

Regular School Board Meeting

Monday, June 9, 2025 5:45 PM

School District Media Center, 131 Hickory Street North, Lester Prairie, MN 55354

I. Call to Order

II. Pledge of Allegiance

III. Approval of Agenda

III.A. Agenda approval

IV. Recognition of Communications Since Last Meeting

V. Open Dialogue

VI. Approval of Consent Agenda

VI.A. **Approve May Minutes and wire payment bill vouchers: 48883-48884, 48889-48894, 48931-48932, 48937-48942; and Check payments: 54375-54447 for a total amount of \$612,815.02.**

VII. Reports

VIII. New Business

VIII.A. Action to approve the 2024-25 Local Literacy Plan.

VIII.B. Action to approve the 2025-26 Staff Handbook.

VIII.C. Action to approve the 2025-26 Student Handbook.

VIII.D. Action to approve the 2025-26 Chromebook/ChromeTablet Handbook and Policy Manual.

IX. Old Business

X. School Finance

X.A. Action to approve the Preliminary Budget for 2025-2026

X.B. Action to approve the following fundraiser:

A. Volleyball - Heggies Pizza;
Longhorns; Cancer T-shirts

XI. Policy Administration

XII. Personnel

XII.A. Action to approve the following contracts for the 2025-26 school year:

- B. **Kim Schauer** - SPED
Paraprofessional & MARSS
Coordinator
- C. **Leighton Buhr** - Assistant
Football Coach
- D. **Emma Blashack** - C Squad
Volleyball Coach
- E. **Taylor Bayerl** - Football
Cheerleading Coach
- F. **Brian Herrmann** - Head
Volleyball Coach
- G. **Blaine Walstrom** - JH Football
Coach
- H. **Angelica Biondo** - Assistant
Cross-Country Coach

XII.B. Action to approve the following
resignations:

- I. **Cheryl Bayerl** - Student Council
Advisor and National Honor
Society Advisor.
- J. **Blaine Walstrom** - Head Girls
Basketball Coach

XIII. **Other Items for the Board**

XIV. **Adjourn the Regular Board Meeting**



Lester Prairie Schools

District Office
131 Hickory St. N
Lester Prairie, MN 55354

Phone: 320-395-2521
Fax: 320-395-4202
Website: www.lp.k12.mn.us/

REGULAR BOARD MEETING AGENDA

DATE: Monday, June 9, 2025

LOCATION: Media Center

TIME: 5:45 PM

I. Call to Order

- A. Board Chair Christen to open the Lester Prairie School District Regular Board meeting at 5:45 pm.
- B. Welcome to public and guests

II. Pledge of Allegiance

III. Approval of Agenda

Motion by _____ and seconded by _____ to approve agenda.

Voting was _____ for and _____ against.

IV. Recognition of Communications Since the Last Meeting

- A. Communications received by Board Members
 - o Good News Section:

- _____

- B. Open Dialogue. (Each person in the audience will be given three (3) minutes - total time - 15 minutes.)

V. Approval of Consent Agenda

A. Approve Previous Minutes

- o Regular Board Meeting: May 19, 2025

- B. **Approve wire payment bill vouchers:** 48883-48884, 48889-48894, 48931-48932, 48937-48942;

and Check payments: 54375-54447 **for a total amount of \$612,815.02.**

Motion by _____ and seconded by _____ to approve consent agenda, board minutes, & payment of bills presented.

Voting was _____ for and _____ against.

VI. Administrative Reports

- A. **Principal - Mike Lee**
- B. **AD/DoS - Ross Scheevel**

C. Superintendent - Dr. Melissa Radeke

VII. School Board Committee Reports

- A. Community Ed - Anderson, R.Heimerl
- B. PTO - LaMott, R. Heimerl
- C. Facilities/Maintenance - Engen, Christen, B.Heimerl
- D. Tech/Media - Christen, Engen
- E. Activities - Engen, Christen, B.Heimerl
- F. Negotiations:
 - Certified -LaMott, B.Heimerl, Christen
 - Non-Certified - R.Heimerl, Anderson, Engen
 - Administration - R.Heimerl, B.Heimerl, Christen
- G. Meet and Confer - LaMott, B.Heimerl
- H. Policy - R.Heimerl, Anderson
- I. Legislative - B.Heimerl
- J. City Council - B.Heimerl, LaMott

VIII. New Business

- A. Presentation - 4.0 Bus Services: Mike Jensen and Mike Hennek

- B. Action to approve the 2024-25 Local Literacy Plan.

Motion by _____ and seconded by _____ to approve literacy plan as presented.

Voting was _____ for and _____ against.

- C. Action to approve the 2025-26 Staff Handbook.

Motion by _____ and seconded by _____ to approve staff handbook as presented.

Voting was _____ for and _____ against.

- D. Action to approve the 2025-26 Student Handbook.

Motion by _____ and seconded by _____ to approve student handbook as presented.

Voting was _____ for and _____ against.

- E. Action to approve the 2025-26 Chromebook/ChromeTablet Handbook and Policy Manual.

Motion by _____ and seconded by _____ to approve Chromebook/ChromeTablet handbook and policy manual as presented.

Voting was _____ for and _____ against.

IX. Old Business

A. None

X. School Finance

A. Action to approve the Preliminary Budget for 2025-2026.

Motion by _____ and seconded by _____ to approve Preliminary Budget for 2025-26 as presented.

Voting was _____ for and _____ against

B. Action to approve the following fundraiser:

- o Volleyball - Heggies Pizza; Longhorns; Cancer T-shirts

Motion by _____ and seconded by _____ to approve fundraiser as presented.

Voting was _____ for and _____ against

C. Action to approve bids for milk.

Motion by _____ and seconded by _____ to approve bid for milk with _____.

Voting was _____ for and _____ against

D. Action to approve bids for bread.

Motion by _____ and seconded by _____ to approve bid for bread with _____.

Voting was _____ for and _____ against

E. Action to approve bids for propane.

Motion by _____ and seconded by _____ to approve bid for propane with _____.

Voting was _____ for and _____ against

F. Action to approve bids for towels.

Motion by _____ and seconded by _____ to approve bid for towels with _____.

Voting was _____ for and _____ against

XI. Policy Administration

A. None

XII. Personnel

A. Action to approve the following contracts for the 2025-26 school year:

- o **Kim Schauer** - SPED Paraprofessional & MARSS Coordinator
- o **Leighton Buhr** - Assistant Football Coach
- o **Emma Blashack** - C Squad Volleyball Coach
- o **Taylor Bayerl** - Football Cheerleading Coach
- o **Brian Herrmann** - Head Volleyball Coach
- o **Blaine Walstrom** - JH Football Coach
- o **Angelica Biondo** - Assistant Cross-Country Coach

Motion by _____ and seconded by _____ to approve contracts as presented.

Voting was _____ for and _____ against

B. Action to approve the following resignations:

- o **Cheryl Bayerl** - Student Council Advisor and National Honor Society Advisor.
- o **Blaine Walstrom** - Head Girls Basketball Coach

Motion by _____ and seconded by _____ to approve resignations as presented.

Voting was _____ for and _____ against

XIII. Other Items for the Board

XIV. Adjourn the Regular Board meeting at _____

UPCOMING DATES and NOTES:

- A. July 18-19: Lester Prairie Days
- B. July 21: Regular School Board Mtg 5:45pm

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2025-05/31/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	01073			MN Dept of Labor & Industry		Wire			
			E 01	005 865 000 347 305	ELEVATOR ANNUAL OPERATION		\$100.00		
PO#:	Voucher #:	48884	Invoice	Invoice No: ALR0175746X	5/6/2025	Paid Amt:	\$100.00		
						Check Amount:	\$100.00		
100	01694			CULLIGAN-METRO		Wire			
			E 02	005 770 000 701 305	REMAINING AMOUNT \$78		\$78.00		
PO#:	Voucher #:	48883	Invoice	Invoice No: 562025	5/6/2025	Paid Amt:	\$78.00		
						Check Amount:	\$78.00		
100	00160			MN Teachers Retirement Assoc.		Wire			
			B 01	215 018	TRA PYMNT		\$14,711.17		
PO#:	Voucher #:	48892	Invoice	Invoice No: 51525	5/15/2025	Paid Amt:	\$14,711.17		
						Check Amount:	\$14,711.17		
100	00165			Public Empl. Retirement Assoc		Wire			
			B 01	215 014	PERA TAXES		\$3,588.69		
PO#:	Voucher #:	48891	Invoice	Invoice No: 51525	5/15/2025	Paid Amt:	\$3,588.69		
						Check Amount:	\$3,588.69		
100	00196			INTERNAL REVENUE SERVICE		Wire			
			B 01	215 011	FEDERAL		\$6,709.50		
			B 01	215 010	OSADI		\$14,657.46		
			B 01	215 010	MEDICARE		\$3,427.96		
PO#:	Voucher #:	48889	Invoice	Invoice No: 51525	5/15/2025	Paid Amt:	\$24,794.92		
						Check Amount:	\$24,794.92		
100	01022			MN Department of Revenue		Wire			
			B 01	215 013	STATE TAXES		\$3,938.57		
PO#:	Voucher #:	48890	Invoice	Invoice No: 5152025	5/15/2025	Paid Amt:	\$3,938.57		
						Check Amount:	\$3,938.57		
100	2455			EBC		Wire			
			B 01	215 005	TSA PYMNT		\$7,351.99		
PO#:	Voucher #:	48893	Invoice	Invoice No: 51525	5/15/2025	Paid Amt:	\$7,351.99		
						Check Amount:	\$7,351.99		
100	3269			WEX Health, Inc.		Wire			
			B 01	215 023	HSA PYMNT		\$1,737.75		
PO#:	Voucher #:	48894	Invoice	Invoice No: 51525	5/15/2025	Paid Amt:	\$1,737.75		
						Check Amount:	\$1,737.75		
100	00126			CenterPoint Energy		Wire			
			E 01	005 810 181 000 330	acct # 6030248-6 & 6030250-2		\$2,611.87		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2025-05/31/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	00126			CenterPoint Energy		Wire			
			E 01	005 810 181 000 330	acct # 6030248-6 & 6030250-2		\$437.04		
PO#:	Voucher #:	48931	Invoice	Invoice No: 52125	5/21/2025	Paid Amt:	\$3,048.91	Check Amount:	\$3,048.91
100	3226			Ampion PBC C/o Department 850		Wire			
			E 01	005 810 184 000 330	utility servicess		\$1,340.77		
			E 01	005 810 184 000 330	utility services		\$20.52		
PO#:	Voucher #:	48932	Invoice	Invoice No: 2025050001815589	5/21/2025	Paid Amt:	\$1,361.29	Check Amount:	\$1,361.29
100	00160			MN Teachers Retirement Assoc.		Wire			
			B 01	215 018	TRA		\$14,924.70		
PO#:	Voucher #:	48940	Invoice	Invoice No: 52725	5/30/2025	Paid Amt:	\$14,924.70	Check Amount:	\$14,924.70
100	00165			Public Empl. Retirement Assoc		Wire			
			B 01	215 014	PERS TAXES		\$4,202.92		
PO#:	Voucher #:	48939	Invoice	Invoice No: 52725	5/30/2025	Paid Amt:	\$4,202.92	Check Amount:	\$4,202.92
100	00196			INTERNAL REVENUE SERVICE		Wire			
			B 01	215 011	FEDERAL TAXES		\$7,120.89		
			B 01	215 010	OSADI		\$15,332.62		
			B 01	215 010	MEDICARE		\$3,585.84		
PO#:	Voucher #:	48937	Invoice	Invoice No: 52725	5/30/2025	Paid Amt:	\$26,039.35	Check Amount:	\$26,039.35
100	01022			MN Department of Revenue		Wire			
			B 01	215 013	STATE TAXES		\$4,197.52		
PO#:	Voucher #:	48938	Invoice	Invoice No: 52725	5/30/2025	Paid Amt:	\$4,197.52	Check Amount:	\$4,197.52
100	2455			EBC		Wire			
			B 01	215 005	EBC/TSA		\$7,351.83		
PO#:	Voucher #:	48941	Invoice	Invoice No: 52725	5/30/2025	Paid Amt:	\$7,351.83	Check Amount:	\$7,351.83
100	3269			WEX Health, Inc.		Wire			
			B 01	215 023	HSA		\$1,737.75		
PO#:	Voucher #:	48942	Invoice	Invoice No: 52725	5/30/2025	Paid Amt:	\$1,737.75	Check Amount:	\$1,737.75

Lester Prairie Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2025-05/31/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
100	54375	1245		Amazon		Check		
			E 21	300 298 945 301 401	2025 GRADUATION PARTY DECORATIONS K	\$14.24		
			E 21	300 298 945 301 401	2025 KATECHON GIANT BALLOON	\$9.45		
			E 21	300 298 945 301 401	METALLIC BURGANDY & GOLD BALLOONS	\$14.98		
PO#: 10726	Voucher #:	48837	Invoice	Invoice No: 16H6-GHLJ-J6L1	5/7/2025	Paid Amt:	\$38.67	
			E 01	100 203 000 000 401	microwave glass turntable replacment	\$18.95		
			E 01	100 203 000 000 401	PROMO/DISCOUNT	(\$0.95)		
PO#: 10709	Voucher #:	48835	Invoice	Invoice No: 1V4X-3P9X-G1YD	5/7/2025	Paid Amt:	\$18.00	
			E 01	300 710 000 000 430	Top design12 pack economical 16x15 cotton t	\$22.99		
PO#: 10705	Voucher #:	48834	Invoice	Invoice No: 1GV6-KXWG-G37L	5/7/2025	Paid Amt:	\$22.99	
			E 01	005 110 000 000 401	floor mat	\$47.01		
PO#: 10718	Voucher #:	48839	Invoice	Invoice No: 1G4F-7WC7-KG7K	5/7/2025	Paid Amt:	\$47.01	
			E 01	300 230 000 000 430	Carefresh paper pet bedding blue	\$13.99		
			E 01	300 230 000 000 430	Carefresh paper pet bedding white	\$13.99		
			E 01	300 230 000 000 430	Carefresh paper pet bedding purple	\$13.99		
			E 01	300 230 000 000 430	Carefresh paper pet bedding tutti fruitti	\$10.99		
			E 01	300 230 000 000 430	Carefresh paper pet bedding brown	\$9.32		
			E 01	300 230 000 000 430	Carefresh paper pet bedding green	\$8.99		
PO#: 10716	Voucher #:	48831	Invoice	Invoice No: 1LGN-9HDK-JPYN	5/7/2025	Paid Amt:	\$71.27	
			E 01	100 203 975 000 430	Dry erase markers-pk of 144	\$98.61		
			E 01	100 203 975 000 430	command large picture hanging strips 120 pac	\$58.31		
PO#: 10721	Voucher #:	48840	Invoice	Invoice No: 19DM-YT6X-KP9M	5/7/2025	Paid Amt:	\$156.92	
			E 01	100 201 000 000 401	marigold seed pack	\$9.99		
PO#: 10675	Voucher #:	48832	Invoice	Invoice No: 1XTX-HPXM-JLJ9	5/7/2025	Paid Amt:	\$9.99	
			E 01	300 258 201 000 401	snare sticks -pack of 6	\$74.99		
PO#: 10706	Voucher #:	48836	Invoice	Invoice No: 1VXX-C7MW-GFP7	5/7/2025	Paid Amt:	\$74.99	
			E 01	005 110 000 000 401	MASKING TAPE 10 PACK	\$17.76		
			E 01	005 110 000 000 401	MINI BINDER CLIPS	\$15.98		
PO#: 10715	Voucher #:	48838	Invoice	Invoice No: 1JYH-VRN1-JPNL	5/7/2025	Paid Amt:	\$33.74	
			E 21	300 298 945 301 401	Magean Eucalyptus leaves 100 pcs	\$59.98		
			E 21	300 298 945 301 401	20 pcs babys breath	\$39.96		
			E 21	300 298 945 301 401	Floral tape dk green	\$7.74		
			E 21	300 298 945 301 401	100 pcs plastic boutinniere pins	\$15.99		
			E 21	300 298 945 301 401	silk white real touch carnation	\$26.99		
			E 21	300 298 945 301 401	3/8 in gold satin ribbon	\$23.49		
PO#: 10704	Voucher #:	48833	Invoice	Invoice No: 1VXR-3PFN-HYLM	5/7/2025	Paid Amt:	\$174.15	
						Check Amount:	\$647.73	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2025-05/31/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	54376	2633		American Express		Check
			E 01	300 260 000 000 430	POPCORN BAG	\$7.30
			E 01	300 260 000 000 430	M&M BAG	\$8.95
			E 01	300 260 000 000 430	PAPER BAG	\$1.95
			E 01	300 260 000 000 430	PAPER CUPS	\$1.00
			E 01	300 260 000 000 430	TAX	\$0.88
PO#: 10710	Voucher #:	48843	Invoice	Invoice No: 572025	5/7/2025	Paid Amt: \$20.08
			E 01	300 296 418 000 401	Fundraiser items	\$801.00
PO#: 10698	Voucher #:	48844	Invoice	Invoice No: 572025	5/7/2025	Paid Amt: \$801.00
			E 01	300 294 412 000 401	Hotel room for FB clinic	\$160.60
PO#: 10647	Voucher #:	48845	Invoice	Invoice No: 572025	5/7/2025	Paid Amt: \$160.60
			E 01	300 294 315 000 401	Rawlings first base mitt	\$129.99
			E 01	300 294 315 000 401	TAX	\$10.09
PO#: 10695	Voucher #:	48846	Invoice	Invoice No: 572025	5/7/2025	Paid Amt: \$140.08
			E 02	005 770 000 701 530	480722-Heavy duty utility carts	\$2,187.00
			E 02	005 770 000 701 401	600PR203W-Sheet Pan rack	\$309.99
			E 02	005 770 000 701 401	473TPLSPOT-20 qt stock pot w/lid	\$281.06
			E 02	005 770 000 701 401	473TPLSPOT8-8qt stock pot w/lid	\$79.99
			E 02	005 770 000 701 401	473TPLSPOT12-12qt stock pot w/lid	\$99.99
			E 02	005 770 000 701 401	570CA271170-cork bulletin board 48x72	\$84.99
			E 02	005 770 000 701 401	697FL12RDKIT-Brooms	\$28.98
			E 02	005 770 000 701 401	7890DPA-Dust Pan	\$9.99
			E 02	005 770 000 701 401	395RP1OC-3 compart. paper plates	\$105.98
			E 02	005 770 000 701 530	HP108042-dishwasher curtain 24x20	\$300.68
			E 02	005 770 000 701 530	P108043-dishwasher curtain 24x13	\$149.17
			E 02	005 770 000 701 530	HP109723-dishwasher curtain short	\$112.48
			E 02	005 770 000 701 530	21120273613-table top sneeze guard	\$579.00
			E 02	005 770 000 701 530	473TPLSPOT-20 qt stock pot w/lid	\$148.99
			E 02	005 770 000 701 530	SHIPPING	\$886.21
PO#: 10703	Voucher #:	48847	Invoice	Invoice No: 572025	5/7/2025	Paid Amt: \$5,364.50
			E 01	100 203 100 000 369	1ST GRADE FIELD TRIP--THREE RIVERS PARI	\$107.10
			E 01	100 203 100 000 369	KINDERGARTEN FIELD TRIP--CHILDRENS THE	\$232.00
			E 01	005 020 000 000 820	MBSA-MELISSA RADEKE	\$102.15
			E 01	300 050 000 000 820	MBSA-MIKE LEE	\$102.15
			E 21	300 298 946 301 401	PROM (CLASS OF 2026)-WHIRLY BALL	\$51.46
			E 21	300 298 946 301 401	PROM (CLASS OF 2026)-WHIRLYBALL	\$3,513.21
			E 01	005 420 000 419 366	CPI REFRESHER TRAINING SWWC	\$350.00

Lester Prairie Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2025-05/31/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
100	54376	2633		American Express		Check		
			E 01	100 203 100 000 369	6TH GRADE FIELD TRIP-MN HISTORICAL SOC	\$336.00		
			E 01	005 020 000 000 366	SUPERINTENDENT TRAVEL-MINNEAPOLIS MA	\$354.64		
PO#:	Voucher #:	48841	Invoice	Invoice No: 572025	5/7/2025	Paid Amt:	\$5,148.71	
			E 01	100 203 103 000 430	Caterpillar cups--shipping	\$17.90		
PO#: 10719	Voucher #:	48842	Invoice	Invoice No: 572025	5/7/2025	Paid Amt:	\$17.90	
						Check Amount:	\$11,652.87	
100	54377	00343		Big Don's Cathedral		Check		
			E 04	005 505 016 321 440	3/25/25 GAS CHARGE-BTW	\$36.60		
			E 04	005 505 016 321 440	4/4/25 GAS CHARGE-BTW	\$35.40		
			E 04	005 505 016 321 440	4/9/25 GAS CHARGE-BTW	\$26.30		
			E 04	005 505 016 321 440	4/15/25 GAS CHARGE-BTW	\$45.00		
			E 04	005 505 016 321 440	4/23/25 GAS CHARGE-BTW	\$35.01		
PO#:	Voucher #:	48848	Invoice	Invoice No: 93478-93520-93540	5/7/2025	Paid Amt:	\$178.31	
						Check Amount:	\$178.31	
100	54378	03821		CenturyLink		Check		
			E 01	005 110 000 000 320	MONTHLY CHARGES	\$999.63		
PO#:	Voucher #:	48851	Invoice	Invoice No: 572025	5/7/2025	Paid Amt:	\$999.63	
						Check Amount:	\$999.63	
100	54379	2654		Cintas		Check		
			E 02	005 770 000 701 401	terry towel, aprons, baker pads, microfiber w	\$122.43		
PO#:	Voucher #:	48880	Invoice	Invoice No: 4228262909	5/7/2025	Paid Amt:	\$122.43	
						Check Amount:	\$122.43	
100	54380	00061		CITY OF LESTER PRAIRIE		Check		
			E 01	005 810 183 000 330	204 2nd ave n	\$23.55		
			E 01	005 810 183 000 330	131 HICKORY ST N	\$465.80		
			E 01	005 810 183 000 330	131 HICKORY ST N	\$582.80		
PO#:	Voucher #:	48885	Invoice	Invoice No: 572025	5/7/2025	Paid Amt:	\$1,072.15	
						Check Amount:	\$1,072.15	
100	54381	3596		CITY OF PLATO		Check		
			E 01	300 294 315 000 305	USE OF PLATO BLUE JAY STADIUM & LIGHT	\$75.00		
PO#:	Voucher #:	48852	Invoice	Invoice No: 2025-08	5/7/2025	Paid Amt:	\$75.00	
						Check Amount:	\$75.00	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2025-05/31/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	54382	3384		East Side Jersey Dairy		Check			
			E 02	005 770 000 701 495	Milk delivery		\$2,485.32		
PO#:	Voucher #:	48867	Invoice	Invoice No:	9011548-9014641	5/7/2025	Paid Amt:	\$2,485.32	
							Check Amount:	\$2,485.32	
100	54383	00707		EDUCATION MINNESOTA		Check			
			B 01	215 028	Dues for thee month		\$2,962.40		
PO#:	Voucher #:	48854	Invoice	Invoice No:	9633269	5/7/2025	Paid Amt:	\$2,962.40	
							Check Amount:	\$2,962.40	
100	54384	01469		Educators Benefit Consultants		Check			
			E 01	005 110 800 000 305	403 B admin & compliance servicefee		\$68.20		
PO#:	Voucher #:	48853	Invoice	Invoice No:	37276	5/7/2025	Paid Amt:	\$68.20	
							Check Amount:	\$68.20	
100	54385	3002		Fidelity Security Life Insurance Co.		Check			
			B 01	215 000	EYE MED MAY PYMNT		\$132.42		
PO#:	Voucher #:	48855	Invoice	Invoice No:	166773754	5/7/2025	Paid Amt:	\$132.42	
							Check Amount:	\$132.42	
100	54386	3380		Gold Tree Apparel		Check			
			E 21	300 298 945 301 401	tulitex unisex fine jersey tee		\$456.00		
PO#: 10729	Voucher #:	48886	Invoice	Invoice No:	0575	5/7/2025	Paid Amt:	\$456.00	
							Check Amount:	\$456.00	
100	54387	3281		Granite City Roofing		Check			
			E 01	005 810 193 000 350	2 PIPE BOOTS INSTALLED & 1 HOLE REPAIRE		\$893.00		
PO#:	Voucher #:	48856	Invoice	Invoice No:	TM0243	5/7/2025	Paid Amt:	\$893.00	
							Check Amount:	\$893.00	
100	54388	2483		Greater MN Communications		Check			
			E 01	300 298 405 000 401	TRAP STICKERS		\$54.60		
PO#: 10735	Voucher #:	48857	Invoice	Invoice No:	32924	5/7/2025	Paid Amt:	\$54.60	
							Check Amount:	\$54.60	
100	54389	3228		Grundhofer, Mark		Check			
			E 01	300 294 315 000 305	4/29/25 BASEBALL OFFICIAL		\$115.00		
PO#:	Voucher #:	48858	Invoice	Invoice No:	572025	5/7/2025	Paid Amt:	\$115.00	
							Check Amount:	\$115.00	
100	54390	3032		ISD # 2397 - LeSueur-Henderson		Check			
			E 01	300 292 320 000 305	5/9/2025 TRACK MEET		\$150.00		
PO#:	Voucher #:	48859	Invoice	Invoice No:	572025	5/7/2025	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2025-05/31/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	54391	00446		ISD #2310 Sibley East		Check			
			E 01	300 292 320 000 305	5/2/2025 TRACK MEET		\$150.00		
PO#:	Voucher #:	48870	Invoice	Invoice No: 572025	5/7/2025	Paid Amt:	\$150.00		
						Check Amount:	\$150.00		
100	54392	2475		Marco Technologies LLC		Check			
			E 01	100 203 000 000 560	COPIER CONTRACT		\$753.77		
			E 01	300 211 000 000 560	COPIER CONTRACTS		\$753.77		
PO#:	Voucher #:	48882	Invoice	Invoice No: 553626367	5/7/2025	Paid Amt:	\$1,507.54		
						Check Amount:	\$1,507.54		
100	54393	00367		MN SCHOOL EMPLOYEES ASSOC		Check			
			B 01	215 040	APRIL PARA DUES		\$463.98		
PO#:	Voucher #:	48860	Invoice	Invoice No: 572025	5/7/2025	Paid Amt:	\$463.98		
						Check Amount:	\$463.98		
100	54394	1579		Music Mart		Check			
			E 01	005 105 023 000 401	RICO ROYAL ALTO SAX REEDS		\$26.15		
PO#:	Voucher #:	48861	Invoice	Invoice No: 1835522	5/7/2025	Paid Amt:	\$26.15		
						Check Amount:	\$26.15		
100	54395	03390		PAN-O-GOLD BAKING CO		Check			
			E 02	005 770 000 701 490	BREAD DELIVERY		\$578.80		
PO#:	Voucher #:	48862	Invoice	Invoice No: 097012-104013-114010	5/7/2025	Paid Amt:	\$578.80		
						Check Amount:	\$578.80		
100	54396	3320		Prehn, Dan		Check			
			E 01	300 294 315 000 305	4/29/2025 baseball official		\$115.00		
PO#:	Voucher #:	48868	Invoice	Invoice No: 572025	5/7/2025	Paid Amt:	\$115.00		
						Check Amount:	\$115.00		
100	54397	00690		Radtke, Bill		Check			
			E 01	300 294 315 000 305	4/21/2025 JH BABSEBALL OFFICIAL		\$90.00		
PO#:	Voucher #:	48869	Invoice	Invoice No: 57/2025	5/7/2025	Paid Amt:	\$90.00		
						Check Amount:	\$90.00		
100	54398	3367		Squire, Waldspurger & Mace, P.A.		Check			
			E 01	005 110 150 000 305	PROFESSIONAL SERVICES THROUGH 3/31/2		\$1,399.17		
PO#:	Voucher #:	48871	Invoice	Invoice No: 24387	5/7/2025	Paid Amt:	\$1,399.17		
						Check Amount:	\$1,399.17		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2025-05/31/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	54399	3008		Summit Fire Protection		Check
			E 01	005 865 000 347 305	CUST: 629480-DEMO SPRINKKLER PIPES	\$995.00
PO#:	Voucher #:	48881	Invoice	Invoice No: 3180259	5/7/2025	Paid Amt: \$995.00
						Check Amount: \$995.00
100	54400	2239		Sysco Western Minnesota		Check
			E 02	005 770 000 705 490	BREAKFAST-4/10/2025	\$405.78
			E 02	005 770 000 705 490	BREKFST 4/17/2025	\$434.27
			E 02	005 770 000 705 490	BRKFST 4/24/25	\$285.35
			E 02	005 770 000 701 490	LUNCH 4/10/2025	\$1,963.48
			E 02	005 770 000 701 490	LUNCH 4/10/2025	\$96.46
			E 02	005 770 000 701 490	LUNCH 4/17/2025	\$2,021.16
			E 02	005 770 000 701 490	LUNCH 4/24/2025	\$2,297.41
			E 02	005 770 000 701 490	ALA CARTE 4/10/2025	\$310.22
			E 02	005 770 000 701 490	ALA CARTE 4/17/2025	\$307.80
			E 02	005 770 000 701 490	ALA CARTE 4/24/2025	\$419.56
PO#:	Voucher #:	48872	Invoice	Invoice No: 253895743	5/7/2025	Paid Amt: \$8,541.49
						Check Amount: \$8,541.49
100	54401	01088		TOWN & COUNTRY GLASS INC		Check
			E 01	005 850 824 000 305	West North/South entrance replacement, We	\$71,900.00
			E 01	005 850 824 000 305	Courtyard Window replacement	\$35,760.00
			E 01	005 850 824 000 305	Labor to install bathroom window	\$8,800.00
PO#: 10306	Voucher #:	48875	Invoice	Invoice No: 25383	5/7/2025	Paid Amt: \$116,460.00
						Check Amount: \$116,460.00
100	54402	3261		UHL		Check
			E 01	005 810 193 000 350	HW PUMP REPLACMENT	\$1,945.00
PO#:	Voucher #:	48876	Invoice	Invoice No: 73194A	5/7/2025	Paid Amt: \$1,945.00
						Check Amount: \$1,945.00
100	54403	01150		Verified Credentials		Check
			E 01	005 718 000 342 311	APRIL BACKGROUND SCREENING	\$136.25
PO#:	Voucher #:	48877	Invoice	Invoice No: 3629265	5/7/2025	Paid Amt: \$136.25
						Check Amount: \$136.25
100	54404	1602		Verizon Wireless		Check
			E 01	005 020 000 000 320	RADEKE	\$50.20
			E 01	300 292 311 000 320	SCHEEVEL	\$49.52

