

Regular School Board Meeting

Monday, November 4, 2024 6:30 PM

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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. MISSION AND VISION STATEMENTS

4. STRATEGIC PLAN REVIEW

5. APPROVAL OF AGENDA

6. OPEN FORUM

7. LE SUEUR-HENDERSON SCHOOL DISTRICT RECOGNIZES

7.1. Donations & Grants Received

7.2. September Elementary Students of the Month

8. REPORTS

8.1. Committee Reports

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

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

8.1.3. SW Metro **Presenter:** Director Steve Cross

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

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

8.1.6. Buildings & Grounds **Presenter:** Director Matt Hathaway

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

8.2. Student Report

8.3. Superintendent Report

8.3.1. MS/HS Principal Report

8.3.2. Elementary Principal Report

8.3.3. AD Report

9. CONSENT AGENDA

9.1. Approval of District Office Consent Items

9.1.1. Minutes of Regular School Board Meeting held on 10/7/24

9.2. Approval of Business Office Consent Items

9.3. Approval of Personnel Consent Items

9.3.1. Hirings

9.3.1.1. Teacher - Elizabeth Widmer Blace

9.3.1.2. Playground Supervisors - Kristi Strom and Antionette Blythe

9.3.1.3. Hispanic Outreach Liaison - Dulce Garcia Trejo

9.3.1.4. Part-time ABE Teacher - Brent Grossman

9.3.1.5. ABE Paraprofessional - Chris Dickenson

9.3.1.6. Assistant Girls Hockey Coach - Lindsay Paschke

9.3.1.7. Paraprofessional - Carol Sudheimer

9.3.1.8. District-Wide Licensed Substitute - Emi Wagner

9.3.1.9. Technology Assistant - Jeff Schulz

9.3.1.10. Assistant Boys Hockey Coach - Charlie Haugen

9.3.2. Resignations

9.3.2.1. Preschool Teacher - Larissa York

9.3.3. Requests

9.3.3.1. Lane Change Appeal - Laura Anderson

9.3.4. Retirements

10. PURCHASES ABOVE \$5,000

11. OLD BUSINESS

11.1. Approve second of three readings to adopt policy 701.1

12. NEW BUSINESS

12.1. A Resolution supporting Form A Application to the MSHSL Foundation

12.2. Consideration to approve application for Cooperative Sponsorship between Le Sueur-Henderson and St. Peter for Girls Gymnastics beginning with the 24-25 school year.

12.3. Approve LS-H School Board Handbook

12.4. Resolution Requiring The Tally of Write-In Votes Only If Write-In Votes Are Greater Than A Ballot Candidate's Total Votes

12.5. Approve MOU outlining terms and conditions of Paraprofessional and Clerical staff

who possess a valid American Translators Association (ATA) certificate.

13. BOARD MEMBER COMMUNICATIONS / IDEAS EXCHANGE

13.1. 2025 MSBA Leadership Conference

14. NEXT MEETING INFORMATION

14.1. Schedule of Upcoming Meetings

15. ADJOURN

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

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

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

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

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

- Redeemer Lutheran Church - \$500 for elementary activities,
- LSH Wrestling Association - \$1,908 for wrestling shorts,
- Le Sueur Knights of Columbus - \$1,987.62 for elementary special education supplies,
- LSH Football Boosters - \$588.58 for football camp t-shirts,
- Henderson Lions Club - \$500 for middle school & high school PBIS,
- LSH Wrestling Association - \$18,500 for practice wrestling mat,
- Jeff & Carin Kulzer - \$500 in memory of Sean Kulzer for high school sports,
- Jeff & Carin Kulzer - \$500 in memory of Sean Kulzer for high school musicals and plays.

Adopted this _____ day of _____, 20_____.

Signed:

School Board Chair, Brigid Tuck

Attest:

School Board Clerk, Kelsey Schwartz



Le Sueur-Henderson Public Schools
September Elementary Students of the Month

MS/HS	
Student Name	Grade
Myka Bradfeldt Aedan McCormick	K
Nora Kroehler Jonas Koller	1
Rylee Bradfeldt Cortez Martinez	2
Lydia Ahola Sebastian Hortenbach	3
Aubrey Anderson Bryce Petri	4
Mabel Renstrom Maynor Morales Lopez	5



Le Sueur-Henderson Middle/High School

Independent School District 2397

School Board Report November 2024

Giant Support: 69 students attended and actively participated in relearning/reassessments

Direct Admissions: Letters have been sent out to Parents of Seniors.

The Direct Admissions program is designed to promote college access by ensuring that all graduating high school students know that they qualify for admission to a variety of Minnesota colleges and universities. Direct Admissions is designed to make sure students know that the answer to the "will I get in?" question is going to be "YES!" The Direct Admissions program is coordinated by the Minnesota Office of Higher Education and funded by the State of Minnesota. The program is a partnership between the selected high schools, statewide student information systems, participating colleges and universities, and the Office of Higher Education.

Semester 2 Registration: High school course registration for second semester will be held on November 14th during conferences. Mrs. Wilke and Mrs. Kirschner will be available to assist students and families with registering for elective courses. All students will have equal opportunities to register and there will be designated time set aside for those who cannot attend in late November/early December. Middle school students will not need to register for classes as there is less movement available due to their requirements. Any middle school student who wishes to make a change to their schedule can reach out to Mrs. Wilke or Mrs. Kirschner directly.

2BContinued has offered to provide Youth Mental Health 1st Aid training to staff and students free of cost. On November 27 (Staff Development Day), 12 MS/HS staff will travel to Glencoe to be trained. A select group of students will also be provided with the opportunity to be trained before the end of the school year.

Mental Health 1st Aid Training: Mental Health First Aid is a course that teaches you how to identify, understand and respond to signs of mental illnesses and substance use disorders. The training gives you the skills you need to reach out and provide initial help and support to someone who may be developing a mental health or substance use problem or experiencing a crisis.

The Unified Club is growing and planning activities to support kindness and inclusion. World Kindness Day- November (Nov. 13th). They are selling "Choose to Include" T-shirts for \$20. All proceeds go to supporting LSH HS Unified Programming & inclusion. Everyone is encouraged to wear the T-shirts on November 13th for World Kindness Day.

Upcoming Events:

November 8: Early Release

November 11: Veteran's Day Program

November 14: Conferences



Le Sueur-Henderson Public Schools

Independent School District 2397

LS-H Elementary

100 Kingsway Drive

Le Sueur, MN 56058

Phone: (507) 665-4700 □ www.isd2397.org □ Fax: (507) 665-8819

School Board,

We are pleased to report that our move to the new building is complete, and teaching has resumed smoothly. Both students and staff are enjoying the new facilities, which have greatly enhanced our learning environment.

Upcoming Events As a reminder, we are hosting an Open House on November 2nd from 9:00 to 11:00 a.m. We look forward to welcoming the public into our new space to celebrate this milestone. While there are a few remaining items to complete in the building, these tasks are being actively addressed.

Student Opportunities We are excited to continue our partnership with the University of Minnesota through the *Stars of Honor Program*. This year, 36 students from grades K-5 will be selected based on exemplary demonstration of the character traits emphasized in our Social-Emotional Learning (SEL) curriculum. These students will each receive five tickets to attend the Minnesota Golden Gophers Men's basketball game on February 1st.

Safety Drills Safety remains a top priority as we settle into our new facility. We are required to conduct fire, lockdown, and tornado drills within the first 30 days. This week, we successfully completed our fire drill under ideal weather conditions. Next week, we will hold a lockdown drill, followed by a tornado drill the week after, even as we enter the winter season.

Veterans Day Program The Elementary Veterans Day Program will be held on November 11th at 9:30 a.m. in the MS/HS auditorium. Due to limited seating at the elementary building and the potential risk of damaging the gym floor with our current chairs, we opted to use the MS/HS auditorium to accommodate all attendees.

End-of-Day Traffic Solutions We have observed an increase in parent pick-ups at our new school, leading to longer lines and some challenges in traffic flow. To improve safety and reduce congestion, we are implementing a few key changes. Cindy is coordinating to prevent high school students from exiting through the elementary pick-up area, and we plan to install a stop sign to encourage drivers to slow down. These adjustments are expected to make a noticeable impact.

