

Regular School Board Meeting

Monday, June 19, 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. Approve June 26 Agenda

IV. Recognition of Communications Since Last Meeting

V. Open Dialogue

VI. Approval of Consent Agenda

VI.A.

VI.B.

- o Board Bills: \$112,061.25
- o Building Project Bills: \$114,261.36
- o Student Activity Bills: \$529.55

VI.C. June 30 Check Run Bills (final amount approved in July)

VII. Reports

VII.A. Dashir Report

VIII. New Business

VIII.A.

- o Action to approve the 2023-24 Minnesota State High School League (MSHSL) Membership Resolution.
- o Action to designate the MSHSL **School Representative** and **School Board Representative** for 2023-24.

VIII.B.

- o Action to approve the revised June 2023 Local Literacy Plan.

IX. Old Business

X. School Finance

X.A.

- o Action to approve the Preliminary Budget for 2023-

2024.

XI. Policy Administration

XI.A.

- o Action to approve **521 FORM Student Disability Nondiscrimination**

XII. Personnel

XII.A.

- o Action to approve contract for **Cheryl Bayerl** as Data and Systems Coordinator for the 2023-24 school year.

XII.B.

- o Action to approve contract for **Lori Bebo** as Supervisor of Kitchen and Cooks for the 2023-24 school year.

XII.C.

- o Action to approve the following contracts for the 2023-24 school year:
 - o **Daniel Mages** - Science Teacher
 - o **Kathy Fiecke** - K-12 Secretary and Health Services Support
 - o **Kelli Machemehl** - Summer School Teacher
 - o **Taylor Bayerl** - Kids Depot Worker
 - o **Peighton Ruzicka** - Kids Depot Worker
 - o **Ashley Alberts** - Kids Depot Worker
 - o **Kelli Machemehl** - Kids Depot Worker
 - o **Shannon Alsleben** - JH Volleyball Coach

XII.D.

- A. Action to approve the following resignations:
 - o **Jenna Wolff** - AD/DoS
 - o **Jan Smith** - Elem Teacher
 - o **Lyndsey Grand** - EL Teacher
 - o **Angela Christen** - JH Softball Coach

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, June 26, 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: May 15, 2023

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

- o Board Bills: \$112,061.25
- o Building Project Bills: \$114,261.36
- o Student Activity Bills: \$529.55
- o June 30 Check Run Bills (final amount approved in July)

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 the 2023-24 Minnesota State High School League (MSHSL) Membership Resolution.

Motion by _____ and seconded by _____ to approve the 2023-24 MN State High school League Membership Resolution as presented.

Voting was _____ for and _____ against.

- B. Action to designate the MSHSL **School Representative** and **School Board Representative** for 2023-24.

*Motion by _____ to designate _____ as MSHSL **School Representative** for 2023-24. Seconded by _____.*

Voting was _____ for and _____ against

*Motion by _____ to designate _____ as MSHSL **School Board Representative** for 2023-24. Seconded by _____.*

Voting was _____ for and _____ against

- C. Action to approve the revised June 2023 Local Literacy Plan.

Motion by _____ and seconded by _____ to approve the revised June 2023 Local Literacy Plan as presented.

Voting was _____ for and _____ against.

IX. Old Business

- A. None.

X. School Finance

A. Action to approve the Preliminary Budget for 2023-2024.

Motion by _____ and seconded by _____ to approve the Preliminary Budget for 2023-2024 as presented.

Voting was _____ for and _____ against.

XI. Policy Administration

A. Action to approve **521 FORM Student Disability Nondiscrimination**

Motion by _____ and seconded by _____ to approve policy form as presented.

Voting was _____ for and _____ against.

XII. Personnel

A. Action to approve contract for **Cheryl Bayerl** as Data and Systems Coordinator for the 2023-24 school year.

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

Voting was _____ for and _____ against.

B. Action to approve contract for **Lori Bebo** as Supervisor of Kitchen and Cooks for the 2023-24 school year.

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

Voting was _____ for and _____ against.

C. Action to approve the following contracts for the 2023-24 school year:

- o **Daniel Mages** - Science Teacher
- o **Kathy Fiecke** - K-12 Secretary and Health Services Support
- o **Kelli Machemehl** - Summer School Teacher
- o **Taylor Bayerl** - Kids Depot Worker
- o **Peighton Ruzicka** - Kids Depot Worker
- o **Ashley Alberts** - Kids Depot Worker
- o **Kelli Machemehl** - Kids Depot Worker
- o **Shannon Alsleben** - JH Volleyball Coach

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

Voting was _____ for and _____ against.

D. Action to approve the following resignations:

- o **Jenna Wolff** - AD/DoS
- o **Jan Smith** - Elementary Teacher
- o **Lyndsey Grand** - EL Teacher
- o **Angela Christen** - JH Softball Coach

Motion by _____ and seconded by _____ to approve resignations 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. Prairie Days July 14 & 15
- B. July 24th: Regular School Board Meeting 5:45pm
- C. August 8: MDE Back to School Conference
- D. August 17: Paraprofessional Training Day at ACGC
- E. August 21st: Regular School Board Meeting 5:45pm
- F. August 22: Data Mine

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

June 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 Aerial Lift Safety and Back Injury was conducted on June 6, 2023.

Progress on Projects

- North gym floor repair has started.
- All rooftop unit condensers and outside filters have been cleaned.
- Repainted shop teacher office floor.
- New rooftop unit construction has started.
- Summer cleaning has started and south gym floor has been recoated for the new school year.
- Will be vacuuming coils down in the tunnel where AHU #1 was located.
- Repairing some leaking toilets around the school.

