

# Regular School Board Meeting

Monday, June 6, 2022 6:30 PM

LS-H MS/HS Media Center & Online (if unable to attend in person), 901 Ferry St., Le Sueur, MN 56058

## 1. CALL TO ORDER

## 2. PLEDGE OF ALLEGIANCE

## 3. MISSION AND VISION STATEMENTS

## 4. STRATEGIC PLAN REVIEW

## 5. APPROVAL OF AGENDA

## 6. OPEN FORUM

## 7. LE SUEUR-HENDERSON SCHOOL DISTRICT RECOGNIZES

7.1. Donations & Grants Received

## 8. REPORTS

8.1. Committee Reports

8.1.1. Finance **Presenter:** Director Matt Hathaway

8.1.2. Negotiations **Presenter:** Director Brigid Tuck

8.1.3. MVED **Presenter:** Director Steve Cross

8.1.4. Human Resource **Presenter:** Director Kelsey Schwartz

8.1.5. Policy **Presenter:** Director Gretchen Rehm

8.1.6. Facility Steering **Presenter:** Director Matt Hathaway

8.1.7. Community Ed Council **Presenter:** Director Brigid Tuck

8.1.8. Student School Board

8.2. Superintendent Report

## 9. CONSENT AGENDA

9.1. Approval of District Office Consent Items

9.1.1. Minutes of the regular school board meeting held on 5/2/22.

9.1.2. Minutes of Special School Board meeting held on 5.16.22.

9.2. Approval of Business Office Consent Items

9.2.1. 2022 Revised Budget Analysis

9.2.2. Designate Alisha Broden, Business Manager, as the Senior Administrator on the general fund and food service bank accounts at First Farmers and Merchants

9.3. Approval of Personnel Consent Items

9.3.1. Hirings

9.3.1.1. ESY Secretary- Maria Aguilar

9.3.1.2. Dean of Students/Activity Director- Eric Lewis

9.3.1.3. DCD Teacher- Liz Denn

9.3.2. Resignations

9.3.2.1. Park Elementary Student Council Advisor- Christa Luna

9.3.2.2. HS English Teacher- Cole Polson

9.3.2.3. Administrative Assistant to the MS/HS Principal- Gillian Wychor

9.3.2.4. Science Teacher, Target Advisor, Assist. Track Coach- Mike Foss

9.3.3. Requests

9.3.3.1. Transfer Request to DCD teaching position- Liz Denn

9.3.4. Retirements

10. **PURCHASES ABOVE \$5,000**

10.1. New Scoreboard for Bender Park in Henderson

10.2. MS/HS Parking lot cracked sealing.

10.3. Air purifiers for District.

10.4. Combi-oven for Hilltop Kitchen.

10.5. Character Strong Curriculum

10.6. Infinite Campus License Renewal

10.7. Apptegy

11. **OLD BUSINESS**

12. **NEW BUSINESS**

12.1. Approve Principal's Master Agreement for 2021-2023.

12.2. Food Service Contract

12.3. Resolution to approve the Long-Term Facilities Maintenance (LTFM) Ten-Year Plan

12.4. Washington DC Field Trip-

**Presenter:** Christian

- 12.5. Approve the Spanish Club trip, and allow Spanish Club student activity fundraising earnings to be used towards Community Ed- Spain Trip to cover fees.

- 12.6. Approve the new Copier contract.

13. **BOARD MEMBER COMMUNICATIONS / IDEAS EXCHANGE**

14. **NEXT MEETING INFORMATION**

- 14.1. Schedule of Upcoming Meetings

- 14.2. Decide on Special Meetings for Election purposes.

15. **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:

- Henderson Lions Club - \$2,000 for 2021-22 senior scholarships,
- The Gretchen Rehm Agency - \$250 for a nacho bar for Teacher Appreciation,
- H.A.V.E. - \$995 for The Teddy Bear Band at Preschool & Kindergarten Round-Up,
- Henderson Lions Club - \$500 for middle school academic pep fest prizes.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signed:

Attest:

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
School Board Clerk

BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT 2397  
LE SUEUR-HENDERSON PUBLIC SCHOOLS  
MINUTES OF REGULAR SCHOOL BOARD MEETING  
MS/HS MEDIA CENTER / ZOOM  
May 2, 2022

Item 1.0 **Call to Order:** The regular meeting of the Le Sueur-Henderson Board of Education was called to order a 6:30 PM. Board members in attendance were Brigid Tuck, Gretchen Rehm (arrived 6:32), Brian Sorenson, Jennifer Burns Bella Holloway.

Members Absent: Steve Cross, Kelsey Schwartz

Also in attendance: Superintendent, Jim Wagner; Administrative Assistant, Juanita Flores; Bonnie Barnhardt, Business Manager, Henderson Independent; Le Sueur County News; Honeywell, Cindy Auld, Bill Randall;

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:** Motion by Tuck, second by Sorenson, carried 4-0, to approve the meeting agenda with the following changes: Adding Item 11.1.8 Student School Board Report, Item 15.3 Approval of District Calendar,

Item 6.0 **Open Forum:**

Item 7.0 Oath of Office for School Board Member- Director Jennifer Burns

Item 8.0 Welcome- Student School Board Member- Bella Holloway

Item 9.0 **Solar Lighting Boiler Update:**

Item 10.0 **Le Sueur-Henderson School District Recognizes:**

Item 10.1 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 Rehm and upon being seconded by Board Member Hathaway said the resolution was duly adopted by the following roll call vote, carried 5-0.

Rehm:	Yes	Sorenson:	Yes
Tuck:	Yes	Hathaway:	Yes
Burns:	Yes		

Item 10.2 Students of the Month

Item 11 **Reports:**

Item 11.1 Committee Reports

Item 11.1.1 Finance

Item 11.1.2 Negotiations

Item 11.1.3 MVED

Item 11.1.4 Human Resources

Item 11.1.5 Policy

Item 11.1.6 Facility Steering

Item 11.1.7 Community Ed Council

*Added* Item 11.1.8 Student School Board

Item 11.2 Superintendent Report

Item 12.0 **Consent Agenda:** Motion by Sorenson, second by Burns, carried 5-0, to approve the following consent items:

Item 12.1 District Office Consent Items:

Item 12.1.1 Minutes of Regular School Board meeting held on 4.4.22.

Item 12.1.2 Minutes of Special School Board meeting held on 4.18.22.

Item 12.2 Business Office Consent Items:

Item 12.3 Personnel Consent Items:

Item 12.3.1 Hirings

Item 12.3.1.1 First Grade Fellow Position for 2022-23- Macy L. Pederson

Item 12.3.1.2 MS Counselor- Jessica Mack-Hafermann

Item 12.3.1.3 MS Special Ed.- Casie Wiebe

Item 12.3.1.4 Director of Learning & Curriculum- Joelynn Sartell

Item 12.3.1.5 MS Science Teacher Grade 7- Michelle Sampson

Item 12.3.1.6 MSHS English Teacher- Samantha Ashton

Item 12.3.1.7 Custodian Nights- Gary Otero

Item 12.3.1.8 Business Manager- Alisha Broden

Item 12.3.2 Resignations

Item 12.3.2.1 HS Math Teacher- Jesse Pigman

Item 12.3.2.2 Little Giants Preschool Teacher- Maggie Fredrickson

Item 12.3.2.3 Elementary ELL Teacher- Caitlin Naylor

Item 12.3.2.4 Park Elem. Para- Jamie Osborn

Item 12.3.2.5 Business Manager- Bonnie Barnhardt

Item 12.3.3 Requests

Item 12.3.4 Retirements

Item 13.0 **Purchases Above \$5,000**

Item 13.1 Motion by Rehm, second by Tuck, carried 5-0, to approve Frontline Absence/Substitute Tracking and Applicant Tracking for 2022-23.

Item 14.0 **Old Business**

Item 15.0      **New Business**

Item 15.1 A resolution was presented to approve the necessity of issuing General obligation bonds and calling a Special Election thereon for the Le Sueur - Henderson Public School District. Said resolution is attached hereto and made a part of these minutes. Motion made by Board Member Tuck and upon being seconded by Board Member Sorenson said the resolution was duly adopted by the following roll call vote, carried 5-0.

Rehm:	Yes	Sorenson:	Yes
Tuck:	Yes	Hathaway:	Yes
Burns:	Yes		

*Added* Item 15.2 Motion by Tuck, second by Rehm, carried 5-0 to Discussion of Commissioner's Review and Comment on Proposed Building Bonds.

Item 16.0      **Board Member Communications/Ideas Exchange:**

Item 17.0      **Next Meeting Information:**

Item 17.1 Schedule of Upcoming Meetings

Item 18.0      **Adjourn:** Motion by Rehm, second by Burns, carried 5-0 to adjourn the meeting at 8:10 PM.

BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT 2397  
LE SUEUR-HENDERSON PUBLIC SCHOOLS  
MINUTES OF SPECIAL SCHOOL BOARD MEETING  
MS/HS MEDIA CENTER / ZOOM  
May 16, 2022

Item 1.0     **Call to Order:** The special meeting of the Le Sueur-Henderson Board of Education was called to order at 6:30 PM. Board members in attendance were

Brian Sorenson and Gretchen Rehm arrived at 6:32.  
Members Absent: Steve Cross

Also in attendance: Superintendent, Jim Wagner; Administrative Assistant, Juanita Flores; Henderson Independent; Le Sueur County News, Cindy Auld  
Josh Hounsell(Honeywell)

Item 2.0     **Pledge of Allegiance:**

Item 3.0     **Approval of Agenda:** Motion by Schwartz, second by Tuck, carried 4-0,  
4-0           to approve the meeting agenda.

Item 4.0     **Consent Agenda-** Motion by Tuck, second by Burns, carried 4-0, to  
approve the meeting agenda.

Item 4.1 Hirings:

Item 4.1.1 MSHS Math Teacher- Colin Everson

Item 4.1.2 Summer Grounds- Emi Wagner

Item 4.1.3 Summer Interior Student Worker- Kaitlyn Swanson & Josue Macias

Item 4.1.4 ESY Teacher 6-12- Stephanie Ross

Item 4.1.5 ESY Teacher K-5- Chelsea Cemenski

Item 4.1.6 ESY Speech Teacher- Kristin Smith

Item 4.1.7 ESY Teacher K-5- Renee Ehlers

Item 4.1.8 ESY Teacher K-5- Christa Luna

Item 4.1.9 ESY Speech Teacher- Jeanne Schoeppner

Item 4.1.10 ESY Teacher k-5- Colleen Winters

Item 4.1.11 ESY Paras- Kassie Aguilar, Jamie Osborn, Lindsay Orke, Dylan  
Feeney, Craig Hink, Christine Domras, Patty Krekelberg,  
Bobbie Schleeve, Leslie Amela, Nancy Herron

Item 4.2 Resignation:

Item 4.2.1 Dean of Students/Activity Director- Jeff Christ

Item 5.0     **New Business**

Item 5.1 Motion by Tuck, second by Rehm, carried 6-0, to move forward with  
Honeywell's project in our school buildings.

Brigid Tuck left at 6:56 pm.

Brigid Tuck returned at 7:11 pm.

Item 5.2 Discussed school mascot, School Board decided to get Student Council feedback.

Item 6.0      **Adjourn:** Motion by Tuck, second by Schwartz, carried 6-0, to adjourn the meeting at 7:14 PM.

# Le-Sueur Henderson Public Schools

**Revised Budget FY 2021-2022**



# TERMINOLOGY

- ENROLLMENT

- AVERAGE DAILY MEMBERSHIP (ADM)

- DEFINITION: THE SUM FOR ALL PUPILS OF THE NUMBER OF DAYS IN THE DISTRICT'S SCHOOL YEAR THAT EACH PUPIL IS ENROLLED, DIVIDED BY THE NUMBER OF DAYS THE SCHOOLS ARE IN SESSION.
    - OFTEN SYNONYMOUS WITH 'ENROLLMENT'

- PER PUPIL UNIT (PPU)

- DEFINITION: BEGINNING IN FISCAL YEAR 2015, ADJUSTED PUPIL UNITS, OR ADJUSTED WEIGHTED AVERAGE DAILY MEMBERSHIP, IS THE PRIMARY PUPIL COUNT USED IN SCHOOL-FUNDING FORMULAS. THE COUNT IS WEIGHTED BY GRADE LEVEL (.55 FOR HALF-DAY KINDERGARTEN, 1.0 FOR FULL-DAY KINDERGARTEN AND ELEMENTARY GRADES, AND 1.2 FOR SECONDARY GRADES) AND "ADJUSTED" TO REFLECT STUDENTS SERVED. K-6 STUDENTS ARE PAID AT 1.0 OF THE GEN ED FORMULA.
  - K-5 = 1.0 OF FORMULA
  - 7-12 = 1.2 OF FORMULA
  - $ADM \times WEIGHTING = PPU$

- GENERAL EDUCATION FORMULA ALLOWANCE

- DEFINITION: THE DOLLAR AMOUNT PER PUPIL UNIT USED TO CALCULATE EACH DISTRICT'S BASIC GENERAL EDUCATION REVENUE - THE "FRONT END" OF THE FORMULA. THE FORMULA ALLOWANCE FOR FISCAL YEAR 2022 IS \$6,728.