Community Collaboration Last week, I met with representatives from the city to discuss improvements to pedestrian safety. The city will work with the county to establish a temporary crosswalk across Kingsway and apply for a Safe Routes to School grant. If approved, this grant will provide funds for a permanent crosswalk with signage and a sidewalk along Kingsway. This project is estimated to be a 2-3 year process.

Thank you for your ongoing support. It makes a profound difference to our students, staff, and communities.

Le Sueur-Henderson Public Schools Commits to a Unified Focus on High Student Achievement

Fall Sports Review

- Football-
 1. MS= 37 total
 2. HS= 47 total

- Cross Country-
 1. MS= 6 total
 2. HS= 22 total

- Volleyball-
 1. MS= 29 total
 2. HS= 32 total

- Tennis-
 1. MS= 12 total
 2. HS= 17 total

- Swim and Dive
 1. MS= 1 total
 2. HS= 1 total

BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT 2397
LE SUEUR-HENDERSON PUBLIC SCHOOLS
MINUTES OF REGULAR SCHOOL BOARD MEETING
MS/HS MEDIA CENTER & ZOOM
October 7, 2024

Item 1.0 **Call to Order:** The regular meeting of the Le Sueur-Henderson Board of Education was called to order at 6:30 PM. The board members in attendance are Brigid Tuck, Kelsey Schwartz, Steve Cross, Gretchen Rehm, Jenny Burns, Matt Hathaway, Marie Walker.

Members Absent:

Also in attendance: Superintendent Jim Wagner, Admin. Assist. Rachel Scheffler, Student Reps., Koryann Straub and Sophia Kues.

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

Item 3.0 **Mission and Vision Statements**

Item 4.0 **Strategic Plan Review**

Item 5.0 **Approval of Agenda:** Motion by Rehm, second by Burns carried 7-0 to approve the meeting agenda. Add a statement from the board before open forum.

Board Statement

Item 6.0 **Open Forum**

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

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

Tuck: yes	Burns: yes
Schwartz: yes	Walker: yes
Hathaway:yes	Rehm: yes
Cross: yes	

Item 7.2 September Students of the Month

Item 7.3 Staff Professional Development

Item 8.0 **Reports:**

- Item 8.1 Committee Reports
 - Item 8.1.1 Finance
 - Item 8.1.2 Negotiations
 - Item 8.1.3 SW Metro
 - Item 8.1.4 Human Resource
 - Item 8.1.5 Policy
 - Item 8.1.6 Buildings & Grounds
 - Item 8.1.7 Community Ed Council

Item 8.2 Student Report

- Item 8.3 Superintendent Report
 - Item 8.3.1 Enrollment Report
 - Item 8.3.2 MS/HS Principal report
 - Item 8.3.3 Elementary Principal report

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

Item 9.1 District Office Consent Items:

- Item 9.1.1 Minutes of Regular School Board meeting held on 9.3.24
- Item 9.1.2 Minutes of Special School Board meeting held on 9.16.24

Item 9.2 Business Consent Items:

- 9.2.1 Treasurer's Report - March 2024
- 9.2.2 Bills and claims for April 2024 in the amount of \$2,055,037.41 subject to annual audit.
- 9.2.3 Bills and claims for May 2024 in the amount of \$5,781,859.84 subject to annual audit.
- 9.2.4 Bills and claims for June 2024 in the amount of \$3,103,433.19 subject to annual audit

Item 9.3 Personnel Consent Items:

Item 9.3.1 Hirings

- Item 9.3.1.1 Elementary Secretary - Katie Westlie
- Item 9.3.1.2 Food Service - Jill Frank
- Item 9.3.1.3 Food Service - Jill Wilson
- Item 9.3.1.4 Custodian - Carlana Olson
- Item 9.3.1.5 Permanent Licensed Sub - no benefits - salary only
- Item 9.3.1.6 Paraprofessional - Morgan Schwandt

Item 9.3.2 Resignations

- Item 9.3.2.1 Secretary - Maria Aquilar
- Item 9.3.2.2 Custodian - Barb Johnson
- Item 9.3.2.3 Paraprofessional - Vickilynn Brancamp
- Item 9.3.2.4 Teacher - Courtney Martin
- Item 9.3.2.5 Paraprofessional - Thomas Whritenour

Item 9.2.3 Requests

Item 9.2.4 Retirements

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

Item 11.0 **Old Business**

Item 11.1 Motion by Rehm, second by Burns, carried 7-0, to approve final of three readings to adopt Policy 610.

Item 12.0 **New Business**

Item 12.1 Motion by Schwartz, second by Cross, carried 7-0, to approve Paraprofessional Handbook.

Item 12.2 Motion by Hathaway, second by Burns, carried 7-0, to approve first and final reading to update policy 522.

Item 12.3 Motion by Schwartz, second by Tuck, carried 7-0, to approve first and final reading to update policies 621, 623, 624, 702, 703, 704 and 705.

Item 12.4 Motion by Tuck, second by Rehm, carried 7-0, to approve first of three readings to adopt Policy 701.1.

Item 12.5 Motion by Schwartz, second by Cross, carried 7-0 to approve removal of policy 626.

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

Item 14.0 **Next Meeting Information**

Item 14.1 Schedule of Upcoming Meetings

Item 15.0 **Adjourn:** Motion by Burns, second by Cross, carried 7-0, to adjourn the meeting at 7:27 PM.

Board Clerk

Board Chair

Approved on: November 4th, 2024



Employment Recommendation Le Sueur - Henderson School District

Position: Elementary Teacher

Recommended Candidate: Elizabeth Widmer-Blace

Recommended by: Kern Start/ Hire Date: 10/14/24

To be completed by administrator:

Reference checks completed:

Yes

Years of experience granted:

Yes

Step Placement:

11

Highest degree currently held:

11

Lane Placement:

MA

Credits beyond highest degree granted:

MA+10

Hourly/ Salary Rate

10

\$59,648

New Position

Existing Position

Replacing: Courtney Martin

Additional Information:

Approval of Principal: Darren Kern 10/8/24

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date

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



Employment Recommendation Le Sueur - Henderson School District

Position: Playground Supervisor

Recommended Candidate: Antionette Blythe

Recommended by: Darren Kern Start/ Hire Date: 10/21/24

To be completed by administrator:

Candidate has current & appropriate certification:
 Reference checks completed:
 Years of experience granted:
 Step Placement:
 Highest degree currently held:
 Lane Placement:
 Credits beyond highest degree granted:
 Hourly/ Salary Rate

NA
YES
NA
NA
NA
NA
NA
See note

<input type="checkbox"/>	New Position	
<input checked="" type="checkbox"/>	Existing Position	Replacing: not replacing another para position

Additional Information:

- \$13.00/hour base rate+.50 cents for experience=\$13.50 per hour 10:15-1:45 daily

Approval of Principal: Darren Kern 10/16/24

Electronic Signature Date

Approval of Superintendent:

Electronic Signature Date

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Employment Recommendation Le Sueur - Henderson School District

Position: Playground Supervisor

Recommended Candidate: Kristi Strom

Recommended by: Darren Kern Start/ Hire Date: 10/21/24

To be completed by administrator:

Candidate has current & appropriate certification:

Reference checks completed:

Years of experience granted:

Step Placement:

Highest degree currently held:

Lane Placement:

Credits beyond highest degree granted:

Hourly/ Salary Rate

NA
YES
NA
NA
NA
NA
NA
See note

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

New Position

Existing Position

Replacing: not replacing another para position

Additional Information:
• \$13.00/hour base rate+.50 cents for experience=\$13.50 per hour 10:15-1:45 daily

Approval of Principal: Darren Kern 10/16/24

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date

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



Employment Recommendation Le Sueur - Henderson School District

Position: Hispanic Outreach Liaison

Recommended Candidate: Dulce Garcia Trejo

Recommended by: Schmidt/Kern Start/ Hire Date: 10/21/24

To be completed by administrator:

Candidate has current & appropriate certification:
 Reference checks completed:
 Years of experience granted:
 Step Placement:
 Highest degree currently held:
 Lane Placement:
 Credits beyond highest degree granted:
 Hourly/ Salary Rate

NA
YES
NA
NA
NA
NA
NA
See note

<input type="checkbox"/>	New Position	
<input checked="" type="checkbox"/>	Existing Position	Replacing: Maria Aguilar

Additional Information:

- 4 hours per day at \$17.63 per hour plus \$40 per pay period. Dulce will remain EL Para at MS/HS until that position can be filled

Approval of Principal: Darren Kern/Cindy Schmidt 10/21/24

Electronic Signature Date

Approval of Superintendent:

Electronic Signature Date



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Employment Recommendation Le Sueur - Henderson School District

Position: ABE Teacher - Part-time

Recommended Candidate: Brent Grossman

Recommended by: Nathan Warden Start/ Hire Date: 10/09/2024

To be completed by an administrator:

Candidate has current & appropriate certification:	x
Reference checks completed:	x
Years of experience granted:	yes
Step Placement:	
Highest degree currently held:	
Lane Placement:	5
Credits beyond highest degree granted:	
Hourly/ Salary Rate	24.84

	New Position
x	Existing Position Replacing: JoAnn Gustafuson

Additional Information:

- Part-time position - Brent will teach in Gaylord and our Le Center Site

Approval of Principal: Nathan Warden 10-11-24

Electronic Signature Date

Approval of Superintendent:

Electronic Signature Date



Employment Recommendation Le Sueur - Henderson School District

Position: ABE Paraprofessional

Recommended Candidate: Chris Dickenson

Recommended by: Nathan Warden

Start/ Hire Date: 09/16/2024

To be completed by an administrator:

Candidate has current & appropriate certification:

x

Reference checks completed:

x

Years of experience granted:

Step Placement:

1

Highest degree currently held:

Lane Placement:

Credits beyond highest degree granted:

Hourly/ Salary Rate

15.00

New Position

Existing Position

Replacing:

Additional Information:

- Part-time position - for our Waseca Site.

Approval of Principal:

Nathan Warden

9-16-24

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date

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Employment Recommendation Le Sueur - Henderson School District

Position: Assistant Girls Hockey Coach

Recommended Candidate: Lindsay Paschke

Recommended by: Dave Swanberg **Hire Date:** 10/28/24

To be completed by administrator:

Candidate has current & appropriate certification:

Reference checks completed:

Years of experience granted:

Step Placement:

Highest degree currently held:

Lane Placement:

Credits beyond highest degree granted:

Hourly/ Salary Rate

X
X
0
1
NA
NA
NA
Per Contract

New Position

Existing Position Replacing: Whitney Weick

Additional Information:

-

Approval of A.D.: *Dave Swanberg* 10/21/2024

Electronic Signature Date

Approval of Superintendent:

Electronic Signature Date



Employment Recommendation Le Sueur - Henderson School District

Position: Special Education Para

Recommended Candidate: Carol Sudheimer

Recommended by: Darren Kern

Start/ Hire Date: 11/11/24

To be completed by administrator:

Candidate has current & appropriate certification:

NA

Reference checks completed:

YES

Years of experience granted:

NA

Step Placement:

NA

Highest degree currently held:

NA

Lane Placement:

NA

Credits beyond highest degree granted:

NA

Hourly/ Salary Rate

See note

New Position

Existing Position

Replacing: Thomas Whitenour

Additional Information:

- \$13.00/hour base rate+1.50 DCD + .75 cents for experience=\$15.25 per hour

Approval of Principal: Darren Kern

10/12824

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date

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



Employment Recommendation Le Sueur - Henderson School District

Position: Elementary District-Wide Teacher Sub

Recommended Candidate: Emi Wagner

Recommended by: Kern/Schmidt **Start/ Hire Date:** 11/18/24

To be completed by administrator:

Candidate has current & appropriate certification:

Reference checks completed:

Years of experience granted:

Step Placement:

Highest degree currently held:

Lane Placement:

Credits beyond highest degree granted:

Hourly/ Salary Rate

Applied for

Yes

0

1

BA

BA

0

\$40,788

New Position

Existing Position

Replacing:

Additional Information:

Approval of Principal: Darren Kern 10/31/24

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date

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

TECHNOLOGY ASSISTANT CONTRACT

ARTICLE I

PURPOSE

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

ARTICLE II

DURATION, EXPIRATION, TERMINATION

DURING THE TERM, MUTUAL CONSENT, AND CONTINGENCY

Section 1. Duration: This Contract is for a term of seven (7) months commencing on November 1, 2024 and ending on June 30, 2025. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Technology Assistant or unless terminated as provided in this Contract.

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

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

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

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

ARTICLE III DUTIES

The Technology Assistant shall perform all duties incident to the position of Technology Assistant and such other duties as may be prescribed by the Superintendent and School Board from time to time. The Technology Assistant shall abide by the policies, regulations, rules, and procedures established by the School Board and the Commissioner of the Department of Education and shall abide by all Minnesota laws relating to the operation of the School District. The Technology Assistant shall attend School Board and other meetings as directed by the Superintendent.

ARTICLE IV DUTY YEAR AND LEAVES OF ABSENCE

Section 1. Basic Work Year: The Technology Assistant's duty year shall be for the entire seven (7)-month Contract year, eight (8) hours per day, and the Technology Assistant shall perform duties on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. The Technology Assistant shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

Section 2. Vacation: The Technology Assistant shall earn twenty (20) working days of annual paid vacation each Contract year, or 13.34 hours per month. The Technology Assistant may carry up to 10 unused vacation days into next year, with superintendent approval. For contracts less than twelve (12) months, vacation will be prorated. Upon voluntary termination of employment, the Technology Assistant shall be entitled to payment for any unused vacation days earned and accrued pursuant to the provisions of this section; however, if the Technology Assistant is involuntarily terminated, he/she shall not be entitled to unused earned and accrued vacation days.

Section 3. Holidays: The Technology Assistant shall be entitled to eleven (11) paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve day, Christmas Day, New Year's Eve day, New Year's Day, Good Friday, Memorial Day, and Juneteenth.

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

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

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

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

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

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

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

ARTICLE V INSURANCE

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

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

Section 2. Eligibility: The eligibility of the Technology Assistant and the Technology Assistant's dependent(s) and beneficiary(ies) for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this article.

Section 3. Claims Against the School District: The School District's only obligation is to purchase the insurance policies described in this article, and no claim shall be made against the School District as a result of denial of insurance benefits by an insurer if the School District has purchased the policies and paid the premiums described in this article.

ARTICLE VI
OTHER BENEFITS

Section 1. Conferences and Meetings: The School District shall pay all legally valid expenses and fees for the Technology Assistant's attendance at professional conferences and meetings with other educational agencies when such attendance is required, directed, or permitted by the Superintendent and/or the School Board. The Technology Assistant shall periodically report to the Superintendent relative to all meetings and conferences attended. The Technology Assistant shall file itemized expense statements to be processed and approved as provided by School Board policy and law.

ARTICLE VII
SALARY

The Technology Assistant shall be paid an hourly rate of \$24.00 per hour for an annual salary of \$33,024 for the 2024-2025 Contract year. The annual salary may be modified, but shall not be reduced, during the term of this Contract. The salary shall be paid in sixteen (16) equal installments during the Contract year.

ARTICLE VIII
OTHER PROVISIONS

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

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

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

Section 4. Cell Phone Use: The District will contribute \$480 annually (\$40 per month) toward professional use of personal cell phone.

Section 5. Daily Rate of Pay: For purposes of this contract, the Technology Assistant's daily rate of pay is determined by dividing the total Technology Assistant's annual salary by 172 days.

ARTICLE IX
SEVERABILITY

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

IN WITNESS WHEREOF, I have subscribed
my signature this ____ day of
_____, 20__.

