

Regular School Board Meeting

Monday, August 18, 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 Board Minutes for July 21 Regular Board meeting and Work Session. Approve wire payment bill vouchers: 42726-42798; and Check payments: 54565-54586 for a total amount of \$416,170.57

VII. Reports

VII.A. Dashir Report

VIII. New Business

IX. Old Business

X. School Finance

X.A. Action to approve the following fundraiser:

- A. **Track and Field:** Snap Raise
- B. **Band:** *Elephant Joe's Coffee and Butterbraids*
- C. **Seniors:** *Carlson's Pies*

XI. Policy Administration

XII. Personnel

XII.A.

- B. Action to approve resignation for **Mariah Lenz-Scherping** as Social Worker and REACH Instructor effective August 5, 2025.
- C. Action to approve **Marc Wawrzyniak** as a volunteer football coach for the 2025 season.
- D. Action to approve the following contracts:

XII.B.

A. **Neil Maddox:** Jr High Football
Coach

B. **Trevor Elhard:** Head Girls
Basketball Coach

XII.C. Action to approve lane change
request for **Matt Thode** from BA+10 step 6
to MA step 6

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, August 18, 2025
LOCATION: School 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:
 - 1. ____
- 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 and Work Session: July 21, 2025

B. Approve wire payment bill vouchers: Approve wire payment bill vouchers: 42726-42798; and Check payments: 54565-54586 for a total amount of \$416,170.57

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 - 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. None

IX. Old Business

- A. None

X. School Finance

- A. Action to approve the following fundraiser:
 - o **Track and Field:** Snap Raise
 - o **Band:** *Elephant Joe's Coffee and Butterbraids*
 - o **Seniors:** *Carlson's Pies*

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

Voting was _____ for and _____ against.

XI. Policy Administration

- A. None

XII. Personnel

- A. Action to approve lane change request for **Matt Thode** from BA+10 step 6 to MA step 6.

Motion by _____ and seconded by _____ to approve lane change request as presented.

Voting was _____ for and _____ against.

- B. Action to approve resignation for **Mariah Lenz-Scherping** as Social Worker and REACH Instructor effective August 5, 2025.

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

Voting was _____ for and _____ against

C. Action to approve the following contracts:

- o **Neil Maddox:** Jr High Football Coach
- o **Trevor Elhard:** Head Girls Basketball Coach

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

Voting was _____ for and _____ against.

D. Action to approve **Marc Wawrzyniak** as a volunteer football coach for the 2025 season.

Motion by _____ and seconded by _____ to approve volunteer coach 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. August 25 - 28: Teacher Inservice Days
- B. **TUESDAY**, August 26: Open House 4pm-7pm
- C. September 2: First Day of School Grades 1-12
- D. September 2 & 3: Kindergarten Listening Conferences
- E. September 4: First Day of School Kindergarten
- F. September 15: Regular School Board Meeting 5:45pm

REGULAR MEETING of the SCHOOL BOARD of EDUCATION
Lester Prairie Public Schools
Monday, July 21, 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, Ross Scheevel and Lauren Syrup

Guests: None

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 R. Heimerl to approve the Agenda as presented and or modified
 - **Vote: 6 for, 0 against.**

Recognition of Communications since Last Meeting:

- Communication - none
- Open dialogue - none

Minutes and Bills

- Motion by R. Heimerl and 2nd by LaMott to approve consent agenda, the meeting minutes of the Regular Board meeting on June 9, 2025 and payment of bills in the amount of:
 - o Total amount: \$527,567.05
- **Vote: 6 for, 0 against.**

Administrative Reports

Mr. Lee K-12 Principal Report (read by Dr. Radeke): - highlights

- School participated in Prairie Days parade. Thank you to Ross Scheevel, LP Football Players, 4.0 Bus Company and LP Youth Task Force for their contributions: Ross for supervising and managing the float, 4.0 for the bus and driver, Youth task force for providing bottles of water to hand out and Football players for handing walking and handing out water

- Thank you to Ross Scheevel for providing the Class of 1975 a tour of the school for their 50 year class reunion.
- Two more classes have asked for a tour in October - Class of 1985 and Class of 1990. There have been about 10 Class Reunion tours of the school since the new section opened.