# ASSUMPTION

- ENROLLMENT
  - 2021-2022 ENROLLMENT PROJECTION= 954
  - 2020-2021 ENROLLMENT ACTUAL = 932.60
- GENERAL EDUCATION FORMULA
  - \$6,728 FOR 2021-2022
- SALARIES& BENEFITS
  - 2.5% INCREASE FOR RETURNING STAFF

## Estimated Enrollment (ADM's)

<b>Grade</b>	<b>Act. 18-19</b>	<b>Act. 19-20</b>	<b>Act. 20-21</b>	<b>Proposed 21-22</b>
<b>EC</b>	15.98	16.98	14.73	23
<b>K</b>	59.72	58.04	53.69	71
<b>1</b>	66.94	56.91	50.63	53
<b>2</b>	65.48	62.16	54.39	47
<b>3</b>	66.08	64.01	59.53	56
<b>4</b>	83.08	64.8	64.25	61
<b>5</b>	64.75	89.03	65.76	63
<b>6</b>	83.41	68.32	98.06	72
<b>7</b>	86.58	76.84	71.93	98
<b>8</b>	101.48	86.7	77.73	67
<b>9</b>	85.76	102.93	82.98	82
<b>10</b>	71.88	86.26	94.54	79
<b>11</b>	82.78	70.31	77.49	88
<b>12</b>	89.85	79.89	66.89	86
<b>Total</b>	1023.77	983.18	932.6	946
<b>Δ</b>		(40.59)	(50.58)	(13.40)
<b>%</b>		-3.96%	-5.42%	1.44%

# GENERAL FUND REVENUE RECONCILIATION

- REVENUES 2021-2022**

**LOCAL TAXES (LEVY) = \$1,618,318**

**OTHER LOCAL SOURCES = \$439,307**

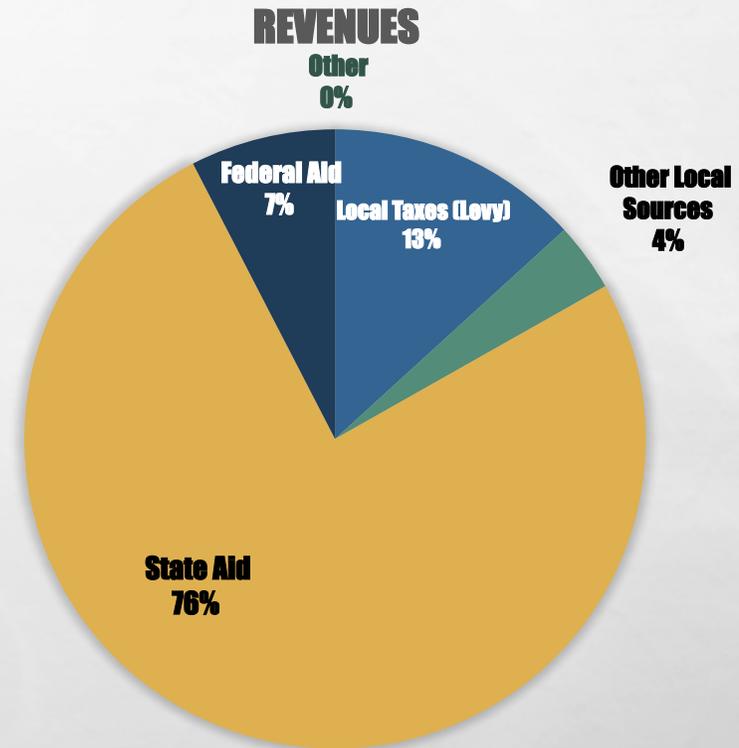
**STATE AID = \$9,273,232**

**FEDERAL AID = \$926,025**

**OTHER = \$450.00**

---

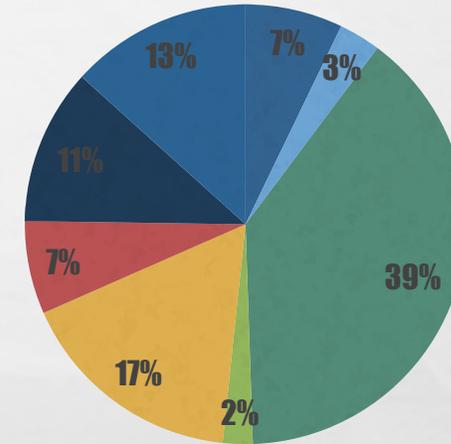
**TOTAL = \$12,257,332**



# GENERAL FUND EXPENDITURE

	Expenditures		
	2021-2022	%	General Program Description
Administration	\$ 859,908.00	7.00%	School Board, Superintendant, Principles
District Support	\$ 367,861.00	3.00%	District Office, Business Support Services
Regular Instruction	\$ 4,726,091.00	39.00%	Teachers, Paraprofessionals, Activities, Secretaries
Vocational Insturction	\$ 263,748.00	2.00%	Family & Consumer Sciences, Business, Trade & Industrial Classes
Special Education	\$ 2,014,330.00	17.00%	Costs Related to Special Education not including Transportation
Instructional Support	\$ 823,634.00	7.00%	Technology, Curriculum, Staff Development, Media Services
Pupil Support/transportation	\$ 1,378,572.00	12.00%	Consular and Nurse Services, Contracted Transportation
Sites & Buildings	\$ 1,601,985.00	13.00%	Buliding & Grounds, Capital Facilities, Property Insurance, LTFM
	<b>\$ 12,036,129.00</b>	<b>100.00%</b>	

## Expenditures



- Administration
- Regular Instruction
- Special Education
- Pupil Support /Transportation
- District Support
- Vocational Instruction
- Instructional Support
- Sites and Buildings

# RECOMMENDATION TO APPROVE THE FY22 REVISED BUDGET BUDGET AS FOLLOWS:

	<u>Revenues</u>	<u>Expenditures</u>	<u>Net \$Δ</u>
<b>General Fund</b>	12,256,432	(12,117,511.00)	138,921
<b>Community Education/ Adult Basic Ed Fund</b>	873,389	(769,899.00)	103,490
<b>Food Service</b>	437,989	(432,557.00)	5,432
<b>Debt Service</b>	1,292,524	(1,310,408.00)	-17,884

# Le-Sueur Henderson Public Schools

**Revised Budget FY 2021-2022**



# TERMINOLOGY

- **ENROLLMENT**

- **AVERAGE DAILY MEMBERSHIP (ADM)**

- **DEFINITION: THE SUM FOR ALL PUPILS OF THE NUMBER OF DAYS IN THE DISTRICT'S SCHOOL YEAR THAT EACH PUPIL IS ENROLLED, DIVIDED BY THE NUMBER OF DAYS THE SCHOOLS ARE IN SESSION.**
    - **OFTEN SYNONYMOUS WITH 'ENROLLMENT'**

- **PER PUPIL UNIT (PPU)**

- **DEFINITION: BEGINNING IN FISCAL YEAR 2015, ADJUSTED PUPIL UNITS, OR ADJUSTED WEIGHTED AVERAGE DAILY MEMBERSHIP, IS THE PRIMARY PUPIL COUNT USED IN SCHOOL-FUNDING FORMULAS. THE COUNT IS WEIGHTED BY GRADE LEVEL (.55 FOR HALF-DAY KINDERGARTEN, 1.0 FOR FULL-DAY KINDERGARTEN AND ELEMENTARY GRADES, AND 1.2 FOR SECONDARY GRADES) AND "ADJUSTED" TO REFLECT STUDENTS SERVED. K-6 STUDENTS ARE PAID AT 1.0 OF THE GEN ED FORMULA.**
  - **K-5 = 1.0 OF FORMULA**
  - **7-12 = 1.2 OF FORMULA**
  - **ADM X WEIGHTING = PPU**

- **GENERAL EDUCATION FORMULA ALLOWANCE**

- **DEFINITION: THE DOLLAR AMOUNT PER PUPIL UNIT USED TO CALCULATE EACH DISTRICT'S BASIC GENERAL EDUCATION REVENUE - THE "FRONT END" OF THE FORMULA. THE FORMULA ALLOWANCE FOR FISCAL YEAR 2022 IS \$6,728.**

# ASSUMPTION

- **ENROLLMENT**

- **2021-2022 ENROLLMENT PROJECTION= 954**

- **2020-2021 ENROLLMENT ACTUAL = 932.60**

- **GENERAL EDUCATION FORMULA**

- **\$6,728 FOR 2021-2022**

- **SALARIES& BENEFITS**

- **2.5% INCREASE FOR RETURNING STAFF**

## Estimated Enrollment (ADM's)

Grade	Act. 18-19	Act. 19-20	Act. 20-21	Proposed 21-22
EC	15.98	16.98	14.73	23
K	59.72	58.04	53.69	71
1	66.94	56.91	50.63	53
2	65.48	62.16	54.39	47
3	66.08	64.01	59.53	56
4	83.08	64.8	64.25	61
5	64.75	89.03	65.76	63
6	83.41	68.32	98.06	72
7	86.58	76.84	71.93	98
8	101.48	86.7	77.73	67
9	85.76	102.93	82.98	82
10	71.88	86.26	94.54	79
11	82.78	70.31	77.49	88
12	89.85	79.89	66.89	86
<b>Total</b>	<b>1023.77</b>	<b>983.18</b>	<b>932.6</b>	<b>946</b>
<b>Δ</b>		<b>(40.59)</b>	<b>(50.58)</b>	<b>(13.40)</b>
<b>%</b>		<b>-3.96%</b>	<b>-5.42%</b>	<b>1.44%</b>

# GENERAL FUND REVENUE RECONCILIATION

- REVENUES 2021-2022**

**LOCAL TAXES (LEVY) = \$1,618,318**

**OTHER LOCAL SOURCES = \$439,307**

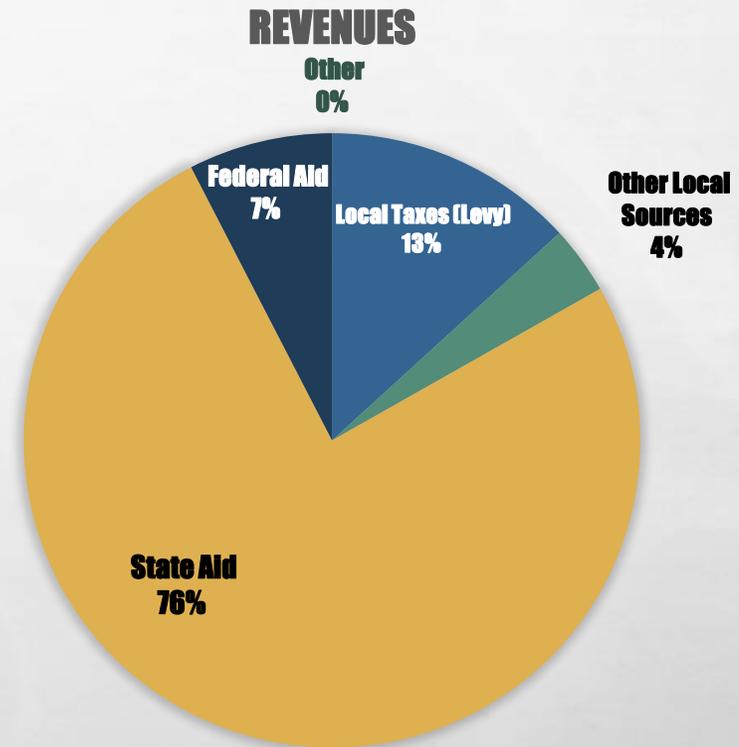
**STATE AID = \$9,273,232**

**FEDERAL AID = \$926,025**

**OTHER = \$450.00**

---

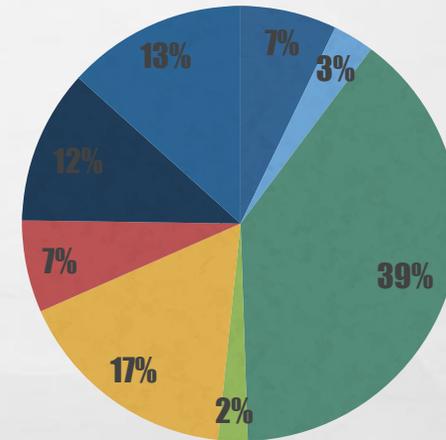
**TOTAL = \$12,257,332**



# GENERAL FUND EXPENDITURE

	Expenditures		General Program Description
	2021-2022	%	
Administration	\$ 859,908.00	7.00%	School Board, Superintendant, Principals
District Support	\$ 367,861.00	3.00%	District Office, Business Support Services
Regular Instruction	\$ 4,726,091.00	39.00%	Teachers, Paraprofessionals, Activities, Secretaries
Vocational Instruction	\$ 263,748.00	2.00%	Family & Consumer Sciences, Business, Trade & Industrial Classes
Special Education	\$ 2,014,330.00	17.00%	Costs Related to Special Education not including Transportation
Instructional Support	\$ 823,634.00	7.00%	Technology, Curriculum, Staff Development, Media Services
Pupil Support/transportation	\$ 1,378,572.00	12.00%	Consular and Nurse Services, Contracted Transportation
Sites & Buildings	\$ 1,601,985.00	13.00%	Buliding & Grounds, Capital Facilities, Property Insurance, LTFM
	<b>\$ 12,036,129.00</b>	<b>100.00%</b>	

## Expenditures



- Administration
- Regular Instruction
- Special Education
- Pupil Support /Transportation
- District Support
- Vocational Instruction
- Instructional Support
- Sites and Buildings

# RECOMMENDATION TO APPROVE THE FY22 REVISED BUDGET BUDGET AS FOLLOWS:

	<u>Revenues</u>	<u>Expenditures</u>	<u>Net \$Δ</u>
<b>General Fund</b>	12,256,432	(12,117,511.00)	138,921
<b>Community Education/ Adult Basic Ed Fund</b>	873,389	(769,899.00)	103,490
<b>Food Service</b>	437,989	(432,557.00)	5,432
<b>Debt Service</b>	1,292,524	(1,310,408.00)	-17,884



# Employment Recommendation

## Le Sueur - Henderson School District

Position: **ESY Secretary**

Recommended Candidate: **Maria Aguilar**

Recommended by: **Jody Rittmiller**

Date: **5/17/22**

To be completed by administrator:

Candidate has current & appropriate certification (if applicable):

N/A

Reference checks completed:

N/A

Years of experience (Step Placement):

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

**NEW**

**X**

**EXISTING**

**REPLACING: Annual**

**Additional Information:**

- Secretary Rate of Pay = June 20-23, June 27-30, July 11-14 (7:30-11:30)

Approval of administrator: *Jody Rittmiller*

5/18/22

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date



## Employment Recommendation Le Sueur - Henderson School District

**Position:** Middle/High School Teacher - DCD Teacher

**Recommended Candidate:** Elizabeth Denn

**Recommended by:** Brian Thorstad **Date:** 6/6/22

To be completed by administrator:

Candidate has current & appropriate certification:

No
Yes
Bachelors
BA+30
0

Reference checks completed:

Years of experience granted:

Step Placement:

Highest degree currently held:

Lane Placement:

Credits beyond highest degree granted:

X

New Position

Existing Position

Replacing: Luke Allison

**Additional Information:**

- Hired for the 2022-2023 School Year
- In District Voluntary Transfer

Approval of Principal: *Brian Thorstad* 6/6/22

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date

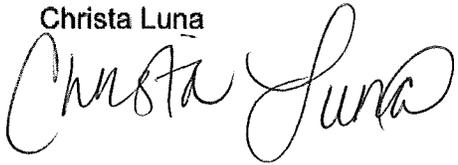
**Share with via Google Drive - District Office (Jim, Alisha, Juanita) & Technology (Bruce) & Facilities (Todd)**

May 25, 2022

Mr. Kern:

Please accept this letter as my resignation from Park Elementary Student council effective the end of the 2021-22 school year.

Thank you,  
Christa Luna

A handwritten signature in black ink that reads "Christa Luna". The signature is written in a cursive style with a large, looping initial "C" and a long, sweeping tail on the "L".



# 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](http://www.isd2397.org) Fax: (507) 665-6858

---

To whom it may concern,

It is with a heavy heart that I am submitting my resignation effective at the end of my 2021-2022 school year contract. I am not leaving Le Sueur-Henderson on a bitter note; rather, I am leaving in pursuit of a lifelong goal, which has recently presented itself as an opportunity, to move to the Pacific Northwest to be closer to family and enjoy all the wonderful experiences the region has to offer. I want to share a "Giant" thanks to the incredible communities of Le Sueur and Henderson that I have gotten to know, the wonderful staff of Le Sueur-Henderson Public Schools that I have had the fortune of working with, and most importantly, the amazing students I had the honor of teaching over the past four years.

Although I look forward to the next chapter in my life, my time with you all will be sincerely missed and forever cherished. Thank you.

With the utmost sincerity,

Cole Polson

To Brian Thorstad and ISD2397 Administration:

I want to take a moment to thank Le Sueur-Henderson Middle and High School for the last two years. As the pandemic began, the world felt overwhelming and bleak as it seemed to become smaller everywhere I looked. Then, I was given the opportunity to work alongside Brian Thorstad, and his faculty at the Middle and High School and this work opened my world back up and changed my experience. The last two years I was able to work on big events, help implement changes to help both students and teachers, and spend my days engaging with the LS-H Community. I truly feel fortunate to have been able to be a part of the projects and events I worked on.

