

Special School Board Meeting

Monday, December 15, 2025 6:30 PM

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

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF AGENDA**

4. **CONSENT AGENDA**

4.1. Approval of District Office Consent Items

4.1.1. Minutes of Regular/TnT Meeting held on
12.1.25

4.2. Approval of Personnel Consent Items

4.2.1. Hirings

4.2.1.1. Paraprofessionals - Kim Bach & Dulce
Garcia Trejo

4.2.1.2. Full Time Elementary Substitute - Addison
Reichenberg

4.2.1.3. Head Football Coach - Colin Everson

5. **NEW BUSINESS**

5.1. Approve hiring Assistant Facilities Director

5.2. Approve 2026-27 District Calendar

6. **ADJOURN**

INDEPENDENT SCHOOL DISTRICT 2397
LE SUEUR-HENDERSON PUBLIC SCHOOLS
MINUTES OF TnT/REGULAR BOARD MEETING
MS/HS MEDIA CENTER
DECEMBER 1, 2025

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. Board members in attendance, Jenny Burns, Christa Luna, Kelsey Schwartz, Brigid Tuck, Gretchen Rehm, Brooke Wentzlaff .

Members Absent: Matt Hathaway

Also in attendance: Superintendent Jim Wagner, Admin. Assist., Rachel Scheffler, Henderson Independent, Beth Cornish; LS County News, Carson Hughes; Student Representatives, Norah Renstrom, Kendra Westphal; Business Manager, Ky Battern; AD, Paul Theorin; Teacher, Erika Anderson.

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

Item 3.0 **Mission and Vision Statements:**

Item 4.0 **Strategic Plan Review:**

Item 5.0 **Approval of Agenda:**

Item 5.1 Motion by Rehm, second by Schwartz, carried, 6-0 to approve the meeting agenda.

Item 6.0 **Open Forum:**

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

Item 7.1 Resolution was presented to accept grants and donations to the Le Sueur-Henderson Public School District. Said Resolution is attached hereto and made a part of these minutes. Motion made by Board Member Schwartz and upon being seconded by Board Member Tuck, said resolution was duly adopted by the following roll call vote, carried 6-0.

Burns: yes

Schwartz: Yes

Rehm: Yes

Tuck:Yes

Luna: Yes

Wentzlaff: Yes

Item 7.2 All Conference Awards-Spring

Item 8.0 **Reports:**

- Item 8.1 Committee Reports
 - Item 8.1.1 Finance
 - Item 8.1.2 Negotiations
 - Item 8.1.3 SW Metro
 - Item 8.1.4 Human Resources
 - Item 8.1.5 Policy
 - Item 8.1.7 Community Ed Council

- Item 8.2 Student Report
- Item 8.3 Superintendent Report
 - 8.3.1 CE Report
 - 8.3.2 M/HS Report
 - 8.3.3 Elementary Report
 - 8.3.4 Winter Sports Coaches
 - 8.3.5 Unified & Adapted Bowling

Item 9.0 **Consent Agenda:** Motion by Rehm, second by Burns, carried, 6-0 to approve the following consent items:

Item 9.1 **District Office Consent Items:**

Item 9.1.1 Minutes of 11.17.25 Special School Board Meeting

Item 9.2 **Personnel Consent Items:**

Item 9.2.1 Hirings:

Item 9.2.1.1 Elementary Para - Zackery Thomson

Item 9.2.1.2 Long Term Science Sub - Elizabeth Prah

Item 9.2.2 Resignations:

Item 9.2.2.1 Asst. Football Coach - Nathan Kirschner

Item 9.2.2.2 Science Teacher - Marcus Eidahl

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

Item 11.0 **Old Business:**

Item 11.1. Motion by Tuck, second by Rehm, carried, 6-0 to approve second of three readings to update policy 204.

Item 12.0 **New Business:**

Item 12.1. Motion by Schwartz, second by Burns, carried, 6-0 to approve amendment to PA with Le Sueur EDA.

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

Item 14.0 **Next Meeting Information**

Item 15.0 **Adjourn:** Motion by Rehm, second by Burns, carried, 6-0 to adjourn the meeting at 7:21 PM.

MINUTES OF TRUTH IN TAXATION MEETING
MS/HS MEDIA CENTER
DECEMBER 1, 2025

Item 1 **Truth in Taxation Presentation**

Item 1.1 Motion by Rehm, second by Luna, carried, 6-0 to approve 2025 payable
2026 levy.