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2025-05/31/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	54404	1602		Verizon Wireless		Check			
			E 01	300 050 000 000 320	LEE		\$49.52		
PO#:	Voucher #:	48878	Invoice	Invoice No: 6111736241	5/7/2025	Paid Amt:	\$149.24		
						Check Amount:	\$149.24		
100	54405	03218		WAL-MART Community		Check			
			E 01	100 219 000 317 430	ELL NIGHT SUPPLIES -JESSI FLIES		\$90.23		
			E 04	005 570 362 321 401	KIDS DEPOT SNACKS		\$82.94		
PO#:	Voucher #:	48849	Invoice	Invoice No: 572025	5/7/2025	Paid Amt:	\$173.17		
			E 01	300 291 258 000 401	GLIDDEN QUICK COVER PAINT		\$14.53		
			E 01	300 291 258 000 401	PLASTIC PAINT TRAY 3 PCK		\$2.68		
			E 01	300 291 258 000 401	9" PAINT TRAY BLUE		\$3.97		
			E 01	300 291 258 000 401	GOOD 5 PIECE BRUSH SET		\$12.97		
			E 01	300 291 258 000 401	FOAM BRUSH 12 PC SET		\$6.97		
			E 01	300 291 258 000 401	PEN & GEAR ECONOY POSTER BOARD		\$2.40		
			E 01	300 291 258 000 401	1 GALLON STIR STICK PAINT MIXER		\$0.97		
			E 01	300 291 258 000 401	GREAT VALU RESTAURANT STYLE WHITE C		\$6.36		
			E 01	300 291 258 000 401	RECOVERY FEE		\$0.99		
PO#: 10713	Voucher #:	48850	Invoice	Invoice No: 5725	5/7/2025	Paid Amt:	\$51.84		
						Check Amount:	\$225.01		
100	54406	2786		Xcel Energy Solutions		Check			
			E 01	005 810 184 000 330	MARCH UTILITY STATEMENT		\$6,448.28		
PO#:	Voucher #:	48879	Invoice	Invoice No: 003931	5/7/2025	Paid Amt:	\$6,448.28		
						Check Amount:	\$6,448.28		
100	54407	3597		The Fun Lab		Check			
			E 01	300 211 100 000 369	EVENT RESERVATION # 5987		\$551.84		
PO#:	Voucher #:	48887	Invoice	Invoice No: 572025	5/7/2025	Paid Amt:	\$551.84		
						Check Amount:	\$551.84		
100	54408	2362		USA High School Clay Target League		Check			
			E 01	300 298 305 000 305	2025 Spring Clay Target Tournament		\$1,150.00		
PO#:	Voucher #:	48888	Invoice	Invoice No: 592025	5/9/2025	Paid Amt:	\$1,150.00		
						Check Amount:	\$1,150.00		
100	54409	3599		Firehouse Pizza		Check			
			E 01	300 296 419 000 401	Cheer fundraiser		\$3,241.95		
PO#:	Voucher #:	48895	Invoice	Invoice No: 21910	5/21/2025	Paid Amt:	\$3,241.95		
						Check Amount:	\$3,241.95		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2025-05/31/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	54410	00170		4.0 Bus Service		Check
			E	01 005 760 000 720 360	SCHOOL DISTRICT CONTRACT ROUTES	\$22,688.00
			E	01 005 760 000 723 360	sped transportation	\$6,593.00
			E	01 005 760 000 720 360	FUEL CLAUSE	\$1,947.81
			E	04 005 582 000 344 360	OPEN ENROLLMENT	\$1,240.00
			E	01 300 211 100 733 360	ART	\$118.50
			E	01 300 292 320 733 360	TRACK	\$973.78
			E	01 300 294 315 733 360	BASEBALL	\$981.95
			E	01 300 296 318 733 360	SOFTBALL	\$2,152.63
			E	01 300 211 100 733 360	BAND	\$235.70
			E	01 300 211 100 733 360	PROM	\$613.30
			E	01 005 760 000 713 360	SPED	\$6,852.58
PO#:	Voucher #:	48897	Invoice	Invoice No: 5.2025	5/21/2025	Paid Amt: \$44,397.25
						Check Amount: \$44,397.25
100	54411	1245		Amazon		Check
			E	01 005 605 000 302 555	STAR TECH .COM USB C TO HDMI ADAPTER	\$25.79
PO#: 10712	Voucher #:	48896	Invoice	Invoice No: 17T9-7XY7-JLCP	5/21/2025	Paid Amt: \$25.79
						Check Amount: \$25.79
100	54412	00343		Big Don's Cathedral		Check
			E	04 005 505 016 321 440	INV 93520	\$35.40
			E	04 005 505 016 321 440	INV # 93540	\$26.30
			E	04 005 505 016 321 440	INV # 93569	\$45.00
			E	04 005 505 016 321 440	INV # 93622	\$35.01
PO#:	Voucher #:	48899	Invoice	Invoice No: 93520-93540-93569	5/21/2025	Paid Amt: \$141.71
						Check Amount: \$141.71
100	54413	3579		CESO Finance, LLC		Check
			E	01 005 110 000 000 305	SUPPORT PHASE 1 MAY 2025`	\$9,900.00
PO#:	Voucher #:	48898	Invoice	Invoice No: 1853	5/21/2025	Paid Amt: \$9,900.00
						Check Amount: \$9,900.00
100	54414	2654		Cintas		Check
			E	02 005 770 000 701 401	towels, apron, baker pad, microfiber wipes	\$122.43
PO#:	Voucher #:	48930	Invoice	Invoice No: 4229723178	5/21/2025	Paid Amt: \$122.43
						Check Amount: \$122.43

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2025-05/31/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	54415	3596		CITY OF PLATO		Check			
			E 01	300 294 315 000 305	USE OF BLUE JAY STADIUM AND LIGHTS M,		\$75.00		
PO#:	Voucher #:	48900	Invoice	Invoice No: 2025-10	5/21/2025	Paid Amt:	\$75.00		
						Check Amount:	\$75.00		
100	54416	2573		Dashir Management Services Inc		Check			
			E 01	005 810 810 000 305	MAY CUSTODIAL MAINTANCE/MANAGEMENT		\$25,117.47		
PO#:	Voucher #:	48901	Invoice	Invoice No: 8887	5/21/2025	Paid Amt:	\$25,117.47		
						Check Amount:	\$25,117.47		
100	54417	2151		Drusch, Pete		Check			
			E 01	300 294 315 000 305	Baseball official 5/13/25		\$115.00		
PO#:	Voucher #:	48934	Invoice	Invoice No: 52125	5/21/2025	Paid Amt:	\$115.00		
						Check Amount:	\$115.00		
100	54418	3571		Dufault Publishing		Check			
			E 01	300 211 165 000 401	white honor cords		\$16.50		
			E 01	300 211 165 000 401	gold honor cords		\$173.25		
			E 01	300 211 165 000 401	Freight		\$9.40		
PO#: 10691	Voucher #:	48904	Invoice	Invoice No: 5506	5/21/2025	Paid Amt:	\$199.15		
			E 21	300 298 945 301 401	Graduation packages of caps, gowns & tass		\$1,026.00		
PO#: 10690	Voucher #:	48905	Invoice	Invoice No: 52125	5/21/2025	Paid Amt:	\$1,026.00		
						Check Amount:	\$1,225.15		
100	54419	2332		Eggers, Mark		Check			
			E 01	300 294 315 000 305	BASEBALL OFFICIAL 5/9/25 & 5/13/25		\$230.00		
PO#:	Voucher #:	48906	Invoice	Invoice No: 52125	5/21/2025	Paid Amt:	\$230.00		
			E 01	300 294 315 000 305	BASEBALL OFFICIAL 5/13/25		\$115.00		
PO#:	Voucher #:	48903	Invoice	Invoice No: 52125	5/21/2025	Paid Amt:	\$115.00		
						Check Amount:	\$345.00		
100	54420	2799		Greater Minnesota Family Services		Check			
			E 01	005 420 000 740 394	CONTRACTED SERVICES QUARTER ONE		\$2,985.00		
PO#:	Voucher #:	48907	Invoice	Invoice No: 12798	5/21/2025	Paid Amt:	\$2,985.00		
						Check Amount:	\$2,985.00		
100	54421	2483		Greater MN Communications		Check			
			E 01	300 294 413 000 401	B BASKETBALL		\$180.00		
			E 01	300 296 418 000 401	SOFTBALL		\$185.00		
PO#:	Voucher #:	48908	Invoice	Invoice No: 32796 & 33018	5/21/2025	Paid Amt:	\$365.00		
						Check Amount:	\$365.00		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2025-05/31/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	54422	00358		GUARDIAN PEST SOLUTIONS INC		Check			
			E 01	005 810 192 000 305	PEST CONTROL		\$82.45		
PO#:	Voucher #:	48909	Invoice	Invoice No: 2651707	5/21/2025	Paid Amt:	\$82.45		
						Check Amount:	\$82.45		
100	54423	00290		Hingst, Lee		Check			
			E 01	300 296 318 000 305	SOFTBALL OFFICIAL 5/2/25 & 5/5/25		\$345.00		
PO#:	Voucher #:	48910	Invoice	Invoice No: 52125	5/21/2025	Paid Amt:	\$345.00		
						Check Amount:	\$345.00		
100	54424	3225		Hollywood Catering Co		Check			
			E 21	300 298 945 301 401	SENIOR CLASS LUNCH		\$492.00		
PO#: 10744	Voucher #:	48911	Invoice	Invoice No: 2981	5/21/2025	Paid Amt:	\$492.00		
						Check Amount:	\$492.00		
100	54425	01566		INDUSTRIAL ARTS SUPPLY CO		Check			
			E 01	300 255 000 000 401	CO2 dragster slick rear 100pk		\$13.95		
			E 01	300 255 000 000 401	brass washer size 6		\$9.00		
			E 01	300 255 000 000 401	dragster basswood body blank 12'		\$110.70		
			E 01	300 255 000 000 401	CO2 cartridge		\$50.00		
			E 01	300 255 000 000 401	mousetrap racer		\$94.00		
			E 01	300 255 000 000 401	large high temp glue gun		\$35.00		
			E 01	300 255 000 000 401	diagonal pliers		\$20.40		
			E 01	300 255 000 000 401	diagonal file set		\$3.99		
			E 01	300 255 000 000 401	shipping est.		\$27.09		
PO#: 10689	Voucher #:	48912	Invoice	Invoice No: M19830	5/21/2025	Paid Amt:	\$364.13		
						Check Amount:	\$364.13		
100	54426	2696		Lange, Jeff		Check			
			E 01	300 294 315 000 305	BASEBALL OFFICIAL 5/10/25		\$115.00		
PO#:	Voucher #:	48913	Invoice	Invoice No: 52125	5/21/2025	Paid Amt:	\$115.00		
						Check Amount:	\$115.00		
100	54427	00391		MARCO		Check			
			E 01	005 110 000 000 401	CORNER AND BOOKLET STAPLES FOR COPIE		\$294.12		
			E 01	005 110 000 000 401	FREIGHT		\$23.57		
PO#:	Voucher #:	48914	Invoice	Invoice No: 13840881-13840875	5/21/2025	Paid Amt:	\$317.69		
						Check Amount:	\$317.69		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2025-05/31/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	54428	3600		McRaith, John		Check			
			E 01	300 296 318 000 305	Softball official 5/14/25		\$230.00		
PO#:	Voucher #:	48935	Invoice	Invoice No: 52125	5/21/2025	Paid Amt:	\$230.00	Check Amount:	\$230.00
100	54429	00535		Menards-Hutchinson		Check			
			E 01	300 291 258 000 401	PITTSBURGH PAINTS & STAINS ULTRA INTEF		\$22.98		
			E 01	300 291 258 000 401	PITTSBURGH PAINT & STAINS FLAT CHARCC		\$11.48		
			E 01	300 291 258 000 401	DUTCHBOY PLATNUM PLUS INTERIOR BLACI		\$32.97		
			E 01	300 291 258 000 401	PAINT RECOVERY FEE		\$2.47		
PO#: 10714	Voucher #:	48915	Invoice	Invoice No: 4382	5/21/2025	Paid Amt:	\$69.90	Check Amount:	\$69.90
100	54430	01157		MetLife SBC		Check			
			B 01	215 030	DENTAL		\$3,130.76		
PO#:	Voucher #:	48916	Invoice	Invoice No: 52125	5/21/2025	Paid Amt:	\$3,130.76	Check Amount:	\$3,130.76
100	54431	2580		Minnesota Department of Health		Check			
			E 01	005 110 000 000 305	MN BIRTH DATA RENEWAL		\$180.00		
PO#:	Voucher #:	48902	Invoice	Invoice No: 52125	5/21/2025	Paid Amt:	\$180.00	Check Amount:	\$180.00
100	54432	3459		Mission Filtration		Check			
			E 01	005 810 810 000 401	24x24x20 2 pkt cube filtr		\$48.67		
			E 01	005 810 810 000 401	20x20x15 cube filter		\$844.20		
			E 01	005 810 810 000 401	18x72 ply filters		\$97.10		
			E 01	005 810 810 000 401	18x72filter		\$38.84		
			E 01	005 810 810 000 401	Freight		\$60.00		
PO#: 10668	Voucher #:	48917	Invoice	Invoice No: 425524	5/21/2025	Paid Amt:	\$1,088.81	Check Amount:	\$1,088.81
100	54433	1579		Music Mart		Check			
			E 01	300 258 233 000 430	INTERMEDIATE CONCERT SNARE		\$475.00		
			E 01	300 258 201 000 401	CREDIT		(\$50.50)		
PO#:	Voucher #:	48918	Invoice	Invoice No: 1830288-1840193	5/21/2025	Paid Amt:	\$424.50	Check Amount:	\$424.50
100	54434	2870		Natus		Check			
			E 01	005 720 000 000 305	CALIBRATE 2 AUDIOMETERS		\$142.00		
PO#: 10732	Voucher #:	48919	Invoice	Invoice No: 610005397	5/21/2025	Paid Amt:	\$142.00	Check Amount:	\$142.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2025-05/31/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	54435	3453		Perez, Alex		Check			
			E 04	005 505 322 321 305	COMMUNITY ED SOCCER OFFICIAL	\$20.00			
PO#:	Voucher #:	48920	Invoice	Invoice No: 52125	5/21/2025	Paid Amt:	\$20.00		
						Check Amount:	\$20.00		
100	54436	00690		Radtke, Bill		Check			
			E 01	300 294 315 000 305	JH baseball official5/2/25 & 5/6/25 (double he:	\$250.00			
PO#:	Voucher #:	48933	Invoice	Invoice No: 52125	5/21/2025	Paid Amt:	\$250.00		
						Check Amount:	\$250.00		
100	54437	3476		Really Good Stuff		Check			
			E 01	100 203 975 000 430	18" Self adhesive vinyl sleeves	\$54.99			
PO#: 10696	Voucher #:	48921	Invoice	Invoice No: 8852633	5/21/2025	Paid Amt:	\$54.99		
						Check Amount:	\$54.99		
100	54438	3512		Schiroo, Mark		Check			
			E 01	300 296 318 000 305	SOFTBALL OFFICIAL 5/5/2025	\$115.00			
PO#:	Voucher #:	48925	Invoice	Invoice No: 52125	5/21/2025	Paid Amt:	\$115.00		
						Check Amount:	\$115.00		
100	54439	3008		Summit Fire Protection		Check			
			E 01	005 865 000 363 305	DEMO SPRINKLER PIPES FOR AIR HANDLER	\$995.00			
PO#:	Voucher #:	48923	Invoice	Invoice No: 3180259	5/21/2025	Paid Amt:	\$995.00		
						Check Amount:	\$995.00		
100	54440	3598		Supplies on the Fly		Check			
			E 02	005 770 000 701 530	Vulcan Caster & Natural Gas Endurance 1st f	\$4,072.17			
PO#: 10753	Voucher #:	48922	Invoice	Invoice No: 9666492	5/21/2025	Paid Amt:	\$4,072.17		
						Check Amount:	\$4,072.17		
100	54441	00272		SW/WC SERVICE COOPERATIVES		Check			
			E 01	005 110 000 000 305	ACA IRS SUBMISSION & TRANSMISSION	\$275.00			
PO#:	Voucher #:	48924	Invoice	Invoice No: 78785	5/21/2025	Paid Amt:	\$275.00		
						Check Amount:	\$275.00		
100	54442	3095		Tate, Paul		Check			
			E 01	300 294 315 000 305	BASEBALL OFFICIAL 5/10/2025	\$115.00			
PO#:	Voucher #:	48926	Invoice	Invoice No: 52125	5/21/2025	Paid Amt:	\$115.00		
						Check Amount:	\$115.00		
100	54443	3261		UHL		Check			
			E 01	005 850 824 000 305	PARTIAL PAYMENT 5/21/25	\$73,670.00			
PO#: 10310	Voucher #:	48927	Invoice	Invoice No: 79538	5/21/2025	Paid Amt:	\$73,670.00		
						Check Amount:	\$73,670.00		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2025-05/31/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	54444	3338		Wlasiuk, Timothy		Check
			E 01 300 296 318 000 305	SOFTBALL OFFICIAL 5/2/25 & 5/14/25		\$460.00
PO#:	Voucher #:	48928	Invoice	Invoice No: 52125	5/21/2025	Paid Amt: \$460.00
						Check Amount: \$460.00
100	54445	2491		Wuetrich, Al		Check
			E 01 300 294 315 000 305	BASEBALL OFFICIAL 5/9/25		\$230.00
PO#:	Voucher #:	48929	Invoice	Invoice No: 52125	5/21/2025	Paid Amt: \$230.00
						Check Amount: \$230.00
100	54446	3601		GSAudio		Check
			E 01 005 850 824 000 305	Equipment Only total/Vendor 4/Design/Implem:		\$106,010.00
PO#:	Voucher #:	48936	Invoice	Invoice No: 052325	5/23/2025	Paid Amt: \$106,010.00
						Check Amount: \$106,010.00
100	54447	3604		FULL COMPASS SYSTEMS		Check
			E 01 005 850 824 000 305	GYM RENOVATION EQUIPMENT		\$49,345.70
PO#:	Voucher #:	48943	Invoice	Invoice No: 052825	5/28/2025	Paid Amt: \$49,345.70
						Check Amount: \$49,345.70
						Report Total: \$612,815.02

REGULAR MEETING of the SCHOOL BOARD of EDUCATION
Lester Prairie Public Schools
Monday, May 19, 2025 5:45pm
Lester Prairie School Media Center

Roll call was taken and the following board members were present: Keith Christen, Jeff Engen, Brian Heimerl, Rebecca Heimerl, Candice Anderson and Dan LaMott. Administration present: Dr. Melissa Radeke, Mike Lee, Ross Scheevel, Lauren Syrup and Cheryl Bayerl **Guests:** Kim DeBruyckere, Mike Jensen & Bob Becker from 4.0 Bus Service and Austin Neaton from Herald Journal.

Call to order

- Meeting called to order by Board Chair Keith Christen
- Welcome to the public and guests
- **Pledge of Allegiance** - Led by board member Jeff Engen

Agenda

- Motion by B. Heimerl 2nd by LaMott to approve the Agenda as presented and or modified
 - **Vote: 6 for, 0 against.**

Recognition of Communications since Last Meeting:

- Communication - Graduation went well, many comments that flowers distributed by graduates was a very nice addition to ceremony.
- Open dialogue - none

Minutes and Bills

- Motion by R. Heimerl and 2nd by Anderson to approve consent agenda, the meeting minutes of the Regular Board meeting on April 15, 2025 and pay the bills (reviewed by R. Heimerl and B. Heimerl) in the amount of:
 - o Board Bills: \$248,841.47
 - **Vote: 6 for, 0 against.**

Administrative Reports

Mr. Lee K-12 Principal Report: - highlights

- Graduation went very well. Thank you to Christine M. and Ross S. for organizing and setting up gym. Thank you to Bayview & Southview Elementary in Waconia for use of the stage.
- 4 students represented Lester Prairie at McLeod for Tomorrow. All enjoyed the experience and learned a lot about McLeod county. Went to rail yard and rode on train. Attendees were Michael Albers, Ashley Rosenau, Chloe Schafer and Henry Kern

- Local Literacy Plan was submitted
- Working on the DIRS (Disciplinary Incident Reporting System) Report, elementary report completed, finishing the high school portion
- Working on completing end of the year teacher meetings including exit meetings with teachers that are leaving.
- Working on PD activities for May 27th - reflection on the past school year plus student engagement, classroom management and classroom environment strategies.

Ross Scheevel AD/DoS - highlights

- Yearly reporting to MSHSL is being finished, including 2024-25 participation numbers and activity registrations for 2025-26
- Board will vote on resolution for MSHSL Yearly Membership
- 2025 District Football schedules were released and game schedules are completed
- 5 of 7 fall coaching positions filled, waiting on signed contracts from other 2
- Girls softball received #3 seed in Sect 4A - play double header 5-20-2025 in Ramsey Central Park
- Boys baseball received #4 seed in Sect 4A - play home against Mayer Lutheran on May 22nd
- Track and Field travel to NYA on May 22nd for subsections
- 4 individual conference champions at Tomahawk/Valley Conference meet in Sleepy Eye: Logan Meyer - Shot put, Andy Ruwersma - 400M, Addi Hoof - 100M & 400M, Nakita Stuck - 200M

Dr. Melissa Radeke Superintendent Report: - highlights

- Enrollment - 432 Students, increased by 3 students from April.
- Discussed Teaching and Learning Vision by incorporating AVID membership with SWWC. North Collaborative is no longer included.
- Discussed Achievement and Integration Revised Plan and Budget.
- MARSS Coordinator position to be posted. Currently, Para positions are 6.75 hours so this will create a full time 8 hour position.
- South Gym project is moving forward. Facilities committee made recommendations to original proposal - revised proposal will be used.
- Lauren Syrup discussed her recommended revision of policy 704. Also discussed changes to board bills reporting and approval process.
- Mike Jensen and Bob Becker from 4.0 Bus Service are in attendance to answer any questions regarding the new service contract.

School Board Committee Reports

- Community Ed. - Looking at improvements for vendor sale including better signage, still looking at future plans for driver's education program, Kids Depot - no 2025 summer program due to lack of participants, Pre-K to be rebranded "Little Learners Bulldogs"
- PTO - Inflatable day May 19th
- Facilities/Maintenance- South gym acoustics/lighting project moving forward
- Facility Planning - none
- Tech/Media - none
- Activities Committee - none
- Negotiations - Certified - meeting in June to start process
- Meet and Confer - none
- Policy - Policy 704 revision
- Legislative - none
- City -on the agenda for the next Park Board meeting

New Business

- Motion by B. Heimerl and 2nd by LaMott to approve 2025-26 Minnesota State High School League (MSHSL) Membership Resolution.

Vote: 6 for, 0 against

- Motion by R. Heimerl and 2nd by B. Heimerl to designate Ross Scheevel as MSHSL School representative for 2025-26.

Vote: 6 for, 0 against

- Motion by Engen and 2nd by R. Heimerl to designate Brian Heimerl as MSHSL School Board representative for 2025-26.

Vote: 6 for, 0 against

Old Business

- None

School Finance

- Motion by B. Heimerl and 2nd by LaMott to approve 4.0 Bus Service 2025-2031 Contract.

Vote: 6 for, 0 against

- Motion by R. Heimerl and 2nd by B. Heimerl to approve revised FY25-27 Achievement and Integration Plan and Budget.

Vote: 6 for, 0 against

- Motion by R. Heimerl and 2nd by Anderson to approve AVID Products and Services Quote.

Vote: 6 for, 0 against

- Motion by R. Heimerl and 2nd by Anderson to approve Membership Agreement with SWWC Cooperative for the 2025-2026 school year.

Vote: 6 for, 0 against

- Motion by B. Heimerl and 2nd by R. Heimerl to approve MARSS Coordinator position.

Vote: 6 for, 0 against

- Motion by Engen and 2nd by LaMott to approve following fundraisers:
 - **Football** - Softener Salt Sale Fundraiser

Vote: 6 for, 0 against

Policy Administration

- Motion by LaMott and 2nd by Anderson to approve revised policy **704 Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System.**

Vote: 6 for, 0 against

Personnel

- Motion by B. Heimerl and 2nd by LaMott to approve the following resignations effective June 30, 2025:

Arlene Nowak - Knowledge Bowl Coach
Brian Malady - SPED Teacher
Julie Malady - Secondary Math Teacher

Vote: 6 for, 0 against

- Motion by Anderson and 2nd by R. Heimerl to approve the following contracts for the 2025-26 school year.

Christin LaMott - B Squad Volleyball Coach
Derek Zebell - Assistant Football Coach
Ross Scheevel - Assistant Football Coach
Wes Kapping - Head Cross Country Coach
Danny Mages - Knowledge Bowl Coach
Amanda Wood - Co-School yearbook Advisor
Rachel Raduenz - Co-School yearbook Advisor

Vote: 5 for, 0 against
***Dan LaMott abstained**

- Motion by LaMott and 2nd by B. Heimerl to approve **Devin Triebenback** as secondary social studies teacher for the 2025-26 school year.

Vote: 6 for, 0 against

- Motion by R. Heimerl and 2nd by LaMott to approve **Jennifer Widman** as secondary math teacher for the 2025-26 school year.

Vote: 6 for, 0 against

- Motion by B. Heimerl and 2nd by LaMott to approve 2025-26 contract for AD/Dean **Ross Scheevel**.

Vote: 6 for, 0 against

- Motion by R. Heimerl and 2nd by LaMott to approve 2025-26 contract for Business Official **Kim Dye**.

Vote: 6 for, 0 against

- Motion by B. Heimerl and 2nd by R. Heimerl to approve long term sub contract for **April Lee**.

Vote: 6 for, 0 against

Other Items for the Board

- None

Meeting was adjourned at 6:25 PM

Jeff Engen, Clerk ISD #424

Minnesota READ Act Literacy Plan for 2024-25

For

Lester Prairie Public School District (0424-01)

Date Submitted to the State 05/15/2025

This is the Local Literacy Plan submitted to the Minnesota Department of Education (MDE) by Lester Prairie Public School District (0424-01). This plan is a requirement of the Minnesota READ Act, [Minn. Stat. 120B.12 \(2024\)](https://www.revisor.mn.gov/statutes/cite/120B.12). The Local Literacy Plan must be updated annually and submitted to MDE by June 15th. The plan must also be posted to the district or charter school's official website.

Minnesota READ Act Goal

The goal of the READ Act is to have every Minnesota child reading at or above grade level every year, beginning in kindergarten, and to support multilingual learners and students receiving special education services in achieving their individualized reading goals in order to meet grade level proficiency. [Minn. Stat. 120B.12 \(2024\)](#).

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10. Core Curricular Resources Grades K-12
11. Reading Interventions Grades K-12
12. Professional Development Plan
13. Professional Development Educator Count
14. Literacy Aid Funds

1. Read Act Goals

District or Charter School Literacy Goals

Lester Prairie Public School District (0424-01)'s literacy goal(s) for the 2024-25 school year:

Lester Prairie will focus on enhancing the implementation of evidence-based literacy instruction during the 2024-25 school year. Professional development will be offered for K-3 educators, special education staff providing reading instruction, and reading intervention educators. In addition, we will evaluate our Tier 1 curriculum and intervention resources to ensure alignment with evidence-based practices. Guidance provided by the Minnesota Department of Education will be continuously reviewed and incorporated to guide us toward full implementation of evidence-based literacy instruction.

The following was implemented or changed to make progress towards the goal(s):

During the school year, the district successfully implemented LETRS training for all PreK-6 educators, K-12 special education staff, and reading interventionists to strengthen foundational literacy instruction. In addition, staff reviewed guidance from the Minnesota Department of Education and continued to examine and implement the new Minnesota English Language Arts standards to ensure alignment with state expectations and to enhance student learning outcomes.

The following describes how Lester Prairie Public School District (0424-01)'s current student performance differs from the literacy goal detailed in the READ Act:

While our goal remains for all students to read at or above grade level each year, current data indicates that not all students are meeting this benchmark. However, we are encouraged by consistent growth from fall to spring across student grade levels, reflecting positive instructional impact. Continued efforts will focus on accelerating progress to ensure more students reach grade-level proficiency.

