

Regular School Board Meeting

Monday, April 17, 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

IV. Recognition of Communications Since Last Meeting

V. Open Dialogue

VI. Approval of Consent Agenda

VI.A. Approve Previous Minutes: March 20, 2023 Approve Bills

- Board Bills: \$121,093.89
- Student Activity Bills: \$210.68
- Building Project Bills: \$4,755.43

VII. Reports

VII.A. Dashir Report

VIII. New Business

VIII.A. Action to approve a revision to the 2022-23 School Calendar to include a contractual make-up day for teachers on May 31st.

VIII.B. Action to approve Resolution withdrawing from the Little Crow Telemedia Network (LCTN) effective June 2024.

IX. Old Business

IX.A. Action to approve Revised bills for March 2023 from \$120,857.86 to \$120,648.16.

X. School Finance

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

- Student Council: Ice Cream fundraiser

X.B. Action to approve FY24 School Family Mental Health Service Agreement between Lester Prairie School District and Greater Minnesota Family Services.

XI. Policy Administration

XII. Personnel

XII.A. Action to approve the following contracts:

- **Kira Heimerl** - Kids Depot Student Worker

- **Anah Lee** - Kids Depot Student Worker
- **Julie Malady** - Summer School Teacher
- **Taylor Bayerl** - Summer School Teacher
- **Jan Smith** - Summer School Teacher

XIII. **Other Items for the Board**

XIV. **Adjourn the Regular Board Meeting**



Lester Prairie Schools

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

Phone: 320-395-2521
Fax: 320-395-4202
Website: www.lp.k12.mn.us/

REGULAR BOARD MEETING AGENDA
DATE: MONDAY, April 17, 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 Regular Board Meeting: March 20, 2023
- B. **Approve Bills** - Bills reviewed by R.Heimerl & B.Heimerl
 - o Board Bills: \$121,093.89
 - o Student Activity Bills: \$210.68
 - o Building Project Bills: \$4,755.43

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. Action to approve a revision to the 2022-2023 School Calendar to include a contractual make-up day for teachers on May 31st.

Motion by _____ and seconded by _____ to approve contract make-up day for teachers on May 31st.

Voting was _____ for and _____ against.

- B. Action to approve Resolution Withdrawing from the Little Crow Telemedia Network (LCTN) effective June 2024.

Motion by _____ and seconded by _____ to approve Resolution withdrawing from the Little Crow Telemedia Network effective June 2024.

Voting was _____ for and _____ against.

IX. Old Business

- A. Action to approve Revised Bills for March 2023 from \$120,857.86 to \$120,648.16.

Motion by _____ and seconded by _____ to approve revised bills as presented.

Voting was _____ for and _____ against.

X. School Finance

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

- o Student Council: Ice Cream fundraiser

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

Voting was _____ for and _____ against.

B. Action to approve FY24 School Family Mental Health Service Agreement between Lester Prairie School District and Greater Minnesota Family Services.

Motion by _____ and seconded by _____ to approve service agreement as presented.

Voting was _____ for and _____ against.

XI. Policy Administration

A. None

XII. Personnel

A. Action to approve the following contracts:

- o **Kira Heimerl** - Kids Depot Student Worker
- o **Anah Lee** - Kids Depot Student Worker
- o **Julie Malady** - Summer School Teacher
- o **Taylor Bayerl** - Summer School Teacher
- o **Jan Smith** - Summer School Teacher

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. May 15th: Regular School Board Meeting 5:45pm
- B. May 19th: Graduation
- C. May 26th: Last day of school for students

Lester Prairie Public Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
100		39610	52016		Check	1	2633	American Express		Yes	No	No	04/17/2023	2,199.22
100		39617	52017		Check	1	3226	Ampion PBC C/o Department 850		Yes	No	No	04/17/2023	8.55
100		39582	52018		Check	1	00343	Big Don's Cathedral		Yes	No	No	04/17/2023	240.44
100		39578	52019		Check	1	00126	CenterPoint Energy		Yes	No	No	04/17/2023	460.14
100		39612	52020		Check	1	2654	Cintas		Yes	No	No	04/17/2023	234.18
100		39575	52021		Check	1	00061	CITY OF LESTER PRAIRIE		Yes	No	No	04/17/2023	1,228.15
100		39576	52022		Check	1	00061	CITY OF LESTER PRAIRIE		Yes	No	No	04/17/2023	140.64
100		39593	52023		Check	1	01694	CULLIGAN-METRO		Yes	No	No	04/17/2023	292.50
100		39611	52024		Check	1	2644	Daikin Applied		Yes	No	No	04/17/2023	246.00
100		39609	52025		Check	1	2624	Dalco		Yes	No	No	04/17/2023	611.03
100		39608	52026		Check	1	2573	Dashir Management Services Inc		Yes	No	No	04/17/2023	23,241.85
100		39588	52027		Check	1	00707	EDUCATION MINNESOTA		Yes	No	No	04/17/2023	2,829.65
100		39592	52028		Check	1	01469	Educators Benefit Consultants		Yes	No	No	04/17/2023	64.23
100		39614	52029		Check	1	2885	Glenn's Supervalu		Yes	No	No	04/17/2023	11.34
100		39605	52030		Check	1	2483	Greater MN Communications		Yes	No	No	04/17/2023	1,325.08
100		39583	52031		Check	1	00358	GUARDIAN PEST SOLUTIONS INC		Yes	No	No	04/17/2023	85.45
100		39598	52032		Check	1	1134	Innovative Office Solutions		Yes	No	No	04/17/2023	86.71
100		39584	52033		Check	1	00419	JK Sports Inc		Yes	No	No	04/17/2023	726.55
100		39606	52034		Check	1	2484	Jostens		Yes	No	No	04/17/2023	228.95
100		39600	52035		Check	1	1479	Kemps		Yes	No	No	04/17/2023	2,918.35
100		39597	52036		Check	1	1124	Lester Prairie Student Activit		Yes	No	No	04/17/2023	223.00
100		39603	52037		Check	1	1887	Matheson Tri-Gas Inc		Yes	No	No	04/17/2023	315.00
100		39616	52038		Check	1	3223	MEI		Yes	No	No	04/17/2023	803.40
100		39587	52039		Check	1	00535	Menards-Hutchinson		Yes	No	No	04/17/2023	134.97
100		39607	52040		Check	1	2499	MF Athletics		Yes	No	No	04/17/2023	311.95
100		39590	52041		Check	1	01073	MIN Dept of Labor & Industry		Yes	No	No	04/17/2023	100.00
100		39577	52042		Check	1	00116	MIN SCHOOL BOARDS ASSN		Yes	No	No	04/17/2023	210.00
100		39601	52043		Check	1	1579	Music Mart		Yes	No	No	04/17/2023	589.50
100		39596	52044		Check	1	03390	PAN-O-GOLD BAKING CO		Yes	No	No	04/17/2023	423.39
100		39594	52045		Check	1	01974	Performance Foodservice		Yes	No	No	04/17/2023	2,600.94
100		39615	52046		Check	1	3170	Pine Technical Community College		Yes	No	No	04/17/2023	1,995.00
100		39618	52047		Check	1	3315	Pink's Hardware Store		Yes	No	No	04/17/2023	352.01
100		39589	52048		Check	1	00811	PITNEY BOWES INC		Yes	No	No	04/17/2023	148.29
100		39574	52049		Check	1	00024	POSTMASTER		Yes	No	No	04/17/2023	290.00
100		39579	52050		Check	1	00170	PRAIRIE BUS SERVICE		Yes	No	No	04/17/2023	46,393.62
100		39586	52051		Check	1	00533	RAM Building Inc		Yes	No	No	04/17/2023	4,709.39
100		39599	52052		Check	1	1460	Rochester Telecom Systems Inc		Yes	No	No	04/17/2023	63.88
100		39602	52053		Check	1	1597	Rockler Woodworking & Hardware		Yes	No	No	04/17/2023	213.99
100		39580	52054		Check	1	00249	SUPREME SCHOOL SUPPLY CO.		Yes	No	No	04/17/2023	52.89