Ross Scheevel AD/DoS - highlights

- Fall activities meeting to be held on Monday Aug 4th @ 6pm, looking at adding a winter activities meeting as well.
- Have been meeting and training on the new Arbiter registration site. Can't go live until training complete. Hope to be up and running by end of July.
- Still looking for some fall activities coaches. JH Volleyball and JH Football. Refer any interested parties to AD.
- Completed interviews and made an offer for Head Girls Basketball coach, still waiting to hear back if accepted.
- Finalizing the fall schedules and worker lists for events
- Gave school tour to Class of 1975, learned some new info about the school
- Participated in the Prairie Days parade
- Driver's Ed car is unfixable. Made arrangements with Today's Driving School out of Hutchinson to provide driver's Ed training to Lester Prairie students, classroom and behind the wheel will both be out of Lester Prairie with no need to drive to Hutchinson.
- Camps and summer practices are wrapping up. There will be a 2 week break and fall activities will start August 11th.

Dr. Melissa Radeke Superintendent Report: - highlights

- ISD 424 facing two primary challenges: reduction in student enrollment and staffing levels not aligned with current enrollment figures
- As enrollment continues to decline, school revenues decrease accordingly creating an imbalance between staffing and student numbers
- This imbalance must be addressed to insure long-term sustainability
- Additional revenue concerns resulting from unstable funding forecasts from both State and Federal levels.
- Projections show the District will dip into fund balance almost \$350,000 in 2025-26 to cover expenses. Those projected figures increase to \$750,000 in 26/27, \$1.2 million in 27/28 and \$1.6 million in 28/29 totaling almost \$3.9 Million which far exceeds our fund balance.
- Projections do not include any substantial increases for staff negotiations
- Staff negotiations are taking place and revenue challenges are part of the conversation
- State has projected \$420 Million in cuts to education in FY 27 and FY 28
- District will be utilizing and possibly depleting current fund balance within 4 years or less.
- District needs to look at ways to address staff reduction/realignments along with other cost efficiency and cost savings measures.
- The District will not be filling Alyson Winn Lagergren's Language Arts position, instead being creative and tapping into current staff licenses
- Annual EFT designations will be up for approval.
- Annual LTFM 10 Yr Plan will be up for approval with no major changes
- Discussed adding roof replacement to 2025 plan with Ehlers however based upon Ehlers recommendation, the roof replacements should be put on a debt schedule to take advantage of the Ag2School 70% tax credit.

Lauren Syrup - Business Manager

- Discussed LTFM plan explaining what it is and it's importance
- Required by statute to annually approve a 10 Yr Plan
- Must be submitted and approved by Dept. of Education
- Paying for plan can be by levy, pay as you go or combination
- Yr 1 & 2 are pretty specific, years 3 - 10 are not as specific due to difficulty predicting long term maintenance beyond that timeframe

School Board Committee Reports

- Community Ed. - none
- PTO - none
- Facilities/Maintenance- need to meet regarding new bleachers
- Facility Planning - none
- Tech/Media - none
- Activities Committee - none
- Negotiations - Certified - Couple of meetings held, negotiations ongoing
- Negotiations - Non-Certified - none
- Negotiations - Administration - none
- Meet and Confer - none
- Policy - none
- Legislative - none
- City Council - Working on meeting with Park Board and council liaison.

New Business

- Motion by B. Heimerl and 2nd by Anderson to approve 2025-26 Athletic and Activities Participant/Parent Handbook.