After careful consideration the next move in my life is to move NW to Washington State. As I wish I could take this position and the GIANT community with me, I recognize that is not a realistic option. During this transition I will assist in any way I can to ensure a smooth transfer to kick-start the best possible school year as LS-H moves into 22-23. To complete my 21-22 contract my final day will be June 17th.

Brian, it has been a pleasure working alongside you and I wish you and the GIANT staff all the best in the years to come. I look forward to keeping in touch!

Sincerely,

Gillian Wychor-Polson  
651-497-8928

June 6, 2022

To Whom It May Concern,

Please accept this as my resignation from Le Sueur-Henderson Middle/High School effective at the end of the 2021-2022 school year as I have accepted another teaching position at Mound-Westonka High School. I will also be resigning as, Target advisor and assistant track coach effective at the end of the 2022 season.

Although I am excited about this new opportunity, I am very thankful for my time in the district and for being able to work with a wonderful group of students, teachers, and administrators over the last four years. Thank you so much for the opportunity if there is anything I can do to help aid in the transition please let me know.

Thanks,

Mike Foss



San Juanita Flores <sflores@isd2397.org>

---

**Fwd: Next Year**

---

**Brian Thorstad** <bthorstad@isd2397.org>  
To: San Juanita Flores <sflores@isd2397.org>

Mon, Jun 6, 2022 at 2:16 PM

Good Afternoon Juanita,

This is the email Ms. Denn sent requesting a transfer to our DCD teaching position.

Thanks,  
Brian

----- Forwarded message -----  
From: **Elizabeth Denn** <edenn@isd2397.org>  
Date: Mon, May 23, 2022 at 9:38 AM  
Subject: Next Year  
To: Brian Thorstad <bthorstad@isd2397.org>

Hello sir,

I would like to officially request a transfer from being Case Facilitator to teaching in the DCD classroom. I have enjoyed learning the role of Case Facilitator, but I feel my talents would be best utilized back in the classroom. Please let me know when you make a final decision regarding teaching placements.

Thanks,  
Denn

--  
Liz Denn  
Le-Sueur Henderson Middle School High School  
Special Education Case Manager/Case Facilitator  
School Phone: (507) 665 - 5858  
Cell Phone: (507) 593 - 9589



**Small Towns... GIANT Opportunities... District of Choice**

The information contained in the EMAIL message is intended only for the confidential use of the recipient's named above. This message and all attachments associated is communication, which, as such is privileged and confidential. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you have received this document in error and that any review, dissemination, distribution, or copy of this message or any accompanying attachments is strictly prohibited.

--  
Brian Thorstad  
Principal  
Le Sueur-Henderson Middle/High School  
901 East Ferry Street  
Le Sueur, MN 56058  
Office: (507) 665-5803  
Email: [bthorstad@isd2397.org](mailto:bthorstad@isd2397.org)



# Proposal SEAL KING®

6991 Garfield Trail, Faribault, MN 55021  
**507-667-9014**  
[www.sealking.com](http://www.sealking.com)

Date
March 9, 2022
Completion Date
TBD

## PROPOSAL SUBMITTED TO:

## WORK TO BE PERFORMED:

**Company:** Le Sueur-Henderson Public Schools  
**Contact:** Todd Vrklan/612-756-2314  
**Street:** 901 Ferry Street  
**City/State/Zip:** Le Sueur, MN 56058  
**Email:** [tvrklan@isd2397.org](mailto:tvrklan@isd2397.org)

**10-POINT SERVICE**  
**CRACKSEAL (ROUTE & NON-ROUTE)**  
**SEALCOAT**  
**STRIPE**

## DESCRIPTION OF WORK TO BE PERFORMED:

### SEALCOATING:

- Power edge grass along both sides of asphalt creating a neat and manicured finish (if applicable).
- High power blowers and rotating gas powered sweepers remove dirt and debris from asphalt surface prior to the application of Seal King sealer.
- Oil Spots are lightly scuffed and treated with a special oil primer ensuring a good adhesive sealer bond over fresh oil.
- Furnish and apply a heavy duty coat(s) of Seal King professional grade sealer.
- Sealer will be applied using professional applications tools and equipment.

<b>SQ FT</b>	<b>181000</b>
--------------	---------------

**BRONZE**

<b>\$30,770.00</b>
Perimeter brushed then overlapping spray application

**SILVER**

<b>\$34,390.00</b>
Perimeter brushed then overlapping application followed by second coat full spray application

**GOLD**

<b>\$39,639.00</b>
Perimeter brushed then full brush application followed by second coat full spray application

### HOT CRACKFILLING:

**ROUTED:** All pavement cracks 1/4" and larger will be routed 3/4" wide/deep, cleaned of debris and filled with hot 400 degree professional crackfiller.

**NON-ROUTED:** All pavement cracks 1/4" and larger will be cleaned of debris and filled with hot 400 degree professional crackfiller.

**HOT CRACKFILLING PRICE:**

**NON-ROUTE**

Pallet of rubber	<b>\$6,750.00</b>
------------------	-------------------

**ROUTE**

800 linear ft	<b>Included</b>
---------------	-----------------

### HOT ASPHALT REPAIR:

Hot asphalt repairs using federally spec asphalt, apron repairs and patching.

**ASPHALT REPAIR:**

<b>X</b>
----------

**STRIPING:**

<b>\$4,300.00</b>
-------------------

	<b>BRONZE</b>	<b>SILVER</b>	<b>GOLD</b>
<b>TOTAL COST:</b>	<b>\$41,820.00</b>	<b>\$45,440.00</b>	<b>\$50,689.00</b>

**THE SEAL KING DIFFERENCE:**

**→ HIGH PERFORMANCE PRODUCTS**

Liquid asphalt sealers in conjunction with high performance polymer additives and silica sand give our material the durability to stand up to extreme climate conditions. Our crackfillers are premium hot rubber material preventing water penetration that can cause heaving and shifting asphalt.

**→ PROPER MIXING EQUIPMENT AND FACILITIES**

Seal King stores 6,000 gallons of liquid asphalt sealer which is then pumped into a 1,000 gallon full-sweep agitator tank. Silica sand, high performance additives and water are blended together. Liquid meters calculate the exact amount of each ingredient. All products are stored in our climate-controlled warehouse.

**CONDITION OF SALE:**

1. THE TOTAL CONTRACT SHALL BE PAID UPON COMPLETION. THANK YOU.
2. Any balance unpaid after 30 days is subject to a finance charge of 18% per annum (1.5% per month).
3. This contract shall be completed with reasonable promptness by the Contractor, but the Contractor shall not be responsible for delays or failure in completion, caused by weather unfavorable to carrying out work involved, fire, explosion, failure of equipment, strikes, differences with workmen, compliance with orders of a government agency, interruption in delivery of materials, or from any cause beyond his reasonable control.
4. The contract price does include taxes (no extra charges).
5. The Contractor shall indemnify the Owner from all claims because of any damages sustained by any person or property on account of the operations of the Contractor in carrying out this contract.
6. This contract contains the entire agreement between the parties. There are no oral promises, agreements, or warranties affecting it. Any alteration or deviation from the above quantities and specifications or other changes in the contract must be made in writing, and executed by authorized representatives of the parties.

**THE SEAL KING GUARANTEE:**

*Choosing Seal King ensures you will receive the highest quality products and professional service. If for any reason you are not satisfied with your Seal King application, call us before the end of the season and we will correct the problem at no extra cost to you!*

We Accept



Estimate valid for  
30 days

ACCEPTED (Owner)

SEAL KING (Contractor)

BY (Signature of Authorized Representative)

DATE ACCEPTED

BY (Signature of Authorized Representative)

(TITLE)

PRESIDENT (TITLE)



# PROPOSAL

INVOICE #: Proposal Only

DATE: 4/21/2022

MAILING Aerus  
INFO

[3148 London Road](#)

Eau Claire, WI. 54701

[715-8282715](#)

Le Sueur Henderson School ISD#2397

BILL TO c/o Todd Vrklan

901 Ferry Street

Le Sueur, MN. 56058

507-665-5800

DESCRIPTION	AMOUNT
30 Beyond Guardian Air Purifiers @ \$1,400 per (reflects MASMS discount pricing)	\$42,000.00
60 Guardian Air filters @ \$95 per	\$5,700.00
30 U.V Active Pure bulbs @ \$32 per	\$960.00
Filters and bulbs represent 2 years of necessary maintenance parts	
Shipping	No Charge

Pricing includes all shipping/delivery and set up of units at all school buildings.

Equipment would be available approximately 10 days from order date

Equipment comes with 5 year unlimited warranty

SUBTOTAL \$48,660.00

TAX RATE 0.000%

TAX \$48,660.00

**Thank You For Your Business!**

**TOTAL \$48,660.00**

Make all checks payable to:

**Aerus**

**Project:**

Hill Top Elementary School -Combi  
Oven  
Attn. Todd Vrklan 612-756-2314  
700 South Street  
Henderson, MN

**From:**

Boelter LLC  
Todd Olson  
7120 Northland Terrace N  
Minneapolis, MN 55428-1573  
763.450.2939 (Contact)

The Boelter team is dedicated to keeping you informed as global circumstances change and impact the supply chain industry. The Foodservice and supply chain have been adversely affected by escalating raw material costs, availability, delayed lead-times, labor and a significant rise in freight costs. Due to the current supply chain shortages and market volatility **prices are subject to change without notice**. All of us at Boelter appreciate your business and will continue to provide you with quality products and services.

Standard Terms

Item	Qty	Description	Sell	Sell Total
1	1 ea	<b>COMBI OVEN, ELECTRIC</b> UNOX Model No. XAVC-06FS-EPRM ChefTop MIND.Maps™ Plus Combi Oven, electric, countertop, (6) 18" x 26" full size sheet or (12) hotel size pan capacity, MIND.Maps™ technology, programmable menu, 2-11/16" shelf spacing, glass door, right-to-left door opening, stainless steel interior & exterior, WIFI/USB for data transfer to HACCP software, 19kW, 47 amps, cMETus, NSF, ENERGY STAR® (cooking chamber built from 316L stainless steel), The water line to connect from oven to 3/4" mpt water connection with in three feet of water placement is included.	\$11,142.74	\$11,142.74
	1 ea	2 Year parts and 1 year labor warranty standard		
	1 ea	UNOX.LONG LIFE4, extended warranty with certified installation (Pricing based on a 50 mile radius from installer, Additional charges may apply). UNOX Long.Life4 program includes the following, which remains subject to UNOX, Inc. Terms and conditions: 1.) Extended Warranty providing a 4yr/10,000 ON hours parts/1 yr labor warranty. Oven must be connected to the internet via Ethernet cable or WIFI and must remain accessible for remote login by UNOX. 2) Pre-installation site inspection by an UNOX Certified Service Agent of the site where the UNOX equipment will be installed; Follow-up instructions advising customer of any additional material needed for site preparation required prior to installation; Assembly, setting and leveling of the	\$1,534.00	\$1,534.00



Item	Qty	Description	Sell	Sell Total
		UNOX equipment & Final Hook-up by Certified UNOX Service Agent. (1st 1011, 06FS, 10FS)		
1 ea		XUC003 Installation Kit for ChefTop MIND.Maps™ Plus, includes water drain fittings & U-trap, for single ovens (Installation kit parts are included in stacking kit)	\$210.30	\$210.30
1 ea		XAVHC-HCFS Ventless Hood for ChefTop MIND.Maps™ Plus, (WxDXH) 33-7/8" x 45 1/16" x 9 7/16", 4 3/4" exhaust chimney diameter, includes (1) 1-1/2m hose & (2) hose clamps, 0.1kW, 208-240v/60/1-ph, for models XAVC-10FS-EPLM, XAVC-10FS-EPRM, XAVC-10FS-HPLM, XAVC-10FS-HPRM, XAVC-06FS-EPLM, XAVC-06FS-EPRM, XAVC-06FS-HPLM, XAVC-06FS-HPRM. UL, NSF ("Reduces smoke, odors, grease latent vapors and lowers exhaust temperatures. Does not replace Type II exhaust hoods. Adhere to local codes")	\$1,977.44	\$1,977.44
1 ea		Ventless hood installation - must be purchased with corresponding unit LONG.Life4 and installation must take place at same time as unit installation. (Pricing based on a 60 mile radius from installer, Additional charges may apply). (NET)	\$236.00	\$236.00
1 ea		It is the sole responsibility of the owner/operator/purchaser of this equipment to verify that the incoming water supply is comprehensively tested (Free Chlorine, Chloramine, TDS (Total Dissolved Solids), Silica, pH, TH (Total Hardness), Chlorides & Alkalinity) & if required, provide a means of water treatment that would meet the minimum requirements of the manufacturer's water quality standards as outlined on the product spec sheet. Non-compliance with these minimum standards will potentially damage this equipment and/or components & VOID the original equipment manufacturer's warranty		
1 ea		UX170-52080A QT1+CR, QT Water Filter System, dual, (1) 10" CTO-Q10 cartridge & (1) 15" CTO-QCR cartridge, 20,000 gallon capacity, 2.5 gpm flow rate, reduces chlorine, taste & odor - 6,000 gallon capacity, 0.5 gpm, reduces chloramine, 0.5 micron particulate. *Standard OptiPure® Limited Warranty of Physical Quality*	\$470.82	\$470.82
1 ea		Water Filter installation - must be purchased with corresponding unit LONG.Life4 and installation must take place at same time as unit installation (NOTE: Installation can only be purchased when the Water Filtration is also purchased from UNOX) (NET)	\$137.32	\$137.32
1 ea		DB1018A0 UNOX Detergent & Rinse Eco, (10) 1 liter tanks, double concentrate, phosphate free, cleaning chemicals for Rotor. Klean™	\$105.73	\$105.73
1 ea		XWARC-07EF-H High Open Stand for ChefTop MIND.Maps™ Plus, includes lateral supports, for XAVC-10FS & XAVC-06FS models (WxDxH) 33 3/16" x 28 1/8" x 29 5/8"	\$772.30	\$772.30
1 ea		XUC010 Casters Kit for ChefTop MIND.Maps™ Plus, with safety chains, (2) casters with & (2) without brakes, for models XWARC-00EF-L/F/M/H, XWAEC-08EF, XWVEC-0811, XWVRC-0011-F/M/H	\$246.00	\$246.00
6 ea		GRP560 CHROMO.GRID, 18"x26", stainless steel	\$73.76	\$442.56

Item	Qty	Description	Sell	Sell Total
	1 ea	PREMIER FREIGHT, DELIVERY, SET IN PLACE Freight, Delivery, Set in place (plumbing, electrical, HVAC, fire protection - By Others)	\$1,612.00	\$1,612.00
			<b>ITEM TOTAL:</b>	<b>\$18,887.21</b>
			Merchandise	\$18,887.21
			Total	\$18,887.21

Above pricing is good for 15 days from quotation date.

50% down payment at time of order.

50% due upon job completion.

Permits, plan review fees, health department review, and inspections fees are not included.

Premier extends the same warranties on the equipment quoted above as are extended to Premier by the manufacturer. All warranty information is available at the principal offices of Premier.

Sales tax as listed above is based on current tax rates and codes. If there are changes to the tax rate and/or tax code, sales tax on the final invoice will be based on the prevailing rate at the time the project is completed, regardless of when the contract was signed. Premier is not liable for legislative changes that affect sales tax.