Lester Prairie Public 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 Date	Amount
100		39581	52055	Check	1 00272		SW/WC SERVICE COOPERATIVES		Yes	No	No	04/17/2023	4,143.96
100		39604	52056	Check	1 2239		Sysco Western Minnesota		Yes	No	No	04/17/2023	13,374.14
100		39595	52057	Check	1 03302		Universal Athletic Service		Yes	No	No	04/17/2023	299.97
100		39591	52058	Check	1 01150		Verified Credentials		Yes	No	No	04/17/2023	224.75
100		39585	52059	Check	1 00524		Waste Management-TC West		Yes	No	No	04/17/2023	427.91
100		39619	52060	Check	1 3324		Wilkins Athletics		Yes	No	No	04/17/2023	599.00
100		39613	52061	Check	1 2786		Xoel Energy Solutions		Yes	No	No	04/17/2023	4,913.93

Bank Total: \$121,093.89

Report Total: \$121,093.89

Lester Prairie Public Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Amount
										Yes	No	No	Date	
100		39620	52062		Check	1	1134	Innovative Office Solutions					04/17/2023	4,755.43
													Bank Total:	\$4,755.43
													Report Total:	\$4,755.43

Lester Prairie Public 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 Date	Amount
SA	39622	21918	Check	1	2633	American Express		Yes	No	No	04/17/2023	68.95	
SA	39623	21919	Check	1	2885	Glenn's Supervalu		Yes	No	No	04/17/2023	71.54	
SA	39621	21920	Check	1	03218	WAL-MART Community		Yes	No	No	04/17/2023	70.19	

Bank Total: \$210.68

Report Total: \$210.68

Dashir Management Services, Inc.

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

Lester Prairie School District

April 2023

Custodial / Maintenance Report

Personnel Information

We are currently fully staffed.

Inspections

Custodial audits were conducted, and results were shared with each individual custodian.

Training Conducted

The OSHA required safety training on Asbestos Awareness was completed on March 14, 2023 and Electrical Safety was completed on March 27, 2023.

Progress on Projects

- Kayla Speidel from SWWC conducted our yearly required walkthrough and results will be shared at our health and safety meeting on April 14.
- Heater for dishwasher was installed on March 10.
- Working on putting together summer projects and summer cleaning schedule.
- We will be working on cleaning up the air handler room above metal shop over spring break.
- We will also have some other spring cleaning projects we will be working on over spring break.

Comments

Baseball and softball practices have started, but the winter weather is making it difficult to get outside for practice and games. My staff and I continue to with snow removal as needed.

Respectfully Submitted,

Lisa Hins

Facility Manager

Lester Prairie School District #424

2022-2023 Calendar

Board Approved
February 14, 2022
Revised: April 17, 2023

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug. 29 New Teacher Workshop Day
Aug 30-Sept 1 Staff Development Teacher Days
Aug. 31 OPEN HOUSE 4-7pm
Sept. 5 Labor Day—No School
Sept. 6 First Day of School—Grades 1-12
Sept. 6 & 7 Kindergarten Listening Conferences
Sept. 8 First Day of School—Kindergarten

Oct. 11 Parent Teacher Conf. 3:30-7:30
Oct. 17 Parent Teacher Conf. 3:30-7:30
Oct. 20-21 Education Minnesota—No School

Nov. 11 End of 1st Quarter
11:30 Dismissal—half day Staff Development
Nov. 24-25 Thanksgiving Break—No School

Dec. 23-Jan. 2 Christmas/Winter Break—No School

Jan. 3 First Day back from Break
Jan. 16 NO School—MLK Day—Staff Dev. Day
Jan. 20 Last day 2nd Quarter—End of Semester
11:30 Dismissal—half day Staff Development

Feb. 20 President's Day—No School
Feb. 23 Parent Teacher Conf. 3:30-7:30
Feb. 27 Parent Teacher Conf. 3:30-7:30

March 3 Staff Development Day—NO School
March 24 End of 3rd Quarter
11:30 Dismissal—half day Staff Development

Apr. 7-10 Easter Holiday/Spring Break -No School

May 19 Graduation
May 26 Last Day for Students
May 29 No School—Memorial Day
May 30 No School—Staff Development Teacher Day

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Student Days
QTR 1 46.5 days
QTR 2 39.5 days
QTR 3 42.5 days
QTR 4 43.0 days
TOTAL 171.5 days

Feb. 23 School Closed
Total: 170.5 days

Staff Days Total: 181 Days
Aug. 29 New Teacher WS (0)
Aug. 30 Staff Dev. (1.0)
Aug. 31 Staff Dev. (1.5)
Sept. 1 Staff Dev. (0.5)
Oct 11 & 17 Conferences (1.0)
Nov. 11 Staff Dev. (0.5)
Jan. 16 Staff Dev. (1.0)
Jan. 20 Staff Dev. (0.5)
Feb. 23 & 27 Conferences (1.0)
March 3 Staff Dev. (1.0)
March 24 Staff Dev. (0.5)
May 30 Staff Dev. (1.0)
Feb. 23 School Closed (-1.0)
May 31 Make-Up Contract Day (1.0)

-  New Teacher Workshop
-  NO School/Prof Development Day
-  First Day of Classes
-  Regular School Day—Evening Conferences 3:30 –7:30
-  Graduation
-  Holiday/No School Days
-  End of Quarter

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 0424
LESTER PRAIRIE, MINNESOTA**

Pursuant to due call and notice thereof, a meeting of the School Board of Independent School District No. 0424, Lester Prairie, Minnesota was held on the 17th day of April 2023, at 5:45 p.m.

The following Board members were present:

and the following were absent:

Board Member <<insert board member>> introduced the following Resolution and moved its adoption:

**RESOLUTION WITHDRAWING FROM THE LITTLE CROW TELEMEDIA
NETWORK**

WHEREAS, per the signed 1999 Little Crow Telemedia Network Cooperative Agreement:

1. any member may withdraw from this Agreement by submitting a written notice and by including with such notice a certified copy of a resolution of its board stating its decision to withdraw from the Cooperative to the project director by June 30th, to be effective the next June 30th;
2. the withdrawal notice shall be effective upon actual receipt of such notice and resolution by the cooperative board chairman;
3. the board of directors' chairperson shall forward a copy of the notice and resolution to each _____ director; _____ and
4. the withdrawing school shall be responsible for any network and/or maintenance costs, unless those are waived by the vendor, for the life of the network.

NOW, THEREFORE, BE IT RESOLVED, by the School Board of Independent School District No. 0424 as follows:

1. The school board is formally withdrawing from the Little Crow Telemedia Network effective June 30, 2024. Administration is hereby directed to deliver notice and a copy of this resolution to the project director and cooperative board chair as soon as possible, but in no event later than June 30, 2023.

The motion for the adoption of the foregoing Resolution was duly seconded by Board Member <<insert board member>>, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said Resolution was declared duly passed and adopted.

COOPERATIVE AGREEMENT

LITTLE CROW TELEMEDIA NETWORK

I. PREAMBLE

The parties to this Agreement are governmental units of the State of Minnesota. This Agreement is made pursuant to the Joint Exercise of Powers Act, Minnesota State 471.59.

II. NAME

The name of the organization is Little Crow Telemedia Network, hereinafter called Cooperative.

III. GENERAL PURPOSE

The general purpose of this Agreement is to establish an organization through which the districts /college may cooperatively provide research, planning, and implementation of a telecommunication system to assist in providing educational services to its members.

IV. MEMBERS

This Agreement is made by and between:
Independent School District No.2396 Atwater-Cosmos-Grove City (ACGC);
ISD# 2364 Belgrade-Brooten-Elrosa (BBE); ISD# 2534 Bird Island-Olivia-Lake Lillian(BOLD); ISD# 2159-Buffalo Lake/Hector;
ISD# 2859 Glencoe-Silver Lake (GSL); ISD# 423 Hutchinson;
ISD# 775 Kerkhoven-Murdock-Sunberg(KMS); ISD# 424 Lester Prairie;
ISD#2180 MACCRAY; ISD# 2887 McLeod West;
ISD#345 New London-Spicer (NLS); ISD# 347 Willmar;

V. EFFECTIVE DATE

Section 1. Effective Date: The effective date of this Agreement is July 1, 1999. On that date, all assets of the LCTN & CLED will be merged, including all computers, computer peripherals, test equipment, all telecommunications equipment and supplies. Excluded will be fund balances and grants designated to each organization, these funds will be kept separated for a time to be determined by the Governing Board.