Item 1.2 Public comments

Board Clerk

Board Chair

Approved on: December 15, 2025



Employment Recommendation Le Sueur - Henderson School District

Position: Special Education Para

Recommended Candidate: Kim Bach

Recommended by: Kern **Start/ Hire Date:** December 8, 2025

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

for	Yes-applied
	Yes
	0
	NA
	NA
	NA
	0

X

New Position

Existing Position

Replacing: Janae Kim (part of her position)

Additional Information:
8:00-10:15am and 2:00-3:00

Approval of Principal: Darren Kern 12/8/25

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date



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



Employment Recommendation Le Sueur - Henderson School District

Position: Special Education Para

Recommended Candidate: Dulce Garcia Trejo

Recommended by: Kern **Start/ Hire Date:** December 8, 2025

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

for	Yes-applied
	Yes
	0
	NA
	NA
	NA
	0

X

New Position

Existing Position

Replacing: Janae Kim (part of her position)

Additional Information:
11:30-3:00 M-F

Approval of Principal: Darren Kern 12/8/25

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date



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



Employment Recommendation Le Sueur - Henderson School District

Position: Elementary Building Sub

Recommended Candidate: Addison Reichenberg

Recommended by: Kern **Start/ Hire Date:** January 2026

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

for	Yes-applied
	Yes
	0
	1
	BA
	BA
	0
	\$40,788/pro-rated

<input checked="" type="checkbox"/>	New Position
<input type="checkbox"/>	Existing Position

Replacing:

Additional Information:

Approval of Principal: Darren Kern 12/10/25

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date



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



Employment Recommendation Le Sueur - Henderson School District

Position: Head Varsity Football Coach

Recommended Candidate: Colin Everson

Recommended by: Paul Theorin	Start Date: 12/16

To be completed by an administrator:

Candidate has current & appropriate certification:

NA

Reference checks completed:

NA

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

\$

New Position

Existing Position

Replacing:

Additional Information: We've had this position as a co-head coach the past couple of years. Now we're going with having this position as just one head coach. Colin will take over as the head varsity football coach. He will have assistant coaches underneath him.

Approval of Admin: Paul Theorin

Electronic Signature

Date

Approval:

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

Job Description: Assistant Facility Director

The Assistant Facility Director plays a vital role in ensuring the efficient, safe, and well-maintained operation of the organization's physical assets. This position supports the Facility Director in overseeing health and safety protocols, building maintenance, and grounds keeping, with a commitment to providing a secure and welcoming environment for staff, visitors, and stakeholders.

Key Responsibilities

Health and Safety Management

Implement, monitor, and update health and safety policies and procedures to comply with local, state, and federal regulations.

Conduct regular safety inspections and risk assessments throughout the facility and grounds.

Coordinate staff training on emergency preparedness, fire safety, hazardous materials handling, and accident prevention.

Investigate incidents and accidents, maintain detailed reports, and recommend corrective actions.

Ensure safety equipment, signage, and first aid supplies are available and properly maintained.

Additional Responsibilities

Building Maintenance

Supervise daily maintenance operations, including HVAC, plumbing, electrical, and general repairs.

Schedule and oversee preventive maintenance programs to prolong the life of building systems and equipment.

Coordinate with vendors, contractors, and service providers for specialized maintenance and repair projects.

Respond promptly to maintenance requests and emergencies to minimize disruptions.

Maintain accurate records of maintenance activities, work orders, and inventory.

Grounds Keeping

Supervise grounds keeping staff and contractors to ensure the upkeep of lawns, gardens, parking lots, and outdoor spaces.

Plan and implement landscape maintenance schedules, including mowing, trimming, planting, and irrigation.

Monitor grounds for safety hazards, cleanliness, and aesthetic standards.

Coordinate snow removal, pest control, and seasonal landscaping projects.

Perform grounds keeping duties as required

Equipment Maintenance

Operate and maintain groundskeeping equipment such as mowers, trimmers, blowers, and edgers to ensure the upkeep of lawns and landscaped areas.

Perform routine inspections and maintenance on snow removal equipment, including snow blowers, plows, and salt spreaders, to ensure readiness throughout the winter season.

Clear walkways, driveways, parking lots, and entrances of snow and ice using appropriate machinery and hand tools to maintain safe conditions for staff and visitors.

Apply de-icing materials, such as salt or sand, as needed to prevent hazardous conditions during inclement weather.

Assist with seasonal grounds preparation, including leaf removal, mulching, and planting, to enhance the appearance and safety of the property.

Qualifications

Bachelor's degree in facility management, safety management, or a related field preferred.

Minimum of 3 years' experience in facility operations, building maintenance, or safety management.

Strong knowledge of health and safety regulations and best practices.

Excellent communication, leadership, and organizational skills.

Ability to respond effectively in emergency situations and manage multiple priorities.

Proficiency with maintenance management software and Microsoft Office Suite.