Lester Prairie Public School District (0424-01)'s literacy goal(s) for the 2025-26 school year:

Lester Prairie will continue to focus on enhancing the implementation of evidence-based literacy instruction during the 2025-26 school year. Professional development will be offered for K-3 educators, special education staff providing reading instruction, and reading intervention educators. In addition, we will evaluate our Tier 1 curriculum and intervention resources to ensure alignment with evidence-based practices. Guidance provided by the Minnesota Department of Education will be continuously reviewed and incorporated to guide us toward full implementation of evidence-based literacy instruction.

Lester Prairie Public School District (0424-01)'s Local Literacy Plan is posted on the district website at:

<https://www.lp.k12.mn.us/worlds-best-workforce-state-reports/>

2. Screening Tools K-3

The Minnesota READ Act requires that all students in grades K-3 are universally screened for mastery of foundational reading skills and characteristics of dyslexia in Fall, Winter and Spring using an MDE approved screening tool.

The table below details the screening tool used by Lester Prairie Public School District (0424-01) and the criteria used to determine if students are reading at benchmark. It also includes any additional screening tools utilized.

Screening Tools Used for Grades K-3:

Grade Level	Screening Tool Used	Criteria Used to Determine Benchmark	Additional Screeners
Kindergarten	FastBridge earlyReading (K-1) and CBMReading (Grades 1-3)	MDE composites	STAR
Grade 1	FastBridge earlyReading (K-1) and CBMReading (Grades 1-3)	MDE composites	STAR
Grade 2	FastBridge earlyReading (K-1) and CBMReading (Grades 1-3)	MDE composites	STAR
Grade 3	FastBridge earlyReading (K-1) and CBMReading (Grades 1-3)	MDE composites	STAR

3. Screening Summary Student Counts Grade K-3

Universal screening for foundational reading skills for Lester Prairie Public School District (0424-01) resulted in the following number of students screened and scoring at or above benchmark at each screening time point:

Grade	Number of Students Universally Screened: Fall	Number of Students at or Above Benchmark: Fall	Number of Students Universally Screened: Winter	Number of Students at or Above Benchmark: Winter	Number of Students Universally Screened: Spring	Number of Students at or Above Benchmark: Spring
Kindergarten	28	CTSTR	26	16	25	15
Grade 1	17	CTSTR	17	10	17	10
Grade 2	26	11	26	12	26	18
Grade 3	34	13	34	22	34	23

NOTE: As a standard practice when reporting public data, the Minnesota Department of Education will not report results if fewer than 10 students participated. CTSTR = Counts too small to report

4. Dyslexia Screening Summary Student Counts K-3

The following section describes how Lester Prairie Public School District (0424-01) engaged in screening for characteristics of dyslexia, and the number of students demonstrating characteristics of dyslexia. NOTE: demonstrating characteristics of dyslexia is not the same as a diagnosis of dyslexia.

Lester Prairie Public School District (0424-01) used the following process to administer the Nonsense Words subtest to measure decoding skills in grades 2 and 3:

Gated: ONLY Oral Reading Fluency Words Correct Per Minute was used to determine which students received the Nonsense Words subtest

The following criteria was used to determine which students are demonstrating characteristics of dyslexia:

MDE composites

Dyslexia Screening Summary Student Counts K-3

Grade	Number of Students Screened for Dyslexia	Number of Students Demonstrating Characteristics of Dyslexia
Kindergarten	25	10
Grade 1	16	CTSTR
Grade 2	26	CTSTR
Grade 3	34	11

NOTE: As a standard practice when reporting public data, the Minnesota Department of Education will not report results if fewer than 10 students participated. CTSTR = Counts too small to report

5. Screening Tools 4-12

The Minnesota READ Act requires that students in grades 4-12 who are not reading at grade level be screened for characteristics of dyslexia. In the 2024-25 school year the tool(s) used for dyslexia screening was locally determined.

The table below details the screening tool(s) used by Lester Prairie Public School District (0424-01) to perform dyslexia screening and the criteria used to determine if students are demonstrating characteristics of dyslexia.

Dyslexia Screening Tools Used in Grades 4-12 in School Year 2024-25

Grade(s)	Screening Tool Used	Screening Tool Vendor	Criteria/ Benchmark Used
Grade 4			
Grade 5			
Grade 6			
Grade 7			
Grade 8			
Grade 9			
Grade 10			
Grade 11			
Grade 12			

The MDE approved tool for screening for characteristics of dyslexia for students in grades 4-12 is Capti ReadBasix. Beginning in the 2025-26 school year, this tool must be used to screen students who are not reading at grade level for characteristics of dyslexia.

The following method will be used by Lester Prairie Public School District (0424-01) to determine which students in grades 4-12 are not reading at grade level:

The plan for both the frequency and timing (e.g. Fall, Winter, Spring) of administration of Capti ReadBasix for students in grades 4-12 who are not reading at grade level is locally determined and includes:

The district will determine which students in grades 4-12 are not reading at grade level through a comprehensive approach. This process begins with the administration of universal screening assessments at key points throughout the school year to identify students who may be at risk for reading difficulties. In addition, results from the Minnesota Comprehensive Assessments (MCAs) in reading provide a standardized measure of student performance relative to state grade-level expectations. Teachers play a critical role in this determination by using formative assessments and ongoing classroom observations to monitor reading progress and identify students who may require additional support.

6. Dyslexia Screening Summary Student Counts Grades 4-12 (Optional for 2024-25 School Year)

The following table displays the number of students in Lester Prairie Public School District (0424-01) who were identified as not reading at grade level, were screened for characteristics of dyslexia, and are demonstrating characteristics of dyslexia. NOTE: demonstrating characteristics of dyslexia is not the same as a diagnosis of dyslexia. (The reporting of this data is optional for the 2024-25 school year)

Grade	Total Number of Students in Grade Level	Number of Students Identified as Not Reading at Grade Level Who Were Screened	Number of Students Demonstrating Characteristics of Dyslexia	Number of Students Identified as Not Reading at Grade Level Who Were Opted Out of Screening
4th		CTSTR	CTSTR	
5th		CTSTR	CTSTR	
6th		CTSTR	CTSTR	
7th		CTSTR	CTSTR	
8th		CTSTR	CTSTR	
9th		CTSTR	CTSTR	
10th		CTSTR	CTSTR	
11th		CTSTR	CTSTR	
12th		CTSTR	CTSTR	

NOTE: As a standard practice when reporting public data, the Minnesota Department of Education will not report results if fewer than 10 students participated. CTSTR = Counts too small to report

7. Parent Notification and Involvement

The READ Act legislation requires districts to notify the parents of each student in grade K-3 who are not reading at or above grade level.

Does Lester Prairie Public School District (0424-01) notify parents or guardians when children are identified as not reading at grade level?

Yes

The table below indicates the frequency of parent notification for each grade level.

Parent Notification Frequency by Grade

Grade	Parent Notified	Frequency of Notification
Kindergarten	Yes	2 times per year
Grade 1	Yes	2 times per year
Grade 2	Yes	2 times per year
Grade 3	Yes	2 times per year
Grade 4	Yes	2 times per year
Grade 5	Yes	2 times per year
Grade 6	Yes	2 times per year
Grade 7	Yes	2 times per year
Grade 8	Yes	2 times per year
Grade 9	Yes	2 times per year
Grade 10	Yes	2 times per year
Grade 11	Yes	2 times per year
Grade 12	Yes	2 times per year

The following methods are used to notify parents or guardians when children are identified as not reading at or above grade level:

- Parent teacher conferences
- Letter sent home with student

The following content is included in the parent notification:

- Student's reading proficiency level as measured by the MDE approved screener
- Reading related services currently being provided to the student

Families or the community are engaged around literacy through the following:

- Family engagement nights
- Parent teacher conferences
- School events

8. Data-Based Decision Making for Action

READ Act screening data should be the basis for data-based decision making to determine which students need more support in reading. This could include differentiation of core (Tier 1) instruction, supplemental (Tier 2) or intensive (Tier 3) instruction.

Lester Prairie Public School District (0424-01) uses the following process and data to assure that evidence-based instruction and intervention matches to a student's needs:

During the 2024-2025 school year, the District Leadership Team began a six-session professional learning cohort facilitated by the Minnesota Department of Education and Compass, focused on strengthening Data-Based Decision Making for Literacy Interventions. Through this collaboration, the team identified Tier 1 instruction and family engagement as key areas for improvement, ensuring that all students receive high-quality, evidence-based literacy instruction and meaningful support at home. At Tier 2, targeted interventions include Title I Reading services for 6 students, 3 Reading Corps instruction, and classroom-based small group interventions aligned to specific reading targets. For students requiring additional support, Tier 3 interventions are implemented following referrals to the Student Assessment Team. These students receive more intensive reading interventions, are progress monitored weekly, and may be referred for a special education evaluation if adequate growth is not observed. This tiered approach ensures data-driven decisions are guiding instruction and intervention across all levels of student need.

The processes for monitoring fidelity and differentiating Tier 1 instruction include:

We supported teachers in delivering high-quality, evidence-based core instruction through regular professional development, data analysis protocols, and instructional coaching. Classroom walkthroughs and lesson plan reviews are conducted to ensure alignment with research-based literacy practices, while grade-level teams collaborate during PLCs to analyze student data and adjust instruction as needed. By focusing on these practices, the district ensures Tier 1 instruction is consistently delivered with fidelity, providing a strong foundation before layering additional interventions.

Criteria for entrance into supplemental (Tier 2) and/or intensive (Tier 3) targeted reading intervention include:

We use the MnMTSS framework to identify and support students requiring additional academic, behavioral, or social-emotional assistance beyond standard classroom instruction. Eligibility for Tier 2 and Tier 3 interventions is determined through a combination of universal screening, progress monitoring, and collaborative team decision-making. We make goal for students to reach during interventions and determine as a team if the student meets the goal before moving to the next tier.

Progress monitoring data collection for students in Tier 2 occurs: Once a week

Progress monitoring data collection for students in Tier 3 occurs: Once a week

Local Literacy Plan for Lester Prairie Public School District (0424-01)

The kindergarten - 12th grade progress monitoring protocol that has been established to determine any necessary intensifications or modifications of supplemental (Tier 2) and/or intensive (Tier 3) targeted reading instruction include:

The K-6 progress monitoring protocol for Tier 2 and Tier 3 reading instruction involves data-driven decision-making using frequent, systematic assessments to determine student responsiveness and guide instructional adjustments. Students receiving Tier 2 support are monitored weekly using FastBridge that measure reading fluency, comprehension, or phonics, depending on the area of need. For Tier 3, progress is monitored weekly with more intensive, skill-specific assessments. Data is graphed and reviewed during regular intervention team meetings (every 4-6 weeks) to evaluate growth, set short-term goals, and determine if the current intervention is effective. If a student shows insufficient progress instruction is intensified by increasing time, reducing group size, adjusting instructional strategies, or moving to a different evidence-based intervention. Decisions to exit or escalate a student between tiers are based on multiple data points, not a single assessment. Family communication is ongoing throughout the process to support transparency and collaboration. For 7-12 students receiving Tier 2 support are monitored weekly using local developed interventions that measure reading fluency and comprehension depending on the area of need. For Tier 3, progress is monitored with more intensive, skill-specific assessments. If a student shows insufficient progress instruction is intensified by increasing time, reducing group size, or adjusting instructional strategies.. Decisions to exit or escalate a student between tiers are based on multiple data points, not a single assessment. Family communication is ongoing throughout the process to support transparency and collaboration.

Criteria for exit from supplemental (Tier 2) and/or intensive (Tier3) targeted reading intervention include:

Decisions are made by the MnMTSS team to exit or escalate a student between tiers are based on multiple data points, not a single assessment. We have the same process K-12th grade. We make sure students are meeting the goals we set forth and make progress during the interventions in order to determine an exit from the intervention program.

Does Lester Prairie Public School District (0424-01) use personal learning plans for literacy:

No

The following students are provided a personal learning plan for literacy:

- No data entered

The following components are included in the personal learning plans, if used:

No data entered

9. Multi-tiered System of Supports (MTSS)

Districts are strongly encouraged to adopt a Multi-tiered System of Supports (MTSS) framework. This framework should include a process for:

- monitoring student progress
- evaluating program fidelity, and
- analyzing student outcomes and needs

in order to design and implement ongoing evidence-based instruction and interventions.

[Minn. Stat.120B.12, subd. 4a \(2024\)](#). MDE has developed the [Minnesota Multi-Tiered System of Supports \(MnMTSS\)](#) Framework and encourages districts to adopt this framework when implementing MTSS.

Lester Prairie Public School District (0424-01) is implementing a multi-tiered system of support framework:

Yes

The MnMTSS framework is being utilized:

Yes

Lester Prairie Public School District (0424-01) has participated in MDE MnMTSS professional learning:

Yes

Continuous Improvement for Multi-tiered Systems of Supports (MTSS)

Lester Prairie Public School District (0424-01) will make the following changes to multi-tiered systems of supports for the 2025-26 school year:

The district is in the first year of specifically using the MnMTSS framework. We will continue to increase the use of the framework by repurposing our current assessment team into a specific MnMTSS team. There, we will work in school implementation and our District Leadership Team will develop a school handbook to implement the following school year.

10. Core Curricular Resource Grades K-5

The Minnesota READ Act requires that districts use evidence-based curriculum materials at each grade level that are designed to ensure students mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. In 2024 MDE partnered with the University of Minnesota Center for Applied Research and Educational Improvement (CAREI) to identify literacy curricula that are evidence-based and aligned to structured literacy. The findings of this review can be found on the [MDE READ Act Curricula Resources-Tier I webpage](#).

Core Curricula Resources for Grades K-5

The following table displays the Core Curricula Resources utilized by Lester Prairie Public School District (0424-01), how the recourse is used and the minutes of instructional delivery per day in grades K-5.

Grade	Implemented Curricula	Curricula Type	Instructional Delivery Minutes Per Day
Kindergarten	· HMH Into Reading K-5, 2022 (Partially Aligned)	Comprehensive	90
Grade 1	· HMH Into Reading K-5, 2022 (Partially Aligned)	Comprehensive	90
Grade 2	· HMH Into Reading K-5, 2022 (Partially Aligned)	Comprehensive	90
Grade 3	· HMH Into Reading K-5, 2022 (Partially Aligned)	Comprehensive	90
Grade 4	· HMH Into Reading K-5, 2022 (Partially Aligned)	Comprehensive	90
Grade 5	· HMH Into Reading K-5, 2022 (Partially Aligned)	Comprehensive	90

11. Reading Interventions

The Minnesota READ Act requires that districts use evidence-based intervention materials at each grade level that are designed to ensure students mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. MDE is partnering with the CAREI to identify literacy interventions that are evidence-based and aligned to structured literacy. The findings of this review will be released in November 2025.

Reading Intervention Grades K-12

The following table displays the reading intervention resources utilized by Lester Prairie Public School District (0424-01) in all grades K-12. NOTE: Tier 2 and Tier 3 intervention resources do not have to be different.

Grade	Supplemental (Tier 2) Reading Intervention(s)	Supplemental (Tier 3) Reading Intervention(s)
Kindergarten	FastBridge	FastBridge
Grade 1	FastBridge	FastBridge
Grade 2	FastBridge	FastBridge
Grade 3	FastBridge	FastBridge
Grade 4	NA	NA
Grade 5	NA	NA
Grade 6	NA	NA
Grade 7	NA	NA
Grade 8	NA	NA
Grade 9	NA	NA
Grade 10	NA	NA
Grade 11	NA	NA
Grade 12	AN	NA

12. Section Professional Development Plan

The Minnesota READ Act requires that districts provide teachers and instructional support staff with responsibility for teaching reading with training on evidence-based reading instruction as approved by MDE. The following section details the district or charter school's professional development plan.

Lester Prairie Public School District (0424-01) is using the following approved professional development program:

- LETRS

Date of expected completion for Phase 1 Professional Development: 04/30/2026

Synchronous professional development sessions were facilitated by:

- Vendor Provided Facilitator

The Local Certified Facilitator (LCF) participated in the Community of Practices for LCFs:

No data entered

The following support will be provided to teachers who do not complete the approved training at the vendor recommended 80% proficiency level:

All teachers completed at the 80% or high proficiency level.

The following fidelity data is collected to ensure that elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension:

Classroom walkthroughs and observation aligned to instructional routines and the five key literacy areas—"phonemic awareness, phonics, fluency, vocabulary, and comprehension"—are used regularly by instructional coaches and administrators. Student data are analyzed to monitor outcomes and guide support. Professional learning communities meet regularly to examine instructional practices and student progress, while ongoing coaching provides feedback and models fidelity-aligned techniques.

Based on the results of the fidelity data, the following coaching support and feedback is implemented to ensure that all elementary teachers are able to implement explicit, systematic, evidence-based instruction in the following five areas of instruction: phonemic awareness, phonics, fluency, vocabulary, and comprehension:

Teachers receive personalized support through modeling, co-teaching, and actionable feedback aligned with explicit, systematic, evidence-based literacy instruction. Regular PLCs and data meetings ensure alignment to instructional goals and provide a platform for reflection and continuous improvement. Progress is monitored to ensure that all teachers are effectively implementing best practices across all five key reading components.

The following changes in instructional practices have impacted students :

Student performance data demonstrates an increase in reading proficiency across grades K-3 with a decrease in the number and severity of characteristics typically associated with dyslexia. This positive trend suggests that targeted tiered interventions, evidence-based reading strategies, and structured literacy practices are effectively supporting students' diverse learning needs. In particular, students previously identified as exhibiting dyslexic characteristics are now showing marked improvement in decoding, fluency, and comprehension skills.

Local Literacy Plan for Lester Prairie Public School District (0424-01)

Progress monitoring tools and formative assessments reflect a steady trajectory of growth, with a greater percentage of students meeting or exceeding grade-level benchmarks on the FastBridge tests. These outcomes underscore the importance of differentiated instruction and early identification, as well as the continued collaboration between educators, intervention specialists, and families. Sustained focus on research-aligned literacy instruction will be critical in maintaining and accelerating this momentum.

Lester Prairie Public School District (0424-01) has implemented the following professional development and support for teachers around culturally responsive practices:

During the school year, our district has put an extra emphasis on culturally responsive practices. We have done professional development and PLC work with culturally responsive practices and all educators have implemented practices through learning from the SWWC regional literacy team who comes into our school to give LETRs training. We have learned about the origin of the English language and how it is derived from many different cultures and put into one common language. Within this practice, we have also learned about different dialects and accents of students from different parts of the world or who come from different backgrounds. When we do reading tests, we have a better understanding of the dialect that is used in Minnesota is even different from other states, so the way we use language and pronounce different letter sounds is different depending on the background the student is coming in with.

Lester Prairie Public School District (0424-01) engaged with the Regional Literacy Network through the following:

- Attended District Literacy Lead Community of Practice
- Requested district support with implementation

The following additional literacy focused professional development opportunities will be provided and may include alignment to the strands of the ELA Standards (reading, writing, and exchanging ideas):

The district's Professional Development Plan includes a comprehensive, research-based approach to literacy instruction, with all PreK-6th grade classroom teachers, reading specialists, ELL specialists, and K-12 special education teachers participating in the first year of a two-year Lexia LETRS (Language Essentials for Teachers of Reading and Spelling) program. This initiative is facilitated by the SWWC Regional Literacy Network and is designed to deepen educators' understanding of the science of reading. In addition to LETRS training, bi-monthly Professional Learning Communities (PLCs) meet with a primary focus on aligning instruction with reading standards and implementing best practices. The Student Success Coach actively supports these efforts to ensure coherence and sustainability across the district. To monitor progress and guide instruction, the district utilizes FastBridge and STAR assessment data, driving individual and classroom-level continuous improvement in literacy outcomes.

13. Professional Development Educator Count

The following tables provide the number of educators in the district or charter school who have met the READ Act professional development requirements, the number who are currently in training and the number who still need training. This training is occurring in phases, the details for which can be found on the [MDE READ Act Professional Development webpage](#).

Educator Count Phase 1

Phase 1: Educator Role	Total Number in District or Charter Organization	Educators who have completed Training	Educators with Training in Progress	Educators who, need Training
PreK Classroom and Part B/619 Early Childhood Special Education Educators responsible for early literacy instruction	1	0	1	0
PreK ? 12 Educators who work with English learners (Licensed ELL teachers)	1	0	1	0
K-3 Classroom Educators	6	0	6	0
Grades 4-5 (or 6) Classroom Educators (as determined by district)	5	0	5	0
K-12 Reading Interventionists	1	0	1	0
K-12 Special Education Educators responsible for reading instruction	3	0	3	0
PreK through grade 5 Curriculum Directors	1	0	1	0
PreK through grade 5 Instructional Support Staff who provide reading support	0	0	0	0

Educator Count Phase 2

Phase 2: Educator Role	Total Number in District or Charter Organization	Educators who have completed Training	Educators with Training in Progress	Educators who need Training
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Local Literacy Plan for Lester Prairie Public School District (0424-01)

Grades 4-12 Classroom Educators responsible for reading instruction	0	0	0	0
Grades K-Age 21 Educators who work with students who qualify for the graduation incentives program under section 124D.68	0	0	0	0
Grades 6-12 Instructional support staff who provide reading support	0	0	0	0
Grades 6-12 Curriculum Directors	0	0	0	0
Employees who select literacy instructional materials for Grades 6-12	0	0	0	0

14. Literacy Aid Funds

Literacy Incentive Aid

The following are details about annual Literacy Incentive Aid.

Lester Prairie Public School District (0424-01) received the following amount of Literacy Incentive Aid in the 2024-25 school year:

\$18,332.00

Amount of Literacy Incentive Aid spent in the 2024-25 school year:

\$20,853.00

Literacy incentive aid funds were applied to the following eligible uses in the 2024-25 school year:

- MDE approved READ Act professional development (CARIEALL, CORE, LETRS)
- Employing a reading intervention specialist
- Approved literacy screeners (this can include materials, training and coaching)
- Stipends for teachers completing literacy training

READ Act Literacy Aid

The following are details about the one-time READ Act Literacy Aid appropriations.

Lester Prairie Public School District (0424-01) received the following amount of READ Act Literacy Aid in the 2025 school year:

\$18,332.00

READ Act Literacy incentive aid funds were applied to the following eligible uses in the 2025 fiscal year:

- MDE approved READ Act professional development (CARIEALL, CORE, LETRS)
- Employing a reading intervention specialist
- Approved literacy screeners (this can include materials, training and coaching)
- Stipends for teachers completing literacy training

The following amount of READ Act Literacy Aid remains in the required reserved account:

\$0

If funds remain, the plan to spend down the remaining funds are as follows:

There are no remaining funds.

STAFF HANDBOOK

Lester Prairie School District



131 Hickory St N
Lester Prairie, MN 55354
Ph: 320-395-2521
Fax: 320-395-4204
www.lp.k12.mn.us

"To develop every learner to the learner's maximum potential
to succeed and continue to learn in a changing world."

Lester Prairie ISD #424 is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, and disability or veteran status.

Lester Prairie School Administration

Superintendent	Dr. Melissa Radeke
K-12 Principal	Mr. Michael Lee
Dean of Students/Activities Director	Mr. Ross Scheevel
Counselor	Mrs. Christine Mattson
Counselor 7-12	Mr. James Bettcher
Business Manager	Mrs. Cheryl Bayerl
Payroll/Clerk	Mrs. Kimberly Dye
Secretary	Mrs. Kathy Fiecke
Data and Systems Coordinator	Mrs. Kim Schauer

Board of Education

Chair	Mrs. Corbey Hentges Mr. Keith Christen
Vice Chair	Mr. Brian Heimerl
Clerk	Mrs. Meganne Stifter-Knoll Mr. Jeff Engen
Treasurer	Mrs. Rebecca Heimerl
Board Member	Candice Anderson
Board Member	Dan LaMott

School Web Page

<http://www.lp.k12.mn.us>

Mission Statement:

"To develop every learner to the learner's maximum potential,
to succeed and continue to learn in a changing world."

PHILOSOPHY OF EDUCATION #424

It is our purpose to lead the youth of the community in developing rich and balanced personalities through carefully selected experiences incorporating thoughts, ideals, attitudes, skills and knowledge. We believe the result of this education will be an improved democratic society.

SECONDARY FACULTY

Chris Bayerl - ELL

Angelica Biondo - Art
~~Joshua Dumas - Science~~
~~Michael Bjork--Science-~~
Katelyn Gosh - Health
Wes Kapping - 9-12 SPED
Mariah Lenz-Schreping - Social Worker
Danny Mages - Science
~~Julie Malady--Math~~
Matt Meyer - Tech Ed.
~~Arlene Nowak--Social Studies~~
Terri Schuft-Helland - Band
David Rue- HS Choir
Ryan Sinda - Success Coach
Amy Smith - Math
Jennifer Smith - English
Rachel Raduenz - SS, Business
Kelly Street - Librarian (one day a month)
Matt Thode - Physical Education
~~Devyn Triebenbach - Social Studies~~
Claire Turner - Social Studies
Marc Wawrzyniak - Tech/Math
Mary Wenisch - 5-8 SPED
~~Jennifer Widman - Math~~
Alyson Winn-Lagergren
Amanda Wood - Spanish

ELEMENTARY FACULTY

~~Rob Bartholomew--Reading Corp~~
Chris Bayerl - ELL
Taylor Bayerl - Grade 6
Angelica Biondo - Art
Emma Blashack - ~~Grade 5~~
Hannah Boger - Grade 3
Jennifer Brandel - Grade 1
Cara Cline - Kindergarten
Whitney Dhoore - ~~Kindergarten/Grade 1~~
Jessica Flies - Title I
Katelyn Gosh - Physical Education
Sarah Harding - Grade 6
Morgan Hughes - ~~Grade 3- Grade 4~~
Kelly Kramer - Grade 2
~~Madison Larson - Reading Corp~~
Mariah Lenz-Schreping - Social Worker
Helen Lester - PreSchool/ECFE
Derek Litzau - Grade 5
~~Brian Malady--K-4 SPED~~
Jacob Oie - Grade 4
David Rue - Elem. Music

Ryan Sinda - Success Coach
Kelly Street - Librarian (one day a month)
Mary Wenisch - 5-8 SPED

PARA-PROFESSIONALS

Tabatha Ainsworth
Ashley Alberts
Lisa Feltmann
Ashley Heckson
Kim Heimerl
Angie Hoover
Ashley Ostlie
Sara Ross
Lauren Trittabaugh
Janina Wall

Southwest West Central Special Education Cooperative

Hannah Hanson - Director of Special Education
Anthony Frank - Speech/Language Pathologist
Dana Hamilton - Physical Therapist
Mackenzie Hoffman - Occupational Therapist
~~Ingrid Mellow - ECSE Teacher (partially remote)~~
Karen Pauly - School Psychologist
Roskamp, Nichol - Due Process Specialist

Greater Minnesota Family Services

Jessica Fick - Mental Health Counselor

Food Service

Lori Bebo - Supervisor
Linda Detlefsen - Cook
Vicky Fasching - Cook
Lynette Rosenau - Cook
Dede Breimhorst/~~Kim Walter~~ - Computer Operator/Library Para

Custodians - Employee of Dashir

Todd Nelson - Building Manager (offsite)
Lisa Hins - Building Supervisor
Aaron Ender - Custodian
~~Jim Klaustermeier - Custodian~~
~~Aiden Larson - Custodian~~
Sue Calvin - Custodian
~~Izabella Lindorff - Custodian~~
~~Summer Wigen - Custodian~~

The purpose of this handbook is to provide staff members of Lester Prairie School with all pertinent policies and procedures, which will assist in the effective operation of the school. It is hoped that the instructions and procedures outlined in this manual will be helpful in attaining our goal.

No manual can contain all of the information that a teacher may need for any given situation; however, this manual along with the accompanying documentation will allow you to answer most questions.

Lester Prairie Public Schools
District 424
131 Hickory St N
Lester Prairie, MN 55354
Phone (320) 395-2521
Fax #(320) 395-4204

The following information is necessary for your office file:

1. Teaching license
2. W-4 Form/ and I-9 form
3. Address during the school year
4. Summer address
5. Emergency information sheet

School Day - Hours of operation

7:30-3:30	Contracted certified teacher time - unless contracted differently on individual basis (in building by 7:30)
7:45-3:00	Non-certified staff time (para-professionals) - unless contracted differently (in building by 7:45)
7:45	School Building opens for students to enter - Door A only (main doors)
7:45-8:05	Breakfast served in Commons
7:50-8:05	Door L and M open for bus drop off - supervision should be in place at the doors
8:05	Elementary students can enter classrooms (supervisors will announce)
8:10	Warning Bell for first hour - students must be leaving Commons at that time
8:15	Tardy Bell for first hour - All K-12 students should be in their rooms. Exterior main doors should be locked
8:30	All attendance needs to be reported to the office - an automated system sends out alerts to parents/guardians.
2:55	Elementary student walkers released Elementary student pick-up begins - all students who are being picked up must be in the gym.
3:00	7-12 End of School bell sounds
3:00	Door A unlocks for after school activities.

Assembly Supervision

It is the responsibility of EVERY teacher to attend school assemblies. *Teachers will sit with the students (class advisors sit with respective grade) to provide proper supervision.* Teachers are expected to attend unless they have the permission of the Principal.

Building Security/Keys

The building has security cameras recording 24 hours a day 7 days a week. Teachers/Staff will be given a fob (keyless entry device) for exterior doors and other keys necessary for their position.

- Teachers/Staff are expected to ensure the doors are locked and the building secure if they enter or leave the building after school hours.
 - If you unlock a door, close, and lock the door when you leave.
 - The use of fobs are recorded. Fobs can be individually identified.
 - If you lose the fob, immediately report it to the office so it can be deactivated - a replacement fee will be required to receive a new fob.
 - Building and storage keys/fobs are not to be loaned to anyone.