Section 2. Member Additions: Any organization wishing to join the Cooperative after the effective date shall do so by making application to the Board of Directors.

VI. GOVERNING BODY

Section 1. Governance: The governing body of the Little Crow Telemedia Network shall be its board of directors.

Section 2. General Powers: The property and business affairs of the Cooperative shall be managed by the board of directors.

Section 3. Qualifications; Appointments; Notices: Each Member shall be entitled to one director. A director shall be appointed by the Member Organization from their governing board. When a Member Organization appoints a director, notice shall be given to the board of directors. Such notice shall include the Organization being represented, the name and mailing address of the person so appointed and the term of the appointment. (See Section 13)

Section 4. Acting Chairperson: The acting chairperson of the Cooperative shall be the Director of the Cooperative until officers are selected by the board at the annual Reorganization meeting.

Section 5. First Meeting: Within 60 days of the adoption of the Joint Powers Agreement the acting chairperson shall call the first meeting of the board.

Section 6. Officers Selection: At the first meeting of the board and at each annual meeting thereafter, the board shall elect officers from its appointed directors. *See Section VII*

Section 7. Bylaws: The board shall adopt bylaws governing its procedures including the time and place of its regular meetings and the time and place of its annual meetings. The board of directors shall meet a minimum of four times per year. The board may amend the bylaws from time to time. Proposed by-law changes shall be submitted by a director by giving written notice thereof to all directors at least 14 days prior to a regular meeting at which time said change is to be acted on. The recommendations shall be presented to the board at the meeting stated in said notice and voted upon at that or a subsequent meeting of the board. Proposed bylaw amendments shall not be acted upon by the board until reviewed by the Executive Committee.

Section 8. Fiscal Management: The board of directors shall appoint a Member Organization as its fiscal agent.

Section 9. Committees: The board of directors shall establish an Administrative Executive Committee and is encouraged to establish an educational advisory committee (principals group).

Section 10. Compensation: The Board of directors shall determine the director's, employees and officer's compensation at each annual meeting.

Section 11. Voting: There shall be no voting by proxy. Each director or designee shall have one vote. Votes must be cast at a duly called board meeting. A director or designee shall not be eligible to vote during the time the Member Organization that appointed said director is in default on any contribution or payment to the Cooperative. During the existence of such default the votes allotted to such members shall not be counted for any purpose under this Agreement.

Section 12. Quorum: In order for the board of directors to conduct official business a quorum must be present. A quorum shall be defined as one half plus one of the total membership of the board of directors of the organizations in good standing.

Section 13. Terms/Resignations: A director shall serve at the pleasure of the Member organization that appointed the director. A director shall be appointed at the beginning of the Member Organization's fiscal year. A director may resign at any time by giving written notice to the chairperson of the board of directors effective upon the date stated in said notice. If no date is stated, the resignation should be effective upon action of the board of directors.

Section 14. Vacancies: A vacancy on the board shall be filled by the Member Organization whose director position on the board is vacant.

Section 15. Meetings:

Annual: The annual meeting of the Cooperative shall be held during the first meeting of the calendar year at which time the officers of the Board shall be elected. Other business may also be conducted at the annual meeting

Regular: Transaction of business is to come before the board at any regularly called meeting.

Special: Special meetings of the board may be called by the chairperson of the board or by the Executive Committee. At least three days notice of special meetings shall be given to the directors. Agenda items shall be given to the directors at the time of the notification of the special meeting. Only matters on said agenda may be considered at the special meeting.

Section 16. Notice: Notice of regular and annual meetings of the board shall be given to the directors by the board chairperson at least 7 days in advance of the scheduled meeting. The agenda for said meeting shall accompany the notice. Business at annual and regular meetings of the board is not limited to matters set forth on the agenda.

Section 17. Statutory Provisions: The cooperative Board shall do what is reasonably necessary to achieve the purpose of this agreement to the extent that such action is within the intent and purpose of this agreement and complies with all statutory provisions which are applicable to the Member Organizations.

VII. OFFICERS

Section 1. Number; Election; Qualifications: The officers of the Cooperative shall consist of a **chairperson** of the board, a **vice-chairperson** of the board, a **treasurer**, and a **recorder**. Each officer shall be elected at the annual meeting by the board and hold office until the next annual election of officers and until a successor has been elected. All officers shall be directors. New officers shall take office at the annual meeting of the board at which they were elected. Any officer who ceases to be a director shall, at the same time, cease to be an officer.

Section 2. Resignation: Any officer may resign at any time by giving written notice to the board officers effective upon the date stated in said notice; or if no date is stated, effective upon action by the board of directors.

Section 3. Vacancies: A vacancy in any office, created by any reason, shall be filled for the unexpired portion of the term in the manner prescribed herein for election to that office.

Section 4. Chairperson of the Board, Vice-Chairperson of the Board, Treasurer of the Board, and Recorder of the Board: The chairperson of the board shall preside at all meetings of the board and shall perform all duties incident to the office of chairperson of the board and such other duties as may be delegated by the board. Roberts Rules of Order (Revised Edition) shall be the board's guide in the use of parliamentary procedure. The vice-chairperson of the board shall act as chairperson of the board in the absence of the chairperson of the board. The treasurer of the board shall be responsible for the Cooperative's fiscal matters. The recorder of the board shall be responsible for the recording of the minutes at each meeting and for submitting the meeting minutes to the fiscal agent. The recorder shall be responsible for such other matters as shall be delegated to the recorder by the board.

Section 5. Other Officers: The board may appoint such other officers as it deems necessary. All such officers shall be directors.

Section 6. Committees: The board may appoint such committees as it deems necessary or desirable to accomplish its purpose.

VIII. Administrative EXECUTIVE COMMITTEE

Section 1. Qualifications: The Administrative Executive Committee shall consist of a superintendent or a designated administrator of each Member Organization.

Section 2. Authority: The Administrative Executive Committee shall have the authority to manage the property, affairs, and business of the Cooperative between board meetings, but at all times, shall be subject to the control and direction of the board.

Section 3. Meetings: The Administrative Executive Committee shall meet quarterly at a time and place to be determined by the Executive Committee. Special meetings may be called by: 1) the chairperson of the Executive Committee, or 2) the board of directors. The date and place of the special meeting shall be fixed by the person or persons calling the meeting. At least 48-hours advance notice of a special meeting shall be given to all members and only those matters on the agenda may be considered at that special meeting.

Section 4. Personnel: The Administrative Executive Committee shall recommend to the board of directors to hire, supervise, compensate, and discharge any employee of the cooperative.

Section 5. Quorum and Manner of Action: The provisions of the board of directors shall apply to meetings of the Administrative Executive Committee.

Section 6. Instructional Services: The Administrative Executive Committee shall have the authority to sell services on the system after the regular school day of the members. The committee will initiate procedures to determine educational use by the members, with the remaining time not used by the members to be contracted out to private/public television. The fees shall be negotiated between the Executive Committee and contracting agents. The revenue gained from any contracted services will be used upon recommendation of the Executive Committee.

Section 7. Working Committees: In order for the telecommunications system to operate effectively and smoothly, the Executive Committee/board of directors may establish working committees with the major function of recommending to the Executive Committee and/or board of directors. Such working committees to be initiated may be:

A. Educational Advisory Committee: This committee will provide a system of communication between the principals, the Administrative Executive Committee, and/or the board of directors. Principals shall be allowed time on the agenda of the administrative and/or

board of directors meetings. Meeting minutes of the educational advisory committee shall be presented to the Administrative Executive Committee when deemed appropriate. The educational advisory committee will make recommendations as to programs to be offered, instructional staff to be used, school schedules, time and calendars.

B. Other Committees: As deemed necessary by the Executive Committee or board of directors, other working committees may be established.

IX. FINANCIAL MATTERS

Section 1. Fiscal Year: The fiscal year of the Cooperative shall be July 1 through June 30.

Section 2. Expenses: All expenses in building the initial telecommunications system, as per bid specifications, shall be shared on an equal basis and based on one drop per member, which is determined by dividing the total cost by the number of members. Contributions for expenses shall be paid by the members at such time or times as the Cooperative board shall determine.