Comments

School is out, and our summer cleaning has started. We are currently on schedule for cleaning. New rooftop project is going well so far. Summer camps have started and going well.

Respectfully Submitted,
Lisa Hins
Facility Manager



**2023-2024 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE
Membership Renewal Form**

This form must be completed once for each school in the district.

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2023. Retain one copy for the school files.

RESOLVED, that the Governing Board or Entity of Lester Prairie High School (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and. Participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Lester Prairie High School

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Brian Heimerl

(Designated School Board Member – please print)

(Designated School Representative – please print)

bheimerl@lp.k12.mn.us

Email Address

Email Address

208.02 ACTIVITY REPRESENTATIVES

(Boys Sports – please print)

(Girls Sports – please print)

(Speech – please print)

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

(Board Member—please print)

(Student—please print)

(Parent—please print)

(Faculty Member—please print)

(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Print Name: _____
(Clerk/Secretary - Local Governing Board)

Print Name: _____
(Superintendent or Head of School)

Signed: _____
(Clerk/Secretary - Local Governing Board)

Signed: _____
(Superintendent or Head of School)

Date: _____

Date: _____

LOCAL LITERACY PLAN

**LESTER PRAIRIE SCHOOLS
DISTRICT #424
June 2023**



Overview

School districts are required to develop a local literacy plan to ensure that all students are reading well by no later than the end of third grade. The plan must include a process to assess students' level of reading proficiency, notify and involve parents, intervene with students who are not reading at or above grade level, and identify and meet staff development needs (Minn. Stat. § 120B.12).

The purpose of this literacy plan is to outline how Lester Prairie Schools addresses legislative requirements related to literacy development to ensure that ALL students, including English Learners, achieve grade level proficiency and read well no later than the third end of grade.

Reading well by third grade is one of many developmental milestones in a child's educational experience. Literacy development starts at an early age and is the basis for all academic success. Reading well by grade three ensures that a student has a solid foundation of literacy skills to continue to expand his or her understandings of what they read, make meaning, and transfer that learning across all subject areas. Instruction that provides the basis for all students to read well by third grade and beyond will help close the achievement gap and ensure that all students are ready for the demands of college and the workplace. From cradle to career, a sustained effort to create quality literacy environments in all of our schools and programs from birth through grade 12 promotes academic success.

-Minnesota Department of Education

LITERACY PLAN SUMMARY:

The literacy program for Lester Prairie Schools strives to develop independent, lifelong readers with positive reading attitudes and habits. Successfully achieving the Minnesota Academic Standards in English Language Arts (2010) is a primary avenue for students to develop reading proficiency. With the state standards at the forefront of instruction, district staff provided seamless and coherent instructional opportunities to support literacy development. Teachers created curriculum maps with comprehensive aligned instruction, assessments, and resources to help ensure rigor, relevance, and appropriate pacing of student learning. Literacy is the cornerstone of all learning and encompasses communication through understanding language in both written and spoken form.

Differentiated instruction targeted to students' needs and focused on the critical elements of fluency, phonemic awareness, phonics, comprehension, and vocabulary provides the basis for all students to read well by third grade and beyond. Using the gradual release model within the Balanced Literacy Framework, students are challenged and actively engaged in their literacy development through whole group and small group instructional activities at their level. Ongoing and varied formative and summative assessment tools are used to inform, guide, and measure instruction. A variety of genres and new technologies are incorporated across content areas for all learners. Successful literacy development helps create a love of learning, prepares students for postsecondary education, and paves the way for meaningful employment and a productive, successful,

and rewarding life.



LESTER PRAIRIE PUBLIC SCHOOLS MISSION STATEMENT:

It is the mission of the Lester Prairie Public Schools to develop every learner to the learner's maximum potential, to succeed and continue to learn in a changing world.

2022-2023 Demographics of Lester Prairie Public Schools: 506 PreK-12 students

LITERACY PLAN GOALS AND OBJECTIVES

Reading proficiency at grade three means that the student can read confidently, fluently, and accurately as well as communicate understanding of grade level fiction and non-fiction material.

Overarching Goal: ALL students, including English Learners, will develop literacy skills, achieve grade level reading proficiency, and read well by the end of third grade.

Objectives:

- Baseline measures of reading proficiency are established in the fall of each year using STAR Renaissance in grades K-3 and Teaching Strategies Gold in preschool.
- Frequent and consistent reviews of disaggregated reading data are conducted. Proficiency, growth, and data trend analyses are used to determine learning targets for individuals and cohorts of students.
- Pedagogical practices are reviewed regularly to determine the effectiveness of core instruction, differentiation, remediation, and interventions.
- Curriculum maps are living documents aligned to the most current standards and foundational to instructional practices.
- Reading level proficiency is assessed through screening assessments, diagnostic assessments, and progress monitoring. Formative Assessments are used to inform and modify instruction, provide feedback to students and teachers, and help identify students who are not on pace to meet proficiency. High-quality, targeted interventions are delivered to students below proficiency levels.
- Grade Level teams collaborate with Title, EL, and SPED to analyze the effectiveness of current literacy practices. Data-driven decisions are made to close achievement gaps. Best practices are researched, shared, collaboratively, and implemented with fidelity.
- High-quality core instruction is delivered to all students with tiered interventions for students not making adequate growth to meet grade level proficiency.
- Communication about literacy development is transparent to students and families.

