

Regular School Board Meeting

Monday, August 3, 2026 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

8. REPORTS

8.1. Committee Reports

8.1.1.	Finance	Presenter: Director Matt Hathaway
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8.1.2.	Negotiations	Presenter: Director Brigid Tuck
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8.1.3.	SW Metro	Presenter: Director Christa Luna
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8.1.4.	Human Resource	Presenter: Director Kelsey Schwartz
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8.1.5.	Policy	Presenter: Director Gretchen Rehm
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8.1.6.	Community Ed Council	Presenter: Director Jenny Burns
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8.2. Student Report

8.3. Superintendent Report

8.3.1.	Community Ed. Update
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8.3.2.	M/HS Update
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8.3.3.	Elementary Update
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8.3.4.	AD Report
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9. CONSENT AGENDA

9.1. Approval of District Office Consent Items

9.1.1.	Minutes of Special School Board meeting.
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9.2. Approval of Business Office Consent Items

9.2.1. Authorize Superintendent to Consider and Approve/Disapprove Nonresident Student Tuition Agreements and Enrollment Options Requests on an Individual Basis as received during the 2026-27 School Year.

9.2.2. Authorize School Depositories for the 2026-27 School Year

9.2.3. Set Substitute Classified/Custodial Salary for the 2026-27 School Year

9.2.4. Set Substitute Teacher Salary for the 2026-27 School Year

9.2.5. Authorize the Electronic Transfer of Funds for the A/P system via Commerce Bank for the 2026-27 School Year

9.2.6. Authorize Superintendent and/or District Business Manager to Act on Behalf of Board to make Electronic Funds Transfers for the 2026-27 School Year

9.2.7. Authorize Superintendent and/or District Business Manager to Act on Behalf of the Board to Invest, Transfer and Expend Funds within Board Limitations for the 2026-27 School Year

9.2.8. Authorize Treasurer to Invest and Transfer Funds within Statutory Limitations for the 2026-27 School Year

9.2.9. Monthly Financials & Check Register

9.3. Approval of Personnel Consent Items

9.3.1. Hirings

9.3.1.1. M/HS Dean of Students - LaRae Ludwig

9.3.1.2. Food Service - Geri Griep-Kahle and Lydia Thibodeau

9.3.2. Resignations

9.3.2.1. Teacher - Madison Odziemski

9.3.2.2. Cross Country Coach - Brenna Schmitt

9.3.2.3. Knowledge Bowl Coach - LaRae Ludwig

9.3.3. Requests

9.3.4. Retirements

10. PURCHASES ABOVE \$10,000

11. OLD BUSINESS

12. NEW BUSINESS

12.1. Approve first of three readings to approve Policy 625

12.2. Approve first and final readings to update policies, 524.5 and 503

12.3. Approve 2027-29 Principals' Master Agreement

12.4. Approve 2025-27 Custodial Master Agreement

12.5. Approve FY26 Audit Services - Engagement Letter

12.6. Accept Resolution of Association with First Farmers & Merchants Bank

12.7. Approve Meal Prices for 2026-27 School Year

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

14. **NEXT MEETING INFORMATION**

14.1. Schedule of Upcoming Meetings

15. **ADJOURN**

Le Sueur-Henderson Public Schools

Strategic Plan | 2024-2028

BELIEF STATEMENTS

The Le Sueur-Henderson Public Schools believe:

- That collaboration between the home, the school, and the community has a positive impact on student success;
- That everyone deserves a safe and respectful school environment;
- That all students deserve the opportunity to learn and succeed;
- That diversity enriches the individual, school, and community;
- That educational excellence requires effective leadership, high expectations, teamwork, up-to-date facilities, and the responsible utilization of resources;
- In educating the whole child — academically, socially, physically, and emotionally;
- In continuous improvement and a growth mindset; and
- In an individualized, rigorous, and relevant academic experience.

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 fostered through student-centered learning.

BRANDING STATEMENT

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



FOCUS AREA	GOALS	OBJECTIVES
STUDENT ACHIEVEMENT	1. Le Sueur-Henderson Public Schools will achieve the goals of the World's Best Workforce for all students in the school district. 2. LeSueur-Henderson Public Schools will deliver high-quality education to all students in the district. 3. Le Sueur-Henderson Public Schools will develop and implement a plan to embed 21st century skills into the district's curriculum.	1.1 Annually evaluate the success in: ▪ Kindergarten readiness ▪ Reading at grade level by third grade ▪ Closing the achievement gap ▪ Graduating students who are college and career ready ▪ Ensuring on-time graduation 2.1 By fall 2027, develop and implement a guaranteed and viable preK-12 curriculum. 2.2 Use the PLC process to identify essential student knowledge and skills. 2.3 By Fall 2027, evaluate, and by Fall 2028, recommend a general education intervention model for academic, social, and emotional needs. 2.4 By Fall 2027, outperform regional and comparable districts on state tests and college-readiness measures. 3.1 By Fall 2029, implement teaching practices that prepare students for college, career, and life. 3.2 Implement AVID strategies at the middle and high school levels. 3.3 Meet state-mandated graduation requirements.
STUDENT SUPPORT	4. LeSueur-Henderson Public Schools will provide the resources, systematic support, programs, and personnel that give all students equal opportunity for success.	4.1 Continuously evaluate and implement systems to identify student needs and provide appropriate interventions. 4.2 Monitor and increase extracurricular participation. 4.3 Support students during key transition points, including postsecondary options. 4.4 By Fall 2029, provide varied academic pathways for personalized learning plans. 4.5 Use tools to identify student career strengths. 4.6 Offer electives exploring 21st-century career opportunities and align course registration guides to career pathways.
WORKFORCE	5. LeSueur-Henderson Public Schools will identify, recruit, develop, and retain quality employees for all positions in the school district. 6. Le Sueur-Henderson Public Schools will, in partnership with stakeholders and local government, advocate for quality-affordable housing, daycare, education, and employment opportunities for significant others.	5.1 Ensure competitive salary schedules and review them by the end of the strategic plan. 5.2 By Fall 2025, establish a mentorship program for first and second-year teachers. 5.3 Annually support staff development aligned with the district's mission. 5.4 By Fall 2024, develop a marketing plan to increase the number of available paraprofessionals and teacher substitutes. 5.5 Between 2024-2028, create and implement a survey to measure employee engagement. 6.1 Schedule regular joint meetings with the school board and city councils. 6.2 Increase partnerships with local businesses and industries. 6.3 Develop more childcare facilities to address community needs.

FOCUS AREA	GOALS	OBJECTIVES
COMMUNICATION: COMMUNITY RELATIONS AND MARKETING	7. Using multiple platforms, the Le Sueur-Henderson Public Schools will effectively share the story of our programs and students with all members of our communities. 8. Increase Enrollment through Marketing and Communications.	7.1 Develop and implement a marketing/branding plan to highlight the district's educational programs, achievements, and financial status. 7.2 Create annual community-building events for alumni, families, and the broader community. 7.3 Maintain a marketing committee to enhance district communication through platforms like TikTok and Instagram, and engage a marketing firm. 7.4 Establish and implement consistent intradistrict communication protocols. 7.5 Develop a marketing and branding plan with an updated brochure and explore hiring a communication specialist.
FACILITIES	9. Le Sueur-Henderson Public Schools will ensure that the district's facilities and grounds are designed and maintained to attract and retain students and staff in a safe, sustainable, and attractive environment. 10. Le Sueur-Henderson Public Schools will develop and implement a long-range facilities and infrastructure master plan in conjunction with Finance Committee to address the current and long-term educational needs of the district.	9.1 By Fall 2024, establish an interior monitored entry point at the MS/HS. 9.2 Consult with the Director of Technology quarterly to address future technology needs. 9.3 By Fall 2024, update and annually review the district's crisis plan 10.1 Annually discuss curricular goals and potential capital investments. 10.2 Develop a maintenance plan using the Long-Term Facilities Maintenance (LTFM) budget. 10.3 Create a plan for newly purchased property. 10.4 Develop a comprehensive facilities plan with short-term and long-term goals.
FINANCE	11. Le Sueur-Henderson Public Schools will grow and preserve the district's financial standing while maintaining programs, services, and facilities efficiently.	11.1 Generate and monitor 1-year, 3-year, and 5-year plans considering enrollment, funding, and expenditures. 11.2 Over the next five years, explore a potential bond referendum operating levy. 11.3 Provide monthly financial updates to the board. 11.4 Establish a long-term facilities maintenance (LTFM) budget. 11.5 Maintain a \$1 million fund balance.



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

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

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

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

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

- Elementary PTO - \$2218.50 towards the cost of K-5 field trips for the 2025-26 school year
- Mariah Skelly - \$40.00 for Preschool Silent Auction
- Jennifer Hocick - \$20 for Preschool Silent Auction
- Henderson Lions Gaming
 - \$250 for Kids Club
 - \$461.74 not specified
- Blue & Gold Booster Club
 - \$1050.00 AD Donation - LSH Backdrop
 - \$500.00 Summer Basketball
- Henderson Fire Department - \$600 for Kids Club summer field trips
- Le Sueur Lions Club - \$200 for Kids Club summer field trips
- United Fund of Le Sueur
 - \$875.00 for Book Buddies
 - \$250.00 for Kinder Camp
 - \$600.00 for Senior Dinner
- Le Sueur Rotary Club - \$8640.00 for Elementary Book Vending Machine
- Le Sueur-Henderson Softball Association - \$3500.00 for Baseball

Adopted this _____ day of _____, 20_____.

Signed:

School Board Chair, Brigid Tuck

Attest:

School Board Clerk, Kelsey Schwartz

Community Education Update

August 3, 2026

General Community Education

- We held our annual Children's Theatre production the week of July 20–24. In just one week, students rehearsed and performed a full one-hour production with the help of two professional actor/directors. We have offered this popular summer program for the past 15 years.
- Summer registrations have been going well. For example, our upcoming "State Fair Foods" class has 12 people registered.
- Last week, we held Giant Track Camp with more than 20 kids participating. The camp was led by our own LSH track and field coaches and varsity athletes. It was a hot week, and unfortunately, our track meet scheduled for Friday was postponed due to rain. A make-up meet will be held this Friday.
- Our Fall Community Education Catalog will be mailed in mid-August. We have a nice variety of offerings, including cooking classes, after-school classes for youth, and many of our tried-and-true favorites.
- **Giant Days 2026:** It has become a tradition for Community Education to provide tours of the high school/middle school and elementary school for the LSH 50-year class reunion during Giant Days. Many alumni comment favorably on our facilities while also enjoying the opportunity to reminisce about the "good ol' days." Community Education also participated in the Giant Days Parade and handed out children's books to kids along the parade route.

Adult Basic Education (ABE)

ABE programming continues to remain active:

- The majority of our ABE classes end in mid-June; however, through our partnerships with surrounding ABE consortiums, students have the option to continue their education by attending regional online evening ESL and GED classes throughout the summer.
- With our ABE narrative complete, the state will be visiting facilities throughout our consortium in late August. During these visits, state staff will review our programming and provide feedback on our programs and services.
- We have posted a full-time GED/ESL teacher position and hope to make a hire in early August.

Early Childhood

The biggest item to report is that our newly hired preschool teacher, who was slated to teach our morning three-year-old preschool class, resigned at the end of July. This was originally a half-time position. Knowing how difficult it can be to recruit a qualified teacher for a part-time

position, we approached the Rotary Club of Le Sueur about helping fund a portion of the position so that we could instead recruit for a full-time position.

The Rotary Club has generously agreed to provide a one-time donation to help fund this position. Under the proposed structure, half of the position will be dedicated to teaching preschool, while the other half will focus on academic intervention and serving as a family communications liaison. This role will help strengthen the partnership between preschool families and our school district while also providing additional academic support to students.

We are excited about this opportunity and are hopeful that we can find a qualified individual to fill the position before the start of the school year.

Kids Club

Summer Kids Club has had a busy summer! Our program utilizes the local pool three times a week and has gone on five field trips to fun destinations such as Como Zoo, Camp Dels, and the Scott County Fair. We also take advantage of the wonderful programming offered by the Le Sueur Library and make a trip to the library each week.

To further accommodate families, Kids Club staff walk children to swimming lessons, local sports camps, and Vacation Bible School throughout the summer. In addition to these opportunities, staff plan a variety of daily activities for the children. With everything packed into a typical summer day, both kids—and staff—usually go home tired!

Our last day of summer programming will be Friday, August 14. We take one week off for custodial staff to clean rooms as well as prepare for school year care.



Le Sueur-Henderson Middle/High School

Independent School District 2397

School Board Report August 3, 2026

Dear Board Members,

Preparations for the upcoming school year are moving along smoothly, and we are excited to welcome staff and students back to the building soon. Here is a summary of our progress, staff preparation, and Open House details for August.

Preparing for the School Year & New Staff

- **Online Registration:** Online Registration has been implemented and is currently live through the Infinite Campus Parent Portal and linked on the school website. This implementation has organized and streamlined the entire process for families and office staff. It eliminates potential errors from transcribing paper applications into our digital platform and gives parents/guardians direct access to ensure all information is correct.
- **New Teacher Orientation (Aug. 12–13):** We are excited for the new experiences and knowledge these educators bring to our school community! A special shout-out goes to Cortnee DePope and Melissa Hollnagel for developing an effective orientation program for our new teachers.
- **Instructional Team & Goals:** The MS/HS Instructional Team will meet this week to establish our site goals, instructional needs, and determine our PLC format for the year.
- **Schedules:** Master schedules are in the process of being finalized.
- **Hiring:** We are in the process of interviewing to fill Paraprofessional positions and are accepting applications for a SPED teacher and English teacher.
- **Building & Facility Updates:** Many staff members have already been in the building organizing classrooms and preparing for the first days of school. Our custodial team has worked extremely hard to get the school spotless and ready for the new year. Additionally, the FACS room has undergone a small facelift with a few new appliances, tables, and improved organization.

Workshop Week Highlights

Teacher workshop week is focused on collaboration, safety, professional growth, and team connection:

- **Artificial Intelligence (AI) Training:** MS/HS staff will attend one of three scheduled AI training sessions on August 19.
- **Safety & Crisis Refresher:** The crisis team will present a refresher on the District Crisis Manual and the *I Love U Guys* standard response protocol.
- **Neurodivergent Training:** Dedicated training session for teachers and paraprofessionals.
- **Team Building:** Activities planned throughout the week for staff.

- **SPED & Gen Ed Collaboration:** Structured time for SPED and General Education teachers to work together.
- **CTE Spotlight:** General Education teachers will attend sessions taught by a CTE teacher to build communication, collaboration, and understanding across fields. Staff will then have collaboration time to map out ways to incorporate and connect academic and CTE skills across subjects.

Open House & 6th Grade Orientation (August 20–21)

Open House is scheduled for **August 20–21**. It will look a bit different this year because of online registration, updates to Chromebook distribution, and moving school photos to the first week of school. With those logistics moved out of the way, teachers will be in their classrooms ready to greet families and share information.

- **6th Grade Orientation — Thursday, Aug. 20 at 5:30 PM (Auditorium):** Parents and students will be introduced to the 6th-grade teaching team, grading policies, Infinite Campus, and middle school expectations.
- **2B Continued Presentation — Thursday, Aug. 20 at 6:30 PM:** Immediately following orientation, *2B Continued* will present on Teen Mental Health First Aid.

Please let me know if you have any questions. Thank you for your continued support!

Respectfully submitted,

Cindy Schmidt
Le Sueur-Henderson Middle/High School



Le Sueur-Henderson Public Schools

Independent School District 2397

100 Kingsway Drive

Le Sueur, MN 56058

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

LSH Elementary School Board Update – August 2026

As we get ready to welcome students back for the 2026–27 school year, we have been working together to prepare for a strong and positive start.

On **Tuesday, August 4**, we will host **Popsicles with the Principal** from **5:00–6:00 p.m.** on the elementary playground. This is a casual event where students and families can meet the new principal, reconnect with friends, and get excited for the first day of school.

Our Elementary Leadership Team met last week and chose this year's theme: **“Giant Steps, Growing Together Every Day.”** This reminds us that learning and growth happen step by step, and we do our best work when we support each other along the way.

To help create a positive and consistent school environment, we will focus on being **“GIANT.”** These are the expectations we will teach and practice with students:

- **G** – Growth (always learning and improving)
- **I** – Integrity (doing the right thing, even when no one is watching)
- **A** – Attitude (staying positive and trying our best)
- **N** – Nice (being kind and respectful to others)
- **T** – Think (making good choices and solving problems)

A staff team will work together to create simple, clear language and examples so students know what “being GIANT” looks like in all areas of the school.

We are also preparing for the new reading curriculum. Teachers will take part in training sessions in August:

- **August 4:** Magnetic Reading training
- **August 6:** Functional Morphology training
- **August 11:** Arts & Letters training

These sessions will help teachers feel ready to use the new materials and support students in becoming stronger readers.

We are excited to begin the school year focused on strong relationships, clear expectations, and helping every student grow as we take **Giant Steps, Growing Together Every Day.**

Respectfully,

Katie Maier



Le Sueur-Henderson Public Schools

Independent School District 2397

100 Kingsway Drive

Le Sueur, MN 56058

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

Interim Elementary Principal

BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT 2397
LE SUEUR-HENDERSON PUBLIC SCHOOLS
MINUTES OF SPECIAL SCHOOL BOARD MEETING
MS/HS MEDIA CENTER
JULY 20, 2026

Item 1.0 **Call to Order:** The special meeting of the Le Sueur-Henderson Board of Education was called to order at 6:30 PM. Board members in attendance were Kelsey Schwartz, Christa Luna, Brigid Tuck, Jenny Burns, Brooke Wentzlaff, Gretchen Rehm.

Members Absent: Matt Hathaway

Also in attendance: Superintendent Darren Kern; Administrative Assistant, Rachel Scheffler; Business Manager, Ky Battern; Henderson Independent, Beth Cornish, Principals, Kaite Maier and Cindy Schmidt.

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

Item 3.0 **Approval of Agenda:** Motion by Burns, second by Rehm, carried 6-0, to approve the meeting agenda.

Item 4.0 **Consent Agenda:** Motion by Schwartz, second by Rehm, carried, 6-0 to approve the following consent items:

Item 4.1 **District Office Consent Items:**

Item 4.1.1 Minutes of 6.15.26, 6.22.26, and 6.25.26 School Board Meetings.

Item 4.2 **Personnel Consent Items:**

Item 4.2.1 Hirings

Item 4.2.1.1 Coach - Eric Lewis

Item 4.2.1.2 Custodian - Alex Siepka

Item 4.2.1.3 Coach - Matthew Lewis

Item 4.2.1.4 Teacher - Cheyenna Torbenson

Item 4.2.1.5 Teacher - Morgan Wyatt

Item 4.2.1.6 Bus/Van Drivers

Item 4.2.1.7 Teacher - Madison Odziemski

Item 4.2.1.8 Teacher - Brock Hanson

Item 4.2.2 **Resignations:**

Item 4.2.2.1 Custodian - Rylee Steinborn

Item 4.2.2.2 Custodian - Kent Swanson

Item 4.2.2.3 Coach - Alex Floersch

Item 4.2.2.4 Teacher - Jeremy Goltz

Item 4.2.2.5 Teacher - Josh Prah

Item 4.2.2.6 Teacher - Alicia Beckmann

Item 4.2.2.7 Asst Facilities - Jeremy Bahr
Item 4.2.2.8 Coach - Lauren Berndt

Item 5.0 **New Business**

Item 5.1 Motion by Wentzlaff, second by Luna carried 6-0, to authorize Superintendent, Darren Kern to act as the Identified Official with Authority (IOwA) to add and remove names only for Le Sueur-Henderson School District 2397-01 effective July 1, 2026.

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

Item 5.2 Motion by Schwartz, second by Wentzlaff, carried 6-0, to approve appointment of Interim Elementary Principal, Katie Maier.

Item 5.3 Motion by Rehm, second by Luna, carried 6-0, to approve EHS services renewal FY27-29.

Item 5.4 Motion by Schwartz, second by Luna, carried 6-0, to approve LTFM Plan.

Item 5.5 Motion by Tuck, second by Wentzlaff, carried 6-0, to approve 2026-27 Elementary Student Handbook.

Item 5.6 Motion by Schwartz, second by Burns, carried 6-0, to approve 2026-27 M/HS Parent/Student Handbook.

Item 6.0 **Adjourn:** Motion by Rehm, second by Burns, carried 6-0, to adjourn the meeting at 6:50 PM.

Board Clerk

Board Chair

Approved on: 8/3/2026

Note: Listing is currently absent of payroll generated wire payments. Once reconciled, payment will populate on this report.