Work Environment and Physical Requirements

Work is performed both indoors and outdoors in varying weather conditions.

May require lifting, carrying, and moving equipment and supplies up to 50 pounds.

Occasional evening or weekend work may be required for emergencies or scheduled projects.

Reporting Structure

The Assistant Facility Director reports directly to the Facility Director

Equal Opportunity Statement

The organization is an equal opportunity employer committed to diversity and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability, or protected veteran status.

Le Sueur-Henderson Public Schools 2026-2027 Calendar-draft



ELEMENTARY 665-4700
MIDDLE/HIGH 665-5800
HILLTOP ALP 665-5900
COMM ED. 665-4620
DISTRICT OFFICE 665-4600

ISD2397.ORG

Snow Make-up Days:

Day #1 - January 15

Day #2 - March 25

*The Board of
Education
reserves the right
to change or
modify the
calendar.*

1 required staff flex Workday 3-14
12-13 - New Teacher Inservice
17-19 - Inservice/Workday
20 - Open House K-12(7:30 AM-7:30 PM)
21 - Open House K-12(Half Day)
24 - 1st day of school
28 - NO SCHOOL
Aug. Student Days - 5
Aug. Teacher Contract Days - 11

Total Student Days K-12 - 5
Total Teacher Contract Days - 11

August 2026						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2027						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 - NO SCHOOL-Winter Break
14 - End of 2nd Qtr./Semester 1
15 - Workday - no school

Jan. Student Days - 19
Jan. Teacher Contract Days - 20

Total Student Days K-12 - 98
Total Teacher Contract Days - 108

4-7 - NO SCHOOL

Sept. Student Days - 20
Sept. Teacher Contract Days - 20

Total Student Days K-12 - 25
Total Teacher Contract Days - 31

September						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

February 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

9 - K-5 P/T Conferences (Eve)
12 - 2-Hour Early Out
11 - K-12 P/T Conferences (Eve)
15 - NO SCHOOL- Presidents' Day

Feb. Student Days - 19
Feb. Teacher Contract Days - 20

Total Student Days K-12 - 117
Total Teacher Contract Days - 128

7 - Giant Support- MSHS
14 - 2-Hour Early Out
15-16 - NO SCHOOL - MEA
29- First Qtr. Ends
30 - Workday - no school

Oct. Student Days - 19
Oct. Teacher Contract Days - 20

Total Student Days K-12 - 44
Total Teacher Contract Days - 51

October 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

March 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3 - Giant Support- MSHS
18 - Third Qtr. Ends
25 - Inservice Day - no school
26-29 - NO SCHOOL-Spring Break

Mar. Student Days - 20
Mar. Teacher Contract Days - 21

Total Student Days K-12 - 137
Total Teacher Contract Days - 149

5 - P/T Conf. K-12 (Eve)
10 - K-5 P/T Conf. (Eve)
25 - Inservice Day - no school
26-27 - NO SCHOOL-Thanksgiving Break

Nov. Student Days - 18
Nov. Teacher Contract Days - 20

Total Student Days K-12 - 62
Total Teacher Contract Days - 71

November 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April 2027						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

16 - 2-Hour Early Out

Apr. Student Days - 22
Apr. Teacher Contract Days - 22

Total Student Days K-12 - 159
Total Teacher Contract Days - 171

23 - 2-Hour Early Out student/staff
16 - Giant Support- MSHS
24-31 - NO SCHOOL- Winter Break

Dec. Student Days - 17
Dec. Teacher Contract Days - 17

Total Student Days K-12 - 79
Total Teacher Contract Days - 88

December 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May 2027						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5 - Giant Support- MSHS
14 - 2-Hour Early Out
(no school if goals met)
14 - Seniors last day
19 - Graduation
20 - Early Out 11:30 DISMISSAL
Students Last Day of School
End of 4th Qtr./Semester 2

May Student Days - 14
May Teacher Contract Days - 15

Total Student Days K-12 - 173
Total Teacher Contract Days - 185

Le Sueur-Henderson Public Schools 2026-27 Calendar

	Elem	M/HS
Total Student Days	173	173
Total Teacher Contract Days	185	185
Staff Days	10	10
2-Hour Early Outs	5	5

Conference Days and Open House

Building administrators will pick the four (4) evening events teachers must attend.

Evening Conferences	4	2
Open Houses	2 (12&4hr)	2 (12&4hr)
Giant Support	0	4 (2 hr)

K-5 has Conferences Nov. 10 and MS/HS has Giant Support Oct. 7 & Dec. 16 in lieu of that Conf. Night
K-5 has Conferences Feb. 9 and MS/HS has Giant Support Mar. 3 & May 5 in lieu of that Conf. Night

Emergency closing make up days

January 15

March 25