

# Regular School Board Meeting

Monday, March 20, 2023 5:45 PM

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

## I. Call to Order

## II. Pledge of Allegiance

## III. Approval of Agenda

III.A. March Regular Board Meeting Agenda

## IV. Recognition of Communications Since Last Meeting

## V. Open Dialogue

## VI. Approval of Consent Agenda

## VII. Reports

VII.A. DASHIR report

## VIII. New Business

VIII.A. Bev Bonte and Ralph Johnson Common Cup MN presentation

VIII.B.

- A. Action to designate the Identified Official with Authority for ISD #424.

### VIII.C. Designation of Identified Official with Authority (IOWA) for the MDE External User Access Recertification System

The MN Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MHIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA).

**The Board recommends to authorize Superintendent Melissa Radeke to act as the Identified Official with Authority (IOWA) for Lester Prairie Public School District 0424-01.**

## IX. Old Business

## X. School Finance

X.A. Action to approve the following fundraisers for the 2022-23 school year:

- B. Student Council: Spring Baskets
- C. Track and Field: Fan Cloth apparel

fundraiser

D. Cheer: Heggies Pizza

X.B. Action to approve revised budget for  
the 2022-2023 School Year.

**XI. Policy Administration**

**XII. Personnel**

XII.A. Action to approve resignation of  
**Mary Otto** as B-Squad Volleyball Coach.

XII.B. Action to approve the following  
contracts:

E. **Brandon Kutz** - JV Baseball  
Coach

F. **Annie Eastling** - Kids Depot  
Student Worker

G. Blaine Walstrom - JH Baseball  
Coach

H. Kirsten Pardun Johannsen -  
Spring Play Advisor

**XIII. Other Items for the Board**

**XIV. Adjourn the Regular Board Meeting**



# Lester Prairie Schools

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

Phone: 320-395-2521  
Fax: 320-395-4202  
Website: [www.lp.k12.mn.us/](http://www.lp.k12.mn.us/)

**REGULAR BOARD MEETING AGENDA**  
**DATE:** MONDAY, March 20, 2023  
**LOCATION:** School Media Center  
**TIME:** 5:45 PM

## I. Call to Order

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

## II. Pledge of Allegiance

## III. Approval of Agenda

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve agenda.

Voting was \_\_\_\_ for and \_\_\_\_ against

## IV. Recognition of Communications Since the Last Meeting

- A. Communications received by Board Members
  - o Good News Section:
    - 1. \_\_\_\_
- B. Open Dialogue. (Each person in the audience will be given three (3) minutes - total time - 15 minutes.)

## V. Approval of Consent Agenda

### A. Approve Previous Minutes

- o Reorganizational and Regular Board Meeting: February 27, 2023

### B. Approve Bills - Bills reviewed by R.Heimerl & Christen

- o Board Bills: \$120,857.86
- o Student Activity Bills: \$1,660.38

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

Voting was \_\_\_\_ for and \_\_\_\_ against

## VI. Administrative Reports

- A. Principal - Mike Lee
- B. Activities Director - Jenna Wolff
- C. Superintendent - Melissa Radeke

**VII. School Board Committee Reports**

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

**VIII. New Business**

- A. Presentation by Bev Bonte and Ralph Johnson: Common Cup Minnesota
- B. Action to designate the Identified Official with Authority for ISD #424.

**Designation of Identified Official with Authority (IOwA) for the MDE External User Access Recertification System**

The MN Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MHIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user’s access to MDE secure systems for their local education agency (LEA).

**The Board recommends to authorize Superintendent Melissa Radeke to act as the Identified Official with Authority (IOwA) for Lester Prairie Public School District 0424-01.**

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to designate Superintendent Melissa Radeke to act as the Identified Official with Authority (IOwA) for Lester Prairie Public School District 0424-01.*

*Voting was \_\_\_\_\_ for and \_\_\_\_\_ against.*

**IX. Old Business**

- A. none

**X. School Finance**

- A. Action to approve the following fundraisers for the 2022-23 school year:
  - o Student Council: Spring Baskets
  - o Track and Field: Fan Cloth apparel fundraiser

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve fundraiser as presented.

Voting was \_\_\_\_\_ for and \_\_\_\_\_ against.