Le Sueur-Henderson Schools

Payment Reg by Bank and Check

Page 1 of 5

7/31/2026

8:40 AM

Pay/Void														
Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Amount
FFM	P2612G	92045		Wire	1	14843		XCEL ENERGY		No	No	No	06/04/2026	1,662.17
FFM	P2612G	92100		Wire	1	9159		AMERICAN MAILING MACHINES		No	No	No	06/05/2026	500.00
FFM	P2612G	92214		Wire	1	8309		METRONET		No	No	No	06/30/2026	197.11
FFM	P2612G	92215		Wire	1	10660	R1	CITY OF LE SUEUR		No	No	No	06/30/2026	24,679.55
FFM	P2612G	92216		Wire	1	14843		XCEL ENERGY		No	No	No	06/30/2026	1,551.65
FFM	P2612G	92217		Wire	1	20954		USPS		No	No	No	06/30/2026	87.24
FFM	P2611T	92034	792923	Check	1	9204		RICHARD L MUSKE, ATTORNEY AT LAW		Yes	No	No	06/01/2026	365.93
FFM	P2612S	92035	792924	Check	1	9134		FELMLEE, CAITLYN		Yes	No	No	06/01/2026	19.93
FFM	P2612G	92038	792925	Check	1	9215		MNSCU - METROPOLITAN STATE UNIVI		Yes	No	No	06/02/2026	460.00
FFM	P2612G	92039	792926	Check	1	9003		CASH		Yes	No	No	06/02/2026	825.00
FFM	P2611T	92040	792927	Check	1	13147		MN TEAMSTERS NO 320		Yes	No	No	06/03/2026	800.00
FFM	P2611T	92041	792928	Check	1	18080		SCHOOL SERVICE EMPLOYEES		Yes	No	No	06/03/2026	592.38
FFM	P2611G	92089	792929	Check	1	9191		ANDERSON, JOHN		Yes	No	No	06/05/2026	50.00
FFM	P2611G	92071	792930	Check	1	7810		BEMMELS, ADAM		Yes	No	No	06/05/2026	80.00
FFM	P2611G	92083	792931	Check	1	8669		BIX PRODUCE CO		Yes	No	No	06/05/2026	3,399.68
FFM	P2611G	92066	792932	Check	1	6658		BROMELAND, TOM		Yes	No	No	06/05/2026	130.00
FFM	P2611G	92050	792933	Check	1	1518	R1	CDW GOVERNMENT INC		Yes	No	No	06/05/2026	4,755.06
FFM	P2611G	92046	792934	Check	1	03582		COLE PAPERS INC		Yes	No	No	06/05/2026	66.81
FFM	P2611G	92061	792935	Check	1	4043		COMPUTER TECHNOLOGY SOLUTIONS		Yes	No	No	06/05/2026	227.85
FFM	P2611G	92070	792936	Check	1	7722		CONSTRUCTION & TREE SERVICES LL		Yes	No	No	06/05/2026	750.00
FFM	P2611G	92087	792937	Check	1	9064	R1	DAIKIN APPLIED		Yes	No	No	06/05/2026	1,725.00
FFM	P2611G	92047	792938	Check	1	06359	R2	FOLLETT CONTENT SOLUTIONS LLC		Yes	No	No	06/05/2026	709.56
FFM	P2611G	92074	792939	Check	1	8257		FORCIER, ANDY		Yes	No	No	06/05/2026	50.00
FFM	P2611G	92062	792940	Check	1	4071		FRITZ, CRAIG		Yes	No	No	06/05/2026	80.00
FFM	P2611G	92067	792941	Check	1	7192		GENELIN, CRYSTAL		Yes	No	No	06/05/2026	50.00
FFM	P2611G	92078	792942	Check	1	8499		GENELIN, WYATT		Yes	No	No	06/05/2026	50.00
FFM	P2611G	92077	792943	Check	1	8498		GRAFF, KADEN		Yes	No	No	06/05/2026	50.00
FFM	P2611G	92093	792944	Check	1	9214		GREENIG, BRYAN		Yes	No	No	06/05/2026	50.00
FFM	P2611G	92080	792945	Check	1	8525		HALQUIST, DAVID		Yes	No	No	06/05/2026	125.00
FFM	P2611G	92048	792946	Check	1	08117		HENDERSON INDEPENDENT		Yes	No	No	06/05/2026	40.00
FFM	P2611G	92060	792947	Check	1	40336		HYLARIDES, LARRY		Yes	No	No	06/05/2026	100.00
FFM	P2611G	92058	792948	Check	1	2408		INSTY-PRINTS		Yes	No	No	06/05/2026	2,293.60
FFM	P2611G	92064	792949	Check	1	4796		ISD 2835 JWP		Yes	No	No	06/05/2026	230.00
FFM	P2611G	92063	792950	Check	1	4480		JONES SCHOOL SUPPLY		Yes	No	No	06/05/2026	175.85
FFM	P2611G	92049	792951	Check	1	09741		JOSTENS INC		Yes	No	No	06/05/2026	1,117.94
FFM	P2611G	92079	792952	Check	1	8516		LIBRA, HUNTER		Yes	No	No	06/05/2026	50.00
FFM	P2611G	92085	792953	Check	1	8741		MALPHURS, APRIL		Yes	No	No	06/05/2026	394.99
FFM	P2611G	92057	792954	Check	1	2405		MN IRON & METAL		Yes	No	No	06/05/2026	465.00

Le Sueur-Henderson Schools

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
										Print	Recon	Void		Date
FFM	P2611G	92082	792955	Check	1	8667	R1	PAN-O-GOLD BAKING CO		Yes	No	No	06/05/2026	421.95
FFM	P2611G	92075	792956	Check	1	8476		PLONSKI, ALEX		Yes	No	No	06/05/2026	130.00
FFM	P2611G	92052	792957	Check	1	16060		PLUNKETTS INC		Yes	No	No	06/05/2026	206.50
FFM	P2611G	92054	792958	Check	1	1814		POWELL, KELLY		Yes	No	No	06/05/2026	200.00
FFM	P2611G	92081	792959	Check	1	8666		PRAIRIE FARMS		Yes	No	No	06/05/2026	1,806.96
FFM	P2611G	92086	792960	Check	1	8872		RETTMANN, PAUL		Yes	No	No	06/05/2026	130.00
FFM	P2611G	92069	792961	Check	1	7717	R1	RIDGEVIEW AMBULANCE SERVICE		Yes	No	No	06/05/2026	136.58
FFM	P2611G	92068	792962	Check	1	7717		RIDGEVIEW MEDICAL CENTER		Yes	No	No	06/05/2026	400.00
FFM	P2611G	92088	792963	Check	1	9127		ROSSOW, GREG		Yes	No	No	06/05/2026	130.00
FFM	P2611G	92053	792964	Check	1	17559		SAM'S CLUB DIRECT		Yes	No	No	06/05/2026	388.84
FFM	P2611G	92091	792965	Check	1	9212		SATER, RILEY		Yes	No	No	06/05/2026	50.00
FFM	P2611G	92072	792966	Check	1	7963		SCHWARZ, LANE		Yes	No	No	06/05/2026	125.00
FFM	P2611G	92055	792967	Check	1	18980		SOUTH CENTRAL SERVICE COOP		Yes	No	No	06/05/2026	1,282.50
FFM	P2611G	92092	792968	Check	1	9213		STRAUB, KOREYANN		Yes	No	No	06/05/2026	50.00
FFM	P2611G	92065	792969	Check	1	6225		STUEBER, ERIN		Yes	No	No	06/05/2026	100.00
FFM	P2611G	92084	792970	Check	1	8671		SYSO WESTERN MN		Yes	No	No	06/05/2026	12,527.93
FFM	P2611G	92056	792971	Check	1	1956		TUREK, TERRY		Yes	No	No	06/05/2026	50.00
FFM	P2611G	92059	792972	Check	1	30214		VRKLAN, MARK T.		Yes	No	No	06/05/2026	50.00
FFM	P2611G	92090	792973	Check	1	9211		WENTZLAFF, JARED		Yes	No	No	06/05/2026	40.00
FFM	P2611G	92076	792974	Check	1	8493		WEST, PATRICK		Yes	No	No	06/05/2026	50.00
FFM	P2611G	92073	792975	Check	1	8111		WEST, SANDEE		Yes	No	No	06/05/2026	50.00
FFM	P2611G	92051	792976	Check	1	1561		ZEIHER, ANN		Yes	No	No	06/05/2026	50.00
FFM	P2612G	92101	792977	Check	1	13000	2a-ds	REGION 2A, MSHSL		Yes	No	No	06/09/2026	1,460.00
FFM	P2612G	92102	792978	Check	1	13000	2a-ds	REGION 2A, MSHSL		Yes	No	No	06/09/2026	1,845.00
FFM	P2612G	92104	792979	Check	1	6663	R1	LE SUEUR ROTARY CLUB		Yes	No	No	06/11/2026	200.00
FFM	P2612G	92103	792980	Check	1	21290		RADERMACHER'S		Yes	No	No	06/11/2026	190.70
FFM	P2612G	92121	792981	Check	1	6573	P1	AVIBEN LLC		Yes	No	No	06/12/2026	140.38
FFM	P2612G	92114	792982	Check	1	25407		BENSE, KEITH		Yes	No	No	06/12/2026	80.00
FFM	P2612G	92133	792983	Check	1	9146		BLASCHKO, MACCOY		Yes	No	No	06/12/2026	40.00
FFM	P2612G	92130	792984	Check	1	9056		BOEHLER, TONY		Yes	No	No	06/12/2026	130.00
FFM	P2612G	92113	792985	Check	1	20680		CENTRAL UNITED COOPERATIVE		Yes	No	No	06/12/2026	666.09
FFM	P2612G	92105	792986	Check	1	08112		CITY OF HENDERSON		Yes	No	No	06/12/2026	211.95
FFM	P2612G	92108	792987	Check	1	10660	R1	CITY OF LE SUEUR		Yes	No	No	06/12/2026	11,017.19
FFM	P2612G	92137	792988	Check	1	9220		CJ TOWING & REPAIR		Yes	No	No	06/12/2026	200.00
FFM	P2612G	92115	792989	Check	1	25963		DAHNS, RICHARD		Yes	No	No	06/12/2026	40.00
FFM	P2612G	92128	792990	Check	1	8361		DAYTRIPPERS THEATRE		Yes	No	No	06/12/2026	1,000.00
FFM	P2612G	92119	792991	Check	1	5555		ERICKSON, SHAWN		Yes	No	No	06/12/2026	130.00
FFM	P2612G	92127	792992	Check	1	8257		FORCIER, ANDY		Yes	No	No	06/12/2026	80.00

Le Sueur-Henderson Schools

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
												Void	Date	
FFM	P2612G	92135	792993	Check	1	9180		FP FINANCE		Yes	No	No	06/12/2026	160.00
FFM	P2612G	92129	792994	Check	1	8502		G&K EVENT RENTALS		Yes	No	No	06/12/2026	142.50
FFM	P2612G	92106	792995	Check	1	08820	EAD	ISD 77-MANKATO EAST HS		Yes	No	No	06/12/2026	200.00
FFM	P2612G	92131	792996	Check	1	9060		KROEAKE, RANDY		Yes	No	No	06/12/2026	130.00
FFM	P2612G	92107	792997	Check	1	10080		LAKESHORE LEARNING MATERIALS		Yes	No	No	06/12/2026	1,032.87
FFM	P2612G	92132	792998	Check	1	9071		MCDONALD, JENNI		Yes	No	No	06/12/2026	200.00
FFM	P2612G	92110	792999	Check	1	12176	R2	METRO SALES		Yes	No	No	06/12/2026	520.01
FFM	P2612G	92109	793000	Check	1	1108		MN SAFETY COUNCIL		Yes	No	No	06/12/2026	46.00
FFM	P2612G	92134	793001	Check	1	9165	R1	MRI SOFTWARE LLC		Yes	No	No	06/12/2026	380.00
FFM	P2612G	92125	793002	Check	1	7848		MULCAHY COMPANY		Yes	No	No	06/12/2026	3,378.13
FFM	P2612G	92112	793003	Check	1	2014		O'BRIEN, TONY		Yes	No	No	06/12/2026	80.00
FFM	P2612G	92117	793004	Check	1	5259	NM	PALMER BUS SERVICE		Yes	No	No	06/12/2026	7,624.39
FFM	P2612G	92123	793005	Check	1	7717	R1	RIDGEVIEW AMBULANCE SERVICE		Yes	No	No	06/12/2026	204.87
FFM	P2612G	92118	793006	Check	1	5422	R1	RIVER BEND BUSINESS PRODUCTS		Yes	No	No	06/12/2026	917.29
FFM	P2612G	92136	793007	Check	1	9218		SATER, RENAE		Yes	No	No	06/12/2026	50.00
FFM	P2612G	92126	793008	Check	1	8078		SIWEK LUMBER & MILLWORK		Yes	No	No	06/12/2026	3,599.67
FFM	P2612G	92111	793009	Check	1	18980		SOUTH CENTRAL SERVICE COOP		Yes	No	No	06/12/2026	848.64
FFM	P2612G	92116	793010	Check	1	29886		SULLIVAN, MARTY		Yes	No	No	06/12/2026	40.00
FFM	P2612G	92120	793011	Check	1	5767		THE BAR & GRILL		Yes	No	No	06/12/2026	132.00
FFM	P2612G	92138	793012	Check	1	9221		TOM JOHNSON SALES AND SERVICE		Yes	No	No	06/12/2026	3,585.00
FFM	P2612G	92124	793013	Check	1	7814		WELLMANN, RICK		Yes	No	No	06/12/2026	130.00
FFM	P2612G	92122	793014	Check	1	6639		WILLAERT, PAT		Yes	No	No	06/12/2026	21.18
FFM	P2612G	92181	793015	Check	1	3675		BETHANY LUTHERAN COLLEGE		Yes	No	No	06/17/2026	1,140.00
FFM	P2612G	92183	793016	Check	1	9223		CB BASKETBALL		Yes	No	No	06/17/2026	325.00
FFM	P2612G	92182	793017	Check	1	9222		MN RISE SUMMER SPLASH		Yes	No	No	06/17/2026	250.00
FFM		92184	793018	Check	1	12756		NATIONAL INSURANCE SERVICES OF I		Yes	No	No	06/17/2026	26,997.49
FFM	P2612G	92206	793019	Check	1	8669		BIX PRODUCE CO		Yes	No	No	06/18/2026	856.81
FFM	P2612G	92210	793020	Check	1	8851		BURNS, TAMI		Yes	No	No	06/18/2026	737.20
FFM	P2612G	92195	793021	Check	1	4801	R1	CENTERPOINT ENERGY		Yes	No	No	06/18/2026	3,378.13
FFM	P2612G	92191	793022	Check	1	21090		CENTURYLINK		Yes	No	No	06/18/2026	70.00
FFM	P2612G	92185	793023	Check	1	03582		COLE PAPERS INC		Yes	No	No	06/18/2026	3,285.90
FFM	P2612G	92189	793024	Check	1	1621		COLLEGE BOARD		Yes	No	No	06/18/2026	6,248.00
FFM	P2612G	92204	793025	Check	1	8380		HUNT PLUMBING & DRAIN		Yes	No	No	06/18/2026	1,200.00
FFM	P2612G	92202	793026	Check	1	7986		L & M BOILER SYSTEMS INC		Yes	No	No	06/18/2026	6,575.00
FFM	P2612G	92186	793027	Check	1	10085		LANO EQUIPMENT OF NORWOOD		Yes	No	No	06/18/2026	1,121.05
FFM	P2612G	92193	793028	Check	1	4212		MACGILL & CO		Yes	No	No	06/18/2026	1,500.00
FFM	P2612G	92192	793029	Check	1	2149		MIDWEST SPECIAL INSTRUMENTS		Yes	No	No	06/18/2026	101.00
FFM	P2612G	92196	793030	Check	1	5089		MILLERS REFRIGERATION		Yes	No	No	06/18/2026	4,804.43

Le Sueur-Henderson Schools

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Amount
													Date	
FFM	P2612G	92209	793031	Check	1	8734		MINNESOTA CONTROL SYSTEMS INC		Yes	No	No	06/18/2026	1,623.75
FFM	P2612G	92208	793032	Check	1	8712		MUSKA ELECTRIC COMPANY		Yes	No	No	06/18/2026	305.67
FFM	P2612G	92200	793033	Check	1	6017	R1	NORTHFIELD LINES INC		Yes	No	No	06/18/2026	1,613.13
FFM	P2612G	92188	793034	Check	1	15420		PAAPE COMPANIES INC		Yes	No	No	06/18/2026	130.00
FFM	P2612G	92190	793035	Check	1	1814		POWELL, KELLY		Yes	No	No	06/18/2026	100.00
FFM	P2612G	92205	793036	Check	1	8666		PRAIRIE FARMS		Yes	No	No	06/18/2026	842.91
FFM	P2612G	92197	793037	Check	1	5422	R1	RIVER BEND BUSINESS PRODUCTS		Yes	No	No	06/18/2026	7,829.79
FFM	P2612G	92194	793038	Check	1	4564		SHERWIN WILLIAMS		Yes	No	No	06/18/2026	843.02
FFM	P2612G	92201	793039	Check	1	7639		SOUTHWEST METRO INTERMEDIATE		Yes	No	No	06/18/2026	25,976.12
FFM	P2612G	92203	793040	Check	1	8334		SUPERIOR TRANSPORTATION SERVIC		Yes	No	No	06/18/2026	50,814.70
FFM	P2612G	92207	793041	Check	1	8671		SYSCO WESTERN MN		Yes	No	No	06/18/2026	2,551.94
FFM	P2612G	92187	793042	Check	1	11020		TRUSTWORTHY HARDWARE OF LE SL		Yes	No	No	06/18/2026	43.13
FFM	P2612G	92198	793043	Check	1	5862		USI CONSULTING GROUP		Yes	No	No	06/18/2026	4,800.00
FFM	P2612G	92199	793044	Check	1	5997		VERIZON WIRELESS		Yes	No	No	06/18/2026	707.30
FFM	P2612G	92212	793045	Check	1	9209		WAGNER, EMI		Yes	No	No	06/18/2026	89.99
FFM	P2612G	92211	793046	Check	1	9208		WESTLIE, KEILEE		Yes	No	No	06/18/2026	457.50
FFM	P2612F	92213	793047	Check	1	9204		RICHARD L MUSKE, ATTORNEY AT LAW		Yes	No	No	06/29/2026	288.64
FFM	P2611T	92219	793048	Check	1	12756	R2	MADISON NATIONAL LIFE INS CO		Yes	No	No	06/30/2026	5,902.98
FFM	P2612G	92231	793049	Check	1	9167		ADVENTURE AWAITS		Yes	No	No	06/30/2026	400.00
FFM	P2612G	92230	793050	Check	1	7852	R1	APG MEDIA OF SOUTHERN MN LLC		Yes	No	No	06/30/2026	190.20
FFM	P2612G	92229	793051	Check	1	7807		BATTERN, KY		Yes	No	No	06/30/2026	868.80
FFM	P2612G	92228	793052	Check	1	7532	R1	CONSOLIDATED COMMUNICATIONS		Yes	No	No	06/30/2026	3,700.54
FFM	P2612G	92220	793053	Check	1	06359	R2	FOLLETT CONTENT SOLUTIONS LLC		Yes	No	No	06/30/2026	420.11
FFM	P2612G	92221	793054	Check	1	08117		HENDERSON INDEPENDENT		Yes	No	No	06/30/2026	165.38
FFM	P2612G	92225	793055	Check	1	4501		K & R GRAPHICS LLC		Yes	No	No	06/30/2026	70.00
FFM	P2612G	92232	793056	Check	1	9201		NATIONAL RESTAURANT SOLUTIONS,		Yes	No	No	06/30/2026	2,364.47
FFM	P2612G	92226	793057	Check	1	5259	NM	PALMER BUS SERVICE		Yes	No	No	06/30/2026	3,680.74
FFM	P2612G	92227	793058	Check	1	5422	R1	RIVER BEND BUSINESS PRODUCTS		Yes	No	No	06/30/2026	34.54
FFM	P2612G	92223	793059	Check	1	17559		SAM'S CLUB DIRECT		Yes	No	No	06/30/2026	61.40
FFM	P2612G	92224	793060	Check	1	3534		SCHWARZ, MEGAN		Yes	No	No	06/30/2026	52.26
FFM	P2612G	92233	793061	Check	1	9221		TOM JOHNSON SALES AND SERVICE		Yes	No	No	06/30/2026	1,570.00
FFM	P2612G	92222	793062	Check	1	08470	R2	WEX BANK		Yes	No	No	06/30/2026	155.10
FFM	P2612G	92234	793063	Check	1	6125		GOETTTL, CATHERINE		Yes	No	No	06/30/2026	100.00
													Bank Total:	\$285,531.54
MSDL	P2612M	92162		PC	1	10700		CITY OF LE SUEUR		No	No	No	06/12/2026	25.00
MSDL	P2612M	92163		PC	1	11839	R2	MASA		No	No	No	06/12/2026	1,392.00
MSDL	P2612M	92164		PC	1	11876		THE MASTER TEACHER		No	No	No	06/12/2026	117.95