Strategic Goals:

The following are long-term district achievement and professional development goals followed by some key targets and initiatives related to each goal. These goals are also noted and updated annually in the World's Best Workforce report.

22-23 District goals:

- The percent of **all students** in grades 3-8 and 10 in 2021-2022 Lester Prairie Public Schools who earn achievement levels of Meets and Exceeds the standards on the Reading MCA III (all accountability tests) will increase 8% from 42% to 50% in 2022-2023.
- The percentage of all **students in the English Learner Program** in grades 3-8 and 10 in 2021-2022 Lester Prairie Public Schools who earn Meets and Exceeds the standards on the Reading MCA III (all accountability tests) will increase from 16% to 20% in 2022-2023.
- The percentage of all **Hispanic students** in grades 3-8 and 10 in Lester Prairie Public Schools who earn Does Not Meet and Partially Meet the standards on the Reading MCA III (all accountability tests) will decrease from 69% to 50% in 2022-2023.
- The percentage of all **FRP students** in grades 3-8 and 10 in 2021-2022 Lester Prairie Public Schools who earn Does Not Meet and Partially Meets the standards on the Reading MCA III (all accountability tests) will decrease from 69% to 50% in 2022-2023.

~~The percent of **all students** in grades 3-7 in 2020-2021 Lester Prairie Public Schools who earn achievement levels of Meets and Exceeds the standards on the Reading MCA III (all accountability tests) will increase 4% from 47% to 51% in 2021-2022.~~

~~The percentage of all **students in the English Learner Program** in grades 3-7 in 2020-2021 Lester Prairie Public Schools who earn Meets and Exceeds the standards on the Reading MCA III (all accountability tests) will increase from 27% to 34% in 2021-2022.~~

~~The percentage of all **Hispanic students** in grades 3-8 and 10 in Lester Prairie Public Schools who earn Does Not Meet and Partially Meet the~~

standards on the Reading MCA III (all accountability tests) will decrease from 56% to 48% in 2021-2022.

The percentage of all **FRP students** in grades 3-7 in 2020-2021 Lester Prairie Public Schools who earn Meets and Exceeds the standards on the Reading MCA III (all accountability tests) will increase from 44% to 50% in 2021-2022

Grade	Total # students tested	Student Count Above 40 th Percentile	Percentage Above 40 th Percentile
K	38	36	95%
1	29	15	52%
2	39	21	54%
3	43	24	56%
TOTAL	149	96	64%

*40th percentile = considered on track and on grade level

2022-2023

Grade	Total # students tested	Student Count Above 40 th Percentile	Percentage Above 40 th Percentile
K	26	17	65%
1	36	14	39%
2	26	12	46%
3	40	18	45%
TOTAL	128	61	48%

*40th percentile = considered on track and on grade level

LESTER PRAIRIE SCHOOLS ASSESSMENTS:

Lester Prairie Schools has a comprehensive assessment program that includes a balance of screener, diagnostic, formative, and summative assessments. These assessments are used to inform instruction, diagnose gaps in learning, and help gauge the effectiveness of our school district curriculum and programs. All teachers administer and use a variety of assessments to monitor student progress and adjust instruction to meet the needs of each and every student. Teachers examine multiple measures to inform instruction, tier students, and deliver targeted and specific interventions based on individual student needs. This process assists in closing the achievement gap and helps sustain Lester Prairie’s high graduation rate as required by the World’s Best Workforce.

1. General Reading Assessments

a. **Formative Assessments:**

Formative assessments are used to assess learning, guide instruction, and provide students with feedback to improve learning. This type of assessment is ongoing and helps to ensure that student understanding is happening while the learning is occurring.

The Formative Assessment:

- takes place *during* the learning process
- informs both teachers and students
- allows teachers to adjust instruction
- involves students
- cannot be separated from the instructional process
- is classroom assessment *for* learning
- provides feedback that moves the learner forward

b. **Summative Assessments:**

Summative assessments are used to assess achievement at a particular point in time. This form of assessment occurs after the learning has occurred and is used to measure achievement status for the purpose of reporting and accountability. Students in grade 3 are given the Minnesota Comprehensive Assessments (MCA-IIIs) in the spring. Students who *meet* or *exceed* proficiency measures on the MCA-IIIs are considered to be at grade level and are likely to need only core instruction augmented by enrichment opportunities. Summative assessment results are used for many reasons including compliance with external agencies, providing accountability, measuring district achievement over time, and comparing student achievement to state and national scores.

2. **Universal Screening**

- STAR Reading is an online assessment that identifies which skills students know and what they are ready to work on next. It measures students' understanding of multiple reading skills across a variety of domains. This assessment helps educators maximize instruction and practice with state-specific resources to guide students on a successful path to reading proficiency. Educators have access to reports and dashboards to track student mastery and success.
- STAR Early Literacy for K-1 students provides research-based, state-specific learning data on students' pre-reading and numeracy skills. Educators are able to personalize learning based on student records from this data that is collected four times per year.

3. Diagnostic Assessments

Diagnostic assessments provide information about a student’s prior knowledge and misconceptions before instruction has taken place. Diagnostic assessments can be used to determine specific skill deficits and can also function as a baseline of learning. Diagnostic data help teachers plan what to teach and how to teach it.

4. Progress Monitoring

Progress monitoring is completed using the STAR Renaissance assessments and local classroom assessments to set goals for a student’s learning growth and assess academic performance. This tool allows teachers to be responsive and quickly adjust instruction as needed for each student.