B. Action to approve revised budget for the 2022-2023 School Year.

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve revised budget for the 2022-2023 school year.

Voting was \_\_\_\_\_ for and \_\_\_\_\_ against.

#### **XI. Policy Administration**

A. None

#### **XII. Personnel**

A. Action to approve resignation of **Mary Otto** as B-Squad Volleyball Coach.

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve resignation as presented.

Voting was \_\_\_\_\_ for and \_\_\_\_\_ against.

B. Action to approve the following contracts:

- o **Brandon Kutz** - JV Baseball Coach
- o **Annie Eastling** - Kids Depot Student Worker

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve contracts as presented.

Voting was \_\_\_\_\_ for and \_\_\_\_\_ against.

#### **XIII. Other Items for the Board**

**XIV. Adjourn the Regular Board meeting at \_\_\_\_\_**

#### **UPCOMING DATES and NOTES:**

- A. March 24<sup>th</sup>: End of 3<sup>rd</sup> Quarter
- B. April 7-10: Easter/Spring Break - no school
- C. April 17: Regular School Board Meeting 5:45pm

# Dashir Management Services, Inc.

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E8723A County Road H ~ Wisconsin Dells, WI 53965  
Phone (608) 253-2000 Fax (608) 253-2000  
[www.dashirmanagement.com](http://www.dashirmanagement.com)

## Lester Prairie School District

March 2023

### Custodial / Maintenance Report

#### **Personnel Information**

We are currently fully staffed.

#### **Inspections**

- Custodial audits were conducted, and results were shared with each individual custodian.
- Boiler inspection was conducted on March 7, 2023.

#### **Training Conducted**

The OSHA required safety training on Slips, Trips, and Falls was conducted on February 14, 2023.

#### **Progress on Projects**

- Boiler inspection was conducted on March 7, 2023.
- Completed construction inventory list for the mezzanine and organized what we could onto shelves.
- New rooftop project review and timeline meeting will be held on April 20, 2023.
- Kayla Speidel from SWWC rescheduled walkthrough for March 14, 2023.
- Holton Electric installed the required wiring needed to install a bigger heater for the dishwasher. The heater itself will be installed on March 10, 2023.

#### **Comments**

Basketball season is coming to an end; and softball and baseball practices will be starting up soon. We continue to do snow removal as needed with the weather being unpredictable at times. Everyone does their part to help make sure that the students and staff can enter and leave the school safely. I think we are all ready for spring.

Respectfully Submitted,  
Lisa Hins  
Facility Manager

COMMON CUP MINISTRY  
OUTREACH PROGRAMS

# WARM COAT DISTRIBUTION

BEGAN IN 2007 DISTRIBUTE AN AVERAGE OF 450 COATS PER YEAR  
TO ALL AGES THROUGHOUT McLEOD COUNTY

TOTAL INCOME SINCE 2007=== $\$24,873$

TOTAL EXPENSES SINCE 2007== $\$24,647$

CURRENT BALANCE IN ACCOUNT===== $\$226$

# SCHOOL SUPPLY DISTRIBUTION

- BEGAN IN 2006 SERVING AN AVERAGE OF 250 STUDENTS PER YEAR FROM DISTRICT 423 (TOTAL THROUGHOUT THE COUNTY 485)
- BEGAN PROVIDING FOR COST OF RENT FOR MANDATORY CHROME BOOKS IN 2017 PROVIDING AVERAGE \$250/YEAR TO DISTRICT 423
  - TOTAL INCOME FROM 2006==\$54,095
  - TOTAL EXPENSES FROM 2006=== \$60,235
  - CURRENT BALANCE IN FUND: \$6140

# WEEKEND BACKPACK PROGRAM

- PROGRAM BEGAN IN 2011 CURRENTLY SERVING 190 STUDENTS FROM DISTRICT 423 PROVIDE WEEKEND FOOD FOR STUDENTS WHOSE FAMILY QUALIFIES FOR FREE LUNCH PER REQUEST