Section 3. Contribution for Subsequent Fiscal Years: Assessments: The assessments of the operation are as follows:

A. System Costs: Items such as capital outlay for the system, technical costs, maintenance costs, chief engineering costs, mileage costs for these items, and other costs occurring because of the system will be determined as in Section 2 of this article.

B. Instructional Costs/Inservice Costs: All costs for personnel who are not cooperative employees will be based on the respective master agreements of the members that have hired the specified staff person. The daily salary will be divided by six and one sixth (6.167) for each hour/period of instruction for the cooperative. The cost will be prorated based on the number of students enrolled in the particular class, number of days of the course including pre- and post workshop days. The instructional supply cost would also be prorated based upon the number of students enrolled in the class. Each member organization shall pay their own instructional equipment costs.

Any new programs (not presently being offered by the organization) that are high equipment cost programs may charge a special participation fee for equipment, but the concept must be acted upon by the Executive Committee and the board of directors on a case by case basis. All studio costs/hookup and studio supervision costs shall be paid by the respective member at one-hundred percent (100%). Overhead costs

including heat, electricity, classroom space, etc., shall also be paid by the respective member.

C. Grants/Aid: The Cooperative, may upon approval of the Governing Board, seek state and Federal grant funds or aid to help offset the costs of the system.

D. Other: Other costs such as but not limited to consultants, legal, insurance, auditing and fiscal management as agreed by the board of directors shall be a part of the annual budget of the cooperative.

Section 4. Payment: Contributions Assessments, pursuant to Article Section 3, shall be due in full upon receipt of the bill plus 60 days, or by such installment method as the Cooperative shall determine. After 60 days 5% interest will be charged unless waived by the board of directors.

Section 5. Default: Contributions shall be due in full, or in accordance with an installment plan, within 90 days after the date of the billing statement from the Cooperative. If payment has not been made within that time, a member will be in default. The Cooperative may recover any contribution in default by a civil suit, and the defaulting member shall pay all costs of the suit, including reasonable attorney's fees.

Section 6. Budget Process:

A. Budget Process Budget Process for Balance of 1989: Within 45 days after the effective date of this Agreement, the board shall prepare and submit to the members a budget for the balance of FY 89.

A proposed budget for each fiscal year shall be formulated by the Administrative Executive Committee and approved by the board of directors by April 1 of the preceding fiscal year. No budget shall become effective unless approved by two-thirds (2/3) of the board of directors. Approved budget and assessments shall be submitted to member organizations by April 1.

Section 7. Expenditures: The Cooperative may expend its funds as it deems necessary and appropriate pursuant to this Agreement with approval of the board of directors.

X. WITHDRAWAL & ADDITION

Section 1A. Withdrawal: Members involved with the original Agreement (Article IV) must maintain membership and pay their equal contribution for a period of two years, starting July 1, 1988. Any member thereafter may withdraw from this Agreement by submitting a written notice and by including with such notice a certified copy of a resolution of its board stating its decision to withdraw from the Cooperative to the project director by June 30th, to be effective the next June 30th. The withdrawal notice shall

be effective upon actual receipt of such notice and resolution by the cooperative board chairman. The board of directors' chairperson shall forward a copy of the notice and resolution to each director. The withdrawing school shall be responsible for any network and/or maintenance costs unless those are waived by the vendor for the life of the network.

Section 1B. Addition: Any educational institution (Prospective member) who wishes to join the Cooperative can do so by completing the following. First the board who governs the Prospective member must pass a resolution declaring their interest in joining the Cooperative, a copy of which will be sent to the chairperson of the Governing Board. The Prospective member will negotiate their own lease, this may or may not be tied into the current Cooperative lease. The Prospective member will also pay for their own studio classroom equipment, fiber transmission and receiving equipment, and any engineering or other costs associated with the additional interconnect. The Network will provide technical support and administrative assistance in getting the Prospective member onto the network. The Prospective member will officially become a member of the Cooperative at the beginning of a fiscal year, unless otherwise accepted by the Governing Board, at that time the Prospective member shall pay a \$5,000 membership fee plus an amount in the escrow account equal to the amount paid to date by each current member to be determined by the Governing Board at the time of admission.

Section 2. Financial Effect of Withdrawal: No financial benefit shall accrue to a member that withdraws from this Cooperative nor shall there be any reimbursement for any contribution made by the withdrawn member. In the event of a withdrawal by a member, such member shall cease to receive any services or benefits provided by the Cooperative or any telecommunications system developed by the Cooperative. Studio equipment shall remain the property of the withdrawing organization.

Section 3. Sites Maintained as Repeater Sites Upon Member Withdrawal: When a member formally withdraws from the cooperative, the site may be needed in order to repeat the Cooperative's signal to its remaining members. If the withdrawing member's building is still functional, (still being used by students), the withdrawing member must supply space and electricity for the Cooperative's equipment for the life of the Cooperative. If the withdrawing member's building is not functional (not used for any purpose or used for only industrial purposes) and the withdrawing member desires to move the equipment needed to repeat the cooperative's signal, the withdrawing member will pay 100% of the moving costs plus the first year equipment space lease. The balance of the moving

expenses and all future equipment space leases will be evenly divided among the remaining members of the Cooperative.

XI. AMENDMENTS

This agreement may be amended only by written amendment entered into by 2/3 of the members of this Agreement in good standing.

XII. DISSOLUTION

Section 1. Dissolution: The Cooperative may be dissolved by board of directors with a one-year notice or by agreement of the members.

Section 2. Distribution of Assets: Upon dissolution of the Cooperative, all remaining assets of the Cooperative, after payment of all obligations, shall be distributed among the members to the Agreement at the time of dissolution, in proportion to their contributions and in accordance with procedures established by the Cooperative. The Cooperative may continue to exist after dissolution for such period, no longer than up to twelve (12) months, as is necessary to conclude its affairs, but for no other purposes. In the event of unemployment compensation costs, the members at the time of dissolution will share in the cost equally.

XIII. POWERS AND DUTIES OF THE PARTIES

General Authority: The Cooperative is established for the purposes of coordinating the study for research, planning and implementation of the educational telecommunications system which will enable each party to accomplish its educational goals. The powers and duties of the Cooperative shall be accomplished by the board.

The following divisions of authority and responsibility shall exist:

Section 1. Powers and Duties of Members: The parties shall retain all powers and duties except such powers and duties as are specifically granted in this agreement or necessarily implied from those specifically granted. Specifically, the Cooperative shall have no powers and duties in the following areas and the members retain sole authority in the following areas.

A. Budget/Contribution: Each member retains authority to review and vote on approval of all budgets of the Cooperative, as well as all contribution amounts that members may be required to pay to the Cooperative. No budget shall become effective without prior approval

of two-thirds (2/3) of the board of directors.

Section 2. Powers and Duties of the Cooperative: Subject to the provisions of Section 1, the following powers and duties are delegated by the members to the Cooperative.

A. Study Duties: The Cooperative shall have authority to conduct research and undertake the necessary studies and investigation into alternatives to successfully accomplish the purposes of this Agreement.

B. Equipment: The Cooperative shall have authority to make policy decisions regarding the equipment which will make up any telecommunications system (hardware to build the external system-- not to include the local studio) established by, or recommended by the Cooperative. These costs will specifically be shared equally among members involved within the Agreement.

C. Contracting and Purchasing: The Cooperative shall have the authority to make such contracts and enter into such agreements as it deems necessary for it to perform any duties imposed upon it by this Agreement or delegated to it by a member. The Cooperative may contract with any of the members or others to provide to it space services or materials.

D. Rules: The Cooperative shall have authority to develop rules regarding access and content of programming of any telecommunications system established by, or recommended by, the Cooperative.

E. Complaints Relating to Vendors: The Cooperative shall have the authority to receive, collect, tabulate, and attempt to resolve by negotiation with any vendor any complaints relating to such vendor and report to any affected member all unresolved complaints.

F. Programming: The Cooperative shall have the authority to develop programming for use by the members.

G. Performance Evaluation: The Cooperative shall have the authority to cause technical evaluations of any telecommunications system established by the Cooperative whenever the Cooperative, in its sole discretion, concludes that such evaluations are required or desirable.

H. Technology and State of Art Review: The administrative committee shall have the authority to continuously review changes and developments in the educational programming and recommend the upgrading of any telecommunications system established by the Cooperative.

