

Reference checks completed:

N/A

Years of experience (Step Placement):

33

Highest degree currently held (Lane Placement):

BA

Credits beyond highest degree

12

<input type="checkbox"/>
<input checked="" type="checkbox"/>

New Position

Existing Position

Replacing: Continuation year after year.

Additional Information:

- 60 Hours Instruction (40 for Elementary + 20 for MS/HS)
- 19 Hours Pre - Program Development (increase of 4 hours due to distance learning format)
- 8 Hours Prep Time (.5 hr/day)

Approval of Principal:

Amanda Feterl

5/24/2020

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date



Employment Recommendation

Le Sueur - Henderson School District

Position: ESY 6-12 Paraprofessional

Recommended Candidate: Bobbie Schleeve

Recommended by: Amanda Feterl

Date: 5/26/2020

To be completed by administrator:

Candidate has current & appropriate certification (if applicable):

Yes

Reference checks completed:

N/A

Years of experience (Step Placement):

24

<input type="checkbox"/>
<input checked="" type="checkbox"/>

NEW

EXISTING

REPLACING: Annual

Additional Information:

- Week #1: June 15 - June 18
- Week #2: June 22 - June 25
- Week #3: July 13 - July 16
- Week #4: July 20 - July 23
- 56 Duty Hours (8:00 - 11:30)

Approval of administrator: *Amanda Feterl*

5/26/2020

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date



Employment Recommendation

Le Sueur - Henderson School District

Position: ESY ECSE Paraprofessional

Recommended Candidate: Marilyn Stutsman

Recommended by: Amanda Feterl

Date: 5/26/2020

To be completed by administrator:

Candidate has current & appropriate certification (if applicable):

Yes

Reference checks completed:

N/A

Years of experience (Step Placement):

8

X

NEW

EXISTING

REPLACING: Annual

Additional Information:

- Week #1: June 15 - June 18
- Week #2: June 22 - June 25
- Week #3: July 13 - July 16
- Week #4: July 20 - July 23
- 40 Duty Hours (9:00 - 11:30)

Approval of administrator: *Amanda Feterl*

5/26/2020

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date



Employment Recommendation

Le Sueur - Henderson School District

Position: ESY K-5 Paraprofessional

Recommended Candidate: Chris Domras

Recommended by: Amanda Feterl

Date: 5/26/2020

To be completed by administrator:

Candidate has current & appropriate certification (if applicable):

Yes

Reference checks completed:

N/A

Years of experience (Step Placement):

23

X

NEW

EXISTING

REPLACING: Annual

Additional Information:

- Week #1: June 15 - June 18
- Week #2: June 22 - June 25
- Week #3: July 13 - July 16
- Week #4: July 20 - July 23
- 56 Duty Hours (8:00 - 11:30)

Approval of administrator: *Amanda Feterl*

5/26/2020

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date



Employment Recommendation Le Sueur - Henderson School District

Position: ESY Teacher (ECSE)

Recommended Candidate: Molly Schultz

Recommended by: Amanda Feterl

Date: 5/26/20

To be completed by administrator:

Candidate has current & appropriate certification:

Yes

Reference checks completed:

N/A

Years of experience:

23

Step Placement:

24

Highest degree currently held (Lane Placement)::

MA

Credits beyond highest degree

0

<input type="checkbox"/>
<input checked="" type="checkbox"/>

New Position

Existing Position

Replacing: Continuation year after year.

Additional Information:

- 40 Hours Instruction
- 15 Hours Pre - Program Development (increase of 4 hours due to distance learning format)
- 5 Hours Prep Time (.32 hr/day)

Approval of Principal:

Amanda Feterl

5/26/2020

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date

Dr. Marlene M. Johnson
233 Snow Ridge
Le Sueur, MN 56058

May 27, 2020

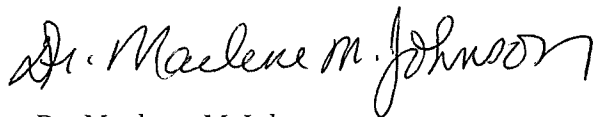
Dear LSH Board of Directors,

I am writing to inform you of my decision to not renew my contract once completed on June 30, 2021. I have greatly enjoyed serving as the Superintendent for the LSH Public Schools and feel this leadership opportunity has assisted me to grow both personally and professionally. I greatly appreciate the opportunity to have worked with such amazing staff, students, and administration, supporting community stakeholders, and dedicated board directors.

Rest assured, my passion to ensure a quality and equitable education for the students at LSH will be at the forefront in the upcoming year. I will also work diligently to support the work of the Board and staff, as we complete the 20-21 school year together.

It is my hope that this early notice will allow you the time to find the next leader for LSH. I am happy to help in any way with the transition process.

Respectfully,

A handwritten signature in black ink that reads "Dr. Marlene M. Johnson". The signature is written in a cursive style with a large, stylized initial "D".

Dr. Marlene M. Johnson

Frontline Education Renewal Notice

Attn: Lesueur-Henderson School District

Thank you for your continued partnership with Frontline Education. We remain focused on providing you with industry-leading solutions and technology for K-12. As part of the ongoing investment in your solutions, our Learning Center continues to be enhanced to provide access to articles with answers to routine questions 24/7. Additionally, functionality has been added to provide user assistance for login issues. The pricing for your subscription(s) renewing on 7/01/2020 is listed below.

Description	Start Date	End Date	Qty	Rate	Amount
Absence & Substitute Management, unlimited usage for internal employees	7/01/2020	6/30/2021	1	\$8,601.88	\$8,601.88
Applicant Tracking, unlimited usage for internal employees	7/01/2020	6/30/2021	1	\$2,201.85	\$2,201.85
Total					\$10,803.73

Please use this [link](#) to confirm the renewal of your subscriptions.

Need assistance? You can reach us by calling Daniel Lopez at 484-328-4309 or by emailing us at renewals@frontlineed.com.

A handwritten signature in black ink that reads 'Garland Hall'.

Garland Hall
Chief Client Success Officer



RENEWAL QUOTE

IXL Learning
 777 Mariners Island Blvd., Suite 600
 San Mateo, CA 94404

QUOTE # 820373-0520
 DATE: MAY 1, 2020

TO:
 Teri Burdorf
 LeSueur Henderson School District 2397
 115 S. 5th St.
 Le Sueur, MN 56058

COMMENTS OR SPECIAL INSTRUCTIONS

SALESPERSON	ACCOUNT #	RENEWAL PERIOD	QUOTE VALID UNTIL
Kylie Chalker	A12-820373	July 31, 2020 – July 31, 2021	July 31, 2020

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	IXL site license for 625 students, including: Grade 1: 75 students Subjects: Math and ELA	\$900.00	\$900.00
1	Grades 2-8: 500 students Subjects: Math, ELA, and Science	\$8,000.00	\$8,000.00
1	Grade 9: 50 students Subject: Math	\$350.00	\$350.00
	<i>Unlimited instructor accounts included</i>		
		SUBTOTAL	\$9,250.00
		SALES TAX	--
		SHIPPING & HANDLING	--
		TOTAL DUE	\$9,250.00

Ordering instructions

We accept payment by purchase order, check, or credit card. School POs should be faxed to 650-372-4301 or e-mailed to orders@ixl.com. Please be sure to list the quote number on your payment or purchase order. For international accounts, we can accept wire transfers for an additional fee.

Infinite Campus
 NW 6022
 PO Box 1450
 Minneapolis MN 55485-1450
 (651) 631-0000 Ext. 0000

Invoice	ANNUAL029876
Date	5/15/2020
Page	1

Bill To:

Le Sueur-Henderson ISD 2397
 Attn: Accounts Payable
 115 1/2 N 5th St Ste 200
 Le Sueur MN 56058-1820

Ship To:

Le Sueur-Henderson ISD 2397
 Attn: Accounts Payable
 115 1/2 N 5th St Ste 200
 Le Sueur MN 56058-1820

Purchase Order No.		Customer ID	Salesperson ID	Payment Terms		
-		LESUEURH001		Due on July 1st		
Ordered	Shipped	Item Number	Description	Unit Price	Ext. Price	
1,008	1,008	0027	License: SIS (7/20-6/21)	\$6.00	\$6,048.00	
1,008	1,008	0029	License: Messenger (7/20-6/21)	\$0.90	\$907.20	
1,008	1,008	0028	License: Food Service (7/20-6/21)	\$2.00	\$2,016.00	
1	1	0015	Cloud Choice Application Hosting: (7/20-6/21)	\$2,000.00	\$2,000.00	
1	1	0086	Campus Passport (7/20-6/21)	\$1,000.00	\$1,000.00	
1.00	1.00	100	Custom Reports Annual Fee: Destiny Extract- Case 593067 (7/20-6/21)	\$30.00	\$30.00	

If you would like to pay this invoice and future ones by ACH please e-mail accountspayable@infinitecampus.com

Subtotal	\$12,001.20
Tax	\$0.00
Total	\$12,001.20

Independent School District 2397

Attn: Accounts Payable
 115 1/2 N. Fifth St., Suite 200
 Le Sueur, MN 56058-1849

Purchase Order

Number	Date	Page
51335	05/28/20	1 of 4

Tax Exempt Number: 1641539

To: COLE PAPERS INC
PO BOX 2967
FARGO ND 58108-2967

Ship To: PARK ELEMENTARY SCHOOL
115 NORTH FIFTH STREET
LE SUEUR MN 56058
507-665-4700

CUST 46084800

Attn: Todd Vrklan

Due Date	Terms	Ship Via	Vendor #	Category	Buyer	Ven Phone	Ven Fax
07/01/20	Receipt		1-03582	2020-21	JENNIFER VRKLAN	800.386.2048	507.345.8773

Seq#	Item/Description/Comments	Quantity	Unit	Rate	Discount	Cost	Period	Account Code
1	M1 White 8.5x11 20# Copy Paper	320.00	CASE	25.9500	0.00%	8,304.00	202101	2397E01005110000000401
2	M1 Canary 8.5x11 20# Copy Paper	9.00	CASE	38.0000	0.00%	342.00	202101	2397E01101203000000401
							202101	2397E01300211000000401
							202101	2397E04500505000321401
3	M1 Blue 8.5x11 20# Copy Paper	8.00	CASE	38.0000	0.00%	304.00	202101	2397E01100203000000401
							202101	2397E01101203000000401
							202101	2397E04500505000321401
4	M1 Pink 8.5x11 20# Copy Paper	2.00	CASE	38.0000	0.00%	76.00	202101	2397E01100203000000401

*** Represents a modified line**

Independent School District 2397

Attn: Accounts Payable

115 1/2 N. Fifth St., Suite 200

Le Sueur, MN 56058-1849

Tax Exempt Number: 1641539

To: COLE PAPERS INC
 PO BOX 2967
 FARGO ND 58108-2967

Purchase Order

Number	Date	Page
51335	05/28/20	2 of 4

Ship To: PARK ELEMENTARY SCHOOL
 115 NORTH FIFTH STREET
 LE SUEUR MN 56058
 507-665-4700

CUST 46084800

Attn: Todd Vrklan

Due Date	Terms	Ship Via	Vendor #	Category	Buyer	Ven Phone	Ven Fax
07/01/20	Receipt		1-03582	2020-21	JENNIFER VRKLAN	800.386.2048	507.345.8773

Seq#	Item/Description/Comments	Quantity	Unit	Rate	Discount	Cost	Period	Account Code
5	M1 Buff 8.5x11 20# Copy Paper	4.00	CASE	38.0000	0.00%	152.00	202101	2397E01100203000000401
							202101	2397E01300211000000401
6	M1 Cherry 8.5x11 20# Copy Paper	3.00	CASE	38.0000	0.00%	114.00	202101	2397E01100203000000401
							202101	2397E01101203000000401
							202101	2397E01300211000000401
7	M1 Green 8.5x11 20# Copy Paper	5.00	EA	38.0000	0.00%	190.00	202101	2397E01101203000000401
							202101	2397E01300211000000401
							202101	2397E04500505000321401
8	M1 Tan 8.5x11 20# Copy Paper	4.00	EA	38.0000	0.00%	152.00	202101	2397E01100203000000401
							202101	2397E01300211000000401

*** Represents a modified line**

Independent School District 2397

Attn: Accounts Payable
 115 1/2 N. Fifth St., Suite 200
 Le Sueur, MN 56058-1849

Purchase Order

Number	Date	Page
51335	05/28/20	3 of 4

Tax Exempt Number: 1641539

To: COLE PAPERS INC
 PO BOX 2967
 FARGO ND 58108-2967

Ship To: PARK ELEMENTARY SCHOOL
 115 NORTH FIFTH STREET
 LE SUEUR MN 56058
 507-665-4700

CUST 46084800

Attn: Todd Vrklan

Due Date	Terms	Ship Via	Vendor #	Category	Buyer	Ven Phone	Ven Fax
07/01/20	Receipt		1-03582	2020-21	JENNIFER VRKLAN	800.386.2048	507.345.8773

Seq#	Item/Description/Comments	Quantity	Unit	Rate	Discount	Cost	Period	Account Code
9	M1 Salmon 8.5x11 20# Copy Paper	3.00	EA	38.0000	0.00%	114.00	202101	2397E01100203000000401
							202101	2397E01300211000000401
10	M1 Goldenrod 8.5x11 20# Copy Paper	4.00	EA	38.0000	0.00%	152.00	202101	2397E01100203000000401
							202101	2397E01101203000000401
							202101	2397E01300211000000401
11	M1 Ivory 8.5x11 20# Copy Paper	3.00	EA	38.0000	0.00%	114.00	202101	2397E01300211000000401
							202101	2397E04500505000321401
12	M1 Orchid 8.5x11 20# Copy Paper	3.00	EA	38.0000	0.00%	114.00	202101	2397E01100203000000401
							202101	2397E01101203000000401
13	M1 Pumpkin 8.5x11 20# Copy Paper	1.00	EA	38.0000	0.00%	38.00	202101	2397E01100203000000401

