

# Regular School Board Meeting

Monday, May 5, 2025 6:30 PM

LS-H MS/HS Media Center, 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

7.2. Students of the Month

## 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. SW Metro **Presenter:** Director Christa Luna

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

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

8.1.6. Community Ed Council **Presenter:** Director Kelsey Schwartz

### 8.2. Student Report

### 8.3. Superintendent Report

8.3.1. Community Ed. Update

8.3.2. M/HS Update

8.3.3. Elementary Update

## 9. CONSENT AGENDA

### 9.1. Approval of District Office Consent Items

9.1.1. Minutes of Regular Meeting held on 4/7/25

### 9.2. Approval of Personnel Consent Items

- 9.2.1. Hirings
  - 9.2.1.1. Speech/Language Pathologist - Emily Lenarz
  - 9.2.1.2. Elementary Teacher - Emi Wagner
  - 9.2.1.3. Elementary Teacher - Trey Winkels
  - 9.2.1.4. Custodial/Maintenance - Jeremy Bahr
  - 9.2.1.5. Custodian - Stephanie Schultze
  - 9.2.1.6. Psychologist - Claire McDavid

9.2.2. Resignations

- 9.2.2.1. Elementary Teacher - Courtney Faragher
- 9.2.2.2. Preschool Teacher - Laura Anderson

9.2.3. Requests

9.2.4. Retirements

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

11. **OLD BUSINESS**

- 11.1. Approve second of three readings to update policy 417.

12. **NEW BUSINESS**

- 12.1. Approve Permanent Public Utility Easement.

- 12.2. Approve LS-H Crisis Management Plan

- 12.3. Approve first & final reading to update policies 507 & 508.

- 12.4. Approve Individual FY 26 Contracts

- 12.5. FY26 Revised Budget Presentation

**Presenter:** Ky Battern

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

14. **NEXT MEETING INFORMATION**

- 14.1. Schedule of Upcoming Meetings

- 14.2. Cancel July 2025 Business Meeting

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 districts 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:

- o Le Sueur Knights of Columbus - \$4500 for Middle/High School After Prom & RISE
- o Treasures in Town - \$2000 for Community Education
- o First Farmers & Merchants - \$500 for FFA

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

Signed:

\_\_\_\_\_  
School Board Chair, Brigid Tuck

Attest:

\_\_\_\_\_  
School Board Clerk, Kelsey Schwartz



Le Sueur-Henderson Public Schools  
**March Students of the Month**

Elementary		MS/HS	
Student Name	Grade	Student Name	Grade
Nora Warden Parker Wilke	K	Alex Johnston	6
Sam Helgason Harley Jarrott	1	Eva McCormick	7
Saray Ortega Silva Braylon Graff	2	Colin Stueber	8
Sawyer Laabs Katrina Baumann	3	Aubrey Haas	9
Amelia Colonna Joel Hernandez	4	Ryleigh Sullivan	10
Collin LePert Hazel Doyen	5	Daisy Tietz	11
		Natalie Haemig	12

## Community Education Update

**Date: April 29, 2025**

### *Early Childhood*

**Vehicle Fair:** On Thursday, May 1<sup>st</sup>, we will be having a vehicle fair featuring all sorts of cars, trucks, tractors, and emergency vehicles. On top of the event, the Teddy Bear Band will be there to entertain the kids.

**Preschool Teacher Openings:** We have openings for 2 preschool teacher positions. While we don't have a ton of applicants, the quality of the candidates that have applied are very strong. Interviews will be conducted the week of May 5<sup>th</sup> and hope to hire the positions by mid-late May for the 2025-2026 School year.

**Preschool – End of the year:** Our last day of preschool is quickly approaching and will be Friday, May 16<sup>th</sup>. We'll do a little celebration and graduation for all the students.

### *Adult Education*

Our GED testing center is now up and running! This took longer than expected with the different criteria that GED requires for set-up and test administration. So far, we've tested several students and have had 2 pass the GED.

For the 2025-2026 School year we will need to submit our ABE Five Year Narrative to the MN State ABE department. This is typically a 75-100 page document detailing everything we do in our ABE consortium - from hiring practices, curriculum for all areas of ABE, training and staff development, class demographics, etc. The process begins by myself reviewing this year's submissions and then we attend an all-day workshop in the fall that explains how to complete the Five Year Narrative. With the help of our teachers, our last five year narrative took nearly 200 hours to complete.

Our Le Sueur site ABE teacher will be resigning at the end of the school year, numbers have remained low for the year, however we will look to fill the position for the 2025-2026 school year.

Our end of the year recognition and celebration will be Thursday, June 26<sup>th</sup> at 6:00 p.m. in the St. Peter Community Center.

### *Kids Club*

Summer registrations are now open, and as of Monday, March 24, we have 60 students registered, which is a good spot to be. We are planning for 70 kids. As we look to summer, we are working on necessary staff hires, and staff training topics.

### *General Community Education*

Our Summer Catalog has hit mailboxes and classes have been filling up. Popular classes are the Princess in Training, Youth Track and Field Camp, and Sweet Summer Cupcakes.

Weekend of April 26-27<sup>th</sup> was quite busy with 400 people attending a volleyball tournament, the Noteables concert, as well as the community ed Home Alone class. Community ed. lines up the building supervisor, works the custodians to provide set-up, and acts as the liaison between the community groups and the school district. Both the Noteables and the tournament require extensive set-up needs.

Thank you for your continued support of our community education programs!



# Le Sueur-Henderson Middle/High School

## Independent School District 2397

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### **School Board Report May 2025**

MCA testing has concluded! Students were resilient and focused. We are very proud of the effort staff and students put forth for a successful testing season.

The busy time for seniors has arrived. Over 115 students participated in Prom on Saturday beginning with Grand March at the High School then moving to Edgewoods Farms for the dance. A special thanks to Tia Lerud and Liz Risacher for coordinating.

Senior Scholarship Night will be held on Wednesday, May 7 and High School Awards on Friday, May 9. Seniors last day is May 16th. The day will begin with the Senior walk through the MS/HS hallways, LSH elementary, and end at St. Anne's. Commencement practice will follow the senior walk.

Wednesday, we will welcome incoming 6th graders at 6th grade Orientation. Students will have the opportunity to meet all 6th grade teachers, learn about schedules and expectations, experience lunch at the MS/HS, and take a tour of the school guided by high school students.

Our last GIANT support day is also on Wednesday. Students are encouraged to attend to make assignments and/or assessments and work with teachers as needed to ensure a successful end to the year.

Preparations are in progress for the Middle School Valley Fair trip on May 16th.

The "All In" Team will be planning activities for the last day of school again this year. The activities are designed to build school spirit and teamwork. We will end our last day with a pepfest in the High School and Awards Celebration in the Middle School.

A sincere and heartfelt "THANK YOU and CONGRATULATIONS" goes out to Erika Anderson for coordinating the LSH Unified Track & Field Invitational on Friday, May 2. Even though the weather wasn't at its best, students, staff, parents, and student athletes rose above expectations. The smiles, cheers and support for every student was heartwarming.

AP testing also begins this week. Students in AP classes will take 3 to 4 hour AP assessments throughout the next two weeks for each class. This year there were 6 AP classes offered in the High School; AP Biology, AP Calculus, AP PreCalculus, AP World History, AP English Language & Composition, and AP US Government & Politics, with 84 students enrolled.

2025-2026 class schedules were released today to students. Students requesting class changes will have the opportunity to meet with Mrs. Wilke and Mrs. Kirschner during lunch the week of May 12th.



# Le Sueur-Henderson Middle/High School

## Independent School District 2397

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Pre AP classes, a new class option in English and Math for early High School students, are being offered next year. These classes will benefit students who are accelerating in standard courses and help develop the skills necessary to be successful in future AP and college courses.



# Le Sueur-Henderson Public Schools

Independent School District 2397

LS-H Elementary

100 Kingsway Drive

Le Sueur, MN 56058

Phone: (507) 665-4700 □ [www.isd2397.org](http://www.isd2397.org)

May 2025

Dear School Board Members,

As we enter the final month of the school year, there is a lot to celebrate at the elementary level:

- **MCA Testing:** MCA testing is now complete. I want to thank our staff for their hard work in preparing students and maintaining a calm and focused testing environment throughout the process.
- **READ Act Training:** Most of our elementary teachers who were required to complete the READ Act training have done so, and many already have their certificates in hand. This has been a significant time commitment, and I commend our staff for their dedication to meeting this requirement.
- **Spring Music Concert:** Our spring elementary music concert is scheduled for **May 13th**. We hope to see many of you there as our students showcase their musical talents.
- **Awards and Graduation Day:** We are excited to celebrate student accomplishments on **May 21st** with our updated awards and graduation schedule:
  - K–2 Awards Ceremony: **8:30–9:30 a.m.**
  - 3–5 Awards Ceremony: **10:00–11:00 a.m.**
  - Kindergarten and 5th Grade Graduation: **1:00 p.m.**, with refreshments to follow.
- **Yearbooks:** Yearbooks have arrived and were recently distributed to students. This is always a highlight of the spring season, and students enjoyed signing and sharing their memories with one another.
- **Cinco de Mayo Celebrations:** Today, our students celebrated Cinco de Mayo with cultural activities including making tissue paper flowers and luchador masks. It was a fun and educational experience for all.

As always, thank you for your continued support of our staff and students.

Respectfully,  
**Principal Kern**

INDEPENDENT SCHOOL DISTRICT 2397  
LE SUEUR-HENDERSON PUBLIC SCHOOLS  
MINUTES OF REGULAR BOARD MEETING  
M/HS MEDIA CENTER  
April 7, 2025

Item 1.0 **Call to Order:** The regular meeting of the Le Sueur-Henderson Board of Education was called to order at 6:31 PM. Board members in attendance, Brooke Wentzlaff, Gretchen Rehm, Matt Hathaway, Brigid Tuck, Kelsey Schwartz, Christa Luna, Jenny Burns.

Members Absent:

Also in attendance: Superintendent Jim Wagner, Admin. Assist., Rachel Scheffler, Henderson Independent Beth Cornish, Student Representatives, Norah Renstrom and Kendra Westphal.

Item 2.0 **Pledge of Allegiance:** pledge recited

Item 3.0 **Mission and Vision Statements:**

Item 4.0 **Strategic Plan Review:**

Item 5.0 **Approval of Agenda:**

Item 5.1 Motion by Burns, second by Luna, carried, 7-0 to approve the meeting agenda.

Item 6.0 **Open Forum:**

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

Item 7.1 Resolution was presented to accept grants and donations to the Le Sueur-Henderson Public School District. Said Resolution is attached hereto and made a part of these minutes. Motion made by Board Member Schwartz and upon being seconded by Board Member Rehm, said resolution was duly adopted by the following roll call vote, carried 7-0.

Hathaway: yes

Tuck: yes

Schwartz: yes

Luna: yes

Rehm: yes

Wentzlaff: yes

Burns: yes

Item 7.2 February Students of the Month

Item 8.0 **Reports:**

Item 8.1 Committee Reports

Item 8.1.1 Finance

- Item 8.1.2 Negotiations
- Item 8.1.3 SW Metro
- Item 8.1.4 Human Resources
- Item 8.1.5 Policy
- Item 8.1.7 Community Ed Council
- Item 8.2 Student Report
- Item 8.3 Superintendent Report
  - 8.3.1 M/HS Report
  - 8.3.2 CE Report
  - 8.3.3 Elem. Report

Item 9.0        **Consent Agenda:** Motion by Burns, second by Hathaway, carried, 7-0

to approve the following consent items:

Item 9.1 **District Office Consent Items:**

Item 9.1.1 Minutes of 3.3.25 Regular School Board Meeting

Item 9.2 **Business Office Consent Items:**

Item 9.3 **Personnel Consent Items:**

Item 9.3.1 Hirings:

Item 9.3.1.1 KC worker - Brianna Jones

Item 9.3.1.2 FACS teacher - Deanna Wilson

Item 9.3.1.3 SpEd Teacher - Michelle Sampson

Item 9.3.1.4 SpEd Teacher - Lauren Gregerson

Item 9.3.1.5 Ag Teacher & FFA Advisor - Rebecca Meger

Item 9.3.1.6 SLP - Samantha Ehler

Item 9.3.1.7 Activities Director - Paul Theorin

Item 9.3.1.8 Student Worker - Sam Wagner

Item 9.3.2 Resignations:

Item 9.3.2.1 Custodian - Alex Siepka

Item 9.3.2.2 Custodian - Allan Riga

Item 9.3.2.3 Elementary Teacher - Maggie Donahue

Item 9.3.2.4 Preschool Teacher - Lisa Downs Kohn

Item 9.3.3 Requests:

9.3.3.1 Ag Teacher - Liz Risacher

9.3.3.2 FMLA - Becca Leslie

Item 9.3.4. Retirements

9.3.4.1 M/HS Admin Assist - Pam Mediger

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

Item 10.1 Motion by Schwartz, second by Rehm, carried, 7-0 to approve Value Inspired Furniture quote.

Item 10.2 Motion by Tuck, second by Luna, carried, 7-0 to approve Century Fence quote.

Item 10.3 Motion by Rehm, second by Burns, carried, 7-0 to approve Schweiss shop door quote.

Item 11.0 **Old Business:**

11.1 Motion by Tuck, second by Schwartz, carried, 7-0 to approve final of 3 readings to update policies 708, 709, 722.

11.2 Motion by Schwartz, second by Tuck, carried, 7-0, to table approval of second of 3 readings to update policy 524.5 (bring back to next meeting with updated).

Item 12.0 **New Business:**

Item 12.1. Motion by Luna, second by Burns, carried, 7-0 to approve first and final readings to update policies 616, 519, 614, 701, 721, 401, 402, 403, 404, 405, 406, 407, 408, 416, 418, 419, 420, 421, 423, 425.

Item 12.2 Motion by Luna, second by Hathaway, carried, 7-0 to approve first of 3 readings to update policy 417.

Item 12.3 Motion by Tuck, second by Burns, carried, 7-0 to approve an additional 3rd grade teacher for the 2025-26 school year.

Item 12.4 Board member Rehm introduced for adoption the resolution relating to the termination and nonrenewal of the teaching contract of probationary teacher Lexie Geis. Individual resolution is attached hereto and made part of these minutes. Said resolution was seconded by Board member hathaway and duly adopted by the following roll call vote, carried 7-0:

Hathaway: yes	Tuck: yes
Schwartz: yes	Luna: yes
Rehm: yes	Wentzlaff: yes
Burns: yes	

Item 12.5 Board member Rehm introduced for adoption the resolution relating to the termination and nonrenewal of the teaching contract of probationary teacher Amber Palmquist. Individual resolution is attached hereto and made part of these minutes. Said resolution was seconded by Board member Hathaway and duly adopted by the following roll call vote, carried 7-0:

Hathaway: yes	Tuck:yes
Schwartz: yes	Luna: yes
Rehm: yes	Wentzlaff: yes
Burns: yes	

Item 13.0 **Board Member Communication/ Ideas Exchange**

Item 14.0 **Next Meeting Information**

Item 15.0     **Adjourn:** Motion by Luna, second by Burns, carried, 7-0 to adjourn the meeting at 7:25 PM.

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Board Clerk

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Board Chair  
Approved on: May 5, 2025



## Employment Recommendation Le Sueur - Henderson School District

**Position:** Speech/Language Pathologist

**Recommended Candidate:** Emily Lenarz

**Recommended by:** Kern/Gronseth      **Start/ Hire Date:** 2025-2026 school year

To be completed by administrator:

Candidate has current & appropriate certification:

Reference checks completed:

Years of experience granted:

Step Placement:

Highest degree currently held:

Lane Placement:

Credits beyond highest degree granted:

Hourly/ Salary Rate

Will apply

Yes

2

3

MA

MA

0

\$48,933

New Position

Existing Position

Replacing: Angie Kruse

**Additional Information:**

**Approval of Principal:** Darren Kern      4/8/25

Electronic Signature

Date

**Approval of Superintendent:**

Electronic Signature

Date

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



## Employment Recommendation Le Sueur - Henderson School District

**Position: Elementary Teacher**

**Recommended Candidate: Emi Wagner**

**Recommended by:** Kern      **Start/ Hire Date:** 2025-2026 school year

To be completed by administrator:

Candidate has current & appropriate certification:

Reference checks completed:

Years of experience granted:

Step Placement:

Highest degree currently held:

Lane Placement:

Credits beyond highest degree granted:

Hourly/ Salary Rate

Applied for
Yes
0
1
BA
BA
0
\$40,788

	New Position	
x	Existing Position	Replacing: Courtney Faragher

**Additional Information:**

**Approval of Principal:** Darren Kern      5/1/25

Electronic Signature

Date

**Approval of Superintendent:**

Electronic Signature

Date

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



## Employment Recommendation Le Sueur - Henderson School District

**Position: Elementary Teacher**

**Recommended Candidate: Trey Winkels**

**Recommended by:** Kern      **Start/ Hire Date:** 2025-2026 school year

To be completed by administrator:

Candidate has current & appropriate certification:

Reference checks completed:

Years of experience granted:

Step Placement:

Highest degree currently held:

Lane Placement:

Credits beyond highest degree granted:

Hourly/ Salary Rate

Applied for

Yes

0

1

BA

BA

0

\$40,788

New Position: Board  
Approved 3rd grade  
additional section

Existing Position      Replacing:

**Additional Information:**

**Approval of Principal:** Darren Kern      5/1/25

Electronic Signature

Date

**Approval of Superintendent:**

Electronic Signature

Date



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



# Employment Recommendation

## Le Sueur - Henderson School District

**Position:** Maintenance

**Recommended Candidate:** Jeremy Bahr

**Recommended by:** Todd Vrklan **Date:** 5/1/2025

To be completed by administrator:

Candidate has current & appropriate certification (if applicable):

N/A

Reference checks completed:

Yes

Years of experience (Step Placement):

7

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

**NEW**

**EXISTING**

**REPLACING: Allan Riga**

**Additional Information:**  
**Pending background check and Board Approval**

**Approval of administrator:** Todd Vrklan **5/1/2025**

Electronic Signature

Date

**Approval of Superintendent:**

Electronic Signature

Date



# Employment Recommendation

## Le Sueur - Henderson School District

**Position:** Night Custodian

**Recommended Candidate:** Stephanie Schultze

**Recommended by:** Todd Vrklan **Date:** 5/2/2025

To be completed by administrator:

Candidate has current & appropriate certification (if applicable):

N/A

Reference checks completed:

Yes

Years of experience (Step Placement):

4

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

**NEW**

**EXISTING**

**REPLACING: Alex Siepka**

**Additional Information:**  
**Pending background check and Board Approval**

**Approval of administrator:** Todd Vrklan **5/2/2025**

Electronic Signature

Date

**Approval of Superintendent:**

Electronic Signature

Date



## Employment Recommendation Le Sueur - Henderson School District

**Position: School Psychologist**

**Recommended Candidate:** Claire McDavid

**Recommended by:** Cindy Schmidt **Date:** 5/2/25

To be completed by administrator:

Candidate has current & appropriate certification:

Reference checks completed:

Years of experience granted:

Step Placement:

Highest degree currently held:

Lane Placement:

Credits beyond highest degree granted:

Hourly/ Salary Rate

No
Yes
0
1
Bachelors
BA +30
55
45,441

X

New Position

Existing Position

Replacing: Melissa Berg

**Additional Information:**

- Pending License approval
- Internship (supervisor needed)

Approval of Principal: *Cynthia Schmidt* *5/2/25*

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date

Share with District Office (Jim, Rachel, Todd, Ky, Rod) & Technology (Bruce) via Google Drive

4/16/25

Letter of Resignation

To whom it may concern,

I am writing to inform you that I am resigning from my position as a 2nd Grade Teacher at LSH Elementary. I am resigning from my position at the end of the school year because I am moving and accepted a teaching job in the cities. Thank you for the opportunity to teach and work here the past six years. I will deeply miss the students and staff at LSH. I grew so much as an educator here and I will never forget my time in this district.