Le Sueur-Henderson Schools

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Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
										Print	Recon	Void		Date
MSDL	P2612M	92165		PC	1	14920		NORTHWEST GAS		No	No	No	06/12/2026	2,263.76
MSDL	P2612M	92166		PC	1	17559		SAM'S CLUB DIRECT		No	No	No	06/12/2026	476.64
MSDL	P2612M	92167		PC	1	21092		VALLEYFAIR		No	No	No	06/12/2026	5,100.00
MSDL	P2612M	92168		PC	1	2819		AMAZON.COM		No	No	No	06/12/2026	3,101.68
MSDL	P2612M	92169		PC	1	3053		PIZZA RANCH INC.		No	No	No	06/12/2026	345.10
MSDL	P2612M	92170		PC	1	4913		LJP ENTERPRISES TRUCKING LLC		No	No	No	06/12/2026	1,716.42
MSDL	P2612M	92171		PC	1	4990		P-CARD		No	No	No	06/12/2026	1,551.38
MSDL	P2612M	92172		PC	1	6889	r1	TEACHER SYNERGY LLC		No	No	No	06/12/2026	10.74
MSDL	P2612M	92173		PC	1	7292		HOME DEPOT		No	No	No	06/12/2026	870.19
MSDL	P2612M	92174		PC	1	7815		HARBOR FREIGHT		No	No	No	06/12/2026	599.96
MSDL	P2612M	92175		PC	1	7821		ADOBE SYSTEMS INC		No	No	No	06/12/2026	384.89
MSDL	P2612M	92176		PC	1	8216		ZOOM VIDEO COMMUNICATIONS INC		No	No	No	06/12/2026	16.99
MSDL	P2612M	92177		PC	1	8417		ZORO		No	No	No	06/12/2026	3,422.90
MSDL	P2612M	92178		PC	1	8522		BALLARD INC		No	No	No	06/12/2026	565.58
MSDL	P2612M	92179		PC	1	8557		KENNICOTT		No	No	No	06/12/2026	1,113.67
MSDL	P2612M	92180		PC	1	8752		CROWN AWARDS		No	No	No	06/12/2026	115.08

Bank Total: \$23,189.93Report Total: \$308,721.47

Le Sueur-Henderson Public Schools - June 2026 General Fund Expenditures

School Board				FY26 YTD	FY26 Budget	FY26 <i>Remaining</i>	YTD vs <i>Budget</i>	FY25 YTD	FY25 Budget	YTD vs <i>Budget</i>	June 202612	June 202512	June \$ Δ	June % Δ
School Board 010 100 299				7,808	9,184	1,376	85.02%	6,594	9,186	71.78%	180	-	180	
Salaries & Benefits				7,808	9,184	1,376	85.02%	6,594	9,186	71.78%	180	-	180	
Purchased Services/Travel/Conferences				843	2,500	1,657	33.71%	4,138	2,402	172.27%	-	17	(17)	-100%
Supplies & Materials				2,401	3,700	1,299	64.90%	1,576	3,654	43.13%	-	80	(80)	-100%
Capital Expenditures				-	-	-		-	-		-	-	-	
Dues, Membership, Other				10,342	7,500	(2,842)	137.89% {a}	7,330	7,353	99.69%	-	-	-	
Total School Board				21,394	22,884	1,490	93.49%	19,637	22,595	86.91%	180	97	83	53.87%
Superintendent				FY26 YTD	FY26 Budget	FY26 <i>Remaining</i>	YTD vs <i>Budget</i>	FY25 YTD	FY25 Budget	YTD vs <i>Budget</i>	June 202612	June 202512	June \$ Δ	June % Δ
Salaries & Benefits				292,667	246,292	(46,375)	118.83% {r}	268,552	227,672	117.96%	36,666	21,783	14,883	68%
Purchased Services/Travel/Conferences				3,975	2,700	(1,275)	147.23%	4,074	2,523	161.46%	318	53	265	501%
Supplies & Materials				247	500	253	49.31%	281	505	55.58%	-	-	-	
Capital Expenditures				-	-	-		-	-		-	-	-	
Dues, Membership, Other				4,646	3,500	(1,146)	132.73%	3,494	3,271	106.81%	-	-	-	
Total Superintendent				301,534	252,992	(48,542)	119.19%	276,400	233,971	118.13%	36,984	21,836	15,148	69%
Principals				FY26 YTD	FY26 Budget	FY26 <i>Remaining</i>	YTD vs <i>Budget</i>	FY25 YTD	FY25 Budget	YTD vs <i>Budget</i>	June 202612	June 202512	June \$ Δ	June % Δ
Salaries & Benefits				506,696	365,849	(140,847)	138.50% {s}	449,560	361,458	124.37%	74,032	35,313	38,719	110%
Purchased Services/Travel/Conferences				6,173	5,600	(573)	110.23%	7,243	9,279	78.06%	780	1,123	(344)	-31%
Supplies & Materials				13,378	-	(13,378)	{b}	7,339	-		-	532	(532)	-100%
Capital Expenditures				-	-	-		-	-		-	-	-	
Dues, Membership, Other				3,751	3,000	(751)	125.03%	4,486	3,440	130.41%	-	-	-	
Total Principals				529,998	374,449	(155,549)	141.54%	468,628	374,177	125.24%	74,812	36,968	37,843	102%
Business Services				FY26 YTD	FY26 Budget	FY26 <i>Remaining</i>	YTD vs <i>Budget</i>	FY25 YTD	FY25 Budget	YTD vs <i>Budget</i>	June 202612	June 202512	June \$ Δ	June % Δ
Salaries & Benefits				195,583	228,247	32,664	85.69% {r}	134,539	176,523	76.22%	16,317	14,678	1,639	11%
Purchased Services/Travel/Conferences				76,877	71,500	(5,377)	107.52%	95,978	104,245	92.07%	120	3,581	(3,461)	-97%
Supplies & Materials				2,010	3,000	990	67.01%	1,171	2,748	42.62%	-	112	(112)	-100%
Capital Expenditures				1,675	3,500	1,825	47.86%	-	3,739	0.00%	-	-	-	
Dues, Membership, Other				9,135	20,000	10,865	45.68%	17,526	20,771	84.38%	-	(134)	134	-100%
Total Business Services				285,280	326,247	40,967	87.44%	249,214	308,026	80.91%	16,437	18,237	(1,799)	-10%
Elementary & Secondary Regular Instruction				FY26 YTD	FY26 Budget	FY26 <i>Remaining</i>	YTD vs <i>Budget</i>	FY25 YTD	FY25 Budget	YTD vs <i>Budget</i>	June 202612	June 202512	June \$ Δ	June % Δ
Salaries & Benefits				4,227,815	4,524,622	296,807	93.44% {s}	4,228,483	4,271,512	98.99%	995,176	995,289	(113)	0%
Purchased Services/Travel/Conferences				94,509	145,098	50,589	65.13% {c}	151,662	120,435	125.93%	320	35,186	(34,866)	-99%
Supplies & Materials				110,393	105,120	(5,273)	105.02%	107,866	112,701	95.71%	-	12,351	(12,351)	-100%
Capital Expenditures				2,483	2,000	(483)	124.15%	1,552	9,500	16.33%	-	-	-	
Dues, Membership, Other				6,222	6,874	652	90.51%	6,084	8,104	75.07%	-	-	-	
Total Elementary & Secondary Regular Instruction				4,441,422	4,783,714	342,292	92.84%	4,495,647	4,522,252	99.41%	995,496	1,042,826	(47,330)	-5%

Le Sueur-Henderson Public Schools - June 2026 General Fund Expenditures

	FY26 YTD	FY26 Budget	FY26 Remaining	YTD vs Budget		FY25 YTD	FY25 Budget	YTD vs Budget	June 202612	June 202512	June \$ Δ	June % Δ
Extra Curriculuars & Donation Accounts												
Salaries & Benefits	367,384	365,186	(2,198)	100.60%		293,482	319,198	91.94%	41,407	40,888	520	1%
Purchased Services/Travel/Conferences	170,909	96,042	(74,867)	177.95% {q}		197,154	96,042	205.28%	1,328	59,048	(57,719)	-98%
Supplies & Materials	159,807	110,046	(49,761)	145.22%		170,486	110,046	154.92%	-	6,817	(6,817)	-100%
Capital Expenditures	11,416	1,869	(9,547)	610.78% {d}		696	1,869	37.26%	-	-	-	
Dues, Membership, Other	5,137	9,582	4,445	53.61%		4,185	9,582	43.68%	-	-	-	
Total Extra Curriculuars & Donation Accounts	714,652	582,725	(131,927)	122.64%		666,004	536,737	124.08%	42,736	106,752	(64,016)	-60%
Vocational Education Instruction												
Salaries & Benefits	275,393	253,233	(22,160)	108.75%		220,952	181,363	121.83%	66,340	71,922	(5,582)	-8%
Purchased Services/Travel/Conferences	240	450	210	53.33%		250	200	125.00%	-	-	-	
Supplies & Materials	30,801	32,500	1,699	94.77%		21,644	22,950	94.31%	-	366	(366)	-100%
Capital Expenditures	8,035	9,000	965	89.28%		3,153	12,000	26.28%	-	-	-	
Dues, Membership, Other	-	-	-			-	-		-	-	-	
Total Vocational Education Instruction	314,469	295,183	(19,286)	106.53%		246,000	216,513	113.62%	66,340	72,288	(5,948)	-8%
Special Education Instruction												
Salaries & Benefits	1,501,075	1,690,508	189,433	88.79%		1,659,089	1,558,510	106.45%	319,607	491,035	(171,428)	-35%
Purchased Services/Travel/Conferences	121,010	279,210	158,200	43.34%		297,431	504,654	58.94%	120	57,989	(57,869)	-100%
Supplies & Materials	20,662	9,865	(10,797)	209.45% {e}		18,785	9,865	190.42%	-	1,496	(1,496)	-100%
Capital Expenditures	-	-	-			-	-		-	-	-	
Dues, Membership, Other	-	15,000	15,000	0.00%		14,430	13,000	111.00%	-	-	-	
Total Special Education Instruction	1,642,748	1,994,583	351,835	82.36%		1,989,735	2,086,029	95.38%	319,727	550,520	(230,793)	-42%
Technology												
Salaries & Benefits	191,370	184,559	(6,811)	103.69%		172,116	209,536	82.14%	19,545	15,491	4,054	26%
Purchased Services/Travel/Conferences	52,237	103,267	51,030	50.58%		120,438	109,999	109.49%	80	6,639	(6,559)	-99%
Supplies & Materials	144,736	103,500	(41,236)	139.84% {g}		175,568	94,336	186.11%	-	64,586	(64,586)	-100%
Capital Expenditures	137,873	23,734	(114,139)	580.91% {f}		47,945	45,798	104.69%	-	12,835	(12,835)	-100%
Dues, Membership, Other	-	677	677	0.00%		-	677	0.00%	-	-	-	
Total Technology	526,216	415,737	(110,479)	126.57%		516,066	460,346	112.10%	19,625	99,551	(79,926)	-80%
Curriculum												
Salaries & Benefits	45,808	49,431	3,623	92.67%		56,308	85,073	66.19%	3,976	3,256	720	22%
Purchased Services/Travel/Conferences	6,662	3,035	(3,627)	219.51%		3,000	3,035	98.85%	-	-	-	
Supplies & Materials	224,474	158,350	(66,124)	141.76% {h}		98,996	86,819	114.03%	-	-	-	
Capital Expenditures	600	-	(600)			2,478	-		-	-	-	
Dues, Membership, Other	-	-	-			-	-		-	-	-	
Total Curriculum	277,545	210,816	(66,729)	131.65%		160,782	174,927	91.91%	3,976	3,256	720	22%

Le Sueur-Henderson Public Schools - June 2026 General Fund Expenditures

Library Media Center

Salaries & Benefits
Purchased Services/Travel/Conferences
Supplies & Materials
Capital Expenditures
Dues, Membership, Other

Total Library Media Center

Staff Development

Salaries & Benefits
Purchased Services/Travel/Conferences
Supplies & Materials
Capital Expenditures
Dues, Membership, Other

Total Staff Development

Counseling, Guidance, & Psychology Services

Salaries & Benefits
Purchased Services/Travel/Conferences
Supplies & Materials
Capital Expenditures
Dues, Membership, Other

Total Counseling, Guidance, & Psychology Services

Health Services

Salaries & Benefits
Purchased Services/Travel/Conferences
Supplies & Materials
Capital Expenditures
Dues, Membership, Other

Total Health Services

Transportation

Purchased Services/Travel/Conferences

Total Transportation

FY26 YTD	FY26 Budget	FY26 <i>Remaining</i>	YTD vs <i>Budget</i>		FY25 YTD	FY25 Budget	YTD vs <i>Budget</i>	June 202612	June 202512	June \$ Δ	June % Δ
127,054	69,513	(57,541)	182.78%	{s}	124,918	65,934	189.46%	22,818	22,341	478	2%
255	400	145	63.80%		377	400	94.20%	-	-	-	
10,850	11,712	862	92.64%		19,767	11,212	176.30%	-	11,728	(11,728)	-100%
-	-	-			-	-		-	-	-	
-	-	-			-	-		-	-	-	
138,159	81,625	(56,534)	169.26%		145,062	77,546	187.07%	22,818	34,068	(11,250)	-33%
FY26 YTD	FY26 Budget	FY26 <i>Remaining</i>	YTD vs <i>Budget</i>		FY25 YTD	FY25 Budget	YTD vs <i>Budget</i>	June 202612	June 202512	June \$ Δ	June % Δ
36,649	103,427	66,778	35.43%		35,748	103,180	34.65%	762	2,650	(1,888)	-71%
17,100	34,000	16,900	50.29%		6,643	21,294	31.20%	-	-	-	
13,137	180	(12,957)	7298.58%	{i}	-	180	0.00%	-	-	-	
-	-	-			-	-		-	-	-	
-	-	-			-	-		-	-	-	
66,887	137,607	70,720	48.61%		42,391	124,654	34.01%	762	2,650	(1,888)	-71%
FY26 YTD	FY26 Budget	FY26 <i>Remaining</i>	YTD vs <i>Budget</i>		FY25 YTD	FY25 Budget	YTD vs <i>Budget</i>	June 202612	June 202512	June \$ Δ	June % Δ
211,856	232,200	20,344	91.24%		263,115	260,857	100.87%	56,886	41,603	15,283	37%
16,968	200	(16,768)	8484.19%	{n}	22,830	200	11414.80%	-	15,028	(15,028)	-100%
3,825	5,580	1,755	68.55%		9,586	6,080	157.66%	-	6,360	(6,360)	-100%
-	-	-			-	-		-	-	-	
-	-	-			-	-		-	-	-	
232,650	237,980	5,330	97.76%		295,531	267,137	110.63%	56,886	62,992	(6,105)	-10%
FY26 YTD	FY26 Budget	FY26 <i>Remaining</i>	YTD vs <i>Budget</i>		FY25 YTD	FY25 Budget	YTD vs <i>Budget</i>	June 202612	June 202512	June \$ Δ	June % Δ
211,517	248,962	37,445	84.96%		219,544	240,793	91.18%	54,719	60,660	(5,942)	-10%
2,150	855	(1,295)	251.44%		260	855	30.41%	-	80	(80)	-100%
6,407	935	(5,472)	685.20%	{o}	1,541	935	164.81%	-	-	-	
-	-	-			-	-		-	-	-	
-	-	-			-	-		-	-	-	
220,074	250,752	30,678	87.77%		221,345	242,583	91.25%	54,719	60,740	(6,022)	-10%
FY26 YTD	FY26 Budget	FY26 <i>Remaining</i>	YTD vs <i>Budget</i>		FY25 YTD	FY25 Budget	YTD vs <i>Budget</i>	June 202612	June 202512	June \$ Δ	June % Δ
751,627	1,006,199	254,572	74.70%		810,002	994,324	81.46%	-	49,801	(49,801)	-100%
751,627	1,006,199	254,572	74.70%		810,002	994,324	81.46%	-	49,801	(49,801)	-100%

Le Sueur-Henderson Public Schools - June 2026 General Fund Expenditures

	FY26 YTD	FY26 Budget	FY26 Remaining	YTD vs Budget		FY25 YTD	FY25 Budget	YTD vs Budget	June 202612	June 202512	June \$ Δ	June % Δ
Buildings & Grounds												
Salaries & Benefits	716,839	795,861	79,022	90.07%		712,999	697,732	102.19%	65,526	71,213	(5,688)	-8%
Purchased Services/Travel/Conferences	546,217	400,247	(145,970)	136.47%	{p}	555,258	400,247	138.73%	199	67,981	(67,781)	-100%
Supplies & Materials	224,188	257,028	32,840	87.22%		270,718	257,028	105.33%	485	19,781	(19,296)	-98%
Capital Expenditures	12,827	89,227	76,400	14.38%		82,226	36,919	222.72%	-	40,250	(40,250)	-100%
Dues, Membership, Other	892	5,375	4,483	16.59%		359	5,375	6.68%	-	84	(84)	-100%
Total Buildings & Grounds	1,500,963	1,547,738	46,775	96.98%		1,621,560	1,397,301	116.05%	66,210	199,310	(133,100)	-67%
	FY26 YTD	FY26 Budget	FY26 Remaining	YTD vs Budget		FY25 YTD	FY25 Budget	YTD vs Budget	June 202612	June 202512	June \$ Δ	June % Δ
Long-Term Facility Maintenance												
Salaries & Benefits	67,161	-	(67,161)		{k}	67,827	-		6,887	5,232	1,655	32%
Purchased Services/Travel/Conferences	300,952	257,765	(43,187)	116.75%		152,001	237,775	63.93%	-	40,974	(40,974)	-100%
Supplies & Materials	26,946	21,364	(5,582)	126.13%		17,216	23,765	72.44%	-	2,294	(2,294)	
Capital Expenditures	-	20,000	20,000	0.00%		-	-		-	-	-	
Dues, Membership, Other	-	-	-			-	-		-	-	-	
Total Long-Term Facility Maintenance	395,059	299,129	(95,930)	132.07%	{i}	237,044	261,540	90.63%	6,887	48,501	(41,614)	-86%
	FY26 YTD	FY26 Budget	FY26 Remaining	YTD vs Budget		FY25 YTD	FY25 Budget	YTD vs Budget	June 202612	June 202512	June \$ Δ	June % Δ
Property Insurance, Work Comp, & Other Misc.												
Salaries & Benefits	39,870	-	(39,870)		{m}	42,756	-		-	-	-	
Purchased Services/Travel/Conferences	149,718	147,318	(2,400)	101.63%		137,090	94,847	144.54%	-	-	-	
Supplies & Materials	-	-	-			-	-		-	-	-	
Capital Expenditures	13,890	-	(13,890)			3,547	-		-	3,547	(3,547)	-100%
Total Property Insurance, Work Comp, & Other Misc.	203,478	147,318	(56,160)	138.12%		183,393	94,847	193.36%	-	3,547	(3,547)	-100%
Total General Fund (Fd 01)	12,564,154	12,967,678	403,524	96.89%		12,644,440	12,395,505	102.01%	1,784,596	2,413,939	(565,327)	-23%

-These numbers are subject to change with the year end close out process. Allocations for expenses will need to be made yet amongst our Food and Community Education funds. Prepaid adjustments will also impact final numbers. The District generally receives various billings related to the prior fiscal year well into the following fiscal year that would effect this as well.

-Please note that we did not revise our budget in FY26 due to late, on-going negotiations with our union groups. While we will come in under budget for that of our expenses, our revenues are also projected to be lower than that of our adopted budget due to changes in our projected special education revenue.

Notes:

{a} = Association dues budget will need to be increased. Consists of MN Rural Ed Association \$2K, Board Book \$3k, MN School Board Association \$5K.

{b} = Costs for elementary generic supplies were coded hear to start and have since been transfered to Elementary & Secondary Supply category.

{c} = Vast majority of the this category & costs are for online course offerings through Educere & SCSC.

{d} = Tennis shed & storage container for pole vault equipment. Received donations/fundraised to offset costs.

{e} = SPED Forms & Clinical Assessment kits needed. Budget will need to be increased.

{f} = Received a donation for the auditorium sound system upgrade that was not budgeted - \$49k. After the adopted budget was created, billing was received in the amount of \$88k for the first year relating to a 3 year equipment lease purchase the District entered into during 2024 for new Avigilon camera systems. Revised budget will need to be increased.

{g} = Since the adoption of this budget the Business Manager and Tech Director have met to create a replacement schedule for staff and student equipment. Not including salaries & benefits or the Avigilon Camera Lease, the annual budget will be recommended at \$225k annually to pay for softwares (\$60k), student & staff devices (\$80k, \$35k), repairs (\$5k), and copier services (\$27k), Misc Equipment & Supplies (\$13k).

{h} = Roughly \$115k of this expense will be recognized in future years as the District purchased curriculum on a 6 year license. Business Manager and Curriculum Director have worked to develop a curriculum budget to prepare for future replacement needs. Will be incorporated within the revised budget.

{i} = Payment for Solution Tree's Tom Shimmer presentation should've been coded to contracted services. Need to transfer expense.