*** Represents a modified line**

Independent School District 2397

Attn: Accounts Payable
 115 1/2 N. Fifth St., Suite 200
 Le Sueur, MN 56058-1849

Purchase Order

Number	Date	Page
51335	05/28/20	4 of 4

Tax Exempt Number: 1641539

To: COLE PAPERS INC
 PO BOX 2967
 FARGO ND 58108-2967

Ship To: PARK ELEMENTARY SCHOOL
 115 NORTH FIFTH STREET
 LE SUEUR MN 56058
 507-665-4700

CUST 46084800

Attn: Todd Vrklan

Due Date	Terms	Ship Via	Vendor #	Category	Buyer	Ven Phone	Ven Fax
07/01/20	Receipt		1-03582	2020-21	JENNIFER VRKLAN	800.386.2048	507.345.8773

Seq#	Item/Description/Comments	Quantity	Unit	Rate	Discount	Cost	Period	Account Code
14	M1 White 8.5x14 20# Copy Paper	1.00	EA	49.0000	0.00%	49.00	202101	2397E01300211000000401
15	M1 White 11x17 20# Copy Paper	1.00	EA	35.8000	0.00%	35.80	202101	2397E01300211000000401
16	M1 Radiant Red 8.5x11 20# Copy Paper	2.00	EA	61.5000	0.00%	123.00	202101 202101	2397E01100203000000401 2397E01101203000000401
17	M1 Luminous Lime 8.5x11 20# Copy Paper	3.00	EA	61.5000	0.00%	184.50	202101 202101	2397E01100203000000401 2397E01101203000000401
18	M1 White 8.5x11 65# Copy Paper	1.00	EA	49.7000	0.00%	49.70	202101	2397E04500505000321401

* Represents a modified line



Grand Total \$10,608.00

Authorized Signature: _____

Date: 5/28/2020

NUESSMEIER ELECTRIC, INC.
 1427 N COMMERCE ST
 LE SUEUR MN 56058
 Phone: (507) 665-3781 Fax: (507) 665-6313

PROPOSAL

PROPOSAL #	6551	PAGE	1
DATE	04/24/2020		
DESC	INSTALL LED EXP-LIGHT BUS GARAGE. (WORK-PIT)		
LOC	BUS GARAGE LE SUEUR MN 56058		
CONTACT	TODD VRKLAN		
PHONE			

CUSTOMER
LE SUEUR-HENDERSON PUBLIC SCHOOLS INDEPENDENT SCHOOL DISTRICT #2397 115-1/2 N 5TH ST STE 200 LE SUEUR MN 56058

WE PROPOSE TO PROVIDE NECESSARY LABOR, MATERIAL, AND STATE INSPECTION FEES TO COMPLETE THE FOLLOWING:

- ***PIT LIGHTS***(TWO)
 1 - PROVIDE LABOR TO DEMO EXISTING CONDUIT TO PIT LIGHTS.
- 2 - PROVIDE AND INSTALL TWO 80W LED ADJUSTABLE CLASS-1 DIVISION-1 WALL MOUNTED LIGHTS FOR IN PIT.
- 3 - PROVIDE LABOR AND MATERIAL TO INSTALL NEW CONDUIT AND WIRING FOR NEW LIGHTS.
 NOTE: PIPED AND WIRE FOR HAZARDOUS LOCATION. 5,300.00
- ***BREAK DOWN OF QUOTE***
 A) - EXP-LED LIGHTS TOTAL-2 \$4207.00
 B) - MATERIAL \$499.00
 C) - LABOR \$594.00
- *** REQUESTED BY TODD VRKLAN ***
- * QUOTED BY KEVIN *

We Propose hereby to furnish material and labor - complete in accordance with these specifications for the sum of: **\$5,300.00**
 Five Thousand Three Hundred Dollars And 00 Cents

Payable as follows:
 AS PER INVOICE. NET 15 DAYS
 LATE FEE 18% ANNUM

Authorized Signature: **Date:**

Note: This Proposal may be withdrawn by us if not accepted within 30 Days

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.
 All agreements contingent upon strikes, accidents or delays are beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

IF YOU ACCEPT THIS PROPOSAL, PLEASE SIGN BOTH COPIES. RETAIN ONE COPY FOR YOUR RECORDS AND RETURN THE OTHER COPY TO NUSSMEIER ELECTRIC.

ACCEPTANCE OF PROPOSAL - The Prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: **Date:**



Plehal Blacktopping, LLC

13060 Dem Con Drive
PO Box 317
Shakopee MN 55379

P/ 952-445-7676
F/ 952-445-7682
www.plehal.com

Submitted To:
Attn: Todd Vrklan
115 North 5th St.
LeSueur, MN 56058

Date: April 7, 2020
Project:
Independent School District 2397

Phone: 612-756-2314
Cell:
Fax:
Email: tvrklan@isd2397.org

Patching: Spill and Fill (Hilltop and Park Elementary: 15 ton)**Price**

- Sweep and clean potholes.
- Apply tack for asphalt adhesion.
- Install hot asphalt to grade.
- Compact using a vibratory roller for a durable finish.

\$3,500.00**Crack Sealing: (Park Bus Lanes, Ziebarth LC and LSH Highschool) - Approximately 12,000 LF**

- Rout new cracks and re-fill existing cracks, Clean cracks. Apply Mn/DOT 3405 hot rubberized asphalt joint sealer.

\$12,000.00

Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Estimator: Brady Berger
Cell: 612-685-8289
Email: bradyb@plehal.com

This proposal may be withdrawn by us if not accepted within 15 days. All depths are average and measurements are approximate. All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. See additional contract terms on reverse.

4/7/20

Authorized Plehal Blacktopping Signature

Date

Payment Terms: Net due upon completion. Past due invoices will be charged 1½% per month Finance Charge (18% annual percentage rate).

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. The general provisions on the back of this contract are made a part of this contract and incorporated herein by this reference. You are authorized to do the work as specified. Payment will be made as outlined.



Signature

Date

TERMS OF CONTRACT

CHANGE ORDERS:

Any alteration or deviation from the specifications listed on the forefront that involve extra costs will be executed only upon written orders and will become an additional charge over and above the original estimate. If undesirable base is discovered in a remove and replace scope of work or more than three inches of asphalt are found during the removal work, you will be notified of the extra cost involved to bring the base to asphalt paving standards. This will be an extra charge over the original proposal amount. Plehal Blacktopping, LLC will not be responsible for pavement failure and will be paid as proposed if no corrective measures are authorized.

GENERAL EXCLUSIONS:

Bonds, permits, testing, engineering and surveying. Removal of hazardous materials or unforeseen sub-terrain. Damage to unmarked electric, sewer, water, irrigation systems, building foundation, or telephone/cable TV lines located on or near the construction area. Damaged grass or tree root systems, sod restoration, removal of waste caused by others. It will be at no expense to the contractor to move or tow vehicles in the construction zone after the job has been scheduled.

If area is not accessible due to any of these exclusions, a re-mobilization charge will be assessed. Any increase or decrease, greater than 5% is subject to re-bid. Field measurements prevail.

At times our work requires crossing over existing concrete walks, aprons and/or slabs and assume it will support our equipment. We are not responsible for damage done (i.e. cracking, etc.).

We are required by law to locate all public utilities prior to any construction activity. Unless advised by an owner, we will not be responsible for damage to private underground utilities on private property (i.e. dog wires, sprinkler systems, yard lights, etc.).

WARRANTY:

Plehal Blacktopping, Inc. guarantees all our new driveways for a minimum of two years against chuckholes, breakup and excessive cracking due to faulty installation of materials. Reflective cracks, thermal expansion and contraction cracks, and cracks caused by underground wires, pipes or tree roots are not covered. We cannot guarantee a 100% uniform appearance to the asphalt surface. Aggregate segregations, seams between passes and hand work all impact the finished product. We make every effort to minimize those transitions.

WARRANTY EXCLUSIONS & OWNER RESPONSIBILITIES:

- No guarantee against erosion, settlement or sinking.
- Complete drainage of surface water will not be guaranteed for surfaces having less than 2% grade.
- No warranty against damage done by vegetation growth, gas, oil/chemical spills or by large vehicles in excess of design capacity.
- Owner is responsible for any necessary lawn grading, backfilling of edges or re-seeding after installation unless specifically included in proposal.
- The edges of your asphalt are not guaranteed against invasion by grass or weeds. Grass and weeds will grow through the edges of the asphalt if not properly maintained. You are responsible for keeping grass/weeds away from the edges of the asphalt by using a grass/weed control killer.
- No guarantee for damage done by placement of sharp or pointed objects such as bicycle kick stands, chair legs, tables, high heeled shoes or ladders to name a few. This can be prevented by placing a piece of plywood underneath the object.
- Don't allow large heavy vehicles in your driveway. Chances are the base has not been designed for it.
- Don't turn the wheels of your car sharply while the car is standing still as this will scuff the surface and may cause "ravel" (loose aggregate) areas in your driveway. Start the car and while moving, gradually turn the wheels as the car is in motion. Scuffing may also occur due to vehicle tires exceeding an acceptable turning radius (SUVs, all-wheel drive and 4-wheel drive vehicles in particular).

FAILURE TO PAY:

The failure to pay all amounts owed to Plehal Blacktopping, LLC upon completion of the work (unless otherwise stated in this contract) shall constitute a material breach of this contract. Upon such breach, the purchaser shall be liable to Plehal Blacktopping, LLC for all costs incurred in collecting the amount owed including collection agency/attorney's fees and interest at the rate of 1½% per month (18% annual percentage rate). If payment is not received in full within 90 days, then any and all warranty rights are waived, without Plehal Blacktopping, LLC waiving any of its lien rights.



Plehal Blacktopping, LLC

13060 Dem Con Drive
 PO Box 317
 Shakopee MN 55379

P/ 952-445-7676
 F/ 952-445-7682
 www.plehal.com



Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Estimator: Brady Berger
Cell: 612-685-8289
Email: bradyb@plehal.com

This proposal may be withdrawn by us if not accepted within 15 days. All depths are average and measurements are approximate. All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. See additional contract terms on reverse.

4/7/20

Authorized Plehal Blacktopping Signature

Date

Payment Terms: Net due upon completion. Past due invoices will be charged 1 1/2% per month Finance Charge (18% annual percentage rate).

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. The general provisions on the back of this contract are made a part of this contract and incorporated herein by this reference. You are authorized to do the work as specified. Payment will be made as outlined.



 Signature

 Date

TERMS OF CONTRACT





Plehal Blacktopping, LLC.

13060 Dem Con Drive
PO Box 317
Shakopee MN 55379

P/ 952-445-7676
F/ 952-445-7682
www.plehal.com

Submitted To:
Attn: Todd Vrklan
115 North 5th St.
LeSueur 56058

Project:
ISD 2397

Date: May 13, 2020

Phone: 612-756-2314
Cell:
Fax:
Email: tvrklan@isd2397.org

Mill Patching (LSH Highschool Lot: 168 SY)

Price

- Mill (grind down) area to be patched 2".
- Apply asphalt binder.
- Install 2" (compacted depth) hot asphalt.
- Compact using a vibratory roller for a smooth durable finish.

\$4,750.00



Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

This proposal may be withdrawn by us if not accepted within 15 days. All depths are average and measurements are approximate. All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. See additional contract terms on reverse.

Estimator: Brady Berger
Cell: 612-685-8289
Email: bradyb@plehal.com

5/13/20

Authorized Plehal Blacktopping Signature

Date

Payment Terms: Net due upon completion. Past due invoices will be charged 1½% per month Finance Charge (18% annual percentage rate).

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. The general provisions on the back of this contract are made a part of this contract and incorporated herein by this reference. You are authorized to do the work as specified. Payment will be made as outlined.



Signature

Date

TERMS OF CONTRACT

CHANGE ORDERS:

Any alteration or deviation from the specifications listed on the forefront that involve extra costs will be executed only upon written orders and will become an additional charge over and above the original estimate. If undesirable base is discovered in a remove and replace scope of work or more than three inches of asphalt are found during the removal work, you will be notified of the extra cost involved to bring the base to asphalt paving standards. This will be an extra charge over the original proposal amount. Plehal Blacktopping, Inc. will not be responsible for pavement failure and will be paid as proposed if no corrective measures are authorized.

GENERAL EXCLUSIONS:

Bonds, permits, testing, engineering and surveying. Removal of hazardous materials or unforeseen sub-terrain. Damage to unmarked electric, sewer, water, irrigation systems, building foundation, or telephone/cable TV lines located on or near the construction area. Damaged grass or tree root systems, sod restoration, removal of waste caused by others. It will be at no expense to the contractor to move or tow vehicles in the construction zone after the job has been scheduled.

If area is not accessible due to any of these exclusions, a re-mobilization charge will be assessed. Any increase or decrease, greater than 5% is subject to re-bid. Field measurements prevail.

At times our work requires crossing over existing concrete walks, aprons and/or slabs and assume it will support our equipment. We are not responsible for damage done (i.e. cracking, etc.).