Sincerely,  
Courtney Faragher

May 5, 2025

Dear Mr. Kern,

I am writing to formally resign from my position as an Early Childhood Special Education teacher with Le Sueur-Henderson school district, effective at the end of the 2024-2025 school year.

This decision did not come easily, as I remain deeply committed to my students and passionate about early childhood special education. However, after careful consideration, I feel compelled to step away due to a persistent lack of support and an increasingly hostile work environment that has impacted my well-being and professional effectiveness.

I am grateful for the opportunity to work with my students and families during my time here.

Sincerely,

A handwritten signature in cursive script that reads "Laura Anderson". The signature is written in black ink and is positioned above the printed name.

Laura Anderson

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

MSBA/MASA Model Policy 417

Orig. 1995

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

Rev. 2022~~15~~

## 417 CHEMICAL USE AND ABUSE

***[Note: This policy reflects mandatory provisions of state and federal law and is not discretionary.]***

### I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

### II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substance, medical cannabis, ~~toxic substances~~, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in ~~the school setting in~~ accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The ~~policy of this~~ school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement. ~~is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.~~
- C. ~~Every~~The school district that participates in a school district chemical abuse program shall establish ~~and maintain in every school~~ a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- ~~D. The superintendent, with the advice of the school board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district.~~
- ED. The school district shall establish ~~and maintain a~~ drug-free awareness program ~~to for educate and assist its employees, and may establish a students,~~ and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

***[Note: School districts are required to establish a drug-free awareness program for school district employees pursuant to the Drug-Free Workplace Act. In addition, state law requires that the written districtwide school discipline policy must include procedures for detecting and addressing chemical abuse problems of a student while on the school premises. Further, school districts are required to develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement if receiving funding under the federal Student Support and Academic Enrichment Grants law. Comprehensive drug prevention programs are required to be adopted and carried out by school districts pursuant to the Safe and Drug-Free Schools and Communities Act. In addition, school districts are required by the Drug-Free Workplace Act to establish drug-free awareness programs for school district employees. Further, state law authorizes school districts to provide instructional programs in chemical abuse and the prevention of chemical dependency.]***

### III. DEFINITIONS

- A. “Chemical abuse,” as applied to students, means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the minor’s student’s normal function in academic, school, or social activities is chronically impaired.
- ~~B. “Chemicals” includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.~~
- B. “Controlled substances,” as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes section 152.02 and “marijuana” as defined in Minnesota Statutes section 152.01, subdivision 9; but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, “controlled substances” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
- ~~C. “Drug prevention” means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.~~
- ~~C. “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.~~
- ~~D. “School location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.~~
- D. “Teacher” means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.

#### IV. STUDENTS

##### A. Districtwide School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.

##### AB. Programs and Activities Instruction

14. EveryThe school district shall develop, implement, and evaluate comprehensive provide an instructional programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes, in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff,

and members of the community in developing the curriculum.

*[Note: The Safe and Drug-Free Schools and Communities Act requires school districts to adopt and carry out a comprehensive drug and violence prevention program with funds received. Since a comprehensive drug prevention program is required and a school district is specifically authorized by state law to provide instructional programs in chemical abuse and the prevention of chemical dependency, this should be a component of each school district's mandatory program. In addition, the Safe and Drug-Free Schools and Communities Act specifies additional items which that may be included as part of the mandatory comprehensive drug prevention program. Some of the suggested items relating to instruction or training are detailed in Paragraphs 2. Through 6. Below and a school district may wish to adopt one or all of the listed components as part of its mandatory program.]*

2. As part of its drug-free programs, the school district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.

2. ~~Each school shall have age-appropriate and developmentally based activities that:~~

a. ~~address the consequences of violence and the illegal use of drugs, as appropriate;~~

b. ~~promote a sense of individual responsibility;~~

c. ~~teach students that most people do not illegally use drugs;~~

d. ~~teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;~~

e. ~~teach students about the dangers of emerging drugs;~~

f. ~~engage students in the learning process; and~~

g. ~~incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.~~

3. ~~Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.~~

4. ~~Each school shall disseminate drug and violence prevention information within the school and to the community.~~

5. ~~Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.~~

6. ~~Each school shall have drug and violence prevention activities that may include the following:~~

a. ~~Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.~~

b. ~~The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.~~

c. ~~Conflict resolution programs, including peer mediation programs that educate and train peer mediators and~~

~~a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.~~

~~d. ——— Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.~~

~~e. ——— Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.~~

**CB. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance~~Chemical Use and Abuse~~**

~~1. ——— In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location:~~

~~a. ——— The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.~~

~~b. ——— The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.~~

~~c. ——— The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.~~

~~d. ——— The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.~~

~~e. ——— The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.~~

~~2. ——— If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:~~

~~a. ——— The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.~~

~~b. ——— The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.~~

- ~~1. 1. ——— A teacher in a nonpublic school participating in a school district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.~~

**[Note: School districts are not required to participate in a chemical abuse program]**

*or establish a chemical abuse preassessment team pursuant to state law. Schools are required to have procedures for detecting student chemical abuse and can obtain federal funding if they establish drug prevention, detection, intervention, and recovery support services. Thus, it is recommended that schools establish these programs and activities. For those schools that do not establish a chemical abuse preassessment team, those obligations could be assigned to a specified staff member such a school counselor or administrator.]*

32. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals ~~shall~~ may be suspended and proposed for expulsion in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes section ~~§~~ 121A.40-121A.56, and proposed for expulsion.
43. Searches by school district officials in connection with the ~~abuse, possession, or transfer, distribution, or sale~~ of alcohol or a controlled substance chemicals will be conducted in accordance with school board policies related to search and seizure.
4. Nothing in paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.

DC. Preassessment Team

1. Every school that participates in a school district chemical abuse program shall ~~establish~~ have a chemical abuse preassessment team designated by the superintendent or designee. The team ~~must~~ will be composed of classroom teachers, administrators, and to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff ~~to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.~~ For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated school district employee.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

ED. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes section § 13.32 and applicable federal law and regulations.
2. Destruction of Records
  - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.

- b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with ~~such~~ information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
- c. ~~This section shall govern d~~Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding ~~provisions of the Records Management Act, Minnesota Statutes section~~§ 138.163 (Preservation and Disposal of Public Records).

**FE. Consent**

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

**[Note: State law permits schools to provide these services to minor students without the consent of a parent. If, however, a school district provides these or other services pursuant to a grant received under the Student Support and Academic Enrichment Grants law, this funding could be jeopardized if the requirements of federal law, to obtain prior written, informed consent from the parent of each child who is under 18 years of age is not obtained.]**

**F. School and Community Advisory Team**

1. ~~The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.~~

2. ~~The advisory team shall:~~

a. ~~build awareness of the problem within the community, identify available treatment and counseling programs for students, and develop good working relationships and enhance communication between the schools and other community agencies; and~~

b. ~~develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.~~

**V. EMPLOYEES**

A. ~~The school district shall establish superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students, and others about:~~

- 1. ~~The dangers and health risks of chemical~~of drug abuse in the workplace/school.
- 2. ~~The school district's drug-free workplace/drug-free school policy~~of maintaining a drug-free workplace.
- 3. ~~Any available drug or alcohol counseling, treatment, rehabilitation, re-entry, and/or employee assistance programs available to employees and/or students.~~

4. The penalties that may be imposed on employees for drug abuse violations.

- B. The ~~school district superintendent or designee~~ shall notify ~~any~~ federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice ~~from the employee or otherwise receiving actual notice~~ of ~~any criminal drug statute~~ conviction ~~of an employee for a criminal drug statute violation~~ occurring in the workplace. ~~To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.~~

~~[Note: Notification to the federal granting agency within ten (10) days is required by the Drug-Free Workplace Act. 41 U.S.C. § 8103.]~~

**Legal References:**

Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
[Minn. Stat. § 121A.61 \(Discipline and Removal of Students from Class\)](#)  
[Minn. Stat. § 124D.695 \(Approved Recovery Program Funding\)](#)  
[Minn. Stat. § 126C.44 \(Safe Schools Levy\)](#)  
Minn. Stat. § 138.163 ([Preservation and Disposal of Public Records](#)) ~~Records Management Act~~  
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)  
[Minn. Stat. § 152.01 \(Definitions\)](#)  
[Minn. Stat. § 152.02 \(Schedules of Controlled Substances; Administration of Chapter\)](#)  
Minn. Stat. § 152.22 (~~Medical Cannabis~~; Definitions; [Medical Cannabis](#))  
Minn. Stat. § 152.23 (~~Medical Cannabis~~; Limitations; [Medical Cannabis](#))  
[Minn. Stat. § 299A.33 \(DARE Program\)](#)  
[Minn. Stat. § 466.07, subd. 1 \(Indemnification Required\)](#)  
[Minn. Stat. § 609.101, subd. 3\(e\) \(Controlled Substance Offenses; Minimum Fines\)](#)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. §§ 7101-716522 ([Student Support and Academic Enrichment Grants](#))~~Safe and Drug-Free Schools and Communities Act~~  
[20 U.S.C. § 5812 \(National Education Goals\)](#)  
[20 U.S.C. § 7175 \(Local Activities\)](#)  
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
34 C.F.R. Part 84 (Government-~~w~~[W](#)ide Requirements for Drug-Free Workplace)

**Cross References:**

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)  
[MSBA/MASA Model Policy 419 \(Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction\)](#)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

(Do not write in the space above. Reserved for recording/transfer data)

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## **PERMANENT PUBLIC UTILITY EASEMENT**

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between Le Sueur-Henderson Public Schools, organized as Independent School District No. 2397 under the laws of the State of Minnesota, 901 Ferry Street, Le Sueur, Minnesota, referred to hereinafter as “Grantor,” and the City of Le Sueur, Minnesota, a municipal corporation organized under the laws of the State of Minnesota, 203 S 2<sup>nd</sup> Street, Le Sueur, Minnesota 56058, referred to hereinafter as “Grantee”; (collectively referred to herein as the “parties”).

### **AGREEMENT**

That for good and valuable consideration, including the mutual exchange of promises and covenants between the parties contained in that certain Development Agreement dated May 8, 2023, the receipt and sufficiency of which is hereby acknowledged, the Grantor and Grantee do hereby agree as follows:

1. The undersigned Grantor hereby grants and conveys to the Grantee a Permanent Easement, 20-feet in width, for public utility purposes (the “Permanent Easement”), over, under and across that part of the tract of land legally described on Exhibit A, which is attached hereto and incorporated herein by reference, in the City of Le Sueur, Le Sueur County, Minnesota; which Permanent Easement is legally described on Exhibit B, which is attached hereto and incorporated by reference (the “Permanent Easement Area”).
2. The Permanent Easement Area described above is depicted on the schematic drawings, Exhibit C-1 and Exhibit C-2, which are attached hereto and incorporated herein by reference.
3. The Grantor states and hereby covenants that the Grantor is the lawful owner of the above-described real property, is lawfully seized and possessed of said real property, and that the Grantor has good and lawful right to grant the Permanent Easement described herein.
4. The Grantee shall have the right to construct, excavate, grade, inspect, install, remove, demolish, operate, maintain, place, replace, reconstruct, improve, enlarge and repair, as it may find reasonably necessary utility facilities and improvements, and such other improvements appurtenant thereto, in the Permanent Easement Area described herein.

5. The Grantee and its employees, agents, permittees and licensees shall have the right of ingress and egress to and from the Permanent Easement Area at all times and without notice to Grantor by such route, in the judgment of the Grantee, as shall occasion the least practical damage and inconvenience to the Grantor.
6. The Grantee shall have the right to trim, remove and keep the Permanent Easement Area clear of all buildings, structures, roots, shrubbery, trees, bushes, undergrowth and all other obstructions that may interfere with or endanger the Grantee's exercise of any of the rights pursuant to this Permanent Easement.
7. The Grantor shall not erect, construct or locate in the Permanent Easement Area any new structure or object that was not in existence on the date of this Permanent Easement, which would prevent the Grantee's reasonable access to the Permanent Easement Area or prevent the public's full enjoyment of the rights granted hereunder, without the written consent of the Grantee.
8. The Grantee shall restore any and all disturbed areas within the Permanent Area(s) back to as close to original condition as, in Grantee's judgment, is reasonably practicable given the rights granted hereunder.
9. The Grantee shall defend, indemnify and hold harmless Grantor from and against claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by the Grantee's Work or improvements within the Permanent Easement Area and the public's use thereof. The indemnification provision herein shall not apply to the negligence or intentional misconduct of Grantor.
10. The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.
11. This Permanent Easement shall be recorded as soon as practicable following its execution with the understanding that the Grantee has complete and absolute sole ownership, use and control of the public utility facilities and improvements constructed in the Permanent Easement Area, and such other improvements appurtenant thereto, in accordance with the grant of rights conveyed herein.
12. Grantor and Grantee agree to correct any legal descriptions contained herein if there is a mistake discovered, including any mistakes or discrepancies revealed by an accurate survey of the property identified herein, and to accordingly replace the corresponding corrected exhibit herein, as applicable.
13. This Agreement shall be governed by and construed under the laws of the State of Minnesota without reference to its conflict of laws principles.
14. Any notice or other communication required or permitted under this instrument must be in writing and may be given by personal delivery, by being deposited with any nationally recognized overnight carrier that routinely issues receipts, or by being deposited with the

United States Postal Service, postage prepaid, certified mail, addressed to the party for whom it is intended at its address set forth above. Any such notice shall be deemed delivered upon (but not until) receipt or refusal of receipt. Either party may change its address for notices by giving 10 days' prior written notice of such change to the other party in a manner set forth above.

*[Remainder of page intentionally left blank.]*



**GRANTEE:**

CITY OF LE SUEUR, MINNESOTA

By: \_\_\_\_\_  
Shawn Kirby, Its Mayor

**ATTEST:**

By: \_\_\_\_\_  
Lindsey Dhaene, Its City Clerk

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF LE SUEUR    )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2025, by Shawn Kirby as Mayor and Lindsey Dhaene as City Clerk on behalf of the City of Le Sueur, a municipal corporation under the laws of the State of Minnesota, Grantee.

\_\_\_\_\_  
Notary Public

**THIS INSTRUMENT WAS DRAFTED BY:**

FLAHERTY & HOOD, P.A,  
525 Park Street, Suite 470  
St. Paul, MN 55103  
(651) 225-8840

**EXHIBIT A**

**LEGAL DESCRIPTION OF REAL PROPERTY**

The real property referenced in this Permanent Easement is legally described as follows:

**LEGAL DESCRIPTION:**

[See attached Exhibit A]

# EXHIBIT A

## PREMISES PROPERTY

*Southeast Quarter of the Southwest Quarter of Section 36, Township 112 North, Range 26 West, Le Sueur County, Minnesota, EXCEPT:*

*All of that part and portion of the Southeast Quarter of the Southwest Quarter (SE1/4 of SW1/4) of Section 36, Township 112 North, Range 26 West, Le Sueur County, Minnesota, lying and being, Northerly and Easterly of the centerline of Kingsway Drive as the same is presently located and situated in the year 1986.*

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Premises Tax PID = 21-999-0840

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### CERTIFICATE OF EASEMENT LE SUEUR, MINNESOTA

THAT PART OF THE SE 1/4 OF THE SW 1/4  
36-112N-26W, CITY OF LE SUEUR,  
LE SUEUR COUNTY, MINNESOTA



**BOLTON  
& MENK**

1960 PREMIER DRIVE  
MANKATO, MINNESOTA 56001  
(507) 625-4171

FOR: ISD2397  
CITY OF LE SUEUR

S36-T112N-R26W

JOB NUMBER: OM1.133266

FIELD BOOK:

DRAWN BY: CLT

**EXHIBIT B**

**LEGAL DESCRIPTION OF PERMANENT EASEMENT**

**LEGAL DESCRIPTION:**

[See attached Exhibit B]

# EXHIBIT B

## EASEMENT AREA

A strip of land 20.00 feet in width being a part of the Southeast Quarter of the Southwest Quarter of Section 36, Township 112 North, Range 26 West, Le Sueur County, Minnesota, the centerline of said strip being described as follows:

Commencing at the Southeast Corner of the Southeast Quarter of the Southwest Quarter of said Section 36; thence South 89 degrees 57 minutes 41 seconds East, (Minnesota County Coordinate System - Le Sueur County Zone - 2011), along the south line of the Southeast Quarter of the Southwest Quarter of said Section 36, a distance of 384.92 feet; thence North 00 degrees 02 minutes 19 seconds East, a distance of 420.00 feet to the point of beginning; thence North 70 degrees 10 minutes 56 seconds West, a distance of 159.12 feet; thence North 80 degrees 03 minutes 12 seconds West, a distance of 75.56 feet; thence North 52 degrees 16 minutes 09 seconds West, a distance of 264.57 feet; thence South 70 degrees 34 minutes 50 seconds West, a distance of 354.66 feet; thence South 78 degrees 26 minutes 17 seconds West, a distance of 129.06 feet and there terminating.

### SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

*Janele Fowlds*

Janele Fowlds  
License Number 26748

06/20/2024  
Date

Premises Tax PID = 21-999-0840

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### CERTIFICATE OF EASEMENT LE SUEUR, MINNESOTA



1960 PREMIER DRIVE  
MANKATO, MINNESOTA 56001  
(507) 625-4171

THAT PART OF THE SE 1/4 OF THE SW 1/4  
36-112N-26W, CITY OF LE SUEUR,  
LE SUEUR COUNTY, MINNESOTA

FOR: ISD2397  
CITY OF LE SUEUR

JOB NUMBER: OM1.133266

FIELD BOOK:

DRAWN BY: CLT

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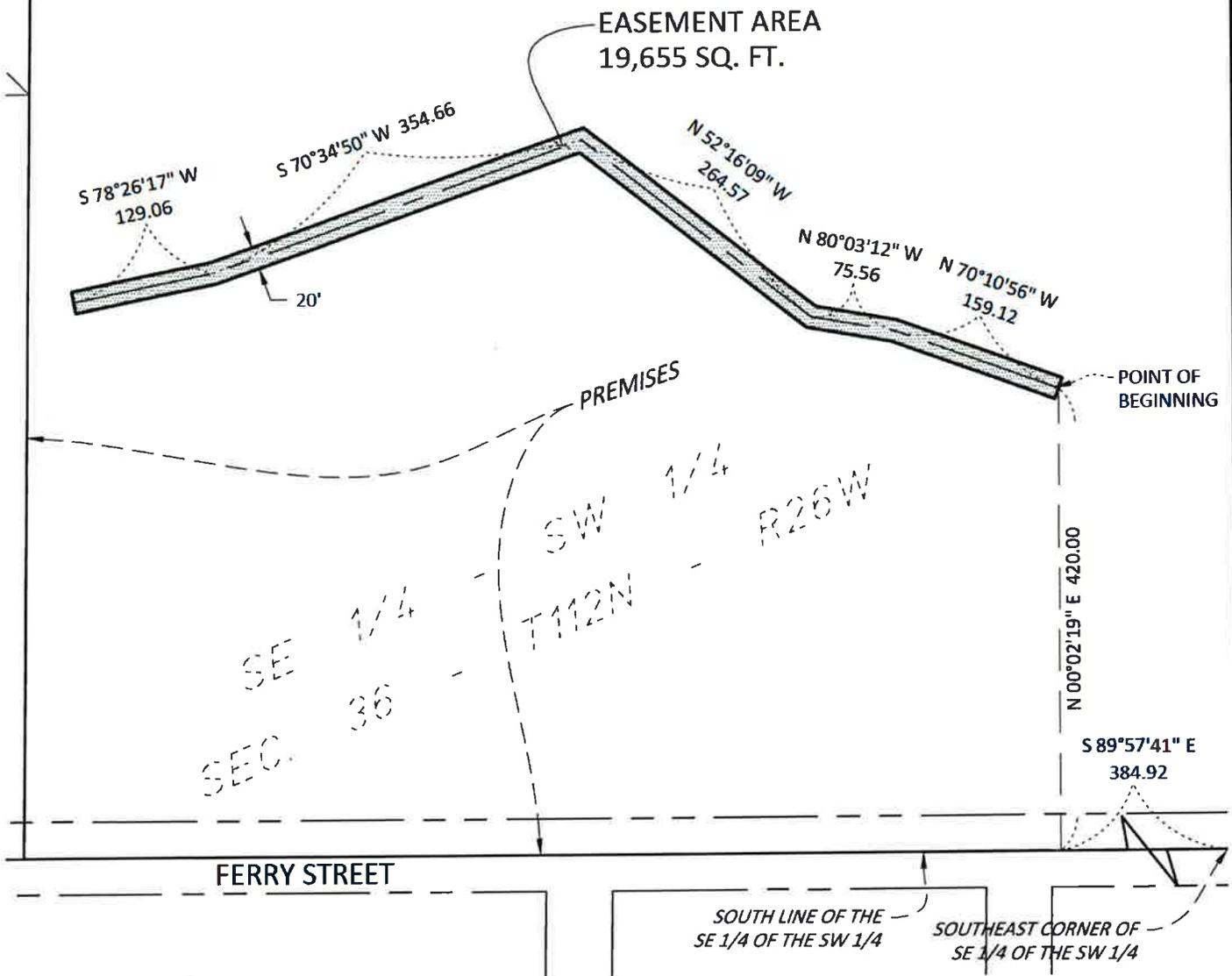
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**EXHIBIT C**

**DEPICTION OF PERMANENT EASEMENT**

[See attached Exhibit C-1, Exhibit C-2]

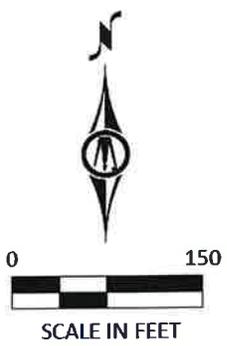
# EXHIBIT C-2



PREMISES  
 SW 1/4  
 T112N  
 R26W  
 SE 1/4  
 SEC. 36

FERRY STREET

SOUTH LINE OF THE SE 1/4 OF THE SW 1/4  
 SOUTHEAST CORNER OF SE 1/4 OF THE SW 1/4



Surveyor's Note  
 1) The boundary of the Premises Property shown hereon is approximate  
 Horizontal Datum: 2011 Le Sueur County Coordinate System

Easement Area = 19,655 Sq. Ft.  
 Premises Tax PID = 21-999-0840

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**CERTIFICATE OF EASEMENT**  
 LE SUEUR, MINNESOTA

**BOLTON & MENK**

1960 PREMIER DRIVE  
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 (507) 625-4171

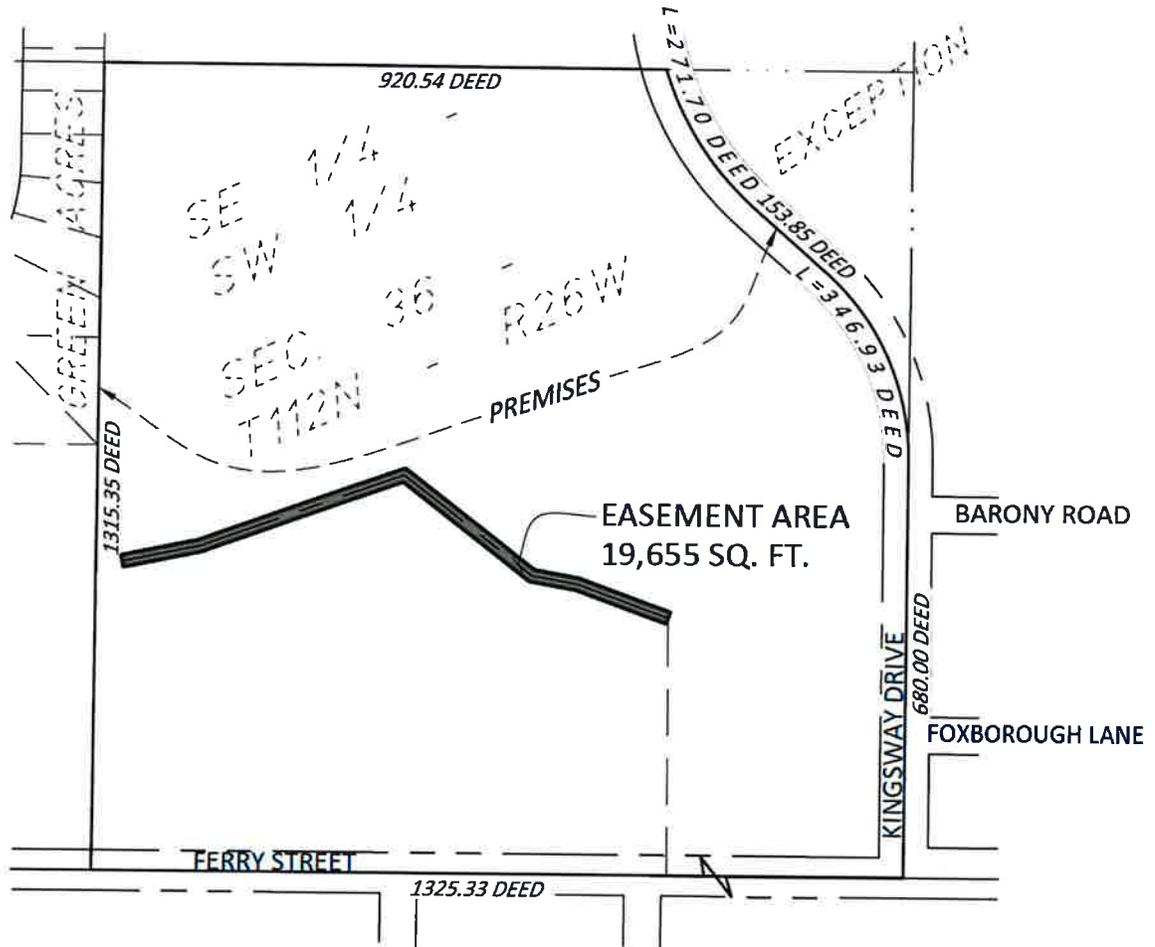
THAT PART OF THE SE 1/4 OF THE SW1/4  
 36-112N-26W, CITY OF LE SUEUR,  
 LE SUEUR COUNTY, MINNESOTA

FOR: ISD2397  
 CITY OF LE SUEUR

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S36-T112N-R26W

# EXHIBIT C-1



SCALE IN FEET

## LEGEND

(000 DEED) DEED DESCRIPTION

### Surveyor's Note

- 1) The boundary of the Premises Property shown hereon is approximate

Horizontal Datum: 2011 Le Sueur County Coordinate System

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Easement Area = 19,655 Sq. Ft.  
Premises Tax PID = 21-999-0840

## CERTIFICATE OF EASEMENT LE SUEUR, MINNESOTA



1960 PREMIER DRIVE  
MANKATO, MINNESOTA 56001  
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THAT PART OF THE SE 1/4 OF THE SW1/4  
36-112N-26W, CITY OF LE SUEUR,  
LE SUEUR COUNTY, MINNESOTA

FOR: ISD2397  
CITY OF LE SUEUR

# Le Sueur-Henderson School District 2397



## Crisis Management Protocols

# EMERGENCY TELEPHONE NUMBERS

<b>Ambulance or Fire or Police</b>	911
Le Sueur Chief - Pilar Stier	
Emergency Phone	911
LSPD Directly non-Emergency	(507) 665-2041
Non-Emergency Dispatch	(507) 665-3313
City of Le Sueur	(507) 665-3325
City of Henderson (City Hall/Maintenance)	(507) 248-3234
<b><u>Le Sueur County</u></b>	(507) 357-2251
Child Protection	(507) 357-8288
Social Services	(507) 357-8288
Public Health	(507) 357-8247
Mental Health Crisis Response Services	(507) 237-7800
<b><u>Sibley County</u></b>	
Child Protection	
Social Services	
Public Health	
Mental Health Crisis Response Services	
MN Poison Control Center	1-800-222-1222
National Suicide Prevention Lifeline	1-800-273-8255 or 988
Le Sueur County Emergency Management	Cell# (507) 380-0048 Office# (570) 357-8395

## **CAMPUS EVACUATION Phone Numbers and Locations**

- Community Center (507) 665-3325 (**Short term evacuation**)
- United Methodist Church (507) 380-0309
- Word of Life (507) 665-6393
- First Lutheran Church (507) 665-2615 - Mark Sullivan (612) 232-7366
- Hilltop ALP: Henderson City Hall (507) 248-3234

## **Crisis Response Protocol**

The purpose of this Crisis Response Protocol is to act as a guide for the school district, business administrators, school employees, students, school board members, and community as to how to address a wide range of potential crisis situations in the School District. The procedures in this Policy will provide guidance for the district to coordinate protective actions prior to, during, and after many types of emergencies or potential crisis situations.

This Crisis Response Protocol has been created in consultation with local community response agencies and other appropriate individuals who are likely to be involved in assisting the School District in an emergency. It is designed so the district can tailor a crisis situation to meet the specific situation and needs. The protocol is based on The Standard Response Protocol, created by the I Love You Guys Foundation. Hold, Secure, Lockdown, Evacuate, and Shelter are the key components to keeping all students, staff, and visitors safe in our school during a crisis. Included in this handbook are building maps and specific information for different crisis situations along with emergency telephone numbers.

<b>District Response Team</b>				
	<b>Middle/High School</b>	<b>LSH Elementary</b>	<b>Hilltop ALP</b>	<b>St.Anne's</b>
<b>Superintendent</b>	Jim Wagner	Jim Wagner	Jim Wagner	Chris Shofner
<b>Principal</b>	Cindy Schmidt Katie Maier	Darren Kern	Karla Undeberg	Anne Lewis
<b>Secretary</b>	Heidi Hagen	Katie Westlie	Rick Bruns	Jan Biehler
<b>Lead Custodian</b>	Todd Vrklan	Todd Vrklan	Todd Vrklan	Dave Maczkowicz
<b>Nurse</b>	Beth Wagner	Molly Thelemann	Molly Thelemann Beth Wagner	Nicole Aune
<b>Food Service</b>	Rebecca Eades	Rebecca Eades	Rebecca Eades	Marla Mueller
<b>Counselor/Social Worker</b>	Jessica Kirschner Cassie Wilke	Susie Spika	Jessica Kirschner Cassie Wilke	

<b>Transportation</b>	Pat Doherty	Pat Doherty	Pat Doherty	Pat Doherty
<b>Evacuation Coordinators</b>	Cindy Schmidt Katie Maier Heidi Hagen	Darren Kern Katie Westlie Kristine Baumann	Karla Undeberg Rick Bruns	Anne Lewis
<b>Police</b>	Pilar Stier	Pilar Stier	Eric Karels	Pilar Stier
<b>Fire</b>	Jesse Wenisch	Jesse Wenisch	Randy Tiegs	Jesse Wenisch

## **Table of Contents**

EMERGENCY TELEPHONE NUMBERS	1
CAMPUS EVACUATION Phone Numbers and Locations	1
Communication Page	5
<b>HOLD PROCEDURES</b>	<b>6</b>
<b>SECURE PROCEDURES</b>	<b>7</b>
<b>LOCKDOWN PROCEDURES</b>	<b>8</b>
Le Sueur-Henderson Elementary	8
Le Sueur Middle/High School	9
Hilltop ALP	9
St. Anne’s Elementary	9
<b>EVACUATE PROCEDURES</b>	<b>10</b>
LSH Elementary: Fire Evacuation Doors	13
LSH Elementary: Fire Safe Location/Evacuation Area	13
Building Evacuation Route and Safe Area: Middle/High School	14
MS/HS: Fire Evacuation Doors	15
MS/HS: Fire Safe Location/Evacuation Area	16
Building Evacuation Route and Safe Area: Hilltop ALP	16
Hilltop ALP: Fire Evacuation Doors	17
Hilltop ALP: Fire Safe Location/Evacuation Area	17
Building Evacuation Route and Safe Area: St. Anne’s Elementary	18
St. Anne’s: Fire Drill /Evacuation Protocol	18
<b>CAMPUS EVACUATION/REUNIFICATION</b>	<b>19</b>
<b>SHELTER PROCEDURES</b>	<b>20</b>
LSH Elementary: Shelter Space	21
Hilltop Area Learning Center: Shelter Space	23
St. Anne’s Elementary: Shelter Space	24

# IN AN EMERGENCY

## TAKE ACTION



**HOLD**



**SECURE**



**LOCKDOWN**



**EVACUATE**



**SHELTER**

<b>HOLD</b>	<b>In Your Room or Area. Clear the Halls.</b>
<b>SECURE</b>	<b>Get Inside. Lock Outside Doors.</b>
<b>LOCKDOWN</b>	<b>Locks, Lights, Out of Sight.</b>
<b>EVACUATE</b>	<b>Evacuate to Appropriate Area.</b> (Listen for instruction)
<b>SHELTER</b>	<b>Hazard and Safety Strategy.</b> (Listen for instruction)

# Communication Page

## **Communication Procedures and Assignments:**

### **Hold:**

- Site-specific
- Level 1: Each building is responsible for communication with families (no EMS, Police)
- Level 2: EMS or police response- district notification
- Email to staff, phone call/email to families

### **Secure:**

- Effect both buildings
- Secretaries communicate
  - Heidi (1) at MS/HS, Stacy (2)
  - Kristine (1) at LSHE, Katie (2)
- Mass district email/phone call
- Email to staff, phone call/email to families

### **Lockdown:**

- Effect both buildings
- Secretaries communicate (Secretary at least affected building, contact Rachel/Jim)
  - Heidi (1) at MS/HS, Stacy (2)
  - Kristine (1) at LSHE, Katie (2)
- Mass district email/phone call
- Email to staff, phone call/email to families

### **Evacuate:**

- Effect both buildings
- Secretaries communicate (Secretary at least affected building, contact Rachel/Jim)
  - Heidi (1) at MS/HS, Stacy (2)
  - Kristine (1) at LSHE, Katie (2)
- Mass district email/phone call
- Phone call/email to families, phone call to families

### **Shelter:**

- Effect both buildings
- Secretaries communicate (Secretary at least affected building, contact Rachel/Jim)
  - Heidi (1) at MS/HS, Stacy (2)
  - Kristine (1) at LSHE, Katie (2)
- Mass district email/phone call
- Phone call/email to families, phone call to families



# **HOLD PROCEDURES**

## **Hold In Your Room or Area**

The lowest level of securing the school is to implement the **HOLD** procedure. The **HOLD** procedure may be issued in situations where something is happening inside the school/hallways in which students/staff need to stay away from. Examples of when the **HOLD** procedure may be issued includes: medical emergency or an altercation in the hallway.

To activate the **HOLD** procedure a public announcement will be made using the following:

*Example:* **A Hold procedure is being issued to stay in your room or area. Please clear the halls.**

To release the **HOLD** procedure a public announcement will be made using the following:

*Example:* **The Hold procedure is released. All Clear.**

### **Actions:**

- Students and staff are to remain in their classrooms or area, even if there is a scheduled class change until the all-clear is announced.
- **Take attendance, note time,** and report any missing persons to the building administrator/principal or designated person, if possible.
- Students and staff in common areas may be asked to relocate.
- Students and staff outside the building should remain outside unless otherwise directed by the administration.
- Staff does a quick check of the hallways and bathrooms outside their rooms to ensure all students are out of the hallway.
- If a staff member brings in student(s) to their room from the hallways or bathrooms who they are not currently responsible for, email the teacher who is responsible for the student to inform them you have their student.
- Classes continue as usual in the **HOLD** areas.
- Visitors will **not** be allowed into the building during the **HOLD** procedure.
- If a staff member initiates a **HOLD** procedure, immediately contact administration.
- The Crisis Response Team may be called if the situation requires.



## SECURE

# SECURE PROCEDURES

## Get Inside Lock Outside Doors

Occasionally the school may need to issue the **SECURE** protocol. This procedure will bring everyone into the school building and lock all exterior doors. The **SECURE** protocol is when there is a potential threat or hazard outside of the school building. It may include criminal/police activity in the immediate neighborhood or a dangerous animal outside of the building (playground). **SECURE** procedures use the security of the physical facility to act as protection.