Vote: 6 for, 0 against

Vote: 6 for, 0 against

Old Business

- None

School Finance

- Motion by R. Heimerl and 2nd by Anderson to approve designating authority to Payroll Specialist Kim Dye, Business Manager Lauren Syrup and Superintendent Melissa Radeke for Electronic Funds Transfers (EFT's) on behalf of Lester Prairie Schools.

Vote: 6 for, 0 against

- Motion by R. Heimerl and 2nd by Lamott to approve Resolution Adopting ISD #424 FY27 Long-Term Facilities Maintenance Ten-Year Plan.

Vote: 6 for, 0 against

- Motion by LaMott and 2nd by Anderson to approve fundraiser for LP Football program:
 - o Advertisements for Football game programs

Vote: 6 for, 0 against

Policy Administration

- None

Personnel

- Motion by R. Heimerl and 2nd by B. Heimerl to approve resignation for **Alyson Winn-Lagergren** as Secondary Language Arts Teacher effective June 30, 2025.

Vote: 6 for, 0 against

- Motion by R. Heimerl and 2nd by Anderson to approve contract for **April Lee** for K - 4 SPED Teacher for the 2025-26 school year

Vote: 6 for, 0 against

Other Items for the Board

- None

Meeting was adjourned at 6:14 PM

Jeff Engen, Clerk ISD #424

**WORK SESSION for the SCHOOL BOARD of EDUCATION
Lester Prairie Public Schools
Monday July 21, 2025 6:15 pm
Lester Prairie School Media Center**

Roll call was taken and the following board members were present: Keith Christen, Jeff Engen, Brian Heimerl, Rebecca Heimerl, Candace Anderson and Dan LaMott. Administration present: Dr. Melissa Radeke.

Call to Order

- Lester Prairie School District Work Session called to order by Board Chair Christen at 6:15pm.

Agenda

- Motion by B. Heimerl and 2nd by LaMott to approve the Agenda as presented and or modified

Vote: 6 for, 0 against

Review and Discuss Strategic Plan

- Dr. Radeke reviewed and discussed the District Strategic Plan with the Board.

Closed Session - Superintendent End-of-Year Performance Review

- Motion by R. Heimerl and 2nd by Anderson to approve the closure of the meeting.

Vote: 6 for, 0 against

Open Session - Board Action

- Motion by Anderson and 2nd by LaMott to approve the opening of the meeting.

Vote: 6 for, 0 against

Meeting was adjourned at 6:42 pm

Jeff Engen, Clerk ISD #424

Lester Prairie Public Schools
 Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-07/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	00272			SW/WC SERVICE COOPERATIVES		Wire
			B 01 215 025	Health Insurance payment		\$54,310.40
PO#:	Voucher #:	49078	Invoice	Invoice No: 712025	7/1/2025	Paid Amt: \$54,310.40
						Check Amount: \$54,310.40
100	3270			WEX/BPAS		Wire
			E 01 005 110 000 000 251	Annual VEBA contributions		\$42,670.22
PO#:	Voucher #:	49079	Invoice	Invoice No: 7102025	7/10/2025	Paid Amt: \$42,670.22
						Check Amount: \$42,670.22
100	00160			MN Teachers Retirement Assoc.		Wire
			B 01 215 018	7.15.2025		\$1,055.40
			B 01 215 018	7.15.2025-SUMMER PAYOFF		\$14,104.76
			B 01 215 018	7.30.2025 summer payoff		\$14,104.76
			B 01 215 018	8.15.2025-summer ayoff		\$14,104.76
			B 01 215 018	8.30.2025-summer payoff		\$14,104.66
PO#:	Voucher #:	49083	Invoice	Invoice No: 7152025	7/15/2025	Paid Amt: \$57,474.34
						Check Amount: \$57,474.34
100	00165			Public Empl. Retirement Assoc		Wire
			B 01 215 014	PERA		\$630.41
PO#:	Voucher #:	49082	Invoice	Invoice No: 71525	7/15/2025	Paid Amt: \$630.41
						Check Amount: \$630.41
100	00196			INTERNAL REVENUE SERVICE		Wire
			E 01 005 110 000 000 820	Quarterly Federal Excise Tax Return		\$257.60
PO#:	Voucher #:	49080	Invoice	Invoice No: 71525	7/15/2025	Paid Amt: \$257.60
			B 01 215 011	federal		\$5,924.85
			B 01 215 010	medicare		\$2,920.82
			B 01 215 010	osadi		\$12,488.64
PO#:	Voucher #:	49084	Invoice	Invoice No: 71525	7/15/2025	Paid Amt: \$21,334.31
						Check Amount: \$21,591.91
100	01022			MN Department of Revenue		Wire
			B 01 215 013	STATE		\$3,570.13
PO#:	Voucher #:	49081	Invoice	Invoice No: 7152025	7/15/2025	Paid Amt: \$3,570.13
						Check Amount: \$3,570.13
100	2455			EBC		Wire
			B 01 215 005	TSA		\$6,410.04
PO#:	Voucher #:	49085	Invoice	Invoice No: 7152025	7/15/2025	Paid Amt: \$6,410.04
						Check Amount: \$6,410.04