Cell Phones

Teachers/Staff *are not to use cell phones to conduct personal business* during their class and supervision periods, except in the case of an emergency.

Class Information

For each class you teach, the following information must be turned into the Principal before the first day of the class.

A syllabus contains:

1. Name of the course
2. Instructor's name
3. Grading information
4. Class information (Content, Required or elective, grade level, etc.)
5. Length of class
6. Class policies - including late work, test/quiz retakes, cell phone use, food
7. Any special rules/policies
8. All Parent's/Guardian's phone numbers (they fill out so you have the most updated information)
9. Student and Parent/Guardian signature for acknowledgement/understanding of expectations.

Classroom Information

The following must be posted in your classroom, in a highly visible area.

- By main classroom door: Crisis Management Protocols (building evacuation route, severe weather evacuation safe area, In an Emergency poster.
- Learning Targets - easily visible by all students
- Classroom expectations
 - Bulldog Pride classroom expectations
 - Cell phone/device policy
 - Food policy
 - Late work policy
 - Retake tests/quiz policy
 - etc.

Class/Field Trips

Field trips are defined as any time a teacher/advisor takes a student or group of students outside the building. A Field Trip Approval/Transportation Request form must be submitted no less than 4 weeks prior to departure, and must be approved and signed by the Principal. In cases concerning scheduled athletic events, etc., the Activities Director is granted the authority to sign the approval.

Committees

Teachers and staff are highly encouraged to be an active member in school committees. Meetings will be scheduled monthly on Monday, Tuesday or Wednesday mornings from 7:30-8:00. Membership of newly developed committees will be created during workshop week. If there are not enough volunteers to fill each committee, teachers will be assigned a committee)

Elementary PBIS (2nd and 4th Wednesdays of the month)

High School PBIS (2nd Wednesday of the month)

Advisory (4th Wednesday of the month)

LP Outreach (Day and Time TBD)

~~**SAT** (1st Monday of the month 3:00-3:30)~~

MnMTSS (Day and Time TBD)

Staff Development (Day and Time TBD)

~~**Wellness/climate and culture** (Date and Time TBD)~~

~~**Communication and Branding** (2nd Tuesday of the month 7:30-8:00 or 3:00-3:30)~~

Technology (Day and Time TBD)

Handbook (Day and Time TBD)

Special Events (1st Wednesday of the month):

SPED Team (2nd Monday of the month): SPED Staff only

Child Study (TBD): SPED Staff only

Conferences

Fall conferences

Thursday, October 2nd and Monday, October 6th from 3:30-7:30

Spring conferences

Thursday, February 5th and Monday, February 9th from 3:30-7:30

Elementary staff, if you are absent during conferences for any reason (including coaching), you are required to set up another day (3:30-7:30) where you are available for parents to schedule a time to meet with you. You must turn in the schedule to the principal.

High School staff, if you are absent during conferences for any reason (including coaching), you are required to **call** all parents of students who are receiving a grade below a C in your classes and/or have received a behavior violation from you. You must turn in the documentation of the calls to the principal.

Corporal Punishment

Corporal punishment including any type of physical abuse of children, by teachers or paraprofessionals, will not be tolerated and may be grounds for dismissal.

Coursework/Lane Change

If you plan to use any coursework for a lane change, you must have the course approved in advance by the Superintendent. When you complete the class, get the Lane Change Request form from the secretary, fill it out, and return it to the Superintendent by the appropriate deadline.

Curriculum

Each department/teacher is responsible for the planning, evaluating, and reporting of their respective areas to school administration. All curriculum is expected to be based on MN State Standards. Before a teacher makes any changes in their class curriculum, they must get the approval of the Principal.

Custodial Work Requests

Custodial requests forms can be found on the school website or on the link below. If it is an urgent item such as a student vomiting or something that would cause an immediate health and safety issue, contact the office immediately.

[Custodial Request Form](#)

Daily Announcement/Bulletin

The daily announcements and the Pledge of Allegiance will be broadcast over the PA system at the beginning of 1st hour.

- The bulletin will be posted daily on the bulletin board in the junior high hallway.
- Announcements for the bulletin should be given to the secretary the day before it is expected to be posted.

Detention

Teachers who teach 7-12 grade students will sign-up for 2-4 hours of detention, based on the amount of time they teach 7-12 grade students. A full time 7-12 teacher will need to sign up for 4 hours (2 weeks). Detention is held on Mondays and Thursdays from 3:05-4:00.

- Attendance needs to be reported to the Dean of Students.
- No electronics are allowed to be used during detention, including chromebooks.
- Students must be quiet and not socialize during detention.
- Students may not sleep or “put their head down”
- Students are not allowed to have snacks/food/beverages of any kind

Elementary Lunch Detention: The Minnesota Department of Education mandates that students cannot be kept from recess (few exceptions), emphasizing non-exclusionary disciplinary (NED) policies and practices. However, there may be instances when lunch detentions are used after NED practices have been attempted and no behavior change has occurred. Elementary students may be assigned lunch detention by the Dean of Students (DoS) or Principal in certain situations.

Dress Code for Teachers/Staff

Dress should be appropriate for the profession. Jeans, t-shirts and sweatshirts are appropriate for certain special activities. Professional dress on M-Th. Wear school colors on Fridays to help promote BULLDOG pride.

Duties (Before and/or After School)

Teachers may be assigned before or after school duties to ensure the safety of the arrival and dismissal of students. If you are unable to make your assigned duty you must find a replacement to fill in for you.

EMERGENCY PROCEDURES

Crisis Management Protocols

Students must follow the fire and tornado procedures and route directions posted in each room. Fire and tornado drills shall be conducted periodically as prescribed by law. Teachers/Staff will be requested to set the alarms off or make an announcement over the intercom system to initiate the drills.

Fire Drill Procedure:

Fire drills are to be conducted in an orderly manner. Fire drills are held so that staff are prepared in advance of what to do in a real emergency. The teachers are to have the fire drill map and directions placed in a prominent place near the exit of each room.

When a fire alarm sounds, the following actions are to take place:

All personnel in the building are to exit the building according to the fire plan **only if:**

- Pre-planned Drill
- See or smell smoke and/or fire
- Announcement over PA prompting an evacuation.

Building Evacuation Procedure:

- Teachers should direct one or more students to close all windows as the rest of the class lines up.
- First person to the door is to hold the door open.
- Walk.
- Go single file.
- Never cross a line.
- Wait for the group ahead of you.
- Leave books and other belongings in the classroom.
- Last person out of the classroom will turn off lights and close door.
- In case of a **BLOCKED EXIT**--the **FIRST STUDENT** in line turns to the center of the hallway and leads the line to the nearest exit.
- Teachers will follow their class out of the building, take attendance and report to the Office.

Fire Evacuation Doors

Door A: Rooms: 100, 100A, 100B, 100C, 100D, 100E, 177, 178, 179, 181, 183, 184, Commons/Cafeteria

Door B: Rooms: 102, 105, Locker rooms 107 & 109, South Gym 180, 111, 112, 113, 114, 115, 116, 117, 162, 2nd Floor Music Room 208

Door C: Rooms: 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 133

Door G or H: Rooms: 130, 130A, 131, 132, 132A, 138, 138A, 138B, 232, 238

Door I: Rooms: 134, 135, 136, 137, 139, 139A, 140, 140A

Door K: Rooms: 141, 142, 143, 144, 145, 146, 147, 148

Door L: Rooms: 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 163, 164, 165

Door M: Rooms: 166, 167, 168, 169, 176, Stage

Door N: Rooms: 170, 171

Door O: Rooms: 172, 173, 174

Door P: Room: North Gym 175

Safe Location/Evacuation Area

Door A, B, O, & P - North end of the parking lot (Office radio)

Door C, G, H, & I - South of school garage - stay on school property (Scoblic radio)

Door K - Cross the street (Brandel radio)

Door L, M, & N - Cross the street at corner of 2nd Avenue North and Fir St. (Soupir radio)

Severe Weather Evacuation Rooms

Elementary Classroom Area

Room 168 & 169 to 166

Room 165 & 167 to **164**
Room 155, 156, 157 to **163**
Room 160 & 161 to **162**
Room 153 to **Boy's Restroom 159**
Room 154 to **Girl's Restroom 158**
Room 151 & 152 to **Girl's Restroom 143**
Room 141, 149 & 150 to **Boy's Restroom 142**
Room 145, 146, and 148 to **144**
Room 139 to **140**

High School Classroom Area

Music Room to **Girl's Locker room 109**
Room 112 & 114 to **111**
Room 116 to **113**
Room 115 & 119 to **117**
Room 118 to **121**
Room 120 to **125 Boy's Restroom**
Room 122, 123 & 124 to **Hallway outside of 123 (east/west hallway)**
Room 126 to **129 Girl's Restroom**
Room 128, 130 & 133 to **134 or Hallway outside of 134**
Room 131, 132, 132A, & 138 to **138A or 138B**
Room 135 & 136 to **135A**

Main Office Area

Room 100, 100B, 100D, 100E & 100F to **100B restroom or 100C**
Cafeteria, Room 183 & 184 to **107 Boys Locker room, Women's Restroom 177, 178 Family Restroom, Men's Restroom 179 & Kitchen**
South Gym to **109 Girls Locker room**
North Gym and Fitness Room to **Men's Locker room 173 or Women's Locker room 172**
Playground to **Men's Locker room 173 or Women's Locker room 172**

Safe rooms to stay in: 100C, 107 Boys Locker room, 109 Girls Locker room, 111, 113, 115A, 117, 117A, 119A, 134, 135A, 138A, 138B, 140 (wall must be closed to 138), 144, 157, 162, 163, 166, 171, 172 Women's Locker room, 173 Men's Locker room, 176, Restrooms 108, 110, 121, 125, 129, 138B, 140B, 142, 143, 144A, 145A, 158, 159, 161A, 164, 177, 178, 179.

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, hallways that are indicated in green on the map are safe areas (close fire doors in the hallways if you are in one of the designated hallways). All students and staff should remain in their designated shelter area until the "all clear" has been given by administration.

eLEARNING DAYS:

In the event of a school closure due to inclement weather or other emergency, learning expectations for all students will continue via an eLearning Day. While eLearning Days cannot replace the face-to-face time students have with their teachers, they can provide continuous learning when school is canceled. On an eLearning Day, all teachers will share assignments and hold email office hours in which they are available to provide learning support and guidance to students. eLearning Days are considered student contact days and therefore eliminate the need for makeup days at the end of the school year, helping families plan summer activities. Districts are allowed up to five eLearning Days per year.

COMMUNICATION:

Families will receive notification via School Messenger regarding the eLearning Day. The eLearning Day will also be communicated on the District Facebook, Twitter, and website; television stations WCCO, KSTP, KARE, and FOX; and KDUZ/KARP radio stations.

ATTENDANCE:

Attendance will be taken on eLearning Days.

PreK-3 students will be marked present by completing the assigned Choice Boards located in Google Classroom or their Take Home folder sent home prior to the event. Teacher office hours will be 8:30-12:00 and 12:30-2:00.

Grades 4-6 students will be marked present by attending classes virtually through Google Meets and completing assigned work.

8:30-9:00 Morning Meeting
9:30-11:00 Math
11:00-12:00 Office Hours
12:00-12:30 Lunch
12:30-2:00 English Language Arts

Grades 7-12 students will be marked present by attending classes through Google Meets. Attendance will be verified for each class. Students who do not participate in planned activities are considered absent for those class(es) and are reported as absent just as if they were not present for an on-campus class.

1st period: 8:15-9:05
2nd period: 9:10-10:00
3rd period: 10:05-10:55
4th period: 11:00-11:50
Lunch: 11:50-12:20
5th period 12:20-1:10
6th period 1:15-2:05
7th period 2:10-3:00

Students that do not have internet access, must have their parents call in and notify the school before 8:15 am. It will be considered an excused absence and there will be an alternative assignment given to the student the next day the student is in the building. The student will have

3 days to complete the assignment and be counted as in attendance for the eLearning Day. The absence will be unexcused if the assignment is not turned in within 3 days.

STAFF EXPECTATIONS:

PreK-12 teachers will share assignments and hold email office hours in which they are available to provide learning support and guidance to students.

Case Managers/Title/EL staff will work virtually with students and will direct the work of paraprofessionals with students.

Paraprofessionals will work virtually with students following IEP goals as directed by Case Managers. Para professionals who are not assigned students to work with will be assigned training to be completed during their hours.

Human Resource Staff and School Nurse will work virtually. Task report will be completed and presented to the superintendent.

Kitchen and Office Staff will have the opportunity to log alternate hours of pay to make up for the day.

Teachers who do not directly work with students on eLearning days are expected to be available for students/parents to contact and work on their eLearning Day Plans or tasks assigned by administration.

eLearning Plans must be submitted to administration by October 18, 2023. An example of the eLearning Day Plan may be working on Curriculum Mapping. Progress must be reported to the administration by 3:30 on the eLearning Day.

Teachers/Subjects that need to turn in an eLearning Day Plan:

preK-3 teachers, Elementary PE, Elementary Art, Elementary Music, Choir, Band, Counselor, and Technology.

Title I and ELL must turn in plan unless working directly with students during eLearning Day.

All other teachers are expected to be working directly with students for the majority of the eLearning Day.

Administration will work virtually or onsite and be available via email or phone.

Dr. Radeke: 320-510-0716

Mr. Lee: 612-248-0303

Mr. Scheevel: 320-510-0315

Employee Responsibility

If an employee is arrested, charged with, or convicted of a serious criminal offense (felony, criminal conduct, DWI, etc.), the employee is required per policy to notify HR within 10 days of the arrest.

Facility Use

To use any area of the school, outside of the time you are assigned to an area, you must fill out a facility use form. Form is located on the school website.

- Return the request to the Activities Director for approval.

Faculty Meetings

The Elementary and Secondary faculty will meet separately at least monthly at 7:35am during the school year. The Principal may schedule an additional faculty meeting when necessary. **Attendance at all faculty meetings is mandatory.** If attendance is not possible, make arrangements prior to the meeting with the Principal.

Meeting Schedule

Elementary	Secondary
<p>Staff Meeting Every 1st and 3rd Thursday of the month at 7:30-8:00</p> <p>PLC Meetings Every 2nd and 4th Thursday at 7:30-8:00 (Academic)</p>	<p>Staff Meeting Every 1st and 3rd Friday of the month at 7:30-8:00</p> <p>PLC Meetings Every 2nd and 4th Friday at 7:30-8:00 (Academic)</p>

PLC Teams:

preK-1	2-4	5-6
Lester	Kramer	Litzau
Cline	Boger	Blashack
Dhoore	Hughes	T. Bayerl
Brandel	Oie	Harding

C. Bayerl and Flies member of all K-6 PLC teams

HS Academic

Math - Smith, Wawrzyniak, **Widman**
 Science - **Dumas**, Mages
 English/Spanish - Smith, Winn-Lagergren, Wood
 Social Studies - Turner, **Triebenbach**, Raduenz
 PE, Music, Art, Tech - Gosh, Thode, Helland,
 Rue, Biondo, Meyer

SPED Team

Kapping
B. Malady
 Wenisch
 Frank

E-Mail/Internet

The School District provides Internet and email access. Lester Prairie Schools use Google Mail which began in the fall of 2011. All communication on this medium is public and the school district reserves the right to all communications. The system administrator has the ability to monitor all email communications that come into or leave our system. Be aware that any personal business or internet browsing on your school owned computers can be searched by the system administrator. Passwords must be registered with the Technology Coordinator. Do not open unfamiliar e-mails and do not forward junk mail or e-mails to other staff unless they are relevant to their teaching assignments.

Field Trips

Field trips for students are permitted if they have value in meeting educational objectives, are directly related to the curriculum, or are necessary to the fulfillment of obligations to the interscholastic athletic and activity programs.

In the planning of field trips, absences from school should be restricted to the least number of school hours possible.

- The educational purpose and length of the field trip must be approved by the principal.
- Provisions for students to make up assignments for classes missed due to participation in field trips must be in accordance with procedures outlined in Student Handbooks.
- A signed parental permission form must be on file at the school prior to the student's participation.
- Requests for packed lunches for single day trips must be submitted in advance to the school's food service manager.
- If students will miss their scheduled lunch period due to a field trip, the food service manager must be notified of the number of students that will be gone.
- A Field Trip Approval/Transportation Request form must be submitted no less than 4 weeks prior to departure, and must be approved and signed by the Principal

Fire Drills/Crisis Protocol

Follow the protocols indicated on the fire evacuation sheet for fires and practice HOLD, SECURE and LOCKDOWN, EVACUATE and SHELTER procedures.

Fund Raising

The Board of Education must approve all fundraising activities, including athletics.

Grading Policy

Each teacher is expected to have a formal, written policy on grading. It must be posted in the room and in the course syllabus. *A copy of each teacher's grading policy (within the course syllabus) must be given to the Principal before the beginning of the class.*

For the majority of JH and SH courses the following should be used as a guideline for grading the course.

- Assessments should be 60-80% of the course grade
- Labs/projects/presentations should be 20-40% of the course grade
- Homework should be 0-20% of the course grade

Teachers must make contact (a phone call must be made if there is no response from an email) with the student and parents/guardian(s) when a student is failing or close to failing the class.

Hallway supervision

Junior and Senior High School teachers are expected to be outside his/her classroom **in the morning from 8:00-8:15 (unless in a meeting)** prior to the start of his/her classes and between periods to help with supervision. An added benefit to being in the hallway is greeting and connecting with each student as they enter class.

Elementary teachers are expected to supervise his/her classes whenever they are in the hallways.

2025-2026 Class Advisors

Grade	Advisors
12 th	Terri Helland Jenn Smith
11 th	Marc Wawrzyniak Alyson Winn-Lagergren Matt Meyer
10 th	Angelica Biondo Christine Mattson Matt Thode
9 th	Rachel Raduenz Claire Turner Amy Smith
8 th	Mary Wensch Mike Bjork Joshua Dumas Julie Malady Jennifer Widman
7 th	Danny Mages Arlene Nowak Devyn Triebenbach Amanda Wood Wes Kapping

Grade Level Advisor Duties

Sophomore - SnoFest Coronation

Junior - Homecoming Coronation, Concessions, Prom

Senior - Senior Class Trip, Graduation

Lesson Plans

Good teaching is a result of good planning. Each teacher is expected to have written plans for each of their classes every day. The Learning Target(s) should be visible and referred to multiple times during every lesson. ~~Lesson plans should be done a week in advance. The objective or an “I can” statement (Learning target) should be visible and referred to multiple times during every lesson.~~

Substitutes/Lesson Plans - Meet and Confer collaboration - agreed upon Spring 2025

In the event you will not be in class, you must have the following available for your substitute:

It is a teacher's Professional Responsibility to have quality lesson plans for the students when there is a substitute teacher.

- A detailed plan for each class activity - **NO STUDY HALL or work from other classes should be part of the lesson plan.**
- Seating charts with pictures
- Accurate class list.
- Any special instructions.
- For ALL personal, professional, bereavement, and pay deduction leaves: Teachers are required to create a video lesson plan. The video should be accessible to students via Google Classroom or provided to the substitute teacher for presentation in class. The video also needs to be sent to the principal. The lesson must include:
 - The learning target for the day
 - A minimum 5–10 minute mini-lesson (not just the assignment)
 - An assignment designed to last the entire period
 - A review of behavior expectations

For Family Sick, Self Sick, and ESST Leave: After the 5th day, teachers must create a video lesson following the same expectations listed above.

*****If a teacher chooses to complete a video lesson while taking ESST, Family or Self Sick absence, that day will not be counted towards the 5 day video requirements**

It is expected that teachers develop two lesson plans and keep them in your sub folder in case of an emergency.

Mailbox

Each teacher has a mailbox in the office. Correspondence, phone messages, and general mail will be put into mailboxes. It is important that mailboxes are checked at least twice during the day: once in the beginning and again at the end of the school day.

Out of class

No student should be allowed out of any supervised area without a pass. It is the teacher's responsibility for any student out of their class. **Students should not be released from class unless they are called to the office over the intercom or they present a pass from the office or another staff person.**

As a teacher, if you want a student to be released from another class, give the student a pass prior to the class period, whenever possible.

Teachers should never leave their class, or students under their supervision, unattended.

Only **ONE** student at a time is allowed out of your classroom. You should keep a written document on who leaves your room, when, why/where and when they return. A common avoidance tactic used by some students is to ask to use the bathroom. When a student leaves the room they need to leave their cell phone with the teacher, including students who go to the SPED room, unless accompanied by an adult.

When a teacher takes their class out of their assigned space (classroom) the teacher should leave a note on their door where they are and notify the main office. This is to help locate specific students, when needed.

Personal Leave

See the Master Agreement for specifics on leaves. To request a leave, fill out for personal leave on Frontline Absence Management. It is important to complete the form so that administration is notified as soon as possible. Once a request has been received, administration will give notification if the request has been approved. Administration will not approve more than two personal leave requests on a given day until substitutes are in place.

Phone Calls

Telephones are in every classroom. When calls are made to the school for individual teachers, the office staff will forward the call or a message to the teacher. Parents will have the ability to call and/or leave a message directly to the teachers phone. Notification will be sent to the teacher's email when a message is left. **Teacher's must check their email and phone message before dismissing from their last period class.** Personal calls should only be made before school, after school, or during a preparation hour. Each teacher has a long distance access code. Teachers who do not want a long distance access code should inform the superintendent in writing.

Photo Identification Badges

Identification badges will be provided to all employees. Your name badge is an important part of your work attire. It lets students, parents, coworkers, vendors and the general public know who you are. It is an important part of providing a secure environment for our students to ensure that everyone who enters our schools is identified. **You need to wear the name badge any time you are at work.**

Visitors are required to wear a visitor badge. If you see someone in the building without an ID badge during school hours; ask them who they are, what they are in the building for, then direct them to the office. Report to the office or principal.

Recess and other breaks

“Recess detention” means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student’s choice.

The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.

The school district must not use recess detention unless:

1. A student causes or is likely to cause serious physical harm to other students or staff.
2. The student’s parent or guardian specifically consents to the use of recess detention.
3. For students receiving special education services, the student’s individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.

The school district must not withhold recess from a student based on incomplete schoolwork.

The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.

The school district must compile information on each recess detention at the end of each school year, including the student’s age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of non exclusionary discipline.

The school district must not withhold or excessively delay a student’s participation in scheduled mealtimes. This section does not alter a district or school’s existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

Record Keeping

Teachers must record all grades in the SYNERGY Student Management System. The grade book must also contain all attendance information, including absences and tardiness. Teachers should backup grades with a printed copy. **Grades are expected to be updated weekly.**

Requisitions/Purchases

Procedure for Requesting Materials or Purchase Orders

For Teachers:

1. **Complete the Requisition Form:** Fill out the requisition form in its entirety and submit it to the principal.
2. **Principal Review:** The principal will review the requisition and decide whether to approve or deny the request.
3. **Funding Check:** The business office will check if funds are available for the requisition.
4. **Superintendent Approval:** The Superintendent will give final approval for the requisition.
5. **Notification:** The teacher will be informed of the approval or denial of the requisition.
6. **Ordering:** The business office will place orders for approved requisitions.

For Staff (coaches, custodians, food service, etc.)

1. **Complete the Requisition Form:** Fill out the requisition form in its entirety and submit it to the business office.
2. **Funding Check:** The business office will check if funds are available for the requisition.
3. **Superintendent Approval:** The Superintendent will give final approval for the requisition.
4. **Notification:** The teacher will be informed of the approval or denial of the requisition.
5. **Ordering:** The business office will place orders for approved requisitions.

*****The School District will not be responsible for items ordered without proper authorization.**

Snow Days and E-Learning Days

In the event that school is canceled or late due to the weather, listen to WCCO or KDUZ for updates and reports. You can also watch KSTP-TV5, FOX 9, WCCO-TV4, and KARE-11. In addition, we will use School Messenger to communicate to families and staff.

Student Attendance

For information on the attendance policy for students, please refer to the Student Handbook.

- 7-12 grade teachers are required to record attendance each hour.
 - After the third unexcused absence, the respective teacher will send a Progress Report to the parent/guardian.
 - On the fifth day of absence from any class, the instructor will send a Progress Report to parents stating that the student has missed five days of class.
 - The Principal or Dean of Students will include with the Progress Report a letter informing parents about the district's Attendance Policy. *The letter will also include a warning that continued absence may result in loss of credit for the grading period. Students who miss more than five classes in one class will be required to do all make-up work and to make up the time missed on an hour-for-hour basis in order to achieve a passing grade.*
 - After the 3rd unexcused absence, the administration will request a conference with the student and parent/guardians regarding the student's absences, academic progress, and potential disciplinary action.
 - After the 7th unexcused absence, the administration will request a 2nd conference with the student and parents/guardians, regarding the student's absences, academic progress, and potential disciplinary action. The county of residence Truancy Office will be informed of the continued truancy.
 - After the 7 unexcused absence during the semester, the administration may

impose the loss of academic credit in the class or classes from which the student has been absent. Prior to loss of credit, an administrative conference must be held among the principal, student and parent/guardian.

- After 7 cumulative unexcused absences during the school year, administration shall refer a habitual truant child and the child's parent/guardian to appropriate service in the county of residence.

This policy will be modified as needed by a student's IEP/504 Team for students with disabilities.

Student Maltreatment

School District Policy #414

What Qualifies as Maltreatment- Information about what constitutes maltreatment.

Maltreatment of students includes physical abuse, sexual abuse and neglect.

- Physical abuse: A report should be made in any case involving physical injury or threatened injury that is not inflicted by accidental means. Egregious and documented mental injury is also included in the definition of physical abuse.
- Sexual abuse: A report should be made in any case that involves illegal sexual contact. This does not include verbal sexual harassment.
- Neglect: A report should be made in any case involving failure to provide required care for a child, failure to protect a child from endangerment, or failure to provide appropriate supervision.
- Mental injury: A report should be made in any case involving injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.

How to make a report: Information on reporting requirements.

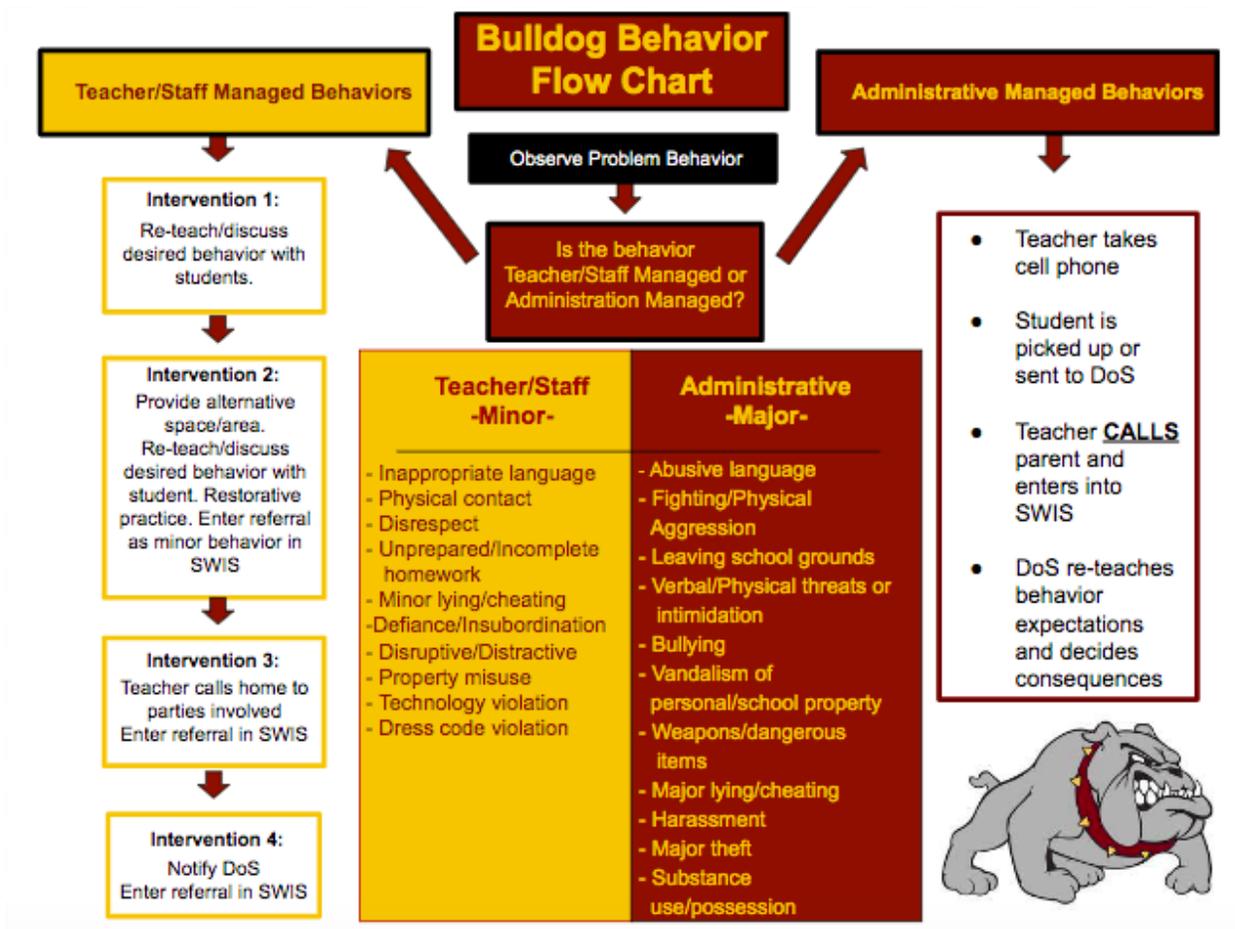
- Report within 24 hours via a phone call.
- Report to local authorities (police or social services). Please contact the principal as well to notify him/her of the report.
- Reports should include the identity of the child, the identity of the alleged offender, the nature of the abuse or neglect, and the name, address, and telephone number of the reporter.
- A written report should follow within 72 hours.
- School employees and other mandated reporters must make their report to MN Department of Health and Human Services and McLeod County Welfare Agency or to law enforcement immediately, which state law defines as no later than 24 hours after learning of the alleged maltreatment.
- Anyone who knows or has reason to believe that a student is being neglected or physically or sexually abused within the preceding three years by a Minnesota school district employee must report the information immediately to local law enforcement.
- If a child is in imminent risk of abuse, neglect, or harm notify local law enforcement or call 911.
- Mandated reporters include teachers, administrators, and other school personnel. They are required by law to report maltreatment of students.
- Parents and others can make a report voluntarily.