To activate the **SECURE** procedure a public announcement will be made using the following:

Example: **Secure the building. Get inside. Teachers/Staff please check the exterior doors to ensure they are locked.**

To release the **SECURE** procedure a public announcement will be made using the following:

Example: **The SECURE procedure is released. All Clear.**

### Actions:

- **Teachers take attendance, note time, and document who is absent from your classroom.** You may be asked to send attendance to the office. Classes continue as usual.
- Students and staff in common areas may be asked to relocate.
- Students and staff outside the building should immediately return to inside the building.
- Staff whose classrooms are near an exterior door need to check to ensure the doors are locked. Custodial staff will also check all exterior doors.
- No one will be allowed to enter or leave the building during the **SECURE** procedure.
- If a staff member initiates a **SECURE** procedure, immediately contact administration.
- The Crisis Response Team may be called if the situation requires.

A **SECURE** procedure may turn into a **LOCKDOWN**.

### Other possible procedures that may need to be implemented:

If the building is in a **SECURE** protocol at the end of the day:

- Students may or may not be allowed to leave the school at the end of the day. Depending on the situation.
- Buses may or may not be allowed to return students to their residence.
- Parents may need to be called to pick-up their student. A check-out procedure will be developed.



## LOCKDOWN

# LOCKDOWN PROCEDURES

Locks, Lights, Out of Sight

A **LOCKDOWN** will be issued when there is a direct threat to the safety of students or staff inside the building. It may include an active assailant, report of a weapon, or angry/violent parent or student. **LOCKDOWN** uses classroom and school security actions to protect students and staff from the threat. **LOCKDOWN** may persist for several hours.

To activate the **LOCKDOWN** procedure a public announcement will be made using the following:

*Example:* We are in a **LOCKDOWN**. Locks, Lights, and Out of Sight. (twice)

To release the **LOCKDOWN** each classroom will be released by law enforcement.

*Drill Example:* Classroom will be released by administration or law enforcement. Continue your day as usual.

### Actions:

- If it is safe to do so, staff should gather students into a classroom prior to locking the door.
- **Take attendance and note time.**
- Staff lock all access points and turn off lights in their classrooms while students are getting out of sight.
- Students need to remain quiet as possible. Including all cell phones on silent.
- Allow no one in or out of the classroom during the **LOCKDOWN**.
- Students and staff who are outside follow the campus evacuation procedures to the Community Center. (see campus evacuation procedure). Do NOT return to the building during a **LOCKDOWN**.

***If a fire alarm goes off in a lockdown event, stay in place unless fire or smoke is visible.***

### Le Sueur-Henderson Elementary

- Students and staff in the cafeteria during lunch sitting on the east side will lockdown in the receiving room.
- *If outside.... go to the community center.*

## **Le Sueur Middle/High School**

- Students and staff in the Commons during lunch immediately go into the Art Room, FACS Room, Middle School locker rooms, Media Center- Staff Lounge, Office, POWER Lounge.
- Students and staff in the *High School Gym*. Immediately go into a high school locker room. Lock all access points for the locker room.
- Students and staff in the *Middle School Gym*. Immediately go into the attached locker rooms. Lock all access points for the locker room.
- If outside, don't come into the building, go to the community center.

## **Hilltop ALP**

- Students and staff in the main learning area immediately go into the “conference room”. Staff lock the “conference room” door.
- The students and staff in the cafeteria during lunch immediately go into the kitchen. Staff lock the kitchen doors.
- Students and staff in the Gym immediately go into the kitchen. *If the kitchen is not accessible they will evacuate.*
- If students and staff are outside when a lockdown is implemented, they should retreat to City Hall.

## **St. Anne's Elementary**

- Students and the staff in the lunchroom area will go immediately to the Patron's Closet or Kitchen closet.
- If students and staff are outside when a lockdown is implemented, they should retreat to the Parish Center or the Firehall.



## EVACUATE

# EVACUATE PROCEDURES

## Listen for Instructions

The school building and/or school campus may need to be evacuated for a variety of reasons, such as fire, hazardous chemical spill, bomb threat, etc. Evacuations need to be conducted in a controlled and orderly fashion. There may or may not be time to gather personal belongings depending on the type of situation.

### **Listen for Instructions.**

### **BUILDING EVACUATION**

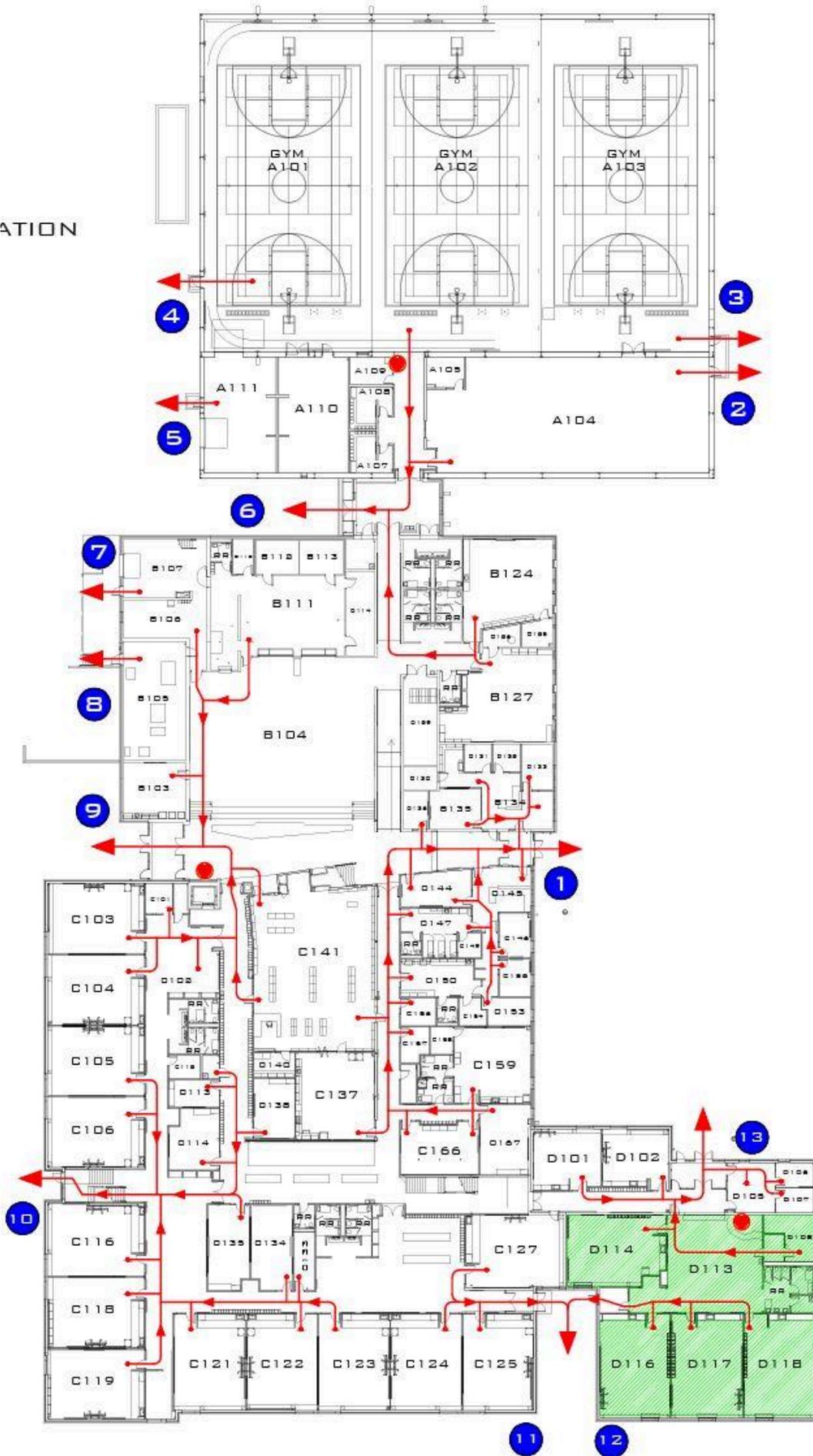
To activate the Fire Drill Evacuation procedure a fire alarm will be pulled to alert everyone in the school to evacuate the building. **Do not evacuate if the fire alarm is set off during a HOLD, SECURE or LOCKDOWN unless there is an actual fire in the area you are in.**

To Evacuate for any other reason an announcement will be broadcasted over the intercom system. Listen for instructions.

#### **Actions:**

- Take the **designated red emergency folder/bag** and class roster.
- Teachers take class roster for attendance after arriving at the evacuation area. Designated evacuation areas are indicated on the Building Evacuation Route and Safe Area Map.
- Shut windows, close the classroom door, and turn off lights as students leave.
- Be aware of emergency vehicles.
- Reassemble students and take attendance to account for all students and report any missing students to the building administrator or designated person.
- **Listen for additional directions when arriving at the evacuation area.**
- **Return to the classroom only when instructed to do so by administration or law enforcement officials.**

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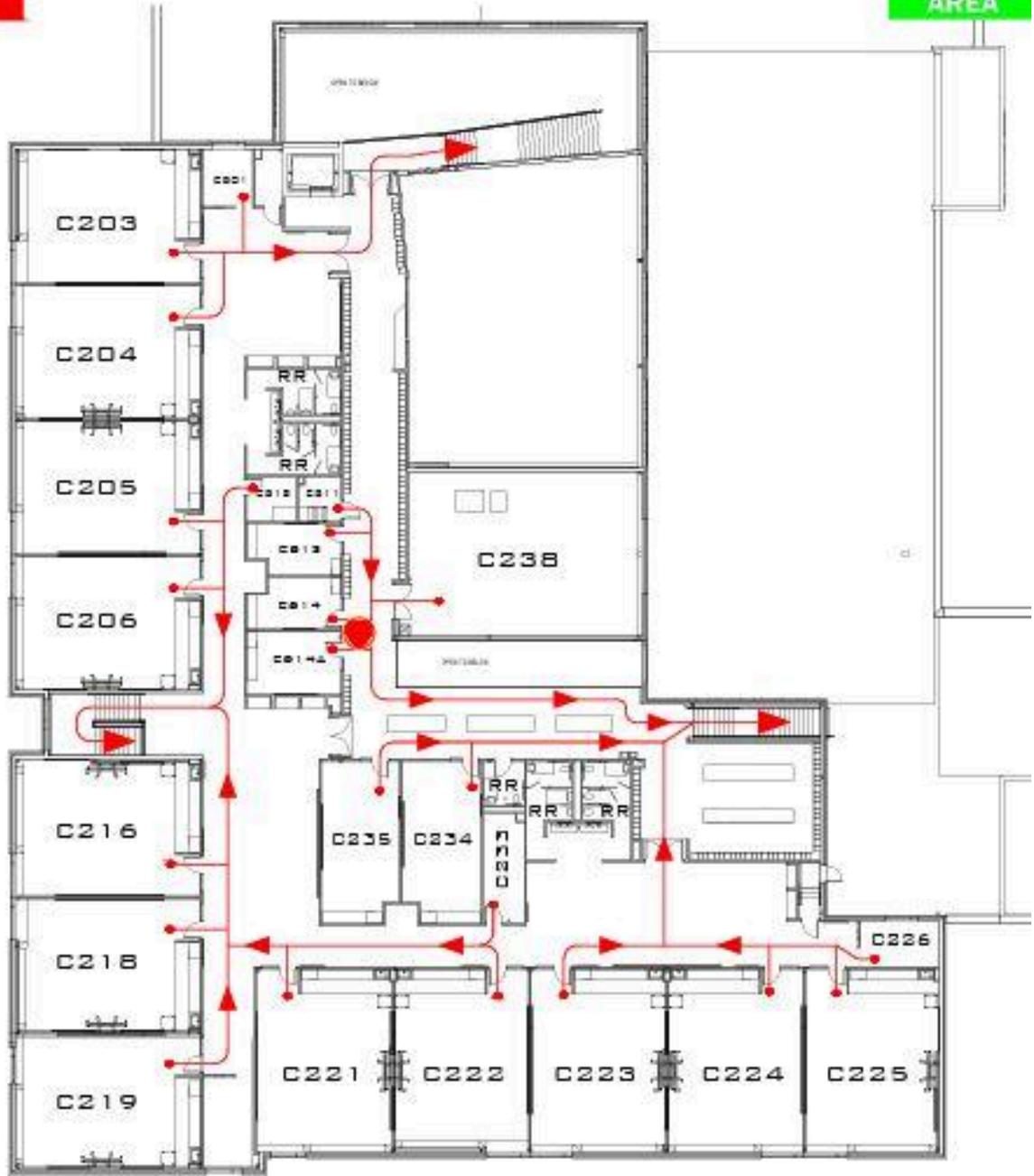


1 E C I E I D E I E M E N T



AED LOCATION

\*SHELTER AREAS LOCATED ON FIRST LEVEL



## **LSH Elementary: Fire Evacuation Doors**

**Door 1:** Rooms: B134, B135, B136, C137, C141, C144, C145, C146, C147, C150, C152, C153, C156, C157, C159, C166, C167, C201, C203, C204

**Door 2:** Rooms: A104, A105

**Door 3:** Rooms: Gym A101, A102, A103

**Door 4:** Rooms: Gym A101, A102, A103

**Door 5:** Rooms: A111, A110

**Door 6:** Rooms: Gym A101, A102, A103, A107, A108, A109

**Door 7:** Rooms: B105, B107

**Door 8:** Rooms: NA

**Door 9:** Rooms: B103, B104, B105, B106, B107, B110, B111, B112, B113, C101, C102, C103, C104, C141, C205, C206, C212, C216, C218, C219, C221, C222, C233

**Door 10:** Rooms: C105, C106, C112, C113, C114, C116, C118, C119, C121, C122, C123, C133, C134, C135, C211, C213, C214, C214A, C223, C224, C225, C226, C233, C234, C235

**Door 11/12:** Room: C124, C125, C127, D116, D117, D118

**Door 13:** Rooms: D101, D102, D105, D106, D107, D108, D113, D114

## **LSH Elementary: Fire Safe Location/Evacuation Area**

**Doors 1, 2, 3, 13:** Go to the far side of the parking lot by the retaining wall

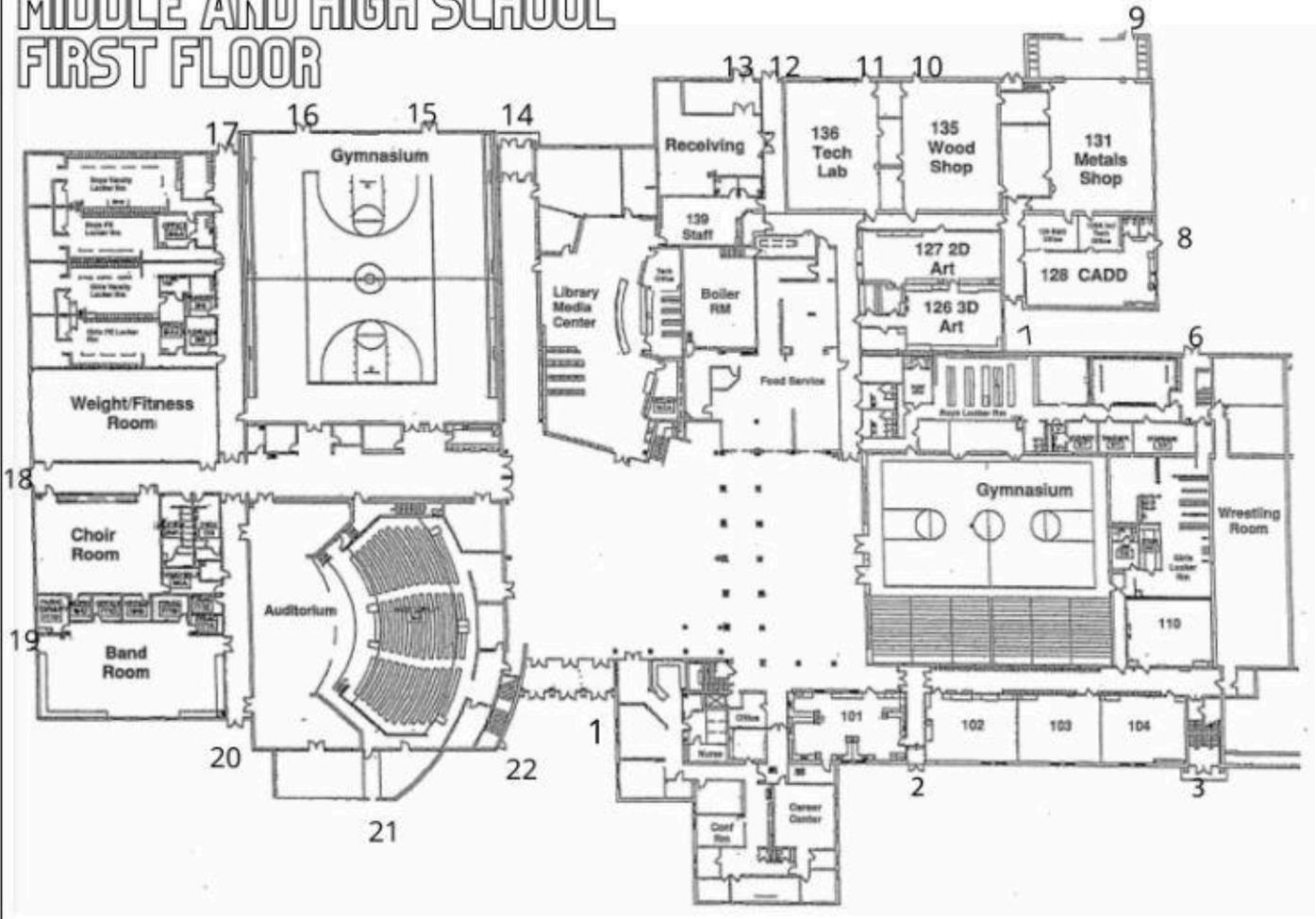
**Doors 4, 5, 6, 7, 8:** Go to the tennis courts

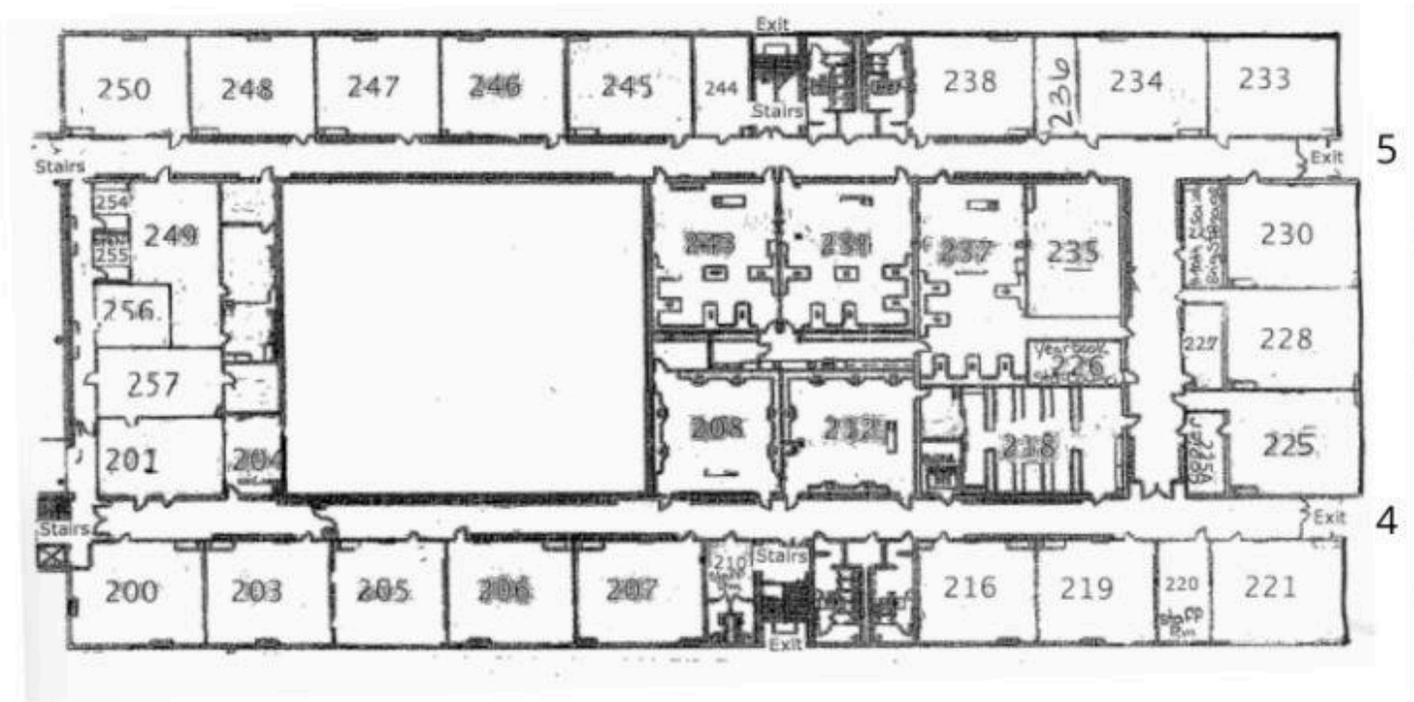
**Doors 9,10,11,12** Go to the location where the buses line up

All personnel in the building are to exit the building according to the fire plan.