{j} = Upon review of the transportation billing, it was discovered that we were being double billed on one route (were since credited for that years overbilling). Additional billing not present through December 2025.

{k} = Currently, a portion of maintenance staff are being coded to LTFM as allowed. However, discussion will want to be had regarding the methodology of what the District wants LTFM to fund vs that of the unreserved general fund.

{l} = LTFM will be spent at deficit levels in FY26 primarily due to AC Unit & RTU Unit repairs (\$30k) and Boiler Leg Replacements (\$120k though not shown in this month - January). Buildings & Grounds Director and Business Manager met to begin the development of a replacement and repair schedule for District buildings & equipment. Will incorporate in revised budget.

Le Sueur-Henderson Public Schools - June 2026 General Fund Expenditures

{m} = Represents our workers compensation premium - gets allocated to programs at year end.
{n} = Additional mental health coordinator time needed through South Central Coop.



2026-2027 Employment Recommendation
Le Sueur - Henderson School District

Position: MS/HS Dean of Students/DAC

Recommended Candidate: LaRae Ludwig

Recommended by: Cindy Schmidt

Date: 7/20/26

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:

Computer

Credits beyond highest degree granted:

Hourly/ Salary Rate

☐
X

New Position

Existing Position

Replacing: Katie Maier

Additional Information:

Internal Hire

190 contract days

Approval of Principal:

Cynthia Schmidt

7/20/26

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date

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



Employment Recommendation Le Sueur - Henderson School District

Position: <i>Cook / Prep Cook</i>
Recommended Candidate: <i>Beri Gruep-Kahle</i>
Recommended by: <i>Rod Zick</i> Start Date: <i>8/17/26</i>

To be completed by an 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
NA
NA
NA
NA
NA
NA
\$ <i>16.00</i>

☐ New Position

☒ Existing Position

Replacing: *Maria*

Additional Information:

Approval of Admin: *Betsy Eades*

7/31/26

Electronic Signature

Date

Approval:

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



Employment Recommendation Le Sueur - Henderson School District

Position: *Cook / Prep Cook*

Recommended Candidate: *Lydia Thibodeau*

Recommended by: **Start Date:** *8/17/26*

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

\$ *16.00*

☐

New Position

☒

Existing Position

Replacing: *Roberta Morshing*

Additional Information:

Approval of Admin: *Becky Eades*

7/31/26

Electronic Signature

Date

Approval:

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

Revised: _____

625 RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE

I. PURPOSE

The purpose of this policy is to establish clear and actionable guidelines for the responsible, ethical, and transparent use of Artificial Intelligence (AI) within the school district. This policy seeks to support and enhance teaching, learning, and administrative efficiency while upholding academic integrity, protecting privacy, and ensuring equitable access for all students and staff.

Artificial intelligence (AI) language models can assist with various tasks from teaching and learning, to writing support, to data analysis. School district staff who have access to AI tools should understand underlying behaviors and the potential benefits and limitations associated with use.

The school district recognizes that the use of AI can, when used appropriately, enhance student learning by improving the efficiency of education, providing new and creative ways to support learning, and encourage independent research, curiosity, critical thinking, and problem-solving. The school district also recognizes the limitations and potential for misuse of AI.

The school district authorizes staff members to utilize and permit students to utilize ethical and legal use of AI as a supplemental tool to support and expand on classroom instruction, facilitate personalized learning opportunities, and increase educational and learning opportunities, in accordance with the terms of this policy.

The school district authorizes staff to utilize AI as a tool in fulfilling their work responsibilities as consistent with federal and state law and school district policies.

II. GENERAL STATEMENTS OF POLICY

- A. The school district supports use of AI in ways that uphold academic integrity and foster student critical thinking and original work.
- B. The school district supports AI use as an augmentative tool rather than as an autonomous decision-maker. The school district recognizes that human intelligence and H-AI-H protocols should drive the educational process, with AI supporting education and humans remaining accountable for decisions and outcomes
- C. The school district supports use of AI to enhance administrative operations and efficiency.
- D. Student and staff use of AI shall be transparent and responsible. Appropriate attribution shall be provided.
- E. The superintendent or designee will implement and regularly review privacy controls and safety features to protect student, staff, and school district data associated with approved use of AI.
- F. The school district supports and promotes fair access to approved AI tools and will strive to ensure equitable access for all students and staff.
- G. The school district will provide ongoing training and guidance to mitigate the potential for bias and misinformation and will hold students and staff accountable for the consequences of AI use.
- H. This policy applies to all AI use by students and staff regardless of whether the use occurs on school district property, at school district events and activities, or off campus when a

nexus to the school district's educational environment exists. Student AI use must be consistent with school district policies on use of cell phones, personal electronic devices, wearable AI devices, and the internet.

I. The school district recognizes that a student's age may be a key consideration in determining appropriate AI use. For this reason, the school district establishes the following guidelines:

1. Kindergarten through Grade 5: only highly restricted, teacher-mediated AI interactions are permitted. The focus is upon conceptual understanding of AI.
2. Grades 6 through 8: structured introduction to AI tools together with appropriate guardrails. Critical thinking about AI outputs and digital citizenship will be addressed.
3. Grades 9 through 12: centers upon broader AI access with accountability expectations; preparation of students for AI-integrated postsecondary and workforce environments; advanced AI literacy, including an understanding of how AI models work.

III. DEFINITIONS

Definitions of key terms—including Artificial Intelligence (AI), Generative Artificial Intelligence, closed and publicly available AI tools, confidential data, personally identifiable information (PII), and school district-approved AI tools—shall be reviewed and updated as needed to ensure alignment with current technology, legal standards, and school district practices. The school district will provide accessible explanations and examples to support understanding among all stakeholders.

Artificial intelligence in a school district is a category of computer-based systems that analyze data and recognize patterns to support teaching, learning, and administrative operations, for the purpose of assisting human decision-making, within educational and legal constraints, and excluding the replacement of professional judgment or human accountability.

A. Agentic AI

Agentic AI involves systems capable of undertaking multistep actions autonomously, such as web browsing, code execution, interaction with other software, and rendering sequential decisions, without human intervention at each step.

B. AI Tool Types

1. Student-Facing AI

Used by or with students for instruction, where student information may be entered.

2. Confidential AI

Used for non-instructional purposes, processing confidential data to generate new content or recommendations.

3. Operational AI

Used for generating content based on non-confidential data.

C. Closed AI Tools

Closed AI tools are private and can be accessed by school district staff only. Sharing data in a Closed AI Tool is more secure than when using a Publicly Available AI Tool, though information leaks may still occur.

D. Confidential Data/Information

Information that the school district is prohibited by law, policy, or contract from disclosing or that the school district may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information (PII) about students and employees, student and staff medical information, student education records, and information about any student's individualized education program (IEP) or Section 504 plan.

E. Deep Fake

Any video recording, motion-picture film, sound recording, electronic image, or photograph, or any technological representation of speech or conduct substantially derivative thereof:

1. that is so realistic that a reasonable person would believe it depicts speech or conduct of an individual who did not in fact engage in such speech or conduct; and
2. the production of which was substantially dependent upon technical means, rather than the ability of another individual to physically or verbally impersonate such individual.

F. Generative Artificial Intelligence (GenAI)

Computer-based systems that generate content—such as text, images, audio, or data analysis—in response to prompts. Generative AI includes large language models (LLMs) like ChatGPT, as well as tools that generate audio, images, or video.

G. Generative AI Chatbots

A chatbot with generative AI capabilities that uses large language models (LLMs) and machine learning to simulate natural, human-like conversations and generate content, code, or images in real time. Examples include ChatGPT, Claude, Google Gemini, Meta AI, Microsoft Copilot. It is possible that AI programs, including Generative AI Chatbots, may “hallucinate” (create information that is not true, misleading, or nonsensical).

H. Human-AI-Human Model (H-AI-H)

The H-AI-H model establishes a decision-making framework in K-12 education requiring human judgement at the initiation and human accountability at the conclusion of AI-assisted processes. The model ensures AI serves as an augmentative tool rather than an autonomous decision-maker.

I. Personally Identifiable Information (PII)

Information that can be used to distinguish or trace an individual’s identity, either directly or indirectly through linkages with other information.

PII includes, but is not limited to:

1. The student's name;
2. The name of the student's parent or other family members;
3. The address of the student or student's family;
4. A personal identifier, such as the student's social security number, student number, or biometric record;

5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
7. Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

J. Publicly Available AI Tools

Publicly available AI tools are generally accessible for public use and the public can access the information that the tools provide.

K. School District-Approved AI Tool

Any AI platform or application that has been reviewed and authorized by the school district's AI Committee. A school district teacher or staff member may request that an AI platform or application be reviewed and authorized.

[Note: See Article VI. below on the Artificial Intelligence (AI) Committee. Schools should consider how to handle teacher and staff use of AI tools that precedes the AI Committee's creation of a school district-approved AI Tool list. It is possible that some pre-existing AI tools will not be permitted.]

L. Synthetic Media

Digital content in a media format (including text, images, video, and audio) created in part or wholly through use of AI.

M. Voice Cloning

The use of AI to create a digital replica of another person's voice through the use of recorded audio samples.

IV. EQUITABLE ACCESS TO AI TECHNOLOGY

The school district is committed to ensuring that all students and staff have fair and equitable access to AI technology and related resources. To fulfill this commitment, the school district will:

A. Provision of Resources

Provide necessary devices, internet connectivity, and assistive technologies to students and staff who need them. School district administration will conduct regular reviews to ensure resources remain sufficient and accessible.

B. Assessment and Barrier Reduction

Regularly assess and address barriers to access, including those related to socioeconomic status, disability, language, and geographic location. The school district will implement strategies to eliminate identified barriers.

C. Training

Provide ongoing training for staff and students covering technical skills and ethical considerations, including recognizing and mitigating bias in AI systems and outputs, privacy, and responsible and appropriate use of school district-approved AI.

D. Community Engagement

Engage students, families, and community members in ongoing evaluation of equitable access and the effectiveness of AI implementation. Feedback will be sought regularly to inform improvements.

E. Corrective Action

To ensure equitable access to AI technology, the school district will regularly evaluate whether students and staff have fair and meaningful opportunities to use approved AI tools for learning and work. If disparities in access, participation, or outcomes are identified—such as those related to socioeconomic status, disability, language, or infrastructure—the school district will take timely corrective action. Corrective actions may include reallocating resources, providing targeted training or supports, adjusting implementation practices, or updating policies and procedures. The school district will communicate actions taken and monitor their effectiveness to ensure that AI implementation advances educational equity and does not reinforce existing gaps.

F. Policy Review and Revision

Review and update this policy and its implementation as needed to adapt to evolving technologies, community needs, and feedback from stakeholders.

V. CURRICULUM INTEGRATION AND AI LITERACY

A. The superintendent will work with school district staff to establish instructional protocols and criteria consistent with the H-AI-H model that:

1. identify teacher AI use to assess student work;
2. restrict AI use in student disciplinary matters, student placement decisions, behavioral assessments, or similar matters;
3. require transparency when AI use is part of a decision about a student;
4. establish the right to request a review of the human decision-making in a consequential AI-influenced decision affecting the student; and
5. articulate the school district's rules regarding AI-assisted surveillance or behavioral monitoring tool.

Any use of AI in the classroom or on class assignments must align with the teachers' instructions and use expectations. Teachers will provide direction when students are authorized to use AI in an assignment. Teachers will direct student use of AI, ensuring that it aligns with the school district guidelines and policies, and the AI Committees plan and procedures, including the school district's approved AI tools.

B. Use of AI must comply with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), and other federal and state laws.

C. Students will indicate AI use on assignments as required by the teacher and the assignment.

VI. ARTIFICIAL INTELLIGENCE (AI) COMMITTEE

The superintendent shall appoint an AI Committee—including teachers, staff, students, parents, and community members—to guide school district AI objectives. The committee will develop, implement, and annually review procedures for AI use, ensuring alignment with school district policies, classroom requirements, and legal standards. The committee will solicit stakeholder feedback and recommend updates to procedures and approved AI tools as technologies and needs change.

[Note: Some school districts may not have sufficient staff or other resources needed to create an AI Committee. Schools may establish a relationship with a local or regional organization (such as a service cooperative) or a third-party vendor, collaborate with other school districts, and utilize resources (such as those created by the Minnesota Generative AI Alliance for Education) to fulfill some or all of the AI Committee responsibilities.]

A. Committee Appointment and Structure

The school board directs the superintendent to appoint teachers, school staff, students, parents, and community members who have relevant experience regarding AI to a committee to guide the school district's AI objectives. The superintendent will determine the size, structure, and term for the AI Committee.

B. AI Use Plan

The AI Committee shall develop and recommend to the school board for its approval a school district AI Use Plan to establish district-wide direction and a road map for AI use that aligns with the school district's mission, strategic plan, and financial and other resources. The AI Use Plan should respond to these conditions, among others

1. The purpose of the AI Use Plan is to protect the safety and security of students, employees, and the school district while allowing for appropriate educational and productive enhancements enabled by AI.

2. The AI Use Plan must prioritize the security of student, employee, and school district data.
3. The AI Use Plan must direct careful and informed consideration of the privacy policies of any products and services considered for use in the school district, including any relevant changes to the policies.

C. School District AI Procedures

The school board directs the AI Committee to recommend to the school board for its approval procedures for staff and students concerning the use of AI that:

1. Prohibit AI use inconsistent with school district policies and procedures, classroom instructions and requirements, or federal or Minnesota law;
2. Prohibit AI use inconsistent with expectations for staff and student conduct, including those involving discrimination, harassment or hazing, and bullying;
3. Prohibit AI input of confidential staff and student data;
4. Comply with the H-AI-H model for consequential actions involving AI use;
5. Promote AI literacy;
6. Require transparency and accountability regarding disclosure of use of AI;

7. Require school administration vetting of AI prior to recommending use by staff and students;
8. Identify AI approved tools for student and staff use and provide guidelines for seeking approval of new AI;
9. Ensure that AI generated material can be retained in accordance with the school district's Records Retention schedule, as set forth in Article X. below;
10. Clarify that staff and students are responsible for all reasonably foreseeable negative consequences of use of AI;
11. Provide guidance on handling incidents in which AI-generated images, audio, video, or text involving minors are created or distributed;
12. Provide guidance to school district counselors and other staff on recognizing and addressing a student's
 - a. unhealthy AI dependency;
 - b. parasocial and emotional relationships with AI chatbots;
 - c. overreliance on AI for emotional support, decision-making, or social interaction; and
 - d. similar AI-related mental health impacts and conditions.
13. Address agentic AI and autonomous AI actions; and

14. Establish an AI structured incident response plan as required under Article XII.

D. AI Coordinator

The superintendent will designate at least one school district AI Coordinator to monitor advancements, risks, and best practices in the field of AI persons. The AI Coordinator will also serve as a professional resource and advisor for the school district on these topics. The AI Coordinator may consult with experts or others outside the school district, but may share critical or confidential data only under appropriate confidentiality or nondisclosure agreements.

[NOTE: School districts may choose whether to require an AI Coordinator. An AI Coordinator may be especially important if the school district is unable to create an AI Committee, as noted above. School districts may choose to have the superintendent or the superintendent's designee assume these responsibilities.]

Selection and implementation of student-facing AI resources and use is part of the school district's curriculum development and instructional materials selection process. The AI Coordinator will direct implementation of the AI Use Plan for student-facing AI to provide guidance to professionals making these selections. The AI Coordinator may also serve as an advisor and resource throughout the selection process, particularly when new products and services are considered.

The AI Coordinator will ensure that the AI Use Plan supports acceptable AI tool selection and use in the school district and will be updated as new issues emerge.

VII. STUDENT USE GUIDELINES

Students may use school district-approved AI tools for educational purposes only as directed by teachers and in compliance with assignment guidelines. All AI-generated content must be verified and properly cited. Students are prohibited from inputting personal, confidential, or sensitive information into AI tools, whether such information is about themselves or others. The

AI Committee will provide regular training on safe, ethical, and effective AI use, and will review and update guidelines annually. Violations will be addressed according to the Student Discipline Policy, with corrective action and support provided as needed.

A. Permitted Student Uses of AI

When authorized by the teacher, students may use school district-approved AI tools for:

1. Exploring and explaining academic concepts
2. Brainstorming ideas and seeking guidance on research directions
3. Receiving feedback on drafts or assignments
4. All use must comply with teacher instructions and assignment guidelines.

B. Verification and Academic Integrity

1. Students must verify AI-generated information using reliable sources such as textbooks, scientific papers, or reputable educational websites.
2. Any content generated or significantly assisted by AI must be transparent and cited as required by the teacher and the assignment.
3. Submitting AI-generated content or content significantly assisted by AI as original work without attribution is prohibited.

C. Privacy and Data Protection

Students must not upload or input personal, confidential, proprietary, or sensitive information into any AI tool. Examples include but are not limited to:

1. Passwords
2. Names, likenesses, or Social Security numbers
3. Credit card or bank account numbers
4. Information from non-public school district documents
5. Details from IEPs, Section 504 plans, or medical records

D. Prohibited Student Uses of AI

Students may not use AI tools to:

1. Create, access, or display harmful, threatening, obscene, disruptive, or sexually explicit material;
2. Engage in harassment, discrimination, bullying, or disparagement of others based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs;
3. Violate any school district policy, classroom rule, or applicable law; or

4. Utilize AI to create deep fakes, synthetic media, voice cloning, or similar content. Staff may not create synthetic images, audio, video, or texts concerning another individual without the individual's explicit and legally permissible consent.

E. Reporting and Support

Students should report concerns about AI misuse or unsafe practices to the teacher or principal.

F. Consequences for Misuse

Student violations of this policy will be addressed by teachers and school staff. Disciplinary action may be taken as outlined in the school district's Student Discipline Policy. Violation may result in loss of AI privileges and/or further disciplinary or legal action, as appropriate.

VIII. STAFF USE GUIDELINES

Staff may use school district-approved AI tools to enhance educational experiences, provided all use complies with applicable laws and school district policies. Staff must not input confidential, proprietary, or sensitive information into AI tools. Staff are responsible for guiding and supervising student use, setting clear expectations, and ensuring proper attribution. The school district will provide ongoing training and support and will review staff guidelines regularly. Violations may result in disciplinary action as outlined in school district policy.

A. Staff Use of AI for Educational Purposes

1. Staff may consult AI for ideas, outlines, and other methods to enhance students' educational experience, such as supplementing lesson plans, providing differentiated or personalized instruction, and aiding in curriculum development.

2. Staff should guide students in AI use, including creation of clear expectations for AI tool use, attribution guidance, fact-checking, and proofreading.

3. Staff should carefully evaluate the appropriateness of AI for educational purposes on a case-by-case basis, considering their appropriateness for each educational context, accuracy, reliability, and alignment with curriculum standards.

4. Staff should implement the H-AI-H model for AI use involving students;

5. Staff must supervise student use of AI to ensure it is being used appropriately and constructively in the learning process.

6. Teachers who suspect plagiarism or use of AI that violates school district policy should first have a conversation with a student to ensure that they understand expectations for acceptable use.

7. Teachers should consult with school administration to determine appropriate steps to investigate possible violation of this policy.

8. An AI detection tool may have high false-positive rates and may disproportionately flag multilingual speakers or students with specific and unique writing styles. An AI detection tool must be independently validated before a school district staff member uses the tool. AI detection tools will not be the sole basis of information relied upon in an investigation when it is suspected that a student has violated this policy or its related rules or procedures.

B. Staff Use for Work Responsibilities

1. The school district supports AI use by school staff to assist with work responsibilities, improve efficiency, and support students and their families, staff, and the school district. These

uses include, but are not limited to, document assistance, research support, administrative tasks, data analysis, and automation.

2. School district staff use of AI to fulfill work responsibilities must be consistent with this policy and other school district policies, procedures, and rules.

3. School district staff shall implement the H-AI-H model and maintain human oversight and professional responsibility for all work, including work in which AI tools have been utilized.

C. Privacy and Data Protection

1. Staff must ensure that their use of any AI tool complies with applicable laws, including those governing data and student privacy, and school district policies, including, without limitation, those regarding student information.

2. Staff should not upload or input any confidential data, private data, proprietary information, personally identifiable information, or sensitive information, including any such school district or student information into any AI tool. Examples include passwords, personal information such as names, likeness, Social Security numbers, credit card or bank account numbers and other credentials, personnel material, information from non-public school district documents, including those identified as or understood to be confidential or sensitive (based on their nature or context) or any other non-public school district information that might be harmful to the school district if disclosed.

D. Prohibited Staff Uses of AI

Staff may not use AI tools to:

1. Create, access, or display harmful, threatening, obscene, disruptive, or sexually explicit material;

2. Engage in harassment, discrimination, bullying, or disparagement of others based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs;
3. Violate any school district policy, classroom rule, or applicable law; or
4. Utilize AI to create deep fakes, synthetic media, voice cloning, or similar content. Staff may not create synthetic images, audio, video, or texts concerning another individual without the individual's explicit and legally permissible consent.

E. Discipline

Staff who violate this policy may be subject to discipline, including termination, as set forth in the Discipline, Suspension, and Dismissal of School District Employees policy.