We are required by law to locate all public utilities prior to any construction activity. Unless advised by an owner, we will not be responsible for damage to private underground utilities on private property (i.e. dog wires, sprinkler systems, yard lights, etc.).

WARRANTY:

Plehal Blacktopping, LLC. guarantees all our new driveways for a minimum of one year against chuckholes, breakup and excessive cracking due to faulty installation of materials. Reflective cracks, thermal expansion and contraction cracks, and cracks caused by underground wires, pipes or tree roots are not covered. We cannot guarantee a 100% uniform appearance to the asphalt surface. Aggregate segregations, seams between passes and hand work all impact the finished product. We make every effort to minimize those transitions.

WARRANTY EXCLUSIONS & OWNER RESPONSIBILITIES:

- No guarantee against erosion, settlement or sinking.
- Complete drainage of surface water will not be guaranteed for surfaces having less than 2% grade.
- No warranty against damage done by vegetation growth, gas, oil/chemical spills or by large vehicles in excess of design capacity.
- Owner is responsible for any necessary lawn grading, backfilling of edges or re-seeding after installation unless specifically included in proposal.
- The edges of your asphalt are not guaranteed against invasion by grass or weeds. Grass and weeds will grow through the edges of the asphalt if not properly maintained. You are responsible for keeping grass/weeds away from the edges of the asphalt by using a grass/weed control killer.
- No guarantee for damage done by placement of sharp or pointed objects such as bicycle kick stands, chair legs, tables, high heeled shoes or ladders to name a few. This can be prevented by placing a piece of plywood underneath the object.
- Don't allow large heavy vehicles in your driveway. Chances are the base has not been designed for it.
- Don't turn the wheels of your car sharply while the car is standing still as this will scuff the surface and may cause "ravel" (loose aggregate) areas in your driveway. Start the car and while moving, gradually turn the wheels as the car is in motion. Scuffing may also occur due to vehicle tires exceeding an acceptable turning radius (SUVs, all-wheel drive and 4-wheel drive vehicles in particular).

FAILURE TO PAY:

The failure to pay all amounts owed to Plehal Blacktopping, LLC. upon completion of the work (unless otherwise stated in this contract) shall constitute a material breach of this contract. Upon such breach, the purchaser shall be liable to Plehal Blacktopping, LLC. for all costs incurred in collecting the amount owed including collection agency/attorney's fees and interest at the rate of 1½% per month (18% annual percentage rate). If payment is not received in full within 90 days, then any and all warranty rights are waived, without Plehal Blacktopping, LLC. waiving any of its lien rights.

Adopted: _____

MSBA/MASA Model Policy 802

Orig. 1995

Revised: _____

Rev. ~~2018~~ 2019

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

IV. MANNER OF DISPOSITION

A. Authorization

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

B. Contracts Over \$175,000

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

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

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

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

D. Contracts \$25,000 or Less

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

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

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

F. Notice of Quotation

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

G. Sales to Employees

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

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:

1 a. another school district;

2 b. the state department of corrections;

~~3~~ c. the board of trustees of Minnesota State Colleges and Universities;
~~or~~

4 d. the family of a student residing in the district whose total family income meets the federal definition of poverty; ~~or-~~

e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.

2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise from Governmental Agencies; Exceptions; Penalty)
Minn. Stat. § 123B.29 (Sale of School Building at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)

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

Adopted: _____

MSBA/MASA Model Policy 805

Orig. 1996

Revised: _____

Rev. ~~2015~~ 2016

805 WASTE REDUCTION AND RECYCLING

[Note: The obligations stated in this policy are substantial and are virtually all governed by statute. Accordingly, you will see statutory references throughout the policy. Obviously a school district may choose to add obligations by policy.]

I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property, and the establishment of a program of education to develop an awareness of environmentally sound waste management. (Minn. Stat. § 115A.15, Subd. 1)

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

III. DEFINITIONS

- A. “Lamp recycling facility” means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps. (Minn. Stat. § 116.93, Subd. 1)
- B. “Mixed municipal solid waste” means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams. (Minn. Stat. § 115A.03, Subd. 21)
- C. “Packaging” means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels. (Minn. Stat. § 115A.03, Subd. 22b)
- D. “Postconsumer materials” means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item. (Minn. Stat. § 115A.03, Subd. 24b)

- E. “Rechargeable battery” means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the Commissioner of the Pollution Control Agency (PCA) (Commissioner). (Minn. Stat. § 115A.9157)
- F. “Recyclable commodities” means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources. (Minn. Stat. § 115A.15, Subd. 1a(a))
- G. “Recyclable materials” means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material. (Minn. Stat. § 115A.03, Subd. 25a)
- H. “Recycling” means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use. (Minn. Stat. § 115A.03, Subd. 25b)
- I. “Resource conservation” means the reduction in the use of water, energy, and raw materials. (Minn. Stat. § 115A.03, Subd. 26a)
- J. “Reusable commodities” means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition. (Minn. Stat. § 115A.15, Subd. 1a(b))
- K. “Source-separated compostable materials” means materials that:
 - 1. are separated at the source by waste generators for the purpose of preparing them for use as compost;
 - 2. are collected separately from mixed municipal solid waste and are governed by state licensing provisions;
 - 3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the Commissioner has determined that no other person is willing to accept the paper for recycling;
 - 4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA’s class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility; and
 - 5. may be delivered to a transfer station, mixed municipal solid waste

processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials.

(Minn. Stat. § 115A.03, Subd. 32a)

- L. “Waste reduction” or “source reduction” means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
1. reusing the product in its original form;
 2. increasing the life span of a product;
 3. reducing material or the toxicity of material used in production or packaging; or
 4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

(Minn. Stat. § 115A.03, Subd. 36b)

IV. WASTE DISPOSAL

- A. The school district will attempt to decrease the amount of waste consumable materials by:
1. reduction of the consumption of consumable materials whenever practicable;
 2. full utilization of materials prior to disposal;
 3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility shall also collect at least three recyclable materials, such as, but not limited to, the following: paper, glass, plastic, and metal. (Minn. Stat. § 115A.151)
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located. (Minn. Stat. § 115A.151)
- D. Prior to entering into a contract for the management of mixed municipal solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the

waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:

1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
2. develop and implement a plan for managing the potential liability; and
3. submit the information in (1) and (2) above to the PCA.

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the county prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. (Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4)

E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:

1. solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
2. the land unless approved by the PCA; or
3. the waters of the state, an individual sewage treatment system, or in a storm water or waste water collection or treatment system unless:
 - a. permitted to do so by the operator of the system and the PCA;
 - b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
 - c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

(Minn. Stat. § 115A.916)

F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in solid waste; or
2. in a wastewater disposal system.

(Minn. Stat. § 115A.932, Subd. 1(a))

G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in a solid waste processing facility; or
2. in a solid waste disposal facility.

(Minn. Stat. § 115A.932, Subd. 1(b))

H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minn. Stat. § 216B.241, Subds. 2 and 4. (Minn. Stat. § 115A.932, Subd. 1(c))

I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed. (Minn. Stat. § 115A.915; Minn. Stat. § 115A.9155, Subd. 1; Minn. Stat. § 115A.9157, Subd. 2)

J. The school district may not place yard waste:

1. in mixed municipal solid waste;
2. in a disposal facility;
3. in a resource recovery facility, except for the purposes of reuse, composting, or cocomposting; or
4. in a plastic bag unless exempt as specified in Minn. Stat. § 115A.931(c), (d), or (e).

(Minn. Stat. § 115A.931)

- K. The school district may not place a telephone directory:
 - 1. in solid waste;
 - 2. in a disposal facility; or
 - 3. in a resource recovery facility, except a recycling facility.

(Minn. Stat. § 115A.951, Subd. 2)

- L. The school district may not:
 - 1. place major appliances in mixed municipal solid waste; or
 - 2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

(Minn. Stat. § 115A.9561)

- M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube. (Minn. Stat. § 115A.9565)
- N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries. (Minn. Stat. § 115A.961, Subd. 3)

V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

- A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than 10 percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district. (Minn. Stat. § 16C.073, Subd.3(a))
- B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste. (Minn. Stat. § 16C.073, Subd. 3(b))
- C. Whenever practicable, the school district will:
 - 1. purchase uncoated copy paper, office paper, and printing paper unless the coated paper is made with at least 50 percent postconsumer material;

2. purchase recycled content copy paper with at least 30 percent postconsumer material by weight and purchase office and printing paper with at least 10 percent postconsumer material by weight;
3. purchase paper which has not been dyed with colors, excluding pastel colors;
4. purchase recycled content copy, office, and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
5. use reusable binding materials or staples and bind documents by methods that do not use glue;
6. use soy-based inks;
7. purchase printer or duplication cartridges that:
 - a. have 10 percent post-consumer material; or
 - b. are purchased as remanufactured; or
 - c. are backed by a vendor-offered program that will take back the printer cartridges after their useful life, ensure that the cartridges are recycled, and comply with the definition of recycling in Minn. Stat. § 115A.03, Subd. 25b;
- ~~7~~ 8. produce reports, publications, and periodicals that are readily recyclable;
- ~~8~~ 9. purchase paper which has been made on a paper machine located in Minnesota; and
- ~~9~~ 10. print documents on both sides of the paper where commonly accepted publishing practices allow.

(Minn. Stat. § 16C.073, Subd. 2)

- D. The school district may not use a specified product included on the prohibited products list published in the State Register. (Minn. Stat. § 115A.9651)
- E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material. (Minn. Stat. § 16C.073, Subd. 3(b))
- F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling

company in their bids. (Minn. Stat. § 16C.073, Subd. 3(b))

VI. OTHER

The policy of the school district is to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and state levels.

Legal References: Minn. Stat. § 16C.073 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (State and Local Facilities)
Minn. Stat. § 115A.46 (Requirements)
Minn. Stat. § 115A.471 (Public Entities; Management of Solid Waste)
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
Minn. Stat. § 115A.9155 (Disposal of Certain Dry Cell Batteries)
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.931 (Yard Waste Prohibition)
Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
Minn. Stat. § 216B.241, Subds. 2 and 4 (Energy Conservation Improvement)
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)
National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844 (D. Minn. 1997)

Cross References:

FOR ASSISTANCE IN DRAFTING A CRISIS MANAGEMENT PLAN

Resources are available to assist school districts in drafting a Crisis Management Policy and/or building-specific crisis management plans. Please contact any of the organizations listed below for assistance:

A. Minnesota Department of Education

Division of Compliance and Assistance
1500 Highway 36 West
Roseville, MN 55113-4266
651-582-~~8705~~8710 FAX: 651-582-8725
www.education.state.mn.us

Division of Safe and Healthy Learners
1500 Highway 36 West
Roseville, MN 55113-4266
651-582-8309 FAX: 651-582-8725
www.education.state.mn.us/mde/Learning_Support/Safe_and_Healthy_Learners/index.html

B. Minnesota Department of Public Safety

Division of Homeland Security and Emergency Management
444 Cedar Street, Suite 223
St. Paul, MN 55101-6223
651-~~296-2233~~201-7400 FAX: 651-296-0459
www.hsem.state.mn.us

C. Minnesota Department of Public Safety

State Fire Marshall Division
444 Cedar Street, Suite 145
St. Paul, MN 55101-5145
651-~~282-6555~~201-7200 FAX: 651-215-0525

D. Minnesota School Boards Association

1900 West Jefferson Avenue
St. Peter, MN 56082-3015
800-324-4459 FAX: 507-931-1515
507-934-2450
www.mnmsba.org

E. Knutson, Flynn & Deans

MSBA/MASA Policy Services Legal Counsel
1155 Centre Pointe Drive, Suite 10
St. Paul, MN 55120-1268
651-222-2811 FAX: 651-225-0600
www.kfdmn.com

OTHER RESOURCES/PUBLICATIONS:

U.S. Department of Education
www2.ed.gov/emergencyplan

The site includes crisis planning resources, including Practical Information on Crisis Planning – A Guide for Schools and Communities, January 2007; and A Bomb Threat Assessment Guide which is available on CD-Rom.

Information on school security equipment and technology, including a link to The Appropriate and Effective Use of Security Technologies in U.S. Schools, September 1999, National Institute of Justice.

www.schoolsecurity.org/resources/security-equipment.html

Threat Assessment in Schools: A Guide to Managing Threatening Situations and To Creating Safe School Climates (U.S. Department of Education, May 2002)

www2.ed.gov/admins/lead/safety/threatassessmentguide.doc

The Final Report and Findings of the Safe School Initiative: Implications for the Prevention of School Attacks in the United States (U.S. Department of Education, May 2002)

www2.ed.gov/admins/lead/safety/preventingattacksreport.doc

For support, advice, and assistance for coordination of outside mental health resources, consult with the Minnesota Department of Education, Division of Safe and Healthy Learners. Phone: 651-582-8352

www.education.state.mn.us

A school safety guide is available through the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management.

www.hsem.state.mn.us

Additional Web Sites:

www.ready.gov

www.fema.gov/kids

www.redcross.org/services/disaster

www.nasponline.org

Your local emergency response agencies (law enforcement, fire, emergency management) can also assess your building and situation, suggest changes, and assist in drafting building-specific crisis management/emergency plans.