# Building Evacuation Route and Safe Area: Middle/High School

## LE SUEUR - HENDERSON MIDDLE AND HIGH SCHOOL FIRST FLOOR





**MS/HS: Fire Evacuation Doors**

**Door 1:** Rooms: Front Office, Commons/Cafeteria, Small/ Middle School Gym, 200, 201, 203, 204, 205, 247, 248, 250, 254, 255, 256, 257

**Door 2:** Rooms: 101, 102, 103, Small/ Middle School Gym

**Door 3:** Rooms: 104, 110, 207, 208, 210, 212, Small/ Middle School Gym

**Door 4:** Rooms: 216, 218, 219, 220, 221, 225, 227, 228

**Door 5:** Room: 226, 229, 230, 233, 234, 235, 236, 237

**Door 6:** Rooms: 238, 239, 243, 245, 245

**Door 8:** 128

**Door 9:** 131

**Door 10:** 135

**Door 11:** 136

**Door 12:** 126, 127, Kitchen, Staff Lounge (139), Receiving

**Door 14:** Library Media Center

**Door 15 & 16:** High School Gym

**Door 17:** High School Locker Rooms

**Door 18:** Weight Room, Choir Room

**Door 19:** Band Room

**Door 20, 21, 22:** Auditorium

**MS/HS: Fire Safe Location/Evacuation Area**

**Door 1, 2, 3:** Sidewalk past Bus Parking lot (Katie)

**Door 4, 5:** Sidewalk past Bus Parking Lot (Cassie)

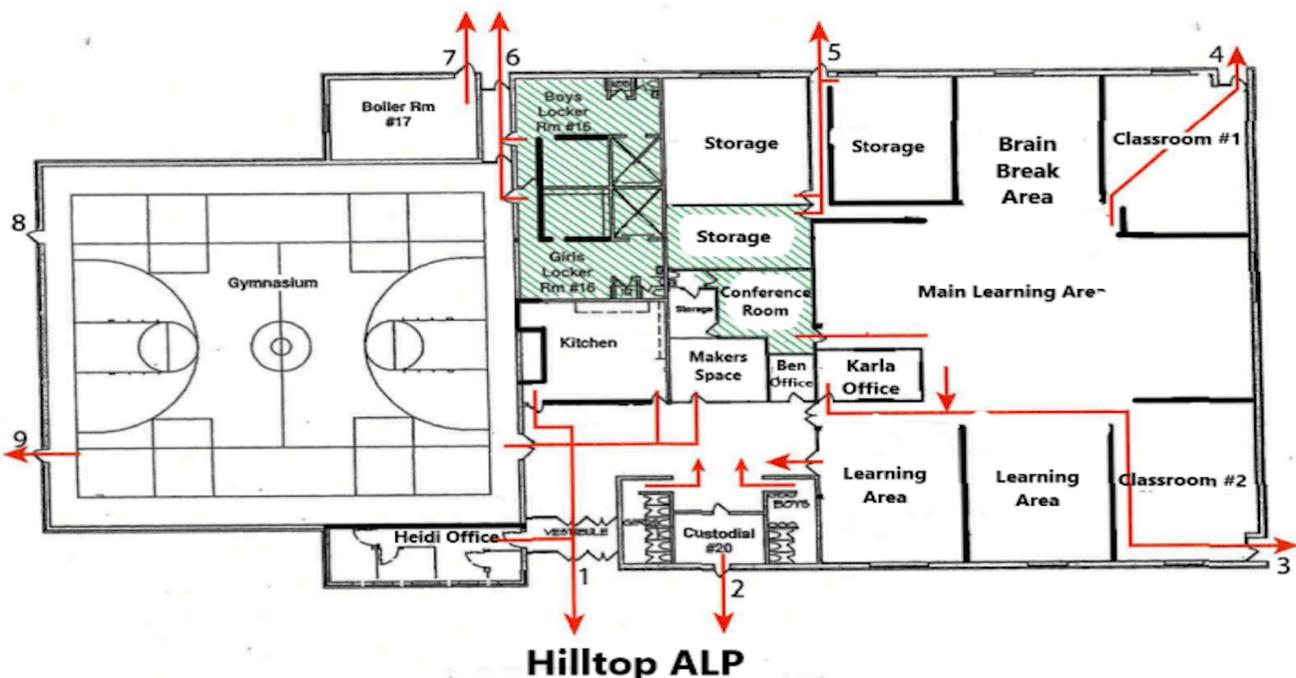
**Door 8, 9, 10, 11, 12, 13:** Practice Field (Jessica)

**Door 14, 15, 16, 17:** Track Fence (Cindy)

**Door 18, 19, 20, 21, 22:** Community Center Grass (Heidi)

All personnel in the building are to exit the building according to the fire plan.

**Building Evacuation Route and Safe Area: Hilltop ALP**



### **Hilltop ALP: Fire Evacuation Doors**

**Door 1:** Rooms: Kitchen, Cafeteria, Main Office, Learning Center, Bathrooms, Maker Space, Office

**Door 2:** Custodial Room

**Door 3:** Learning Area, Karla's Office, Classroom #2, Conference Room

**Door 4:** Main Learning Area, Classroom #1, Brain Break Area

**Door 5:** Rooms: Storage Rooms

**Door 6:** Rooms: Locker Rooms

**Door 7:** Rooms: Boiler Room

**Door 8:** Rooms: Gymnasium

**Door 9:** Rooms: Gymnasium

### **Hilltop ALP: Fire Safe Location/Evacuation Area**

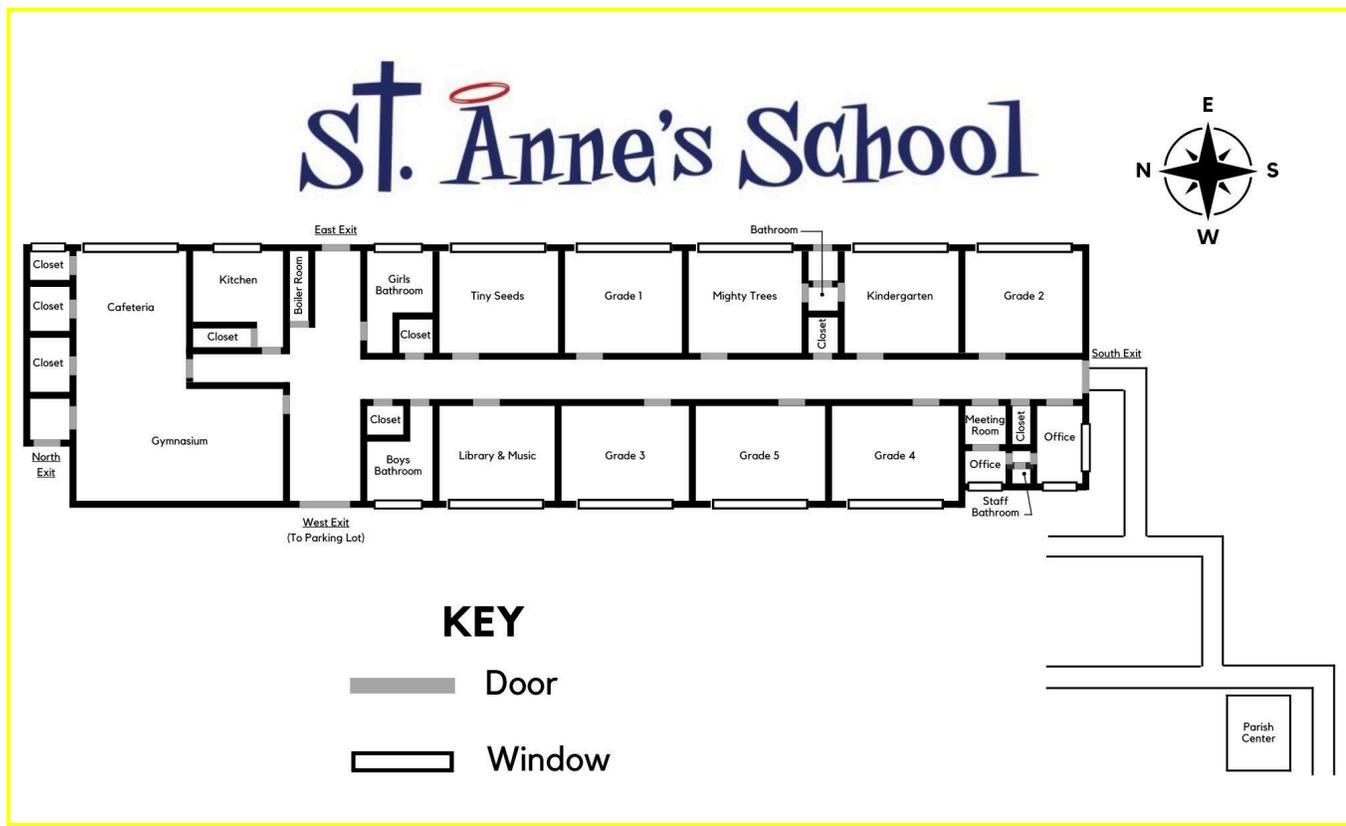
**Doors 1& 2** - Lower Parking Lot

**Doors 3,4,5** - East end of the playground on the grass

**Doors 6,7,8,& 9** - Upper Parking Lot

All personnel in the building are to exit the building according to the fire plan.

# Building Evacuation Route and Safe Area: St. Anne's Elementary



## St. Anne's: Fire Drill /Evacuation Protocol

**Fire Drills - exit building as directed above.**

***Unannounced Fire Alarm - stay in your room and listen for directions over the PA system, unless you see and/or smell fire or smoke.***

- Teachers, please report to the *Crisis Member* listed under Designated Safe Area (they should have a radio)
- ALL Students should be in an orderly line in a clear area, quiet and accounted for.
- Hold up your red/green sign to let Lead Personnel know if all students are accounted for.
- The students are our responsibility and if they are under your watch at that time, it is expected that you have control of them in this situation. If and/or when this takes place, we need to be prepared for the worst, so please practice as if it were real.

# CAMPUS EVACUATION/REUNIFICATION

Various situations may warrant evacuation of the school campus, and will typically come after the building has been evacuated (see Building Evacuation).

- Remain with your students at all times; proceed with your class to the relocation area.
- Reassemble students and complete roll call to account for all students and report any missing students to the building administrator or designated person
- Students should be released ONLY to parents or those listed on emergency release forms.
- Assist with “check out” of students if directed by the building administrator.
- Note on roster any student released to parent or guardian.
- Return to campus only when instructed to do so by authorized officials



## SHELTER

# SHELTER PROCEDURES

## Listen for Instructions

SHELTER is called when specific protective actions are needed based on a threat or hazard. Tornado and/or severe weather warnings are examples when the SHELTER procedure would be initiated. **SHELTERING** needs to be conducted in a controlled and orderly fashion. **Listen for Instructions**

### **Tornado/Severe Weather:**

To activate the **SHELTER** procedure a public announcement will be made using the following:

**Example: A SHELTER procedure is being issued. Please proceed to your SHELTER safe area.**

To release the **SHELTER** procedure a public announcement will be made using the following:

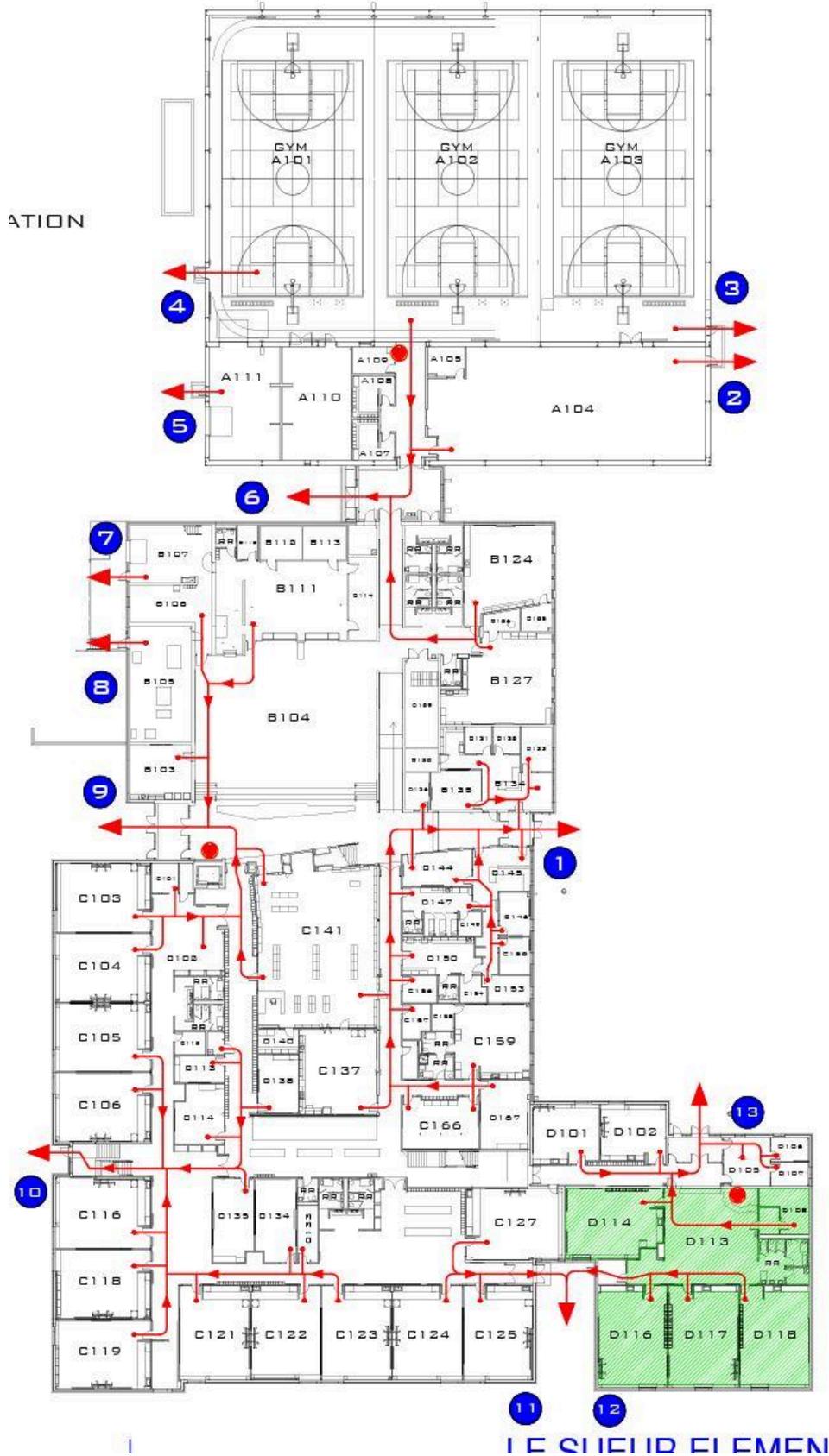
**Example: The SHELTER procedure is released. All Clear. Please return to your classroom.**

### **Actions:**

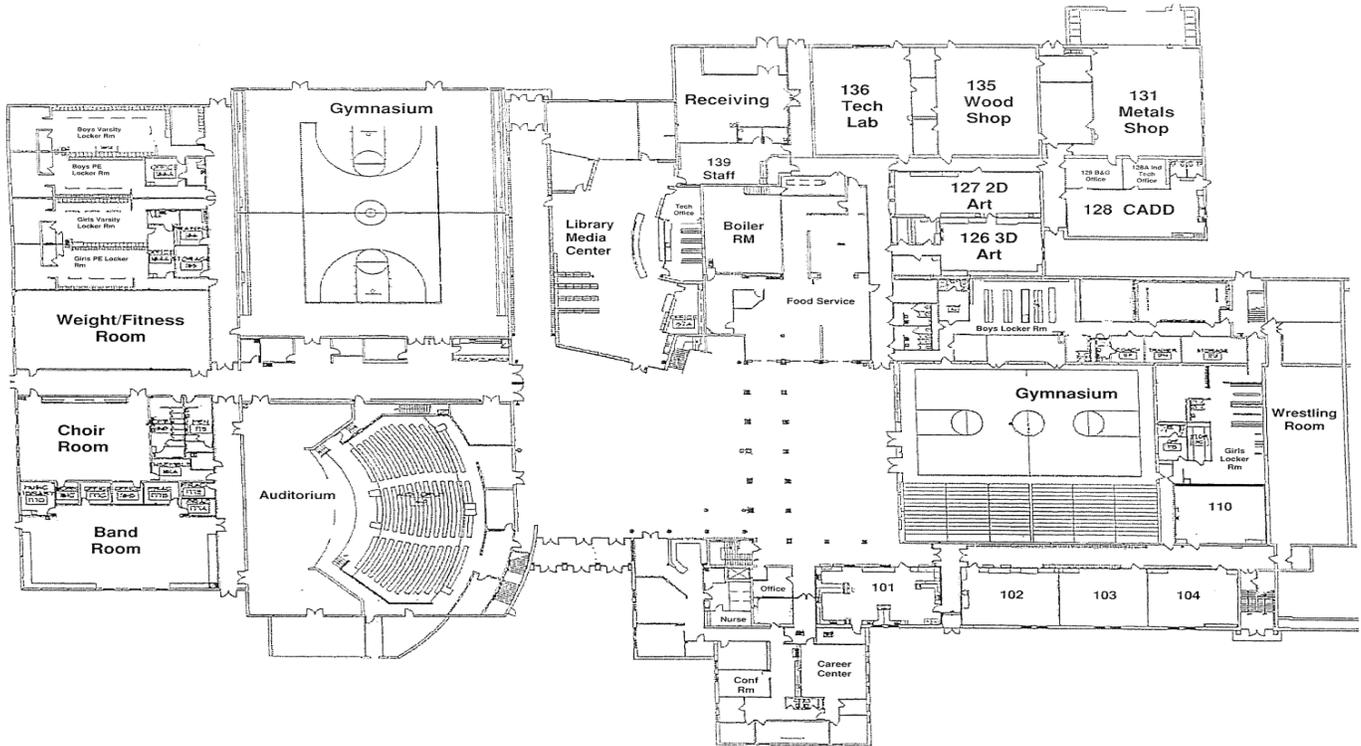
- Students and staff proceed to their designated shelter area and kneel in a tuck position with their head against the wall, covering their head and neck with their hands.
- Take the **designated red emergency folder/bag** and class roster.
- Close the windows and turn off the lights; close the door as you leave.
- Do not allow the students to go to their locker or leave the group as you move to shelter areas.
- Proceed in an orderly, calm manner checking areas near your room (lavatories, work rooms, offices, etc.) as you exit to the area best determined for relocation or the area designated located on the Severe Weather Evacuation Map, posted in all rooms near the door.
- Once in a relocated area: **take attendance, note time,** and report any missing persons to the building administrator/principal or designated person, if possible.
- Students and staff remain in the SHELTER area until given further direction from the building administrator/principal or persons of authority

# LSH Elementary: Shelter Space

Shelter Space in the Community Education/ECFE area.