Schulz, Jeffrey

IN WITNESS WHEREOF, we have subscribed
our signatures this ____ day of
_____, 20__.

School Board Chair

School Board Clerk



Employment Recommendation Le Sueur - Henderson School District

Position: Assistant Boys Hockey Coach

Recommended Candidate: Charlie Haugen

Recommended by: Dave Swanberg **Hire Date:** 11/4/24

To be completed by administrator:

Candidate has current & appropriate certification:

X
X
0
1
NA
NA
NA
Per Contract

Reference checks completed:

Years of experience granted:

Step Placement:

Highest degree currently held:

Lane Placement:

Credits beyond highest degree granted:

Hourly/ Salary Rate

X

New Position

Existing Position

Replacing: Jeff Kotek

Additional Information:

- Charlie has been a volunteer assistant for the past 3 years.

Approval of A.D.: *Dave Swanberg* 11/4/2024

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date

Share with District Office (Jennifer & Rachel) & Technology (Bruce) via Google Drive

October 28, 2024

Dear Mr. Kern and Community Education Faculty,

This letter confirms my decision to resign from my teaching position at Le Sueur-Henderson Elementary. My final day will be Friday, November 8, 2024. I will do my best over my final two weeks to ensure a smooth transition of my duties.

Sincerely,

Lacey York
Lacey York



Le Sueur-Henderson Public Schools

Independent School District 2397

115 North Fifth Street, Suite 200
Le Sueur, MN 56058
Phone: (507) 665-4600 □ www.isd2397.org □ Fax: (507) 665-6858

November 1, 2024

To Jennifer Vrklan, Business Manager

From: Brigid Tuck, Board Chair

On October 3, 2024, a Board of Review meeting, in accordance with the LSHEA Master Agreement, was held to discuss an appeal of a decision made by the Professional Growth committee.

On September 3, 2024, the Professional Growth committee, in interpreting the committee's bylaws, denied Laura Anderson's lane change request from BA 30 to MA 30 and approved a lane change from BA 30 to MA 0.

Upon discussion, the Board of Review overturned the Professional Growth committee's decision.

Adopted: _____

MSBA/MASA Model Policy 701.1

Orig. 1996

Revised: _____

Rev. 2000

701.1 MODIFICATION OF SCHOOL DISTRICT BUDGET

[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]

I. PURPOSE

The purpose of this policy is to establish procedures for the modification of the school district's adopted revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to modify its revenue and expenditure budgets in accordance with the applicable provisions of law.

III. REQUIREMENT

- A. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.
- B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision. A school board member may also propose modifications on that board member's own motion, provided, however, the school board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.
- C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.
- D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

Legal References: Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)

Cross References: MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)

Adopted: _____

MSBA/MASA Model Policy 701.1

Orig. 1996

Revised: _____

Rev. 202200

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Legal References: Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)

Cross References: MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
~~MSBA Service Manual, Chapter 7~~

FORM A

RESOLUTION OF GOVERNING BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of [Name of School/District] [Click or tap here to enter text.](#) recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of [Name of School/District] [Click or tap here to enter text.](#) supports the school's application to the Minnesota State High School League Foundation for a **FORM A** grant to offset student activity fees.

[Click or tap here to enter text.](#)

Date

Board Chair/Head of School

[Click or tap here to enter text.](#)

Date

Board Clerk – Treasurer/ Finance Director

Application for Cooperative Sponsorship

Deadline: Not later than 30 days prior to the first day of practice for that sport season.
 PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Girls Gymnastics
 beginning with the 2024 - 2025 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Saint Peter High School	711	St. Peter	2AA	2A
High School #2:	Le Sueur-Henderson	281	Le Sueur	2A	
High School #3:					
High School #4:					

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
 Yes This application must include a review and comments from the conference(s) of which the schools are members.
 No
- Do any of the above schools currently have a cooperative agreement in this activity?
 Yes An application for dissolution must be submitted for the existing agreement.
 No
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About%20MSHSL/Membership%20Information%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards))
Participation numbers for St. Peter have been trending down. This will help sustain our program.
- List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1	4	1	43	5	2	3
High School #2					1	
High School #3						
High School #4						

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs): Saint Peter Saints

6. Team Colors: Navy & White Team Mascot: Saints

7. Host School (school that will receive revenue share check): _____

Board of Education (or designee)	School	Date
Signed <u>[Signature]</u>	<u>Sr. Peter High School</u>	<u>10/21/24</u>
Signed <u>[Signature]</u>	<u>St. Peter High School</u>	<u>10/21/2024</u>
Signed _____	_____	_____
Signed _____	_____	_____

Official Action of the MSHSL Board of Directors

- Approved Not Approved

Signature: _____ Date: _____
 MSHSL Executive Director



LE SUEUR-HENDERSON
SCHOOLS

Board of Education Director Handbook

*An Informational Guide for Le Sueur-Henderson
School Board of Education Directors*



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District Leadership Directory



2024 Board of Education



BRIGID TUCK
Chair
Elected: November 2018
Term Expires: January 2022



MATT HATHAWAY
Vice Chair
Elected: November 2018
Term Expires: January 2027



KELSEY SCHWARTZ
Clerk
Elected: November 2016
Term Expires: January 2025



GRETCHEN REHM
Director
Elected: November 2018
Term Expires: January 2027



STEVE CROSS
Director
Elected: November 2020
Term Expires: January 2025



JENNIFER BURNS
Treasurer
Elected: November 2022
Term Expires: January 2027



MARIE WALKER
Director
Elected: December 2023
Term Expires: January 2025

Administration

Jim Wagner
Superintendent

Cindy Schmidt
Middle/High School Principal

Darren Kern
Elementary Principal

Katie Maier
Director of Curriculum/Assistant M/HS Principal

Todd Vrklan
Director of Buildings & Grounds

Bruce Grunzke
Director of Technology

Deanna Gronseth
Director of Special Education

Jennifer Vrklan
Business Manager

Nate Warden
Director of Community Education

Becky Eades
Director of Food Service

Dave Swanberg
Director of Athletics

Joe Schieffert
Director of Transportation

Le Sueur - Henderson School Sites



Elementary/District Office

100 Kingsway Drive
Le Sueur, MN 56058

507-665-4700-Elementary
507-665-4600- Dist. Office
507-665-4620-Comm. Ed.

Middle/High School

900 E Ferry Street
Le Sueur, MN 56058
507-665-5800



Zeibarth Learning Center

706 Turril Street
Le Sueur, MN 56058
507-665-4620

Hilltop ALP

700 South Street
Henderson, MN 56044
507-665-5900



MISSION STATEMENT

The mission of the Le Sueur-Henderson Public Schools is to:

- Provide a shared commitment to learning that enables every student to contribute and succeed in life.

VISION STATEMENT

Le Sueur-Henderson Public Schools -- where individual dreams and aspirations are born and sotered through student-centered learning.

BRANDING STATEMENT

Small Towns ... Giant Opportunities ... District of Choice.





Becoming a Board of Education Director

Le Sueur-Henderson Schools' Board of Education Directors are elected officials. Elections are held in November of even numbered years. To avoid having all Board of Director seats up for election simultaneously, the seats are balloted on an alternating basis.

TERM OF OFFICE

Board members are elected to four-year terms commencing on January 1 of the year following the November election and ending on December 31, four years later. A member who has been appointed to fill the unfinished term of a member may need to run for election depending on when they were appointed and the amount of time remaining in the unfilled seat. There is no limit on the number of consecutive terms a member can serve.

ELIGIBILITY REQUIREMENTS

To run for a seat on the Le Sueur-Henderson Board of Education you must meet the following criteria:

- Be at least 21 years of age
- Eligible to vote
- A District resident for at least 30 days prior to election/ appointment
- Not convicted of a felony

FILLING VACANCIES

Source: MN Statute 123B.09

A vacancy on the Board of Education shall occur when a member ceases to be a resident within Le Sueur-Henderson Schools' boundaries, resigns, or dies. In addition, if a member of the Board of Education is unable to serve on the Board and attend its meetings for ninety (90) days or more because of illness or prolonged absence from the District, the Board may, at any regular or special meeting thereof, through resolution, declare a vacancy to exist. All vacancies will be filled according to Minnesota Statutes.