IX. DATA AND ARTIFICIAL INTELLIGENCE

All data use involving AI must comply with applicable state and federal laws, school district regulations, and acceptable use policies. The school district will train staff and students on data stewardship, privacy, and legal compliance, and will update procedures as laws and technologies evolve. Data privacy safeguards will be reviewed annually, and any changes to AI products or services will be carefully evaluated for impact on data security.

All data use must comply with all state and federal laws and school district regulations and requirements, including the school district's acceptable use and data policies. All school district users must ensure that all AI interactions comply with state and federal laws, especially regarding student data under FERPA, IDEA, CIPA, and COPPA.

Although AI products may claim to have some privacy safeguards in place, users should assume that all consumer AI products make data publicly available unless otherwise indicated pursuant to explicit official agreement with the school district.

X. AI VENDOR AGREEMENTS AND LICENSING

- A. AI technologies procured by the school district must include clear intellectual property rights provisions. Vendors must provide bias testing disclosure, documentation, and incident reporting procedures.
- B. School district administration and the AI Committee shall work with legal counsel to develop an AI technologies vendor evaluation, procurement, and licensing process.
- C. Evaluation criteria shall include data handling, model transparency, bias auditing, accessibility compliance, FERPA/COPPA compliance, and data residency.
- D. Educational technology vendors must identify AI technology components embedded in the educational technology supplied to the school district.
- E. AI technologies supplied to the school district must comply with the school district's policies and procedures, including this policy and the procedures developed by the AI Committee and approved by the school board.
- F. A contractual agreement between the school district and an AI vendor must
 - 1. establish the ownership of content created through use of the vendor's AI technology services. Vendor terms of service that assert broad vendor rights to user-generated content are prohibited for school district use;

2. address data processing;
 3. prohibit use of student data for model training;
 4. establish data deletion rights;
 5. provide vendor risk tiers aligned with this policy's AI tool types and categories;
 6. include interoperability requirements that prevent vendor lock-in;
 7. address the ramifications if the vendor changes terms of service, is acquired by another entity, or discontinues operation; and
 8. set forth breach notification requirements
- G. Users of AI technologies provided by the school district must comply with vendor terms of service and licensing agreements. Violation of an AI technology service agreement may result in the user's loss of access and disciplinary action.
- H. The AI Committee will review Article X. as part of the AI Committee's regular review and update of school district-approved AI technologies, plan, and procedures.

XI. AI AND RECORDS RETENTION

- A. A document created, received, or maintained through an AI system may constitute a school district record.

B. AI-generated or AI-assisted data shall be treated as a school district record when the data:

1. documents a school district action, policy, or operation; or
2. is relied upon when making an educational, administrative, or financial decision;

C. Records described in Paragraph B. above shall be retained pursuant to the school district's Records Retention schedule.

XII. REPORTING AI-RELATED CONCERNS, MISUSE, AND INCIDENTS

A. Staff and students should contact the building principal or the principal's designee if concerns regarding safe and effective use of AI arise or if they suspect AI misuse that violates school district policies, procedures, or applicable laws.

B. The AI Committee will develop an AI structured incident response plan that includes response protocols for AI-generated CSAM or intimate imagery, data breach through use of an AI tool, AI-facilitated cheating at scale, deep fakes, student welfare concerns, and related matters. The AI structured incident response plan will also establish:

1. notification protocols that include parents, law enforcement, and state or federal agencies as appropriate;
2. clear escalation paths that identify the school district staff responsible for each escalation level;
3. procedures for preserving incident documentation and evidence;

4. a post-incident review process.

XIII. TRAINING OF SCHOOL DISTRICT STAFF, TEACHERS, AND STUDENTS

The school district will train all school district staff, teachers, and students on the requirements of this policy, AI procedures and plans, and other school district policies regarding data management and privacy, acceptable uses of AI, and AI prohibitions.

XIV. NOTICE

The school district will inform students, parents, and guardians about AI use in the school district, including any significant changes to the AI Use Plan.

XV. REVIEW

The school district's administration will regularly review use of AI and recommend safety, privacy, student and staff needs, and other relevant updates to the school board.

The AI Committee and the superintendent or designee, with input from students and appropriate staff, shall regularly review and update procedures to enhance the safety and security of students using AI and to help ensure that the school district adapts to changing technologies and circumstances.

Legal References: Minn. Stat. § 13.02 (Definitions)

Minn. Stat. § 13.03 (Access to Government Data)

Minn. Stat. § 13.05 (Duties of Responsible Authority)

Minn. Stat. § 13.32 (Educational Data)

Minn. Stat. § 604.32 (Cause of Action for Nonconsensual Dissemination of a Deep Fake Depicting Intimate Parts or Sexual Acts)

Minn. Stat. § 609.771 (Use of Deep Fake Technology to Influence Election)

Minn. Stat. § 617.262 (Nonconsensual Dissemination of a Deep Fake Depicting Intimate Parts or Sexual Acts)

15 U.S.C. §§ 6501-6506 (Children’s Online Privacy Protection Act)

18 U.S.C. §§ 2510-2523 (Electronic Communications Privacy Act)

18 U.S.C. §§ 2701-2713 (Stored Communications Act)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

20 U.S.C. § 1232h (Protection of Pupil Rights Amendment)

20 U.S.C. §§ 1400-1419 (Individuals with Disabilities Education Act)

29 U.S.C. § 701 et seq. (Rehabilitation Act of 1973)

42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)

42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

34 C.F.R. Part 99 (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 406: Public and Private Personnel Data

MSBA/MASA Model Policy 409: Employee Publications, Instructional Materials, Inventions, and Creations

MSBA/MASA Model Policy 506: Student Discipline (Forms Attached)

MSBA/MASA Model Policy 514: Bullying Prohibition Policy

MSBA/MASA Model Policy 515: Protection and Privacy of Pupil Records (Form Attached)

MSBA/MASA Model Policy 524: Internet, Technology, and Cell Phone Acceptable Use and Safety Policy (Form Attached)

MSBA/MASA Model Policy 524.5: Personal Electronic Communication Devices

MSBA/MASA Model Policy 601: School District Curriculum and Instruction Goals

MSBA/MASA Model Policy 603: Curriculum Development

Resources: U.S. Department of Education: [Artificial Intelligence and the Future of Teaching and Learning](#) (accessed 11/03/25)

U.S. Department of Education: [Artificial Intelligence \(AI\) Guidance](#)

Minnesota Department of Education: [Artificial Intelligence in Education](#) (accessed 11/03/25)

Minnesota IT Services: [Transparent Artificial Intelligence Governance Alliance](#) (accessed 02/24/26)

MNGAIA AI4MN: [Centering Relationships, Empowering Learners: AI that Elevates Human Work](#) (accessed 02/16/26)

Consortium for School Networking (CoSN): [Artificial Intelligence](#) (accessed 12/12/25)

Digital Promise: [Artificial Intelligence in Education](#) (accessed 12/12/25)

International Society for Technology in Education (ISTE): [Artificial Intelligence in Education](#) (accessed 12/12/25)

National AI Literacy Day: [AI Literacy Day Resources](#) (accessed 12/12/25)

National Center on Education and the Economy (NCEE): [Framework for AI-Powered Learning Environments](#) (accessed 11/03/25)

PIPO-AASA: [A District Guide to Data Minimization in the Age of AI](#) (accessed 11/14/25)

Public Interest Privacy Center: [From Data Privacy to Discrimination: Examining the Legal Ramifications of AI in Schools \(April 2024\)](#) (accessed 12/12/25)

TeachAI: [AI Guidance for Schools Toolkit](#) (accessed 11/03/25)

Master Agreement
between
Independent School District No. 2397
Le Sueur - Henderson Public Schools
Le Sueur, Minnesota

and the

Le Sueur - Henderson Principals' Association



July 1, 2027 through June 30, 2029

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ARTICLE I PURPOSE

This Agreement is entered into between Independent School District No. 2397, Le Sueur, Minnesota, hereinafter referred to as the District or School District, and the Le Sueur - Henderson Principals' Association, hereinafter referred to as exclusive representative, pursuant to and in compliance with the Minnesota Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as PELRA, to provide the terms and conditions of employment for principals for the duration of this Agreement.

ARTICLE II RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with PELRA, the School District recognizes Le Sueur Henderson Principals' Association as the exclusive representative of principals employed by the School District, which exclusive representative shall have those rights and duties as prescribed by PELRA and as described in this Agreement.

Section 2. Appropriate Unit: The exclusive representative shall represent all principals of the School District as defined in this Agreement and in PELRA.

ARTICLE III DEFINITIONS

Section 1. Terms and Conditions of Employment: The term, "terms and conditions of employment," means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits other than School District payment of, or contributions to, premiums for group insurance coverage of retired principals or severance pay, and the School District's personnel policies affecting the working conditions of the principals. The term does not mean educational policies of the School District. "Terms and conditions of employment" is subject to the provisions of PELRA.

Section 2. Principal: The word, "principal," shall include all persons in the appropriate unit employed by the School Board in a position for which the persons must be licensed by the State of Minnesota as a principal or assistant principal and who devote more than fifty percent (50%) of their time to administrative and supervisory duties, excluding the following: Superintendent, assistant superintendent, confidential employees, supervisory employees, and such other employees excluded by law. Reference to "principal" in this Agreement shall mean principals, assistant principals, assistant principal/director of curriculum, except in those cases in which a clear distinction between the two positions exists.

Section 3. District or School District: For purposes of administering this Agreement, the word/term, "District/School District," shall mean the School Board or its designated representative(s).

Section 4. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by PELRA.

ARTICLE IV SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: The exclusive representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel.

Section 2. School Board Responsibilities: The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation being to provide educational opportunities for the students of the School District.

Section 3. Effect of Rules, Regulations, Directives, and Orders: The exclusive representative recognizes that all principals shall perform the services prescribed by the School District and shall be subject to School Board rules, regulations, directives, and orders issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation, and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives, and orders, from time to time, as deemed necessary by the School Board insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent managerial rights and managerial functions not specifically included in this Agreement, and all managerial rights and managerial functions not specifically included in this Agreement are reserved to the School District.

ARTICLE V PRINCIPAL RIGHTS

Section 1. Right to Views: Pursuant to PELRA, nothing contained in this Agreement shall be construed to limit, impair, or affect the right of any principal or his/her representative to the expression or communication of a view, grievance, complaint, or opinion regarding any matter related to the conditions or compensation of public employment or their

betterment, so long as the same is not designed to and does not interfere with the full, faithful, and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Right to Join: Pursuant to PELRA, principals shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. Principals in an appropriate unit shall have the right, by secret ballot, to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such principals.

Section 3. Request for Dues Checkoff: Pursuant to PELRA, the exclusive representative shall be allowed dues checkoff. Upon receipt by the School District Business Manager a properly executed authorization card of the principal involved, the School District will deduct from the principal's paycheck the dues that the principal has agreed to pay to the principal organization in ten (10) equal installments, beginning with the first pay period in September.

Section 4. Fair Share Fee: In accordance with PELRA, any principal included in the appropriate unit who is not a member of the exclusive representative may be required by the exclusive representative to contribute a fair share fee for services rendered as exclusive representative. The fair share fee for any principal shall be in an amount equal to the regular membership dues of the exclusive representative, less the cost of benefits financed through the dues and available only to members of the exclusive representative, but in no event shall the fee exceed eighty-five percent (85%) of the regular membership dues.

The exclusive representative shall provide written notice of the amount of the fair share fee assessment and the name of each principal to be assessed to the School District and written notice of the amount to each principal to be assessed the fair share fee.

A challenge by a principal or by a person aggrieved by the assessment shall be filed, in writing, with the Commissioner of the Bureau of Mediation Services (Commissioner), the School District, and the exclusive representative within thirty (30) days after receipt of the written notice. All challenges shall specify those portions of the assessment challenged and the reasons therefore, but the burden of proof relating to the amount of the fair share fee shall be on the exclusive representative. The School District shall deduct the fee from the earnings of the principal and transmit the fee to the exclusive representative within thirty (30) days after the written notice was provided, or, in the event a challenge is filed, the deductions for a fair share fee shall be held in escrow by the School District pending a decision by the Commissioner or a court. Any fair share challenge shall not be subject to the grievance procedure.

The exclusive representative hereby warrants and covenants that it will defend, indemnify, and save the School District harmless from any and all actions, suits, claims, damages, judgments, and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the exclusive representative as provided in this Agreement.

Section 5. Personnel Files: Pursuant to M.S.122A.40, Subd. 19., all evaluations and files relating to individual principals shall be available during regular School District business hours to the particular principal upon his/her written request. The principal shall have the right to reproduce any of the contents of his/her file at the principal's expense and to submit for inclusion in the file written information in response to any material contained in it. However, the School District may destroy such files as provided by law.

ARTICLE VI COMPENSATION

Section 1. Salary Schedule:

Current principals' salaries will follow the salary schedule below. Salaries for new hires will be based on qualifications.

	2027-2028	2028-2029
Elementary Principal	\$132,053.24	\$136,014.84
Assistant Middle/High School Principal/Director of Curriculum	\$106,540.88	\$109,737.11
Middle/High School Principal	\$128,054.77	\$131,896.41

Section 2. Pay Deduction: Whenever pay deduction is made for a principal's absence, the annual salary divided by the number of principal duty days shall be deducted for each day's absence. "Annual salary" shall include a principal's basic salary and pay for additional/extended assignments if any.

Section 3. Travel Expenses: Car mileage for district work-related business will be reimbursed at the current IRS rate to a maximum reimbursement of \$500.00 per principal, per year. The principal assigned to the District Assessment Coordinator and/or Title One Coordinator will be entitled to a maximum of \$1,000.00 in reimbursable mileage per year. Air transportation will be allowed for out-of-city travel if it is more convenient, effective, and economical.

Section 4. Convention and Meeting Expenses: The district will pay up to \$1,500 for each principal's local and state convention and meeting expenses. In addition, the district will cover the normal and reasonable expenses related to each principal attending a national conference and/or convention. It is agreed that each principal shall be entitled to attend one national professional conference of her/his choice on a tri-annual basis, in consultation with the superintendent. Knowledge learned from national conferences attended must be shared in an appropriate manner to benefit the district. If estimated reimbursable expenses for a conference are greater than \$5,000.00, school board

approval - based upon recommendation from the superintendent - will be required prior to said conference. Reimbursed expenses will be governed by School District policy and procedures. District Staff Development or Curriculum funds will be used to pay for a principal's convention and/or meeting costs when the training involves collaborative efforts with teachers (e.g. PLC Institute, MDE Curriculum Meetings), and/or involves required trainings outside of her/his role as a building principal (e.g. Title One, District Assessment).

Section 5. Cell Phone Use: The district will contribute \$720 per year toward professional use of personal cell phones for each principal.

Section 6. Professional Dues: The district will pay the annual national, state and division professional dues for each of the principals. In addition, the District will pay for each principal's BOSA fee.

ARTICLE VII

403(b) MATCHING CONTRIBUTION PLAN

Section 1. Eligibility: Pursuant to the provisions of M.S. 1238.02, Subd. 15. and Section 403(b) of the Federal Internal Revenue Code, the School District will make matching contributions for each principal in the School District and who is employed an average of at least twenty (20) hours per week and at least 224 days per school year pursuant to the provisions of this article.

Section 2. Amount of School District Contribution:

Subd. 1. Full-time Principals: Full-time, eligible principals, shall be eligible for an annual School District matching contribution as follows:

Years of Service	Maximum Matching Contribution
0-3	\$2,000
4-6	\$2,200
7-9	\$2,600
10+	\$3,000

Subd. 2. Part-time Principals: Eligible part-time principals shall receive a matching contribution on a pro-rata basis equal to their percentage of full-time employment.

Section 3. Vendors: Participation in the benefits of this article is limited only to principals who select one (1) of the School District approved Vendors.

Section 4. Notice of Participation: To be eligible for the provisions of this article, a principal must notify the School District Business Manager, in writing, by September 1st of his/her intention to participate in this matching program and the amount of the principal's contribution. This notice shall continue from year to year at the specified amount unless the principal notifies the School District, in writing, otherwise.

Section 5. Payment: The principal's contribution shall be made by payroll deduction.

Section 6. Unpaid Leave: A principal on unpaid leave may not participate in the provisions of this article.

Section 7. Lifetime Limitation: The maximum lifetime School District contribution to any principal pursuant to this article shall be \$50,000, and, upon reaching this maximum, the principal shall no longer be eligible for School District contributions.

Section 8. Applicable Statutes: The provisions of this article are subject to all limitations relating to such plans as provided by law.

ARTICLE VIII GROUP INSURANCE

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Section 2. Selection of School District's Group Health and Hospitalization Plan: The parties agree no principal shall select a group health and hospitalization plan that causes or will cause penalties, fees, or fines to be assessed against the School District.

Section 3. Health and Hospitalization Insurance - Single Coverage: The School District shall contribute a sum not to exceed \$8,800 per year in 2027-2028 and \$9,500 in 2028-2029 toward the premium for individual coverage for each full-time principal employed by the School District who qualifies for and is enrolled in single coverage in the School District's group health and hospitalization insurance plan. Any additional cost of the premium shall be borne by the principal and paid by payroll deduction.

Section 4. Health and Hospitalization Insurance - Family Coverage: The School District shall contribute a sum not to exceed \$18,000 per year in 2027-2028 and \$19,000 in 2028-2029 per year toward the premium for family coverage for each full-time principal employed by the School District who qualifies for and is enrolled in family coverage in the School District's group health and hospitalization insurance plan. Any additional cost of

the premium shall be borne by the principal and paid by payroll deduction.

Section 5. Eligible Health Savings Account (HSA): The School district shall contribute \$4,400 for the qualified HSA of each full-time principal employed by the district who is enrolled in the School District's group health and hospitalization insurance plan.

Section 6. Retired Principal Health & Hospitalization Benefit: A principal who retires shall be entitled to participate in any insurance plan offered by the School District. The Principal shall have his/her choice of either single or family coverage and may modify his/her choice by the end of the open enrollment period each year. The District shall pay the full cost of insurance premiums until a maximum district contribution of \$50,000 is reached or until the retired principal becomes eligible for Medicare, whichever comes first.

Section 7. Income Protection: The District shall provide and pay the full cost of providing a program of income protection for full-time employees through disability insurance under which full-time employees may be included and which will compensate those persons covered thereby two-thirds (2/3) of the covered person's annual salary, effective after thirty (30) days' disability and payable to age seventy (70) subject to requirements of the insurance carrier.

Section 8. Life Insurance: The District shall pay in full the cost of a \$200,000 term life insurance policy for all full-time principals in the District who desire such coverage. The principals may purchase an additional \$100,000 term insurance through payroll deduction subject to requirements of the insurance carrier.

Section 9. Claims Against the School District: The School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to in this Agreement, and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 10. Duration of Health & Hospitalization Insurance Contributions: A principal is eligible for School District contributions as provided in this article as long as the principal is employed by the School District, on paid status, and enrolled in the School District's group health and hospitalization insurance plan. Upon termination of employment, all School District contributions shall cease.

Section 11. Eligibility: Principals who are employed full-time as defined by the Affordable Care Act (ACA) shall be eligible for full benefits provided in this article. Eligibility is also subject to any limitations contained in the contract between the insurance carrier and the School District. In the event the ACA is repealed, the language in this section shall no longer be valid and shall be replaced by the language in "Section 11.1" below.

Section 11.1. Eligibility: Full benefits provided in this article are designed for principals who are employed as principals an average of at least thirty-seven and one-half (37.5) hours per week. Principals who are employed as principals an average of at least thirty (30) hours per week shall be eligible for partial benefits proportional to the extent of their employment. Eligibility is subject to any limitations contained in the contract between the insurance carrier and the School District.

ARTICLE IX LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. Earning: A full-time principal shall earn twelve (12) days of sick leave each year of employment as a principal by the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the principal's work year. •

Subd. 2. Accumulation: Unused sick leave days may accumulate to a maximum of 120 days of sick leave per principal.

Subd. 3. Use: Sick leave with pay shall be allowed whenever a principal's absence is found to have been due to the principal's illness and/or disability which prevented his/her attendance at school and performance of duties on that day or days. Pursuant to M.S. 181.9413, a principal may use his/her accumulated sick leave and the school board limits use as permissible.

Subd. 4. Medical Certificate: The School District may require a principal to furnish a medical certificate from a qualified physician as evidence of any illness and/or disability pursuant to this section, indicating such absence was due to illness and/or disability, in order to qualify for sick leave pay. However, the final determination as to the eligibility of a principal for sick leave is reserved to the School District. In the event that a medical certificate will be required, the principal will be so advised.

Subd. 5. Deduction: Sick leave allowed shall be deducted from the accumulated sick leave days earned by the principal.

Subd. 6. Approval: Sick leave pay may be approved only upon the principal's submission of a signed request upon the authorized sick leave pay request form available in the central District office.