Lester Prairie Public Schools
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-07/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	3269			WEX Health, Inc.		Wire
			B 01 215 023	HSA		\$1,637.75
PO#:	Voucher #:	49086	Invoice	Invoice No: 7152025	7/15/2025	Paid Amt: \$1,637.75
						Check Amount: \$1,637.75
100	3002			Fidelity Security Life Insurance Co.		Wire
			B 01 215 000	EYE MED		\$132.42
PO#:	Voucher #:	49126	Invoice	Invoice No: 7112025	7/11/2025	Paid Amt: \$132.42
						Check Amount: \$132.42
100	00160			MN Teachers Retirement Assoc.		Wire
			B 01 215 018	TRA		\$507.14
PO#:	Voucher #:	49135	Invoice	Invoice No: 7152025	7/22/2025	Paid Amt: \$507.14
						Check Amount: \$507.14
100	00196			INTERNAL REVENUE SERVICE		Wire
			B 01 215 011	Federal		\$173.81
			B 01 215 010	OSADI		\$347.74
			B 01 215 010	MEDICARE		\$81.32
PO#:	Voucher #:	49133	Invoice	Invoice No: 7152025	7/22/2025	Paid Amt: \$602.87
						Check Amount: \$602.87
100	01022			MN Department of Revenue		Wire
			R 01 005 110 000 000 099	Sales & Use tax		\$279.00
PO#:	Voucher #:	49145	Invoice	Invoice No: 07212025	7/22/2025	Paid Amt: \$279.00
			B 01 215 013	STATE TAXES		\$90.59
PO#:	Voucher #:	49134	Invoice	Invoice No: 7152025	7/22/2025	Paid Amt: \$90.59
						Check Amount: \$369.59
100	01486			Dept of Employment & Econ Dev		Wire
			E 01 005 110 000 000 280	Quarter 2 -2025		\$5,646.62
PO#:	Voucher #:	49144	Invoice	Invoice No: 7222025	7/22/2025	Paid Amt: \$5,646.62
						Check Amount: \$5,646.62
100	2455			EBC		Wire
			B 01 215 005	TSA/EBC		\$141.66
PO#:	Voucher #:	49136	Invoice	Invoice No: 7152025	7/22/2025	Paid Amt: \$141.66
						Check Amount: \$141.66
100	3497			Merchant Services - Wires Only		Wire
			E 01 005 110 000 000 305	MERCH # 3230-1544-84		\$115.74
PO#:	Voucher #:	49142	Invoice	Invoice No: 918016	7/22/2025	Paid Amt: \$115.74
						Check Amount: \$115.74