FIRE

In the event of a fire, smoke from a fire or detection of a gas odor:

- Pull fire alarm and notify building occupants by means of

 - Evacuate students and staff to the designated areas.
 - These areas should be a safe distance away from emergency personnel.
 - Be aware of the arrival of emergency responders. See map of evacuation routes and assembly areas located

(or included in this manual on next page)
 - Follow primary fire drill route whenever possible. Follow alternate route if primary route is blocked or dangerous. See map, located

- (or included in this manual on next page)
- Teachers take class roster.
 - Teachers take attendance after evacuation.
 - Teachers report missing students to building administrator immediately.
- If trapped by fire, go to **Shelter-in-Place Procedures**.

Building administrator:

- Building administrator notifies fire department (call **911**) and superintendent.
- Building administrator or designee meets with emergency officials as soon as possible.
- After consulting with appropriate official, building administrator may move students to primary relocation center at _____ if weather is inclement or building is damaged.
- **Do not** reenter buildings until they are declared safe by fire or law enforcement personnel.
- Building administrator notifies staff and students of termination of emergency.

*Fire drills should be held at varied times during the school day.
Practice both primary and alternate routes.*

Extra staffing is necessary for students with special medical or physical needs.

HAZARDOUS MATERIALS

Incident occurs in school:

- Notify building administrator/office.
- Call **911**. If the type and/or location of hazardous material is known, report that information to 911.
- Evacuate to an upwind location, taking class roster. Teachers take attendance after evacuation.
- Seal off area of leak/spill. Close doors.
- Fire officer in charge will determine additional shelter-in-place or evacuation actions.
- Shut off heating, cooling, and ventilation systems in contaminated area to reduce the spread of contamination.
- Building administrator notifies superintendent.
- Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
- Resume normal operations when fire officials approve.

Incident occurs near school property:

- Fire or law enforcement will notify school officials.
- Consider closing outside air intake, evacuating students to a safe area, or sheltering students inside the building until emergency passes or relocation is necessary.
- Fire officer in charge of scene will instruct school officials on the need for sheltering or evacuation.
- Follow procedures for sheltering or evacuation.
- If evacuating, teachers take class rosters and take attendance after evacuation.
- If evacuation is not ordered, be aware of and remain alert for any change in health conditions of students and staff, especially respiratory problems. Seek medical attention if necessary.
- Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
- Resume normal operations when fire officials approve.

Extra staffing is necessary for students with special medical and/or physical needs.

SEVERE WEATHER TORNADO/SEVERE THUNDERSTORM/FLOODING

Tornado/severe thunderstorm WATCH has been issued in an area near school:

- Monitor NOAA Weather Radio All Hazards (National Weather Service) or emergency alert radio stations.
- Bring all persons inside building(s).
- Close windows.
- Review tornado drill procedures and location of safe areas.

Tornado safe areas are interior hallways or rooms away from exterior walls and windows and away from large rooms with long-span ceilings.

- Review “drop and tuck” procedures with students.

Tornado/severe thunderstorm WARNING has been issued in an area near school, or a tornado has been spotted near school:

- Move students and staff to safe areas.
- Close classroom doors.
- Teachers take class rosters.
- Ensure that students are in “tuck” positions.
- Teachers take attendance.
- Remain in safe area until warning expires or emergency personnel have issued an all-clear signal.

Post diagrams in each classroom showing routes to areas. Attach a building diagram showing safe areas.

Flooding:

- Monitor NOAA Weather Radio All Hazards and emergency alert radio stations. Stay in contact with emergency management officials.
- Review evacuation procedures with staff.
- Check relocation centers. Find an alternate relocation center if primary and secondary centers would also be flooded.
- Check transportation resources.
- If district officials and emergency responders advise evacuation, do so immediately.
- Teachers take class rosters.
- Teachers take attendance.
- Notify parents/guardians according to district policy.

Refer to Severe Weather Awareness Week postings at www.hsem.state.mn.us for further information on severe weather safety.

MEDICAL EMERGENCY

Life-threatening injury or illness, or death:

- Notify office staff/building administrator to make emergency calls. If unable to reach office immediately, call **911**. **Work as a team.**
- Give full attention to the victim(s).
- Do not attempt to move a person who is ill or injured unless he/she is in immediate danger of further injury.
- If possible, isolate the affected student/staff member. Disperse onlookers and keep others from congregating in the area.
- Check breathing. Is the airway clear? Is the victim in a position to facilitate breathing?
- Help stop bleeding.
 - Applying pressure on wound or elevating wound may help stop or slow bleeding.
 - Protect yourself from body fluids. Use gloves if available.
- Check for vital signs. Initiate first aid, if you are trained.
- Comfort the victim(s) and offer reassurance that medical attention is on the way.
- After immediate medical needs have been cared for, remain to assist emergency medical services personnel with pertinent information about the incident.

Non-life-threatening injury or illness:

- For all non-life-threatening illnesses and injuries, call the office/nurse.

Administrator:

- In case of traumatic medical emergency or death at school:
 - Notify superintendent.
 - Notify victim's parents, guardians, or family.
 - Activate post-crisis procedures, if necessary.
- In all other medical emergencies, assess individual's need for post-crisis intervention.

FIGHT/DISTURBANCE

- Ensure the safety of students and staff first.
- Notify building administrator/security/law enforcement. **Work as a team**, especially when separating participants.
- Don't let a crowd incite participants. Disperse onlookers and keep others from congregating in the area.
- When participants are separated, do not allow further visual or verbal contact.
- Document all activities witnessed by staff.
- Deal with event according to school's discipline policy.
- Building administrator notifies parents/guardians of students involved in fight. Superintendent and police may be notified as necessary, or as indicated by school policy.
- Assess counseling needs of participants and witnesses. Implement post-crisis procedures as needed.

*For fights or disturbances that elevate to possible assault level, refer to **Assault** guidance.*

ASSAULT

- Ensure the safety of students and staff first.
- Notify building administrator. **Work as a team.**
- Notify law enforcement if circumstances lead you to believe that criminal activity is involved, e.g., if a weapon is used, if there has been a sexual assault or there is a physical injury that causes substantial pain.
- Seal off area to preserve evidence and disperse onlookers.
- If victim requires medical attention, follow **Medical Emergency** procedures.
- **Do not leave the victim alone.**
- Notify parents/guardians and superintendent per district policy.
- Document all activities witnessed by staff.
- Assess counseling needs and implement post-crisis procedures as needed.

INTRUDER

Intruder – an unauthorized person who enters school property:

Minn. Stat. § 609.605, Subd. 4, gives a school building administrator authority to have persons removed from school property as trespassers if they are not authorized to be there.

- Politely greet intruder and identify yourself.
 - Consider asking another staff person to accompany you before approaching intruder.
- Inform intruder that all visitors must register at the main office.
 - Ask intruder the purpose of his/her visit. If possible, attempt to identify the individual and/or vehicle.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.
- Notify building administrator or law enforcement.

If intruder refuses to leave:

- Notify building administrator and law enforcement if intruder refuses to leave. Give law enforcement full description of intruder.
- Back away from intruder if he/she indicates a potential for violence. Allow an avenue of escape. To the extent possible, maintain visual contact.
 - Be aware of intruder's actions at this time (where he/she is located in school building, whether he/she is carrying a weapon or package, etc.).
 - Maintaining visual contact and knowing the location of the intruder is less disruptive than doing a building-wide search later.

Should the situation escalate quickly, the building administrator may decide at any time to initiate lockdown procedures.

Note: To assist staff members who interact with a stranger at school, use the "I CAN" rule.

Intercept

Contact

Ask

Notify

WEAPONS

Staff or students who are aware of a weapon brought to school:

- Immediately notify building administrator, teacher or law enforcement.
 - Give the following information:
 - Name of person suspected of bringing the weapon.
 - Location of the weapon.
 - Whether the suspect has threatened anyone.
 - Any other details that may prevent the suspect from hurting someone or himself/herself.

- Teachers who suspect that a weapon is in the classroom: **STAY CALM.**
 - Do not call attention to the weapon.
 - Notify the building administrator, the school resource officer or a neighboring teacher as soon as possible.
 - Teacher should not leave the classroom.

Building administrator:

- Call law enforcement to report that a weapon is suspected in school.

- Ask another administrator or a law enforcement officer to participate in questioning the suspected student or staff member.
 - Consider the best time and place to approach the person, taking into account these factors if possible:
 - Need for assistance from law enforcement.
 - Type of weapon.
 - Safety of persons in the area.
 - State of mind of the suspected person.
 - Accessibility of the weapon.

- Separate student/staff member from weapon, if possible.

- If the suspect threatens you with the weapon, **DO NOT** try to disarm him/her. Back away with your hands up. **STAY CALM.**

- Follow district procedures if you need to conduct a weapons search.

- Document all activities related to a weapons incident according to reporting requirements of the district and Minnesota Statutes.

- If the suspect is a student, notify parent(s)/guardian(s) according to district policy.

SHOOTING

If a person displays a firearm or begins shooting:

- Move to or seek safe shelter. Go to lockdown procedures.
- Notify building administrator/law enforcement.
- Call **911**.

If you hear gunshots:

- If possible, determine where shooting is taking place.
- Seek safe shelter.
 - If outside, stay as low to the ground as possible, and find any kind of cover.
 - If inside, go to lockdown procedures.
- Teachers take attendance and notify the building administrator of missing students or staff as soon as it is safe to do so.

Building administrator/school resource officer/security/law enforcement:

- Building administrator may order lockdown procedures.
- Assess the situation as to:
 - The shooter's location.
 - Injuries.
 - Potential for additional shooting.
- Call **911** and give as much detail as possible about the situation.
- Secure the school, if appropriate.
- Help students and staff find safe shelter.
- Care for the injured *if it is safe to do so* until emergency responders arrive. Do not add to the victim list by exposing yourself to danger.
- Notify superintendent's office.
- Refer media to district spokesperson per media procedures.
- Initiate post-crisis procedures.

Work with local law enforcement to identify their response methods and capabilities. Provide them with updated building diagrams.

HOSTAGE

Witness to a hostage situation:

If the hostage-taker is unaware of your presence, DO NOT INTERVENE!

- Notify building administrator. Building administrator may wish to initiate lockdown procedures or evacuation.
- Call **911**. Give dispatcher details of situation.
- Seal off area near hostage scene.
- Police will take control of hostage scene; building administrator coordinates with police for safety and welfare of students and staff.
- Document all activities.

If taken hostage:

- Cooperate with hostage-taker to the fullest extent possible.
- Try not to panic. Calm students if they are present.
- Treat the hostage-taker as normally as possible.
- Be respectful to the hostage-taker.
- Ask permission to speak; do not argue or make suggestions.

BOMB THREAT

Critical information:

- Schools are responsible for assessing bomb threats to determine credibility.
- All bomb threats must be taken seriously until they are assessed.
- The decision whether or not to evacuate rests with the **school**, not the responding agencies, unless a device is located.

Procedures upon receiving a bomb threat:

By phone call

- Complete the *Checklist for Telephone Threats*.

By written note

- Preserve evidence.
- Place note in plastic bag, if available.
- Photograph words written on walls.
- Notify building administrator or designee.
- Notify law enforcement.
- Building administrator orders evacuation or other actions according to threat assessment and school policy.

Caution: Overreacting may encourage additional threats.

Scanning process considerations:

- Scan classrooms and common areas for suspicious items. Scans should be made by people who are familiar with the building. Assign staff to certain areas of the building. Keep in mind that a bomb could be placed *anywhere* on school property – inside or outside.
- Any suspicious devices, packages, etc., should be pointed out to emergency responders. **Do not touch.**
- Once a device is located, emergency responders take responsibility for it.

Evacuation considerations:

- If a decision is made to evacuate, notify staff via phone system, hardwired PA system or by messenger. **Do not use cell phones, radios or fire alarm system** because of risk of activating a device.
- While notification is being made, other staff should survey the grounds to clear exits and areas where students and staff will be going. Exit routes should be altered accordingly if the location of the device is known.
- When evacuating, leave everything as-is. Leave room doors unlocked. Teachers take class roster.

*Bomb squads generally will **not** search a building unless a suspicious package has been located.*

CHEMICAL OR BIOLOGICAL THREAT

If a telephone threat references a chemical or biological device or package, complete the *Checklist for Telephone Threats* procedures and refer to safety procedures in *Bomb Threat* and *Hazardous Materials* sections.

This page addresses receiving, by mail or delivery service, a suspicious letter or package that might be a chemical or biological threat.

When sorting mail or receiving delivered packages:

- Look for characteristics that make you suspicious of the content.
 - excessive postage, excessive weight
 - misspellings of common words
 - oily stains, discolorations, odor
 - no return address or showing a city or state in the postmark that does not match the return address
 - package not anticipated by someone in the school or not sent by a known school vendor

If a letter/package is opened and contains a written threat by no suspicious substance:

- Notify building administrator and law enforcement.
- Limit access to the area in which the letter/package was opened to minimize the number of people who might directly handle it. It is considered criminal evidence.
- Ask the person who discovered/opened the letter or package to place it into another container, such as a plastic bag.
- Turn the letter/package over to law enforcement. Document all activities.

If a letter or package is opened and contains some type of suspicious substance:

- Notify building administrator and law enforcement.
- Isolate the people who have been exposed to the substance. The goal here is to prevent/minimize spreading contamination.
- Limit access to the area in which the letter/package was opened.
- Ask the person who discovered/opened the letter/package to place it into another container, such as a clear plastic zip-lock bag. Handle with gloves if possible.
- Emergency officials will determine the need for decontamination of the area and the people exposed to the substance.

Building administrator:

- Building administrator and emergency officials determine whether evacuation is necessary.
- Building administrator notifies superintendent. Notification is made to parents/guardians, according to district policies.
- Implement post-crisis procedures as necessary.