Five Standards for Board of Education Leadership

The Board of Education is most effective when directors focus on the big picture: making policy, setting goals, and engaging stakeholders, all with the ultimate goal of improving student achievement. When boards focus on administrative issues, school districts suffer. Divided boards lead to a divided community. Directors vote according to district interests as they interpret while listening to and seeking to understand the diverse individual and group interests on any issue or situation.

The LS-H Board of Education strives for excellence in governance, operates in partnership with the Superintendent, strives for excellence in management, and partners for excellence in consultation with staff, students, families, and the public.

STANDARD 1: CONDUCT AND ETHICS

The Board of Education, as a whole, provides leadership to the community on behalf of the school district by conducting its business in a fair, respectful, legal, and responsible manner. An effective board strives to:

- Recognize the Board of Education team consists of directors and the superintendent and evaluates its performance at least annually.
- Take full responsibility for its activity and behavior at and away from the board table.
- Encourage its directors to express their individual opinions, respect others' opinions, and vote according to their convictions.
- Speak with one voice after reaching a decision.
- Spending time on board governance work rather than staff work — focuses on the ends not the means.
- Provide for orientation and ongoing training for all directors.
- Follow established policies, including the chain-of-command, by directing people with concerns to the appropriate staff.
- Set an example of respectful and civil leadership.

STANDARD 2: VISION

The Board of Education, with community input, envisions the educational future of the community

and then formulates the goals, defines the outcomes, and sets the course for the school district. An effective board strives to:

- Use clear, focused, attainable, and measurable outcomes to support gains in student achievement.
- Develop a strategic plan, which includes well-crafted school district belief statements, a mission statement, a vision statement, goals, and objectives that enable the Board of Education to evaluate school district performance. Regularly monitor the strategic plan to evaluate progress toward goal achievement and school district success.
- Ensure that the school district belief statements, mission statement, vision statement, goals, and objectives are reflected in Board of Education policies, mirrored in the budget planning and implementation efforts, and supported district-wide.
- Communicate the strategic plan and the progress to the community.

STANDARD 3: STRUCTURE

To achieve its vision, the Board of Education establishes organizational and physical structures for student and staff success. An effective board strives to:

- Create organizational and physical structures based on equity in which all students and staff have the resources and supports to maximize achievement.
- Advocate and provide for learning through rigorous curriculum, effective technology, and a safe and secure environment.
- Select and employ one person — the Superintendent — as the school district's chief executive officer to lead and manage the school district.
- Hold the Superintendent accountable for school district performance and compliance with written Board of Education policy.
- Delegate the authority to the superintendent to recommend and evaluate all school district staff within the standards established through written Board of Education policies.
- Accept ultimate responsibility for the care, management, fiscal oversight, and control of the district while understanding that the day-to-day operations will be conducted by the staff.

STANDARD 4: ACCOUNTABILITY

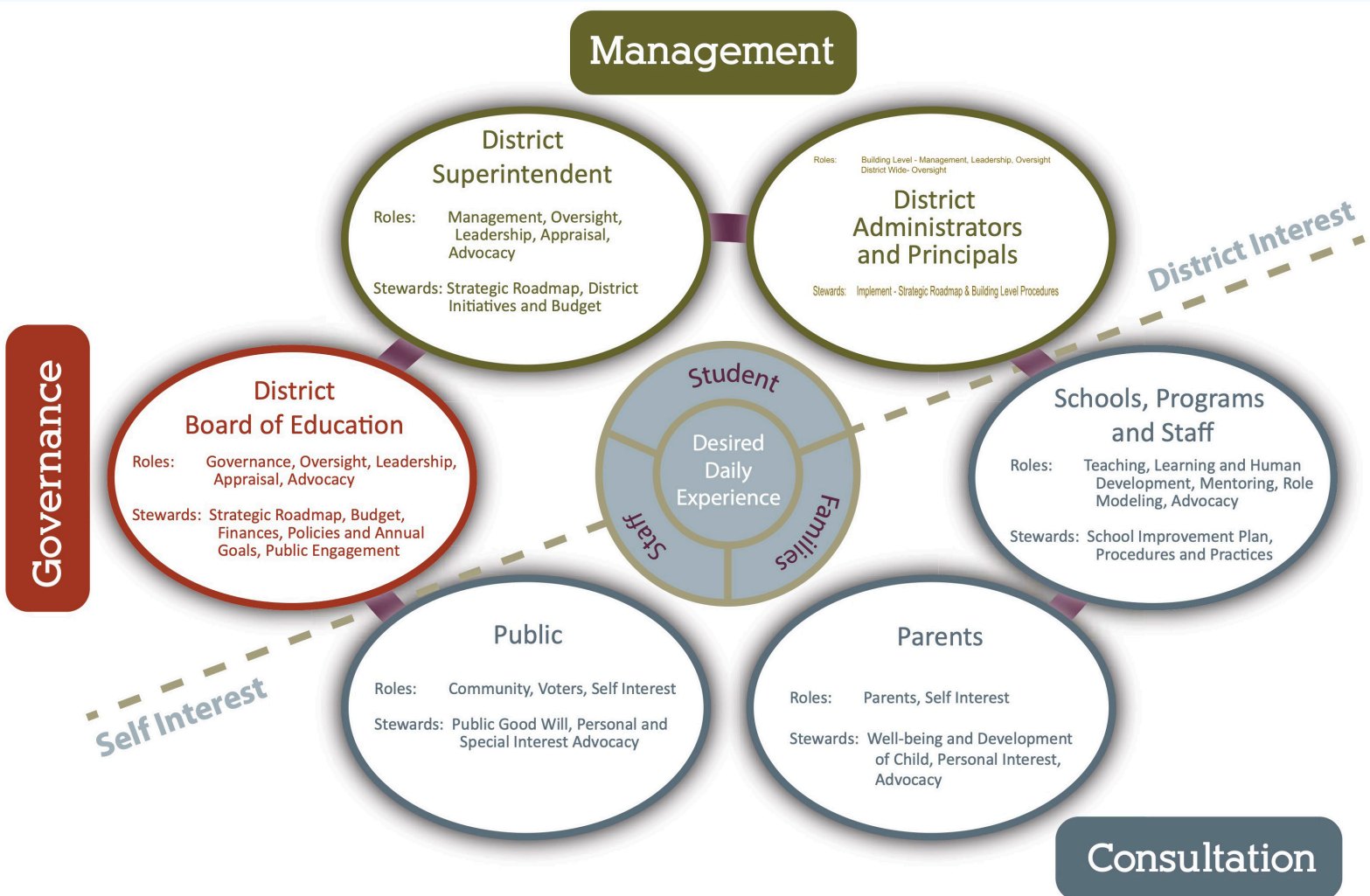
The Board of Education is accountable to the community for constantly monitoring the conditions affecting the school district as a whole. The board and individual directors are also accountable to themselves, students, families, other directors, the superintendent, and staff. An effective, high-performing Board of Education strives to:

- Recognize the duty to itself and the community to determine whether the authority delegated to the superintendent is being used as intended.
- Evaluate the superintendent’s performance at least annually.
- Use student achievement data and other indicators when available as the basis for assessing progress toward school district goals and compliance with Board of Education policies and state and federal laws.
- Recognize the distinction between “monitoring data” (data used by the board to address accountability) and “management data” (data used by the staff for operations).

STANDARD 5: ADVOCACY & COMMUNICATION

The Board of Education advances its vision at the local, regional, state, and national levels. An effective, high-performing board strives to:

- Focus on community-wide concerns and values that best support equity and student achievement rather than being influenced by special interests.
- Develop communication strategies to build trust between the Board of Education and the superintendent, staff, students, and community.
- Utilize a public relations strategy that supports the flow of information in/out of the district.
- Engage and build relationships with both public and private stakeholders.
- Advocate on local, state, and national levels.



Governance & Management

While there is some degree of overlap in roles and accountabilities, it is more important to understand the difference between the groups, especially in terms of authority.