Lester Prairie Public Schools
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-07/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	00160			MN Teachers Retirement Assoc.		Wire			
			B 01 215 018		PAYROLL TAXES 7/30/2025		\$1,485.07		
PO#:	Voucher #:	49154	Invoice	Invoice No: 73025	7/30/2025		Paid Amt:	\$1,485.07	
							Check Amount:	\$1,485.07	
100	00165			Public Empl. Retirement Assoc		Wire			
			B 01 215 014		PAYROLL TAXES 7/30/2025		\$321.31		
PO#:	Voucher #:	49153	Invoice	Invoice No: 73025	7/30/2025		Paid Amt:	\$321.31	
							Check Amount:	\$321.31	
100	00196			INTERNAL REVENUE SERVICE		Wire			
			B 01 215 011		FEDERAL		\$5,530.61		
			B 01 215 010		OSADI		\$11,564.62		
			B 01 215 010		MEDICARE		\$2,704.66		
PO#:	Voucher #:	49151	Invoice	Invoice No: 73025	7/30/2025		Paid Amt:	\$19,799.89	
							Check Amount:	\$19,799.89	
100	01022			MN Department of Revenue		Wire			
			B 01 215 013		PAYROLL TAXES 7/30/2025		\$3,342.68		
PO#:	Voucher #:	49152	Invoice	Invoice No: 73025	7/30/2025		Paid Amt:	\$3,342.68	
							Check Amount:	\$3,342.68	
100	2455			EBC		Wire			
			B 01 215 005		PAYROLL 7/30/2025		\$6,440.58		
PO#:	Voucher #:	49155	Invoice	Invoice No: 73025	7/30/2025		Paid Amt:	\$6,440.58	
							Check Amount:	\$6,440.58	
100	3269			WEX Health, Inc.		Wire			
			B 01 215 023		PAYROLL 7/30/2025		\$1,637.75		
PO#:	Voucher #:	49156	Invoice	Invoice No: 73025	7/30/2025		Paid Amt:	\$1,637.75	
							Check Amount:	\$1,637.75	
100	54565 3614			ArbiterSports, LLC		Check			
			E 01 300 292 000 000 820		SCHOOL WEBSITE & SUBSCRIPTION		\$1,567.00		
PO#:	Voucher #:	49121	Invoice	Invoice No: 71981	7/11/2025		Paid Amt:	\$1,567.00	
							Check Amount:	\$1,567.00	
100	54566 3529			Aviben		Check			
			E 01 005 110 800 000 305		MONTHLY FEE		\$68.20		
			E 01 005 110 800 000 305		FLEX PLAN ADMN		\$478.00		
PO#:	Voucher #:	49122	Invoice	Invoice No: 37941 & 38134	7/11/2025		Paid Amt:	\$546.20	
							Check Amount:	\$546.20	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-07/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	54567	3579		CESO Finance, LLC		Check
			E 01 005 110 000 000 305	BUSINESS MANAGER SUPPORT		\$10,416.67
PO#:	Voucher #:	49123	Invoice	Invoice No: 1918	7/11/2025	Paid Amt: \$10,416.67
						Check Amount: \$10,416.67
100	54568	2624		Dalco/ Imperial Dade		Check
			E 01 005 810 810 000 401	SUPPLIES		\$944.53
PO#:	Voucher #:	49124	Invoice	Invoice No: 4396453	7/11/2025	Paid Amt: \$944.53
						Check Amount: \$944.53
100	54569	2625		EduTrack LLC		Check
			E 02 005 770 000 701 305	ANNUAL SERVICE AND SUPPORT FEES		\$1,997.00
PO#:	Voucher #:	49125	Invoice	Invoice No: 7033	7/11/2025	Paid Amt: \$1,997.00
						Check Amount: \$1,997.00
100	54570	1923		Frontline Technologies, Inc.		Check
			E 01 005 110 000 000 305	APPLICANT TRACKING		\$2,872.13
PO#:	Voucher #:	49127	Invoice	Invoice No: INVUS228269	7/11/2025	Paid Amt: \$2,872.13
						Check Amount: \$2,872.13
100	54571	01202		Hillyard/Hutchinson		Check
			E 01 005 810 000 000 401	TROPHY H2O GYM FINISH		\$2,643.00
			E 01 005 810 000 000 401	CROSSLINKER 6OZ		\$198.80
			E 01 005 810 000 000 401	TROPHY H2O GYM FINISH		\$389.62
			E 01 005 810 000 000 401	PAD FLOOR COATER REFILL		\$9.05
			E 01 005 810 000 000 401	PAD COMP 23J30IN		\$25.15
			E 01 005 810 000 000 401	NORTH STAR FLOOR FINISH		\$1,224.08
PO#: 10775	Voucher #:	49128	Invoice	Invoice No: 605870262	7/11/2025	Paid Amt: \$4,489.70
						Check Amount: \$4,489.70
100	54572	3617		MASBO		Check
			E 01 005 110 000 000 820	MEMBERSHIP FEE		\$115.00
PO#:	Voucher #:	49129	Invoice	Invoice No: 300009144	7/11/2025	Paid Amt: \$115.00
						Check Amount: \$115.00
100	54573	3374		MREA		Check
			E 01 005 020 000 000 820	MEMBERSHIP FEES-SUPERINTENDENT		\$1,570.00
PO#:	Voucher #:	49130	Invoice	Invoice No: 7112025	7/11/2025	Paid Amt: \$1,570.00
						Check Amount: \$1,570.00