I. Mediation of organizations/Vendor Disputes: The Cooperatives shall have the authority to mediate disputes arising between a member and any vendor when, and if, submitted to the Cooperative for resolution upon the mutual agreement of that member, the grantee, and the Cooperative.

J. Gifts/Grants: On behalf of the Cooperative or individual members, the Cooperative shall have the authority to accept gifts, apply for and use grants, and enter into agreements required in connection there with, and also hold, use and dispose of money or property received as a gift or grant in accordance with the terms thereof.

K. Annual Report: At the time a budget is prepared each By the the end of each fiscal year the Cooperative shall prepare a report to the members describing and summarizing its functions and activities for the preceding year, and its goals and objectives for the following year.

L. Coordination and Defense of Civil Lawsuits: The Cooperative shall have the authority to, at the request of a member or members, provide assistance and coordination regarding the defense of any lawsuit pertaining to telecommunications, or the enforcement of telecommunications contracts. Any such requested assistance or coordination shall be paid for by the member or members requesting it. Defense of lawsuits in which the Cooperative is named a defendant shall be handled in a manner decided by the Cooperative.

M. Rates and Charges: The Cooperative shall have the authority to maintain records of rates and charges and advise the members as to all requested rate or charge changes.

N. Consultants and Legal Counsel: The Cooperative shall have the authority to contract with such persons or entities as it deems necessary to accomplish its powers and duties as per Article IX.

O. Staff: The Cooperative shall have the authority to hire staff as deemed necessary.

P. Bills and Charges: The Cooperative shall have the authority to contract for needed supplies, services, and equipment, and to pay for such from its budget.

Q. Fiscal Management and Auditing: The Cooperative shall contract with members (within this Agreement) for fiscal management and auditing services.

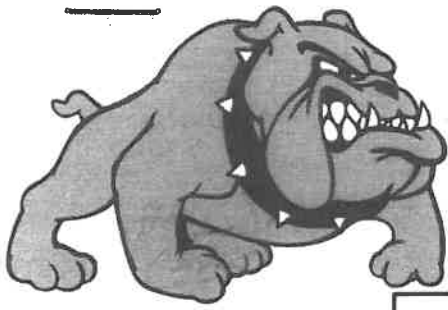
IN WITNESS WHEREOF, the undersigned organization has caused this Agreement to be executed on the date appearing herein below:

Dated _____, 2007. SCHOOL: ISD# _____

of _____, Minnesota
(City)

by _____ Title _____
(Board Chair)

and _____ Title _____
(Board Clerk)



Lester Prairie Schools

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

Phone: 320-395-2521
Fax: 320-395-4202
Website: www.lp.k12.mn.us/

REGULAR BOARD MEETING AGENDA
DATE: MONDAY, 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

*** Revised Bills for March ***
←

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

Enrolls 491 (down 4)
Legislature updates
Cent. Reg - Letter of Intent

SR Class Trip, Band Concert, Mband Tow.
R&R Prep - 4-4-23, MCA 4/12/23
(Hick Ball Tourney)
Graduation - 9 Wks
Ed Fund \$15,000 for travel

Lester Prairie Public 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 Date	Amount
100	39502	51940	51940	Check	1 2633		American Express		Yes	No	No	03/20/2023	1,739.67
100	39508	51941	51941	Check	1 3226		Ampion PBC C/o Department 850		Yes	No	No	03/20/2023	2.28
100	39470	51942	51942	Check	1 00343		Big Don's Cathedral		Yes	No	No	03/20/2023	129.75
100	39491	51943	51943	Check	1 2017		Buhr, Leighton		Yes	No	No	03/20/2023	55.00
100	39467	51944	51944	Check	1 00126		CenterPoint Energy		Yes	No	No	03/20/2023	535.85
100	39505	51945	51945	Check	1 2906		Christen, Angela		Yes	No	No	03/20/2023	25.00
100	39503	51946	51946	Check	1 2654		Cintas		Yes	No	No	03/20/2023	288.91
100	39463	51947	51947	Check	1 00061		CITY OF LESTER PRAIRIE		Yes	No	No	03/20/2023	560.00
100	39464	51948	51948	Check	1 00061		CITY OF LESTER PRAIRIE		Yes	No	No	03/20/2023	1,098.15
100	39486	51949	51949	Check	1 1304		CR Electric		Yes	No	No	03/20/2023	182.50
100	39501	51950	51950	Check	1 2624		Dalco		Yes	No	No	03/20/2023	2,788.08
100	39500	51951	51951	Check	1 2573		Dashir Management Services Inc		Yes	No	No	03/20/2023	23,241.85
100	39475	51952	51952	Check	1 00707		EDUCATION MINNESOTA		Yes	No	No	03/20/2023	2,729.65
100	39479	51953	51953	Check	1 01469		Educators Benefit Consultants		Yes	No	No	03/20/2023	64.23
100	39495	51954	51954	Check	1 2386		Eilling, Kelly		Yes	No	No	03/20/2023	84.00
100	39487	51955	51955	Check	1 1320		Engen, Sally		Yes	No	No	03/20/2023	55.00
100	39504	51956	51956	Check	1 2715		Fargo Public School District		Yes	No	No	03/20/2023	243.00
100	39510	51957	51957	Check	1 3253		Game One		Yes	No	No	03/20/2023	8,960.00
100	39498	51958	51958	Check	1 2483		Greater MN Communications		Yes	No	No	03/20/2023	276.90
100	39471	51959	51959	Check	1 00358		GUARDIAN PEST SOLUTIONS INC		Yes	No	No	03/20/2023	85.45
100	39506	51960	51960	Check	1 2936		Heimerl, Rick		Yes	No	No	03/20/2023	25.00
100	39493	51961	51961	Check	1 2147		Hentges, Chip		Yes	No	No	03/20/2023	315.00
100	39478	51962	51962	Check	1 01306		Herald Journal Publishing		Yes	No	No	03/20/2023	499.00
100	39480	51963	51963	Check	1 01919		HERFF JONES INC		Yes	No	No	03/20/2023	721.11
100	39509	51964	51964	Check	1 3234		Herrmann, Brian		Yes	No	No	03/20/2023	25.00
100	39497	51965	51965	Check	1 2466		Innovative Graphics		Yes	No	No	03/20/2023	2,140.00
100	39465	51966	51966	Check	1 00087		ISD #110 WACONIA COMM ED		Yes	No	No	03/20/2023	640.00
100	39489	51967	51967	Check	1 1479		Kemps		Yes	No	No	03/20/2023	2,595.80
100	39512	51968	51968	Check	1 3319		MA Apparel		Yes	No	No	03/20/2023	417.32
100	39468	51969	51969	Check	1 00235		MASSP		Yes	No	No	03/20/2023	160.00
100	39474	51970	51970	Check	1 00535		Menards-Hutchinson		Yes	No	No	03/20/2023	229.99
100	39499	51971	51971	Check	1 2499		MF Athletics		Yes	No	No	03/20/2023	646.65
100	39466	51972	51972	Check	1 00116		MN SCHOOL BOARDS ASSN		Yes	No	No	03/20/2023	165.00
100	39490	51973	51973	Check	1 1579		Music Mart		Yes	No	No	03/20/2023	57.50
100	39483	51974	51974	Check	1 03390		PAN-O-GOLD BAKING CO		Yes	No	No	03/20/2023	575.28
100	39485	51975	51975	Check	1 1268		Perform Better		Yes	No	No	03/20/2023	269.80
100	39481	51976	51976	Check	1 01974		Performance Foodservice		Yes	No	Yes	03/20/2023	0.00
100	39511	51977	51977	Check	1 3315		Pink's Hardware Store		Yes	No	No	03/20/2023	189.25
100	39473	51978	51978	Check	1 00533		RAM Building Inc		Yes	No	No	03/20/2023	3,171.19