TOTAL INCOME SINCE 2011: \$292,181

TOTAL EXPENSES SINCE 2001: \$289,025

CURRENT BALANCE IN ACCOUNT \$3,156

# PoPP (PROVISION OF PERSONAL ITEMS)

- PROGRAM BEGAN IN 2014
- PROVIDES PERSONAL CARE ITEMS TO SCHOOLS THROUGHOUT McLEOD COUNTY FOR THOSE STUDENTS IN NEED.
- ITEMS ARE KEPT IN THE NURSE OR COUNSELOR OFFICE. PROVIDED IN DISCREET MANNER AND CAN BE TAKEN HOME FOR THE FAMILY OF STUDENT

TOTAL INCOME SINCE 2014=== \$ 16,839

TOTAL EXPENSES SINCE 2014=== \$ 8343

CURRENT BALANCE IN ACCOUNT \$8496

# DIAPER DISTRIBUTION

- BEGAN IN 2006 PROVIDING FREE DIAPERS (ONE BAG PER CHILD) TO THOSE IN NEED.
- NO FINANCIAL INFORMATION REQUIRED THOUGH MOST PARTICIPANTS ARE PART OF THE WIC (WOMEN/INFANT/CHILD) PROGRAM
- BEGAN A BI-MONTHLY DISTRIBUTION IN 2022
- TOTAL INCOME SINCE 2006===== \$37,978
- TOTAL EXPENSES SINCE 2006===== \$71,117
- **CURRENT BALANCE IN ACCOUNT===== -\$33,137**

INDIVIDUAL AND FAMILY FINANCIAL ASSISTANCE AND OTHER PERSONAL ITEMS  
CCM NEVER PAYS AN ENTIRE BILL AND COLLABORATES WITH COUNTY ASSISTANCE/UCAP  
CCM KEEPS FILES ON ALL THOSE WE SERVE AND HAVE A LIMIT OF \$200-\$300 EVERY 3-4 YEARS (CASE BY CASE)

## AREAS OF ASSISTANCE

ASSIST WITH UTILITY **BILLS/PROPANE/FUEL OIL**

ASSIST WITH **GAS VOUCHER IF**

- 1) PROVEN MEDICAL APPOINTMENT THAT THEY HAD EITHER THAT DAY OR PROOF THEY WERE THERE IN PAST 2 DAYS
- 2) HAVE A JOB INTERVIEW THAT THEY ARE RETURNING FROM THAT CAN BE VERIFIED
- 3) FIRST 2 WEEKS OF WORK AND HAVE NOT RECEIVED A PAYCHECK

ASSIST WITH **APPLICATION FEE TO AN APT** (UNLESS FELONIES OR EVICTIONS THAT WOULD PROHIBIT ACCEPTENCE)

ASSIST WITH **DEPOSIT TO APT** AND OR FIRST MONTH'S RENT

ASSIST WITH **CO-PAYS OF MEDICATIONS** IF CLIENTS ARE ON MN CARE OR AT LEAST APPLIED

ASSIST WITH **CAR INSURANCE** ONLY IF UNDER \$200 AND CLIENT HAS A VERIFIED JOB

**EVALUATE EACH REQUEST TO DETERMINE IF IT FITS OUR MISSION**

# VOLUNTEER OPPORTUNITIES

- HELPING WITH WEEKEND BACKPACK PACKING
- ASSISTING WITH OUR OUTREACH PROGRAMS
- REFERRALS TO CCM FOR THOSE IN NEED
- COLLECTING PERSONAL DONATIONS TO GIVE TO OUR PROGRAMS
- SERVING ON THE CCM BOARD AND ASSISTING WITH OUTREACH PROGRAMS

## UPDATE ON NEW PROGRAMS OR EXPANSION

- 1) BEGAN RENTING A ROOM AT THE “CUSTOM STAY” FORMERLY THE BUDGET MOTEL JAN 1<sup>ST</sup> REQUESTING PARTICIPATING CONGREGATIONS TO FINANCIALLY SPONSORING A MONTH AND PROVIDING FOR THOSE STAYING WITH PERSONAL CARE ITEMS/ SHELF STABLE FOOD ITEMS  
\$700 PER MONTH FOR CCM WHICH IS A REDUCTION FROM \$1300 FOR THOSE NOT WITH CCM
- 2) JAIL SUPPORT AND OUTREACH BEGAN IN JAN 2023 CCM WILL PROVIDE BAGS WITH PERSONAL CARE ITEMS/SHELF STABLE FOOD SNACKS/BLANKETS/ COATS/SOCKS FOR THE JAIL TO USE WHILE INDIVIDUALS ARE HOUSED THERE AND A BAG TO GIVE UPON RELEASE. GIDEONS PROVIDE BIBLES PER JOHN BERGSENG, CCM BOARD OF DIRECTORS CHAIR
- 3) TWO DIAPER DISTRIBUTIONS PER MONTH IN BOTH HUTCH AND GLENCOE
- 4) BEGAN PROVIDING PERSONAL CARE ITEMS TO BROWNTON, GLENCOE LOW INCOME HOUSING, HUTCHINSON LOW INCOME HOUSING, SENIOR DINING IN HUTCHINSON AND ALL SCHOOLS WITHIN McLEOD COUNTY PER REQUEST