Consider having gloves and zip-lock bags available at mail sorting areas.

CHECKLIST FOR TELEPHONE THREATS

If you receive a telephone threat (bomb/chemical/other):

- **Remain calm**
- **Do not hang up. Keep the caller on the line as long as possible and listen carefully.**

Ask the following questions:

- Where is the bomb/chemical or other hazard?
- When will it explode/be activated?
- What does it look like?
- What kind of bomb/hazard is it?
- What will cause it to explode/activate?
- What is your name?
- Did you place the bomb/hazard? WHY?
- Where are you?

Exact wording of the threat: _____

If voice is familiar, who did it sound like? _____

Caller ID information:

male	female	adult	juvenile	age
------	--------	-------	----------	-----

Call origin:

local	long distance	internal	cell phone
-------	---------------	----------	------------

Caller's voice: Note pattern of speech, type of voice, tone. Check all that apply.

Calm	Excited	Loud	Soft	Deep	Nasal
Raspy	Distinct	Slurred	Normal	Crying	Laughter
Slow	Rapid	Disguised	Accent	Lisp	Stutter
Drunken	Familiar	Incoherent	Deep breathing		

Background sounds: Check all that apply.

Voices	Airplanes	Street noises	Trains	Quiet	Bells
Clear	Static	Animals	Party	Vehicles	
Horns	House noises	PA system	Music	Factory machines	
Motor	Phone booth	Other:			

Threat language: Check all that apply.

Well-spoken (educated)	Foul	Taped	Incoherent	Irrational	Message read from script
---------------------------	------	-------	------------	------------	-----------------------------

Did caller indicate knowledge of the building? Give specifics: _____

Person receiving call: _____ Phone number where call received: _____

LEAVE YOUR PHONE OFF THE HOOK. DO NOT HANG UP AFTER CALLER HANGS UP.

DEMONSTRATION

If demonstrators are near but not on school property:

- Building administrator notifies staff and superintendent's office.
- Monitor situation. Notify law enforcement if necessary.

If demonstrators are on school property:

- Ensure safety of students and staff, particularly safe entry into and exit from the building.
- Building administrator notifies staff and superintendent's office.
- Building administrator asks demonstrators to leave school property. Warn them that they are violating the state trespass statute. Notify law enforcement if necessary.
 - *If demonstrators leave*, continue to monitor the situation.
 - *If demonstrators do not leave*, notify law enforcement. Building administrator may initiate "lockdown with warning." (**See Lockdown Procedures**)

SUICIDE

Suicide threat:

- Consider any student reference to suicide as serious.
- Do not leave the student alone.
- Notify the school counselor, social worker, psychologist, or building administrator immediately.
- Stay with the student until suicide intervention staff arrives.
- Do not allow the student to leave school without parent, guardian, or other appropriate adult supervision.

Suicide attempt in school:

- Notify building administrator, school nurse, or other appropriate professional staff.
- Call **911** if the person needs medical attention, has a weapon, needs to be restrained, or parent/guardian cannot be reached.
- Try to calm the suicidal person.
- Stay with the suicidal person until suicide intervention staff arrives.
- Isolate the suicidal person or the area, if possible.
- Initiate first aid.
- Do not allow the student to leave school without parent, guardian, or other appropriate adult supervision.

Building administrator:

- Call parent(s) or guardian(s) if the suicidal person is a student.
- Call family or emergency contact if suicidal person is a staff member.
- Notify superintendent or appropriate district level administrator.
- Work with district public information officer.
- Implement post-crisis procedures.

LOCKDOWN PROCEDURES

One means of securing the school is to implement lockdown procedures. These procedures may be called for in the following instances:

- 1) **Lockdown with warning** – The threat is outside of the school building. The school may have been notified of a potential threat outside of the building.
- 2) **Lockdown with intruder** – The threat/intruder is inside the building.

Lockdown with warning procedures:

- Building administrator will order and announce “lockdown with warning” procedures. Repeat announcement several times. Be direct. Code words lead to confusion.
- Bring people inside.
- Lock exterior doors.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Pull shades. Keep students away from windows.
- Control all movement, but continue classes. Disable bells. Move on announcement only.
- Building administrator will announce “all clear.”

Lockdown with intruder procedures (these actions happen rapidly):

- Building administrator will order and announce “lockdown with intruder.” Repeat announcement several times. Be direct. Code words lead to confusion.
- Immediately direct all students, staff and visitors into nearest classroom or secured space. Classes that are outside of the building SHOULD NOT enter the building. Move outside classes to primary evacuation site.
- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from windows and doors. Turn off lights.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Building administrator will announce “all clear.”

Some other threats may override lockdown, i.e., confirmed fire, intruder in classroom, etc. Consider making an action plan for people in large common areas, i.e., cafeteria, gymnasium.

Lockdown may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance.

SHELTER-IN-PLACE PROCEDURES

Sheltering in place provides refuge for students, staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.

Sheltering in place is used when evacuation would put people at risk (i.e., tornado, environmental hazard, blocked evacuation route).

Shelter areas may change depending on the emergency:

- Identify safe areas in each school building.
- Building administrator announces that students and staff must go to shelter areas.
- Bring all persons inside building(s).
- Teachers take class rosters.
- Close all exterior doors and windows, if appropriate.
- Turn off ventilation leading outdoors, if appropriate.
- Teachers account for all students after arriving in shelter area.
- All persons remain in shelter areas until a building administrator or emergency responder declares that it is safe to leave.

If all evacuation routes are blocked:

- Stay in room and close door.
- Keep air as clean as possible.
 - Seal door.
 - Open or close windows as appropriate.
 - Limit movement and talking in room.
- Communicate your situation to administration or emergency officials by whatever means possible.

EVACUATION/RELOCATION

Evacuation:

- Building administrator initiates evacuation procedures.

- Evacuation routes may be specified according to the type of emergency. They may need to be changed for safety reasons.
 - Bombs: Building administrator notifies staff of evacuation route dictated by known or suspected location of device.
 - Fire: Follow primary routes unless blocked by smoke or fire. Know the alternate route.
 - Chemical spill: Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan route accordingly.

- Teachers take class rosters.

- Do not lock classroom doors when leaving.

- When outside the building, account for all students. Immediately inform building administrator of any missing student(s).

Relocation:

- Building administrator determines whether students and staff should be evacuated to a relocation center.

- Building administrator or school emergency response team designee notifies relocation center.

- If necessary, a school emergency response team designee coordinates transportation to relocation center.

- Teachers stay with class en route to the relocation center and take attendance upon arriving at the center.

- Use student release forms for students who are picked up from a relocation center.

- Notify superintendent's office and district public information office of relocation center address.

Relocation centers:

List primary and secondary student relocation centers. The primary site is usually located close to the school. The secondary site is usually located farther away. Include maps and written directions to centers for staff reference.

Primary Relocation Center: _____	Secondary Relocation Center: _____
Address: _____	Address: _____
Phone: _____	Phone: _____

MEDIA PROCEDURES

All staff must refer media contacts to district spokesperson. The school district, in coordination with assisting agencies, assumes responsibility for issuing public statements during an emergency.

- Superintendent serves as district spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.

District spokesperson: _____
Name Contact number(s)

Alternate spokesperson: _____
Name Contact number(s)

Consider pre-designating site spokespersons.

- District Public Information (PI) person helps district spokesperson coordinate media communications.

District PI: _____
Name Contact number

Alternate PI: _____
Name Contact number

Media checklist:

- Building administrator relays all factual information to superintendent and public information person.
- Establish a media information center away from the affected area. Consider:
 - Media need timely and accurate information. However, protect the privacy of staff and students when necessary and justified.
 - Media will want to be close enough to shoot video footage and photographs, but they should not be allowed to hinder responders.
- Before holding a news conference, brief the participants and coordinate information.
 - Determine the message you want to convey. Create key messages for target audiences: parents, students, and the community.
 - Emphasize the safety of students and staff.
 - Engage media to help distribute important public information. Explain how the emergency is being handled.
 - Respect privacy of victims and families of victims. Do not release names to media.
- Update media regularly. DO NOT say “No comment.” Ask other agencies to assist with media.
- Maintain log of all telephone inquiries for future use.

POST-CRISIS INTERVENTION PROCEDURES

- Assess the situation to determine the need for post-crisis interventions for staff, students, and families.
- Provide post-crisis briefings for staff, students, and families as appropriate.
- Re-establish school and classroom routine as quickly as possible.
- Consider interventions:
 - Defusing – Provide defusing sessions for students and staff as quickly as possible after the emergency.
Defusings are brief conversations with individuals or small groups held soon after an incident to help people better understand and cope with the effects of the incident. **Defusing should be conducted by trained individuals.**
 - Debriefing – Conduct critical-incident stress debriefing (CISD) three to four days after the emergency.
CISD is a formal group discussion designed to help people understand their reactions to the stress of an event and to give referral information. It must be modified for student’s development level. **CISD should only be conducted by trained professionals.**
 - Counseling – Provide grief counseling.
- Provide on-going support as necessary for staff, students and families.
 - Monitor and support staff.
 - Provide ongoing opportunities for children to talk about their fears and concerns. They may have more questions as time passes.
 - Identify and monitor at-risk students.
 - Provide individual crisis or grief counseling, if necessary.
 - Conduct outreach to homes.
 - Provide follow-up referral for assessment and treatment, if necessary.

The district should identify a 24-hour contact person or agency responsible for post-crisis assessment and interventions.

In the event of a tragic, highly publicized event, mental health professionals from federal, state and non-government agencies may respond to offer post-crisis aid. Effective coordination is critical. Consult with the Minnesota Department of Education for support, advice and assistance in coordinating the activities of outside entities.

SCHOOL EMERGENCY RESPONSE TEAM

Build the school’s emergency response team with people who can perform the functions identified below. Backup personnel should be assigned to each function, and key personnel should be cross-trained in critical requirements of the functions. Staff members who are not responsible for students should fill as many of the functions as possible. **Depending on the emergency, one person may be able to perform multiple assignments.**

See next page for descriptions of emergency response team functions.

Function	Staff Assigned	Backup Staff
Incident Commander (person in charge)		
Safety		
Public Information		
Liaison		
Operations Chief		
Medical		
(attach list of qualified first-aid/CPR responders in building)		
Site Security/ Facility Check		
Student Release Coordinator		
Logistics Chief		
Communications		
Transportation		
Planning Chief		
Financial/ Recordkeeping		

These functions mirror the National Incident Management System (NIMS) used by emergency responders.

SCHOOL RESPONSE TEAM FUNCTIONS

The National Incident Management System (NIMS) was adopted by the U.S. Department of Homeland Security and is intended for use by all state and federal agencies when responding to emergencies. The system provides integrated and coordinated management guidelines for all types of disasters and emergencies.

Most functions necessary for emergency response in the community are also necessary for emergencies within the schools. Incident management functions below are described in the context of a school setting.

Incident Commander (person in charge)	Activates school's emergency response plan; assesses the threat; orders protective measures such as lockdown, evacuation or shelter-in-place; notifies district authorities and provides situation updates; requests resources.
Safety	Responsible for safety and security of the site; stops operations if conditions become unsafe.
Public Information	May be designated site spokesperson; cooperates with the district and other agencies on joint news releases; coordinates media briefings as necessary.
Liaison	Contact person for outside agencies; may represent school/district at city emergency operations center or at emergency responders' on-scene command post.
Operations Chief	Directs actions, i.e., lockdown, evacuation, site security, release of students to parents/guardians, first aid or medical care, cleanup, control of utilities.
Medical	Provides for first aid or other medical care; coordinates with emergency medical services personnel as necessary; activates school's first aid/CPR responders.
Site Security/Facility Check	Responsible for seeing that the school building and grounds are visually inspected and secured.
Student Release Coordinator	Responsible for implementing school's plan for release of students to parents/guardians from relocation site; takes necessary documents to relocation site.
Logistics Chief	Estimates logistical needs; gets personnel, facilities (relocation sites), services, and materials to support operations.
Communications	Responsible for emergency communications systems and equipment; may act as lead or hub for internal communications response.
Transportation	Responsible for arranging transportation for emergency relocations and early dismissal of school; keeps current contact list of transportation providers.
Planning Chief	Assists in assessing emergencies; establishes priorities, identifies issues and prepares an action plan with incident commander.
Financial/Recordkeeping	Manages financial aspects of an emergency; compiles record of expenditures; tracks injuries and lost or damaged property; coordinates with district for insurance; initiates business recovery efforts.

EMERGENCY PHONE NUMBERS

Fire/Ambulance/Police

Emergency-911

Dispatch Center:

(for local police, fire and emergency medical services)

Public Utilities

Electricity: Company _____
 Contact person _____
 24-hour emergency number(s) _____

Gas: Company _____
 Contact person _____
 24-hour emergency number(s) _____

Water: Company _____
 Contact person _____
 24-hour emergency number(s) _____

Emergency Management Agencies

Local emergency management director:

Name _____
Telephone _____

County emergency management director:

Name _____
Telephone _____

Referrals

Hazardous Materials: Report hazardous materials leaks or spills to Minnesota Duty Officer
24-hour numbers Statewide (800) 422-0798 Metro area (651) 649-5451

Poison Control Center _____

Crime Victim Services _____

Post-Crisis Intervention/Mental Health Hotline _____

[Note: These procedures are provided as a sample and a starting place for your schools to begin planning for a situation like a pandemic. A pandemic policy is not legally required.]