PROCESS OF ASSESSMENT

Lester Prairie Public Schools uses an assessment process that facilitates short-term and long-term instructional planning based on the Minnesota Academic Standards. Results also assist with student placement, special programming, and to guide curriculum and instruction at all levels. In order to measure student learning and growth, multiple types of assessments are used to guide instruction and determine students’ progress within the curriculum frameworks of Lester Prairie Public Schools.

Reading proficiency levels are determined using a variety of assessments including classroom formative and summative assessments, STAR Early Literacy or STAR Reading Assessment, and MCA IIIs. Students who do not meet target scores will participate in a diagnostic assessment to determine specific skill deficits. Teachers regularly meet to examine data and create or modify intentional interventions to further student learning and assist students in successfully achieving their learning goals.

Assessment results are communicated with parents during parent/teacher conferences, quarterly progress reports, and other verbal or written communications as needed. For students not making adequate progress, information is shared with parents on a more frequent and ongoing basis.

Timeline for assessment dates: **Dates changed to reflect the year**

Assessment Window	Assessment	Assessment Purpose	Grade Levels
Ongoing - administered throughout the school year as needed	Classroom Assessments	Used to determine each student’s instructional reading level, guide	K-3

		instruction, and match students to developmentally appropriate reading materials.	
Deadline #1 Sept 16, 2022 Deadline #2 Nov 18, 2022	STAR Early Literacy	Adaptive test to measure progress over time; informs classroom instruction	K-1
Deadline #3 Jan 20, 2023 Deadline #4 March 31, 2023	STAR READING	Adaptive test to measure progress over time; informs classroom instruction	1-3
April 12 - April 26 , 2023	MCA-IIIs	State accountability; directly measures student performance on state academic standards; informs content alignment decisions system-wide	3

FAMILY NOTIFICATION AND COMMUNICATION

The Lester Prairie School District provides multiple avenues and opportunities for parents to become involved with the student’s learning and to be informed on progress.

- The MTSS process includes using data to develop targeted intervention plans to address the individual needs of each student. Parents receive notifications of the data from student interventions.
- Parents of students who participate in Title I services sign the Title I Parental Involvement Compact.
- Literacy communications regarding student progress and achievement results are communicated with parents during parent/teacher conferences, quarterly progress reports, phone calls, individual student meetings, and other verbal or written communications as needed.
- Parents are encouraged to attend the Fall and Spring EL/Title I Activity Nights. These school gatherings are opportunities for families to develop strategies for supporting the literacy skills as well as fostering social/emotional skill building for their child. By attending these events, families build relationships with the school staff and work together to benefit the students.
- Other literacy communications include classroom newsletters, school website, SeeSaw, and school social media platforms.

Parents and community members play a vital role in literacy development and ensuring student success. School staff, parents, and community members foster literacy skills and support student readers via:

- Accelerated Reader
- Read-a-Thons and reading contests
- Guest readers in classrooms – high school students, parents, and community members
- Ideas for exposing children to more literature in the home

- Age-appropriate incentives implemented by teachers to encourage home reading

LITERACY AT LESTER PRAIRIE ELEMENTARY

Curriculum and Instruction System

Lester Prairie Elementary teachers align instruction to the MN English Language Arts Academic Standards. Learning targets, lessons, and assessments are anchored to the standards. ~~MacMillian/McGraw-Hill Treasures~~ HMH Into Reading is used to teach reading to students in grades K-3. Reading strategies from the Daily 5 are also used. To enhance this curriculum, our district has an elementary library with a variety of fiction and nonfiction reading materials covering a wide range of reading and interest levels. Individual classrooms have a variety of texts for students to access “good fit” books and practice reading at their individual level. All K-3 students receive classroom reading instruction for a minimum of 90 minutes.

LESTER PRAIRIE ELEMENTARY’S MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

Lester Prairie Schools uses a Multi-Tiered Systems of Support to ensure successful learning for all students. This framework begins with strong core reading instruction for all students. STAR Reading and STAR Early Literacy are used as universal screeners. Students are identified as reading at grade level (Tier 1), in need of strategic support (Tier 2), or in need of intensive support (Tier 3). Grade level teams collaborate with the Title I, EL, and SPED teachers to design appropriate interventions and supports for students. The focus is academic, behavioral, social, or any combination of these.

Tier 1 Core Instruction:

Core instruction is delivered to all students. Teachers align lessons to the MN Academic Standards and use resources to aid in the delivery. The Lester Prairie Elementary School adopted ~~MacMillian/McGraw-Hill Treasures~~ HMH Into Reading as the classroom curriculum in the spring of 2009. Universal Screening and Benchmark assessments are administered four times per year.

Tier 2 Strategic Intervention Support:

Tier 2 students participate in all Tier 1 instruction, but need extra support to be successful. Tier 2 students participate in targeted interventions based on student needs. The targeted interventions are delivered in small groups and/or individual students as needed. Grade-level teams and individual teachers examine progress-monitoring data on a regular basis to determine the effectiveness of the intervention. Instructional adjustments are made based on the data.

Tier 3 Intensive Intervention Support:

Tier 3 students participate in all core instruction. In addition, Tier 3 students participate in intensive interventions based on individual student needs. Interventions are delivered by classroom teachers, Title I staff, EL staff, and/or special education staff members. Teacher teams examine progress-monitoring data on a regular basis to determine the effectiveness of the intervention. Instructional adjustments are made based on the data.