# Lester Prairie Schools

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

Phone: 320-395-2521  
Fax: 320-395-4202  
Website: [www.lp.k12.mn.us/](http://www.lp.k12.mn.us/)

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## Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

## Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: **LESTER PRAIRIE PUBLIC SCHOOLS**

6-Digit or 9-Digit Organization Number: **0424-01**

Superintendent Name: **Superintendent Melissa Radeke**

Will act as the IOwA?  Yes  No

If no, identify below the individual who will act as the IOwA for your organization.

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The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: **Dr. Melissa Radeke**

Title: **Superintendent**

Board Member Signature:

Name:

\_\_\_\_\_  
Corbey Hentges, Chair

Date:

\_\_\_\_\_



Melissa Radeke &lt;radeke@lp.k12.mn.us&gt;

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**(no subject)**

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**Cheryl Bayerl** <cherylbayerl@lp.k12.mn.us>  
To: Melissa Radeke <radeke@lp.k12.mn.us>

Wed, Mar 15, 2023 at 11:05 AM

Good morning,

Student Council would like to do the following fundraiser.  
Sell Spring baskets:

- choice of \$10.00 or \$20.00
- they will have eggs, candy, toy or stuffed animals
- Student Council will assemble the baskets and either deliver them or families will pick them up

Thank you  
Cheryl

--

**Cheryl Bayerl**  
**Data & Systems Coordinator**  
**Kids Depot Coordinator**  
**Student Council Advisor**  
**Lester Prairie Public School District #424**  
**Office: 320-395-2521 ext 1100**  
**Cell: 320-420-4218**  
**Email: [cherylbayerl@lp.k12.mn.us](mailto:cherylbayerl@lp.k12.mn.us)**

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

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## fundraiser

1 message

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**Wesley Kapping** <kapping@lp.k12.mn.us>  
To: Melissa Radeke <radeke@lp.k12.mn.us>

Thu, Mar 16, 2023 at 4:10 PM

Dr. Radeke,

I am sending this request for school board approval to move forward with a Fan Cloth apparel fundraiser for the track and field team. Please let me know if you have any questions or concerns.

Thank you,  
Wes Kapping



Melissa Radeke &lt;radeke@lp.k12.mn.us&gt;

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**Cheer Fundraiser**

2 messages

**Julie Malady** <jmalady@lp.k12.mn.us>  
 To: Melissa Radeke <radeke@lp.k12.mn.us>

Mon, Mar 20, 2023 at 1:06 PM

Hi Melissa,

Can I get a Cheer Fundraiser with Heggies Pizza on the school board minutes either this month or next? (I can't remember the March meeting date). We are hoping to sell in late April/early May to raise money for warm-ups, individual uniform expenses, and misc. spirit items for the upcoming football season.

Thanks :)

--  
**Julie Malady**

**Math Teacher**

Lester Prairie High School  
 131 Hickory Street North  
 Lester Prairie, MN 55354  
 (320)395-2521




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**Melissa Radeke** <radeke@lp.k12.mn.us>  
 To: Julie Malady <jmalady@lp.k12.mn.us>

Mon, Mar 20, 2023 at 1:07 PM

We meet tonight.  
 I'll get it on the agenda.