HIGHLY CONTAGIOUS SERIOUS ILLNESS OR PANDEMIC FLU

- The school district may provide information on the proper methods for hand washing, covering coughs, and social distancing. Reminders of these methods may be placed throughout the school district's buildings.
- Children and staff should be asked to wash their hands thoroughly and frequently. All classroom surfaces should be disinfected according to guidance from health officials.
- If a case of highly contagious serious illness is suspected, the sick student, employee, or visitor should be immediately sent home. If that is not possible, the person should be isolated, as much as possible, until arrangements can be made for the person to leave the school.
- If a serious illness is confirmed, the local health agency should be notified and communication efforts initiated. See *Emergency Phone Numbers* and *Media Procedures*.
- In the absence of a school closure order from a state agency, the superintendent, in consultation with the school board, will determine when to close school due to significant risk of spreading the illness. See *Early School Closure Procedures, Part III.F.*, especially if school is closed before the end of a school day.
- If an extended school closure is ordered, the school district may make online learning or other at home learning options available to the extent feasible.
- Any closed school buildings should be disinfected according to guidance from health officials before reopening.

School Nutrition Programs Renewal of Food Service Management Contract School Year 2020-21

Food service management contracts that started in 2016-17 or later may be renewed for the 2020-21 contract year if both parties have mutually agreed to renew.

Federal regulations for the National School Lunch Program (NSLP), at 7 Code of Federal Regulations section 210.16 and Minnesota Statutes section 123B.52, allow a food service management contract to be renewed for a term not to exceed one year for up to four renewals (a total of five years including the original contract).

This renewal document must be used to meet NSLP requirements and for contract payments to be allowable costs to the nonprofit school food service. No changes may be made to this renewal document without preapproval by the Minnesota Department of Education (MDE), except for the information required to be inserted by the school food authority.

1. Definitions

"SFA" is the school food authority (school district, nonpublic school or residential child care organization) contracting for food service management.

SFA: Le Sueur Henderson

Cyber-Linked Interactive Child Nutrition Systems (CLICS) Identification Number: 1000004100

"Company" is the company providing food service management to School.

Company: A'viands

"Original contract" is the first year of the food service management contract, which was competitively procured and specified the terms for contract renewals.

The original contract was for school year 2017.

2. Renewal of Contract

SFA and Company mutually agree to renew the original contract for the term indicated below, not to exceed one year.

This is the 4 year of the contract, counting the original year of the contract and renewals.

Start Date for Renewed Contract: 7/1/2020 End Date for Renewed Contract: 6/30/2021

3. Adjusted Meal Prices

SFA and Company have mutually agreed to 2020-21 prices or fees as shown below. The maximum amount that 2019-20 prices or fees may be increased is 2.8 percent (Consumer Price Index (CPI-U), Food Away from Home, Midwest Region, for the twelve months ending December 2019).

Check one:

- Fixed Meal Price Contract – Prices are adjusted as shown below.
- Cost-Reimbursable Contract – Fees are adjusted as shown below.

The fixed price(s) or fixed administrative fee(s), and the calculation of the revised price(s) or fee(s), are shown below:

Meal Service	2019-20 Price or Fee	Percent Increase (maximum 2.8%)	2020-21 Price or Fee
Breakfast	\$.202	<u>2.8</u> %	\$.207
Lunch	\$.202	<u>2.8</u> %	\$.207
Meal Equivalent	\$.202	<u>2.8</u> %	\$.207
	\$	_____ %	\$

4. Meal Equivalency Factor

The meal equivalency factor for school year 2020-21, used to determine the number of lunches that the a la carte food service revenue is equivalent to for billing purposes, is \$3.84.

5. Value of USDA Foods

Contract prices do not take into account the value of USDA Foods that Company will receive during the contract year. Company will continue to credit SFA for USDA Foods received for the renewed contract year.

At the time that this contract renewal is sent to MDE, the SFA must include a completed Reconciliation of Credits for USDA Foods form to show that USDA Foods have been fully credited during the 2019-20 contract year.

6. Non-Financial Adjustments

- No material changes have been made since the original contract.
- Minor non-financial adjustments for renewal, if any, are described below:

7. Revised Program Requirements

Company agrees to meet all SNP requirements including requirements that become effective during the renewed contract year.

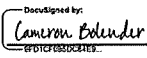
8. Termination

Either party may terminate the contract for cause as allowed in the original contract. The contract may be terminated for (no cause) if the partners mutually agree to terminate for convenience.

SIGNATURES

School Food Authority: Le Sueur-Henderson Public Schools
 Address: 115 N 5th St, Suite 200, Le Sueur, MN 56058
 Authorized Representative: Dr. Marlene Johnson
 Title: Superintendent
 Signature: _____
 Date: _____

School Food Authority Contact: _____
 Title: _____
 Phone: _____
 Email: _____

A'viands
 Company: _____
 Address: 767 Eustis Street suite 145, St. Paul MN 55114
 Authorized Representative: Cameron Bolender
 Title: Vice President - operations
 Signature:  _____
 Date: 5/11/2020

Company Contact: _____
 Title: _____
 Phone: _____
 Email: _____

Independent Price Determination Certificate

Both the SFA and the FSMC shall execute this Independent Price Determination Certificate.

A'viands

Name of FSMC

Le Sueur Henderson

Name of SFA

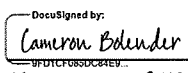
By submission of this offer, the FSMC certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other FSMC or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the FSMC and will not knowingly be disclosed by the FSMC prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other FSMC for the purpose of restricting competition.
3. No attempt has been made or will be made by the FSMC to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.

Each person signing this offer on behalf of the FSMC certifies that:

1. He or she is the person in FSMC's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to 1 through 3 above; or
2. He or she is not the person in FSMC's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to 1 through 3 above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to 1 through 3 above.

To the best of my knowledge, this FSMC, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

DocuSigned by:

 Signature of FSMC's Authorized Representative

Vice President - Operations
 Title

4/28/2020
 Date

In accepting this offer, the SFA certifies that no representative of the school food authority has taken any action that may have jeopardized the independence of the offer referred above.

 Signature of SFA
 Authorized Representative

Superintendent
 Title

 Date

INSTRUCTIONS FOR DEBARMENT CERTIFICATION FORM

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower-tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted to obtain a copy of those regulations.
5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower-tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion — Lower Tier Covered Transactions," without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, search the records on the System for Award Management (SAM). [View the SAM website.](#)
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies as appropriate, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

LOWER-TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 2 CFR Part 417, Subpart C, Responsibilities of Participants Regarding Transactions Doing Business with Other Persons.

(Please read instructions on next page before completing Certification.)

1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Company Name: A'viands

Project Name: National School Lunch Program

Name/Title of Authorized Representative: Cameron Bolender Vice President - Operations

Signature: DocuSigned by: Cameron Bolender

Date: 4/28/2020

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment or modification of a federal contract, grant, loan or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Company Name: A'viands

Project Name: National School Lunch Program

Name/Title of Authorized Representative: Cameron Bolender Vice President - Operations

Signature:  _____

Date: 4/28/2020

**Student Meal Price Comparison
2019-2020 School Year**

School District	Elementary Breakfast	Secondary Breakfast	Elementary Lunch	Middle School Lunch	High School Lunch
Cleveland	\$ 2.20	\$ 2.20	\$ 2.75	\$ 3.20	\$ 3.20
St Peter	\$ 1.40	\$ 1.40	\$ 2.90	\$ 3.00	\$ 3.10
Sibley East	\$ 0.75	\$ 0.75	\$ 2.80	\$ 2.90	\$ 2.90
Waterville Elysian Morristown	\$ 1.30	\$ 1.30	\$ 2.50	\$ 2.75	\$ 3.05
Tri-City United	\$ 1.65	\$ 1.65	\$ 2.60	\$ 2.90	\$ 2.90
Lake Crystal Wellcome Memorial	\$ 1.50	\$ 1.60	\$ 2.70	\$ 2.80	\$ 2.80
Janesville Waldorf Pemberton	\$ 1.35	\$ 1.35	\$ 2.65	\$ 2.70	\$ 2.70
Jordan	\$ 1.80	\$ 1.80	\$ 2.65	\$ 2.75	\$ 2.75
Average Meal Price	\$ 1.49	\$ 1.51	\$ 2.69	\$ 2.88	\$ 2.93
Le Sueur-Henderson	\$ 1.50	\$ 1.50	\$ 2.70	\$ 2.85	\$ 2.85
LSH vs Average	\$ 0.01	\$ (0.01)	\$ 0.01	\$ (0.02)	\$ (0.07)



Le Sueur-Henderson Public Schools

Independent School District 2397

115 North Fifth Street, Suite 200
Le Sueur, MN 56058

Phone: (507) 665-4600 • www.isd2397.org • Fax: (507) 665-6858

Memo: 2020-21 Meal & Milk Price Recommendation

Date: June 1, 2020

The USDA requires districts to calculate minimum meal price increases using their specific 'USDA Price Lunch Equity (PLE) Calculation Tool'. However, they offer flexibility to districts that carry a positive food service balance as of 12/31/19 (LSH) in that mandatory increases are not required.

The USDA's PLE tool is recommending the District increase meal prices by \$.15 but being as our food service fund balance is in a healthy position and we're comparable to nearby districts we're recommending only a \$.05 increase to breakfast and lunch prices. The District did not increase its meal prices from 2018-19 to 2019-20.

Meal & Milk Prices:

	19-20 Pricing	Proposed Increase	Proposed 20-21 Price
Breakfast	\$1.50	\$.00	\$1.50
K-5 Lunch	\$2.70	\$.05	\$2.75
6-12 Lunch	\$2.85	\$.05	\$2.90
Extra Milk	\$.50	\$.00	\$.50
Adult Breakfast	\$2.40	\$.00	\$2.40
Adult Lunch	\$3.90	\$.05	\$3.95

We recommend the LSH School Board to approve the above meal and milk prices.



2020-2021 RESOLUTION FOR MEMBERSHIP IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE

RESOLVED, that the Governing Board of School District Number 2397, County of Le Sueur, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

Le Sueur-Henderson High School

(If more than four high schools, attach an additional list)

is/are authorized by this, the Governing Board of said school district or school to:

1. Renew its membership in the Minnesota State High School League; and,
OR;
 Make new application for membership in the Minnesota State High School League.
School Enrollment (9-12):
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed:
(Clerk/Secretary - Local Governing Board)

Signed:
(Superintendent or Head of School)

Date:

Date:

District Office address, City, Zip: **115 ½ North 5th Street, Suite 200, Le Sueur, MN 56058**

School Superintendent's Phone: **507-665-4600**

School Superintendent's Email: **mjohnson@isd2397.org**

2020-2021 RESOLUTION FOR MEMBERSHIP

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Name of School: **Le Sueur-Henderson High School**

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Designated School Board Member: **Kelsey Schwartz**

Email Address: **kschwartz@isd2397.org**

Designated School Representative: **Jeff Christ**

Email Address: **jchrist@isd2397.org**

208.02 ACTIVITY REPRESENTATIVES

Boys Sports: **Jeff Christ**

Girls Sports: **Jeff Christ**

Speech: **Ryan Wendlandt**

Music: **Rachel Lowe**

*Mailing Representative: **Jeff Christ**

*The Mailing Representative is the person to whom all mailings from the League office will be sent. Schools usually name the activity director as the primary recipient of the mailings and email messages.

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Board Member: **Matt Hathaway**

Student: **Halle Bemmels**

Parent: **Amanda Bemmels**

Faculty Member: **Mike May**

Please complete and submit this form with your school's 2020-2021 Resolution for Membership to mshsl_info@mshsl.org If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

Submit this form to mshsl_info@mshsl.org

2100 Freeway Boulevard, Brooklyn Center, Minnesota 55430-1735 | (763) 560-2262 | www.mshsl.org

Timeline for 2020 General Election

First Tuesday After First Monday in November

November 3, 2020

		No later than:
Last day for school board to publish notice of filing period.	14 days before filing opens	July 14, 2020
Last day for school district to post notice of filing period.	10 days before filing opens	July 18, 2020
Candidate filing period for General Election.	Not less 98 to 84 days before the election	July 28, 2020 to August 11, 2020
Last day for candidates to withdraw. Send candidate information to County Auditor(s).	5 p.m. 2 days after filing closes	August 13, 2020
Last day to adopt resolution calling General Election.	74 days prior to election	August 21, 2020
Last day to notify county auditors with written notice of General Election.	74 days prior to election	August 21, 2020
First day absentee ballots must be available for General Election.	46 days prior to election	September 18, 2020
Last day to preregister for General Election.	5 p.m. 21 days prior to election	October 13, 2020
Last day to publish first notice of General Election.	At least 14 days prior to election	October 20, 2020
Last day to post notice of General Election.	10 days prior to election	October 24, 2020
Campaign finance reports due if spent or received more than \$750, an initial report was filed, and the name is on the ballot.	10 days prior to election	October 24, 2020
Last day to publish second notice of November General Election.	At least 7 days prior to election	October 27, 2020
Last day to post sample ballot of November General Election.	At least 4 days prior to election	October 30, 2020
General Election Day. No public meetings or school events may be held between 6 p.m. and 8 p.m. Voting hours are 7 a.m. to 8 p.m.		November 3, 2020
Time period to canvass results of the General Election. Note that districts should NOT canvass on Veterans Day, Nov. 11.	3 to 10 days after election	November 6, 2020 to November 13, 2020
Last day for candidates to file Campaign Financial Report Certification of Filing form.	7 days after election	November 10, 2020
Time period for candidates to request a recount.	Up to 7 days after canvass period ends	November 13, 2020 to November 20, 2020
Time period to issue certificate of election. (IF candidate has filed the Campaign Financial Report Certification of Filing form, AND no recounts are requested.	Up to 7 days after recount period ends	November 20, 2020 to November 27, 2020
Time period for newly elected school district officers to file acceptance of office and oath forms.	Within 30 days of Receiving Certificate of Election	
Campaign finance reports due.	30 days after election	December 3, 2020
Terms begin for members elected at 2020 November Election.	First Monday in January After Election	January 4, 2020



Office of the Minnesota Secretary of State
AFFIDAVIT OF CANDIDACY

Filing # _____
Cash/Check # _____
Amount \$ _____

Instructions

All information on this form is available to the public. Information provided will be published on the Secretary of State's website. If filing for partisan office and not a major party candidate, you must file both an affidavit of candidacy and a nominating petition. (Minn. Stat. 204B.03)

Candidate Information

Name and Office

Candidate Name (as it will appear on the ballot)

Office Sought

District #

For Partisan Office, Provide Political Party or Principle

For Judicial Office, Provide Name of Incumbent

Residence Address

Do not complete if residence address is to be private and checkbox below is marked. All address and contact information is optional for federal, judicial, county attorney, and county sheriff office candidates.