Efforts to Screen and Identify Students for Dyslexia and Convergence Insufficiency Disorder

Lester Prairie Schools uses the reading screeners currently in place to determine if there are concerns about Dyslexia or Convergence Insufficiency Disorder for a student. Students may need interventions to further clarify a concern. Programming supports, interventions, or possible referrals to primary medical care may be necessary to assist in the overall screening process. Tiered intervention supports will be put into place based on individual need.

RECOGNIZING DIVERSE NEEDS

ENGLISH LEARNERS AND OTHER DIVERSE POPULATIONS

ELs are currently identified using the MN Language Survey, the WIDA Screener for Grades 1-12, and the W-APT for Kindergarten. The district annually assesses all English Learners using the ACCESS for ELLs (2.0) and Alternate ACCESS for ELLs. The ACCESS and the Alternate ACCESS for ELLs are assessments developed to measure the English language proficiency of English Learners in grades K-12. Students eligible to take the Alternate ACCESS are those who have significant cognitive disabilities and are identified in MARSS as receiving special education services through an Individualized Education Program (IEP).

Lester Prairie is a participating district of a Title III consortium that includes Hutchinson Public Schools as the Fiscal Agent and Litchfield Public Schools. Districts in this consortium receive Title III funds to help ensure that English Learners attain English proficiency and meet the same challenging state standards required of all other students. Title III funds supplement the resources of local districts to provide quality education to ELs. Disaggregated data compiled from STAR, MCA III, and ACCESS assessments are used to drive program improvements, strengthen core instruction, and accelerate the acquisition of oral language, academic vocabulary, and literacy skills of our English Learner students.

SCIENTIFICALLY-BASED READING INSTRUCTION PROFESSIONAL DEVELOPMENT

Lester Prairie Schools facilitates and encourages collaboration of teachers and specialists across grades and subjects to promote the development of competent use of effective literacy practices and instructional strategies. The MTSS model is used to support individual learners; address instructional, learning, and achievement gaps; and analyze the effectiveness of literacy instruction using classroom and district data. Instructional decisions are based on student data. Best-practice instructional strategies and assessments are aligned to the Minnesota Academic Standards.

Lester Prairie Schools Staff Development team meets biweekly to approve requests and guide professional development initiatives. School staff members are active participants of the North Collaborative Southwest West Central Service Cooperative (SWWC). Using both internal and external experts, Lester Prairie teachers are provided with high-quality professional development and trained to deliver core instruction and instructional interventions with scientifically-based reading practices embedded within them. Our English Learner teacher assists teachers with training to effectively recognize students' diverse needs in cross-cultural settings and serve the oral language and linguistic needs of EL students. Our Title I teacher assists grade level teams in implementing core instruction and interventions as intended, regular analysis of student performance data, and prioritization and selection of learned strategies for effective instruction. Our Cultural Liaison assists in these efforts to promote student success and parent engagement.

COMMUNICATION SYSTEM FOR ANNUAL REPORTING

Annual Reporting

Minnesota Statute 120B.12 requires that all districts annually adopt and post a Local Literacy Plan that ensures all students are reading at or above grade level by the end of third grade. The Lester Prairie Local Literacy Plan satisfies the requirements of the Read Well by Third Grade legislation. The plan will be approved by the district school board prior to posting on the district website and be included as an integral part of the Lester Prairie World's Best Workforce Plan.

For further information or questions about the Lester Prairie Public School District Local Literacy Plan, please contact:

Principal Mike Lee, 320-395-2521

INDEPENDENT SCHOOL DISTRICT NO. 424

STUDENT DISABILITY DISCRIMINATION GRIEVANCE REPORT FORM

General Statement of Policy Prohibiting Disability Discrimination

Independent School District No. 424 maintains a firm policy prohibiting all forms of discrimination on the basis of a disability. All persons are to be treated with respect and dignity. Discrimination on the basis of a disability will not be tolerated under any circumstances.

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

I have been discriminated against based on (choose one or more):

[my disability] / [a record of my disability] / [being regarded as having a disability]

because _____

Date of alleged incident(s): _____

Name of person you believe discriminated against you or another person: _____

If the alleged discrimination was toward another person, identify that person: _____

Describe the incident(s) as clearly as possible, including such things as: any verbal statements; what, if any, physical contact was involved; etc. (attach additional pages if necessary): _____

Location of the incident(s): _____

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has discriminated against me or another person based on a disability. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature) (Date)

Received by: _____
(Date)

CONTRACT FOR DATA & SYSTEMS COORDINATOR
2023-2024 School Year

ARTICLE I – PURPOSE

This Contract is entered into between Independent School District No.424, Lester Prairie Schools, Minnesota, hereinafter referred to as the School District, and Cheryl Bayerl, hereinafter referred to as the Data & Systems Coordinator, who agrees to perform the duties of the Data & Systems Coordinator of the School District.

ARTICLE II - DURATION, EXPIRATION, TERMINATION DURING THE TERM, MUTUAL CONSENT, AND CONTINGENCY

Section 1. Duration: This Contract is for a term of 1 year commencing on **July 1, 2023, and ending on June 30, 2024**. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Data Systems Coordinator or unless terminated as provided in this Contract.

Section 2. Expiration: This Contract shall expire at the end of the term specified in Section 1. above. At the conclusion of its term, neither party shall have any further claim against the other, and the School District's employment of the Business Official shall cease, unless a subsequent Contract is entered into by the parties. In the event the parties fail to enter into a subsequent contract, the Data & Systems Coordinator employment shall continue on a month-to-month basis until the School Board either enters into a subsequent Contract with the Data & Systems Coordinator or until the School Board provides thirty (30) calendar days of written notice of the termination of the Data & Systems Coordinator's employment.