# Le Sueur-Henderson Middle School/ High School: Shelter Space



Le Sueur-Henderson High School (1st Floor)

## **Middle School Boys Locker Room:**

*Use Main Stairs*

**Rooms:** 243, 244, 245, 246, 247, 248, 249, 250, 254, 255, 256

*Use High School Hall Stairs*

**Rooms:** 229, 230, 233, 234, 235, 236, 237, 238, 239

**Rooms:** 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139

## **Middle School Girls Locker Room:**

*Use Middle School Stairs*

**Rooms:** 200, 201, 202, 203, 204, 205, 206, 207, 208, 210, 257

*Use Middle School Hall Stairs*

**Rooms:** 212, 216, 218, 219, 220, 221, 225, 225A, 227, 228

**Rooms:** 101, Band Room, Choir Room, Practice Rooms, Auditorium, Power Lounge, Offices,

**Rooms:** High School Gym, Weight Room, HS Locker rooms, Media Center, Commons

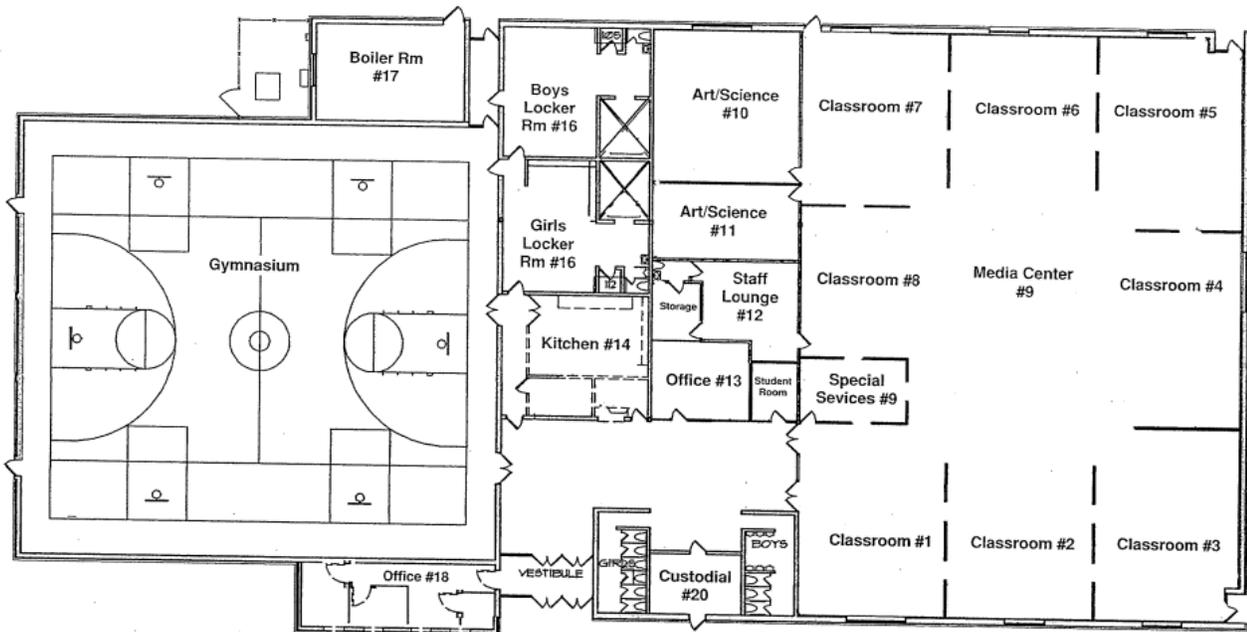
## **Room 110 (STEM ROOM)**

**Rooms:** 102, 103, 104

Use your common sense! There are multiple safe areas near your location, if a line to a shelter area is long, move them to the nearest line available immediately, (close fire doors in the hallways if you are in one of the designated hallways).

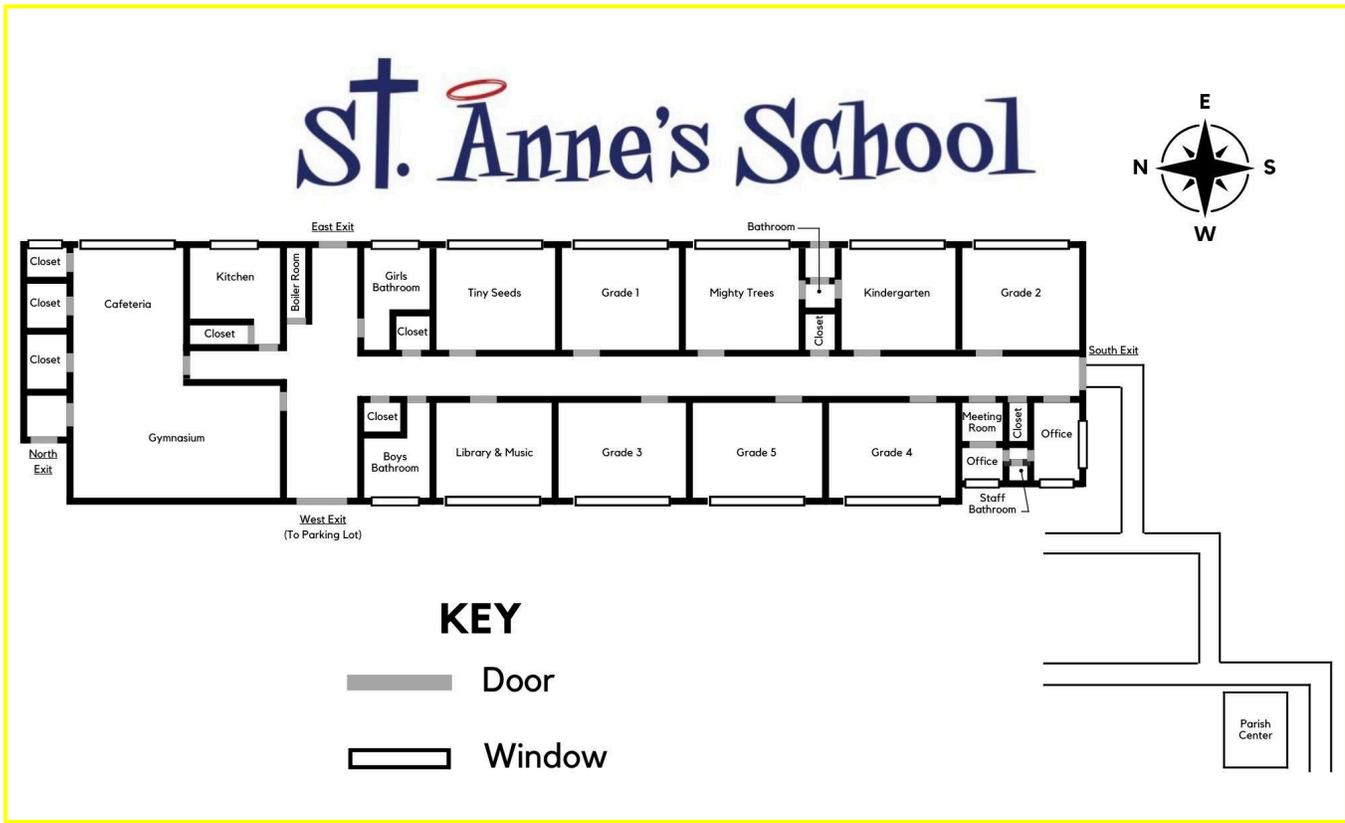
## Hilltop Area Learning Center: Shelter Space

- In all situations, students and staff will go to the girls locker room.
- Students and staff remain in the SHELTER area until released either through the intercom system or released in-person by administration, local Police or Fire Responders.
- The Severe Weather Evacuation Safe Area Map indicates the safest areas in the school during severe weather.
- Severe Weather Safe Areas



# St. Anne's Elementary: Shelter Space

Students and staff will shelter in the hallway near their classrooms.



## ADMINISTRATIVE ASSISTANT/ACCOUNTS PAYABLE CONTRACT

### ARTICLE I PURPOSE

This Contract is entered into between Independent School District No. 2397, Le Sueur-Henderson, Minnesota, hereinafter referred to as the School District, and **Rachel Scheffler**, hereinafter referred to as the Administrative Assistant, who agrees to perform the duties of the Administrative Assistant of the School District.

### ARTICLE II DURATION, EXPIRATION, TERMINATION DURING THE TERM, MUTUAL CONSENT, AND CONTINGENCY

Section 1. Duration: This Contract is for a term of one year commencing on July 1, 2025 and ending on June 30, 2026. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Administrative Assistant or unless terminated as provided in this Contract.

Section 2. Expiration: This Contract shall expire at the end of the term specified in Section 1. above. At the conclusion of its term, neither party shall have any further claim against the other, and the School District's employment of the Administrative Assistant shall cease, unless a subsequent Contract is entered into by the parties. In the event the parties fail to enter into a subsequent contract, the Administrative Assistant's employment shall continue on a month-to-month basis until the School Board either enters into a subsequent Contract with the Administrative Assistant or until the School Board provides sixty (60) calendar days of written notice of the termination of the Administrative Assistant's employment.

Section 3. Termination During the Term: The Administrative Assistant's employment may be terminated during the term of this Contract only for cause as defined in M.S. 122A.40, Subd. 9. and Subd. 13., but, except for purposes of describing grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable. If the School Board proposes to terminate the Administrative Assistant during the term of this Contract for cause as described in M.S. 122A.40, Subd. 9. or Subd. 13., it shall notify the Administrative Assistant, in writing, of the proposed grounds for termination. The Administrative Assistant shall be entitled to a hearing before an arbitrator provided the Administrative Assistant makes such a request, in writing, to the School Board Chair within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such an event, the parties shall jointly petition the Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the normal striking process as provided by BMS rules. The arbitrator shall conduct a hearing under normal arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding upon the parties, subject to normal judicial review of arbitration decisions as provided by law. The Administrative Assistant may be suspended with pay pending final determination by the arbitrator. If the Administrative Assistant fails to request a hearing as provided in this section within the fifteen (15)-day calendar period, he/she shall be deemed to have acquiesced to the School Board's proposed action, and the proposed action shall become final on such date as determined by the School Board, and the Administrative Assistant shall have no further claim or recourse.

Section 4. Mutual Consent: This Contract may be terminated at any time by mutual consent of the School Board and the Administrative Assistant.

Section 5. Contingency: If this Contract is a subsequent Contract entered into prior to the completion of an existing Contract, this subsequent Contract is contingent upon the Administrative Assistant completing the terms of the existing Contract.

### ARTICLE III DUTIES

The Administrative Assistant shall serve under the direction of the Superintendent and Business Manager. The Administrative Assistant shall perform all duties incident to the position of Administrative Assistant/Accounts Payable Specialist and such other duties as may be prescribed by the Superintendent, Business Manager, and School Board from time to time. The Administrative Assistant shall abide by the policies, regulations, rules, and procedures established by the School Board and the Commissioner of the Department of Education and shall abide by all Minnesota laws relating to the operation of the School District. The Administrative Assistant shall attend School Board and other meetings as directed by the Superintendent.

#### ARTICLE IV DUTY YEAR AND LEAVES OF ABSENCE

Section 1. Basic Work Year: The Administrative Assistant's duty year shall be for the entire twelve (12)-month Contract year, and the Administrative Assistant shall perform duties on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. The Administrative Assistant shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

Section 2. Vacation: The Administrative Assistant shall earn twenty (20) working days of annual paid vacation each Contract year, or 13.34 hours per month. Unused vacation may carry up to 10 unused vacation days into next year, with superintendent approval. Upon voluntary termination of employment, the Administrative Assistant shall be entitled to payment for any unused vacation days earned and accrued pursuant to the provisions of this section; however, if the Administrative Assistant is involuntarily terminated, he/she shall not be entitled to unused earned and accrued vacation days.

Section 3. Holidays: The Administrative Assistant shall be entitled to twelve (12) paid holidays: Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve day, Christmas Day, New Year's Eve day, New Year's Day, Presidents Day, Good Friday, Memorial Day and Juneteenth Day.

Section 4. Sick Leave: The Administrative Assistant shall earn paid sick leave at the rate of 1.25 days per working month and earned sick leave may accumulate to a maximum of one hundred and twenty (120) days. Upon voluntary or involuntary termination of employment, the Administrative Assistant shall not be entitled to unused earned and accrued sick leave days.

Section 5. Workers' Compensation: Pursuant to M.S. Chapter 176, the Administrative Assistant injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full wages from the School District, the wages to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 6. Emergency and Funeral Leave: The Administrative Assistant shall be granted bereavement leave for a death within the Administrative Assistant's immediate family. The time utilized shall be in an amount to be determined after conferring with the Superintendent. Days utilized will not be deducted from the Administrative Assistant's sick leave. "Immediate family" is defined as the Administrative Assistant's spouse, child, parent, brother, sister, grandparent, brother-in-law, sister-in-law, mother-in-law, father-in-law, or grandchildren. This particular type of personal leave shall be extended from one to five days as determined and granted by the superintendent or his designated representative for any particular event.

Funeral leave of up to one (1) day per school year shall be granted for funerals of friends and other persons not mentioned in the previous paragraph. Such leave shall be non-accumulative.

Section 7. Jury Service: The Administrative Assistant who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any wages deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Section 8. Military Leave: Military leave shall be granted pursuant to applicable law.

Section 9. Insurance Application: An Administrative Assistant on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The Administrative Assistant shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance. In the event the Administrative Assistant is on paid leave from the School District under Section 4. above or supplemented by sick leave pursuant to Section 5. above, the School District will continue insurance contributions as provided in this Contract until sick leave is exhausted. Thereafter, the Administrative Assistant must pay the entire premium for any insurance retained.

## ARTICLE V INSURANCE

Section 1. Health and Hospitalization Insurance: The School District shall provide the Administrative Assistant and the Administrative Assistant's dependents with health and hospitalization insurance coverage under the School District's group health and hospitalization insurance plan. The School District shall contribute the sum of \$6,700 annually (\$558.33 per month) for single coverage and \$10,800 annually (\$900 per month) for family coverage toward the premium for such insurance. The balance of the premium shall be paid by the Administrative Assistant through payroll deduction.

*NOTE 1: In the event this Contract will cause or does cause penalties, fees, or fines to be assessed against the School District, the parties agree to reopen negotiations that result in a revised Contract between the parties that eliminates or reduces penalties, fees, or fines to be assessed against the School District. The amount of any reduction in the School District's contribution toward the Administrative Assistant's healthcare benefits as a result of addressing the "highly compensated employee" component of the ACA will be placed into another School District provided benefit(s) (i.e., a retirement HRA, wages, etc.) as agreed upon between the parties.*

Section 2. Life Insurance: The School District shall provide, at its own expense, term life insurance for the Administrative Assistant under the School District's group term life insurance plan in the amount of \$50,000, payable to the Administrative Assistant's named beneficiary(ies).

*NOTE 2: According to the Internal Revenue Service rules, the amount of School District premium contribution that pays for life insurance coverage in excess of \$50,000 is considered taxable income, so the School District should be certain that it is reporting that contribution as such, and the Administrative Assistant needs to know why that amount is being reported.*

Section 3. Long-Term Disability Insurance: The School District shall provide, at its own expense, long-term disability insurance for the Administrative Assistant under the School District's group long-term disability insurance under which full-time employees may be included and which will compensate those persons covered thereby two-thirds (2/3) of the covered person's annual wages, effective after thirty (30) days' disability and payable to age seventy (70) subject to requirements of the insurance carrier.

Section 4. Eligibility: The eligibility of the Administrative Assistant and the Administrative Assistant's dependent(s) and beneficiary(ies) for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this article.

Section 5. Claims Against the School District: The School District's only obligation is to purchase the insurance policies described in this article, and no claim shall be made against the School District as a result of denial of insurance benefits by an insurer if the School District has purchased the policies and paid the premiums described in this article.

## ARTICLE VI OTHER BENEFITS

Section 1. Tax-Sheltered Annuities: The Administrative Assistant is eligible to participate in a tax-sheltered

annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, M.S. 123B.02, Subd. 15., School District policy, and as otherwise provided by law. The District will match dollar for dollar of employee contribution, up to a maximum District contribution of \$900 per year.