Street Address

City

State

Zip Code

My residence address is to be classified as private data. I certify a police report has been submitted or I have an order for protection for my (or my family's) safety, or my address is otherwise private by Minnesota law. I have attached a separate form listing my residence address.

Campaign Address and Contact

Candidate Phone Number (Required)

Campaign Contact Address (Required for those who have checked the box above):

Street Address

City

State

Zip Code

Website

Email

Affirmation

For all offices, I swear (or affirm) that this is my true name or the name by which I am generally known in the community.

If filing for a state or local office, I also swear (or affirm) that:

- I am eligible to vote in Minnesota;
I have not filed for the same or any other office at the upcoming primary or general election (except as provided in M.S. 204B.06, subd. 1 (2));
I am, or will be on assuming office, 21 years of age or more;
I will have maintained residence in this district for at least 30 days before the general election; and
If a major political party candidate, I either participated in the party's most recent precinct caucuses or intend to vote for a majority of that party's candidates at the next general election.

If filing for one of the following offices, I also swear (or affirm) that I meet the requirements listed below:

- United States Senator - I will be an inhabitant of this state when elected and I will be at least 30 years old and a citizen of the United States for not less than nine years on the next January 3rd, or if filled at special election, within 21 days after the election.
United States Representative - I will be an inhabitant of this state when elected and I will be at least 25 years old and a citizen of the United States for not less than seven years on the next January 3rd, or if filled at special election, within 21 days after the election.
Governor or Lieutenant Governor - I will be at least 25 years old on the first Monday of the next January and a resident of Minnesota for not less than one year on election day. I am filing jointly with
Supreme Court Justice, Court of Appeals Judge, District Court Judge, or County Attorney - I am learned in the law and licensed to practice law in Minnesota. My Minnesota attorney license number is and a copy of my license is attached.
State Senator or State Representative - I will be a resident of Minnesota not less than one year and of this district for six months on the day of the general or special election.
County Sheriff - I am a licensed peace officer in Minnesota. My Board of Peace Officer Standards and Training license number is and a copy of my license is attached.
School Board Member - I have not been convicted of an offense for which registration is required under Minn. Stat. 243.166.
County, Municipal, School District, or Special District Office - I meet any other qualifications for that office prescribed by law.

Candidate Signature _____ Date _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary public or other officer empowered to take and certify acknowledgement

(Notary stamp)



**Le Sueur-Henderson Public Schools
Proposed Budget
2020-2021 School Year**

June 1, 2020

2020-2021 General Fund

Projected Beginning Fund Balance		\$ 1,335,681	as of July 1, 2020
Revenues	\$ 11,355,119		
Expenses	<u>(11,443,489)</u>		
Increase (Decrease)		(88,370) *	
Projected Ending Fund Balance		<u>\$ 1,247,311</u>	as of June 30, 2021
* LTFM Fund Balance Change		\$ 161,643	
Unassigned Fund Balance Change		<u>(250,013)</u>	
General Fund Inc (Dec)		\$ (88,370)	

2020-2021 General Fund - Unassigned

Beginning Fund Balance		\$ 877,765	as of July 1, 2020
Revenues	\$ 9,955,407		
Expenses	<u>(10,205,420)</u>		
Increase (Decrease)		(250,013)	
Projected Ending Fund Balance		<u>\$ 627,752</u>	as of June 30, 2021

2020-2021 Community Education Budget

Beginning Fund Balance		\$ 65,851	as of July 1, 2020
Revenues	546,691		
Expenses	<u>(523,722)</u>		
Increase (Decrease)		22,969	
Projected Ending Fund Balance		<u>\$ 88,820</u>	as of June 30, 2021

2020-2021 Adult Basic Education Consortium

Beginning Fund Balance		\$ 24,259	as of July 1, 2020
Revenues	229,759		
Expenses	<u>(186,556)</u>		
Increase (Decrease)		43,203	as of June 30, 2021
Projected Ending Fund Balance		<u>\$ 67,462</u>	

2020-2021 Debt Service Budget

Beginning Fund Balance		\$ 302,793	as of July 1, 2020
Revenues	1,380,001		
Expenses	<u>(1,388,771)</u>		
Increase (Decrease)		(8,770)	as of June 30, 2021
Projected Ending Fund Balance		<u>\$ 294,023</u>	

2020-2021 Food Service Budget

Beginning Fund Balance		\$ 149,451	as of July 1, 2020
Revenues	497,989		
Expenses	<u>(475,127)</u>		
Increase (Decrease)		\$ 22,862	as of June 30, 2021
Projected Ending Fund Balance		<u>\$ 172,313</u>	

General Assumptions

Enrollment:

- Pupil Unit Weighting
 K-5 = 1.0
 6-12 = 1.2
- Projected Enrollment of 964 ADM (Average Daily Membership)
- Projected Enrollment of 1,059 APU's (Adjusted Pupil Units)

	<u>ADM's</u>
Revised Budget Estimated ADMs - FY20	981.66
Proposed Budget Estimated ADMs - FY21	<u>963.80</u>
ADP to REV Inc (Dec)	(17.86) *
ADP to REV % Inc (Dec)	-1.82%

* Represents an approximate decrease of \$138k in State Funding (Not Including Levy)

State Aid:

- 2.0% Increase in Basic Formula Allowance.

Basic General Education Formula Allowance	
FY20 \$	6,438
FY21	<u>6,567</u>
Increase \$	129 Per Adjusted Pupil Unit
	2.00%

- State Special Education Aid is budgeted at the 'Hold Harmless/Floor' as provided by the State plus Cross Subsidy Aid Calc Estimate.

Levy:

- Fiscal Year 2021 is based off of 19 Payable 20 Levy Certification.

Federal Aid:

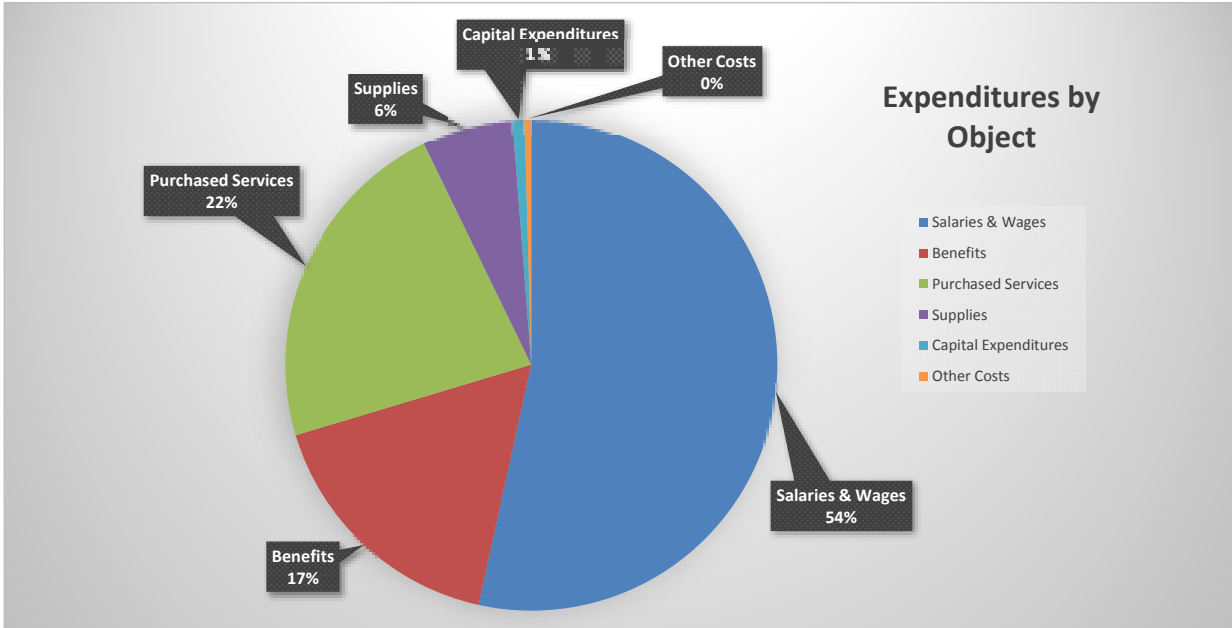
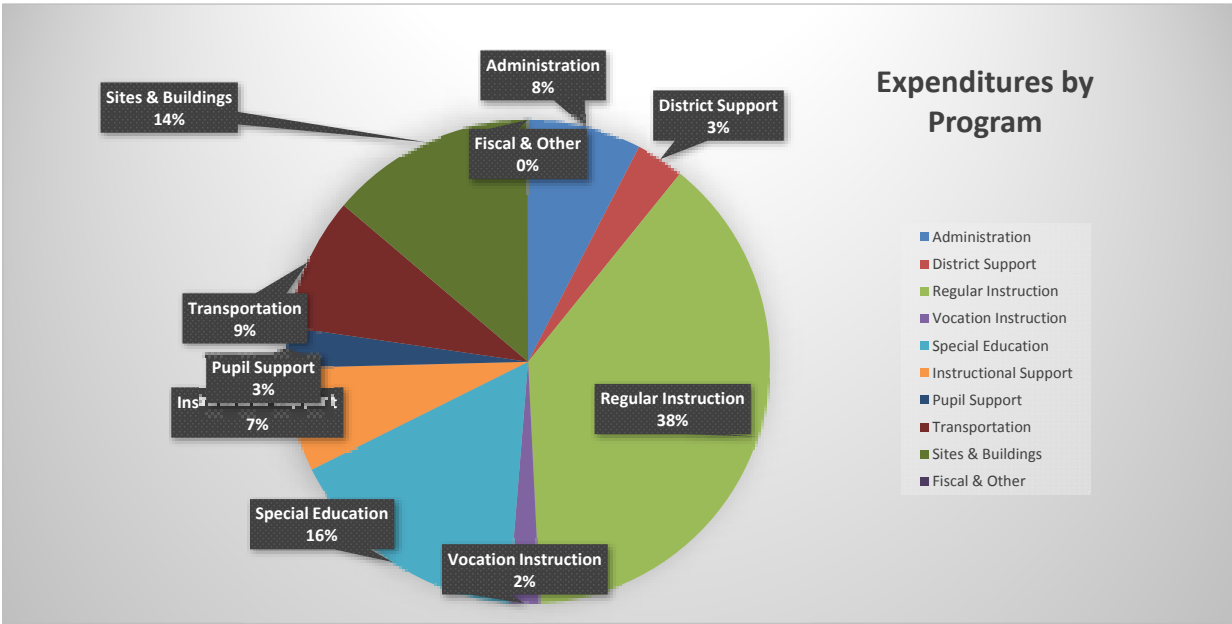
- Based off of Current Year Awards and PY Carryover.