STAFF, STUDENTS, PARENTS AND THE PUBLIC HAVE THE AUTHORITY OF CONSULTATION

No one else has it.

They have four primary responsibilities:

- Voice of self and collective interest
- Assessing risks and merits of various options as part of decision-making processes and/or the daily operations of the district
- Responsibly resist or oppose change
- Provide input and feedback to management and governance

THE BOARD OF EDUCATION HAS THE AUTHORITY OF GOVERNANCE

No one else has it.

Board members have five primary responsibilities:

- District governance and policy
- Operational performance oversight and organizational direction
- Board governance policy
- Superintendent relations
- Public engagement, community relations and advocacy of public education

THE ADMINISTRATION HAS THE AUTHORITY OF MANAGEMENT

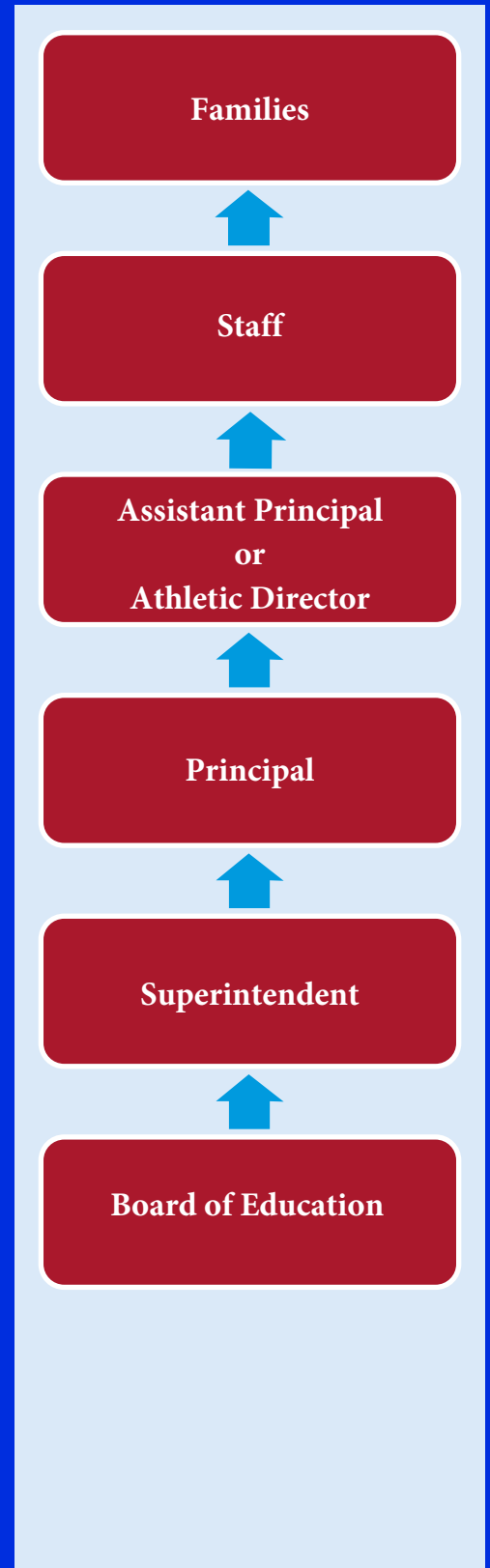
No one else has it.

Administrators have six primary responsibilities:

- Resource management: financial, human and physical
- Instructional Leadership at the principal level
- Performance management and professional development
- Continuous improvement
- Procedures and practices aligned with district policy
- Staff, parent and community relations

Communication Chain

This chart provides a recommended communication sequence. It is always best for the Board of Education to redirect individuals who reach out to them directly, to follow this chain of communication





Role of the Superintendent

The Superintendent of Schools reports directly to the Board of Education as a whole, responding to Board requests and direction, not to individual directors. The Superintendent has one “boss,” the board, not seven bosses.

The Superintendent holds all executive and administrative authority and responsibility for the effective operation of the school, excluding those areas of control that are required by statute to be exercised directly by the Board of Education.

The Superintendent acts as the district leader with the support of the district’s administrators, who make up the district leadership team.

The Superintendent may delegate specific powers or duties to assistants and subordinates while maintaining final responsibility for any actions taken.

The Superintendent is also responsible for evaluating the leadership team.

Positions that Report to the Board of Education

There is only one position that reports to the Board of Education: the Superintendent of Schools

KEY FUNCTIONS AND RESPONSIBILITIES OF THE SUPERINTENDENT:

Vision, Continuous Improvement, and Focus of District Work

- Partner with the Board to design a Vision for high student achievement and readiness for life.
- Responsible for the structure, practices, and outcomes in continuous improvement in all aspects of school and district functions, in alignment with the District Strategic Plan and Policy.
- Facilitate the process of identifying/executing the district’s goals and objectives.

Communication and Collaboration

- Interact effectively with the Board.
- Establish effective internal and external communication systems.

Policies and Governance

- Develop procedures that define how policy will be implemented.
- Work with Policy Committee to draft policy for the full Board.
- Recommend to the Board policies on all school system functions.
- Implementation of Board policies.
- Demonstrate leadership skills and professionalism.

Instruction

- Lead the district in the development and implementation of a rigorous and relevant curriculum that leads to increased student achievement.
- Set clear expectations for district-wide high-quality instruction and comprehensive assessment.
- Provide full access and opportunity for all students.
- Develop and maintain professional and personal skills and knowledge through professional development activities.

Resources

- Provide recommendations to the Board regarding the employment and selection of administrative, instructional, and support staff to continue daily operations.
- Assigns, evaluates, and supports district staff.
- Oversee and administers the procurement and use of district funds and facilities to maximize efficiency and minimize waste.
- Identify and address specific district tasks or problems that emerge (such as the need for new facilities or levy campaigns).

Roles & Responsibilities of a Board of Education Director

CHARACTERISTICS OF AN EFFECTIVE BOARD OF EDUCATION

Source: MSBA; Center for Public Education, 2019

EFFECTIVE BOARDS:

- Commit to a vision of high expectations for student achievement and quality instruction and define clear goals toward that vision.
- Have strong shared beliefs and values about what is possible for students and their ability to learn, and of the system and its ability to teach all children at high levels.
- Are accountable-driven, spending less time on operational issues and more time focused on policies to improve student achievement.
- Have a collaborative relationship with staff and the community and establish a strong communications structure to inform and engage internal and external stakeholders in setting and achieving district goals.
- Are data-savvy; they embrace and monitor data, even when the information is negative, and use it to drive continuous improvement.
- Align and sustain resources, such as professional development, to meet district goals.
- Lead as a united team with the superintendent, each from their respective roles, with strong collaboration and mutual trust.
- Participate in team development and training, sometimes with their superintendents, to build shared knowledge, values, and commitments for their improvement efforts.

LEGAL OBLIGATIONS OF A DIRECTOR

- Comply with all federal, state and local laws relating to my work as a director.
- Comply with all school district policies as adopted by the Board of Education.
- Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
- Recognize that school district business may be legally transacted only in an open meeting.
- Avoid conflicts of interest and refrain from using a Board of Education position for personal gain.
- Take no private action that will compromise the Board of Education or administration.
- Guard the confidentiality of information that is protected under applicable policy and law.

EXPECTATIONS OF A DIRECTOR

- Attend Board of Education meetings.
- Come to the meetings prepared for discussion of the agenda items.
- Listen to the opinions and views of others (including, but not limited to, other directors, administration, staff, students, and community members).
- Vote my conscience after informed discussion unless I abstain because a conflict of interest exists.
- Support the decision of the Board of Education even if my position concerning the issue was different.
- Recognize the integrity of my predecessors and associates and appreciate their work.
- Be primarily motivated by a desire to provide the best possible education for the students of Le Sueur-Henderson Schools.
- Inform myself about the proper duties and functions of a Board of Education Director.
- Bring all concerns directly to the Superintendent.
- Complete Phase Trainings offered through MSBA.