Section 2. Workers' Compensation: Pursuant to M.S. Chapter 176, a principal 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 3. Bereavement Leave: A full-time principal may be granted bereavement leave with the written approval of the Superintendent totaling no more than five (5) days per year, non-accumulative allowed for death of an immediate family member. "Immediate family" is defined as the principal's spouse, child, parent, in-law parent, grandparent, brother, sister, in-law brother, in-law sister, grandchild or other relative who lived in the same household as the principal.

Section 4. Emergency Leave:

Subd. 1. Use: A full-time principal may be granted an emergency leave with the written approval of the Superintendent of no more than two (2) days per year, non-accumulative, the day(s) used to be deducted from the principal's sick leave, for any situation that arises requiring the principal's emergency attention which cannot be attended to when school is not in session and which is not covered under other provisions of this Agreement.

Subd. 2. Requests: Requests for emergency leave must be made, in writing, to the Superintendent at least three (3) days in advance, unless the Superintendent determines that such advance notice was not possible. The request shall state the reason for the proposed leave. The Superintendent reserves the right to refuse to grant such leave if, under the circumstances involved, he/she determines that such leave should not be granted. All leaves must have prior, written approval.

Section 5. Child Care Leave:

Subd. 1. Use: A child care leave may be granted by the School District, subject to the provisions of this section, to one (1) principal-parent of a natural or adopted infant child, provided such principal-parent is caring for the child on a full-time basis.

Subd. 2. Request: A principal making application for child care leave shall inform the Superintendent, in writing, of the request to take the leave at least three (3) calendar months before commencement of the intended leave.

Subd. 3. Medical Statement: A principal will provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.

Subd. 4. Duration: In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event,

- 1) grant any leave for more than twelve (12) months in duration;
- 2) permit the principal to return to employment prior to the date designated in the request for child care leave.

Subd. 5. Reinstatement: A principal returning from child care leave shall be reinstated in a position for which he/she is licensed unless previously discharged or placed on unrequested leave of absence.

Subd. 6. Failure to Return: Failure of the principal to return by the date determined under this section shall constitute grounds for termination unless the School Board and the principal mutually agree, in writing, to an extension in the leave.

Subd. 7. Salary and Fringe Benefits: Leave under this section shall be without pay or fringe benefits.

Section 6. General Leave of Absence:

Subd. 1. Application: Principals with a minimum of three (3) years of experience as a principal in the School District may apply, in writing, to the Superintendent for an unpaid leave of absence subject to the provisions of this section. The granting of such leave shall be at the sole discretion of the School District.

Subd. 2. Purpose: Such leave may be granted by the School District for overseas teaching, participation in the Peace Corps, Vista, and/or National Teacher Corps, extended illness of the principal, extended illness in the principal's immediate family as defined in Section 3. above, civic activities, alternative occupational experiences, principal organization activity, service in public office, or other reasons deemed appropriate by the School District.

Subd. 3. Notification: A principal on such leave shall notify the Superintendent, in writing, no later than April 1st of the final leave year of the principal's intention to return at the conclusion of the leave or to request an extension of the leave. The granting of an extension shall be at the sole discretion of the School Board. The School Board may also, in its sole discretion, waive the April 1st notice date if the School Board determines

special circumstances are involved. A principal who fails to notify the Superintendent as required may be subject to discipline.

Section 7. Family and Medical Leave (FMLA): FMLA leave shall be granted pursuant to applicable law.

Section 8. Jury Service: A principal 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. Medical Leave: Pursuant to M.S. 122A.40, Subd. 12., principals shall have a right to a leave of absence for health reasons.

Section 11. Insurance Application: A principal on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The principal shall pay the entire premium for such insurance commencing with the beginning of the leave and shall submit payment to the business manager the monthly premium in advance, except as otherwise provided in law. In the event the principal is on paid leave from the School District under Section 1. above or supplemented by sick leave pursuant to Section 2. above, the School District will continue insurance contributions as provided in this Agreement until sick leave is exhausted. Thereafter, the principal must pay the entire premium to the School District for any insurance retained.

Section 12. Credit: A principal who returns from unpaid leave shall retain experience credit for pay purposes and other benefits which had accrued at the time the leave began. No credit shall accrue for the period of time that a principal was on unpaid leave.

Section 13. Eligibility: Full leave benefits provided in this article shall apply only to principals who are employed as principals an average of at least thirty-seven and one-half (37.5) hours per week. Principals who are employed as principals an average of at least twenty (20) hours per week shall be eligible for partial benefits proportional to the extent of their employment.

ARTICLE X DUTY YEAR

Section 1. Principal Duty Days: The School Board shall establish the calendar and principals' duty days for each school year, and the principals shall perform services on those days as determined by the School Board, including those legal holidays on which the School Board is authorized to conduct school and, pursuant to such authority, has determined to conduct school.

Section 2. Duty Year: The duty year for principals shall be twelve (12) months and shall include twelve (12) paid holidays and twenty (20) paid days of vacation. Vacation days may be taken by principals on student contact or teacher contract days when limited to two (2) consecutive days with no more than two (2) occurrences during the contract year. Additional vacation days may be granted as approved by the Superintendent.

The following are the twelve 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; Juneteenth; and one floating holiday to be established at the time of approval of the school calendar.

Section 3. Scheduling of Duty Days: The duty day schedule for principals shall be subject to the approval of the Superintendent.

Section 4. Non-Duty Days: Unless otherwise approved, in writing, by the Superintendent, all non-duty time to which a principal is entitled for a given contractual year shall be taken by the following January 2nd.

Section 5. School Closings: In the event a duty day(s) is lost for any reason, the principal shall perform duties on such other day(s) in lieu thereof as the School Board shall determine. In the event that principal duty days are not rescheduled, the principal's compensation shall be reduced in the amount of 1/228 of the principal's basic salary, unless the principal is on a paid leave of absence.

ARTICLE XI GRIEVANCE PROCEDURE

Section 1. Definitions:

Subd. 1. Grievance: The word, "grievance," shall mean a written allegation by a principal that he/she has been injured as a result of a dispute or disagreement between the principal and the School District as to the interpretation or application of specific terms and conditions contained in this Agreement.

Subd. 2. Grievant: The word, "grievant," shall mean an individual principal who files a grievance as defined in Subd. 1. above.

Subd. 3. Days: Any reference to the word, "days," regarding time periods in this procedure shall refer to working days. The term, "working day," is defined as all weekdays not designated as holidays by state law.

Section 2. Representation: The grievant, other administrator, or School Board may be

represented during any step of the procedure by any person or agent designated by such party to act on the party's behalf.

Section 3. Interpretations:

Subd. 1. Extension: Time limits specified in this Agreement may be extended by mutual, written agreement.

Subd. 2. Computation of Time: In computing any period of time prescribed or allowed by procedures in this article, the date of the act, event, or default for which the designated period of time begins to run shall not be included.

Subd. 3. Filing and Postmark: The filing or service of any notice or document required by this Agreement shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 4. Time Limitation and Waiver: A grievance shall not be valid for consideration unless the grievance is submitted to the School District's designee in writing, signed by the grievant, setting forth the facts and the specific provision(s) of the Agreement allegedly violated and the particular relief sought within twenty-eight (28) days after the date of the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver of that grievance. Failure to appeal a grievance from one level to another within the time periods provided below shall constitute a waiver of the grievance. An effort shall first be made to resolve an alleged grievance informally between the principal and the School District's designee.

Section 5. Resolution of Grievance: The School District and the principal shall attempt to resolve all grievances which may arise during the course of employment as follows:

Subd. 1. Level I: If the grievance is not resolved through informal discussion, the School District's designee shall give a written decision on the grievance to the parties involved within fourteen (14) days after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the School Board, provided such appeal is made, in writing, within seven (7) days after receipt of the decision in Level I. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty-one (21) days after receipt of the appeal. Within fourteen (14) days after hearing the grievance, the School Board shall issue its written decision to the parties involved. At the option of the School Board, a committee or representative(s) of the School Board may be designated by the School Board to hear the appeal at this level and report the findings and recommendations to the School Board. The School Board shall then render its decision.

Section 6. Denial of Grievance: Failure by the School Board or its representative(s) to issue a decision within the time periods provided in this article shall constitute a denial of the grievance, and the grievant may appeal it to the next level.

Section 7. Arbitration Procedures: In the event that the grievant and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined in this article.

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the grievant, and such request must be filed in the office of the Superintendent within ten (10) days following the decision in Level II of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties may, within fourteen (14) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Commissioner to submit a panel of seven (7) arbitrators to the parties, pursuant to PELRA, provided such request is made within thirty (30) days after the request for arbitration. The request shall ask that the panel be submitted within ten (10) days after the receipt of said request. Within ten (10) days after receipt of the panel, the parties shall alternately strike names, and the remaining name shall be the arbitrator to hear the grievance. The order of striking will be determined by lot. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Commissioner within the time period as provided in this article shall constitute a waiver of the grievance.

Subd. 4. Hearing: The grievance shall be heard by a single arbitrator, and both parties may be represented by such person(s) as they may choose, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de nova.

Subd. 5. Decision: Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided in PELRA. The arbitrator shall issue a written decision and order including findings of fact which shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

Subd. 6. Expenses: Each party shall bear its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in

arbitration. A transcript or recording of the hearing shall be made at the request of either party. The parties shall share equally the fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

Subd. 7. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before him/her pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment contained in this Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined in this article; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include, but are not limited to, such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, the arbitrator's order shall give due consideration to the statutory rights and obligations of the School Board to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

Section 8. Election of Remedies and Waiver: A party instituting any action, proceeding, or complaint in a federal or state court of law or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this article. Upon instituting a proceeding in another forum as outlined in this Agreement, the principal shall waive the right to initiate a grievance pursuant to this article, or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

ARTICLE XII PROGRESSIVE DISCIPLINE

Section 1. Discipline: Discipline shall consist of oral reprimand, written reprimand, suspension with pay, suspension without pay, and discharge. However, the School District reserves the right to impose discipline at any level as it determines based upon the circumstances surrounding the action. A conference between the principal and his/her supervisor(s) shall be held prior to the imposition of a written reprimand, suspension, or discharge.

Section 2. Grounds for Disciplinary Action: The imposition of an oral reprimand shall not be subject to the grievance procedure. A principal may challenge the contents of any written materials in his/her personnel file pursuant to the provisions of M.S. 122A.40,

Subd. 19. A principal shall be suspended without pay only for just cause, and such action shall be subject to the grievance procedure. A principal who is the subject of a discharge shall be governed by M.S. 122A.40, and such action shall not be subject to the provisions of this article.

Section 3. Opportunity to Meet: Suspension with or without pay shall be imposed only by the Superintendent or his/her designee. If a suspension without pay is to be considered pursuant to Section 2. above, the principal shall be afforded an opportunity to meet with the Superintendent or his/her designee, and the principal may elect to have a representative in attendance at any such meeting.

Section 4. Subject to Arbitration: Suspension without pay shall take effect only after written notification from the Superintendent or his/her designee to the principal stating the grounds for suspension without pay. The principal shall have the right to invoke the grievance procedure set forth in this Agreement at the arbitration level, provided written notification requesting arbitration is sent to the Superintendent or his/her designee within five (5) working days after receipt of the written notice of suspension without pay. The arbitrator's authority shall include a review of whether the suspension without pay and length thereof were appropriate considering the circumstances surrounding the action.

Section 5. Removal from Duty - Investigation: This article shall not apply to a principal who is removed from duty on paid suspension pending investigation of allegations or to a principal charged with a felony who is removed from duty on unpaid suspension pursuant to M.S. 122A.40, Subd. 13.

ARTICLE XIII UNREQUESTED LEAVE OF ABSENCE

Section 1. Purpose: The School Board may place on unrequested leave of absence, without pay or fringe benefits, as many principals as may be necessary because of discontinuance of position, lack of students, financial limitations, or merger of classes by consolidation. The unrequested leave shall be effective at the close of the school year. In the event a principal or assistant principal must be placed on unrequested leave of absence due to discontinuance of position, lack of students, financial limitations, or merger of classes by consolidation the provisions of M.S. 122A.40, as amended, shall apply.

Section 2. Definitions:

Subd. 1. Principal. For the purpose of this Article, a "principal" shall mean a continuing contract principal or assistant principal of a secondary or an elementary school.

Subd. 2. Seniority. For purposes of this Article, "seniority" shall mean employment under a continuing contract as principal or assistant principal with a

seniority date as determined by Section 3 hereof involving continuous service with the School District. For purposes of seniority standing, it is understood that a principal on leave of absence pursuant to this Agreement shall continue to accrue seniority during such leave of absence.

Subd. 3. Continuing Contract. Notwithstanding any other provision of this Article, a continuing contract principal who has held seniority as a principal shall continue to retain the original seniority date and hold seniority if such principal becomes employed in a part-time position involving continuous service.

Section 3: Establishment of a Seniority List:

Subd. 1. A continuing contract principal who works on a continuous contract, or an administrator, not currently serving as a principal but who has rights and be placed on the appropriate seniority list(s), i.e. Principal, Teacher.

Subd. 2. Time served as an acting principal establishes the date of seniority if employment in the same category is immediately continued upon completion of the acting principal.

Subd. 3. Probation: Probationary principals shall acquire seniority after completion of the probationary period and upon such completion their names will appear on the seniority list with a seniority date relating back to the date of employment.

Subd. 4. The following criteria shall be used to break seniority ties in the placement of principals, assistant principals. 1) The first tiebreaker will be the date the employment agreement is signed by the prospective principal or assistant principal, 2) The second tiebreaker will be the earliest/lowest, Professional Educator Licensing and Standards Board (PELSB) file folder number of the principal or assistant principal.

Section 4. Placement of Unrequested Leave of Absence: Principals and assistant principals shall be placed on unrequested leave of absence in reverse order of their hiring on the K-12 seniority list.

Section 5. Reinstatement:

Subd. 1. Principals shall be recalled from unrequested leave of absence to available positions in the School District in fields for which they are certified and for which they are qualified pursuant to the provisions of this Article. The principal with the highest amount of seniority so certified and qualified shall be reinstated first.

Subd. 2. The School Board shall maintain a recall list in accordance with this

Article. This list shall be updated every April 15 and October 1, and a copy shall be forwarded to the principals.

Subd. 3. No appointment of a new principal shall be made while there is available, on unrequested leave, a principal who is properly certified and qualified as provided in this Article to fill such vacancy.

Subd. 4. Notification shall be by certified mail to the last known address of the principal as recorded in the business office. In the event a principal declines a principal position or fails to notify the School Board in writing of the principal's intentions within thirty (30) days of the date of notification, the principal shall be removed from the list.

Subd. 5. A principal placed on unrequested leave of absence may engage in teaching or any other occupation during the period of this leave. Nothing in this article shall be construed to impair the right of the principals placed on unrequested leave of absence to receive unemployment compensation, if otherwise eligible.

Subd. 6. The unrequested leave of absence shall not impair the continuing contract rights of a principal or result in the loss of any benefits accrued under the Master contract while the principal was employed by the School District.

Subd. 7. The unrequested leave of absence of a principal who is not reinstated shall continue for a period of three (3) years from the date of the principal's unrequested leave of absence or until the principal fails to respond within thirty (30) days of the date of notification or until the principal submits in writing a request to be removed from the recall list, whichever occurs first.

ARTICLE XIV SEPARATION FROM DISTRICT

Upon separation from the district, the Principals shall be compensated for unused sick leave not to exceed fifteen (15) days times the daily rate of pay. The daily rate shall be determined by the annual salary divided by the number of duty days in one contract year, consistent with Article X Duty Year.

ARTICLE XV DURATION

Section 1. Terms and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing upon the date of its full ratification through June 30, 2027, and thereafter as provided by PELRA. In the event a successor Agreement is not entered into prior to the expiration date of this Agreement, a principal shall be

compensated according to the previous year's compensation until such time that a successor Agreement is ratified. If the exclusive representative desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent pursuant to PELRA no later than sixty (60) days prior to said expiration including complete language and detail of proposed changes. If such notice is not timely served, the School District shall not be required to negotiate any terms of employment for the following school year. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School District and the exclusive representative. The provisions of this Agreement relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, and School District policies, rules, and regulations concerning terms and conditions of employment inconsistent with these provisions. Nothing in this Agreement shall be construed to obligate the School District to continue or discontinue existing or past practices or prohibit the School District from exercising all management rights, functions, and prerogatives, except insofar as this exercise would be in express violation of any term or terms of this Agreement.

Section 3. Severability: The provisions of this Agreement 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 Agreement or the application of any provision.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

For the Le Sueur-Henderson Principal’s Association:

For the School District:

President

School Board Chair

Secretary

School Board Clerk

Dated this ____ day of _____, 20__

Dated this ____ day of _____, 20__

MASTER AGREEMENT

between

**Le Sueur - Henderson Public
School District #2397**

and

**Service Employees International Union Local
284**

Custodians & Maintenance Employees

July 1, 2025 - June 30, 2027

LE SUEUR-HENDERSON PUBLIC SCHOOLS - ISD 2397



100 KINGSWAY DRIVE
LE SUEUR, MINNESOTA 56058

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ARTICLE I PURPOSE

Section 1. Parties: THIS AGREEMENT is entered into between Le Sueur - Henderson Public Schools, Independent School District No. 2397, hereinafter referred to as the District or the School District, and Service Employees International Union Local 284, hereinafter referred to as Exclusive Representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the PELRA to provide the terms and conditions of employment for Custodians and Maintenance Employees during the duration of this Agreement.

ARTICLE II RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with the PELRA, the District recognizes Service Employees International Union Local 284 as the Exclusive Representative for Custodians and Maintenance Employees employed by the School District, which Exclusive Representative shall have those rights and duties as prescribed by the PELRA, and as described in this Agreement.

Section 2. Appropriate Unit: The Exclusive Representative shall represent all such employees of the District contained in the appropriate unit as defined in Article III, Section 2 of this Agreement and the PELRA, and in certification by the Director of Mediation Services (BMS).

ARTICLE III DEFINITIONS

Section 1. Terms and Conditions of Employment: Shall mean the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits other than School District payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the employer's personnel policies affecting the working conditions of the employees. "Terms and conditions of employment" is subject to the provisions of PELRA.

Section 2. Description of Appropriate Unit: For purposes of this Agreement, the term Custodian and Maintenance Employees shall mean all persons in the appropriate unit employed by the District in such classifications excluding the following: confidential employees, supervisory employees, essential employees, part-time employees whose services do not exceed fourteen (14) hours per week, and emergency employees.

Section 3. District or School District: For purposes of administering this Agreement, the word/term, "District/School District," shall mean the School Board or its designated representative(s).

Section 4. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

Section 5. Full-Time Employee: Full-time employee is to mean all employees who are on a 12-month, 35-hour work week. This definition shall apply except as specifically noted elsewhere in the Agreement.

ARTICLE IV SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: The Exclusive Representative recognizes that the District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction of personnel.

Section 2. School Board Responsibilities: The Exclusive Representative recognizes the right and obligation of the District to efficiently manage the operation of the District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The Exclusive Representative recognizes that all Employees covered by this Agreement shall perform the services and duties prescribed by the District and shall be governed by the laws of the State of Minnesota, and by School Board rules, regulations, directives and orders, issued by properly designated officials of the District. The Exclusive Representative also recognizes the right, obligation and duty of the District and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the District insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement and recognizes that the District, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of District rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the District.

ARTICLE V EMPLOYEE RIGHTS

Section 1. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the Right of any employee or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Right to Join: Employees shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the District.

Section 3. Dues Check Off: Employees have the right to request and be allowed payroll deduction for the Union and for the Union's political action committee. The District will commence deductions within thirty days of receiving notice from the Union of the authorized deduction(s). The District will remit deductions to the Union within thirty days of the deduction.

The notice will include certification from the Union that the Union has and will maintain a signed authorization from the employee for whom deductions will be made. A valid signed authorization includes, but is not limited to, an electronically signed authorization. The District may require a copy of the signed authorization form only if a dispute arises about the existence or terms of the authorization. The dues deduction authorization remains in effect until the District receives notice from the Union that an employee has changed or cancelled their authorization in writing in accordance with the terms of the original authorizing document.

The Union must indemnify the District, including reasonable attorney fees and litigation costs, for any successful claims made by an employee for unauthorized deductions made in reliance upon certification or information received from the Union.

Section 4. Union Access to Information: Within twenty calendar days from the date of hire of an employee, the District will provide the following contact information to the Union: name, job title, worksite location

(including location within a facility when appropriate), home address, work telephone number, home and personal cell phone numbers on file with the District, date of hire, work email address, personal email address on file with the District, wage, number of hours normally scheduled in a day, number of duty days contracted for, and whether the position is a nine (9) month or twelve(12) month assignment. The District will provide this information to the Union in a format acceptable to the Union.

On request and every 120 calendar days, beginning on January 2, 2024, the District shall provide to the Union in an Excel file or similar format agreed to by the Union the following information for all bargaining unit employees: name; job title; worksite location, including location within a facility when appropriate; home address; work telephone number; home and personal cell phone numbers on file with the District; date of hire; and work email address and personal email address on file with the District.