Salary & Benefit Expenditures:

- Salary & Benefits budgeted based off of settled agreements and tentative agreements where available

FY20 - General Fund Expenditure Breakdown

Revised			
Expenditures by Program		%	General Program Description
Administration	867,632	7.6%	School Board, Superintendent, Principals
District Support	371,223	3.2%	District Office, Business Support Services
Regular Instruction	4,394,147	38.4%	Teachers, Paraprofessionals, Activities, Secretaries
Vocation Instruction	235,808	2.1%	Family & Consumer Sciences, Business, Trade & Industrial Classes
Special Education	1,871,317	16.4%	Costs Related to Special Education not Including Transportation
Instructional Support	795,525	7.0%	Technology, Curriculum, Staff Development, Media Services
Pupil Support	308,444	2.7%	Counselor and Nurse Services
Transportation	1,019,564	8.9%	Contracted Transportation
Sites & Buildings	1,575,749	13.8%	Buildings & Grounds, LTFM, Capital Facilities
Fiscal & Other	4,080	0.0%	Interest & Other Fees
Total General Fund Expense	11,443,489	100%	



Revised General Fund Expenditure Budget for Fiscal Year 2020

11,439,684

Non-Payroll Expenditure Changes:

Unassigned

Restore B&G Repair & Maintenance outside of LTFM	39,240
Additional Phone System Monthly Service Changes	22,660
Potential Bonding Referendum	18,000
2% Transportation Increase per 'Inclusive' Contract	17,944
Early Childhood SPED Tuition Agreement with Comm. Ed	13,000
Other Misc. Adjustments	327
Moving to 'Educare Online Learning'	(35,500)
Decrease in Additional SPED & Homeless Transportation	(40,000)
Technology Budget Reduction	(24,000)
Curriculum Budget Reduction	(24,000)
Utilities/Fuel Reduction	(18,000)
Capital Lease Payment Expiration	(17,381)
Furnace Rental from FY20	(7,800)
Fall/Spring Speaker Reduction	(6,500)
Building Supplies Reduction	(6,407)
Middle School AVID Program Fee	(5,000)
Title II Reduction	(4,046)
B&G Trailer Addition in FY20	(3,100)

General Fund Non-Payroll Inc. (Dec.)	(80,563)
---	-----------------

Reserved/Restricted

Safe Schools One State Time Funding in FY20	(35,279)
---	----------

Reserved/Restricted Non-Payroll Inc. (Dec.)	(35,279)
--	-----------------

Payroll Expenditure Changes:

Teachers:

LSHEA Salary & Benefits Increase	116,311
Staff Turnover Impact	(81,624)

Principals:

Salaries & Benefits Increase	10,052
------------------------------	--------

Individual Conracts:

Salaries & Benefits Increase	14,370
------------------------------	--------

Custodians:

Salaries & Benefits Increase	15,543
------------------------------	--------

Secretaries:

Salaries & Benefits Increase	31,189
------------------------------	--------

Paraprofessionals:

Salaries & Benefits Increase	26,091
MS/HS Para Reduction (Spring 2020)	(18,921)
Title I Para Reduction	(16,943)
Hilltop Gen Ed Para Reduction	(10,909)

Other Adjustments:

New Park Secretary/Nurse Assistant Position	24,599
Retiree Insurance Bank	5,594
Misc. Adjustments	4,295

Salaries & Benefits Inc. (Dec.)	119,647
--	----------------

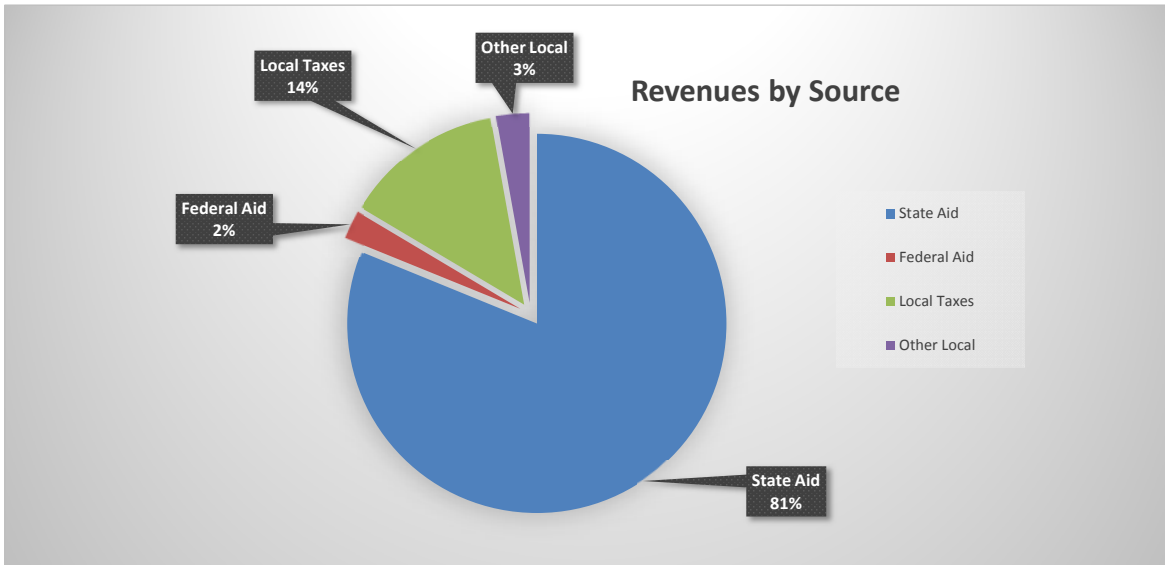
Expenditure Budget for Fiscal Year 2021

11,443,489

General Fund Revenue Analysis:

**General Fund
Changes in Projected Revenue**

Revised Revenue Budget Fiscal Year 2020		\$11,342,733
Local Levy	\$ 165,797	
General State Aid	(139,000)	
Special Education State Aid	48,333	
One Time Safe Schools Funding	(35,279)	
Title I & Title II Federal Funding	(27,465)	
Total Increase	<u>12,386</u>	
Revenue Fiscal Year 2021		<u><u>\$11,355,119</u></u>



**Community Education
Expense and Revenue Adjustments**

Expenses

Revised Community Education Expenditure Budget for Fiscal Year 2020 562,980

Non-Payroll Expenditure Changes:

Additional Phone System Monthly Service Changes	459
Kids Club Field Trip Transportation	(3,500)
Kids Club Entry Fees, Field Trips, Travel	(1,600)
Adult Enrichment Fees for Services	(950)

Community Education Non-Payroll Inc. (Dec.) (5,591)

Payroll Expenditure Changes:

Teachers:

LSHEA Salary & Benefits Increase	2,774
----------------------------------	-------

Nurse:

Non-Public Nursing Services	(2,090)
-----------------------------	---------

Administration:

Salaries & Benefits Increase	10,688
------------------------------	--------

Secretarial:

Salaries & Benefits Increase	3,850
------------------------------	-------

Kids Club:

Salaries & Benefits Decrease	(48,889)
------------------------------	----------

Salaries & Benefits Inc. (Dec.) (33,667)

Proposed Community Educaiton Expenditure Budget for Fiscal Year 2021 523,722

Revenues

Revised Community Education Revenue Budgt for Fiscal Year 2020 561,419

Local Levy	(11,578)
------------	----------

General Education Aid	(2,150)
-----------------------	---------

ECSE Tuition from General Fund	13,000
--------------------------------	--------

Kids Club Revenue	(14,000)
-------------------	----------

(14,728)

Proposed Community Education Revenue Budget for Fiscal Year 2021 546,691

Open Questions and Concerns Looking Forward:

Possible state tax shift to help with state deficit. This was done in the years following the 2008 recession.

- State paid out 60% of formula and paid out remaining 40% over time in order to balance their budget.
- Cash flow will be of a concern and something reviewed in the coming months.
- The District obtained Aid Anticipation Certificates (short-term borrowing) in order to maintain adequate cash level for operations.

Likely scenario of no increases to the General Education Formula going into FY22.

FY21 Projected Deficit in Unassigned Fund Balance		\$ (250,013)
Current General Fund Payroll	8,038,055	
Basic Increase x	<u>2.00%</u>	
Basic Payroll Increase		(160,761)
Revenue Reduction Estimate Based on Enrollment Projection		+ <u>(92,505)</u>
Rough Estimate of FY22 Deficit Not Including Inflationary Costs		<u><u>\$ (503,279)</u></u>

Additional Federal Funding as Provided by CARES Act or Other New Legislation.

- No guidance available yet as of how much districts will be receiving or to how it should be used.
- Last estimate was this could equal 75% of our current Title I funding which would be around \$80k.

Potential for the Continuation of Distance Learning going into FY21.

- Current proposed FY21 budget was prepared as if we'd be operating as usual given uncertainty of what next year will look like.

Le Sueur-Henderson Building Project Decisions.

- These decisions will shape the directive of the District's 10 Year LTFM Plan.
- Potential building bond referendum

Le Sueur-Henderson Public Schools

Fund Balance Reconciliation

FY21

FY21

Budget

	Balance 7/1/2020	Revenues	Expenditures	Balance 6/30/2021
Fund 01 - General Fund				
01 422 <u>Unrestricted Fund Balance</u>	877,765	9,955,407	(10,205,420)	627,752
01 403 Restricted for Staff Development	-	139,115	(139,115)	-
01 424 Restricted for Operating Capital	-	171,674	(171,674)	-
01 428 Restricted for Learning & Development	-	202,285	(202,285)	-
01 438 Restricted for Gifted & Talented	-	13,770	(13,770)	-
01 441 Restricted for Basic Skills	-	301,670	(301,670)	-
01 449 Restricted for Safe Schools	-	38,476	(38,476)	-
01 460 Nonspendable	4,234	-	-	4,234
01 462 Assigned Donation Accounts	82,505	78,019	(78,019)	82,505
01 467 Restricted for LTFM	371,177	394,703	(233,060)	532,820
01 472 Restricted for Medical Assistance	-	60,000	(60,000)	-
Total - Fund 01	1,335,681	11,355,119	(11,443,489)	1,247,311
Fund 02 - Food Service				
02 460 Nonspendable	2,996	-	-	2,996
02 464 Restricted	146,455	497,989	(475,127)	169,317
Total - Fund 02	149,451	497,989	(475,127)	172,313
Fund 04 - Community Education				
04 444 Restricted for School Readiness	16,239	156,076	(142,228)	30,087
04 431 Restricted for Community Education	28,576	291,678	(279,697)	40,557
04 432 Restricted for ECFE	21,036	78,796	(81,656)	18,176
04 464 Restricted	-	20,141	(20,141)	-
Total - Fund 04	65,851	546,691	(523,722)	88,820
Fund 04 - Fin 322 - Adult Basic Education Consortium				
04 447 Reserve for Adult Basic Education	24,259	229,759	(186,556)	67,462
	24,259	229,759	(186,556)	67,462
Fund 07 - Debt Service				
07 464 Restricted	302,793	1,380,001	(1,388,771)	294,023
Total - Fund 07	302,793	1,380,001	(1,388,771)	294,023

Recommendation to Approve the FY21 Budget as Follows:

	<u>Total Revenue</u>	<u>Total Expenditures</u>	<u>\$ Δ</u>
General Fund	\$ 11,355,119	\$ (11,443,489)	\$ (88,370)
Food Service Fund	497,989	(475,127)	22,862
Community Education Fund	546,691	(523,722)	22,969
Adult Basic Education Consortium	229,759	(186,556)	43,203
Debt Service Fund	1,380,001	(1,388,771)	(8,770)
Total All Funds	<u>\$ 14,009,559</u>	<u>\$ (14,017,665)</u>	<u>\$ (8,106)</u>

-

-

Recommendation to Approve the FY21 Budget as Follows:

	<u>Total Revenue</u>	<u>Total Expenditures</u>	<u>\$ Δ</u>
General Fund	\$ 11,355,119	\$ (11,443,489)	\$ (88,370)
Food Service Fund	497,989	(475,127)	22,862
Community Education Fund	546,691	(523,722)	22,969
Adult Basic Education Consortium	229,759	(186,556)	43,203
Debt Service Fund	1,380,001	(1,388,771)	(8,770)
Total All Funds	<u>\$ 14,009,559</u>	<u>\$ (14,017,665)</u>	<u>\$ (8,106)</u>

-

-

**INDEPENDENT SCHOOL DISTRICT 2397
LE SUEUR-HENDERSON PUBLIC SCHOOLS**

SCHEDULED MEETINGS/ACTIVITIES

DATE	DESCRIPTION	TIME	LOCATION
May 28, 2020	Task Force Review	8:30 AM	District Office Park Elementary, Room 200
May 29, 2020	HR Committee Meeting via Zoom (email Dr. Johnson)	2:00 PM	District Office Park Elementary, Room 200
June 1, 2020	Regular Board Meeting	6:30 PM	MS/HS Media Center 901 Ferry St, Le Sueur, MN 56058
June 4, 2020	HR Committee Meeting	12:00 PM	District Office Park Elementary, Room 200
June 8, 2020	Special School Board/ City Council Meeting	5:00 PM	Le Sueur City Hall - 203 S 2nd St, Le Sueur, MN 56058
June 15, 2020	School Board Work Session	6:30 PM	Hilltop Media Center 700 South St, Henderson, MN. 56044
July 13, 2020	Regular Board Meeting	6:30 PM	MS/HS Media Center 901 Ferry St, Le Sueur, MN 56058
July 20, 2020	School Board Work Session	6:30 PM	Hilltop Media Center 700 South St, Henderson, MN. 56044
August 3, 2020	Regular Board Meeting	6:30 PM	MS/HS Media Center 901 Ferry St, Le Sueur, MN 56058
August 17, 2020	School Board Work Session	6:30 PM	Hilltop Media Center 700 South St, Henderson, MN. 56044
September 8, 2020	Regular Board Meeting	6:30 PM	MS/HS Media Center 901 Ferry St, Le Sueur, MN 56058
September 21, 2020	School Board Work Session	6:30 PM	Hilltop Media Center 700 South St, Henderson, MN. 56044
October 12, 2020	Regular Board Meeting	6:30 PM	MS/HS Media Center 901 Ferry St, Le Sueur, MN 56058
October 19, 2020	School Board Work Session	6:30 PM	Hilltop Media Center 700 South St, Henderson, MN. 56044
November 2, 2020	Regular Board Meeting	6:30 PM	MS/HS Media Center 901 Ferry St, Le Sueur, MN 56058
November 16, 2020	School Board Work Session	6:30 PM	Hilltop Media Center 700 South St, Henderson, MN. 56044
December 7, 2020	Reg Mtg/Tr in Txtn/Levy Adpt	6:30 PM	MS/HS Media Center 901 Ferry St, Le Sueur, MN 56058
December 21, 2020	School Board Work Session	6:30 PM	Hilltop Media Center 700 South St, Henderson, MN. 56044

In case of a weather emergency/school closing, Board meeting will be held the next Tuesday at the same time/place.