Lester Prairie Public 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 Date	Amount
100	39462	51979	51979	Check	1 00025		Reserve Account		Yes	No	No	03/20/2023	750.00
100	39488	51980	51980	Check	1 1460		Rochester Telecom Systems Inc		Yes	No	No	03/20/2023	60.43
100	39476	51981	51981	Check	1 00813		Rolf, Chris		Yes	No	No	03/20/2023	240.00
100	39484	51982	51982	Check	1 1020		Starke, Gene		Yes	No	No	03/20/2023	330.00
100	39492	51983	51983	Check	1 2058		Summit Companies		Yes	No	No	03/20/2023	468.50
100	39469	51984	51984	Check	1 00272		SW/WC SERVICE COOPERATIVES		Yes	No	No	03/20/2023	14,035.96
100	39494	51985	51985	Check	1 2239		Sysco Western Minnesota		Yes	No	No	03/20/2023	10,436.22
100	39496	51986	51986	Check	1 2390		Teachers Pay teachers.com		Yes	No	No	03/20/2023	67.68
100	39507	51987	51987	Check	1 3222		Trafera Financial Services		Yes	No	No	03/20/2023	30,649.00
100	39477	51988	51988	Check	1 01150		Verified Credentials		Yes	No	No	03/20/2023	29.75
100	39482	51989	51989	Check	1 03218		WAL-MART Community		Yes	No	No	03/20/2023	46.22
100	39472	51990	51990	Check	1 00524		Waste Management-TC West		Yes	No	No	03/20/2023	431.75
100	39513	51991	51991	Check	1 3324		Wilkins Athletics		Yes	No	No	03/20/2023	3,148.00
100	39514	51992	51992	Check	1 3329		Wright County Parks		Yes	No	No	03/20/2023	100.00
100	39525	51993	51993	Check	1 01974		Performance Foodservice		Yes	No	No	03/20/2023	3,866.49

Bank Total: \$120,648.16

Report Total: \$120,648.16

Lester Prairie Public Schools Payment Reg by Bank and Check

*VOID **
Incorrect Amt

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Amount
100	39502	51940	Check	1	2633	American Express			Yes	No	No	03/20/2023	1,739.67
100	39508	51941	Check	1	3226	Ampion PBC C/o Department 850			Yes	No	No	03/20/2023	2.28
100	39470	51942	Check	1	00343	Big Don's Cathedral			Yes	No	No	03/20/2023	129.75
100	39491	51943	Check	1	2017	Buhr, Leighton			Yes	No	No	03/20/2023	55.00
100	39467	51944	Check	1	00126	CenterPoint Energy			Yes	No	No	03/20/2023	535.85
100	39505	51945	Check	1	2906	Christen, Angela			Yes	No	No	03/20/2023	25.00
100	39503	51946	Check	1	2654	Cintas			Yes	No	No	03/20/2023	288.91
100	39463	51947	Check	1	00061	CITY OF LESTER PRAIRIE			Yes	No	No	03/20/2023	560.00
100	39464	51948	Check	1	00061	CITY OF LESTER PRAIRIE			Yes	No	No	03/20/2023	1,098.15
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100	39501	51950	Check	1	2624	Dalco			Yes	No	No	03/20/2023	2,788.08
100	39500	51951	Check	1	2573	Dashir Management Services Inc			Yes	No	No	03/20/2023	23,241.85
100	39475	51952	Check	1	00707	EDUCATION MINNESOTA			Yes	No	No	03/20/2023	2,729.65
100	39479	51953	Check	1	01469	Educators Benefit Consultants			Yes	No	No	03/20/2023	64.23
100	39495	51954	Check	1	2386	Elling, Kelly			Yes	No	No	03/20/2023	84.00
100	39487	51955	Check	1	1320	Engen, Sally			Yes	No	No	03/20/2023	55.00
100	39504	51956	Check	1	2715	Fargo Public School District			Yes	No	No	03/20/2023	243.00
100	39510	51957	Check	1	3253	Game One			Yes	No	No	03/20/2023	8,960.00
100	39498	51958	Check	1	2483	Greater MN Communications			Yes	No	No	03/20/2023	276.90
100	39471	51959	Check	1	00358	GUARDIAN PEST SOLUTIONS INC			Yes	No	No	03/20/2023	85.45
100	39506	51960	Check	1	2936	Heimerl, Rick			Yes	No	No	03/20/2023	25.00
100	39493	51961	Check	1	2147	Hentges, Chip			Yes	No	No	03/20/2023	25.00
100	39478	51962	Check	1	01306	Herald Journal Publishing			Yes	No	No	03/20/2023	315.00
100	39480	51963	Check	1	01919	HERFF JONES/INC			Yes	No	No	03/20/2023	499.00
100	39509	51964	Check	1	3234	Herrmann, Brian			Yes	No	No	03/20/2023	721.11
100	39497	51965	Check	1	2466	Innovative Graphics			Yes	No	No	03/20/2023	25.00
100	39465	51966	Check	1	00087	ISD #110 WACONIA COMM ED			Yes	No	No	03/20/2023	2,140.00
100	39489	51967	Check	1	1479	Kemps			Yes	No	No	03/20/2023	640.00
100	39512	51968	Check	1	3319	MA Apparel			Yes	No	No	03/20/2023	2,595.80
100	39468	51969	Check	1	00235	MASSP			Yes	No	No	03/20/2023	417.32
100	39474	51970	Check	1	00535	Menards-Hutchinson			Yes	No	No	03/20/2023	160.00
100	39499	51971	Check	1	2499	MIF Athletics			Yes	No	No	03/20/2023	229.99
100	39466	51972	Check	1	00116	MN SCHOOL BOARDS ASSN			Yes	No	No	03/20/2023	646.65
100	39490	51973	Check	1	1579	Music Mart			Yes	No	No	03/20/2023	165.00
100	39483	51974	Check	1	03390	PAN-O-GOLD BAKING CO			Yes	No	No	03/20/2023	57.50
100	39485	51975	Check	1	1268	Perform Better			Yes	No	No	03/20/2023	575.28
100	39481	51976	Check	1	01974	Performance Foodservice			Yes	No	No	03/20/2023	269.80
100	39511	51977	Check	1	3315	Pink's Hardware Store			Yes	No	No	03/20/2023	4,076.19
100	39473	51978	Check	1	00533	RAM Building Inc			Yes	No	No	03/20/2023	189.25
													3,171.19

Correct

Lester Prairie Public 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 Date	Amount
100	39462	51979	51979	Check	1	00025	Reserve Account		Yes	No	No	03/20/2023	750.00
100	39488	51980	51980	Check	1	1460	Rochester Telecom Systems Inc		Yes	No	No	03/20/2023	60.43
100	39476	51981	51981	Check	1	00813	Rolf, Chris		Yes	No	No	03/20/2023	240.00
100	39484	51982	51982	Check	1	1020	Starke, Gene		Yes	No	No	03/20/2023	330.00
100	39492	51983	51983	Check	1	2058	Summit Companies		Yes	No	No	03/20/2023	468.50
100	39469	51984	51984	Check	1	00272	SW/WC SERVICE COOPERATIVES		Yes	No	No	03/20/2023	14,035.96
100	39494	51985	51985	Check	1	2239	Sysco Western Minnesota		Yes	No	No	03/20/2023	10,436.22
100	39496	51986	51986	Check	1	2390	Teachers Pay teachers.com		Yes	No	No	03/20/2023	67.68
100	39507	51987	51987	Check	1	3222	Trafera Financial Services		Yes	No	No	03/20/2023	30,649.00
100	39477	51988	51988	Check	1	01150	Verified Credentials		Yes	No	No	03/20/2023	29.75
100	39482	51989	51989	Check	1	03218	WAL-MART Community		Yes	No	No	03/20/2023	46.22
100	39472	51990	51990	Check	1	00524	Waste Management-TG West		Yes	No	No	03/20/2023	431.75
100	39513	51991	51991	Check	1	3324	Wilkins Athletics		Yes	No	No	03/20/2023	3,148.00
100	39514	51992	51992	Check	1	3329	Wright County Parks		Yes	No	No	03/20/2023	100.00

Bank Total: \$120,857.86

Report Total: \$120,857.86

Handwritten signature and initials in the top right corner of the page.

Date: April 13, 2023

To: Dr. Radeke and LP School Board

From: LP Student Council

Dear Dr. Radeke and School Board,

The Student Council would like to do a fundraiser in May. Some years back before Covid, we used to sell ice cream treats for 1 week at the end of the school year. We would like to do this again. These ice cream treats would be sold during Junior and Senior High lunches.

We would like to sell them May 8-May 12.

Thank you for considering our request.