- All cases of alleged maltreatment of students by school employees must be reported by the school to MDE and local law enforcement.
McLeod County Social Services

Student Management

When a student is removed from class, the teacher is expected to **CALL (not email)** the parent(s) to inform the parent(s) of the student's inappropriate behavior. The teacher must submit a discipline report to SWIS.

Under no circumstances should a teacher tell a student that they are removed from class permanently. Only the Principal can remove a student permanently from class.



Study Halls

Study Hall is an assigned duty. Besides supervision, this duty is to help students with questions they may have on their work and check to see if they are passing their classes. Teachers should complete a weekly grade check for each student. **Chromebooks are not to be used for gaming during school hours.**

Teacher Attendance/Sick Days

For information on sick or disability days, please refer to the current Master Agreement.

- In the event of an illness, teachers must enter the absence into the Aesop website.
 - If it is an emergency during the school day, please notify administration or Kim Dye for approval and coverage.
- Workshop and personal days must be requested at least 1 week in advance when possible.

Due to lack of substitute teachers, teaching partners/departments will be assigned to help cover classes when subs cannot be found.

- K and 1st Grade
- 2nd & 3rd Grade
- 4th, 5th, and 6th Grade
- PreK, ELL, Title, Elementary Art - if no sub is found classes will be canceled
- Elementary PE and Music
- HS PE, Art, Industrial Tech - must have work to be completed in a classroom environment
- Science/Math Departments
- Language Arts/Spanish Departments
- Social Studies Department
- SPED Department/SPED Para-professionals

Detailed lesson plans/**videos** are expected to be completed for when a substitute teacher can be found.

Transportation Requests

Anytime a bus is needed to transport students, a transportation request form must be filled out. Turn the completed form into the Principal and the request will be forwarded to the proper officials. Athletic or extracurricular transportation requests go to the Activities Director. A copy of the approved form will be returned to the teacher. Make requests at least two weeks in advance. Transportation requests can be found on the school website.

Videos

All videos shown in the classroom need to be approved by the Principal at least one day in advance. A video with an audience age rating higher than the age of the students should not be shown. Also, rated “R” videos are not to be shown without administrative and parent/guardian approval.

The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator

Mrs. Christine Mattson
131 Hickory Street North
320-395-2521
mattson@lp.k12.mn.us

Title IX Coordinator

Ross Scheevel
131 Hickory Street
320-395-2521
scheevel@lp.k12.mn.us

Human Rights Officer

Dr. Melissa Radeke
131 Hickory Street North
320-395-2521
radeke@lp.k12.mn.us

Lester Prairie School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities.



STUDENT HANDBOOK

Lester Prairie School District

131 Hickory St N
Lester Prairie, MN 55354
Ph: 320-395-2521
Fax: 320-395-4204
www.lp.k12.mn.us

"It is the mission of ISD 424 to develop
every learner to the learner's maximum potential
to succeed and continue to learn in a changing world."

Lester Prairie ISD #424 is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, and disability or veteran status.

Revised **6/25**

Lester Prairie School Administration

Superintendent	Dr. Melissa Radeke
K-12 Principal	Mr. Michael Lee
Dean of Students/Activities Director	Mr. Ross Scheevel
Counselor	Mrs. Christine Mattson
Counselor 7-12	Mr. James Bettcher
Business Manager	Mrs. Cheryl Bayerl
Payroll/Clerk	Mrs. Kimberly Dye
Secretary	Mrs. Kathy Fiecke
Data and Systems Coordinator	Mrs. Kim Schauer

Board of Education

Chair	Mrs. Corbey Hentges Mr. Keith Christen
Vice Chair	Mr. Brian Heimerl
Clerk	Mrs. Meganne Stifter Knoll Mr. Jeff Engen
Treasurer	Mrs. Rebecca Heimerl
Board Member	Candice Anderson
Board Member	Dan LaMott

School Web Page

<http://www.lp.k12.mn.us>

Mission Statement:

"To develop every learner to the learner's maximum potential,
to succeed and continue to learn in a changing world."

PHILOSOPHY OF EDUCATION #424

It is our purpose to lead the youth of the community in developing rich and balanced personalities through carefully selected experiences incorporating thoughts, ideals, attitudes, skills and knowledge. We believe the result of this education will be an improved democratic society.

SECONDARY FACULTY

Chris Bayerl - ELL
Angelica Biondo - Art

Joshua Dumas - Science
~~Michael Bjork - Science~~
Katelyn Gosh - Health
Wes Kapping - 9-12 SPED
Mariah Lenz-Schreping - Social Worker
Danny Mages - Science
~~Julie Malady - Math~~
Matt Meyer - Tech Ed.
~~Arlene Nowak - Social Studies~~
Terri Schuft-Helland - Band
David Rue- HS Choir
Ryan Sinda - Success Coach
Amy Smith - Math
Jennifer Smith - English
Rachel Raduenz - SS, Business
Kelly Street - Librarian (one day a month)
Matt Thode - Physical Education
~~Devyn Triebenbach - Social Studies~~
Claire Turner - Social Studies
Marc Wawrzyniak - Tech/Math
Mary Wenisch - 5-8 SPED
~~Jennifer Widman - Math~~
Alyson Winn-Lagergren
Amanda Wood - Spanish

ELEMENTARY FACULTY

~~Rob Bartholomew - Reading Corp~~
Chris Bayerl - ELL
Taylor Bayerl - Grade 6
Angelica Biondo - Art
Emma Blashack - ~~Grade 5~~
Hannah Boger - Grade 3
Jennifer Brandel - Grade 1
Cara Cline - Kindergarten
Whitney Dhoore - ~~Kindergarten/Grade 1~~
Jessica Flies - Title I
Katelyn Gosh - Physical Education
Sarah Harding - Grade 6
Morgan Hughes - ~~Grade 3~~ Grade 4
Kelly Kramer - Grade 2
~~Madison Larson - Reading Corp~~
Mariah Lenz-Schreping - Social Worker
Helen Lester - PreSchool/ECFE
Derek Litzau - Grade 5
~~Brian Malady - K-4 SPED~~
Jacob Oie - Grade 4
David Rue - Elem. Music
Ryan Sinda - Success Coach

Kelly Street - Librarian (one day a month)
Mary Wenisch - 5-8 SPED

PARA-PROFESSIONALS

Tabatha Ainsworth
Ashley Alberts
Lisa Feltmann
Ashley Heckson
Kim Heimerl
Angie Hoover
Ashley Ostlie
Sara Ross
Lauren Trittabaugh
Janina Wall

Southwest West Central Special Education Cooperative

Hannah Hanson - Director of Special Education
Anthony Frank - Speech/Language Pathologist
Dana Hamilton - Physical Therapist
Mackenzie Hoffman - Occupational Therapist
~~Ingrid Mellow - ECSE Teacher (partially remote)~~
Karen Pauly - School Psychologist
Roskamp, Nichol - Due Process Specialist

Greater Minnesota Family Services

Jessica Fick - Mental Health Counselor

Food Service

Lori Bebo - Supervisor
Linda Detlefsen - Cook
Vicky Fasching - Cook
Lynette Rosenau - Cook
Dede Breimhorst/~~Kim Walter~~ - Computer Operator/Library Para

Custodians - Employee of Dashir

Todd Nelson - Building Manager (offsite)
Lisa Hins - Building Supervisor
Aaron Ender - Custodian
~~Jim Klaustermeier - Custodian~~
~~Aiden Larson - Custodian~~
Sue Calvin - Custodian
~~Izabella Lindorff - Custodian~~
~~Summer Wigen - Custodian~~

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All School Policies are available on the District's web page

Welcome To Lester Prairie Schools

ABSENTEEISM (Extra-Curricular Activities)

Students in grades 7-12 absent from any 2nd-7th period(s) due to illness, injury or physical disability will be prohibited from participation and/or involvement in school activities, programs, events, interscholastic athletics, etc., held by the school during the remaining portion of that date unless prior approval is granted by the Principal and/or the Activities Director. Student managers, scorers, etc. shall be considered team members. For other unnamed activities, the student will abide by the decision of the school administrator and/or the Activities Director.

ABSENTEEISM (from building)

Students must sign out in the office anytime they leave the building and must sign in if they return during the school day. Students must also sign in if they arrive late to school. Failure to sign out or in will result in disciplinary action. You must have your written note, email, or telephone authorization verified BEFORE signing out of school.

Students must have a pass from the office in order to leave class to go to the office to be excused from the building. It is the student's responsibility to pick up the pass from the office. The pass must be presented to the teacher for the student to be dismissed to the office.

When returning to school the same day or the following morning, students should bring a note from the appointment that includes the time and date to be properly excused.

Students who call or text parent/guardian to go home due to illness, before checking in at the nurse's office will be considered unexcused absence. The office staff will call parents/guardians if a student needs to be sent home due to illness.

ACTIVITY SUPERVISION

There will be no practices, weightlifting, running in the hallways, etc. unless the coach/director who authorizes these activities, or their designee, is physically present to supervise. A coach/supervisor in the classroom, outside, etc. who is not in sight of the activity is not acceptable as being considered supervising the activity.

ADD/DROP OF CLASSES

Students should add or drop classes within one week at the start of a semester. To drop a class, the student needs parental and school permission. If a student is failing a class after three weeks (fifteen school days) and withdraws from the class, a Withdraw Failing (WF) will be credited to the student's record and the student will be carried as an "F" for the remainder of the grading period and the student will be ineligible for extra-curricular activities. Since there are no regular study halls, a student must have a replacement class when they want to drop a class.

ADVISORY TIME - WEDNESDAY

Every Wednesday from 11:27-11:52 the 7th-12th grade students will have an assigned advisory time with their specific advisory teacher. The Advisory Class will be covering a variety of Social Emotional Learning topics and will be discussing academics with the students.

AGE 18 AND OVER

Chapter 529 (amend Minnesota Statute 120.06, Sub. 1) effective August 1, 1974 reads in part as follows: "Notwithstanding the provisions of any law to the contrary, the conduct of all

students 21 years of age and under attending a public secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the local Board of Education." Therefore, it is understood that all rules and regulations established for Lester Prairie High School are in effect for all students enrolled, regardless of age.

Animals on School Property

Animals brought to school need pre-approval from administration and should be clean and free of external parasites such as fleas, ticks, and mites, along with up to date vaccinations. Information and permission form to bring a pet to school can be found on the school website under Parents - Forms and Documents.

ASBESTOS MANAGEMENT PLAN

The school district has developed an asbestos management plan. More information can be obtained by going to the Lester Prairie Schools website: under District; Posted Documents

ASSEMBLIES AND PEP FESTS

It is expected that all students will demonstrate courtesy, appropriate participation and attentiveness at assemblies. Cell phone/device expectations will be followed/enforced during assemblies. Recording of any part of assemblies is prohibited unless allowed by administration. Students are expected to attend assemblies unless excused by administration.

ATTENDANCE POLICY (Policy #503)

Minnesota law recognizes the importance of school attendance and requires all children between ages 7-17 to attend school. Children under age 7 who are enrolled in school are also subject to Minnesota's compulsory attendance law. It is a parent's legal responsibility to enroll their children in school in accordance with Minnesota law. For children under the age of 12, parents are legally charged with making sure that their children attend school unless lawfully excused.

Examples of excused absences include:

- Sickness
- Medical or Mental Health Appointments (only with note that must include: date, time and location of appointment)
- Religious Holidays
- Extreme Family Emergency (reason must be given for absent reporting)

Examples of unexcused absences include:

- No reason given by parent/guardian
- Missing the bus
- Oversleeping
- Cold Weather
- Babysitting
- Need to sleep or work
- **Mental Health day (without a written note from a doctor with specific date)**

ATTENDANCE - In Person School

7-12 attendance will be taken each hour in all classes. K-6 **attendance will be taken at 8:15**

each morning. When possible, parents/guardians of absent students will be alerted via School Messenger. An appropriate written or phone call excuse will be required before an absence will be excused. Any questionable absence should be cleared with the Principal in advance. **Frequent absences from class(es) may cause loss of credit for the class(es).** The teacher(s) and Principal will determine if the student can reasonably make up work due to excessive absences. Under any circumstances, an alternative education plan may be instituted by the Principal in such cases.

I. MAXIMUM ABSENCE RULE

All absences will be counted in the accumulation of **the maximum number of 10 total absences or 5 unexcused absences per semester** except those absences which result from participation in school authorized activities; religious holidays; certain prearranged absences; a death in the family; or in cases of chronic or long-term illness verified with specific dates by a licensed physician.

II. ABSENCE AND EXTRA CURRICULAR ACTIVITIES

Students who exceed 10 total absences or 5 unexcused absences during a semester will be ineligible to participate in extracurricular activities for the remainder of the semester. Administration may alter the number of days absent before being ineligible, but not lessen the severity of the policy guidelines.

III. CLASSIFICATION OF ABSENCES

School Authorized Absences: These need to be verified **before the absences** and are not counted in the ten per semester maximum absence rule. Make-up work is required.

- Field trips
- Musical festivals/contests
- Inter-scholastic meets/events
- Ceremony in which the student is being honored or presented with an award
- School support groups or counseling sessions.

Students involved are to attend class on the days that support groups or counseling sessions are conducted if a test is given in that class period. All assignments are to be turned in on the due dates. These meetings/sessions should be coordinated with the classroom teachers in advance.

Religious Holidays: Religious ceremonies/holidays conducted when school is in session.

Death in the family.

Pre-arranged absences of 3 or more consecutive days such as travel with family. This pre-arranged travel/vacation must include accompaniment of his/her parent or legal guardian. Notice must be given at least one calendar week in advance, and a pre-approved absence sheet must be signed by all teachers. *All assignments should be completed before the absence.* In cases of **chronic or long-term illness** of 3 or more days, verified with specific dates personally by a parent and/or by a licensed physician. The school will request a note from a licensed physician after the 3rd consecutive day of absence to excuse the days missed.

IV. EXCUSED ABSENCES

These need to be verified **before** the absence or at the time of **return to school** and **are** counted in the 10 per semester maximum absence rule. Make-up work is required.

- Illness (not long-term or chronic) - After the 7th absence of a semester due to illness, only a licensed physician's note will be accepted for an excused absence.
- Family emergency
- Medical/dental appointments that cannot be made outside of school time
- Court ordered appearances

V. UNEXCUSED ABSENCES

All absences **not** school authorized and **not** known by the parents/guardians are considered unexcused.

Students who call or text parent/guardian to go home due to illness, before checking in at the nurse's office will be considered unexcused absence. The office staff will call parents/guardians if a student needs to be sent home due to illness.

VI. PENALTIES

- After the **3rd** unexcused absence, the administration will request a conference with the student and parent/guardians regarding the student's absences, academic progress, and potential disciplinary action.
After the **5th** unexcused absence, the administration will request a 2nd conference with the student and parents/guardians, regarding the student's absences, academic progress, and potential disciplinary action. The county of residence Truancy Office will be informed of the continued truancy.
- After the **7th** unexcused absence during a semester, the administration may impose the loss of academic credit in the class or classes from which the student has been absent. Prior to loss of credit, an administrative conference must be held among the principal, student and parent/guardian.
- After 7 cumulative unexcused absences during the school year, administration shall refer a habitual truant child and the child's parent/guardian to appropriate service in the county of residence.

Truancy: The District will enforce Minnesota laws on truancy. In grades 7-12 you are considered to be truant if you miss 3 class periods that are unexcused during the whole school year. You are habitually truant if you miss 7 class periods unexcused.

Truancy Procedure: Once you have missed 7 unexcused absences for the same period, a letter will be sent to the County Attorney's office by the Principal or Counselor. A meeting will then be set up between the school, local law enforcement, the student, and the parents. At that meeting, the parents and the student will be informed that the County Truancy Department has been notified. If, after the meeting, the student continues to have unexcused absences, the matter may fall under the jurisdiction of the court system.

VII. PROCEDURES

Absences will be checked daily by school personnel. Students will have up to **1 school day** to excuse absences. After this one school day, the absence will be counted as unexcused.

VIII. MAKE-UP POLICY

Absences will require a student to make up work missed in order to receive class credit for the class missed. Work missed must be made up upon the student's return to school in order to receive credit for the missed classes. The student is responsible, to request, from the teacher(s) make-up work. Previously announced projects or tests are due immediately upon return to school.

All students returning to school will have 3 school days to make up the schoolwork missed. (Exceptions will be handled on a case-by case basis by the administration.) You will be able to earn class credit missed with an excused absence, but you may not be given credit for work missed during an unexcused absence.

IX. APPEALS PROCESS

If a student feels that the Maximum Absence Rule needs to be varied or amended for him/her because of individual personal circumstances, he/she **and** a parent/guardian may request the Principal to set up an appointment for an appeal meeting. Consequences and penalties the student earned will be postponed until after the meeting/decision. **Note:** All absences must be verified as being beyond the student's control.

Lester Prairie School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities. This policy will be modified as needed by a student's IEP/504 Team for students with disabilities.

X. LATE ARRIVALS AND TARDINESS

It is expected that all students will make necessary arrangements to arrive on time to school. Any time a student arrives at school after Period 1 has started, he/she is required to stop and sign in at the Office. Missing the school bus, over-sleeping, or repeated car problems will be classified as an unexcused tardy. **Students are considered tardy if they arrive between 8:15-8:30. Students are considered absent if they arrive after 8:30.**

Three unexcused tardies will equal one unexcused absence, and will count toward the total absences.

Students are expected to be on time for every class period. A 1-hour after school detention will be assigned for every 3 tardies the student receives. If a student has outstanding detention(s), the student will be ineligible for extra-curricular activities and/or any school sponsored events.

BACKPACKS

Backpacks/book bags/purses/any handbag will only be allowed to carry items to and from school. They are to remain in the student's locker during the school day.

BELL SCHEDULE

Monday, Tuesday, Thursday, Friday

8:15-9:07	1st hour
9:10-10:02	2nd hour
10:05-10:57	3rd hour
11:00-11:52	4th hour
11:55-12:47	5th hour for grades 7-9
11:55-12:19	1st half of split 5th hour for grades 10-12
12:19-12:44	Lunch - grade 10-12
12:47-1:12	2nd half of split 5th hour for grades 10-12
12:47-1:12	Lunch - grade 7-9
1:15-2:06	6th hour
2:09-3:00	7th hour

Wednesday (Advisory Day)

8:15-9:00	1st hour
9:03-9:48	2nd hour
9:51-10:36	3rd hour
10:39-11:24	4th hour
11:27-11:52	Advisory
11:55-12:47	5th hour for grades 7-9
11:55-12:19	1st half of split 5th hour for grades 10-12
12:19-12:44	Lunch - grade 10-12
12:47-1:12	2nd half of split 5th hour for grades 10-12
12:47-1:12	Lunch - grade 7-9
1:15-2:06	6th hour
2:09-3:00	7th hour

BUILDING REGULATIONS

No student should be inside the school building unless under supervision of staff members. All activities involving high school students, or building usage by community members, must be scheduled through the Activities or Community Education office.

BULLYING PROHIBITION (Policy #514)

The school district is committed to providing a safe, respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's Bully Prohibition policy; located on the school district's website under District; Policies; 514

Lester Prairie Schools Bullying Report Form

The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator

Christine Mattson
131 Hickory Street North
320-395-2521
Mattson@lp.k12.mn.us

Title IX Coordinator

Ross Scheevel
131 Hickory Street
320-395-2521
scheevel@lp.k12.mn.us

Human Rights Officer

Dr. Melissa Radeke
131 Hickory Street North
320-395-2521
radeke@lp.k12.mn.us

Lester Prairie School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities.

CANCELLATION OF SCHOOL

All announcements regarding school cancellations will be made over KDUZ-AM 1260; FM 106.9; KSTP-TV 5; WCCO-TV 4; FOX KMSP 9; and KARE-11 TV. Lester Prairie also utilizes the School Messenger communication system.

CELL PHONES OR OTHER PERSONAL ELECTRONIC DEVICES:

The intent of this policy is to support student academic achievement by removing a major temptation and distraction and promoting face to face interaction and connection.

- Cell phone(s), personal electronic devices, and earbuds are **NOT allowed** to be used by students in classrooms.
- Occasionally, teachers may request students use their device for **educational purposes only!**
- The devices can be kept in the students' lockers or set in a designated area in the teacher's room. Devices should be shut off or put on airplane mode when in class or in lockers.
- Devices that disrupt the class will be given to the Dean of Students until the end of the day.
- Phones, personal electronic devices, and earbuds may be used during passing time and lunchtime.

1st offense

- Lose phone(s) or device (i.e. earbuds, smartwatches, etc) for the day.

- Pick up the phone or device from the Dean of Students at the end of the school day after filling out a form letter informing his/her parents he/she was inappropriately using his/her phone or device during the school day.
- The parent(s) must sign the letter to acknowledge the violation of the school rules. If the student does not return the signed letter he/she will be asked to leave his/her phone/device with the Dean of Students everyday until he/she returns the signed letter.

2nd offense

- Lose phone(s)/device (i.e. earbuds, smartwatches, etc) for the day.
- Parent(s) will be called.
- Parent(s) may pick-up the phone after school between 3:00-4:00 pm.

3rd offense

- Lose phone(s)/device (i.e. earbuds, smartwatches, etc) for the day.
- Parent(s) may pick-up the phone(s)/device after school between 3:00-4:00 pm.
- Student must turn in their phone(s)/device before 8:10 am to the Dean of Students for the next 10 school days.
- Student may pick-up phone(s)/device at the end of each school day.

4th offense

- Lose phone(s)/device (i.e. earbuds, smartwatches, etc) for the day.
- Parent(s) may pick-up the phone(s)/device after school between 3:00-4:00 pm.
- Students must turn in their phone(s)/device before 8:10 am to the Dean of Students. Administration discretion, minimum of ~~10~~ 30 school days.
- Students may pick-up phone(s)/device at the end of each school day.

If a student refuses to surrender his/her phone(s)/device to the staff member requesting, the Dean of Students or Principal will be called and the incident will be handled as insubordination.

**If a K-6 student brings their cell phone to school, they must put it in a designated area determined by the teacher in their homeroom. They are not allowed to use it during the school day for any reason. If a student is caught using it, they will need to turn their cell phone into the office upon entering the school for the remainder of the school year.

COMPUTER/INTERNET USAGE/CHROMEBOOK/CHROME TABLET

The distribution of Chromebooks/Chrome Tablets to students is to serve as an extension of the classroom.

In order to issue a Chromebook, Lester Prairie Schools requires that a signed copy of the Student-Parent Agreement and Acceptable Use Policy, along with the required payment for the User Insurance Fee be on file with the district before taking possession of the property.

Students/Parents can view the district's computer and internet usage policy on the school's website.

The school district cannot guarantee that all inappropriate material will be filtered and stress the importance of parental guidance when students are online. The school district provides a resource in which internet content is monitored and filtered in the school building.

Parents and students must comply at all times with the Lester Prairie Student Handbook, the

Chromebook/Chrome Tablet Handbook, and the Internet and Acceptable Use Policy.

Failure to comply may cause the termination of student's rights of possession immediately, and Lester Prairie Schools may repossess the loaned property.

Loss or Damage: If the Chromebook/Chrome Tablet is damaged, lost, or stolen, the students are required to report the incident as soon as possible. The student/parents will be responsible for any deductible repair fee as required by the Chromebook/Chrome Tablet User Agreement. It is the responsibility of the student and family to recover or replace the lost or stolen Chromebook/Chrome Tablet. If necessary, the District will involve the police to assist in the recovery through the use of tracking systems designed to locate the property.

CHURCH NIGHT

Wednesday night is designated as "church night." Whenever possible school-related activities will not be scheduled after 6 p.m.

CLASS ADVISORS/MEETINGS

2025-2026 Class Advisors

Grade	Advisors
12th	Terri Helland Jenn Smith
11th	Marc Wawrzyniak Alyson Winn-Lagergren Matt Meyer
10th	Angelica Biondo Christine Mattson Matt Thode
9th	Rachel Raduenz Claire Turner Amy Smith
8th	Mary Wenisch Mike Bjørk Joshua Dumas Julie Malady Jennifer Widman
7th	Danny Mages Arlene Nowak Devyn Triebenbach Amanda Wood Wes Kapping

Every Wednesday from 11:27-11:52 the 7th-12th grade students will have an assigned advisory time with their specific advisory teacher. The Advisory Class will be covering a variety of Social Emotional Learning topics and will be discussing academics with the students.

CLASS OFFICERS/ACTIVITIES

Each class may elect the following at a general class meeting: president, vice-president, secretary, treasurer and two student council representatives.

Record keeping: Classes must keep the following records:

Ledger of income and expenditures

Record of students owing dues and being assessed fines, and

Minutes of the meetings including main points discussed and decisions made

Dues: Dues charged to students must not exceed the following without specific permission from the administration:

Grade 7-9 \$ 5.00

Grades 10-12 \$10.00

There will be no fines for late dues. Class advisors may assess students a fair amount for failing to meet their work responsibilities. Students are not required to pay dues/fines, but must pay before participating in class activities. These class activities include, but are not limited to the following: senior class trip, nomination to homecoming royalty, nomination to Sno-Fest royalty, prom, etc.

Supervisor/Advisor: Each class activity must have a minimum of one teacher supervisor. Any parent supervisor for the concession stand must have a background check on file.

Fundraising Activities: Fundraising activities involving soliciting must have advance approval by the School Board with a recommendation from the Principal and Superintendent per Policy 500.1.E.1.

Transportation: Costs for transportation to any activity is the responsibility of the class involved. Students using school transportation must go to and return on the same mode of transportation unless they have specific permission to do otherwise.

Specific Class Activities: The advisors responsible for each activity may establish rules regarding their activity.

Concessions: Concessions for all athletic activities are the responsibility of the junior class with all proceeds going to the junior class.

Prom: The Prom arrangements and expenses are the responsibility of the junior class.

Homecoming and Sno-Fest: Homecoming and Sno-Fest activities are the responsibility of the various classes under the guidance of the student council. Homecoming coronation is the responsibility of the junior class. Sno-Fest coronation is the responsibility of the sophomore class.

Parties/Dances: Classes may organize parties/dances under the following conditions:

- Hours for parties/dances sponsored by the senior high classes (9-12) will end on or before 11:30 p.m. Administrative approval must be given to go longer than 11:30.
- Hours for parties/dances sponsored by the junior high classes (7-8) will end on or before 11:00 p.m. Administrative approval must be given to go longer than 11:00.
- Students must not leave and re-enter the building during the party/dance unless given specific permission by the supervisor.
- A school employee supervisor must be present at all times.
- Parties/dances shall be for Lester Prairie students in grades 7-12 unless given specific permission by the administration to do otherwise.
- An Out of School Guest Permission Form must be completed for any student who attends a party/dance that does not attend Lester Prairie Schools and turned into administration at least 3 days prior to the dance. The Form can be found on the Lester Prairie School District Website under Student: Out of School Guest Permission Form

Senior Trip: The Board of Education may authorize a senior class trip. Chaperones must be approved by the Board of Education.

Student will be allowed to go on the class trip if he/she:

1. Has paid all fees/dues/fines/student bills/assessments.
2. Is a senior/foreign exchange senior.
3. Attendance – must be in compliance with school board policies.
4. Must be passing all classes (no F's) & on track to graduate in the spring of senior year.
5. ~~Senior/junior LA Research Paper must be completed and accepted by the teacher and administration.~~
~~Students that choose not to attend school sponsored activities during the school day must report to the Principal prior to the day of the activity for a substitute assignment, which will take place at/in school.~~
6. Students who do not meet the criteria listed above will result in the loss of their senior trip deposit.

COLLEGE/SERVICE/TECH COLLEGE REPS

Periodically throughout the school year, representatives from the various colleges, services, and AVTI's will be visiting LPHS in order to speak with students seeking post-secondary opportunities. Usually, the school is given advance notice; this notice will be published in the daily bulletin for your information. Students need to get a pass from the guidance office to meet with these representatives.

COLLEGE VISITS

All college visits will be arranged through the guidance office at least two days in advance of the visit. College visits will be limited to 3 for seniors, 2 for juniors. Any other visits will be chargeable absences. The College Fair counts for one visit if attended during school hours. College visit slips must be signed by parents, and students will list work they are responsible

for on the slip. The College Visit slip will be stamped or signed by the college official conducting the tour and returned to the office the following day.

COMMONS AREA/CAFETERIA

In order to maintain a clean and pleasant atmosphere in the commons area, your help and cooperation is needed. A few simple rules are listed here for you to follow. If you break any commons rules or fail to cooperate with the supervisors, you will be subject to detention, clean-up detail, assigned a seat, or be removed from the Commons.