Section 2. Conferences and Meetings: The School District shall pay all legally valid expenses and fees for the Administrative Assistant's attendance at professional conferences and meetings with other educational agencies when such attendance is required, directed, or permitted by the Superintendent and/or the School Board. The Administrative Assistant shall periodically report to the Superintendent relative to all meetings and conferences attended. The Administrative Assistant shall file itemized expense statements to be processed and approved as provided by School Board policy and law.

## ARTICLE VII WAGE RATE

The Administrative Assistant shall be paid an annual salary of \$54,000 (\$25.96 per hour) for the 2025 - 2026 Contract year. The annual salary may be modified, but shall not be reduced, during the term of this Contract. The salary shall be paid in twenty-four (24) equal installments during the Contract year.

## ARTICLE VIII OTHER PROVISIONS

Section 1. Outside Activities: While the Administrative Assistant shall devote full time and due diligence to the affairs and the activities of the School District, he/she may also serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the Superintendent, such activities do not impede the Administrative Assistant's ability to perform the duties of the Administrative Assistant's position. However, the Administrative Assistant may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without the prior approval of the Superintendent.

Section 2. Indemnification and Provision of Counsel: In the event that an action is brought or a claim is made against the Administrative Assistant arising out of or in connection with his/her employment and the Administrative Assistant is acting within the scope of employment or official duties, the School District shall defend and indemnify the Administrative Assistant to the extent permitted by law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the School District in this regard shall be subject to the limitations as provided in M.S. Chapter 466.

Section 3. Dues: The Administrative Assistant is encouraged to belong to and participate in appropriate professional, educational, economic development, community, and civic organizations when such membership will serve the best interests of the School District. Accordingly, the School District will pay the membership dues for such organizations as are required, directed, or permitted by the Superintendent and/or the School Board. The Administrative Assistant shall present appropriate statements for approval as provided by law.

Section 4. Cell Phone Use: The District will contribute \$480 per year toward professional use of personal cell phone.

Section 5: Daily Rate of Pay: For purposes of this contract, the Administrative Assistant's daily rate of pay is determined by dividing the total Administrative Assistant's annual salary by 260 days.

ARTICLE IX  
SEVERABILITY

The provisions of this Contract shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Contract or the application of any provision thereof.

IN WITNESS WHEREOF, I have subscribed  
my signature this \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_.

IN WITNESS WHEREOF, we have subscribed  
our signatures this \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Scheffler, Rachel

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

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

## FINANCE SPECIALIST CONTRACT

### ARTICLE I PURPOSE

This Contract is entered into between Independent School District No. 2397, Le Sueur-Henderson, Minnesota, hereinafter referred to as the School District, and **Roderick Zick**, hereinafter referred to as the Finance Specialist who agrees to perform the duties of the Finance Specialist of the School District.

### ARTICLE II DURATION, EXPIRATION, TERMINATION DURING THE TERM, MUTUAL CONSENT, AND CONTINGENCY

Section 1. Duration: This Contract is for a term of one year commencing on July 1, 2025 and ending on June 30, 2026. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Finance Specialist or unless terminated as provided in this Contract.

Section 2. Expiration: This Contract shall expire at the end of the term specified in Section 1. above. At the conclusion of its term, neither party shall have any further claim against the other, and the School District's employment of the Finance Specialist shall cease, unless a subsequent Contract is entered into by the parties. In the event the parties fail to enter into a subsequent contract, the Finance Specialist's employment shall continue on a month-to-month basis until the School Board either enters into a subsequent Contract with the Finance Specialist or until the School Board provides sixty (60) calendar days of written notice of the termination of the Finance Specialist's employment.

Section 3. Termination During the Term: The Finance Specialist's employment may be terminated during the term of this Contract only for cause as defined in M.S. 122A.40, Subd. 9. and Subd. 13., but, except for purposes of describing grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable. If the School Board proposes to terminate the Finance Specialist during the term of this Contract for cause as described in M.S. 122A.40, Subd. 9. or Subd. 13., it shall notify the Finance Specialist, in writing, of the proposed grounds for termination. The Finance Specialist shall be entitled to a hearing before an arbitrator provided the Finance Specialist makes such a request, in writing, to the School Board Chair within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such an event, the parties shall jointly petition the Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the normal striking process as provided by BMS rules. The arbitrator shall conduct a hearing under normal arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding upon the parties, subject to normal judicial review of arbitration decisions as provided by law. The Finance Specialist may be suspended with pay pending final determination by the arbitrator. If the Finance Specialist fails to request a hearing as provided in this section within the fifteen (15)-day calendar period, he/she shall be deemed to have acquiesced to the School Board's proposed action, and the proposed action shall become final on such date as determined by the School Board, and the Finance Specialist shall have no further claim or recourse.

Section 4. Mutual Consent: This Contract may be terminated at any time by mutual consent of the School Board and the Finance Specialist.

Section 5. Contingency: If this Contract is a subsequent Contract entered into prior to the completion of an existing Contract, this subsequent Contract is contingent upon the Finance Specialist completing the terms of the existing Contract.

### ARTICLE III DUTIES

The Finance Specialist shall serve under the direction of the Business Manager. The Finance Specialist shall perform all duties incident to the position of Finance Specialist and such other duties as may be prescribed by the Business Manager. The Finance Specialist shall abide by the policies, regulations, rules, and procedures established by the School Board and the Commissioner of the Department of Education and shall abide by all Minnesota laws relating to the operation of the School District.

### ARTICLE IV DUTY YEAR AND LEAVES OF ABSENCE

Section 1. Basic Work Year: The Finance Specialist's duty year shall be for the entire twelve (12)-month Contract year, and the Finance Specialist shall perform duties on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. The Finance Specialist shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

Section 2. Vacation: The Finance Specialist shall earn twenty (20) working days of annual paid vacation each Contract year, or 13.34 hours per month. Unused vacation may carry up to 10 unused vacation days into next year, with superintendent approval. Upon voluntary termination of employment, the Finance Specialist shall be entitled to payment for any unused vacation days earned and accrued pursuant to the provisions of this section; however, if the Finance Specialist is involuntarily terminated, he/she shall not be entitled to unused earned and accrued vacation days.

Section 3. Holidays: The Finance Specialist shall be entitled to twelve (12) paid holidays: Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve day, Christmas Day, New Year's Eve day, New Year's Day, Presidents Day, Good Friday, Memorial Day and Juneteenth Day.

Section 4. Sick Leave: The Finance Specialist shall earn paid sick leave at the rate of 1.25 days per working month and earned sick leave may accumulate to a maximum of one hundred and twenty (120) days. Upon voluntary or involuntary termination of employment, the Finance Specialist shall not be entitled to unused earned and accrued sick leave days.

Section 5. Workers' Compensation: Pursuant to M.S. Chapter 176, the Finance Specialist injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full wages from the School District, the wages to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 6. Emergency and Funeral Leave: The Finance Specialist shall be granted bereavement leave for a death within the Finance Specialist's immediate family. The time utilized shall be in an amount to be determined after conferring with the Superintendent. Days utilized will not be deducted from the Finance Specialist's sick leave. "Immediate family" is defined as the Finance Specialist's spouse, child, parent, brother, sister, grandparent, brother-in-law, sister-in-law, mother-in-law, father-in-law, or grandchildren. This particular type of personal leave shall be extended from one to five days as determined and granted by the superintendent or his designated representative for any particular event.

Funeral leave of up to one (1) day per school year shall be granted for funerals of friends and other persons not mentioned in the previous paragraph. Such leave shall be non-accumulative.

Section 7. Jury Service: The Finance Specialist who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any wages deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Section 8. Military Leave: Military leave shall be granted pursuant to applicable law.

Section 9. Insurance Application: An Finance Specialist on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The Finance Specialist shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance. In the event the Finance Specialist is on paid leave from the School District under Section 4. above or supplemented by sick leave pursuant to Section 5. above, the School District will continue insurance contributions as provided in this Contract until sick leave is exhausted. Thereafter, the Finance Specialist must pay the entire premium for any insurance retained.

## ARTICLE V INSURANCE

Section 1. Health and Hospitalization Insurance: The School District shall provide the Finance Specialist and the Finance Specialist's dependents with health and hospitalization insurance coverage under the School District's group health and hospitalization insurance plan. The School District shall contribute the sum of \$6,700 annually (\$558.33 per month) for single coverage and \$10,800 annually (\$900 per month) for family coverage toward the premium for such insurance. The balance of the premium shall be paid by the Finance Specialist through payroll deduction.

*NOTE 1: In the event this Contract will cause or does cause penalties, fees, or fines to be assessed against the School District, the parties agree to reopen negotiations that result in a revised Contract between the parties that eliminates or reduces penalties, fees, or fines to be assessed against the School District. The amount of any reduction in the School District's contribution toward the Finance Specialist's healthcare benefits as a result of addressing the "highly compensated employee" component of the ACA will be placed into another School District provided benefit(s) (i.e., a retirement HRA, wages, etc.) as agreed upon between the parties.*

Section 2. Life Insurance: The School District shall provide, at its own expense, term life insurance for the Finance Specialist under the School District's group term life insurance plan in the amount of \$50,000, payable to the Finance Specialist's named beneficiary(ies).

*NOTE 2: According to the Internal Revenue Service rules, the amount of School District premium contribution that pays for life insurance coverage in excess of \$50,000 is considered taxable income, so the School District should be certain that it is reporting that contribution as such, and the Finance Specialist needs to know why that amount is being reported.*

Section 3. Long-Term Disability Insurance: The School District shall provide, at its own expense, long-term disability insurance for the Finance Specialist under the School District's group long-term disability insurance under which full-time employees may be included and which will compensate those persons covered thereby two-thirds (2/3) of the covered person's annual wages, effective after thirty (30) days' disability and payable to age seventy (70) subject to requirements of the insurance carrier.

Section 4. Eligibility: The eligibility of the Finance Specialist and the Finance Specialist's dependent(s) and beneficiary(ies) for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this article.

Section 5. Claims Against the School District: The School District's only obligation is to purchase the insurance policies described in this article, and no claim shall be made against the School District as a result of denial of insurance benefits by an insurer if the School District has purchased the policies and paid the premiums described in this article.

## ARTICLE VI OTHER BENEFITS

Section 1. Tax-Sheltered Annuities: The Finance Specialist is eligible to participate in a tax-sheltered annuity

plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, M.S. 123B.02, Subd. 15., School District policy, and as otherwise provided by law. The District will match dollar for dollar of employee contribution, up to a maximum District contribution of \$900 per year.

Section 2. Conferences and Meetings: The School District shall pay all legally valid expenses and fees for the Finance Specialist's attendance at professional conferences and meetings with other educational agencies when such attendance is required, directed, or permitted by the Superintendent and/or the School Board. The Finance Specialist shall periodically report to the Superintendent relative to all meetings and conferences attended. The Finance Specialist shall file itemized expense statements to be processed and approved as provided by School Board policy and law.

## ARTICLE VII WAGE RATE

The Finance Specialist shall be paid an annual salary of \$61,000 for the 2025 - 2026 Contract year. The annual salary may be modified, but shall not be reduced, during the term of this Contract. The salary shall be paid in twenty-four (24) equal installments during the Contract year.

## ARTICLE VIII OTHER PROVISIONS

Section 1. Outside Activities: While the Finance Specialist shall devote full time and due diligence to the affairs and the activities of the School District, he/she may also serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the Superintendent, such activities do not impede the Finance Specialist's ability to perform the duties of the Finance Specialist's position. However, the Finance Specialist may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without the prior approval of the Superintendent.

Section 2. Indemnification and Provision of Counsel: In the event that an action is brought or a claim is made against the Finance Specialist arising out of or in connection with his/her employment and the Finance Specialist is acting within the scope of employment or official duties, the School District shall defend and indemnify the Finance Specialist to the extent permitted by law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the School District in this regard shall be subject to the limitations as provided in M.S. Chapter 466.

Section 3. Dues: The Finance Specialist is encouraged to belong to and participate in appropriate professional, educational, economic development, community, and civic organizations when such membership will serve the best interests of the School District. Accordingly, the School District will pay the membership dues for such organizations as are required, directed, or permitted by the Superintendent and/or the School Board. The Finance Specialist shall present appropriate statements for approval as provided by law.

Section 4. Cell Phone Use: The District will contribute \$480 per year toward professional use of personal cell phone.

Section 5: Daily Rate of Pay: For purposes of this contract, the Finance Specialist's daily rate of pay is determined by dividing the total Finance Specialist's annual salary by 260 days.

ARTICLE IX  
SEVERABILITY

The provisions of this Contract shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Contract or the application of any provision thereof.

IN WITNESS WHEREOF, I have subscribed  
my signature this \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_.

IN WITNESS WHEREOF, we have subscribed  
our signatures this \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Zick, Roderick

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

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

## BUSINESS MANAGER CONTRACT

### ARTICLE I PURPOSE

This Contract is entered into between Independent School District No. 2397, Le Sueur-Henderson, Minnesota, hereinafter referred to as the School District, and Ky Battern, hereinafter referred to as the Business Manager, who agrees to perform the duties of the Business Manager of the School District.

### ARTICLE II DURATION, EXPIRATION, TERMINATION DURING THE TERM, MUTUAL CONSENT, AND CONTINGENCY

Section 1. Duration and Proration: This Contract is for the term commencing on July 1, 2025 and ending on June 30, 2026. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Business Manager or unless terminated as provided in this Contract.

Excluding holidays, all terms outlined in this contract are based on an annual schedule and will be prorated accordingly.

Section 2. Expiration: This Contract shall expire at the end of the term specified in Section 1. above. At the conclusion of its term, neither party shall have any further claim against the other, and the School District's employment of the Business Manager shall cease, unless a subsequent Contract is entered into by the parties. In the event the parties fail to enter into a subsequent contract, the Business Manager's employment shall continue on a month-to-month basis until the School Board either enters into a subsequent Contract with the Business Manager or until the School Board provides sixty (60) calendar days of written notice of the termination of the Business Manager's employment.

Section 3. Termination During the Term: The Business Manager's employment may be terminated during the term of this Contract only for cause as defined in M.S. 122A.40, Subd. 9. and Subd. 13., but, except for purposes of describing grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable. If the School Board proposes to terminate the Business Manager during the term of this Contract for cause as described in M.S. 122A.40, Subd. 9. or Subd. 13., it shall notify the Business Manager, in writing, of the proposed grounds for termination. The Business Manager shall be entitled to a hearing before an arbitrator provided the Business Manager makes such a request, in writing, to the School Board Chair within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such event, the parties shall jointly petition the Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the normal striking process as provided by BMS rules. The arbitrator shall conduct a hearing under normal arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding upon the parties, subject to normal judicial review of arbitration decisions as provided by law. The Business Manager may be suspended with pay pending final determination by the arbitrator. If the Business Manager fails to request a hearing as provided in this section within the fifteen (15)-day calendar period, he/she shall be deemed to have acquiesced to the School Board's proposed action, and the proposed action shall become final on such date as determined by the School Board, and the Business Manager shall have no further claim or recourse.

Section 4. Mutual Consent: This Contract may be terminated at any time by mutual consent of the School Board and the Business Manager.

Section 5. Contingency: If this Contract is a subsequent Contract entered into prior to the completion of an existing Contract, this subsequent Contract is contingent upon the Business Manager completing the terms of the existing Contract.

### ARTICLE III DUTIES

The Business Manager shall serve as the Chief Business and Financial Officer of the School District and shall serve under the direction of the Superintendent. The Business Manager shall perform all duties incident to the position of Business Manager and such other duties as may be prescribed by the Superintendent and School Board from time to time. The Business Manager shall abide by the policies, regulations, rules, and procedures established by the School Board and the Commissioner of the Department of Education and shall abide by all Minnesota laws relating to the operation of the School District. The Business Manager shall attend School Board and other meetings as directed by the Superintendent and shall provide recommendations to the Superintendent regarding the financial and business affairs of the School District.

### ARTICLE IV DUTY YEAR AND LEAVES OF ABSENCE

Section 1. Basic Work Year: The Business Manager's basic work year shall consist of two-hundred and eight (208) days based on a four (4) day work week. The Business Manager shall perform duties on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. The Business Manager shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy. The Business Manager may work remotely up to one (1) day per week, provided their physical presence is not required as per the determination of the Superintendent.

Section 2. Vacation: The Business Manager shall earn twenty (20) working days of annual paid vacation each Contract year, or 13.34 hours per month. The Business Manager may carry up to 10 unused vacation days into next year, with superintendent approval. Upon voluntary termination of employment, the Business Manager shall be entitled to payment for any unused vacation days earned and accrued pursuant to the provisions of this section; however, if the Business Manager is involuntarily terminated, he/she shall not be entitled to unused earned and accrued vacation days.

Section 3. Holidays: The Business Manager shall be entitled to twelve (12) paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve day, Christmas Day, New Year's Eve day, New Year's Day, President's Day, Good Friday, Memorial Day and Juneteenth. When any such holiday falls on a Sunday, these following Monday shall be considered a holiday. Should these fall on a Saturday, then the preceding Friday shall be honored as a holiday.

Section 4. Sick Leave: The Business Manager shall earn paid sick leave at the rate of 1.25 days per working month and earned sick leave may accumulate to a maximum of one hundred and twenty (120) days. Upon voluntary or involuntary termination of employment, the Business Manager shall not be entitled to payment of any unused earned and accrued sick leave days. Upon reemployment, the Business Manager's previously earned sick leave balance from their prior employment with the District will be fully restored.

Section 5. Workers' Compensation: Pursuant to M.S. Chapter 176, the Business Manager injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 6. Emergency and Funeral Leave: The Business Manager shall be granted bereavement leave for a death within the Business Manager's immediate family. The time utilized shall be in an amount to be determined after conferring with the Superintendent. Days utilized will not be deducted from the Business Manager's sick leave. "Immediate family" is defined as the Business Manager's spouse, child, parent, brother, sister, grandparent, brother-in-law, sister-in-law, mother-in-law, father-in-law, or grandchildren. This particular type of personal leave shall be extended from one to five days as determined and granted by the superintendent or his designated representative for any particular event.

Funeral leave of up to one (1) day per school year shall be granted for funerals of friends and other persons not mentioned in the previous paragraph. Such leave shall be non-accumulative.

Section 8. Jury Service: The Business Manager who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Section 9. Military Leave: Military leave shall be granted pursuant to applicable law.

Section 10. Insurance Application: A Business Manager on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The Business Manager shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance. In the event the Business Manager is on paid leave from the School District under Section 4. above or supplemented by sick leave pursuant to Section 5. above, the School District will continue insurance contributions as provided in this Contract until sick leave is exhausted. Thereafter, the Business Manager must pay the entire premium for any insurance retained.

## ARTICLE V INSURANCE

Section 1. Health and Hospitalization Insurance: At the time of execution of this agreement, the Business Manager waives the right to health insurance coverage because of alternate health insurance coverage available to them. Should circumstances change and the administrator elects to exercise their right to insurance coverage, the School Board will have the right to reopen and negotiate the salary level listed within this contract in order to meet its overall budgetary and fiscal obligations.