Section 3. Termination During the Term: The Data & Systems Coordinators employment may be terminated during the term of this Contract only for cause as defined in M.S. 122A.40, Subd. 9. and Subd. 13., but, except for purposes of describing grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable. If the School Board proposes to terminate the Data System Coordinator during the term of this Contract for cause as described in M.S. 122A.40, Subd. 9. or Subd. 13., it shall notify the Data & Systems Coordinator, in writing, of the proposed grounds for termination. If the Data & Systems Coordinator fails to request a hearing as provided in this section within a ten (10)-day calendar period, he/she shall be deemed to have acquiesced to the School Board's proposed action, and the proposed action shall become final on such date as determined by the School Board, and the Data & Systems Coordinator shall have no further claim or recourse.

Section 4. Mutual Consent: This Contract may be terminated at any time by mutual consent of the School Board and the Data & Systems Coordinator.

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

ARTICLE III - DUTIES

The Data & Systems Coordinator shall serve as the Data & Systems Coordinator of the School District and shall serve under the direction of the Superintendent and the School Board from this time on. The Data & Systems Coordinator shall abide by the policies, regulations, rules, and procedures established by the School Board and the Commissioner of the Department of Education and shall abide by all Minnesota laws relating to the operation of the School District.

ARTICLE IV - DUTY YEAR AND LEAVES OF ABSENCE

Section 1. Basic Work Year: The Data & Systems Coordinator regular work hours are from **7:00 am to 3:30 pm** with a ½ hour unpaid lunch period (8 hours per day) up to **232 Days per year**.

Section 2. Holidays: The Data & Systems Coordinator shall be entitled to ten (10) paid holidays as designated by the School Board each Contract year - **Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, President's Day, Good Friday, Memorial Day, and Juneteenth.**

Section 3. Sick Leave: The Data & Systems Coordinator shall earn paid sick leave at the rate of fifteen (15) day(s) each year and earned sick leave may accumulate to a maximum of one-hundred twenty (120) days.

Section 4. Jury Service: The Data & Systems Coordinator who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Section 5. Military Leave: Military leave shall be granted pursuant to applicable law.

Section 6. Vacation: The Data & Systems Coordinator shall earn **10** working days of paid vacation. Up to 5 unused vacation days may be accumulated.

Section 7. Emergency Leave: The Data & Systems Coordinator shall be eligible for 5-days of paid leave in the event of a death in the immediate family (spouse, children, parents, grandchildren, grandparents, brothers, sister or same by law).

ARTICLE V - INSURANCE

Section 1. Health and Hospitalization and Dental Insurance: The School District shall contribute \$732.50 per month for the 2023-2024 school year toward the premium cost if qualified for and enrolled in the School District's group health and hospitalization plan. The School District contribution will first be applied to the insurance premium. The remaining amount, if any, shall be paid by the School District into a Health Savings Account (HSA) or VEBA. The School District shall also provide the Data & Systems Coordinator with full single dental insurance coverage under the School District's group dental insurance plan.

Section 2. Life Insurance: The School District shall provide \$40,000 Life AD&D Insurance, payable to the Business Official. Section

3. Long-Term Disability Insurance: The School District shall provide long-term disability insurance for the Business Official under the School District's group long-term disability insurance plan.

ARTICLE VI - OTHER BENEFITS

Section 1. Tax-Sheltered Annuities: The Data & Systems Coordinator is eligible to participate in a tax sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, M.S. 123B.02, Subd. 15., School District policy, and as otherwise provided by law. The District will match for **\$1,400** for the year 2023-2024.

ARTICLE VII – SALARY

The Data & Systems Coordinator shall be paid an annual salary: **\$38,234** for the 2023-2024 Contract year.

Additional Kids Depot Supervisory hours not to exceed 475 hours at \$20.00 hour for 2023-2024.

ARTICLE VIII - OTHER PROVISIONS

Section 1. Outside Activities: While the Data & Systems Coordinator shall devote full time and due diligence to the affairs and the activities of the School District, he/she may also serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the Superintendent, such activities do not impede the Data & System Coordinators ability to

perform the duties of the Data & Systems Coordinator position. However, the Data & Systems Coordinator may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without the prior approval of the Superintendent.

IN WITNESS WHEREOF, I have subscribed
my signature this ____ day of
_____, 2023.

Data & Systems Coordinator

IN WITNESS WHEREOF, we have subscribed
our signatures this ____ day of
_____, 2023.

School Board Chair

School Board Clerk

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 (FT – NON-CERTIFIED)
LESTER PRAIRIE ISD #424
2023-24

TO: **Lori Bebo**

DATE: June 16, 2023

SUBJECT: Notice of salary & assignment for the 2023-24 school year.

1) Your basic assignment will be:

Supervisor of kitchen and cooks with assigned duties.

Your salary effective on or about 8/15/2023 will be \$34,901 for 187 days. For extra duties for special events after school hours will be paid at the hourly rate of \$22.65 for up to 10 hours.