Lester Prairie Public Schools Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-07/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
100	54574	3471		PowerSchool		Check		
			E 01	005 718 000 342 311	SCHOOL MESSENGER-LESTER PRAIRIE S		\$1,250.00	
PO#:	Voucher #:	49131	Invoice	Invoice No: INV446818	7/11/2025	Paid Amt:	\$1,250.00	
						Check Amount:	\$1,250.00	
100	54575	3222		Trafera Financial Services		Check		
			E 01	300 210 000 514 555	CONTRACT CHARGE		\$51,939.00	
PO#:	Voucher #:	49132	Invoice	Invoice No: 107909	7/11/2025	Paid Amt:	\$51,939.00	
						Check Amount:	\$51,939.00	
100	54577	1923		Frontline Technologies, Inc.		Check		
			E 01	005 110 000 000 305	Employee Eval Mgmt with Danielson rubric		\$3,326.27	
			E 01	005 110 000 000 305	Absence & Substitutue Mgmt unlimited usage fo		\$4,390.27	
PO#: 10759	Voucher #:	49146	Invoice	Invoice No: 223378	7/22/2025	Paid Amt:	\$7,716.54	
						Check Amount:	\$7,716.54	
100	54578	00358		GUARDIAN PEST SOLUTIONS INC		Check		
			E 01	005 810 192 000 305	MONTHLY PEST MONITORING		\$82.45	
PO#:	Voucher #:	49140	Invoice	Invoice No: 2668188	7/22/2025	Paid Amt:	\$82.45	
						Check Amount:	\$82.45	
100	54579	1895		ISD # Central Public Schools		Check		
			E 01	005 620 000 343 396	24-25 MEDIA SPECIALIST		\$5,352.66	
PO#:	Voucher #:	49139	Invoice	Invoice No: 72225	7/22/2025	Paid Amt:	\$5,352.66	
						Check Amount:	\$5,352.66	
100	54580	00419		JK Sports Inc		Check		
			E 04	005 505 000 321 401	SPEED & STRENGTH T-SHIRTS		\$119.00	
			E 04	005 505 000 321 401	SHIPPING		\$11.20	
PO#:	Voucher #:	49141	Invoice	Invoice No: 97519	7/22/2025	Paid Amt:	\$130.20	
						Check Amount:	\$130.20	
100	54581	1713		MSBA		Check		
			E 01	005 010 000 000 820	BoardBook & Policy services book & ISD men		\$7,139.00	
PO#:	Voucher #:	49148	Invoice	Invoice No: 13592-Y6V3W5	7/22/2025	Paid Amt:	\$7,139.00	
						Check Amount:	\$7,139.00	
100	54582	3315		Pink's Hardware Store		Check		
			E 01	005 810 193 000 350	MAINT. SUPPLIES		\$7.85	
PO#:	Voucher #:	49138	Invoice	Invoice No: 48268	7/22/2025	Paid Amt:	\$7.85	
						Check Amount:	\$7.85	