It is Premier's policy with an order this size to require 50% of the total as a down payment, with the balance due upon delivery of the equipment. Please sign below as acceptance of this proposal and return to Premier. Product will be ordered upon receipt of paperwork and down payment check. Estimated delivery time is 4 to 6 weeks from receipt of paperwork. Person signing this acceptance acknowledges that they have authority to enter into this agreement and purchase equipment on behalf of the company.

Company hereby grants to Boelter Companies, Inc. and its affiliates a security interest in all goods sold pursuant to this agreement to secure the payment and performance of its obligations hereunder.

NAME OF COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Sincerely,

Todd Olson  
Boelter.premier

Above quote does not include construction, plumbing, electrical, HVAC, Fire Protection, applicable sales tax, Items are always subject to local codes and health department approval.



# XAVC-06FS-EPRM

Project \_\_\_\_\_

Item \_\_\_\_\_

Quantity \_\_\_\_\_

Date \_\_\_\_\_

Model  
**CHEFTOP MIND.Maps™ PLUS  
 COUNTERTOP**

- Convection oven
- Electric
- 6 trays 18"x26"
- Hinged left (right hand door)
- 9.5" Touch control panel



## DESCRIPTION

Technologically advanced combi oven for gastronomy cooking processes (dehydrating, steaming, low temperature cooking, sous vide cooking, roasting, grilling, pan frying, regeneration and plate regeneration) and for fresh or frozen baking process thanks to CLIMALUX™, STEAM.Maxi™, DRY.Maxi™ and AIR.Maxi™ technologies. Automatic management of cooking processes (CHEFUNOX) assisted by UNOX Intelligent Performance artificial intelligence which guarantees perfect results and repeatability for any load size.

## STANDARD COOKING FEATURES

### Programs

- 1000+ Programs
- **CHEFUNOX**: choose something to cook from the library and the oven will automatically set all the parameters
- **MULTI.TIME**: manages up to 10 cooking processes at the same time
- **MISE.EN.PLACE**: synchronises the insertion of pans so that all the dishes are ready at the same time
- **MIND.Maps™**: draw the cooking processes directly on the display
- **READY.COOK**: ready to use settings for a quick start

### Manual cooking

- **Temperature**: 86 °F – 500 °F
- Up to 9 cooking steps
- **CLIMA.Control**: humidity or dry air set by 10%
- Delta T cooking with core probe
- **MULTI.Point** core probe
- **SOUS-VIDE** core probe

## STANDARD TECHNICAL FEATURES

- **ROTOR.Klean™**: automatic washing system
- Automatic special washing behind the fan guard
- Cooking chamber in high-resistance AISI 304 stainless steel with rounded edges
- Triple glass
- Cooking chamber lighting through LED lights embedded in the door
- Tray supports with anti-tipping system
- Drip collection system integrated in the door and functional even with the door open
- 4-speed fan system and high-performance circular resistance
- Integrated DET&Rinse™ detergent container
- Integrated Wi-Fi
- **Wi-Fi / USB data**: download/upload HACCP data
- **Wi-Fi / USB data**: download/upload programs

## ADVANCED AND AUTOMATIC COOKING FEATURES

### Data Driven Cooking

- Control and monitor the operating conditions of your ovens in real-time, create and share new recipes. The AI transforms the consumption data into useful information in order to increase your daily profit. Create, understand, improve

### Unox Intelligent Performance

- **ADAPTIVE.Cooking™**: automatically regulates the cooking parameters to ensure repeatable results
- **CLIMALUX™**: total control of the humidity in the cooking chamber
- **SMART.Preheating**: sets automatically the temperature and the duration of the preheating
- **AUTO.Soft**: manages the heat rise to make it more delicate
- **SENSE.Klean**: estimates how dirty the oven is and suggests appropriate automatic cleaning

### Unox Intensive Cooking

- **DRY.Maxi™**: rapidly extracts the humidity from the cooking chamber
- **STEAM.Maxi™**: produces saturated steam
- **AIR.Maxi™**: manage fans auto-reverse and pulse function
- **PRESSURE.Steam**: increases the saturation and temperature of steam

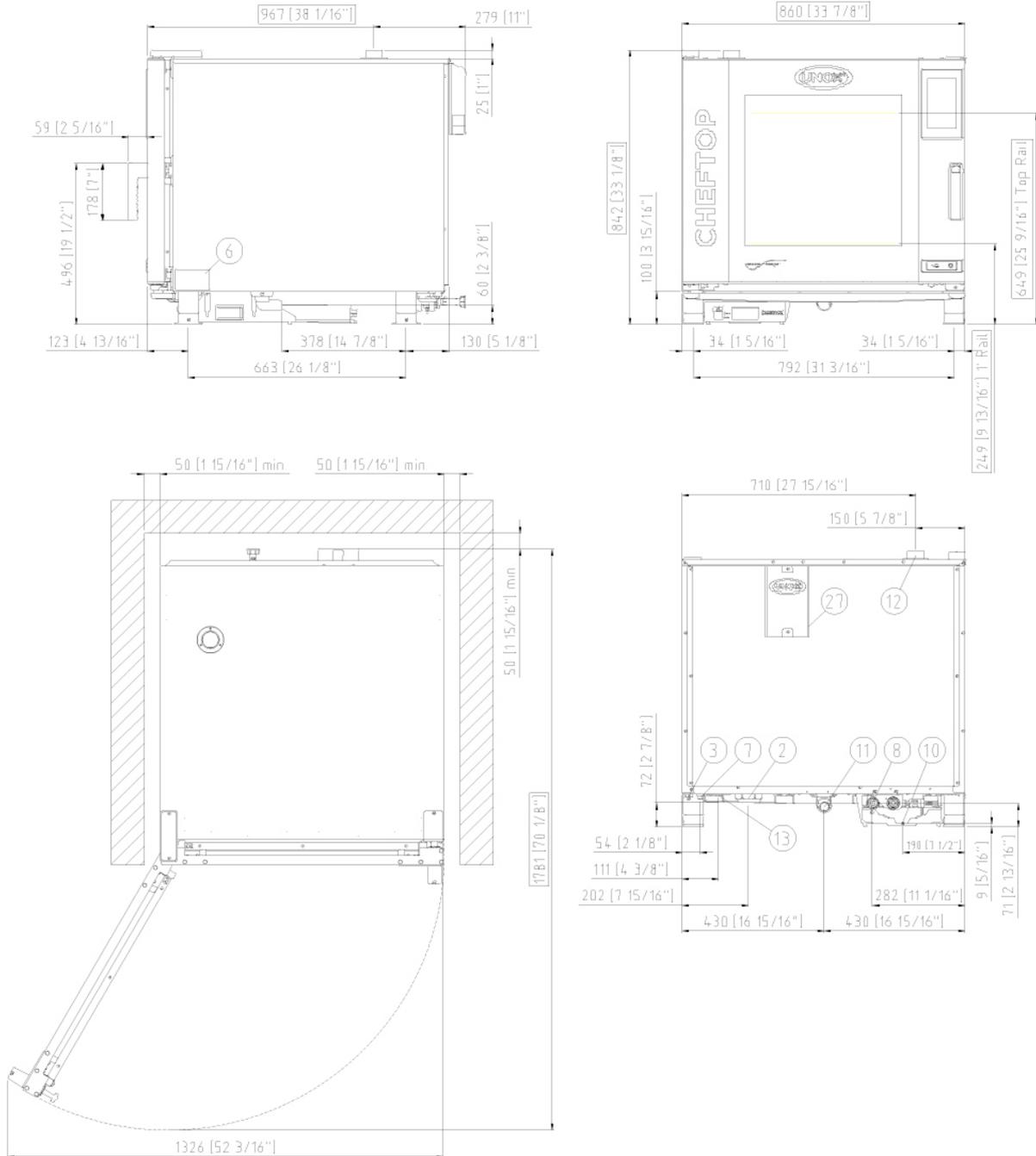
## APP & WEB SERVICES

- Data Driven Cooking app & webapp
- Top Training app
- Combi guru app





# XAVC-06FS-EPRM



## DIMENSIONS AND WEIGHT

Width	33-7/8" (860 mm)
Depth	38-1/16" (967 mm)
Height	33-1/8" (842 mm)
Net Weight	247 lbs (112 kg)
Pan spacing	3-1/8" (80 mm)

## CONNECTION POSITIONS

12	Hot fumes exhaust chimney	3	Unipotential terminal
11	Cavity drain pipe	2	Terminal board power supply
10	Rotor:KLEAN™ connection	6	Technical data plate
8	3/4" Thread water inlet	27	Cooling air outlet
7	Safety thermostat	13	Accessories connection



# XAVC-06FS-EPRM

Power and gas supply

Water connections

Installation requirements

Accessories

## POWER SUPPLY

### STANDARD

Voltage	240 V
Phase	~3PH+PE
Frequency	60 Hz
Total power	14,5-19 kW
Maximum Amp Draw	47 A
Required breaker size	60 A
Power cable requirement	Cu 90°C 4 4
Cord diameter	28 mm
Plug	NOT INCLUDED

### OPTION A

Voltage	208 V
Phase	~3PH+PE
Frequency	60 Hz
Total power	14,5-19 kW
Maximum Amp Draw	44 A
Required breaker size	50 A
Power cable requirement	Cu 90°C 4 4
Cord diameter	28 mm
Plug	NOT INCLUDED

## WATER SUPPLY

USING A WATER SUPPLY NOT MEETING UNOX'S MINIMUM WATER QUALITY STANDARDS WILL VOID ANY WARRANTY.

It is the responsibility of the purchaser to ensure that the incoming water supply is compliant with the specifications listed through adequate treatment measures.

Line pressure:	Drinking water inlet: 3/4" NPT*, line pressure: 22 to 87 psi; 1.5 to 6 Bar (29 psi; 2 Bar recommended)
----------------	--

### Inflow water specifications

Free chlorine	≤ 0.1 ppm
Chloramine	≤ 0.1 ppm
pH	7 - 8.5
TDS	≤ 125 ppm
Electrical conductivity	≤ 1000 µS/cm

### Steam circuit: inflow water specifications

Total hardness (TH)	≤ 8 °dH (142 ppm)
Chlorides	≤ 25 ppm

To avoid the formation of limescale the incoming water must have total hardness ≤ 8°dH (142 ppm).

### Wash circuit: inflow water specifications

Total hardness (TH)	≤ 30 °dH (534 ppm)
Chlorides	≤ 120 ppm

## ACCESSORIES

- **Ventless hood:** steam condensing hood
- **SMART.Drain:** its functioning is based on a special two-way valve that collects any fat and cooking liquids created during the cooking program and drains them into a tank
- **LIEVOX:** equipped with capable sensors to control and intervene automatically on the leavening process
- **Neutral cabinet:** recommended solution to optimize your kitchen layout and always have everything in the right place
- **Stand:** the multifunctional support ideal for storing trays safely and place your oven at the perfect height to work
- **Cooking Essentials:** special trays
- **DET&Rinse™ PLUS:** cleaning and rinse agents to combine maximum cleanliness with minimum consumption and long life for your oven
- **DET&Rinse™ ECO:** eco formula for daily cleaning and the utmost respect for the environment. Ideal for mild level of dirt.
- **DET&Rinse™ ULTRA:** ultra strong detergent for high level of dirt, recommended for poultry and meat fats
- **PURE:** the filter reduces the carbonate hardness in water, thus avoiding scale deposits inside the oven cooking chamber
- Ethernet connection kit

## INSTALLATION REQUIREMENTS

Installations must comply with all local electrical systems, particularly as for minimum wire gauge required for field connection, hydraulic and ventilation supply. Exhaust and fume analysis must be performed in case of gas ovens.

Register to access data and product specifications  
[infonet.unox.com](http://infonet.unox.com)





# Certified Installation Program

For U.S.A. and Canada

INVENTIVE SIMPLIFICATION

## Let UNOX simplify your CHEFTOP MIND.Maps™ installation!



### Site Inspection

*Finalizes details to ensure location is set for installation day.*



### Installation

*Manufacturer Approved Installer gets the job done right.*



### Professional Start-up

*Manufactured approved installer ensures proper operation.*

### UNOX INSTALLATION INCLUDES:

- Travel within a 50-mile radius (100 miles round trip) of the UNOX approved installer (two trips).
- Pre-installation site inspection\*.
- Assembly of unit and UNOX accessories.
- Placement and leveling of unit.
- Connection to utilities within 3 feet of final unit placement.
- Mechanical / Electrical start up and unit calibration.
- Operational / Functional Test.

\* Note: In the event that the installation visit or Pre-installation Site visit is aborted due to "site not ready", the customer will be responsible to pay the UNOX authorized service agent directly for any additional labor and travel charges required for additional visits.

### STANDARD PRICING DOES NOT INCLUDE:

- Overtime travel or labor.
- Additional visits from the installer.
- Delivery of equipment: Unit must be within 5 feet and have clear and unobstructed path to final installation location.
- Removal of packing material and/or old equipment.
- Special licensing or permits.
- Water testing.
- Gas Line or Power cable for Electric units.

### CERTIFIED INSTALLATION PRICING:

- See current UNOX price list.

### UNOX INSTALLATION REQUIREMENTS:

- Installation includes connection to existing utilities, detailed on page 2, within 3 feet of final unit placement.
- It is the customers responsibility to ensure that all utility connections meet local codes.
- Flexible gas line, power cable (electric units), and other site specific installation items must be purchased / provided by the customer.
- Installation sites not conforming to required gas, electric, water, and drain connections may incur additional charges.
- Appliance must be installed in areas dedicated and conforming to commercial cooking; having adequate air ventilation; complying with local codes and laws; protected against the weather; with temperatures between 41 °F to 104 °F; having a maximum humidity of 70%.
- For complete installation requirements, see current version UNOX installation manual or contact UNOX at **(800) 489-8669**.

**INSTALLATION LOCATION**

- Oven must have at least 2 inches on all sides from any wall or other surface. There must be a minimum of 18 inches from any external heat source on the sides and 27 ½ inches to the rear or have an adequate heat shield. Unit should be installed on a level surface where the door can open freely.
- Full access to rear of unit required for installation and performance of maintenance work. Units with insufficient access to rear of unit must be moveable and installed with flexible connections that allow unit to be pulled forward while still connected to gas, electric, and water.

**ELECTRIC OVENS**

- An independent fused power supply required for each unit. Installer will connect customer provided power cable to UNOX oven or between fused disconnect / junction box an UNOX oven.

**GAS OVENS**

- 3/4" NPT connection and 3/4" flexible commercial gas line provided by customer.
- Use of 115/120 volt GFCI / RCD outlet is not advisable as random and/or nuisance trips of power circuit will likely result.