2) Extra notes and benefits:

- a. 100 % Board paid single medical and single dental insurance coverage available.
- b. Eight (8) sick days per year, with a maximum accumulation of 120 days.
- c. Eight (8) paid Holidays: Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Years Day, President's Day, Good Friday, Memorial Day.
- d. \$30,000 Life & AD&D Insurance.
- e. Long Term Disability Insurance.
- f. Three (3) days of personal leave, which can accumulate up to 4 days with one (1) being carried over and/or one (1) being paid for.
- g. 403B contribution of \$800.00 per year.
- h. 3 Bereavement Days – for Immediate Family and approval from Administration
- i. The School District shall contribute \$732.50 per month for the 2023-2024 school year toward the premium cost if qualified for and enrolled in the School District's group health and hospitalization plan. The School District contribution will first be applied to the insurance premium. The remaining amount, if any, shall be paid by the School District into a Health Savings Account (H.S.A.) or VEBA.

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

Employee Signature

Board Signature

Date

Date

White – Employee File
Green – Employee Copy

**TEACHER CONTRACT FOR MINNESOTA
PUBLIC SCHOOL DISTRICTS**

1. The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, enters into this contract, pursuant to M.S. 125.12 as amended, with **Daniel Mages** a legally qualified and licensed teacher who agrees to teach in the public school of said district as Science Teacher with Assigned Duties for the school year 2023 to 2024.

The following provisions shall apply and are a part of this contract:

1. **Basic Services:** Said teacher shall faithfully perform the services prescribed by the school board or its designated representative, whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the school board and State Board of Education, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
2. **Duration:** This contract is subject to the provisions of M.S. 125.12 as amended and to all laws, rules and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination and discharge for cause of teachers. Thereafter this contract shall remain in full force and effect except if modified by mutual consent of the school board and the teacher or unless terminated as provided by law, or by written resignation pursuant to M.S. 125.12.
3. **Duty Year:** The teacher's duty year and vacation days shall be as adopted by the school board, and the teacher agrees to teach on those legal holidays on which the school board is authorized to conduct school if the school board so determines. In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the school board.
4. **Additional Services;** The school board, or its designated representative, may assign the teacher to extracurricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph one. Said extracurricular, co-curricular or other assignments may be described in paragraph six of this contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board, or its designated representative, may make any additions or amendments during the duty year as shall be necessary. Said extracurricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's Continuing Contract rights unless the words "continuing contract" are recorded immediately following the assignment.
5. **Reference:** This contract shall be subject to the agreement between the school district and the exclusive representative if any, and the provisions of the Public Employment Labor Relations Act as amended.
6. **Special Provisions:**

In addition, said teacher agrees to perform the following additional services for the additional salary indicated.

Additional Service	Additional Compensation
1. _____	\$ _____
2. _____	\$ _____


7. In consideration thereof, the school board agrees to pay said teacher the following annual salary:

\$ 45,561.00 _____	For Basic Services (BA+0 Level -5)
\$ _____	For additional services as set forth in paragraph six.
\$ 45,561.00 _____	Total salary, exclusive of fringe benefits.

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate school board regulation. This contract shall be effective only after it has been authorized by the school board in appropriate action, recorded in its minutes, and executed by the parties. 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 FORM IS TO BE RETURNED TO THE SUPERINTENDENT WITHIN TEN (10) DAYS OF RECEIPT.

IN WITNESS THEREOF I have subscribed my signature this 5 day of June, 2023.



Teacher

IN WITNESS THEREOF we I have subscribed our signatures this ____ day of _____, 20 ____.
INDEPENDENT SCHOOL DISTRICT NO. 424

Chairman

Clerk

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 39-51 weeks)
LESTER PRAIRIE ISD #424

TO: Kathy Fiecke

DATE: June, 5, 2023

SUBJECT: NOTICE OF ASSIGNMENT

Notice of salary and assignment for the 2023-2024 school year.

1) Your basic assignment for 2023-2024 will be:

K – 12 Secretary and Health Services Support with assigned duties.

Level 6 Step 21

2) Your regular work hours are from: 7:30 a.m. to 4:00 p.m. with ½ hour duty free lunch period.
8 hours per day for 231 days per year (1,880 hours per year)
(46 weeks per year – off 2 days for MEA, 5 days at Christmas, 1 days for Spring Break, 21 days in July). Can use vacation days for days off during spring break, MEA and Christmas.

3) Your salary effective on or about 7/1/2023 will be \$23.45 per hour.

4) Extra notes and benefits:

- 1) 15 sick days per year
- 2) Medical/Dental Insurance as per master agreement
- 3) \$30,000 Life and AD&D Insurance
- 4) Long Term Disability Coverage
- 5) 3 Personal Days per year
- 6) Vacation as per the master contract
- 7) 9 Paid Holidays as per master agreement

***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 DAYS.

Kathleen M. Fiecke
Employee Signature

Board Signature

05-31-23
Date

Date

White – Employee File
Green – Employee Copy

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: Kelli Machemehl

DATE: May 31, 2023

SUBJECT: NOTICE OF ASSIGNMENT

Notice of salary and assignment for the Summer of 2023.

1) Your basic assignment for Summer of 2023:

Kid's Depot Worker with assigned duties.

Level 4 Step 1

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 \$15.19 per hour.

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



Employee Signature

Board Signature

6-7-23

Date

Date

White – Employee File
Green – Employee Copy

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: Ashley Alberts

DATE: 6/6/23

SUBJECT: NOTICE OF ASSIGNMENT

Notice of salary and assignment for the Summer of 2023 and school year 2023-2024.

1) Your basic assignment for Summer of 2023 and school year 2023-2024:

Kid's Depot Worker with assigned duties.

Level 4 Step 3

2) Your regular work hours are from: Hours assigned per Community Ed Coordinator. Hours to be paid only when students in attendance

3) Your salary effective on or about 7/1/23 will be \$16.01.