Lester Prairie Public Schools
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-07/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	54583	2763		Region 1		Check
			E 01 005 110 000 000 316	Synergy & Annual Hosting		\$5,678.73
PO#:	Voucher #:	49149	Invoice	Invoice No: 15513	7/22/2025	Paid Amt: \$5,678.73
						Check Amount: \$5,678.73
100	54584	1909		TEK Mechanical Service, Inc.		Check
			E 01 005 810 192 000 350	Toilet leak repair		\$289.86
			E 01 005 865 000 369 305	toilet replacment		\$5,075.00
PO#:	Voucher #:	49150	Invoice	Invoice No: 4937 & 5082	7/22/2025	Paid Amt: \$5,364.86
						Check Amount: \$5,364.86
100	54585	2525		The Hanover Insurance Group		Check
			E 01 005 110 000 000 340	Auto, Umbrella Package Policy		\$76,112.87
PO#:	Voucher #:	49147	Invoice	Invoice No: 7222025	7/22/2025	Paid Amt: \$76,112.87
						Check Amount: \$76,112.87
100	54586	00127		Xcel Energy		Check
			E 01 005 810 184 000 305	MONTHLY SERVICES		\$2,039.66
PO#:	Voucher #:	49143	Invoice	Invoice No: 935906184	7/22/2025	Paid Amt: \$2,039.66
						Check Amount: \$2,039.66
						Report Total: \$416,170.57

Dashir Management Services, Inc.

www.dashirmanagement.com

Lester Prairie School District

August 2025

Custodial / Maintenance Report

Personnel Information

We are currently fully staffed.

Training Conducted

The OSHA required safety training on Aerial Lift Safety was conducted August 1, 2025.

Inspections

- Custodial audits took place throughout the district and results were shared with each individual custodian audited.
- Playground inspection was completed.

Progress on Projects

- Blinds are being installed in the high school classrooms.
- Inspection completed on gym equipment for both gyms. Some repairs are needed.
- Worked with Hillyard for north gym floor. Finished on July 17.
- With the work on sidewalks and streets around the school now complete; we will be working on weeding around the entryways that we could not previously get to.
- Classrooms and hallways on the elementary side are completed.
- Outside air filters and condensers on RTU units have been sprayed down and cleaned.

Comments

We are getting down to end of the summer and everything has been going well so far. We are working on finishing up the hallways on the high school side, then all the major projects will be completed. Overall, my staff has done a wonderful job keeping up with the schedule and getting the school ready for the new school year. We will be ready when teachers start coming back and want to get into their classrooms.

Respectfully Submitted,
Lisa Hins
Facility Manager



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

Fundraiser request

1 message

Wesley Kapping <kapping@lp.k12.mn.us>

Mon, Aug 4, 2025 at 8:43 AM

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

Good Morning,

I apologize, I didn't get this to you sooner. For our track and field fundraiser this year, we would like to continue working with Snap Raise. We have worked with them for 2 years and have had successful fundraising campaigns. Please let me know if you have any questions or need any additional information.

Thanks,
Wes



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

Fundraisers

Terri Helland <helland@lp.k12.mn.us>
To: Melissa Radeke <radeke@lp.k12.mn.us>

Thu, Aug 14, 2025 at 9:38 AM

Melissa-
Here are the fundraisers lined up for this year:

Band:
Elephant Joe's Coffee in Fall
Butterbraids through Wyhe's Choice in fall

Seniors:
Carlson's Pies in fall

Could you please add them to the next board meeting for approval?
Thank you!