FUNCTIONS OF A DIRECTOR

- Focus on education policy as much as possible.
- Remember, my responsibility is to set policy –not to implement policy.
- Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
- Recognize that my responsibility, exercised through the actions of the Board of Education as a whole, is to see that the schools are properly run – not to run them myself.
- Respect the chain of command by directing any inquiries, concerns, or requests regarding district operations or staff through the Superintendent.
- Delegate the implementation of Board of Education decisions to the superintendent.

ROLE AS BOARD CHAIR

- Serves as the official Spokesperson for the board, ensuring consistent and unified communication on behalf of the entire board.
 - Sets the agenda in coordination with the Clerk.
 - Facilitates the board meetings under Roberts Rules of Order.
 - Appoints the committees, designates their respective chairs, and ensures each committee is structured to address the Board's priorities and goals.

Board of Education Meetings

All meetings of the Board are considered public meetings, and therefore shall be open to the public to attend. The Chair presides over all meetings, and along with the superintendent, sets the agenda, in coordination with the Clerk, for meetings of the Board of Education.

ORGANIZATIONAL MEETING

The Board is required to hold an organizational meeting on the first Monday in January (or as soon as practicable thereafter). The primary purpose of this meeting is to elect members to serve as Chair, Vice-Chair, Treasurer, and Clerk. The Le Sueur-Henderson Schools Board of Education also uses this meeting to establish a number of other business practices for the year.

WORK SESSION

The work session is used to provide orientation for board members on certain areas or programs of the district and provide time for discussion of items.

REGULAR BOARD BUSINESS MEETING

The Board of Education conducts their business at the Regular Board Meetings. A quorum is the minimum number of directors which must be present for a board meeting to be official and before any action can be taken by the Board (4 members for a 7 person board).

SPECIAL MEETING

A meeting is labeled a “special meeting” if it is called after the meetings for the year have been established and approved annually by the Board of Education. For a special meeting, the Board of Education will post notice of the meeting’s date, time, place, and purpose at least three days prior to the meeting date and time. The school board’s actions at the special meeting are limited to those topics included in the notice.

EMERGENCY MEETING

An emergency meeting is a special meeting called because of circumstances that, in the judgment of the Board of Education, require immediate consideration. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting must include a specific description of those matters.

CLOSED SESSION

Minnesota Statutes govern what constitutes a closed session. They are: Labor negotiations strategy, Bureau of Mediation Services, preliminary consideration of charges, performance evaluations, attorney-client meeting, dismissal hearing, coaches’ opportunity to respond to non-renewal, discuss certain non-public data, purchase, and sale of property, and security matters.

MEETING SCHEDULE

The schedule for Regular Meetings and Work Sessions is established annually and once approved, is published on the Board of Education web page of the School District website and on the principal bulletin board of the District Office.



**RESOLUTION REQUIRING THE TALLY OF WRITE-IN VOTES ONLY IF
WRITE-IN VOTES ARE GREATER THAN A BALLOT CANDIDATE'S TOTAL VOTES**

WHEREAS, Minnesota Statutes 204B.09, subdivision 3, provides that a school board may adopt a resolution governing the counting of write-in votes for school board elections. The resolution may require that write-in votes for an individual candidate for the school board only be individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate; and

WHEREAS, the write-in vote counting process can be overly time consuming and require resources that does not result in a change of election results unless a single write-in candidate receives the most votes for election.

THEREFORE, BE IT RESOLVED, that the School Board of Independent School District No. 2397 requires that write-in votes for an individual candidate for the school board will only be individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate.

This resolution shall remain effective for all future elections until and unless the school board rescinds this resolution.

The motion for adoption for the Resolution was made by Member _____, duly seconded by Member _____,

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on this _____ day of _____, 20 _____.

By: _____
Chair

By: _____
Clerk

Memorandum of Understanding

Between

Le Sueur Henderson School District

and

Teamsters Local 320

Paraprofessional Bargaining Unit

This Memorandum of Understanding (MOU) is entered into by and between Le Sueur Henderson School District (hereafter referred to as "the District") and Teamsters Local 320, representing the Paraprofessional Bargaining Unit (hereafter referred to as "the Union"), for the purpose of outlining the terms and conditions under which paraprofessional staff members who possess a valid American Translators Association (ATA) certification, or equivalent certification, will provide translation and interpreting services for the District.

Purpose

The District and the Union recognize the need for qualified individuals to provide translation and interpreting services to meet the needs of the District's diverse population. To that end, this MOU establishes the terms for compensating eligible paraprofessional staff members who fulfill this role.

Terms of Agreement

1. Eligibility

Paraprofessional employees within the bargaining unit who are irregularly required to provide translation services are eligible to receive an additional stipend for providing translation and interpreting services for the District.

2. Stipend

Eligible paraprofessional staff members who perform translation and interpreting work shall receive a stipend of **Forty Dollars (\$40.00) per pay period.**

3. Scope of Work

Translation and interpreting services provided by eligible paraprofessional staff members will include, but are not limited to:

- Written translation of documents
- Oral interpretation during meetings, conferences, and other school events as needed
- Other translation or interpreting tasks as requested by the District

4. Workload Consideration

Translation and interpreting tasks will be assigned to eligible paraprofessional employees in addition to their regular duties. The District and the Union will ensure that workloads remain reasonable and manageable, and the District will provide support as necessary to ensure that translation tasks do not interfere with primary job responsibilities.

5. Duration

This MOU shall remain in effect for the duration of the current collective bargaining

agreement and may be revisited during future contract negotiations. Any changes to this MOU will require the mutual consent of the District and the Union.

6. Termination and Amendments

This MOU may be amended by mutual agreement of both parties. Either party may terminate this MOU by providing written notice at least thirty (30) days before the desired termination date.

Signatures

The following authorized representatives of the Le Sueur Henderson School District and Teamsters Local 320 agree to this MOU:

Superintendent, Le Sueur Henderson School District

Date: _____

Representative, Teamsters Local 320

Date: _____

This document reflects the shared commitment of the Le Sueur Henderson School District and Teamsters Local 320 to support translation and interpreting services while ensuring fair compensation for qualified clerical employees who provide these critical services.

Memorandum of Understanding

Between

Le Sueur Henderson School District

and

Teamsters Local 320

Clerical Bargaining Unit

This Memorandum of Understanding (MOU) is entered into by and between Le Sueur Henderson School District (hereafter referred to as "the District") and Teamsters Local 320, representing the Clerical Bargaining Unit (hereafter referred to as "the Union"), for the purpose of outlining the terms and conditions under which clerical staff members who possess a valid American Translators Association (ATA) certification, or equivalent certification, will provide translation and interpreting services for the District.

Purpose

The District and the Union recognize the need for qualified individuals to provide translation and interpreting services to meet the needs of the District's diverse population. To that end, this MOU establishes the terms for compensating eligible clerical staff members who fulfill this role.

Terms of Agreement

1. Eligibility

Clerical employees within the bargaining unit who hold a valid ATA certification or an equivalent recognized certification and who are regularly required to provide translation services are eligible to receive an additional stipend for providing translation and interpreting services for the District.

2. Stipend

Eligible full-time clerical staff members who perform translation and interpreting work shall receive a stipend of **Eighty-Five Dollars (\$85.00) per pay period**. This stipend will be provided for each pay period.

3. Scope of Work

Translation and interpreting services provided by eligible clerical staff members will include, but are not limited to:

- Written translation of documents
- Oral interpretation during meetings, conferences, and other school events as needed
- Other translation or interpreting tasks as requested by the District

4. Certification Verification

Employees seeking the stipend must provide the district with proof of their ATA certification or equivalent credentials. The District will maintain a record of certified individuals eligible for the stipend.

5. Workload Consideration

Translation and interpreting tasks will be assigned to eligible clerical employees in addition to their regular duties. The District and the Union will ensure that workloads

remain reasonable and manageable, and the District will provide support as necessary to ensure that translation tasks do not interfere with primary job responsibilities.

6. Duration

This MOU shall remain in effect for the duration of the current collective bargaining agreement and may be revisited during future contract negotiations. Any changes to this MOU will require the mutual consent of the District and the Union.