You are expected to help by:

1. Walking to the Commons and lining up in the order you arrive (no line-jumping allowed).
2. Not throwing food (if you do, you will be required to clean up the mess). If you are with a group that throws food, the group will be required to clean up the mess.
3. Depositing all lunch litter in wastebaskets and keeping the Commons Area clean.
4. Bringing your tray and utensils to the dishwashing window and stacking neatly.
5. Leaving the table and floor area where you sat, clean for others.
6. Not leaving the commons without permission from the supervisors.
7. Leaving chairs and tables as they were arranged.
8. Students are allowed to pick their chair/table, unless assigned. Students are not to wander from table to table.

COPY MACHINE

All copies to be made on the copy machines in the office will be by the classroom teachers only for school-related materials. Non-school related copies must be cleared by the office, and these copies will cost 10 cents each.

COURSE REQUIREMENTS

There are certain required courses for each grade level in grades 7-12. When registering for classes each year, these required courses will be contained in the Registration Guide. Any questions concerning your course load, check with the guidance counselor or the Principal for clarification. (See Graduation Requirements,)

DETENTION POLICY

Detention for violation of school policy will be assigned by the Dean of Students/Principal. **Detentions must be served at the first available detention date after the notification is given out. Notifications will be given out on Mondays and Thursdays at ~~whenever possible~~. If the student does not attend the first available detention, the student will be ineligible for practices/games until the detention is served. The student is considered to not be in "good standing" within the school during an outstanding detention.**

Failure to serve detention ~~will~~ **may** result in further action by the Dean of Students/Principal, including additional detentions, Saturday school, or In School Suspension. ~~may be assigned~~.

Detentions will be served in accordance with the detention schedule by the date set to be served by.

Detention for tardies will be on a progressive scale. Students will receive an hour detention after 5 tardies. The next detention will be given after 4 tardies. All following detentions will be given after 3 tardies. Required parent meeting after 12 tardies to develop a plan to decrease the student's tardiness. Required parent meetings will continue for every additional 12 tardies.

The Principal/Dean of Students will be responsible for the records of all detentions. Normally, detentions should be issued after corrective action has failed to correct a minor situation or a single "common sense" offense deserving of a detention. A copy of detention notices will be sent to parents via the student.

Detention is held on Mondays and Thursdays from 3:05-4:00.

- No electronics are allowed to be used during detention, including chromebooks.
- Students must be quiet and not socialize during detention.
- Students may not sleep or "put their head down"
- Students are not allowed to have snacks/food/beverages of any kind.

DISCIPLINE (TEACHER/STAFF ASSIGNED)

Teachers or other staff may administer appropriate disciplinary action. If deemed necessary by the teacher or staff member, behavior reports will be issued on an "as needed basis" and reported to the Dean of Students. Students who fail to report to teacher/staff assigned time will be referred to the Dean of Students/Principal for further disciplinary action.

DISCIPLINE POLICY (Policy #506)

The Board of Education and Administration of ISD #424 recognizes that the rights of all students must be respected. Along with these rights, there is a corresponding responsibility for students to follow school rules and regulations. Therefore, students in ISD #424 who fail to abide by the established rules and regulations shall be handled as outlined in this policy.

Disciplinary Investigations: Students must cooperate fully with investigations. Failure to do so, and/or giving false information will result in additional disciplinary action for the student.

DUE PROCESS

All students will be afforded due process when involved in the discipline process.

Suspension/Expulsion: A student may be dismissed on the following grounds:

- Conduct which disrupts a student's own right or other students' rights to an education
- Physical behavior which endangers the student or anyone else or property of the school

The Pupil Fair Dismissal Act:

This act was passed by the Minnesota Legislature permitting school boards to dismiss disruptive students from its schools. The Act provides for alternatives and calls for due process in proceedings leading to suspension, expulsion, or exclusion (MS 121A.40 to 121A.56).

DEFINITION OF TERMS

Insubordination: A defiance of authority; refusal to obey orders/requests. Authority within the

school is any adult employed by the school district.

Teacher/Student Disciplinary Agreement: A mutually agreed upon agreement usually prior to the issuing of a detention.

Removal from Classroom: Student is sent to office/out of classroom for the remainder of the period. *Teacher must notify the office.*

Detention: An action taken by the school administration requiring students to make up time outside of normal school hours.

Saturday School: An action taken by the school administration requiring students to make up time outside of normal school hours. (between 8:00 AM -12:00 PM on a Saturday morning)

Financial Retribution: Payment of damages for lost, destroyed, damaged, etc., of personal or school property or equipment.

Community Service Hours: Time assessed to work off violation penalties--usually school-related work activities.

In-School Suspension: A suspension in school where a student must attend school.

Out-of-School Suspension: A suspension out of school where a student will not attend school, will also be ineligible for extra-curricular activities for that day(s) and ineligible to attend events.

Exclusion: An action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

Expulsion: An action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not extend beyond one calendar year (12 months).

Student Discipline Violations:

- Swearing, disrespectful, vulgar, and/or threatening language and gestures, is prohibited.
- Inappropriate display of affection on school grounds is not acceptable.
- Gambling for money in any form is not allowed.
- Driving or getting into any motor vehicle during school hours without proper clearance from the office is forbidden.
- Theft or damage of school property or the property of others is prohibited.
- Defying authority/directions of faculty and school personnel is forbidden.
- Fighting, inappropriate behavior, and verbal abuse are prohibited.
- Possession of dangerous instruments, weapons, nuisance items*, facsimiles/models or items prohibited by law to be on school grounds is forbidden. Possession or use of alcohol, tobacco or other illegal drugs or paraphernalia is forbidden.
- Acts that violate our non-violence policy.
- Leaving school without permission.
- Failure to follow sign in/out procedure.
- Tardy to class.
- Or, other violations of student management policies.

*A nuisance device/incident is any device (squirt gun, water balloons, stink bombs, etc.) or incident which causes a disturbance or presents a possible injury situation. Any device confiscated within the school building will be withheld if in one's possession or destroyed if it has been used in school.

OUT OF CLASS PROCEDURES

The school district will follow a systematic disciplined approach to help students maintain proper

behavior.

1. For a minor problem behavior, teachers will review desired behaviors with the student and provide a restoration opportunity for the student. If problem behavior continues, teachers will contact parents to notify them of discipline issues.
2. For minor problem behaviors that continue or for major problem behaviors, the student may be removed from class and referred to the Dean of Students. The student's cell phone must be turned over to the teacher or Dean of Students. The teacher will call parents. When a student is removed from class or leaves the classroom without permission a minimum of 1 hour of detention will be assigned. The Dean of Students will conference with the student and determine appropriate disciplinary action.
3. After the first removal from class, subsequent removals from class will result in the **teacher and/or the** Dean of Students calling the student's parents. Appropriate disciplinary action will be taken. A team meeting may be requested (student, parent(s)/guardian(s), teacher(s), Dean of Students, Principal, and any other team members) to determine the next course of action for the student.

DRESS AND APPEARANCE

~~Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress which is considered by teachers and/or administration to be contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose of conduct of the school will not be permitted.~~

Students are expected to dress in a **modest and respectful** manner that supports a positive, inclusive learning environment. Clothing should adequately cover the body and not be overly revealing. Shorts, skirts, tops, and other attire should reflect standards of decency appropriate for a school setting. Shirts advertising alcoholic beverages, cigarettes, or those with obscene, questionable, or suggestive printing on them will not be permitted. Students who violate this will **respectfully and discretely** be asked to change. If the violation persists or if the student refuses to comply the student may face consequences.

Specific guidelines for dress are as follows:

1. Face & ears should be visible at all times.
2. Hats and/or hoods are prohibited between 8:15 AM and 3:00 PM, except on school-approved occasions.
3. Shirts, shorts and/or skirts must be a length that supports a respectful, inclusive, and distraction free learning environment.
- ~~3. No "short shorts" or short skirts. A guideline to follow is to place your hands at your sides. Shorts or skirts should be longer than your hands.~~
4. Shirts and shoes must be worn at all times for health and safety reasons.
5. Outdoor coats, jackets, bags, **blankets**, and backpacks must be kept in the lockers during the day. **Blankets may NOT be worn around the school.**
- ~~6. Stomachs should not be seen.~~
7. Undergarments should not be seen or exposed.
8. No clothing or jewelry displaying or representing:
 - a) Vulgar or obscene language or pictures
 - b) Gang-related pictures or insignia
 - c) Beer, liquor, tobacco, or drugs advertising

- d) Sexual or violent pictures or language
- e) Pictures with a negative connotation toward others including hate symbols
- f.) Inappropriate symbols such as marijuana leaves (blunt), the “Playboy” bunny, etc.

eLEARNING DAY

In the event of a school closure due to inclement weather or other emergency, learning expectations for all students will continue via an eLearning Day. While eLearning Days cannot replace the face-to-face time students have with their teachers, they can provide continuous learning when school is canceled. On an eLearning Day, all teachers will share assignments and hold email office hours in which they are available to provide learning support and guidance to students. eLearning Days are considered student contact days and therefore eliminate the need for makeup days at the end of the school year, helping families plan summer activities. The Minnesota Department of Education allows districts up to five eLearning Days per year.

Communication:

Families will receive notification via School Messenger regarding the eLearning Day. The eLearning Day will also be communicated on the District Facebook, Twitter, and website; television stations WCCO, KSTP, KARE, and FOX; and KDUZ/KARP radio stations.

Attendance:

Attendance will be taken on eLearning Days.

PreK-3 students will be marked present by completing the assigned Choice Boards located in Google Classroom or their Take Home folder sent home prior to the event. Teacher office hours will be 8:30-12:00 and 12:30-2:00.

Grades 4-6 students will be marked present by attending classes virtually through Google Meets and completing assigned work.

8:30-9:00 Morning Meeting
9:30-11:00 Math
11:00-12:00 Office Hours
12:00-12:30 Lunch
12:30-2:00 English Language Arts

Grades 7-12 students will be marked present by attending classes through Google Meets. Attendance will be verified for each class. Students who do not participate in planned activities are considered absent for those class(es) and are reported as absent just as if they were not present for an on-campus class.

1st period: 8:15-9:05
2nd period: 9:10-10:00
3rd period: 10:05-10:55

4th period: 11:00-11:50

Lunch: 11:50-12:20

5th period 12:20-1:10

6th period 1:15-2:05

7th period 2:10-3:00

Students that do not have internet access, must have their parents call in and notify the school before 8:15 am. It will be considered an excused absence and the assignment or an alternative assignment will be given to the student the next day the student is in the building. The student will have 3 days to complete the assignment and be counted as in attendance for the eLearning Day. The absence will be unexcused if the assignment is not turned in within 3 days.

ELIGIBILITY - ACADEMIC

1. A student participating in MSHSL or Lester Prairie extracurricular activities must pass all classes or credits.
2. A student who receives a failing quarter grade (**semester grade**) may regain eligibility at mid-quarter of the next grading period if he/she is passing all classes at that time.
 - A return to eligibility form must be filled out by the student, the teachers, and the Activities Director prior to regaining eligibility.
3. A student failing a class at mid-quarter will be ineligible until the grade is raised to a passing grade.
 - A return to eligibility form must be filled out by the student, the teachers, and the Activities Director prior to regaining eligibility.

For the 2025-2026 School Year

4. A student who receives an F at the end of 4th quarter (2nd semester) will be ineligible for any contests/games that happen before school starts the next year. The student will regain eligibility the first day of school. The only exception is if the student made up the credit during summer school. Participating in tryouts and scrimmages will be allowed.

Starting 2026-2027 School Year

5. A student who receives an F at the end of 4th quarter (2nd semester) **will be ineligible for contests/games, but may regain eligibility at mid-quarter of the 1st quarter the following year if he/she is passing all classes at that time. ~~will be ineligible for any contests/games that happen before school starts the next year. The student will regain eligibility the first day of school. The only exception is if the student made up the credit during summer school.~~** Participating in tryouts and scrimmages will be allowed.
6. A student who has a learning disability documented in an IEP, may participate in any activity as long as the teacher(s) of said student determines that an effort is being made by the student to succeed, although the student may be unable to demonstrate this

through grades.

All Lester Prairie school functions, with the exception of Prom (After Prom)-will also be governed by this policy.

ELIGIBILITY - MSHSL

The Minnesota State High School League rules will be followed to the letter. Respective coaches/directors/advisors will brief students as to these respective MSHSL rules and regulations prior to each activity/season. In addition, students not currently in a Category I activity, will be able to elect with the AD, the next Category I activities they will be involved in within one calendar year. The student must successfully complete the entire season and/or activity to receive credit for serving the MSHSL penalty.

Category I Activities:

- Baseball
- Basketball (Boy's and Girl's)
- Cheerleading
- Cross Country (Boy's and Girl's)
- Dance
- Declamation / Speech
- Football
- Golf (Boy's and Girl's)
- One Act Play
- Soccer (Boy's and Girl's)
- Softball
- Track and Field (Boy's and Girl's)
- Volleyball
- Wrestling
- Clay Target League (Trapshooting)*

*Considered Category I for MSHSL violations only

Category I MSHSL penalties remain as established:

First Offense: The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater.

Second Offense: The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.

Third/Subsequent Offense: The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.

Category II MSHSL activities are those activities in which a member school does not have a

schedule of inter-scholastic contests, exclusive of league-sponsored tournaments. These activities are those not included in Category I. Lester Prairie school functions (i.e., Drama Club, Homecoming Week, Sno-Fest Week, yearbook staff, class offices, etc.) will be governed by Category II penalties. The senior class trip and the prom are not included. Penalties for **MSHSL** tobacco and alcohol/drug violations and for violations of the harassment and violence policy for **Category II** events will be:

1st Violation Penalty: 4 hours of detention

2nd Violation Penalty: 6 hours of detention

3rd and Subsequent Violation Penalty: 8 hours of detention. The school will follow the MSHSL category I guidelines.

SPECIAL RULES ON INELIGIBILITY AND ONE-YEAR INELIGIBILITY

Students must be a member of a group (band, choir, etc.) at the time of the offense in order to receive credit for an event served. All students must meet the requirements for Category I and II activities in order to be eligible for the respective events of that category. This means that students may be eligible for Category I activities and not Category II activities and vice versa.

If a student violates our school policy on drugs, alcohol, tobacco, and harassment/violence, the following takes place:

1. *(The student is) Ineligible for royalty/related activities for one school year regardless if they are eligible according to Category I or Category II activities, and*
2. *(The student) Loses the right to be a Captain or elected official for an athletic team or any other group for one calendar year.*

EMERGENCY PROCEDURES

Students must follow the fire and tornado procedures and route directions posted in each room. Fire and tornado drills shall be conducted periodically as prescribed by law.

Fire Drill Procedure:

Fire drills are to be conducted in an orderly manner. Fire drills are held so that staff are prepared in advance of what to do in a real emergency. The teachers are to have the fire drill map and directions placed in a prominent place near the exit of each room.

When a fire alarm sounds, the following actions are to take place:

All personnel in the building are to exit the building according to the fire plan only if:

- Pre-planned Drill
- See or smell smoke and/or fire
- Announcement over PA prompting an evacuation.

Building Evacuation Procedure:

- Teachers should direct one or more students to close all windows as the rest of the class lines up.
- First person to the door is to hold the door open.
- Walk.

- Go single file.
- Never cross a line.
- Wait for the group ahead of you.
- Leave books and other belongings in the classroom.
- Last person out of the classroom will turn off lights and close door.
- In case of a **BLOCKED EXIT**--the **FIRST STUDENT** in line turns to the center of the hallway and leads the line to the nearest exit.
- Teachers will follow their class out of the building, take attendance and report to the Office.

Fire Evacuation Doors

Door A: Rooms: 100, 100A, 100B, 100C, 100D, 100E, 177, 178, 179, 181, 183, 184, Commons/Cafeteria

Door B: Rooms: 102, 105, Locker rooms 107 & 109, South Gym 180, 111, 112, 113, 114, 115, 116, 117, 162, 2nd Floor Music Room 208

Door C: Rooms: 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 133

Door G or H: Rooms: 130, 130A, 131, 132, 132A, 138, 138A, 138B, 232, 238

Door I: Rooms: 134, 135, 136, 137, 139, 139A, 140, 140A

Door K: Rooms: 141, 142, 143, 144, 145, 146, 147, 148

Door L: Rooms: 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 163, 164, 165

Door M: Rooms: 166, 167, 168, 169, 176, Stage

Door N: Rooms: 170, 171

Door O: Rooms: 172, 173, 174

Door P: Room: North Gym 175

Safe Location/Evacuation Area

Door A, B, O, & P - North end of the parking lot (Office radio)

Door C, G, H, & I - South of school garage - stay on school property (Meyer radio)

Door K - Cross the street (Cline radio)

Door L, M, & N - Cross the street at corner of 2nd Avenue North and Fir St. (Bayerl radio)

Severe Weather Evacuation Rooms

Elementary Classroom Area

Room 168 & 169 to **166**

Room 165 & 167 to **164**

Room 155, 156, 157 to **163**

Room 160 & 161 to **162**

Room 153 to **Boy's Restroom 159**

Room 154 to **Girl's Restroom 158**

Room 151 & 152 to **Girl's Restroom 143**

Room 141, 149 & 150 to **Boy's Restroom 142**
Room 145, 146, and 148 to **144**
Room 139 to **140**

High School Classroom Area

Music Room to **Girl's Locker room 109**
Room 112 & 114 to **111**
Room 116 to **113**
Room 115 & 119 to **117**
Room 118 to **121**
Room 120 to **125 Boy's Restroom**
Room 122, 123 & 124 to **Hallway outside of 123 (east/west hallway)**
Room 126 to **129 Girl's Restroom**
Room 128, 130 & 133 to **134 or Hallway outside of 134**
Room 131, 132, 132A, & 138 to **138A or 138B**
Room 135 & 136 to **135A**

Main Office Area

Room 100, 100B, 100D, 100E & 100F to **100B restroom or 100C**
Cafeteria, Room 183 & 184 to **107 Boys Locker room, Women's Restroom 177, 178 Family Restroom, Men's Restroom 179 & Kitchen**
South Gym to **109 Girls Locker room**
North Gym and Fitness Room to **Men's Locker room 173 or Women's Locker room 172**
Playground to **Men's Locker room 173 or Women's Locker room 172**

Safe rooms to stay in: 100C, 107 Boys Locker room, 109 Girls Locker room, 111, 113, 115A, 117, 117A, 119A, 134, 135A, 138A, 138B, 140 (wall must be closed to 138), 144, 157, 162, 163, 166, 171, 172 Women's Locker room, 173 Men's Locker room, 176, Restrooms 108, 110, 121, 125, 129, 138B, 140B, 142, 143, 144A, 145A, 158, 159, 161A, 164, 177, 178, 179.

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, hallways that are indicated in green on the map are safe areas (close fire doors in the hallways if you are in one of the designated hallways). All students and staff should remain in their designated shelter area until the "all clear" has been given by administration.

EMPLOYMENT BACKGROUND CHECKS

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

END OF SCHOOL DAY

The school day ends at 3:00 pm and once the buses have departed, students are to clear the building. Exceptions are those students having practice, rehearsal, lessons, make-up work, etc. that are directly under the immediate supervision of a teacher/faculty member. When students need to remain at school after hours they must be in the Commons or Main Entrance.

FAILING GRADES

High school students (grades 9-12) failing a required course must repeat the course. With unusual circumstances and with permission from the Principal or designated rep, the student may substitute for the required course if all other options are impossible. Elective classes that are failed do not need to be made up, as such, but the student must have sufficient credits to graduate with a failed elective course.

FEES, PURCHASING, AND BILLS OWED TO SCHOOL

Students may be charged a small fee or be required to buy certain materials for required educational class work. Students wishing to do more than the minimum required class work and if the student wants to keep the completed project material, etc., he/she will be required to pay for that which is necessary. Students will be charged for the use of some materials and asked to purchase some equipment if they participate in extracurricular activities. The collection of money for the sale of supplies will be made in the office unless specifically stated otherwise. Students will be allowed to charge and will be given a proof of purchase when paying for the item in the office, which they in turn, can present to the appropriate teacher when picking up the material and equipment purchased. Students delinquent in paying their bills will not be allowed to charge until the bills are paid, will not receive their report cards, and will be ineligible to participate in certain school activities.

Athletic participation fees:

- Grades 7-8: \$90.00 per sport
- Grades 9-12: \$120.00 per sport (Knowledge Bowl fee is \$70 - all ages)

Secondary sport in the same season: \$40/sport

Discounted fee structure: (based on Free and Reduced lunch status)

- Grades 7-8: \$50.00 per sport; \$100.00 maximum per year.
- Grades 9-12: \$70.00 per sport; \$140.00 maximum per year.

Non-athletic participation fees:

- \$40 per activity.

Athletic Fee Payment Schedule and Adjustments:

- Fee paid before an athlete can participate.
- 75% refund if an athlete quits in the first five days of practice.
- If an athlete is injured or has an illness and cannot continue sports beyond the midway point of the season, a 50% refund will be granted. There will be no refund if an athlete quits beyond the fifth day of practice or injury or illness occurs after the midway point of the season.
- An athlete that starts late must pay full fee (current and new students included).
- There will be no refund for a student that becomes ineligible

GRADUATION REQUIREMENTS

All 7-8th grade classes are required prior to moving to high school.

Required for Graduation (Grades 9-12).

1. LA 9
2. LA 10
3. LA 11/12 Communications and Creative Writing or College Now Literature and Academic Writing
4. Geography/Economics
5. US History
6. World History
7. Government
8. Earth Science
9. Biology
10. Science Elective (Chemistry or Physics required for class of 2015 and beyond)
11. Algebra
12. Geometry
13. Advanced Algebra/Trigonometry
14. 9th PE (.5) & 9th Health (.5) = 1 credit total
15. One credit of Fine Arts = 2 years of band or 3 years of choir or one full year of art.

Seniors, Juniors, Sophomores, and Freshmen: Required for Graduation - 25.4 Credits

(15 credits required classes above + 9.4 electives)

9th-12th grade = 28 Total Credits Possible

GUIDANCE

The guidance program is provided to assist students with academic and career guidance. The guidance counselors will have class and individual meetings with the juniors and seniors to better explain the services available to include scholarships, applications, standardized tests, financial aid applications, course selections, etc. The counselors will also meet with students in grades 7-12 to help address individual needs and goals.

HARASSMENT AND VIOLENCE PROHIBITION (Policy #413)

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. More information can be obtained by going to the Lester Prairie Schools website: under District; Policies; #413

HAZING (Policy #526)

Committing an act against a student or coercing a student into committing an act that creates risk of personal harm in order to be initiated or affiliated with any student organization or activity that may or may not be officially recognized by the school. Hazing is any activity that risks or affects mental or physical health, including physical brutality such as whipping or beating; activities such as sleep deprivation or weather exposure; consumption of alcohol, drugs, tobacco or other substance; intimidation or threats of ostracism, mental stress, embarrassment, shame,

humiliation; or any illegal activity. Students may not participate with each other or with others to plan, direct, encourage, aid or engage in hazing. Apparent permission or consent to be hazed does not lessen the prohibition. At no time will hazing of any kind be tolerated. This includes initiations. More information can be obtained by going to the Lester Prairie Schools website: under District; Policies; #526

HONOR GRADUATES

Graduates who maintain a minimum average in grades 9-12 of 3.0 on a 4.0 system while taking a full load of classes shall be termed "honor graduates." Students earning an average of 3.67 or higher on a 4.0 system shall be designated as graduating with "high honors" while those earning an average between 3.0 and 3.66 shall be designated as graduating with "honors". Final determination will be made one month prior to graduation. No student shall be designated valedictorian or salutatorian. Only school-approved graduation honors may be worn during the graduation ceremony. Any other items used for personal expression are prohibited.

HONOR ROLL

An "A" and "B" honor roll will be maintained and published each quarter. "A" honor roll students must maintain a 3.67 average and "B" honor roll students must maintain a 3.0 average. Any "F" or "D" in any class disqualifies a student from either honor roll. Incomplete grades disqualify students from the honor roll until the incomplete grade becomes final.

INCOMPLETE GRADES

Students passing a course or with the potential to pass a course but with incomplete work will be given an incomplete (I) grade. "Incompletes" must be completed within two weeks after issuing of report cards, or in the spring quarter, two weeks from the last day of school. Incomplete grades that could become an "F" grade will be considered an "F" for student eligibility until the grade is finalized.

INSUBORDINATION

All employees of Lester Prairie School have the responsibility and obligation to enforce school regulations. The administration, teachers, counselors, secretaries, nurses, paraprofessionals, cooks, custodians, bus drivers, etc. have the right to correct you if you are violating school rules, and students have the obligation to do as requested.

Insubordination is the willful defiance or ignoring by a student of a reasonable order or request of any school employee. It is a serious type of disobedience that can cause the breakdown of the learning environment. Insubordination is also involved when a student directly attacks a staff member or employee, either physically or with words through swearing or obscene language or gestures.

A student referred for insubordination will be subject to a conference with the Dean of Students and/or Principal, detention, parent/guardian conference, and suspension, depending upon the severity of the incident. A pattern of insubordination is grounds for removal to an alternative program or expulsion.

INSURANCE/ACCIDENTS

The school is not responsible for doctor and dental bills as a result of injury to students during school and school related activities. Report all accidents as soon as possible to the school

office so that an accident report may be completed.

INTERNET ACCEPTABLE USE AND DATA PRIVACY INFORMATION

All school district students have conditional access to the school district's computer system, including Internet access for limited educational purposes, use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs, discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet Acceptable Use" policy can be located on the Lester Prairie School website or click on the following link: [Policy #524](#)

Within 30 days of the start of each school year, the school district will give students direct and timely notice via the Student Handbook and the Lester Prairie School website of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. This notice will:

1. Identify each curriculum, testing, or assessment technology provider with access to education data.
2. Identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about contract inspection and provide contract information of a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district will provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider, upon request.

Students are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form to have on file at the school.

LAW ENFORCEMENT AUTHORITIES

It is school policy to cooperate fully with the police and correction officers of this state in dealing with students. All attempts will be made to avoid putting the student in any situation at the school that would embarrass and prejudice him/her in the eyes of other students. Interviews with police and correction officers will be conducted in private at school or at the homes of the student(s) involved. Outside agencies, such as probation officers or social workers, etc., may interview students with the Administration's permission.

LOCKERS (Hallway)

Lockers are the property of the school and are provided for your use. Lockers are assigned at the beginning of the school year. If a student does not want to use a lock they must turn in their assigned lock to the office. Personal locks are NOT to be used. If a school-issued lock is not used on the student's locker administration may not be able to address any theft or other issues. Use lockers for the storage of textbooks, other school materials and outdoor garments. Do not keep money or other valuables in the locker. Lockers are subject to periodic inspection for safety and maintenance reasons and may be entered by the Administration at any time it might be suspected of containing illegal or harmful substances or substances unlawfully obtained. Any material found in lockers may be used as evidence if required. Students must turn in their assigned lock at the end of the school year. A \$10 charge will be assessed to the student for a lock not returned.

LOCKER ROOM LOCKS

Lockers are the property of the school and are provided for your use. Lockers and locks are assigned at the beginning of the semester or start of the athletic season. School-issued locks must be used at all times on locker room lockers. Students must clean out their locker and turn in their assigned lock at the end of the class or athletic season. A \$10 charge will be assessed to the student for a lock not returned.

LUNCH/BREAKFAST

Breakfast and lunch are available each full school day in the cafeteria/commons for all students. Breakfast will be available for students between 7:45-8:05

Mandated by the State of Minnesota, during the 2025-2026 school year breakfast and lunch are **free** for all students. *A la carte and "seconds"* are not free, students need a positive balance in their lunch accounts or pay for *a la carte and "seconds."*

A student who does not have sufficient funds will not be allowed to charge *a la carte items or second meals* until the negative account balance is paid.

Students should use their School ID number/card to receive breakfast and lunch. Students may not use delivery services to deliver lunches (including friends and/or parents)

Lunch Schedule

11:00-11:25	Kindergarten
11:10-11:35	1st Grade
11:15-11:40	2nd Grade
11:20-11:45	3rd Grade
11:35-12:00	4th Grade
11:40-12:05	5th Grade
11:45-12:10	6th Grade
12:19-12:44	10-12 Grades
12:47-1:12	7-9 Grades

Students must stay in the cafeteria during their assigned lunch period.

MEDICATION DURING THE SCHOOL DAY (Policy #516)

Any student needing to take prescription medicine during the school day may do so as required.

- The health office must keep the medication to be dispensed per Physician Orders.
- A Medication Permission Form and a Physician Order MUST be completed before the school can be authorized to store and dispense the medication.
- The school will NOT issue any medicine to any student without BOTH forms completed and signed.
- The Medication Permission Form is available below or on the school website under the Health Corner tab or may be picked up at the office upon request.
- It is highly recommended not to send non-prescribed medications to school (such as cough medicine or cough lozenges, etc.)
- If a student must have over-the-counter medication such as Tylenol or Ibuprofen at school, it must be in the original container, with a signed parent consent form and brought to the Health Office.
- Only secondary students are allowed to self carry over the counter medication.

Medication Permission Form

Permission for Non-Prescription Medication

NATIONAL HONOR SOCIETY

A society affiliated with the National Honor Society shall be maintained and available to all students who qualify for membership.

NONDISCRIMINATION

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated the Superintendent as the district's human rights officer to handle inquiries regarding nondiscrimination.