The District must notify an exclusive representative within twenty calendar days of the separation of employment or transfer out of the bargaining unit of a bargaining unit employee.

Subd. 1. It is in the interest of the employer and the union for all newly hired employees to be informed of their rights, obligations and the benefits of their employment with the District. Accordingly, the District shall inform the union representative and steward(s) of all new hires immediately upon hire.

Section 5. Union Orientation: The District will allow a Union designated representative to meet in person with newly hired employees for thirty minutes within thirty calendar days from the date of hire, during new employee orientations or (if the District does not conduct new employee orientations) at individual or group meetings. All employees participating in these meetings will be in pay status. The District will provide at least ten days notice in advance of an orientation. Meetings may be held virtually or for longer than 30 minutes only by mutual agreement of the District and the Union.

Section 6. Union Access: The District will allow the Union to communicate with bargaining unit members using their employer-issued email addresses regarding collective bargaining, the administration of the collective bargaining agreement, the investigation of grievances, other workplace-related complaints and issues, and internal matters involving the governance or business of the Union, consistent with the District's generally applicable technology use policies.

The District will allow the Union to meet with bargaining unit members in District facilities regarding collective bargaining, the administration of the collective bargaining agreement, grievances and other workplace-related complaints and issues, and internal matters involving the governance or business of the Union, provided such use does not interfere with the District's business operations and the Union complies with District security protocols. The Union may be charged for maintenance, security, and other costs associated with the use of District facilities that the District would not have otherwise incurred.

ARTICLE VI RATES OF PAY

Section 1. Rate of Pay: The wages and salaries reflected in this article shall be a part of the Agreement for the period commencing July 1, 2025, through June 30, 2027, and thereafter until a successor agreement is negotiated and ratified.

Effective July 1, 2025, each employee shall advance one (1) step on the applicable wage scale. Effective July 1, 2026, all employees shall remain at their then-current step on the wage scale and shall not advance to the next step during the 2026–2027 contract year.

All wage increases (including base wage and all differentials) will be paid retroactively to July 1, 2025, to any individual actively employed as a school district employee on the date this contract is ratified by Union membership.

Subd. 1: Annualized Pay Transition: The parties acknowledge that, prior to this Agreement, custodial and maintenance employees have historically been compensated on an annualized pay basis, whereby compensation earned during active work periods was distributed evenly throughout the calendar year. Effective July 1, 2026, the District will transition away from the annualized pay model and compensation shall instead be paid based on actual hours worked, reflected on their timecards.

To facilitate the transition, minimize disruption in pay timing, and avoid any perceived loss of a paycheck resulting from the change in payroll cycle, the District will provide a one-time, non-precedent-setting “float payment” to all eligible custodial employees equal to the gross regular wages from the employee’s most recent paycheck immediately preceding implementation. Gross regular wages is defined as the base rate of pay, longevity, differentials and does not include overtime. This payment will be issued with the first payroll under the new system and shall not be considered part of base wages for any future compensation purposes.

Any employee hired on or after July 1, 2026, shall be compensated under the new hours-worked payroll system and shall not be eligible for the float payment described above. The parties further acknowledge that this language is transitional in nature and is intended only to facilitate the conversion from the annualized pay model. Accordingly, the parties anticipate that this provision will not be necessary in any successor agreement.

Section 2. Withholding Salary Advancement: The District reserves the right to withhold salary increases.

This shall not be done without just cause, proper notice, sufficient evaluation, and opportunity to be heard. The performance of probationary employees will be evaluated in writing by their immediate supervisor at the completion of six months employment and again after one year of employment. Thereafter, written evaluation will be provided annually. No employee will receive annual salary increases or increments until said evaluation has been signed by the employer and employee. The employee's signature shall evidence neither agreement nor disagreement but shall evidence only the fact that the employee has read and understands the evaluation.

Section 3. Wages:

Subd. 1: Wage Scales

Step	2025-2026	2026-2027
0	\$17.37	\$17.49
1	\$18.46	\$18.58
2	\$19.50	\$19.62
3	\$20.54	\$20.66
4	\$21.84	\$21.96
5	\$22.88	\$23.00
6	\$23.66	\$23.78
7	\$24.50	\$24.62
8	\$25.50	\$25.62

Section 4. Certification Bonus: Employees possessing any of the listed certifications will be compensated accordingly.

- Special Boiler License: \$0.25 per hour
- Second Class Boiler License: \$0.35 per hour
- First Class Boiler License: \$1.50 per hour
- Chief Boiler License: \$1.75 per hour
- Limited Power License: \$0.55 per hour
- Low Voltage License: \$0.40 per hour
- Unregistered Licensed Electrician: \$0.50 per hour

- Certified Non-Licensed Electrician: \$0.35 per hour

Section 5. Position Bonus: Employees assigned an evening shift differential will be paid for all hours worked on a shift if fifty percent (50%) or more of the hours worked that shift occur after 4:00pm.

- Evening Shift Differential: \$0.60 per hour

Section 6. Position & Certification Bonuses for Employees Hired Prior to July 1, 2014: Teresa Scott will continue to receive the Building Team Leader Bonus of \$1.50 per hour that she qualified for on July 1, 2014.

Section 7. Required Licenses - Custodial and Maintenance Classification: All employees in the Custodial and Maintenance Classification shall be required to obtain and maintain at least a Special Boiler License within two (2) years from the date of employment. Employees shall not be subject to discipline if the district does not allow the opportunity to attend the required class or classes.

Subd. 1. Cost: The District shall pay the actual cost of the boiler license and renewal fees. Employees must provide proof of cost/payment to the school district.

Subd. 2. Compensation: Employees will be paid an additional hourly stipend according to Article VI Rates of Pay, Sections 4 & 5 of this Agreement.

Subd.3. License Requirement: The daytime Maintenance position and the nighttime Maintenance/Grounds position must both have and maintain at least a 2nd Class Boiler License. If the School District requires the position to have a 1st Class Boiler License, then (a) an employee already possessing a 2nd Class Boiler License will have two (2) years to obtain the 1st Class License, or (b) an employee already possessing a Specialist Boiler License will have three (3) years to obtain the 1st Class License.

Section 8. Changing Positions: Current employees transferring, being promoted, or filling a newly created position, will receive a one dollar and fifty cents (\$1.50) per hour increase to their current wage per classification move when moving to a higher classification. Employees moving to a lower classification will incur a one dollar and fifty cents (\$1.50) per hour decrease per classification move to their current wage when moving to a lower classification.

Section 9. Overtime:

Subd. 1. Rate: Time and one-half (1½) shall be paid for all work over forty (40) hours in a week to all personnel.

Subd. 2. Sundays: The district will establish regular weekly schedules for all employees which may include Sunday. If a custodian is required to work on a Sunday and Sunday is not included on the custodian's regular weekly schedule, any Sunday hours that do not qualify for overtime pay will be compensated at a rate of time and a half (1.5x) of the custodian's regular hourly rate of pay.

Subd. 3. Commencement Rate: A double-time rate of pay will apply for Commencement set up and take down work on Memorial Day weekend.

Subd. 4. Approval: All overtime must be approved in advance by the Director of Buildings & Grounds.

Section 10. Weekend Boiler Check: If needed, one employee may be assigned each weekend to perform weekend boiler check and maintenance in each building.

Subd. 1. Compensation: \$30.00 per each weekend per each building in which the employee performs required services.

Subd. 2. Emergencies: In the event of emergencies, the employee on Weekend Boiler Check shall call his supervisor and, if authorized by the supervisor, may expend over one hour on such emergency. Compensation for time over one hour shall be time and one-half (1½), based upon the employee's regular compensation rate.

Subd. 3. Substitute: If a custodian prefers not to perform the scheduled boiler check, the custodian may secure a substitute among the other custodians to perform the duty for him/her provided that the substitute custodian so selected is approved by the supervisor to perform the boiler check.

Section 11. Temporary Assignments: The School District shall pay custodial employees who have been given a temporary assignment in a higher job classification at the higher rate of pay if the temporary assignment exceeds ten (10) consecutive workdays. The higher rate shall begin on the eleventh (11th) consecutive workday and shall be retroactive to the first (1st) continuous day of the temporary assignment.

Section 12. Non-School Events: Upon submitting a supervisor-approved employee request form to the School District Business Office, work performed for non-school events for which the School District charged a fee, the employee shall accrue compensation time and be paid an evening shift differential rate in addition to regular hourly wages for evening, Saturday and/or Sunday assignments.

Section 13. Weekend Duty: When there are duties to be performed on weekends above and beyond the normally scheduled work week within a building, it shall be assigned to employees of said building that are covered by the Agreement and shall be rotated among those employees first prior to picking and selecting another person from another building. The employee will accrue compensation time and shall be paid a shift differential in addition to their basic hourly salary after submitting a -supervisor-approved employee request form to the District Business Manager.

Section 14. Call Back: When any employee is called back to work on a weekend, in the evening, or the early morning prior to school starting and after regular shift, (not to be defined as extending a regular shift), the employee shall receive:

- (1) A minimum of one and one-half (1½) hours of pay at time and a half (1½) their regular hourly rate of pay.
- (2) The rate of pay will be double the rate of their regular hourly rate of pay for any call back time between 12:00 midnight and 4:00 A.M.
- (3) To be included in regular hourly rate of pay shall be the evening shift differential only when working in the evening.

Section 15. Payment of Salaries: Payroll will be directly deposited into the employee's chosen financial institution account on the last business day on or prior to the 15th and 30th day of each month.

Section 16. Hilltop Mileage Stipend: An annual stipend of one hundred and fifty dollars (\$150.00) will be paid in two semiannual installments (\$75.00 on December 30 and \$75.00 on June 30th) to the Custodian assigned to the Hilltop building in Henderson to compensate for the use of his/her personal vehicle in the running of light errands and duties as only directed by the employee's supervisor. In general, the district advises against the use of personal vehicles in the execution of duties. This stipend will be discontinued per need at the discretion of the Director of Buildings and Grounds or at such time as a district vehicle becomes available for such purposes. This stipend is not compensation for the transportation of the employee between assigned sites. Said Custodian will provide a copy of a certificate of insurance for his/her personal vehicle that is used as authorized in this section.

Section 17. Inclement Weather Closings: For the first two days of school closing due to inclement weather, employees covered under this contract shall earn one compensatory day each, for a total of two, if they work a full shift on that day. If the State of Minnesota enacts permanent legislation regarding inclement weather and school closings the terms will apply to employees under this agreement in the same manner as other district employees.

Section 18. Longevity: Employees who have completed the following years of service in the bargaining unit and have spent at least one contract year on the top step on the wage schedule shall receive a longevity payment as shown in the table below in addition to the basic wage rate set forth above. To qualify for a year of service the employee must have started their employment prior to December 31 of that fiscal year and the service year must be completed by July 1.

Years of Service	July 1, 2025 Differential
15	\$0.75
20	\$1.25
25	\$1.50

ARTICLE VII 403(b) MATCHING CONTRIBUTION PLAN

Section 1. Retirement Benefits: The School District hereby agrees to establish a 403(b) retirement benefits program account for each member of this bargaining unit.

Section 2. Eligibility: Pursuant to the provisions of M.S. 123B.02, Subd. 15. and Section 403(b) of the Federal Internal Revenue Code, the School District will make matching contributions for each employee who:

- has completed at least one (1) year of working experience in the School District,
- is employed an average of at least twenty (20) hours per week,
- and at least nine (9) months of each calendar year pursuant to the provisions of this article.

Section 3. Matching Amount of School District Contribution: The School District agrees to contribute one dollar in matching funds for every one dollar (\$1.00) contribution made by each employee into an individual 403(b) retirement account.

Section 4. Maximum Annual Contribution: The maximum annual school district matching contribution shall be four hundred and thirty dollars (\$430.00). The District contribution may not exceed the amount specified by statute.

Section 5. Time of Contribution: The District matching contribution amount shall be made at the same time as the individual contribution by the staff member. The School District will deduct from the employee's paycheck the amount that the employee has agreed to pay in equal payroll deductions per paycheck, over the course of the employee's work year, or will match the staff member's contribution, whichever is less.

Section 6. Vendors: Participation in the benefits of this article is limited only to employees who select one of the School District approved vendors.

Section 7. Payment: The employee's contribution shall be made by payroll deduction.

Section 8. Unpaid Status: An employee on unpaid leave status may not participate in the provisions of this article.

Section 9. Applicable Statutes: The provisions of this article are subject to all limitations relating to such plans as provided by Federal and State laws.

ARTICLE VIII GROUP INSURANCE

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the District.

Section 2. Eligibility: Full benefits provided in this article are designed for full-time employees. Full time employee is to mean all eligibility is subject to any limitations contained in the contract between the insurance carrier and the School District.

Section 3. Health and Hospitalization Insurance Coverage: Defined Contribution: Effective July 1, 2026 the District shall contribute \$6,850 per year single and \$11,050 per year family for health insurance for each full-time employee employed by the School District who qualifies for and is enrolled in insurance coverage in the School District's group health and hospitalization insurance plan.

Section 4. Plan Options: Employees may choose from any of the plans offered by the School District.

Section 5. Income Protection: The District shall provide and pay the full cost of providing a program of income protection of full-time employees through disability insurance under which full-time employees may be included and which will compensate those persons covered thereby to the extent of not less than two-thirds (2/3) of the covered person's monthly salary but effective after thirty (30) days' disability and payable to age seventy (70).

Section 6. Life Insurance: The District shall pay in full the cost of a \$50,000 term life insurance policy for all full-time employees employed under this Agreement in the District who desire such coverage.

Section 7. Duration of Insurance Contribution: An employee qualified for insurance coverage is eligible for District contributions as provided in this Article as long as the employee is employed by the District on paid status and enrolled in the School District's group health and hospitalization insurance plan. Upon termination of employment, all District participation and contribution shall cease effective on the last working day.

Section 8. Claims Against the School District: The School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to in this Agreement, and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 9. Policy Terms and Conditions: The terms and conditions of the group insurance policies provided for hereunder shall not be decreased during the term of this Agreement.

Section 10. Policy Review: The insurance coverage provided hereunder shall be reviewed by the representative of the insurance carrier with the employees at least annually.

Section 11. Insurance Revision: The benefits of the health, life or disability policies will not change without approval of the Exclusive Representative.

Section 12. Early Retirement: Subject to the requirements of the insurance carrier, all full-time employees who have worked for the District a minimum of fifteen continuous years and are at least 55 years of age at the time of retirement and choose to take early retirement shall be allowed to remain as a part of existing group health insurance plans in the District until they become eligible for Medicare. The employer shall pay the same contribution toward the health insurance premiums under said group plan, from time to time as it pays for active employees up to a maximum cap of \$50,000. The employee taking early retirement shall pay the premium difference which payment shall be made promptly to the District and in accordance with whatever payment schedule is in effect.

Subd. 1. Employees hired after October 1, 2009 are not eligible for this benefit.

Section 13. Flex Insurance Plan: The District shall have the right to offer a flex insurance plan with no obligation of the custodial union members to participate.

ARTICLE IX LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. Earning: All employees shall earn sick leave at the rate of one (1) day for each month of service over the course of the employee's work year in the District. Should an employee's employment terminate, annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year.

Subd. 2. Accumulation: Unused sick leave days may accumulate to a maximum credit of one hundred twenty (120) days of sick leave per employee.

Subd. 3. Use: Sick leave with pay shall be allowed by the District whenever an employee's absence is found to have been due to illness which prevented his/her attendance and performance of duties on that day or days.

Subd. 4. Medical Certificate: In the event of illness of more than three (3) days, the District may require an

employee to furnish a medical certificate from a qualified physician or surgeon as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay and/or return to work. If the District feels that sick leave is being abused by an employee, the Superintendent and Union Steward (in conjunction with the Exclusive Representative) will consult and collaboratively resolve the situation. In the event that a medical certificate will be required, the employee will be so advised in time to acquire the same.

Subd. 5. Deduction: Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee. The employee will be able to access the Employee Smarts Systems (ESS) to review available sick leave.

Subd. 6. Approval: Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave pay request form available in each building office.

Section 2. Leave of Absence: A leave of absence may be granted by the District for a period of up to one year at the District's discretion for due cause shown. Applications must be submitted to the Board of Education for their approval. The applicant shall receive no remuneration during the leave period.

Subd. 1. Reinstatement: The District shall place the applicant in his/her former or equal position upon the completion of the leave of absence, and he/she shall be entitled to all benefits in the current contract they qualify for at the time of return which he/she had earned at the time his/her leave of absence commenced.

Subd. 2. Extension: All requests for extensions or renewals of leaves of absence shall be applied for and granted in writing two (2) months prior to the end of such leave. If the leave is less than two (2) months the request for the extension shall be submitted two (2) weeks prior to the end of such leave. To comply with the requirements of the PERA, any employee covered by these regulations wherein his/her accumulated sick leave is entirely used and he/she is not able to return to his/her normal duties because of illness, may be provided with a temporary leave of absence not to exceed one (1) calendar year.

Subd. 3. Notification of Intent: Employees who have been granted a leave of absence must notify the School District two (2) months prior to the end of such leave, whether or not they intend to return to their position. If the leave is less than two (2) months the notification of intent shall be submitted two (2) weeks prior to the end of such leave. Failure of the employee to notify the District by the date determined under this section shall constitute grounds for termination unless the School District and the employee mutually agree in writing to an extension in the leave.

Section 3. Bereavement Leave:

Subd. 1. Immediate Family: As determined by the Superintendent, an employee may be granted one to five (5) days paid leave in the event of death in the employee's immediate family. Immediate family shall include the employee's wife/husband, children, sisters, brothers, brother-in-law, sister-in-law, parents, father-in-law, mother-in-law, grandparent, or grandchildren.

Subd. 2. Non-Immediate Family Members: Funeral leave of up to one (1) day per school year shall be granted for funerals of friends and other persons not listed in Article IX, Section 3. Such leave shall not be accumulative.

Section 4. Childcare Leave:

Subd. 1. Use: A childcare leave may be granted by the School District, subject to the provisions of this section, to one (1) employee-parent of a natural or adopted infant child, provided such employee-parent is caring for the child on a full-time basis.

Subd. 2. Request: An employee making application for childcare leave shall inform the Superintendent in writing of the request to take the leave at least three (3) calendar months before commencement of the intended leave.

Subd. 3. Medical Statement: An employee will provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.

Subd. 4. Duration: In making a determination concerning the commencement and duration of a childcare leave, the School Board shall not, in any event, be required to:

- (1) Grant any leave more than twelve (12) months in duration.
- (2) Permit the employee to return to employment prior to the date designated in the request for childcare leave.

Subd. 5. Reinstatement: An employee returning from childcare leave shall be reinstated in a position for which

he/she is qualified unless previously discharged or laid off.

Subd. 6. Failure to Return: Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School District and the employee mutually agree in writing to an extension in the leave.

Subd. 7. Salary and Fringe Benefits: Leave under this section shall be without pay or fringe benefits.

Section 5. Emergency Leave: As determined by the Superintendent, an employee may be granted one (1) to five (5) days paid leave in the event of an emergency in the employee's family. Prior to taking such leave, written application shall be made for such emergency leave to the Superintendent of Schools. In case such application is based upon illness in the immediate family, the application shall include a physician's statement evidencing the existence of such illness if so, required by the Superintendent.

Section 6. Workers' Compensation: Pursuant to M.S. Chapter 176, an employee 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 7. Family Medical Leave Act (FMLA): FMLA leave shall be granted pursuant to applicable law.

Section 8. Jury Duty: An employee 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. Unpaid Leave: In cases of serious extenuating circumstances, unpaid leave may be granted for other purposes at the discretion of the Superintendent.

Section 11. Insurance Application: An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee 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, except as otherwise provided in law. In the event the employee is on paid leave or Family Medical Leave of Absence (FMLA) from the School District under Section 1. above or supplemented by sick leave pursuant to Section 2. above, the School District will continue insurance contributions as provided in this Agreement until sick leave is exhausted. Thereafter, the employee must pay the entire premium for any insurance retained.

ARTICLE X HOURS OF SERVICE AND DUTY YEAR

Section 1. Basic Work Week: A regular work week, Monday through Friday, shall consist of forty (40) hours exclusive of lunch, for full-time employees. When a Saturday, Sunday or Holiday work shift is needed in exchange for a Friday or other workday, employees will be given a two-week advance notice.

Section 2. Part-time Employees: The District reserves the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis.

Section 3. Shifts and Starting Time: All employees will be assigned starting time and shifts as determined by the District. When special events occur, the work shift of a custodian or custodians may change to accommodate the special event (for example, having a custodian or custodians work a late shift on a Wednesday night to cover a special school event).

Normally there will be no evening shift during summer months when school is not in session. In case there is a

summer evening activity requiring custodial coverage, a volunteer or in the absence of a volunteer, the least senior custodian who is available (i.e. not on vacation, sick, disabled or otherwise occupied) will work the assignment.

Section 4. Lunch Period: Employees shall be provided a duty-free lunch period of one-half (1/2) hour on each day employed.