**UNIT DIMENSIONS AND REQUIRED POWER SUPPLY**

Cheftop MIND. Maps	Unit Width	Unit Depth	Unit Height	Unit Weight	Electrical Requirement	Breaker / Fuse Requirement**	Power Cable*** Wire Size AWG , copper, 90°C (Not Included with Electric Ovens)
XACC-0513-EP*	21 1/16"	33 15/16"	25 35/64"	110 lbs	208 – 240V 3PH 208 – 240V 1PH	25 A 35 A	10 AWG / 4 Wire 8 AWG / 3 Wire
XAVC-0511-MP*	29 9/16"	30 7/16"	26 5/8"	154 lbs	208 – 240V 1PH	30 A	10 AWG / 3 Wire
XAVC-0511-EP*	29 9/16"	30 7/16"	26 5/8"	154 lbs	208 – 240V 3PH 208 – 240V 1PH	25 A 35 A	10 AWG / 4 Wire 8 AWG / 3 Wire
XAVC-0511-GP*	29 9/16"	30 7/16"	26 5/8"	194 lbs	120V 1PH	15 A	14 AWG / NEMA 5-20P
XAVC-1011-EP*	29 9/16"	30 7/16"	39 13/16"	209 lbs	208 – 240V 3PH	50 A	8 AWG / 4 Wire
XAVC-1011-GP*	29 9/16"	30 7/16"	39 13/16"	254 lbs	120V 1PH	15 A	14 AWG / NEMA 5-20P
XAVC-06FS-EP*	33 7/8"	37 11/16"	33 1/4"	220 lbs	208 – 240V 3PH	60 A	6 AWG / 4 Wire
XAVC-06FS-HP*	33 7/8"	37 11/16"	33 1/4"	236 lbs	440 – 480V 3PH	35 A	10 AWG / 4 Wire
XAVC-06FS-GP*	33 7/8"	37 11/16"	33 1/4"	254 lbs	120V 1PH	15 A	14 AWG / NEMA 5-20P
XAVC-10FS-EP*	33 7/8"	37 11/16"	45 13/16"	287 lbs	208 – 240V 3PH	90 A	4 AWG / 4 Wire
XAVC-10FS-HP*	33 7/8"	37 11/16"	45 13/16"	302 lbs	440 – 480V 3PH	60 A	6 AWG / 4 Wire
XAVC-10FS-GP*	33 7/8"	37 11/16"	45 13/16"	335 lbs	120V 1PH	15 A	14 AWG / NEMA 5-20P
XAVC-16FS-EP*	34 3/4"	41 1/8"	73 1/2"	408 lbs	208 – 240V 3PH	150 A	1 AWG / 4 Wire
XAVC-16FS-HP*	34 3/4"	41 1/8"	73 1/2"	408 lbs	440 – 480V 3PH	90 A	4 AWG / 4 Wire
XAVC-16FS-GP*	34 3/4"	41 1/8"	73 1/2"	485 lbs	120V 1PH	25 A	14 AWG / NEMA 5-20P
XACHC-HC13	21 1/16"	40 1/16"	13 ½"	44 lbs	208-240 1PH	15 A	14 AWG / NEMA 6-15P
XAVHC-HC11	29 ½"	37 5/8"	9 7/16"	55 lbs	208-240 1PH	15 A	14 AWG / NEMA 6-15P
XAVHC-HCFS	34 3/16"	45 1/16"	9 7/16"	55 lbs	208-240 1PH	15 A	14 AWG / NEMA 6-15P
XAVHC-HCFL	21 1/16"	45 5/8"	9 7/16"	44 lbs	208-240 1PH	15 A	14 AWG / NEMA 6-15P
XAVPC-12FS-C	33 15/16"	35" 3/64"	30"	90 lbs	208-240 1PH	15 A	14 AWG / NEMA 6-15P

\* "R" for right-hand opening "L" for left-hand opening

\*\* Recommended size. Always refer to the NEC, state and local codes

\*\*\* Minimum wire gauge required for field connection, ALWAYS OBSERVE LOCAL ORDINANCES

**WATER CONNECTION**

- ¾" MPT connection located within 3 feet of unit placement.
- Water supply must meet quality requirements outlined in UNOX specification document for equipment being installed.
- Water test not included as part of installation and is the responsibility of the customer.

**SUPPLY**

Line pressure:	Drinking water inlet: 3/4" NPT*, line pressure: 21 to 87 psi; 1.5 to 6 Bar
Connection	cold water

**INFLOW WATER SPECIFICATIONS**

Free chlorine	≤ 0.1 ppm
Chloramine	0.1 ppm
TDS	≤ 125 ppm
Silica	≤ 12 ppm
pH	7 ÷ 8.5

**STEAM CIRCUIT: INFLOW WATER SPECIFICATIONS**

Total hardness (TH)	≤ 8 °d
Chlorides	≤ 25 ppm
Alkalinity	≤ 150 ppm as CaCO <sub>3</sub>

**DRAIN**

- UNOX units have a 1 1/8" diameter discharge pipe. Floor drain (not under unit) and/or high temp drain line with 2 1/2" cup allowing for a 1" air gap required within 3 feet of unit placement.

**INTERNET CONNECTION**

- UNOX ovens provided with standard ethernet connection, Wi-Fi available as an option. LongLife4 extended warranty requires that the unit must be connected to the internet and remain accessible by UNOX for warranty purposes.



INVENTIVE SIMPLIFICATION

Project \_\_\_\_\_

Item \_\_\_\_\_

Quantity \_\_\_\_\_

Date \_\_\_\_\_

# XAVHC-HCFS

XAVHC-HCFS

## MODEL

### CHEFTOP MIND.Maps™ PLUS

- VENTLESS HOODS
- Steam condenser
- Electric



## DESCRIPTION

The UNOX steam condensing hood is an ideal solution for installing your CHEFTOP MIND.Maps™ PLUS oven in any point of your kitchen.

Within the hood a self-cleaning filter removes odors and latent heat from the fumes that are expelled through the oven chimney, without the need for maintenance or cleaning work on the filter.

Choosing a UNOX ventless hood is an investment that will save you money.

It allows you to install your CHEFTOP MIND.Maps™ PLUS even without\* a ceiling canopy, or to prefilter the fumes and reduce maintenance on the centralized extraction system.

## WATER CONNECTION

### SUPPLY

USING A WATER SUPPLY NOT MEETING UNOX'S MINIMUM WATER QUALITY STANDARDS WILL VOID ANY WARRANTY.

It is the responsibility of the purchaser to ensure that the incoming water supply is compliant with the specifications listed through adequate treatment measures.

Line pressure: Drinking water inlet: 3/4" NPT\*, line pressure: 21 to 87 psi; 1.5 to 6 Bar

### INFLOW WATER SPECIFICATIONS

Free chlorine	≤ 0.1 ppm
Chloramine	0.1 ppm
TDS	≤ 125 ppm
Silica	≤ 12 ppm
pH	7 ÷ 8.5

### CLEANING CIRCUIT: INFLOW WATER SPECIFICATIONS

Total hardness (TH)	≤ 15°d
Chlorides	≤ 35 ppm
Alkalinity	≤ 200 ppm as CaCO <sub>3</sub>

## COMPATIBLE OVENS

LEFT	RIGHT
XAVC-10FS-EPL	XAVC-10FS-EPR
XAVC-10FS-HPL	XAVC-10FS-HPR
XAVC-10FS-GPL	XAVC-10FS-GPR
XAVC-06FS-EPL	XAVC-06FS-EPR
XAVC-06FS-HPL	XAVC-06FS-HPR
XAVC-06FS-GPL	XAVC-06FS-GPR

## POWER SUPPLY

### STANDARD

Voltage	208-240 V
Phase	1PH+PE
Cycle	60 Hz
Total power	0.1 kW
Maximum Amp Draw	0.5 A
Required breaker size *	15 A
Power cable requirement	SJTO 3 x AWG14
Cord diameter	0.39"
Plug	NEMA 6-15P

\* Recommended size - observe local ordinances

## INSTALLATION REQUIREMENTS

Installations must conform to all local electrical systems, specifically Minimum wire gauge required for field connection, hydraulic and ventilation codes.

Register to access data and product specifications  
[infonet.unox.com](http://infonet.unox.com)



With additional EPA 202 test according to UL710B Section 59



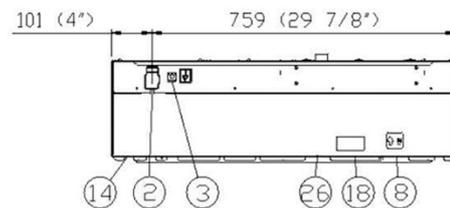
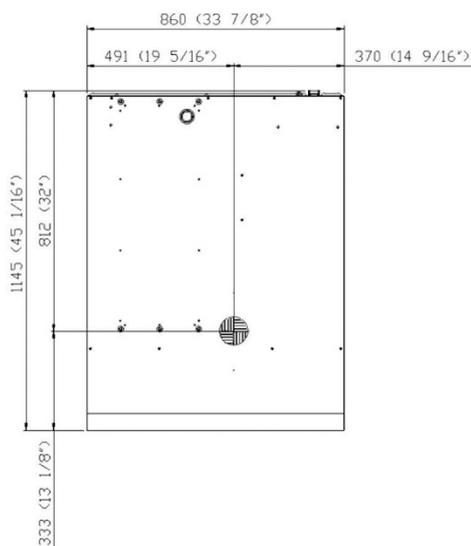
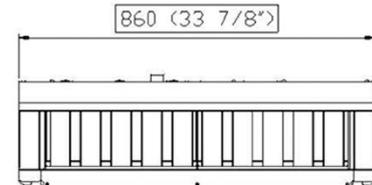
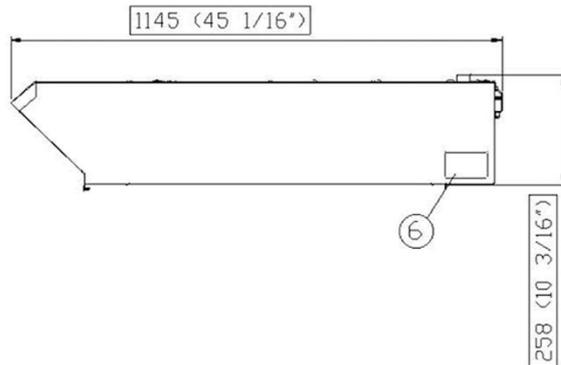


INVENTIVE SIMPLIFICATION

# XAVHC-HCFS

Views  
Dimensions and Weights

XAVHC-HCFS



### DIMENSIONS AND WEIGHT

Width	33" 7/8 (860 mm)
Depth	45" 1/16 (1145 mm)
Height	10" 3/16 (258 mm)
Net Weight	55.11 lbs (25 Kg)

### CONNECTION POSITIONS

2	Terminal board power supply
3	Unipotential terminal
6	Technical data plate
8	Thread water inlet
12	Hot fumes exhaust chimney
14	Oven connection cable
18	Hot fumes inlet
26	Condensate drain

**CharacterStrong**  
 4227 S MERIDIAN STE C, #320  
 PUYALLUP, WA  
 billing@characterstrong.com  
 characterstrong.com



# Estimate

**ADDRESS**

Teri Burdorf  
 Le Sueur-Henderson School  
 District  
 115 1/2 N 5th Street Suite  
 200  
 Le Sueur, MN 56058-1849  
 US

**SHIP TO**

Teri Burdorf  
 Le Sueur-Henderson  
 School District  
 115 1/2 N 5th Street Suite  
 200  
 Le Sueur, MN 56058-1849  
 US

**ESTIMATE #** 6439

**DATE** 03/10/2022

PRODUCT/SERVICE	QTY	RATE	AMOUNT
<b>MS SEL Lessons</b> 35 SEL and Character development lessons per grade level, 6th through 8th.	1	3,999.00	3,999.00
<b>Curriculum Discount</b> 20% Off	1	-799.80	-799.80
<b>HS SEL Lessons</b> 25 SEL and Character development lessons per grade level, 9th through 12th.	1	3,999.00	3,999.00
<b>Curriculum Discount</b> 20% Off	1	-799.80	-799.80
<b>CS Gym</b> CharacterStrong Gym	1	499.00	499.00
<b>Virt. 2-3 Hours, Elem, L1</b> Elementary Level 1, Foundations of School Culture Professional Development. Setting: Virtual, Duration: 2-3 Hours	1	2,000.00	2,000.00
<b>Sales Tax</b> Sales Tax calculated by AvaTax on Fri 11 Mar 15:58:47 UTC 2022	1	0.00	0.00

Annual renewal of \$699 total for 6-12th grade school.

**TOTAL**

**\$8,897.40**

Please mail all contracts, purchase orders, and payments to:

CharacterStrong, LLC  
 4227 S. Meridian STE C #320  
 Puyallup, WA 98373

EIN: 81-4174372  
 UBI: 604-043-554

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

Invoice	ANNUAL037494
Date	5/13/2022
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	
916	916	0027	License: SIS (7/22-6/23)	\$6.00	\$5,496.00	
916	916	0028	License: Food Service (7/22-6/23)	\$2.00	\$1,832.00	
916	916	0006	Cloud Application Hosting: (7/22-6/23)	\$0.75	\$687.00	
1	1	0086	Campus Passport (7/22-6/23)	\$1,000.00	\$1,000.00	
1.00	1.00	100	Custom Reports Annual Fee: Destiny Extract- Case 593067 (7/22-6/23)	\$30.00	\$30.00	
1.00	1.00	100	Custom Reports Annual Fee: School Pay Extract- Case 1177131 (7/22-6/23)	\$100.00	\$100.00	
1.00	1.00	0055	Apply Credit 2825- Hosting Move for 7/20-6/21	(\$992.00)	(\$992.00)	
1.00	1.00	0055	Apply Credit 2952- Cancelled Messenger Refund for 8/21-6/22	(\$796.95)	(\$796.95)	
				<b>Subtotal</b>	\$7,356.05	
				<b>Tax</b>	\$0.00	
				<b>Total</b>	\$7,356.05	

If you would like to pay this invoice and future ones by ACH please e-mail [accountspayable@infinitecampus.com](mailto:accountspayable@infinitecampus.com)

# INVOICE



Apptegy, Inc.  
2201 Brookwood Dr. STE 115  
Little Rock, AR 72202

**BILL TO** **Le Sueur-Henderson Public Schools, Minnesota**  
115 1/2 North 5th Street  
Le Sueur, Minnesota 56058

**TERMS: Net 30**

INVOICE NUMBER	INVOICE DATE	DUE DATE
Contract Invoice-INV-08260	07/01/2022	07/31/2022

DESCRIPTION	QTY	UNIT PRICE	LINE TOTAL
Thrillshare	1	8650	\$8,650.00

<b>SUBTOTAL</b>	<b>\$8,650.00</b>
<b>TOTAL</b>	<b>\$8,650.00</b>

For billing inquiries, please contact:  
Wanda McLeod  
wanda.mcleod@apptegy.com

# Le Sueur- Henderson Public Schools

**Bid Recommendation**

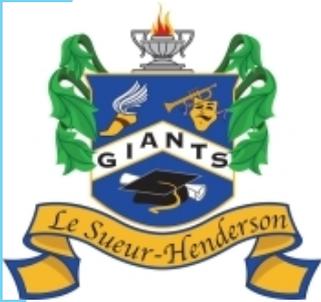
**Monday, June 6<sup>th</sup> , 2022**



# Le Sueur-Henderson Public Schools Bid Process



- ▶ Food Service Committee assembles and discusses the District's needs from Food Service Contract on February 28, 2022
- ▶ Request for Proposals finalized, legal notices posted, notifications sent to MDE's list of vendors starting April 4, 2022
- ▶ Pre-proposal meeting with interested companies on April 27, 2022
- ▶ Proposals due and opened on May 11, 2022 at 1:00pm
- ▶ Committee recommendation of vendor on June 6th, 2022
- ▶ If approved, draft of contract emailed to MDE for approval



# Le Sueur-Henderson Public Schools Price Proposal

Program	Company's Proposed Fixed Price Per Meal or Equivalent	X	SFA's Estimated Annual Meals or Meal Equivalents- all sites	=	Company's Proposed Cost to SFA-all sites
Breakfast	\$ 2.10		39,302		\$ 82,534.20
Lunch	\$ 3.86		91,516		\$ 353,251.76
A la Carte (lunch	\$ 3.86		5,026		\$ 19,400.00
Milk	\$ 0.35		10,665		\$ 3,732.75
Afterschool Snacks	\$ -		0		\$ -
At-Risk After school meals	\$ -		0		\$ -
Summer (SFSP)	\$ 3.86		4,777		\$ 18,439.22
Company's Proposed Total Cost to SFA:	\$ 477,358.29				

\*SFA - School Food Service Authority

## What's Changed Since Last Year

- ▶ We are going from a Cost Reimbursable pay model to a Fixed price model.