***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 DAYS.


Employee Signature

Board Signature

6/6/23

Date

Date

White – Employee File
Green – Employee Copy

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: **Peighton, Ruzicka**

DATE: June 6, 2023

SUBJECT: NOTICE OF ASSIGNMENT

Notice of salary and assignment for the Summer of 2023 & School Year 2023-24.

1) Your basic assignment for Summer of 2023 & School Year 2023-24:

Kid's Depot Worker with assigned duties.

Level 4 Step 2

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

3) Your salary effective on or about 7/1/2023 will be \$15.58 per hour.

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

Peighton Ruzicka
Employee Signature

Board Signature

06/06/23
Date

Date

White – Employee File
Green – Employee Copy

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: **Taylor Bayerl**

DATE: June 6, 2023

SUBJECT: NOTICE OF ASSIGNMENT

Notice of salary and assignment for the Summer of 2023 & School Year 2023-24.

1) Your basic assignment for Summer of 2023 & school Year 2023-24:

Kid's Depot Worker with assigned duties.

Level 4 Step 3

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

3) Your salary effective on or about 7/1/23 will be \$16.01 per hour.

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

Taylor Bayerl
Employee Signature

Board Signature

6/6/23

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: Kelli Machemehl

DATE: 5/16/23

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 July 24, 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) July 24 thru Aug 3rd
 - 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.

Kelli Machemehl
Teacher's Signature

School Board's Signature

5/16/23
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 55354-0158
(320)395-2521 FAX (320)395-4204

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2023-2024

DATE: 5/15/23

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 **Shannon Alsleben** for the following extra curricular assignment:

Jr. High Volleyball Coach BA-2 (5 % @ \$42,790.00)

For this assignment you will be paid a total of \$2,140.00. ***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 activities Payroll Form has been signed and turned in to payroll by the Activities Director.

I hereby accept the assignment as indicated:


Coach's Signature

5-18-23
Date

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

*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.

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)

June 13, 2023

Dr. Melissa Radeke
Superintendent
Lester Prairie Public Schools
131 Hickory Street North
Lester Prairie, MN 55354

Dear Dr. Radeke,

This letter is to inform you of my resignation from my position as Activities Director/Dean of Students at Lester Prairie Schools, effective June 30, 2023. I have decided to pursue an opportunity in the private sector.

I am thankful for the opportunity I had to serve and work with the students, families, and staff of Lester Prairie Public Schools for the past three years.

I wish the best for the school community as you continue to move forward.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Jenna Wolff', is written above the printed name.

Jenna Wolff



Jenna Wolff <wolff@lp.k12.mn.us>

Softball Resignation

1 message

Angela Christen <angela-christen@hotmail.com>
To: Jenna Wolff <wolff@lp.k12.mn.us>

Tue, Jun 13, 2023 at 10:11 AM

Dear Jenna,

Please accept this letter as my resignation as the Junior High Softball coach at Lester Prairie Schools. I have thoroughly enjoyed my time working with the team and witnessing the growth and development of the players. However, due to conflicting schedules with my two older players, I find it necessary to step down from my coaching position effective immediately.

Wishing you and the entire softball program continued success and prosperity.

Sincerely,

Angela Christen

June 19, 2023

Dear Mr. Lee, Dr. Radeke, and Lester Prairie School Board,

I would like to inform you of my intent to retire from my position as an Elementary Teacher at the Lester Prairie Public Schools on August 3rd, 2023, after completing my summer commitments at school.

I am grateful and feel truly blessed to have had the opportunity to learn from and with my students, their families, the teachers, the school staff, and the Lester Prairie community over the past fifty years!

During that time I continuously strived to help each child experience the joy of learning while growing socially, emotionally, intellectually, physically, and creatively. Throughout my career I have had the amazing opportunity to continue to learn and grow through the many changes that have occurred in my life, in education, and in the world!

Thank you for the awesome opportunity to teach and support the children in this community!

Warmly,



Jan Smith

Lester Prairie Schools
131 Hickory St. N
Lester Prairie, MN 55354
(320) 395-2521

To the Administration of Lester Prairie Schools,

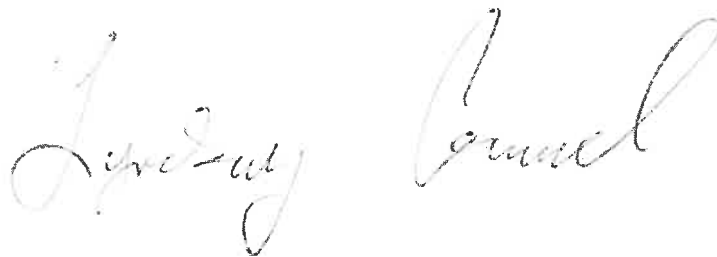
I would like to thank all of you for the incredible opportunity to work in Lester Prairie schools these last 2 years. I have enjoyed *every* interaction between students and staff; this is a special place, especially to begin my career. I feel extremely grateful for my experience in this district and for all of your helpful tips over these last 2 years.

It is hard for me to say, but in the fall of 2023 I will be pursuing an employment opportunity in Hutchinson, MN. This position will require a shorter commute, and experience in a new area of teaching. Although I am excited for this new opportunity, it will be difficult to leave behind the incredible relationships I have formed here in Lester Prairie.

I have been extremely fortunate to have learned from everyone here, and I will sincerely miss being a Bulldog.

Wishing You All The Best,

Lyndsey Grand

A handwritten signature in cursive script that reads "Lyndsey Grand".

06/20/2023