Dr. Melissa Radeke  
 Superintendent  
 Lester Prairie School District #424  
 Office: 320-395-2521 ext. 1106



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Lester Prairie Public School, ISD #424

Budget Comparison

	6/15/2020	3/8/2021	6/21/2021	3/21/2022	6/20/2022	3/16/2023
<b>Revenues</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>
1	Preliminary Budget	Revised Budget	Preliminary Budget	Revised Budget	Preliminary Budget	Revised Budget
2	5,047,014.00	5,278,182.39	5,405,121.00	5,802,349.37	5,534,316.00	5,618,484.91
4	229,800.00	229,800.00	252,950.00	252,950.00	267,992.73	187,946.00
6	175,612.00	163,748.00	202,414.00	213,064.00	182,228.00	187,946.00
7	218,557.00	225,207.00	220,552.00	220,552.00	0.00	0.00
<b>Total</b>	<b>5,670,983.00</b>	<b>5,896,937.39</b>	<b>6,081,037.00</b>	<b>6,488,915.37</b>	<b>5,984,536.73</b>	<b>5,994,376.91</b>
<b>Expenditures</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>
1	Preliminary Budget	Revised Budget	Preliminary Budget	Revised Budget	Preliminary Budget	Revised Budget
2	4,988,150.00	4,917,034.97	5,052,775.13	5,411,038.30	5,405,185.69	5,550,472.13
4	232,199.00	229,186.89	246,334.15	234,480.33	294,461.47	310,518.47
6	228,314.00	219,202.76	220,959.71	227,576.32	233,505.42	213,298.14
7	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>5,737,938.00</b>	<b>5,650,319.61</b>	<b>5,815,442.99</b>	<b>6,168,468.95</b>	<b>5,933,152.57</b>	<b>6,074,288.74</b>
<b>TOTALS</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>
Revenues	Preliminary Budget	Revised Budget	Preliminary Budget	Revised Budget	Preliminary Budget	Revised Budget
Expenditures	5,670,983.00	5,896,937.39	6,081,037.00	6,488,915.37	5,984,536.73	5,994,376.91
	5,737,938.00	5,650,319.61	5,815,442.99	6,168,468.95	5,933,152.57	6,074,288.74
	-66,955.00	246,617.78	265,594.01	320,446.42	51,384.16	-79,911.83
<b>GENERAL FUND</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>
Fund 1	Preliminary Budget	Revised Budget	Preliminary Budget	Revised Budget	Preliminary Budget	Revised Budget
Revenues	5,047,014.00	5,278,182.39	5,405,121.00	5,802,349.37	5,534,316.00	5,618,484.91
Expenditures	4,988,150.00	4,917,034.97	5,052,775.13	5,411,038.30	5,405,185.69	5,550,472.13
	58,864.00	361,147.42	352,345.87	391,311.07	129,130.31	68,012.78
<b>FOOD SERVICE</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>
Fund 2	Preliminary Budget	Revised Budget	Preliminary Budget	Revised Budget	Preliminary Budget	Revised Budget
Revenues	229,800.00	229,800.00	252,950.00	252,950.00	267,992.73	187,946.00
Expenditures	232,199.00	229,186.89	246,334.15	234,480.33	294,461.47	310,518.47
	-2,399.00	613.11	6,615.85	18,469.67	-26,468.74	-122,572.47
<b>COMM SERVICE</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>
Fund 4	Preliminary Budget	Revised Budget	Preliminary Budget	Revised Budget	Preliminary Budget	Revised Budget
Revenues	175,612.00	163,748.00	202,414.00	213,064.00	182,228.00	187,946.00
Expenditures	228,314.00	219,202.76	220,959.71	227,576.32	233,505.42	213,298.14
	-52,702.00	-55,454.76	-18,545.71	-14,512.32	-51,277.42	-25,352.14
<b>DEBT SERVICE</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>
Fund 6 & 7	Preliminary Budget	Revised Budget	Preliminary Budget	Revised Budget	Preliminary Budget	Revised Budget
Revenues	0.00	0.00	0.00	0.00	1,125,316.00	1,125,316.00
Expenditures	0.00	0.00	0.00	0.00	1,160,330.00	1,160,330.00
	0.00	0.00	0.00	0.00	-35,014.00	-35,014.00

Def Rev Adj \$

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**VB**

2 messages

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**Mary Otto** <dealsinapinch@hotmail.com>  
To: Jenna Wolff <wolff@lp.k12.mn.us>

Mon, Feb 27, 2023 at 6:39 AM

Good Morning Jenna!