# Le Sueur-Henderson Public Schools

## Recommendation

- Per completion of the Non-Price Criteria evaluation spreadsheet and price proposal, the Food Service Committee has come forward with the recommendation to award the 2022-2023 Food Service Management contract to A'Viands



**Le Sueur-Henderson Public Schools**

**Questions?**



# Le Sueur-Henderson Public Schools

- The Food Service Committee would like to recommend the board award the Food Service Management contract to A'viands.



# Le Sueur- Henderson Public Schools

**Bid Recommendation**

Monday, June 6<sup>th</sup> , 2022

# Le Sueur-Henderson Public Schools Bid Process



- ▶ Food Service Committee assembles and discusses the District's needs from Food Service Contract on February 28, 2022
- ▶ Request for Proposals finalized, legal notices posted, notifications sent to MDE's list of vendors starting April 4, 2022
- ▶ Pre-proposal meeting with interested companies on April 27, 2022
- ▶ Proposals due and opened on May 11, 2022 at 1:00pm
- ▶ Committee recommendation of vendor on June 6th, 2022
- ▶ If approved, draft of contract emailed to MDE for approval



# Le Sueur-Henderson Public Schools Price Proposal

Program	Company's Proposed Fixed Price Per Meal or Equivalent	X	SFA's Estimated Annual Meals or Meal Equivalents- all sites	=	Company's Proposed Cost to SFA-all sites
Breakfast	\$ 2.10		39,302		\$ 82,534.20
Lunch	\$ 3.86		91,516		\$ 353,251.76
A la Carte (lunch	\$ 3.86		5,026		\$ 19,400.00
Milk	\$ 0.35		10,665		\$ 3,732.75
Afterschool Snacks	\$ -		0		\$ -
At-Risk After school meals	\$ -		0		\$ -
Summer (SFSP)	\$ 3.86		4,777		\$ 18,439.22
Company's Proposed Total Cost to SFA:	\$ 477,358.29				

\*SFA - School Food Service Authority

# What's Changed Since Last Year

- ▶ We are going from a Cost Reimbursable pay model to a Fixed price model.





# Le Sueur-Henderson Public Schools

## Recommendation

- Per completion of the Non-Price Criteria evaluation spreadsheet and price proposal, the Food Service Committee has come forward with the recommendation to award the 2022-2023 Food Service Management contract to A'Viands



**Le Sueur-Henderson Public Schools**

**Questions?**



# Le Sueur-Henderson Public Schools

- The Food Service Committee would like to recommend the board award the Food Service Management contract to A'viands.

**Instructions:** Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	Enter Information	District Info.	Enter Information
District Name:	Le Sueur-Henderson Public Schools	Date:	(insert)
District Number:	2397-01	Email:	(insert)
District Contact Name:	(insert)		
Contact Phone #	(insert)		

**Fiscal Year (FY) Ending June 30**

Expenditure Categories	2022 (base Year)	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
------------------------	------------------	------	------	------	------	------	------	------	------	------	------

<b>Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.</b>											
Finance Code	Category (1)										
347	Physical Hazards	\$21,464	\$21,582	\$21,702	\$21,823	\$21,947	\$22,072	\$22,199	\$22,328	\$22,459	\$22,592
349	Other Hazardous Materials	\$7,505	\$4,475	\$7,505	\$4,475	\$7,325	\$7,535	\$4,475	\$4,475	\$4,475	\$4,475
352	Environmental Health and Safety Management	\$15,215	\$14,641	\$14,835	\$15,032	\$15,232	\$15,435	\$15,641	\$16,063	\$16,278	\$16,497
358	Asbestos Removal and Encapsulation	\$3,130	\$3,130	\$3,130	\$3,130	\$3,130	\$3,130	\$3,130	\$3,130	\$3,130	\$3,130
363	Fire Safety	\$39,200	\$39,713	\$40,234	\$40,762	\$41,299	\$42,396	\$42,957	\$43,526	\$44,104	\$44,690
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Health and Safety Capital Projects</b>	<b>\$86,514</b>	<b>\$83,541</b>	<b>\$87,406</b>	<b>\$85,223</b>	<b>\$88,933</b>	<b>\$90,015</b>	<b>\$87,841</b>	<b>\$88,740</b>	<b>\$89,653</b>	<b>\$90,579</b>

<b>Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year</b>											
Finance Code	Category (2)										
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Health and Safety Capital Projects \$100,000 or More</b>	<b>\$0</b>									

<b>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>											
Finance Code	Category (3)										
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>	<b>\$0</b>									

<b>Accessibility</b>											
Finance Code	Category (4)										
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Accessibility Projects</b>	<b>\$0</b>									

<b>Deferred Capital Expenditures and Maintenance Projects</b>											
Finance Code	Category (5)										
368	Building Envelope	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
369	Building Hardware and Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
370	Electrical	\$2,445	\$3,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
380	Mechanical Systems	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
381	Plumbing	\$8,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
382	Professional Services and Salary	\$92,872	\$95,043	\$96,766	\$98,540	\$100,366	\$102,247	\$104,183	\$106,177	\$108,230	\$110,344
383	Roof Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
384	Site Projects	\$48,777	\$41,332	\$39,345	\$39,753	\$34,217	\$31,254	\$31,492	\$28,599	\$25,633	\$22,594
	<b>Total Deferred Capital Expense and Maintenance</b>	<b>\$302,094</b>	<b>\$292,975</b>	<b>\$289,111</b>	<b>\$291,293</b>	<b>\$287,583</b>	<b>\$286,501</b>	<b>\$288,675</b>	<b>\$287,776</b>	<b>\$286,863</b>	<b>\$285,938</b>
	<b>Total Annual 10-Year Plan Expenditures</b>	<b>\$388,608</b>	<b>\$376,516</b>								

<b>Fund Balance Section</b>											
<b>Fund 01</b>											
	Beginning Fund Balance 01-467-XX	\$294,056	\$309,820	\$317,940	\$317,940	\$317,940	\$317,940	\$317,939	\$317,938	\$317,937	\$317,937
	LTFM Fiscal Year Revenue - Levy	\$288,263	\$291,975	\$274,249	\$280,681	\$287,400	\$296,638	\$296,633	\$296,638	\$296,645	\$296,647
	LTFM Fiscal Year Revenue - AID if Applicable	\$116,109	\$92,661	\$102,267	\$95,835	\$89,116	\$79,877	\$79,882	\$79,877	\$79,871	\$79,869
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT if applicable - Special Legislation FY 20 and FY 21	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$388,608	\$376,516	\$376,516	\$376,516	\$376,516	\$376,516	\$376,516	\$376,516	\$376,516	\$376,516
	<b>Ending Fiscal Year Fund Balance 01-467-XX</b>	<b>\$309,820</b>	<b>\$317,940</b>	<b>\$317,940</b>	<b>\$317,940</b>	<b>\$317,940</b>	<b>\$317,939</b>	<b>\$317,938</b>	<b>\$317,937</b>	<b>\$317,937</b>	<b>\$317,937</b>

<b>Fund 06</b>											
	Beginning Fund Balance 06-467-XX	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Bonded Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Other Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Ending Fiscal Year Fund Balance 06-467-XX</b>	<b>\$0</b>									

End of worksheet

## Long-Term Facilities Maintenance Expenditure Categories used in the Excel Spreadsheet Template

---

**Category 1: Health and Safety Expenditures by Uniform Financial and Accounting Reporting Standards (UFARS) Finance Codes 347, 349, 352, 358, 363 and 366 (this section excludes project costs of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366).**

projects for Fiscal Year (FY) 2022 and FY 2023. The later years can be a rough estimate. Fiscal 2021 is an estimate of what the **final** UFARS expenditures will be. Once the FY 2021 audited financial data is complete and final UFARS data has been submitted, enter the actual FY 2021 Health and Safety (H&S) expenditures on the Health and Safety Data Submission System. Category 1 excludes projects costing \$100,000 or more for asbestos removal or encapsulation, fire safety, and indoor air quality as they are entered under Category 2 as listed below. Also enter FY 2021, FY 2022 and FY 2023 totals per finance code in the Health and Safety Data Submission on the Minnesota Department of Education (MDE) website (MDE homepage > Districts, Schools and Educators > Business and Finance > Data Submissions, then select the Health and Safety category) so hold harmless revenue calculates properly on the levy.

**Category 2: Health and Safety Expenditures by UFARS Finance Code for Asbestos Removal and Encapsulation, Fire Safety and Indoor Air Quality projects costing \$100,000 or more per Project, per Site, per Year.**

A district enters totals by finance code for individual projects that cost \$100,000 or more per site, per year for asbestos removal and encapsulation, fire safety, or indoor air quality as they generate additional revenue. Also, enter FY 2021, FY 2022 and FY 2023 H&S projects costing \$100,000 or more **on a separate line** in the Health and Safety Data Submission System on the MDE website (the project description should include the site name and whether it is financed by “pay-as-you-go” or bonded dollars).

**Category 3: Remodeling for Approved Voluntary Prekindergarten (VPK) Program**

If the district has an approved VPK program include planned expenditures for remodeling projects.

**Category 4: Americans with Disabilities Act (ADA) Accessibility Projects**

Enter approved project costs to increase accessibility to school facilities. The project shall conform to both the district’s ADA/Section 504 disabled access transition plan and the current ADA Accessibility Guidelines for Buildings and Facilities, as well as applicable state and local building and fire codes.

**Category 5: Deferred Maintenance Projects by UFARS Finance Code.**

Facility deferred maintenance projects are broken into nine finance codes. Each code represents a component grouping of a building designed to ease assignment of a project into the proper code. The code breakdown is also meaningful for comparison of costs among school districts and to the Minnesota legislature to assess school facility costs and the ongoing need for facility funding.

**Fund Balance Section: Fund 01 - General Fund LTFM Project Expenditures and Fund 06 - Building Construction Project Expenditures (LTFM Only - Bonded or \$2 million or more per project/site/year (see transfer guidance).**

To begin, enter previous fiscal year ending fund balances for Fund 01-467-XX in cell C59 and Fund 06-467-XX in cell C69. Beginning and Ending Fund Balances are input/calculated as negative balances = (\$100,000), or as positive balances = \$100,000. Revenues, expenditures and transfer IN and OUT are all entered as positive numbers. The fiscal year ending fund balance calculation formula includes the revenues/transfer IN entries as positive numbers added to the fiscal year beginning fund balance. The fiscal year ending fund balance calculation formula includes the expenditures/transfer OUT entries as negative numbers subtracted from the beginning fiscal year fund balance. For questions in regards to fund balance transfers as authorized in Minnesota Laws 2020, Chapter 116/House File 4415, Article 3, Section 8 and as approved by the Commissioner [Guidance and Requests for Fund Transfers](#)

End of Worksheet

## Additional Documentation

---

### **Category 2 Asbestos Removal and Encapsulation, Fire Safety and Indoor Air Projects \$100,000 or over per Project, per Site, per Year**

For districts with asbestos removal and encapsulation, fire safety and indoor air quality projects costing \$100,000 or more per project, per site, per year for FY 2022 or FY 2023 the ten-year plan includes a narrative describing the scope and cost of the project in greater detail. Individual project approval is required as these projects generate additional revenue.

- a. For **asbestos removal and encapsulation projects**, give a description of the type and amount of asbestos and the scope of the project including an engineer or contractor estimate of the cost -**narrative from contractor/professional engineer**.
- b. For **fire safety projects**, include a project description and an estimate of the cost **from the professional engineer**. If a building permit has been pulled for other school construction projects, the building inspector has jurisdiction over the review of the fire suppression rework, but the State Fire Marshal should be contacted for final review and approval; otherwise, the fire suppression rework requires an order from the state fire marshal, schools division. If replacing a fire alarm system which is inoperable, **submit State Fire Marshal orders to substantiate**.
- c. For **indoor air quality projects**, describe which American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Indoor Air Quality (IAQ) standards are not being met and indicate how the project will result in meeting ASHRAE standards and include an estimate of cost from the project engineer. Also, include a floor plan to reflect classrooms affected and a report listing cubic feet per minute (CFM) ratings - **narrative from professional engineer**.

### **Category 3 Approved Voluntary Prekindergarten (VPK) Program - Remodeling Costs**

For districts with an approved voluntary prekindergarten program under section 124D.151, a narrative describing the project to remodel existing instructional space to accommodate kindergarten instruction. In the narrative, describe the square footage and use of the existing instructional space, changes to be made to the facility, and the final square footage and features of the prekindergarten instructional space, for example, bathroom space, play area, and small group instruction space. This narrative may be the same narrative submitted to MDE as part of the application to obtain approval for the voluntary prekindergarten program under section 124D.151.

### **Category 5 Deferred Maintenance Projects costing \$2,000,000 per Project, per Site, per Year**

For districts with deferred maintenance projects for FY 2022 or FY 2023 costing \$2,000,000 or more per project, per site, per year, a narrative describing each project in greater detail is required. In the narrative, discuss the deferred capital and maintenance criteria that make the project eligible for Long-Term facilities maintenance revenue and the work necessary to prevent further erosion of facilities. Describe the scope of work in sufficient detail to indicate the change in condition of the facility and provide an indication of the improvement to useful life. Indicate the level of deferred maintenance work needed for the facility before and after the project will be completed. Include an architect or consultant cost estimate detailing categories of work and associated cost including an estimate of fees - **narrative from professional engineer/architect**.

End of Worksheet

## Updating the Health and Safety Database

The Minnesota Department of Education (MDE) will continue to use the existing Health and Safety (H&S) database (located on the MDE website under MDE > Districts, Schools and Educators > Business and Finance > Data Submissions, select Health and Safety) to drive levy processing for fall levies. Districts enter summary data by finance code, consistent with the summary data for Fiscal Year (FY) 2021, FY 2022 and FY 2023 included on the district's ten-year plan expenditure spreadsheet. Detailed information by project will still be required for asbestos removal and encapsulation, fire safety and indoor air quality projects costing \$100,000 or more per project, per site, per year since those generate additional revenue over and above the Long-Term Facilities Maintenance (LTFM) formula allowance. Do not enter information for deferred maintenance or accessibility finance codes. The Health and Safety amounts provide an accurate calculation of the hold harmless revenue estimate on the levy and aid entitlement reports, and either add to revenue or show complete information for persons who seek levy information.