PARENT/GUARDIAN REFUSAL FOR STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS

Statewide assessments provide information to your school and district about how all students are engaging with content they learn in school. The results help schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support. More information and the form that must be filled out and given to the school can be found the the MN Department of Education website: under Students and Families; Programs and Initiatives; State Testing

PARENT RIGHT TO KNOW

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

Whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;

The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

Whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

PASSES

A student must have a pass when in the hallway during class time. Staff may issue passes; pass to a teacher, library or office pass, and lavatory passes. Few students should be out of their assigned room during the class period.

PERSONAL PROPERTY

Property in a student's locker, bicycles, gym clothes, etc. are private. Using another's personal belongings, including riding another's bike without permission, may be considered as a theft. If in doubt as to whether or not you have permission to use another's personal/private property, leave it alone. Lock your locker with valuables inside and do not give anyone your combination.

PESTICIDE APPLICATION NOTICE

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice of the plan to use pesticides. More information can be obtained by going to the Lester Prairie Schools website: under District; Posted Documents

PLAGIARISM/CHEATING/COPYING

Plagiarism/Cheating/Copying will not be tolerated. The following guidelines may be used:

- 1st offense - A zero will be issued for the assignment or test;
- 2nd offense - Failure of quarter/grading period;
- 3rd offense - Failure of semester and appearing in front of the Board of Education for possible expulsion.

The use of Artificial Intelligence (AI) and claiming the work to be your own will be considered cheating. All work turned in is expected to be the students own work. AI may be used as a teaching/learning tool but should not be used or claimed as one's own work.

PLEDGE OF ALLEGIANCE

Students will recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted by each individual classroom or over the intercom system by a person designated by the administration. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do

so. Students and school personnel must respect each other's right and choice to recite or not to recite the Pledge of Allegiance. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

PROPERTY OF SCHOOL

Students are responsible for assigned textbooks, Chromebooks, and school property and will be required to pay for any undue damage or loss of such materials. Such acts as carving on desks, writing on walls, marking furniture, breaking windows, damaging lockers, etc., are punishable by payment for repair, suspension and/or prosecution through the court system. Students should properly mark all personal/school property assigned to them to avoid loss when identification of property is required.

RECORDING DEVICES

Students may not video, photograph, or make an audio recording of any staff member or student without their written permission. Transporting or transferring any inappropriate pictures, texts, or recordings may result in suspension or further disciplinary action.

RECORDING DEVICES IN RESTROOMS & LOCKER ROOMS

Any use of a device for recording video images (motion or still) are not allowed to be used in locker rooms or bathrooms at any time, for any reason. This includes, but is not limited to, cell phones, cameras (video, still, and digital). If found, these devices will be confiscated and may be turned over to local law enforcement. Any misuse of these devices will be dealt with significantly according to applicable policies. A violation of this policy is a violation of others' rights to privacy. Consequences range from warning to detention to suspension to possible expulsion and may include local law enforcement, depending on the severity of the issue.

RELEASE TIME

MN State Statute 120A.35

"Reasonable efforts must be made by a school district to accommodate any pupil who wishes to be excused from a curricular activity for a religious observance."

Lester Prairie Schools, in cooperation with the local churches, has "release time" that allows students to be released from school during the school day for religious instruction. This release time may be scheduled during the regular school day.

REPORT CARDS

Report/grade cards will be issued on-line through Synergy, at the end of all 4 quarters. The release date will usually be within one week following the respective grading period. 7th-12th grade will not receive a paper report card unless requested and picked up by parents or guardians.

STATE TESTING

For Minnesota's statewide assessments to reflect the full impact of district- and state-level implementation of the applicable standards, as well as district-level success at teaching the standards, it is important for all Minnesota students to take the statewide tests. The impact of this data spans the state, impacts each district, and demonstrates clear trends across time. The data on today's third graders, for example, helps us understand those same students learning in fifth, ninth, and twelfth grade. Also, today's third graders help us understand every third grade class for years to come, and whether changes to curriculum, efforts toward equity, and emphasis on inclusion make a

substantial difference to our students.

In addition, English learners must take the ACCESS and Alternate ACCESS to exit English language instruction. Without these test scores, students will continue to receive English learner services.

- Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

STUDENT HANDBOOK

All students and parents can access a copy of the Student Handbook on the Lester Prairie website (www.lp.k12.mn.us). The students and parents are responsible for understanding the contents of the handbook.

STUDENT PARKING

Students parking in the parking lot are expected to park appropriately within the marked areas. The 3 rows on the east side of the parking lot and the north row are for student parking. The 3 rows on the west side of the parking lot (closest to the building) are designated for staff, parents, and visitors parking between the hours of 7:30-3:30 while school is in session. City streets are under jurisdiction of the local law enforcement. Once the vehicles are parked, the vehicles are not to be entered again until the school day is over. Student vehicles are not to be sat in, sat on, entered, etc. under any circumstances unless specifically cleared through the Principal or the office, for a legitimate reason. No student is permitted to ride in a vehicle between 8:15 am and 3:00 pm without permission from the office.

Any reckless or dangerous driving will be reported to the local police. The parking lot and portions of the nearby streets are under camera surveillance. When leaving the parking lot at the end of the school day, be aware of parent pickup on Hickory St. and drive cautiously, watching for pedestrians.

STUDENT RECORDS

State law provides that all data collected, created, received or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of 20 U.S.C. §1232g and the regulations promulgated thereunder. More information can be obtained by going to the Lester Prairie Schools website: under District; Policies; 515

STUDENT SURVEYS

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. More information can be obtained by going to the Lester Prairie Schools website: under District; Policies; 520

STUDY HALLS

Study halls are designed to give students time to work on school assignments during the school day when not in an assigned class. Study halls are considered as a learning

opportunity for each student and are not to be treated as a recreational period. The respective study hall teacher is in charge of the study hall and will set the standards as such. Weekly grade checks will be requested by the study hall teachers. Students are to show the teacher their current grades on their Chromebooks using Synergy. The teacher will monitor work completion for students with failing or close to failing grades (D or lower).

SUICIDE PREVENTION INFORMATION

Dial 988 for Suicide and Crisis Lifeline

Text: HOME to 741741

McLeod County Crisis Response: 320-864-2713

TOBACCO/CHEMICAL FREE ENVIRONMENT (Policy #419)

Chemicals shall be defined as all tobacco products (pipes, cigarettes, all forms of electronic cigarettes and any accompanying cartridges or pieces, and liquid nicotine, cigars, cigarette papers, chewing tobacco), alcoholic beverages, and other intoxicating liquor, any narcotic, hallucinogenic, amphetamine, barbiturate, marijuana, inhalants, or other controlled substance, as defined by state and federal law. Abuse of a prescription drug without a physician's prescription, over-the-counter (OTC) drugs, and facsimile drugs, as well as, possession of drug paraphernalia constitute violations of this policy.

Drug paraphernalia shall be defined as having in possession instruments or equipment, which can be used to inhale, ingest, or cause drugs to be introduced into one's body.

Those found in possession of selling, distributing, and/or under the influence of mind-altering chemicals or in the possession of drug paraphernalia will be suspended from school. The school defines under the influence as detectable consumption. This includes violations in or on school property, 24 hours per day, or away from school property while participating in, or attending, school-sponsored activity and/or on school buses and stops.

The police will be called at the time of the suspension and all paraphernalia and substances will be turned over to them and the incident will be recorded. Parents will be called and asked to come to school immediately to remove the student. If the student is incapable of transporting himself/herself and/or if the parents cannot come to school or refuse to come to school, transportation to detox will be arranged.

TRANSPORTATION

The School District contracts for transportation designed principally to transport rural children to school. All resident students who live outside a one mile limit will be considered eligible for transportation. In addition, students grade 5 and older are not allowed bus transportation within the city limits of Lester Prairie unless there is a justifiable hazard.

Bus Behavior Expectations and Consequences

Riding a public school bus is a privilege as well as part of the school day. In order to be sure that all students on the bus have a safe and comfortable ride, students must follow the Bus Expectations and Responsibilities below.

Safety and Bus Management:

- The bus driver is the responsible authority on the bus.
- Students will board and leave the buses only at specifically designated stops unless specific permission to do otherwise is given in writing by the parent or school administration.
- Students will remain at a safe distance from the bus when buses are arriving or departing from the stops.
- Pick-up times are established, and students will be on time at designated stops.
- Students will go directly to their seats and stay seated when the bus is moving.
- Only authorized students may ride the school buses.
- Drivers may assign seats to students. Students will remain in assigned seats at all times.
- When crossing a road, whether boarding or leaving a bus, students will walk in front of the bus after the driver signals that it is safe to cross.

The driver will warn students in violation of the Safety and Bus Management Expectations and Responsibilities. Repeated bus violations following the warning will result in exclusion from riding the bus in accordance with the schedule described under “Consequences.” A parent/guardian will be responsible to provide transportation in the event a student is excluded for riding a bus for behavior or safety violations.

Student Behavior:

- Students will not tamper with emergency doors or safety devices.
- Students will not throw, shoot, or spit objects out, in, or at a bus.
- Students will not damage or deface the buses in any manner.
- Students will not possess or use alcohol, tobacco, or any other illicit substance on the bus.
- Students will not transport dangerous, objectionable, or offensive items on the bus. Transportation of animals is prohibited.
- Students will not fight, push, shove, or engage in any other type of physical aggressive behavior on the bus.
- Students will not engage in noisy or boisterous conduct.
- Students will not use profane or indecent language.
- Students will not harass others physically, racially, religiously, sexually, or in any other manner.
- Students will not video, photograph, or make an audio recording of any staff member or student without their written permission.

Minimum Consequences:

- **First Offense** – School administration confers with student and notifies parents.
- **Second Offense** – School administration confers with the student and notifies parents. The student is assigned a seat towards the front of the bus for up to four weeks.
- **Third Offense** – School administration confers with the student and notifies parents. Student is removed from the bus for two weeks

- **Fourth Offense** – School administration confers with the student and notifies parents. Student is removed from the bus for four weeks.
- **Fifth Offense** – School administration confers with the student and notifies parents. The student is removed from the bus for the remainder of the school year.
- **Severe Behavior** - Consequences may be increased or skipped at school administration discretion depending on severity of violation.

ISD #424 policies related to student transportation can be found on the school website;
Policies #707 and #709

VIDEOTAPING, AUDIO RECORDING, PHOTOGRAPHS

Students will not video, photograph, or make an audio recording of any staff member or student without their written permission. Transporting or transferring any inappropriate pictures, texts, or recordings may result in suspension or further disciplinary action.

VISITORS

Visitors to the school must stop in the school office for permission to visit. If it is necessary for a visitor to speak with a student during the school day, that student will be called to the office. Students bringing visitors to the school must have permission from the Principal.

VISION SCREENING

All students preK-12th grade will have the opportunity to have a vision screening each year with the assistance of a local Lions Club. Specific grade levels will be tested as a whole.

WEAPONS (Policy #501)

Weapons or look-a-like weapons of any type are absolutely forbidden anywhere in or around the school or school property. Penalties may include:

- Immediate out-of-school suspension
- Confiscation of the weapon
- Immediate notification of the police
- Parent or guardian notification
- Possible dismissal for one year

If you inadvertently bring a weapon to school, immediately bring the weapon to a member of the Administration.

WORK-SCHOOL PROGRAM

Lester Prairie Public School does have a “school to work program.” Students may be released during the normal school day for work. **In order to be eligible to be released during the school day; students must be passing all classes, students must work a minimum number of hours per week as there are school days per week at a verified job, and must have no outstanding detentions.**

Items Not Covered in the Handbook

It would be impossible to address every situation that arises during the school day and it related curricular, co-curricular, and extracurricular activities. School officials will develop, implement, and revise all policies that are necessary in operating the school.



Chromebook/Chrome Tablet Handbook and Policy Manual 2025-26

Lester Prairie School Mission Statement

"To develop every learner to the learner's maximum potential, to succeed and continue to learn in a changing world."

Lester Prairie Schools has implemented a 1:1 K-12 technology program.

Students in grades 2nd-12th will be issued their own Chromebook. Students in Kindergarten and 1st grade will be issued a Chrome Tablet. Before receiving the device, students and parents must sign a user agreement and pay the Required User Insurance Fee.

- Students in grades 4-12 will be expected to take their Chromebook home daily.
- Students in grades K-3 may be required to take home their Chromebook/Chrome Tablet occasionally during the school year.

These devices are not replacing textbooks or other educational materials, but are meant to supplement and enhance the student's learning experience.

Lester Prairie Schools Chromebook/Chrome Tablet 1:1 Program

The Chromebook/Chrome Tablet 1:1 Program facilitates:

- Access to digital educational resources
- Availability beyond the school day
- Individual learning
- Creativity and innovation
- Critical thinking and problem solving
- Communication and collaboration
- Technology literacy skills
- College and career readiness

The information within this document applies to the 1:1 Chromebook/Chrome Tablet Program for students that attend Lester Prairie Schools. Please note that teachers may set additional requirements for use in their classrooms.

Throughout the handbook when the word Chromebook is used, it refers to both a Chromebook and Chrome Tablet.

Chromebook Title

At all times, the legal title to the Chromebook is maintained by Lester Prairie Schools. A student's right to possession and use is limited to and conditioned upon full and complete compliance with the Lester Prairie Chromebook Handbook, Chromebook Use Agreement, Student Handbook, and the Internet Acceptable Use and Safety Policy #524.

Chromebooks are for educational purposes only. Lester Prairie Schools has the right to inspect Chromebooks at any time. Chromebooks will only work with an @lp.k12.mn.us user account. Chromebooks include Internet filters to block inappropriate websites when connected to the WiFi network at school.

Students will be issued a specific Chromebook which will remain theirs throughout their time at Lester Prairie Schools or until the Chromebook is updated (every 3-4 years). At the end of every school year, the Chromebook will be returned to the school before the last student day for routine maintenance and storage over the summer break. The same Chromebook will be re-issued to the student at the beginning of the next school year.

Chromebook Required User Insurance Fee

Lester Prairie Schools require that a signed copy of both the Student-Parent Agreement and payment of the Required User Insurance Fee are received.

Required User Insurance Fee	\$35.00 per school year
Family maximum	\$80.00 per school year
Free/Reduced Price (FRP) Fee	\$20.00 per school year
Free/Reduced (FRP) Family maximum	\$45.00 per school year

Students and parents must comply at all times with the Lester Prairie Schools' Student Handbook and the Internet Acceptable Use and Safety Policy #524. Failure to comply may result in the termination of the student's rights of possession immediately and Lester Prairie Schools may repossess the loaned property with no Required User Insurance Fee refund.

There is a \$55 deductible repair fee for each repair that needs to be sent to Trafera.

Insurance does not cover repairs to the Chromebook due to neglect, misuse, and/or intentional damage. The student and parents of the assigned device are responsible for the entire amount of the repair or replacement of the Chromebook.

If the power adapter is damaged or lost the student and parents are responsible for the replacement cost.

Chromebook Power Adapter Replacement	\$35.00
Chrome Tablet Case Replacement	\$30.00
Chromebook Case Replacement	\$20.00
Chromebook Replacement (lost/negligent or intentional damage)	\$319.00
Chrome Tablet Replacement (lost/negligent or intentional damage)	\$265.00

Theft or Loss

All Chromebooks are monitored. If a Chromebook is lost, the student must report the loss immediately to the Tech Department to potentially track and recover the device. A police theft report is required for the replacement of the Chromebook. If a student has a Chromebook stolen and does not file a theft report, the full replacement cost will be required.

Repair and Liability

Students and parents are responsible for district-owned technology property that is issued to them. If the Chromebook is damaged, it must be reported to the Technology Department as soon as possible. Students will be issued a “loaner” Chromebook until the repairs are completed upon receipt of the deductible repair fee. Students and parents of the assigned device are responsible for the deductible repair fee as required by the Student-Parent Chromebook Use Agreement. If the Chromebook is damaged by an intentional or purposeful act, the student and parents will be responsible for the entire amount to repair or replace the Chromebook.

Terms of Agreement

The right to use and possess the Chromebook terminates no later than the last day of the school year. Rights may be terminated earlier by Lester Prairie Schools or upon withdrawal from the district. The failure to return the Chromebook in a timely manner will be considered unlawful appropriation of Lester Prairie Schools property and appropriate legal action will be taken.

Chromebook Use

Chromebooks are intended for use at school each day. In addition to teacher expectations of Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebooks to all classes unless specifically instructed not to do so by the teacher.

Each student will be issued a power adapter for charging his or her Chromebook. **It is the student’s responsibility to bring their Chromebook fully charged to school each day.**

If a student leaves his/her Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present.

General Use

- Chromebooks are to be used for educational purposes only.
- Only use your Lester Prairie-issued user account with the Chromebook:
.....[@lp.k12.mn.us](mailto:lp.k12.mn.us)
- **Keep your user account login and password secure.**
- Do not share/lend/borrow Chromebook to others.
- Use caution when eating or drinking near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook to prevent damage.
- Do not stack any books, heavy materials, etc. on top of the Chromebook in your locker or backpack.
- Do not close the Chromebook with anything inside it. This may damage the screen or hinges.
- Do not expose the Chromebook to extreme temperatures or direct sunlight for extended periods of time.
- Chromebooks should not be left unattended during school unless securely locked up in your locker or in a teacher-designated area.
- Chromebooks should be taken home every night to be fully charged.
- Chargers should be left at home.

Chromebook Camera and Microphone

Chromebooks come equipped with audio and video recording capabilities through a built-in microphone and camera. All electronic recordings created with the device must comply with district policies and state and federal laws. District policy prohibits the use of electronic devices in a manner that compromises the privacy interests of other individuals (#524). District policy prohibits harassment and bullying (#514). Students are required to use the Chromebook in a manner that complies with these and other district policies. Use of the Chromebook in a manner that violates district policies may result in revocation of the device and/or further disciplinary consequences.

Use of the Chromebook and any other devices with audio and video recording capabilities during instructional time is at the discretion of the teacher and the student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device are for instructional/educational purposes and individual use only. Electronic recordings obtained with the Chromebook may not be shared, published, or re-broadcasted for any reason by the student without permission from all parties involved.

Chromebook users should be aware that state and federal laws in many instances prohibit secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of state and federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

Media, Sound, and Games

All Photos (including desktop backgrounds) and videos must follow district policies and guidelines. Media that violates Lester Prairie Chromebook Handbook, Chromebook Use Agreement, Student Handbook, and Internet Acceptable Use and Safety Policy (guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, etc.) will result in disciplinary actions and may result in the loss of Chromebook privileges.

Managing Files and Saving Work

Students may save documents to their Google Drive found on their “@lp.k12.mn.us” account. Saving to Google Drive will make the file accessible from any computer with Internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It is the responsibility of the student to maintain the integrity of his/her files and keep proper backups.

Home Internet Access

Students are allowed to set up access to home wireless networks on their Chromebooks. This will allow students to access resources needed to complete schoolwork. Contact your Internet provider if you have trouble connecting to your home network.

Chromebooks are content filtered (blocked from pornography, hate, violence, most social media) on the school's network. Any student who attempts to bypass the content filter is in violation of the Acceptable Use Agreement and subject to disciplinary action.

Students who do not have home Internet access: documents, worksheets, videos, and content needed for homework can be downloaded to Google Drive and can be accessed offline without access to the internet. For information about working on Google Drive files offline on your Chromebook, go to:

<http://support.google.com/chromebook/answers/2809731>

Chromebook Care

The Chromebook **checks for** updates automatically every time the device is connected to the Internet. **Restart weekly to ensure the Chromebook is updated and functions properly.** If the Chromebook does not appear to be working correctly, is running slow, or has trouble connecting to the school's network, turn it into the Tech Department for maintenance. You will receive a “loaner” while yours is repaired.

While the cost of the Chromebooks are significantly less than those of many laptops and tablets, we encourage students to properly care for them to avoid unnecessary replacement costs.

- Do not carry Chromebooks while the screen is open.

- Do not place Chromebooks on uneven surfaces where they might be subject to an accidental fall.
- For optimal performance, do not block airflow when the device is on. Do not leave it on top of blankets, beds, sofas, pillows, etc. while on and in use.
- Avoid eating or drinking near Chromebooks.
- Avoid exposure to extreme temperatures - below freezing or above 90 degrees
- Avoid placing or dropping heavy objects on top of the Chromebook.
- School-owned case must be used.
- Chromebooks and Chromebook Cases must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not property of Lester Prairie Schools.

Chromebook Cleaning

Never use any product containing alcohol, ammonia, or other strong solvents to clean the Chromebook.

- Create a gentle cleaning solution composed of 75% water and 25% white vinegar or just water.
- Disconnect the Chromebook from power and ensure it is off.
- Apply the solution to a cotton cloth, lint free, microfiber, chamois, or some other very soft cloth. New use paper towels or tissues. **Never apply the solution directly on the Chromebook.**
- Wipe the cloth against the screen of the Chromebook in a circular and consistent motion. Rapid circular movements tend to eliminate streaking. Ensure that you apply even pressure to the cloth, but not so much as to cause damage to the screen.
- Repeat these steps for cleaning the outer case and keyboard of the Chromebook.

Parent/Guardian Guide

Talk to your child about values and proper conduct he/she should follow while using the Internet.

Be an active participant in your child's digital life. Have your child show you what sites he/she is navigating, apps used, and current assignments/projects/research.

The following resources will assist in promoting positive conversation(s) between you and your child regarding digital citizenship.

NetSmartz: <http://www.netsmartz.org/Parents>

Common Sense Media: <http://www.commonsensemedia.org/>

All policies and handbooks referred to in this document can be found on the Lester Prairie Schools' website.

INTERNET USE AGREEMENT - STUDENT

STUDENT

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. **I understand if I use Google's Additional Services (such as YouTube, Google Maps, Google Earth, and Blogger) through their school-managed Google Workspace for Education account it is for educational purposes only.** I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

In addition: I give permission for my child to use Google's Additional Services (such as YouTube, Google Maps, Google Earth, and Blogger) through their school-managed Google Workspace for Education account. I understand that these services are not part of the core Google Workspace for Education tools and may collect and use student data in ways that differ from the core services.

Parent or Guardian's Name (please print): _____

Parent or Guardian Signature: _____

Date: _____



Lester Prairie Schools

District Office
131 Hickory St. N
Lester Prairie, MN 55354

Phone: 320-395-2521
Fax: 320-395-4202
Website: www.lp.k12.mn.us/

Lester Prairie Schools

*Adopted Budget
Fiscal Year 2025-2026*

June 9, 2025

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INTRODUCTORY SECTION

Organizational Overview

Lester Prairie School Board

Board Member	Position
Keith Christen	Chair
Brian Heimerl	Vice Chair
Jeff Engen	Clerk
Rebecca Heimerl	Treasurer
Dan LaMott	Member
Candice Anderson	Member

Lester Prairie Administrative Team

Position	Name
Superintendent	Dr. Melissa Radeke
Principal	Michael Lee
Athletic Director	Ross Scheevel
Business Manager	Lauren Syrup

Financial Overview

Overview of Funds

To understand this budget document, it is helpful to know that there are significant legal restrictions on how school districts must spend and account for the public funds that are received. It is important to be aware of the fund structure discussed below because, **with very few exceptions, money cannot be transferred from one fund to another.** There are also revenue streams within the funds that are restrictive; Integration Aid, for example, can only be spent for items as noted in the District Integration plan, and may not be used for general classroom expenses. The district's 2026 fiscal year coincides with the school year, spanning from July 1, 2025 through June 30, 2026.

General Fund:

The General Fund contains all revenue and expenses for the general, day-to-day operations of the district. This includes salaries and benefits for teachers, paraprofessionals, administrators, and clerical; instructional supplies, technology, transportation, textbooks, and money spent to operate and repair District buildings. The district breaks out portions of this activity for internal tracking and budgeting purposes. Internal funds include (01) General Fund, and (21) Student Activities.

The Student Activity Fund is used to account for those activity groups that are for the students and run by the students. These groups have adult advisors, but the nature of activities is dictated by the students. Revenues usually consist of fundraisers and donations, while expenses are most often food, clothing, and travel.

Embedded in the general fund we have restricted revenue sources of Operating Capital and Long-Term Facilities Maintenance, which are a combination of state aid and local property taxes. Operating Capital is allocated to each building based on enrollment and is used for building-level long term program goals (textbooks, furniture, software, and hardware purchases). The remaining amounts are allocated between curriculum, technology, and grounds. Long-Term Facilities Maintenance revenue is dedicated to finance long term building repair projects, including but not limited to roofing, parking lots, HVAC systems and fire suppression systems.

Food Service Fund:

The Food Service Fund (02) contains all revenue and expenses for the school breakfast and lunch programs. The funding for these programs includes local fees, state aid and federal aids. The Minnesota Department of Education (MDE) requires all funding to follow federal guidelines and therefore is extremely restrictive on allowable expenses.

Community Service Fund:

The Community Service Fund (04) is used to track revenue and expenses for community education programs such as Early Childhood Family Education, School Readiness (preschool), Adult Basic Education, Kids Depot and Little Learners Preschool (childcare programs), and youth and adult enrichment and recreation. Revenues primarily come from fees charged for programs, supplemented by local property taxes and state aid.

Building Construction Fund:

The Building Construction Fund (06) is used to track expenses for major building projects and for Long-Term Facility Maintenance projects exceeding \$2,000,000. Proceeds from debt issuances are placed in this fund and then spent down.

Debt Service Fund:

The debt service fund is used to pay the debt service on bonds sold to finance construction or maintenance projects.

Other Information

State Basic General Education Aid

The largest single funding source for the district is basic General Education Aid. The State Legislature sets the basic formula allowance for each year; total basic general education revenue is then calculated by multiplying the formula allowance by the number of pupil units. Pupil units are calculated using a weighting system applied to the average daily membership. For example, a 1st grader that is enrolled all year is assigned a weight of 1.0, and so generates \$7,481 in basic formula revenue. A 9th grader that is enrolled all year is assigned a weight of 1.2 and would generate \$8,977 in basic formula revenue.

Historical General Education Aid Formula Allowance		
Year	Amount	Percent Increase
2017	\$6,067	2.0%
2018	6,188	2.0%
2019	6,312	2.0%
2020	6,438	2.0%
2021	6,567	2.0%
2022	6,728	2.5%
2023	6,863	2.0%
2024	7,138	4.0%
2025	7,281	2.0%
2026	7,481	2.74%

Historical Enrollment and Estimated Enrollment for 2025-2026 (Average Daily Membership):

Grade	20-21	21-22	22-23	23-24	24-25*	25-26 Budget
K	26	26	25	21	28	23
1	36	28	37	26	17	24
2	40	35	26	36	27	17
3	24	40	38	26	34	26
4	40	27	43	37	28	34
5	30	39	31	41	35	29
6	35	37	42	30	44	35
7	42	37	37	41	29	44
8	41	43	40	35	40	30
9	49	42	45	39	36	40
10	32	53	39	45	37	34
11	35	29	49	37	43	37
12	45	32	29	45	37	41
TOTAL ADM	475	468	481	459	435	414

Grades	20-21	21-22	22-23	23-24	24-25*	25-26 Budget
K-5	196	195	200	187	169	153
6-8	118	117	119	106	113	109
9-12	161	156	162	166	153	152
Total	475	468	481	459	435	414

*Estimate from May 2025 student reporting

FINANCIAL SECTION

Fund Balance

The level of spending is set with several considerations in mind, but one of the chief items is to maintain an adequate level of reserves for unanticipated and anticipated expenses. The district's goal is to achieve an unassigned fund balance in operating funds of at a minimum, 18% of the annual operating budget. The balance can be considered the district's savings account and maintaining a prudent fund balance is important for the stability of the district. The projected unassigned general fund balance (01) for June 30, 2026 is a positive \$3,644,583. This represents 57% of the operating expenditures.

Unanticipated events that could require the district to use unassigned fund balance include:

- Property tax delinquencies and abatements
- Enrollment fluctuations
- Unanticipated price increases for essential purchases (e.g. utilities, health insurance)
- State revenue reductions or aid "pro-rations"
- Federal sequestration
- Pandemics

Anticipated expenses include:

- AHU and RTU replacements
- Boiler replacement
- Track replacement
- South Gym floor replacement
- 2028 roofing project

General Fund

Budget amounts are presented at summary level for the General Fund. The expenditures include all operations, including staff wages and benefits, supplies, and services. Overall, expenditures would be expected to increase with anticipated contract settlements as staff wages and benefits can represent more than 80% of the overall budget. Also considered are rising utility costs and inflationary supply and contract adjustments.