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Memorandum of Understanding

Between

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Clerical Bargaining Unit

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Purpose

The District and the Union recognize the need for qualified individuals to provide translation and interpreting services to meet the needs of the District's diverse population. To that end, this MOU establishes the terms for compensating eligible clerical staff members who fulfill this role.

Terms of Agreement

1. Eligibility

Clerical employees within the bargaining unit who are irregularly required to provide translation services are eligible to receive an additional stipend for providing translation and interpreting services for the District.

2. Stipend

Eligible clerical staff members who perform translation and interpreting work shall receive a stipend of **40 Dollars (\$40.00) per** pay period.

3. Scope of Work

Translation and interpreting services provided by eligible clerical staff members will include, but are not limited to:

- Written translation of documents
- Oral interpretation during meetings, conferences, and other school events as needed
- Other translation or interpreting tasks as requested by the District

4. Workload Consideration

Translation and interpreting tasks will be assigned to eligible clerical employees in addition to their regular duties. The District and the Union will ensure that workloads remain reasonable and manageable, and the District will provide support as necessary to ensure that translation tasks do not interfere with primary job responsibilities.

5. Duration

This MOU shall remain in effect for the duration of the current collective bargaining agreement and may be revisited during future contract negotiations. Any changes to this MOU will require the mutual consent of the District and the Union.

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Date: _____

Representative, Teamsters Local 320

Date: _____

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Where School Boards Learn to Lead



Annual Leadership Conference
January 16-17, 2025

Minneapolis Convention Center



Conference at a Glance

Tuesday, January 14

6 p.m. to 9 p.m. Learning to Lead – School Board Basics: Phase I
(Hyatt Regency Minneapolis)

Wednesday, January 15

9 a.m. to 4 p.m. Leadership Foundations – School Finance and Management: Phase II
(Hyatt Regency Minneapolis)

9 a.m. to 4 p.m. Building a High-Performance School Board Team: Phase III
(Hyatt Regency Minneapolis)

9 a.m. to 4 p.m. Charter School Board Member Workshop
(Hyatt Regency Minneapolis)

7 p.m. to 9 p.m. Early Bird Sessions
(Minneapolis Convention Center)
• “Exploring AI in Schools: A Balanced Perspective”
• “Negotiation Foundations: What to Know as You Head to the Table”

Thursday, January 16

7:30 a.m. Registration and Exhibit Hall opens

8 a.m. to 8:45 a.m. Ask MSBA Sessions

9 a.m. to 11 a.m. Opening Session (doors open)
• Keynote Speaker: Mickey Smith Jr. – “Keep on Going”

11 a.m. to 2:15 p.m. School Excellence Showcase

11:10 a.m. to noon Director District Discussions

12:15 p.m. to 1:30 p.m. Recognition Luncheon

1 p.m. to 5:15 p.m. MSBA Board elections voting booth open

1:40 p.m. to 2:30 p.m. Roundtable Sessions

2:35 p.m. to 3:30 p.m. Ask MSBA Sessions

2:45 p.m. to 3:45 p.m. Workshops

4 p.m. to 5 p.m. Workshops

Friday, January 17

7:30 a.m. Registration and Exhibit Hall opens

7:30 a.m. to 9:15 a.m. MSBA Board elections voting booth open

8 a.m. to 9:10 a.m. Roundtable Sessions

9:15 a.m. to 10:15 a.m. Workshops

10:15 a.m. to noon Closing Session (doors open)

• Keynote Speaker: Hamish Brewer – “Relentless Leadership”

Noon Adjourn

Visit <https://www.mnmsba.org/LeadershipConference> for more information.

Coordinate with your school district office for conference registration and hotel reservations.
Registration and housing are scheduled to open October 23.

Thank you to Ratwik, Roszak & Maloney, P.A., for supporting the printing and mailing of this conference brochure.



Featured Speakers



Opening Session – Thursday, January 16, 2025

Mickey Smith Jr. “Keep on Going”

Presentation synopsis: In this session, seven-time Teacher of the Year and Grammy Music Educator Award recipient Mickey Smith Jr. shares his emotional story of perseverance, promise and his S.O.U.N.D. principles to help educators and leaders “Keep on Going.”

Mickey’s success stems from his ability to create opportunities amid obstacles. In this session he dives into the mental health tools needed to feel more resilient, more significant, less fearful, and ready to leverage change for all it is worth.

There has been so much change and challenge that has left many feeling overwhelmed, unsure, and unsteady of how to “Keep on Going.”

Going from “How can I?” to “I’ve got this!” often feels impossible. How do you make the shift from impossible to “I’m Possible?”

Mickey takes audiences from a victim to a victor mindset with his three-step victory method for purpose and perseverance. What Mickey shares through a motivational mixture of music and message is a powerful “must-do” rather than “should do” and your secret to success for making everyday a “wins-day!”

Learn more about Mickey Smith Jr. at <https://mickeysmithjr.com>.



Closing Session – Friday, January 17, 2025

Hamish Brewer “Relentless Leadership”

Presentation synopsis: Hamish Brewer is an award-winning leader and school turnaround expert who has turned around multiple schools – both at the elementary and secondary levels, working with some of the most at-risk students in America.

Hamish will share his secrets to his success in this inspiring, high-octane presentation. Let’s laser focus in on key areas for growth in your leadership journey, practices and processes that align to successful school and student outcomes.

You will walk away with practical solutions and ideas to key education challenges around organizational improvement, closing the achievement gap, stakeholder engagement and culture.

Own your leadership and own your legacy!

Learn more about Hamish Brewer at <https://hamishbrewer.com>.

Workshop Topics

Workshop topics: In December, view a complete list of workshops with descriptions at www.mnmsba.org/LeadershipConference.

Some of the featured topics include: Board and superintendent relationships, student achievement, referendum tips, students at the board table, teacher retention, artificial intelligence, cellphones, career and tech ed programs, finances, and more!



Special Features



New! Ask MSBA Sessions

Join us at the Ask MSBA Sessions for engaging one-on-one and small group conversations with our staff. Twice on Thursday, MSBA staff members will be available in the Roundtable area to discuss the latest topics and answer your questions. This is a great opportunity to gain insights, share your thoughts, and network with other attendees. Don't miss out on this chance to connect and learn!

School Excellence Showcase

Visit with proud Minnesota students and staff who are showcasing unique programs from their schools.

Director District Discussions and Elections

Your MSBA Director District representatives will be setting aside time to meet with board members from their region. Director Districts with openings on the MSBA Board of Directors will also have presentations from board members running for those positions. Bring your questions to add to the conversation.

Roundtable Sessions

Join us for two 20-minute sessions starting at 1:40 p.m. Thursday, and three rounds of 20-minute sessions starting at 8 a.m. Friday in the Exhibit Hall. These informal sessions provide a great opportunity to converse with an expert in a small-group setting. Topics this year include superintendent contract, strategic planning, and much more.



R | R | M

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School Business Office Affairs

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Find us on social media



LE SUEUR-HENDERSON PUBLIC SCHOOLS

SCHEDULED MEETINGS/ACTIVITIES

DATE	DESCRIPTION	TIME	LOCATION
11/4/2024	Policy Committee Meeting	5:30 PM	MS/HS Media Center
11/4/2024	Regular Board Meeting	6:30 PM	MS/HS Media Center
11/18/2024	School Board Work Session	6:30 PM	MS/HS Media Center
12/2/2024	TNT/Levy Adpt	6:00 PM	MS/HS Media Center
12/2/2024	Regular Board Meeting	Following	MS/HS Media Center
12/16/2024	Optional Work Session	6:30 PM	MS/HS Media Center
1/6/2025	Organizational Meeting	6:30 PM	MS/HS Media Center
1/16/2024	<i>Minnesota School Boards Assoc.</i>	<i>All Day</i>	<i>Minneapolis Convention Center</i>
1/17/2024	<i>Leadership Conference</i>		
	https://docs.google.com/spreadsheets/d/1veOz-5YPT7Eu8-Fp		