When comfortable with data and assumptions, a district should **enter the total health and safety cost from the expenditure spreadsheet in the hold harmless section of the revenue spreadsheet and the Health and Safety Data Submission System**. Hold harmless revenue depends on the year's H&S costs plus deferred maintenance revenue for districts that did not qualify for alternative facilities revenue. Hold harmless for an alternative facilities school district is health and safety plus an amount to fund the other ten-year plan projects. For FY 2021 and later, MDE is asking school districts to enter **totals by finance code** from the expenditure spreadsheet in the **Health and Safety Data Submission System** (instructions on how to enter H&S data on the data submissions website may be found on the LTFM webpage under MDE > Districts, Schools and Educators > Business and Finance > School Finance > Facilities and Technology > Long-Term Facilities Maintenance, then select "Health and Safety Website Instructions" (these instructions may also be found on the Health and Safety Data Submission System). MDE uses the submission system to load the prior law calculation H&S amount into the Levy Limitation and Certification system and LTFM Aid Entitlement system. Without this step, the levy shows zero in the health and safety line under the old law revenue and the calculation is inaccurate. An alternative facilities school district should not include the amount in both the Health and Safety Data Submission System and in the revenue amount entered for deferred maintenance ten-year plan projects levy as the H&S levy will be doubled. In the Health and Safety Data Submission System, enter the H&S finance totals, six in all (if all are included in the ten-year planned projects) from the expenditure spreadsheet plus separately enter each individual project (asbestos removal and encapsulation, fire safety or indoor air quality) costing \$100,000 or

**Note:** School Districts should continue to update H&S expenditures in the Health and Safety Data Submission system on a regular basis to accurately cost estimate decreases or increases for applicable fiscal years.

Make sure to update the system for final, audited UFARS H&S financial data (reference the 20-21 UFARS Turnaround Report titled **Expenditure by Finance Code Report** on the Minnesota Funding Reports (MFR) webpage located at Data Center > Data Reports and Analytics, locate the School Finance Reports section, select Minnesota Funding Reports (MFR). Enter your school name, view all reports, select UFARS Turnaround Reports category, select 20-21 school year, under Report select "All" and then List Reports.

End of Worksheet

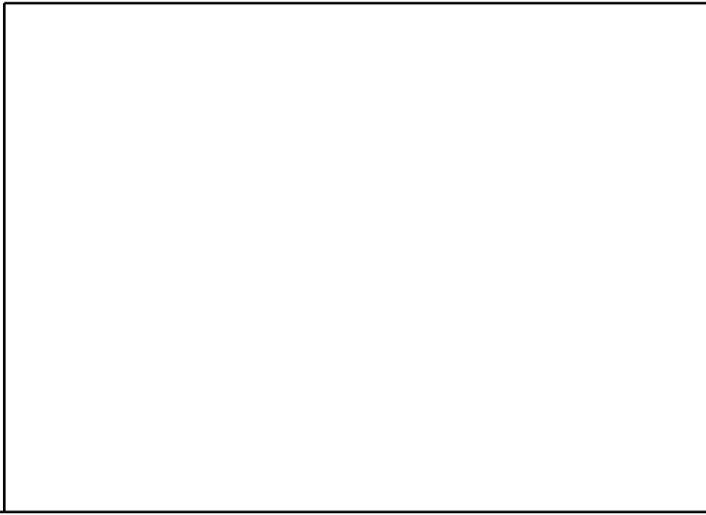
## Long-Term Facilities Maintenance

Scenario	Project Description
<b>A - Fund 01</b>	Project(s) between \$100,000 to \$1,999,999 per site for finance codes 358, 363 and 366 funded on a pay as you go basis with excess funds remaining.
<b>B - Fund 06</b>	Project(s) \$2 million or more per site for Finance Codes 358, 363 and 366, funded with pay as you go (no debt issued) project is completed with excess funds remaining.
<b>C - Fund 06</b>	Project(s) between \$100,000 to \$1,999,999 per site for Finance Codes 358, 363 and 366, funded with debt, with excess funds remaining.

<b>D - Fund 06</b>	Project(s) \$2,000,000 or more per site for Finance Codes 358, 363 and 366, funded with debt with excess funds remaining.
<b>E - Fund 01</b>	Funding in Fund 01 has accumulated over time providing for a project <b>over</b> \$2 million per site.
<b>F - Fund 06</b>	Project(s) \$2 million or more per site funded with pay as you go (no debt issued), project is completed with excess funds remaining.

<b>G - Fund 06</b>	Project(s) <b>under</b> \$2 million per site funded with debt issued, project is completed with excess funds remaining.
<b>H - Fund 06</b>	Project(s) \$2 million or more per site funded with debt, project is completed with excess funds remaining.
<a href="#">Long-Term Facilities Maintenance Guide for Transfers</a>	

end of worksheet



## ce (LTFM) Fund Transfers as of 12/29/16

Conclusion	Minnesota Statutes	Funds
No fund transfer required. MDE will adjust revenues based on the lesser of actual expenditures or approved costs.	123B.595 (reserve)	
Funds must be transferred from Fund 01 to Fund 06 <b>in the amount of the payments for the project.</b> At the completion of the project any amount that was transferred in excess of expenditures must be returned to Fund 01. MDE will adjust revenues in the general fund based on the lesser of final expenditures or approved costs.	123B.595 (reserve)	1 to 6 to 1
At the conclusion of the project, if the district does not have further approved LTFM projects in Finance Codes 358, 363, and 366 that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects in Finance Codes 358, 363 or 366 that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue for Finance Codes 358, 363 and 366. LTFM revenue is computed based on actual debt service payments.	475.61 (transfer)	6 to 7

<p>At the conclusion of the project, if the district does not have further approved LTFM projects in finance codes 358, 363, and 366 that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects in finance codes 358, 363 or 366 that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved 467 Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue for finance codes 358, 363 and 366. LTFM revenue is computed based on actual debt service payments.</p>	<p>475.61 (transfer)</p>	<p>6 to 7</p>
<p>Funds must be transferred from Fund 01 to Fund 06 <b>in the amount of the payments for the projects</b>. At the completion of the project any amount that was transferred in excess of final expenditures must be returned to Fund 01.</p>	<p>123B.595 (reserve)</p>	<p>1 to 6 to 1</p>
<p>Funds must be transferred from Fund 01 to Fund 06 <b>in the amount of the payments for the projects</b>. At the completion of the project any amount that was transferred in excess of final expenditures must be returned to Fund 01.</p>	<p>123B.595 or MN Laws 2015, 1st SS, Ch 3, Art 7, Sec 19</p>	<p>1 to 6 to 1</p>

<p>At the conclusion of the project, if the district does not have further approved LTFM projects that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue. LTFM revenue is computed based on actual debt service payments.</p>	<p>123B.595 (reserve) or 475.61 (transfer), 475.65</p>	<p>6 to 7</p>
<p>At the conclusion of the project, if the district does not have further approved LTFM projects that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue. LTFM revenue is computed based on actual debt service payments.</p>	<p>123B.595 (reserve) or 475.61 (transfer), 475.65</p>	<p>6 to 7</p>

--	--	--

**RESTRICTED GRID CODES**

<b>Program Code(s)</b>	<b>Finance Codes</b>	<b>Object Code</b>	<b>Source Code</b>
865 and 867	358, 363 and 366	910	649
866	358, 363 & 366	910	649

867	358, 363 and 366	910	649
Fund 01-865 867	Fund 06- All Finance Codes, except 358, 363 and 366	910	649
867	All Finance Codes, except 358, 363 and 366	910	649

865	All Finance Codes, except 358, 363 and 366	910	649
867	All Finance Codes, except 358, 363 and 366	910	649

--	--	--	--

**Journal Entry**

**No Entry Required**

**Entry 1:**

Debit Expense    01-005-865-3XX-910-000  
Credit Revenue    06-005-867-000-649-000

**Correcting Entry to Return Funds:**

Debit Revenue    06-005-867-000-649-000  
Credit Expense    01-005-865-3XX-910-000

Debit Expense    06-005-866-3XX-910-000  
Credit Revenue    07-005-000-000-649-000

Debit Expense 06-005-867-3XX-910-000  
Credit Revenue 07-005-000-000-649-000

**Entry 1:**

Debit Expense 01-005-865-3XX-910-000  
Credit Revenue 06-005-867-000-649-000

**Correcting Entry to Return Funds:**

Debit Revenue 06-005-867-000-649-000  
Credit Expense 01-005-865-3XX-910-000

**Entry 1:**

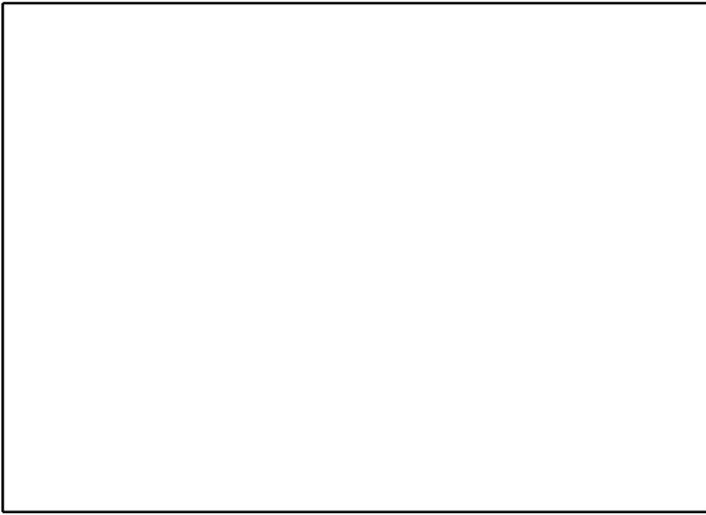
Debit Expense 01-005-865-3XX-910-000  
Credit Revenue 06-005-867-000-649-000

**Correcting Entry to Return Funds:**

Debit Revenue 06-005-867-000-649-000  
Credit Expense 01-005-865-3XX-910-000

Debit Expense 06-005-865-3XX-910-000  
Credit Revenue 07-005-000-000-649-000

Debit Expense 06-005-865-3XX-910-000  
Credit Revenue 07-005-000-000-649-000



Le Sueur-Henderson Public Schools  
LTFM 10 Year Plan Expenditure Detail

Inflation Increase: 1.50% 1.50% 1.50% 1.50% 1.50% 1.50% 1.50% 1.50% 1.50% 1.50% 1.50%

#NAME?	Fd	Org	Pro	Cr	Fin	Obj	Fin Description	Site	Detail	Inflation Increase										
										2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
#NAME?	01	005	865	000	347	305	Physical Hazards	005	MEI Elevator Inspection	3,288	3,337	3,387	3,438	3,490	3,542	3,595	3,649	3,704	3,759	3,816
#NAME?	01	005	865	000	347	305	Physical Hazards	005	SMI Gym/Auditorium Inspection	2,076	2,107	2,139	2,171	2,203	2,236	2,270	2,304	2,339	2,374	2,409
#NAME?	01	005	865	000	347	305	Physical Hazards	005	Misc. Services	2,500	2,538	2,576	2,614	2,653	2,693	2,734	2,775	2,816	2,858	2,901
#NAME?	01	005	865	000	347	401	Physical Hazards	005	Playground FIBAR/Protective Surface	3,100	3,100	3,100	3,100	3,100	3,100	3,100	3,100	3,100	3,100	3,100
#NAME?	01	100	865	000	347	401	Physical Hazards	100	Playground FIBAR/Protective Surface	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
#NAME?	01	005	865	000	347	401	Physical Hazards	005	School Student Protective Gear	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
#NAME?	01	300	865	000	347	401	Physical Hazards	300	School Student Protective Gear	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500
#NAME?	01	005	865	000	349	305	Other Hazardous Materials	005	Radon Testing			3,030			3,060					
#NAME?	01	005	865	000	349	305	Other Hazardous Materials	005	Lead and Water Testing	2,850				2,850						
#NAME?	01	005	865	000	349	305	Other Hazardous Materials	005	Annual Hazards Material Report	25	25	25	25	25	25	25	25	25	25	25
#NAME?	01	005	865	000	349	305	Other Hazardous Materials	005	Misc. Services	500	500	500	500	500	500	500	500	500	500	500
#NAME?	01	005	865	000	349	350	Other Hazardous Materials	005	Other Misc. Costs	1,975	1,975	1,975	1,975	1,975	1,975	1,975	1,975	1,975	1,975	1,975
#NAME?	01	300	865	000	349	401	Other Hazardous Materials	300	Dust Collection/Filtration System Replacements	6,300	1,975	1,975	1,975	1,975	1,975	1,975	1,975	1,975	1,975	1,975
#NAME?	01	005	865	000	352	305	Environmental Health & Safety Management	005	IEA Management Services	11,000	11,165	11,332	11,502	11,675	11,850	12,028	12,208	12,391	12,577	12,766
#NAME?	01	005	865	000	352	350	Environmental Health & Safety Management	005	Other Misc. Costs	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700
#NAME?	01	005	865	000	352	401	Environmental Health & Safety Management	005	AED Replacement	765										
#NAME?	01	005	865	000	352	405	Environmental Health & Safety Management	005	Dude Solutions Inc.	510	518	525	533	541	549	558	566	575	583	592
#NAME?	01	005	865	000	352	405	Environmental Health & Safety Management	005	Safe Schools	1,240	1,259	1,277	1,297	1,316	1,336	1,356	1,376	1,397	1,418	1,439
#NAME?	01	005	865	000	358	350	Asbestos Removal and Encapsulation >\$100,000 per Site	005	Various Asbestos Removal Costs	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800
#NAME?	01	005	865	000	358	366	Asbestos Removal and Encapsulation >\$100,000 per Site	005	Asbestos Training	330	330	330	330	330	330	330	330	330	330	330
#NAME?	01	005	865	000	363	305	Fire Safety	005	Misc. Services	2,200	2,233	2,266	2,300	2,335	2,370	2,406	2,442	2,478	2,515	2,553
#NAME?	01	005	865	000	363	350	Fire Safety	005	Misc. Services	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
#NAME?	01	100	865	000	363	305	Fire Safety	100	Park - Life Safety Systems Testing & Monitoring	7,000	7,105	7,212	7,320	7,430	7,541	7,654	7,769	7,885	8,004	8,124
#NAME?	01	100	865	000	363	305	Fire Safety	100	Park - Emergency System R&M	1,500	1,523	1,545	1,569	1,592	1,616	1,640	1,665	1,690	1,715	1,741
#NAME?	01	101	865	000	363	305	Fire Safety	101	Hilltop - Life Safety Systems Testing & Monitoring	2,500	2,538	2,576	2,614	2,653	2,693	2,734	2,775	2,816	2,858	2,901
#NAME?	01	300	865	000	363	305	Fire Safety	300	MS/HS - Life Safety Systems Testing & Monitoring	9,000	9,135	9,272	9,411	9,552	9,696	9,841	9,989	10,138	10,291	10,445
#NAME?	01	300	865	000	363	350	Fire Safety	300	R&M for Emergency Systems	11,000	11,165	11,332	11,502	11,675	11,850	12,028	12,208	12,391	12,577	12,766
#NAME?	01	300	865	000	363	350	Fire Safety	300	Emergency System Supplies	1,000	1,015	1,030	1,046	1,061	1,077	1,093	1,110	1,126	1,143	1,161
					366		Indoor Air Quality													
<b>Total Health &amp; Safety Capital Projects</b>										90,659	83,541	87,406	85,223	88,933	90,015	87,841	88,740	89,653	90,579	91,519
					358	>\$100k	Asbestos Removal and Encapsulation >\$100,000 per Site													
					363	>\$100k	Fire Safety >\$100,000 per Site													
					366	>\$100k	Indoor Air Quality >\$100,000 per Site													
<b>Total Health &amp; Safety Capital Projects &gt;\$100,000</b>										-	-	-	-	-	-	-	-	-	-	-
					367		Accessibility													
<b>Total Accessibility</b>										-	-	-	-	-	-	-	-	-	-	-
#NAME?	01	300	865	000	370	350	Electrical Systems	300	MSHS - Replace Electrical Blocks	2,445	3,600									
#NAME?	01	005	865	000	380	350	Mechanical Systems	005	Univent Repairs	2,445										
#NAME?	01	005	865	000	380	350	Mechanical Systems	005	Misc. Services	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
#NAME?	01	100	865	000	380	350	Mechanical Systems	100	Univent Coil Cleaning	5,300	5,300	5,300	5,300	5,300	5,300	5,300	5,300	5,300	5,300	5,300
#NAME?	01	100	865	000	380	350	Mechanical Systems	100	Park Mechanical Repairs	33,000	33,000	33,000	33,000	33,000	33,000	33,000	33,000	33,000	33,000	33,000
#NAME?	01	101	865	000	380	350	Mechanical Systems	101	Hilltop Mechanical Repairs	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000
#NAME?	01	300	865	000	380	350	Mechanical Systems	300	MSHS Mechanical Repairs	16,000	32,000									
#NAME?	01	005	865	000	381	350	Plumbing	005	Misc. Repairs	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
#NAME?	01	300	865	000	381	350	Plumbing	300	MSHS - Plumbing Repairs	13,000										
#NAME?	01	100	865	000	382	305	Professional Services	005	NAC - Service Agreement	9,957	10,454	10,454	10,454	10,454	10,454	10,454	10,454	10,454	10,454	10,454
#NAME?	01	101	865	000	382	305	Professional Services	101	NAC - Service Agreement	3,840	3,840	3,840	3,840	3,840	3,840	3,840	3,840	3,840	3,840	3,840
#NAME?	01	300	865	000	382	305	Professional Services	300	NAC - Service Agreement	21,784	21,784	21,784	21,784	21,784	21,784	21,784	21,784	21,784	21,784	21,784
#NAME?	01	005	865	000	382	405	Professional Services and Salary	005	School Dude Services	3,012	3,057	3,103	3,150	3,197	3,245	3,293	3,343	3,393	3,444	3,496
#NAME?	01	005	865	000	382	110	Professional Services and Salary	005	Vrkan, Todd	22,357	23,028	23,719	24,430	25,163	25,918	26,695	27,496	28,321	29,171	30,046
#NAME?	01	005	865	000	382	170	Professional Services and Salary	005	Wolf, Brian	17,352	17,873	18,409	18,961	19,530	20,116	20,719	21,341	21,981	22,640	23,320
#NAME?	01	005	865	000	382	170	Professional Services and Salary	005	Fitzpatrick, Ryan	14,570	15,007	15,457	15,921	16,399	16,891	17,397	17,919	18,457	19,011	19,581
#NAME?	01	100	865	000	384	350	Site Projects	100	Park - Incidental Carryover	20,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000
#NAME?	01	101	865	000	384	350	Site Projects	101	Hilltop - Incidental Carryover	10,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
#NAME?	01	300	865	000	384	350	Site Projects	300	MS/HS - Incidental Carryover	25,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000
#NAME?	01	100	865	000	384	590	Site Projects	100	Park - Incidental Carryover	-	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
#NAME?	01	101	865	000	384	590	Site Projects	101	Hilltop - Incidental Carryover	-	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
#NAME?	01	300	865	000	384	590	Site Projects	300	MS/HS - Incidental Carryover	-	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
<b>Total Annual 10 Year Plan Expenditures</b>										331,221	404,984	374,971	374,563	380,099	383,062	382,824	385,717	388,683	391,722	394,839