Sincerely,

Cheryl Bayerl and LP Student Council

**LESTER PRAIRIE SCHOOLS ISD #424
SCHOOL FAMILY MENTAL HEALTH (SFMH) SERVICE AGREEMENT**

This Agreement is entered into by and between Lester Prairie Public Schools ISD #424, 131 Hickory St. N, Lester Prairie, MN 55354, (hereafter District) and Greater Minnesota Family Services, 2320 East Highway 12, Suite 2, Willmar, MN 56201, (hereafter Contractor).

RECITALS

WHEREAS, the District, wishes to purchase the services of Contractor for Mental Health Services and Supports to Students and Indirect/Consultative Support into Planning Pre-interventions; and

WHEREAS, there are funds available for the purchase of these services;

NOW THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the District, and the Contractor agree as follows:

1. TERM AND COST OF THE AGREEMENT

This contract shall be in effect from July 1, 2023 by all parties, or from commencement of services hereunder, whichever is first, and shall continue in effect until June 30, 2024. All of the agreed upon services are available to the District at the same rate with or without the service being included in an individual educational plan.

Diagnostic Assessment: The hourly rates for diagnostic assessments that are provided as part of a student's Individual Education Plan or Assessment are:

Standard: \$98.60

Extended: \$98.60 (for children birth-age 3)

Explanation of Findings: \$98.60

Psychotherapy: The hourly rates for psychotherapy services that are provided as part of a student's Individual Education Plan are:

Crisis: \$98.60

Individual: \$98.60

Group: \$28.18 per one hour group session/student.

Family: \$98.60

Multi-Family: \$28.18 per one hour group session/family.

Individual Educational Plan Team Meetings: The hourly rate for mental health professional involvement in IEP team meetings is **\$98.60**. The hourly rate for mental health practitioner involvement in IEP team meetings is **\$69.80**.

Staff Training and In-service: The hourly rate for formal staff training and in-services provided to special education staff is **\$69.80**, regardless of whether the training or in-service is provided by a mental health professional or practitioner.

Day Treatment: The rate for day treatment services provided as part of a student's Individual Education Plan is **\$84.80** per hour and **\$254.40** per 3 hour day of service.

Crisis Assistance: The rate for crisis assistance services that are provided as part of a student's Individual Education Plan is **\$17.45** per fifteen (15) minute unit.

Skills Training Services: The hourly rates for mental health skills training services that are provided as part of a student's Individual Education Plan are:

Individual: \$69.80

Group: \$40.84 per one hour group session/student.

Family: \$69.80

Formal and Informal Consultation, and Team Meetings: The hourly rate for mental health professional consultation is **\$98.60**. The hourly rate for mental health practitioner consultation is **\$69.80**.

The cost of this Agreement shall not exceed \$11,592.74 annually.

2. PAYMENT FOR SERVICES

Payment for services shall be made directly to the Contractor on a quarterly basis of \$2,898.19 and billed by the Contractor to the District each quarter.

If payment under this Agreement is dependent upon the availability of federal, state, District or other funds and such funds are reduced or terminated, this Agreement may be renegotiated or terminated at the sole discretion of the District.

In the event of termination, Contractor shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

Time is an essential element of this Contract. If the Contractor fails for any reason, excepting delays caused by uncontrollable circumstances to complete installation of all items before the Contract completion date as set forth in Section 2, it is hereby agreed that the District shall have the right to deduct liquidated damages from any money or monies due or coming due to the Contractor. Any monies deducted are not to be construed as a penalty, but as liquidated damages to compensate for the additional cost and inconvenience incurred by the District.

Contractor certifies that payment for purchased services will be in accordance with rates of payment which do not exceed amounts reasonable and necessary to assure quality of services and, if the services are being purchased from another public agency, the cost reasonably assignable to such services.

For final payment, Contractor shall comply with all requirements contained in Minnesota Statute. §290.92 regarding the withholding of taxes and wages. Contractor shall submit documentation of compliance with its claim for final payment. A certificate by the Minnesota State Commissioner of Revenue will satisfy this requirement (Form IC-134). Contractor is not entitled to final payment until such documentation is submitted.

3. BONDS

If required and contemporaneous with the execution of this Agreement, Contractor agrees to provide payment and performance bond for the District pursuant to Minnesota Statute §§375.21 & 574.26 and in equal to or greater than the Contract amount. Said bonds shall guarantee the faithful performance of all obligations required of Contractor under terms of this Contract, including payment of labor and material.

4. INDEPENDENT CONTRACTOR

- A. Contractor is to be and shall remain an independent contractor with respect to any and all work performed under this Contract. Nothing contained in this Agreement is intended or should be construed as creating the relationship of co-partners or joint ventures with the County. No tenure or any rights including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available Contractor's employees, including indemnification for third party personal injury/property damage claims, shall accrue to the Contractor or employees of the Contractor performing services under this Agreement.
- B. Contractor acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or other, will be made from the payments due Contractor and it is Contractor's sole obligation to comply with all federal and state tax laws.
- C. Contractor shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified in this Agreement.
- D. Contractor is responsible for hiring sufficient workers to perform the services required by this Agreement and withholding taxes and paying all other employment tax obligation on their behalf.
- E. The Contractor is solely responsible for supervision, control and direction of the Contract personnel utilized to provide the services under this agreement.

5. INDEMNIFICATION AND INSURANCE

Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any negligent act or omission of the party, its agents, servants or employees, in the execution or performance or failure to adequately perform its obligations pursuant to this Agreement.

It is understood and agreed that the District's and the Contractor's liability shall be limited by the provisions of Minnesota Statute § 466 and/or other applicable law.

Contractor further agrees that in order to protect itself as well as the District under the indemnity provision set forth above, it will at all times during the term of this Agreement keep in force liability limits in compliance with Minnesota Statutes, Section 466 or:

- A. Commercial General Liability Insurance Policy with minimum limits of \$2,000,000 combined single limit (CSL), with coverage pertaining premise operations. In the event Combined Single Limits Coverage is not secured by the County, the minimum limits apply:

- \$4,000,000 Aggregate
 - \$4,000,000 Products and Completed Operations Aggregate
 - \$2,000,000 Personal Injury and Advertising Injury
 - \$2,000,000 Each Occurrence
 - \$ 100,000 Fire Damage Limit
 - \$ 5,000 Medical Expense

The policy should be written on an "occurrence" basis and not a "claims-made" basis.

- B. Automobile Liability Insurance including owned, non-owned, and hired vehicles in an amount not less than \$1,000,000 combined single limit (CSL) for total bodily injuries and/or damages arising from any one accident.
- C. Professional Liability Insurance (when required) the following minimum limits apply:
 - \$3,000,000 Aggregate
 - \$1,000,000 per claim
- D. Excess Umbrella Liability Policy will be additionally required if any of the above policies have lower limits than stated.
- E. Worker's Compensation Insurance.
- F. Prior to the effective date of this Agreement, and as a condition precedent, the County will furnish the District with an original Certificate of Insurance listing the District as an "Additional Insured" in all coverage areas including Excess Umbrella Liability or Excess Umbrella follows form language except Worker's Compensation and Professional Liability.

6. DATA PRIVACY/DATA OWNERSHIP

- A. Data Practices.

All data collected, created, received, maintained, or disseminated in any form, for any purposes by the activities of Contractor because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules promulgated pursuant to Chapter 13. The person responsible for release of all data under this Agreement shall be the Director of Special Education of the District employee identified in provision 10.

- B. Health Insurance Portability and Accountability Act (HIPAA – 45 C.F.R. §§160,162,164)

If under this Agreement the exchange of Protected Health Information in any form is anticipated the Contractor shall comply with all regulatory obligations including signing any required agreements (e.g., Business Associate Agreement). Such Agreements shall be attached to and incorporated into this Agreement.

- C. Release.
No educational data may be released by the Contractor to a third party without the express consent of the District's representative as indicated below – this includes any media relations.
- D. Ownership.
Ownership of all data prepared for or by the District whether having commercial value or not shall remain with the District. Any reports, studies, photographs, negatives or other documents or any other form of data prepares by the Contractor in the performance of its obligations under this contract shall be the exclusive property of the District, and all such material or data shall be remitted to the District by the Contractor upon completion, termination or cancellation of this contract. The Contractor shall not use, allow, or cause to have such materials used for any purpose other than performance of the Contractor's obligations under this contract without the prior written consent of the District.