Fund Balance Summary - General Fund

Fund	FY25 Projected Fund Balance	FY26 Projected Revenue	FY26 Projected Expenditures	FY26 Projected Fund Balance
Unassigned General Fund	\$3,972,415	\$5,330,471	\$5,973,803	\$3,329,083
Non-Spendable	\$19,876	0	0	\$19,876
Restricted				
Student Activities	\$60,815	\$0	\$0	\$60,815
Literacy Incentive Aid	15,242	20,854	13,050	23,046
Staff Development		68,512	48,204	20,309
Capital Project Levy		0	0	0
Operating Capital	3,162	20,401	51,667	-28,104
Learning and Development	78243	82,451	110,861	49,833
Disabled Accessibility	-700	0	0	-700
Gifted and Talented	14554	5,953	11,216	9,291
Basic Skills	118307	181,984	163,262	137,029
Achievement & Integration	0	64,125	57,830	6,295
English Learner	684	88,192	0	88,876
School Library Aid	27524	20,000	6,000	41,524
Student Support Personnel	18786	40,000	22,313	36,473
Safe Schools	69,967	17,828	6,000	81,795
Long-Term Facilities Maintenance	516,280	159,323	19,841	655,762
Medical Assistance	30,871	0	3,100	27,771
Restricted- general	18000	0	0	18,000
Total Restricted	\$971,735	\$769,624	\$513,344	\$1,228,015
Committed				
Committed for Separation	526,080	25,000	0	551,080
Total Committed	\$526,080	\$25,000	\$0	\$551,080
Assigned				
Building - Roof	\$500,000	\$0	\$0	\$500,000
Drivers Ed Vehicle	75,000	0	0	75,000
Curriculum	325,000	0	0	325,000
Total Assigned	\$900,000	\$0	\$0	\$900,000
Total General Fund	\$6,390,106	\$6,125,094	\$6,487,147	\$6,028,054

FINANCIAL SECTION (CONTINUED)

Fund Balance Summary - Other Funds				
Fund	FY25 Projected Fund Balance	FY26 Projected Revenue	FY26 Projected Expenditures	FY26 Projected Fund Balance
Food Service Fund				
Restricted	\$245,122	359,250	325,914	278,458
Non-Spendable	3,390	0	0	3,390
Total Food Service Fund	\$248,512	359,250	325,914	\$281,848
Community Education Fund				
Regular Community Ed	(\$81,264)	\$88,463	\$88,616	(\$81,417)
Restricted for Community Ed	69,156	2,389	0	\$71,545
Early Childhood Family Ed	66,753	27,289	20,375	\$73,667
School Readiness	-129,944	56,135	67,982	(\$141,791)
Adult Basic Education	849	0	3,803	(\$2,954)
Nonspendable	0	0	0	\$0
Total Community Ed Fund	(\$75,299)	\$174,276	\$180,776	(\$81,799)
Building Fund				
	\$0	\$100	\$0	\$100
Debt Service Fund				
	\$161,433	\$1,311,823	\$1,292,731	\$180,524
Total Other Funds				
	\$334,646	\$1,845,449	\$1,799,421	\$380,674
Total All Funds				
	\$6,724,752	\$7,970,544	\$8,286,568	\$6,408,728

Summary by source and object

	Description	2024-2025 Revised	2025-2026 Adopted	Increase / (Decrease)
Revenues:				
	Levy	\$999,588	\$846,099	(\$153,489)
	State Aids	5,181,397	4,801,958	(379,439)
	Local Revenues	602,119	347,800	(254,319)
	Federal Programs	156,573	129,237	(27,336)
	Total Revenues	\$6,939,677	\$6,125,094	(\$814,583)
Expenditures:				
	Salaries and Wages	\$2,819,695	\$2,825,638	5,943
	Employee Benefits	1,062,812	1,193,054	130,242
	Purchased Services	2,004,051	1,952,853	(51,198)
	Supplies and Materials	155,854	320,663	164,809
	Capital Expenditures	141,621	176,680	35,059
	Other Expenditures	28,252	18,260	(9,992)
	Total Expenditures	\$6,212,285	\$6,487,147	\$274,862
	Change in Fund Balance	\$727,392	(\$362,053)	(\$1,089,445)

Revenues:

Overall revenues are declining by 12%, due largely in part to declining enrollment but also due to decreases in federal programs. Federal aid has fluctuated as the district spends down the allocations from the various pandemic funding streams, including the Coronavirus Aid, Relief and Economic Security Act (CARES) and the American Rescue Plan Act (ARP). Many of these grants have been used to do facility upgrades, fund summer programming and update technology.

An increase in the state education aid formula of 2.74% in the basic per pupil formula for General Education Aid is offset with a decline in expected student count. The largest categorical state aid is Special Education funding of which the legislature approved additional Special Education Aid in 2023 to help cover the difference between expenses incurred for these

services and the previous funding level of about 60%. Local revenues are primarily participation and athletic fees, donation related funding and student activity fundraising and can fluctuate annually.

Expenditures:

Overall expenditures are increasing by 4%, largely due to inflationary related increases and increased benefit costs for employees. Salaries and wages will increase with contract settlements not represented in the current budget as negotiations are underway. Employee benefits, are increasing by \$130K, or 12% which is tied to an increase in employer pension expense and increased benefit insurance premiums. The reduction in fund balance is directly related to the cost of staff, which is where future budget reductions may need to take place in order to balance the budget. Capital expenditures also continue to put pressure on the general fund as deferred maintenance needs continue to be addressed.

INFORMATIONAL SECTION

Levy Summary

A portion of the district’s funding comes from local property taxes, for the General Fund this revenue makes up approximately 14% of funding. The district receives general education revenue from both state aid payments and local property taxes; the mix of aid and levy is designed to equalize local tax burdens between wealthier and less wealthy districts. In the debt service fund, amounts are levied to repay bonds that were used to finance building projects. There are also specific levies to support community education programming. For the 2025 budget, the School Board approved final levy amounts in December 2023, tax payments are collected throughout the 2024 calendar year, and amounts are recognized as revenue for fiscal year 2025. The following page shows the breakdown of the levy categories by fund.

Levy Summary			
Description	2023 Pay 24 Levy	2024 Pay 25 Levy	Change
General	\$929,201	\$831,988	(\$97,212)
Community Service	30,244	33,303	\$3,059
General Debt Service	1,201,060	1,213,631	\$12,571
Total Levy	\$2,160,505	\$2,078,923	(\$81,582)
Percent Decrease			-3.78%

Levy Summary				
Fund Level Category	2023 Pay 24 Levy	2024 Pay 25 Levy	\$ Change	% Change
General Fund				
Voter Approved Operating Referendum	\$345,945	\$276,424	(\$69,521)	
Local Optional Revenue	378,898	344,864	(34,034)	
Operating Capital	43,219	51,573	8,354	
Long Term Facilities Maintenance	181,240	178,676	(2,564)	
Instructional Lease (SWWC)	13,054	24,431	11,377	
Other	45,211	45,531	320	
Prior Year Adjustments	(\$78,367)	(\$89,510)	(\$11,143)	
Total General Fund	\$929,200	\$831,989	(\$97,211)	-10.46%
Community Service				
Basic Community Education	\$16,828	\$17,612	\$784	
Early Childhood Family Education	8,987	10,675	1,688	
School Age Care	4,500	4,602	102	
Other	205	251	46	
Prior Year Adjustments	(276)	163	438	
Total Community Service	\$30,244	\$33,303	\$3,058	10.11%
Debt Service				
Debt Service-Voter Approved	\$1,127,314	\$1,072,189	(\$55,125)	
Other	88,935	82,005	(\$6,930)	
Long-Term Facilities Maintenance	108,303	116,285	\$7,982	
Reduction for Debt Excess	-123,330	-61,090	\$62,240	
Prior Year Adjustments	(161)	4,242	\$4,403	
Total Debt Service	\$1,201,061	\$1,213,631	\$12,570	1.05%
Total Levy, All Funds	\$2,160,505	\$2,078,923	(\$81,582)	-3.78%
Subtotal by Truth in Taxation Categories:				
Voter Approved	\$1,379,178	\$1,301,735	(\$77,442)	
Other	\$781,328	\$777,187	(\$4,140)	
Total	\$2,160,505	\$2,078,923	(\$81,582)	-3.78%



Lester Prairie Schools

District Office
131 Hickory St. N
Lester Prairie, MN 55354

Phone: 320-395-2521
Fax: 320-395-4202
Website: www.lp.k12.mn.us/

TO: Members of the School Board and Superintendent Radeke

FROM: Lauren Syrup, Business Manager

DATE: June 9, 2025

RE: Approval of the School Year 2025-2026 Adopted Budget

Recommendation

For the Board of Education to approve the School Year 2025-2026 adopted budget as summarized below:

Fund	Revenues	Expenditures
General	\$6,125,094	\$6,487,147
Food Service	\$359,250	\$325,914
Community Service	\$174,276	\$180,776
Building Construction	\$100	\$0
Debt Service	\$1,311,823	\$1,292,731
Total	\$7,970,544	\$8,286,568

Note:

Additional budget information is included in the FY25-26 Budget Summary presentation.



Melissa Radeke <radeke@lp.k12.mn.us>

Fundraisers for fall for volleyball

2 messages

Brian Herrmann <herrmann@lp.k12.mn.us>

Wed, May 21, 2025 at 12:35 PM

To: Melissa Radeke <radeke@lp.k12.mn.us>, Ross Scheevel <scheevel@lp.k12.mn.us>

Good afternoon,

The volleyball team would like to be approved for the following fundraisers

Heggies Pizza
Longhorns

Possibly a cancer T-shirt fundraiser also.

Thank you,

Brian

Melissa Radeke <radeke@lp.k12.mn.us>

Wed, May 21, 2025 at 1:07 PM

To: Brian Herrmann <herrmann@lp.k12.mn.us>

Cc: Ross Scheevel <scheevel@lp.k12.mn.us>



Dr. Melissa Radeke | Superintendent

Lester Prairie School District #424

Office: 320-395-2521 ext. 1106

radeke@lp.k12.mn.us



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[Quoted text hidden]

LESTER PRAIRIE PUBLIC SCHOOL
SCHOOL DISTRICT 424
131 North Hickory Street
Lester Prairie, MN 55354-0158
(320)395-2521 FAX (320)395-4204

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2025-2026

DATE: 5/20/2025

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2024, enters into this agreement with **Leighton Buhr** for the following extra curricular assignment:

Assistant Football Coach BA-0 (7% @ \$40,941.00) -

For this assignment you will be paid a total of \$2,866.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid at the end of the season after all equipment and student fees have been collected and the activities Payroll Form has been signed and turned in to payroll by the Activities Director.

I hereby accept the assignment as indicated:

Leighton Buhr

Coach's Signature

5/22/2025

Date

AFTER VERIFYING THAT YOUR PLACEMENT, PERCENTAGE, AND SALARY ARE CORRECT, THIS FORM IS TO BE RETURNED TO THE SUPERINTENDENT WITHIN TEN (10) DAYS OF RECEIPT.

*In those years when negotiations have not been completed, salary amounts and benefits will be adjusted to reflect changes governed by the Master Agreement, if any. The school board reserves the right to make any modifications or adjustments in these assignments during the school year.

In Witness thereof, on behalf of the school district, we have subscribed our signatures this _____ day of _____, 2025. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

LESTER PRAIRIE PUBLIC SCHOOL
SCHOOL DISTRICT 424
131 North Hickory Street
Lester Prairie, MN 55354-0158
(320)395-2521 FAX (320)395-4204

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2025-2026

DATE: 5/20/2025

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Emma Blashack** for the following extra curricular assignment:

C Squad Volleyball Coach BA-0 (6 % @ \$40,941.00)

For this assignment you will be paid a total of \$2,456.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid at the end of the season after all equipment and student fees have been collected and the activities Payroll Form has been signed and turned in to payroll by the Activities Director.

I hereby accept the assignment as indicated:

Emma Blashack
Coach's Signature

5/20/25
Date

AFTER VERIFYING THAT YOUR PLACEMENT, PERCENTAGE, AND SALARY ARE CORRECT, THIS FORM IS TO BE SIGNED AND RETURNED TO THE SUPERINTENDENT WITHIN TEN (10) DAYS OF RECEIPT.

*In those years when negotiations have not been completed, salary amounts and benefits will be adjusted to reflect changes governed by the Master Agreement, if any. The school board reserves the right to make any modifications or adjustments in these assignments during the school year.

In Witness thereof, on behalf of the school district, we have subscribed our signatures this ____ day of _____, 2025. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

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SCHOOL DISTRICT 424
131 North Hickory Street
Lester Prairie, MN 55354-0158
(320)395-2521 FAX (320)395-4204

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2025-2026

DATE: 5/20/2025

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the _ _ day of __ __, 2025, enters into this agreement with **Taylor Bayerl** for the following extra curricular assignment:

Football Cheerleading Coach BA-0 (3% @ \$40,941.00)

For this assignment you will be paid a total of \$1,228.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid at the end of the season after all equipment and student fees have been collected and the attached sheet has been signed and turned in to payroll by the Activities Director.

I hereby accept the assignment as indicated:


Coach's Signature

5-20-25
Date

AFTER VERIFYING THAT YOUR PLACEMENT, PERCENTAGE, AND SALARY ARE CORRECT, THIS FORM IS TO BE SIGNED AND RETURNED TO THE SUPERINTENDENT WITHIN TEN (10) DAYS OF RECEIPT.

*In those years when negotiations have not been completed, salary amounts and benefits will be adjusted to reflect changes governed by the Master Agreement, if any. The school board reserves the right to make any modifications or adjustments in these assignments during the school year.

In Witness thereof, on behalf of the school district, we have subscribed our signatures this

_____ day of _____, 2025. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

WHITE - School Board's Copy
GREEN - Teacher's Copy (to be returned after school board approval)

LESTER PRAIRIE PUBLIC SCHOOL
SCHOOL DISTRICT 424
131 North Hickory Street
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(320)395-2521 FAX (320)395-4204

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2025-2026

DATE: 5/12/2025

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2024, enters into this agreement with **Brian Herrmann** for the following extra curricular assignment:

Head Volleyball Coach BA-3 (10 % @ \$43,713.00)

For this assignment you will be paid a total of \$4,371.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid at the end of the season after all equipment and student fees have been collected and the attached sheet has been signed and turned in to payroll by the Activities Director.

I hereby accept the assignment as indicated:

Brian Herrmann
Coach's Signature

6/2/25
Date

AFTER VERIFYING THAT YOUR PLACEMENT, PERCENTAGE, AND SALARY ARE CORRECT, THIS FORM IS TO BE SIGNED AND RETURNED TO THE SUPERINTENDENT WITHIN TEN (10) DAYS OF RECEIPT.

*In those years when negotiations have not been completed, salary amounts and benefits will be adjusted to reflect changes governed by the Master Agreement, if any. The school board reserves the right to make any modifications or adjustments in these assignments during the school year.

In Witness thereof, on behalf of the school district, we have subscribed our signatures this

_____ day of _____, 2025. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

WHITE - School Board's Copy
GREEN - Teacher's Copy (to be returned after school board approval)

LESTER PRAIRIE PUBLIC SCHOOL
SCHOOL DISTRICT 424
131 North Hickory Street
Lester Prairie, MN 55354-0158
(320)395-2521 FAX (320)395-4204

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2025-2026

DATE: 5/20/2025

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Blaine Walstrom** for the following extra curricular assignment:

Jr High Football Coach BA-0 (5% @ 40,941.00)

For this assignment you will be paid a total of \$2,047.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid at the end of the season after all equipment and student fees have been collected and the activities Payroll Form has been signed and turned in to payroll by the Activities Director.

I hereby accept the assignment as indicated:



Coach's Signature

5/23/2025

Date

AFTER VERIFYING THAT YOUR PLACEMENT, PERCENTAGE, AND SALARY ARE CORRECT, THIS FORM IS TO BE SIGNED AND RETURNED TO THE SUPERINTENDENT WITHIN TEN (10) DAYS OF RECEIPT.

*In those years when negotiations have not been completed, salary amounts and benefits will be adjusted to reflect changes governed by the Master Agreement, if any. The school board reserves the right to make any modifications or adjustments in these assignments during the school year.

In Witness thereof, on behalf of the school district, we have subscribed our signatures this _____ day of _____, 2025. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

LESTER PRAIRIE PUBLIC SCHOOL
SCHOOL DISTRICT 424
131 North Hickory Street
Lester Prairie, MN 55354-0158
(320)395-2521 FAX (320)395-4204

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2025-2026

DATE: 5/23/2025

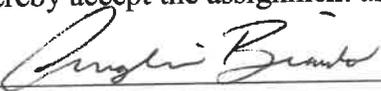
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Angelica Biondo** for the following extra curricular assignment:

Assistant Cross Country Coach BA-0 (7% @ \$40941.00)

For this assignment you will be paid a total of \$ \$2,866.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid at the end of the season after all equipment and student fees have been collected and the attached sheet has been signed and turned in to payroll by the Activities Director. At the end of the season and after inventory has been done any lost uniforms will be deducted from the amount above.

I hereby accept the assignment as indicated:


Coach's Signature

5/23/25
Date

AFTER VERIFYING THAT YOUR PLACEMENT, PERCENTAGE, AND SALARY ARE CORRECT, THIS FORM IS TO BE RETURNED TO THE SUPERINTENDENT WITHIN TEN (10) DAYS OF RECEIPT.

In Witness thereof, on behalf of the school district, we have subscribed our signatures this ____ day of _____, 2025. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

Cheryl L. Bayerl~6566 180th St.~Lester Prairie, MN 55354

May 17, 2025

Lester Prairie High School
131 Hickory St
Lester Prairie, MN 55354

Dear Mr. Lee,

It is with a very heavy heart and profound sadness that I write to inform you of my resignation as Student Council Adviser and National Honor Society Adviser. I will carry out my duties until June 30, 2025.

It has been an absolute pleasure working with the kids and I will truly miss them all.

Sincerely,

Cheryl Bayerl

Cheryl Bayerl

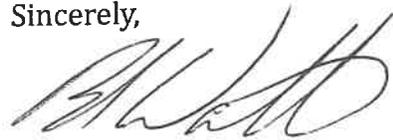
6/6/2025

Dear Ross Scheevel,

I am informing you of my resignation from head girls' basketball coach at Lester Prairie High School.

I truly appreciate the opportunity. I look forward to continuing my coaching career in Lester Prairie in a different role.

Sincerely,

A handwritten signature in black ink, appearing to read 'Blaine Walstrom', written in a cursive style.

Blaine Walstrom

LESTER PRAIRIE PUBLIC SCHOOL
SCHOOL DISTRICT 424
131 Hickory Street N.
Lester Prairie, MN 55354-0158
(320)395-2521 FAX (320)395-4204

NOTICE OF ASSIGNMENT (NON-CERTIFIED less than 39 weeks)
LESTER PRAIRIE ISD #424

TO: Kim Schauer

DATE: June 1, 2025

SUBJECT: NOTICE OF ASSIGNMENT

Notice of salary and assignment for the 2025-2026 school year.

1) Your basic assignment for 2025-2026 will be:

Special Education Para Professional with assigned duties.
Level 4 Step 6
MARRS Coordinator with assigned duties

2) Your regular work hours are from: 7:30a.m. to 4:00 p.m. with ½ hour duty free lunch period.
8 hours per day.

3) Your salary effective on or about 9/1/2025 will be \$18.61 per hour.

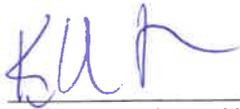
4) Extra notes and benefits:

1)	<u>15 sick days per year</u>
2)	<u>Medical/Dental Insurance as per master agreement</u>
3)	<u>\$30,000 Life and AD&D Insurance</u>
4)	<u>Long Term Disability Coverage</u>
5)	<u>3 Personal Days per year</u>
6)	<u>7 Paid Holidays as per master agreement</u>
7)	<u>Accrued sick and personal days will roll over</u>

Vacation days and holiday days only paid if employee keeps working as Para and Kids Depot worker for the school year and summer.

***In those years when negotiations have not been completed, salary amounts and benefits will be adjusted to reflect changes governed by the Master Agreement, if any. The school board reserves the right to make any modifications or adjustments in these assignments during the school year.**

THIS FORM IS TO BE RETURNED TO THE SUPERINTENDENT WITHIN TEN DAYS.



Employee Signature

Board Signature

6-4-25

Date

Date

White – Employee File
Green – Employee Copy

LESTER PRAIRIE PUBLIC SCHOOL
SCHOOL DISTRICT 424
131 North Hickory Street
Lester Prairie, MN 55354-0158
(320)395-2521 FAX (320)395-4204

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2025-2026

DATE: 5/20/2025

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2024, enters into this agreement with **Leighton Buhr** for the following extra curricular assignment:

Assistant Football Coach BA-0 (7% @ \$40,941.00) -

For this assignment you will be paid a total of \$2,866.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid at the end of the season after all equipment and student fees have been collected and the activities Payroll Form has been signed and turned in to payroll by the Activities Director.

I hereby accept the assignment as indicated:

Leighton Buhr

Coach's Signature

5/22/2025

Date

AFTER VERIFYING THAT YOUR PLACEMENT, PERCENTAGE, AND SALARY ARE CORRECT, THIS FORM IS TO BE RETURNED TO THE SUPERINTENDENT WITHIN TEN (10) DAYS OF RECEIPT.

*In those years when negotiations have not been completed, salary amounts and benefits will be adjusted to reflect changes governed by the Master Agreement, if any. The school board reserves the right to make any modifications or adjustments in these assignments during the school year.

In Witness thereof, on behalf of the school district, we have subscribed our signatures this _____ day of _____, 2025. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

LESTER PRAIRIE PUBLIC SCHOOL
SCHOOL DISTRICT 424
131 North Hickory Street
Lester Prairie, MN 55354-0158
(320)395-2521 FAX (320)395-4204

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2025-2026

DATE: 5/20/2025

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Emma Blashack** for the following extra curricular assignment:

C Squad Volleyball Coach BA-0 (6 % @ \$40,941.00)

For this assignment you will be paid a total of \$2,456.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid at the end of the season after all equipment and student fees have been collected and the activities Payroll Form has been signed and turned in to payroll by the Activities Director.

I hereby accept the assignment as indicated:


Coach's Signature

5/20/25
Date

AFTER VERIFYING THAT YOUR PLACEMENT, PERCENTAGE, AND SALARY ARE CORRECT, THIS FORM IS TO BE SIGNED AND RETURNED TO THE SUPERINTENDENT WITHIN TEN (10) DAYS OF RECEIPT.

*In those years when negotiations have not been completed, salary amounts and benefits will be adjusted to reflect changes governed by the Master Agreement, if any. The school board reserves the right to make any modifications or adjustments in these assignments during the school year.

In Witness thereof, on behalf of the school district, we have subscribed our signatures this ____ day of _____, 2025. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

LESTER PRAIRIE PUBLIC SCHOOL
SCHOOL DISTRICT 424
131 North Hickory Street
Lester Prairie, MN 55354-0158
(320)395-2521 FAX (320)395-4204

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2025-2026

DATE: 5/20/2025

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the _ _ day of __ __, 2025, enters into this agreement with **Taylor Bayerl** for the following extra curricular assignment:

Football Cheerleading Coach BA-0 (3% @ \$40,941.00)

For this assignment you will be paid a total of \$1,228.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid at the end of the season after all equipment and student fees have been collected and the attached sheet has been signed and turned in to payroll by the Activities Director.

I hereby accept the assignment as indicated:


Coach's Signature

5-20-25
Date

AFTER VERIFYING THAT YOUR PLACEMENT, PERCENTAGE, AND SALARY ARE CORRECT, THIS FORM IS TO BE SIGNED AND RETURNED TO THE SUPERINTENDENT WITHIN TEN (10) DAYS OF RECEIPT.

*In those years when negotiations have not been completed, salary amounts and benefits will be adjusted to reflect changes governed by the Master Agreement, if any. The school board reserves the right to make any modifications or adjustments in these assignments during the school year.

In Witness thereof, on behalf of the school district, we have subscribed our signatures this

_____ day of _____, 2025. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

WHITE - School Board's Copy
GREEN - Teacher's Copy (to be returned after school board approval)

LESTER PRAIRIE PUBLIC SCHOOL
SCHOOL DISTRICT 424
131 North Hickory Street
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(320)395-2521 FAX (320)395-4204

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2025-2026

DATE: 5/12/2025

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2024, enters into this agreement with **Brian Herrmann** for the following extra curricular assignment:

Head Volleyball Coach BA-3 (10 % @ \$43,713.00)

For this assignment you will be paid a total of \$4,371.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid at the end of the season after all equipment and student fees have been collected and the attached sheet has been signed and turned in to payroll by the Activities Director.

I hereby accept the assignment as indicated:

Brian Herrmann
Coach's Signature

6/2/25
Date

AFTER VERIFYING THAT YOUR PLACEMENT, PERCENTAGE, AND SALARY ARE CORRECT, THIS FORM IS TO BE SIGNED AND RETURNED TO THE SUPERINTENDENT WITHIN TEN (10) DAYS OF RECEIPT.

*In those years when negotiations have not been completed, salary amounts and benefits will be adjusted to reflect changes governed by the Master Agreement, if any. The school board reserves the right to make any modifications or adjustments in these assignments during the school year.

In Witness thereof, on behalf of the school district, we have subscribed our signatures this

_____ day of _____, 2025. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

WHITE - School Board's Copy
GREEN - Teacher's Copy (to be returned after school board approval)

LESTER PRAIRIE PUBLIC SCHOOL
SCHOOL DISTRICT 424
131 North Hickory Street
Lester Prairie, MN 55354-0158
(320)395-2521 FAX (320)395-4204

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2025-2026

DATE: 5/20/2025

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Blaine Walstrom** for the following extra curricular assignment:

Jr High Football Coach BA-0 (5% @ 40,941.00)

For this assignment you will be paid a total of \$2,047.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid at the end of the season after all equipment and student fees have been collected and the activities Payroll Form has been signed and turned in to payroll by the Activities Director.

I hereby accept the assignment as indicated:



Coach's Signature

5/23/2025

Date

AFTER VERIFYING THAT YOUR PLACEMENT, PERCENTAGE, AND SALARY ARE CORRECT, THIS FORM IS TO BE SIGNED AND RETURNED TO THE SUPERINTENDENT WITHIN TEN (10) DAYS OF RECEIPT.

*In those years when negotiations have not been completed, salary amounts and benefits will be adjusted to reflect changes governed by the Master Agreement, if any. The school board reserves the right to make any modifications or adjustments in these assignments during the school year.

In Witness thereof, on behalf of the school district, we have subscribed our signatures this _____ day of _____, 2025. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

LESTER PRAIRIE PUBLIC SCHOOL
SCHOOL DISTRICT 424
131 North Hickory Street
Lester Prairie, MN 55354-0158
(320)395-2521 FAX (320)395-4204

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2025-2026

DATE: 5/23/2025

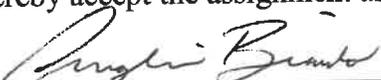
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Angelica Biondo** for the following extra curricular assignment:

Assistant Cross Country Coach BA-0 (7% @ \$40941.00)

For this assignment you will be paid a total of \$ \$2,866.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid at the end of the season after all equipment and student fees have been collected and the attached sheet has been signed and turned in to payroll by the Activities Director. At the end of the season and after inventory has been done any lost uniforms will be deducted from the amount above.

I hereby accept the assignment as indicated:


Coach's Signature

5/23/25
Date

AFTER VERIFYING THAT YOUR PLACEMENT, PERCENTAGE, AND SALARY ARE CORRECT, THIS FORM IS TO BE RETURNED TO THE SUPERINTENDENT WITHIN TEN (10) DAYS OF RECEIPT.

In Witness thereof, on behalf of the school district, we have subscribed our signatures this ____ day of _____, 2025. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

WHITE - School Board's Copy
GREEN - Teacher's Copy (to be returned after school board approval)

Cheryl L. Bayerl~6566 180th St.~Lester Prairie, MN 55354

May 17, 2025

Lester Prairie High School
131 Hickory St
Lester Prairie, MN 55354

Dear Mr. Lee,

It is with a very heavy heart and profound sadness that I write to inform you of my resignation as Student Council Adviser and National Honor Society Adviser. I will carry out my duties until June 30, 2025.

It has been an absolute pleasure working with the kids and I will truly miss them all.

Sincerely,

Cheryl Bayerl

Cheryl Bayerl

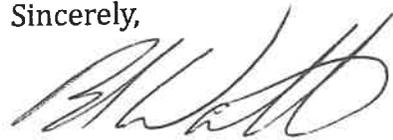
6/6/2025

Dear Ross Scheevel,

I am informing you of my resignation from head girls' basketball coach at Lester Prairie High School.

I truly appreciate the opportunity. I look forward to continuing my coaching career in Lester Prairie in a different role.

Sincerely,

A handwritten signature in black ink, appearing to read 'Blaine Walstrom', written in a cursive style.

Blaine Walstrom

LESTER PRAIRIE PUBLIC SCHOOL
SCHOOL DISTRICT 424
131 Hickory Street N.
Lester Prairie, MN 55354-0158
(320)395-2521 FAX (320)395-4204

NOTICE OF ASSIGNMENT (NON-CERTIFIED less than 39 weeks)
LESTER PRAIRIE ISD #424

TO: **Kim Schauer**

DATE: June 1, 2025

SUBJECT: **NOTICE OF ASSIGNMENT**

Notice of salary and assignment for the 2025-2026 school year.

1) Your basic assignment for 2025-2026 will be:

Special Education Para Professional with assigned duties.
Level 4 Step 6
MARRS Coordinator with assigned duties

2) Your regular work hours are from: 7:30a.m. to 4:00 p.m. with ½ hour duty free lunch period.
8 hours per day.

3) Your salary effective on or about 9/1/2025 will be \$18.61 per hour.

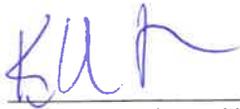
4) Extra notes and benefits:

- 1) 15 sick days per year
- 2) Medical/Dental Insurance as per master agreement
- 3) \$30,000 Life and AD&D Insurance
- 4) Long Term Disability Coverage
- 5) 3 Personal Days per year
- 6) 7 Paid Holidays as per master agreement
- 7) Accrued sick and personal days will roll over

Vacation days and holiday days only paid if employee keeps working as Para and Kids Depot worker for the school year and summer.

***In those years when negotiations have not been completed, salary amounts and benefits will be adjusted to reflect changes governed by the Master Agreement, if any. The school board reserves the right to make any modifications or adjustments in these assignments during the school year.**

THIS FORM IS TO BE RETURNED TO THE SUPERINTENDENT WITHIN TEN DAYS.



Employee Signature

Board Signature

6-4-25

Date

Date

White – Employee File
Green – Employee Copy