I am reaching out to let you know that I will no longer be coaching Volleyball. Thank you for the opportunity to be apart of the program!

Praying Blessings over your day!

*Mary Otto*

DIY Project Junkie

320.582.5115

[www.facebook.com/diyprojectjunkie](http://www.facebook.com/diyprojectjunkie)

[www.diyprojectjunkie.com](http://www.diyprojectjunkie.com)

Instagram: diy\_project\_junkie

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**Jenna Wolff** <wolff@lp.k12.mn.us>  
To: Mary Otto <dealsinapinch@hotmail.com>

Tue, Feb 28, 2023 at 9:25 AM

Thank you for letting us know, Mary.

Jenna Wolff  
Lester Prairie Schools  
Activities Director  
Dean of Students  
Community Education Coordinator  
Lester Prairie Schools  
320-395-3005 (office)  
Ext. 1184



[Quoted text hidden]

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

**EXTRA CURRICULAR CONTRACT**  
**LESTER PRAIRIE ISD #424**  
**2022-2023**

DATE: 3/6/23

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2023, enters into this agreement with **Brandon Kutz** for the following extra curricular assignment:

\_\_\_\_\_ JV Baseball Coach BA-2 (7% @ \$42,790.00) \_\_\_\_\_

For this assignment you will be paid a total of \$2,995.00 **\*In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:

  
\_\_\_\_\_  
Coach's Signature

3/7/23  
\_\_\_\_\_  
Date

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

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

\_\_\_\_\_ day of \_\_\_\_\_ 2023. Ind. District No. 424

\_\_\_\_\_  
Chairperson's Signature

\_\_\_\_\_  
Clerk's Signature

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

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

NOTICE OF ASSIGNMENT (NON-CERTIFIED less than 35 weeks)  
LESTER PRAIRIE ISD #424

TO: Annie Eastling

DATE: March 7, 2023

SUBJECT: NOTICE OF ASSIGNMENT

Notice of salary and assignment for the Summer/ School Year of 2022-2023/ 2023-2024

1) Your basic assignment for Summer/ School Year of 2022-2023/ 2023-2024:

Kid's Depot Student Worker with assigned duties.

2) Your regular work hours are from: Hours assigned per Community Ed Coordinator.

3) Your salary effective on or about 6/1/23 will be \$9.50 per hour.

**THIS FORM IS TO BE RETURNED TO THE SUPERINTENDENT WITHIN TEN DAYS.**

Annie Eastling

Employee Signature

Board Signature

3/7/23

Date

Date

White – Employee File  
Green – Employee Copy

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

**EXTRA CURRICULAR CONTRACT**  
**LESTER PRAIRIE ISD #424**  
**2022-2023**

DATE: 3/20/23

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2023, enters into this agreement with Blaine Walstrom for the following extra curricular assignment:

Jr. High Baseball Coach BA-7 (5% @ \$47,407.00)

For this assignment you will be paid a total of \$2,370.00. **\*In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

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

I hereby accept the assignment as indicated:

  
Coach's Signature

3/20/2023  
Date

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

In Witness thereof, on behalf of the school district, we have subscribed our signatures this \_\_\_\_\_ day \_\_\_\_\_, 2023. Ind. District No. 424

\_\_\_\_\_  
Chairperson's Signature

\_\_\_\_\_  
Clerk's Signature

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

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

**EXTRA CURRICULAR CONTRACT**  
**LESTER PRAIRIE ISD #424**  
**2022-2023**

DATE: 3/10/2023

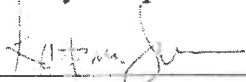
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2023, enters into this agreement with **Kirsten Pardun-Johannsen** for the following extra curricular assignment:

Spring Play Advisor - BA-6 (6%) @ \$46,486.00

For this assignment you will be paid a total of **\$2,789.00**\*In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.

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

I hereby accept the assignment as indicated:

  
\_\_\_\_\_  
Coach's Signature

3/16/23  
\_\_\_\_\_  
Date

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

In Witness thereof, on behalf of the school district, we have subscribed our signatures this \_\_\_\_\_ day of \_\_\_\_\_, 2023. Ind. District No. 424

\_\_\_\_\_  
Chairperson's Signature

\_\_\_\_\_  
Clerk's Signature