--
Terri Jo Schuft-Helland
5-12 Band Director
Lester Prairie Schools
MWF 7:30am-3:30pm

This message and any attachments contain confidential and potentially legally privileged information intended only for the named addressees' use. If you are an addressee, you may only use the information contained in this message or any attachments in a business-like manner and you are strictly prohibited from disseminating, forwarding, distributing, copying or in any other manner sharing its contents, except for the sole purpose of carrying out its business intent and purpose. If you are NOT an addressee or if you are an unintended addressee, please notify the sender immediately and then delete this message in its entirety since you are strictly prohibited from reading, disseminating, distributing, copying, sharing or using it and/or its contents for any purpose whatsoever. Thank you

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: 7/17/2025

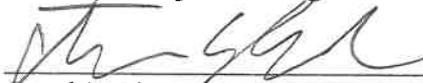
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025 enters into this agreement with **Trevor Elhard** for the following extra curricular assignment:

Head Girl's Basketball Coach BA-0 (10% @ \$40,941.00)

For this assignment you will be paid a total of \$4,094.10.. ***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

7/23/25

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 Coach'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: 8/6/2025

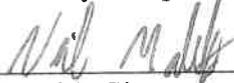
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Neil Maddox** for the following extra curricular assignment:

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

8-7-25

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)



Mike Lee <lee@lp.k12.mn.us>

Resignation

1 message

Mariah Lenz-Scherping <lenz-scherping@lp.k12.mn.us>

Tue, Aug 5, 2025 at 9:40 PM

To: Mike Lee <lee@lp.k12.mn.us>

Hi Mike,

First, I wanted to thank you for meeting with me yesterday to discuss the possibility of flexing my schedule. After thinking about it more and discussing what this upcoming year will look like with my husband, I have decided to resign from my position as a School Social Worker at Lester Prairie. This is in no way a reflection of Lester Prairie, or the position I held during my time at the school. This has been an incredibly difficult decision, as I have truly enjoyed my time within the district and community.

I want to thank you for the opportunities of professional and personal growth during my time at Lester. I have truly enjoyed working with you and all the school staff. Please let me know what you need from me in terms of next steps for finalizing my departure.

Thank you again,

Mariah



Mariah Lenz-Scherping
School Social Worker & JH REACH Instructor
Lester Prairie Schools

📍 131 Hickory St N, Lester Prairie, MN 55354

☎ 320.395.2521 EXT 1128 📠 320.395.4204

🌐 www.lp.k12.mn.us/



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

Volunteer Coach

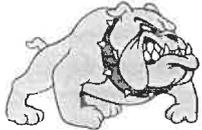
1 message

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

Wed, Aug 13, 2025 at 2:50 PM

A request has been made and approved by me, from Football Head Coach Tyler Helland to approve Marc Wawrzyniak as a volunteer coach for the 2025 season

Ross Scheevel
AD/DOS/CE
Lester Prairie Schools
320.510.0315 (c)
320.395.3005 (o)
scheevel@lp.k12.mn.us



Lester Prairie Public Schools

LANE CHANGE REQUEST

Must be submitted by September 1 (effective September 15) or January 1 (effective January 15).

I have completed the following courses which qualify me to be granted a lane change.

Name of Course	Credits	Year Completed
Professional Issues in Physical Education & Sport	3	Summer 2024
Scientific Principles of Movement & Performance	3	Summer 2024
Conducting Research in Physical Education	3	Fall 2024
Funding Options in Education	3	Spring 2024
Sport Psychology	3	Summer 2025
Motor Learning	3	Summer 2025

I am currently on step 6 lane BA + 10 at a salary of \$ 49,165

This would place me on step 6 lane MA at a salary of \$ 51,824

Matt Thack 8-13-25
Instructor's Signature Date

Melissa Radeke 8/18/25
Approval Date