*NOTE 1: In the event this Contract will cause or does cause penalties, fees, or fines to be assessed against the School District, the parties agree to reopen negotiations that result in a revised Contract between the parties that eliminates or reduces penalties, fees, or fines to be assessed against the School District. The amount of any reduction in the School District's contribution toward the Business Manager's healthcare benefits as a result of addressing the "highly compensated employee" component of the ACA will be placed into another School District provided benefit(s) (i.e., a retirement HRA, salary, etc.) as agreed upon between the parties.*

Section 2. Life Insurance: The School District shall provide, at its own expense, term life insurance for the Business Manager under the School District's group term life insurance plan in the amount of \$50,000, payable to the Business Manager's named beneficiary(ies).

*NOTE 2: According to the Internal Revenue Service rules, the amount of School District premium contribution that pays for life insurance coverage in excess of \$50,000 is considered taxable income, so the School District should be certain that it is reporting that contribution as such, and the Business Manager needs to know why that amount is being reported.*

Section 3. Long-Term Disability Insurance: The School District shall provide, at its own expense, long-term disability insurance for the Business Manager under the School District's group long-term disability insurance under which full-time employees may be included and which will compensate those persons covered thereby two-thirds (2/3) of the covered person's annual salary, effective after thirty (30) days' disability and payable to age seventy (70) subject to requirements of the insurance carrier.

Section 4. Eligibility: The eligibility of the Business Manager and the Business Manager's dependent(s) and beneficiary(ies) for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this article.

Section 5. Claims Against the School District: The School District's only obligation is to purchase the insurance policies described in this article, and no claim shall be made against the School District as a result of denial of insurance benefits by an insurer if the School District has purchased the policies and paid the premiums described in this article.

## ARTICLE VI OTHER BENEFITS

Section 1. Tax-Sheltered Annuities: The Business Manager is eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, M.S. 123B.02, Subd. 15., School District policy, and as otherwise provided by law. The District will match dollar for dollar of employee contribution, up to a maximum District contribution of \$2,000 per year.

Section 3. Conferences and Meetings: The School District shall pay all legally valid expenses and fees for the Business Manager's attendance at professional conferences and meetings with other educational agencies when such attendance is required, directed, or permitted by the Superintendent and/or the School Board. The Business Manager shall periodically report to the Superintendent relative to all meetings and conferences attended. The Business Manager shall file itemized expense statements to be processed and approved as provided by School Board policy and law.

## ARTICLE VII SALARY

The Business Manager shall be paid a salary of \$100,000 for the 2025-2026 fiscal year. The salary may be modified, but shall not be reduced, during the term of this Contract. The salary shall be paid in equal installments during each Contract year.

## ARTICLE VIII OTHER PROVISIONS

Section 1. Outside Activities: While the Business Manager shall devote full time and due diligence to the affairs and the activities of the School District, he/she may also serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the Superintendent, such activities do not impede the Business Manager's ability to perform the duties of the Business Manager's position.

Section 2. Indemnification and Provision of Counsel: In the event that an action is brought or a claim is made against the Business Manager arising out of or in connection with his/her employment and the Business Manager is acting within the scope of employment or official duties, the School District shall defend and indemnify the Business Manager to the extent permitted by law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the School District in this regard shall be subject to the limitations as provided in M.S. Chapter 466.

Section 3. Dues: The Business Manager is encouraged to belong to and participate in appropriate professional, educational, economic development, community, and civic organizations when such membership will serve the best interests of the School District. Accordingly, the School District will pay the membership dues for such organizations as are required, directed, or permitted by the Superintendent and/or the School Board. The Business Manager shall present appropriate statements for approval as provided by law.

Section 4. Cell Phone Use: The District will contribute up to \$480 per year toward professional use of personal cell phone.

Section 5: Daily Rate of Pay: For purposes of this contract, the Business Manager's daily rate of pay is determined by dividing the Business Manager's annual salary by 208 days.

ARTICLE IX  
SEVERABILITY

The provisions of this Contract shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Contract or the application of any provision thereof.

IN WITNESS WHEREOF, I have subscribed  
my signature this \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_.

IN WITNESS WHEREOF, we have subscribed  
our signatures this \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Battern, Ky

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

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

**Le Sueur-Henderson Public Schools  
Revised Budget Presentation  
2024-2025**



**100 Kingsway Drive  
Le Sueur, MN 56058  
507-665-4600**

Le Sueur-Henderson Public Schools  
 Revised Budget Summary  
 FY 2024-2025

	FY25 Adopted Revenues	Adj.	FY25 Revised Revenues	FY25 Adopted Expenditures	Adj.	FY25 Revised Expenditures	Net Adopted	Net Revised
<b>General Fund</b>	12,488,668	(81,084)	12,407,585	11,984,267	421,716	12,405,983	504,401	1,602
<b>Community Education Fund</b>	589,013	107,533	696,546	656,306	23,277	679,583	(67,293)	16,963
<b>Adult Basic Education Fund</b>	303,874	62,110	365,984	160,838	173,738	334,576	143,036	31,408
<b>Food Service</b>	745,350	-	745,350	688,530	13,599	702,129	56,820	43,221
<b>Debt Service</b>	3,696,938	-	3,696,938	3,506,388	-	3,506,388	190,550	190,550
<b>Construction Fund</b>	1,455,450	-	1,455,450	18,435,218	(4,058,617)	14,376,601	(16,979,768)	(12,921,151)
<b>Total Amongst All Funds</b>	<u>19,279,293</u>	<u>88,560</u>	<u>19,367,853</u>	<u>35,431,547</u>	<u>(3,426,287)</u>	<u>32,005,260</u>	<u>(16,152,254)</u>	<u>(12,637,408)</u>

**Le Sueur-Henderson Public Schools**  
**Revised Budget Enrollment Projection**  
**FY25**

**As entered into the State's 'What-If' Revenue Projection Model**

<b>Grade</b>	<b>Adopted Projected Enrollment</b>	<b>Revised Projected Enrollment</b>	<b>Difference</b>
24-25 ADJUSTED ADM ECSE	12.00	29.00	17.00
24-25 ADJUSTED ADM VPK	-	11.30	11.30
24-25 ADJUSTED ADM K FULL	50.00	61.00	11.00
24-25 ADJUSTED ADM 1 TO 3	197.00	216.00	19.00
24-25 ADJUSTED ADM 4 TO 6	185.00	169.00	(16.00)
24-25 ADJUSTED ADM 7 TO 12	444.00	428.00	(16.00)
<b>Total ADM</b>	<b>888.00</b>	<b>914.30</b>	<b>26.30</b>

<b>Per Pupil Unit (PPU) Conversion</b>	<b>Adopted PPU</b>	<b>Revised PPU</b>	<b>Difference</b>
ECSE = 1.000	12.00	29.00	17.00
VPK = 1.000	-	11.30	11.30
REG-K FULL = 1.000	50.00	61.00	11.00
GRADES 1-3 = 1.000	197.00	216.00	19.00
GRADES 4-6 = 1.000	185.00	169.00	(16.00)
GRADES 7-12 = 1.200	532.80	513.60	(19.20)
<b>Total PPU</b>	<b>976.80</b>	<b>999.90</b>	<b>23.10</b>

Le Sueur-Henderson Public Schools  
 General Fund Revised Budget Adjustment Reconciliation  
 FY 2024-2025

**Expenditures - Adopted General Fund Expenditure Budget for Fiscal Year 2024-2025** \$ 11,984,267

**Non-Salaries & Benefit Changes**

Actuarial Services	5,000
Emergency Business Manager Services (Joan Nystrom)	6,050
Outsourced Payroll (1/2 of Annual SMS)	25,000
Dues & Memberships (Region V Computer Services)	3,948
Increased Audit Costs	6,269
Regular Transportation Increases	59,824
SPED Transportation Increases	80,000
LTFM Reductions	(105,426)

**Non-Salaries & Benefits Changes** 80,665

**Salaries & Benefit Changes** 341,051

**Revised General Fund Expenditure Budget for Fiscal Year 2024-2025** \$ 12,405,983

**Revenues - Adopted General Fund Revenues Budget for Fiscal Year 2024-2025** \$ 12,488,668

**Levy Adjustments** (4,968)

**State Aid Revenue Changes**

General Education Revenue	138,204
Read Act Literacy Aid	35,866
Read Act Training Comp	32,382
Special Education Aid	(730,968)
Non-Public Transportation Aid	(39,160)

**State Aid Revenue Changes** (563,676)

**Federal Revenue Changes**

Title I	(2,609)
Title I Carryover	7,225
Title II	784
Title II Carryover	19,147
Special Education - IDEAS Part B (Fin 419)	226,311
Special Education - IDEAS Part B (Fin 419) Carryover	236,162
Title IV	540

487,560

**Revised General Fund Revenues Budget for Fiscal Year 2024-2025** 12,407,585

**Net Expenditures over Revenues (Deficit)** \$ (1,602)

Le Sueur-Henderson Public Schools  
 Community Education Revised Budget Adjustment Reconciliation  
 FY 2024-2025

Community Education

Expenditures - Adopted CE Fund Expenditure Budget for Fiscal Year 2024-2025		\$	656,306	
Salaries & Benefit Changes			<u>23,277</u>	
Revised CE Expenditure Budget for Fiscal Year 2024-2025				\$ 679,583
Revenues - Adopted CE Revenues Budget for Fiscal Year 2024-2025		\$	589,013	
Levy Adjustments			111	
State Aid Revenue Changes				
VPK - Gen Ed Formula	\$	87,372		
General Education Revenue		<u>20,050</u>		
State Aid Revenue Changes			107,422	
Revised CE Revenues Budget for Fiscal Year 2024-2025				<u>696,546</u>
Net Expenditures over Revenues (Deficit)				<u><u>\$ (16,963)</u></u>

Adult Basic Education

Expenditures - Adopted ABE Fund Expenditure Budget for Fiscal Year 2024-2025		\$	160,838	
Salaries & Benefit Changes			<u>173,738</u>	
Revised ABE Expenditure Budget for Fiscal Year 2024-2025				\$ 334,576
Revenues - Adopted ABE Revenues Budget for Fiscal Year 2024-2025		\$	303,874	
State Aid Revenue Changes				
General Education Revenue	\$	<u>47,295</u>		
State Aid Revenue Changes			47,295	
Federal Revenue Changes				
Federal Revenue		<u>14,815</u>		
Revised ABE Revenues Budget for Fiscal Year 2024-2025			<u>14,815</u>	<u>365,984</u>
Net Expenditures over Revenues (Deficit)				<u><u>\$ (31,408)</u></u>

Le Sueur-Henderson Public Schools

Fund Balance Reconciliation

FY25

FY25

	Projected Balance 7/1/2024	Revised Budget		Projected Balance 6/30/2025	Change
		Revenues	Expenditures		
<b>Fund 01 - General Fund</b>					
01 422 <u>Unrestricted Fund Balance</u>	1,393,521	10,565,455	(10,631,344)	<b>1,327,632</b>	(65,889)
01 401 Nonspendable (Donations & Student A	109,195	25,351	(29,744)	104,802	
01 402 Reserved for FLT Scholarship	4,000	2,000	(6,000)	-	
01 403 Restricted for Staff Development	-	145,605	(145,605)	-	
01 412 Reserved for Read Act	33,236	31,014	(44,091)	20,159	
01 424 Restricted for Operating Capital	166,208	164,945	(216,178)	114,975	
01 428 Restricted for Learning & Development	-	194,954	(194,954)	-	
01 438 Restricted for Gifted & Talented	1,527	12,999	(14,526)	-	
01 441 Restricted for Basic Skills	731	609,353	(610,084)	-	
01 443 Restricted for School Library Aid	-	40,000	(40,000)	-	
01 449 Restricted for Safe Schools	-	35,928	(35,928)	-	
01 456 Restricted for Read Act Literacy	-	35,866	-	35,866	
01 457 Restricted for Read Act Training Comp	-	32,382	-	32,382	
01 460 Nonspendable	404	-	(404)	-	
01 462 Assigned Donation Accounts	129,981	48,800	(61,691)	117,090	
01 464 Assigned - Prairie Care Grant	3,000	-	(3,000)	-	
01 467 Restricted for LTFM	62,100	372,933	(261,540)	173,493	
01 471 Restricted for Student Support	-	40,000	(40,000)	-	
01 472 Restricted for Medical Assistance	20,895	50,000	(70,895)	-	
<b>Total - General Fund (01)</b>	<b>1,924,797</b>	<b>12,407,585</b>	<b>(12,405,983)</b>	<b>1,926,399</b>	<b>1,602</b>
<b>Fund 02 - Food Service</b>					
02 460 Nonspendable (Inventory)	46,469	-	-	46,469	
02 464 Food Service Fund Balance	393,756	745,350	(702,129)	436,977	
<b>Total - Food Service (02)</b>	<b>440,226</b>	<b>745,350</b>	<b>(702,129)</b>	<b>483,447</b>	<b>43,221</b>
<b>Fund 04 - Community Education</b>					
04 431 Community Education	65,420	375,481	(345,238)	95,663	
04 432 ECFE	(33,606)	82,456	(71,888)	(23,038)	
04 444 School Readiness	(69,960)	213,626	(248,956)	(105,290)	
04 464 Misc Restricted	11,591	24,983	(13,501)	23,073	
<b>Total - Community Education (04)</b>	<b>(26,555)</b>	<b>696,546</b>	<b>(679,583)</b>	<b>(9,592)</b>	<b>16,963</b>
<b>Fund 04 - Fin 322 - Adult Basic Education Consortium</b>					
04 447 Reserve for Adult Basic Education	235,152	303,874	(334,576)	204,450	
<b>Total - Adult Basic Education</b>	<b>235,152</b>	<b>303,874</b>	<b>(334,576)</b>	<b>204,450</b>	<b>(30,702)</b>
<b>Fund 06 - Construction Fund</b>					
06 464 Restricted	12,866,715	1,455,450	(14,376,601)	(54,436)	
<b>Total - Debt Service (07)</b>	<b>12,866,715</b>	<b>1,455,450</b>	<b>(14,376,601)</b>	<b>150,014</b>	<b>(12,921,151)</b>
<b>Fund 07 - Debt Service</b>					
07 464 Restricted	566,228	3,696,938	(3,506,388)	756,778	
<b>Total - Debt Service (07)</b>	<b>566,228</b>	<b>3,696,938</b>	<b>(3,506,388)</b>	<b>756,778</b>	<b>190,550</b>

**Le Sueur-Henderson Public Schools**  
**Fund Balance Comparison**  
**Ending June 30, 2024**

<b>L Fd Bal</b>	<b>Fund</b>	<b>FY23 Ending</b>	<b>FY24 Ending</b>	<b>Change</b>
B 01 422	Unrestricted Fund Balance	823,629.81	1,393,521.11	569,891.30
B 01 401	Nonspendable (Donations & Student Activities)	125,586.32	109,195.00	(16,391.32)
B 01 402	Reserved for FLT Scholarship	-	4,000.00	4,000.00
B 01 403	Restricted for Staff Development	103,978.05	-	(103,978.05)
B 01 412	Reserved for Read Act	-	33,236.49	33,236.49
B 01 424	Restricted for Operating Capital	191,794.63	166,207.55	(25,587.08)
B 01 438	Restricted for Gifted & Talented	3,962.25	1,526.76	(2,435.49)
B 01 441	Restricted for Basic Skills	-	730.85	730.85
B 01 449	Restricted for Safe Schools	(18,669.25)	-	18,669.25
B 01 460	Nonspendable	77,366.12	403.54	(76,962.58)
B 01 462	Assigned Donation Accounts	87,227.90	129,981.02	42,753.12
B 01 464	Assigned - Prairie Care Grant	3,000.00	3,000.00	-
B 01 467	Restricted for LTFM	60,914.99	62,100.03	1,185.04
B 01 472	Restricted for Medical Assistance	134,130.77	20,894.86	(113,235.91)
	<b>Total General Fund</b>	<b>1,592,921.59</b>	<b>1,924,797.21</b>	<b>331,875.62</b>
B 02 460	Nonspendable	12,734.05	46,469.39	33,735.34
B 02 464	Assigned - Prairie Care Grant	348,616.12	393,756.25	45,140.13
	<b>Total Food Service Fund</b>	<b>361,350.17</b>	<b>440,225.64</b>	<b>78,875.47</b>
B 04 431	Community Education	26,632.04	65,420.24	38,788.20
B 04 432	ECFE	(27,792.95)	(33,605.89)	(5,812.94)
B 04 444	School Readiness	(11,220.85)	(69,960.14)	(58,739.29)
B 04 464	Community Education	5,731.29	11,591.18	5,859.89
	<b>Total Community Education Fund</b>	<b>(6,650.47)</b>	<b>(26,554.61)</b>	<b>(19,904.14)</b>
B 04 447	Reserve for Adult Basic Education	227,881.85	235,151.65	7,269.80
	<b>Total Adult Basic Education Fund</b>	<b>227,881.85</b>	<b>235,151.65</b>	<b>7,269.80</b>
B 06 464	Construction Fund	39,012,805.56	12,866,715.24	(26,146,090.32)
	<b>Total Construction Fund</b>	<b>39,012,805.56</b>	<b>12,866,715.24</b>	<b>(26,146,090.32)</b>
B 07 464	Debt Service	726,931.53	566,227.97	(160,703.56)
	<b>Total Debt Service Fund</b>	<b>726,931.53</b>	<b>566,227.97</b>	<b>(160,703.56)</b>

**LE SUEUR-HENDERSON PUBLIC SCHOOLS**

**SCHEDULED MEETINGS/ACTIVITIES**

<b>DATE</b>	<b>DESCRIPTION</b>	<b>TIME</b>	<b>LOCATION</b>
May 5, 2025	Policy Committee Meeting	5:30 PM	M/HS Media Center
May 5, 2025	Regular School Board Meeting	6:30 PM	M/HS Media Center
May 8, 2025	Negotiations Meeting - Para/Secretary	3:00 PM	Elementary Conference Room
May 19, 2025	Special School Board Meeting	6:30 PM	M/HS Media Center
May 19, 2025	School Board Work Session	6:30 PM	M/HS Media Center
June 9, 2025	Regular School Board Meeting	6:30 PM	M/HS Media Center
June 23, 2025	School Board Work Session	6:30 PM	M/HS Media Center
July 7, 2025	Regular School Board Meeting (optional)	6:30 PM	M/HS Media Center
July 21, 2025	School Board Work Session	6:30 PM	M/HS Media Center
	<a href="https://docs.google.com/spreadsheets/d/1veOz-5YPT7Eu8-Fp">https://docs.google.com/spreadsheets/d/1veOz-5YPT7Eu8-Fp</a>		