Check with Summary (57,387) 28,468 (1,545) (1,953) 3,583 6,546 6,308 9,201 12,167 15,206 18,323





## Field Trip Information Form

Sponsoring Group: Global Travel Alliance

Advisor: Christian Lorenz

Name of Field Trip: Washington D.C & NYC

Purpose and Rationale of Field Trip: \_\_\_\_\_

Expanding students Civic and Historical understanding of the U.S. As well as further their understanding of historical empathy.

Destination: Washington D.C, Baltimore, NYC

Date of Trip: June 19-23 2023

(Rationale for Dates) Out of school as to avoid school days as well as avoiding conflicts with extra curricular

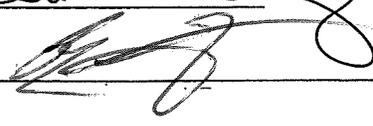
Transportation Arrangements: Being organized by Global / flight to and from as well as private bussing at destinations

Housing Accommodations: Hotels in areas organized by Global

Number of Chaperones Per Student: 1 per 10 students Cost Per Student: \$2170/student

Description of all planned fundraiser activities: Papa Murphys cards  
Mattress fund raiser  
\$1 chocolates

FLT Endorsement:  5/21/2022

Principal Approval:  Date: 6/2/22



Thank you for the opportunity to review your document imaging requirements and propose a solution to meet your objectives. We hope to help you achieve exceptional productivity and cost saving gains in providing a total solution package for Le Sueur-Henderson Public Schools.

River Bend Business Products has been selling and servicing office equipment in Southern Minnesota since 1982. As a locally owned business we remain dedicated to developing long term relationships with clients and customers for the good of our area businesses, schools and our community. We believe with **local management, local decisions and local involvement** we can better service you and the community in which we all live.

Our local business approach differentiates us and enables River Bend Business Products, to provide a level of service that NO OTHER document imaging provider can match. Our average response time for service on equipment under maintenance agreement in the Mankato area has been 57 minutes in the previous 12 months. In our entire servicing area of an approximate 75 mile radius of Mankato our average response time has been 1 hour and 41 minutes.

We not only respond quickly but we can solve problems, when requested. Our experienced technical staff averages over 18 years of industry experience and carry with them a supply of all the most common parts for the equipment they service. In addition, we inventory a large number of parts in our Mankato location providing our commitment to keeping your equipment working at **peak productivity levels**.

We understand our success and growth is dependent on our customer's success and growth. We make **customer satisfaction our number one concern**.

We hope to continue Earning your trust and business in providing Le Sueur-Henderson Public Schools with a **Total Document Imaging Solution**.

Sincerely,

Matt Hansen  
Area Sales Manager

## **High School**

### **Canon ImageRUNNER Advance DX 8786i – Downstairs – AMV-33,500 – *Replaces Ricoh 9003SP***

- ImageRUNNER Advance 8786i is 86 pages per minute
- Customizable Large 10.1” LCD Color Flat Panel Display
- Automatic Duplex Unit
- 2 x 550 sheet Paper Sources plus a 100 sheet bypass tray
- 2 x 1,500 Sheet Paper Drawers
- 200 Sheet Single Pass Dual Scan Document Feeder w/ Scan speeds of 270 Images per Minute
- 3GB ram and 250GB hard drive
- First copy out time of 2.7 seconds
- 14lb bond to 140lb index paper can be run through the bypass
- 60 seconds or less warm up time
- Up to 1200 x 1200 DPI print resolution
- UFR II/ PCL / PS3 Printing
- Scan to Email/File
- Scan in PDF, TIFF, JPEG, Searchable PDF, PDF/XPS OCR
- Department ID Management
- Staple Finisher with 3,500 sheet output capacity
- Paper Deck E1 with 3,660 sheet letter capacity

### **Canon ImageRUNNER Advance DX6780i – Upstairs – AMV-32,000 – *Replaces Ricoh 6503SP***

- ImageRUNNER Advance 6780i is 80 pages per minute
- Customizable Large 10.1” LCD Color Flat Panel Display
- Automatic Duplex Unit
- 2 x 570 sheet Paper Sources plus a 100 sheet bypass tray
- 2 x 1,560 Sheet Paper Drawers
- 300 Sheet Single Pass Dual Scan Document Feeder
- 3GB ram and 250GB hard drive
- First copy out time of 3.1 seconds
- 14lb bond to 140lb index paper can be run through the bypass
- 30 seconds or less warm up time
- Up to 1200 x 1200 DPI print resolution
- UFR II/ PCL / PS3 Printing
- Scan to Email/File
- Scan in PDF, TIFF, JPEG, Searchable PDF, PDF/XPS OCR
- 100 Storage Mailboxes with 15GB of storage
- Department ID Management
- Staple Finisher with 3,500 sheet output capacity

**Canon ImageRUNNER Advance C5840i – High School Office – AMV**  
3,800 BW/3,100 Color – *Replaces Ricoh C3504EX*

- ImageRUNNER Advance C5840i is 40 pages per minute in black and color
- Automatic Duplex Unit
- 4x550 sheet Paper Sources plus a 100 sheet bypass tray
- Single Pass Dual Scan Document Feeder
- 200 sheet document feeder with scan speeds up to 270 images per minute at 300DPI
- 5GB ram and 256 GB Solid State hard drive
- First copy out time of 4.1 seconds BW/ 6.1 seconds color
- Up to 140 lb index paper can be run through the bypass
- 6 second warm up time from power on
- Up to 1200 x 1200 DPI print resolution
- PCL, PS & UFR II Network Printing
- Searchable PDF Scanning
- Scan to Email/File in PDF/JPEG/TIFF/XPS/XML
- Network Fax
- Inner Finisher (Stapler)

**Park Elementary**

**Canon ImageRUNNER Advance DX 8786i- AMV – 50,300 – *Replaces Ricoh 9003SP***

- ImageRUNNER Advance 8786i is 86 pages per minute
- Customizable Large 10.1” LCD Color Flat Panel Display
- Automatic Duplex Unit
- 2 x 550 sheet Paper Sources plus a 100 sheet bypass tray
- 2 x 1,500 Sheet Paper Drawers
- 200 Sheet Single Pass Dual Scan Document Feeder w/ Scan speeds of 270 Images per Minute
- 3GB ram and 250GB hard drive
- First copy out time of 2.7 seconds
- 14lb bond to 140lb index paper can be run through the bypass
- 60 seconds or less warm up time
- Up to 1200 x 1200 DPI print resolution
- UFR II/ PCL / PS3 Printing
- Scan to Email/File
- Scan in PDF, TIFF, JPEG, Searchable PDF, PDF/XPS OCR
- Department ID Management
- Staple Finisher with 3,500 sheet output capacity
- Paper Deck E1 with 3,660 sheet letter capacity

**Canon ImageRUNNER Advance DX C3830i – AMV – 1,725 BW/7,700  
Color – Replaces Ricoh C3004EX**

- ImageRUNNER Advance DX C3830i is 30 pages per minute in both black and white and color
- Automatic Duplex Unit
- 4x550 Sheet Paper Sources plus a 100 sheet bypass tray
- 2300 Sheets of Paper Online
- 200 sheet automatic document feeder with scan speeds up to 270 images per minute at 300DPI
- 3GB ram and 250 GB hard drive
- First copy out time of 5.9 seconds BW/ 8.2 seconds color
- Up to 80lb Cover paper through the paper drawers
- Up to 140lb Index through the bypass
- 10 second warm up time from Power On
- Up to 1200 x 1200 DPI print resolution
- Network Printing
- Scan to Email/File in Searchable Text (OCR)
- TIFF, JPEG, PDF, XPS, OOXML
- Direct Print/Store
- Network Fax

**Hilltop Elementary**

**Canon ImageRUNNER Advance DXC5860i – Upstairs – AMV – 24,750 –  
Replaces Ricoh 7503SP**

- ImageRUNNER Advance 6780i is 80 pages per minute
- Customizable Large 10.1” LCD Color Flat Panel Display
- Automatic Duplex Unit
- 2 x 550 sheet Paper Sources plus a 100 sheet bypass tray
- 2 x 1,225 Sheet Paper Drawers
- 300 Sheet Single Pass Dual Scan Document Feeder
- 3GB ram and 250GB hard drive
- First copy out time of 3.1 seconds
- 14lb bond to 140lb index paper can be run through the bypass
- 30 seconds or less warm up time
- Up to 1200 x 1200 DPI print resolution
- UFR II/ PCL / PS3 Printing
- Scan to Email/File
- Scan in PDF, TIFF, JPEG, Searchable PDF, PDF/XPS OCR
- 100 Storage Mailboxes with 15GB of storage
- Department ID Management
- Staple Finisher with 3,500 sheet output capacity
- Network Fax

### **District Office**

**Canon ImageRUNNER Advance DX C5840i** – AMV – 3,100 BW/ 1,700 Color – *Replaces Ricoh C4504EX*

- ImageRUNNER Advance C5840i is 40 pages per minute in black and color
- Automatic Duplex Unit
- 4x550 sheet Paper Sources plus a 100 sheet bypass tray
- Single Pass Dual Scan Document Feeder
- 200 sheet document feeder with scan speeds up to 270 images per minute at 300DPI
- 5GB ram and 256 GB Solid State hard drive
- First copy out time of 4.1 seconds BW/ 6.1 seconds color
- Up to 140 lb index paper can be run through the bypass
- 6 second warm up time from power on
- Up to 1200 x 1200 DPI print resolution
- PCL, PS & UFR II Network Printing
- Searchable PDF Scanning
- Scan to Email/File in PDF/JPEG/TIFF/XPS/XML
- Network Fax
- Inner Finisher (Stapler)

### **Ziebarth ALC**

**Canon ImageRUNNER Advance 4735i** – AMV – 3,600 – *Replaces Ricoh 3555ASP*

- ImageRUNNER Advance 4735i is 35 pages per minute
- Automatic Duplex Unit
- 4x550 Sheet Paper Sources plus a 100 sheet bypass tray
- Dual Scan Single Pass Automatic Document Feeder
- 200 sheet document feeder with scan speeds up to 270 images per minute at 600DPI
- 3GB ram and 250GB hard drive
- First copy out time of 3.8 seconds
- Up to 140 lb index paper can be run through the bypass
- 24 second warm up time
- Up to 1200 x 1200 DPI print resolution
- Network Printing
- Scan to Email/File in PDF/JPEG/TIFF
- Inner Finisher (Stapler)



## **Pricing:**

**60 Month Lease**                      **\$1,117.45**  
Does NOT include sales tax

### **River Bend Business Products Full Toner Inclusive Maintenance Program**

Monochrome Copies will be invoiced at \$.00375 per copy. Color Copies will be invoiced at \$.042 per copy. Includes intervening service calls, all replacement parts (including photoreceptor drum unit), toner, and service labor as stated in our Maintenance Agreement.

### **Additional Benefits of River Bend Business Products**

- Experience in Local School Districts including Mankato, New Ulm, LCWM, USC, and WEM
- Average Service Response time of 1 hour and 41 minutes with Knowledgeable Technicians averaging over 18 years of industry experience
- Service Technicians carry parts in vehicle to fix machines on the first call
- Local Company with Warehouse based in Mankato
- In House Leasing Company (Easier to work with)