7. RECORDS: AVAILABILITY AND RETENTION

Pursuant to Minnesota Statute §16C.05, subd. 5, the Contractor agrees that the District, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, et., which are pertinent to the accounting practices and procedures of the Contractor and involve transactions relating to this Agreement. Contractor agrees to maintain these records for a period of six years from the date of termination of this Agreement. Any educational data may be retained for a longer period, as the District may determine in accordance with applicable law and policy.

8. MERGER AND MODIFICATION

- A. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are presumed to be incorporated or attached and are deemed to be part of this Agreement. Where the incorporated terms differ with the terms of this Agreement, the terms of this Agreement shall control.
- B. Any material alteration, modification, or variation shall be reduced to writing as an amendment and signed by the parties.

9. DEFAULT AND CANCELLATION

- A. If the Contractor fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default. Unless the Provider's default is excused by the District,

the District may, upon written notice to the Contractor's representative listed herein, cancel this Agreement in its entirety as indicated in (10 B.) below.

- B. This Agreement may be cancelled with or without cause by either party upon thirty (30) days written notice.
- C. Unless Contractor's default is excused under the terms of this Contract the District may recover from Contractor such damages as it may sustained by reason of additional administrative costs, expenses of re-awarding the contract and other damages sustained by the District by reason of delay, price changes, loss of other contracts, loss of income, inability of the District to fulfill other contracts, loss of other benefits of this Contract and any other damages directly or consequently arising out of this Contract or failure to perform the same by Contractor.
- D. Representatives for each of the parties to this Agreement are as listed below:

District

Dr. Melissa Radeke, Superintendent
131 Hickory St. N
Lester Prairie, MN 55354
320-395-2521

Contractor

Erica Black, Coordinator
2320 E Hwy 12, Suite 2
Willmar, MN 56201
320-214-9692

- E. The District and the Contractor agree to attempt to resolve quickly all matters related to uncontrollable circumstances and use all reasonable efforts to mitigate its effects.

10. SUBCONTRACTING AND ASSIGNMENT

- A. Contractor shall not enter into any subcontract for the performance of any services contemplated under this Agreement without the prior written approval of the District and subject to such conditions and provisions as the District may deem necessary. The Contractor shall be responsible for the performance of all Subcontracts. Any agreement between the Contractor and any subcontractor shall obligate the subcontractor with the general terms of this Contract.
- B. No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other Parties and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors.

11. NONDISCRIMINATION

During the performance of this Agreement, the Contractor agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, sexual orientation, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

12. HEALTH AND SAFETY

The Contractor shall be solely responsible for the health and safety of its employees and subcontractor's employees in connection with the services performed in accordance with this Agreement. The Contractor shall ensure that all employees, including those of all subcontractors, have received training required to properly and safely perform services outlined in this Agreement. Such training is to include, but not be limited to, all applicable sections of the State and Federal Occupation, Safety and Health Administration (OSHA) laws, Superfund Amendments and Reauthorization Act (SARA), Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Uniform fire Code and/or any other applicable health and safety regulations. Upon the request of the District, the Contractor shall provide copies of any licenses and/or training records for Contractor and/or Contractor's employees or subcontractor's employees who perform services pursuant to this Agreement.

13. NONWAIVER, SEVERABILITY & APPLICABLE LAWS

- A. Nonwaiver.
Nothing in this Agreement shall constitute a waiver by the District of any statute of limitations or exceptions on liability. If the District does not enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- B. Severability.
If any part of this Agreement is rendered void, invalid or unenforceable, by a court of competent jurisdiction, such rendering shall not affect the remainder of this Agreement unless it shall substantially impair the value of the entire Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid provision that most closely approximates the intent of the invalid provision.
- C. Applicable Laws.
The Laws of the State of Minnesota shall apply to this Agreement. The Contractor shall abide by all Federal, State, or local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs and staff for which Contractor is responsible.

14. SECTION HEADINGS

The section headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

15. THIRD PARTIES

This Agreement does not create any rights, claims or benefits inuring to any person that is not a party hereto nor create or establish any third party beneficiary.

16. CONFLICT OF INTEREST

Contractor agrees that it will not contract for or accept employment for the performance of any work or services with any individual, business, partnership, corporation, government, governmental unit or any other organization that would create a conflict of interest in the performance of its obligations under this Contract.

District and Contractor, having signed this Agreement and pursuant to the proper District and Contractor officials having signed this Agreement, the parties hereto agree to be bound by the provisions herein and attached.

DocuSigned by:
Brenda VanderStelt
B9B1FA684717463

4/12/2023

Greater Minnesota Family Services/Date
Brenda VanderStelt, CFO

Superintendent/Date
Dr. Melissa Radeke

Chairperson, School Board/Date

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: Kira Heimerl

DATE: April 6, 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.

Kira Heimerl

Employee Signature

Board Signature

4-11-23

Date

Date

White – Employee File
Green – Employee Copy

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

NOTICE OF ASSIGNMENT (SUMMER SCHOOL)
LESTER PRAIRIE ISD #424

TO: Taylor Bayerl

DATE 04/05/23

SUBJECT: NOTICE OF SALARY AND ASSIGNMENT FOR THE SUMMER OF 2023.

1. Your basic assignment will be: Summer School Teacher.
2. Your salary effective on June 19th will be \$25.00 per hour
3. Extra notes and benefits:
 - a. 48 hours of instruction (3 hrs/day M-T-W-TH -6/19/23- 6/29/23) & (7/24/23 – 8/3/23)
 - b. 16 hours of preparation time (1 hr/day M-T-W-TH)
 - c. 64 total hours for a total salary of \$1,600.00

***The school board reserves the right to make any modifications or adjustments in these assignments during the school year.**

THIS FORM IS TO BE RETURNED TO THE SUPERINTENDENT WITHIN TEN (10) DAYS OF RECEIPT.

Taylor Bayerl
Teacher's Signature

School Board's Signature

4-7-23
Date

Date

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
(320)395-2521 FAX (320)395-4204

NOTICE OF ASSIGNMENT (SUMMER SCHOOL)
LESTER PRAIRIE ISD #424

TO: Julie Malady

DATE: 4/5/23

SUBJECT: NOTICE OF SALARY AND ASSIGNMENT FOR THE SUMMER OF 2023.

1. Your basic assignment will be: Summer School Teacher.
2. Your salary effective on June 19, 2023 will be \$25.00 per hour
3. Extra notes and benefits:
 - a. 24 hours of instruction (3 hrs per day, M,T,W,TH) June 19 thru June 29th
 - b. 8 hours of preparation time
 - c. 32 total hours for a total salary of \$800.00

***In those years when negotiations have not been completed, salary amounts and benefits will be adjusted to reflect changes governed by the Master Agreement, if any. The school board reserves the right to make any modifications or adjustments in these assignments during the school year.**

THIS FORM IS TO BE RETURNED TO THE SUPERINTENDENT WITHIN TEN (10) DAYS OF RECEIPT.



Teacher's Signature

School Board's Signature

4/6/23

Date

Date

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
(320)395-2521 FAX (320)395-4204

NOTICE OF ASSIGNMENT (SUMMER SCHOOL)
LESTER PRAIRIE ISD #424

TO: Jan Smith

DATE 04/5/23

SUBJECT: NOTICE OF SALARY AND ASSIGNMENT FOR THE SUMMER OF 2023.

1. Your basic assignment will be: Summer School Teacher.
2. Your salary effective on June 19th will be \$25.00 per hour
3. Extra notes and benefits:
 - a. 48 hours of instruction (3 hrs/day M-T-W-TH -6/19/23- 6/29/23) & (7/24/23 – 8/3/23)
 - b. 16 hours of preparation time (1 hr/day M-T-W-TH)
 - c. 64 total hours for a total salary of \$1,600.00

***The school board reserves the right to make any modifications or adjustments in these assignments during the school year.**

THIS FORM IS TO BE RETURNED TO THE SUPERINTENDENT WITHIN TEN (10) DAYS OF RECEIPT.


Teacher's Signature

School Board's Signature

4-11-23
Date

Date

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: Anah Lee

DATE: April 6, 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.

Anah Lee

Employee Signature

Board Signature

4-12-23

Date

Date

White – Employee File
Green – Employee Copy