Section 5. Shift Break: Employees shall be permitted a one (1) ten (10) minute shift break during each four (4) hour shift. No more than two (2) employees shall participate in such breaks at the same time.

Section 6. School Closing: Employees shall, providing weather permits, report to work when school is canceled. Employees who report and work six (6) hours shall receive no wage reduction provided they make up the other two (2) hours within the current school year. In the event the individual chooses to make up the additional two (2) hours at a later date, the makeup time shall be scheduled by the employee's supervisor. Employees not working that day or days will either lose a full day's pay or take a vacation day.

Section 7. Duties: Each employee in the District shall receive a Working Agreement at least thirty (30) days prior to the beginning of the contract year outlining the qualifications, duties, and responsibilities of the said employee.

ARTICLE XI HOLIDAYS

Section 1. Paid Holidays: Full time employees shall be granted the following eleven (11) paid holidays: LABOR DAY, THANKSGIVING, CHRISTMAS, NEW YEARS DAY, GOOD FRIDAY, MEMORIAL DAY, JUNETEENTH, FOURTH OF JULY and four (4) floating holidays to be established at the time of approval of the school calendar. The Union Steward will notify the School District Business Office of the Floating Holiday dates prior to July 1 of each year.

Section 2. Working on Holidays: Double time (twice the employee's regular hourly rate) shall be paid for any work performed on any of the designated paid Holidays, and time and one-half shall be paid for any work performed on any of the four (4) floating holidays.

Section 3. Weekends: Any holiday that falls on a weekend will be observed on a day established by the School district.

Section 4. School in Session: In the event that the employer conducts regular school classes on President's Day that day shall not be a holiday, but another day designated by the employer, shall be set aside and granted as a paid holiday provided, further that the employee is at work on the last working day before said holiday and on the first working day after said holiday unless said employee is on some form of approved leave.

ARTICLE XII VACATION

Section 1. Eligibility: All custodian/maintenance employees will be eligible for one (1) paid vacation day per year. If a less than 12-month full-time employee should go on a 12-month contract, the vacation time will be based upon pro-rated full time previously worked.

Section 2. Additional Earned Vacation: An employee who has used no more than one (1) sick day during the previous work year shall receive one (1) additional vacation day for use during the following school year. A day is defined as the same number of hours as the contracted workday. Any days beyond the one (1) will be at no pay, but compensatory time can be used. Prior to taking such leave, written application to the supervisor shall be made.

Section 3. Full-Time Employee Vacation: Full-time employees will be granted vacation as determined by the following schedule:

Vacation Days	
Years in District	Day(s) of Vacation Accrued
0 Years	5 Days
1-3 Years	11 Days
4 Years	12 Days
5 Years	13 Days
6 Years	14 Days
7 Years	15 Days
8 Years	16 Days
9 Years	17 Days
10 Years	18 Days
11 Years	19 Days
12 Years	20 Days
13 Years	21 Days

Said vacation period to a maximum often (10) working days will be granted during the summer months with the timing of the balance of said vacation period over and beyond ten days to be granted at the District's discretion.

Subd.1. Duration and Time: Employees may apply to the District for variations as to duration and time of the year for their vacation. In the event that a number of employees apply for vacation time at the same time, so that a conflict arises, precedence shall be determined by order of first application.

Section 4. Accrued Vacation Pay: Upon voluntary termination of employment, employees who have completed the probationary period shall be entitled to payment for any unused vacation days earned and accrued pursuant to the provisions of the Article; however, if the employee is involuntarily terminated, he/she shall not be entitled to unused earned and accrued vacation days.

Section 5. Less Than Full Time Employees: Employees employed on less than a full-time basis but employed nine and one half (9½) months or more during the year shall receive paid vacation to be taken during the summer. The vacation pay shall be prorated in accordance with the percentage of annual custodial hours worked to annual custodial hours worked by a full-time custodial employee.

Section 6. Carry Over: An employee may carry over five (5) days of vacation from the previous year. This is non-cumulative. The time vacation is taken will be pending supervisor approval on each occasion.

ARTICLE XIII PROBATIONARY PERIOD, DISCIPLINE, AND DISCHARGE/RESIGNATION

Section 1. New Employee Probationary Period: An employee shall serve a probationary period of six (6) months of continuous service in the School District, during which time the School District shall have the unqualified right to discipline or discharge such employee. During this probationary period, the employee shall have no recourse to the grievance procedure insofar as suspension, discharge, or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance regarding any other provisions of the Agreement alleged to have been violated.

Section 2. Change of Classification Probationary Period; Change of Classification or change from Part-Time to Full-Time: An employee promoted to a different classification shall serve a new probationary period of six (6) months in any such new classification. During this six (6) month probationary period, if the School District determines that the employee's performance in the new classification is unsatisfactory, the School District shall have the right to reassign the employee to the former classification.

An employee who is advanced from part-time status to full-time status will serve a six (6) month probationary period in the full-time status, during which the District has a right to reassign the employee to a part-time

position, if the District determines, at its discretion, that the employee's performance is unsatisfactory. Employees will have no recourse to the grievance procedure regarding assignments and District decisions under this provision.

Section 3. Completion of Initial Probationary Period: An employee who has completed the initial probationary period of Section 1 may be disciplined or discharged only for just cause.

Section 4. Discipline:

Subd. 1. Types: The District will discipline employees for just cause only. Discipline will be in one or more of the following forms:

- Oral reprimand
- Written reprimand
- Suspension with pay
- Suspension without pay
- Discharge

Both the District and the Union agree that the above list of types of discipline is not meant to imply a sequence of events.

Subd. 2. Conference: A conference between the employee and his/her supervisor shall be held prior to the imposition of a written reprimand, suspension with pay, suspension without pay, demotion or discharge. All will be in written form.

Section 5. Resignation: A two (2) week notice shall be required of an employee if he/she wishes to resign. A two week notice shall be given an employee if he/she is to be laid off.

Section 6. Non-Discrimination: No employee shall be discriminated against by either the employer or the Union because he/she is or is not a member of Local #284.

ARTICLE XIV SENIORITY, REDUCTION OF FORCES & VACANCIES

Section 1. Seniority Date: Employees shall acquire seniority upon completion of the probationary period, and, upon acquiring seniority, the seniority date shall relate back to the first date of continuous service in a position governed by this Agreement. If more than one employee commences work on the same date, the seniority ranking for such employees shall be determined by the order in which the employees were listed on the School Board Minutes.

Section 2. Seniority Rights: The District will recognize seniority rights as to order of layoff and recall. In addition, the District may consider the employee's qualification for the particular duties involved. An employee who is properly discharged or resigns shall forfeit his seniority and in the event of re-employment, the employee's seniority rights shall begin as of the date of his/her re-employment. In the event of layoff and recall, full-time employees shall not be bumped by part-time employees with more seniority.

Section 3. Vacancies: New positions or vacancies within the grade classification of the employee involved and of more than thirty (30) days in duration will be posted for a period of five (5) days and the most senior qualified applicant will be assigned the position within five (5) days after the closing of the posting.

ARTICLE XV GRIEVANCE PROCEDURE

Section 1. Definitions:

Subd. 1. Grievance: A "grievance" shall mean an allegation, in writing, brought by the exclusive representative

on behalf of an employee or group of employees resulting in a dispute or disagreement between the employee(s) and the District as to the interpretation or application of terms and conditions of employment contained in this Agreement.

Subd. 2. Grievant(s): The word, "grievant(s)," shall mean an individual employee, a group of employees, or the exclusive representative who/which files a grievance as defined in Subd. 1. above.

Subd. 3. Days: Any reference to the word, "days," regarding time periods in this procedure shall refer to days other than Saturday and Sunday. Days designated as legal holidays by State or Federal law shall not be counted in determining time periods.

Section 2. Representative: The grievant(s), administrator(s), or District may be represented during any step of the procedure by any person or agent designated by such party to act on the party's behalf.

Section 3. Interpretations:

Subd. 1. Extension: Time limits specified in this Agreement may be extended by mutual written agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to days other than Saturday and Sunday. Days designated as legal holidays by State or Federal law shall not be counted in determining time periods.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures in this article, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document required by this Agreement shall be timely if it is personally served, is served via email, or if it bears a dated postmark of the United States Postal Service within the time period.

Section 4. Time Limitation and Waiver: A Grievance shall not be valid for consideration unless the grievance is submitted in writing to the District's designee, signed by the grievant(s), setting forth the facts and the specific provision(s) of the Agreement allegedly violated and the particular relief sought within fifteen (15) days after the date the event giving rise to the grievance occurred.

Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the District's designee.

Section 5. Resolution of Grievance: The School District and the grievant(s) shall attempt to resolve all grievances which may arise during the course of employment as follows:

Subd. 1. Level I: If the grievance is not resolved through informal discussions, the School District designee shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his/her designee shall set a time to meet regarding the grievance within fifteen 15 days after receipt of the appeal. Within ten (10) days after the meeting, the Superintendent or his/her designee shall issue a decision in writing to the parties involved.

Subd. 3. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five (5) days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the School Board may be designated by the School

Board to hear the appeal at this level and report its findings and recommendations to the School Board. The School Board shall then render its decision.

Section 6. School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure, provided the School Board or its representative notify the parties of its intention to review within ten (10) days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

Section 7. Denial of Grievance: Failure by the School Board or its representative(s) to issue a decision within the time periods provided in this article shall constitute a denial of the grievance and the grievant(s) may appeal it to the next level.

Section 8. Arbitration Procedures: In the event that the grievant(s) and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined in this article.

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved grievant(s), and such request must be filed in the office of the Superintendent within ten (10) days following the decision in Level III of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure; the parties may, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Commissioner to submit a panel of seven (7) arbitrators to the parties, pursuant to PELRA, provided such request is made within twenty (20) days after request for arbitration.

The request shall ask that the panel be submitted within ten (10) days after the receipt of said request. Within ten (10) days after receipt of the panel, the parties shall alternately strike names, and the remaining name shall be the arbitrator to hear the grievance. The order of striking will be determined by lot. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Commissioner within the time periods provided in this article shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information: Upon appointment of the arbitrator, the appealing party shall within five (5) days after notice of appointment forward to the arbitrator, with a copy to the District, the submission of the grievance which shall include the following:

- (1) The issues involved.
- (2) Statement of the facts.
- (3) Position of the grievant.
- (4) The written documents relating to Section 5, Article XII of the grievance procedure.

The District may make a similar submission of information relating to the grievance either before or at the time of the hearing.

Subd. 5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person(s) as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 6. Decision: Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in the PELRA. The arbitrator shall issue a written decision and order including findings of fact which shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

Subd. 7. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made at the hearing at the request of either party. The parties shall share equally the fees and expenses of the arbitrator, the

cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such a copy.

Subd. 8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined in this article; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the School Board to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

ARTICLE XVI MISCELLANEOUS

Section 1. Uniforms: The District requires that all custodial employees wear uniform shirts.

Subd. 1. District Provision: The District will provide five (5) shirts per employee per year.

Subd. 2. Allowance: The employee shall receive an annual allowance for the purpose of work uniform pants and work shoes in amounts not to exceed:

Custodians and Maintenance: Three hundred dollars (\$300.00)

Subd. 3. Reimbursement: The employee shall be entitled to draw against said allowance upon furnishing a claim for reimbursement supported by receipts with reference to the expenses incurred for work uniform pants and work shoes.

Section 2. Medical Examinations: All employees covered under this Agreement shall be required to undergo a physical examination prior to employment, including a Mantoux Test and x-rays as required by law. The District will pay for such examinations plus required x-rays and laboratory fees.

Section 3. Eye Glass Repairs and Replacements: The District shall reimburse employees the actual expense of replacing or repairing eyeglasses that are broken or damaged while performing services for the School District. Such repair or replacement shall be in kind and of quality equal to that being repaired or replaced. If the employee desires to upgrade, change, or alter his/her glasses subject to repair or replacement, the additional cost, over replacement or repair in kind, shall be borne by the employee.

Section 4. Student Supervision: Supervision or discipline of students shall not be the duty of the employees under this contract. The employees shall, however, report to the proper authorities those infractions of rules, which would lead to destruction of property or a danger to one's self or others.

Section 5. Workshop Costs: All full-time employees are encouraged to improve their proficiency in building maintenance. To that objective, the District will pay all course fees and mileage (use of District vehicle, if available) for such offerings in area vocational/technical or other institutions. All courses, workshops and seminars must have the prior approval of the District Buildings and Grounds Director. The District agrees to pay employees their actual hourly rate of pay for hours in attendance at workshops or courses that are mandated and/or required by the District.

ARTICLE XVII DURATION

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period

commencing July 1, 2025 through June 30, 2027 and thereafter as provided by PELRA. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no later than ninety (90) days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School District and the Exclusive Representative representing the employees. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality: Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

Section 4. Severability: The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision.

IN WITNESS WHEREOF, The parties have executed this Agreement as follows:

SERVICE EMPLOYEES SEIU LOCAL 284

LE SUEUR-HENDERSON PUBLIC SCHOOLS 2397

Contract Organizer

Superintendent

Steward

Clerk

Date

Chief School Board Negotiator

Date



July 22, 2026

Statement of Work - Audit Services

This agreement constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated August 29, 2024, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and ISD 2397 Le Sueur-Henderson ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended June 30, 2026.

Craig W. Popenhagen is responsible for the performance of the audit engagement.

Scope of audit services

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of ISD 2397 Le Sueur-Henderson, and the related notes to the financial statements as of and for the year ended June 30, 2026.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements.

The RSI will be subjected to certain limited procedures, but will not be audited.

We will also evaluate and report on the presentation of the supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements and the related notes.
- Preparation of the required supplementary information (RSI).
- Preparation of the supplementary information.
- Preparation of adjusting entries, if needed
- Assistance implementing new accounting standards, if needed

Audit objectives

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion.

We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

We will issue a written report upon completion of our audit of your financial statements.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue a report, or withdrawing from the engagement.

We will also provide a report (which does not include an opinion) on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*. The report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that

the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

As part of our audit, we will also perform the procedures and provide the report required by the Minnesota Legal Compliance Audit Guide for School Districts.

It is our understanding that our auditors' report will be included in your annual report which is comprised of introductory section and that your annual report will be issued by the date of our report on your financial statements. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report. We are required by professional standards to read the other information and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of the entity and its environment, including the system of internal control, relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting

estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls
- Revenue recognition

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards*. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements and RSI in accordance with U.S. GAAP.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

You are responsible for the design, implementation, and maintenance of effective internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met. You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and

grant agreements; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered. You are responsible for taking timely and appropriate steps to remedy any fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we may report.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers); (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

Management is responsible for the preparation of the supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for the preparation of other information included in your annual report. You agree to provide the final version of such information to us in a timely manner, and if possible, prior to the date of our auditors' report. If the other information included in your annual report will not be available until after the date of our auditors' report on the financial statements, you agree to provide written representations indicating that (1) the information is consistent with the financial statements, (2) the other information does not contain material misstatements, and (3) the final version of the documents will be provided to us when available, and prior to issuance of the annual report by the entity, so that we can complete the procedures required by professional standards. Management agrees to correct material inconsistencies that we may identify. You agree to include our auditors' report in any document containing financial statements that indicates that such financial statements have been audited by us.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any

misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

Use of financial statements

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements

addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of CLA and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulatory bodies pursuant to authority given to it by law or regulation. If requested, access to such audit documentation will be provided under the supervision of CLA's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to those regulators. The regulators may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by a regulator. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our audit engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be

governed by a new, specific SOW for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Fees

Audit of financial statements	\$23,000.00
GASB 102 – Certain Risk Disclosures, hourly rate and only if needed	\$220.00
Assistance implementing new accounting standards, hourly rate and only if needed	\$220.00

We will also bill for expenses (including travel, report, production, word processing, postage, etc.) plus a technology and client support fee calculated by applying CLA's percentage rate in effect at the time of invoicing to the professional fees billed on the invoice. Our invoices, including applicable state and local taxes, will be rendered as work progresses and are payable on presentation.

Bill to be mailed on	Amount to be billed
August	\$7,000
September	\$7,000
October	\$7,000

Unexpected circumstances

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Agreement

We appreciate the opportunity to provide the services described in this SOW related to the MSA. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign below to indicate your acknowledgement and understanding of, and agreement with, this SOW.

Sincerely,

CliftonLarsonAllen LLP

Response:

This letter correctly sets forth the understanding of ISD 2397 Le Sueur-Henderson.

CLA

CLA

Craig W. Popenhagen

Craig W. Popenhagen, Principal

SIGNED 22/07/2026, 15:24:32 GMT-5

Client

ISD 2397 Le Sueur-Henderson

SIGN:

Brigid Tuck, Board Chair

DATE:

ISD 2397 Le Sueur-Henderson

SIGN:

Ky Battern, Business Manager

DATE:

Resolution of Lodge, Association or Other Similar Organization

First Farmers & Merchants Bank

By: ISD 2397

PO Box 548
Cannon Falls MN 55009

100 KINGSWAY DRIVE
LE SUEUR, MN 56058

Referred to in this document as "Financial Institution"

Referred to in this document as "Association"

I, **KELSEY SCHWARTZ**, certify that I am Secretary (clerk) of the above named association organized under the laws of **MINNESOTA**, Federal Employer I.D. Number **41-1716943**, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on **6/23/2026** (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

Agents. Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
DARREN J KERN - SUPERINTENDENT		
A. _____ KY R BATTERN - BUSINESS MGR	X _____	X _____
B. _____ BRIGID A TUCK - CHAIR	X _____	X _____
C. _____ JENNIFER A BURNS - TREASURER	X _____	X _____
D. _____ KELSEY SCHWARTZ - CLERK	X _____	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

Powers Granted. (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
_____	(1) Exercise all of the powers listed in this resolution.	1 _____
_____	(2) Open any deposit or share account(s) in the name of the Association and apply for and use any service offered by the Financial Institution incident to the business of conducting banking transactions associated with the account(s).	1 _____
_____	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	1 _____
_____	(4) Borrow money on behalf and in the name of the Association, sign, execute and deliver promissory notes or other evidences of indebtedness.	1 _____
_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Association as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	1 _____
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	1 _____
_____	(7) Conduct banking transactions on behalf of the Association using electronic, online, and/or mobile banking platforms, subject to the terms of the online and mobile banking agreements, as applicable. This shall include reviewing account balances, transaction history, and statements; withdrawing or transferring funds on deposit with this Financial Institution; and making bill payments and loan payments on behalf of the Association; as well as any other transactions that may be carried out using an electronic, online and/or mobile banking platform to carry out the purposes of this Authorization.	_____
_____	(8) Other: RECEIVE INQUIRIES ON ALL ACCOUNTS	1 _____

Limitations on Powers. The following are the Association's express limitations on the powers granted under this resolution.

Resolutions

The Association named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Association and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Association and

certified to the Financial Institution as governing the operation of this association's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.

- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Association. Any Agent, so long as they act in a representative capacity as an Agent of the Association, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated in this resolution, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Association with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Association agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Association. The Association authorizes the Financial Institution, at any time, to charge the Association for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Association acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Association to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Association acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Association with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Association authorizes each Agent to have custody of the Association's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Effect on Previous Resolutions. This resolution supersedes resolution dated _____ completed, all resolutions remain in effect.

. If not

Certification of Authority

I further certify that the Association has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

☐ If checked, the Association is a non-profit lodge, association or similar organization.

(Secretary)

KELSEY SCHWARTZ - CLERK

(Attest by Other Officer)

BRIGID A TUCK - CHAIR

(Attest by Other Officer)

JENNIFER A BURNS - TREASURER

For Financial Institution Use Only

Acknowledged and received on

(date) by

(initials)

☐ This resolution is superseded by resolution dated

Comments:

LE SUEUR-HENDERSON PUBLIC SCHOOLS

SCHEDULED MEETINGS/ACTIVITIES

DATE	DESCRIPTION	TIME	LOCATION
August 3, 2026	Regular School Board Meeting	6:30 PM	MS/HS Media Center
August 17, 2026	School Board Work Session	6:30 PM	MS/HS Media Center
September 8, 2026	Regular School Board Meeting	6:30 PM	MS/HS Media Center
September 21, 2026	Reg Mtg/Levy Certification	6:30 PM	MS/HS Media Center
October 5, 2026	Regular School Board Meeting	6:30 PM	MS/HS Media Center
October 19, 2026	School Board Work Session	6:30 PM	MS/HS Media Center
November 2, 2026	Regular School Board Meeting	6:30 PM	MS/HS Media Center
November 16, 2026	School Board Work Session	6:30 PM	MS/HS Media Center
December 7, 2026	TnT/Levy Adopt	6:00 PM	MS/HS Media Center
December 7, 2026	Regular School Board Meeting	Following	MS/HS Media Center
December 21, 2026	School Board Work Session (optional)	6:30 PM	MS/HS Media Center
	https://docs.google.com/spreadsheets/d/1veOz-5YPT7Eu8-Fp		